



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VIA Zoom
October 12, 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/84473214330>

Meeting ID: 844 7321 4330

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, October 12, 2021

Recommendation:

That the agenda for the Regular Council Meeting, October 12, 2021 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, September 27, 2021

Recommendation:

That the minutes from the Regular Council Meeting held September 27, 2021 be adopted.

4. DELEGATIONS AND PRESENTATIONS

4.1 Bruce Blackwell, Principal, B.A. Blackwell & Associates, presentation regarding Belcarra Community Wildfire Resiliency Plan

Recommendation:

That the presentation provided by Bruce Blackwell, Principal, B.A. Blackwell & Associates, regarding Belcarra Community Wildfire Resiliency Plan be received for information.

5. REPORTS

- 5.1** Lorna Dysart, Chief Administrative Officer, verbal report regarding Village of Belcarra Managing Trees, Views & Landscapes Bylaw No. 589, 2021

Recommendation:

That Village of Belcarra Managing Trees, Views & Landscapes Bylaw No. 589, 2021, be read a third time.

- 5.2** Lorna Dysart, Chief Administrative Officer, report dated October 12, 2021, regarding Introduction of a Development Enquiry Research Fee & Changes to the Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021

Recommendation:

That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021 be read a first time.

- 5.3** Lorna Dysart, Chief Administrative Officer, report dated October 12, 2021, regarding Bedwell Bay Wharf Program

Recommendations:

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

- a) That the Village of Belcarra Highway Encroachment – Marine Ave and Senkler Road Bylaw No. 411, 2008, Amendment Bylaw No. 591, 2021 be read a first time.
- b) That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 592, 2021 (HEA) be read a first time.
- c) That the Village of Belcarra Corporate Policy No. 205: Group Wharfage Facilities be rescinded; and
That the Village of Belcarra Corporate Policy No. 216: Bedwell Bay Wharf Application Guidelines be approved.
- d) That staff be directed to begin accepting applications when policies are approved and applicable bylaws are adopted for new Highway Encroachment Agreements which will enable access and development of wharfage facilities; and
That priority be given to applications for group wharfage facilities; and
That only one completed application be accepted and processed at a time.

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

- 6.1 Grand Opening Port Coquitlam Community Centre (PCCC) held on October 2, 2021**

- 205,000 sq. ft.
- Vibrant Community Hub

6.2 loco Ghost Town Days, hosted by the Port Moody Heritage Society, held on October 3, 2021

- Mary Anne Cooper, 106 years old

6.3 Tri-Cities Chamber of Commerce Mayor's BBQ, October 14, 2021

Council Committees

Water Committee

6.4 Ian Devlin, Chair, Water Committee, letter dated September 26, 2021, regarding Technical Brief #2

Recommendation:

That the Technical Brief #2, dated September 26, 2021, provided by Ian Devlin, Chair, Water Committee, be received for information.

7. BYLAWS

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 to 8.6 be received.

ACTION ITEMS

No items.

INFORMATION ITEMS

- 8.1 Troy Clifford, Provincial President, Ambulance Paramedics of BC, letter dated September 22, 2021, regarding Thank You for Meeting at UBCM and Follow Up**
- 8.2 Don Reid, Belcarra Resident, letter dated September 23, 2021, regarding Park Designation on Turtlehead Road and Invasive Species (full report available at the Village office)**
- 8.3 Rhonda Vanderfluit, Registrar, Youth Parliament of BC Alumni Society, Sponsoring the BC Youth Parliament, email dated September 27, 2021 regarding 93rd BC Youth Parliament (full report available at the Village office)**
- 8.4 Cathy Peters, BC Anti-Human Trafficking Educator, Speaker, Advocate, email dated September 26, 2021 regarding Global Virtual Summit on the Impact of Pornography on Youth and Children "Connect to Protect" – please attend October 13-15, 2021 (full report available at the Village office)**
- 8.5 Sherry Chisholm, Belcarra Resident, letter dated September 30, 2021 regarding Village Donations**
- 8.6 Stephanie Snider, Manager, Marine Engagement, Trans Mountain Expansion Project, email dated October 4, 2021, regarding Westridge Update – Marine Construction Safety Boom (full report available at the Village office)**

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the October 12, 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:

- (c) labour relations or other employee relations;
- (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 October 12, 2020 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
Via Zoom
September 27, 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

L. Dysart provided an overview of the first National Day for Truth and Reconciliation that will be held on September 30, 2021. The day honours the lost children and survivors of residential schools, their families and communities. The Village office will be closed in recognition of this day.

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:03 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, September 27, 2021

Moved by: Councillor Wilder
Seconded by: Councillor Snell

That the agenda for the Regular Council Meeting, September 27, 2021, be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, September 7, 2021

Moved by: Councillor Wilder
Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held September 7, 2021 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No Items.

5. REPORTS**5.1** Lorna Dysart, Chief Administrative Officer, report dated September 27, 2021, regarding Managing Trees, Views & Landscapes Bylaw No. 589, 2021

L. Dysart provided an overview of amendments to Managing Trees, Views & Landscapes Bylaw No. 589, 2021. Considerable discussion ensued on various aspects of the Bylaw.

Moved by: Councillor Clark
Seconded: Councillor Wilder

That the following words be removed from Managing Trees, Views & Landscapes Bylaw No. 589, 2021, page 3, item 8.4:

“An applicant may re-apply to prune or trim the same trees(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.”

CARRIED

Moved by: Councillor Clark
Seconded by: Councillor Wilder

- a) That the amendments outlined in yellow on Managing Trees, Views & Landscapes Bylaw No. 589, 2021, proposed by Councillor Drake, be approved.

CARRIED

Moved by: Councillor Clark
Seconded by: Councillor Drake

- b) That Managing Trees, Views & Landscapes Bylaw No. 589, 2021 be read a second time as amended.

CARRIED

5.2 Lorna Dysart, Chief Administrative Officer, report dated September 27, 2021, regarding Tree Committee Recommendations

L. Dysart outlined the report and noted that these recommendations will be completed as time permits. Discussion ensued.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That Council approve the recommendations from the Tree Committee as listed below:

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

- d) That staff write a letter to Metro Vancouver Parks regarding a policy for fuel management and the removal of underbrush, dangerous trees etc. on parkland bordering the Village in order to create a buffer zone.
 - e) That staff write a letter to the Provincial Government and coordinate with the BC Wildfire Service Department regarding fuel management and the removal of underbrush, dangerous trees etc. on Crown Land bordering the Village in order to create a buffer zone.
 - f) That staff write letters to Anmore and Port Moody with regard to fuel management and dangerous trees etc. on property bordering the Village and Bedwell Bay Road; and
- That where appropriate, letters be drafted for the signature of the Mayor.

CARRIED

- 5.3** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 27, 2021, regarding Patching and Paving, MRN and Non MRN Roads
- S. Novak outlined the report. Council asked pertinent questions.

Moved by: Councillor Clark
Seconded by: Councillor Drake

That a quote from Sandpiper Contracting Ltd., dated September 14, 2021, for the mill and fill patching and paving at miscellaneous sites, as identified by Public Works staff, be approved in the amount of \$23,200.00 plus GST.

CARRIED

- 5.4** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 27, 2021, regarding Capital Budget, Paving on Midden Road

S. Novak outlined the report. Discussion ensued. It was noted that the Request for Proposal (RFP) should provide for two quotes. One quote provided for Belcarra Bay Road and Midden Road and one quote for only the Belcarra Bay Road portion of the project.

Moved by: Councillor Clark
Seconded by: Councillor Drake

That staff advertise a Request for Proposal (RFP) for 2 price quotes on paving that include:

- A full depth mill and fill, and 75mm asphalt regrading gravel base for Midden Road and Belcarra Bay Road from Midden Road to the 3 way stop sign; and
- A full depth mill and fill, and 75mm asphalt regrading gravel base for Midden Road.

CARRIED

- 5.5** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 27, 2021, regarding Municipal Hall Parking

S. Novak outlined the report. At a Regular meeting of Council held on July 5, 2021, Council established that the Village Hall parking lot would be "Resident Only Parking and Permit Parking Only" until the end of September 2021.

Mayor Ross noted that Councillors Clark & Wilder will be holding a Public Information meeting on Parking as per the Strategic Plan.

Moved by: Councillor Clark

Seconded by: Councillor Snell

That staff remove the Resident Only signs and retain the policy as seasonal, from June 1 to September 30 each year.

DEFEATED

Mayor Ross, Councillors Clark, Drake and Snell voted in opposition

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That staff keep the "Resident Only Parking and Permit Only Parking" signs posted in the Village Hall parking lot until a Public Information Meeting on Parking is held.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

Mayor's Reports

6.1 UBCM update including discussions with two Cabinet Ministers

Mayor Ross and L. Dysart met with Honourable Minister David Eby and Honourable Minister Lisa Beare on Zoom meetings during the 2021 UBCM Conference.

The meeting with Minister Eby was related to the potential for a sprinkler bylaw. The Minister was very supportive of the Village request. Ministry Staff will follow up with L. Dysart.

Discussion with Minister Beare was in regard to:

- A request for the Ministry to assist with increased connectivity for homes in the area that do not have access to high speed internet, particularly the Farrer Cove area.
- A request for additional information regarding the sale of a BC Hydro tower in the area.

Minister Beare was very supportive of improving connectivity to the Village.

6.2 Federal Election

Mayor Ross thanked Nelly Shin, MP, for her support during the time she served as Member of Parliament for the area. Mayor Ross offered congratulations to incoming MP Bonita Zarrillo who will be invited to a Council meeting at a later date.

6.3 BC Law Enforcement Memorial – Legislature Victoria

Mayor Ross provided an overview of his attendance at the BC Law Enforcement Memorial held at the Legislature in Victoria on September 26, 2021.

6.4 Councillor Drake – Water Committee

Councillor Drake provided an update on a Water Committee meeting held on Zoom on September 22, 2021. A link will be posted on the website to the meeting. He noted that the Water Committee is shifting from committee status to an advisory board.

Ian Devlin, Water Committee Chair, advised that Technical Brief #2 has been provided to the CAO.

L. Dysart advised that Technical Brief #2 will be brought forward to the next Regular Council meeting. She advised that links to past Water Committee meeting videos will be posted on the website. Discussion ensued.

L. Dysart advised that WSP (formerly OPUS / Dayton Knight) will be the engineers for the Village Water System. They have extensive knowledge of the water system. Chris Boit, ISL Engineering, will be the engineer for other engineering requirements in the Village such as Roads, Trails, etc.

The meeting recessed at 8:52 pm and reconvened at 9:00 pm.

7. BYLAWS

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

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the "Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 588, 2021" be adopted.

CARRIED

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That correspondence items 8.1 to 8.9 be received.

CARRIED

ACTION ITEMS

8.1 Andrew Hory, Chair & Area B Director, Sandra Daniels, Area A Director, James Furney, Area C Director & Rod Sherrell, Area D Director, Regional District of Mount Waddington, letter dated August 27, 2021, regarding Rebuilding the Village of Lytton

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That Council approve a donation in the amount of \$500.00 to assist Rebuilding the Village of Lytton.

CARRIED

8.2 Mitzi Dean, Minister of Children & Family Development, email dated September 10, 2021, regarding the declaration of October 2021 as "Foster Family Month" in British Columbia

Councillor Wilder requested that Dave Warren, Community Recreation Association of Belcarra (CRAB) President, post the declaration of "Foster Family Month" on the CRAB marquee.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That October 2021 be declared as "Foster Family Month" in the Village of Belcarra.

CARRIED

INFORMATION ITEMS

- 8.3 Troy Clifford, Provincial President, Ambulance Paramedics & Emergency Dispatchers of BC, letter dated September 3, 2021, regarding Emergency Paramedics & Dispatchers: Who we are and what we do!
- 8.4 Jude Crasta, Program Manager, Moving in A Livable Region, SFU Morris J Wosk Centre for Dialogue, letter dated September 7, 2021, regarding A Civic Literacy Campaign on Mobility Pricing Across Metro Vancouver
- 8.5 Nicole Magas, Publicist – ZG Stories, email dated September 7, 2021, regarding Volunteer Drives for Cancer Patients – Service Expansion to Include Our Community Now
- 8.6 Katrina Chen, Minister of State for Child Care, email dated September 13, 2021, regarding Childcare BC New Spaces Fund
- 8.7 Colleen & Ian MacDonald, Belcarra Residents, email dated September 13, 2021, regarding Please Vote YES for a Safe Passing Distance Law at the UBCM
- 8.8 Cheryl Papove, Belcarra Resident, email dated September 15, 2021, regarding Safe Passing Distance
- 8.9 Kelly Kenney, Corporate Officer, City of Langley, letter to Honourable Josie Osborne, Minister of Municipal Affairs, dated September 15, 2021, regarding Appointment of Directors to Regional District Board (full report available at the Village office)

9. NEW BUSINESS

L. Dysart advised that Ali Sunderani, who was a Public Works and Water Operator, is no longer employed by the Village. She noted that the position will be reposted.

10. PUBLIC QUESTION PERIOD

Sherry Chisholm, Belcarra Resident, queried with regard to current staff being considered for the Public Works, Water Operator position.

11. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the September 27, 2021 Regular Meeting be adjourned at 9:11 pm.

CARRIED

Certified Correct:

Jamie Ross
Mayor

Lorna Dysart
Chief Administrative Officer



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 as determined by the Public Works Manager 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, or as determined by the Public Works Manager, 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.

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. 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 The applicant shall confirm that any directly affected property owners in the area of the proposed tree pruning or cutting, have been notified and advised that any opinions they wish to express may be sent in writing to the Public Works Manager within 15 working days of their notification.
- 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 tree (under 35 feet tall) 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 September 7, 2021

Read a Second Time on September 27, 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 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 Public Works Manager 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: October 12, 2021

From: Lorna Dysart, Chief Administrative Officer

Subject: Introduction of a Development Enquiry Research Fee & Changes to the Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021

Recommendation

That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021 be read a first time.

Purpose

To amend the Fees and Charges Bylaw to add a Development Enquiry Research Fee to cover staff time for complex and time-consuming enquiries that are not related to a rezoning application.

The proposed Development Enquiry Research Fee is to be combined with the existing Pre-Application Fee for Review of Large Rezoning Applications and reflected as “Development Enquiry Research Fee / Pre-Application Fee for Review of Large Rezoning Applications” in the Fees and Charges Bylaw.

Background

Recently the Village has been receiving non-rezoning related enquiries that have been complex and time-consuming, requiring the need to do additional research and/or outreach to external groups and agencies. For example, requests have been received from Fortis and telecommunication companies regarding the installation of services within the Village, and property information requests for complicated sites.

The Development Enquiry Research Fee is proposed to be charged to the enquirer in order to cover staff time needed to look into and review these more complex enquiries.

Various municipalities, including the Village of Anmore and the City of Port Moody, charge a fee for research into municipal records, property information, and other time consuming research. The amount of the fee is based on the amount of time spent on the enquiry.

Proposed Amendment to the Fees and Charges Bylaw

The Fees and Charges Bylaw currently has a flat fee of \$500 for a Pre-Application Fee for Review of Large Rezoning Applications under Schedule 8 – Planning, Land and Development Services.

The proposed amendment will add “Development Enquiry Research Fee” to the same line item to form the following:

“Description: Development Enquiry Research Fee / Pre-Application Fee for Review of Large Rezoning Applications where it is determined by the Chief Administrative Officer (CAO) that research may involve staff time in excess of 15 minutes.

Fee:

First hour - \$100

Each additional 15mins or portion thereof \$20

Where it is determined that a fee may be assessed, the applicant will be provided with a fee estimate prior to the requested work being initiated.”

Attachment

Attachment 1: Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021



VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018,
Amendment Bylaw No. 590, 2021



An amendment bylaw to introduce a Development Enquiry Research Fee for complex enquiries.

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 Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 590, 2021".
2. That the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" be amended:
 - a) By adding the following to the table under **Schedule 8 – Planning, Land and Development Services**:

<i>[Description]</i>	<i>[Fee]</i>
Development Enquiry Research Fee/Pre-Application Fee for Review of Large Rezoning Applications - Where it is determined by the Chief Administrative Officer (CAO) that research may involve staff time in excess of 15 minutes. Where it is determined that a fee may be assessed, the applicant will be provided with a fee estimate prior to the requested work being initiated.	First hour - \$100 Each additional 15mins or portion thereof \$20

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 Fees and Charges Bylaw No. 517, 2018
 Amendment Bylaw No. 590, 2021

 Chief Administrative Officer



COUNCIL REPORT

Date: **October 12, 2021**

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

Subject: **Bedwell Bay Wharf Program**

Recommendation

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

- a) That the Village of Belcarra Highway Encroachment – Marine Ave and Senkler Road Bylaw No. 411, 2008, Amendment Bylaw No. 591, 2021 be read a first time.
- b) That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 592, 2021 (HEA) be read a first time.
- c) That the Village of Belcarra Corporate Policy No. 205: Group Wharfage Facilities be rescinded; and
That the Village of Belcarra Corporate Policy No. 216: Bedwell Bay Wharf Application Guidelines be approved.
- d) That staff be directed to begin accepting applications when policies are approved and applicable bylaws are adopted for new Highway Encroachment Agreements which will enable access and development of wharfage facilities; and
That priority be given to applications for group wharfage facilities; and
That only one completed application be accepted and processed at a time.

Background and Purpose

In June of 2020, the Vancouver Fraser Port Authority (VFPA) lifted a moratorium on applications for new recreational dock facilities within the federal waters that it manages, including Bedwell Bay. At the Regular Council meeting of July 20, 2020, staff advised they would review Village policies and provide a report to Council with proposed revisions to:

- Village procedures to reflect the new VFPA rules for recreational docks; and,
- Village fees for processing Highway Encroachment Agreements (HEA) and wharf applications with a view to recovering annual Village costs.

The purpose of this report is to bring forward for Council consideration these proposed revisions to procedures and fees along with housekeeping updates to the relevant Village bylaws and corporate policies.

In addition, in September 2020, amendments were made to the Village Official Community Plan (OCP) to allow the new VFPA rules and regulations to be introduced for the Bedwell Bay area where dock heads need to be located and founded on Marine Avenue, Senkler Road and Village property. As part of this OCP amendment process, the Tsleil Waututh Nation and nearby Municipalities, Metro Vancouver and VFPA were all notified of this amendment and invited to comment. The Tsleil Waututh advised that they are working with VFPA to develop an acceptable process for their engagement with the VFPA on new recreational docks.

Discussion

The review of existing Village policies and procedures found that most were generally compatible with the new VFPA rules. One change, agreed upon with VFPA, is that the Village will hold all Recreational Waterfront Agreements with VFPA rather than just those for group wharfage facilities as is current practice. As the Village is the owner of the immediate upland property, the VFPA preference is to hold their agreement directly with the Village. More substantial changes to existing policies are proposed in order to simplifying the Village administrative process and eliminate redundancies between applicable policies. The following discussion presents the more significant considerations and changes proposed for updating the applicable policies and procedures. Other changes to existing policies may be considered as housekeeping updates.

Location of New Wharf Facilities

Previously, the Village had identified a limited number of potential locations for new single and group wharves in Bedwell Bay and seven of these locations remain. While the new VFPA guidelines suggest that additional locations may be considered, they have expressed a preference for shared and group wharfages to reduce the overall number of new wharf facilities and related environmental impacts. Consequently, staff do not propose any increase for potential locations of new wharfage facilities at this time. However, staff do recommend Council consider applications for group wharfage facilities in areas currently identified for single docks only based on the merits of a specific application. Giving preference to group facilities over single facilities will enable more Belcarra property owners to enjoy a wharf facility for recreational purposes while limiting the footprint of new wharf infrastructure.

Council Decisions

In the interest of reducing administrative activities and related costs with the Bedwell Bay Wharf Program, staff are proposing changes to simplify the application procedure. One such change enables Council to consider an application and make a decision just once during the application process rather than twice as is currently required. The existing Highway Encroachment Area (HEA) Bylaw requires staff to bring forward the application to Council with a recommendation for an initial decision. If Council approves the application at that time, staff are required to bring forward the application a second time to Council after the applicant obtains authorization from VFPA. This second review by Council was to ensure the applicant received their permit from VFPA and to authorize staff to sign the necessary agreements. This same purpose can be achieved with the first review of the application by Council by making any approval subject to various conditions such as the applicant first obtaining authorization from VFPA.

Recognizing Jurisdictions

Some proposed changes to the Village wharf application procedures are intended to recognize VFPA jurisdiction in regulating development within the foreshore and waters of Bedwell Bay and the Village consenting role as upland property owner. One such change is to remove the requirement for applicants of group wharfage facilities to apply for a zoning bylaw amendment.

As a zoning bylaw amendment is not required to accommodate access structures on the municipal land in the HEA and the Village does not have zoning responsibilities over the foreshore and waters managed by VFPA, this step is neither necessary nor enforceable.

Rationalizing Documents

Existing policies and procedures evolved over time with new policies being introduced as needed. As a result, the policies and procedures active today contain some redundancies and conflicting requirements as well as information that is out of date. To address these deficiencies and ensure that applicable policies are consistent and relevant, staff propose the following:

- Amendments to Bylaw No. 411, 2008: Highway Encroachment Marine / Senkler Area to address inconsistencies and remove material not directly relevant to the Bylaw;
- Rescind Corporate Policy No. 205: Group Wharfage Facilities; and,
- Adopt new Corporate Policy No. 216: Bedwell Bay Wharf Application Guidelines to incorporate and consolidate relevant information removed from Bylaw No. 411, 2008 and Corporate Policy No. 205.

Wharf Application Fees

Table 1 compares the current application fees for wharf applications with proposed fees. Proposed fees include those directly charged by the Village as well as those charged to the Village by VFPA and then passed on to the applicants. For these latter fees, a mark-up of 10% on VFPA fees has been applied to partially cover related administration costs incurred by the Village. For the application fees charged directly by the Village, previous amounts have been consolidated under one application.

Table 1: Current and Proposed Village Application Fees

TYPE	CURRENT	PROPOSED
Wharf Application Fee	\$2,000	\$2,400
Highway Encroachment Agreement Application	\$400	
Highway Encroachment Agreement Renewal	\$400	\$400
Administration Charge on VFPA Licence Registration Fee of \$300	\$0	\$25
Administration Charge on VFPA Documentation Fee of \$250	\$0	\$30
TOTAL APPLICATION FEE	\$2,800	\$2,855

*Administrative charge for second and subsequent submissions for incomplete applications \$500.

As indicated in Table 2, annual HEA fees currently are greater for group wharf facilities than they are for single wharf facilities. The proposed HEA annual fee sets the same rate for both types of facilities recognizing that group facilities should be encouraged rather than penalized. It is set at 75% of the annual fee charged by VFPA for their Recreational Waterfront Licence. While this new amount represents a significant increase from the current rate, it is important to note that the HEA annual fees have not experienced any increase in many years and the current rates are considered to be substantially lower than fair market value. It is also proposed that the Village begin collecting an administrative charge of 10% on the VFPA annual Recreational Waterlot Licence fee that will be paid by the Village and passed on to the wharf owner through the sublicence agreement.

Staff propose to begin charging the new annual fees for new wharfage facilities immediately. For existing wharf facilities, staff propose to begin collecting the new annual fee upon renewal of the

sublicence agreements. All existing sublicence agreements will be renewed within the next two years.

Table 2: Current and Proposed Village Annual Fees

TYPE	CURRENT	PROPOSED
HEA Annual Fee – Single Dock	\$100	\$1,500
HEA Annual Fee – Group Dock	\$200	
Administrative Charge on VFPA Recreational Waterlot Licence Annual Fee of \$2,000	\$0	\$200
TOTAL PROPOSED ANNUAL FEES	\$100 - \$200	\$1,700

Financial Implications

Previous direction from Council was to ensure that the Bedwell Bay Wharf Program be administered on a cost neutral basis so that the Village was not subsidizing the private docks of a small number of residents. Current administrative activities include inspections of existing facilities, collecting insurance certificates from owners annually and considering applications for maintenance and repair of existing facilities. Staff anticipate relatively strong interest in applications for new wharfage facilities once the Village begins accepting applications and over the next few years until full build-out is achieved. During this period, staff estimate that half of a full-time position should be allocated to the Bedwell Bay Wharf Program, not including consulting services that may be required to further refine the program and address issues that may arise.

Table 3 summarizes expected revenues to the Village in administering the Bedwell Bay Wharf Program based on the proposed fees presented earlier. Application Fees would be collected from each wharf owner just once with applications for new wharf facilities or upon renewal of their agreements every ten years. The annual fees would be collected each year. The table below does not include application fees for any required construction permits.

Table 3: Estimated Revenues from Bedwell Bay Wharf Program

Type of Fee and Amounts		Existing Wharfs (36)	Potential New Wharfs (7)
Wharf Application Fee	\$2,400	-	\$16,800
HEA Renewal Fee	\$400	\$14,400	-
Administration Charge of 10% on VFPA Licence Registration Fee of \$300	\$25	\$900	\$175
Administration Charge of 10% on VFPA Documentation Fee of \$250	\$30	\$1,080	\$210
Total Revenue from Application Fees		\$16,380	\$17,185
Proposed HEA Annual Fee	\$1,500	\$54,000	\$10,500
Administration Charge of 10% on VFPA Licence Annual Fee of \$2,000	\$200	\$7,200	\$1,400
Total Annual Revenue		\$61,200	\$11,900

At full build-out of all currently identified potential wharf locations, annual revenues to Village of Belcarra for administering the program are estimated at \$73,100.

Next Steps

The Village website will be updated with the new policies and procedures and handouts will be developed summarizing the procedures and fees for applicants. Staff will also begin accepting applications for new wharfage facilities in Bedwell Bay when the applicable bylaws are adopted and policies are approved. Applications will be processed based on the order they are submitted and deemed complete. Staff anticipate reviewing one application at a time with any additional complete applications being placed in a queue. Staff will monitor the process and the resources allocated to its administration to better inform future updates to the policies, procedures and fees.

Attachments

- Village of Belcarra Highway Encroachment – Marine Ave and Senkler Road Bylaw No. 411, 2008, Amendment Bylaw No. 591, 2021
- Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 592, 2021 (HEA)
- Village of Belcarra Corporate Policy No. 216: Bedwell Bay Wharf Application Guidelines



VILLAGE OF BELCARRA
Highway Encroachment Marine/Senkler Area
Bylaw No. 411, 2008,
Amendment Bylaw No. 591, 2021



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

NOW THEREFORE the Village of Belcarra enacts as follows:

1. That this bylaw be cited for all purposes as the “Village of Belcarra Highway Encroachment Marine/Senkler Area Bylaw No. 411, 2008, Amendment Bylaw No. 591, 2021”.
2. That the “Village of Belcarra Marine/Senkler Area Bylaw No. 411, 2008” be amended:
 - a) By removing Section 3 and replacing it with:

“The prohibitions in Section 2 do not apply to a structure within the area outlined on Schedule "B" intended to provide access to an authorized wharf facility if an owner of a parcel in Schedule “B” (the “Owner”) agrees to be bound by all the terms of the Highway Encroachment Agreement annexed to this Bylaw as Schedule "A" and both the Owner and the Village duly execute a Highway Encroachment Agreement.”
 - b) By removing Section 1, Schedule A and replacing it with:

“The Village recognizes that the Licensee has obtained permission from the Vancouver Fraser Port Authority to construct a wharf/dock facility and for that purpose the Village grants to the Licensee permission to encroach upon that portion of Village highway as shown on the sketch plan attached to this Agreement as Schedule 1 (Encroachment Area), which has been approved as to form, extent, dimensions, area and location by the Village engineer acting reasonably in accordance with sound highway and municipal engineering principles, and all applicable guidelines, policies and regulations. Such approval is evidenced by the signature of the Village's engineer on Schedule 1, which signature is dated prior to the execution of the Agreement by the Mayor and Chief Administrative Officer. This Licence and the permission given herein are personal to the Licensee.”
 - c) By removing Section 2, Schedule A and replacing it with:

“The Village grants to the Licensee permission to enter in, on and under the Encroachment Area to construct access to the wharf/dock facility access such as stairs, deck and a landing (hereinafter called the "Works") on the Encroachment Area.”
 - d) By removing Section 6, Schedule A and replacing it with:

“The Licensee shall obtain all necessary permits for construction of the Works and shall at all times and at the Licensee’s own expense keep and maintain the Works in good, sound and safe condition and repair to the satisfaction of the Village, and no structural alterations shall be made to the Works other than those described in an issued permit.”

Village of Belcarra Highway Encroachment Marine/Senkler Area Bylaw No. 411, 2008
Amendment Bylaw No. 591, 2021

- e) By removing Schedule B1, Schedule B2, Schedule C1, Schedule C2 and Schedule D in their entirety; and,
- f) By adding Schedule B – Map of Marine Avenue and Senkler Road Area attached to and forming part of this bylaw.

If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Read a First Time on

Read a Second Time on

Read a Third Time on

Adopted by the Council on

Jamie Ross
Mayor

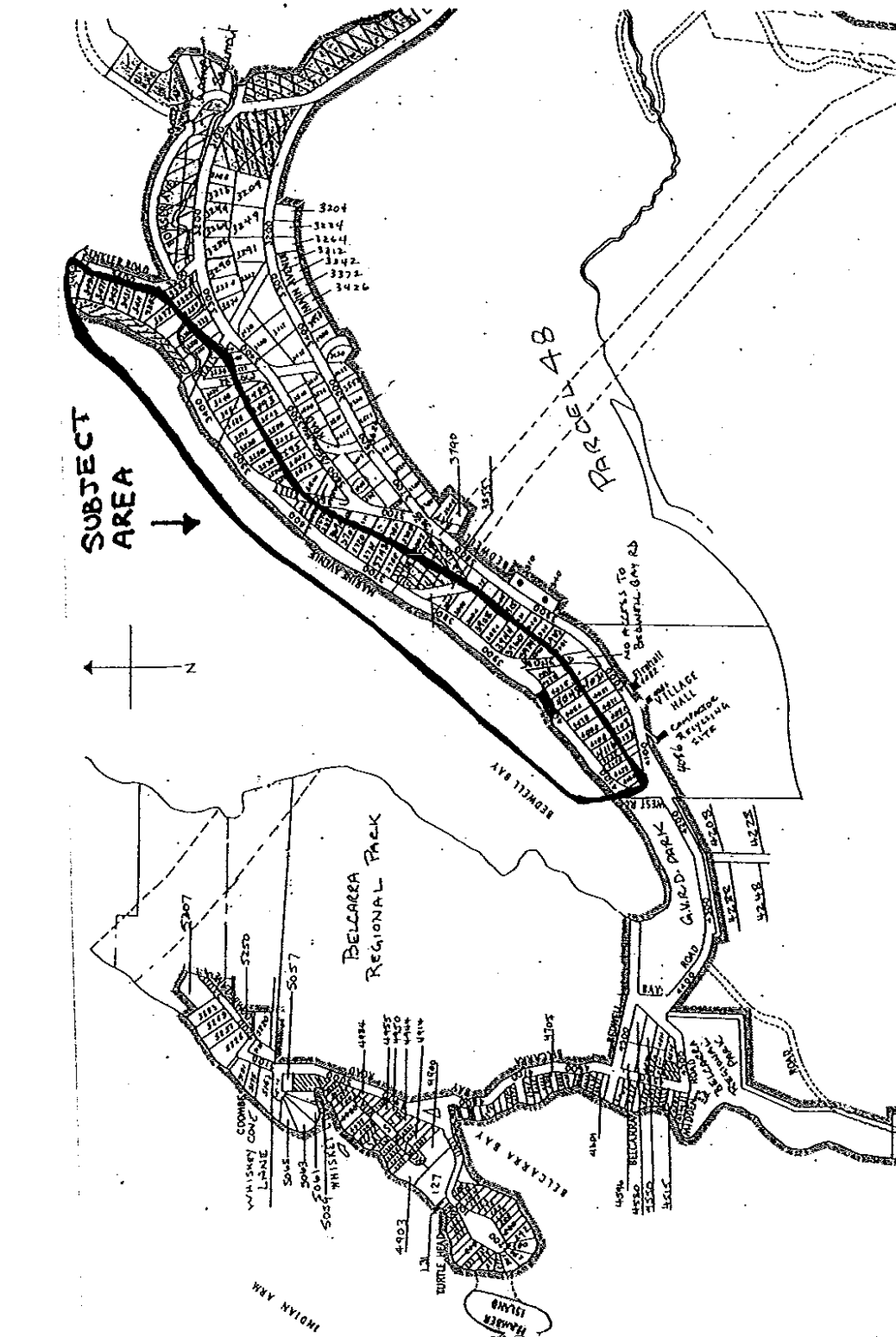
Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Highway Encroachment Marine/Senkler
Area Bylaw No. 411, 2008, Amendment Bylaw No. 591, 2021

Chief Administrative Officer

Schedule B

Map Marine Ave/Senkler Area





VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 592, 2021



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

NOW THEREFORE the Village of Belcarra enacts as follows:

1. That this bylaw be cited for all purposes as the “Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 592, 2021”.
2. That the “Village of Belcarra Fees and Charges Bylaw No. 517, 2018” be amended:
 - a) By removing the following language from Schedule 5 – Engineering, Public Works, Permit and Services:

Highway Encroachment Application or Renewal	\$400
Highway Encroachment annual fee (single wharf)	\$100
Highway Encroachment annual fee (group wharf)	\$200
Wharf Application fee	\$2000

- b) By adding the following language to Schedule 5 – Engineering, Public Works, Permit and Services:

Highway Encroachment Agreement Renewal	\$400
Highway Encroachment annual fee	\$1500
Wharf Application fee	\$2400

If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Read a First Time on

Read a Second Time on

Read a Third Time on

Adopted by the Council on

 Jamie Ross
 Mayor

 Lorna Dysart
 Chief Administrative Officer

This is a certified a true copy of
 Village of Belcarra Fees and Charges Bylaw No. 517, 2018,
 Amendment Bylaw No. 592, 2021

 Chief Administrative Officer



VILLAGE OF BELCARRA
Corporate Policy No. 216
Bedwell Bay Wharf Application Guidelines



Title: Bedwell Bay Wharf Application Guidelines

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

PURPOSE

That the Village of Belcarra (the Village) recognizes that Belcarra property owners who do not have direct access to the water wish to make use of the Municipal Land along the north side of Marine Avenue for the purposes of owning and operating a Wharf Facility for recreational use. The Village also recognizes that Vancouver Fraser Port Authority (VFPA) requires the Village consent to issue Recreational Waterlot Licences for private Wharf Facilities located in VFPA Foreshore and Waters fronting the Municipal Land. The Village may authorize the use of Municipal Land and provide its consent for a private Wharf Facility subject to the policies and procedures contained in this Policy and any other applicable policies and regulations.

DEFINITIONS

The following definitions shall apply to this Policy:

Group Wharfage Facility means a Wharf Facility owned and operated by a Group Wharfage Society that may accommodate up to six (6) recreational vessels at any time

Group Wharfage Society means a group of four (4) to six (6) Belcarra property owners who have their primary residence within Belcarra that is formed pursuant to the *Societies Act (2015)* for the purpose of owning and operating a Group Wharfage Facility

Municipal Land means land that is owned, possessed or controlled by the Village, the use of which requires Village authorization

Policy means Bedwell Bay Wharf Program Guidelines Corporate Policy No. 216;

Recreational Waterlot Licence means the Licence issued by VFPA granting use of the marine foreshore and water under certain terms and conditions

Upland Property means the residential property owned in fee simple immediately upland of a proposed or existing Wharf Facility as indicated by a projection of the property side property lines to the high-water mark and generally considered parallel to the front lot line

VFPA Foreshore and Waters means the foreshore and waters below the highwater mark managed by Vancouver Fraser Port Authority

Waterlot Sublicence means an agreement between the Village and a Single or Group Wharfage Society in accordance with the terms and conditions of a Licence Agreement

Wharf Facility means a wharf structure intended to provide moorage for a recreational vessel and may include a pier or dock, ramp and float located in VFPA Foreshore and Waters as well as structures intended to provide access to the wharf that may include a deck, stairs, and landing on Municipal Land

LOCATION FOR A WHARF FACILITY

Council may consider authorizing the use of Municipal Land and consenting to the use of VFPA Foreshore and Waters for the purposes of owning and operating Wharf Facilities in locations that meet the following criteria:

Single Wharf Facility

A Wharf Facility proposed by the owner of an Upland Property for their sole use may be considered for any of the locations identified in Schedule A. Applications for a Single Wharf Facility made by Belcarra property owners other than the owner of the Upland Property will not be considered.

Group Wharfage Facility

A Group Wharfage Facility may be located on Marine Avenue between Kelly Road and Young Road as indicated on Schedule A. The Village recognizes that Group Wharfage Facilities may confer environmental and land use benefits when compared to Single Wharf Facilities as they support a greater number of users on a similar footprint. Consequently, Group Wharfage Facilities may also be considered in locations identified in Schedule A for Single Wharf Facilities based on the merits of a specific application.

The owner of the Upland Property shall be provided the opportunity to participate in the Group Wharfage Society that will own and operate the Group Wharfage Facility. Should the owner of the Upland Property decide not to participate, Council may still authorize the Group Wharfage Facility. In such cases, the Group Wharfage Society shall have a maximum of five members and reserve the sixth membership for the present or subsequent owner of the Upland Property who may join at any time.

REQUIRED AUTHORIZATIONS

Table 1 summarizes the authorizations required to develop, own and operate a Wharf Facility on Municipal Land and VFPA Foreshore and Waters. Additional authorizations may be required for individual Wharf Facilities. It is the applicant responsibility to identify and obtain all required authorizations.

Table 1: Authorizations Required for Wharf Facilities

Issuing Authority	Application Type	Authorizations	Purpose
Village of Belcarra	Wharf Application	Highway Encroachment Agreement	Occupy Municipal Land for access to a Wharf Facility
		Waterlot Sublicence*	Occupy VFPA Foreshore and Waters for a Wharf Facility
	Road Use Permit Application	Road Use Permit	Construct access for Wharf Facility
Vancouver Fraser Port Authority	Project Permit Application	VFPA Project Permit	Construct a wharf for a Wharf Facility

*Note: The Waterlot Sublicence is subject to the Village obtaining a Recreational Waterlot Licence from VFPA

WHARF APPLICATION PROCEDURES

Applicants are required to complete the Wharf Application found in Schedule B of this Policy. All Wharf Applications will be considered by Council in accordance with the procedure outlined in Schedule C of this Policy.

TERMS AND CONDITIONS

The use of Municipal Land by an owner of an Upland Property or a Group Wharfage Society shall be subject to the terms and conditions contained in:

- A Recreational Waterlot Licence agreement between the Village and VFPA;
- A Waterlot Sublicence agreement between the Village and the owner of the Upland Property or the Group Wharfage Society;
- A Highway Encroachment Agreement between the Village and the owner of the Upland Property or a Group Wharfage Society; and,
- For Group Wharfage Facilities, the Group Wharfage Society Constitution and Bylaws adopted by each Group Wharf Society.

Applicants should request copies of the standard versions of the above noted documents from the Village for review prior to submitting their applications.

RECREATIONAL WATERLOT LICENCE AND SUBLICENCE AREA

The area that is subject to a Recreational Waterlot Licence and Sublicence shall be contained within the side lot line projections of the Upland Property. Should the side lot lines converge, then the licence area should be configured to avoid or minimize encroachment into the side lot line projections of adjacent properties. The width of a Recreational Waterlot Licence shall be limited to not more than 15.24 meters (50 feet) unless site specific conditions warrant otherwise.

CONSTRUCTION REQUIREMENTS

All structures shall conform to all applicable bylaws (as amended) and regulations, including:

- a) Village of Belcarra Bylaw 411, 2008: Highway Encroachment Marine/Senkler Area
- b) Village of Belcarra Bylaw 510, 2018: Zoning Bylaw
- c) Village of Belcarra Bylaw 355, 2003: Building and Plumbing Code Regulation
- d) Village of Belcarra Bylaw 518, 2018: Traffic and Parking Regulations
- e) Village of Belcarra Corporate Policy No. 147: Minimum Safety Requirements for Private Foreshore Access
- f) Vancouver Fraser Port Authority Recreational Dock Guidelines for Burrard Inlet

Construction of all structures shall be consistent above and below the high-water mark. A self-latching and self-lockable gate and signage appropriate for liability and insurance purposes is required at the point of land access to a structure on the water.

LIABILITY INSURANCE

Each 'Group Wharfage Society' shall maintain a minimum of \$4 million liability insurance which includes the 'Village of Belcarra', the 'Vancouver Fraser Port Authority', and 'Her Majesty the Queen in the Right of Canada' as additional named insureds. This liability insurance requirement shall be subject to review from time-to-time by the Village, along with advice of the Municipal Insurance Association of British Columbia, and adjusted as necessary.

ANNUAL REVIEW

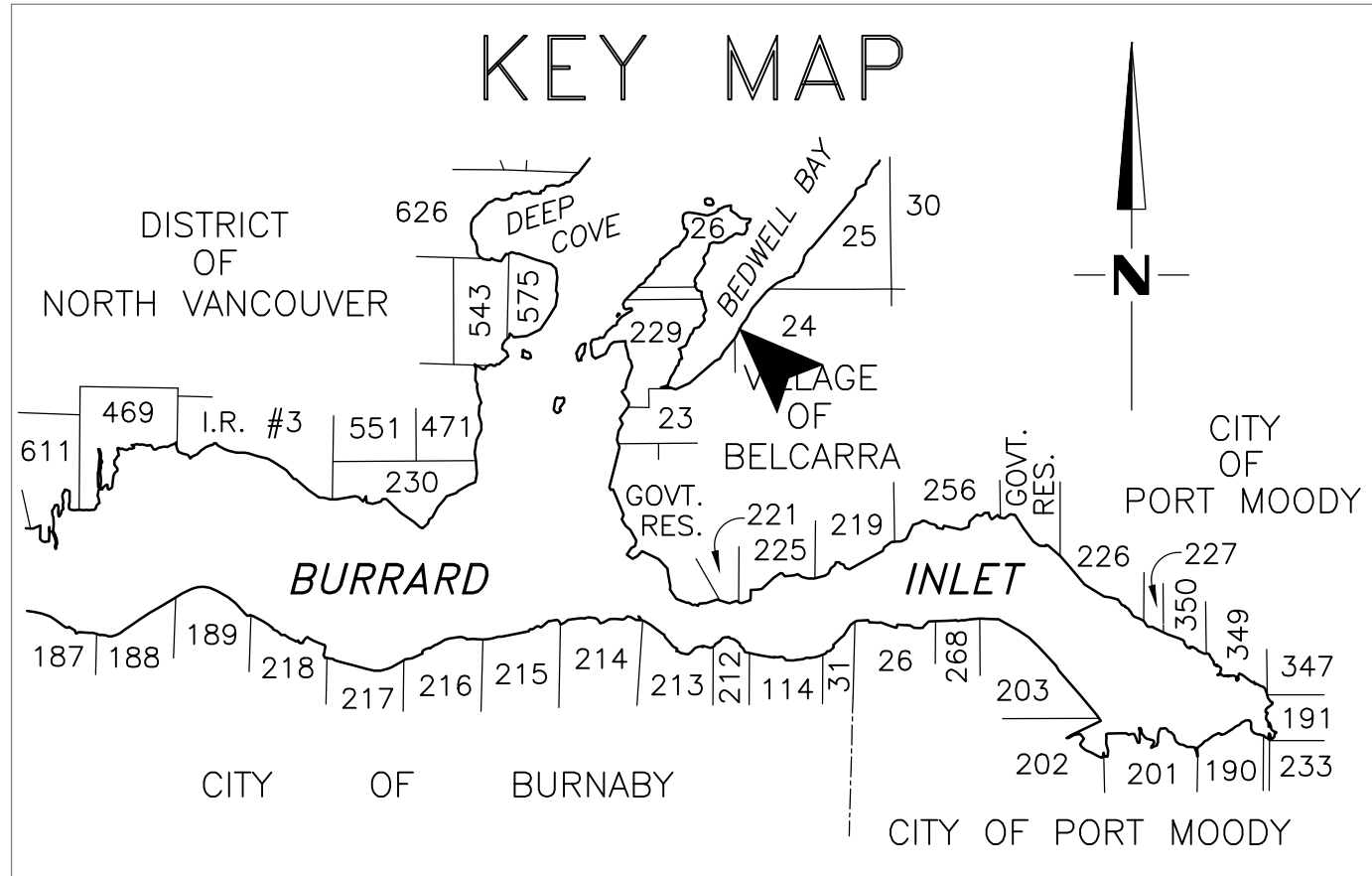
On an annual basis, the Village will:

- a) Collect fees and proof of insurance from each owner of the Upland Property or Group Wharfage Society as per all agreements with the Village and the Village Fees and Charges Bylaw;
- b) Submit payments to the Village for VFPA for Recreational Waterfront Sublicence agreements
- c) Monitor improvements on Municipal Land for safety and maintenance;
- d) Confirm Highway Encroachment Agreement requirements; and,
- e) Confirm Group Wharfage Society requirements including a copy of the Society annual report as filed with 'B.C. Registry of Societies' confirming the Society is in good standing; and the names, contact information, and residency status of its current members.

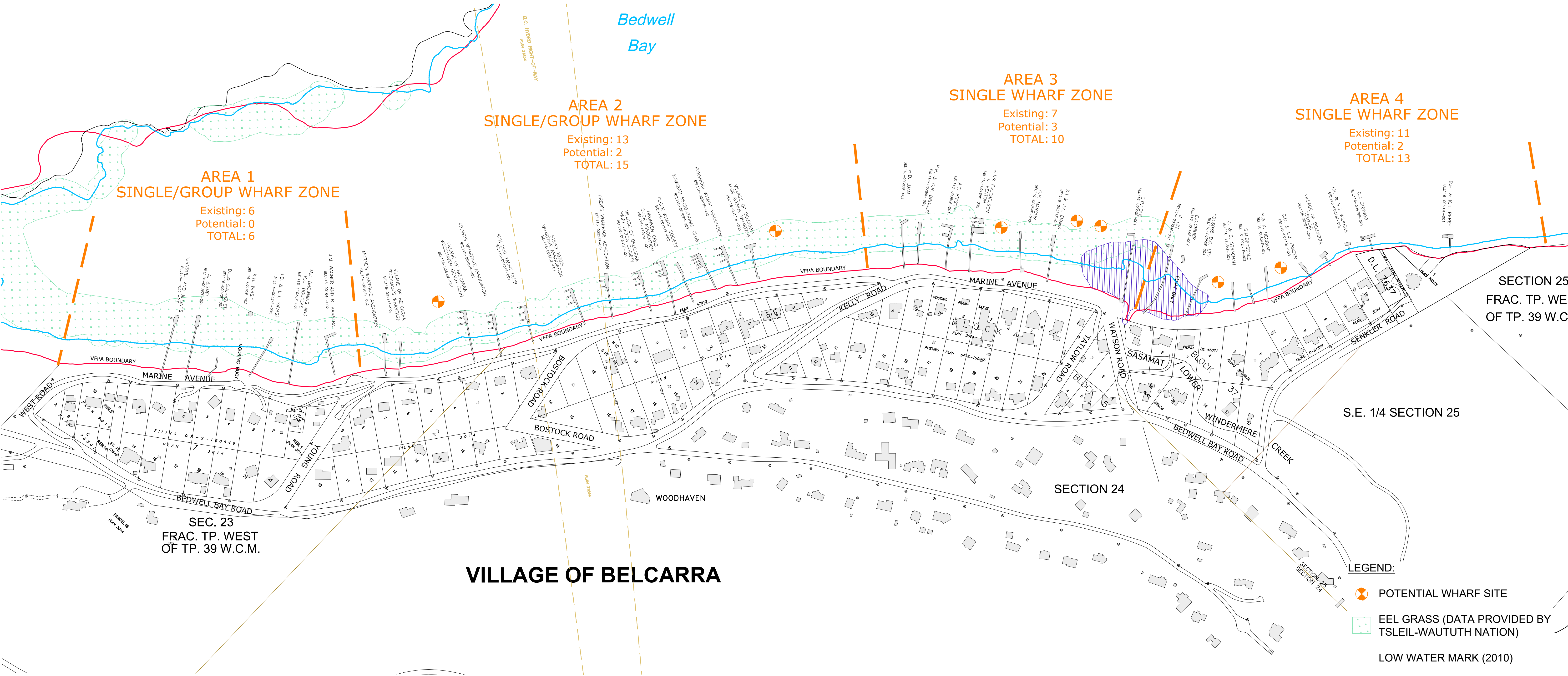
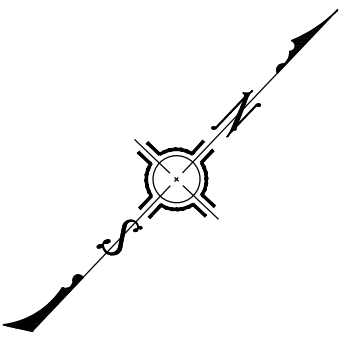
COUNCIL DISCRETION

Despite provisions of this Policy, Council shall have discretion reject or withhold, pending required changes, an application for a Wharf Facility or Group Wharfage Facility or to approve an application that does not conform to this Policy should Council determine there are exceptional circumstances connected to an application.

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DRAFT



NOTES:

THE NORTH-WESTERLY BOUNDARY OF MARINE AVENUE IS DEFINED BY THE NATURAL BOUNDARY, AND HERE IS REPRESENTED BY A LINE DERIVED FROM VFPA AERIAL MAPPING.; THE EXACT LOCATION IS SUBJECT TO SURVEY BY A BRITISH COLUMBIA LAND SURVEYOR. THE NATURAL BOUNDARY OF MARINE AVE. IS ALSO THE BOUNDARY BETWEEN THE ROAD AND THE BED AND FORESHORE, OWNED BY THE CROWN IN RIGHT OF CANADA AS REPRESENTED BY THE VANCOUVER FRASER PORT AUTHORITY..



VANCOUVER FRASER PORT AUTHORITY
ENGINEERING DEPARTMENT

DESIGN BY	
DRAWN BY	KCHAN
APPROVED	
DATE	22-SEPT-2020
SCALE	NTS
VFPA SITE	BEL116

BEDWELL BAY
RECREATIONAL DOCKS

VILLAGE OF BELCARRA

SIZE	DWG.	SHEET	REV.
B		1 of 1	

SKETCH PLAN No. S2020-084

Ref. No.	REFERENCE
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No.	Date	REVISION	Dr'n	Ch'd
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VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8
 TELEPHONE 604-937-4100 FAX 604-939-5034
 belcarra@belcarra.ca • www.belcarra.ca



Highway Encroachment Agreement Application

New _____ Renewal _____

Applicant	
Address	Postal Code
Phone Number	
Email Address	

Property Owner (if different from above)	
Address	Postal Code
Phone Number	
Email Address	

Project Information
Location Address
Legal Description
New Construction Value
Project Description (Applies to new construction)
Describe Existing Works and/or Proposed New Construction Works
Environmental Implications (Applies to new construction, describe aspects of the proposed works that could have environmental implications. Attach a detailed description including drawings and plans as well as proposed mitigation as appropriate)
Will the project include off site impacts (such as noise, traffic, dust, drainage, views)? (Applies to new construction)

Village of Belcarra Wharf/Highway Encroachment Agreement Renewal Application

Does the project affect any known historical or archaeological features? (Applies to new construction)

REQUIRED DOCUMENTS IN SUPPORT OF ALL APPLICATIONS:

- ☐ Copy of Title Search for the upland made within the past 30 days
- ☐ Site Plan including dimensions and surveyed waterlot boundary showing all existing structures and proposed new construction for both the encroachment area and the waterlot
- ☐ Photos of all existing structures located within the encroachment area and waterlot
- ☐ Elevation drawings of all structures for both the encroachment area and the waterlot (new construction proposal)
- ☐ Construction drawings (new construction proposal)

DOCUMENTS REQUIRED FOR GROUP WHARFAGE FACILITY APPLICATIONS:

- ☐ Letter from upland owner indicating their involvement in the Group Wharf Society
- ☐ List of group wharfage society members and property addresses
- ☐ Draft group wharfage society constitution and bylaws signed by all members

FEES:

- ☐ Wharf Application Fee (for new wharf facilities) \$ _____
- ☐ Highway Encroachment Agreement Renewal Fee \$ _____
- ☐ Title Search Fee (if applicable) \$ _____

PROPERTY OWNER(S) SIGNATURE or AUTHORIZED SOCIETY SIGNATORY:

Print Name

Signature

Print Name

Signature

Print Name

Signature

Date of application submission

Freedom of Information and Protection of Privacy Act Notification:

The information on this form is collected under the general authority of the Local Government Act. It is related directly, required and used by the Village of Belcarra, to administer the Highway Encroachment Agreement application process. The access and privacy provisions of the *Freedom of Information and Protection of Privacy Act* apply to the information collected on this form. Please contact the Information and Privacy Officer at 604-937-4100 if you have any questions.



VILLAGE OF BELCARRA
Schedule C
Wharf Application Procedures for
Single & Group Wharf Facilities



INTRODUCTION

This document provides a general overview of the Village of Belcarra Wharf Application procedures for single and group wharf facilities for recreational use along Marine Avenue and Senkler Road in Belcarra. They should be read together with Corporate Policy No. 216: Bedwell Bay Wharf Application Guidelines and Bylaw No. 411, 2008: Highway Encroachments Marine/Senkler Area.

References to Vancouver Fraser Port Authority processes are provided for convenience only. Applicants should contact Vancouver Fraser Port Authority directly to discuss the suitability of their proposed wharf facility and application procedures. Additional authorizations not indicated here may also be required before applicants may develop a wharf facility. Applicants are responsible for identifying and obtaining all necessary authorizations.

Abbreviations used in this document include:

Council	Village of Belcarra Mayor and Council
HEA	Highway Encroachment Agreement
Applicant	Owner of Upland Property, Group Wharfage Society and/or their agent
VFPA	Vancouver Fraser Port Authority
Village	Village of Belcarra

PROCEDURES

STEP	RESPONSIBLE PARTY	ACTION
1	Applicant	Reviews Village and VFPA policies and guidelines to assess suitability of their proposed Wharf Facility or Group Wharfage Facility. Incomplete applications will be returned and will be processed only as a complete application and only after the completed applications before it are fully reviewed.
2	Applicant	Submits Wharf Application and applicable fee to Village
3	Village	Staff review Wharf Application and prepare report to Council recommending one of the following three options: <ul style="list-style-type: none"> • Approve application subject to: <ul style="list-style-type: none"> ○ Applicant obtains a VFPA Project Permit ○ Applicant forms a Group Wharfage Society as per the Societies Act (applications for a Group Wharfage Facility)

		<ul style="list-style-type: none"> ○ Village and VFPA enter into a licence agreement for the waterlot ● Reject application ● Staff be directed to seek more information from Applicant
4	Council	Receives report and makes a decision on the Wharf Application
5	Village	Provides letter to Applicant advising of Council decision
6	Applicant	Prepares and submits VFPA project permit application
7	VFPA	Reviews and makes decision on application
8	Applicant	Forms Group Wharf Society in accordance with BC Societies Act (for group wharf facilities only)
9	Applicant	Provides the Village with: <ul style="list-style-type: none"> ● A copy of the VFPA project permit ● Sublicence Application Fee ● Sublicence Annual Fee for first year ● HEA Annual Fee for first year ● Proof of required liability insurance ● Group Wharf Society's adopted Constitution and Bylaws
10	Village	Reviews Applicant documentation for completeness
11	Village	Pays recreational waterlot licence fees to VFPA and obtains licence – Fee is charged back to the Applicant
12	Village	Executes HEA and sublicence with Applicant
13	Applicant	Applies to Village for any necessary permits to construct access structures within HEA area
14	Village	Reviews permit application and makes a decision on permit issuance
15	Applicant	Constructs wharf facility
16	Village	Conducts final inspection of new construction in HEA area and approves occupancy

TIME OF REVIEW

The Village will endeavour to process Wharf Applications in a timely manner with available resources. Applications will be reviewed one at a time in the order that a complete application is received. The Village will advise applicants in advance of when their application will be brought to Council for consideration of approval.

Water Committee – Technical Brief #2



File No. 0360-20-WSC

Information Letter to Attention of Mayor and Council

I would like to share my thoughts on the question of the Water Committee function and whether we should perhaps be structured as an Advisory Board going forward. All the existing committee members have stepped forward and volunteered to serve on this Water Committee as they felt strongly that they had some knowledge and experience that might be valuable for the Village of Belcarra.

I was pleased to be able to outline my thoughts to members of Council at the September 22, 2021, Water Committee meeting, as this provided me an opportunity to list the various puzzle pieces that our committee feels will eventually fit together into a strong program for the safe operation of the municipal water system. Allow me to list the puzzle pieces as follows:

- 1) **The Village of Belcarra does not have any documented Water System Operation and Maintenance Manual along with a SCADA Operational Manual.** Belcarra's water system is a dual-purpose system used for domestic potable water and for fire fighting. Both functions must be taken into consideration in the design and not just one half of the objective for our system. The issue is not a design issue. The issue is more related to the operation procedures which compromise the second functional requirement of providing sufficient fire flow capabilities. It appears we are moving, however slowly, towards this goal.
- 2) **In February 2021 contract was assigned to our Village engineering consultant** to write an Operating and Maintenance Manual. Recently Ralph Drew, on his own initiative prepared a draft of such manual for consideration. This first draft has subsequently been updated with additional drawings and will continue to evolve. We consider this to be a very good framework and recommend the material developed by Chris and Village staff be incorporated in the draft prepared by Ralph.
- 3) **A July 19, 2021, letter from Fraser Health** identified two areas of interest that Council needs to address; need for installation of chlorination system and a written monitoring plan to ensure and document our chlorine residuals are maintained "*Fraser Health recommended chlorine disinfection equipment be obtained for future needs in a 2019 inspection report.*" (i.e., the regulatory agency indicates they require a measurable chlorine level in the potable water supply).
- 4) **A complete set of drawings for the Belcarra water system** is available which includes details of the Tatlow tank reservoir, valves, and piping details for the distribution system. We recommend these be gathered and are referenced as part of the Village Water Operation and Maintenance Manual.
- 5) **We understand readings of domestic water meters** for all those residences currently hooked onto the water system have been completed once and wonder when the Water Operators will be completing the second readings? With this information staff will be able to calculate the domestic consumption that will be useful in assessing the water needs for the Village of Belcarra.
- 6) **We have now seen a report from the company that cleaned and inspected the Tatlow Tank reservoir in 2012.** Our 10-year tank inspection is due this February 2022 and this should provide relevant data for estimation of the expected life expectancy for both Tatlow and Dutchman's Creek tanks as we understand both tanks will be inspected. We support this and look forward to the results. We have recently been provided with the following information from Village staff:
 - a) Public Works completes an inspection of the interior of the reservoir every 3 years as per Public Works procedures and standards. The last inspection was completed in 2019. The next one is already scheduled for 2022. These inspections are completed by a submersible camera along with video and report. Assessments of the conditions found are discussed by PW staff and budgeted for repairs accordingly.
- 7) **Council has now developed a contract for an engineering consultant WSP** although the details still not clear to the Water Committee members. We are aware that included on the list is:
 - a) Discuss the question of increased water flow with District of North Vancouver.
 - b) Relevant data for estimation of the life expectancy for the Tatlow Tatlow Reservoir has been tasked to WSP as approved in the Council meeting. Dutchman's Creek was also added by Council at that time.

Water Committee – Technical Brief #2

- c) Review and upgrade for the current SCADA system.
- d) Village of Belcarra has a water meter installed on Belcarra side of the double pipe from North Van. Unfortunately, the two water meters readings are not in complete agreement and has been tasked to WSP by staff and was included in the list of items brought to Council along with other tasks as listed in the report to Council

At the WC meeting Martin Desbois indicated that he would be prepared to submit suggestions for consideration by Council on information that should be included in WSP's memorandums/briefs/reports to VOB staff & Council to facilitate and ensure adequate interpretation. This guidance for WSP will also provide examples for their consideration. This will be submitted as a separate document through the WC for council.

- 8) **We understand that the preparation of the master capital asset management plan** will address the current and future capital asset requirements and expenditures of the water utility including replacement of system components (pumps, valves, etc.) based on life cycle estimates and preparation of an accompanying 25-year financial management plan for the water utility.
- 9) **Prevention and Mitigation activities for Council's Consideration**
 - a) In the FUS letter to the Village of Belcarra dated **May 28, 2020**, they stated, "*Often the most cost-effective approaches to managing fire risks are with built-in systems, prevention, and mitigation activities such as implementing sprinkler bylaws, requiring clear space between vegetation and structures, implementing FireSmart guidelines for property owners.*"
 - b) Council should also be thinking about the recommendations that the Tree Committee has provided.
 - c) Most recent Council meeting (2021-04-26) there was a report by Bruce Blackwell, B.A. Blackwell & Associates, regarding Update to Community Wildfire Resilience Plan (CWRP) that will provide funds and support for Village of Belcarra to implement Prevention and Mitigation activities in the Village.

We recommend that Council consider each of these options to reduce fire risk in the Village.

- 10) **The Water Committee has made a recommendation for sprinkler systems** to be installed in new homes and this needs to be pursued as another means of reducing the amount of water used to fight fires in Belcarra. We understand that the BC government has indicated formally requesting authority to make sprinklers mandatory in Belcarra would require significant front-end investments with no guarantee it would, in the end, be approved.

Given that the majority of new homes in Belcarra are being built with sprinklers, we recommend the Village ensure all homeowners, and particularly those building new homes are advised of fire fighting challenges in our Village and the safety and advantages of these systems.

Looking at these 10 items currently on the table, the various pieces fit together very well as a comprehensive program for the direction of managing the current Village of Belcarra combined potable water and fire fighting water system. Since the first meeting of the Water Committee in 2019 we have been striving to obtain the sort of information that will come from these Council initiatives; but everything will require much work and considerable time to arrive at any conclusions.

Looking back at the formation of the Water Committee, nobody expected to discover the problems in documentation, record keeping and formal procedural issues that were encountered as we tried to understand the complexity of the municipal water System. The former Mayor wanted support to drive his initiative for a larger water storage tank and there was no accurate information available for the committee to make such a recommendation. Village staff struggled to try and provide any requested information. The Water Committee was not prepared to issue any recommendation until it had verified support data and that did not exist at the time. We now know that we are not using the existing Tatlow Reservoir's capacity to its maximum because of issues with adequate chlorination being maintained at higher water levels.

Water Committee – Technical Brief #2

Looking forward, I ask if anything will change regarding the relationship between Village Hall and the Water Committee as we cannot be included in the day-to-day operations of the village water system – nor should we ever want to be. Therefore, I am wondering how our Village CAO, would view the relationship working any differently? Contracts have been issued and decisions have been made regarding the ten puzzle pieces without involving the water committee and that demonstrates to me, the confidence of our Council and Village Hall staff to move the program forward. In due course, information will become available (as per past situations) and the answers for operation or maintenance of the water system will become clear.

I believe that the water Committee has been operating more like an advisory board as we normally discuss program issues through email exchanges or personal conversations. We are not following the protocols of a committee with minutes and motions for action items; rather, preferring to provide council with suggestions through briefing notes and technical bulletin. The future involvement of the existing four members in either an Advisory Board or as the current Water Committee will certainly be needed, once a report is available on the condition and life expectancy of the Tatlow tank (do we have 5 or 20 years before it needs to be replaced?). Some deliberations might be appropriate ahead of any report, as council will need options for dealing with the water system.

With the next major OCP Committee being set up by Council and Village staff, I wonder if this water issue will become a component for discussion at that committee. Perhaps the water system might become part of the OCP discussions and one of the current Water Committee members might be included as a committee member.

In conclusion, I am comfortable with September 22, 2021, Water Committee meeting discussion and conclusion. The final decision of our role and structure moving forward needs to be made by Council as we serve the ‘Village of Belcarra’ at the request of Council and only Council can determine how best to fit our function into the challenging issues that Village Hall staff must deliver.

Upon reflection of the contents included in this document, Council might consider this Technical Brief #2 as being the Water Committee Final Report?

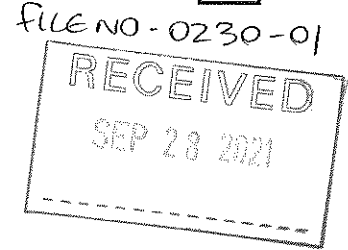
We look forward to Council discussions on the matter of how the four members currently serving on the Water Committee can contribute going forward. We note that our current extended mandate expires at the end of this year.

Ambulance Paramedics

of British Columbia - CUPE 873



Tel: 604-273-5722 | Fax: 604-273-5762 | Toll Free: 1-866-273-5766 | Toll Free Fax: 1-866-273-5762
 105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8
 info@apbc.ca | www.apbc.ca



September 22, 2021

Dear Mayors and City Councillors,

As we reflect on our week at UBCM we are grateful for the community connection and thoughtful engagement and collaboration between all levels of government and stakeholders. We appreciated the opportunity to virtually meet with so many mayors, councillors, and community leaders, and we hope you had a chance to visit our booth and enter our draw for an emergency preparedness kit (prizes are being mailed out this week!).

In case you missed it, we invite you to check out the following documents that were available at our online booth and explore the versatile skillset that uniquely qualifies paramedics to address public safety, emergency first response, patient transportation and community-based health innovation across BC.

Who We Are - <https://bit.ly/39vFSQo>

Rural - <https://bit.ly/3CAo4Af>

Metro - <https://bit.ly/3IRuwvU>

Community Resource Document - <https://bit.ly/39vFQs2>

We are reaching out today to extend an invite to you to set a time to meet and follow-up on the initiatives and solutions available to your community and address paramedic, dispatch, and ambulance resources.

At your earliest convenience please contact our office by phone at 604-273-5722 (or toll-free at 866 273-5766) or by email at info@apbc.ca or troy.clifford@apbc.ca.

We look forward to connecting with you and continuing to work collaboratively to support paramedic services in your community.

Sincerely,

Troy Clifford
 Provincial President
 Ambulance Paramedics of BC
 CUPE Local 873

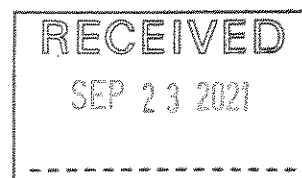
TC/sb/MoveUp

FILE NO. 5280-13

Belcarra, BC,

September 23, 2021

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



Dear Mayor Ross and Council Members

The original subdivision plan for the Turtlehead area (Block 10, Plan 1095, DL 229, NW Land District) identifies a large (approx.. 67m x 165m) area as PARK. Other more recent plans also indicate this area as Park. Roads have been constructed through this area and there may have been a change in designation. In any case, the Village would have jurisdiction over the area. Please advise if the "Park" designation still applies.

Much of the area is infested with ivy vines and blackberry bushes. There are also many laurel trees and a few holly bushes. At least three of these are identified as Invasive Species by the Invasive Species Council of British Columbia. Even if the laurel is not an invasive species, it is certainly crowding out native vegetation. Please see photos.

I note in the Council meeting records that there is an initiative to clear such species from the waterfront along Marine Avenue. I suggest that this initiative should be extended to include the public areas on Turtlehead, especially if it is the only designated park area in the Village. If acceptable to the Village, I would be prepared to assist with a removal operation.

Yours truly,

Don Reid

FILE NO. 0230-01

Subject: FW: 93rd BC Youth Parliament
Attachments: 2021 BCYP Brochure 93.pdf; 2021 BCYP Application Package 93.pdf; 2021 BCYP poster 93 - small copy for emailing.pdf

From: Rhonda Vanderfluit
Sent: Monday, September 27, 2021 1:59 PM
To: Registrar
Subject: 93rd BC Youth Parliament

The British Columbia Youth Parliament's 93rd Parliament will hold its parliamentary session from December 27 to 31, 2021. We are hopeful for a safe return to in-person gatherings and BCYP will follow all Provincial Public Health Guidelines including a requirement that all participants be fully vaccinated against COVID-19.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. Youth Parliament is a one-year commitment.

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a \$425 registration fee. Thanks to private donations and fundraising, a portion of the cost of transportation and accommodation is covered for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have attached an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/session>.

All applications must be received by October 26, 2021. Applicants will be notified whether they have been selected in mid-November. If you require more information, please contact me by telephone or e-mail as indicated above or visit our website at www.bcyp.org.

Rhonda Vanderfluit
 Registrar, Youth Parliament of BC Alumni Society
 Sponsoring the British Columbia Youth Parliament

Subject: Cathy Peters' presentation to Global Virtual Summit on the impact of Pornography on Youth and Children "Connect to Protect"- please attend; October 13-15, 2021.

Attachments: Be Amazing Brochure - R3.pdf

File No. 0230-01

From: Cathy Peters
Sent: Sunday, September 26, 2021 2:45 PM
Subject: Cathy Peters' presentation to Global Virtual Summit on the impact of Pornography on Youth and Children "Connect to Protect"- please attend; October 13-15, 2021.

Dear Mayor Jamie Ross and Belcarra Village Council,
 I had the opportunity to present this past spring to many City Councils and Regional Districts including policing committees, police boards, school boards and wellness committees about the issue of Human Trafficking, Sexual Exploitation and Child Sex Trafficking in BC and How To Stop It. I am available for more presentations in February, including "deeper dive" presentations for Councils, Indigenous bands, frontline service providers and stakeholders.

ASK: Please share the link (connectingtoprotect.org) and information for the inaugural Global Virtual Summit called "Connect to Protect" with your contacts, staff and stakeholders.

This Summit is first of its kind internationally and will address the impact of pornography on youth and children.

I will be presenting along with University Student Tagen Marshall.

There is a general admission fee and group rates.

This Summit is sponsored by the University of Calgary, Department of Social Work, and offers course university credits as well (for additional fee).

Please contact me for more information and for information about future presentations to your area.

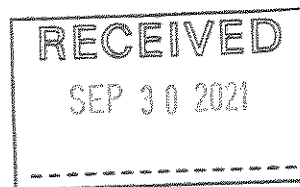
Attached is my updated brochure.

Sincerely, Cathy Peters

BC anti-human trafficking educator, speaker, advocate

Be Amazing; Stop Sexual Exploitation

FILE NO. 0220-01



September 30, 2021

TO: Mayor and Council

FROM: Sherry Chisholm

I attended the council meeting of September 27 on zoom and was concerned when the mayor and council donated \$500.00 to the community of Lytton to help with the rebuilding of the community after the fire. This seem a very worthy cause, however, I believe that it is up to individuals of the Village to decide if they wish to donate to any cause.

If the mayor and councillors wish to reach into their own pocket and donate ..that's great. Do not reach into my pocket and donate my tax dollars. When I pay my taxes I expect that money to be spent on Village wants and needs not to any outside groups no matter how worthy the group is.

The Village posts the letters for donation requests on the Village website after each council meeting and this information could be sent by return letter to the group requesting the donation so that they will understand that their information is posted to all Villagers in hopes that the residents will be aware of the donation request and will individually decide to respond with a donation.

My tax dollars are to be spent IN THE VILLAGE and I, as an individual, will decide if I wish to donate to a worthy cause.

I am requesting that in the future the mayor and council make it a policy to spend tax dollars in the Village ONLY and leave donations up the individual folks in the Village if they wish to donate.

Please discuss this matter and let me know what is decided when this letter is on the agenda of a council meeting.

Sherry Chisholm

Subject: FW: Westridge Update - Marine Construction Safety Boom
Attachments: Fact Sheet WMT Construction Safety Boom Sept2021_D.pdf

FILE NO. 5280-12

From: Snider, Stephanie
Sent: Monday, October 4, 2021 4:38 PM
Subject: Westridge Update - Marine Construction Safety Boom

Greetings from Trans Mountain,

we hope you and everyone at the Village of Belcarra are keeping safe and well.

Despite the unusual circumstances of the last year and half, Trans Mountain has continued construction of the Trans Mountain Expansion Project (TMEP) including some key milestones at Westridge Marine Terminal, located across from Belcarra, on the southern waterfront of Burrard Inlet in Burnaby. While the Project is approximately 36% complete overall, Westridge Marine Terminal recently surpassed 50% completion in September. Foreshore sheet piling is complete (over 1,900 sheet piles to support the land extension) and over 100 of the 165 marine piles have been driven that will support the future 3-berth dock complex. The loading platforms, catwalks and other dock infrastructure are taking shape over the water – you can now see the loading arms installed for Berths 1 & 2 on the west side of the water lot.

Trans Mountain also initiated boring of the Burnaby Mountain Tunnel at Westridge in May 2021. The tunnel is approximately 170 m into Burnaby Mountain as the boring machine makes its way up to Burnaby Terminal. The tunnel will be 2.6 km in length and over 4 metres in diameter once it completes next year. The tunnel will eventually contain three new 30-inch delivery lines from Burnaby Terminal to Westridge Marine Terminal's three new berths.

A Marine Construction Safety Boom (CSB) was installed at around the perimeter of the water lot for Westridge Marine Terminal in 2017 as part of TMEP. The CSB maintains a safe and secure site during construction, while also maintaining a clear delineation between terminal-related activities and marine traffic in the public waterway. Prior to the completion of berths 1 and 2 and the Project coming into service, Trans Mountain needs to reconfigure the CSB to enable the safe navigation of vessels that will be visiting the terminal during the initial years of operation while construction of berth 3 is being completed. Trans Mountain will be seeking approval for the reconfiguration of the CSB from the Canada Energy Regulator, under Certificate Condition 48: Navigation and Navigation Safety Plan. In parallel, Trans Mountain will be submitting a revised Marine Construction Safety Boom plan to the Vancouver Fraser Port Authority under Project Permit 19-162 for the Westridge Marine Terminal Expansion.

I have attached a fact sheet that explains more about the CSB and our reconfiguration plans.

We would appreciate any comments or questions the Village might have by October 29, 2021 prior to finalizing our CSB plan. Please contact me or my colleague Christie Libby directly if you would like more information; or we can organize a briefing (in person or virtual depending on your preference).

Thank you and kind regards,
 Stephanie.

Stephanie Snider, MBA
 Manager, Marine Engagement
 Trans Mountain Expansion Project

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