



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VIA ZOOM
July 19, 2021
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/92261811839> Meeting ID: 922 6181 1839

REVISED

COUNCIL

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Bruce Drake
Councillor John Snell
Councillor Liisa Wilder

1. CALL TO ORDER

Mayor Ross will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, July 19, 2021

Recommendation:

That the agenda for the Regular Council Meeting, July 19, 2021, be amended by adding:

Item 5.9 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated July 19, 2021, regarding Risk of Wildfire and Evacuation; and

Item 6.4 Councillor Drake – Follow Up on Motions from Regular Council Meeting held on July 5, 2021; and

That the agenda for the Regular Council Meeting, July 19, 2021, be amended by withdrawing:

Item 5.8 Lorna Dysart, Chief Administrative Officer, report dated July 19, 2021, regarding E. Shoolestani Request – 3762 Marine Avenue; and

That the agenda for the Regular Council Meeting, July 19, 2021, be approved as amended.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, July 5, 2021

Recommendation:

That the minutes from the Regular Council Meeting held July 5, 2021 be adopted.

4. DELEGATIONS AND PRESENTATIONS

- 4.1** Ione Smith, Director, Upland Agricultural Consulting Ltd., presentation regarding Tri-Cities Region Food Security Action Plan (full report available at the Village office)

Recommendation:

That the presentation provided by Ione Smith, Director, Upland Agricultural Consulting Ltd., regarding Tri-Cities Region Food Security Action Plan be received for information.

- 4.2** Kim Halowski, Community Relations Manager and Darin Wong, Community & Indigenous Relations Manager, FortisBC, presentation regarding FortisBC's Climate Action Plan

Recommendation:

That the presentation provided by Kim Halowski, Community Relations Manager and Darin Wong, Community & Indigenous Relations Manager, FortisBC regarding FortisBC's Climate Action Plan be received for information.

5. REPORTS

- 5.1** Ken Bjorgaard, Financial Consultant, report dated July 19, 2021, regarding Bill Payments and Related Banking Fees / Charges

Recommendation:

That a policy on bill payment options for residents / customers be prepared for Council consideration.

- 5.2** Ken Bjorgaard, Financial Consultant, report dated July 19, 2021, regarding COVID-19 Restart Grant Update as at June 30, 2021

Recommendation:

That the report titled "Status of COVID-19 Restart Grant Funds as at June 30, 2021" be received for information.

- 5.3** Ken Bjorgaard, Financial Consultant, report dated July 19, 2021, regarding 2021 Budget Variance Report to June 30, 2021

Recommendation:

That the report titled "2021 Budget Variance Report Based on Results to June 30, 2021" be received for information.

- 5.4** Chris Boit, Engineering Consultant, ISL Engineering, verbal report regarding Cats Eyes Installation

Recommendation:

That the verbal report from Chris Boit, Engineering Consultant, ISL Engineering, regarding Cats Eyes Installation be received for information.

- 5.5** Lorna Dysart, Chief Administrative Officer, report dated July 19, 2021, regarding Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 588, 2021

Recommendation:

That Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 588, 2021, be read a second time.

- 5.6** Lorna Dysart, Chief Administrative Officer, verbal report regarding Response from RCMP regarding Noise On / From the Water

Recommendation:

That the verbal report from Lorna Dysart, Chief Administrative Officer, regarding Response from RCMP regarding Noise On / From the Water, be received for information.

- 5.7** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated July 19, 2021, regarding Managing Trees, Views & Landscapes Bylaw No. 589, 2021

Recommendation:

That the “Managing Trees, Views & Landscapes” Bylaw No. 589, 2021 be read a first time.

- 5.8** Lorna Dysart, Chief Administrative Officer, report dated July 19, 2021, regarding E. Shoolestani Request – 3762 Marine Avenue

Item 5.8 was withdrawn from the agenda at the request of the proponent

- 5.9** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated July 19, 2021 regarding Risk of Wildfire and Evacuation

Recommendation:

That the report on “Risk of Wildfire and Evacuation” dated July 19, 2021, be received for information.

6. REPORTS FROM MAYOR AND PROJECT LEADS

Mayor’s Reports

6.1 Access to Metro Vancouver Parks and other recreational areas

- Transit, Cycling, Walking and a cooperative approach.

6.2 Metro Vancouver 2050 Plan- draft

- Opportunities to provide feedback.
- Key dates:
 - Released June 2021.
 - Feedback opportunities including online feedback form November 26, 2021.

6.3 Volunteer Recognition

6.4 Councillor Drake – Follow Up on Motions from Regular Council Meeting held on July 5, 2021

7. BYLAWS

No items.

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 to 8.6 be received.

ACTION ITEMS

No items.

INFORMATION ITEMS

- 8.1** Cindy Fortin, Mayor, District of Peachland, letter dated June 9, 2021, to Honourable Josie Osborne, Minister of Municipal Affairs & Honourable George Heyman, Minister of Environment & Climate Change Strategy, regarding BC Climate Action Revenue Incentive Program (CARIP)
- 8.2** Aymone Agossou, Manager, Funding, Federation of Canadian Municipalities (FCM), letter dated June 28, 2021, regarding Integrated Asset Management / Long – Term Financial Plan Grant Approval
- 8.3** Brian Bedford, Executive Director, Local Government Infrastructure & Finance, Ministry of Municipal Affairs, letter dated July 8, 2021, regarding Investing in Canada Infrastructure Program – Environmental Quality Program, Project #IG0291 – Village of Belcarra Reservoir
- 8.4** Jeff Chute, Belcarra Resident, email dated July 4, 2021, regarding Letter to Belcarra Municipal Council re: Trails
- 8.5** Jillian Hull, Belcarra Resident, email dated July 6, 2021, regarding A Note of Thanks
- 8.6** Colleen MacDonald, Belcarra Resident, email dated July 8, 2021, regarding Sasamat Greenway & Belcarra Park Springboard Trail Overflow Parking (full report available at the Village office)

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. ADJOURNMENT

Recommendation:

That the July 19, 2021 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
Via Zoom
July 5, 2021**



This meeting was held via Zoom Teleconference and was recorded.

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Bruce Drake
Councillor Liisa Wilder

Council Absent

Councillor John Snell

Staff in Attendance

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

Others in Attendance

Chris Boit, ISL Engineering Services, Engineering Consultant
Eric White, RWPAS Ltd., Planning Consultant (departed the meeting at 7:50 pm)

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:01 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, July 5, 2021

Moved by: Councillor Wilder
Seconded by: Councillor Drake

That the agenda for the Regular Council Meeting, July 5, 2021 be amended by removing the Delegation Item 4.1 Canadian Pacific Trials Association; and

That the agenda for the Regular Council Meeting, July 5, 2021 be amended by adding:

Item 9.1	Councillor Drake – Water Committee Update – Fraser Health
Item 9.2	Councillor Drake – Operational Procedures
Item 9.3	Councillor Drake – Risk of Wildfires
Item 9.4	Councillor Drake – Water System Pressure Levels
Item 9.5	Councillor Drake – Cost of Rechlorination
	Councillor Clark – Parking in Hall Parking Lot; and

That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES**3.1 Regular Council Meeting, June 21, 2021**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held June 21, 2021 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS**4.1** Pierce McNeal, President, Ron Walsh, Director, Canadian Pacific Trials Association

This item was withdrawn from the Agenda.

5. REPORTS**5.1 Public Meeting****Development Variance Permit Application (DVP 2021-01) - 5220 Coombe Lane**

L. Dysart advised that one written submission was received.

Written submission received:

NAME	CORRESPONDENCE DATE	RECEIVED DATE
1) Mary Ann Pope 5285 Coombe Lane	July 1, 2021	July 1, 2021 – no objection

Mayor Ross described the procedure for the Public Meeting as follows:

“All persons present who believe that their interest in property is affected by the proposed Development Variance Permit application will be given a reasonable opportunity to be heard, make representations, or to present written submissions. People who pre-registered and are on the Speakers’ List will speak first. Put your hand up on the Zoom Webinar to join the Speakers’ List during the Public Meeting. When called on, please state your full name and address for the record.

Members of Council may ask questions of you following your presentation. The function of Council members during the Public Meeting is to listen to the views of the public. It is not the function of Council at this time to debate the merits of the proposed Development Variance Permit application.

After the Public Meeting has concluded, Council may, without further notice, give whatever effect Council believes proper to the representations made.

Everyone will be given a reasonable opportunity to be heard at this Meeting. No one will be discouraged or prevented from making their views heard.

Written submissions received during the Meeting will be available on the website the day following the meeting so that everyone may examine these documents.

To maintain order and to ensure everyone has a reasonable opportunity to be heard, the following rules of procedure have been established:

1. A Speakers’ List has been established. If you wish to address the Public Meeting, please ensure that you place your name on the Speakers’ List. You may add your

name to the list at any time by using the “raise hand” function on the Zoom Webinar. If you are speaking from prepared remarks, please send a copy to the Chief Administrative Officer, ldysart@belcarra.ca.

2. Please commence your remarks by stating your name and address. If you are speaking on behalf of some other person or organization, please identify the name of that person or organization you are representing.
3. Each speaker is requested to limit their remarks to no more than five minutes each time, subject to adding your name to the Speakers’ List again.
4. Your comments must be specifically related to the subject of the Development Variance Permit and be directed to the Chair. You must not obstruct the Public Meeting. I would request that all speakers be civil, respectful of others and ensure your comments address the specific issue being considered.
5. After everyone on the Speakers’ List has spoken once, speakers will be allowed supplementary presentations, if they have added their name to the list again. You may not present a submission you have already made.

Please observe these rules and if you have any concerns with the manner in which the Public Meeting is conducted, please direct your comments to Mayor Ross”.

Mayor Ross called for Public Input.

David Goodman, 5163 Whiskey Cove Lane, queried with regard to why the application was considered a Development Variance Permit rather than a Board of Variance decision.

Patty Andersen, 5170 Coombe Lane, advised that she had no concern with the variance. She queried with regard to potential drainage issues with tree removal or landscaping.

John Shoolestani, 4376 Marine Avenue, queried with regard to a potential change to the Zoning Bylaw.

Mayor Ross called for public input. There was no further public input.

L. Dysart clarified the difference between a Development Variance Permit and a Board of Variance Application.

Council discussed various aspects of the DVP application.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That all written and verbal submissions regarding DVP Application 2021-01 – 5220 Coombe Lane, be received.

CARRIED

Moved by: Councillor Clark

Seconded by: Councillor Drake

That Council authorize the issuance of the Development Variance Permit 2021-01 to relax zoning regulations to construct an Accessory Coach House on the property at 5220 Coombe Lane.

CARRIED

5.2 Lorna Dysart, Chief Administrative Officer, report dated July 5, 2021 regarding Strategic Planning Update

L. Dysart outlined the Strategic Planning Update. Discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That the report dated July 5, 2021 regarding Strategic Planning Update be received for information.

CARRIED

5.3 Lorna Dysart, Chief Administrative Officer, report dated July 5, 2021 regarding Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 588, 2021

L. Dysart outlined the report. Council discussed the staff recommendation in the report regarding the *Community Charter* and the Council meeting topics that must be closed to the public.

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the "Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 588, 2021" be amended by adding:

"The Mayor or whoever is Chairing the Council meeting, be granted the authority to consider if a question or comment from a member of the public is appropriate to be raised in a Regular Council meeting i.e. a matter of litigation, or personnel, or other topics that are included in the *Community Charter, Section 90 (1) and (2)*, as Council meeting topics that may or must be closed to the public."

CARRIED

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That "Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 588, 2021", be read a first time, as amended.

CARRIED

5.4 Lorna Dysart, Chief Administrative Officer, verbal report regarding reports presented at the Water Committee meeting held on June 28, 2021 as follows:

a) Chris Boit, ISL Engineering, memorandum dated June 24, 2021 regarding Operating Belcarra's Water System

b) Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated June 28, 2021 regarding Raising the Water Level in Tatlow Reservoir

L. Dysart provided a verbal report regarding the Water Committee meeting with Mayor Ross and Councillor Drake, held on June 28, 2021. Discussion ensued.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the following reports be received for information:

a) Chris Boit, ISL Engineering, memorandum dated June 24, 2021 regarding Operating Belcarra's Water System

b) Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated June 28, 2021 regarding Raising the Water Level in Tatlow Reservoir

CARRIED

5.5 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated July 5, 2021 regarding Purchase of a New Flail Mower Attachment

S. Novak outlined the report. It was noted that taxes are included in the price quoted.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the 2021-2025 Financial Plan for capital be amended to include \$35,000. in 2021 for the purchase of a new Flail Mower Attachment, with funding from the General Capital Reserve Fund; and

That a \$35,000. reduction be made in the capital budget in 2023 for the purchase of a New Holland tractor at a total cost of \$120,000. (\$155,000. - \$35,000.).

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

Mayor's Reports

6.1 Continued Support for Indigenous People – Next Steps

Mayor Ross expressed his deepest sympathies for the people of the community of Lytton, the Lytton First Nation and others in the area affected by the unfathomable losses recently incurred due to the wildfires. He noted that any donations made to the people of the region are very much appreciated.

6.2 COVID19 Step 3 – Restart Plan July 1, 2021

Mayor Ross provided an overview of the COVID-19 Step 3 Restart Plan scheduled for July 1, 2021. He extended a thank you to staff for their work during the COVID-19 Pandemic. Mayor Ross also expressed his appreciation to front line workers who worked tirelessly to keep citizens safe, protected and cared for, over the last 18 months.

6.3 TransLink Grant Application Update

Mayor Ross provided an overview of the TransLink Grant Funding of \$130,000. to the Village to help construct a multi-use path over a 12-block span from Midden Road to enhance active transportation and road safety.

6.4 Water Committee Update

Mayor Ross thanked Water Committee Members for their work and Councillor Drake as Council representative to the Water Committee.

6.5 Councillor Clark – Parking & Traffic Update

Councillor Clark advised that she is a member of the Metro Vancouver Parks Committee. She provided an overview of parking in the region. She noted that TransLink has provided short term and mid term plans that have included increasing the number of buses to the Belcarra area Parks. Councillor Clark expressed concern with regard to bus delays caused by traffic line ups at the Park. Residents provided comments related to traffic matters.

7. BYLAWS

No items.

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That correspondence items 8.1 to 8.5 be received.

CARRIED

ACTION ITEMS

- 8.1** Honourable Peter Julian, MP, New Westminster – Burnaby, letter dated June 17, 2021 regarding Seeking Your Endorsement for Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That a letter be sent to Honourable Peter Julian, MP, New Westminster – Burnaby, endorsing Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act.

CARRIED

- 8.3** Chris Nicolls, Secretary – Treasurer / CFO, School District No. 43 (Coquitlam), letter dated June 17, 2021 regarding 2021 Eligible School Sites Proposal Resolution

Moved by: Councillor Clark

Seconded by: Councillor Drake

That staff write a letter of response with regard to the Eligible School Sites Proposal Resolution.

CARRIED

INFORMATION ITEMS

- 8.2** Rob Martin, Mayor, City of Colwood, letter dated June 18, 2021 to Honourable Patty Hajdu, Minister of Health, regarding Support for 988, A 3-Digit Suicide and Crisis Prevention Hotline
- 8.4** Kerri Palmer Isaak, Chair, Board of Education, School District No. 43 (Coquitlam), letter dated June 22, 2021 regarding Child Care in School District No. 43
- 8.5** Karla Graham, Corporate Officer, City of North Vancouver, letter dated June 23, 2021 to Jamee Justason, Information & Resolutions Coordinator, UBCM, regarding REVISED UBCM Resolution on Safe Passing Distance for All Road Users (full report available at the Village office)

The meeting recessed at 9:00 pm and reconvened at 9:05 pm

9. NEW BUSINESS**9.1 Councillor Drake – Water Committee Update – Fraser Health**

Councillor Drake outlined the recommendation as follows:

That the Water Committee meet following staff consultations with Fraser Health on plans to raise the Tatlow refill level modestly in order to be briefed on that meeting and to review progress on outstanding issues including our request to DNV for consideration of increased inflow, manuals and standard operating procedures.

9.2 Councillor Drake – Operational Procedures

Councillor Drake outlined the motions with regard to Operational Procedures. Discussion ensued.

Moved by: Councillor Drake
Seconded by: Councillor Clark

That Council direct staff to complete for Council review and approval, a set of operational procedures including any Council feel would be useful in ensuring improved support for firefighting, reducing uncertainty and ensuring documentation and including:

- a) Triggering DNV Inflow upon Fire Callout - explaining the rationale for the triggering of DNV inflow when a fire call is received for the Village; describing the procedure employed; clarifying responsibility; describing how we ensure it occurs and ensuring a record of this triggering of water inflow be included in a report to Council following a fire related callout for our Village.
- b) DNV Firefighting Notification - explaining the rationale, responsibility, process to be followed and ensuring documentation of advising appropriate DNV staff when significant fire flow is anticipated. Documentation can be managed within the report to Council following a fire related event. (Note may be cancelled if DNV confirms in writing it has no need for such notification)
- c) Dutchman's Creek Standby Tank Management - An operational procedure which outlines the capacity and role of Dutchman's Creek in enhancing fire protection in our Village as well as our operating commitments that ensure this system is periodically tested; confirmed to be filled & functional for purpose; that this testing is documented and reported to SVFD and Council when completed.

CARRIED

9.3 Councillor Drake - Risk of Wildfires

Councillor Drake outlined the motion with regard to the risk of wildfires.

Moved by: Councillor Drake
Seconded by: Councillor Clark

That Council request the following reports from staff which:

- a) Explore steps that could be taken by the Village to reduce risk to homeowners (e.g. by the use of nonflammable material on new homes or when major renovations occur with existing homes.)
- b) Provide guidance on evacuation procedures for the Village identifying issues of concern and recommending steps to address these.
- c) Provide a draft letter of caution for consideration by Council to be provided to residents and, in particular, for those seeking building permits as to the unique challenges faced in fighting fires in Belcarra and recommending steps that can be taken by property owners to enhance their own safety and that of their neighbours (such as monitored fire alarms, the use of non-flammable roofing and siding materials and the installation of a sprinkler system).

CARRIED

9.4 Councillor Drake – Water System Pressure Levels

Councillor Drake outlined the motion. Discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That staff be directed to establish the pressure levels in different segments of the Village water system and provide a report to Council outlining the values found, their significance for firefighting and, if the pressure levels are considered a problem, a description of steps that could be taken to address this matter.

CARRIED

9.5 Councillor Drake – Cost of Rechlorination

Councillor Drake outlined the motion. Discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council request a report providing the approximate costs and implications of adding rechlorination capacity for the Village.

CARRIED

9.6 Councillor Clark – Cats Eyes

Councillor Clark queried with regard to the work that was completed in the Village with regard to the installation of cats eyes. She queried whether the cats eyes were recessed sufficiently so as not to be removed by the snow plow.

S. Novak advised that the cats eyes were installed using computer measurements and that they should not be affected by the snow plow.

L. Dysart will follow up with staff regarding Council input.

9.7 Councillor Clark – Parking & Hall Parking Lot

Councillor Clark expressed concern regarding parking at the Village Hall parking lot during the high fire season. Considerable discussion ensued.

L. Dysart advised that it would be difficult to monitor parking at the Village Hall parking lot if it varied due to different fire conditions. Residents provided input in support of resident only parking and permit parking at the Village Hall.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That the parking lot at the Village Hall be established as Resident Only Parking and Permit only parking, until the end of September 2021.

CARRIED

10. PUBLIC QUESTION PERIOD

John Shoolestani, Belcarra Resident, queried with regard to public comments and questions during public meetings.

11. ADJOURNMENT

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the July 5, 2021 Regular Meeting be adjourned at 10:02 pm.

CARRIED

Certified Correct:

Jamie Ross
Mayor

Lorna Dysart
Chief Administrative Officer

File No. 0230-01

Tri-Cities Region Food Security Action Plan

COQUITLAM | PORT COQUITLAM | PORT MOODY | BELCARRA | ANMORE

FINAL DRAFT
JULY 2021



Executive Summary

In 2021, the Tri-Cities Region (City of Coquitlam, City of Port Coquitlam, City of Port Moody, Village of Anmore, and Village of Belcarra) embarked upon its first *Food Security Action Plan* to provide recommendations and guidance for community food security and household food insecurity in the region.

The *Food Security Action Plan*, presented here, provides clear direction for local governments in the Tri-Cities Region (TCR) to ensure that food security policies and initiatives are innovative, collaborative, and aligned. The objectives of the *Food Security Action Plan* are to:

- Assess the current state of food security in the TCR.
- Engage key stakeholders and community members in identifying barriers and opportunities related to local food security.
- Identify food assets and create an online food asset map.
- Create a customized and actionable plan for TCR governments, in partnership with community organizations and health authorities, to better support and encourage actions to increase food security in the region.

The *Food Security Action Plan* process began in February 2021 and occurred in three main phases:

- Phase 1: Community Profiles and Policy Analysis
- Phase 2: Engagement
- Phase 3: *Food Security Action Plan* Development and Finalization

From the *Food Security Action Plan* engagement, the following vision emerged for the TCR:

- *The Tri-Cities region collaborates and builds capacity to make sure every resident is food secure and is a part of a community where the cost of living is aligned with income levels;*
- *The region embraces food as a valuable resource and is striving towards zero food waste;*
- *Local non-profits are key partners in delivering culturally appropriate food programs;*
- *Food production and sustainable farming are part of a thriving regional economy;*
- *Residents come together through schools, community gardens, and shared kitchens to grow, cook, and celebrate a diversity of foods; and*
- *Healthy and local food choices are available and accessible by all means of transportation within residential areas throughout the region.*

The five key goals presented within the *Food Security Action Plan* provide direction to strengthen the TCR's community and household levels of food security and are used to develop recommended actions. The goals and associated objectives are presented here in bullet format and elaborated upon within Section 2 of the document.

Goal 1: Strengthen Collaboration and Grow Internal Capacity.

Objectives:

- 1.1 Increase internal food security planning capacity within the Tri-Cities Region
- 1.2 Work collectively to decolonize the food system
- 1.3 Monitor, evaluate, engage, and report on plan progress
- 1.4 Advocate for a food secure Tri-Cities region

Goal 2: Support the Work of Local Food System Organizations.

Objectives:

- 2.1 Increase regional food aggregation and distribution infrastructure
- 2.2 Leverage the work of existing food system organizations

Goal 3: Align Policies and Strengthen Regulations to Improve Food Security

Objectives:

- 3.1 Integrate food security into existing policies and bylaws
- 3.2 Collaborate on new initiatives to minimize food waste
- 3.3 Continue to establish and support opportunities for urban food production

Goal 4: Invest Directly in the Local Food and Agriculture Economy

Objectives:

- 4.1 Encourage local food direct retail options
- 4.2 Provide direct support to local food businesses

Goal 5: Elevate the Education and Celebration of the Cultural Diversity of the Tri-Cities Regional Food System

Objectives:

- 5.1 Support food security education in schools
- 5.2 Support community-run food education programs
- 5.3 Play a leadership role in celebrating cultural diversity through food

Within each objective, specific recommended actions are identified. There are a total of 60 actions recommended and they are intended to be achievable, measurable, relevant and time-bound where possible. Recommendations within each goal area are presented in the implementation plan with a list of organizations responsible for enacting them and a timeframe. A focus was placed on recommendations where the TCR local governments and the Tri-Cities Food Council can take a leadership role from a jurisdictional perspective. The report includes a *Food Security Plan Report Card* that can be used to determine progress of the Plan over time. Through monitoring the progress of the Plan, an assessment can be provided both of how many actions are being accomplished, but also of the general state of food security in the TCR.

Food security within the TCR is an integral part of the community's identity and plays an essential role in improving the quality of life of residents. The region is fortunate to be home to a myriad of strong and effective organizations operating within the realm of food rescue and food distribution, as well as businesses involved in food production, processing, and retail. The TCR *Food Security Action Plan* provides all member municipalities, as well as local organizations and businesses, with a strong vision and directive towards increasing food production and distribution to enhance food security of TCR residents. It is anticipated that the Plan will be fully revised within 10-15 years from now, or when it has become fully achieved, whichever comes first.



COUNCIL REPORT

Date: July 19, 2021

From: Ken Bjorgaard, Financial Consultant

Subject: Bill Payments & Related Banking Fees / Charges

Recommendation

That a policy on bill payment options for residents / customers be prepared for Council consideration.

Purpose

This report outlines the current options that residents / customers have for paying Village invoices or bills, including property taxes, and the associated banking fees / charges. This report also provides alternative bill payment options for discussion purposes.

Background

Current Situation

The Village currently accepts cash, cheques, limited electronic debit payments made via online banking from specific banking institutions (for property taxes only), unlimited debit card payments made in person, and credit card payments for all bills or invoices with the exception of property taxes. The specifics of credit card and debit payments are provided below.

Credit Cards

Credit card payments are currently accepted by the Village for all bills except property taxes. The Village has to pay its credit card processor (TD Bank Merchant Services) various fixed and variable fees for accepting credit card payments. The minimum fixed fee charged by TD Merchant Services for credit cards is approximately \$120. per month plus 2.5% - 3% of the monthly transaction values (discount rate). The Village receives very few payments via credit cards; however, if a high value invoice was paid via a credit card the Village would have to absorb the 2.5% to 3% cost, e.g. \$125. - \$150. cost on a \$5,000. invoice.

Debit Payments In-Person and Via Electronic Online Banking

The Village currently accepts in person debit card payments. This option is limited to transaction value limits placed on resident/customers by the various banking institutions.

The Village also accepts electronic online payments from a limited number of banks for property taxes only. The Village of Belcarra is currently listed as a payee with the banking institutions shown below for purposes of

making property tax payments. The various methods that these banks use to communicate with the Village as to which payees have paid how much is also shown.

- Scotia (payment information accessed by the Village via online bank portal)
- RBC (payment information received via email listing)
- CIBC (payment information received via fax)
- Central Credit Union (includes all credit unions) (payment information received via fax)
- TD (payment information received via fax)

If payments occur, the payment information is provided daily by the banks to the Village. Currently the only bank charging for this service is RBC, which charges approximately \$27. per month. The Village is in the process of adding BMO to the list of banking institutions which residents / customers may also utilize for electronic, on-line property tax payments. BMO has indicated that the charge for this service will be \$25. per month plus \$2. per payment for monthly payments that exceed thirteen (13) for the month. If there were 13 or fewer payments for the month the \$25. flat rate would apply.

Considerations

With the goal of providing maximum payment options and flexibility to residents and customers, while at the same time minimizing the Village banking fees, it is worthwhile to review various alternatives for credit card and debit payments. The world of banking including payment processing is evolving at a rapid pace and new alternatives may also become available in the future. This information is provided for discussion purposes.

Credit Cards

A number of local governments now allow credit card payments for higher value transactions including property taxes with the proviso that the payees pay the local government discount rate (the 2.5% - 3%) over and above the actual value of the bill/invoice. For example, with a \$5,000. bill the customer would pay \$5,150. on the basis of a 3% discount rate. This is an option which the Village may consider.

The Village may seek quotations from various service providers for providing this service, to obtain the best discount rate and to minimize flat rate charges. Should the Village choose to accept credit card payments for property taxes and continue to accept credit cards for other higher value transactions, the discount rate and fees for processing credit cards may be reduced, as the service providers normally lower these fees based on monthly credit card dollar volumes processed.

Debit Payments Via Banks or Other Service Providers

In addition to adding BMO, the Village may also want to accept debit payments from other financial institutions. The Village bank, TD, offers a centralized bill payment service whereby the various financial institutions report debit payments to the TD. The TD consolidates the payment information and allows the Village to access the information via the web. Instead of receiving a number of payment reports from each individual financial institution, the Village would retrieve one consolidated report daily from TD with the applicable payment information showing from each financial institution. There is an initial \$250. setup fee for this service as well as an ongoing monthly fee of approximately \$75. BMO has indicated that they would still charge the \$25. per month even if they provided the payment information directly to TD through this centralized service. Presumably, RBC would also continue to charge the \$27. per month. The BMO and RBC monthly charges would be investigated further if the Village choose to go with this centralized service.

Other Considerations

There is a real time savings for the Village if the payment information or data from the financial institutions may be electronically and automatically posted directly to resident / customer accounts. Currently, the Village Accounting Clerk creates an entry for each payment received based on the payment information provided by the banks and posts these into the Village financial system in the form of daily batches for each banks' daily deposit.

The TD as well as other service providers, some of which are not financial institutions (includes the Village financial system provider), provide this service. The data input and file transfer have to be compatible with the Village financial system. The set-up cost of this service can range between \$2,000. and \$5,000., with ongoing monthly costs of \$250. or more. The cost / benefit of this service, as well as the service provider options, need to be investigated further.

Other electronic online payments are often made via email by banking customers (e-transfers). The Village currently accepts e-transfers for parking ticket payments and for other payments such as Business Licenses. The Village communicates individually with each person sending an e-transfer prior to the transaction. This system works well for staff for collection. These types of payments also have transaction dollar limits and there may be security concerns around email systems. This method of payment may evolve in the future to where it is more secure and administratively feasible to process high volumes of e-transfers thereby negating the need to directly talk to the residents / customers making e-transfer payments.

Considering all of the factors involved in bill payments and related banking, it is recommended that a policy be prepared for Council consideration regarding the Village bill payment options for residents / customers.



COUNCIL REPORT

Date: July 19, 2021
From: Ken Bjorgaard, Financial Consultant
Subject: Status of COVID-19 Restart Grant Funds as at June 30, 2021

Recommendation

That the report titled “Status of COVID-19 Restart Grant Funds as at June 30, 2021” be received for information.

Purpose

This report provides a status update of the Village of Belcarra COVID-19 Restart Grant as at June 30, 2021, based on the best information available at this time.

Background

It was previously communicated to Council that periodic updates would be provided to Council on the status of the COVID-19 Restart Grant Funds (Grant). Attached Appendix “A” shows Grant spending year-to-date and other Grant items that are anticipated and yet to be determined, which will come from the remaining Grant funds. Of the \$380,000.00 Grant received in 2020, \$181,539.73 was unspent at the end of 2020 and with the expenditures to date and further estimated emergency expenditures to year end, the remaining funds total \$146,425.40. The items listed as “To be Determined” would reduce the remaining funds.

Now that the COVID-19 issue is waning, we will be able to provide Council with a more definitive calculation of the extra staff time when we next report to Council on the status of the Grant in September. In the September update we will also be able to provide more definitive dollar impacts related to the other “To be Determined” items as well.

Attachment:

Appendix "A" – Status of COVID-19 Restart Grant Funds

Appendix "A" - Status of COVID-19 Restart Grant Funds
(as at June 30, 2021)

Description	\$'s	Notes
<u>Unspent Grant from 2020</u>	<u>181,539.73</u>	
<u>Spent To Date 2021</u>		
Covid general ledger account to June 30	(7,805.00)	(1) See details below
Labour disruption costs to June 30	(6,398.33)	Sick time and coverage
Technology for live streaming of Council meetings	(13,411.00)	2021 capital spending
Subtotal	<u>(27,614.33)</u>	
<u>Other Anticipated Grant Spending</u>		
Covid general ledger account to December 31	(7,500.00)	Estimate of other emergency spending to year-end
Staff extra time	TBD	Yet to be calculated
GIS and Digital File Management System	TBD	Pooni Group (in 2022)
Loss of Revenue	TBD	Dependent upon year-end results
Subtotal	<u>(7,500.00)</u>	
Projected Balance	<u>146,425.40</u>	Does not include those items to be determined

TBD - To Be Determined

(1) Summary COVID GL to June 30, 2021

Emergency supplies	435.16
Legal	1,771.97
Information technology including Zoom	1,952.22
Financial Consultant (COVID grant reporting & tracking)	1,657.50
Planning	1,938.70
Other	49.45
Total Expended in 2021 to June 30	<u>7,805.00</u>



COUNCIL REPORT

Date: July 19, 2021

From: Ken Bjorgaard, Financial Consultant

Subject: 2021 Budget Variance Report Based on Results to June 30, 2021

Recommendation

That the report titled “2021 Budget Variance Report Based on Results to June 30, 2021” be received for information.

Purpose

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

This Budget Variance Report for the period ending June 30, 2021 provides actual 2021 results to date, 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 of 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 of budget / actual variance results and an explanation of the major variances follows. Overall, the Village is on track to meet its budget targets in all three of its operating funds (General, Water and WARD); however, it is early in the fiscal year and unexpected impacts could still materialize.

General Operating Fund Summary

A decrease (3.8%) in projected revenue is projected to be more than offset by a projected reduction in operating expenses (6.3%), which is resulting in more funds available for transfer to general reserves and surplus.

General Operating Fund						
	A	B	C	D = C-A	E = D/A	
Description	Final 2021 Budget	Actual Year-to-Date June 30, 2021	Estimated 2021 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues ¹	\$1,490,326	\$1,055,742	\$1,433,309	57,017	-3.8%	Lower building permit, bylaw, licensing, MRN & interest earning revenue, partially offset by higher tax penalty revenue. The lower MRN revenue is offset by lower MRN costs (see below)
Regular Operating Expenses ¹	\$1,150,388	\$569,467	\$1,078,056	\$(72,332)	-6.3%	Lower public works & bylaw services costs, reduced travel/conventions costs (COVID related) & lower MRN costs (see above for related MRN revenue)
Balance Available for Transfer to General Reserves & Surplus ²	\$367,913	Not applicable	\$382,693	\$14,780	4.0%	More funds available for transfer to reserves based on net projected change in revenues & expenses

¹ Not including one time project revenues & expenses

² Does not include transfer related to Community Works Gas Tax Funds

Water Operating Fund Summary

A reduction in water usage and related water purchase costs are resulting in more funds available for transfer to the water reserve.

Water Operating Fund						
	A	B	C	D = C-A	E = D/A	
Description	Final 2021 Budget	Actual Year-to-Date June 30, 2021	Estimated 2021 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues	\$321,971	\$311,376	\$316,476	\$5,495	-1.7%	Fewer water connections & lower interest earnings
Regular Operating Expenses	\$291,142	\$84,861	\$250,904	\$(40,238)	-13.8%	Lower water purchase/usage costs & lower system operating & maintenance costs
Balance Available for Transfer to General Reserves & Surplus	\$30,828	Not applicable	\$65,571	\$34,743	112.7%	More funds available for transfer to reserve based on net projected change in revenues & expenses

Waste & Recycle Depot (WARD) Operating Fund Summary

Overall, the WARD Operating Fund projections are on par with the budget.

Waste & Recycle Depot (WARD) Operating Fund						
	A	B	C	D = C-A	E = D/A	
Description	Final 2021 Budget	Actual Year-to-Date June 30, 2021	Estimated 2021 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues	\$137,878	\$136,030	\$136,855	\$1,023	-0.7%	
Regular Operating Expenses	\$147,901	\$67,097	\$146,485	\$(1,416)	-1.0%	Less hauling cost partially offset by increased centralized support & depot costs
Balance Transfer from Surplus	\$10,023	Not applicable	\$9,630	393	-3.9%	Less funds need from surplus than planned for

Capital Summary

The detailed projections (Appendix “D”) show which capital projects are expected to occur by year-end. A number of the capital projects are at the early planning stage, and therefore capital is expected to be under budget for the year.

Capital Funds						
	A	B	C	D = C-A	E = D/A	
Description	Final 2020 Budget	Actual Year-to-Date June 30, 2020	Estimated 2020 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
General Capital Expenditures	\$506,433	\$13,411	\$212,511	\$(293,922)	-58.0%	Only preliminary planning work expected to occur on some major projects
Water Capital Expenditures	\$110,000	0	\$29,500	\$(80,500)	-73.2%	Universal water metering and leak detection not expected to occur before the end of the year
WARD Capital Expenditures	\$25,000	0	\$13,000	\$(12,000)	-48.0%	The electric motor for the compactor not to occur in 2021

Summary

Overall, this budget review half way through the fiscal year indicates that the Village is on track to meet its budget targets in its three operating funds (General, Water and WARD). Capital spending is also well below budget because major capital projects are at still at the early planning stage. Staff will continue to monitor revenues and expenses on a monthly basis for the balance of the year. The next formal budget review to be presented to Council will occur at the end of September.

Appendix "A" - General Operating Fund Budget Review
Projected Variances Between 2021 Budget & Year-End Estimates Based on Results as at June 30, 2021

Page 1 of 2

	Final 2021 Budget	Actual Year-to- Date June 30, 2021	Estimated 2021 Year-End Balance	Projected Year-End/Budget Variances \$'s %	Explanation of Major Variances & Comments
REGULAR OPERATING REVENUES					
Municipal Taxes (including penalties & interest)	(913,784)	(913,783)	(913,783)	1 0.0%	
1% Utility Taxes	(11,461)	(10,187)	(10,187)	1,274 -11.1%	Reduced utility revenue therefore grants-in-lieu reduced
Penalties & interest (on taxes)	(9,989)	(274)	(18,524)	(8,535) 85.4%	Additional late taxes & therefore more penalty revenue
Bylaw Tickets & Business Licenses	(37,682)	(17,279)	(33,479)	4,203 -11.2%	Fewer parking tickets & lower business license revenue
Planning & Building Permit Fees	(71,050)	(25,088)	(50,088)	20,962 -29.5%	Lower building permit revenue based on results to date
Small Community Investment Fund (SCIF) Grant	(254,361)	0	(254,361)	0 0.0%	
School Tax Administration Grant	(3,017)	0	(3,017)	0 0.0%	
TransLink MRN Grant	(132,127)	(68,594)	(90,513)	41,614 -31.5%	Reduced spending on MRN road (see corresponding expense below)
Transfer from Surplus (COVID Restart Grant funds)	0	0	(13,315)	(13,315) >100.0%	Use of COVID Restart Grant Funds for emergency expenditures
Interest Earnings	(29,227)	(6,223)	(21,223)	8,004 -27.4%	Lower bank interest than anticipated
Other Revenue	(27,628)	(14,314)	(24,819)	2,809 -10.2%	Lower miscellaneous revenue than historically collected
TOTAL REGULAR OPERATING REVENUES	(1,490,326)	(1,055,742)	(1,433,309)	57,017 -3.8%	
REGULAR OPERATING EXPENSES					
<u>Council, Legislative Services & Grants</u>					
Indemnities & Benefits	60,621	27,217	57,805	(2,816) -4.6%	Council member vacancies
Council Conventions, Travel & Other	7,140	1,419	2,927	(4,213) -59.0%	Less travel & in-person meetings
Grants	5,375	2,320	5,033	(342) -6.4%	
Meetings, Events & Appreciation	12,489	79	1,043	(11,446) -91.6%	No meetings and events due to COVID restrictions
Subtotal Council, Legislative Services & Grants	85,625	31,035	66,808	(18,817) -22.0%	
<u>Administration & Support Services</u>					
Administration	276,127	145,575	278,299	2,172 0.8%	
Human Resources	14,200	3,634	9,467	(4,733) -33.3%	Lower travel & convention costs due to COVID
Information Systems & Website	38,394	29,656	42,747	4,353 11.3%	Additional support from information systems service provider
Legal & Audit	45,344	36,389	58,208	12,864 28.4%	Increased legal costs
Municipal Hall Operations & Maintenance	90,328	53,977	81,076	(9,252) -10.2%	Lower repairs & maintenance, and postage costs
Planning	30,436	23,692	41,228	10,792 35.5%	Additional planning costs based on year-to-date expenditures
Finance, Engineering, Website & Environmental Contracts	91,641	54,210	93,114	1,473 1.6%	
Building, Plumbing & Bylaw Services	79,089	33,543	67,990	(11,099) -14.0%	Less time spend in bylaw, less travel/convention costs
Other	664	640	644	(20) -3.0%	
Subtotal Administration & Support Services	666,223	381,316	672,773	6,550 1.0%	
<u>Public Works & Road Network</u>					
Public Works	229,333	101,724	208,687	(20,646) -9.0%	Public works vacancy & lower vehicle/equipment operating & maintenance costs
Roads, Bridges, Storm Sewers etc. (Non MRN)	14,770	6,006	13,656	(1,114) -7.5%	
Trails & Public Spaces	8,989	91	4,091	(4,898) -54.5%	Low spending year-to-date
Roads, Bridges, Storm Sewers etc. (MRN)	132,127	37,732	90,513	(41,614) -31.5%	Reduced spending on MRN road (see corresponding revenue above)
Subtotal Public Works & Road Network	385,219	145,553	316,947	(68,272) -17.7%	
<u>Fire & Emergency Operations</u>					
Fire Protection	1,482	3,922	3,922	2,440 164.6%	Hydrant maintenance
Emergency Preparedness Including COVID Response	8,903	6,812	14,667	5,764 64.7%	Increase in COVID response costs (see offsetting grant)
Subtotal Fire & Emergency Operations	10,385	10,734	18,589	8,204 79.0%	
<u>Interest & Banking</u>					
	2,936	829	2,939	3 0.1%	
TOTAL REGULAR OPERATING EXPENSES	1,150,388	569,467	1,078,056	(72,332) -6.3%	
SURPLUS BEFORE ONE-TIME & IRREGULAR REVENUE/EXPENSES, ADJUSTMENTS & TRANSFERS					
	(339,938)	(486,275)	(355,253)	(15,315) 4.5%	

Appendix "A" - General Operating Fund Budget Review
Projected Variances Between 2021 Budget & Year-End Estimates Based on Results as at June 30, 2021

Page 2 of 2

	Final 2021 Budget	Actual Year-to- Date June 30, 2021	Estimated 2021 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments	
				\$'s	%		
<u>ONE-TIME & IRREGULAR REVENUES/EXPENSES</u>							
Gas Tax Reserve Funding OCP & Asset Management	(125,000)	0	(125,000)	0	0.0%	Reduced bi-election costs (see below)	
Stabilization Reserve Funding for Bi-Election	(15,000)	0	(12,201)	2,799	-18.7%		
Grant Asset Management	(50,000)	0	(50,000)	0	0.0%		
Grant Funding Wildfire Protection Plan	(25,000)	0	(25,000)	0	0.0%		
Grant Funding Housing Needs Assessment Study	(15,000)	(7,500)	(15,000)	0	0.0%		
Official Community Plan (OCP)	100,000	0	100,000	0	0.0%		
Asset Management/Long-Term Financial Plan	75,000	0	75,000	0	0.0%		
Bi-Election	15,000	12,200	12,201	(2,799)	-18.7%		
Wildfire Protection Plan	25,000	8,943	25,000	0	0.0%		
Housing Needs Assessment Study	15,000	260	15,000	0	0.0%		
Allocation of project costs to other area/funds	(27,975)	(1,172)	(27,440)	535	-1.9%		
REVENUES/EXPENSES	(27,975)	12,731	(27,440)	0	-1.9%		
<u>ADJUSTMENTS NON-CASH ITEMS (Amortization)</u>							
Amortization Offset	(147,000)	0	(147,000)	0	0.0%		
Amortization Expense	147,000	0	147,000	0	0.0%		
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%		
<u>REVENUES TO BE TRANSFERED TO RESERVES & SURPLUS</u>							
Community Works Fund Grants	(57,049)	(59,891)	(59,891)	(2,842)	5.0%	Increased grant funding (see below)	
Transfer to Community Works Reserve	57,049	0	59,891	2,842	5.0%	Increased grant funding (see above)	
Transfer to General Capital Reserve	250,328	0	265,108	14,780	5.9%	More funds available for transfer to reserve	
Transfer to Vehicle & Equipment Reserve	10,000	0	10,000	0	0.0%		
Transfer to Transportation Infrastructure Reserve	60,000	0	60,000	0	0.0%		
Transfer of Interest to General Fund Reserves	22,585	0	22,585	0	0.0%		
Transfer to Stabilization Reserve	5,000	0	5,000	0	0.0%		
Transfer to Surplus	20,000	0	20,000	0	0.0%		
TOTAL TRANSFERS TO RESERVES & SURPLUS	367,913	(59,891)	382,693	14,780	4.0%		
BALANCE	0	(533,435)	0	0	0.0%		

Appendix "B" - Water Operating Fund Budget Review
Projected Variances Between 2021 Budget & Year-End Estimates Based on Results as at June 30, 2021

	Final 2021 Budget	Actual Year-to- Date June 30, 2021	Estimated 2021 Year-End Balance	Projected Year- End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<u>REGULAR OPERATING REVENUES</u>						
<u>Fees & Charges</u>						
Water Annual User Fees	(311,298)	(309,774)	(309,774)	1,524	-0.5%	Fewer number of connections than budgeted for & lower bank interest
Water System Connection Fees & Interest Income	(10,673)	(1,602)	(6,702)	3,971	-37.2%	
TOTAL REGULAR OPERATING REVENUES	(321,971)	(311,376)	(316,476)	5,495	-1.7%	
<u>REGULAR OPERATING EXPENSES</u>						
Administration (cost allocation)	84,343	39,603	85,722	1,379	1.6%	Less water usage year-to-date and projected
Water Purchases & Delivery	111,076	15,708	91,331	(19,745)	-17.8%	
Environmental Monitoring, Lease & Radio License & Scada	15,932	3,534	9,882	(6,050)	-38.0%	Lower Scada costs
Public Works	54,294	22,342	49,527	(4,767)	-8.8%	Public works vacancy
Water Reservoir	6,103	0	2,000	(4,103)	-67.2%	No reservoir costs year-to-date
Water Systems	19,394	3,674	12,442	(6,952)	-35.8%	No major repairs projected
TOTAL REGULAR OPERATING EXPENSES	291,142	84,861	250,904	(40,238)	-13.8%	
<u>SURPLUS BEFORE DEBT, ADJUSTMENTS & TRANSFERS</u>	(30,829)	(226,515)	(65,572)	(34,743)	112.7%	
<u>PARCEL TAX & DEBT EXPENSES</u>						
Parcel Tax	(233,498)	(233,498)	(233,498)	0	0.0%	
Transfer from Water Debt Repayment Reserve	(1,946)	0	(1,946)	0	0.0%	
Long-Term Debt Interest Expense	128,800	64,399	128,800	0	0.0%	
Debt Principle Payment	106,645	0	106,645	0	0.0%	
TOTAL PARCEL TAX & DEBT EXPENSES	1	(169,099)	1	0	0.0%	
<u>ADJUSTMENTS NON-CASH ITEMS</u>						
Debt Actuarial Revenue	(39,306)	0	(39,306)	0	0.0%	
Debt Actuarial Offset	39,306	0	39,306	0	0.0%	
Amortization Offset	(127,644)	0	(127,644)	0	0.0%	
Amortization Expense	127,644	0	127,644	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>REVENUES TO BE TRANSFERRED TO RESERVES & SURPLUS</u>						
Transfer to MFA Cash Deposit Reserve	1,140	0	1,140	0	0.0%	
Transfer to Water Capital Reserve	23,188	0	57,931	34,743	149.8%	
Transfer to Vehicle & Equipment Reserve	1,500	0	1,500	0	0.0%	
Water Accumulated Surplus	5,000	0	5,000	0	0.0%	
TOTAL TRANSFERS TO RESERVES & SURPLUS	30,828	0	65,571	34,743	112.7%	
BALANCE	0	(395,614)	0	0	0.0%	

**Appendix "C" - Waste & Recycle Depot (WARD) Operating Fund Budget Review
Projected Variances Between 2021 Budget & Year-End Estimates Based on Results as at June 30, 2021**

	Final 2021 Budget	Actual Year-to- Date June 30, 2021	Estimated 2021 Year-End Balance	Projected Year- End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<u>REGULAR OPERATING REVENUES</u>						
Waste & Recycling Annual Fee (& Tags)	(135,640)	(135,780)	(135,780)	(140)	0.1%	
Permits & Licences	(1,100)	(250)	(575)	525	-47.7%	Lower purchases of tags
Interest Earnings	(1,138)	0	(500)	638	-56.1%	Lower bank interest than anticipated
TOTAL REGULAR OPERATING REVENUES	(137,878)	(136,030)	(136,855)	1,023	-0.7%	
<u>REGULAR OPERATING EXPENSES</u>						
Administration (cost allocation)	38,310	19,874	43,018	4,708	12.3%	Increased cost allocation of general fund costs
Public Works Support	5,989	2,465	5,610	(379)	-6.3%	Public works vacancy
Depot Operations	25,961	14,553	28,234	2,273	8.8%	More time spent at depot versus bylaw
Hauling, Chipping & Electronic Waste Disposal	77,641	30,205	69,623	(8,018)	-10.3%	New hauling contract with lower costs
TOTAL REGULAR OPERATING EXPENSES	147,901	67,097	146,485	(1,416)	-1.0%	
SURPLUS BEFORE ADJUSTMENTS & TRANSFERS	10,023	(68,933)	9,630	(393)	-3.9%	
<u>ADJUSTMENTS NON-CASH ITEMS</u>						
Amortization Offset	(7,650)	0	(7,650)	0	0.0%	
Amortization Expense	7,650	0	7,650	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>TRANSFERS FROM SURPLUS</u>						
Transfer from Surplus	(10,023)	0	(9,630)	393	-3.9%	Reduced support from surplus required
TOTAL TRANSFERS FROM SURPLUS	(10,023)	0	(9,630)	393	-3.9%	
BALANCE	0	(68,933)	0	0	0.0%	

Appendix "D" - Village of Belcarra - Capital Budget Review
Projected Variances Between 2021 Budget & Year-End Estimates Based on Results as at June 30, 2021

	Final 2021 Budget	Actual Year-to- Date June 30, 2021	Estimated 2021 Year-End Balance	Projected Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
GENERAL CAPITAL						
Revenue (Funding from Reserves & Grants)	(506,433)	0	(212,511)	293,922	-58.0%	
Expenses						
TECH UPDATES (LIVE STREAMING MTGS)	15,000	13,411	13,411	(1,589)	-10.6%	
CANON LCD PROJECTOR	1,100	0	1,100	0	0.0%	
LAPTOPS	2,000	0	2,000	0	0.0%	
INF SYS (WORK STNS, SERV ETC)	16,500	0	16,500	0	0.0%	
FLAIL MOWER ATTACHMENT	35,000	0	35,000	0	0.0%	
ROOF PUBLIC WORKS SHOP	20,000	0	8,000	(12,000)	-60.0%	
MIDDEN RD OVERLAY (Midden to BelcBay)	130,000	0	0	(130,000)	-100.0%	
ROAD REHAB	10,000	0	10,000	0	0.0%	
SHOULDERING BOULEVARDS	15,000	0	15,000	0	0.0%	
MRN MULTI-USE PATH	172,833	0	30,000	(142,833)	-82.6%	
MRN BEDWELL BAY RD SAFETY BARRIERS	50,000	0	50,000	0	0.0%	
MRN BEDWELL BAY RD CATS EYES	26,500	0	26,500	0	0.0%	
TRAIL SYSTEM IMPROVEMENTS	5,000	0	5,000	0	0.0%	
MULTI-USE COURT FENCE	7,500	0	0	(7,500)	-100.0%	
Total Expenses	506,433	13,411	212,511	(293,922)	-58.0%	
WATER CAPITAL						
Revenue (Funding from Reserves & Grants)	(110,000)	0	(29,500)	80,500	-73.2%	
Expenses						
UNIVERSAL WATER METERS	30,000	0	0	(30,000)	-100.0%	
NEW WATER METER FOR LEAK DET (TATLOW)	30,000	0	0	(30,000)	-100.0%	
ENGINEERING FOR WATER SYSTEM	20,000	0	20,000	0	0.0%	
WATERMAIN ARMOR AT PARK (Rock Replace)	15,000	0	2,500	(12,500)	-83.3%	
WATER EQUIPMENT	15,000	0	7,000	(8,000)	-53.3%	
Total Expenses	110,000	0	29,500	(80,500)	-73.2%	
WARD CAPITAL						
Revenue (Funding from Reserves)	(25,000)	0	(13,000)	12,000	-48.0%	
Expenses						
MINOR WARD EQUIP	5,000	0	5,000	0	0.0%	
ELECTRIC MOTOR FOR COMPACTORS	10,000	0	0	(10,000)	-100.0%	
BIN LIDS	10,000	0	8,000	(2,000)	-20.0%	
Total Expenses	25,000	0	13,000	(12,000)	-48.0%	



VILLAGE OF BELCARRA
Council Procedure Bylaw No. 356, 2004,
Amendment Bylaw No. 588, 2021



An amendment bylaw to amend Council Procedure Bylaw 356, 2004 to include a section on Public Question Period.

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 588, 2021".
2. That the "Village of Belcarra Council Procedure Bylaw No. 356, 2004, Section 12 be amended by adding:

(6) Public Question Period:

- (a) Public Question Period not be limited to questions or comments related to topics on the Council meeting agenda;
- (b) Questions from the Council meeting agenda be addressed first, followed by questions on other topics;
- (c) When a Council meeting is held virtually, the full name and video of the person asking a question must be visible;
- (d) A maximum of 2 minutes be allowed for each question;
- (e) A maximum of 20 minutes be allowed for Public Question Period with completion by 11:00 pm, as per Council Procedure Bylaw No. 356, 2004, Section 20.
- (f) The Mayor or whoever is Chairing the Council meeting, be granted the authority to consider if a question or comment from a member of the public is appropriate to be raised in a Regular Council meeting i.e. a matter of litigation, or personnel, or other topics that are included in the *Community Charter, Section 90 (1) and (2)*, as Council meeting topics that may or must be closed to the public.

Read a First Time on July 5, 2021

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

Jamie Ross
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. 588, 2021

Chief Administrative Officer



COUNCIL REPORT



Date: July 19, 2021
From: Stewart Novak, Public Works & Emergency Preparedness Coordinator
Subject: Managing Trees, Views & Landscapes Bylaw No. 589, 2021

Recommendation

That the “Managing Trees, Views & Landscapes” Bylaw No. 589, 2021 be read a first time.

Purpose

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

Background

Council established a Tree Committee to review the existing Tree Cutting Bylaw. Research was completed and a report was submitted to Council.

Based on the Tree Committee Report recommendations, a proposed Tree Bylaw was prepared for review by Council at a regular Council meeting held July 20, 2020. Council deferred the draft Tree Bylaw back to staff to address further items brought forward by the Tree Committee.

Changes implemented resulting from the Tree Committee meeting held October 1, 2020:

- Notification to BC Hydro: A notification was sent to BC Hydro advising them that trees under Hydro lines be removed rather than topped. BC Hydro has agreed to review and change this practice.
- Maintaining Previously Pruned Trees: As per Section 8.5 of proposed Bylaw No. 589, 2021, additional language has been entered into the Tree Cutting Application forms that allow a resident to re-apply without additional cost or additional process to maintain the tree.
- Cutting Trees to Maintain Views: As per Section 8.2 of the proposed Bylaw No. 589, 2021, additional language has been entered into the Bylaw indicating that tree cutting permits may be taken out to improve or maintain views.
- Language has been entered into Schedule B citing riparian and potentially sensitive areas.
- Fine Structure: The minimum penalty is a fine of (a) \$1,000.00 and for each subsequent offence. (b) For large scale offences fines may be imposed up to \$10,000.00.

Changes implemented as per previous Tree Committee Recommendations:

- The new bylaw is titled 'Managing Trees, Views & Landscapes Bylaw No. 589, 2021'.
- All proposed definitions were included.
- All items were included for the Tree Trimming / Removal Permit Application in the Bylaw except for Item K - See page 3 of this report.
- A list of approved replacement trees is included in Schedule B.
- A Permit application form is included in the bylaw Schedule A.
- Tree Cutting Permit Information listed is included.

Recommended Action Items to Council:

Invasive Species

- a) That staff write a letter to the Province recommending a ban on the sale of invasive plants by garden centers.
- b) That staff write a letter to the UBCM to be considered at a Conference requesting that garden centers discontinue sale of invasive species plants.
- c) That staff develop a plan to expand the current invasive species removal program taking place on the foreshore to include the removal of all types of Ivy and Laurel, Himalayan blackberry & Holly.

Interface Wildfire Management

- d) That staff write a letter to Metro Vancouver Parks regarding a policy for fuel management and the removal of underbrush, dangerous trees etc. on parkland bordering the Village in order to create a buffer zone.
- e) That staff write a letter to the Provincial Government and coordinate with the BC Wildfire Service Department regarding fuel management and the removal of underbrush, dangerous trees etc. on Crown Land bordering the Village in order to create a buffer zone.
- f) That staff write letters to Anmore and Port Moody with regard to fuel management and dangerous trees etc. on property bordering the Village and Bedwell Bay Road.
- g) That staff continue to apply for available grants such as the "Fuel Management Grant" and ensure that clear submittals by a qualified forester be submitted. Note: A FireSmart grant has been applied for and received. Blackwell & Associates are proceeding with this work.
- h) That staff copy the Sasamat Volunteer Fire Department on all correspondence with other agencies related to a formal plan to manage hazardous vegetation. (covered in d, e, f & g)

Tree Bylaw

- i) A link to the Managing Trees, Views and Landscape Bylaw No. 589, 2021 will be posted on the website with the application for Tree Trimming / Removal.
- j) Staff will liaise with Metro Vancouver Parks staff to obtain information on their dangerous tree policy. Included once a year.

Additional Matters Brought Forward by The Tree Committee:

- The Tree Committee Report cited curb side tree chipping: This service is currently provided once a year and paid for by the municipality. Council has requested the municipality to provide a second tree chipping day for residents who need additional tree chipping services. A second tree chipping day will be expected to be a 'user pay' model. This item will be brought forward in the Fall of 2021.

- The Tree Committee requested that the Village establish FireSmart regulations due to Belcarra being exposed to interface fire risk conditions.

Staff have hired Blackwell & Associates to create a Community Wildfire Resiliency Plan. The cost is being fully funded by the UBCM Community Resiliency Grant Funding Program. The Blackwell report will be submitted to Council in the fall of 2021.

The Blackwell resiliency plan will address many of the concerns brought forward by the Tree Committee that are not addressed in the Tree Bylaw including:

1. Recommended garden, shrub and tree schemes for residential homeowners that reflect the FireSmart guidelines including buffers between houses.
2. Fire exit route recommendations, which include maintaining a wider path of egress and a tree replanting scheme for Bedwell Bay Road.
3. A fire load reduction in the Crown Land above the municipal hall and recommendations for fire load maintenance on Metro Vancouver Parks land.
4. Fire interface zoning recommendations, which may include additional tree planting schemes for new house builds, as well as fire resistant construction materials.

Belcarra has teamed with Coquitlam, Port Coquitlam and Anmore on a grant funding program directly related to fire risk management. The one objective of this program is to transform our Community Wildfire Resiliency plan into actionable items.

As a result of the work being completed by Blackwell & Associates on the Community Wildfire Resiliency Plan, there are some recommendations requested by Council and the Tree Committee that are not included in the Tree Bylaw. These items are pending the Blackwell CWRP report.



VILLAGE OF BELCARRA
Managing Trees, Views & Landscapes
Bylaw No. 589, 2021



A bylaw to provide for the Management of Trees, Views and Landscapes

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

AND WHEREAS pursuant to the *Community Charter* - Part 2, Division 1, Fundamental powers, Section 8, (3) “A Council may, by Bylaw, regulate, prohibit and impose requirements in relation to the following (c) trees”.

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

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Managing Trees, Views & Landscapes Bylaw No. 589, 2021".

2. Definitions

In this Bylaw, unless the context indicates otherwise:

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

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

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

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

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

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

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

“Regular Maintenance Plan” is to manage tree growth and health on a schedule created and executed by the Public Works Manager in consultation with a Certified Arborist as from time to time deemed advisable and approved by Council.

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

“Tree” means a woody perennial plant having one or more stems, with at least one stem having a diameter of 20 centimetres or more, measured at 1.4 metres above the natural grade on the uphill side of the tree.

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

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

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

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

“Replacement Tree” means any tree or shrub, that is shown on a Tree Cutting and Replacement Plan as a replacement for a tree which has been cut down.

“Tree Removal” means the cutting down of the entire tree.

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

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

3. **Application of Bylaw**

3.1 This bylaw applies to all trees on municipal land within the Belcarra boundary, except as provided in Section 3.2.

3.2 This bylaw does not apply to:

- (a) Trees on private property.
- (b) Trees that are cut, removed, or damaged pursuant to the Hydro and Power Authority Act, RSBC 1996, c.212, or the Oil and Gas Activities Act, SBC 2008, c.36;
- (c) Trees on municipal-owned property or roadways that are cut or removed by the Municipality or its authorized agents in accordance with approved Municipal policies.
- (d) Any provisions imposed by the Sasamat Volunteer Fire Department (SVFD) relating to fire safety and immediate life safety risk.

4. **Prohibitions**

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

4.2 No person shall breach the terms and conditions of Tree Cutting Permit as written.

5. **Exemptions**

5.1 Hazardous Trees as defined in Section 3 ‘Definitions’ will be assessed and removed as deemed necessary by the Public Works Department.

- Any immediate life safety hazards involving trees, or trees and hydroelectric power must call 911.

6. **Contraventions**

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

(a) A person who contravenes any provision of this Bylaw, or who willfully does not adhere to the bylaws, or cuts a tree on municipal property, contrary to or without a permit, is guilty of an offence or bylaw contravention and is liable to the penalties imposed under this Bylaw and may be subject of up to \$1,000 for the first offence, and \$1,000 each subsequent offence. For large scale offences, fines may be imposed up to \$10,000.

7. **Professional Assessment**

7.1 Prior to the issuance of a permit, the Village at its discretion, may require the applicant to provide, at the expense of the applicant, a certified report by a professional arborist and/or geotechnical engineer, stating that the proposed cutting of trees will not create any type of hazard such as flooding, erosion etc.

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

8. **Application for Permit**

8.2 Applications for a permit on Municipal property may be submitted by any Belcarra property owner wishing to improve their views or sanctity.

8.3 Permit Applications shall be submitted to Municipal Staff and approved by the Public Works Coordinator.

8.4 At the time of the permit application, the applicant shall pay to the Village an application fee as per the Fees and Charges Bylaw.

8.5 An applicant may re-apply to prune or trim the same tree(s) on an annual basis for no additional charge. The original application approval must be presented to the municipal staff and receive an updated stamp of approval.

9. **Tree Cutting Permit**

An example of the Tree Cutting Permit is provided in ‘Schedule A’ of this document.

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

- 9.2 The applicant shall provide a detailed description of the proposed work including a statement of purpose and rationale.
- 9.3 A clearly labelled photograph of the tree(s) must be provided, and if pruning is required, a line must be drawn on the photograph indicating the extent of the proposed pruning. The subject tree must also have a ribbon marker.
- 9.4 If relevant, a proposed replanting plan indicating location, species and size of tree, bush and shrub that is to be planted to replace the removed tree. The tree, bush or shrub may be planted in the same location or in another area agreed upon by Village Staff.
- 9.5 Non-refundable permit application fees are payable prior to issuance of a permit. Once the permit is issued, it is valid for the work to be completed within 6 months.
- 9.6 The name of the insured tree cutting contractor, must be provided with the date and time of the planned work. A plan for tree planting, if applicable, must also be submitted.
- 9.7 The Village will not allow trees to be planted that will grow to a height that could impede utilities and signage visibility, safety and the enjoyment of views, or interfere with any municipal infrastructure on municipal land.
- 9.8 Confirmation that any directly affected property owners in the area of the proposed tree pruning or cutting, have been specifically consulted and any opinions be expressed in writing within 15 working days of consultation.
- 9.9 All written information to be attached to the application by the applicant, including if the applicant wishes to maintain a previously trimmed tree. Submission of pictures may be required.

10. **Tree Replacement**

Replacement trees may be required as a condition of the permit. Trees selected for replacement must be a low growing (under 35 feet) and conform to Belcarra's wildfire interface strategies. See Schedule 'B' for the list of accepted trees.

11. **Security Deposit**

- 11.1 The Village may require the applicant for the permit to provide security by, at the applicant's option, an irrevocable letter of credit or the deposit of securities in a form satisfactory to the local government, in an amount stated in the permit.
12. The "Village of Belcarra Tree Cutting Bylaw No. 110, 1987" is hereby repealed.

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

Jamie Ross
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Managing Trees, Views
& Landscapes Bylaw No. 589, 2021

Chief Administrative Officer



VILLAGE OF BELCARRA
Managing Trees, Views & Landscapes
Bylaw No. 589, 2021
Schedule A
Municipal Property Tree Cutting Permit
Application



Municipal Property Tree Cutting Permit Application

Name of Applicant: _____

Address of Applicant: _____

Application date: _____ Tree Permit No.: _____

Permit Application Fee: \$200 (Non-refundable payment)

Clean Up Deposit: \$300 (Refundable upon satisfactory completion of project. Payable upon granting of permit.)

Civic address: _____
(Location of work near / adjacent to municipal property)

- Describe the proposed tree work: List number and type of subject trees, proximity to creeks and relevant site information as available, including photographs.

* Note - A survey prepared by a designated British Columbia Land Surveyor may be required in consideration of this application.

Type of trees, shrubs or branches to be removed:

Remove: _____ Chip on site: _____

Photographs attached: Yes _____ No _____

Additional comments:

Applicant: Based on your proposed tree work, complete the following information in the appropriate section of either Low Impact or Moderate Impact.

LOW IMPACT:

1. Removal of up to a maximum of 4 single trees that are less than 6 meters in height

2. Removal of hedges or shrubs, (less than 5 meters in height)

3. Removal of branches from a tree/s that does not significantly alter aesthetic appearance of the area

4. Re-topping of tree that does not result in removal of more than 5 meters of new growth

MODERATE IMPACT:

1. Removal of hedge greater than 5 meters in height

2. Removal of more than 4 trees that are less than 5 meters in height

3. Pruning of branches that will result in significant Aesthetic impact to surrounding area

4. Removal of a tree greater than 6 meters in height

CONSENT REQUIREMENTS:

Owner's declaration:

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

email: _____ Phone: _____

Owner's signature: _____

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

Contractor's name _____ Phone: _____

Email: _____

Contractor's Signature _____

Neighbors consent:

Name: _____

Phone Number: _____

Address: _____

Name: _____

Phone Number: _____

Address: _____

* Neighbor disagreements may be brought before Council or result in permit cancelation. *

TERMS AND CONDITIONS:

1. The applicant must provide a non-refundable permit fee of \$200.
2. The applicant is fully responsible for any damages to private or municipal property, BC Hydro or telephone infrastructure. Costs will be paid by the applicant.
3. The applicant is responsible for providing an accurate description of the location of the trees in relation to relevant property lines.
4. Any disputes between individuals over liabilities arising from tree problems or the work authorized by this permit, shall be settled by the individuals involved, and at their expense.
5. The applicant agrees to indemnify and save the Municipality harmless from all cost, claims, damages, or expenses arising from the work authorized by the permit or by actions of the applicant.
6. The applicant understands that:
 - The contractor / tree cutting firm must be approved by the Municipality for work on municipal property.
 - Trees must be clearly tagged by the applicant for consideration by the Municipality. Untagged trees will not be considered.
 - Neighbors adjacent to the proposed work must be notified and given an explanation of the proposed work and sign the consent form prior to submission of application (in conformance with Belcarra's policies and procedures).
 - No work may proceed until this application has been approved and a tree cutting permit issued.
 - All costs associated with this application are to be borne by the applicant.
 - After receipt of the application, a site visit by the municipality will be conducted and may be scheduled with the appropriate tree contractor.

7. After approval of the proposed tree work, the applicant is required to notify the Municipality at least 48 hours prior to commencing work.
8. This permit can be revoked at any time by the Municipality.
9. The tree permit must be onsite at all times during work.
10. No debris is to be left on municipal property.
11. Any work inside the limits of approach to hydro lines will be undertaken by a utility certified tree company.
12. All approved pruning work will be completed according to the standards of the International Society of Arboriculture.
13. To request a final inspection, email belcarra@belcarra.ca or phone 604-937-4100
14. This permit expires 6 months from the date of the application approval.

Freedom of Information and Protection of Privacy Act Notice: The personal information on this form is collected under the authority of the Community Charter or Local Government Act, as applicable. It is related directly to and required by the Village to process your Tree Cutting Permit Application and associated administration and to contact you as may be required. The personal information is protected pursuant to the Freedom of Information and Protection of Privacy Act. If you have any questions, please contact the Administrator at 604-937-4100.



VILLAGE OF BELCARRA
Managing Trees, Views & Landscapes
Bylaw No. 589, 2021

Schedule B
Replacement Trees



Schedule of Replacement Trees as listed below:

Cherry	Japanese Snowball	Eastern Redbud
Crape Myrtle	Laburnum	Quince
Dogwood	Lilac	June Berry
Franklin tree	Lemon tree	Conica Spruce
Chinese Fringe Tree	Mountain Stewartia	Japanese Stewartia
Green Hawthorn	Magnolia	Cornus Florida (flowering dogwood)
Hornbeam	Japanese Red Maple	Cornelia Cherry Dogwood
Panicle Hydrangea	Japanese Black Pine	
Juniper	Cherry Plum	

Locations:

1. Marine Avenue Foreshore: Land between the road shoulder and high tide is considered to sensitive and has the potential to impact marine life. An assessment from a QEP (Qualified Environmental Protection Consultant) will be required for all tree cutting permits in the area prior to permit approvals.
All tree replanting recommendations by the QEP will come from the tree replanting list above, (Schedule B).
2. Bedwell Bay Road: Land between the road shoulder and residential property line; An Engineer or QEP may be required prior to permit approvals due to slope considerations. All tree replanting requirements will be selected from Schedule B. All Tree or hedge replanting will be aligned so that a minimum 1.8-meter road shoulder can be maintained at tree maturity.
3. Municipal Road Ends: The Super Intendant of Public Works may require an assessment from a Geotechnical Engineer or a QEP prior to Permit approval due to slope and drainage conditions. Schedule B tree replacement will only be required upon QEP recommendation.



LATE ITEM
5.9
JUL 19 2021



COUNCIL REPORT

Date: July 19, 2021

From: Stewart Novak, Public Works and Emergency Preparedness Coordinator

Subject: Risk of Wildfire and Evacuation

Recommendation

That the report on “Risk of Wildfires and Evacuation” dated July 19, 2021, be received for information.

Background

At a Regular Council meeting held on July 5, 2021, the following motion was passed asking staff to report on “Risk of Wildfires” as follows:

- a) Explore steps that could be taken by the village to reduce risk to homeowners (e.g. by the use of nonflammable material on new homes or when major renovations occur with existing homes.)
- b) Provide guidance on evacuation procedures for the Village identifying issues of concern and recommending steps to address these.
- c) Provide a draft letter of caution for consideration by Council to be provided to residents and, in particular, for those seeking building permits as to the unique challenges faced in fighting fires in Belcarra and recommending steps that can be taken by property owners to enhance their own safety and that of their neighbors (such as monitored fire alarms, the use of non-flammable roofing and siding materials and the installation of a sprinkler system)."

Purpose

Belcarra is a waterfront community with heavily forested land on steep sloped terrain, with only one primary exit route that winds its way through more forested land before entering the safety of developed infrastructure in Port Moody.

Due to the combination of factors including:

- Much of Belcarra housing is deep within wildland-urban interface.
- There is only one primary exit route for residents to use during emergency evacuations.
- Metro Parks surrounds the Village where many visitors hike the forested trails. This not only adds possible sources of human caused fuel ignition but also adds load to the municipality evacuation routes in emergency circumstances.

Staff Actions

There are three projects that are currently being worked on:

- 1) Blackwell & Associates are working on creating a Community Wildfire Resiliency Plan (CWRP).

This work is being completed through a \$25,000.00 UBCM grant. The plan is due for completion by November of 2021.

The CWRP needs to be completed prior to any grant funding for prescriptions (i.e. funding for clearing specific forested areas).

Upon completion of the CWRP, it is expected to contain:

- Recommendations on forest thinning and forest fire load reduction.
- FireSmart recommendations for resident owners,
- Recommended heights and density of trees and shrubs and clearing between houses.
- Information on exit routes.
- Fire interface zoning for development areas, (Farrer Cove).
- Recommendations for Building Bylaw adoptions of FireSmart construction materials.

After completion of the Community Wildfire Resiliency Plan, there will be an opportunity to apply for grant funding from Union of BC Municipalities (UBCM) for reducing fire loads in the forested areas.

- 2) Grant funding through the FireSmart Economic Recovery Investment Program. This is a collaborative effort overseen by Coquitlam and it includes Anmore, Belcarra, Port Coquitlam and Coquitlam.

The program provides funding to hire a FireSmart Coordinator. It is anticipated that additional staff may be hired to campaign throughout the village, providing FireSmart safety education to the residents.

- 3) Community Wildfire Resiliency Plan meetings between municipal Emergency Program Coordinators:

Plans are being made for table-top mock evacuation of Belcarra, Anmore and Port Moody, in order to coordinate and identify situations that may occur in the event of a mass evacuation.

The main objectives of the exercise are to confirm locations of reception centers and emergency operation centers in the event of an emergency evacuation, and to establish communication between municipal coordinators, Council, and residents.

The tabletop mock evacuation is expected to take place in Port Moody later in 2021.



LATE ITEM

VILLAGE OF BELCARRA

6.4
JUL 19 2021

Councillor Drake

Follow Up on Motions from the Regular
Council Meeting held on July 5, 2021

1) Councillor Drake – Water Committee Update – Fraser Health

“That the Water Committee meet following staff consultations with Fraser Health on plans to raise the Tatlow refill level modestly in order to be briefed on that meeting and to review progress on outstanding issues including our request to DNV for consideration of increased inflow, manuals and standard operating procedures.”

2) Councillor Drake – Operational Procedures

“That Council direct staff to complete for Council review and approval, a set of operational procedures including any Council feel would be useful in ensuring improved support for firefighting, reducing uncertainty and ensuring documentation and including:

- a) Triggering DNV Inflow upon Fire Callout - explaining the rationale for the triggering of DNV inflow when a fire call is received for the Village; describing the procedure employed; clarifying responsibility; describing how we ensure it occurs and ensuring a record of this triggering of water inflow be included in a report to Council following a fire related callout for our Village.
- b) DNV Firefighting Notification - explaining the rationale, responsibility, process to be followed and ensuring documentation of advising appropriate DNV staff when significant fire flow is anticipated. Documentation can be managed within the report to Council following a fire related event. (Note may be cancelled if DNV confirms in writing it has no need for such notification)
- c) Dutchman’s Creek Standby Tank Management - An operational procedure which outlines the capacity and role of Dutchman’s Creek in enhancing fire protection in our Village as well as our operating commitments that ensure this system is periodically tested; confirmed to be filled & functional for purpose; that this testing is documented and reported to SVFD and Council when completed.”

3) Councillor Drake - Risk of Wildfires

“That Council request the following reports from staff which:

- a) Explore steps that could be taken by the Village to reduce risk to homeowners (e.g. by the use of nonflammable material on new homes or when major renovations occur with existing homes.)
- b) Provide guidance on evacuation procedures for the Village identifying issues of concern and recommending steps to address these.
- c) Provide a draft letter of caution for consideration by Council to be provided to residents and, in particular, for those seeking building permits as to the unique

challenges faced in fighting fires in Belcarra and recommending steps that can be taken by property owners to enhance their own safety and that of their neighbours (such as monitored fire alarms, the use of non-flammable roofing and siding materials and the installation of a sprinkler system)."

- **See Agenda Item 5.9** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated July 19, 2021 – Risk of Wildfire & Evacuation)

4) Councillor Drake – Water System Pressure Levels

"That staff be directed to establish the pressure levels in different segments of the Village water system and provide a report to Council outlining the values found, their significance for firefighting and, if the pressure levels are considered a problem, a description of steps that could be taken to address this matter."

- **Response from Chris Boit, ISL Engineering, Engineering Consultant**

"I've reviewed this resolution and we have some information provided to ISL from the Village that answers the key question. The document contains pressures at hydrants throughout the Village, these pressures were verified onsite. There are a couple of hydrants that are identified below 60 PSI. If the Village wanted to increase pressures within these areas a fire pump or new reservoir would be required."

5) Councillor Drake – Cost of Rechlorination

"That Council request a report providing the approximate costs and implications of adding rechlorination capacity for the Village."

- **Response from Chris Boit, ISL Engineering, Engineering Consultant**

"This depends on type of delivery system and flow rates required. However, assuming that an injection system is used and there is space within the existing Tatlow building for the equipment, an approximate costs for would be between \$15k – \$30k."

Other:

Email received July 19, 2021, from the Acting Manager, Utilities Department, District of North Vancouver, regarding modeling for the water supply request as follows:

"I've discussed with our team and we will be able to get you a memo by the end of August. If there are any immediate questions / concerns in the meantime please let me know."



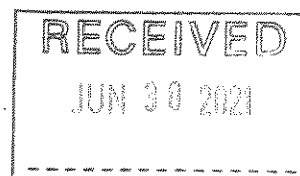
The Corporation of the District of Peachland

5806 Beach Avenue
Peachland, BC
VOH 1X7

Phone: 250-767-2647
Fax: 250-767-3433
www.peachland.ca

OFFICE OF THE MAYOR

FILE NO. 0450-01



June 9, 2021

The Honourable Josie Osborne
Minister of Municipal Affairs
PO Box 9056 Stn. Prov. Govt.
Victoria BC V8W 9E2

The Honourable George Heyman
Minister of Environment and Climate Change Strategy
PO Box 9047 Stn. Prov. Govt.
Victoria BC V8W 9E2

RE: BC Climate Action Revenue Incentive Program (CARIP)

Dear Ministers Osborne and Heyman,

The recent decision to discontinue the Climate Action Revenue Incentive Program (CARIP) has the District of Peachland deeply concerned, as this decision will impact our municipality's ability to reach our climate action goals and targets.

The District has used CARIP funding for numerous initiatives including the addition of an Electric Utility Vehicle to the District's fleet, installation of LED street lights, and the development of a Community Energy and Emissions Plan (CEEP) that will aid in improving energy efficiency, reduce green house gas emissions, and foster local green energy solutions.

The Province's decision to end CARIP will have negative implications for communities across BC. The most significant of these is the loss of reliable, consistent, and flexible funding. Without funding through CARIP many communities will be unable to continue the work that they are doing to reach climate action goals and targets as mandated by the Province. While there may be climate-related grants available, now and in the future, they often require an extensive application process, and our acceptance for a grant can not be relied upon or anticipated when planning our climate action goals.

Moving forward, Peachland Council recommends consultation with BC Municipalities in order to develop an alternative program with the same consistency and reliability. A simplified process for applying and reporting is also encouraged.

Peachland Council strongly urges the Province of BC to reinstate CARIP until such time as consultation with local governments is complete and an alternate program is established.

Sincerely,

A handwritten signature in black ink, appearing to read "Cindy Fortin". The signature is fluid and cursive, with the first name "Cindy" and last name "Fortin" clearly distinguishable.

Cindy Fortin

Mayor

District of Peachland

CC: Premier John Horgan
Brian Frenkel, President UBCM
All BC Municipalities



FEDERATION
OF CANADIAN
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Canton de Gore, QC

**Third Vice-President
Troisième vice-président**

Geoff Stewart
Deputy Mayor
Municipality of the
County of Colchester, NS

**Past President
Président sortant**

Garth Frizzell
Councillor
City of Prince George, BC

**Chief Executive Officer
Cheffe de la direction**

Carole Saab
Ottawa, ON

28 June 2021

His Worship Mayor Jamie Ross
and Members of Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, British Columbia
V3H 4P8

Title of initiative: Integrated Asset Management/Long-Term Financial Plan
Application number: **MAMP-17383**

Dear Mayor Ross and Members of Council:

On behalf of the Municipal Asset Management Program (MAMP) it is my pleasure to confirm that the Village of Belcarra has been approved for a grant in the amount of up to **\$50,000**.

In the near future, Natalie Johnson will contact Lorna Dysart, Chief Administrative Officer of the Village of Belcarra to finalize the agreement for the grant. FCM's obligation to fund the above-noted initiative will only become binding once the agreement is fully executed. During this time, eligible expenditures may be incurred as of your project's eligibility date: 7 May 2021.

Public announcements regarding MAMP-funded initiatives are overseen by FCM in partnership with the Government of Canada. Your municipality is welcome to participate in that process, but until authorised by FCM and Infrastructure Canada, any public statements related to the status of the application for MAMP funding are not permitted. This communication protocol is contained in the grant agreement. If you require further information prior to receiving the contract, please contact Natalie Johnson at 613-907-6383 or by e-mail at njohnson@fcm.ca.

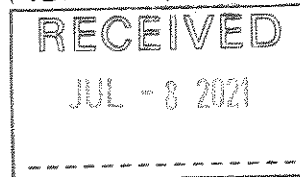
Thank you for your interest in MAMP. We look forward to working with you to improve asset management practices in your community, and to sharing the results of your initiative with communities across Canada.

Sincerely,

Aymone Agossou
Manager, Funding

cc: Lorna Dysart, Chief Administrative Officer

FILE NO. 1850-20-30



24, rue Clarence Street,
Ottawa, Ontario, K1N 5P3

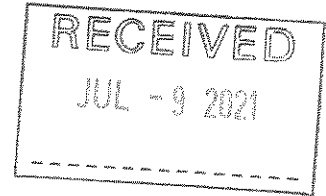
T 613-241-5221
F 613-241-7440

www.fcm.ca





FILE NO. 1850-20-26



July 8, 2021

Ref: 266847

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

Dear Lorna Dysart:

Re: Investing in Canada Infrastructure Program (ICIP) – Environmental Quality (EQ) Program
Project # IG0291 - Village of Belcarra Reservoir

Thank you for your application for funding under the ICIP – Environmental Quality Program (ICIP –EQ).

We would like to advise that, after careful consideration, the above-noted project was not selected for funding under the ICIP–EQ.

The program received significantly more applications than could be funded. This decision does not reflect on the importance of this project for your community, but rather the degree by which the program has been oversubscribed. All applications were equitably reviewed and given consideration for funding. If you have any questions, please contact Jyoti Upadhyaya, ICIP–EQ Lead, by email at: Jyoti.Upadhyaya@gov.bc.ca.

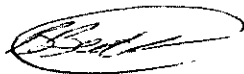
Additional program information can be found at the Investing in Canada Infrastructure Program website: www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program. Should future funding become available, staff are pleased to provide advice on preparing an application.

...2

Lorna Dysart

Thank you for your interest in the ICIP-EQ. We wish you every success with your community project.

Best regards,

A handwritten signature in black ink, appearing to read "B. Bedford", enclosed within a hand-drawn oval.

Brian Bedford
Executive Director, Local Government Infrastructure and Finance

Subject:

FW: Letter to Belcarra Municipal Council Re: Trails

FILE NO. 5400-08

From: Jeff Chute**Sent:** Sunday, July 4, 2021 2:31 PM**Subject:** Letter to Belcarra Municipal Council Re: Trails

Dear Council,

As a long time resident, I'm endorsing proposed plans to create safer and more accessible community pathways and trails. We should take full advantage of any funding available to us. Improvement and identification of trails around the end of Coombe Lane to Jug Island trail, Main Avenue to Bedwell Bay Road, and from Farrer Cove to Senkler, and connecting them to the park trails, would increase accessibility and safety.

Sincerely,
Jeff Chute

Subject: FW: a note of thanks

FILE NO. 5460-01

From: Jillian Hull

Sent: Tuesday, July 6, 2021 12:21 PM

Subject: a note of thanks

Dear Council and Staff,

We weren't able to attend the Council meeting last night, but we heard that you were able to introduce and pass a motion to eliminate parking at the Village Hall on weekends until the end of September. We would like to thank you for your swift action on this matter. I believe this will significantly reduce our fire/safety challenges at this end of Bedwell Bay and I also expect this will reduce the number of unattended boats that have been left here for many weeks/months/years.

As there may still be people who walk over from the park or come ashore from boats to bbq (not infrequent), can you confirm that we should call the RCMP if there are campfires or bbqs?

Many thanks again. We really appreciate your responsiveness.

Jillian Hull

Eric Broberg

File No. 5400-08

Subject: FW: Sasamat Greenway + Belcarra Park Springboard Trail Overflow Parking
Attachments: Sasamat Greenway Letter to Port Moody Council 2021-05-27.pdf; 1 Belcarra-Park-Springboard-Trail-Overflow-Parking-2021-LetsGoBiking-IMG_0225-web.jpg; 2 Springboard-Trail-Overflow-Parking-IMG_0227-web.jpg; 3 Belcarra-Park-Springboard-Trail-Overflow-Parking-2021-LetsGoBiking-IMG_0229-web.jpg; Signs-force-cyclists-and-pedestrians-into-the-lane---Bedwell-Bay-Road-Sasamat-Hill-LetsGoBikingIMG_0235-web.jpg; DrakeChildren--Jol-Drake-Photo-web.jpg

From: Colleen MacDonald

Sent: Thursday, July 8, 2021 9:27 AM

Subject: Sasamat Greenway + Belcarra Park Springboard Trail Overflow Parking

Thank you to Belcarra Council and the Village of Belcarra staff for your amazing work towards the Belcarra Community Path. I can't wait to walk it! Well, I guess I will have to wait until it is built. Please keep me posted as things progress.

1 Sasamat Greenway:

I've attached a copy of the letter sent to Port Moody Council, and the presentation made to the Port Moody Transportation Committee on June 24, 2021. They voted unanimously to look into it - I felt that was more than I hoped for! They say there are more pressing areas, but I feel that if we have Metro Vancouver Parks, Belcarra, Anmore and Port Moody all saying it is important then maybe, maybe it could be expedited. Thank you for the letter of support.

I feel that Bedwell Bay has never been more crowded and dangerous. The drivers who are turned away are angry and this could make for a tragic situation.

Here is a link to the Google Drive folder our HUB Cycling TriCities committee is building: [SASAMAT GREENWAY](#).

■ **Sasamat Trail Presentation to Port Moody Transp...**



2. Belcarra Park Springboard Trail Overflow parking:

Regarding the Springboard Trail parking, the answer from Metro Parks is *"that is because more people drive to Belcarra Park than bike"*. That's surely a 'Catch-22.' I've attached photos.

3. See also a photo of incorrect placement of road signs which forces a cyclist (or person walking) into the lane.

4. Jol Drake sent a photo and quotes from his children. 📷

If you would like any more information, please let me know!

Colleen



Colleen MacDonald