



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
VILLAGE HALL  
November 23, 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/95871559724> Meeting ID: 958 7155 9724

**COUNCIL**

Deputy Mayor Liisa Wilder  
Councillor Carolina Clark  
Councillor Bruce Drake

**1. CALL TO ORDER**

Deputy Mayor Liisa Wilder will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, November 23, 2020**

**Recommendation:**

That the agenda for the Regular Council Meeting, November 23, 2020 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, October 26, 2020**

**Recommendation:**

That the minutes from the Regular Council Meeting held October 26, 2020 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

No items.

**5. REPORTS**

**5.1 Ken Bjorgaard, Financial Consultant, report dated November 23, 2020 regarding 2020 Budget Variance Report Based on Results to September 30, 2020**

**Recommendation:**

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

- 5.2** Lorna Dysart, Chief Administrative Officer, report dated November 23, 2020 regarding Sprinklers in New Builds or Major Renovations – Removal of Charge

**Recommendation:**

That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 576, 2020 be read a first, second and third time.

- 5.3** Lorna Dysart, Chief Administrative Officer, verbal report regarding Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 575, 2020

**Recommendation:**

That Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 575, 2020 be read a first, second and third time.

- 5.4** Lorna Dysart, Chief Administrative Officer, report dated November 23, 2020 regarding 2021 Council Meeting Schedule

**Recommendation:**

That the 2021 Council Meeting Schedule and the Deputy Mayor Schedule be approved.

- 5.5** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated November 23, 2020 regarding 2020 Invasive Plant Management

**Recommendation:**

That the report regarding '2020 Invasive Plant Management on Municipal Property' dated November 23, 2020, be received for information.

**6. REPORTS FROM MAYOR AND PROJECT LEADS**

**7. BYLAWS**

No items.

**8. CORRESPONDENCE/PROCLAMATIONS**

**Recommendation:**

That correspondence items 8.1 to 8.10 be received.

**ACTION ITEMS**

- 8.1** Cory Heavener, Provincial Director of Child Welfare & Renaa Bacy, Provincial Director of Adoption, Client Relations Branch, Executive Operations, Ministry of Children & Family Development, email dated November 2, 2020 regarding the declaration of November 2020 as "Adoption Awareness Month"

**Recommendation:**

That November 2020 be declared as "Adoption Awareness Month" in the Village of Belcarra.

**INFORMATION ITEMS**

- 8.2** Sasamat Volunteer Fire Department, Board of Trustees Meeting Minutes of September 17, 2020
- 8.3** Lori Halls, Deputy Minister, Ministry of Public Safety & Solicitor General, Emergency Management BC, letter dated October 27, 2020 regarding a UBCM virtual meeting with Parliamentary Secretary Jennifer Rice regarding the Village of Belcarra Emergency Management Portfolio
- 8.4** Malcolm Brodie, Mayor, City of Richmond, letter dated October 26, 2020 regarding Proposed Roberts Bank Terminal 2 Expansion Project (full report available in the Village office)
- 8.5** Kaye Krishna, Deputy Minister, Ministry of Municipal Affairs & Housing, letter dated November 2, 2020 regarding COVID-19 Safe Restart Grants for Local Governments
- 8.6** Kristen Hyodo, Executive Director, Sasamat Outdoor Centre, letter dated November 4, 2020 regarding Thank You for the Letter of Support for Sasamat Outdoor Centre Community Economic Recovery Infrastructure Program Grant Application
- 8.7** Patty & Murray Neibel, Belcarra Residents, email dated October 23, 2020 regarding Thank You to Deputy Mayor, Council & Staff
- 8.8** Laurie Fraser, Belcarra Resident, email dated November 3, 2020 regarding Resident Only Parking Extended Until March 31, 2021
- 8.9** Deborah Struk, Belcarra Resident, email dated November 16, 2020 regarding Upcoming Election New COVID Restrictions
- 8.10** Karen Elrick, Corporate Officer, Village of Anmore, certified resolution dated November 18, 2020 regarding Anmore Council Appointments as Trustees to the Sasamat Volunteer Fire Department for 2021

**9. NEW BUSINESS**

**10. PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

**Recommendation:**

That the November 23, 2020 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
VILLAGE HALL  
October 26, 2020**



Minutes of the Regular Council Meeting for the Village of Belcarra held October 26, 2020 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

This meeting was held via Zoom Teleconference and was recorded.

**Council in Attendance**

Deputy Mayor Liisa Wilder  
Councillor Carolina Clark  
Councillor Bruce Drake

**Staff in Attendance**

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

**Others in Attendance**

Laura Beveridge, Pooni Group, Planning Consultant (departed at 7:22 pm)

**1. CALL TO ORDER**

Deputy Mayor Wilder called the meeting to order at 7:00 pm.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, October 26, 2020**

Moved by: Councillor Drake  
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, October 26, 2020 be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Public Hearing Minutes, September 28, 2020**

Moved by: Councillor Clark  
Seconded by: Councillor Drake

That the minutes from the Public Hearing held September 28, 2020 be adopted.

**CARRIED**

**3.2 Regular Council Meeting, September 28, 2020**

Moved by: Councillor Drake  
Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held September 28, 2020 be adopted.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

No items.

**5. REPORTS****5.1 Lorna Dysart, Chief Administrative Officer, report dated October 26, 2020 regarding Chicken Keeping Policy**

Laura Beveridge outlined the report noting the amendments previously requested by Council have been included in the report. Discussion ensued.

Moved by: Councillor Drake  
Seconded by: Councillor Clark

That Corporate Policy No. 215 "Chicken Keeping Policy" be adopted.

**Amendment:**

Moved by: Councillor Clark  
Seconded by: Councillor Drake

That staff track complaints from neighbouring properties with regard to water quality concerns related to the Keeping of Chickens.

**CARRIED**

The main motion as amended was voted on and

**CARRIED**

**The motion as adopted reads:**

That Corporate Policy No. 215 "Chicken Keeping Policy" be adopted; and  
That staff track complaints from neighbouring properties with regard to water quality concerns; related to the Keeping of Chickens.

**5.2 Lorna Dysart, Chief Administrative Officer, report dated October 26, 2020 regarding By-Election for Vacant Belcarra Council Positions**

L. Dysart provided an overview of the report. Considerable Discussion ensued.  
Additional information will be provided in the near future with regard a By-Election date.

Moved by: Councillor Clark  
Seconded by: Councillor Drake

That the report regarding a By-Election for Vacant Belcarra Council Positions dated October 26, 2020, be received for information.

**CARRIED**

**6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES**

**6.1** Deputy Mayor Liisa Wilder, Letter to Belcarra Residents dated October 23, 2020

**6.2** The following Council member appointments have been made effective until after the By-Election and Inaugural:

- Deputy Mayor Wilder be appointed as Deputy Mayor.
- Councillor Clark be confirmed as Municipal Director to the Metro Vancouver Regional District Board of Directors.
- Deputy Mayor Wilder be appointed to the TransLink Mayors' Council
- Deputy Mayor Wilder and Councillor Drake be authorized bank signing officers for the Village of Belcarra
- Deputy Mayor Wilder be appointed to the SVFD Board of Trustees; and
- Councillor Clark be appointed to the SVFD Board of Trustees along with
- Councillor Drake who will retain his appointment.

**6.3** Councillor Clark was appointed to the Metro Vancouver Water Committee by Metro Board Chair Dhaliwal.

Councillor Clark provided an update with regard to the Metro Vancouver Water Committee. It was noted that new annual appointments to Metro Vancouver Committees will occur in November 2020.

**6.4 Monitored Fire / Smoke Alarms**

Councillor Drake advised that a report regarding Monitored Fire / Smoke Alarms will be brought to Council.

**7. BYLAWS**

**7.1 Village of Belcarra Fees & Charges Bylaw No. 517, 2018, Amendment Bylaw No. 572, 2020 – Keeping of Chickens**

Moved by: Councillor Clark

Seconded by: Councillor Drake

That "Village of Belcarra Fees & Charges Bylaw No. 517, 2018, Amendment Bylaw No. 572, 2020" be adopted.

**CARRIED**

**7.2 Village of Belcarra Fees & Charges Bylaw No. 517, 2018, Amendment No. 570, 2020 (Pre-Application Rezoning Fee)**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 570, 2020" be adopted.

**CARRIED**

**8. CORRESPONDENCE / PROCLAMATIONS**

Moved by: Councillor Clark

Seconded by: Councillor Drake

That correspondence items 8.1 to 8.29 be received.

**CARRIED**

**ACTION ITEMS**

- 8.1 a)** Corey Heavener, Provincial Director of Child Welfare, Client Relations Branch, Executive Operations, Ministry of Children & Family Development, email dated October 1, 2020 regarding Declaration of October 2020 as “Foster Family Month” in the Village of Belcarra

Moved by: Councillor Drake

Seconded by: Councillor Clark

That October 2020 be declared as “Foster Family Month” in the Village of Belcarra.

**CARRIED**

- b)** Robert Simons, Community Board, Sasamat Outdoor Centre, email dated October 21, 2020 regarding Request for Letter of Support for the “Community Economic Recovery Infrastructure Program” Grant Application

Moved by: Councillor Clark

Seconded by: Councillor Drake

That Council provide the Sasamat Outdoor Centre with a Letter of Support for the “Community Economic Recovery Infrastructure Program” Grant Application.

**CARRIED**

**INFORMATION ITEMS**

- 8.2** Tom Zajac, President & Helena Michelis, Vice President, Coquitlam Search & Rescue Society, letter dated September 18, 2020 regarding Thank You to Council for the Opportunity to Make a Presentation and the Continued Support of the Village
- 8.3** Roger Quan, Director, Air Quality & Climate Change, Metro Vancouver, letter dated September 23, 2020 regarding Caring for the Air 2020, Metro Vancouver’s Report on Air Quality and Climate Change (full report available in the Village office)
- 8.4** Peter Xotta, Vice President, Planning & Operations, Vancouver Fraser Port Authority, letter dated September 30, 2020 regarding Gateway Transportation Collaboration Forum Fall 2020 Engagement (full report available in the Village office)
- 8.5** Sandi Saunier, Belcarra Resident, email dated September 25, 2020 regarding Parking
- 8.6** Jillian Hull & Eric Broberg, Belcarra Residents, letter dated September 26, 2020 regarding Permit Parking in Belcarra
- 8.7** Doug & Sue Brain, Belcarra Residents, letter dated September 26, 2020 regarding Permit Parking
- 8.8** Heidi Hass Gable, Belcarra Resident, email dated September 27, 2020 regarding Midden Road Closure and Parking Limitations
- 8.9** Kim & Lynda Alfreds, Belcarra Resident, submission dated September 27, 2020 regarding No Parking
- 8.10** Lyndon Hanson, Heidi Hass Gable, Colin & Cherith Richardson, Diego Marchese, Irene VanderSpek, John & Lavaun Willms, Kim & Lynda Alfreds, Deborah Struk, Jim & Sherry Chisholm, Belcarra Residents, email dated September 28, 2020 regarding Parking & Midden Road Closure

- 8.11 Dave & Julie Chamberlain, Belcarra Residents, email dated September 29, 2020 regarding Parking
- 8.12 Bob Wilson & Tammie Letain, Belcarra Residents, email dated September 30, 2020 regarding Parking Restrictions and Permits
- 8.13 The Hughes Family, Belcarra Residents, email dated October 5, 2020 regarding Parking
- 8.14 Ken Jillings, Gail Dowler, Brian Jillings, Debbie Jillings Hardin, Laurel Stewart, Belcarra Residents, letter dated October 6, 2020 regarding Permit Parking in Belcarra
- 8.15 Kimberly & Mark Nonis, Belcarra Residents, email dated October 7, 2020 regarding Parking By-Law in Belcarra
- 8.16 John Snell, Belcarra Resident, email dated October 7, 2020 regarding Parking – Pay Attention
- 8.17 Deborah Struk, Belcarra Resident, email dated October 10, 2020 regarding Subdivision Regulations
- 8.18 Brenda Hogg, Belcarra Resident, email dated October 10, 2020 regarding No Parking Restrictions
- 8.19 Ralph Drew, Drew's Wharfage Association, email dated October 12, 2020 regarding Bedwell Bay Wharf Program – Proposed HEA Fees for Group Wharfage Societies
- 8.20 Phil Winne, Swift Heron Society, email dated October 12, 2020 regarding Council Report: Bedwell Bay Wharf Program
- 8.21 Patty & Murray Neibel, Belcarra Residents, email dated October 12, 2020 regarding Council Report: Bedwell Bay Wharf Program
- 8.22 Klaus Bever, Belcarra Resident, email dated October 13, 2020 regarding Council Meeting 13 October 2020 – Bedwell Bay / Wharf Issues
- 8.23 Neil Belenkie, Former Mayor, email dated October 13, 2020 regarding Resignation
- 8.24 Ruth & John Foster, Sticky Beaks Wharfage Society, email dated October 13, 2020 regarding Opposed to Proposed Increase in HEA
- 8.25 Brian & Carol Hirsch, Belcarra Residents, email dated October 13, 2020 regarding Parking in Belcarra
- 8.26 John Snell, Belcarra Resident, email dated October 14, 2020 regarding Don't Screw Group Wharf Members
- 8.27 Gord Sadler & Tarja Halmekangas, Belcarra Residents, email dated October 20, 2020 regarding Parking Regulation
- 8.28 Klaus Bever, Belcarra Resident, email dated October 20, 2020 regarding Parking in Belcarra
- 8.29 Rhonda Vanderfluit, Registrar, Youth Parliament of BC Alumni Society, email dated October 19, 2020 regarding British Columbia Youth Parliament, 92nd Parliament (full report available in the Village office)



**9. NEW BUSINESS****9.1 Parking**

It was noted that a motion was approved by Council on May 25, 2020 with regard to temporary Resident Permit Only Parking in the Village until October 31, 2020.

Due to the COVID pandemic, the Public Information Meeting regarding Parking will be rescheduled. L. Dysart advised that all correspondence from residents related to Parking has been recorded and will be provided when a Public Information Meeting takes place.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council approve extension of the temporary Resident Permit Only Parking in the Village until March 31, 2021; and

That Chief Jay Sharpe be advised that Sasamat Volunteer Fire Department Firefighters will be issued Belcarra Guest Parking Permits.

**CARRIED**

**9.2 Councillor Drake – Committee Appointments**

Councillor Drake advised that a Notice of Motion would be provided on the next Council agenda related to the appointment of Committee Members and Council Liaisons.

**10. PUBLIC QUESTION PERIOD**

Deborah Struk, Belcarra Resident, queried related to leniency for residents regarding parking and ticketing in the winter months.

Jim Chisholm, Belcarra Resident, queried with regard to the following:

- The Provincial application for the Village to obtain an exception to the current policy for fire sprinklers.
- The expected timeline for the Engineering Consultant to provide a Water Report with information from the District of North Vancouver.

Don Babineau, Belcarra Resident, queried with regard to:

- The cost of the 2014 Council report on Road Ends.
- A referendum during the upcoming By-Election.

Jamie Ross, Belcarra Resident, queried with regard to the dollar amount quoted for the 2014 Council report on Road Ends.

It was noted that the cost of the 2014 Council report on Road Ends was \$11,000.

David Shoolestani, Belcarra Resident, queried with regard to whether the beach at the end of Marine Avenue & Watson Road will remain a public beach if a dock is permitted at that location.

**11. ADJOURNMENT**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the October 26, 2020 Regular Meeting be adjourned at 8:40 pm.

**CARRIED**

Certified Correct:

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Liisa Wilder  
Deputy Mayor

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Lorna Dysart  
Chief Administrative Officer



## COUNCIL REPORT

**Date:** November 23, 2020

**From:** Ken Bjorgaard, Financial Consultant

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

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### Recommendation

That the report titled “2020 Budget Variance Report Based on Results to September 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 September 30, 2020 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.

### 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

A summary and explanation of the major projected budget / actual variances follows. While the Village is experiencing some budget pressures in its three operating funds, it should be noted that the Village is in receipt of a \$380,000 COVID – 19 Safe Restart Grant for Local Governments which is aimed at offsetting revenue losses and additional costs related to COVID. The use of these funds has not been factored into this budget variance analysis as the exact details around the approved uses are yet to be determined

## **Appendix A – General Operating Fund Summary**

A small increase (1.2%) in projected revenue is projected to be more than offset by a projected increase in operating expenses (3.2%), which is resulting in less funds (than budgeted for) available for transfer to general reserves and surplus.

<b>General Operating Fund</b>						
<b>Description</b>	<b>Final 2020 Budget</b>	<b>Actual Year-to-Date Sept. 30, 2020</b>	<b>Estimated 2020 Year-End Balance</b>	<b>Projected Year-End/Budget \$ Variances</b>	<b>Projected Year-End/Budget % Variances</b>	<b>Explanations/Comments</b>
Regular Operating Revenues	\$1,373,232	\$1,271,584	\$1,389,533	\$16,301	1.2%	Increased parking fine revenue partially offset by lower planning, building permit, filming & licensing revenues (COVID related). Includes One-time dock planning grant revenue of \$10,000
Regular Operating Expenses	\$1,112,429	\$957,775	\$1,148,571	\$36,142	3.2%	Increased legal costs partially offset by savings from events, travel, conventions/conferences and training due to COVID. Includes One-time dock planning grant expenditures of \$10,000
Balance Available for Transfer to General Reserves & Surplus <sup>1</sup>	\$260,803	Not applicable	\$240,962	-\$19,841	-7.6%	Less funds available for transfer to reserves and surplus than budgeted for based on net projected changes in revenues/expenses

<sup>1</sup> Does not include transfer related to Community Works Gas Tax Funds

**Appendix B – Water Operating Fund Summary**

A large increase in water usage and related water purchase costs are resulting in less funds (than budgeted for) available for transfer to water reserves and surplus.

<b>Water Operating Fund</b>						
<b>Description</b>	<b>Final 2020 Budget</b>	<b>Actual Year-to- Date Sept. 30, 2020</b>	<b>Estimated 2020 Year- End Balance</b>	<b>Projected Year- End/Budget \$ Variances</b>	<b>Projected Year- End/Budget % Variances</b>	<b>Explanations/Comments</b>
Regular Operating Revenues	\$282,476	\$277,290	\$280,190	-\$2,286	-0.8%	
Regular Operating Expenses	\$218,884	\$117,162	\$235,821	\$16,937	7.7%	Increased water usage is resulting in a large increase in water purchase costs
Balance Available for Transfer to General Reserves & Surplus <sup>1</sup>	\$64,564	Not applicable	\$46,315	-\$18,249	-28.3%	Less funds available for transfer to reserves and surplus than budgeted for based on net projected changes in revenues/expenses

<sup>1</sup> Include small amount of excess debt transfers and parcel tax

**Appendix C – Waste & Recycle Depot (WARD) Operating Fund Summary**

Higher operating expenses related to contracted hauling costs in the WARD Operating Fund are resulting in a projected operating deficit which needs to be funded from a transfer from the WARD operating surplus.

<b>Waste &amp; Recycle Depot (WARD) Operating Fund</b>						
<b>Description</b>	<b>Final 2020 Budget</b>	<b>Actual Year-to- Date Sept. 30, 2020</b>	<b>Estimated 2020 Year- End Balance</b>	<b>Projected Year- End/Budget \$ Variances</b>	<b>Projected Year- End/Budget % Variances</b>	<b>Explanations/Comments</b>
Regular Operating Revenues	\$123,207	\$121,630	\$123,280	\$73	0.1%	
Regular Operating Expenses	\$109,862	\$74,450	\$128,269	\$18,407	16.8%	Extra costs for contracted hauling of waste and recyclables
Balance for Transfer to (from) Reserves/(Surplus)	\$13,345	Not applicable	-\$4,989	-\$18,334	-137.4%	No funds available for transfer to reserves. Transfer from surplus required to offset projected deficit

## **Appendix D – Capital Summary**

The detailed projections (Appendix “D”) show which capital projects are expected to occur for the balance of the year. Many capital projects have not proceeded in 2020 and will be re-evaluated as to whether they should be re-budgeted in 2021.

<b>Capital Funds</b>						
<b>Description</b>	<b>Final 2020 Budget</b>	<b>Actual Year-to-Date Sept. 30, 2020</b>	<b>Estimated 2020 Year-End Balance</b>	<b>Projected Year-End/Budget \$ Variances</b>	<b>Projected Year-End/Budget % Variances</b>	<b>Explanations/Comments</b>
General Capital Expenditures	\$375,025	\$82,226	\$107,326	-\$267,699	-71.4%	See project details in Appendix “D”
Water Capital Expenditures	\$3,890,000	\$17,788	\$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, this third quarter review indicates some budget pressures in the Village of Belcarra’s three operating funds (General, Water and WARD). As a result, operating expenditures will be monitored closely for the balance of the year. Capital spending is well below budget because major budgeted projects have not proceeded.

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

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	Final 2020 Budget	Actual Year-to- Date Sept. 30, 2020	Estimated 2020 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<b>REGULAR OPERATING REVENUES</b>						
Municipal Taxes (including penalties & interest)	(847,647)	(847,645)	(847,645)	2	0.0%	
1% Utility Taxes	(12,018)	(11,348)	(11,348)	670	-5.6%	
Penalties & interest (on taxes)	(11,166)	(4,527)	(5,477)	5,689	-50.9%	Penalty reduced from 10% to 5%
Bylaw Tickets & Business Licenses	(37,125)	(57,145)	(66,145)	(29,020)	78.2%	Increased parking violations
Planning & Building Permit Fees	(70,000)	(34,872)	(46,496)	23,504	-33.6%	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)	(79,938)	(2,387)	3.1%	See corresponding expenses below
Dock Planning Grant	0	(10,000)	(10,000)	(10,000)	>100.0%	New grant with offsetting expenditures
Interest Earnings	(35,000)	(20,704)	(45,704)	(10,704)	30.6%	Increased returns from MFA Bond Fund
Other Revenue	(25,405)	(14,732)	(19,619)	5,786	-22.8%	Reduction in filming revenue (COVID related)
<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>(1,373,232)</b>	<b>(1,271,584)</b>	<b>(1,389,533)</b>	<b>(16,301)</b>	<b>1.2%</b>	
<b>REGULAR OPERATING EXPENSES</b>						
<b><u>Council, Legislative Services &amp; Grants</u></b>						
Indemnities & Benefits	68,452	50,818	62,690	(5,762)	-8.4%	
Council Conventions, Travel & Other	8,069	11,944	12,603	4,534	56.2%	Legal costs
Grants	5,322	396	4,461	(861)	-16.2%	
Meetings, Events & Appreciation	13,300	1,369	1,825	(11,475)	-86.3%	No Belcarra Day celebration & event costs due to COVID
<b>Subtotal Council, Legislative Services &amp; Grants</b>	<b>95,143</b>	<b>64,527</b>	<b>81,579</b>	<b>(13,564)</b>	<b>-14.3%</b>	
<b><u>Administration &amp; Support Services</u></b>						
Administration	321,261	308,643	329,626	8,365	2.6%	
Human Resources	17,450	4,376	5,924	(11,526)	-66.1%	Lower training & convention costs (COVID related)
Information Systems & Website	48,082	50,045	59,795	11,713	24.4%	Increased cost related to IT licenses & website maintenance (not budgeted for)
Legal & Audit	42,000	65,448	89,448	47,448	113.0%	Increased legal costs
Municipal Hall Operations & Maintenance	95,954	70,445	87,422	(8,532)	-8.9%	Lower repair/maintenance & office supply costs
Planning	32,200	47,094	61,492	29,292	91.0%	Increased planning contract costs due to additional project work requests & dock planning work (see offsetting \$10K revenue above)
Finance & Engineering	80,000	52,986	77,986	(2,014)	-2.5%	
Building, Plumbing & Bylaw Services	78,818	55,489	61,814	(17,004)	-21.6%	Lower building inspection costs (COVID related)
Other	5,852	150	200	(5,652)	-96.6%	Lower environment contract costs (COVID related)
<b>Subtotal Administration &amp; Support Services</b>	<b>721,617</b>	<b>654,676</b>	<b>773,707</b>	<b>52,090</b>	<b>7.2%</b>	
<b><u>Public Works &amp; Road Network</u></b>						
Public Works	173,497	188,419	178,156	4,659	2.7%	
Roads, Bridges, Storm Sewers etc. (Non MRN)	23,707	8,541	17,410	(6,297)	-26.6%	Lower public works supply costs
Trails & Public Spaces	8,900	5,703	7,604	(1,296)	-14.6%	Less work completed than anticipated than budgeted for (COVID related)
Roads, Bridges, Storm Sewers etc. (MRN)	77,551	27,270	79,938	2,387	3.1%	See above offsetting grant revenue
<b>Subtotal Public Works &amp; Road Network</b>	<b>283,655</b>	<b>229,933</b>	<b>283,108</b>	<b>(547)</b>	<b>-0.2%</b>	
<b><u>Fire &amp; Emergency Operations</u></b>						
Fire Protection	4,700	1,683	2,244	(2,456)	-52.3%	
Emergency Preparedness Including COVID Response	1,500	4,025	4,025	2,525	168.3%	Increased costs from COVID response; COVID costs to be claimed for reimbursement through PEP program
<b>Subtotal Fire &amp; Emergency Operations</b>	<b>6,200</b>	<b>5,708</b>	<b>6,269</b>	<b>69</b>	<b>1.1%</b>	
<b><u>Interest &amp; Banking</u></b>						
	<b>5,814</b>	<b>2,931</b>	<b>3,908</b>	<b>(1,906)</b>	<b>-32.8%</b>	Lower tax prepayment interest
<b>TOTAL REGULAR OPERATING EXPENSES</b>	<b>1,112,429</b>	<b>957,775</b>	<b>1,148,571</b>	<b>36,142</b>	<b>3.2%</b>	
<b>SURPLUS BEFORE ONE-TIME &amp; IRREGULAR REVENUE/EXPENSES, ADJUSTMENTS &amp; TRANSFERS</b>	<b>(260,803)</b>	<b>(313,809)</b>	<b>(240,962)</b>	<b>19,841</b>	<b>-7.6%</b>	

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

**Page 2 of 2**

	Final 2020 Budget	Actual Year-to- Date Sept. 30, 2020	Estimated 2020 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<b><u>ONE-TIME &amp; IRREGULAR REVENUES/EXPENSES</u></b>						
Funding OCP, Asset Management & Parking Ticket Software	(155,250)	0	(14,694)	140,556	-90.5%	See below
Official Community Plan (OCP)	100,000	7,195	7,195	(92,805)	-92.8%	Less progress on OCP Review project than anticipated (COVID related)
Asset Management/Long-Term Financial Plan	50,000	1,380	1,380	(48,620)	-97.2%	Waiting on determination of grant application before proceeding with balance of project
Parking Ticketing Software	5,250	6,119	6,119	869	16.6%	
<b>REVENUES/EXPENSES</b>	<b>0</b>	<b>14,694</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b><u>ADJUSTMENTS NON-CASH ITEMS</u></b>						
Amortization Offset	(140,000)	0	(140,000)	0	0.0%	
Amortization Expense	140,000	0	140,000	0	0.0%	
<b>TOTAL ADJUSTMENTS NON-CASH ITEMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b><u>REVENUES TO BE TRANSFERRED TO RESERVES &amp; SURPLUS</u></b>						
Community Works Fund Grants	(57,049)	(57,049)	(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	0	2,000,000	-100.0%	
Transfer to Land Sales Reserve	2,000,000	0	0	(2,000,000)	-100.0%	
Transfer to General Capital Reserve	245,803	0	240,962	(4,841)	-2.0%	Less funds available for transfer after net revenue/expense
Transfer to Surplus	15,000	0	0	(15,000)	-100.0%	Less funds available for transfer after net revenue/expense
<b>TOTAL TRANSFERS TO RESERVES &amp; SURPLUS</b>	<b>260,803</b>	<b>(57,049)</b>	<b>240,962</b>	<b>(19,841)</b>	<b>-7.6%</b>	
<b>BALANCE</b>	<b>0</b>	<b>(356,164)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	



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

	Final 2020 Budget	Actual Year-to- Date Sept. 30, 2020	Estimated 2020 Year-End Balance	Projected Year- End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<b><u>REGULAR OPERATING REVENUES</u></b>						
<b><u>Fees &amp; Charges</u></b>						
Water Annual User Fees	(275,076)	(273,540)	(273,540)	1,536	-0.6%	Fewer new connections than budgeted for (possibly COVID related)
Water System Connection Fees & Interest Income	(7,400)	(3,750)	(6,650)	750	-10.1%	
<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>(282,476)</b>	<b>(277,290)</b>	<b>(280,190)</b>	<b>2,286</b>	<b>-0.8%</b>	
<b><u>REGULAR OPERATING EXPENSES</u></b>						
Administration	14,590	0	14,590	0	0.0%	Increased water usage/purchase costs and increased infrastructure cost from District of North Vancouver
Water Purchases & Delivery	82,088	100,911	118,411	36,323	44.2%	
Environmental Monitoring, Lease & Radio License	2,727	1,301	2,628	(99)	-3.6%	Lower water related contract work and less SCADA maintenance costs
Public Works including Scada	94,186	4,308	86,804	(7,382)	-7.8%	
Water Reservoir	6,092	0	0	(6,092)	-100.0%	No costs incurred year-to-date
Water Systems	19,201	10,642	13,388	(5,813)	-30.3%	No major repairs required year-to-date
<b>TOTAL REGULAR OPERATING EXPENSES</b>	<b>218,884</b>	<b>117,162</b>	<b>235,821</b>	<b>16,937</b>	<b>7.7%</b>	
<b>SURPLUS BEFORE DEBT, ADJUSTMENTS &amp; TRANSFERS</b>	<b>(63,592)</b>	<b>(160,128)</b>	<b>(44,369)</b>	<b>19,223</b>	<b>-30.2%</b>	
<b><u>PARCEL TAX &amp; DEBT EXPENSES</u></b>						
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	128,799	128,799	(1)	0.0%	
Debt Principle Payment	106,645	106,645	106,645	0	0.0%	
<b>TOTAL PARCEL TAX &amp; DEBT EXPENSES</b>	<b>(972)</b>	<b>0</b>	<b>(1,946)</b>	<b>(974)</b>	<b>100.2%</b>	
<b><u>ADJUSTMENTS NON-CASH ITEMS</u></b>						
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%	
<b>TOTAL ADJUSTMENTS NON-CASH ITEMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b><u>REVENUES TO BE TRANSFERRED TO RESERVES &amp; SURPLUS</u></b>						
Transfer to MFA Cash Deposit Reserve	1,400	0	1,400	0	0.0%	Less funds available for transfer after net revenue/expense
Transfer to Water Capital Reserve	57,664	0	44,415	(13,249)	-23.0%	
Transfer to Vehicle & Equipment Reserve	500	0	500	0	0.0%	Less funds available for transfer after net revenue/expense
Water Accumulated Surplus	5,000	0	0	(5,000)	-100.0%	
<b>TOTAL TRANSFERS TO RESERVES &amp; SURPLUS</b>	<b>64,564</b>	<b>0</b>	<b>46,315</b>	<b>(18,249)</b>	<b>-28.3%</b>	
<b>BALANCE</b>	<b>0</b>	<b>(160,128)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	

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

	Final 2020 Budget	Actual Year-to- Date Sept. 30, 2020	Estimated 2020 Year-End Balance	Projected Year- End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<b><u>REGULAR OPERATING REVENUES</u></b>						
Waste & Recycling Annual Fee (& Tags)	(122,107)	(121,630)	(122,280)	(173)	0.1%	
Permits & Licences	(100)	0	0	100	-100.0%	
Interest Earnings	(1,000)	0	(1,000)	0	0.0%	
<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>(123,207)</b>	<b>(121,630)</b>	<b>(123,280)</b>	<b>(73)</b>	<b>0.1%</b>	
<b><u>REGULAR OPERATING EXPENSES</u></b>						
Public Works Support, Utilities & Maintenance	30,731	3,275	31,797	1,066	3.5%	
Depot Operations	22,713	29,836	25,056	2,343	10.3%	
Hauling, Chipping & Electronic Waste Disposal	56,418	41,339	71,416	14,998	26.6%	Additional hauling costs for waste & recyclables
<b>TOTAL REGULAR OPERATING EXPENSES</b>	<b>109,862</b>	<b>74,450</b>	<b>128,269</b>	<b>18,407</b>	<b>16.8%</b>	
<b>(SURPLUS) DEFICIT BEFORE ADJUSTMENTS &amp; TRANSFERS</b>	<b>(13,345)</b>	<b>(47,180)</b>	<b>4,989</b>	<b>18,334</b>	<b>-137.4%</b>	
<b><u>ADJUSTMENTS NON-CASH ITEMS</u></b>						
Amortization Offset	(7,500)	0	(7,500)	0	0.0%	
Amortization Expense	7,500	0	7,500	0	0.0%	
<b>TOTAL ADJUSTMENTS NON-CASH ITEMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b><u>REVENUES TO BE TRANSFERED TO (FROM) RESERVES &amp; SURPLUS</u></b>						
Transfer to General Capital Reserve	11,845	0	0	(11,845)	-100.0%	No funds available for transfer after net revenue/expense
Transfer to Equipment Reserve	1,500	0	0	(1,500)	-100.0%	No funds available for transfer after net revenue/expense
Transfer from WARD Operating Surplus	0	0	(4,989)	(4,989)	>100.0%	Transfer from operating surplus required to offset projected deficit at year-end
<b>TOTAL TRANSFERS TO RESERVES &amp; SURPLUS</b>	<b>13,345</b>	<b>0</b>	<b>(4,989)</b>	<b>(18,334)</b>	<b>-137.4%</b>	
<b>BALANCE</b>	<b>0</b>	<b>(47,180)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	

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

	<b>Final 2020 Budget</b>	<b>Actual Year-to- Date Sept. 30, 2020</b>	<b>Estimated 2020 Year-End Balance</b>	<b>Projected Budget Variances</b>		<b>Explanation of Major Variances &amp; Comments</b>
				<b>\$'s</b>	<b>%</b>	
<b>GENERAL CAPITAL</b>						
<b>Revenue (Funding from Reserves &amp; Grants)</b>	<b>(375,025)</b>	<b>0</b>	<b>(107,326)</b>	<b>267,699</b>	<b>-71.4%</b>	
<b>Expenses</b>						
COUNCIL MEETING RECORDING SYS.	3,500	2,458	3,458	(42)	-1.2%	
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	18,670	18,670	(1,330)	-6.7%	
STAIR IMPROVEMENTS	8,500	0	0	(8,500)	-100.0%	Project needs to be investigated
HOT WATER TANK	3,100	2,302	3,402	302	9.7%	
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	58,796	58,796	(116,204)	-66.4%	Project halted
<b>Total Expenses</b>	<b>375,025</b>	<b>82,226</b>	<b>107,326</b>	<b>(267,699)</b>	<b>-71.4%</b>	
<b>WATER CAPITAL</b>						
<b>Revenue (Funding from Reserves &amp; Grants)</b>	<b>(3,890,000)</b>	<b>0</b>	<b>(55,329)</b>	<b>3,834,671</b>	<b>-98.6%</b>	
<b>Expenses</b>						
MIDDEN ARMOR AT PARK	10,000	1,076	10,000	0	0.0%	
NEW WATER RESERVOIR PLANNING	30,000	11,383	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%	
<b>Total Expenses</b>	<b>3,890,000</b>	<b>17,788</b>	<b>55,329</b>	<b>(3,834,671)</b>	<b>-98.6%</b>	
<b>WARD CAPITAL</b>						
<b>Revenue (Funding from Reserves)</b>	<b>(4,000)</b>	<b>0</b>	<b>(4,000)</b>	<b>0</b>	<b>0.0%</b>	
<b>Expenses</b>						
SECURITY/FOB GATE REPLACE	4,000	0	4,000	0	0.0%	
<b>Total Expenses</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>0.0%</b>	



## COUNCIL REPORT

**Date:** November 23, 2020

**From:** Lorna Dysart, Chief Administrative Officer

**Subject:** Sprinklers in New Builds or Major Renovations – Removal of Charge

---

### Recommendation

That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 576, 2020 be read a first, second, and third time.

### Purpose

To amend the Fees and Charges Bylaw to remove fees associated with the inspection of sprinklers in new builds or major renovations.

### Background

On June 8, Council passed the following motion:

“That Belcarra ensure that there are no costs assigned by the Village to property owners who install sprinkler systems, which would not be assigned if there were no sprinkler system.”

The purpose of this motion is to remove the fees associated with the inspection of sprinklers to encourage homeowners to install the appropriate number of sprinklers according to the *BC Building Code* in either new builds or major renovations. Installation of home sprinkler systems will help enhance the safety of the residents of the property and neighbours and reduce demand on the Sasamat Volunteer Fire Department (SVFD).

The current inspection fee as per the Village of Belcarra Fees and Charges Bylaw No. 517, 2018 is as follows:

- For the first 50 heads, per head - \$4.00
- Minimum fee - \$68.00
- Each additional head - \$4.00

Waiving of the inspection fee would save property owners between \$150 to \$350 depending on the size of the home. An inspection will still be required to ensure the sprinkler system has been properly installed.

### Attachment

Attachment A: Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 576, 2020



**VILLAGE OF BELCARRA**  
**Fees and Charges Bylaw No. 517, 2018**  
**Amendment Bylaw No. 576, 2020**



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 Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 576, 2020”.
2. That the “Village of Belcarra Fees and Charges Bylaw No. 517, 2018” be amended:
  - a) By adding removing the following language from Schedule 2a – Building Permit and Inspection Services:

Fire Sprinkler Heads – first 50 heads, per head	\$4.00
• Minimum fee	\$68.00
• each additional HEAD	\$4.00

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

Adopted by the Council on

---

Liisa Wilder  
Deputy Mayor

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Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
 Village of Belcarra Fees and Charges Bylaw No. 517, 2018  
 Amendment Bylaw No. 576, 2020

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Chief Administrative Officer



**VILLAGE OF BELCARRA**  
**Council Procedure Bylaw No. 356, 2004**  
**Amendment Bylaw No. 575, 2020**



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 Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 575, 2020”.
2. That the “Village of Belcarra Council Procedure Bylaw No. 356, 2004” be amended by changing the day of the week under subheading “**Agenda No. 12**” as follows:
  - (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda must be no later than 12 noon the **Tuesday** prior to the meeting.
  - (3) The deadline for submissions by staff to the Corporate Officer of items for inclusion on the Council meeting Agenda must be no later than 12 noon the **Tuesday** prior to the meeting.
  - (4) The Corporate Officer must make the Agenda available to members of Council by **Thursday** afternoon prior to the meeting and to the public on the **Thursday** afternoon prior to the meeting.

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

Adopted by the Council on

---

Liisa Wilder  
Deputy Mayor

---

Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
 Village of Belcarra Council Procedure Bylaw  
 No 356, 2004, Amendment Bylaw No. 575, 2020

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Chief Administrative Officer



## COUNCIL REPORT

**Date:** November 23, 2020  
**From:** Lorna Dysart, Chief Administrative Officer  
**Subject:** **2021 Council Meeting Schedule**

---

### Recommendation

That the 2021 Council Meeting Schedule and the Deputy Mayor Schedule be approved.

### Purpose

To present the 2021 Council Meeting Schedule for approval.

### Background

The Council Meeting Schedule is set annually and posted on the Belcarra Municipal Website and the official Notice Board. The meeting schedule includes the following information:

- All Regular Council Meetings;
- The Deputy Mayor Schedule;
- By-Election & Inaugural Meeting;
- Major Conferences

In the proposed 2021 Council Meeting Schedule, Regular Council Meetings are held as per the attached calendar.

- In August, no meetings are held;
- In December, one meeting is held.

### Alternative

That the 2021 Council meeting schedule be approved as amended.

### Attachments

- (1) 2021 Council Meeting Calendar



# 2021 COUNCIL MEETING CALENDAR

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Council Meetings:

Denoted in **BLUE**

### CAO Forum

To be determined

### SD 43 Spring Break:

March 22 – April 1

### Volunteer Appreciation

April 15

### LMLGA (Harrison Hot Springs) May 12-14

### LGMA (Kelowna)

June 15-17

### Belcarra Day

June 13

### UBCM Annual Convention (Vancouver)

September 13-17

### By-Election 2021

Advance Poll January 13

Election Day January 23

Inaugural Mtg February 8

## Holidays:

Denoted in **RED**

Jan 1: New Year's Day

Feb 15: Family Day

Apr 2: Good Friday

Apr 5: Easter Monday

May 24: Victoria Day

Jul 1: Canada Day

Aug 2: BC Day

Sep 6: Labour Day

Oct 11: Thanksgiving Day

Nov 11: Remembrance Day

Dec 25: Christmas Day

Dec 26: Boxing Day

## Deputy Mayor Appointments 2020-2021

October 2020 to February 2021

March to May 2021

June to August 2021

September to November 2021

Councillor Liisa Wilder

Councillor Carolina Clark

Councillor Bruce Drake

Councillor to be determined

Updated: November 6, 2020





## COUNCIL REPORT

**Date:** November 23, 2020

**From:** Stewart Novak, Public Works & Emergency Preparedness Coordinator

**Subject:** **2020 Invasive Plant Management**

---

### Recommendation

That the report regarding '2020 Invasive Plant Management on Municipal Property' dated November 23, 2020, be received for information.

### Purpose

To provide Council with a report on the 2020 Invasive Plant Management which was conducted and reported on by the Invasive Species Council of Metro Vancouver.

### Background

The Invasive Species Council of Metro Vancouver (ISCMV) was contracted to conduct invasive plant control and monitoring activities for the Village on municipal property during the 2020 field season following up from treatments carried out previous years.

The comprehensive report outlines methods used, including chemical control methods and monitoring methods. Results outlined in the report include treating and monitoring historical sites. The results also noted that there is a high efficacy as the infestations have continued to reduce in size.

Staff will follow up on the recommendations by monitoring the knotweed and orange hawkweed sites to ensure that if these invasive species return, they will be re-treated. Staff will investigate the ISCMV recommendation for staff to take the training to apply herbicides for the treatments and applications for knotweed and orange hawkweed.



# 2020 Invasive Plant Management on Village of Belcarra Municipal Property by the Invasive Species Council of Metro Vancouver

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Submitted to: Lorna Dysart | Village of Belcarra  
604 937 4101 | [ldysart@belcarra.ca](mailto:ldysart@belcarra.ca)

Stewart Novak | Village of Belcarra  
604 937 4100 | [snovak@belcarra.ca](mailto:snovak@belcarra.ca)

Doug Bakker | Village of Belcarra  
604 937 4100 | [dbakker@belcarra.ca](mailto:dbakker@belcarra.ca)

Submitted by: Isabel Gasior | Invasive Species Council of Metro Vancouver  
604 880 8358 | [igasior@iscmv.ca](mailto:igasior@iscmv.ca)

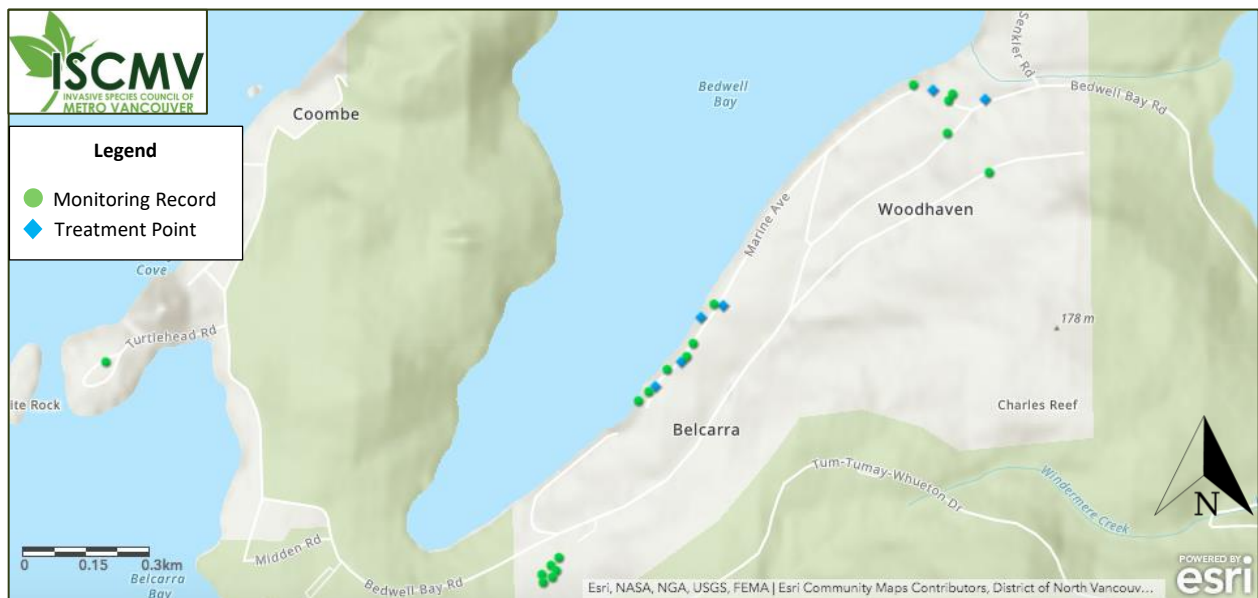
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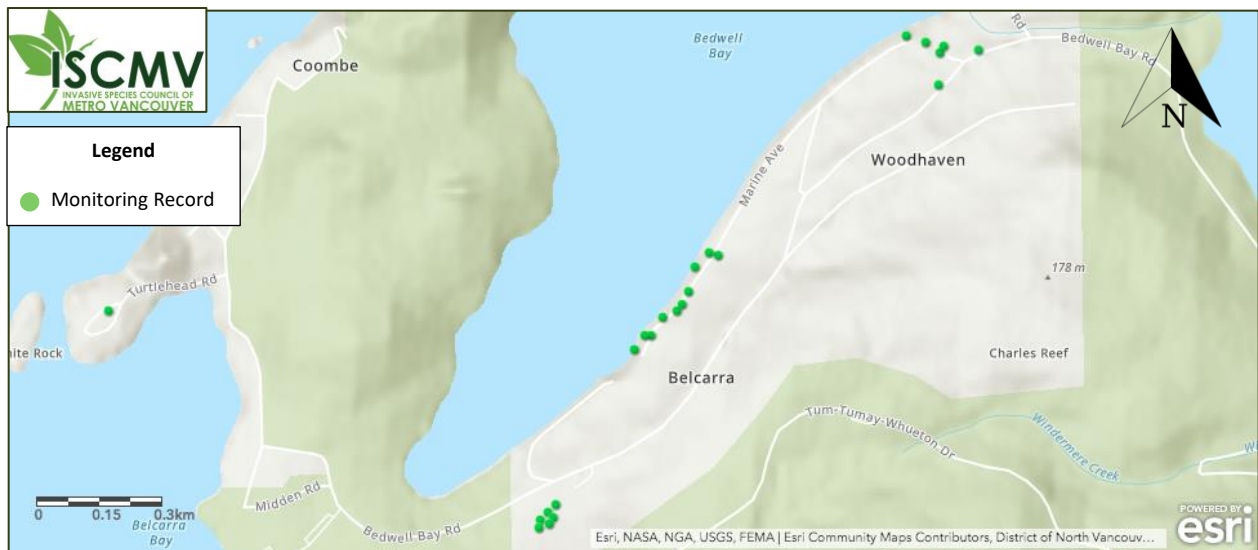
## 1.0 Introduction

The Invasive Species Council of Metro Vancouver (ISCMV) was contracted to conduct invasive plant control and monitoring activities for the Village of Belcarra on municipal property during the 2020 field season, following up from treatments carried out previous years.

Each site was treated and/or monitored twice. First treatments were conducted during the month of June (Figure 1), and second treatments were conducted during September (Figure 2). Treatments were conducted under the ISCMV Pesticide Use License #18943. The ISCMV will submit the required pesticide use information for work conducted on Belcarra lands in our annual report to BC Ministry of Environment. The ISCMV follows all required regulations and the guidance provided for invasive plant management on provincial public lands as outlined in the [\*Invasive Plant Pest Management Plan for Provincial Crown Lands in the South Coastal Region of British Columbia \(PMP\)\*](#).



**Figure 1:** Map of chemical treatment and monitoring record locations of 1<sup>st</sup> treatments in June 2020 of knotweed species and orange hawkweed on Village of Belcarra municipal property, B.C.



**Figure 2:** Map of Monitoring Record locations during second site visits in September 2020 of knotweed and orange hawkweed on Village of Belcarra municipal property, B.C. *No treatments were done due to high efficacy from 1<sup>st</sup> treatments.*

## 2.0 Methods

### 2.1 Chemical Control Methods

Control of knotweed species and orange hawkweed was done using chemical control via hand sprayer application. The herbicide used for control work was **VP480** (formerly Vantage XRT), a non-selective herbicide with active ingredient glyphosate @ 480 g active ingredient/L.

### 2.2 Monitoring Methods

ISCMV monitored treatment sites throughout the 2020 field season. Data collection for control and monitoring work was conducted in accordance with guidelines set out by the [Invasive Alien Plant Program \(IAPP\) Application](#) administered by the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development. Data is stored in the ISCMV files. Data on herbicide treatment and use, weather conditions, area covered by invasive plant, date/time, coordinates were recorded using an iPad. Photos of the site were also taken both during treatment and site follow up.

## 3.0 Results

### 3.1 Treating and Monitoring Historical Sites

Sites that were treated in previous years showed high efficacy as the infestations have continued to reduce in size. The table below shows a comparison of knotweed and orange hawkweed sites that required treatments between 2019 and 2020. (Table 1). The total area of invasive species chemically treated in 2020 was 82 m<sup>2</sup>: 17 m<sup>2</sup> of orange hawkweed was treated at 2 sites, and 65 m<sup>2</sup> of knotweed

was treated at 4 sites. During the second treatments, only monitoring (no treatment) was completed at 23 sites due to either high efficacy from first treatments, or due to the accessibility and location of the sites; there were 3 knotweed plants observed in the pesticide free zone (PFZ) that were not able to be treated, as they were within 1 m of the high water mark of a body of water.

**Table 1:** Comparison of number of sites treated and monitored between first and second treatments in 2019 and 2020

2019 First Treatment		2019 Second Treatment	
Treatment	Monitor	Treatment	Monitor
12 sites (62 m <sup>2</sup> )	12 sites	8 sites (38 m <sup>2</sup> )	16 sites

2020 First Treatment		2020 Second Treatment	
Treatment	Monitor	Treatment	Monitor
6 (82 m <sup>2</sup> )	18 sites	0 sites	23 sites

Raw data in csv, KML and shapefile formats can be supplied upon request.

## 4.0 Recommendations

### 4.1 Monitoring

Monitoring should be completed on all knotweed and orange hawkweed sites treated during the 2021 field season to ensure that if these invasive species return, they are re-treated. Monitoring of knotweed species can begin in late April and early May. Monitoring of orange hawkweed can begin in June. Sites found with re-growth should be retreated as early as possible as the greatest degree of long-term efficacy will be experienced with swift follow-up treatments. It is best to treat the orange hawkweed when it is still flowering (orange flowers are visible); once the invasive has gone to seed, the management of the species is less effective.

### 4.2 Training and Outreach

After a number of years of treatments, the knotweed sites found in Belcarra have greatly reduced in size, some having been monitored for multiple years. Having an internal staff person trained to apply herbicide would benefit the Village greatly, as a trained staff person could respond to small isolated sites, time sensitive reports from the public, and potentially undertake all regular applications for knotweed and orange hawkweed. Please speak to the ISCMV if this is of interest; there are multiple ways to obtain a pesticide license and the ISCMV offers a pesticide applicator's course every spring.

Providing education to residents about orange hawkweed is also advised. Orange hawkweed was observed on public property, therefore private property adjacent to the municipal sites surveyed is at risk for this species.

FILE NO. 630-01

**Subject:** FW: E-mail from the Provincial Director of Child Welfare and the Provincial Director of Adoption

November 2, 2020

**VIA E-MAIL**  
Ref: 254717

His Worship Mayor Neil Belenkie  
Village of Belcarra

Dear Mayor Belenkie:

As the Provincial Director of Child Welfare and the Provincial Director of Adoption, we are honoured to once again acknowledge November as Adoption Awareness month. This month of recognition encourages us to reflect on those families in our province who have opened their hearts and lives through adoption. This November is like no other as we face the challenges of a global pandemic – however, the need for adoptive families for children and youth waiting in foster care remains and the work to find those families continues.

Our wish is that growing up in a permanent and loving home is a reality for all children and youth in British Columbia. Unfortunately, there are hundreds of children and youth in foster care still hoping to find a family to call their own. Adoption can provide some of the most vulnerable young people in our communities with families who will provide support and guidance to grow into adulthood and future citizens.

Celebrating November as Adoption Awareness month is not the only way your community can support adoptive parents and those who might choose to adopt in the future. Even in these times of COVID-19 precautions, you can organize an online information session for prospective parents in your community or a virtual celebration for those who are already adoptive parents. You can explore the variety of virtual adoption awareness events happening around our province in November here: <https://www.bcadoption.com/aam>. If you would like more guidance or information on how to champion and raise awareness about adoption, please connect with Ministry of Children and Family Development (MCFD) staff at [MCF.AdoptionsBranch@gov.bc.ca](mailto:MCF.AdoptionsBranch@gov.bc.ca).

An important resource for all those involved in adoptions in British Columbia is The Adoptive Families Association of British Columbia, which has been a support for adoptive families in British Columbia for over forty years. You may wish to connect with the association to learn more about your community's involvement in virtual adoption events, their contact information, as well as contact information for the licensed adoption agencies in British Columbia and more.

Adopt BC Kids is an online portal that allows citizens of BC to complete an adoption application 24 hours a day, seven days a week. We encourage you to take the time to explore this resource and provide it to any community members who are interested in adopting a child in foster care.

On behalf of MCFD, thank you for leading your communities and supporting both those who have opened their homes and hearts and those who might do so in the future. With your help and support, more children and youth will find their forever homes.

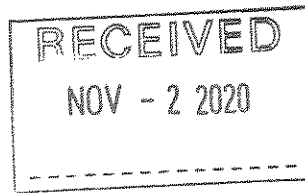
Sincerely,  
Cory Heavener  
Provincial Director of Child Welfare

Rena Bacy  
Provincial Director of Adoption

*Sent on behalf of the Provincial Directors by:*



**Client Relations Branch**  
**Executive Operations**  
Ministry of Children and Family Development



File NO. 7200-02

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

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, September 17, 2020 via Zoom and in person at the Anmore Municipal Hall, 2697 Sunnyside Road, Anmore, British Columbia.

**MEMBERS PRESENT:**

Chair, Councillor Darrell Penner, Port Coquitlam  
Mayor Neil Belenkie, Belcarra  
Councillor Bruce Drake, Belcarra  
Mayor John McEwen, Anmore  
Fire Chief Jay Sharpe, SVFD  
Councillor Kim Trowbridge, Anmore  
Councillor Liisa Wilder, Belcarra  
Councillor Paul Weverink, Anmore

**STAFF PRESENT:**

Greg Smith, Chief Technology Officer, Corporate Services, Metro Vancouver  
Jennifer Arabsky, Office Supervisor, Corporate Services, Metro Vancouver

**1. ADOPTION OF THE AGENDA****1.1 September 17, 2020 Regular Meeting Agenda****It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for September 17, 2020 as circulated.

**CARRIED****2. ADOPTION OF THE MINUTES****2.1 August 13, 2020 Regular Meeting Minutes****It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes of its regular meeting held August 13, 2020 as circulated.

**CARRIED**



## RESOLUTION TO CLOSE MEETING

### 2.2

#### It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees close its regular meeting scheduled for September 17, 2020 pursuant to the *Community Charter* provisions, Section 90 (1) (c) as follows:

"90 (1) A part of a board meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:  
(c) labour relations or other employee relations"

CARRIED

### 3. INVITED PRESENTATIONS

No items presented.

### 4. REPORTS FROM COMMITTEE OR STAFF

#### 4.1 Metro Vancouver Assessment of Impacts Regarding the Fire Underwriters Survey Questionnaire

Report dated September 8, 2020 from Greg Smith, Senior Director, Corporate Services, Metro Vancouver, providing information to the SVFD Board of Trustees for a request received at the SVFD Board of Trustees meeting on August 13, 2020, fulfilling the motion "That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees request MVRD Staff to prepare a report on the possible impacts of the Fire Chief completing the Fire Underwriters Survey (FUS) questionnaire".

#### It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 8, 2020 "Metro Vancouver Assessment of Impacts Regarding the Fire Underwriters Survey Questionnaire."

CARRIED

#### 4.2 Fire Chief's Report

Report dated September 17, 2020 from Jay Sharpe, Fire Chief, SVFD, provided on table, presenting Trustees the Fire Chief's update on the Engine 3 replacement fire engine specifications.

Discussion ensued about the consideration given to the type of chassis to procure for the replacement for Engine 3, it was determined that a Commercial chassis is the best decision. This will allow easier access to steep roads and driveways, but will see the loss of one seat (versus a custom chassis). It was also noted that a four-wheel drive option will be specified allowing winter access. Next steps will be to convert the specification into a tender. Once awarded it could take three (3) months to a year for delivery. It was suggested to add a point into the evaluation process for delivery timelines.

**Main Motion**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 17, 2020, titled "Sasamat Volunteer Fire Department Fire Chief's Report".

Discussion ensued about the challenges with Engine 1 and the potential to recertify Engine 3 noting it would likely need the pump recertified.

**Amendment to the Main Motion**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees amend the Main Motion, at the end of the motion, by adding the phrase "and direct Metro Vancouver staff to provide a quote for Engine 3 on recertification using up to a maximum of \$30,000."

**CARRIED**

**Question on Main Motion as Amended**

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

**CARRIED**

The Main Motion as amended now reads as follows:

*That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 17, 2020, titled "Sasamat Volunteer Fire Department Fire Chief's Report" and direct Metro Vancouver staff to provide a quote for Engine 3 on recertification using up to \$30,000.*

**5. INFORMATION ITEMS**

**It was MOVED and SECONDED**

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

**5.1 2019 Call-Out Statistics**

**CARRIED**

**6. OTHER BUSINESS**

**6.1 Appreciation to the Fire Chief**

The Sasamat Volunteer Fire Department (SVFD) Board of Trustees wanted to express, and have noted, their great appreciation of the work of the Fire Chief.

7. **ADJOURNMENT/CONCLUSION**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn its regular meeting of September 17, 2020.

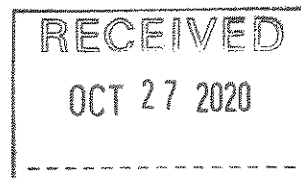
**CARRIED**

(Time: 7:51 p.m.)

41524866



FILE NO. 0430-01



October 27, 2020

His Worship Neil Belenkie  
 Mayor, Village of Belcarra  
 Email: [nbelenkie@belcarra.ca](mailto:nbelenkie@belcarra.ca)

Dear Mayor Belenkie and Council:

I am writing to follow-up on the telephone meeting that Parliamentary Secretary Jennifer Rice and I had with your delegation at this year's virtual Union of BC Municipalities (UBCM) Convention. It was a very good opportunity for us to hear first-hand the matters of importance to you and your community that relate to the emergency management portfolio.

I appreciate your keen interest in emergency management given the responsibilities that local governments have under the *Emergency Program Act*, as well as your commitment for the safety and security of the people of the Village of Belcarra (the Village). The global pandemic has been a significant challenge to us all, and I want to recognize the leadership you have demonstrated to your residents and community during this stressful time.

As discussed in our meeting, your concerns regarding fire protection and suppression as well as the threat that wildfires pose to the Village are acknowledged. The Province recognizes the vital and difficult work of the Sasamat Volunteer Fire Department, and we are hopeful that you secure federal support through the rural infrastructure program to which the Village has submitted an application.

The Province appreciates the difficulties that smaller and more remote communities such as the Village of Belcarra face regarding the cost of infrastructure and equipment, and I committed to bringing up the Village's concerns with the Integrated Partnership for Regional Emergency Management (IPREM) meeting, as there may be opportunities for support available.

As mentioned during the meeting, we continue the important work to modernize emergency management legislation to ensure that it embraces all four pillars of emergency management and reflects the lessons learned from recent emergency events including the current pandemic. We hope you took the opportunity to provide input into the engagement process.

.../2

Mayor Neil Belenkie  
Page 2/2

Now that we are in the interregnum period, issues regarding future funding programs and other policy decisions must be deferred until after the election is complete and the incoming government is in place. All topics brought up in your meeting will be shared with the incoming elected official for this portfolio.

Thank you, again, to your delegation for the meeting.

Sincerely,

A handwritten signature in black ink that reads "Lori Halls". The signature is written in a cursive, flowing style.

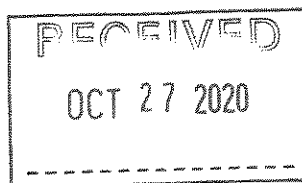
Lori Halls  
Deputy Minister  
Emergency Management BC

pc: Lorna Dysart, CAO, Village of Belcarra

Reference: 576863



City of  
Richmond



Malcolm D. Brodie  
Mayor

6911 No. 3 Road  
Richmond, BC V6Y 2C1  
Telephone: 604-276-4123  
Fax No: 604-276-4332  
www.richmond.ca  
file NO. 0450-01

October 26, 2020

Metro Vancouver Mayors  
via Email

Dear Mayors,

**Re: Proposed Roberts Bank Terminal 2 Expansion Project**

The City of Richmond recognizes the important work Metro Vancouver is undertaking in the development of Metro Vancouver's *Climate 2050: Strategic Framework*. The framework's vision of "protecting and enhancing natural areas and robust ecosystems increases our resiliency to climate change, while also providing increased support for biodiversity and human health and well-being" are important objectives for the City. Richmond's location in the Fraser River estuary is adjacent to some of the most productive ecosystems in the world. The City relies on the Fraser River estuary to reduce the impacts of flooding and improve the community's quality of life. Our vision of a healthy, safe and enriched island community is at risk from the expansion of industry in the Fraser River Estuary and the impacts of climate change.

The purpose of this letter is to discuss Vancouver Fraser Port Authority's proposed expansion of its existing terminal on Robert's Bank, with a new three-berth marine container terminal and related infrastructure. The Project is currently seeking an environmental certificate from the federal and provincial governments to increase its transport capacity by an additional 2.4 million containers per year. The federal Independent Review Panel, carrying out the environmental assessment, published its final report on March 30, 2020. In spite of the potential economic benefits the project may offer if approved, the City is concerned with the findings of the report, which lists numerous potential significant adverse environmental and human health effects.

Accordingly, I would like to advise that Richmond City Council at its Regular Council meeting held on September 28, 2020, considered the above matter and adopted the following resolution:

*That, as described in the staff report titled "Roberts Bank Terminal 2 Expansion Project Update," dated September 8, 2020 from the Director, Sustainability and District Energy:*

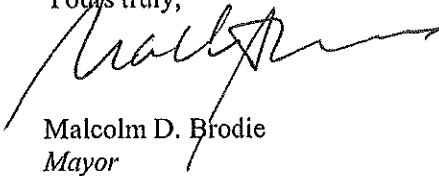
- (1) *Letters be sent to the Prime Minister, Federal Minister of Environment and Climate Change, Premier of BC, Provincial Minister of Environment and Climate Change Strategy, the Provincial Minister of Transportation and Infrastructure, federal and provincial Leaders of the Opposition, local MPs, local MLAs, and Metro Vancouver municipalities requesting that the Roberts Bank Terminal 2 Expansion Project not proceed; and*

- (2) *That staff be directed to work with the BC Environmental Assessment Office to develop provincial assessment conditions that protect the interests of the community, should the Roberts Bank Terminal 2 Expansion Project be approved.*

In light of the above, the City of Richmond is seeking your support in opposing the proposed terminal at Robert's Bank due to the extraordinarily adverse impacts that a project of this magnitude may cause.

A copy of the Council report, dated September 8, 2020 is attached for your reference. If you have any questions or require additional information, please contact Chad Paulin, Manager, Environment at 604-247-4672 or cpaulin@richmond.ca

Yours truly,



Malcolm D. Brodie  
Mayor

Att 1: City of Richmond report titled "Roberts Bank Terminal 2 Expansion Project Update", dated September 8, 2020.

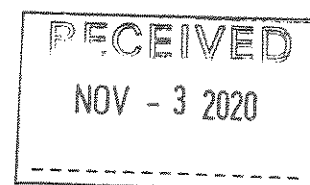


November 2, 2020

file NO. 1850-20-29

Ref: 257671

Lorna Dysart  
Chief Administrative Officer  
Village of Belcarra  
4084 Bedwell Bay Rd  
Belcarra BC V3H 4P8



Dear Lorna Dysart:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Belcarra** is the recipient of a **\$380,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2



Lorna Dysart

Page 2

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on two components: a flat funding amount and an "adjusted per-capita" amount. The flat amount is \$169,000, and the "adjusted per-capita" amount is \$308.34 per adjusted population.

The adjusted population formula is designed to ensure that larger municipalities receive more money than smaller ones, but that smaller municipalities receive higher per capita funding than larger ones. This is because small municipalities often lack a diverse tax base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a municipality of 43,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 population of 684 to determine both your adjusted population and total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each municipality.

To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spent this grant. This will be part of your annual financial reporting under section 167 of the Community Charter. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: [Jennifer.Richardson@gov.bc.ca](mailto:Jennifer.Richardson@gov.bc.ca), or by phone at: 778 698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna  
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch  
Lorna Dysart, Chief Financial Officer, Village of Belcarra

**Attachment: Example Calculation for a Municipality with 43,000 People**

**City of Rockridge**

Population	<b>43,000</b>
Adjusted Per Capita Funding	<b>\$308.34</b> per adjusted population
Flat Funding Amount	<b>\$169,000</b>

**Funding model**

A		B				
Population Range		C=B-A	D	E = C (up tp 43,000)	F = E x D	F
From	to	Range	Adjustmen t Ratio	Rockridge Pop	Adjusted Pop Calc	Adjusted Pop
-	2,000	2,000	1	2,000	= 2,000 x 1	2,000
2,001	5,000	3,000	0.8	3,000	= 3,000 x 0.8	2,400
5,001	10,000	5,000	0.6	5,000	= 5,000 x 0.6	3,000
10,001	20,000	10,000	0.4	10,000	= 10,000 x 0.4	4,000
20,001	40,000	20,000	0.2	20,000	= 20,000 x 0.2	4,000
40,001	150,000	110,000	0.1	3,000	= 3,000 x 0.1	300
150,001	900,000	750,000	0.05	-	= 0 x 0.05	-
Sum				<b>43,000</b>		15,700 G=ΣF
				Per capita funding		<b>\$308.34</b> H
				Funding per Adjusted Pop		4,840,938 I=GxH
				Flat Funding Amount		<b>169,000</b> J
				Total Funding Amount		<b>5,009,938</b> K=I+J

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of \$308.34, the funding per adjusted population would \$4.84 million. Plus a flat funding amount of \$169,000, the total funding to this municipality would be \$5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).

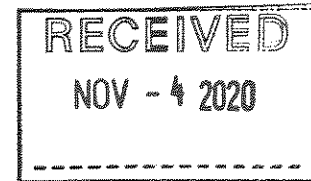
<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>

**SASAMAT OUTDOOR CENTRE**

3302 Senkler Rd, Belcarra, BC, V3H 4S3  
 www.sasamat.org, info@sasamat.org  
 p 604.939.2268, f 604.939.8522

November 4, 2020

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



FILE NO. 0230-01

RE: Letter of Support

Dear Ms. Dysart,

On behalf of the staff and the Community Board of Directors at Sasamat Outdoor Centre, I would like to thank you for your letter of support for our recent application to the provincial *Community Economic Recovery Infrastructure Program*.

The proposal Sasamat Outdoor Centre submitted to the CERIP program, if successful, would result in significantly enhanced infrastructure for our diverse user groups. Similarly, this initiative would contribute to a more environmentally sustainable waterfront design and increased employment opportunities. Our Belcarra neighbours have always been an instrumental part of the Sasamat Outdoor Centre community, as countless children have enjoyed the summer camps and numerous youth have found their first place of employment with us. We greatly appreciate the letter of support, and hope to continue to be able to reach out when opportunities such as this one arises for support or partnership in community programs and services.

Thank you for taking the time to put this letter together and please feel free to stop in and say hello if you are ever on Sasamat Lake.

All the best,

Kristen Hyodo  
 Executive Director  
 Sasamat Outdoor Centre

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**Subject:**

FW: Deputy Mayor Letter to Belcarra Residents

file NO. 0220-01

**From:** PATTY NEIBEL**Sent:** Friday, October 23, 2020 7:56 PM**Subject:** Re: Deputy Mayor Letter to Belcarra Residents

Dear Village of Belcarra staff,

Thanks for the update and a special thank you to Liisa Wilder and the remaining council members for carrying on in the midst of a somewhat difficult situation. It is times like these, that Belcarra residents appreciate all the good work the Village Staff and the Village Council members do!! With Covid and other extenuating circumstances, It is heartening to know that our Village Office Staff and our remaining loyal Village councillors are ready and up to the task of carrying on despite difficult circumstances. We appreciate your loyalty and your dedication to the job at hand.

Patty and Murray Neibel

---

FILE NO. 5460-01

**Subject:** FW: Resident / Owner Email Notification - Resident Only Parking Extended Until March 31, 2021

**From:** Laurie Fraser

**Sent:** Tuesday, November 3, 2020 11:30 AM

**Subject:** Re: Resident / Owner Email Notification - Resident Only Parking Extended Until March 31, 2021

Lorna, Stewart and Council,

So, COUNCIL, you are saying rather than making a decision at this time everything remains the same until March 31/21 or until covid pandemic is over?

The Senkler Road residence were better off as it was before you started putting out restrictions. Now we have to suffer (as we are under construction and daily this is a headache for all. Needless to say the fines are like salt in the wound) for an indefinite amount of time. As you and everyone else knows Covid will not be resolved or over by March 31/21. Even if we have a vaccine by then not everyone will be able to have it, nor will the vaccine be fool proof by then. This sounds like an excuse to not make a decision.

Really, you are hanging this one on the pandemic!

Shame on all of you.

How do you expect to run the village if you can not make decisions for 5 months or until the pandemic is over. I highly suggest you find another way and quickly.

Laurie Fraser

---

**Subject:**

FW: Upcoming Election New Covid Restrictions

FILE NO. 100-01

From: Deborah Struk

Sent: Monday, November 16, 2020 9:45 AM

Subject: Upcoming Election New Covid Restrictions

Dear Deputy Mayor Wilder, council and staff,

Given the uptick in cases it is imperative the election be held off.

It is impossible to do fair and healthy campaigning etc with all that is happening.

We all need to be more careful.

Please do not have nomination period be during what is supposed to be Christmas prep. Move the nomination period to mid January, at the earliest.

It is irresponsible to push for an election during new lockdowns.

Take care,

Deborah



File no. 7200-02

0500-01-20

CERTIFIED RESOLUTIONRE: 2021 Council Appointments

I, Karen Elrick, Corporate Officer, hereby certify that at the November 17, 2020 Regular Meeting of Council, Village of Anmore municipal council passed the following resolution:

"R147/20 THAT Council Appoint Mayor John McEwen, Councillor Kim Trowbridge, and Councillor Paul Weverink as Trustees to the Sasamat Volunteer Fire Department for 2021."

Dated this 18<sup>th</sup> day of November, 2020.

A handwritten signature in dark ink, appearing to read 'K. Elrick', is written over a horizontal line.

Karen Elrick  
Corporate Officer