



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
July 20, 2020
7:00 PM**



This meeting is being held via Zoom Teleconference and will be recorded.

Meeting details as follows:

Click link to join meeting: <https://zoom.us/j/91324499128> Meeting ID: 913 2449 9128

COUNCIL

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

1. CALL TO ORDER

Mayor Neil Belenkie will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, July 20, 2020

Recommendation:

That the agenda for the Regular Council Meeting, July 20, 2020 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, July 6, 2020

Recommendation:

That the minutes from the Regular Council Meeting held July 6, 2020 be adopted.

4. DELEGATIONS AND PRESENTATIONS

5. REPORTS

5.1 Lorna Dysart, Chief Administrative Officer, report dated July 20, 2020 regarding Land Disposition – Interim Report #2

Recommendation:

That the Road Ends Appraisal Report dated July 20, 2020, be received; and
That the Land Disposition Policy No. 214 be approved; and
That the proposed approach to Right of First Refusal in the Land Disposition Policy No. 214 be endorsed; and
That staff be directed to draft amendments to the Official Community Plan (OCP) and Zoning Bylaw to permit the development of Village-owned properties that are less than 0.5 acres; and
That subject to the adoption of the Official Community Plan (OCP) and Zoning Bylaw amendments, staff be directed to report back to enable Council to select up to three Road Ends to be sold.

- 5.2** Lorna Dysart, Chief Administrative Officer and Richard White, RWPAS Ltd., Planning Consultant, report dated July 20, 2020 regarding Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020 Highway Encroachment Area

Recommendation:

That the Village of Belcarra Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020 be read a first and second time; and
That the Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020 be referred to Public Hearing on September 14, 2020; and
That Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020 be distributed to Metro Vancouver, the City of Port Moody, the Village of Anmore, and the Tsleil-Waututh Nation for review and comment pursuant to Section 475 of the *Local Government Act*.

- 5.3** Ken Bjorgaard, Financial Consultant, report dated July 20, 2020 regarding 2020 Budget Variance Report Based on Results to June 30, 2020

Recommendation:

That the report entitled "2020 Budget Variance Report Based on Results to June 30, 2020" be received for information.

- 5.4** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated July 20, 2020 regarding Tree Management & Protection Bylaw No. 567, 2020

Recommendation:

That Tree Management & Protection Bylaw No. 567, 2020 be read a first, second and third time.

6. REPORTS FROM MAYOR AND PROJECT LEADS

- 6.1** **Water System / Firefighting Capacity Review** – Note: Water Committee Zoom meeting scheduled for July 22, 2020

- 6.2** **Bylaw Enforcement & Parking Update**

7. BYLAWS

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 – 8.3 be received.

INFORMATION ITEMS

- 8.1** Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, email dated July 6, 2020 regarding Letter to Council Concerning June 25, 2020 Tri-Cities News Article
- 8.2** David Marshall, Chief Executive Officer, Fraser Basin Council, email dated July 6, 2020 regarding Fraser Basin Council 2019-2020 Activities of Interest Update to Local Governments in Metro Vancouver (full report available at the Village office)
- 8.3** Jonathan Cote, Mayor, City of New Westminster, letter dated July 6, 2020 regarding Disaggregated COVID-19 Data Collection

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the July 20, 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:

(g) litigation or potential litigation affecting the municipality."

12. ADJOURNMENT

Recommendation:

That the July 20, 2020 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
July 6, 2020**



Minutes of the Regular Council Meeting for the Village of Belcarra held July 6, 2020 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

This meeting was held via Zoom Teleconference and was recorded.

Council in Attendance

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

Staff in Attendance

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

Others in Attendance

Ken Bjorgaard, Financial Consultant, K&E Business Services (departed at 7:30 pm)

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, July 6, 2020

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting, July 6, 2020 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, June 22, 2020

Moved by: Councillor Begg
Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held June 22, 2020 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items.

5. REPORTS**5.1 Ken Bjorgaard, Financial Consultant, report dated July 6, 2020 regarding Update on Investment of Surplus and Reserve Funds**

K. Bjorgaard outlined the report and the proposed process for moving forward to achieve the overall goal of greater interest earnings. He noted a quarterly update will be provided to Council on the Investment of Surplus and Reserve Funds.

Moved by: Councillor Begg

Seconded by: Councillor Clark

That the report dated July 6, 2020 regarding "Update on Investment of Surplus and Reserve Funds" be received for information; and

That the Mayor and Chief Administrative Officer be authorized to sign-off on all of the Village investment transactions and related account set-ups, based on recommendations from the Village Financial Consultant.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES**Mayor Belenkie Updates:****6.1 OCP Review regarding Section 3.2 – Marine Avenue & Senkler Road – Highway Encroachment Area – Underway, report anticipated for July 20, 2020 Council Meeting****6.2 Revenue Generation Committee (RGC): Follow Up On the Potential Sale of Road Ends – Underway, report anticipated for July 20, 2020 Council Meeting****6.3 Water System / Firefighting Capacity Review – Note: Water Committee Zoom meeting scheduled for July 22, 2020**

Chris Boit, ISL Engineering & Land Services, Engineering Consultant, is commencing a review of the Water System and Firefighting Capacity.

6.4 Property Tax Payment Update

Mayor Belenkie provided an update on Property Tax Payments as follows:

- 95% of Taxes were collected by the due date of July 2, 2020
- 18% of Taxes were deferred

6.5 BC Hydro Installation of Street Lights at Village Bus Stops

L. Dysart reported that 4 street lights have been installed and the remaining 2 street lights will be installed within a week. Discussion ensued with regard to the street lighting providing safety at the bus stops.

7. BYLAWS

No items.

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Drake

Seconded by: Councillor Clark

That correspondence items 8.1 to 8.13 be received.

CARRIED

ACTION ITEMS

- 8.1** Jared Carriere & Family, Belcarra Residents, letter dated June 22, 2020 regarding Modification to Bylaws regarding Keeping of Chickens

L. Dysart advised that a report and bylaw would be brought back to Council for consideration with regard to the keeping and control of domestic chickens. Considerable discussion ensued.

Moved by: Councillor Clark

Seconded by: Councillor Drake

That staff prepare a report to Council regarding residents keeping chickens.

CARRIED

INFORMATION ITEMS

- 8.2** Laura Jones, Executive Vice President & Samantha Howard, Senior Director of BC, Canadian Federation of Independent Business (CFIB), letter dated June 19, 2020 regarding Showing Your Support for Small Business Recovery by Promoting #SmallBusinessEveryDay
- 8.3** Oliver Grüter-Andrew, President & CEO, E-Comm 911, email dated June 25, 2020 regarding E-Comm 2019 Annual Report (full report available at the Village office)
- 8.4** Janet Andrews, Secretary-Treasurer, New Westminster & District Labour Council, email dated June 25, 2020 regarding Proposed Motion for Local Governments - Belcarra
- 8.5** Brad West, Mayor, City of Port Coquitlam, dated June 24, 2020 regarding City of Port Coquitlam 2019 Annual Report (full report available in the Village office)
- Councillor Begg commented on the "See It? Report It" program, outlined in the City of Port Coquitlam 2019 Annual Report.
- 8.6** Angela Yin, Belcarra Resident, email dated June 21, 2020 regarding Upper Watson Road Right of Way
- 8.7** Joe & Angela Pelliccia, Belcarra Residents, email dated June 22, 2020 regarding Taylor Road Community Trail Corridor
- 8.8** The Hubbs Family, Belcarra Residents, email dated June 22, 2020 regarding Taylor Road Community Trail Corridor
- 8.9** Judy Mackenzie, Belcarra Resident, email dated June 22, 2020 regarding Taylor Road Community Trail Corridor
- 8.10** Bonni & Brian Marshall, Belcarra Resident, email dated June 23, 2020 regarding Proposed Sale of Taylor Road Allowance
- 8.11** Jol Drake, Belcarra Resident, email dated July 1, 2020 regarding June 25, 2020 Tri-Cities News Article
- Mayor Belenkie read an email from Chief Jay Sharpe dated July 6, 2020, in response to the email from J. Drake. This email from Chief Sharpe will be included on the next Council agenda.
- 8.12** Joel Johnston, Belcarra Resident, email dated June 30, 2020 regarding the Parking Situation in Belcarra

- 8.13 Jillian Hull & Eric Broberg, Belcarra Residents, email dated July 1, 2020 regarding Thank You for Addressing Parking

9. **NEW BUSINESS**

No items.

10. **PUBLIC QUESTION PERIOD**

Deborah Struk, Belcarra Resident, queried with regard to:

- Tar from road work which was dumped at the side of the road on Turtlehead

Don Babineau, Belcarra Resident, queried with regard to:

- The Engineering Consultant report on the Belcarra Water System
- Encroachments on the Road Ends in the Village

Sharmaine Van Staalduinen, Belcarra Resident, queried with regard to:

- Garbage on the street and at bus stops
- Whether it is permissible for non-residents to park vehicles at the Village hall
- Approaching Metro Parks to advertise park and ride shuttle buses to the park to help alleviate parking issues

Sherry Chisholm, Belcarra Resident, queried with regard to Metro Parks purchasing more parkland and increased parking in Belcarra Park.

11. **ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the July 6, 2020 Regular Meeting be adjourned at 8:45 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

File: 0890-07

Date: July 20, 2020

From: Lorna Dysart, Chief Administrative Officer and
Richard White, RWPAS Ltd., Planning Consultant

Subject: Land Disposition - Interim Report #2

Recommendation

That the Road Ends Appraisal Report dated July 20, 2020, be received; and
That the Land Disposition Policy No. 214 be approved; and
That the proposed approach to Right of First Refusal in the Land Disposition Policy No. 214 be endorsed; and
That staff be directed to draft amendments to the Official Community Plan (OCP) and Zoning Bylaw to permit the development of Village-owned properties that are less than 0.5 acres; and
That subject to the adoption of the Official Community Plan (OCP) and Zoning Bylaw amendments, staff be directed to report back to enable Council to select up to three Road Ends to be sold.

Purpose

To provide an update on advancing the Revenue Generation Committee Road Ends Sales recommendation;

To seek input on the Land Disposition Policy, including Right of First Refusal;

To direct Staff to prepare Bylaws amending the Village of Belcarra Official Community Plan and Zoning Bylaw to permit the creation of Village-owned lots less than 0.5 acres; and

To advance the sale of up to three Road Ends.

Background

On November 18, 2019, the Revenue Generation Committee brought a report to Council recommending exploration of 7 surplus properties ("Road Ends") located in the Village. The Revenue Generation Committee identified these 7 Road Ends as priorities for further exploration based on the comprehensive list of Road Ends noted in *2014 Road End Report*. Council directed Staff to survey and appraise these seven (7) properties and prepare a disposition plan.

On February 10, 2020, Council approved funds to support the disposition of between one (1) and three (3) parcels. Since that time, 19 pieces of correspondence have been received related to the disposition of the Road Ends. In general, correspondents have expressed:

- support for the sale of the Road Ends to generate revenue for the Village, including: a desire for more Road Ends to be sold and for the sale process to be expedited;
- concerns about the sale of the Road Ends, including: loss of a public trail, impact to property frontage, compliance with Village policy, fire safety concerns, questions about how the revenue will be used, transparency of the sale process, and loss of privacy;

- suggestions, including: potential encroachments on Road Ends be charged a lease for that potential encroachment and public access be maintained on waterfront Road Ends to allow for water access.

Appraisal Findings (Attachment 1)

The surveys for the seven Road Ends selected by the Revenue Generation Committee are complete. The Final Appraisal Report is included as Attachment 1. The Direct Comparison Approach was used in estimating the value of the Road Ends. This approach assumes that a prudent person would not pay more for a property than an equally desirable substitute and so it is based upon recent market activity in the area. The Appraiser notes that one of the challenges in this assignment is the lack of true comparable market evidence for the smaller and more constrained Road End properties, specifically Road Ends 2, 20, and 21. Therefore, it is a challenge to accurately estimate the discount to these properties given the market evidence.

The Appraisals are based upon the following assumptions:

- That all encroachments by neighbouring property owners, except for driveways, would be removed prior to sale. Regarding driveways, it is assumed that that easements would be registered in favour of neighbouring lands to allow for continued access.
- That the Zoning Bylaw and the Official Community Plan will be amended to permit the development of Village-owned properties that are less than 0.5 acres.
- That no extraordinary site preparations would be required prior to the development of the lands.
- That the sites have sufficient soil stability in order to be developed.
- That the sites are not environmentally contaminated.

In summary, the Final Appraisal Report had the following findings:

1. Standalone scenario: if parcels can be developed on a standalone basis, the highest and best use for all 7 Road Ends is low density single-family residential development (e.g. single-family homes).
2. Assembly scenario: conversely, if the parcels cannot be developed on a standalone basis, their highest and best use would be to assemble with adjacent properties. As the neighbouring property owners are the only potential buyers in this scenario, it is difficult to forecast demand for this use. Assuming there is demand from the neighbouring property owners, the highest and best use would be assembly with adjacent lands.

Table 1: Property Summaries and Values

Road End #	Summary	Estimated Market Value <i>Standalone Scenario</i>	Estimated Market Value <i>Assembly Scenario</i>
1	Road End 1 is a gently sloping site with expansive views of waterfront. Due to its location, views, and topography, it is considered an attractive property when compared to similar properties in the area.	\$1,100,000	\$550,000
2	Road End 2 is a heavily sloped site with expansive views of waterfront. However, its location, steep topography, and driveway encroachment, render it an inferior property when compared to similar properties in the area.	\$800,000	\$400,000
15	Road End 15 has views of Indian Arm and gently sloped topography with steeper topography closer to the water's edge. Due to its location, views, and topography, it is considered an attractive property when compared to similar properties in the area.	\$2,300,000	\$1,150,000
17	Road End 17 has views of Indian Arm and gently sloped topography along the eastern border, with steeper topography closer to the water's edge. Due to its location, views, and topography, it is considered an attractive property when compared to similar properties in the area.	\$1,700,000	\$850,000
20	Road End 20 has an irregular shape and steep topography. The parcel's small size limits its development potential when compared to similar properties in the area. Additionally, a considerable discount would be required to entice a buyer to purchase the property once the cost of constructing a dwelling is taken into account.	\$600,000	\$300,000
21	Road End 21 has a more regular shape than Road End 20 and its steep topography should offer water views. Despite this, a considerable discount would be required to entice a buyer to purchase the property once the cost of constructing a dwelling is taken into account.	\$700,000	\$350,000
29	Road End 29 has views of Indian Arm, a driveway encroachment from the neighbouring property, with gently sloping topography that becomes steeper closer to the water's edge. Due to its location, views, and topography, it is considered an attractive property when compared to similar properties in the area.	\$1,900,000	\$950,000

The Summary Table in Attachment 2 provides additional detail of various characteristics related to the Road Ends. This information is intended to inform of the Council decision related to prioritizing the disposition of the properties.

Land Disposition Policy (Attachment 3)

The Land Disposition Policy establishes the framework for a transparent process to manage the disposition of land that is owned by the Village. It indicates that the Village will keep a roster of surplus lands, which will be made public, and that the Village may entertain offers to purchase the land or may initiate the sale and marketing of the land. It is subject to change based on Council input and legal advice. The Policy assumes that lands are being sold at the full appraised market value.

Consideration of Neighbouring Properties

The Land Disposition Policy includes a section on allowing Neighbouring Owners the Right of First Refusal (RFR) to purchase properties being sold by the Village. More specifically, the Policy includes provisions to allow neighboring owners to purchase properties abutting the side yards of lands being sold by the Village. Based on Council direction and legal opinion, the policy may be amended. Three options are listed below for Council consideration:

1. The property is publicly marketed and offered to Neighbouring Owners with the option to purchase all or part of the property at the full appraised market value. Bidding between adjacent owners and the general public is permitted.
2. When disposing of property, prior to advertising / marketing land for sale, the Village will approach Neighbouring Owners with the opportunity to purchase all or part of the land at the full appraised market value. Public notification will be required. If neighbours are not interested, or only one neighbour is interested in purchasing 50% of the property (rendering the remaining 50% unusable), Council may then decide to market the entire parcel publicly at the full appraised market value. ***Current recommendation in Land Disposition Policy (Attachment 3)***
3. Only offer the land to neighbours at the full appraised market value and do not market publicly.

Staff is seeking Council direction regarding Right of First Refusal. The current approach, as described in option #2 above, is the recommended option because it allows the Village to provide neighbours with an option to purchase the land, but also maintains the property's highest saleable value. While option #1 would also allow for the Village to achieve the highest value, it could also create potential animosity between neighbours and the general public. Option #3 may result in lower land values because the land would not be marketed publicly, which would limit the Village's ability to negotiate on price.

Zoning Bylaw and Official Community Plan Amendments

Currently, the Official Community Plan and the Zoning Bylaw do not permit properties less than 0.5 acres to be developed, despite the fact that 55% (214 of 389 lots) of the existing properties in the Village are less than half an acre (refer to Map 1 on page 6). Therefore, before the Village owned lands can be sold, the Official Community Plan and the Zoning Bylaw must be amended to permit the creation and development of properties less than 0.5 acres.

Staff is recommending the following amendments, subject to Council direction. Once Council approves the language, an Amending Bylaw will be prepared, and a Public Hearing will be required. **In both instances, the proposed amending language focuses on Village-owned lands; this is intentional and is intended to help manage the rate of change for the creation of lots smaller than 0.5 acres in the Village.**

Official Community Plan

Amend Section 3.1.1.b of Official Community Plan to include the following clause:

“For the disposition of Village Lands, lot sizes of less than 0.5 acres may be permitted.”

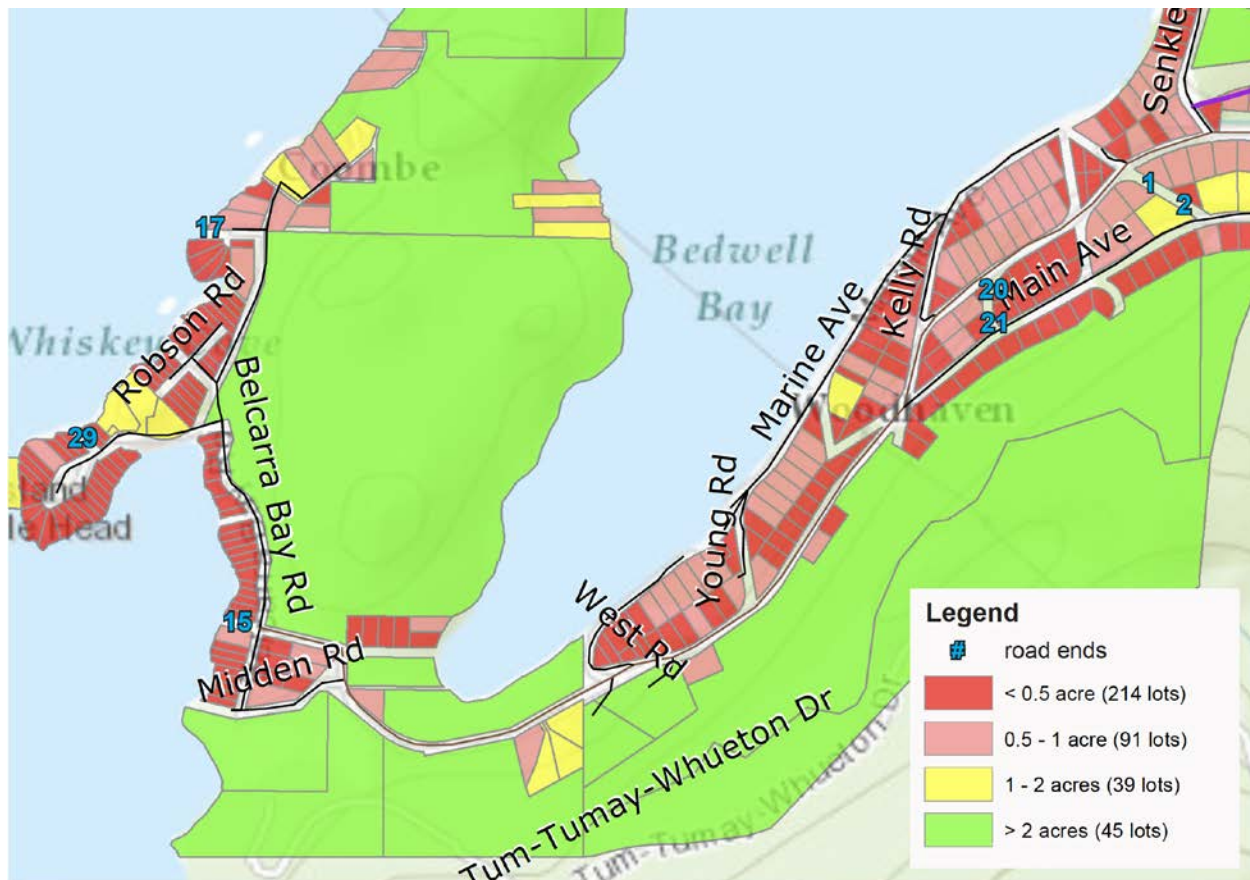
Zoning Bylaw

The following change is recommended in the Zoning Bylaw:

Amend Section 207 - Undersized Parcels as follows:

- (1) “Parcels of land that are created by the Village of Belcarra and a plan deposited in the Land Title Office, which have less than the minimum lot size requirement as established in the zone in which that parcel is situated, may be used for any use permitted in that zone, subject to all the regulations for that zone.”*

Map 1: Road Ends and Lot Sizes (zoomed in)



Considerations

Potential Encroachments

Road Ends 1 & 2, 15, 20 & 21, and 29 have potential encroachments; Road End 17 does not. The potential encroachments do not currently exist because the title has not yet been raised for the Road Ends. Once title is raised, potential encroachments including ditches, retaining walls, a trail, and driveways, would exist. The Village has the option of proceeding with disposition with the expectation that existing potential encroachments would be granted easements over the Road End properties, or Council may direct staff to relocate potential encroachments to improve the lands.

The Appraisal Report assumes that all encroachments by neighbouring property owners, except for driveways, would be removed prior to sale. Regarding driveways, it is assumed that that easements would be registered in favour of neighbouring lands to allow for continued access.

Refer to Attachment 1 for detailed appraisal information for each lot; refer to Attachment 4 for maps and surveys of each lot, including potential encroachments.

Waterfront Lot Restrictions

Section 41 (1) of the *Community Charter* only permits the closure and disposition of waterfront property if the municipality is exchanging the property for another property to provide public access to the same body of water. The new public access point must be of at least equal benefit to the public. If the proceeds of the disposition are to be paid into a reserve fund, the money from the fund must be used to acquire a property that provides access to the same body of water.

Therefore, while the waterfront lots hold the highest value, the Village is limited as to how it can spend funds generated from the sale of these lands.

Building Code Limiting Distance

In some cases, buildings may have been constructed on properties neighbouring road ends that would not otherwise meet building code requirements for fire separation if the road end were developed. The Village Building Official has conducted a preliminary visual review of the neighbouring properties of each Road End and did not foresee any concerns related to Building Code Limiting Distance, with the exception of Road End 15.

The neighbouring property to the north of Road End 15 is currently occupied with a single-family home that faces the adjoining property line between the two properties. The Village Building Official has reviewed the plans for the neighbouring property and has determined that a 20 ft setback from the northern property line would be required to achieve B.C. Building Code Compliance (this is approximately 15 ft of additional setback than is required by the Zoning Bylaw, which requires a 4.9 ft setback).

Next Steps

Subject to Council direction, which may involve more than one additional Report, the following are the next steps in the Land Disposition process:

1. Review by Legal and Financial Consultants
2. Subject to Council approval, prepare Bylaws to amend the Zoning Bylaw and Official Community Plan and schedule a Public Hearing
3. Report back to Council
4. Based on Council direction, and subject to the approval of the aforementioned Bylaw Amendments, initiate Reference Plan Survey(s), Draft Road Closure Bylaw(s), raise title, and market up to three Road Ends for disposition.

Attachments

Attachment 1: Road Ends Appraisal Report
Attachment 2: Summary Table
Attachment 3: Land Disposition Policy
Attachment 4: Maps and Surveys

Please click on the link below for Attachment 1 of this report:

- Final Appraisal Report

<https://belcarra.ca/assets/media/2020/07/Item-5.1-2020-07-20-Agenda-Package-Final-Appraisal-Report-Attachment-1.pdf>

Table 1: Survey and Appraisal Information for the 7 Road Ends

Site	1	2	15	17	20	21	29
Estimated Market Value (Standalone Scenario)*	\$1,100,000	\$800,000	\$2,300,000	\$1,700,000	\$600,000	\$700,000	\$1,900,000
Try Estimated Market Value (Assembly Scenario)*	\$550,000	\$400,000	\$1,150,000	\$850,000	\$300,000	\$350,000	\$950,000
Area	0.42 ac / 1,691 sq m (18,202 sq ft)	0.42 ac / 1,691 sq m (18,202 sq ft)	0.31 ac / 1,249 sq m (13,444 sq ft)	0.20 ac / 808 sq m (8,697 sq ft)	0.22 ac / 893 sq m (9,612 sq ft)	0.22 ac / 893 sq m (9,612 sq ft)	0.21 ac / 832 sq m (8,956 sq ft)
Meets Zoning Bylaw minimum subdivision size of 0.5 acres?	No	No	No	No	No	No	No
Area of neighbouring properties (BC Assessment)	East: 0.59 ac West: 0.65 ac	East: 0.39 ac West: 1.28 ac	North: 0.23 ac South: 0.53 ac	North: 0.91 ac South: 0.38 ac	East: 0.42 ac West: 0.55 ac	East: 0.50 ac West: 0.40 ac	North: 0.20 ac South: 0.23 ac
Width	20.118 m (66 ft)	20.118 m (66 ft)	20.117 m (66 ft)	20.117 m (66 ft)	21.720 m (71 ft)	20.502 m (67 ft)	20.117 m (66 ft)
Approximate area within setbacks that could be developed, if suitable	1,174 sq m (12,637 sq ft)	1,133 sq m (12,196 sq ft)	592 sq m (6372sq ft)	384 sq m (4,133 sq ft)	480 sq m (5,167 sq ft)	492 sq m (5,296 sq ft)	375 sq m (4,036 sq ft)
Permitted Floor Area (based on lot area)	610 sq m (6,566 sq ft)	610 sq m (6,566 sq ft)	579 sq m (6,232 sq ft)	550 sq m (5,920 sq ft)	556 sq m (5,984 sq ft)	556 sq m (5,984 sq ft)	552 sq m (5,942 sq ft)
Potential encroachments	Ditch	Concrete driveway (assume that an easement would be registered to maintain driveway access).	Asphalt driveway (assume that an easement would be registered to maintain driveway access).	None	Public trail, chain link fence, asphalt driveway (assume that an easement would be registered to maintain driveway access).	Public trail, concrete driveway (assume that an easement would be registered to maintain driveway access).	Retaining walls, stairs along property line, asphalt driveway (assume that an easement would be registered to maintain driveway access).
Could Right of First Refusal be offered to neighbours?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Waterfront / Inland	Inland	Inland	Waterfront	Waterfront	Inland	Inland	Waterfront
Other considerations	Gently sloping site, expansive views of waterfront.	Heavily sloped site, expansive views of waterfront.	Concerns have been expressed by neighbour at 4615 Belcarra Bay Road regarding fire separation and associated safety issues.	None at this time.	Adjacent to triangular municipal property and bus stop. Concerns have been expressed about the loss of the public trail.	Concerns have been expressed by neighbours regarding the loss of the public trail.	None at this time.
Public access considerations?	None at this time.	None at this time.	When publicly owned waterfront land is sold, the proceeds must go towards the purchase of land that provides public access to the same body of water. Refer to Section 41 (1) of the Community Charter.	When publicly owned waterfront land is sold, the proceeds must go towards the purchase of land that provides public access to the same body of water. Refer to Section 41 (1) of the Community Charter.	There is a publicly accessible trail on site, connecting Bedwell Bay Road to Main Avenue.	There is a publicly accessible trail on site, connecting Bedwell Bay Road to Main Avenue.	When publicly owned waterfront land is sold, the proceeds must go towards the purchase of land that provides public access to the same body of water. Refer to Section 41 (1) of the Community Charter.
Impacts fire separation “limiting distance” of neighbouring building?	None at this time.	None at this time.	A 20 ft interior side yard setback from the northern property line is required to meeting B.C. Building Code requirements (an additional ~15 ft than required by the Zoning Bylaw).	None at this time.	None at this time.	None at this time.	None at this time.

*The appraised values assume Council will amend the OCP and Zoning Bylaw to enable lot sizes smaller than 0.5 acres for lands sold by the Village.



VILLAGE OF BELCARRA
Corporate Policy No. 214
Land Disposition Policy



Title: Land Disposition Policy

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

Purpose

- The Village of Belcarra has the ability to dispose of municipal land in accordance with Sections 40 and 41 of the *Community Charter*.
- This Policy is intended to guide Council with an approach to considering road closures and disposition of municipal lands.

Policy

1. General Policies

- 1.1. Council will consider the development potential and constraints of a property, including a Professional Appraisal, when determining suitability for future disposition.
- 1.2. When an application is submitted to purchase a portion of a municipal lot, the Village will review the request with consideration of all applicable policies and regulations of the Village of Belcarra, the *Community Charter*, and the *Local Government Act*.

2. Surplus Lands Inventory

- 2.1. Staff will maintain a public inventory of Surplus Lands that are owned by the Village for which no immediate or long-term operational need is identified. The list may be reviewed and updated on an as needed basis.
- 2.2. From time to time, Council may review the list of Surplus Lands, with recommendations from staff, and determine whether land should be marketed for disposition.

3. Direct vs Public Sales

- 3.1. As provided for by Provincial Legislation, the sale of Village land may be initiated in one of two ways, Public Sale or Direct Sale, defined as follows:
 - **Public Sale** includes the sale of land that the Village actively wants to sell and has been advertised for sale.
 - **Direct Sale** includes the sale of land that the Village has identified as surplus lands but has not actively marketed or advertised. Direct sales are initiated by a private individual, company, or organization who approaches the Village offering to purchase the land.

4. Right of First Refusal

- 4.1. Unless otherwise specified, the policies under this section shall apply for both Public Sales and Direct Sales.

- 4.2. Right of First Refusal shall be granted to the owners of property (“Neighbouring Owners”) sharing a side yard with land being sold by the Village.
- 4.3. Where a lot has more than one neighbour on a given side yard, the properties abut at irregular angles, or it is otherwise unclear who might be considered the Neighbouring Owners, Council may determine at the time of the sale which Neighbouring Owners shall be granted Right of First Refusal.
- 4.4. Right of First Refusal shall be valid for 30 days from when Neighbouring Owners are first notified.
- 4.5. In the case of a **Public Sale**, prior to advertising/marketing land for sale, the Village will approach Neighbouring Owners with the opportunity to purchase all or part of the surplus land at market value. Public notification is required.
- 4.6. In the case of a **Direct Sale**, once Council has decided to consider an offer, Right of First Refusal will be granted to the Neighbouring Owners, who shall be given 30 days to make an offer that meets or exceeds any other offer Council receives. Public notification is required.
- 4.7. Where both Neighbouring Owners wish to purchase the land, it shall be split evenly down the middle from the front property line, unless otherwise agreed to by the Neighbouring Owners and the Village.
- 4.8. In the case that only one Neighbouring Owner wishes to purchase the entire parcel, they may do so, only after the other Neighbouring Owner(s) notify the Village in writing that they waive their Right of First Refusal or 30 days elapses.
- 4.9. In the case that a Neighbouring Owner wishes only to purchase half the lot for sale, and the other Neighbouring Owner does not wish to make a purchase, Council may decide to cancel the sale of the land or sell the entire parcel to a third party.
- 4.10. Council may choose to entertain counter offers from interested parties and will grant 30 days Right of First Refusal to Neighbouring Owners each time a counteroffer is considered.

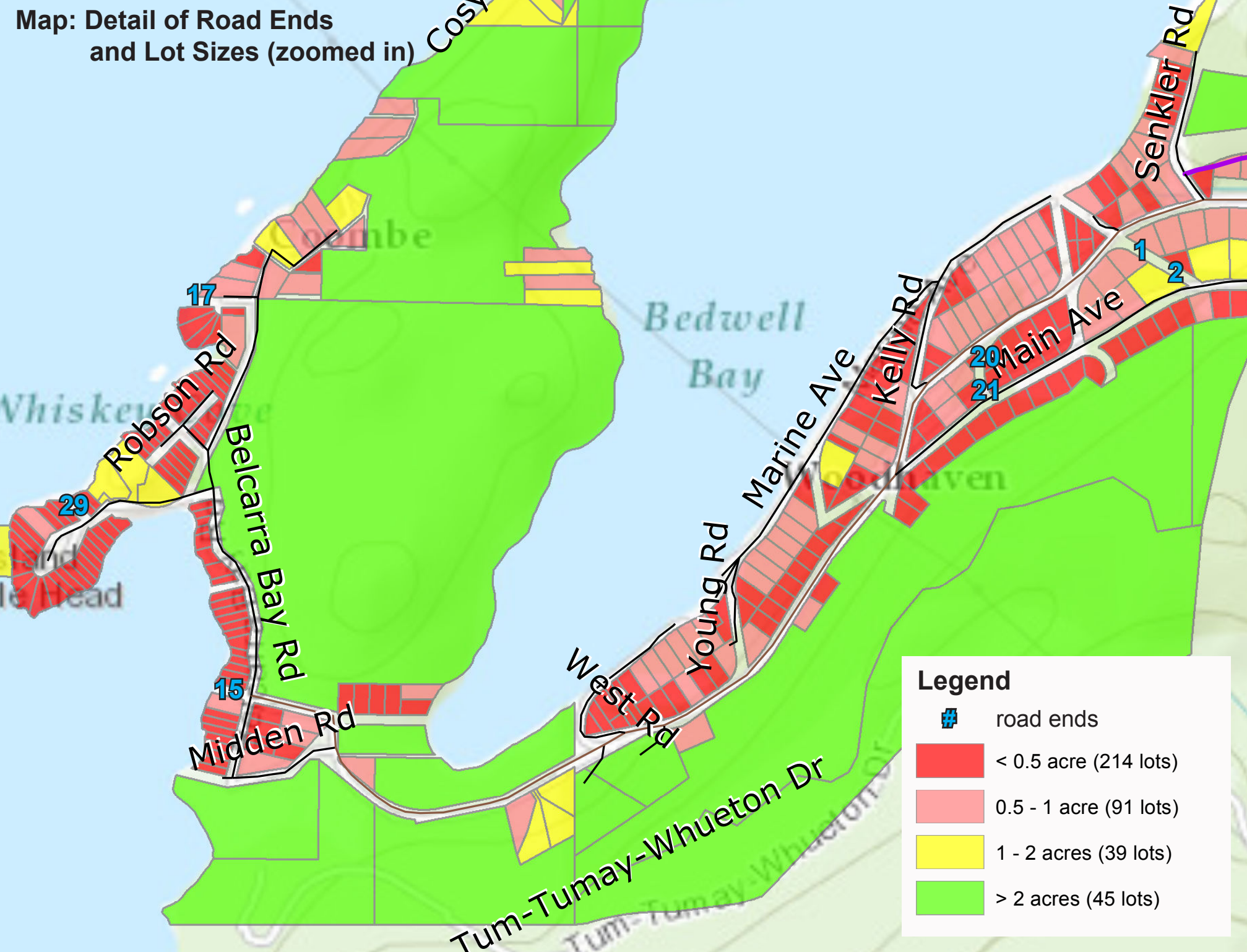
5. Sale Process

- 5.1. In general, the sale of a road end will follow this process: conduct Preliminary Survey to determine lot size, potential encroachments, etc; conduct an Appraisal to determine value; initiate a Reference Plan Survey; draft a Road Closure Bylaw; hold a Public Hearing; raise title and register at Land Title Office; and market the property.
- 5.2. All decisions to sell Village land, including sale price, shall be approved by Council.
- 5.3. Council will consider a current, independent appraisal (within 6 months) prior to accepting an offer to sell land through Direct Sales or initiating a Public Sale.
- 5.4. A real estate professional will be retained to market and manage the sale of the property.

6. Notification

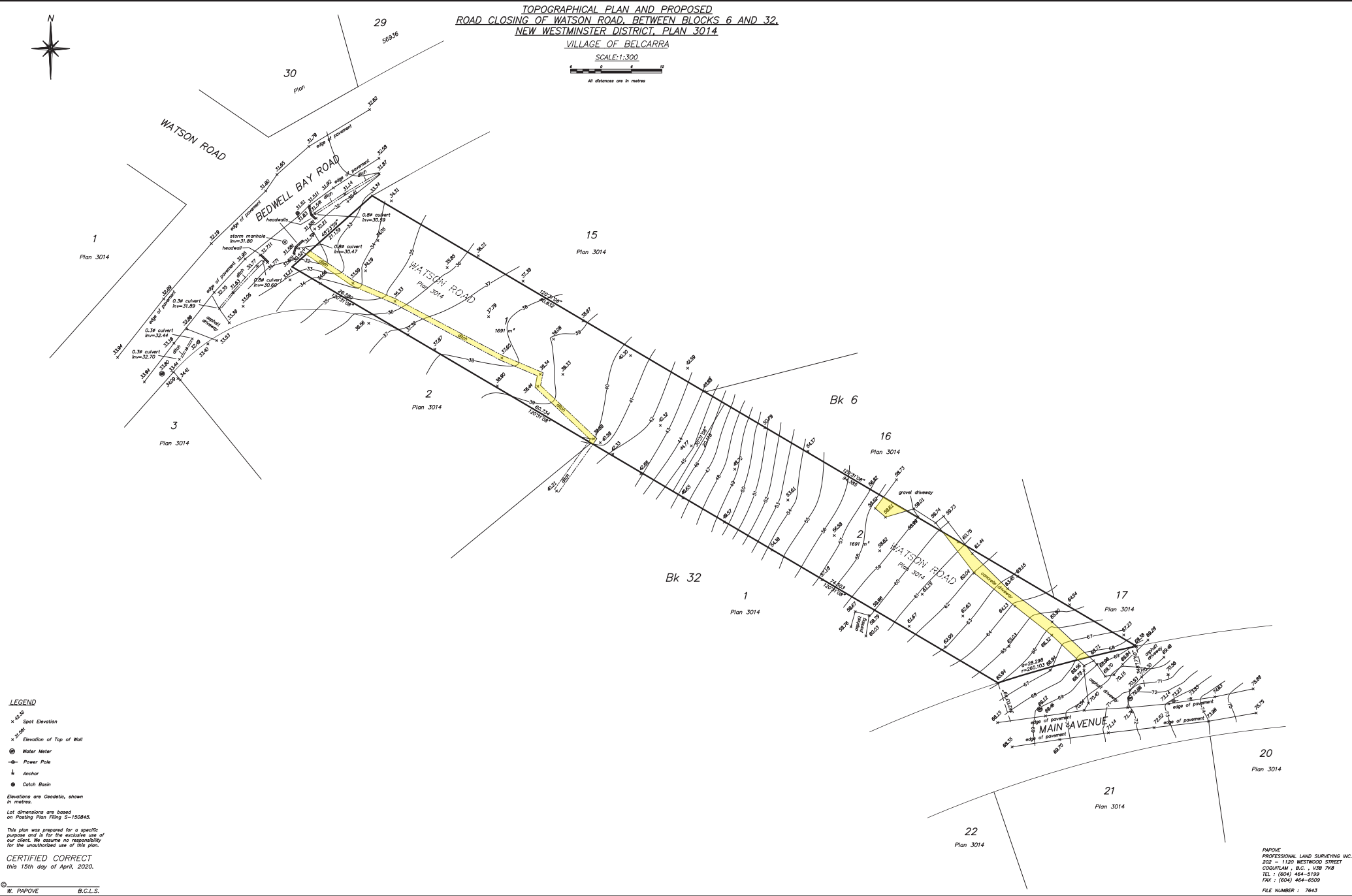
- 6.1. Prior to raising title to any surplus lands, including Road Ends, for disposition, notification shall take place in accordance with Section 94 of the *Community Charter*, as may be amended from time to time.
- 6.2. Prior to the sale of any municipal lands, through either Direct Sale or Public Sale, notification shall take place in accordance with Sections 26 and 94 of the *Community Charter*, as may be amended from time to time.

Map: Detail of Road Ends
and Lot Sizes (zoomed in)




Surveys 1 & 2: Road Ends 1 & 2

 potential encroachment



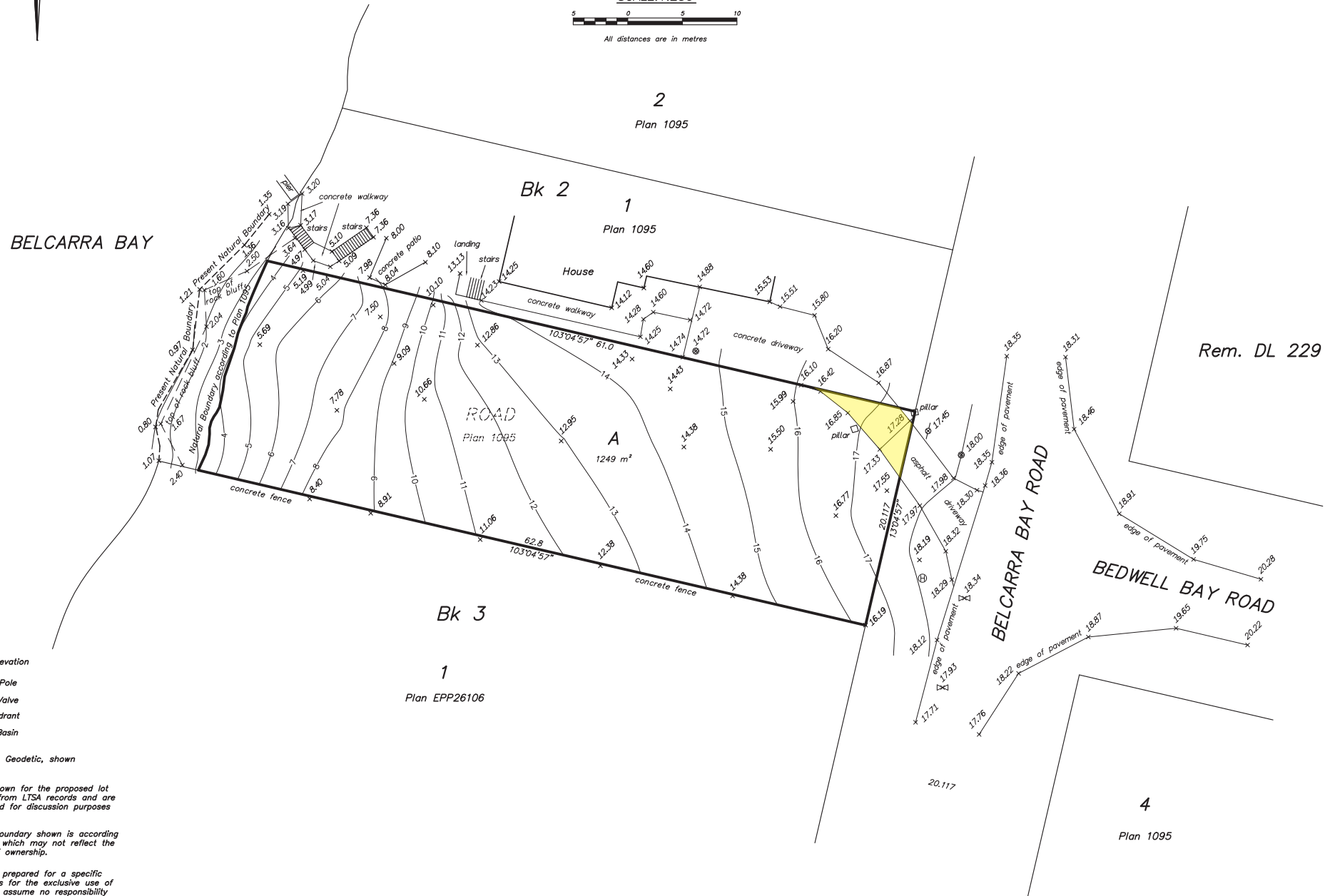
Survey 3: Road End 15



 potential encroachment

TOPOGRAPHICAL PLAN AND PROPOSED ROAD
CLOSING OF ROAD BETWEEN BLOCKS 2 AND 3.
DISTRICT LOT 229, GROUP 1.
NEW WESTMINSTER DISTRICT, PLAN 1095
VILLAGE OF BELCARRA

SCALE:1:250



LEGEND

- + 14.35 Spot Elevation
- Power Pole
- ⊠ Water Valve
- ⊕ Fire Hydrant
- ⊗ Catch Basin

Elevations are Geodetic, shown in metres.

Dimensions shown for the proposed lot were derived from LISA records and are preliminary and for discussion purposes only.

The Natural Boundary shown is according to Plan 1095 which may not reflect the true extent of ownership.

This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorized use of this plan.

CERTIFIED CORRECT
 this 5th day of May, 2020.

TOPOGRAPHICAL PLAN AND PROPOSED
ROAD CLOSING OF A PORTION OF WHISKEY COVE LANE,
DISTRICT LOT 229, GROUP 1,
NEW WESTMINSTER DISTRICT, PLAN 1095

VILLAGE OF BELCARRA

SCALE: 1:250



All distances are in metres



Survey 4: Road End 17

NORTH ARM OF
BURRARD INLET

Parcel A

Plan 52340

WHISKEY COVE LANE

WHISKEY COVE
LANE

Parcel 47

Plan 1095

5

Plan 1095

Rem. 43

Plan 78100

A
Plan

B

52340
C

LEGEND

+ 13.39
Spot Elevation

—○— Power Pole

↓ Anchor

Elevations are Geodetic, shown
in metres.

Dimensions shown for the proposed lot
were derived from LTSA records and are
preliminary and for discussion purposes
only.

The Natural Boundary shown is according
to Plan 1095 which may not reflect the
true extent of ownership.

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our client. We assume no responsibility
for the unauthorized use of this plan.

CERTIFIED CORRECT

this 5th day of June, 2020.

©
W. PAPOVE

B.C.L.S.

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PROFESSIONAL LAND SURVEYING INC.
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FAX : (604) 464-6509
FILE NUMBER : 7647

TOPOGRAPHICAL PLAN AND PROPOSED
ROAD CLOSING OF ROAD BETWEEN BLOCKS 33 AND 34,
NEW WESTMINSTER DISTRICT, PLAN 3014

VILLAGE OF BELCARRA

SCALE: 1:250



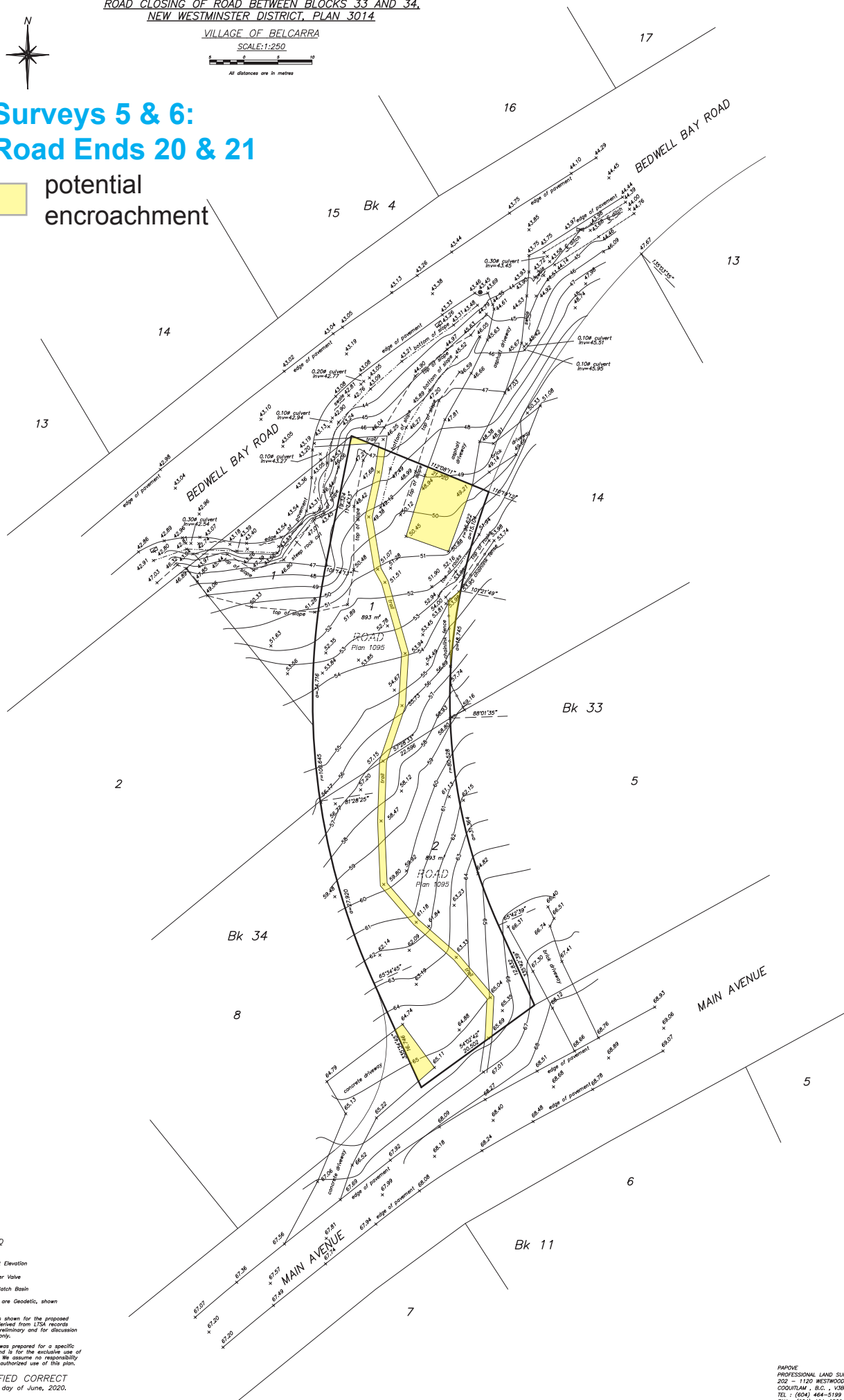
All distances are in metres



Surveys 5 & 6: Road Ends 20 & 21



potential
encroachment



LEGEND

- Spot Elevation
- Water Vole
- Catch Basin

Elevations are Geodetic, shown in metres.

Dimensions shown for the proposed lot were derived from LISA records and are preliminary and for discussion purposes only.

This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorized use of this plan.

CERTIFIED CORRECT
this 8th day of June, 2020.

TOPOGRAPHICAL PLAN AND PROPOSED
ROAD CLOSING OF ROAD BETWEEN BLOCKS 9 AND 10,
DISTRICT LOT 229, GROUP 1,
NEW WESTMINSTER DISTRICT, PLAN 1095
VILLAGE OF BELCARRA

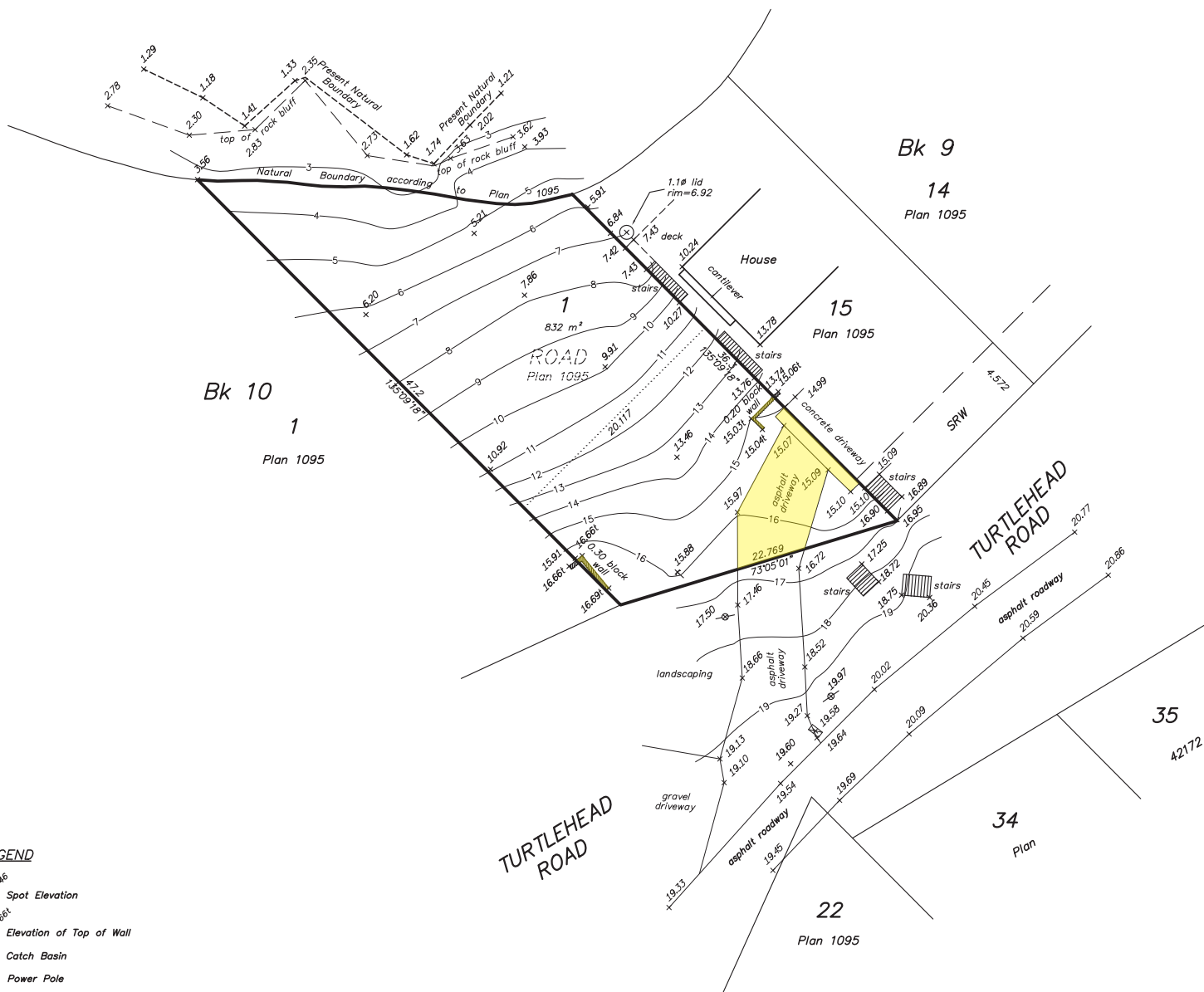


SCALE: 1:250
5 0 5 10
All distances are in metres

Survey 7: Road End 29

potential encroachment

NORTH ARM OF BURNARD INLET



LEGEND

- + 13.46 Spot Elevation
- + 16.66 Elevation of Top of Wall
- ☒ Catch Basin
- Power Pole
- * Anchor

Elevations are Geodetic, shown in metres.

Dimensions shown for the proposed lot were derived from LTSA records and are preliminary and for discussion purposes only.

The Natural Boundary shown is according to Plan 1095 which may not reflect the true extent of ownership.

This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorized use of this plan.

CERTIFIED CORRECT
this 1st day of May, 2020.

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FILE NUMBER : 7646



COUNCIL REPORT

Date: July 20, 2020

From: Lorna Dysart, Chief Administrative Officer and
Richard White, RWPAS Ltd., Planning Consultant

Subject: Official Community Plan Bylaw No. 435, 2011, Amendment
Bylaw No. 566, 2020 – Highway Encroachment Area

Recommendation

Pursuant to the Village issuing new Highway Encroachment Agreements consistent with the Vancouver Fraser Port Authority 2020 Recreational Docks Program:

That the Village of Belcarra Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020 be read a first and second time; and

That the Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020 be referred to Public Hearing on September 14, 2020; and

That Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020 be distributed to Metro Vancouver, the City of Port Moody, the Village of Anmore, and the Tsleil-Waututh Nation for review and comment pursuant to Section 475 of the *Local Government Act*.

Background and Purpose

At the Regular Council meeting of June 8, 2020, the following motion was passed:

“That the Chief Administrative Officer be directed to proceed with a review of Section 3.2 “Water Use Policies” of the Official Community Plan and the Bedwell Bay Sustainability Plan within the budget available from a grant from the Vancouver Fraser Port Authority.”

In years past, the Village, with the approval of the Vancouver Fraser Port Authority (Port), developed a process to grant Marine Avenue upland owners the use of a portion of the Marine Avenue right of way to secure their dock accessing Bedwell Bay which is located in the Port of Vancouver. This upland area is called the Highway Encroachment Area where access structures to the docks encroach on to Marine Avenue, which is owned and controlled by the Village. An agreement was required between the Village and Marine Avenue/Senkler Road owners before the Port would permit a dock to be built.

In 2007, the Village adopted the ‘Bedwell Bay Sustainability Plan’ to ensure that new docks and other types of water access were developed and maintained in an environmentally sensitive way. Wharf approvals by the Port were respectful of these policies, even though the authority and jurisdiction remain with the Port for managing Bedwell Bay, below the high water mark.

In 2008, the Port declared a moratorium on the issuance of new Recreational Dock licenses. Staff research shows that a few recreational wharf licenses in process in 2008 were concluded after the moratorium declaration.

When Official Community Plan Bylaw No. 435, 2011 was adopted, the “Bedwell Bay Sustainability Plan” was included as Schedule D regardless of the moratorium.

The Port lifted the moratorium, effective June 15, 2020, without a great deal of notice and outlined new Recreational Dock Guidelines and a new License program.

Discussion: Meshing the Village Process with the Port

As a consequence of the recent consultation by the Vancouver Fraser Port Authority and in recognition of the Village jurisdiction over Marine Avenue (extending north to District Lot 7637 more or less the northern-most waterfront property accessed by Senkler), the Port has deferred the acceptance of new dock applications in the areas covered by the 2007 Bedwell Bay Sustainability Plan until the Belcarra OCP is brought into compliance with the new regulations and processes.

An OCP amendment (Bylaw 566, 2020, Attachment 1), is proposed that will enable the Village to reinitiate the issuance of Highway Encroachment Agreements on Marine Avenue and adjacent Village land. To facilitate matching the new Port process to the OCP, Staff propose that the current elements of the 2011 OCP containing policies and references to areas in Bedwell Bay below the high water mark (where Village jurisdiction ends) be removed. A simplified OCP will enable the new Port Recreational Dock Guidelines to be applied in Bedwell Bay along with re-established Highway Encroachment Agreements and Group Wharfage agreements consistent with ownership and responsibility.

As the Village moves to incorporate the new Port licensing requirements, many previous practices will remain essentially the same: any residential property which borders directly on the water will deal exclusively with the Port for new dock applications. This includes Shared Docks outside the Highway Encroachment Area, i.e. if neighbouring properties choose to share a dock.

New Port application processes and fees are already in place. The Port sees the new procedure as a major improvement from a process and due diligence perspective.

The Village is experiencing considerable interest in the new Port Recreational Dock process and several applications are anticipated once the Village makes the necessary revisions to the Plan and updates administrative procedures. Shared Docks and Group Wharfage Societies will receive preferential consideration by the Port, in the processing queue when such applications are received.

Staff believe the new Port application and review process is very thorough and it will be applied throughout the Burrard Inlet with our neighbouring municipalities as well.

The Port provided the following outline of the new dock approval process for the information of Council and staff:

- 1. Group applicant(s) request permission from Belcarra to construct a shared Group Wharfage.**
- 2. Belcarra to advise the VFPA when approval is given to group applicant(s) for a Group Wharfage within the terms of its OCP.**
- 3. Group applicant(s) apply for a permit from the VFPA to construct Group Wharfage through the VFPA Permit and Environmental Review (PER) process.**
- 4. The VFPA PER team reviews and approves the permit application. If any amendments are required, the group applicant and Belcarra will be notified.**
- 5. Upon approval by the VFPA PER team, Belcarra enters into a license agreement with the VFPA Real Estate Department. Belcarra will be responsible to pay license fees to the VFPA as the licensee of the agreement.**
- 6. Group applicant(s) enter into a sublicense agreement with Belcarra and are responsible for payment to the Village.**

Potential Wharves

As many as 14 new wharf locations were identified in 2007 and a smaller number are shown as current potential wharf locations.

Staff believe that any new wharf licensing program should be developed in a way that all taxpayers do not subsidize the wharfage privileges of some residents.

Existing Wharves

Currently there are 13 Group Wharfages and 25 Single Docks (2 of which are Shared Docks) in the Highway Encroachment Area on Marine Avenue and Senkler Road.

Next Village Steps

Staff will report on a new system for managing Bedwell Bay Group Wharfages and Single / Shared Docks. A simplified administrative process may be possible for renewals given the increased oversight by the Port of environmental considerations.

Along with the proposed OCP amendments, Staff propose the following steps to enable the approval of Single /Shared Docks or Group Wharfages and the renewal of Highway Encroachment Agreements for existing wharves in the Highway Encroachment Area:

1. Staff will review Village policies and update procedures to reflect the new Vancouver Fraser Port Authority (Port) rules and regulations for Recreational Docks. This work will precede the overall review of the OCP given the recent lifting of the wharf moratorium by the Port.
2. Staff will provide a report to Council with regard to draft revisions to existing Village procedures and fees for processing Highway Encroachment Agreements (HEA) and Wharf applications and renewals with a view to recovering annual Village costs.
3. Further land survey work will be undertaken to determine the extent of legal jurisdiction of the Village on Marine Avenue.

Attachments

1. Village of Belcarra Official Community Plan (OCP) Bylaw No. 435, 2011 Amendment Bylaw No. 566 2020;



VILLAGE OF BELCARRA
Official Community Plan Bylaw No. 435, 2011
Amendment Bylaw No. 566, 2020



An amendment bylaw to the Plan for Recreational Wharfage in the Village of Belcarra.

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

NOW THEREFORE the Village of Belcarra enacts as follows:

1. That this bylaw be cited for all purposes as the “Village of Belcarra Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020”.
2. That the “Village of Belcarra Official Community Plan Bylaw No. 435, 2011” be amended:
 - a) By adding the following at the end of Section 1.2 The Official Community Plan (OCP) Update:

“In 2020, the Vancouver Fraser Port Authority (VFPA) began permitting Recreational Wharves after lifting a moratorium that was in place for a decade. Many of the elements of the Bedwell Bay Sustainability Plan, previously contained in the Village OCP, are the jurisdiction and purview of the VFPA and have now been removed from the OCP.”
 - b) By deleting Section 3.2 WATER USE POLICIES and replacing it with the following Section 3.2 WATER SUSTAINABILITY POLICIES to the Official Community Plan as follows:

“3.2 WATER SUSTAINABILITY POLICIES

The Village of Belcarra is “Between Forest and Sea” and the sustainability of Burrard Inlet ecology in our Bays, and alluvial and inter-tidal areas is a fundamental planning concern of the Village. Jurisdiction for the ecology of areas below the high water mark along the Belcarra seashore is Federal and administered through the Vancouver Fraser Port Authority. Various areas of the harbour near Belcarra have been used for industrial purposes in past years. These uses were viewed as inappropriate prior to and ever since Village incorporation.

In 2007 and again with the adoption of the 2011 OCP, the Village adopted the ‘Bedwell Bay Sustainability Plan’ as part of the OCP to articulate the Village interest in repairing this portion of the Inner Harbour.

In 2020, when Section 3.2 was added to the OCP, the Village is generally satisfied with the environmental stewardship of the lands and waters under the jurisdiction of the VFPA near Belcarra and particularly in Bedwell Bay where the Village and the VFPA share jurisdiction along Marine Avenue.

In 2020, the Vancouver Fraser Port Authority lifted the longstanding moratorium on recreational wharfage and have added new regulations and processes to ensure that new wharves and those being repaired are located and built only after the

environmental and archaeological consequences of work in the Port are understood and potential impacts removed or minimized.

The Village has been successful, working with the VFPA, First Nations, Metro Vancouver and adjoining municipalities, in making the waters around Belcarra some of the most pleasant and serene in the Metro Vancouver area. New Port wharf opportunities in Bedwell Bay and in the Village will generally enable more residents of Belcarra to use the Inlet more actively while still preserving the improved environment along the Village shore.

This OCP has been adjusted, through a 2020 amendment, to remove those sections of the 2011 Plan that proposed policies for the use of lands and water in the jurisdiction of the Port.

The Village will be using the new VFPA Residential Wharf Regulations to guide Village residents with property upland of Marine Avenue, who may wish to build or repair docks, with preference given to Group Wharfages, consistent with Port and Village regulations as amended from time to time.

The Port has agreed to respect the Village OCP policies for Bedwell Bay and a new process will be refined to ensure that Village licensing requirements are dealt with prior to the Port considering wharves that require a Village Highway Encroachment Agreements for access.”

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.

Read a First Time on

Read a Second Time on

Read a Third Time on

Public Hearing Held 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 Official Community Plan Bylaw
No. 435, 2011, Amendment Bylaw No. 566, 2020

Chief Administrative Officer



COUNCIL REPORT

Date: July 20, 2020

From: Ken Bjorgaard, Financial Consultant

Subject: 2020 Budget Variance Report Based on Results to June 30, 2020

Recommendation:

That the report entitled “2020 Budget Variance Report Based on Results to June 30, 2020” be received for information.

Purpose:

Village of Belcarra Policy No. 195 states that “The Financial Officer will prepare a Report to Council, for periods ending June, September and December, comparing and analyzing the approved budget with actuals to date (Budget Variance Report).”

This Budget Variance Report for the period ending June 30 provides actual 2020 results to date and estimated year-end results and budget/actual variances. The year-end estimates are derived from an extrapolation of revenues and expenditures to date and from other information known at this particular point in time. As the year progresses better information will be available on year-end estimates.

Background:

The following attached Appendices represent a detailed budget review for all of the Village operating and capital funds:

- Appendix "A" – General Operating Fund Budget Review
- Appendix "B" – Water Operating Fund Budget Review
- Appendix "C" – Waste & Recycle Depot (WARD) Operating Fund Budget Review
- Appendix "D" – Capital Budget Review

Generally speaking, from a bottom-line perspective, overall net spending and revenues are on track in terms of the annual budget targets. A summary and explanation of the major projected budget/actual variances follows.

General Operating Fund Summary

Reduced operating expenses are partially offset by lower revenues in the General Operating Fund resulting in a net increase in funds available for transfer to reserves and surplus. Some revenue and expense line items have been impacted by COVID. Overall net savings are expected due to reduced spending in as number of areas as a result of COVID.

General Operating Fund						
Description	Final 2020 Budget	Actual Year-to-Date June 30, 2020	Estimated 2020 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues	(\$1,373,232)	(\$1,190,229)	(\$1,351,498)	\$21,734	-1.6%	Lower planning, building permit, filming & licensing revenues (COVID related)
Regular Operating Expenses	\$1,112,429	\$609,681	\$1,072,251	(\$40,178)	-3.6%	Savings from events, travel, conventions/conferences and training due to COVID
Balance Available for Transfer to General Reserves & Surplus ¹	\$260,803	Not applicable	\$279,247	\$18,444	7.1%	More funds available for transfer to reserves and surplus than budgeted for based on net projected changes in revenues/expenses

¹ Does not include transfers related to Community Works Gas Tax Funds and Land Sales proceeds (to be transferred to the Land Sales Reserve Fund)

Water Operating Fund Summary

Lower operating costs partially offset by increased water delivery costs in the Water Operating Fund are resulting in a net increase in funds available for transfer to reserves and surplus.

Water Operating Fund						
Description	Final 2020 Budget	Actual Year-to-Date June 30, 2020	Estimated 2020 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues	(\$282,476)	(\$275,040)	(\$282,440)	\$36	0%	
Regular Operating Expenses	\$218,884	\$69,912	\$214,408	(\$4,476)	-2.0%	Reduced operating expenses partially offset by increase in water delivery costs
Balance Available for Transfer to General Reserves & Surplus ¹	\$64,564	Not applicable	\$69,979	\$5,415	8.4%	More funds available for transfer to reserves and surplus than budgeted for based on net projected changes in revenues/expenses

¹ Include small amount of excess debt transfers and parcel tax

Waste & Recycle Depot (WARD) Operating Fund Summary

Lower operating expenses (related to hauling costs) in the WARD Operating Fund are resulting in a net increase in funds available for transfer to reserves.

Waste & Recycle Depot (WARD) Operating Fund						
Description	Final 2020 Budget	Actual Year-to-Date June 30, 2020	Estimated 2020 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues	(\$123,207)	(\$121,480)	(\$123,330)	(\$123)	0.1%	
Regular Operating Expenses	\$109,862	\$40,650	\$107,425	(\$2,437)	-2.2%	Lower hauling costs than budgeted for
Balance Available for Transfer to General Reserves	\$13,345	Not applicable	\$15,905	\$2,560	19.2%	More funds available for transfer to reserves than budgeted for based on net projected changes in revenues/expenses

Capital Summary

The COVID situation and the related concern around actual tax collections and cash flow has resulted in reduced capital spending year-to-date. The detailed projections (Appendix "D") show which capital projects are expected to occur for the balance of the year.

Capital Funds						
Description	Final 2020 Budget	Actual Year-to-Date June 30, 2020	Estimated 2020 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
General Capital Expenditures	\$375,025	\$24,919	\$224,600	(\$150,425)	-40.1%	See project details in Appendix "D"
Water Capital Expenditures	\$3,890,000	\$14,885	\$55,329	(\$3,834,671)	-98.6%	Construction of new water reservoir not expected to occur in 2020
WARD Capital Expenditures	\$4,000	\$0	\$4,000	\$0	0%	

Summary

Overall, the Village of Belcarra is on track to meet its 2020 budget targets. The next Budget Variance Report will be produced after the September 30, 2020 month end, at which time the final year-end estimates will be more refined based on 9 months of actual activity.

Appendix "A" - General Operating Fund Budget Review
Projected Variances Between 2020 Budget & Year-End Estimates Based on Results as at June 30, 2020

Page 1 of 2

REGULAR OPERATING REVENUES

	Final 2020 Budget	Actual Year-to- Date June 30, 2020	Estimated 2020 Year-End Balance	Projected Year-End/Budget Variances \$'s %	Explanation of Major Variances & Comments
Municipal Taxes (including penalties & interest)	(847,647)	(847,645)	(847,645)	2	0.0%
1% Utility Taxes	(12,018)	(9,160)	(12,018)	0	0.0%
Penalties & interest (on taxes)	(11,166)	(126)	(5,576)	5,590	-50.1% Penalty reduced from 10% to 5%
Bylaw Tickets & Business Licenses	(37,125)	(16,814)	(35,814)	1,311	-3.5%
Planning & Building Permit Fees	(70,000)	(18,210)	(56,210)	13,790	-19.7% Lower anticipated planning & building permit fees (COVID related)
Small Community Investment Fund (SCIF) Grant	(254,520)	(254,361)	(254,361)	159	-0.1%
School Tax Administration Grant	(2,800)	0	(2,800)	0	0.0%
TransLink MRN Grant	(77,551)	(16,250)	(64,411)	13,140	-16.9% Less work to be completed than budgeted for (see corresponding expenses below)
Interest Earnings	(35,000)	(16,715)	(55,715)	(20,715)	59.2% Increased returns from MFA Bond Fund
Other Revenue	(25,405)	(10,948)	(16,948)	8,457	-33.3% Reduction in filming revenue (COVID related)
TOTAL REGULAR OPERATING REVENUES	(1,373,232)	(1,190,229)	(1,351,498)	21,734	-1.6%

REGULAR OPERATING EXPENSES

Council, Legislative Services & Grants

Indemnities & Benefits	68,452	33,700	67,935	(517)	-0.8%
Council Conventions, Travel & Other	8,069	12,480	13,884	5,815	72.1% No convention costs and less travel due to COVID
Grants	5,322	350	4,750	(572)	-10.7%
Meetings, Events & Appreciation	13,300	1,368	2,738	(10,562)	-79.4% No Belcarra Day celebration & event costs due to COVID
Subtotal Council, Legislative Services & Grants	95,143	47,898	89,307	(5,836)	-6.1%

Administration & Support Services

Administration	321,261	202,803	323,702	2,441	0.8%
Human Resources	17,450	3,302	7,542	(9,908)	-56.8% Lower training & convention costs (COVID related)
Information Systems & Website	48,082	41,843	55,842	7,760	16.1% Increased cost related to IT licenses & website maintenance (not budgeted for)
Legal & Audit	42,000	32,485	47,970	5,970	14.2% Increased legal costs
Municipal Hall Operations & Maintenance	95,954	51,049	84,184	(11,770)	-12.3% Lower repair/maintenance & office supply costs
Planning	32,200	20,019	36,120	3,920	12.2% Increased planning contract costs due to additional project work requests
Finance & Engineering	80,000	39,480	86,480	6,480	8.1% More project related finance costs
Building, Plumbing & Bylaw Services	78,818	32,638	66,518	(12,300)	-15.6% Lower building inspection costs (COVID related)
Other	5,852	150	150	(5,702)	-97.4% Lower environment contract costs (COVID related)
Subtotal Administration & Support Services	721,617	423,769	708,508	(13,109)	-1.8%

Public Works & Road Network

Public Works	173,497	121,382	173,497	0	0.0%
Roads, Bridges, Storm Sewers etc. (Non MRN)	23,707	6,815	18,743	(4,964)	-20.9% Lower public works supply costs
Trails & Public Spaces	8,900	2,612	5,224	(3,676)	-41.3% Less work completed than anticipated than budgeted for (COVID related)
Roads, Bridges, Storm Sewers etc. (MRN)	77,551	1,395	64,411	(13,140)	-16.9% Less work completed than anticipated than budgeted for (COVID related) (see corresponding revenue above)
Subtotal Public Works & Road Network	283,655	132,204	261,875	(21,780)	-7.7%

Fire & Emergency Operations

Fire Protection	4,700	1,683	4,700	0	0.0%
Emergency Preparedness Including COVID Response	1,500	1,893	3,393	1,893	126.2% Increased costs from COVID response; COVID costs to be claimed for reimbursement through PEP program
Subtotal Fire & Emergency Operations	6,200	3,576	8,093	1,893	30.5%

Interest & Banking

	5,814	2,234	4,468	(1,346)	-23.2% Lower tax prepayment interest
TOTAL REGULAR OPERATING EXPENSES	1,112,429	609,681	1,072,251	(40,178)	-3.6%

**SURPLUS BEFORE ONE-TIME & IRREGULAR
REVENUE/EXPENSES, ADJUSTMENTS & TRANSFERS**

	(260,803)	(580,548)	(279,247)	(18,444)	7.1%
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Appendix "A" - General Operating Fund Budget Review
Projected Variances Between 2020 Budget & Year-End Estimates Based on Results as at June 30, 2020

Page 2 of 2

	Final 2020 Budget	Actual Year-to- Date June 30, 2020	Estimated 2020 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<u>ONE-TIME & IRREGULAR REVENUES/EXPENSES</u>						
Funding OCP, Asset Management & Parking Ticket Software	(155,250)	0	(58,239)	97,011	-62.5%	See below
Official Community Plan (OCP)	100,000	7,120	27,120	(72,880)	-72.9%	Less progress on OCP Review project than anticipated (COVID related)
Asset Management/Long-Term Financial Plan	50,000	0	25,000	(25,000)	-50.0%	Less progress on Asset Management project than anticipated (COVID related)
Parking Ticketing Software	5,250	6,119	6,119	869	16.6%	
REVENUES/EXPENSES	0	13,239	0	0	0.0%	
<u>ADJUSTMENTS NON-CASH ITEMS</u>						
Amortization Offset	(140,000)	0	(140,000)	0	0.0%	
Amortization Expense	140,000	0	140,000	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>REVENUES TO BE TRANSFERRED TO RESERVES & SURPLUS</u>						
Community Works Fund Grants	(57,049)	0	(57,049)	0	0.0%	
Transfer to Community Works Reserve	57,049	0	57,049	0	0.0%	
Land Sales Proceeds	(2,000,000)	0	(1,000,000)	1,000,000	-50.0%	
Transfer to Land Sales Reserve	2,000,000	0	1,000,000	(1,000,000)	-50.0%	
Transfer to General Capital Reserve	245,803	0	264,247	18,444	7.5%	More funds available for transfer after net revenue/expense
Transfer to Surplus	15,000	0	15,000	0	0.0%	
TOTAL TRANSFERS TO RESERVES & SURPLUS	260,803	0	279,247	18,444	7.1%	
BALANCE	0	(567,309)	0	0	0.0%	

Appendix "B" - Water Operating Fund Budget Review
Projected Variances Between 2020 Budget & Year-End Estimates Based on Results as at June 30, 2020

	Final 2020 Budget	Actual Year-to- Date June 30, 2020	Estimated 2020 Year-End Balance	Projected Year- End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<u>REGULAR OPERATING REVENUES</u>						
<u>Fees & Charges</u>						
Water Annual User Fees	(275,076)	(273,540)	(276,540)	(1,464)	0.5%	Fewer new connections than budgeted for (possibly COVID related)
Water System Connection Fees & Interest Income	(7,400)	(1,500)	(5,900)	1,500	-20.3%	
TOTAL REGULAR OPERATING REVENUES	(282,476)	(275,040)	(282,440)	36	0.0%	
<u>REGULAR OPERATING EXPENSES</u>						
Administration	14,590	0	14,590	0	0.0%	Increased costs from District of North Vancouver for water delivery
Water Purchases & Delivery	82,088	59,063	86,994	4,906	6.0%	
Environmental Monitoring, Lease & Radio License	2,727	1,301	2,727	0	0.0%	Lower water related contract work and less SCADA maintenance costs
Public Works including Scada	94,186	1,947	88,626	(5,560)	-5.9%	
Water Reservoir	6,092	0	5,000	(1,092)	-17.9%	No costs incurred year-to-date
Water Systems	19,201	7,601	16,471	(2,730)	-14.2%	No major repairs required year-to-date
TOTAL REGULAR OPERATING EXPENSES	218,884	69,912	214,408	(4,476)	-2.0%	
<u>SURPLUS BEFORE DEBT, ADJUSTMENTS & TRANSFERS</u>						
	(63,592)	(205,128)	(68,032)	(4,440)	7.0%	
<u>PARCEL TAX & DEBT EXPENSES</u>						
Parcel Tax	(234,471)	(235,444)	(235,444)	(973)	0.4%	
Transfer from Water Debt Repayment Reserve	(1,946)	0	(1,946)	0	0.0%	
Long-Term Debt Interest Expense	128,800	64,399	128,798	(2)	0.0%	
Debt Principle Payment	106,645	0	106,645	0	0.0%	
TOTAL PARCEL TAX & DEBT EXPENSES	(972)	(171,045)	(1,947)	(975)	100.3%	
<u>ADJUSTMENTS NON-CASH ITEMS</u>						
Debt Actuarial Revenue	(33,693)	0	(33,693)	0	0.0%	
Debt Actuarial Offset	33,693	0	33,693	0	0.0%	
Amortization Offset	(159,000)	0	(159,000)	0	0.0%	
Amortization Expense	159,000	0	159,000	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>REVENUES TO BE TRANSFERRED TO RESERVES & SURPLUS</u>						
Transfer to MFA Cash Deposit Reserve	1,400	0	1,400	0	0.0%	More funds available for transfer after net revenue/expense
Transfer to Water Capital Reserve	57,664	0	63,079	5,415	9.4%	
Transfer to Vehicle & Equipment Reserve	500	0	500	0	0.0%	
Water Accumulated Surplus	5,000	0	5,000	0	0.0%	
TOTAL TRANSFERS TO RESERVES & SURPLUS	64,564	0	69,979	5,415	8.4%	
BALANCE	0	(376,173)	0	0	0.0%	

Appendix "C" - Waste & Recycle Depot (WARD) Operating Fund Budget Review
Projected Variances Between 2020 Budget & Year-End Estimates Based on Results as at June 30, 2020

	Final 2020 Budget	Actual Year-to- Date June 30, 2020	Estimated 2020 Year-End Balance	Projected Year- End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<u>REGULAR OPERATING REVENUES</u>						
Waste & Recycling Annual Fee (& Tags)	(122,107)	(121,480)	(122,230)	(123)	0.1%	
Permits & Licences	(100)	0	(100)	0	0.0%	
Interest Earnings	(1,000)	0	(1,000)	0	0.0%	
TOTAL REGULAR OPERATING REVENUES	(123,207)	(121,480)	(123,330)	(123)	0.1%	
<u>REGULAR OPERATING EXPENSES</u>						
Public Works Support, Utilities & Maintenance	30,731	2,273	31,979	1,248	4.1%	
Depot Operations	22,713	11,701	22,519	(194)	-0.9%	
Hauling, Chipping & Electronic Waste Disposal	56,418	26,676	52,927	(3,491)	-6.2%	Lower hauling costs than budgeted for
TOTAL REGULAR OPERATING EXPENSES	109,862	40,650	107,425	(2,437)	-2.2%	
SURPLUS BEFORE ADJUSTMENTS & TRANSFERS	(13,345)	(80,830)	(15,905)	(2,560)	19.2%	
<u>ADJUSTMENTS NON-CASH ITEMS</u>						
Amortization Offset	(7,500)	0	(7,500)	0	0.0%	
Amortization Expense	7,500	0	7,500	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>REVENUES TO BE TRANSFERRED TO RESERVES & SURPLUS</u>						
Transfer to General Capital Reserve	11,845	0	14,405	2,560	21.6%	More funds available for transfer after net revenue/expense
Transfer to Equipment Reserve	1,500	0	1,500	0	0.0%	
TOTAL TRANSFERS TO RESERVES & SURPLUS	13,345	0	15,905	2,560	19.2%	
BALANCE	0	(80,830)	0	0	0.0%	

Appendix "D" - Village of Belcarra - Capital Budget Review
Projected Variances Between 2020 Budget & Year-End Estimates Based on Results as at June 30, 2020

	Final 2020 Budget	Actual Year-to- Date June 30, 2020	Estimated 2020 Year-End Balance	Projected Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
GENERAL CAPITAL						
Revenue (Funding from Reserves & Grants)	(375,025)	0	(224,600)	150,425	-40.1%	
Expenses						
COUNCIL MEETING RECORDING SYS.	3,500	2,458	3,500	0	0.0%	
MIDDEN ROAD OVERLAY(MidtoBelc)	60,000	0	0	(60,000)	-100.0%	Project will not be completed in 2020
MARINE AVE MILL & FILL	30,000	0	0	(30,000)	-100.0%	Project will not be completed in 2020
CATCH BASIN END OF YOUNG	3,000	0	0	(3,000)	-100.0%	Projected not required - completed in 2019
CATCH BASIN 4012 MARINE	3,000	0	3,000	0	0.0%	
MH ROOF REPLACEMENT	20,000	6,469	20,000	0	0.0%	
STAIR IMPROVEMENTS	8,500	0	0	(8,500)	-100.0%	Project needs to be investigated
HOT WATER TANK	3,100	1,905	3,100	0	0.0%	
CHIP BIN	2,425	0	0	(2,425)	-100.0%	Project needs to be investigated
SLUMPING AT MARINE/YOUNG	20,000	0	0	(20,000)	-100.0%	Project to be rebudgeted for larger amount On hold based on grant fundings not being released by Metro Vancouver
BEDWELL BAY RECESSED PAVEMENT	26,500	0	0	(26,500)	-100.0%	
TRAIL SYST IMPROVMENTS	20,000	0	20,000	0	0.0%	
LAND PREP & DEVELOP(Road-Ends)	175,000	14,087	175,000	0	0.0%	
Total Expenses	375,025	24,919	224,600	(150,425)	-40.1%	
WATER CAPITAL						
Revenue (Funding from Reserves & Grants)	(3,890,000)	0	(55,329)	3,834,671	-98.6%	
Expenses						
MIDDEN ARMOR AT PARK	10,000	1,076	10,000	0	0.0%	
NEW WATER RESERVOIR PLANNING	30,000	8,480	30,000	0	0.0%	
NEW WATER RESERVOIR CONSTRUCTION	3,835,000	0	0	(3,835,000)	-100.0%	Construction not expected to occur in 2020
AUTO WATER DUMPS/FLUSHERS	10,000	0	10,000	0	0.0%	
WATER EQUIPMENT	5,000	5,329	5,329	329	6.6%	
Total Expenses	3,890,000	14,885	55,329	(3,834,671)	-98.6%	
WARD CAPITAL						
Revenue (Funding from Reserves)	(4,000)	0	(4,000)	0	0.0%	
Expenses						
SECURITY/FOB GATE REPLACE	4,000	0	4,000	0	0.0%	
Total Expenses	4,000	0	4,000	0	0.0%	



COUNCIL REPORT

Date: July 20, 2020

From: Stewart Novak, Public Works and Emergency Preparedness

Subject: **Tree Management and Protection Bylaw No. 567, 2020**

Recommendation

That Tree Management and Protection Bylaw No. 567, 2020 be read a first, second and third time.

Purpose

To provide a Tree Management and Protection Bylaw as reflected in the Tree Committee Report dated March 9, 2020.

Background

The Tree Committee worked with dedication to prepare a comprehensive review to Council. Their vision considers maintaining the natural beauty of forested areas; the fire hazards of living within a forested area; replantation of indigenous trees; Riparian zones, and updating the current Tree Cutting Bylaw.

Some of the recommendations brought forward in the Tree Committee Report were 'action item requests' and are therefore outside the scope of the Tree Bylaw. Staff will follow up on these items.

The list of action items consists of requests which are regrouped and listed below:

Recommended for Follow-up Action:

Invasive Species

- 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) 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 of Ivy and Laurel, Himalayan Blackberry & Holly.

Interface Wildfire Management

- d) That Council request a copy of Metro Vancouver Parks policy for the removal of dead underbrush, dangerous tree and wildfire fuel on parkland bordering the Village in order to create a buffer zone.

- e) That Council request the Provincial Government consider clean up on Crown Land bordering the Village in order to create a buffer zone.
- f) That Council request Anmore and Port Moody to remove dangerous trees bordering Belcarra Village property & Bedwell Bay Road.
- 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. Note: Grant applications have been submitted for 2020.
- h) Council request Sasamat Volunteer Fire Department in discussion with Metro Vancouver and the Province regarding a formal plan to manage hazardous vegetation
- i) That staff work with the Provincial Government 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.

Tree Bylaw

- j) The Village provide a quick link to the new Tree Management & Protection Bylaw at the tree trimming / removal application site.
- k) Staff to liaise with Metro Vancouver Parks staff to obtain information on their dangerous tree policy.

Staff will move forward with the above noted requests.

The Tree Committee Report cited curb side tree chipping. This service is currently provided and paid for by the municipality once a year. Council has requested the municipality provide a second tree chipping for residents who need additional tree chipping services. A second tree chipping is expected to be a ‘user pay’ model. This item will be followed up in September 2020.

The Tree Committee recommended that the Village establish FireSmart regulations as the Village has exposure to interface fire risk conditions. This item will be managed and will be completed outside the Tree Management and Protection Bylaw.

Public Works has fire risk reduction activity scheduled to take place in 2020 which includes reducing some of the fire load on the land above the Municipal Hall and Fire Hall. This work will include clearing ground cover, removing low branches and thinning small trees that die due to lack of sunlight.

There is a generally accepted FireSmart criteria that many municipalities adopt. The FireSmart criteria are more readily applied in times of new construction, or in more rural interface locations such as Farrer Cove. Priority Zone distances of 10 m, and 30 m are more successfully implemented in rural areas than in residential areas.

In Belcarra, although it has a very rural feel, it is a well-established municipality with narrow residential lots. There are very few new construction zones where a new set of FireSmart regulations may be implemented. Residents are encouraged to adopt the FireSmart criteria voluntarily. One major part of fire safety is public education, which is very successful through public safety campaigns.

FireSmart information has been provided to residents on the website and through the group email system. Residents are encouraged to help the community by adopting the FireSmart criteria; by reducing the fire load in their own yards and by following up on the recommended replantation scheme. A FireSmart session will be hosted by the Village.

With respect to replacement trees and the variety of replacement trees on municipal and private properties, this report does propose adopting the Tree Committee Report recommendations in the form of a policy alongside the Tree Management and Protection Bylaw.

One primary concern outlined in the Tree Committee Report is to simplify the Tree Cutting Permit Application process. Staff are drafting a new Tree Cutting Application. Many municipalities have tree cutting bylaws established for privately owned lots within their jurisdiction. Trees are cut on municipal property for safety reasons, or at the direction of management, as part of a development or maintenance initiative.

The Tree Management and Protection Bylaw applies to all trees in the municipality, both on residential lots and municipal property. This change is being recommended as it was requested in the Tree Committee Report and it reflects the service often requested of staff. When residents call regarding cutting trees on their property, staff visit the property to ensure that the tree is on the property of the resident, and to ensure that the tree being cut is not in a riparian sensitive area.

As outlined in the Tree Committee Report, there are sections in the Official Community Plan (OCP) that require review. The overall OCP review will take this information into consideration.

The Tree Management and Protection Bylaw No. 567, 2020, addresses issues outlined in the OCP by including private properties in the bylaw and providing for a permit issuing process. Sensitive areas cannot be controlled without including private properties in the bylaw as some of the sensitive areas are on private properties.

Other highlights of the Tree Management and Protection Bylaw No. 567, 2020 include:

Revised definitions: The Tree Management and Protection Bylaw adopted many of the Tree Committee suggested definitions. Any definitions that were not included in the bylaw was due to the definition was not being included in the language of the Bylaw. Other definitions were altered to more accurately define the terms within the new Bylaw.

The new Tree Management and Protection Bylaw took the advice of the Tree Committees and established a clear set of enforceable regulations.

Policies and procedures for tree management will be revised upon adoption of the Tree Bylaw. A Permit Application and Tree Replacement list will be provided in the policy and procedures.

The permit application process will include specific conditions and procedures for applicants. Many additional recommendations from the Tree Committee report will be included in that document.

Attachment 1 – Tree Management & Protection Bylaw No. 567, 2020



VILLAGE OF BELCARRA
Tree Management & Protection
Bylaw No. 567, 2020



A bylaw to provide for the Management & Protection of Trees

WHEREAS the Council of the Village of Belcarra has determined it necessary to provide for the management of tree cutting and tree protection;

AND WHEREAS pursuant to the Community Charter - Part 2, Division 1, Section 8 Fundamental powers, A Council may by Bylaw regulate trees;

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 the "Village of Belcarra Tree Management & Protection Bylaw No. 567, 2020";

2. **Definitions**

In this Bylaw, unless the context indicates otherwise:

"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.

"Arborist Report" means a document indicating the location, species, diameter, height, habitat features, and condition, in addition to relevant site conditions (e.g. infrastructure, watercourses, floodplain, etc.) produced and signed by a certified arborist and/or qualified tree risk assessor, as applicable;

"Certified Arborist" means a person certified by the International Society of Arboriculture.

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

"Cutting" shall mean the cutting down or cutting so as to cause destruction of any tree.

"Damage" means to conduct, or to knowingly allow to be conducted:

- (i) Severing or harming the roots growing inside the root protection zone of a tree
- (ii) Placing fill, building materials or structure upon land inside the root protection zone of a tree;
- (iii) Operating trucks, backhoes, excavators or other heavy inside the root protection zone of a tree;
- (iv) Denting, gouging or harming the stem of a tree;
- (v) Removing bark from a tree;
- (vi) Depositing concrete washout or other liquid or chemical substances harmful to the health of a tree on land inside the root protection zone of a tree;

- (vii) Adding or removing soil from land inside the root protection zone of a tree which changes the original soil grade;
- (viii) Undermining the roots inside the root protection zone of a tree;
- (ix) Pruning a tree in such a way that may cause the instability or death of the tree; or topping a tree by removing the vertical stem and upper primary limbs of a tree;

“DBH” means Diameter at Breast Height (1.4 meters)

“Diameter” means the width of the stem of a tree, such that:

- (i) The diameter is the circumference of the stem of a tree measured 1.4 meters above natural grade, divided by 3.142;
- (ii) Where natural grade is sloped, diameter shall be measured 1.4 meters above the mid-point between high and low sides of the natural grade

“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 and has the potential to strike a target.

“Hedge” or hedgerow is a line of closely spaced shrubs and sometimes **trees**, planted and trained to form a barrier or to mark the boundary of an area, such as between neighboring properties.

"Owner" shall mean the registered property owner(s) in respect of which a permit is applied for, or a person authorized by the owner(s) in writing.

"Permit" means a permit issued by the Administrator, including a building permit, demolition tree cutting permit. See Tree Cutting Permit

“Permit Tree” means a tree that is 20 centimeters DBH or greater and which is 5 meters (16.5 feet) or more in height in a private property, conservation area or on municipal owned property.

“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.

"Tree" shall mean any woody plant which is 5 meters (16.4 feet) or more in height, having one or more self-supporting trunks and including roots, branches, trunk, crown, or any part thereof.

“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.

3 Application of Bylaw

3.1 This bylaw applies to all trees within Belcarra except as provided in section 3.2

3.2 This bylaw does not apply to:

- (a) trees that are cut, removed, or damaged pursuant to the Hydro and Power Authority Act, RSBC 1996, c.212, or the Oil and Gas Activities Act, SBC 2008, c.36; and
- (b) trees on municipal-owned property or roadways that are cut or removed by the Municipality or its authorized agents in accordance with approved Municipal policies.

(c) on land that is within the scope of a Development Permit.

(d) Any provisions imposed by the Fire Department relating to fire safety and immediate life safety risk.

4. Prohibitions

- 4.1 No person shall cut or remove a tree that is 20 centimeters DBH or greater and which is 5 meters (16.5 feet) or more in height without a permit issued under this bylaw.
- 4.2 No person shall cut, prune, remove branches or alter any tree, shrub or hedge on municipal property without prior written municipal consent.
- 4.3 No person shall damage a tree by doing any of the following:
 - (a) Depositing, within the drip line of a tree, any substance that is toxic to the tree;
 - (b) Except to the extent that such work is reasonably required to construct a driveway or accessory building: cutting or damaging the roots of the tree or blasting, compacting the soil or placing concrete or other hard surfacing within the drip line of a tree.
 - (c) Girdling or ringing the trunk of the tree or burning any part of the tree; or
 - (d) Pruning the tree so excessively as to cause the tree to decline or die.
- 4.4 No person may plant any tree, shrub or hedge on municipal property or a municipally owned boulevard without written consent from the municipality.

5. Exemptions

- 5.1 The tree is a Hazard Tree or is dead.
- 5.2 Trees that are being cut for survey lines less than 2 meters wide, and the trees are less than 30 centimeters DBH.
- 5.3 Trees on private property that are less than 20 cm diameter DBH and not considered within a sensitive habitat.
- 5.4 Pruning trees on private property in accordance with ISA guidelines.

6. Contraventions

- 6.1 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) A person who contravenes any provision of this Bylaw, or who willfully does not adhere to the bylaws, or cuts a tree on municipal property, contrary to or without a permit, is guilty of an offence or bylaw contravention and is liable to the penalties imposed under Bylaw Notice Enforcement No. 520, 2018, as amended.

7. Professional Assessment

- 7.1 Prior to the issuance of a permit, the Village may, at its discretion, require the applicant to provide, at the expense of the applicant, a certified report by a qualified professional arborist and / or geotechnical engineer, stating that the proposed cutting of trees will not create a danger from flooding and erosion.

- 7.2 Permit conditions may specify measures that need to be undertaken by the applicant resulting from recommendations of a professional report.

8. Application for Permit

- 8.1 Applications for a permit on private property shall be made by the owner of the land involved or by any person authorized in writing by the owner.
- 8.2 Applications for a permit on Municipal property may be submitted by any Belcarra resident intending to improve their views or sanctity, provided it is not within a sensitive habitat or riparian area.
- 8.3 Permit Applications shall be submitted to the Municipal Office and approved by the Public Works Coordinator.
- 8.4 At the time of the permit application, the applicant shall pay to the Village an application fee per the Fees and Charges Bylaw.

9. Security Deposit

- 9.1 The Village may require the applicant for the permit to provide a security deposit or an irrevocable letter of credit, as approved by the Public Works Coordinator, in an amount stated in the permit.

- 10.** The “Village of Belcarra Tree Cutting Bylaw No. 110, 1987” 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 Tree Management & Protection
Bylaw No. 567, 2020

Chief Administrative Officer

Subject: FW: Letter to Council concerning June 25 Tri-Cities News article

7200-01

From: Jay Sharpe

Sent: Monday, July 6, 2020 10:26 AM

Subject: Re: Letter to Council concerning June 25 Tri-Cities News article

To Mayor and Council

A point of clarification needs to be made regarding Jol's email. There is no question that Jol was a valuable member of the Sasamat Fire Department for 18 years and I would never question his integrity. However as I have stated publicly several times the only source of information regarding the outcome of our calls needs to come from the official fire department source. Jol may have been in charge of the water supply at the Senkler Rd fire but he was not the overall incident commander and thus he may not have been aware of the fire fighting tactics being deployed by the IC. It was noted by the IC at this event that several times the fire flow was reduced or shut down so as not to negatively impact the reservoir. The fact that the level did not drop below 36% was because the level was being monitored and conscious decisions were made to not exceed the capacity. Fighting fires is not about the overall amount of water that is applied to a fire but it is about the rate of flow. Large fires require large amounts of water at a high rate of flow. Ideally, large flow rates early on in a fire event can reduce the overall amount of water required over the entire time of the event. The goal of fire fighting is to extinguish the fire early to save lives, prevent property damage and to reduce the environmental impact.

Conclusions interpreting the data from the SCADA reports should not be done without a thorough understanding of the fire event and how it developed and concluded.

Jay Sharpe, Fire Chief, L.A.F.C.

Sasamat Fire Department



Fraser Basin Council

RECEIVED
JUL / 6 2020

FILE NO. 230-01

TO LOCAL GOVERNMENTS IN METRO VANCOUVER (JULY 6, 2020) – VIA EMAIL

- To: Mayor and Council
- To: Metro Vancouver Chair and Board of Directors
- To: Chief Administrative Officers

GREETINGS:

The Fraser Basin Council is pleased to provide an update on our 2019-2020 activities of interest to Metro Vancouver municipalities. The enclosed **Update to Local Government** and **Flood Strategy Briefing** are in lieu of briefings that would have been given at area association meetings and at the annual UBCM Convention were it not for current COVID-19 restrictions.

Since March, 2020, Fraser Basin Council staff have been working remotely and convening online meetings and events in compliance with COVID-19 distancing requirements. We are advancing initiatives important to residents of the Lower Mainland, including work focused on climate change mitigation and adaptation. Clean transportation initiatives of the past year are summarized in our **Update to Local Government** – and new work in 2020 will further expand the number of BC's electric charging stations in houses, condominiums/apartments and workplaces, install new fast chargers in key locations, and introduce BC drivers and fleets to zero-emission vehicles and specialty-use electric equipment. In conjunction with our partners, we are helping advance other collaborative projects, such as climate change adaptation tools and resources, youth leadership projects, and government-to-government initiatives between First Nations and other orders of government.

The enclosed **Flood Strategy Briefing** summarizes recent work on the Lower Mainland Flood Management Strategy, through which we bring together 50+ partners, including Lower Mainland local governments. A regional Flood Risk Assessment is now complete, and will result in a tool local governments can use for local analysis. We are also preparing to launch in late July a website to help people understand flood hazards, the importance of risk reduction, and progress on the regional strategy – and we welcome comments up to July 13. For an advance look at the site, please email our team ' , and a link will be provided.

Don't hesitate to contact me to discuss any of Fraser Basin Council's programs and future opportunities for us to support you in advancing regional sustainability priorities.

Yours truly

David Marshall, Chief Executive Officer
Fraser Basin Council



Jonathan X. Côté
Mayor

FILE NO. 0450-01

RECEIVED

JUL / 6 2020

July 6, 2020

VIA EMAIL

Dear Mayor and Council:

Re: Disaggregated COVID-19 Data Collection

I am writing to seek your support for calling on the Provincial and Federal governments to collect disaggregated COVID-19 data. At a meeting on June 22, 2020, New Westminster City Council passed the following resolution:

WHEREAS it is clear from other jurisdictions, including the United States, that the COVID-19 pandemic and other health concerns disproportionately impact racialized community members and those with who experience systemic, marginalizing barriers to healthcare access as well as precarious work; and

WHEREAS BC and Canada do not capture race-based or socioeconomic data, which effectively buries the impact of illness and disease on disproportionately impacted groups within the larger aggregated data, erasing opportunities to address health inequities; and

WHEREAS BC has experienced a lower than average illness and causality rate primarily because of evidence based data; and

WHEREAS racialized communities and advocates have been requesting that the province collect disaggregated data;

THEREFORE BE IT RESOLVED THAT the City of New Westminster write to the provincial and federal Ministers of Health requesting that they collect disaggregated data including race, socioeconomic class,

and disability that will allow for evidence-based health care and social program interventions; and

THAT the data are analyzed and interpreted with community leadership and input; and

THAT the data are collected with the intention of being understood as indicators of systemic and structural oppression to identify root causes of disparity; and

THAT this letter be forwarded to all BC municipalities asking to write their support as well.

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote
Mayor

Cc: The Honourable Patty Hajdu, Federal Minister of Health
The Honourable Adrian Dix, British Columbia Minister of Health