



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
December 7, 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/93135743090> Meeting ID: 931 3574 3090

REVISED

COUNCIL

Deputy Mayor Liisa Wilder
Councillor Carolina Clark
Councillor Bruce Drake

1. CALL TO ORDER

Deputy Mayor Wilder will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, December 7, 2020

Recommendation:

That the agenda for the Regular Council Meeting, December 7, 2020 be revised by adding:

Item 8.6 Deborah Struk, Belcarra Resident, email dated December 1, 2020 regarding Referendum with Election and response from Lisa Zwarn, Chief Election Officer

And be approved as amended.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, November 23, 2020

Recommendation:

That the minutes from the Regular Council Meeting held November 23, 2020 be adopted.

4. DELEGATIONS AND PRESENTATIONS

No items.

5. REPORTS

- 5.1** Lisa Zwarn, Chief Election Officer, report dated December 7, 2020 regarding the Ministerial Order for the Belcarra By-Election

Recommendation:

That the following requirements be adopted for the January 23, 2021 By-election:

- 1) All eligible electors be permitted to vote by mail ballot and be permitted to register in conjunction with voting by mail ballot;
- 2) Only 1 scrutineer for each candidate for each ballot box in use at a voting place be permitted while voting proceedings are being conducted;
- 3) An elector, as directed by the election official responsible, be able to make an oral declaration that the elector is entitled to vote in the By-election and has not voted before in the same By-election when obtaining a ballot for voting, in which the election official responsible must make a record that the elector has made an oral declaration;
- 4) Chief Election Officer be able to declare an election by voting or by acclamation at 4:05 pm on December 28; and
- 5) Pursuant to *Community Charter*, section 94(4), as an alternative means of publication, the notices for the advance voting opportunity and the holding of the By-election be given in combination with the following:
 - a) by publishing the notices twice in the Tri-City News;
 - b) by posting the notices on the Village website for the required amount of time;
 - c) by posting the notice on the Village public notice posting place at the Village Hall for the required amount of time; and
 - d) by posting the notice at the various bus stops around the Village for the required amount of time.

- 5.2** Chris Boit, Engineering Consultant, ISL Engineering and Land Services Ltd., verbal report regarding Water System Information Update

Recommendation:

That the verbal report regarding Water System Information Update be received for information.

- 5.3** Lorna Dysart, Chief Administrative Officer, report dated December 7, 2020 regarding Sprinklers in New Builds or Major Renovations – Removal of Charges

Recommendation #1:

That the Tabled item from the November 23, 2020 Council meeting regarding Sprinklers in New Builds or Major Renovations – Removal of Charges, be lifted from the table.

Recommendation #2:

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.

6. REPORTS FROM MAYOR AND PROJECT LEADS

7. BYLAWS

7.1 Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 575, 2020

Recommendation:

That "Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 575, 2020" be adopted.

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 to 8.6 be received.

ACTION ITEMS

- 8.1 a)** Belcarra Barnacle Volunteers: Michele Babineau, Nora Boekhout, Clive Evans, Bonni Marshall, Michelle Montico, Sandra Reitchel, Deborah Struk and Isabel Wilson, letter dated November 21, 2020 regarding Request for \$1,500.00 Grant for Belcarra Barnacle Society

Recommendation:

That the Belcarra Barnacle Society request for a Grant in the amount of \$1,500.00 be approved.

- 8.1 b)** Rob Vagramov, Mayor, City of Port Moody, letter dated November 4, 2020 regarding Support for the UBCM Resolution regarding Flood Risk Mitigation through Green Infrastructure and Natural Assets

Recommendation:

That Council write a letter of Support for the UBCM Resolution regarding Flood Risk Mitigation through Green Infrastructure and Natural Assets to the Minister of Municipal Affairs & Housing, the Minister of Agriculture and the Premier of British Columbia

INFORMATION ITEMS

- 8.2** Darlene Hartmann, Eagle Ridge Hospital Foundation, email dated November 25, 2020 regarding Eagle Ridge Hospital Foundation – Give Where You Live – Online Holiday Auction, November 27 – December 13, 2020
- 8.3** Chris Nicolls, Secretary-Treasurer / CFO, School District 43, letter dated November 23, 2020 regarding the Board of Education acclamation of Kerri Palmer Isaak as Chair of the Board and Michael Thomas as Vice-Chair of the Board.
- 8.4** Lori Ackerman, Mayor, City of Fort St. John, letter dated December 1, 2020 regarding UBCM Convention Schedule
- 8.5** Dr. Teale Phelps Bondaroff, Chair & Co-Founder & Devon Black, Co-Founder, AccessBC, email dated December 2, 2020 regarding Thank You for Supporting Increasing Access to Contraception

- 8.6** Deborah Struk, Belcarra Resident, email dated December 1, 2020 regarding Referendum with Election and response from Lisa Zwarn, Chief Election Officer

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the December 7, 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:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality."

12. ADJOURNMENT

Recommendation:

That the December 7, 2020 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
November 23, 2020**



Minutes of the Regular Council Meeting for the Village of Belcarra held November 23, 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

Ken Bjorgaard, Financial Consultant, K&E Business Services (departed at 7:40 pm)

Deputy Mayor Wilder made a public statement related to the Village obligation to provide a safe and respectful workplace for employees.

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, November 23, 2020

It was noted that there was a clerical correction on Item 5.2 of the agenda.

Moved by: Councillor Clark
Seconded by: Councillor Drake

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

CARRIED

3. ADOPTION OF MINUTES**3.1 Regular Council Meeting, October 26, 2020**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held October 26, 2020 be amended as follows (amendment in bold):

Item 6.3 "Councillor Clark provided an update with regard to the Metro Vancouver **Board.**"; and
be adopted as amended.

CARRIED

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**

K. Bjorgaard outlined the report including a detailed third quarter Budget Variance report on the following:

- General Operating Fund Budget Review
- Water Operating Fund Budget Review
- Waste & Recycle Depot (WARD) Operating Fund Budget Review
- Capital Budget Review

K. Bjorgaard noted the COVID-19 Safe Restart Grant for Local Governments was not included in the budget review. The Ministry of Municipal Affairs and Housing will provide details on approved grant fund use. Considerable discussion ensued. Council asked pertinent questions.

Moved by: Councillor Drake

Seconded by: Councillor Clark

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

CARRIED

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

L. Dysart outlined the report. Councillor Drake queried with regard to the cost of an application for sprinklers. It was noted that the cost for sprinklers is \$116.00.

It was requested that the bylaw be brought back to Council with this item included.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 576, 2020" be tabled.

CARRIED

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

L. Dysart outlined the report. Discussion ensued.

Moved by: Councillor Clark

Seconded by: Councillor Drake

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

CARRIED

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

L. Dysart outlined the report. It was noted that the Council Meeting Schedule may be subject to change after the By-Election.

Moved by: Councillor Clark

Seconded by: Councillor Drake

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

CARRIED

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

S. Novak outlined the report. A copy of the report will be sent to the Tree Committee. Discussion ensued.

Moved by: Councillor Clark

Seconded by: Councillor Drake

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

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

Metro Vancouver Forum on Systemic Racism

Councillor Clark provided an overview on the valuable information provided during the "Metro Vancouver Forum on Systemic Racism" attended by Council members.

Carol Ships

Councillor Clark advised that the Carol Ships are scheduled to be in Bedwell Bay and Deep Cove in North Vancouver on December 5, 12, 18 & 19, 2020 from 7:00 pm to 9:00 pm.

Monitored Alarms

Councillor Drake noted that his report on monitored alarms will be brought back to Council after the By-Election when there is a full Council.

7. BYLAWS

No items.

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Drake

Seconded by: Councillor Clark

That correspondence items 8.1 to 8.10 be received.

CARRIED

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”

Moved by: Councillor Clark

Seconded by: Councillor Drake

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

CARRIED

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
- Council members commented on proceeding with the By-Election in a timely manner.
- 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**Snow Removal / Parking**

Councillor Drake queried with regard to parking during winter and snow conditions.

L. Dysart advised that a notice is on the website regarding Snow Removal. A mail out will be sent to residents this week.

Tatlow Tank Sensor

Councillor Clark queried with regard to the Tatlow Tank sensor.

S. Novak noted that the Water Operators are working with WSP Engineers on the sensor. A report will be brought back to Council in this regard.

10. PUBLIC QUESTION PERIOD

Don Babineau, Belcarra Resident, queried with regard to the following:

- A water report from the Engineer.
- The appointment of the Official Community Plan (OCP) Committee.
- Road maintenance and using gravel for infill on the shoulders.

Deborah Struk, Belcarra Resident, queried with regard to an item related to the Confucius Institute received in the mail.

Peter Struk, Belcarra Resident, queried with regard to the following:

- The removal of trees on private property.
- The date of the By-Election.

It was noted that the municipality does not manage trees and other vegetation on private property, which is the responsibility of the homeowner.

11. ADJOURNMENT

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the November 23, 2020 Regular Meeting be adjourned at 8:43 pm.

CARRIED

Certified Correct:

Liisa Wilder
Deputy Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

File: 4200-01

Date: December 7, 2020

From: Lisa M. Zwarn, Chief Election Officer

Subject: **2021 By-election – Ministerial Order M429-2020**

Recommendation

That the following requirements be adopted for the January 23, 2021 By-election:

- 1) All eligible electors be permitted to vote by mail ballot and be permitted to register in conjunction with voting by mail ballot;
- 2) Only 1 scrutineer for each candidate for each ballot box in use at a voting place be permitted while voting proceedings are being conducted;
- 3) An elector, as directed by the election official responsible, be able to make an oral declaration that the elector is entitled to vote in the By-election and has not voted before in the same By-election when obtaining a ballot for voting, in which the election official responsible must make a record that the elector has made an oral declaration;
- 4) Chief Election Officer be able to declare an election by voting or by acclamation at 4:05 pm on December 28; and
- 5) Pursuant to *Community Charter*, Section 94(4), as an alternative means of publication, the notices for the advance voting opportunity and the holding of the By-election be given in combination with the following:
 - a) by publishing the notices twice in the Tri-City News;
 - b) by posting the notices on the Village website for the required amount of time;
 - c) by posting the notice on the Village public notice posting place at the Village Hall for the required amount of time; and
 - d) by posting the notice at the various bus stops around the Village for the required amount of time.

Purpose

To obtain the requisite approvals from Council in order to conduct the 2021 By-election as per the Ministerial Order.

Background

In order to conduct a By-election in COVID pandemic, a local government must obtain a Ministerial Order which permits the Village to conduct the By-election. Staff has worked with the Ministry of Municipal Affairs to review the Village of Belcarra Election Procedures Bylaw, No. 515, 2018 (the "Bylaw") and the Local Government Act, RSBC 2015, c. 1 (the "Act") to determine the contents of the Ministerial Order and to address exceptions to the Bylaw requirements in order to hold the By-election on January 23, 2021. The Bylaw already contains a number of provisions to facilitate conducting a By-election in these times, such as using the Provincial list of electors, posting the nomination documents online, and the granting of general authority to the Chief Election Officer to administer the By-election, as needed. However, there were some provisions within the Bylaw which required Ministerial approval to adjust. Those provisions will be discussed below.

The Ministerial Order M429-2020 was granted on November 26, 2020, a copy of which is included as an attachment to this report.

Council must adopt certain resolutions in order to give effect to the contents of the Ministerial Order. Recommendation 1, 2 and 3 are given in order to carry out this action, enabling the Village to conduct the By-election in a manner which adheres to necessary safety procedures.

Recommendation 1 enables all electors in Belcarra to vote by mail ballot. Currently, the Bylaw states that only those electors who are away from the Village on election day or those with health concerns are eligible to vote by mail ballot. By expanding the eligibility for all electors to vote by mail ballot, the Village can ensure that those who wish to vote but have concerns about their safety are not denied the opportunity to vote. The Village can start to accept elector's requests to vote by mail ballot on December 8, 2020 up until January 23, 2021. The election staff will use mail ballot packages for those people who, on election day, wish to vote but do not wish to enter the polling station. Election staff will send out the ballots as soon as the ballots are available to those who have requested them. It will still be the responsibility of the elector to ensure that the mail ballot is received prior to 8 p.m. on January 23, 2021. Notices for the elections will include details about the availability of the mail ballots for all electors.

Recommendation 2 addresses the issue of the number of scrutineers in the voting place. The Bylaw permits 2 scrutineers per candidate per ballot box. As you are aware, the voting will take place in the Village Council Chambers. This number of scrutineers at any one time could be a challenge for COVID occupancy limits. For example, if there are 2 candidates for each position on the ballot and the Village used 2 ballot boxes during the day, there could be up to 16 scrutineers in the voting place at any time during the election. When election staff are included in the occupancy limits, the number of electors within the voting place is greatly diminished. To accommodate as many voters as is prudently safe within the voting place, a reduction in the number of scrutineers during the actual voting is an appropriate compromise. Once the voting has ceased at 8 p.m. on election day, it will not be a problem to permit additional scrutineers to

observe the counting process at that time. As well, election staff will put in place other systems to assist the scrutineers with their tasks for the candidates to offset this change.

Recommendation 3 will enable election staff to minimize the amount of physical contact needed to conduct the election. Normally, electors sign next to their names in the voting book which contains the declaration that they are eligible to vote, as per the Act. This creates a situation in which a great number of people handle the voting book. This type of situation is not ideal in these times. This recommendation will reduce the number of people touching the voting book to election staff only, thereby reducing the potential for transmission within the voting place.

Recommendations 4 and 5, while not incorporated into the Ministerial Order, are still necessary in order to hold the by-election.

Recommendation 4 addresses the issue of the declaration of the election. While the deadline for accepting nominations is December 18 at 4 p.m., those who have submitted their nomination papers are still not officially candidates at that time. A person who has submitted their nomination papers has up to 4 p.m. the following week to (a) provide originals of the nomination papers¹ or (b) withdraw from being nominated without the Minister of Municipal Affairs' approval. This means that a nominee has up until 4 p.m., December 25, 2020 to withdraw. Once that time period has elapsed, the nominees then become candidates. Once the number of candidates per position is known, the Chief Election Officer may then declare whether the election is by voting or is by acclamation which occurs on the following Monday. However, in this situation, since December 25, Christmas Day, is a day when the Village office is not usually open, the deadline to withdraw is extended to December 28, at 4 p.m.² As such, the official declaration of the candidates cannot occur until the following Monday, which would be December 28, which is the same date for the declaration of the election. Discussions with the Ministry indicate that it is not a problem for the extended date for the withdrawal time period and the date for the declaration of the candidates to be the same day, given the circumstances. However, election staff would prefer to ensure that Council is aware of this fact.

Recommendation 5 addresses the issue of adhering to timelines required for the notices. According to the legislation, the second notice for the advance voting opportunity must be at least 6 days before the advance voting opportunity occurs which is January 13, 2021 in this situation. Because the Tri-City News, the local paper used for the Village official notices, is only published on Thursdays, the Village will only be able to publish the first of the notices³ within specified time frame but not the second

¹ This is because the Chief Election Officer may still receive nomination papers by fax by the nomination deadline. As the election staff will be making appointments for the nominees to submit their papers, the Village should have all originals at the time the nominations are received. So, this situation is not likely to occur.

² This is pursuant to the Interpretation Act.

³ That is to say, the notice to be published on December 31.

required notice⁴. Community Charter section 94(4) enables Council to establish an alternative means for providing notice if publication is not practicable, so long as the notice is given within the same time period with the same frequency and Council considers it to be a reasonable equivalent to that which would be provided by newspaper publication, if it were practicable. By posting the notice to the Village website, the public notice posting place, and the 6 bus stops⁵, electors will have various opportunities to become informed of the voting dates, times and locations within the mandated time frame.

⁴ This second notice would be published on January 7, which outside of the time frame.

⁵ These are located next to the community mail boxes.

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE MINISTER OF
MUNICIPAL AFFAIRS AND HOUSING

Local Government Act

Ministerial Order No. M429

WHEREAS pursuant to section 167 of the Local Government Act (the “Act”), if the minister considers that special circumstances exist regarding an election, the minister may make any order the minister considers appropriate to achieve the purposes of Part 3 [Electors and Elections] of the Act;

AND WHEREAS on March 11, 2020 the World Health Organization declared the spread of the coronavirus communicable disease (“COVID-19”) to be a pandemic;

AND WHEREAS on March 18, 2020 the Minister of Public Safety and Solicitor General declared that a state of emergency exists throughout the whole of the Province of British Columbia;

AND WHEREAS numerous regional districts and municipalities, including the Village of Belcarra, have pending by-elections that must take place during COVID-19 response and recovery;

AND WHEREAS the nature of by-elections requires in-person interactions that can increase the transmission risks of COVID-19 and put electors and election officials at increased levels of risk;

AND WHEREAS local governments are required to move forward with by-elections, as soon as practicable, after a vacancy occurs and to serve the democratic interests of their communities;

AND WHEREAS on January 23, 2021 there is to be a by-election to fill one or more vacancies in an elected local government office for the Village of Belcarra in accordance with section 54 of the Act (“the Village of Belcarra by-election”);

AND WHEREAS, I believe that the COVID-19 pandemic constitutes a ‘special circumstance’ for the purposes of s.167 of the Act, and that in order to achieve the purposes of Part 3 [Electors and Elections] of the Act, it is appropriate for me to make the following order;

November 26, 2020

Date


Kaye Krishna, Deputy Minister on behalf of Minister,
Municipal Affairs and Housing

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Local Government Act, section 167

Other: Local Government Act, sections 54, 110, 120, 125

NOW THEREFORE I HEREBY ORDER, pursuant to section 167 of the Act, that:

- 1) As an exception to section 110 of the Act, and despite paragraph 7 of the “Village of Belcarra Election Procedures Bylaw No. 515, 2018”, or an applicable provision of any other bylaw, Council may, for mail ballot voting in the Village of Belcarra by-election, by resolution permit voting by all eligible electors under the Act to be done by mail ballot and, in relation to this, may permit elector registration to be done in conjunction with this voting.
- 2) Despite paragraph 9.1 of the “Village of Belcarra Election Procedures Bylaw No. 515, 2018”, or an applicable provision of any other bylaw, Council may, for the Village of Belcarra by-election, by resolution allow only one scrutineer for each candidate to be present at each ballot box in use at a voting place while voting proceedings are being conducted in accordance with section 120 (3) of the Act.
- 3) As an exception to section 125 (1) (b) and (c) of the Act, or any applicable provision of a bylaw, Council may, for the Village of Belcarra by-election, by resolution permit the elector, as directed by the election official responsible, to make an oral declaration that the elector is entitled to vote in the by-election and has not voted before in the same by-election when obtaining a ballot for voting, in which case the election official responsible must make a record that the elector made an oral declaration.



COUNCIL REPORT

Date: December 7, 2020

From: Lorna Dysart, Chief Administrative Officer

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

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

The application fee for Sprinklers to be installed are as follows:

- **Building Permit Application Fee**, includes \$116.00/Construction over \$5,000.00 Plumbing Permit (as per charges for **fire sprinklers** value

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. Waiving of the application fee will save the property owners approximately \$116.00 per application.

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 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
Building Permit Application Fee , includes Plumbing Permit (as per charges for fire sprinklers)	\$116.00/Construction over \$5,000.00 value

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

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 November 23, 2020

Read a Second Time on November 23, 2020

Read a Third Time on November 23, 2020

Adopted by the Council on

Liisa Wilder
Deputy Mayor

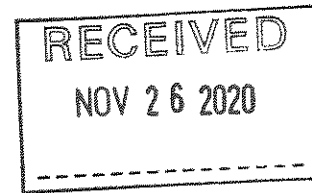
Lorna Dysart
Chief Administrative Officer

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

Chief Administrative Officer



The Belcarra Barnacle
4084 Bedwell Bay Road.
Belcarra, B.C. V3H 4P8



FILE NO. 1850-02

November 21st 2020

To: Belcarra Village Council

From: Belcarra Barnacle Society

Re: Request for \$1500 for Belcarra Barnacle Society

The Belcarra Barnacle enjoyed another great year in 2019. Belcarra residents continue to contribute photographs and articles while our advertisers support us by renewing their advertisements and new advertisers continue to seek us out.

One of the reasons for the Barnacle's success is the fact that we manage the proportion of advertisements to articles, ensuring the Barnacle is always worth reading. CRAB events are announced and featured throughout the year as well as BlockWatch & SVFD updates. We continue to provide upcoming community events, including columns by residents pertaining to local interest. The Belcarra Barnacle strives to feature resident artists and the children have their own pages and our new Barnacle Travels is proving popular with residents.

Every effort is made to include new residents and introduce them to the community. Our colourful centre pages are dedicated to the wonderful lifestyle that Belcarra Village enjoys and that the Barnacle delights in highlighting, in order to foster and support community spirit. The printed copies continue to disappear very quickly from the bus stops, we also have an online presence wherein we feature the Belcarra Barnacle in full colour.

Financially, the Belcarra Barnacle entered the year 2019 with money in the bank. We met all outgoing expenses and advertisers brought in an amount of \$6640.00 in 2019.

This is a direct result of the time and effort contributed by the incredible volunteers at the Belcarra Barnacle, who put in a good number of hours every issue to ensure that the residents of Belcarra can enjoy a community-specific read and be advised of upcoming events.

In 2020 we plan on using of the \$1500.00 that we are requesting from Council to cover additional printing costs due to the increase in the cost of paper.

The Belcarra Barnacle thanks the Village of Belcarra for continuing to support our community newspaper!

Respectfully submitted:

Belcarra Barnacle Volunteers:

Michele Babineau, Nora Boekhout, Clive Evans, Bonni Marshall, Michelle Montico, Sandra Reitchel, Deborah Struk and Isabel Wilson.

Attached: Year End Income and Expenses for 2019.

Resident Survey of Print issues.

BELCARRA BARNACLE YEAR END ACCOUNTS FOR 2019

\$

INCOME

Advertisements	3,465.00
Village of Belcarra subsidy	1,500.00
Interest	0.00
Mail subscriptions	0.00

\$ 4,965.00

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EXPENSES

Printing	5,294.04
Operating expenses	0.00
Bank charges	30.00
Donations to SVFD	50.00

\$ 5,374.04

=====

EXPENSES OVER INCOME

\$ 409.00

=====

ASSETS

30.00

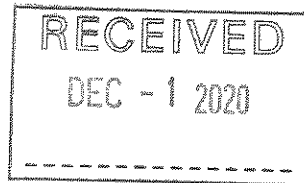
Cash at Bank	1,966.13
Accounts outstanding	525.00
Computer laptop	128.59

	\$ 2,619.72
	=====

LIABILITIES

Paid advertisements	936.00
Equity	1,683.72
Office expenses, prizes etc.	0.00

	\$ 2,619.72
	=====



PORT MOODY
CITY OF THE ARTS

100 Newport Drive, Port Moody, B.C., V3H 5C3, Canada
Tel 604.469.4500 Fax 604.469.4550
www.portmoody.ca

November 4, 2020
File NO. 450-01

To All British Columbia Municipalities,

On November 3, 2020 Council passed the attached resolution regarding Flood Risk Mitigation through Green Infrastructure and Natural Assets.

Port Moody City Council is requesting that your Council consider supporting the need for flood risk mitigation and reach out to the Minister of Environment & Climate Change Strategy, the Minister of Municipal Affairs and Housing, the Minister of Agriculture, and the Premier of British Columbia.

In the 2020 UBCM convention, a resolution regarding Flood Risk Mitigation through Green Infrastructure and Natural Assets was slated to be NR16. However, because of a new format and timing constraints, members did not get to vote on this critical environmental protection piece, which was sponsored by the LMLGA executive. As BC faces the challenges of a climate crisis and rebuilding the economy in a more resilient manner, the creation of fish-friendly flood infrastructure is a critical part of a just recovery.

Our current flood protections drastically impact the lives of fish and other species and rarely take into account diffusing polluted water runoff before it ends up in our watersheds. And of course, protecting our fish protects ecosystems as a whole, which in turn protects food webs and keystone species, food security and food sovereignty, and protect fisheries jobs. Nature-based flood-control solutions that provide both flood protection and fish passage are currently not required by regulators or by funding programs for upgrades of existing structures, even though they are well proven to be effective. In fact these win-win solutions provide excellent return on investment and can make our communities even safer from flooding, but are severely underfunded here in BC.

A major flood with our current infrastructure would be catastrophic, upgrading flood infrastructure needs to be a high priority for capital spending. The solution can be one that provides multiple benefits that creates green jobs, helps us adapt to climate change, advances reconciliation and UNDRIP commitments, while also improving recreational and aesthetic values and of course, is economically smart.

Expanding on this last point:

- Existing flood mitigation funding can be leveraged for multiple benefits: studies have found that investment in ecosystem services generates significant economic value and helps communities avoid millions of dollars in future costs.
- In addition, investing in natural flood control is often cheaper and more efficient than investing in "grey" infrastructure not just in Canada but across the world.
- And finally, data from the United States show that short-term economic benefits – jobs and other economic spinoffs – from watershed restoration projects are

equivalent to other kinds of public infrastructure works. For example, a \$1M investment in watershed restoration creates between 13 and 22 jobs, and \$2M to \$3.4M in economic activity.

Reducing storm water-related impacts also reduces our communities' exposure to water pollution and flooding-related health hazards and their associated health outcomes, such as waterborne illness, respiratory disease and asthma associated with mold and bacteria, vectorborne disease, stress, injury, and death. Trees, bushes, and greenery have the ability to absorb air pollutants and trap airborne particulates on their leaves, reduce surface and air temperatures. And because it more resilient to climate related impacts it reduces the need to fix grey infrastructure, which saves money for our residents.

Green infrastructure, such as fish-friendly flood infrastructure, also provides a plethora of co-benefits. Such projects increase exposure to the natural environment, reduce exposure to harmful substances and conditions, provide opportunity for recreation and physical activity, promote community identity and a sense of well-being, and provides economic benefits at both the community and household level. These benefits are all known to directly or indirectly benefit public health. The degree to which the environmental, social, economic, and public health benefits of green infrastructure are realized is dependent on a number of factors, including the design, installation, and maintenance of the green infrastructure features.

Evidence is clear that holistic innovative solutions seem more expensive in the short-term, but provincial political will is needed to reap a myriad of co-benefits that far outweigh the upfront costs. Local governments are dedicated to climate solutions; however, with our only means of funding being property taxes, the province needs to come to the table as a funding partner.

We strongly encourage all BC Local Governments to consider the benefits healthier, reconnected ecosystems can have not just in the next year or two, but into the future as we work to build back a better BC. We hope you join us to advocacy to the Provincial Government to support this initiative through grants and funding as part of a just and green economic recovery.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rob Vagramov', with a stylized, cursive script.

Mayor Rob Vagramov
City of Port Moody



City of Port Moody
Council Resolution
November 3, 2020

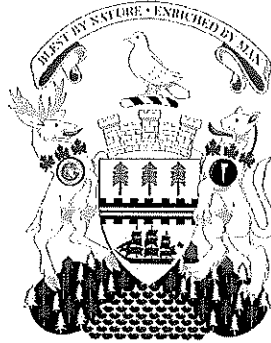
THAT the following resolution regarding Flood Risk Mitigation Through Green Infrastructure and Natural Assets be endorsed by the City of Port Moody and forwarded for consideration at the 2021 Lower Mainland Local Government Association and subsequent Union of British Columbia Municipalities convention as recommended in the report dated October 12, 2020 from Councillor Amy Lubik regarding Flood Risk Mitigation Through Green Infrastructure and Natural Assets Lower Mainland Local Government Association and Union of British Columbia Municipalities Consideration:

Whereas the side channels, tributaries and sloughs of the Fraser and other large rivers have deep value to First Nations as historic transportation corridors, sites of food cultivation and harvest, refuge and gathering places; many of these same waterways are or were valuable recreational fishing, boating and swimming sites but are no longer safe and accessible for these activities;

And whereas these waterways provide moderating effects for localized and riverine flooding and valuable habitat for wild salmon and other important species; And whereas there is no current requirement or standard practice for treating these natural and manmade waterways as valuable natural assets for their provision of the aforementioned ecosystem services:

Therefore be it resolved that Union of British Columbia Municipalities request that the federal and provincial governments remove constraints and implement requirements for incorporating green infrastructure and nature-based solutions in flood management to ensure effective flood risk mitigation while maintaining or restoring social, cultural and ecological co-benefits for these systems;

And be it further resolved that Union of British Columbia Municipalities request that the federal and provincial governments promote natural assets as a viable emergency planning solution and provide appropriate funding through the Disaster Mitigation Adaptation Fund,



Investing in Canada Infrastructure Program, Community Emergency Preparedness Fund, Emergency Management BC and other similar emergency planning and mitigation funds.

AND THAT a letter advocating for Flood Risk Mitigation Through Green Infrastructure and Natural Assets as part of a provincial climate resilience strategy, as well as economic green stimulus package, be sent to the Minister of Environment, the Minister of Municipal Affairs and Housing, the Minister of Agriculture, and the Premier of BC;

AND THAT Port Moody write to all other municipalities in BC asking them to write letters of support to the aforementioned ministries.

Subject: FW: Eagle Ridge Hospital Foundation - Online Holiday Auction
Attachments: auction ad final.pdf; auction ad pic.jpg

FILE NO. 500-02

Importance: High

From: Darlene Hartmann
Sent: Wednesday, November 25, 2020 1:28 PM
Subject: Eagle Ridge Hospital Foundation - Online Holiday Auction
Importance: High

Hello,

We are hoping you will share this information about the ERHF - **#GiveWhereYouLive – Online Holiday Auction** with the community of Belcarra.

Maybe you would like to forward this email to your database of residents or post the link on your website or post the attached promotional image on your social media.

We would appreciate any help you might provide in getting the word out and getting our community involved in the Auction.

Thank you for your consideration!

Darlene Hartmann
 (for Eagle Ridge Hospital Foundation)



EAGLE RIDGE
 HOSPITAL
 FOUNDATION

Eagle Ridge Hospital Foundation Launches – #GiveWhereYouLive – Online Holiday Auction

From Nov. 27th – Dec. 13th, 2020 – you can bid online for unique and amazing products, services and BC experiences – all donated by local businesses and individuals who inspire us all to – **Give Where We Live!**

For more than 36 years, ERHF has been working with the community to help fund critical equipment and services and most recently, the new Emergency Department Expansion project. Together they help bridge the gap between what the government funds and what is actually needed to provide best-in-class care for residents of the Tri-Cities.

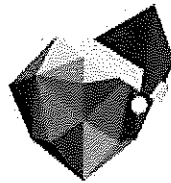
Covid-19 has drastically impacted our fundraising opportunities - forcing the cancellation of all events that are critical to our efforts, so we are holding the only event we can – an **Online Auction.**

Businesses and individuals have stepped up in a big way with their donations to the Online Holiday Auction. There are beautiful gift baskets, artwork, bikes, golf, fishing, a fully loaded wine fridge and experience packages

for downtown Vancouver, the Okanagan, BC Provincial Parks and Whistler, just to name a few of the over 75 items.

There is something for everyone and every budget – so we encourage you to check it out and to check back often – as we are adding new items daily.

Start your holiday shopping today - <https://www.givergy.ca/GiveWhereYouLive>



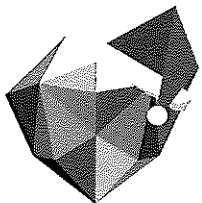
EAGLE RIDGE
HOSPITAL
FOUNDATION

EAGLE RIDGE HOSPITAL FOUNDATION

presents

#GiveWhereYouLive

Online Holiday Auction
November 27 - December 13

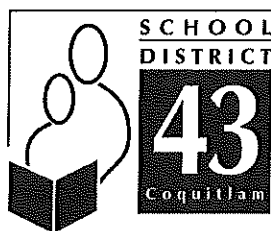


EAGLE RIDGE
HOSPITAL
FOUNDATION

We invite all BC Residents to bid online for unique and amazing products, services, and BC Experiences - all donated by local businesses and individuals who inspire us all to - ***give where we live!*** New items are added daily, check back often!

Start your holiday shopping at:

www.givergy.ca/GiveWhereYouLive



Learning for a Lifetime

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

FILE NO. 0460-01

November 26, 2020

Village Council
Village of Belcarra

Via email: belcarra@belcarra.ca

Dear Council Members,

On behalf of School District No. 43 (Coquitlam) I am pleased to announce that the Board of Education acclaimed Kerri Palmer Isaak as Chair of the Board and Michael Thomas as Vice-Chair of the Board at the November 24th Board meeting.

Contact information is below:

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

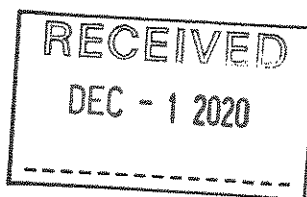
Vice-Chair: Michael Thomas
Phone: 604-715-7320
Email: mithomas@sd43.bc.ca

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Chris Nicolls
Secretary-Treasurer/CFO

cc: Board of Education
Patricia Gartland, Superintendent/CEO



City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
250 787 8150 City Hall
250 787 8181 Facsimile

December 1, 2020

File # 0230-20

Email: jjustason@ubcm.ca

FILE NO. 0450-01

Union of BC Municipalities
Suite 60 - 10551 Shellbridge Way
Richmond, BC V6X 2W9

Attention: Jamee Justason

Dear Ms. Justason,

Reference: UBCM Convention Schedule

City Council has been reviewing its memberships in various organizations, taking into consideration the value provided by the organization versus the expense to be a member. At the July 27, 2020 Council meeting, Council had a robust discussion regarding this topic as well as the current format of the annual UBCM Convention.

The resolutions session, in which many municipalities contribute submissions for discussion, are debated at the same time as individual local government Minister meetings are scheduled. Both are important to attend which leaves local government elected officials conflicted with competing priorities since their resolution submission(s) may be discussed at the same time as they are scheduled to meet with a Minister.

Since the 2020 UBCM convention is virtual, this allowed the Ministers meetings to be scheduled from September 14 to 18 with the convention itself taking place from September 21 to 24. It is recognized that the alternate format was developed due to the pandemic although this change may bode well to incorporate as part of the regular convention schedule moving forward. This would allow local government elected officials to participate in the convention as well as attend requested Minister meetings.

It is acknowledged that UBCM is undertaking a review of its existing resolution process to streamline the number and content of submissions which may result in the number of resolutions being reduced.

... 2

It would be appreciated if UBCM could provide an update on members' response to the resolution submission process changes and the change in Minister meeting scheduling.

If you have any questions, please contact me at (250) 787-8160 or by email at lackerman@fortstjohn.ca.

Yours truly,

A handwritten signature in black ink, appearing to read 'Leri Ackerman', with a long horizontal flourish extending to the right.

Leri Ackerman
Mayor

cc member municipalities

Subject: FW: Thank you for supporting increasing access to contraception!

FILE NO. 2640-01

From: Teale Phelps Bondaroff

Date: December 2, 2020 at 1:02:47 PM PST

Subject: Thank you for supporting increasing access to contraception!

Dear Members of Belcarra Council,

We are writing to thank you for supporting resolutions EB76 and EB77 at the recent meeting of the Union of British Columbia Municipalities (UBCM). Both of these resolutions called on the provincial government to make all prescription contraception in BC available at no cost under the Medical Services Plan.

With your help, these resolutions passed and have already helped push this issue forward. In the recent provincial election, all three major parties pledged to increase access to prescription contraception. We are currently advocating for the inclusion of this important policy in the forthcoming 2021 provincial budget.

In addition to thanking you for your support, we also wanted to offer some additional recommendations for ways that you can step up to support gender equality and promote sexual health in your municipality:

1. Help reduce period poverty by providing free menstrual products in the washrooms of municipal facilities.

In BC, too many people who menstruate have to choose between purchasing menstrual products and purchasing food. When people don't have access to menstrual products they use unsanitary alternatives that jeopardize their health, skip work, miss school, and stay home so that they can't access services and programming that can help them. Lack of access to menstrual products can exacerbate the impacts of poverty in our community, and undermine the health of people who menstruate.

In many of our communities, tampons, pads, and environmentally friendly alternatives are treated like luxury items reserved for people who can afford them. Importantly, we don't do this with other essential products that you would find in a washroom, including toilet paper, hand soap, or paper towels.

With the help of United Way and their Period Promise campaign, some BC municipalities are starting to see the role that they could play in helping to address the issue, with Coquitlam, Victoria, Port Coquitlam, Port Moody, Burnaby, New Westminster, and Vancouver all working towards implementing policies on access to menstrual products in their cities. If you would be interested in hearing about policy options that your municipality could implement, please connect with Neal Adolph of the United Way.

2. Make free condoms available at municipal facilities.

While increased access to prescription contraception is an important step in improving the health and well-being of BC residents, it is not a sexual and reproductive health silver bullet. Prescription contraception can sometimes fail to prevent unwanted pregnancies, and it does not protect against sexually transmitted infections (STIs). While the BC government has promised to make prescription contraception free, that policy has not yet been put into action; even when it is, other barriers may impede some people's access to prescription contraception.

Making internal and external condoms, and small sachets of lubricant, available at discreet locations in public facilities, is a highly cost-effective way to improve sexual and reproductive health in your community. When barrier methods of contraception, like condoms, are combined with prescription contraception like pills or IUDs, they increase the effectiveness of pregnancy-prevention and also protect against STIs.

Access to condoms and lubricant also helps protect the sexual health of people who cannot become pregnant. STIs are a concern for people in the LGBTQ2S+ community as well, and providing safer sex supplies can help reduce stigma and be part of building a municipality that is inclusive and supportive.

If you need any support in increasing access to free condoms in your municipality, please contact us - we would be happy to assist you.

Thank you for your support!

On behalf of the AccessBC Campaign for free prescription contraception in BC,



Dr. Teale Phelps Bondaroff
Chair and Co-Founder



Devon Black
Co-Founder

From: Deborah Struk
Sent: Tuesday, December 1, 2020 8:13 PM
To: Lisa Zwarn, Chief Election Officer
Subject: Fwd: Referendum with election

LATE ITEM

8.6

DEC / 7 2020

FILE NO. 4200-01

Hello Lisa,

Welcome to Belcarra. I am forwarding you this so you are in the loop.

I am unsure the proper procedure given this election is happening so quickly, during Covid and over Christmas makes it interesting but thought to put this out there. Many residents would like a referendum as they do want road ends sold and opportunity to voice. The most important reason to have it on referendum is it is exactly this issue that caused the resignations of our mayor and a councillor, leading to this by election.

Sincerely,

Mrs. Deborah Struk
Belcarra Resident

Begin forwarded message:

From: Deborah Struk
Date: December 1, 2020 at 8:00:26 PM PST
Subject: Referendum with election

Hello council and staff

I think a referendum should be added to this election regarding sale of road ends.

A number of residents have expressed shock 115 negative responses came in from less than 40 homes. There was no request from residents to speak in favour of the sale of road ends. There was only a request to correspond if we had concerns. Therefore most in favour said nothing as they did not know there was a need to be represented.

Please add a referendum questions along the lines of

Should the VOB pursue selling any road ends? Yes or No

Should neighbouring residents get first right of refusal?

Should residents have opportunity to purchase before the public?

Thank you.

Blessings,
Deborah

Subject: FW: Referendum with election

From: Lisa Zwarn

Date: December 2, 2020 at 8:45:57 AM PST

To: Deborah Struk

Subject: RE: Referendum with election

Dear Mrs. Struck,

Thank you for your email about conducting a referendum with the election. As I am unaware of the circumstances that led to the resignations prompting the by-election, I am unable to comment on that.

As for the referendum question, we are not in a position to add that question to the ballot at this time, since it is too late to incorporate that into this election. In order to conduct such a referendum at a minimum, we would have had to

- determine and approve the referendum question in advance of the start of this election process;
- advertised for scrutineers for the referendum at the same time as the notice of nominations were placed in the newspaper;
- request additional provisions to be included in the Ministerial Order required in order to conduct any type of election during COVID. We just received that order from the Ministry earlier this week. We know from previous discussions with the Ministry that the Ministry will not amend any Ministerial Order which has been issued.

Even though by-elections to fill vacant positions and referendums can be held at the same time, they are separate processes with different requirements set out within the Local Government Act.

I appreciate you taking the time to provide me with this information.

Lisa Zwarn

Chief Election Officer