



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
September 7, 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://us06web.zoom.us/j/86449881766>

Meeting ID: 864 4988 1766

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, September 7, 2021

Recommendation:

That the agenda for the Regular Council Meeting, September 7, 2021 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, July 19, 2021

Recommendation:

That the minutes from the Regular Council Meeting held July 19, 2021 be adopted.

4. DELEGATIONS AND PRESENTATIONS

4.1 Lorna Dysart, Chief Administrative Officer, verbal report, Introduction of Sartaj Grewal, New Building Inspector Level 1

5. REPORTS

5.1 Ken Bjorgaard, Financial Consultant, report dated September 7, 2021, regarding Bill Payment Options Policy

Recommendations:

That the cost of setting up the e-commerce bill payment, emailing and look-up service (\$1,500 - \$2,000) included in the Bill Payment Options Policy be funded from the COVID-19 Restart Grant funds; and

That Corporate Policy No. 220 – Bill Payment Options Policy, be approved.

- 5.2 Ken Bjorgaard, Financial Consultant, report dated September 7, 2021, regarding 2022 – 2026 Financial Plan

Recommendation:

That the 2022 – 2026 Financial Plan Schedule be approved.

- 5.3 Eric White, RWPAS Ltd., Planning Consultant, report dated September 7, 2021 regarding SBA BC91022-B INDIAN ARM (W0722) - Proposed Telecom Tower

Recommendation:

That staff continue communication with Synergy Land Corporation to determine a suitable location for the proposed Telecom Tower on a cost recovery basis.

- 5.4 Lorna Dysart, Chief Administrative Officer, verbal report regarding Appointment of Mayor Ross, and alternate, as voting delegates at the Annual General Meetings for the Municipal Insurance Association of BC.

Recommendation:

That Mayor Ross be appointed as a voting delegate at the Annual General Meeting on September 13, 2021, for the Municipal Insurance Association of BC; and That Councillor _____, be appointed as alternate.

- 5.5 Lorna Dysart, Chief Administrative Officer, report dated September 7, 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 third time.

- 5.6 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 7, 2021 regarding Follow Up – Managing Trees, Views & Landscapes Bylaw No. 589, 2021

Recommendation:

That the report titled “Follow Up – Managing Trees, Views & Landscapes Bylaw No. 589, 2021” dated September 7, 2021, be received for information; and That Village of Belcarra “Managing Trees, Views & Landscapes Bylaw No. 589, 2021” be read a first time.

- 5.7 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 7, 2021, regarding letter from Heather Slater, Water & Land Use Program, Abbotsford Health Protection Office, Fraser Health, dated July 19, 2021, regarding Raising the Water Level in Tatlow Reservoir

Recommendation:

That the report regarding the letter from Heather Slater, Water & Land Use Program, Abbotsford Health Protection Office, Fraser Health, dated July 19, 2021, regarding Raising the Water Level in Tatlow Reservoir be received for information.

6. REPORTS FROM MAYOR AND PROJECT LEADS**Mayor's Reports****6.1 Metro 2050**

Sav Dhaliwal, Chair, Metro Vancouver Board, letter dated July 14, 2021, regarding Draft Metro 2050: Referral for Comment (full report available at the Village office)

7. BYLAWS

No items.

8. CORRESPONDENCE/PROCLAMATIONS**Recommendation:**

That correspondence items 8.1 to 8.20 be received.

ACTION ITEMS

- 8.1** Jessie Christophersen, Information & Member Services Coordinator, Recycling Council of British Columbia, email dated August 20, 2021, regarding the declaration of "National Waste Reduction Week in Canada, October 18 – 24, 2021".

Recommendation:

That the week of October 18 – 24, 2021 be declared as "National Waste Reduction Week" in the Village of Belcarra.

- 8.2** Krystal Boros, Assistant Corporate Secretary, E-Comm 9-1-1, email dated September 1, 2021, regarding E-Comm Board of Directors Designate – 2021–2022 Term

Recommendation:

That Council support the nomination of Joe Keithley (Burnaby) and Nancy McCurrach (Port Coquitlam), for appointment to the E-Comm Board of Directors for the 2021 – 2022 Term, to serve as representatives for the Village of Belcarra, City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Coquitlam and City of Port Moody.

INFORMATION ITEMS

- 8.3** Sasamat Volunteer Fire Department, Board of Trustees Meeting Minutes of Thursday, June 17, 2021
- 8.4** Carina Stirling, Community Engagement Manager, Habitat for Humanity, letter dated July 12, 2021, regarding Thank You for the Generous Donation
- 8.5** Terry Rysz, Mayor, District of Sicamous, letter dated July 15, 2021, regarding Protection of Outdoor Recreation Opportunities and Established Snowmobile Recreational Sites or Trails in BC
- 8.6** Jonathan Cote, Mayor, City of New Westminster, letter dated July 21, 2021, regarding E-Comm Board of Directors Designates – 2021-2022 Term

- 8.7** Brad West, Mayor, City of Port Coquitlam, letter dated July 22, 2021, regarding E-Comm Board of Directors Designate – 2021-2022 Term
- 8.8** Stephanie Lam, Legislative Services Manager, City of Coquitlam, letter dated August 13, 2021, to Krystal Boros, Assistant Corporate Secretary, E-Comm 9-1-1, regarding E-Comm Board of Directors Designate – 2021-2022 Term
- 8.9** Richard Stewart, Mayor, City of Coquitlam, letter dated July 28, 2021, to Sav Dhaliwal, Board Chair, Metro Vancouver, regarding Fire Protection in Metro Vancouver Watersheds (full report available at the Village office)
- 8.10** Paula Kusack, Deputy Corporate Officer, City of Langley, letter dated July 29, 2021, to Honourable John Horgan, Premier and Honourable Adrian Dix, Minister of Health, regarding Improvement to Pre-Hospital Care System
- 8.11** Bruce Gibbons, Merville Water Guardians, email dated July 30, 2021, regarding Ban Water Bottling of Our Groundwater (full report available at the Village office)
- 8.12** Dr. Teale Phelps Bondaroff, Chair & Co-Founder, AccessBC Campaign, email dated July 30, 2021, regarding Correspondence and Request from AccessBC Campaign
- 8.13** Kate Zanon, General Manager, Community Development, City of Port Moody, letter dated July 30, 2021, regarding City of Port Moody Official Community Plan Update: Port Moody 2050
- 8.14** Brian Frenkel, President, Union of BC Municipalities (UBCM), letter dated August 11, 2021, regarding Canada Community-Building Funds / Gas Tax Fund: Community Works Fund Top-Up Payment & Updated Eligibility Guidelines
- 8.15** Roger Quan, Director, Air Quality & Climate Change, Metro Vancouver, letter dated August 13, 2021, regarding Caring for the Air 2021, Metro Vancouver's Annual Review of Air Quality and Climate Change (full report available at the Village office)
- 8.16** Lynn Embury-Williams, Executive Director, Wood WORKS! BC / Canadian Wood Council, letter dated August 13, 2021, regarding North American Wood Design Awards Book (full report available at the Village office)
- 8.17** Krystyn Izowski, Belcarra Resident, email dated August 25, 2021, regarding Waste Vehicle - Pollution
- 8.18** Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs, letter dated August 27, 2021, regarding Proof of Vaccination & Mandatory Mask Requirements
- 8.19** Kerri Palmer Isaak, Trustee, School District 43 (SD43), Coquitlam, notice dated August 29, 2021, regarding Community Update – Anmore, Belcarra
- 8.20** Aliya Mohamed, Director of Public Affairs, TransLink, email dated August 31, 2021 regarding TransLink Mask Mandate, Fall Service Changes & Kids Ride Free

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the September 7, 2021 meeting of Council be closed pursuant to the *Community Charter* Section 90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

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

12. ADJOURNMENT

Recommendation:

That the September 7, 2021 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
Via Zoom
July 19, 2021**



This meeting was held via Zoom Teleconference and was recorded.

Council in Attendance

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

Staff in Attendance

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

Others in Attendance

Ken Bjorgaard, K&E Business Services, Financial Consultant (departed the meeting at 8:24 pm)
Chris Boit, ISL Engineering Services, Engineering Consultant

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, July 19, 2021

Moved by: Councillor Clark
Seconded by: Councillor Wilder

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.

CARRIED

3. ADOPTION OF MINUTES**3.1 Regular Council Meeting, July 5, 2021**

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That the minutes from the Regular Council Meeting held July 5, 2021, be amended by adding the following to **Item 6.5**:

“...concern with regard to bus and **First Responder** delays caused by traffic line ups at the Park...”

CARRIED

Moved by: Councillor Wilder

Seconded by: Councillor Clark

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

CARRIED

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)**

I. Smith provided a PowerPoint presentation on the Tri-Cities Region Food Security Action Plan as follows:

- Funding provided by the Union of BC Municipalities (UBCM)
- Project team – Upland Agricultural Consulting & Urban Food Strategies
- Project process – February to August 2021
- Tri-Cities Food Council Members
- Key Engagement Activities
- Key Concepts
 - Household Food Security
 - Community Food Security
- Plan Structure
- Vision Statement
- Key Goals & Recommendations
- Implementation Scenarios

Ione Smith noted that the steering committee for the Tri-Cities Region Food Security Action Plan are a sophisticated group consisting of Fraser Health and School District partners and elected officials, including Councillor Clark.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

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

CARRIED

Mayor Ross thanked Ione Smith for her work on the project and for the information provided.

Ione Smith, Upland Agricultural Consulting Ltd., left the meeting at 7:21 pm.

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

Kim Halowski & Darin Wong, FortisBC, provided a PowerPoint presentation regarding FortisBC's Climate Action Plan as follows:

- FortisBC Areas of Operation
- BC Policy Context
- 30BY30 – FortisBC's target to reduce customers' GHG Emissions by 30% overall by the year 2030
- Four Pillars of the Clean Growth Pathway
- Energy Pathways Report

Discussion ensued, Council asked pertinent questions.

Moved by: Councillor Clark

Seconded by: Councillor Drake

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.

CARRIED

Mayor Ross thanked Kim Halowski and Darin Wong for their attendance and for the information provided.

Kim Halowski and Darin Wong, FortisBC, left the meeting at 7:39 pm

5. REPORTS

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

K. Bjorgaard outlined the report. Considerable discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Clark

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

CARRIED

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

K. Bjorgaard outlined the report. A report will be brought back to Council in September with further information. Discussion ensued. Council asked pertinent questions.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

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

CARRIED

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

K. Bjorgaard outlined the report. He noted that the budget is on track to meet the target goals. Discussion ensued.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

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

CARRIED

Mayor Ross thanked Ken Bjorgaard for the reports and the information provided.

Ken Bjorgaard left the meeting at 8:24 pm

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

C. Boit provided an overview on the installation of Cats Eyes in the Village. He is working with S. Novak and the contractor to fix a few deficiencies. C. Boit advised that there is a fine line on how much Cats Eyes may be recessed into the asphalt.

Councillor Clark queried with regard to receiving written reports when possible.

Moved by: Councillor Drake

Seconded by: Councillor Clark

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

CARRIED

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

Moved by: Councillor Drake

Seconded by: Councillor Snell

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

CARRIED

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

L. Dysart provided an overview of the Response from the RCMP regarding Noise On or From the Water. Information will be posted on the website along with the RCMP non-emergency number.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

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

CARRIED

The meeting recessed at 8:42 pm and reconvened at 8:50 pm.

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

S. Novak outlined the report noting that information provided in meetings with the Tree Committee were considered in preparing the new bylaw. The maintenance of previously pruned trees, permits to improve views, penalties, and working with BC Hydro to improve their work in the Village are items that have also been included. S. Novak noted that B.A. Blackwell is currently undertaking FireSmart work in the Village and will provide a report in November 2021.

Councillor Clark, Tree Committee Council representative, queried with regard to the following:

- Item 8.5 of Tree Cutting Permit:
 - No charge to maintain previously pruned trees.
 - Concern was expressed regarding the expiration date of the arborist report attached to the original pruning request.
 - The need for an amendment to add CAO discretion to an ongoing application to prune trees.
- The need for fines for dumping clippings on municipal property.
- A map be included indicating special consideration for the sensitive / Riparian Zone.
- Steps that may be taken to address dangerous trees on private property.
- Consideration for retaining trees on Marine Avenue that stabilize the bank.

Councillor Drake queried with regard to:

- If Public Works may determine whether a tree is dangerous or is it necessary to consult an arborist.
- Consideration be given for all residents to make comments if their view scape is affected by tree trimming, rather than only the 3 neighbours indicated in the bylaw.

Mayor Ross requested that staff provide an interpretation of Item 7.1 and Item 8.5 of the Tree Cutting Permit when the report is brought back to Council.

Discussion ensued with regard to the number of neighbors consulted on tree trimming for views and the cost of requiring buffer zones on private property.

Sandra Chapman, Tree Committee Chair, noted that the Tree Committee was in favour of the removal of the power of veto in respect to tree removal or trimming. She also noted that documentation with regard to a notice to a resident of dangerous trees on private property would be helpful for insurance purposes.

Staff will follow up and provide an updated report to Council.

Moved by: Councillor Clark
Seconded by: Councillor Drake

That the "Managing Trees, Views & Landscapes Bylaw No. 589, 2021" report dated July 19, 2021, be received for information; and

That "Managing Trees, Views & Landscapes Bylaw No. 589, 2021" be brought back to the first Council meeting in September for consideration of first reading.

CARRIED

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

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

Withdrawn.

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

S. Novak outlined the report. Discussion ensued.

Councillor Drake noted that the report was discussed at the Water Committee Meeting on July 19, 2021.

Moved by: Councillor Clark

Seconded by: Councillor Snell

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

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES**Mayor’s Reports****6.1 Access to Metro Vancouver Parks and other recreational areas**

- Transit, Cycling, Walking and a cooperative approach.

Mayor Ross outlined a cooperative approach taken by TransLink with the expansion of increased transit services to the Park.

6.2 Metro Vancouver 2050 Plan – draft

- Opportunities to provide feedback.
- Key dates:
 - Released June 2021.
 - Feedback opportunities including an online feedback form. The deadline for submissions is November 26, 2021.

Mayor Ross noted that information will be posted on the Belcarra website with regard to the Metro Vancouver 2050 Plan and the link to online feedback opportunities.

6.3 Volunteer Recognition

Mayor Ross recognized Sherry Chisholm who was instrumental in petitioning to bring FortisBC services to the Village. He expressed his appreciation on behalf of the community.

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

Councillor Drake provided an update on the motions which were discussed at a Water Committee held on July 19, 2021. He noted that S. Novak is working on documenting procedures and priorities with Chris Boit, ISL Engineering and the Sasamat Volunteer Fire Department. Councillor Drake expressed his appreciation for the continuing work.

6.5 Councillor Drake – Water Committee Appointment Extension

Councillor Drake noted that the Water Committee appointments expire at the end of July 2021.

Mayor Ross thanked Chair Devlin and Water Committee members for their ongoing work.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the Water Committee term be extended to December 31, 2021; and
That consideration be given to updating the Terms of Reference for the Water Committee.

CARRIED

7. BYLAWS

No items.

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Drake

Seconded by: Councillor Clark

That correspondence items 8.1 to 8.6 be received.

CARRIED

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

L. Dysart outlined the FCM Integrated Asset Management / Long – Term Financial Plan Grant that was received.

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

L. Dysart outlined the Investing in Canada Infrastructure Program – Environmental Quality Program, Project #IG0291 – Village of Belcarra Reservoir Grant that was denied.

Mayor Ross expressed appreciation for MP Nelly Shin, who was supportive of the grant application.

- 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

9.1 Councillor Clark – Parking

Councillor Clark queried with regard to the potential for a change in the Bylaw Officer hours. Considerable discussion ensued with regard to various aspects of Bylaw Enforcement.

L. Dysart will follow up on this query.

9.2 Councillor Wilder – Disabling the Chat Function on the Zoom Platform

Councillor Wilder queried with regard to Disabling the Chat Function on the Zoom Platform. Considerable discussion ensued.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the Chat Function be disabled during the Zoom Regular Council meetings.

CARRIED
Councillor Snell voted in opposition

10. PUBLIC QUESTION PERIOD

Deborah Struk, Belcarra Resident, queried with regard to the RCMP assisting with Bylaw Enforcement in the Village.

David Goodman, Belcarra Resident, queried with regard to clarification between a Motion and a Notice of Motion.

11. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the July 19, 2021 Regular Meeting be adjourned at 10:41 pm.

CARRIED

Certified Correct:

Jamie Ross
Mayor

Lorna Dysart
Chief Administrative Officer



VILLAGE OF BELCARRA
New Building Inspector Level 1 –
Sartaj Grewal



September 7, 2021

I am pleased to announce the hiring of a new Building Inspector Level 1 for the Village of Belcarra. Sartaj Grewal comes to the Village from Prince George, BC where he worked in the building construction industry as an Administrator and Site Manager.

Sartaj commenced work for the Village on August 3, 2021.

Paul Wiskar will continue to work to provide for a smooth transition of the Building Department files and all related information.

Please join Belcarra Council members and staff in welcoming Sartaj Grewal to the Village.

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

Date: September 7, 2021
From: Ken Bjorgaard, Financial Consultant
Subject: Bill Payment Options Policy

Recommendation

That the cost of setting up the e-commerce bill payment, emailing and look-up service (\$1,500 - \$2,000) included in the Bill Payment Options Policy be funded from the COVID-19 Restart Grant funds; and That Corporate Policy No. 220 – Bill Payment Options Policy, be approved.

Purpose

This report introduces a Bill Payment Options Policy and provides information regarding a related review of the payment alternatives and service providers.

Background

At the July 19, 2021, Council meeting the following motion was passed:

“That a policy on Village of Belcarra bill payment options for residents / customers be drafted for Council consideration.”

Pursuant to the above motion, the attached Bill Payment Options Policy (Policy) has been drafted. While drafting the Policy, a number of issues were examined. The merchant services costs for the office terminal which is used for accepting credit and debit card payments was reviewed. Also reviewed was the option of implementing e-commerce payment capabilities via a link from the Village website.

Quotations have been received from a few merchant services providers, and the current service provider (TD Merchant Services), for in-house terminal costs including card processing charges. These quotations are currently being evaluated. The draft Policy currently allows for the use of credit cards for all transactions, including property taxes, with a percentage convenience fee added to all credit card payments to offset the Village's cost.

Options have been reviewed for implementing an e-commerce payment service which would be accessed via the Village website. This service would be undertaken through the Village's financial system provider (MAIS) and one of its partners (Stripe or Moneris), and would allow all Village bills, including property taxes, to be paid via credit card through the web. All credit card payments through the web would include an added fee similar to the credit card fee for paying via the office terminal. Part of the convenience fee would offset the ongoing cost of this service. Residents and customers would sign up for an account and would have the ability to pay bills, look up current and prior billings, and receive email bills as opposed to hard copies. This will save printing and stationary costs.

The MAIS e-commerce bill payment service is currently in place in a number of local governments including the Village of Lions Bay. The draft Policy currently provides for such an e-commerce service. It is recommended that the set-up and implementation costs, estimated at \$1,500 to \$2,000, for the e-commerce service be covered by the COVID-19 Restart Grant. The goal would be to cover the ongoing monthly user costs through a convenience fee charges, as noted above.

The Bill Payment Policy is based on the premise that the Village of Belcarra should not incur charges if certain residents or customers use their credit card for making payments. This is referred to as cost neutrality. The use of credit cards for all transactions including property taxes would be permitted by using the in-house terminal or by the e-commerce link on the website. A fee for this convenience will be added to the cost of the transaction.

The goal is to lower costs and provide convenient payment options for residents and customers by implementing modern bill payment services. Processes will be developed in the future to ensure that payment data can be posted directly into the Village MAIS financial system. This will save staff time by not having to post each transaction manually. All of these services will allow for a more efficient and cost-effective operation.

Attachment:

- Corporate Policy No. 220 – Bill Payment Options Policy



**VILLAGE OF BELCARRA
CORPORATE POLICY NO. 220
BILL PAYMENT OPTIONS**



Title: Bill Payment Options

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

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Corporate Policy No. 220 – Bill Payment Options

1. BACKGROUND

The Village of Belcarra would like to offer its residents and customers as many secure bill payment options as possible, with the ability to pay bills or invoices through various means, including but not limited to e-commerce payments through the web, remote electronic payments through banks and in-person and over the telephone payments. In establishing various options for its residents and customers the Village will take advantage of the latest technologies to save time for both staff and residents / customers, and achieve cost neutrality when providing specialized payment services.

2. PURPOSE

The purpose of this policy is to clarify and outline the various bill payment options for residents and customers so that they are well informed as to their options, including the cost of undertaking the various alternatives. The Village wishes to make it as easy as possible for residents/customers to make payments and do business with the Village of Belcarra.

3. BILL PAYMENT POLICY

3.1 Definitions

“Card Verification Value (CVV) code” is the 3 or 4 digit number on credit cards and special Visa and Mastercard Debit Cards which provides for an additional level of security in addition to the regular Personal Identification Number (PIN).

“Credit Cards” are secure cards issued by various companies which allow persons to pay bills. The various credit cards come with different discount rates, costs and privileges.

“Discount Rate” is a fee paid by merchants (includes the Village) to credit card processors as a fee associated with accepting credit cards, e.g. Visa, MasterCard, American Express Discover, etc. Typically, this fee runs between 1 percent and 3 percent, depending on the merchant sales volume, the issuing company and the card privileges.

“E-Commerce Payments” are a method of making payments online via a website by using one’s credit card. An e-commerce payment system (or an electronic payment system) facilitates the acceptance of electronic payments for online transactions.

“Interac Debit Cards” are cards issued by financial institutions to their customers which are linked to bank accounts and which are used for making payments. Interac debit payment cards are Canada’s primary debit card network.

“Special Visa and Mastercard Debit Cards (Special Debit Card Payments)” are secure debit cards issued by Visa and Mastercard which have a CVV code”.

Corporate Policy No. 220 – Bill Payment Options

3.2 Bill Payment Options Offered

The Village of Belcarra will accept the following bill payment methods, for the types of payments noted under each option.

Electronic Payments Through Resident/Customer Financial Institutions

The Village currently accepts electronic payments for property taxes which are initiated through resident/customer financial or banking institutions, whereby the Village is listed as a payee type in the various institutional websites, with the payee description generally reading “Village of Belcarra – Property Taxes”. The Village of Belcarra will consider adding payment options for other types of bills through this service in the future, e.g. business licences, etc., where the payment type has an assigned customer account number.

Residents and customers should be aware that there is typically a lag time between the time that the residents/customers initiate these payments and the time that the Village receives the payments, therefore residents and customers should initiate these payments well before the payment due date or deadline.

E-Transfers Through Resident/Customer Financial Institutions

The Village will accept e-transfers from persons who are paying irregular bills such as parking tickets, business licenses, etc., with the proviso that persons initiating these types of payments need to contact Village staff prior to making such payments so that staff are aware of what bill or invoice is being paid to prevent confusion and to ensure that the payments are posted to the correct account. It is advisable to include detailed information with your e-transfer as to your name, invoice number, etc., to ensure that your payment is recorded properly by the Village. These types of payments are limited to daily and per transaction limits by the various financial institutions.

Credit Card and Special Debit Card Payments

Through Village E-Commerce Service

The Village will operate an e-commerce payment service whereby residents and customers can make payments through the use of various credit cards through the Village's website. Residents/customers making such payments will incur an additional convenience fee over and above the invoice or bill amount, which is collected in part by the Village's e-commerce provider and in part by the Village. These types of payments are subject to resident/customer credit limits as established by their particular card provider. This service also allows residents/customers to view bills online and to receive billings via email. Special debit card payments cannot be accepted via the e-commerce website service.

In-Person and Over the Telephone

The Village will accept in-person and over the phone credit card payments and special debit card payments from residents/customers. Residents and customers making such payments via credit cards will incur an additional service charge to offset the Village's fees which it has to pay to its merchant services provider. These types of payments are subject to resident/customer credit limits as established by their particular card provider.

Corporate Policy No. 220 – Bill Payment Options

In-Person Interact or Debit Card Payments

The Village will accept in-person regular interact or debit card payments, and special debt card payments, for all bills or invoices, with no additional service charge to residents/customers. Residents and customers should be aware of their individual card transaction limits when making such payments.

In Person Cheque or Cash Payments

The Village will accept in-person cash or cheque payments for all bills. Cheque payments should include the applicable customer number, invoice number, etc., on the cheque to clarify what the payment is for.

3.3 Cost Neutrality

In offering various payment methods the Village of Belcarra incurs various fees from financial institutions, credit card companies and e-commerce service providers. When these fees are substantial in nature, like the discount rate that Village incurs for accepting credit cards, the Village will add these fees to the cost of bills as a convenience charge so that the Village and its taxpayers are not worse off as a result of offering specialized payment services.



COUNCIL REPORT

Date: September 7, 2021

From: Ken Bjorgaard, Financial Consultant

Subject: 2022 – 2026 Financial Plan

Recommendation

That the 2022 – 2026 Financial Plan Schedule be approved.

Purpose

The purpose of this report is to present a 2022 – 2026 Financial Plan (includes 2022 budget) schedule for Council's consideration.

Background

Pursuant to the *Community Charter*, municipalities must adopt a 5-year Financial Plan and a related tax rates bylaw before May 15th of each year. In other words, the 2022 – 2026 Financial Plan which includes the 2022 budget does not have to be adopted prior to the start of the 2022 fiscal year. Many communities adopt their financial plan bylaws prior to the start of each fiscal or calendar year. A schedule is now being presented which provides Council with the opportunity to conclude the 2022 budget and the related 2022 – 2026 financial planning process in January of 2022.

Report

When Council has a solid long-term financial plan in place, as required by legislation, the annual budgeting process becomes more of a fine-tuning process. The Village of Belcarra's 2021 – 2025 Financial Plan was adopted in 2021 and includes a 2022 budget. This Financial Plan can be easily updated to incorporate the latest information. The Financial Plan can then be considered by Council and the public (for consultation purposes) before the start of 2022. Adopting a Financial Plan bylaw at the start of the fiscal year has the advantage of allowing staff to proceed with any one-time operating and capital projects, which means that staff have more time to accomplish Council's goals and objectives.

The attached draft 2022 – 2026 Financial Plan Schedule (Schedule) will result in the Financial Plan being adopted in January 2022. As part of the Financial Planning process, the utility rate bylaws for water and WARD would also be presented for two readings prior to the start of the fiscal year and third reading and adoption at the two Council meetings in January 2022. The meeting dates in January 2022 will be established when the 2022 Council Calendar is approved.

One factor that Council should be aware of is, the fact that some budgeted 2021 operating and capital projects which are in progress at year-end, will not be completed before the end of the 2021. Any unspent project funds would have to be carried forward and included in the 2022 financial plan. The OCP and Integrated Asset Management / Long-Term Financial Plan which are multi-year initiatives are examples of such projects. The dollar amounts of these budget 'carry forwards' are not known until the year-end process has been completed. These budget 'carry forwards' which need to be included in a 2022-2026 financial plan

would be brought forward in the form of an amending Financial Plan bylaw in the spring of 2022 for Council's consideration.

Attachment

- Appendix "A" – Village of Belcarra Draft 2022 – 2026 Financial Plan/Budget Schedule

Appendix “A” - VILLAGE OF BELCARRA DRAFT 2022 – 2026 FINANCIAL PLAN/BUDGET SCHEDULE (2022 Budget Cycle)

DATE(S)	EVENT/TASK	PERSONS	COMMENTS
By October 8, 2021	Finalization of Draft Financial Plan – staff review and finalization of draft 2022 – 2026 Financial Plan (includes 2022 budget and 5-year operating and capital plans)	All departments Chief Administrative Officer (CAO) Financial Consultant	
Monday October 25, 2021	Regular Council Meeting – Council review of draft 2022 – 2026 Financial Plan and approval of any changes.	Council CAO Financial Consultant	Includes preliminary property tax, water user fee and waste & recycling rate increases.
Monday November 8, 2021	Regular Council Meeting – presentation of draft Financial Plan to the public to gain feedback or input.	Council CAO Financial Consultant Public	Public budget consultation document would be produced prior to the meeting.
Monday November 22, 2021	Regular Council Meeting – Council’s final approval of Village’s 2022 – 2026 Financial Plan (includes 2022 budget)	Council CAO Financial Consultant	Includes final property tax, water user fee and waste & recycling rate increases.
Monday December 6, 2021	Regular Council Meeting – first & second readings of 2022 – 2026 Financial Plan bylaw and related 2022 Utility Rates bylaws.	Council	
First Meeting in January 2022	Regular Council Meeting – third reading of 2022 – 2026 Financial Plan bylaw and 2022 Utility Rates bylaws.	Council	Meeting date will be established when the 2022 Council Calendar is approved
Second Meeting in January 2022	Regular Council Meeting – adoption of 2022 – 2026 Financial Plan bylaw and 2022 Utility Rates bylaws.	Council	Meeting date will be established when the 2022 Council Calendar is approved



COUNCIL REPORT

Date: September 7, 2021

From: Eric White, RWPAS Ltd., Planning Consultant

Subject: Belcarra Telecom Tower

Recommendations

That Staff continue communication with Synergy Land Corporation to determine a suitable location for the proposed Telecom Tower on a cost recovery basis.

Background

Doug Dommasch, RWA Land Agent for Synergy Land, contacted the Village Chief Administrative Officer on July 6, 2021. Synergy Land, on behalf of SBA Communications, on behalf of Rogers, is looking to relocate an existing Rogers Antenna currently mounted on BC Hydro towers (Location of existing Antenna presented in Attachment 1-KMZ File). BC Hydro is not prepared to extend the lease for this tower or provide a similar lease location.

On July 13, 2021; D. Dommasch provided additional information on the proposed Telecom Tower in an email with Eric White. (Attachment 2) “The tower would be built by SBA Communications and would accommodate a Rogers antenna to start. The hope is that other service providers would stage an antenna on the tower as well. SBA would prefer drivable access to the site, but there would not be a parking stall on the lease.”

The CAO, staff and the Planning Consultants discussed potential locations for a new tower. It is noted that much of the area identified within the KMZ file is owned by Metro Parks for park purposes, including the present site. Other potential locations were suggested and may be more suitable, but these areas are outside of the preferred area. The locations are the Village Hall, the Works Yard, or the Tatlow reservoir and Station (between 3460 and 3490 Main Ave).

Discussion

Staff believe that it would be beneficial to have improved telecom (cell phone, emergency communications, etc.) access. The Village may benefit financially by providing a long term telecom solution on a municipal site. Other service providers may, in the future, be directed to this tower when relocation or expanded service require a new site. Staff also note that wireless service is poor in the western portion of Port Moody. Establishing a good working relationship with a telecom tower (or similar) provider may also allow better service to be installed in this area.

There is the potential to host multiple telecom antenna on a single tower. The Village may receive payment on a monthly basis per antenna hosted, as well as an additional base fee for the tower. Prices will be determined upon further communications with D. Dommasch.

The safety and wellbeing of all Belcarra residents is of utmost importance. Much research has been done on potential health effects of Telecommunication broadcasting systems. Staff will work closely with Synergy Land and other third parties (if necessary) to ensure that any new infrastructure in the Village will be safe and pose no health risks to our residents.

Financial Implications

Professional fees incurred for the processing of this request by Synergy Land will be covered by Synergy Land. As stated above, there is the potential to create a long-term revenue generating stream from monthly fees associated with the placement of antenna on the proposed telecom tower, and for the structure itself.

Attachments

1. Synergy Land Preferred Tower Placement Map - KMZ File
2. Email Correspondence with Doug Dommasch



From: Doug Dommasch
Sent: Tuesday, July 6, 2021 3:13 PM
To: Lorna Dysart
Cc: Tanya Elchuk
Subject: SBA BC91022-B INDIAN ARM (W0722) - Proposed Telecom Tower

Good afternoon Lorna,

I am contacting you today on behalf of our client SBA Communications (SBA). SBA on behalf of Rogers, is searching for suitable sites to relocate existing antenna Rogers has currently mounted on BC Hydro towers. The relocations are a result of the realization that there are now structural incompatibilities that restrict both Rogers & BC Hydro from upgrading equipment to suit the evolution of their perspective needs.

We are hoping to gain your preliminary feedback as detailed below with respect to the targeted areas of interest circled on the attached KMZ files.

- Are there any restricted areas, bylaw or setbacks within the rings we should be aware of which may impede our ability to place a tower?
- Are there any preferred locations within the ring that you can identify?
- Does the municipality itself have any location within the rings where they might be willing to host a tower? Or a municipal building tall enough to host rooftop antenna?
- Are there any Environmental factors or sensitive areas shown in the radius' of the attached KMZ files?
- Does the municipality have a documented protocol or policy with respect to telecommunication structures that would outline requirements for public consultation & application for approval.

This should be enough to get us started. I look forward to your feedback and would be happy to meet with you via video or phone call to discuss further if that is easier.

Thank-you,

Doug Dommasch RWA
Land Agent

Eric White <eric@rwpas.com>
Tue 2021-07-13 1:03 PM
To:

- DougDommasch@synergyland.ca <DougDommasch@synergyland.ca>

Cc:

- Lorna Dysart <ldysart@belcarra.ca>;
- Richard White <richard@rwpas.com>



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 July 19, 2021

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: September 7, 2021

From: Stewart Novak, Public Works & Emergency Preparedness Coordinator

Subject: Follow Up – Managing Trees, Views & Landscapes Bylaw No. 589, 2021

Recommendation

That the report titled “Follow Up – Managing Trees, Views & Landscapes Bylaw No. 589, 2021” dated September 7, 2021, be received for information; and
 That Village of Belcarra “Managing Trees, Views & Landscapes Bylaw No. 589, 2021” be read a first time.

Purpose

Council reviewed the proposed Managing Trees, Views & Landscapes Bylaw No. 589, 2021 (Tree Bylaw) on July 19, 2021 and requested additional clarifications to the report. Additional wording was also requested for the Tree Bylaw.

Background

At a Regular Council meeting held on July 19, 2021, the following questions were asked with regard to the draft Tree Bylaw No. 589, 2021:

- a) Questions related to Section 8.4 of Tree Cutting Permit:
 - Council questioned the justification of “no charge to maintain previously pruned trees”. This option was included in the bylaw as requested by the Tree Committee.
 - Concern was expressed regarding how long an arborist report is valid following an initial application.
 - The need for an amendment to add CAO discretion to an ongoing application to prune trees.

As a result of the questions listed above, the following amendments were made to the draft Tree Bylaw:

Section 8.5, If conditions of the tree or shrub cutting application change in Section 8. for any reason, or if the terms of the permit are not upheld, the CAO or Manager of Public Works may terminate the application.

A related statement is also provided in the policy procedures within the application.

b) Council enquired about fines for dumping clippings on municipal property.

- Fines for dumping clippings are covered in the Parking Regulation and Enforcement Bylaw No. 518, 2018, Section 55: A \$160.00 fine may be applied for people dumping clippings on municipal property.
- Also covered in the Permit Agreement is the requirement for removal of clippings and debris relating to tree cutting permits.

c) Council enquired with regard to a map to be included regarding Riparian Zones.

- Staff are currently working on mapping plans to amend the Tree Bylaw at a later date in order to include a Riparian Zone map that will need to be prepared by an Environmental Consultant.

Staff plans include:

1. Hiring an Environmental Consultant to study the area and map the Riparian Zones.
2. The report by the Environmental Consultant will be brought to Council for information.
 - The map will be entered as a layer into GIS
 - The Tree Bylaw will be amended to include the map

d) Steps that may be taken to address dangerous trees on private property.

- In the first revision of the Tree Bylaw, Council requested the removal of all legislation relating to the Village managing trees on private property from the Bylaw.
- Draft Tree Bylaw No. 589, 2021 states that for all immediate life safety hazards involving trees; 911 should be called.

e) Consideration for retaining trees on Marine Avenue that stabilize the bank.

- As stated in the proposed Bylaw, all tree cutting applications along Marine Avenue will be subject to the review of a qualified environmental professional.
- A list of replacement trees was provided by the Tree Committee and is included in the Tree Bylaw.
- Stabilization of banks are some of the considerations that an Environmental Consultant will provide in their report.

f) Will Public Works staff determine if a tree is dangerous or is it necessary to consult an arborist.

- Public Works staff may determine if a tree has become a hazard and if it should be removed.

- g) Will consideration be given for all residents to make comments if their view scape is affected by tree trimming or removal, rather than only the 2 side neighbours as indicated in the Bylaw.
- One of the mandates of the new Tree Bylaw was to simplify the process. The current Bylaw required four signatures. The Tree Committee requested that consultation only take place with two neighbors.

Staff were requested to provide an interpretation of Section 7.1 and Section 8.5 of the Tree Cutting Permit:

- Staff Reviewed Section 7.1 and 8.5 no conflict with the language is apparent.
- Section 7.1 addresses cut down or full removal of a tree, whereas Section 8.5 addresses trimming or pruning of a tree.



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

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

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

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

8.4 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.

8.5 If conditions of the tree or shrub cutting application change in Section 8. For any reason, or if the terms of the permit are not upheld, the CAO or Manager of Public Works may terminate the application.

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.



COUNCIL REPORT

Date: September 7, 2021

From: Stewart Novak, Public Works and Emergency Preparedness Coordinator

Subject: Letter from Fraser Health regarding Raising the Water Level in Tatlow Reservoir

Recommendation

That the letter from Heather Slater, Water & Land Use Program, Abbotsford Health Protection Office, Fraser Health, dated July 19, 2021, regarding Raising the Water Level in Tatlow Reservoir be received for information.

Purpose

Council requested opinion / input from Fraser Health regarding the plan to raise the Tatlow Reservoirs minimum water level setting.

Background

On July 9, 2021, Fraser Health visited Belcarra for their annual inspection of the water distribution system.

Upon completion of the inspection, a discussion took place with S. Novak, the Belcarra Water Operators and Heather Slater from Fraser Health.

The feasibility of raising the minimum water level of the Tatlow reservoir was discussed and the Report to the Water Committee dated June 28, 2021, was provided to H. Slater for background information.

Staff received a letter from Fraser Health dated July 19, 2021, regarding raising the water level in the Tatlow Reservoir. A copy of the previous Fraser Health inspection report dated July 31, 2019 was also provided.

Attachments:

- A. Letter from Heather Slater, Water & Land Use Program, Abbotsford Health Protection Office, Fraser Health
- B. Stewart Novak, Public Works & Emergency Preparedness Coordinator, report to the Water Committee dated June 28, 2021, Raising the Water Level in Tatlow Reservoir



July 19, 2021

Village of Belcarra
Public Works Department
4084 Bedwell Bay Rd.
Belcarra, BC, V3H 4P8

Attn: Stewart Novak, Public Works and Emergency Preparedness Coordinator

RE: Report on Raising the Water Level in Tatlow Reservoir

Dear Mr. Novak,

Thank you for the opportunity to comment on the report on raising water levels in Tatlow reservoir you had prepared for the City of Belcarra Water Committee.

The three options presented in the report can be summarized as follows:

- 1) Increase water flow at DNV.
- 2) Raising minimum tank levels of the Tatlow Reservoir.
- 3) Engineered structural changes.

While Fraser Health would support all three options, the report states increasing water flow as described in option #1 may not help areas with low pressure.

Option #2 of raising the minimum tank levels of Tatlow reservoir should include a detailed long-term monitoring plan to ensure chlorine residuals are maintained throughout the drinking water distribution system. In the absence of chlorine treatment at the start of the treatment train and / or booster stations, chlorine residuals in the distribution system will be directly proportional to the source water and continue to dissipate while in the distribution system, including storage. Contact with organic matter, stagnation and temperature can quickly reduce disinfection levels. The problem with stagnation is most often noticed by the drop in chlorine levels at dead ends within the distribution system and flushing of the lines at the dead ends is a common solution. Similarly, the frequent turn-over of chlorinated water into the Tatlow reservoir ensures an adequate chlorine residual is maintained during storage in the reservoir. A higher reservoir water level may equate to a longer storage time (less turn-over) and reduced chlorine residual at point of delivery to homes.

If the Village of Belcarra chooses the second option, it would be prudent to gradually raise the reservoir water level in increments to allow for careful monitoring of water quality to ensure chlorine residuals are adequately maintained throughout the distribution system to protect public health.

The third option for engineered system upgrades to ensure water quality is maintained while providing increased capacity for firefighting can include several design options. Although it would be impractical to comment on options not yet proposed, Fraser Health recommended chlorine disinfection equipment be obtained for future needs in a 2019 inspection report. Currently an adequate chlorine residual appears to be maintained in the Belcarra water system via diligent water quality monitoring, skillful equipment operation, and selective line flushing.

Please contact me if you would like to discuss further or have any questions.

Regards,

A handwritten signature in black ink, appearing to be 'H. Slater', with a long horizontal line extending to the right.

Heather Slater, PhD, MASC, REHS, CPHI(c)
Water and Land Use Program
Abbotsford Health Protection Office
400 – 2777 Gladwin Rd., V2T 3S3
Ph. 604-870-7900 (Loc. 647902)
Fax. 604-852-1558



REPORT TO WATER COMMITTEE



Date: June 28, 2021
From: Stewart Novak, Public Works and Emergency Preparedness Coordinator
Subject: Raising the Water Level in Tatlow Reservoir

Council Motion June 21, 2021

“That staff prepare a plan / report and consult with the Water Committee to assess the feasibility to increase the minimum water level setting on the Tatlow tank.”

Background

In 2017 / 2018 Opus International designed and installed an electronic override control that gives the ability to the Public Works Water Operators to electronically override the Altitude valve.

The benefit of the installation allows Water Operators to:

1. Open the tank fill electronically via the SCADA System in times of high demand during firefighting conditions.
2. Electronically set the minimum and maximum water levels of the reservoir.

Council requested that staff prepare a report for the Water Committee which will assesses the feasibility of permanently increasing the minimum water level of the tank. After review by the Water Committee, the report will be brought to Council.

Objective Plan

The objective of the Public Works Water Operators is to continually improve the water operation service, collect data and to maintain a safe drinking water distribution system. The Water Operators manage the system according to the Drinking Water Protection Regulations and the Fraser Health Authority.

As per the discussion and motion at the Council meeting held June 21, 2021, Public Works Water Operators were requested to explore the possibilities of raising the minimum tank level of the Tatlow reservoir. Prior to the June 21, 2021 Council meeting, Water Operators began collecting additional data samples beyond the minimum requirements.

Procedure

- Commencing in May 2021, staff began collecting additional water samples from all testing ports every two weeks. This is in addition to the mandated samples that are required by the Fraser Health Authority.

- Staff will continue collecting additional samples until the annual review and consultation with the district Fraser Health Officer.
- All changes to the testing and water levels must be approved by the Fraser Health District Officer.
- The proposed change is to raise the Tatlow Reservoir water level by 2% for one year.
- After reviewing the data for one year and with acceptance from the Fraser Health Officer, Water Operators would raise the level an additional 2% higher for a second year. This process would be repeated each year until a peak level is determined based on the evolving data.

Impact

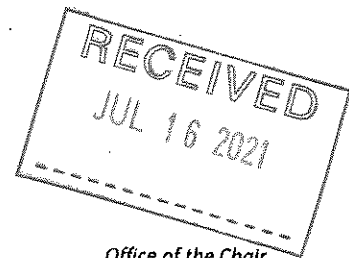
The beneficial change may be perceived as being too slow. Following this process, it will take three years to raise the minimum level of the reservoir by 6%. Over the next three years and based on the data collected, the ideal level of the reservoir will be established.

Raising the minimum level of the Tatlow Reservoir is an operational change as opposed to an engineered structural change. No operational changes may be implemented unless they are within the parameters of the Water Operators license and are made in consultation with Fraser Health.

Opinion

Council is requesting the following three scenarios be explored:

1. Increasing the water flow from DNV from 22 LPS to 30 LPS, 60 LPS and 120 LPS. It is the opinion of Public Works that one of these situations may partially assist with this matter.
In the low end of the water distribution system where the water pressure is already somewhat acceptable (Belcarra Bay Road), increasing the flow rate from DNV will speed up filling the reservoir and would allow a firefighting water flow of approximately 60 LPS for well over one hour.
Increasing the water flow from DNV on the upper end of the low lines (Senkler) may not benefit the firefighting capacity because these areas are lacking pressure.
2. Raising the minimum tank levels of Tatlow Reservoir would be a very slow implementation and may still not solve the Senkler matter. The Water Operators continually monitor the SCADA system and open the tank fill as soon as a potential fire call is received. This assists with ensuring a water draw cushion for the Belcarra Bay Road area.
3. Engineered structural change. Multiple designs are available which may include additional/higher reservoir tanks, pump stations or a combination of both. This option represents a permanent solution to increasing water flow for firefighting operations. This may result in the requirement for a chlorination system.



Office of the Chair
 Tel. 604 432-6215 or via Email
 CAOAdministration@metrovancover.org

File No. 0470-01

File: CR-12-01

Ref: RD 2021 Jun 25

July 14, 2021

Mayor Jamie Ross and Council
 Village of Belcarra
 4084 Bedwell Bay Road
 Belcarra, BC V3H 4P8

Dear Mayor Ross and Council:

Draft Metro 2050: Referral for Comment

In April 2019, the Metro Vancouver Board initiated a comprehensive update to *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy. Since its adoption in 2011, this visionary strategy has been a strong and effective tool for the regional federation to collectively manage regional growth, while subsequently reflecting the federation's objectives to prevent urban sprawl; protect important lands; support the development of complete and resilient communities; and support the efficient provision of urban infrastructure such as utilities and transit.

In the Fall of 2019, we provided you with formal notification that the update to *Metro 2040* was commencing. Since then, Metro Vancouver and member jurisdictions have worked in close partnership through a series of policy reviews, meetings, and the *Metro 2050* Intergovernmental Advisory Committee to identify strengths and gaps in the regional growth strategy. Additionally, Metro Vancouver and member jurisdictions have been collectively seeking to improve and update the strategy to better meet the needs of members, while further addressing growing regional challenges. After two years of research, workshops, dialogue, and input from member jurisdiction staff, elected officials, First Nations, the Province, other regional stakeholders, organizations and agencies, and the public, the updated regional growth strategy, draft *Metro 2050*, is ready for review and comment.

At its June 25, 2021 regular meeting, the Board of Directors of the Metro Vancouver Regional District adopted the following resolution:

That the MVRD Board refer the draft of Metro 2050 attached to the report titled "Draft Metro 2050: Referral for Comment", dated May 25, 2021 for comment including to the following:

- i. *signatories to the regional growth strategy including: Mayors and Councils of Metro Vancouver member jurisdictions; the TransLink Board; the Squamish-Lillooet Regional District Board; the Fraser Valley Regional District Board; and*
- ii. *other members of the Metro 2050 Intergovernmental Advisory Committee including: in region First Nations; the Province of BC; the Agricultural Land Commission; Vancouver Coastal Health; Fraser Health; BC Housing; BC Hydro; University Endowment Lands;*

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Bowen Island; City of Abbotsford; City of Chilliwack; District of Mission; Integrated Partnership for Regional Emergency Management; Simon Fraser University; Kwantlen Polytechnic University; University of British Columbia; Vancouver Fraser Port Authority; Transport Canada; Canada Mortgage and Housing Corporation; and Vancouver International Airport Authority.

I am pleased to provide you with a copy of the draft *Metro 2050*. Metro Vancouver is requesting to meet with your council or board at a meeting in September, October, or November 2021 to provide a presentation on the draft of *Metro 2050*, and will work with your staff to find an appropriate date. This presentation will provide an opportunity to discuss ideas or any areas of concern, provide feedback on the draft, and answer any questions. Concurrent with this meeting, staff are offering to co-host a public information session with your staff.

Your organization is invited to provide written comments on the draft *Metro 2050* by Council or Board resolution. Please submit any written comments to Metro Vancouver's Corporate Officer by email at Chris.Plagnol@metrovancover.org. The deadline for submitting written comments on *Metro 2050* is **November 26, 2021**. Following the comment period, comments received will be conveyed to the Metro Vancouver Board and considered in a revised draft of *Metro 2050*.

While it can be accessed online at www.metrovancover.org/metro2050, we have enclosed a hard copy of the draft *Metro 2050*. In addition, an executive summary and a copy of a staff report summarizing *Metro 2050* and the engagement process are also enclosed. If you wish to receive additional copies, or if you have any questions with respect to *Metro 2050*, please contact Sean Galloway, Director of Regional Planning and Electoral Area Services by phone at 604-451-6616 or by email at Sean.Galloway@metrovancover.org.

I would like to acknowledge your organization's work to date on this important strategy. Thank you for your time and contributions. Through our continued collaboration we will ensure that the regional growth strategy continues to expand on our history of excellent regional building, and supports a resilient, prosperous and exciting place to be.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

SD/HM/js

cc: Lorna Dysart, Chief Administrative Officer, Village of Belcarra
Jerry W. Dobrovolsky, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, General Manager, Regional Planning and Housing Services, Metro Vancouver

Encl: 1. DRAFT *Metro 2050* (Doc #46401631)
2. DRAFT *Metro 2050* Executive Summary (Doc #46577592)
3. Report dated May 25, 2021, titled, "Draft *Metro 2050* for Comment Referral and Next Steps"
(Doc #45545229)

46076342

Subject: FW: Municipal Proclamation Request - Waste Reduction Week 2021
Attachments: 2021_Sample Municipal Proclamation.pdf

file no. 0230-01

From: Jessie Christophersen
Sent: Friday, August 20, 2021 8:59 AM
Subject: Municipal Proclamation Request - Waste Reduction Week 2021

Proclaim Your Support for Waste Reduction Week in Canada!

Each year the Recycling Council of British Columbia (RCBC) organizes BC's involvement in observing this important week. We would like to ask all municipal councils in British Columbia to officially declare October 18th through 24th, 2021 as Waste Reduction Week in their respective communities.

Waste Reduction Week in Canada is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

I have attached a sample Municipal Proclamation in PDF for your convenience. Of course, you are free to use your own Proclamation format if you prefer.

Completed Proclamations can be emailed, faxed or mailed as per the contact information below.

Thank you for your continued support of this important national event!

Regards,
Jessie Christophersen
Information & Member Services Coordinator
Recycling Council of British Columbia

Subject: FW: E-Comm Board of Directors Nomination | 2021-2022 Term

FILE NO. 7010-03

From: Krystal Boros
Sent: Wednesday, September 1, 2021 2:44 PM
Subject: RE: E-Comm Board of Directors Nomination | 2021-2022 Term

Good afternoon,

I'm writing in follow-up to the email below. We have heard from the other municipalities in your Designated Grouping:

City of Burnaby – Joe Keithley (Burnaby) and Nancy McCurrach (Port Coquitlam)
City of Coquitlam – Joe Keithley (Burnaby) and Nancy McCurrach (Port Coquitlam)
City of New Westminster – Joe Keithley (Burnaby) and Nancy McCurrach (Port Coquitlam)
City of Port Coquitlam – Joe Keithley (Burnaby) and Nancy McCurrach (Port Coquitlam)
City of Port Moody – Joe Keithley (Burnaby) and Nancy McCurrach (Port Coquitlam)

May I kindly request the Village of Belcarra confirm its nominees as well? My apologies if I have missed correspondence relating to this nomination and if so, ask that you kindly resend via email.

Thank you so much,

Krystal Boros, Assistant Corporate Secretary and Freedom of Information Officer

CONFIDENTIALITY NOTICE: This email and any attachments are only for the use of the intended recipient and must not be distributed, disclosed, used or copied by or to anyone else. This transmission may contain confidential or privileged information, and the sender does not waive any related rights, protection or obligations in connection with such materials. The unauthorized use or disclosure of this material may be unlawful and result in legal action or other sanctions. If you have received this email in error please immediately contact the sender by return email and delete all copies of this email and any attachments.

VIA EMAIL – jross@belcarra.ca

July 9, 2021

Mayor Jamie Ross and Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

Dear Mayor Ross and Council,

RE: E-Comm Board of Directors Designate — 2021-2022 Term

The Virtual Annual General Meeting (the “Meeting”) of the Shareholders (Members) of E-Comm *Emergency Communications for British Columbia Inc.* (“E-Comm”) will be held on Thursday, September 23, 2021 and, at that time, the Board of Directors will be elected by the Members for the 2021-2022 term.

Nominee for the coming term to be selected

The Members’ Agreement among E-Comm’s Shareholders sets out how the Board of Directors is to be elected. For your reference, we attach a copy of section 4.2 of the Members’ Agreement, headed “Designation and Election of Directors” which contains the applicable provisions.

Your organization falls into the group of which described at subsection 4.2.1.5. Pursuant to Section 4.2.1.5 of the E-Comm Members’ Agreement, your Designated Group of Members is entitled to nominate one mutually agreed upon individual for election to the Board of Directors of E-Comm. At present, your grouping is comprised of these municipalities:

	Class A	Class B
Village of Belcarra	-	3
City of Burnaby	1	-
City of Coquitlam	2	1
City of New Westminster	1	1
City of Port Coquitlam	2	1
City of Port Moody	1	1

The current representative of your group on the E-Comm Board is Councillor Joe Keithley. The second seat remains vacant.

Because your municipality is among a Designated Group of Members who must mutually agree upon your nominee, **we respectfully request that the Village of Belcarra confer with the other members of your grouping to confirm your selections for the coming term and provide the names of such individuals not later than August 13, 2021.** This will help to ensure a smooth nomination process.

Who is eligible?

The Board of E-Comm is committed to good governance and seeks Directors who possess the experience, skills, and attributes to effectively serve the interests of all shareholders and our other stakeholders. An effective Director will have competencies in many, or most, of the following areas: knowledge of the fields of emergency communications, police, fire, or ambulance first response or public-safety, knowledge of the role



of a board, analytical skills including financial acumen, leadership skills, good communication skills, sound judgment, high integrity and the ability to influence others. Further, the Board of Directors believes that its composition should reflect the rich diversity of the communities that E-Comm serves and has adopted a Board Diversity policy in support of that objective.

Commitment

The E-Comm Board of Directors provides oversight of all of the business and affairs of the Company. The Board meets not less than five times per year – meetings are held during regular working hours, typically commencing in the morning and running until mid or early afternoon, at E-Comm's Vancouver centre. Two additional Board sessions are also held annually for strategic planning and Board education. There are three standing committees of the Board (Finance, Governance, and Human Resources and Compensation), each meeting five times per year. Participation on committees is voluntary, but encouraged.

Although Shareholders are required to elect Directors every year, we hope that nominees are willing to serve for not less than two years, in part because the Company is complex and there is a learning curve to be expected. We encourage Directors to serve additional terms. There are no term limits in place, although we strive to balance the value of experienced Directors with that of newcomers.

Next steps

We kindly request that the Village of Belcarra, following discussion within your Designated Grouping, advise E-Comm (to the attention of the writer) with written confirmation by August 13, 2021, of the name and contact information of your mutually-agreed upon nominees to the E-Comm Board for the 2021-2022 term. The question and answer document enclosed in this package includes a sample motion confirming your nomination, if required. Virtual meeting details will be shared with your nominees in advance of the AGM.

Please note that nominating a Director is a separate process from designating a representative to vote your share at the Virtual Annual General Meeting (AGM) in September. As such, I will be contacting you again in mid-August with the notice of AGM and requesting that you designate one individual to attend the Virtual Annual General Meeting of the Shareholders for the purposes of voting the Village of Belcarra shares. Virtual meeting details will be shared with your voting representative in advance of the AGM.

Yours truly,



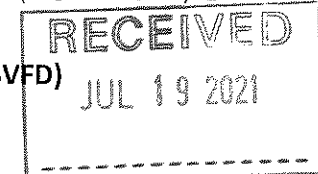
Krystal Boros
Assistant Corporate Secretary

c | 604.218.6941
e | krystal.boros@ecomm911.ca

cc Councillor Joe Keithley, E-Comm Board Director
Lorna Dysart, Village of Belcarra, Chief Administrative Officer

FILE NO. 7200-02

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



Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, June 17, 2021 via Zoom.

MEMBERS PRESENT:

Chair, Councillor Darrell Penner, Port Coquitlam
Councillor Bruce Drake, Belcarra
Mayor John McEwen, Anmore
Mayor Jamie Ross, Belcarra
Councillor Kim Trowbridge, Anmore
Councillor Paul Weverink, Anmore
Councillor Liisa Wilder, Belcarra

STAFF PRESENT:

Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, Metro Vancouver
Ravi Chhina, General Manager Human Resources and Corporate Services, Metro Vancouver
Greg Smith, Senior Director, Corporate Services, Metro Vancouver
Bill Duvall, Director, Corporate Safety, Security and Emergency Management, Metro Vancouver
Jennifer Arabsky, Office Supervisor, Corporate Services, Metro Vancouver
Diana Bennett, Program Assistant, Corporate Safety, Security and Emergency Management, Metro Vancouver

Chair Penner welcomed all to the meeting.

1. ADOPTION OF THE AGENDA

1.1 June 17, 2021 Regular Meeting Agenda

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the REVISED agenda for its regular meeting scheduled for June 17, 2021 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 February 18, 2021 Regular Meeting Minutes

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes for its regular meeting held February 18, 2021 as circulated.

CARRIED

3. REPORTS FROM COMMITTEE OR STAFF

3.1 2021 Year to Date Financials as at May 31, 2021 – Sasamat Fire Protection Service

Report dated June 15, 2021 from Bill Duvall, Director, Corporate Safety, Security and Emergency Management, Metro Vancouver, providing the SVFD Board of Trustees with the 2021 Sasamat Fire Protection Service YTD financials as at May 31, 2021 for information.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2021 financials as presented in the report dated June 15, 2021 titled "2021 Financial Actuals – Sasamat Fire Protection Service".

CARRIED

Discussion ensued about the Villages providing specific costs of the Sasamat Volunteer Fire Department on their resident's tax assessment.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees request from Metro Vancouver staff, more detailed line items regarding the SVFD costs that may be included on their resident's tax assessment.

CARRIED

3.2 2021 SVFD Quarterly Work Plan Update

Report dated June 15, 2021 from Bill Duvall, Director, Corporate Safety, Security and Emergency Management, Metro Vancouver, providing the SVFD Board of Trustees with an update on the priorities and the quarterly work plan for the SVFD for the year 2021.

It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information the update to the Quarterly Work Plan as presented in the report dated June 15, 2021 titled "2021 SVFD Quarterly Work Plan Update".

CARRIED

3.3 Fire Truck Procurement Update

Report dated June 15, 2021 from Greg Smith, Senior Director, Corporate Services, Metro Vancouver, providing the SVFD Board of Trustees with an update to the fire truck procurement.

It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information the update to the fire truck procurement as presented in the report dated June 10, 2021 titled "Fire Truck Procurement Update".

CARRIED

3.4 Fire Chief's Report

Report dated June 17, 2021, from Jay Sharpe, Fire Chief, SVFD, presenting the SVFD Board of Trustees with the Fire Chief's updates for the period.

Manpower

There are currently 41 members on the roster with one member on extended leave.

Halls and Grounds

The Fire Chief is requesting the Village of Anmore to include the Fire Hall on the regular grass mowing schedule. Currently the SVFD must make a request when the grass is in need of cutting.

Training

June 16, 2021 marked the first in person, with COVID-19 protocols, training session the Department has had since the beginning of the Pandemic.

Reports and Information

There have been a total of 38 calls year to date. A majority of those calls were medical in nature.

Joi Drake has returned to the Department in the capacity of Captain.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) receive for information the report dated June 17, 2021, titled "SVFD Fire Chief's Report".

CARRIED

Discussion ensued on the attached business case that outlined the need for a vehicle that can be available for when a vehicle is required for Fire Department business. The vehicle would also be used as a second option for towing the trailer. A used 2014 F150 red in colour may come available to the Department.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) authorize expenditure from the equipment reserve fund of up to \$75,000 for the purchase of an outfitted pickup truck for fire rescue purposes.

CARRIED

3.5 Fire Protection Services in the Villages of Anmore and Belcarra

Report dated June 16, 2021 from Greg Smith, Senior Director, Corporate Services, Metro Vancouver, providing the SVFD Board of Trustees with the letter dated April 12, 2021 "Fire Protection Services in the Villages of Anmore and Belcarra" and the letter dated March 11, 2021 "Belcarra/ Anmore Water Supply" for information.

Discussion ensued regarding the letters. It was decided that the Villages will request that their Village Engineer draft a reply to the letter.

It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information the letter as presented in the report dated June 16, 2021 titled "Fire Protection Services in the Villages of Anmore and Belcarra".

CARRIED

4. INFORMATION ITEMS

No items presented.

APPROVED

5. **OTHER BUSINESS**

No items presented.

6. **RESOLUTION TO CLOSE MEETING**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees close its regular meeting scheduled for June 17, 2021 pursuant to the *Community Charter* provisions, Section 90 (1) (k) as follows:

"90 (1) A part of the meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

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

CARRIED

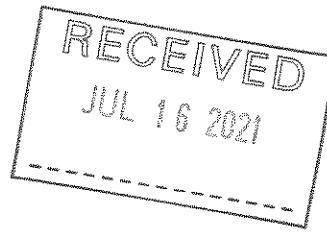
7. **ADJOURNMENT/CONCLUSION**

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn its regular meeting of June 17, 2021.

CARRIED

(Time: 8:41 p.m.)



*Building Homes.
Building Hope.*

FILE NO. 1850-01

July 12th, 2021

FAO: Lorna Dysart
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC
V3H 4P8

Dear Lorna

Thank you so much for the Village of Belcarra's generous donation to Habitat for Humanity Greater Vancouver.

Your generosity will help us complete 19 homes in Mission that are currently being built. Over their lifetime, they will be a welcoming, stable home to over 150 families and more than 380 children. You have forever helped these families break the cycle of poverty and set them up for multi-generational future success.

Please find enclosed a copy of your tax receipt.

If you have any questions about Habitat for Humanity and how your donation has helped, please don't hesitate to email me or give me a call on the number below.

With appreciation,

A handwritten signature in cursive script that reads "Carina Stirling".

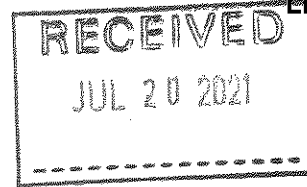
Carina Stirling
Community Engagement Manager

236-888-1344
cstirling@habitatgv.ca

FILE NO. 0450-01

District of Sicamous
 446 Main Street
 PO Box 219
 Sicamous, BC
 V0E 2V0
 T: 250 836 2477
 F: 250 836 4314
 E: info@sicamous.ca
 www.sicamous.ca

Sicamous
 LIVE MORE



July 15, 2021

Member Municipalities

Sent via email.

Re: Protection of outdoor recreation opportunities and established snowmobile Recreational Sites or Trails in B.C.

To Whom It May Concern,

District of Sicamous (DOS) Council is seeking support from fellow municipalities to support two resolutions the DOS has agreed to sponsor from the BC Snowmobile Federation (BCSF) concerning the Forest Range & Practice Act (FRPA) objectives and site-level objectives for snowmobile trails.

Currently there are 53 non-profit snowmobile organizations across the province who hold partnership agreements with Recreation Sites and Trails BC (RSTBC) to maintain trails in return for operating on Crown land. Many of these non-profit organizations exist in rural communities and largely contribute to the local economies—\$299M annually according to the BCSF.

The BCSF notes of that of the 11 values within the FRPA, recreation is the only value without declared objectives, and that without these declared objectives industrial licensees have no requirement to consider, consult, or coordinate activities with recreation groups who hold partnership agreements with RSTBC. Within the existing FRPA framework, recreation organizations are legally required to maintain trails without communication from industry and are not guaranteed the very trails they are responsible for managing are not disrupted by industrial forest activity.

As these resolutions address issues impacting rural communities across B.C. and a disparity within the provincial legislation of the FRPA, DOS Council endorses the resolutions presented by the BCSF and asks for support from member municipalities at the 2021 UBCM Convention.

Thank you in advance for your consideration.

Sincerely,

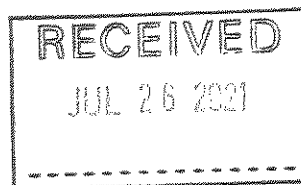
Mayor Terry Rysz,
 DISTRICT OF SICAMOUS

Encl. Protection for Outdoor Recreation Opportunities in BC
 Protection for Established Snowmobile Recreational Sites or Trails



Jonathan X. Côté
Mayor

FILE NO. 7010-03



July 21, 2021

Mayor and Council
Village of Belcarra
4094 Bedwell Bay Road
Belcarra, BC V3H 4P8

Dear Mayor Ross and Council,

Re: E-Comm Board of Directors Designates – 2021-2022 Term

I am writing in regard to a letter from E-Comm dated July 9, 2021, in which E-Comm asks for nominees for the E-Comm Board of Directors for the coming term.

I am writing to let you know that the City of New Westminster's nominees remain the same as those sent to E-Comm in a letter dated July 21, 2020. At a meeting on July 13, 2020, Council passed the following motion:

THAT Council support the nomination of Councillor Nancy McCurrach of the City of Port Coquitlam and Councillor Joe Keithley of the City of Burnaby to the E-Comm 911 Board of Directors for a term beginning June 2021 and ending June 2022.

If you have any questions about this or would like more information, please contact City Clerk Jacque Killawee at jkillawee@newwestcity.ca or 604-515-3764.

Yours truly,

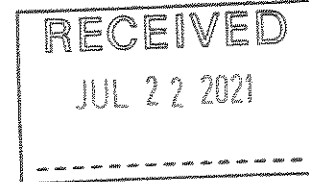
Jonathan X. Cote
Mayor

Cc: E-Comm
City of Burnaby
City of Coquitlam
City of Port Coquitlam
City of Port Moody



Office of Mayor Brad West

FILE NO. 7010-03



VIA EMAIL – krystal.boros@ecomm911.ca

July 22, 2021

E-Comm
Krystal Boros
Assistant Corporate Secretary
3301 East Pender Street
Vancouver, BC V5K 5J3

Dear Ms. Boros,

RE: E-Comm Board of Directors Designate – 2021-2022 Term

I am writing in regard to a letter from E-Comm dated July 9, 2021, in which E-Comm asks for the nominees for the E-Comm Board of Directors for the coming term.

I am writing to let you know that the City of Port Coquitlam's nominees are Councillor Nancy McCurrach of the City of Port Coquitlam and Councillor Joe Keithley of the City of Burnaby to the E-Comm 911 Board of Directors, for a term beginning June 2021 and ending June 2022.

Yours truly,

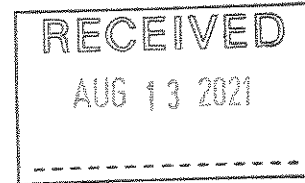
BW

Mayor Brad West

Cc: Village of Belcarra
City of Burnaby
City of Coquitlam
City of New Westminster
City of Port Moody



FILE NO. 7010-03



August 13, 2021
Our File: 01-0400-01/000/2021-1
Doc #: 4162944

Krystal Boros, Assistant Corporate Secretary
E-Comm 9-1-1
Assistant Corporate Secretary
3301 East Pender Street
Vancouver BC V5K 5J3

VIA EMAIL – krystal.boros@ecomm911.ca

Dear Ms. Boros:

RE: E-Comm Board of Directors Designate – 2021-2022 Term

I am writing with respect to your letter dated July 9, 2021 regarding nominees for the E-Comm Board of Directors 2021-2022 Term.

The City of Coquitlam's nominees for the term commencing June 2021 and concluding June 2022 are:

- Councillor Nancy McCurrach, City of Port Coquitlam; and
- Councillor Joe Keithley, City of Burnaby

Sincerely,

Stephanie Lam
Legislative Services Manager

cc: Village of Belcarra
City of Burnaby
City of New Westminster
City of Port Coquitlam
City of Port Moody



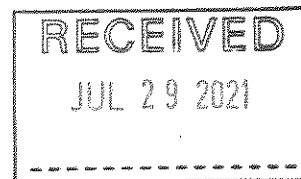
OFFICE OF THE MAYOR

Richard Stewart

July 28, 2021

Our File: 14-7200-01/000/2021-1

Doc #: 4147477.v1



file NO. 0450-01

Via Email: chair@metrovancover.org

Sav Dhaliwal, Board Chair
 Metro Vancouver
 Metrotower III, 4730 Kingsway
 Burnaby, BC V5H 0C9

Dear Chair Dhaliwal:

RE: Fire Protection in Metro Vancouver Watersheds

Coquitlam City Council is acutely aware of the heightened concern increasing risk of wildfires poses in our region. A forest fire within the wildland urban interface would be devastating to our communities, and the consequences of a wildfire in our region's watersheds would be catastrophic. Metro Vancouver, as the custodian of our regional water supply, is responsible for safeguarding our watersheds and critical infrastructure from this growing risk. Through effective partnerships with the Province and local governments, a long term, sustainable approach to protecting our drinking water supply is in the best interests of Metro Vancouver.

The City of Coquitlam Council and staff formally request the Chair of Metro Vancouver Board of Directors establish a regional Task Force with representatives from the BC Wildfire Service, Metro Vancouver and municipalities bordering watershed lands. The attached copy of the July 9, 2021 Council report "Wildfire Protection in Metro Vancouver Watersheds and Adjacent Urban Communities" provides more details. This Task Force would consider how best to protect the watersheds from wildfires with recommendations to enhance wildfire preparedness, increase mitigation efforts and leverage operational capabilities of all available resources.

As this summer's devastating wildfire season and extreme heat conditions in the province have shown, the protection of high value-at-risk properties and infrastructure is of utmost importance for the safety of our communities and can only be achieved through partnerships across all levels of government.

City of Coquitlam
 3000 Guildford Way
 Coquitlam, BC Canada V3B 7N2
 Mayor's Office: 604-927-3001 | Fax: 604-927-3015
 | coquitlam.ca

Yours truly,

A handwritten signature in black ink, appearing to read "Richard Stewart", with a large, sweeping flourish extending to the right.

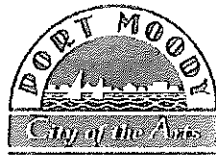
Richard Stewart
Mayor

c - Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development
Jerry Dobrovolsky, Chief Administrative Officer, Metro Vancouver
Peter Steblin, City Manager, City of Coquitlam

Attachment

1. Wildfire Protection in Metro Vancouver Watersheds and Adjacent Urban Communities (Council Report)

Attachment 1



March 11, 2021

Our File: 01-0400-60/POMO1/2021-1

Doc #: 4019270.v1

Via Email: chair@metrovanancouver.org

Sav Dhaliwal, Board Chair
Metro Vancouver
Metrotower III, 4730 Kingsway
Burnaby, BC V5H 0C9

Dear Mr. Dhaliwal:

RE: Belcarra/Anmore Water Supply

The issue of the adequacy of Belcarra/Anmore's water supply from the perspective of firefighting has been discussed in a variety of forums in the Northeast Sector over the last number of months. The issue of potential concern to the entire Northeast Sector is the possibility for a small fire to spread into the forested lands and then sweep through the mountains and across the entire Northeast Sector.

We are aware that there are significantly differing opinions on this matter, and since Metro Vancouver is responsible for the volunteer fire service in this area, we thought it would be appropriate to ask Metro Vancouver directly for commentary with respect to the adequacy of water supply for the volunteer fire services to this area. The specific question we would appreciate you giving some thought to is: Are the administrators of the volunteer fire service satisfied with the current status of water supply to this area?

The answer to this question will help in determining how this issue should be addressed over the coming years.

Yours truly,

A handwritten signature in black ink, appearing to read "Richard Stewart".

Richard Stewart, Mayor
City of Coquitlam

A handwritten signature in black ink, appearing to read "Rob Vagramov".

Rob Vagramov, Mayor
City of Port Moody

c - Jerry Dobrovolny, Chief Administrative Officer, Metro Vancouver
Peter Steblin, City Manager, City of Coquitlam
Tim Savoie, City Manager, City of Port Moody

Attachment 2



April 12, 2021

Office of the Chair
Tel. 604 432-6215 or via email
CAOAdministration@metrovancover.org

File: CR-14-01-SVFD
Ref: 01-0400-60/POM01/2021-1

Mayor Richard Stewart
City of Coquitlam
3000 Guildford Way
Coquitlam, BC Canada V3B 7N2
VIA EMAIL: rstewart@coquitlam.ca

Mayor Rob Vagramov
City of Port Moody
100 Newport Drive
Port Moody, BC V3H 5C3
VIA EMAIL: rvagramov@portmoody.ca

Dear Mayor Stewart and Mayor Vagramov:

Fire Protection Services in the Villages of Anmore and Belcarra

I am in receipt of your letter dated March 11, 2021 regarding the water supply to the Village of Belcarra and the Village of Anmore for the purposes of fire protection services. The Sasamat Volunteer Fire Department provides fire protection services in accordance with the Greater Vancouver Regional District Sasamat Volunteer Fire Department Administration and Regulation Bylaw No. 1204; thus, the provision of these fire protection services does not include responsibility for water distribution and supply.

Your letter will be forwarded to the Sasamat Fire Department Trustees for their review and further consideration.

Yours sincerely,

Sav Dhalliwal
Chair, Metro Vancouver Board

SD/RC/rt

cc: John McEwen, Mayor, Village of Anmore
Jamie Ross, Mayor, Village of Belcarra
Tim Savole, City Manager, City of Port Moody
Peter Steblin, City Manager, City of Coquitlam
Jerry W. Dobrovolsky, Commissioner/Chief Administrative Officer, Metro Vancouver

Encl: Correspondence dated March 11, 2021, titled "Belcarra/Anmore Water Supply" (Doc #44516778)

44889072

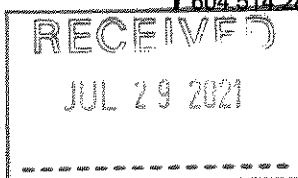
4730 Kingsway, Burnaby, BC, Canada V5H 0C6 | 604-432-6200 | metrovancover.org

Metro Vancouver Regional District | Greater Vancouver Water District | Greater Vancouver Sewerage and Drainage District | Metro Vancouver Housing Corporation



Langley City Hall, 20399 Douglas Crescent, Langley, BC Canada V3A 4B3

T 604.514.2800 F 604.530.4371 langleycity.ca



FILE NO 0450-01
File: 0110.00

July 29, 2021

Honourable Premier John Horgan
Province of British Columbia
PO Box 9422 Stn Prov Govt
Victoria, BC V8W 9V1

The Honourable Adrian Dix, M.L.A.
Minister of Health
PO Box 9050, Stn Prov Govt
Victoria, BC V8W 9E2

Email: premier@gov.bc.ca

Email: HLTH.Minister@gov.bc.ca

Dear Premier Horgan and Minister Dix:

Re: Improvement to Pre-Hospital Care System

At its July 26, 2021 Regular Council meeting, the Council for the City of Langley adopted the following resolution regarding the above-referenced subject.

WHEREAS local governments have been raising concerns of long delays with ambulance response time and First Responders responding to increasing number of Medical Emergency Service Alarm (MESA) calls due to lack of inadequate number of ambulances being available.

WHEREAS the recent heat wave exacerbated the shortcoming of the pre-hospital care system which created unacceptable delays in ambulance response time.

WHEREAS First Responders had to respond to extraordinary number of Medical Emergency Service Alarm (MESA) calls during the recent heat wave and endured unreasonable delays in response time by the ambulance to release them from the calls.

WHEREAS First Responders play an essential role in the pre-hospital care system and in supporting BC Emergency Health Services (BCEHS) with the delivery of the quickest possible response to patients requiring time-critical care.

WHEREAS the Auditor General of British Columbia's report, published in February 2019, on Access to Emergency Health Services provided recommendations to make transformational changes to the pre-hospital care system.

WHEREAS Health Minister Adrian Dix announced on July 14, 2021 to improve ambulance response time by providing funding for 85 new full-time paramedics, 30 fulltime dispatchers, 22 new ambulances, and converting 22 rural ambulance stations to 24/7 ALPHA stations.

THEREFORE, BE IT RESOLVED that the Province of BC and BC Emergency Health Services (BCEHS) immediately allocate the funding to improve ambulance response

time; and to improve coordination with fire departments to support consistent application of medical standards, information sharing, an integrated dispatch system, and improvements to patient care as recommended in the Auditor General report.

BE IT FURTHER RESOLVED that Minister Dix take concrete actions to treat First Responders as an equal and an integral partner of the pre-hospital care system with adequate support (e.g. training) and resources (e.g. cost recovery) in order to achieve this goal; and that this motion be forward to Premier John Horgan; Minister Adrian Dix, Minister of Health; Andrew Mercier, MLA Langley, Susan Wannamaker, Executive Vice President, Clinical Service Delivery, Provincial Health Services Authority; and All municipalities in BC.

Yours truly,
CITY OF LANGLEY



Paula Kusack
Deputy Corporate Officer

cc: Andrew Mercier, MLA Langley
Susan Wannamaker, Executive Vice President, Clinical Service Delivery,
Provincial Health Services Authority
All municipalities in BC.

Subject: FW: Ban Water Bottling of our Groundwater
Attachments: 2021-01-02-Water-for-the-Future-2021Jun30.pdf

File NO - 0230 - 01

From: Bruce & Nicole
Sent: Friday, July 30, 2021 3:16 PM
Subject: Ban Water Bottling of our Groundwater

Mayor and Councillors:

In 2019, UBCM members passed a resolution asking the provincial government to stop approving licences for the bottling and commercial sale and bulk export of groundwater. The provincial government ignored that resolution and continues to approve licences and entertain applications for water bottling of our groundwater. I find that appalling, that the Provincial Government, elected by the people of BC ignore a legitimate request from the elected members of BC's communities. BC's Water Act prohibits bulk export of water, yet corporations are taking advantage of a loophole in the law to export water in smaller containers, but in quantities that should qualify as bulk export. I have been working with community groups around BC and with a team from the Environmental Law faculty at UVIC to create a document detailing our water situation (attached) and calling for a ban on water bottling, or at the very least a moratorium on bottling.

(<https://www.freshwateralliance.ca/ban-bottling-bc>) Our province is being severely impacted by climate change. Wildfires are destroying our forests, and in fact endangering and destroying towns and cities and peoples' homes. There are **12 regions** currently experiencing **Stage 4** drought, and **5** more regions experiencing **Stage 3** drought, out of **32 drought monitoring regions**.

(<https://governmentofbc.maps.arcgis.com/apps/MapSeries/index.html?appid=838d533d8062411c820eef50b08f7ebc>) The extreme heat dome at the end of June brought record hot temperatures to communities all over BC, causing premature snowpack and glacier melt, bringing serious flooding to several areas. The longer-term effects of that premature melt mean that there will be no snowpack and less glacier melt later in the season to provide normal water supply for the watersheds of BC, bringing even more widespread drought to those communities who depend on that melt for their drinking water. Yet, the government responds to the UVIC submission by saying, "We are not considering a moratorium, but we are aware of concerns". **That is not good enough!!!** We are being overwhelmed by evidence of climate change, and we are already seeing serious issues with water shortages, yet the government dismisses that evidence, takes no action and continues to "give our water away" to a few select corporations to bottle and sell for huge profits, often exporting that water out of the country while the people of BC wonder and worry about whether we will have enough water to live our daily lives. The people of BC are facing the highest level of water restrictions while the favoured corporations with water extraction licences continue to pump water from our aquifers at full capacity. We need our government to step up and take action to protect and conserve our water from the water bottling companies as a major step to ensuring our water security for the future. Many BC communities are currently threatened by water bottling applications and proposals.

ACTION ITEM:

Please add your voices to the call for the provincial government to heed the will of the people and enact the 2019 UBCM resolution and take action on the UVIC Water for the Future submission document.

Thank you for taking action to help protect our water.

Bruce Gibbons
 Merville Water Guardians
 Merville, BC

Subject:

FW: Correspondence and Request from the AccessBC Campaign

FILE NO. 0730-01

From: Teale Phelps Bondaroff

Date: July 30, 2021 at 10:03:01 AM PDT

Subject: Correspondence and Request from the AccessBC Campaign

Dear Members of Belcarra Council,

I am writing to you in my capacity as Chair of the AccessBC Campaign for free prescription contraception. We are a grassroots, province-wide campaign that advocates for universal no-cost prescription contraception in British Columbia. AccessBC was founded in 2017, and is made up of a team of amazing volunteers from across the province.

AccessBC has been working to galvanize public pressure around removing barriers to contraception in BC, and one key component of our strategy has been mobilizing support from working with BC municipalities. Members of our team have been reaching out to municipalities and asking them to write letters supporting universal no-cost prescription contraception, and municipal councils have been stepping up.

To date, 20 municipalities and districts have passed motions supporting universal access to no-cost prescription contraception and have written to the provincial government urging them to adopt this policy as soon as possible. We are grateful to have the support of Vancouver, Victoria, Burnaby, Kimberley, Squamish, New Westminster, Cranbrook, Fernie, Alert Bay, Vernon, Sparwood, Pemberton, Rossland, Valey Mount, Enderby, Kootenay Boundary, Powell River, Clearwater, Sechelt, Parksville, and Fort St. John.

These municipalities have supported this policy because there is strong evidence to suggest that a program that makes all forms of prescription contraception available at no cost would be revenue positive. Such a policy would also improve a number of social and health indicators, increase equality, and promote a host of other benefits.

I am writing to you today in order to ask if your municipality would be willing to step up and call on the provincial government to make all prescription contraception universally available at no cost?

Here's why removing barriers to contraception is important. Limited access to prescription contraception can lead to unintended pregnancies, which can derail life plans and come with high personal costs. These pregnancies also increase the likelihood of short and long term negative health outcomes for both the mother and child, and come with significant costs to our health and social services. Consistent use of reliable forms of contraception significantly reduces the chance of unintended pregnancies.

Access to contraception is recognized as a basic human right. However, there are currently significant barriers preventing people from accessing prescription contraception in BC. Canadian contraceptive care providers identify cost as the single most important barrier that Canadian face when trying to access contraception.

An intrauterine device (IUD) can cost between \$75 and \$335, oral contraceptive pills can cost \$20 per month, and hormone injections can cost as much as \$180 per year. Such costs

represent a significant barrier, particularly to people with low incomes, youth, and people from marginalized communities.

While there are a small number of provincial programs in place that support access to contraception, these programs are largely income-dependent. Cumbersome application processes and paperwork discourage the use of these programs and represent additional barriers for people who are often already vulnerable, time-poor, or unable to navigate complex bureaucracies without assistance.

The current COVID-19 pandemic has magnified the existing barriers to accessing contraception in our healthcare system. The impact of cost, however, cannot be overstated. The pandemic has caused sweeping layoffs or cuts to hours, especially in “pink-collar” industries that employ more women. As a result, personal budgets are being squeezed tighter than before. This, coupled with the existing patchwork of coverage in our healthcare system, means that patients will continue to fall through the cracks.

From a budget standpoint, programs that offer free prescription contraception have consistently proven to be revenue positive. This is because the cost of providing free prescription contraception is considerably lower than the costs associated with unintended pregnancy. Options for Sexual Health estimated that every \$1 spent on contraceptive support can save as much as \$90 in public expenditure on social supports. Their 2010 study estimated that the BC government would save up to \$95 million annually if it implemented a program of universal access to prescription contraception - approximately twice what the program would cost to implement.

Lastly, and perhaps most obviously, access to prescription contraception is a gender equality issue. Reproductive options targeted towards men are easily accessible, low-cost, and often free. External condoms are available at every pharmacy and distributed for free in many community centres, health clinics, and schools. Vasectomy costs are covered by BC’s provincial health plan. Contraception for people with uteruses is much more expensive and complicated, too often putting it out of reach.

Offering no-cost prescription contraception to all British Columbians is:

- Good social policy: Removing all barriers to accessing contraception is a powerful affirmation of gender equality, and specifically of the right of all people to determine for themselves when and whether to become pregnant and bear children.
- Good health policy: Universal access to prescription contraception will improve health outcomes for parents and infants by reducing the risks associated with unintended pregnancy, particularly among adolescents, and will maximize the health benefits and outcomes of preparing for planned pregnancy.
- Good economic policy: The investment required to provide universal access to prescription contraceptives will yield significant returns in reduced public expenditures.

Universal no-cost prescription contraception coverage is a policy that has been endorsed by the Canadian Medical Association, the Society of Obstetricians and Gynaecologists of Canada, and the Canadian Pediatric Society. In 2020, the Select Standing Committee on Finance and Government Services also recommended that the provincial government “provide free prescription contraception for all people in British Columbia” in its 2021 Budget Consultation Report.

All three major political parties supported free contraception in the last election, and it was an important item in the BC NDP’s platform. The policy was also in Health Minister Dix’s mandate

letter, but unfortunately was not included in the 2021 budget. It is clear that more pressure is needed, and this is why we are asking municipalities across BC to adopt the following resolution (or something similar), and to write to the provincial government to ask them to make all prescription contraception in BC free:

Universal No-Cost Coverage of Prescription Contraception

WHEREAS cost is a significant barrier to people accessing contraception, particularly to people with low incomes, youth, and people from marginalized communities;

WHEREAS providing no-cost prescription contraception has been shown to improve health outcomes for parents and infants by reducing the risks associated with unintended pregnancy, and is likely to reduce direct medical costs on the provincial health system;

WHEREAS contraceptive methods targeted at men (such as condoms or vasectomies) are available at low cost or are covered by BC's Medical Services Plan, whereas contraceptive methods for people with uteruses (such as birth control pills, intra-uterine devices, or hormone injections) have high up-front costs, making access to contraception unequal and gendered;


THEREFORE BE IT RESOLVED THAT Council directs the Mayor to write to the Provincial Government to urge them make all prescription contraception in BC available at no cost under the Medical Services Plan.

Please let us know if your municipality adopts this motion so we can sing your praises and help use this support to put additional pressure on the government. And do let us know if you require any assistance in drafting a letter to the province.

You can learn more about barriers to prescription contraception and the benefits of universal no-cost prescription contraception in our [Briefing Paper](#), and more about the AccessBC Campaign at www.accessbc.org.

Thank you for your support of this important issue.

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



Dr. Teale Phelps Bondaroff
Chair and Co-Founder



Virus-free. www.avg.com

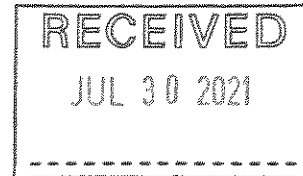
PORT MOODY
CITY OF THE ARTS

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

File NO. 0450-01

July 30, 2021

Lorna Dysart
Chief Administrative Officer
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8
Email: ldysart@belcarra.ca



Dear Ms. Dysart:

Re: City of Port Moody Official Community Plan Update: Port Moody 2050

Port Moody 2050 is a one-to-two year process to gather public input and draft focused updates to the Plan, which was last updated in 2014. This includes updating the Plan's overall goals and vision, as well as reviewing land uses in specific areas of Port Moody including: the Moody Centre Transit-Oriented Development Area, the Oceanfront District, the Seaview neighbourhood, and Murray Street. Additional information related to *Port Moody 2050* can be found at Engage.portmoody.ca.

The City of Port Moody will officially refer *Port Moody 2050* to the Village of Belcarra when the related amendment bylaw receives First and Second Readings. The timing for this referral is anticipated to be in Spring 2022. As part of the City of Port Moody's early consultation pursuant to Section 475 of the *Local Government Act*, we wanted to bring this update to the attention of the Village and let you know we are available to discuss the project throughout the process.

In the meantime, should you have any questions regarding *Port Moody 2050*, please do not hesitate to contact Mary De Paoli, Manager of Policy Planning, at mdepaoli@portmoody.ca or 604-897-8418.

Sincerely,

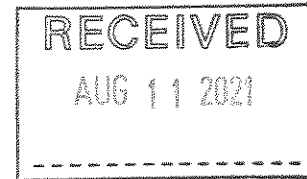
Kate Zanon
General Manager, Community Development

August 11, 2021



FILE NO. 1855-03-03

Mayor Jamie Ross
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8



Dear Jamie Ross:

**RE: CANADA COMMUNITY-BUILDING FUND/GAS TAX FUND:
COMMUNITY WORKS FUND TOP-UP PAYMENT AND UPDATED ELIGIBILITY
GUIDELINES**

I am pleased to advise that UBCM is in the process of distributing a top-up to your Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$57,049.09 is expected to occur the week of August 16, 2021.

This additional one-time payment from UBCM for the CWF was approved for disbursement by the Government of Canada to supplement the fiscal 2021/2022 allocation which was delivered in July.

Also announced by the Government of Canada is the expansion of CWF investment categories to now include fire halls and fire station infrastructure.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund (Gas Tax Fund) can be found on our website at www.ubcm.ca.

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Yours truly,

Brian Frenkel
UBCM President

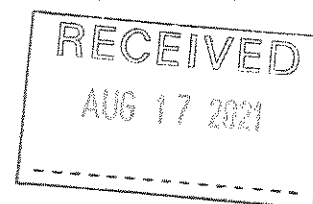
PC: Lorna Dysart, Chief Administrative Officer

Parks & Environment Department
 Tel. 604 432-6200 Fax 604 436-6901

File: AQ-07-00

August 13, 2021

FILE NO. 0470-01



Municipal Clerk
 Village of Belcarra
 4084 Bedwell Bay Road
 Belcarra, BC V3H 4P8

Dear Sir/Madam:

Caring for the Air 2021, Metro Vancouver's Annual Review of Air Quality and Climate Change

Caring for the Air is Metro Vancouver's annual publication highlighting regional actions and initiatives that improve air quality and mitigate the impacts of climate change. Written in plain language, *Caring for the Air* helps increase public engagement in and understanding of air quality and climate change issues.

2021 is the 10th anniversary of *Caring for the Air*. The 2021 edition looks back at **accomplishments over the past 10 years** and looks ahead to upcoming plans and programs, such as the **Clean Air Plan** and the **Climate 2050 Roadmaps**.

Other topics in *Caring for the Air* 2021 include:

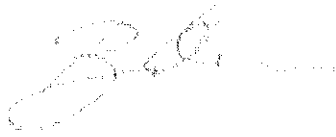
- How the **COVID-19** pandemic response affected regional air quality
- Results of the **Strata Energy Advisor** program – energy advisor services for multi-unit homes
- How **heat pumps** can contribute to greenhouse gas reductions
- How to interpret the **Air Quality Health Index**
- Improvements to Metro Vancouver's **air monitoring network**
- Upcoming requirements for the **residential indoor wood burning regulation**
- **2020 air quality trends**

A copy of *Caring for the Air* is included in this package. Current and previous editions of *Caring for the Air* are also available on metrovancover.org (search: 'Caring for the Air').

If you would like additional copies for distribution, or have comments or questions about *Caring for the Air*, air quality, or climate change, please contact AQInfo@metrovancover.org.

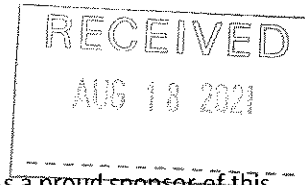
46284786

Sincerely,

A handwritten signature in dark ink, appearing to read 'R. Quan', with a horizontal line extending to the right.

Roger G. Quan, P.Eng.
Director, Air Quality and Climate Change
RQ/at

Encl: *Caring for the Air 2021*



August 13, 2021

Dear Mayor and Members of Council:

We extend our best wishes for the upcoming virtual 2021 UBCM Convention next month. As a proud sponsor of this year's event and an avid supporter of UBCM since 1999, we are pleased to provide you with some new resources to help support your community's building plans and the growing wood culture in BC.

We invite you to peruse and enjoy the new North American Wood Design Awards book as well as the latest case study, Wood in Low-Rise Commercial Buildings, featuring three unique projects. We hope these publications provide you with information and inspiration on wood design and building to help you envision your next community project.

Information and inspiration for your next community project

The three innovative projects in the case study showcase ingenious design and building solutions which are applicable for urban projects, while supporting BC's own world class wood products and manufacturing industries. One of the wood projects featured is **1 Lonsdale Avenue** in North Vancouver, a mixed-use commercial infill building which sets a new standard to help communities fulfil their energy reduction and carbon targets. This three-storey office building with a ground floor restaurant strives for Passive House certification and surpasses Step 3 of the BC Energy Step Code, all within the zero-lot line so common in an urban setting. Since much of the project utilized prefabricated wood systems, it was erected quickly (in 10 days!), thus minimizing both neighbourhood noise and disruption. In addition to the case study on 1 Lonsdale Avenue, please also visit our website to view a new video on the project, which includes perspectives from a local government building official's point of view: www.wood-works.ca/bc/

Mass timber innovation investment for BC communities

I would like to draw your attention to the second intake for the Mass Timber Demonstration Program and local government eligibility for funding. **Deadline: October 8.** The funding opportunity will support the advancement of mass timber projects that will help drive economic recovery and change the face of construction in the province. **Apply here:** www.masstimberbc.ca/

Please call me if you have project ideas for your community or if you are ready to move forward with a new civic project. I would be happy to provide you or your staff with more information on opportunities for wood in your community as well as the free technical services Wood WORKS! BC can provide to your project teams.

Yours truly,

Lynn Embury-Williams RPF
Executive Director
Wood WORKS! BC/Canadian Wood Council

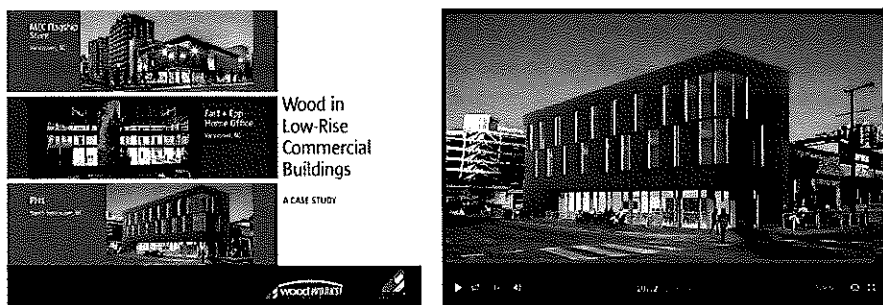
PS Winners of the annual **Community Recognition Awards** will be announced at the 2021 UBCM Convention. The awards are presented annually to communities that advocate for specifying wood use in a local project or through visionary initiatives that work toward building a community culture of wood. We will be posting names of the winners at our virtual booth as well as on Twitter: [woodworksbc_cwc](https://twitter.com/woodworksbc_cwc) Good luck to all nominees!



1 Lonsdale Avenue, North Vancouver, BC (also referred to as PH1)

Photo credit: Ishot.ca Courtesy: Naikoon Contracting Ltd. | Owners: Babco Equities Ltd. | Architect: Hemsworth Architecture | Structural Engineer: Equilibrium Consulting Inc. | Contractor: Naikoon Contracting Ltd.

Wood **WORKS!** BC case study and video: www.wood-works.ca/bc



Wood **WORKS!** is a national industry-led program of the Canadian Wood Council, with a goal to support innovation and provide leadership on the use of wood products and systems. Through workshops, seminars and case studies, Wood **WORKS!** provides education, training and technical expertise to building and design professionals and local governments involved with commercial, institutional and industrial construction projects throughout BC. For more than 20 years, Wood **WORKS!** BC has facilitated practical, efficient, versatile and cost-effective building and design solutions through the use of wood – the most sustainable, natural and renewable building material on Earth.

Wood **WORKS!** BC has also worked extensively with municipalities on projects ranging from fire halls to arenas to recreation centres. Wood **WORKS!** BC is a recognized resource to help BC communities with the “build with wood” requirements on publicly-funded projects under the Wood First Act, and our expertise is available free-of-charge.

Wood **WORKS!** BC: Services to Local Governments

- I. **Free Technical Advice**
 - structural, fire, seismic, acoustic, envelope, architectural
- II. **Community Outreach**
 - Local Governments
 - Ministries / Associations
- III. **Sourcing Products and Building Systems**
- IV. **Professional Development/Liaison**
 - Architectural Institute of BC, Engineers and Geoscientists BC, Building Officials Association of BC, etc.

Subject: Waste vehicle

FILE NO. 100-01

From: Krystyn Izowski

Sent: Wednesday, August 25, 2021 12:09 PM

Subject: Waste vehicle

Kindly forward to Mayor and Council.

Thank you for confirming Revolution Recovery Inc services Village of Belcarra.

With increasing media attention regarding climate change, I have a concern that we are using any service that has vehicles spewing huge amounts of pollution from their vehicle smoke stacks. August 4, 2021 I followed Revolution Recovery Inc truck # 102, licence plate # LV 9175 from Belcarra to the loco Roads junction. The truck was belching pollution the whole way while it was towing waste that is to be disposed of in an environmentally friendly way.

I consider Belcarra to be especially environmentally sensitive, and proudly so. We are diligent in our waste disposal yet our efforts are somewhat negated when we use services that do not fit with the Village's vision and efforts.

Sadly there are insufficient government mandates for commercial / industrial regulations yet pressure on owners of regular vehicles to switch to electric.

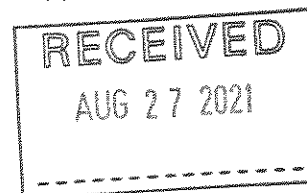
I am requesting The Village to implement solutions to this problem.

Thank you.

Krystyn Izowski



file No. 0410-01



August 27, 2021

Ref: 268161

Mayors and Regional District Chairs of British Columbia

Dear Mayors and Chairs:

I am writing to provide you with an update on the recently announced proof of vaccination and mandatory mask requirements to stop the spread of COVID-19. **Starting Sept. 13, 2021**, proof of vaccination will be required in B.C. for people attending certain social and recreational settings and events. **As of August 25, 2021**, masks are mandatory in indoor public spaces.

I first wish to acknowledge the many people and communities in B.C. continuing to face the crisis of wildfires. I know that in many places you and your residents are under intense stress, facing evacuation orders and alerts and the impact of wildfires' destructive force. Please know that our thoughts and support are with you, along with our deep gratitude for the courage, tireless work and dedication to community demonstrated by you and your staff in this emergency.

Turning again to the recently announced proof of vaccination requirement I would like to acknowledge the extraordinary efforts local governments have made – and continue to make – to respond to the COVID-19 pandemic in your communities. I know there is particular interest in how the proof of vaccination requirement will apply to local government business, especially in relation to conducting council/board meetings and public hearings.

The focus of the proof of vaccination requirement is on choice – businesses, places, and activities that people can choose to attend and support if they are vaccinated. That would include, for example, places such as gyms, pools and recreational facilities. The Provincial Health Officer has indicated that it is the intention that the proof of vaccination requirement won't apply to formal local government business, including by-elections, council/board meetings and public hearings for both council/board members as well as the public attending these events. The Provincial Health Officer is working on finalizing the formal written order which will outline the specifics. The ministry will provide you with more detailed information once the final order has been published.

The proof of vaccination requirement is not mandatory for employment at this time, other than in specific areas of the health care system starting with Long Term Care, Assisted Living and some other residential care facilities. Employers are accountable for ensuring their workers' safety, further to WorkSafeBC direction (see <https://www.worksafebc.com/en/covid-19/bcs-four-step-restart>) and should

have in place communicable disease plans – including a requirement to stay home when sick, mask wearing where appropriate and regular hand washing. Employers, including local governments, may choose to adopt their own vaccination policies beyond the designated settings but would be responsible for doing their own due diligence.

As noted above, as of August 25, 2021, masks are mandatory in all indoor public spaces to help slow the transmission of COVID-19 as B.C. prepares for the fall and respiratory illness season. Subject to some exemptions, people 12 years and older must wear masks in indoor public spaces, regardless of vaccination status. These settings include, but are not limited to city halls, libraries, community and recreation centres, areas of office buildings where services to the public are provided, and common areas of sport and fitness centres when not engaged in physical activity.

Here is a summary of the general rules for the proof of vaccination requirement:

Proof of vaccination – how it works

The requirement applies to all people age 12 years and older. People visiting from outside of B.C. are also required to show proof of vaccination.

There are two key dates:

As of Sept. 13, people in British Columbia will be required to be **partially vaccinated** with at least one dose of a COVID-19 vaccine to access certain businesses and events.

As of Oct. 24, people in British Columbia will be required to be **fully immunized**, at least seven days after receiving two doses of COVID-19 vaccine, to access the same list of businesses and events.

Here is the current list of settings where proof of vaccination will be required:

- indoor ticketed sporting events
- indoor ticketed concerts/theatre/dance/symphony events
- indoor and outdoor dining at restaurants, pubs, and bars
- night clubs and casinos
- movie theatres
- fitness centres/gyms/pools/recreation facilities (excluding youth recreational sport)
- indoor high-intensity group exercise activities
- organized indoor events (e.g. weddings, parties, conferences, meetings, workshops)
- discretionary organized indoor group recreational classes and activities such as pottery and art classes, but does not include K to 12 school and before and after school programs
- post secondary on-campus student housing (students must be partially vaccinated by September 7)

The requirement is in place until January 31, 2022, subject to possible extension.

Showing proof of vaccination

Individuals will be able to confidentially access their proof of vaccination through a secure website. A web link will be provided and publicized widely before September 13. Individuals will be able to save a

copy of their proof of vaccination to their phone to show when entering or using designated businesses and events. A second, secure option will be provided for people who can't access the website.

We all know the best way to get through this pandemic are vaccines; I would ask for your support to encourage the residents in your communities to get vaccinated. Getting vaccinated is the best choice to protect ourselves, the people we love, and our communities.

Keep watching BC's Response to COVID-19 website for updates. We will continue to work with you over the coming weeks, so that you have the support and information you need to move forward based on the new Provincial Health Officer Orders.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Faganello', with a stylized, cursive script.

Tara Faganello
Assistant Deputy Minister

pc: Chief Administrative Officers
Gary MacIsaac, Executive Director, UBCM
Nancy Taylor, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo

COMMUNITY UPDATE

ANMORE, BELCARRA



Trustee: Kerri Palmer Isaak , KPalmerIsaak@sd43.bc.ca August 29, 2021

File No. 0460-01

Good Afternoon Villagers

Return to school is coming fast. Many families and community members have reached out to share concerns as Covid numbers rise. I wanted to send out a brief update with some helpful information and links.

This isn't the "back to school" that I had anticipated when school went out in June. I can appreciate that many families are feeling frustrated and stressed. As your school trustee I am here to listen and support your family, my email and phone number are below. Our school board continues to work closely with Fraser Health and with the Ministry of Education to continue to provide a safe learning environment for our students, staff and families,.

Below is the information that has been sent home to families through their schools and a link to the letter from our Superintendent of Schools.

https://www.sd43.bc.ca/Pages/newsitem.aspx?ItemID=574&ListID=ed550773-e9ff-4e20-9964-4e1b213f518c&TemplateID=Announcement_Item#/=

- Schools continue to be considered low-risk settings for COVID-19 transmission.
- Vaccines are the most effective way to reduce the risk of COVID-19 in schools. Everyone eligible is strongly encouraged to be fully vaccinated (i.e. receive 2 doses) against COVID-19. School exposures are more likely in communities with lower vaccination uptake.
- Local Medical Health Officers may recommend regional prevention measures during times of increased community risk.
- Masks will be required for all staff. Students in grades 4-12 require masks while indoors. In K - grade 3 classrooms, masks will be optional. Exemptions will be implemented, in special circumstances.
- Daily health checks for students and staff will be required before arriving at school each day and those with symptoms are expected to stay home and follow the guidance of health authorities.
- Hand hygiene measures will continue, including frequent hand washing and use of hand sanitizer.
- No 2m physical distancing will be required but maximizing indoor 'spacing' and continued 'traffic flow' measures will be implemented to further protect students. This may include staggered start times, break times and/or assigned entry and exit doors. Outdoor spaces will be used frequently, as weather allows.
- No cohorts or learning groups will be in place and school schedules and course offerings will mostly return to normal.

- There will be no Gradual Transition option for families. Please discuss learning options with your school principal regarding District Distributed Learning (Apex, COL) opportunities or access to the Hospital Homebound program (there are strict requirements for access to the Hospital Homebound program).
- Enhanced cleaning and disinfecting protocols will continue based on Ministry of Education guidance.
- Parents are asked to remain outside of the school building, make an appointment to visit a staff member (whenever possible) and following all entrance requirements – including completing a daily health check before arrival, signing in at the office if you are entering the building, and travelling only to the area within the school that they have been directed.
- For the latest information please visit our website at www.sd43.bc.ca.

I wanted to share with Villagers that schools will be closed September 30 this year in recognition of the new federal statutory day called Truth and Reconciliation Day. The Ministry of Education has informed BC school districts that on September 30th, 2021, schools will be closed to honour this day and recognize indigenous survivors, families and communities who continue to grieve, as a result of the residential school system in Canada.

If you have a new student that you are registering please visit your school to register. Schools will be open for new registrations on August 30th.

I hope that you have an opportunity to get out and enjoy the last few days of great weather this summer in our beautiful Villages.



Helpful Links

Fraser Health

<https://www.fraserhealth.ca>

Daily Health Check / SD43 Covid Updates

<https://www.sd43.bc.ca/Pages/default.aspx#/=>

New Student Registration

<https://www.sd43.bc.ca/Schools/Registration/Pages/default.aspx#/=>

Please remember that your school principal and your classroom teacher are the best place to start with questions and concerns. The www.sd43.bc.ca website is updated regularly with announcements from the Ministry of Education and the Provincial Health Authority. Please feel free to contact me at anytime with questions and concerns.

Take Care of Each Other and Be Safe , Kerri Palmer Isaak School Trustee Anmore Belcarra
KPalmerIsaak@sd43.bc.ca 604-861-0521

FILE NO. 0480-01

Subject: FW: TransLink Mask Mandate, Fall Service Changes and Kids Ride Free

From: Mohamed, Aliya

Sent: Tuesday, August 31, 2021 3:41 PM

Subject: TransLink Mask Mandate, Fall Service Changes and Kids Ride Free

Dear Mayor and Council,

Following the recent mandate from the Provincial Government reinstating mask-use in all indoor public places, TransLink customers must wear masks again while using public transit. This includes while they are boarding, or waiting to board, vehicles.

Information about the limited exemptions, and the steps TransLink is taking to help the region reconnect safely, can be found at translink.ca/Covid19.

Fall Service Changes

Each quarter, TransLink adjusts service to reflect both seasonal changes in demand and to deliver more service to help customers get around the region. Fall service changes take effect on **Monday September 6**, and in the Village of Belcarra, these changes are:

Rolling back seasonal increases on popular summer bus routes, affecting:

- 181 Moody Centre Station/loco
- 182 Moody Centre Station/Belcarra

You can always find the latest information about Service Changes at translink.ca/ServiceChanges, and we encourage everyone to plan their travel using our Trip Planner at translink.ca/TripPlanner.

Kids Ride Free!

From this Wednesday, September 1, children 12 and under will be able to ride TransLink services free of charge as part of a new provincial program. This program will make transit more affordable for families and help to encourage children to become lifelong transit riders.

Information about how children can access different TransLink services, and FAQs, can be found at translink.ca/kidsridefree.

Share this news with your communities

As ever, we would appreciate your support sharing this information with Belcarra communities. We regularly tweet out service information and TransLink news from [@TransLinkNews](https://twitter.com/TransLinkNews), and you are welcome to share this or ask us for other content for your communications channels.

Warm regards,

ALIYA MOHAMED

Director of Public Affairs, TransLink