



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
March 9, 2020
6:00 PM**



REVISED

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, March 9, 2020

Recommendation:

That the agenda for the Regular Council Meeting, March 9, 2020 be revised by adding:

Item 8.5 Ralph Drew, Belcarra Resident, email dated March 9, 2020 regarding Applicants for the Official Community Plan (OCP) Review Committee

And be approved as amended.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, February 24, 2020

Recommendation:

That the minutes from the Regular Council Meeting held February 24, 2020 be adopted.

4. DELEGATIONS AND PRESENTATIONS

7:30 pm 4.1 Tree Committee – Report to Council

Recommendation:

That Council direct staff to prepare a report regarding a Bylaw and / or policy, and required actions with regard to the Tree Committee Report dated March 9, 2020.

5. REPORTS

5.1 Lorna Dysart, Chief Administrative Officer & Ken Bjorgaard, Financial Consultant, report dated March 9, 2020 regarding Council Indemnity Bylaw No. 544, 2020

Recommendation:

That "Village of Belcarra Council Indemnity Bylaw No. 544, 2020" be read a first, second and third time.

- 5.2** Lorna Dysart, Chief Administrative Officer, report dated March 9, 2020 regarding Short Term Rental Accommodation and Bed & Breakfast

Recommendation:

- a) That "Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 556, 2020", be read a first, second and third time;
- b) That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 557, 2020", be read a first, second and third time;
- c) That "Village of Belcarra Business License Bylaw No. 227, 1995, Amendment Bylaw No. 558, 2020", be read a first, second and third time.

- 5.3** Ken Bjorgaard, Financial Consultant, report dated March 9, 2020 regarding 2020 – 2024 Financial Plan Scenarios

Recommendation:

That the 2020 – 2024 Financial Plan Scenarios report from Ken Bjorgaard, Financial Consultant, dated March 9, 2020 be received for information.

6. REPORTS FROM MAYOR AND PROJECT LEADS

7. BYLAWS

- 7.1**
- a) "Village of Belcarra Community Works Gas Tax Reserve Fund Establishment Bylaw No. 546, 2020";
 - b) "Village of Belcarra Financial Stabilization Reserve Fund Establishment Bylaw No. 547, 2020";
 - c) "Village of Belcarra General Capital Reserve Fund Establishment Bylaw No. 548, 2020";
 - d) "Village of Belcarra Land Sale Reserve Fund Establishment Bylaw No. 549, 2020";
 - e) "Village of Belcarra Parkland Acquisition Reserve Fund Establishment Bylaw No. 550, 2020";
 - f) "Village of Belcarra Transportation Infrastructure Reserve Fund Establishment Bylaw No. 551, 2020";
 - g) "Village of Belcarra Vehicle & Equipment Reserve Fund Establishment Bylaw No. 552, 2020";
 - h) "Village of Belcarra Water Capital Reserve Fund Establishment Bylaw No. 553, 2020";
 - i) "Village of Belcarra Capital Reserve Fund Transfer Bylaw No. 554, 2020";
 - j) "Village of Belcarra Operating Reserve Fund Transfer Bylaw No. 555, 2020".

Recommendation:

That Bylaws No. 546, 547, 548, 549, 550, 551, 552, 553, 554, and 555, 2020 be adopted.

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 – 8.5 be received.

INFORMATION ITEMS

- 8.1 Richelle Foulkes, Community Health Specialist, Healthy Living / Healthier Communities, letter dated February 14, 2020 regarding Fraser Health Tri-Cities Healthier Communities Partnership (TC HCP), Update to Councils and Partners on Key Community Health Issues from July – December 2019
- 8.2 Heather Skipworth, Committee Treasurer, Port Moody Secondary School Parent After Grad Committee, email dated November 4, 2020 regarding Thank you for the Donation to the PMSS 2020 After Grad
- 8.3 Maja Tait, UBCM President & Claire Moglove, Chair, Resolutions Committee, UBCM, letter dated March 4, 2020 regarding UBCM Resolutions Process
- 8.4 Wayne Clogg, Board Chair, Forest Enhancement Society of BC, letter dated March 2, 2020 regarding Forest Enhancement Society of BC Accomplishments Update (full report available at the Village office)
- 8.5 Ralph Drew, Belcarra Resident, email dated March 9, 2020 regarding Applicants for the Official Community Plan (OCP) Review Committee

9. NEW BUSINESS**10. PUBLIC QUESTION PERIOD****11. RESOLUTION TO CLOSE MEETING**

That the March 9, 2020 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:

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public."

12. ADJOURNMENT**Recommendation:**

That the March 9, 2020 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
February 24, 2020**



Minutes of the Regular Council Meeting for the Village of Belcarra held February 24, 2020 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

Mayor Neil Belenkie
Councillor Rob Begg
Councillor Carolina Clark (departed at 7:08 pm)
Councillor Bruce Drake
Councillor Liisa Wilder (via Skype)

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Stewart Novak, Public Works & Emergency Preparedness Coordinator
Paula Richardson, Administrative Services Assistant

Also in Attendance

Ken Bjorgaard, Financial Consultant, K&E Business Services (departed at 8:25 pm)

1. CALL TO ORDER

Mayor Belenkie called the meeting to order at 6:00 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, February 24, 2020

Moved by: Councillor Clark
Seconded by: Councillor Begg

That the agenda for the Regular Council Meeting, February 24, 2020 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, February 10, 2020

Moved by: Councillor Drake
Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held February 10, 2020 be adopted.

CARRIED

Councillor Clark declared a Conflict of Interest with regard to Road Ends and left the meeting at 6:02 pm.

4. DELEGATIONS AND PRESENTATIONS

4.1 Sherry Chisholm, Belcarra Resident, letter dated February 18, 2020 regarding Conflict of Interest, Short Term Rentals and the Sale of Road Ends

Sherry Chisholm outlined her letter. Considerable discussion ensued.

Moved by: Councillor Drake
Seconded by: Councillor Begg

That the letter from Sherry Chisholm dated February 18, 2020 regarding Conflict of Interest, Short Term Rentals and the Sale of Road Ends be received for information.

CARRIED

Councillor Clark returned to the meeting at 6:28 pm.

5. REPORTS

5.1 Ken Bjorgaard, Financial Consultant, report dated February 24, 2020 regarding Updated Draft 2020 – 2024 Financial Plan

a. Draft 2020 - 2024 Financial Plan - Document

K. Bjorgaard outlined the Updated Draft 2020 – 2024 Financial Plan report as follows:

- Summary and detailed financial information provided for Draft 2020 – 2024 Financial Plan
- The differences between regular and extraordinary operating expenses and revenues
- Council strategic priorities:
 - Official Community Plan Review & Update
 - Land Preparation & Development (Road Ends)
 - Asset Management / Long Term Financial Plan
 - Infrastructure – New Water Reservoir & Firehall
- Property Tax, Water & WARD User Fees and Parcel Taxes for 2020
- General Operating Fund, Water Operating Fund and WARD Operating Fund
- Capital Plan
 - 2020 Highlights
 - 2021 – 2024 Highlights
- Reserve & Surplus Projections
- Comparative Benchmarks with other municipalities

b. Public Consultation

John Wilms, 4625 Belcarra Bay Road, queried with regard to:

- The Community Works Gas Tax Grant Revenue and the use of funds.
- Whether the \$50,000 for planning & grant applications and the \$50,000 for tendering for the new Water Reservoir in the Capital Plan 2020 Highlights will be funded from internal reserves or from Road End sales.

Sherry Chisholm, 4505 Belcarra Bay Road, queried with regard to the budget amount of \$700,000 for the sale of a waterfront lot suggesting that it should be considerably higher.

Ron Davis, 280 Turtlehead Road, queried with regard to including the cost of a new Firehall in the budget.

Councillor Clark declared a Conflict of Interest regarding Road Ends and left the meeting at 6:54 pm.

Considerable discussion ensued with regard to showing a new Firehall in the budget for 2020. The sale of Road Ends may be considered as a method of paying for a new Firehall.

Councillor Clark returned to the meeting at 6:57 pm.

Sherry Chisholm, 4505 Belcarra Bay Road, queried with regard to whether the Village may use external financing prior to paying off the water debt.

K. Bjorgaard provided an overview on the development of an Asset Management Plan. The level of funding needed to be set aside each year in reserves for ongoing maintenance for major capital items would be outlined in this plan.

Councillor Clark left the meeting at 7:08 pm.

Penny Moen, 3845 Bedwell Bay Road, queried with regard to:

- Municipal Assets
- The seismic testing of the existing Firehall
- The cost of a special tax assessment to fund reserves

K. Bjorgaard provided a legal update on Section 175 (Liabilities Under Agreements) of the *Community Charter*. Considerable discussion ensued.

John Wilms, 4625 Belcarra Bay Road, queried with regard to the timeline to sell Road Ends.

Jim Chisholm, 4505 Belcarra Bay Road, queried with regard to the Request for Proposal for Land Surveyors.

Ron Davis, 280 Turtlehead Road, queried with regard to:

- Obtaining more information from Lions Bay related to the sale of Road Ends in Lions Bay
- Whether the Village received legal advice pertaining to the use of funds from the sale of waterfront property

Diana Drake, 165 Turtlehead Road, queried with regard to legislation related to the use of funds from the sale of waterfront lots.

Sherry Chisholm, 4505 Belcarra Bay Road, queried with regard to consideration for the option of a 66 ft. lot being sold as a 55 ft. lot with a trail to the water.

Brian Hirsch, 5025 Belcarra Bay Road, noted that the Revenue Generation Committee report to Council estimated property values for the Road Ends.

Peter Struk, 4575 Belcarra Bay Road, queried with regard to borrowing from internal reserve funds.

Mary Begg, 3424 Marine Avenue, queried with regard to how the amount of grant funding available to build a new Firehall is determined.

Considerable discussion ensued.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That staff develop a scenario to add construction of a new Firehall, at a cost of approximately \$4 million, to the 2022 budget which would be funded from Road End sales.

CARRIED

Moved by: Councillor Drake
Seconded by: Councillor Begg

That staff develop scenarios to address the Annual Infrastructure Deficit, estimated to be between \$300,000 to \$400,000; and
That the scenarios include future tax rates planning.

CARRIED

Moved by: Councillor Drake
Seconded: Councillor Begg

That the report from Ken Bjorgaard, Financial Consultant, dated February 24, 2020 regarding the updated Draft 2020 - 2024 Financial Plan, which includes the Draft 2020 Budget, be received for information.

CARRIED

Moved by: Councillor Begg
Seconded by: Councillor Drake

That the Capital Cost of a new Water Reservoir be brought forward into the 2020 Financial Plan.

CARRIED

5.2 Ken Bjorgaard, Financial Consultant, report dated February 24, 2020 regarding Establishment & Transfer / Repeal Bylaws for Reserve Funds

K. Bjorgaard outlined the report. He noted that the bylaws are part of a new Council policy that will assist with planning for the future. Discussion ensued with regard to legislation requirements and the sale of Road Ends.

The following bylaws were presented to Council:

- a) "Village of Belcarra Community Works Gas Tax Reserve Fund Establishment Bylaw No. 546, 2020";
- b) "Village of Belcarra Financial Stabilization Reserve Fund Establishment Bylaw No. 547, 2020";
- c) "Village of Belcarra General Capital Reserve Fund Establishment Bylaw No. 548, 2020";
- d) "Village of Belcarra Land Sale Reserve Fund Establishment Bylaw No. 549, 2020";
- e) "Village of Belcarra Parkland Acquisition Reserve Fund Establishment Bylaw No. 550, 2020";
- f) "Village of Belcarra Transportation Infrastructure Reserve Fund Establishment Bylaw No. 551, 2020";
- g) "Village of Belcarra Vehicle & Equipment Reserve Fund Establishment Bylaw No. 552, 2020";
- h) "Village of Belcarra Water Capital Reserve Fund Establishment Bylaw No. 553, 2020"
- i) "Village of Belcarra Capital Reserve Fund Transfer Bylaw No. 554, 2020";
- j) "Village of Belcarra Operating Reserve Fund Transfer Bylaw No. 555, 2020".

Moved by: Councillor Wilder
Seconded by: Councillor Begg

That Bylaws No. 546, 547, 548, 549, 550, 551, 552, 553, 554, and 555, 2020 be read a first, second and third time.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES**Mayor Belenkie – Telus Update**

Mayor Belenkie provided an update on Telus Fibre Optics being installed in the Village.

Lorna Dysart, Chief Administrative Officer – Designated Anchorage Area Update

L. Dysart advised that the District of North Vancouver is proceeding with the implementation of the Designated Anchorage Area in Deep Cove. The implementation may create a movement of boats to Bedwell Bay.

7. BYLAWS

No items.

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That correspondence items 8.1 to 8.3 be received.

CARRIED

INFORMATION ITEMS

8.1 Rob Vagramov, Mayor, City of Port Moody, letter dated February 4, 2020 regarding Support for the Creation of a National Pharmacare Program for All Canadians (full report available in the Village office)

8.2 Peter McCartney, Climate Campaigner, Wilderness Committee, letter dated February 6, 2020 regarding Choose Climate: Power Past Pipelines (full report available in the Village office)

8.3 Sav Dhaliwal, Chair, Metro Vancouver Board, letter dated February 19, 2020 regarding Evangelical Laymen's church of Canada (Vancouver) Request for Road Access

9. NEW BUSINESS**10. PUBLIC QUESTION PERIOD**

John Wilms, 4625 Belcarra Bay Road, queried with regard to:

- The \$18,000, one time payment, of the water debt which was paid by some residents and whether residents may pay their portion at this point.
- A Tri-City News article related to the Tsleil Waututh and Heritage houses at Belcarra Park.

Sy Rodgers, 1080 Farrer Cove, enquired regarding Road Access for the Evangelical Layman's Church (ELC) Tea Festival.

Peter Struk, 4575 Belcarra Bay Road, enquired with regard to:

- Protection from Coronavirus
- Progress on the Official Community Plan amendments to potentially allow building of larger houses on waterfront lots.

Carol Hirsch, 5025 Belcarra Bay Road, enquired with regard to the fees related to Short Term Rental Accommodation.

11. ADJOURNMENT

Moved by: Councillor Drake

Seconded by: Councillor Begg

That the February 24, 2020 Regular Meeting be adjourned at 8:40 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



TREE COMMITTEE REPORT

March 9, 2020

NARRATIVE

Belcarra enjoys mesmerizing mountain and ocean views with plenty of wildlife habitat due to the unique temperate rain forest which surrounds us.

Our tranquil surroundings enable residents to disconnect from technology, city noise & light pollution. In turn, this ecosystem provides us with an enviable lifestyle.

This beauty does not come without community challenges, and it has been our humble pleasure to work with our Chief Administrative Officer *Lorna Dysart, Paula Richardson & Connie Esposito* to provide Council with viable solutions and items for creative discussions.

MEMBERS

Sandra Chapman – Chair

Mary Begg – Vice Chair

Les Bramley – Member

Deborah Struk – Member

Vicky Greig – Member

Carolina Clark – Council Representative

PURPOSE

The role of the Tree Committee is to identify, assess and finally to recommend new policies and procedures for the management of all trees in the Village of Belcarra

This includes trees:

- On Residential property
- On Village Property
- In a Riparian Zone

Recommendations to Council include:

- A recommended Village policy or approach to a specific area
 - Management of the policies
 - Enforcement of the policies
 - Economics (fees, costs)
-

Tree Committee 2019 Report

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Resident Information

The Tree Committee has been working on gathering information regarding maintenance of trees in and around the Village. The Village website www.belcarra.ca will include Frequently Asked Questions, ¹ a newly drafted, concise permit for tree trimming and removal plus clear instructions on tree maintenance. Contact names / numbers regarding trees on Crown Land, Village Land & Parkland. The Village website include the FireSmart document.

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/wildfire-status/prevention/prevention-home-community/bcws_homeowner_firesmart_manual.pdf

Many action items are being recommended to Council with regards to issues around trees. Also included are recommendations for Council to put forward to Metro Vancouver and other governing bodies regarding trees on park lands and Crown Land.

Information for the Village Website

It is recommended that the Village website include a list of what is required for an Arborist i.e. insurance, ISA certified, safety equipment, clean up, permits & licencing; and that information on the 'Provincial Government Invasive Alien Species of British Columbia Web' be included on the Village website:

<https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/invasive-species>

Recommended Council Action Items

- a. That Council write a letter to the Province recommending a ban on the sale of invasive plants by garden centers.
- b. That Council send a letter to the UBCM to be considered at the Conference requesting that garden centers not sell invasive species.
- c. That Council request Metro Vancouver Parks policy for the removal of dead underbrush, dangerous tree and wild fire fuel on parkland bordering the Village of Belcarra in order to create a buffer zone.
- d. That Council request crown policy for the removal of dead underbrush, dangerous tree and wild fire fuel on Crown Land bordering the Village of Belcarra in order to create a buffer zone.

Note: The City of North Vancouver is currently working to manage fuel on Crown Land, 10m around homes and 30m into surrounding forest to create a fire buffer around the community.

- e. That Council request Anmore and Port Moody to remove dangerous trees bordering Belcarra Village property & Bedwell Bay Road.
- f. The Committee recommend to Council that the current invasive species removal program taking place on the foreshore be expanded to include the removal of all types Ivy and Laurel, Himalayan blackberry & Holly.
- g. Council to continue to direct staff to apply for available grants such as the "Fuel Management Grant" and ensure that clear submittals by a qualified forester be submitted.
- h. Council Request Sasamat Volunteer Fire Department in discussion with Metro Vancouver and the Province regarding a formal plan to deal with hazardous vegetation.

¹ Appendix 1 – Tree Protection FAQ Form

- i. That Village staff work with the Government of BC and coordinate with the BC Wildfire Service Department to conduct an extensive fuel management plan for the removal of hazardous trees, debris and dead trees to create a firebreak between residences in Belcarra and Crown Land. https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/wildfire-status/prevention/prevention-home-community/bcws_homeowner_firesmart_manual.pdf
- j. The Village of Belcarra provide a quick link to the new "Tree" Bylaw at the tree trimming/removal application site.
- k. Council to continue to direct staff to liaise with Metro Parks staff to obtain information on their dangerous tree policy

Curbside Tree Chipping

- a. It is recommended that the Village create a registry for elderly residents who may require assistance with getting tree limbs & debris to the curb for tree chipping.
- b. The Village of Belcarra create a volunteer group to assist the elderly through an advertisement in the Barnacle.
- c. Two Curbside Tree Chipping opportunities should be provided by the Village. The First in early April and the second in mid October.
- d. The Second Curbside Tree Chipping should be for a fee to the homeowner. Fee to be determined by Council.

Marine Avenue Foreshore, Riparian Areas Invasive Species & Fuel Management

Riparian areas require monitoring and managed for unsound trees that may be diseased and deformed, native plants encouraged, plus weeds & invasive species controlled.

The Tree Committee recommends a proposed volunteer program to assist with the removal of invasive species and assist with fuel clearing, to reduce the cost to the Village and encourage Community involvement and to take ownership of the environment. Care is to be given to bank stabilization in the Riparian Zone and Foreshore with the planting of native species in conjunction with the removals.

The Committee recommend to Council that the current invasive species removal program taking place on the foreshore be expanded to include the removal of all types Ivy and Laurel, Himalayan blackberry & Holly.

It is recommended by the Tree Committee that the new Tree Cutting Bylaw include deciduous replacement tree options of BC native species which would reduce fire risk, provide animal habitat, retain soils, grow at a slower rate & lower height than cedars & hemlocks to help retain views. Cedars & Hemlock trees should not be considered for replacement.

With regards to a Fuel Management Plan, the Tree Committee recommends that staff work with the Government of BC and coordinate with the BC Wildfire Service Department to conduct an extensive fuel management plan to remove hazardous trees, debris & dead trees to create a fire break between residents & Crown Land.

Along with a Fuel Management Plan, the Tree Committee recommends that a long-term plan be put in place to remove invasive species within the Marine Avenue Riparian Areas, foreshore and on Municipal land.

The current process to have trees trimmed or cut within the Marine Avenue foreshore has long been a source of frustration and confusion for many residents. It is often regarded as a “No-go” zone.

The present Tree Cutting Permit application process with the Village involving proposed work in the marine & riparian areas, require clarification & simplification.

It has been established that the Marine Avenue Riparian areas along the fresh water creeks in Belcarra are regulated by the Riparian Areas Protection Regulation (R.A.P.R.) but the Department of Fisheries & Oceans (D.F.O.) must be consulted for any proposed work below the high tide mark. The Village of Belcarra manages trimming & tree removal from the high tide water mark to Marine Avenue. ², https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystems/fish-fish-habitat/riparian-areas-regulations/rar-guidebook-local-government_web_final_aug_2016.pdf

Tree Trimming / Removal Permit Application

It is recommended that Council amend the policy regarding the Tree Trimming Permit as follows:

- a. That an applicant for the tree trimming / removal permit should only be required to approach direct side neighbours for tree trimming / removal
- b. That the power of “Veto by One” (1) objection be removed.
- c. The application form be replaced with one which identifies a resolution process if there is an objection to the application; and, that a solution be proposed to staff.
- d. The time frame for a tree trimming / removal permit should be valid for a maximum of 6 months or until the work is complete.
- e. That the tree trimming / removal permit clearly outlines the payment process and fees.
- f. That the current Village application for tree trimming / removal be updated & simplified, similar to the format of the West Vancouver Tree Cutting Permit without the requirement of a land Surveyor survey, photographs should be a requirement not an option. ³
- g. That all required forms for submission, within the tree cutting permit application, be listed.
- h. That the requirement of 2 week posting notice be removed for resident feedback when a tree has been identified for removal.
- i. That the Tree trimming application form should be used for both trimming & removal.
- j. Consent requirements be limited to direct affected property owners.
- k. The Village to maintain cleared spaces from natural regeneration so that views may be retained

View Retention Policy

It is recommended that Council create a view retention policy for Village public property.

Village to expand upon the Vegetation Control Policy No. 142 and include replacement trees as specified within the new proposed “Tree” bylaws.

² Appendix 2 – Riparian Information

³ Appendix 3 – West Vancouver Tree Trimming Permit Application

Policy to also capture the maintenance of view corridors by pruning trees on municipal property to provide view corridors per tree trimming / removal application.

Dangerous Trees

The Committee recommends that the Village cease to use the topping of trees on Municipal Lands as a measure of retaining views or allowance for hydro power lines. Trees should be pruned to create view windows or removed if appropriate criteria are established.

It is recommended that the Village undertake to assess all Village property trees which have been topped on a three-year maintenance schedule and ensure a new "Tree Bylaw" captures the tree maintenance plan.

Assessment should take place with or by a qualified registered Arborist who should review trees identified for any risks to the public.

The Arborist recommendations should be addressed in a timely manner.

That a tree hazard rating system be used to rate the degree of a tree hazard. It is based on the risk factor of the tree, failure probability of the tree, size of the part that could potentially fail & the value of the potential target. A numerical value is often rendered and assists in decisions to undertake tree hazard abatement work.

Tree Hazard Inspection & Abatement Work

Inspections should be conducted in a timely manner, on a priority basis, in order from high to low risk.

The inspection by a certified arborist should be conducted according to industry standards with recommendations that consider the need to retain and preserve trees, provide for wildlife habitats and provide for safety of life and property.

Qualifications for Tree Hazard Inspectors

Arborists should be familiar with the overall Village Tree Hazard Management Program, the natural area management issues plus the Policies and Procedures as they relate to the Tree Hazard Management.

Professional Qualifications of Arborists should include a combination of the following:

- a. A demonstrated ability to undertake inspections of trees for hazards.
- b. Graduation from an accredited forestry or arboricultural program.
- c. Arborist Certification from an approved & accredited organization such as the [ISA] International Society of Arboriculturists.

Tree Defects may include:

Splits or cracks in the trunk or branches, necrotic or chlorotic appearance, unnatural lean <10%, visible decay pocket, fungal fruiting bodies, seeping sap (resinosis) or bark stains, insect frass or bore holes, Canker faces, scars & sunscald, thick sloughing bark, hanging or weakly attached limbs or tops, evidence of recent mechanical damage, codominant stems, included bark.

Site Conditions & Other Factors may include:

Newly exposed trees, site of tree exposed to winds, saturated or compacted soils, recently altered grades / drainage patterns, poor rooting substrate, evidence of other failures nearby, undermined or heaving roots, topography, depleted or contaminated soils.

Detailed Tree Assessment

In the event of a dispute or uncertainty, the purpose of a detailed tree assessment is to follow up on a visual assessment in order to determine the extent of tree defects. Procedures such as the following is suggested.

Core sampling, strength loss calculations, sounding, water table / hardpan location (soil pit), sample collection and analysis, fungi, foliage, woods, roots, soil, insects, drilling or resistographing roots or trunks, roots crown excavation and inspection, soil compaction tests (penetrometer), aerial inspections, upper trunk and crown.

Photographs

Photographs should be taken of all Hazardous Trees. Photographs to be retained on record by the Village. Village to encourage residents to take photographs of potentially dangerous trees and submit to Village staff for appropriate action.

Existing Issues with Tree Cutting Bylaw No. 110, 1987

Tree Cutting Bylaw No. 110, 1987 is limited in scope; does not adequately support the Tree Cutting Permit, lacks in definition descriptions, does not support the Official Community Plan (OCP) Bylaw No. 435, 2011: 2.0 Views, Forest & Natural Views, protecting well established view corridors from growth of trees, 3.5.4b View retention, 5.4 Values it's view-scapes & open view-scapes.

In addition, for the past several years, a dryer than usual climate has been experienced, resulting in many dead trees on parkland, Village property as well as private properties. Fire protection to the community is limited due to its natural surroundings jeopardizing lives and homes.

It is the duty of the Village to maintain a healthy urban forest. It is the Tree Committee wish that the following recommendations will adequately support the Official Community Plan as well as provide clear definition for the purpose of shrubs & tree maintenance as well as fire protection.

The Tree Committee has sought direction and information through the FireSmart information https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/wildfire-status/prevention/prevention-home-community/bcws_homeowner_firesmart_manual.pdf as well as the *Community Charter Part 2* for guidance. http://www.bclaws.ca/civix/document/id/complete/statreg/03026_02#part2

Village of Belcarra Tree Cutting Bylaw No. 110, 1987 – Recommendations for a Replacement Bylaw Include the Following:

- 1) Tree maintenance requirement, at applicant cost.
- 2) 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.
- 3) The possible replacement species which may be: Dogwood, Oregon Grape, Saskatoon etc.
- 4) That the name of Tree Cutting Bylaw No. 110, 1987 be amended to "Managing Trees, Views & Landscape".
- 5) That Tree Cutting Bylaw No. 110, 1987 be amended to include a Separate Schedule A outlining allowable replacement trees specific to the bylaw.

- 6) Staff prepare a new Tree Bylaw to replace Tree Cutting Bylaw No. 110, 1987, with the title "Managing Trees, Views & Landscape".

New Tree Bylaw Recommendations

Include the Following Definitions

"Tree Topping" means to entirely sever the stem of a tree such that the upper stem and branches of the tree are completely removed, resulting in an abruptly truncated stem, and topping and topped shall have corresponding meanings.

"Crown" means the entire system of branches, leaves and reproductive structures of a tree extending away from the trunk or main stem(s).

"Hazardous Tree" means any tree which, due to its location, condition or any other circumstance, has been determined, by a Registered Certified Arborist, ISA approved, to present a hazard to the safety of persons, private property or any other tree(s).

"Certified Arborist" means a person certified by the International Society of Arboriculture (ISA) or the National Arborist Association as an arborist.

"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.

"Tree Removal" means the cutting down of the entire tree. Yes

"Pruning" "Pruning" means the trimming of living or dead parts from a tree in order to reduce size, maintain the shape and health of the tree and maintain view corridors.

"Permit" shall mean tree removal / pruning permit issued in the form of Schedule "C".

"Affected Property Owner" means any adjacent property owner and any direct property owner whose line of sight or proximate enjoyment, including but not limited to views, aesthetics, and shade, may be affected if a tree cutting or pruning application is approved.

"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.

"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.

"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.

"Hazard Tree" is a tree which is likely to fail due to Major Structural Weaknesses adverse site conditions or other external factors under average conditions & has the Potential to Strike a Target.

"Shrub" is a woody plant which is smaller than a tree and has several main stems arising at or near the ground, less than 6m -10m in height.

"Tree Cutting Permit" means a permit issued by the Administrator in accordance with this Bylaw, which will allow cutting or pruning of trees under conditions stipulated in the Bylaw.

A permit is only a permission pursuant to this Bylaw and does not relieve the permit holder from complying with all other laws, regulations and requirements of any public authority having jurisdiction, nor relieve the holder from complying with civil, common law or contractual obligations.

“Tree Cutting and Replacement Plan” means a plan which shows the trees proposed to be cut and the location, size (height and diameter) and approved species of replacement trees to be planted upon a subject site to ensure slope retention and/or prevent water migration.

“Tree Survey” means a plan of a subject site showing the location, species and trunk diameter of the tree to be cut or pruned.

Include Tree Cutting Permit Information

Tree Cutting Permit

No person may cut, prune or remove a tree on municipal land without first having applied for and having obtained a Tree Cutting Permit.

The applicant to provide a detailed description of the proposed work including a statement of purpose and rationale.

A clearly labelled photograph must be provided, and if pruning is required, a line must be drawn on the photograph indicating the extent of the proposed pruning; the subject tree must also bear a ribbon marker.

If relevant, a proposed replanting plan indicating location, species and size of tree, bush and shrub that is to be planted to replace the removed tree. The tree, bush or shrub may be planted in the same location or in another area agreed upon by the Village.

Non-refundable permit application fees are payable prior to issuance of a permit.

The name of the tree cutting contractor, if applicable, together with the date and time of the planned work.

A plan for tree planting if applicable. The Village will not allow trees that will grow to a height that could impede utilities and signage visibility, safety and the enjoyment of views, or interfere with any municipal infrastructure in the ground to be planted on municipal land.

Confirmation that any directly affected property owners in the area of the proposed tree pruning or cutting, have been specifically consulted and any opinions be expressed in writing within 15 working days of consultation. All written information to be attached to the application by the applicant.

Should an applicant wish to maintain a previously trimmed area of a specific tree, the permit process should be simplified to capture a brief written description matching previous work with a picture along with payment of the permit fee.

Schedule of Replacement Trees

That the new Tree Bylaw capture a schedule which identifies preferred replacement trees which grow under 10.7m (35ft). Examples of trees to be included within a schedule are:

Cherry, Crape Myrtle, Dogwood, Franklin tree, Chinese Fringe Tree, Green Hawthorn, Hornbeam, Panicle Hydrangea, Juniper, Japanese Snowball, Laburnum, Lilac, Lemon tree, Mountain Stewartia, Magnolia, Japanese Red Maple, Japanese Black Pine, Cherry Plum, Eastern Redbud,

Quince, June Berry, Conica Spruce, Japanese Stewartia, Cornus Florida (flowering dogwood),
Cornelia Cherry Dogwood

The Committee recommends the following:

Fire Separation Buffer Between Residential Properties Be Introduced

http://www.bclaws.ca/civix/document/id/complete/statreg/03026_02

1. Residential properties are to have a fire buffer adjacent to property lines where shrubs, trees & vegetation are maintained to a maximum height of 3m (10'-0") when growing within 3m (10'-0") from that property line.
2. There is a written agreement between directly adjacent affected property owners and / or the Village of Belcarra where an alternate height agreement has been reached which does not exceed 5m (16'-0"), with the understanding that said agreement is not transferable with the property from one owner to the next.
3. The Village complete an assessment by a certified professional to deem the Village a High Fire Risk Area.
4. The Village apply for the Community Resiliency Investment Protection Plan Grant.

Exemptions

That the new Tree Bylaw incorporate a section which captures Bylaw Exemptions such as:

- a. Application of Bylaw to hedges: all provisions of this Bylaw apply to individual trees in a hedge, except only to the extent that any such provision specifically excepts, excludes, or exempts a hedge.
- b. Exemption for public utility: this Bylaw does not apply to the removal, relocation, or replacement of a tree in connection with the construction or maintenance of a public utility in a public utility easement or statutory right of way.
- c. Exemption for Park Board: this Bylaw does not apply to the removal, relocation, or replacement of a tree in connection with any site or development under the jurisdiction of the Park Board.

Contraventions

Where a tree is cut in contravention of this Bylaw and / or conditions of a permit are breached, an offence or bylaw contravention is committed under this Bylaw.

- a. Any person who contravenes any provision of this Bylaw, or who wilfully does not adhere to the bylaws, or cuts a tree on municipal property, contrary to or without a Tree Cutting Permit, is guilty of an offence or bylaw contravention and is liable to the penalties imposed under Bylaw Notice Enforcement Bylaw No. 520, 2018.

Recommended Penalties

The Tree Committee recommends that Council amend Bylaw Notice Enforcement Bylaw No. 520, 2018 to include the following:

- b. The minimum penalty for each tree is a fine of (a) \$1,000 for the first tree cut without a permit, and (b) \$3,000 for each subsequent tree cut without a permit.



VILLAGE OF BELCARRA Tree Trimming & Cutting Frequently Asked Questions (FAQ)



Updated January 2020

When is a Tree Removal Permit (TRP) required?

A Tree Removal Permit for trees on private property is required when:

- the trees and/or vegetation are within a Streamside Protection and Enhancement Area (SPEA)
- the trees are protected by a covenant or other legal instrument (see your 'Title Certificate')

Do I need a Tree Removal Permit to remove a tree if the tree is already dead or dying?

When a tree requires a Tree Removal Permit but the tree is dead or dying, the Village may authorize removing the tree without a permit. Often, these trees are considered Hazard Trees and may be removed, dependent on whether the property is located in a SPEA or an Environmentally Sensitive Area (ESA). Please contact the Village at 604-937-4100 for more information.

How do I know if my tree is a Hazard Tree?

Call a Certified Arborist or a Certified Tree Risk Assessor to assess the tree. If it is determined that the tree is hazardous, immediate removal or pruning may be recommended. On the contrary, it may be determined that the tree is healthy and safe.

With review by the Village, a Hazard Tree may be removed from property located within a SPEA or ESA without a Tree Removal Permit.

Who is an ISA Certified Arborist or Certified Tree Risk Assessor?

ISA Certified Arborists or Certified Tree Risk Assessors are tree specialists who are certified by the International Society of Arborists (ISA).

How do I know if my tree is protected under the bylaw?

If you are unsure whether you require a Tree Removal Permit, please contact the Village at 604-937-4100. Staff will be happy to assist you.

How do I determine the diameter of a tree?

The diameter of a tree is measured at 1.4 meters above the ground. This measurement is determined by dividing the tree circumference by 3.142.

Does the Tree Protection Bylaw affect the building permit process?

No, the Tree Protection Bylaw only affects the development permit process when a development approval is required for private

property. It is standard practice for the Village to approve the development permit (including Tree Removal Permit) before issuing a building permit.

Is there a cost to find out if I need a Tree Removal Permit?

There is no fee to determine if a Tree Removal Permit is required. However, if you do require a Tree Removal Permit the fee is \$200.00. In addition, the owner may incur other costs including the hiring of a Certified Arborist and purchasing any replacement trees.

What if I want to remove my tree and it is located on both my property and my neighbours property?

If a Tree Removal Permit is required and the tree straddles your property and your neighbours, the Village will require written consent of both owners before a Tree Removal Permit can be issued.

How do I know if any of the trees on my property are protected by covenant or other legal instrument?

Visit the Land Titles Office in New Westminster to obtain a copy of your 'Title Certificate', or visit www.ltsa.ca to order a copy online. Check for any legal notations or listed charges (covenants), or contact the Village for more assistance at 604-937-4100

Who has jurisdiction of the foreshore?

- Department of Fisheries and Oceans (DFO) has jurisdiction to the high tide mark.
- Ministry of Forests, Lands and Natural Resource Operations (MoFLNR), also known as Ministry of Environment (MoE) has Jurisdiction of the Riparian Areas for the DFO.
- Village of Belcarra (VOB) has jurisdiction of Marine Avenue Right of Way, which extends to high tide mark.

Which Jurisdiction is the primary contact when citizens have a concern regarding trees & landscaping on the foreshore?

Village of Belcarra. Phone: 604-937-4100

How do I contact Ministry of Forests, Lands and Natural Resource Operations?

Email: FrontCounterBC@gov.bc.ca or call 604-586-4400

What can I do about Dangerous Trees on Crown Land?

Residents may contact the Ministry of Forests, Lands & Natural Resources, Chilliwack Office - Phone: 604-702-5700 Email: forests.chilliwackDistrictOffice@gov.bc.ca

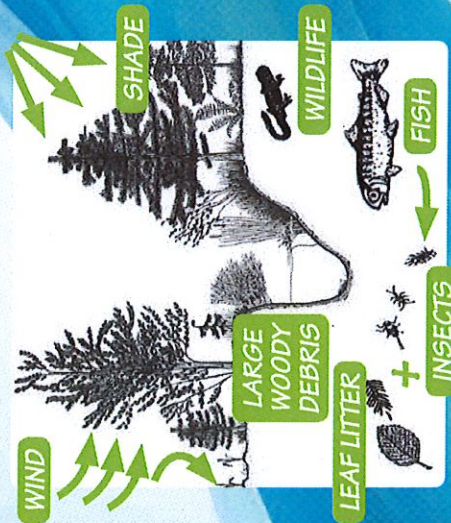
NOTE: The District Office is typically very responsive and will schedule removal of dangerous trees within a timely manner if the resident pays for the removal. The Village office should be notified of this work taking place.

Why is Bamboo not a good option as a shrub?

Bamboo is an aggressive invasive species which will spread through concrete. Many home insurers will not provide coverage to homes with Bamboo planted close to the house.

What is a Riparian Area?

Riparian areas are the areas bordering on streams, lakes, and wetlands that link water to land. The blend of streambed, water, trees, shrubs and grasses directly influences and provides fish habitat.



The Riparian Area is Fish Habitat

Riparian areas provide shade and shelter from predators, as well as a home and food for the insects that are food for fish. These areas provide wood to the stream that in turn provides shelter and nutrients. A healthy riparian area acts as a buffer to changes in weather, temperature, flooding and pollution. This resilience is critical to the survival of fish in a developing landscape.

Protecting Riparian Areas is Important

Preventing damage to riparian fish habitat is easier than restoring it if damage has occurred. Waterfront land owners have a direct role to play in ensuring the health of their local watercourse. For example, land owners can contribute to the restoration of riparian areas by allowing natural re-vegetation to take its course and re-establishing native plants.

Value for Fish & Your Community

A healthy riparian area has both economical and ecological benefits. Protected natural areas make neighbourhoods desirable and can have a positive impact on your property values.

Protected riparian areas mean:

- » Improved water quality
- » Decreased flood hazard
- » Lower stormwater management costs
- » Higher aesthetic values
- » Increased shoreline stability
- » Decreased heating and cooling costs
- » Better air quality

It will take all of us working cooperatively in our communities and with all levels of government to keep riparian areas healthy.

For More Information

Consult your local government to learn about the permit and approval process for developments in your riparian area.

Visit the provincial Riparian Areas Regulation website for more information.

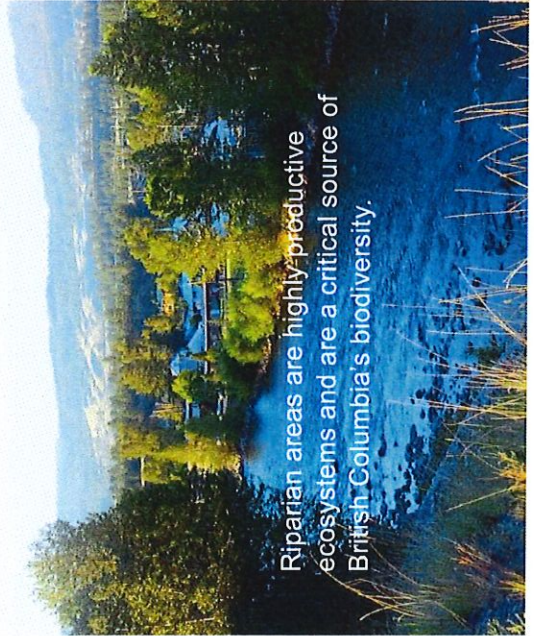
If you have a stream, lake, wetland or ditch on or beside your property, there are things you need to know.

Provincial and, or Federal legislation may apply to you. This brochure is intended to assist land owners & property developers who are planning development activities in riparian areas adjacent to streams or other water bodies.

This pamphlet is a guide only. It is not a substitute for the Federal Fisheries Act, the *Riparian Areas Regulation*, or your local government's bylaws.



Ministry of
Forests, Lands and
Natural Resource Operations



Riparian areas are highly-productive ecosystems and are a critical source of British Columbia's biodiversity.

Standards are in Place to Protect Fish

You need to follow local standards to protect riparian habitat when your development project is near a stream, river, creek, pond, lake, ditch, spring or wetland, if it provides fish habitat or nutrients to fish habitat.

Fish habitats are areas on which fish depend directly or indirectly for a variety of needs including spawning, nursery, rearing, food supply and migration.

If Your Project is...

a residential, commercial or industrial activity within 30 metres of a watercourse, even if that watercourse is not on your property,

AND you are planning **ANY** of the following:

- ✓ Removing or altering plants
- ✓ Disturbing soils
- ✓ Constructing buildings and structures
- ✓ Constructing roads, trails, docks, wharves, bridges
- ✓ Creating hard surfaces such as decks and pavement
- ✓ Installing works for flood protection
- ✓ Developing drainage systems and utility corridors
- ✓ Servicing sewage and water systems
- ✓ Subdivisions

...the Riparian Areas Regulation may apply to your development. The regulation helps you conduct your activities responsibly to avoid degrading valuable riparian fish habitat.

About the Regulation

The Riparian Areas Regulation is provincial legislation that requires local governments to enact bylaws that protect riparian areas during residential, commercial, and industrial development.

If the Regulation Applies to You

If the Riparian Areas Regulation applies to your development, you may need to have your property assessed by a **Qualified Environmental Professional**. The assessment will determine the width of the **Streamside Protection and Enhancement Area (SPEA)** on your property. Development may be restricted in this area if it has the potential to damage vegetation and/or interfere with the ability of the riparian area to provide fish habitat. Additional measures to maintain riparian habitat such as sediment and erosion control, may be included in the assessment.

DIAGRAM 1: Illustration of the 30m Riparian Assessment Area requiring compliance with the Riparian Areas Regulation.



Qualified Environmental Professionals (QEPs) include agrologists, biologists, foresters, geoscientists, and technologists who are in good standing with their respective professional organizations working in their area of expertise.

How Do I Proceed?

CHECK LOCAL BYLAWS

check with your local government for the rules that apply to developing property within the riparian area (within 30m of a stream, shore or ravine bank see diagram 1).

1 STEP 1

2B STEP 2B

2A STEP 2A

IF LOCAL BYLAWS DO NOT STIPULATE SETBACKS

you will require an assessment from a Qualified Environmental Professional in order to determine the setbacks and protection measures. It is strongly advised that you conduct this assessment before actual site development.

3 USING STANDARD PROCEDURE

the assessment determines which measures must be taken before, during and after development, in order to comply with the Riparian Areas Regulation.

4 IF THE DEVELOPMENT PROPOSAL DOES NOT COMPLY

with the stipulations in the assessment, the development proposal must be redesigned to occur outside the riparian area.

5 A RECORD OF THE ASSESSMENT

is reviewed and filed with the provincial government.

6 AFTER THE ASSESSMENT

the local government may proceed with their approval process.

Consult your local government for bylaws that apply to your development.

LAND DEVELOPMENT SERVICES
 750 17TH Street West Vancouver BC V7V 3T3
 t: 604-925-7192 f: 604-925-6083
 e: districttrees@westvancouver.ca



Municipal Property Tree Cutting Permit Application

Application date: _____ **Tree Permit No.:** _____

Permit fee: \$100.00 (Payable at time of permit fee issuance)

Civic address: _____

(Location of work near / adjacent to municipal property)

1. Describe the proposed tree work:

List number and type of subject trees, proximity to creeks and relevant site information as available, including photographs. A survey of the trees, prepared by a designated British Columbia Land Surveyor may be required in consideration of this application.

Type of trees: _____

Remove: ☐ **Chip on site:** ☐

Photographs attached: Yes ☐ No ☐

Additional comments: _____

Applicant: Based on your proposed tree work, complete the following information in the appropriate section of either Low Impact (30 meter Notification & Consent radius) or Moderate Impact (50 meter Notification & Consent radius).

LOW IMPACT:

- Removal of hedges less than 6 metres in height _____
- Removal of (up to a maximum of) 4 single trees that are less than 6 metres in height _____
- Removal of branches from a tree/s that does not significantly alter aesthetic appearance of the area _____
- Re-topping of hedge that does not result in removal of more than 6 metres of new growth _____

MODERATE IMPACT:

- Removal of hedge greater than 6 metres in height _____
- Removal of more than 4 trees that are less than 6 metres in height _____
- Pruning of branches that will result in significant aesthetic impact to surrounding area _____
- Re-topping of trees that will result in removal of more than 6 metres of new growth _____

CONSENT REQUIREMENTS: in most cases 80% consent is required.

Doc # 3943595 SEP 2019

2. Owner's declaration:

I/We, _____ of _____
Owner's name Owner's address

Owner's email: _____ Phone: _____

Owner's signature: _____

Confirm the appointment of _____ a District approved tree contractor, to act on my behalf with regard to this application.

_____ Contact name: _____ Phone: _____

Tree contractor signature

Email: _____

Approved Tree Contractors (please select from Approved Tree Contractors list)

Terms and Conditions:

1. The applicant must provide a non-refundable permit fee of \$100.00.
2. The applicant is fully responsible for any damages to private or municipal property, hydro or telephone infrastructure. Costs will be paid by the applicant.
3. The applicant is responsible for providing an accurate description of the location of the trees in relation to relevant property lines.
4. Any disputes between individuals over liabilities arising from tree problems or the work authorized by this permit, shall be settled by the individuals involved, and at their expense.
5. The applicant agrees to indemnify and save the District harmless from all cost, claims, damages or expenses arising from the work authorized by the permit or by actions of the applicant.
6. **The applicant understands that:**
 - The contractor / tree cutting firm must be approved by the District for work on municipal property.
 - Trees must be conspicuously tagged by the applicant for consideration by the District. Untagged trees will not be considered.
 - Neighbours adjacent to proposed work must be notified, be given a thorough explanation of the proposed work and sign the consent form prior to submission of application.
 - No work may proceed until this application has been approved and a tree cutting permit issued.
 - All costs associated with this application are to be borne by the applicant.
 - After receipt of application, a site visit by the District arborist may be necessary and will be scheduled with the appropriate tree contractor.
7. After approval of the proposed tree work, the applicant is required to notify the District arborist at least 48 hours prior to commencing work.
8. This permit can be revoked at any time by the District arborist.
9. The tree permit must be onsite at all times during work.
10. No debris is to be left on District property.
11. Any work inside the limits of approach to hydro lines will be undertaken by a utility certified tree company—the District's list of approved contractors are all certified in this regard.
12. All approved pruning work will be completed according to the standards of the International Society of Arboriculture.
13. To request a final inspection, email districttrees@westvancouver.ca or phone 604-925-7192.

Freedom of Information and Protection of Privacy Act: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used for the purpose of processing your application for a tree cutting permit. If you have any questions about the collection and use of this information please contact Legislative Services, Records/Information Coordinator at 604-921-3497, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3.

Doc # 3943595 SEP 2019



COUNCIL REPORT

File: 0530-01

Date: March 9, 2020

From: Lorna Dysart, Chief Administrative Officer & Ken Bjorgaard, Financial Consultant

Subject: Council Indemnity Bylaw

Recommendation

That “Village of Belcarra Council Indemnity Bylaw No. 544, 2020” be read a first, second and third time.

Purpose

The purpose of this report is to bring forward Council Indemnity Bylaw No. 544, 2020 for first three readings.

Background

As outlined at the February 3, 2020 meeting, Council indemnities for 2019 reflect a 2.4% increase, the cost of which is partially offset by reduced employer CPP costs, bringing the budgetary increase to 1.6% (2.4% increase in indemnity and 0.8% reduction in benefits) (see table below). The indemnity increase is reflective of the Vancouver CPI change for all of 2019. In the future, Council indemnity increase will reflect the change in the Vancouver CPI for the prior 12-month period ending October 31st in each year so that the indemnity bylaw and related increase can be enacted before the beginning of each calendar year.

	2019 Council Indemnity & Benefit Budget	2020 Council Indemnity & Benefit Draft Budget	\$ Change	% Change	Explanation
Council	\$67,355 ^{(1) (2)}	\$68,452 ⁽²⁾	\$1,097	1.6%	2.4% indemnity increase for Council with an associated 0.8% decrease in employer benefits (due to change in CPP budget) for an overall increase of 1.6%.

⁽¹⁾ Based on actual 2019 Indemnity Bylaw; the 2019 indemnity budget is slighted lower as the 2019 budget was not updated to reflect the final 2019 bylaw.

⁽²⁾ Includes annual indemnities in 2019 for Mayor of \$21,540 and for each Councillor of \$10,770, while 2020 reflects annual indemnities of \$22,056 and \$11,028 for the Mayor and each Councillor, respectively (a 2.4% increase).



**VILLAGE OF BELCARRA
Council Indemnity
Bylaw No. 544, 2020**



A bylaw to provide for the payment of an indemnity to
Village of Belcarra Mayor and Councillors

WHEREAS the Municipal Council may, by bylaw, provide for the payment from annual general revenue, an indemnity to the Mayor and to each Councillor for the discharge of their duties of office;

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

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Council Indemnity Bylaw No. 544, 2020".
2. The indemnity for the Mayor from April 1, 2020, up to and including December 31, 2020, shall be the gross sum of \$1,852.45 monthly.
3. The indemnity for each Councillor from April 1, 2020, up to and including December 31, 2020, shall be the gross sum of \$926.22 monthly.
4. The indemnities provided for in Section 2 and 3 above shall be paid by the Chief Administrative Officer, save and except for the provisions of Section 5 hereof.
5. In the event of any member of Council being absent from three consecutive regular Council meetings, the indemnity that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.
6. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
7. This bylaw shall take force and come into effect as of April 1, 2020.

8. The "Village of Belcarra Council Indemnity Bylaw No. 529, 2019" 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 Council Indemnity Bylaw No. 544, 2020

Chief Administrative Officer



COUNCIL REPORT

File: 6700-03

Date: March 9, 2020

From: Lorna Dysart, Chief Administrative Officer

Subject: Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy Update

Recommendations

- a) That "Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 556, 2020", be read a first, second and third time;
- b) That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 557, 2020", be read a first, second and third time;
- c) That "Village of Belcarra Business License Bylaw No. 227, 1995, Amendment Bylaw No. 558, 2020", be read a first, second and third time.

Purpose

The purpose of this report is to:

- Outline changes to the three bylaws listed above to support the implementation of the Village Short Term Rental Accommodation and Bed & Breakfast Accommodation Policy No. 210, as approved at a regular meeting of Council on January 27, 2020 (Attachment 1); and
- To introduce fees for advertising on the Village website.

Background

Council adopted a Short Term Rental Accommodation (STRA) and Bed & Breakfast Accommodation (B&B) Policy No. 210 at a regular meeting of Council on January 27, 2020. Staff were directed to prepare amendments to Zoning Bylaw No. 510, 2018; Fees and Charges Bylaw No. 517, 2018; and Business License Bylaw No. 227, 1995 to allow implementation of the STRA and B&B Policy.

In addition to changes related to STRA and B&B, updates to the Fees and Charges Bylaw related to advertising rates in the Village are also included in the proposed updates in this report.

Attachments

- 1) Short Term Rental Accommodation and Bed & Breakfast Accommodation Policy No. 210 (attached for information)
- 2) Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 556, 2020
- 3) Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 557, 2020
- 4) Village of Belcarra Business License Bylaw No. 227, 1995, Amendment Bylaw No. 558, 2020



VILLAGE OF BELCARRA
CORPORATE POLICY NO. 210



Title: Short Term Rental Accommodation and Bed & Breakfast Accommodation

ISSUED BY: CAO	APPROVED BY: COUNCIL	DATE: JANUARY 27, 2020
REVISED BY:	APPROVED BY:	DATE:

Purpose

1. The Policy outlined below describes how the Village will review Business Licence applications for a Short Term Rental Accommodation (STRA) and Bed & Breakfast Accommodation (B&B) home based businesses, to provide clarity for staff, Elected Officials, and property owners.

Policy

2. Application Process and Business Licensing

- 2.1. A STRA and / or B&B Use is a Home Based Business Use. All STRA and / or B&B Uses shall require a Business Licence issued by the Village. Business licences are valid for a one year period from January 1 to December 31. Licences must be renewed annually to remain valid. Licences issued after July 31 of a calendar year will be prorated at one half of the fee for the full year.
- 2.2. The decision to grant a Business Licence for STRA and / or B&B is delegated to the Chief Administrative Officer.
- 2.3. Applicants for a Business Licence for STRA and / or B&B will be required to provide a Land Title Office Title Certificate and provide a declaration that they will maintain the property as their principal residence while operating a STRA and / or B&B use on the property.
- 2.4. Applicants should identify which dwelling unit will be rented as STRA and / or B&B 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 two million (\$2,000,000) 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 / or B&B, 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 and / or B&B will take into consideration the following:
 - 2.6.1. Complaint history regarding a STRA and / or B&B at the property;
 - 2.6.2. Previous bylaw infractions or violations of this policy at that address which is known to the Village;

- 2.6.3. Potential impact on neighbouring properties;
 - 2.6.4. Inspection by the Building Inspector
 - 2.6.5. Occupancy and safety considerations related to the property (e.g. is the dwelling unit or room proposed for STRA and / or B&B legally occupied);
 - 2.6.6. All other provisions of this policy; and
 - 2.6.7. All other provisions of related 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 and / or Bed & Breakfast 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), 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 and / or B&B 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 and / or B&B Use may be permitted per set of principal and accessory units (i.e. each set of principal / secondary units may have one STRA or B&B Use).

4. Owner Occupancy

- 4.1. The property used for Short Term Rental and / or Bed & Breakfast Accommodation 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. A home may be rented as a Bed and Breakfast where up to three rooms in the house are rented to separate tenants on a short term basis. The owner must reside on site (in either the Principal or Accessory Dwelling) while the Bed and Breakfast is in operation if more than one separate booking is made at one time.
- 4.4. Four 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 guests. Up to three rooms may be rented out under a single STRA booking (e.g. to a customer that requires two or three rooms for their family).
 - 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. Owner C rents out their home for Short Term Rental Accommodation use.

4. Owner D has three spare bedrooms in their house and rents each spare bedroom out to separate tenants on a short term basis, as long as sufficient on-site parking is available. Owner D resides on the site while short term tenants are staying on their property. Owner D rents out bedrooms in their home for Bed & Breakfast use.

5. Length of Stay

- 5.1. Short Term Rental and / or Bed & Breakfast Accommodations are permitted for a maximum stay of 30 days per stay.
- 5.2. The minimum length of stay is 2 days.

6. Parking and Bylaw Compliance

- 6.1. A property used for STRA and / or B&B must comply with all other provisions of the Belcarra Zoning Bylaw.
- 6.2. Legal non conforming buildings may, at the discretion of the Village, be permitted to operate an STRA and / or B&B Use.
- 6.3. Parking shall be required as outlined in the 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).
- 6.5. If adequate parking is not provided, the Village may decline to issue a Business Licence for a STRA and / or B&B.

7. Notification

- 7.1. Operators of STRA and / or B&B in the 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 an application for a Business Licence. 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 owner 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 the STRA and / or B&B 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 and / or B&B.

8. Noise and Nuisance

- 8.1. STRA and / or B&B operators shall be responsible for notifying their guests, in any listings, to respect the quiet, residential, and rural nature of the Village.
- 8.2. STRA and / or B&B operators shall be liable for any violation of the Belcarra Noise Bylaw No. 40, 1981.

9. Enforcement

- 9.1. This policy shall be enforced as provided under the Belcarra Zoning Bylaw, Noise Bylaw, Business Licensing Bylaw, or other regulations as applicable. For example, the Business Licence Bylaw, Section 14.5 states “anyone operating a Short Term Rental Accommodation (STRA) or Bed & Breakfast (B&B) without a valid Business License may be subject to a fine of up to \$1,000.00 at the discretion of the Village of Belcarra Chief Administrative Officer.”
- 9.2. Provisions of the Zoning Bylaw, Noise Bylaw, Business Licensing Bylaw, or other Village of Belcarra Bylaw 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 Chief Administrative Officer.
- 9.4. The Village will take reasonable steps to investigate and evaluate contraventions of this Policy and other applicable Village regulations related to a Short Term Rental and / or Bed & Breakfast Accommodation on a complaint basis.



VILLAGE OF BELCARRA
Zoning Bylaw No. 510, 2018,
Amendment Bylaw No. 556, 2020



An amendment bylaw to update and introduce definitions related to Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) in the Zoning Bylaw.

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 556, 2020".
2. That the "Village of Belcarra Zoning Bylaw No. 510, 2018" be amended:
 - a) By replacing the following text from Section 104 – Definitions:

“Home-Based Business Use means an occupation or profession, including a Childcare (Family) Use, carried on by an occupant of the dwelling unit for consideration, which is clearly incidental and subordinate to the use of the parcel for residential purposes. Home Based Business Uses shall be subject to the provisions of Section 210”
 - b) With the following text:

“Home-Based Business Use means an occupation or profession, including a Childcare (Family) Use, a Short Term Rental Accommodation (STRA) Use, or a Bed & Breakfast (B&B) Use, carried on by an occupant of the dwelling unit for consideration, which is clearly incidental and subordinate to the use of the parcel for residential purposes. Home Based Business Uses shall be subject to the provisions of Section 210”
 - c) Adding the following text to Section 104 – Definitions:

“Short Term Rental Accommodation (STRA) Use is a Home-Based Business Use that includes the rental of a Dwelling Unit or part of a Dwelling Unit for the accommodation of paying guests for a period of less than one month.

Bed and Breakfast (B&B) Use is a Short Term Rental Accommodation Use wherein one or more rooms in a Dwelling Unit are rented for a period of less than one month and breakfast may be served.”
 - d) By replacing the following text from Section 200 - General Regulations:

“210 – Home Based Business Use

 - e) The use within the principal building shall occupy no more than 20% of the floor area of the principal building, up to a maximum of 50 square metres (538.2 square feet).

- f) The use within one or more accessory buildings shall occupy a total of not more than 50 square metres (538.2 square feet).
- g) In no case shall the aggregate floor area of all buildings used for the Home-Based Business Use exceed 50 square metres (538.2 square feet) on a parcel of land.”

e) With the following text:

“210 – Home Based Business Use

- e) The use within the principal building shall occupy no more than 20% of the floor area of the principal building, up to a maximum of 50 square metres (538.2 square feet), except in the case of a Short Term Rental Accommodation Use and / or a Bed & Breakfast Use.
 - f) The use within one or more accessory buildings shall occupy a total of not more than 50 square metres (538.2 square feet), except in the case of a Short Term Rental Accommodation Use and / or a Bed & Breakfast Use.
 - g) In no case shall the aggregate floor area of all buildings used for the Home-Based Business Use exceed 50 square metres (538.2 square feet) on a parcel of land, except in the case of a Short Term Rental Accommodation Use and / or a Bed & Breakfast Use.”
- f) Add the following to Section 210 Home Based Business Use (General Regulations):

“210 – Home Based Business Use

- l) Short Term Rental Accommodation Uses, including Bed & Breakfast Uses, shall comply with all provisions of the Village of Belcarra Short Term Rental Accommodation and Bed & Breakfast Policy, as may be amended from time to time.”

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Zoning Bylaw No. 510, 2018
Amendment Bylaw No. 556, 2020

Chief Administrative Officer



VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018,
Amendment Bylaw No. 557, 2020



An amendment bylaw to introduce fees related to Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) and advertising on the Village of Belcarra webpage.

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 557, 2020".
2. That the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" be amended:
 - a) By adding the following to the table under **Schedule 3 – Business Licence Fees**, business licence categories for **Home Occupation**:

<i>Description</i>	<i>Fee</i>
Short Term Rental Accommodation (STRA) and Bed and Breakfast (B&B)	\$100.00 per year Business Licence Fees for STRA and B&B may be increased annually at the discretion of the Village of Belcarra CAO.
First year STRA / B&B Inspection Fee	\$250.00 Second year and subsequent inspection fees at the discretion of the Village of Belcarra CAO.
STRA / B&B Security Deposit (refundable)	\$1,000.00

- b) By adding the following to the table under **Schedule 1 – General Administration**:

<i>Description</i>	<i>Fee</i>
Belcarra Website Homepage Advertisement - Big Box Banner (300px x 250px)	\$2,500.00 per year
Belcarra Website - Logo & Service Advertising on Community Bulletin Board	\$500.00 per year

Village of Belcarra Fees & Charges Bylaw No. 517, 2018, Amendment Bylaw No. 557, 2020

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 557, 2020

Chief Administrative Officer



VILLAGE OF BELCARRA
Business Licence Bylaw No. 227, 1995,
Amendment Bylaw No. 558, 2020



An amendment bylaw to establish fines for offences related to Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B).

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Business Licence Bylaw No. 227, 1995 Amendment Bylaw No. 558, 2020".
2. That the "Village of Belcarra Business Licence Bylaw No. 227, 1995" be amended:
 - a) By adding the following text under **Section 14. Offences**:

“14.5 Notwithstanding Section 14.2, anyone operating a Short Term Rental Accommodation (STRA) or Bed & Breakfast (B&B) without a valid Business License may be subject to a fine of up to \$1,000.00 per day, per offence, at the discretion of the Village of Belcarra Chief Administrative Officer.”
 - b) By replacing the following text under **Section 15. Business License Fees**:

“The annual business license fee payable from every person carrying on a business, shall pay the applicable fee as prescribed in Schedule “A” to this bylaw.”
 - c) With the following text:

“The issuance of a business license shall require the payment of all fees and deposits as prescribed in the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, as may be amended from time to time.”

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
 Village of Belcarra Business Licence Bylaw No. 227, 1995
 Amendment Bylaw No. 558, 2020

Chief Administrative Officer



COUNCIL REPORT

Date: March 9, 2020

From: Ken Bjorgaard, Financial Consultant

Subject: 2020 – 2024 Financial Plan Scenarios

Recommendation

That the 2020 – 2024 Financial Plan Scenarios report from Ken Bjorgaard, Financial Consultant, dated March 9, 2020 be received for information.

Purpose

The purpose of this report is to present 2020 – 2024 Financial Plan scenarios, as requested by Council at the February 24, 2020, budget meeting, which address the following motions:

- A. “That staff develop a scenario to add construction of a new Firehall, at a cost of approximately \$4 million, to the 2022 budget which would be funded from Road End sales.”
- B. “That the Capital Cost of a new Water Reservoir be brought forward into the 2020 Financial Plan.”
- C. “That staff develop scenarios to address the Annual Infrastructure Deficit, estimated to be between \$300,000 to \$400,000; and That the scenarios include future tax rates planning.”

Based on the information provided in this report, a final direction of Council is requested in terms of what to include in the 2020 – 2024 Financial Plan bylaw, to be presented for consideration.

Background

Three (3) scenarios are provided in attached Appendix “1”, two (2) of which address the above noted Council motions. For your information, sales proceeds from land sales cannot be used to fund operating expenses, including the increased reserve transfers that would be needed to set aside monies to address an infrastructure deficit. As per the *Community Charter*, land sales proceeds need to be directed to a land sales reserve fund and are to be used for capital purposes including other land purchases and remaining debt on property, as follows:

- “**188** (1) A council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund.
- (2) If a municipality receives money in respect of any one of the following, the council must establish a reserve fund for the applicable purpose:
- (e) except for tax sale proceeds, money received from the sale of land and improvements, which must be placed to the credit of a reserve fund for the purposes of paying any debt remaining in relation to the property and of acquiring land, improvements and other assets of a capital nature.”

In regards to the water reservoir, the Village of Belcarra Engineering Consultant has outlined the following expected timeline for the construction of the reservoir, with the total cost being estimated at \$3.835 million (includes contingency). Any money spent prior to the award of grant funding would be ineligible for federal grant funding.

- 2020 - 2021 – Application for use of Crown Land. The Village will require an agreement from the Crown prior to proceeding with the in-depth study and design (\$20,000)
- 2021 – 2022 – Environmental / First Nation engagement / Archaeology (this will take somewhere in the region of 6 – 12 months). Detailed design process 6 months (\$430,000)
- 2022 – 2023 – Construction of the reservoir (\$3.35 million)
- 2023 – 2024 – Submission of final operating permits, project documentation. (\$35,000)

In regards to revenue projections from the sale of Road End lots, the Revenue Generation Committee (RGC) Interim Report Road Ends (RE's) – Policy & Actions September 30, 2019 states that “the Village could potentially raise up to \$8 million from an initial sale of a select 7 RE's...” This is an average of \$1.14 million per Road End. The Report also indicates that sites #15, #17 and #29 could generate a total of \$6.1 million or an average of approximately 2.03 million per Road End. This is the gross revenue value before land preparation and development costs.

The \$4.5 million of sales value shown in Scenarios B & C below would require the preparation and sale of four (4) Road End lots (\$1.14 million x 4 = \$4.56 million). The biggest unknowns related to Road Ends is the cost of and time for land preparation / development and the time that the properties would remain on the market before sale. The former of this item should become more clear over the next few months as the Village solidifies its processes.

The following scenarios are shown in Appendix “1”:

- **Base Scenario A** - Draft 2020 – 2024 Financial Plan as presented at the February 24, 2020 Council Budget Meeting.
- **Scenario B** - Draft 2020 – 2024 Financial Plan including a Water Reservoir in 2020 & a Fire Hall in 2022.
Comments – Scenario B
 - Construction of a Fire Hall is dependent upon \$4.5 million of sales proceeds from Road Ends (future lot development beyond 2020 is also being funded from Road End sales proceeds).
 - This scenario would result in very low reserve & surplus levels in 2020, with the total projected balance being \$800,000.
- **Scenario C** - Draft 2020 – 2024 Financial Plan including a Water Reservoir in 2020, a Fire Hall in 2022 & Funding of \$350,000 for Infrastructure Deficit (from taxation) Over 3 Years (2020, 2021 & 2022).
Comments – Scenario C
 - Additional property tax increases of 5.75% in each of 2021, 2022 & 2023 are shown in order to fund a \$350,000 infrastructure deficit (results in \$350,000 of funding after 3 years due to cumulative effect of all tax increases).
 - Construction of a Fire Hall is again dependent upon \$4.5 million of sales proceeds from Road Ends.
 - This scenario would also result in very low reserve & surplus levels in 2020, with the total projected balance being \$800,000.

The low reserve and surplus levels in 2020 are a result of bringing forward the water reservoir construction project from 2021 to 2020. Should the total cost of the reservoir exceed \$3 million or if 85% project grants are not attained, other solutions will have to be considered including, directing Road End sales proceeds to the water reservoir project and / or external borrowing. The projected reserve and surplus levels in all of the scenarios now reflect the estimated unaudited 2019 year-end numbers.

Summary

Further direction from Council is needed as to what is to be included in the 2020 – 2024 Financial Plan bylaw. It should be noted that the 2020 – 2024 Financial Plan bylaw can be amended at any time based on changes in the Village finances and / or in project timelines, including increased sales from Road Ends.

Appendix “1” – 2020 – 2024 Financial Plan Scenarios

Base Scenario A - Draft 2020 – 2024 Financial Plan as Presented at the February 24, 2020 Budget Meeting					
Description	2020	2021	2022	2023	2024
Property tax increases	15%	10%	10%	10%	10%
Water rate increases (exclusive of parcel tax)	10%	10%	10%	10%	10%
WARD rate increases	5%	5%	5%	5%	5%
Transfers to Reserves & Surplus - General Operating Fund (includes Road End lot proceeds – see below) *	\$318,000	\$1,137,000	\$1,223,000	\$1,223,000	\$735,000
Transfers to Reserves & Surplus - Water Operating Fund (not including Municipal Finance Authority debt reserve fund)	\$63,000	\$100,000	\$121,000	\$145,000	\$171,000
Transfers to Reserves - WARD	\$13,000	\$17,000	\$20,000	\$24,000	\$29,000
Total Projected Reserve & Surplus Transfers (includes Road End lot proceeds – see below) *	\$394,000	\$1,254,000	\$1,364,000	\$1,392,000	\$935,000
Major Operating Projects Provided for: OCP Update & Review & Asset Management / Long-Term Financial Plan	\$150,000				
Major Capital Projects Provided for: Land Preparation / Development Water Reservoir (\$50K in 2020 and \$2.9 million in 2021 85% grant funded)	\$175,000 \$100,000	\$175,000 \$2,900,000	\$175,000		
*Sales Proceeds Projected from Road End Lots (gross revenue per lot in each year) (included in reserve transfers/balances)		\$700,000	\$700,000	\$700,000	
Total Reserve & Surplus Balances (based on updated 2019 projected year-end numbers)	\$1,238,000	\$1,754,000	\$2,824,000	\$4,221,000	\$5,106,000

Scenario B - Draft 2020 – 2024 Financial Plan including a Water Reservoir in 2020 & a Fire Hall in 2022					
Description	2020	2021	2022	2023	2024
Property tax increases	15%	10%	10%	10%	10%
Water rate increases (exclusive of parcel tax)	10%	10%	10%	10%	10%
WARD rate increases	5%	5%	5%	5%	5%
Transfers to Reserves & Surplus - General Operating Fund (includes Road End lot proceeds – see below) *	\$318,000	\$2,437,000	\$3,023,000	\$523,000	\$735,000
Transfers to Reserves & Surplus - Water Operating Fund (not including Municipal Finance Authority debt reserve fund)	\$63,000	\$100,000	\$121,000	\$145,000	\$171,000
Transfers to Reserves - WARD	\$13,000	\$17,000	\$20,000	\$24,000	\$29,000
Total Projected Reserve & Surplus Transfers (includes Road End lot proceeds – see below) *	\$394,000	\$2,554,000	\$3,164,000	\$692,000	\$935,000
Major Operating Projects Provided for: OCP Update & Review & Asset Management / Long-Term Financial Plan	\$150,000				
Major Capital Projects Provided for: Land Preparation / Development Water Reservoir (\$2.95 million in 2020 is 85% grant funded) New Fire Hall	\$175,000 \$3,000,000	\$175,000	\$175,000 \$4,000,000		
*Sales Proceeds Projected from Road End Lots (gross revenue per lot in each year) (included in reserve transfers / balances) (included in reserve transfers/balances)		\$2,000,000	\$2,500,000		
Total Reserve & Surplus Balances (based on updated 2019 projected year-end numbers)	\$800,000	\$3,057,000	\$1,930,000	\$2,608,000	\$3,470,000

Scenario C - Draft 2020 – 2024 Financial Plan including a Water Reservoir in 2020, a Fire Hall in 2022 & Funding of \$350,000 Infrastructure Deficit (from taxation) Over 3 Years (2020, 2021 & 2022)					
Description	2020	2021	2022	2023	2024
Property tax increases (base increases)	15%	10%	10%	10%	10%
Additional Property tax increases to Fund Infrastructure Deficit (based on compounding effect of base increase & previous increases)		5.75%	5.75%	5.75%	
Water rate increases (exclusive of parcel tax)	10%	10%	10%	10%	10%
WARD rate increases	5%	5%	5%	5%	5%
Transfers to Reserves & Surplus - General Operating Fund (includes Road End lot proceeds – see below) *	\$318,000	\$2,486,000	\$3,135,000	\$712,000	\$735,000
Transfers to Reserves & Surplus - Water Operating Fund (not including Municipal Finance Authority debt reserve fund)	\$63,000	\$100,000	\$121,000	\$145,000	\$171,000
Transfers to Reserves - WARD	\$13,000	\$17,000	\$20,000	\$24,000	\$29,000
Total Projected Reserve & Surplus Transfers (includes Road End lot proceeds – see below) *	\$394,000	\$2,603,000	\$3,276,000	\$881,000	\$935,000
Cumulative Infrastructure Deficit Funding in Above Increases (\$350K)		\$49,000	\$161,000	\$350,000	
Major Operating Projects Provided for: OCP Update & Review & Asset Management / Long-Term Financial Plan	\$150,000				
Major Capital Projects Provided for: Land Preparation / Development Water Reservoir (\$2.95 million in 2020 85% grant funded) New Fire Hall	\$175,000 \$3,000,000	\$175,000	\$175,000 \$4,000,000		
*Sales Proceeds Projected from Road End Lots (gross revenue per lot in each year) (included in reserve transfers/balances) (included in reserve transfers/balances)		\$2,000,000	\$2,500,000		
Total Reserve & Surplus Balances (based on updated 2019 projected year-end numbers)	\$800,000	\$3,106,000	\$2,091,000	\$2,958,000	\$3,820,000



VILLAGE OF BELCARRA
Community Works Gas Tax
Reserve Fund Establishment
Bylaw No. 546, 2020



A bylaw to establish a Reserve Fund to account for funds received and used pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues

WHEREAS, pursuant to Section 188 of the *Community Charter*, Council may, by bylaw, establish a reserve fund for a specified purpose;

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

1. This bylaw may be cited for all purposes as "Village of Belcarra Community Works Gas Tax Reserve Fund Establishment Bylaw No. 546, 2020".
2. There shall be and is hereby, established a Reserve Fund, under the provisions of Section 188 of the *Community Charter*, to be known as the "Community Works Gas Tax Reserve Fund".
3. Monies received pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues, together with interest earned on the Reserve Fund balance, will be paid into the "Community Works Gas Tax Reserve Fund".
4. Monies in the "Community Works Gas Tax Reserve Fund" shall be used for projects allowed for under the Agreement on the Transfer of Federal Gas Tax Revenues.
5. This bylaw comes into force upon adoption.

READ A FIRST TIME on February 24, 2020

READ A SECOND TIME on February 24, 2020

READ A THIRD TIME on February 24, 2020

ADOPTED by the Council on

 Neil Belenkie
 Mayor

 Lorna Dysart
 Chief Administrative Officer

This is a certified a true copy of
 Community Works Gas Tax Reserve Fund Establishment
 Bylaw No. 546, 2020

 Chief Administrative Officer



**VILLAGE OF BELCARRA
Financial Stabilization Reserve
Fund Establishment
Bylaw No. 547, 2020**



A bylaw to establish a Reserve Fund for Major Emergent Operating issues,
one-time and limited duration projects, and to offset unrealized revenues

WHEREAS, pursuant to Section 188 of the *Community Charter*, Council may, by bylaw, establish a reserve fund for a specified purpose;

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

1. This bylaw may be cited for all purposes as "Village of Belcarra Financial Stabilization Reserve Fund Establishment Bylaw No. 547, 2020".
2. There shall be and is hereby established a Reserve Fund, under the provisions of Section 188 of the *Community Charter*, to be known as the "Financial Stabilization Reserve Fund".
3. Monies allocated from the Village General Operating Fund, together with interest earned on the reserve fund balance, or funds as otherwise provided for in the *Community Charter* or *Local Government Act*, may from time to time be paid into the "Financial Stabilization Reserve Fund".
4. Monies in the "Financial Stabilization Reserve Fund" shall be used for:
 - (a) major emergent operating issues;
 - (b) one-time and limited duration projects;
 - (c) offsetting unrealized revenues; and
 - (d) any associated debt repayments.
5. This bylaw comes into force upon adoption.

READ A FIRST TIME on February 24, 2020

READ A SECOND TIME on February 24, 2020

READ A THIRD TIME on February 24, 2020

ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Financial Stabilization Reserve Fund Establishment
Bylaw No. 547, 2020

Chief Administrative Officer



VILLAGE OF BELCARRA
General Capital Reserve Fund Establishment
Bylaw 548, 2020



7.1 c)

A bylaw to establish a Reserve Fund for
General Capital Projects and the early retirement of General Debt

WHEREAS, pursuant to Section 188 of the *Community Charter*, Council may, by bylaw, establish a reserve fund for a specified purpose;

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

1. This bylaw may be cited for all purposes as "Village of Belcarra General Capital Reserve Fund Establishment Bylaw No. 548, 2020".
2. There shall be and is hereby established a reserve fund, under the provisions of Section 188 of the *Community Charter*, to be known as the "General Capital Reserve Fund".
3. Monies allocated from the Village operating funds, together with interest earned on the reserve fund balance, or funds as otherwise provided for in the *Community Charter* or *Local Government Act*, may from time to time be paid into the "General Capital Reserve Fund".
4. Monies in the "General Capital Reserve Fund" shall be used to fund general capital projects that are not specifically funded from other established reserves, any associated debt repayments incurred as a result of borrowing for such projects, and the retirement of general debt.
5. This bylaw comes into force upon adoption.

READ A FIRST TIME on February 24, 2020

READ A SECOND TIME on February 24, 2020

READ A THIRD TIME on February 24, 2020

ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra General Capital Reserve Fund Establishment
Bylaw 548, 2020

Chief Administrative Officer



VILLAGE OF BELCARRA
Land Sale Reserve Fund Establishment
Bylaw No. 549, 2020



A bylaw to establish a Reserve Fund for the
 Proceeds from the Sale of Land and Improvements

WHEREAS, pursuant to Subsection 188 (2) (e) of the *Community Charter*, Council must, by bylaw, establish a reserve fund for the proceeds from the sale of land and improvements;

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

1. This bylaw may be cited for all purposes as "Village of Belcarra Land Sale Reserve Fund Establishment Bylaw 549, 2020".
2. There shall be and is hereby established a reserve fund, under the provisions of Section 188 of the *Community Charter*, to be known as the "Land Sale Reserve Fund".
3. Proceeds from the sale of land and improvements, together with interest earned on the reserve fund balance, will be paid into the "Land Sale Reserve Fund".
4. Monies in the "Land Sale Reserve Fund" must be used for paying any debt remaining in relation to the sold property and for acquiring land, improvements and other assets of a capital nature.
5. This bylaw comes into force upon adoption.

READ A FIRST TIME on February 24, 2020

READ A SECOND TIME on February 24, 2020

READ A THIRD TIME on February 24, 2020

ADOPTED by the Council on

Neil Belenkie
 Mayor

Lorna Dysart
 Chief Administrative Officer

This is a certified a true copy of
 Village of Belcarra Land Sale Reserve Fund Establishment
 Bylaw No. 549, 2020

Chief Administrative Officer



**VILLAGE OF BELCARRA
Parkland Acquisition
Reserve Fund Establishment
Bylaw No. 550, 2020**



A bylaw to establish a Reserve Fund for the Purchase of Parkland

WHEREAS, pursuant to Subsection 188 (2) (b) of the *Community Charter*, Council must, by bylaw, establish a reserve fund for funds received from the sale or disposal of parkland as well as funds received pursuant to Section 510 of the *Local Government Act* (cash received in-lieu of parkland funds upon subdivision);

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

1. This bylaw may be cited for all purposes as "Village of Belcarra Parkland Acquisition Reserve Fund Establishment Bylaw No. 550, 2020".
2. There shall be and is hereby established a reserve fund, under the provisions of Section 188 of the *Community Charter*, to be known as the "Parkland Acquisition Reserve Fund".
3. Proceeds received from the sale or disposal of parkland as well as funds received pursuant to Section 510 of the *Local Government Act* (cash received in-lieu of parkland funds upon subdivision), together with interest earned on the reserve fund balance, will be paid into the "Parkland Acquisition Reserve Fund".
4. Monies in the "Parkland Acquisition Reserve Fund" must be used to purchase parkland.
5. This bylaw comes into force upon adoption.

READ A FIRST TIME on February 24, 2020

READ A SECOND TIME on February 24, 2020

READ A THIRD TIME on February 24, 2020

ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Parkland Acquisition Reserve Fund Establishment
Bylaw No. 550, 2020

Chief Administrative Officer



VILLAGE OF BELCARRA
Transportation Infrastructure Reserve
Fund Establishment
Bylaw No. 551, 2020



7.1 f)

A bylaw to establish a Reserve Fund for
Transportation Infrastructure Improvements and Renewal

WHEREAS, pursuant to Section 188 of the *Community Charter*, Council may, by bylaw, establish a reserve fund for a specified purpose;

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

1. This bylaw may be cited for all purposes as "Village of Belcarra Transportation Infrastructure Reserve Fund Establishment Bylaw 551, 2020".
2. There shall be and is hereby established a reserve fund, under the provisions of Section 188 of the *Community Charter*, to be known as the "Transportation Infrastructure Reserve Fund".
3. Monies allocated from the Village General Operating Fund, together with interest earned on the reserve fund balance, or funds as otherwise provided for in the *Community Charter* or *Local Government Act*, may from time to time be paid into the "Transportation Infrastructure Reserve Fund".
4. Monies in the "Transportation Infrastructure Reserve Fund" shall be used to fund transportation infrastructure improvements and renewals, including those related to roads, trails and pathways, as well as any associated debt repayments incurred as a result of borrowing for such projects.
5. This bylaw comes into force upon adoption.

READ A FIRST TIME on February 24, 2020

READ A SECOND TIME on February 24, 2020

READ A THIRD TIME on February 24, 2020

ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Transportation Infrastructure Reserve Fund Establishment
Bylaw No. 551, 2020

Chief Administrative Officer



**VILLAGE OF BELCARRA
Vehicle & Equipment Reserve
Fund Establishment
Bylaw No. 552, 2020**



7.1 g)

A bylaw to establish a Reserve Fund to Replace Municipal
Vehicles and Equipment in the Village fleet

WHEREAS, pursuant to Section 188 of the *Community Charter*, Council may, by bylaw, establish a reserve fund for a specified purpose;

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

1. This bylaw may be cited for all purposes as "Village of Belcarra Vehicle and Equipment Reserve Fund Establishment Bylaw No. 552, 2020".
2. There shall be and is hereby established a reserve fund, under the provisions of Section 188 of the *Community Charter*, to be known as the "Vehicle and Equipment Reserve Fund".
3. Monies from operating funds and proceeds from the sale of fleet vehicles and equipment, together with interest earned on the reserve fund balance, or funds as otherwise provided for in the *Community Charter* or *Local Government Act*, may from time to time be paid into the "Vehicle and Equipment Reserve Fund".
4. Monies in the "Vehicle and Equipment Reserve Fund" shall be used to replace municipal vehicles and equipment included in the Village fleet including any associated debt repayments incurred as a result of borrowing for such vehicles or equipment.
5. This bylaw comes into force upon adoption.

READ A FIRST TIME on February 24, 2020

READ A SECOND TIME on February 24, 2020

READ A THIRD TIME on February 24, 2020

ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Vehicle & Equipment Reserve Fund Establishment
Bylaw No. 552, 2020

Chief Administrative Officer



VILLAGE OF BELCARRA
Water Capital Reserve Fund Establishment
Bylaw No. 553, 2020



A bylaw to establish a Reserve Fund for Water Utility
 Capital Projects and the Early Retirement of Water Debt

WHEREAS, pursuant to Section 188 of the *Community Charter*, Council may, by bylaw, establish a reserve fund for a specified purpose;

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

1. This bylaw may be cited for all purposes as "Village of Belcarra Water Capital Reserve Fund Establishment Bylaw No. 553, 2020".
2. There shall be and is hereby established a reserve fund, under the provisions of Section 188 of the *Community Charter*, to be known as the "Water Capital Reserve Fund".
3. Monies allocated from the Village Water Operating Fund, together with interest earned on the reserve fund balance, or funds as otherwise provided for in the *Community Charter* or *Local Government Act*, may from time to time be paid into the "Water Capital Reserve Fund".
4. Monies in the "Water Capital Reserve Fund" shall be used for:
 - (a) water utility capital projects,
 - (b) capital equipment/systems required for water operations,
 - (c) any associated debt repayments, and/or
 - (d) water debt retirement.
5. This bylaw comes into force upon adoption.

READ A FIRST TIME on February 24, 2020

READ A SECOND TIME on February 24, 2020

READ A THIRD TIME on February 24, 2020

ADOPTED by the Council on

 Neil Belenkie
 Mayor

 Lorna Dysart
 Chief Administrative Officer

This is a certified a true copy of
 Village of Belcarra Water Capital Reserve Fund Establishment
 Bylaw No. 553, 2020

 Chief Administrative Officer



VILLAGE OF BELCARRA
Capital Reserve Fund Transfer Bylaw
Bylaw No. 554, 2020



A bylaw to transfer funds set aside under
 “Village of Belcarra Capital Reserve Fund Bylaw No. 482, 2015”

WHEREAS, pursuant to Section 189 of the *Community Charter*, Council may, by bylaw, transfer all or part of the amount in a reserve fund to another reserve fund;

AND WHEREAS the Council, under Section 137 of the *Community Charter*, has the power to amend or repeal bylaws;

AND WHEREAS the Council did establish “Village of Belcarra Capital Reserve Fund Bylaw No. 482, 2015”;

AND WHEREAS the Council of the Village of Belcarra deems it advisable to transfer the remaining funds set aside under “Village of Belcarra Capital Reserve Fund Bylaw No. 482, 2015” and to subsequently repeal the said Bylaw;

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

1. This bylaw may be cited for all purposes as "Village of Belcarra Capital Reserve Fund Transfer Bylaw No. 554, 2020".
2. The fund balance as at the December 31, 2019 fiscal year-end, as set aside under “Village of Belcarra Capital Reserve Fund Bylaw No. 482, 2015”, is hereby transferred as follows:
 - a) 40% to the General Capital Reserve Fund as established by "Village of Belcarra General Capital Reserve Fund Establishment Bylaw No. 548, 2020”;
 - b) 30% to the Transportation Infrastructure Reserve Fund as established by "Village of Belcarra Transportation Infrastructure Reserve Fund Establishment Bylaw No. 551, 2020”; and
 - c) 10% to the Vehicle & Equipment Reserve Fund as established by “Village of Belcarra Vehicle and Equipment Reserve Fund Establishment Bylaw No. 552, 2020”;
 - d) 20% to the Water Capital Reserve Fund as established by “Village of Belcarra Water Capital Reserve Fund Establishment Bylaw No. 553, 2020”.
3. “Village of Belcarra Capital Reserve Fund Bylaw No. 482, 2015” is hereby repealed.

READ A FIRST TIME on February 24, 2020

READ A SECOND TIME on February 24, 2020

READ A THIRD TIME on February 24, 2020

ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Capital Reserve Fund Transfer Bylaw
Bylaw No. 554, 2020

Chief Administrative Officer



VILLAGE OF BELCARRA
Operating Reserve Fund Transfer
Bylaw No. 555, 2020



A bylaw to transfer funds set aside under
 “Village of Belcarra Operating Reserve Fund Bylaw No. 483, 2015”

WHEREAS, pursuant to Section 189 of the *Community Charter*, Council may, by bylaw, transfer all or part of the amount in a reserve fund to another reserve fund;

AND WHEREAS the Council, under Section 137 of the *Community Charter* has the power to amend or repeal bylaws;

AND WHEREAS the Council did establish “Village of Belcarra Operating Reserve Fund Bylaw No. 483, 2015”;

AND WHEREAS the Council deems it advisable to transfer the remaining funds set aside under “Village of Belcarra Operating Reserve Fund Bylaw No. 483, 2015” and to subsequently repeal the said Bylaw;

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

1. This bylaw may be cited for all purposes as "Village of Belcarra Operating Reserve Fund Transfer Bylaw No. 555, 2020”.
2. The fund balance as at the December 31, 2019 fiscal year-end, as set aside under “Village of Belcarra Operating Reserve Fund Bylaw No. 483, 2015”, is hereby transferred to the Financial Stabilization Reserve Fund as established by "Village of Belcarra Financial Stabilization Reserve Fund Establishment Bylaw No. 547, 2020”.
3. “Village of Belcarra Operating Reserve Fund Bylaw No. 483, 2015” is hereby repealed.

READ A FIRST TIME on February 24, 2020

READ A SECOND TIME on February 24, 2020

READ A THIRD TIME on February 24, 2020

ADOPTED by the Council on

 Neil Belenkie
 Mayor

 Lorna Dysart
 Chief Administrative Officer

This is a certified a true copy of
 Village of Belcarra Operating Reserve Fund Transfer
 Bylaw No. 555, 2020

 Chief Administrative Officer

RECEIVED

FEB 14 2020

FILE NO. 0230-01

Tri-Cities Healthier Communities Partnership (TC HCP)

Update to Councils and Partners

To: City Councils of the City of Coquitlam, the City of Port Coquitlam, the City of Port Moody, the Village of Anmore, and the Village of Belcarra; and Tri-Cities Healthier Community Partnership Members

From: Tri-Cities Healthier Communities Partnership (TC HCP)

Subject: TC HCP Updates on Key Community Health Issues from July – December 2019

Report Purpose:

This report provides an update on strategic and policy-related health issues discussed at TC HCP meetings from July through December 2019, and identifies potential opportunities for collaboration with municipalities and community stakeholders for your consideration.

Partnership Recommendations for Councils:

The TC HCP did not make any recommendations for Councils during the meeting period of July – December 2019.

Key Health Areas of Focus:

The TC HCP discussed the following health-related areas during this period:

- Active Transportation
- Community Health Status Update (review of local health-related data)
- Partnership evaluation



Background:

The TC HCP is an initiative of key stakeholders within the Tri-Cities communities. Local municipalities, community organizations and Fraser Health partner to facilitate cross-sector action to promote health and wellbeing in each community. The TC HCP aims to: 1) discuss and bring forward strategic health policy issues that are within the purview of a municipality, and 2) facilitate coalition building among community groups that span the social determinants of health.

TC HCP Discussions:

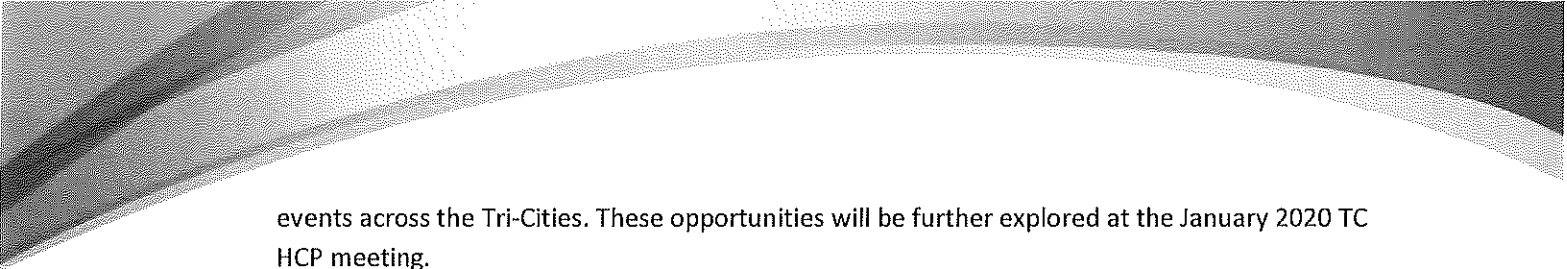
The TC HCP met on September 19th and November 28th to discuss health-related issues in our community. These meetings focused on active transportation, a review of local health-related data, and the 2019 year-end partnership evaluation. The following summarizes the key discussion points:

- Representatives from the City of Port Moody and the City of Coquitlam each gave presentations on municipal transportation plans, and the Fraser Health Healthy Built Environment Specialist gave a presentation on active transportation. The group noted how transportation plans and the built environment could influence behaviours. The group identified potential opportunities to support active transportation that the group will review at the January 2020 meeting.
- Dr. Ingrid Tyler gave a presentation on updated local health data, including statistics on chronic disease rates, healthy living behaviours (physical activity, healthy eating, vaping, etc.), and on the social determinants of health. Some key summary points of the presentation include:
 - There is an aging population in the Tri-Cities with the largest age group being 40-65 years. There is an opportunity to target health promotion efforts to this demographic.
 - Healthy behaviours: binge drinking is more common in the Tri-Cities compared to the Fraser Health region; vaping in youth is emerging rapidly; and rates of physical activity and healthy eating are lower in the Tri-Cities than the BC targets.
 - There are lower rates of many chronic diseases in the Tri-Cities compared to BC overall
 - There are higher rates of protective social determinants of health
- Dr. Ingrid Tyler provided an update on Provincial efforts to reduce the prevalence of youth vaping in revealing the Provincial Vaping 10-point Action Plan, summarized [here](#).
- Fraser Health Community Health Specialist shared with partners the 2020 Physical Literacy for Communities grant opportunity through Sport for Life, available [here](#).
- Partners completed an online year-end evaluation survey. The survey and subsequent discussion at the November 28th meeting provided insights on partnership functioning, impact, and how the partnership can improve moving forward. The evaluation highlighted successes in information sharing, relationship building and collaboration. Partners recognized how dialogue at the table can lead to individual and collective efforts, and offered operational and strategic recommendations on how we can strengthen those efforts.

TC HCP Decisions/Actions/Opportunities:

Active Transportation

- HCP partners identified several opportunities for promoting active transportation in the Tri-Cities. Key opportunities include school travel planning, reinstating crossing guards, engaging business to encourage employees to use active transportation, and synchronizing active transportation



events across the Tri-Cities. These opportunities will be further explored at the January 2020 TC HCP meeting.

Youth Representation

- TC HCP partners agreed the partnership would benefit from having youth representation. In 2020, partners will start recruiting a youth representative to sit at the table.

2020 Focus Areas

- Based on local health data and partner expertise, the partners decided on two key health focus areas for 2020: social connectedness and physical activity. Meetings will rotate between the two focus areas in an effort to be actionable.

Financial Implications: None.

Conclusion:

The TCHCP continues to work collaboratively to identify health issues in the Tri-Cities and facilitate opportunities for coalition building and collective action. Partners will continue to identify strategic health policy issues and opportunities for action within each of the 2020 focus areas of social connectedness and physical activity.

Subject: FW: Thank you

From: Heather Skipworth
Sent: Wednesday, March 4, 2020 3:50 PM

RECEIVED

MAR - 5 2020

FILE NO. 18SD-01

Subject: Thank you

To Mayor & Council – Village of Belcarra

On behalf of the Port Moody Secondary School Parent After Grad committee we would like to thank you for your donation towards After Grad 2020.

Cheers Heather Skipworth
AG Committee Treasurer

March 4, 2020



To: Chair and Board
Chief and Council
Mayor and Council

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MAR - 5 2020

File No. D510-20UBCM2

Re: UBCM Resolutions Process

In response to member feedback, the UBCM Executive is undertaking a review of the resolutions process. This will include consultation with members at Area Association spring conferences, and a subsequent report to the membership at the 2020 Annual Convention. While the review progresses, the Executive has committed to exercise their existing authority more fully, and apply greater rigour to the screening and vetting of resolutions submitted to UBCM for 2020.

With the understanding that a resolutions process review is already underway, the Resolutions Committee of the UBCM Executive has identified measures that UBCM can implement in the immediate term to streamline the process and address the number and repetitiveness of resolutions. In 2020, the Committee will seek to:

- Identify more directly the resolutions that address issues of priority to the membership, and ensure that debate of these priority issues takes place early on.
- Be more firm in sending resolutions back to the sponsor if resolutions do not meet UBCM criteria for format, clear writing, factual information, or relevance to local government administration or operations.
- Standardize language to be gender neutral and, where applicable, refer to local governments or First Nations rather than municipalities or regional districts. The goal is to avoid using debate time to make such amendments.
- Combine similar resolutions, without losing or changing their intent.
- Offer further education and support to members on writing clear, effective resolutions.
- Work more closely with Area Associations to improve the quality of resolutions debated at their spring conventions.

These streamlining measures could affect resolutions that your community submits to Area Associations or to UBCM this year.

Please feel free to contact Reiko Tagami, Policy Analyst (rtagami@ubcm.ca or 604 270 8226 ext. 115), with questions about resolutions streamlining, or the resolutions process review.

Sincerely,

Maja Tait
UBCM President

Claire Moglove
Chair, Resolutions Committee



Forest Enhancement
Society of British Columbia

RECEIVED
MAR - 6 2020

FILE NO. 0230-01

March 2, 2020

Re: Forest Enhancement Society of BC Accomplishments Update

Dear Mayor and Council of Belcarra (Village),

British Columbians are concerned about climate change along with other environmental, social, and economic concerns. We want to know what our governments are doing to protect communities from wildfire risk, improve wildlife habitat, reduce greenhouse gases, expand the bio-economy, and enhance B.C.'s forests. The enclosed Forest Enhancement Society of BC (FESBC) Accomplishments Update provides a snapshot of the huge amount of work underway in a vast number of communities across British Columbia to address some of these concerns. We hope that you will find this update informative and will share this with your constituents, who we hope are pleased to see real-life projects happening around the province and often close to where they live.

Our forests are a heritage that defines our province. Managed properly, our forests provide important social, economic, and environmental benefits to all British Columbians, in both rural and urban areas. Investing in our forests can enhance the benefits they provide and help to protect them for future generations. As an example, FESBC recently announced \$30 million in grants for 42 new forest fibre utilization projects where First Nations, community forests, and B.C. companies will be using debris piles of wood fibre that would otherwise be slash burned. These piles will instead be chipped and converted to electricity, heat energy, and a variety of pulp products, adding value to this fibre and helping to achieve B.C.'s and Canada's climate change targets.

We can achieve social, environmental, and economic aspirations of British Columbians by investing in forests to reduce our carbon footprint, reduce wildfire risks, enhance habitat, and create jobs. This is a win-win-win on all fronts.

FESBC will be sending you a more comprehensive Accomplishments Report later this year. If you are interested in further information, please visit our website www.fesbc.ca or connect with our Executive Director Steve Kozuki at skozuki@fesbc.ca or 1.778.765.0938.

Wayne Clogg, RPF
Board Chair, Forest Enhancement Society of BC

029- MC

LATE ITEM
8.5

Lorna Dysart

From: Ralph Drew
Sent: Monday, March 9, 2020 12:55 PM
To: Neil Belenkie; Bruce Drake; carol_sambudio; Liisa Wilder; Rob Begg
Cc: Lorna Dysart
Subject: Applicants for the Official Community Plan (OCP) Review Committee

MAR / 9 2020

FILE NO. 6480-07

Mayor Belenkie & Belcarra Council,

We were notified by the municipality this morning (March 9th, 2020) that six (6) applicants had applied for the five (5) **Official Community Plan** (OCP) Review Committee positions, namely: Jim Chisholm, Paul Degraaf, Martin Desbois, Fraser MacDonald, Sharilyn Sweet and Des Wilson.

I am concerned that some of the applicants have a considerable bias in favour of wanting to permit subdivision of residential properties to less than the current 0.50-acre (21,780 sq. ft.) minimum lot size, for example:

1. **Jim Chisholm** has been a long-time vocal advocate for the sale of municipal road-ends which necessitates the creation of new residential lots via subdivision of parcels that are not only smaller than 0.50-acre but also significantly smaller than 0.25-acre (10,890 sq. ft.), with some road ends being as small as 0.13-acre (6,000 sq. ft.) in size.
2. **Paul Degraff** does not live in the Village but owns a 0.54-acre (23,517 sq. ft.) vacant lot at 3411 Senkler Road and therefore could possibly realize a significant capital gain from subdivision of his property if the current minimum lot size is reduced by 50% or more.
3. **Fraser MacDonald** lives in the Village and owns a 1.36-acre (59,242 sq. ft.) lot at 4903 Robson Road. However, Fraser MacDonald has previously written to Council advocating for a reduced minimum lot size as he would like to subdivide his lot. While his 1.36-acre lot would permit subdivision under the current 0.50-acre minimum lot size, the extreme topography of the lot precludes creation of an accessible parcel larger than 0.25-acre which means there is a bias toward promoting a smaller minimum lot size.
4. **Sharilyn Sweet** is a co-owner of acreage-sized property in Farrer Cover as well as a 1.04-acre (45,305 sq. ft.) property at 3238 Main Avenue. Sharilyn Sweet is married to Brian Ashford, a real estate agent, and they could possibly realize significant capital gains from subdivision of their large properties if the current minimum lot size is reduced by 50% or more.

Belcarra Council should have vetted all OCP review committee applicants for such obvious and critical biases before putting the names forward to the community for consideration. Accordingly, I recommend that Belcarra Council disqualify the above three applicants as potential members of the OCP Review Committee and extend the "call for volunteers" for the committee to ensure unbiased consideration of OCP issues.

Regards,

Ralph Drew

Belcarra, B.C. V3H 4R9