



**VILLAGE OF BELCARRA  
SPECIAL COUNCIL AGENDA  
VIA Zoom  
October 18, 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/81890503617>

Meeting ID: 818 9050 3617

**COUNCIL**

Councillor Carolina Clark  
Councillor Bruce Drake  
Councillor Liisa Wilder

**1. CALL TO ORDER**

L. Dysart, Chief Administrative Officer, will call the meeting to order.

**2. COUNCIL SELECTION OF PRESIDING COUNCIL MEMBER**

**Recommendation:**

That the selection of Councillor \_\_\_\_\_ to preside over the Special Council meeting held on October 18, 2021, be approved.

**3. APPROVAL OF THE AGENDA**

**3.1 Special Council Meeting, October 18, 2021**

**Recommendation:**

That the agenda for the Special Council Meeting, October 18, 2021, be approved as circulated.

**4. REPORTS**

**4.1 Lorna Dysart, Chief Administrative Officer, report dated October 18, 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- c) That the Village of Belcarra Corporate Policy No. 205: Group Wharfage Facilities be rescinded; and  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.

**5. ADJOURNMENT**

**Recommendation:**

That the October 18, 2021 Special Meeting be adjourned.



## COUNCIL REPORT

**Date:**            **October 18, 2021**

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

**Subject:**       **Bedwell Bay Wharf Program**

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### **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
<b>TOTAL APPLICATION FEE</b>	<b>\$2,800</b>	<b>\$2,855</b>

\*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 sublicense 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
<b>TOTAL PROPOSED ANNUAL FEES</b>	<b>\$100 - \$200</b>	<b>\$1,700</b>

### 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
<b>Total Revenue from Application Fees</b>		<b>\$16,380</b>	<b>\$17,185</b>
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
<b>Total Annual Revenue</b>		<b>\$61,200</b>	<b>\$11,900</b>

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

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Jamie Ross  
Mayor

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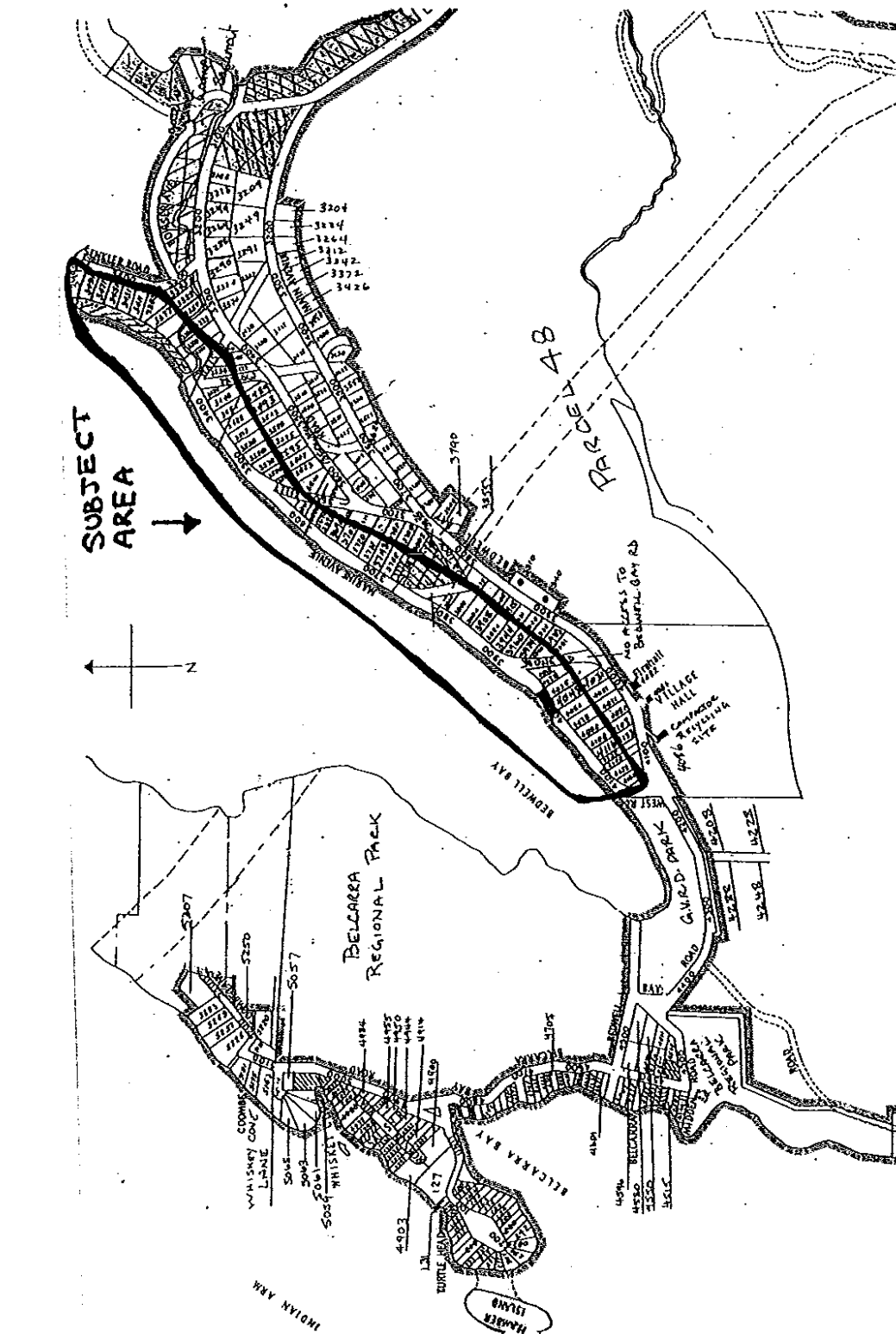
Lorna Dysart  
Chief Administrative Officer

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

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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

<b>ISSUED BY:</b> CAO	<b>APPROVED BY:</b>	<b>DATE:</b>
<b>REVISED BY:</b>	<b>APPROVED BY:</b>	<b>DATE:</b>

## 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:

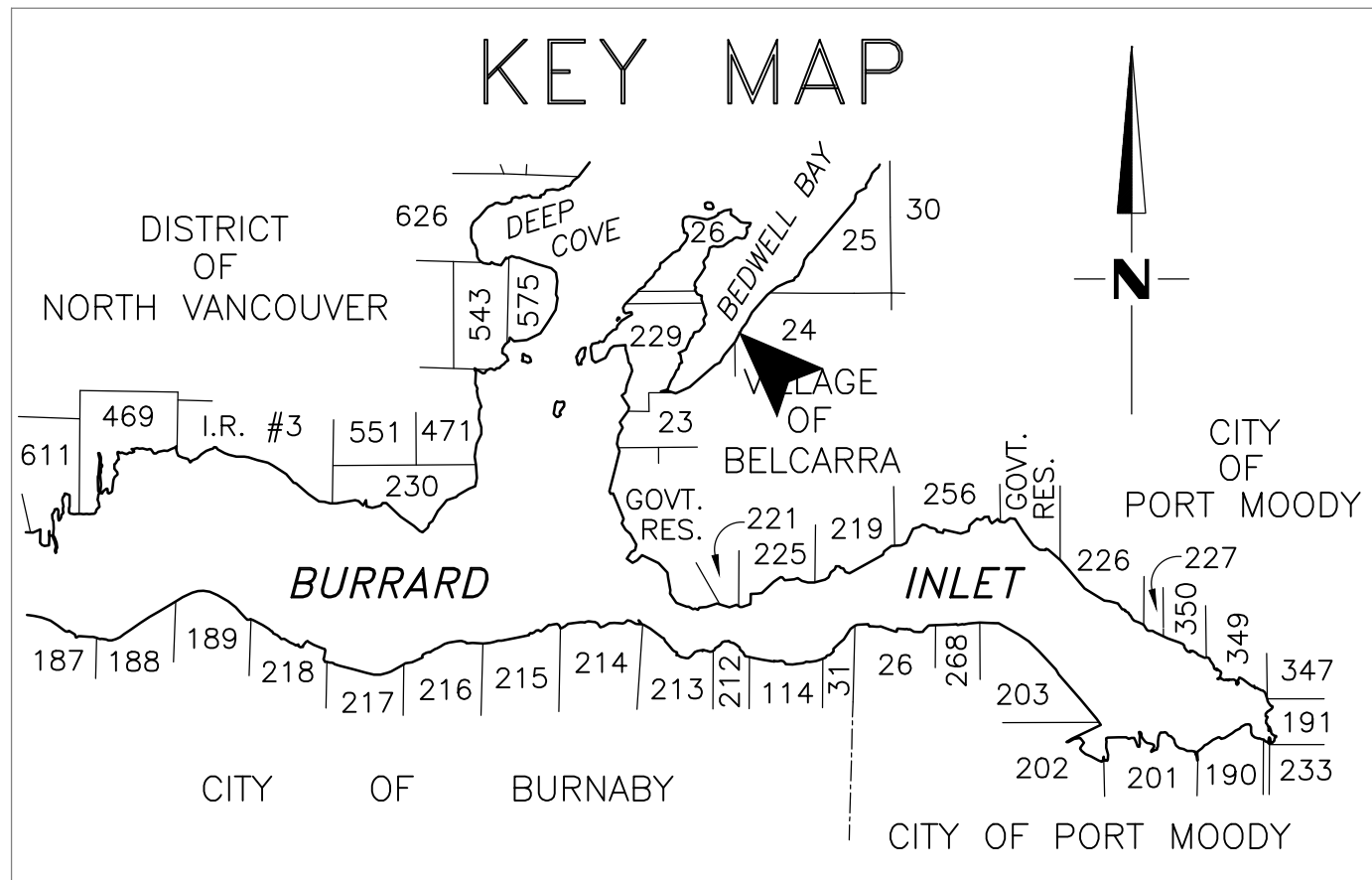
- a) Collect fees and proof of insurance from each owner of the Upland Property or Group Wharfage Society as per all agreements with the Village and the Village Fees and Charges Bylaw;
- b) Submit payments to the Village for VFPA for Recreational Waterfront Sublicence agreements
- c) Monitor improvements 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**

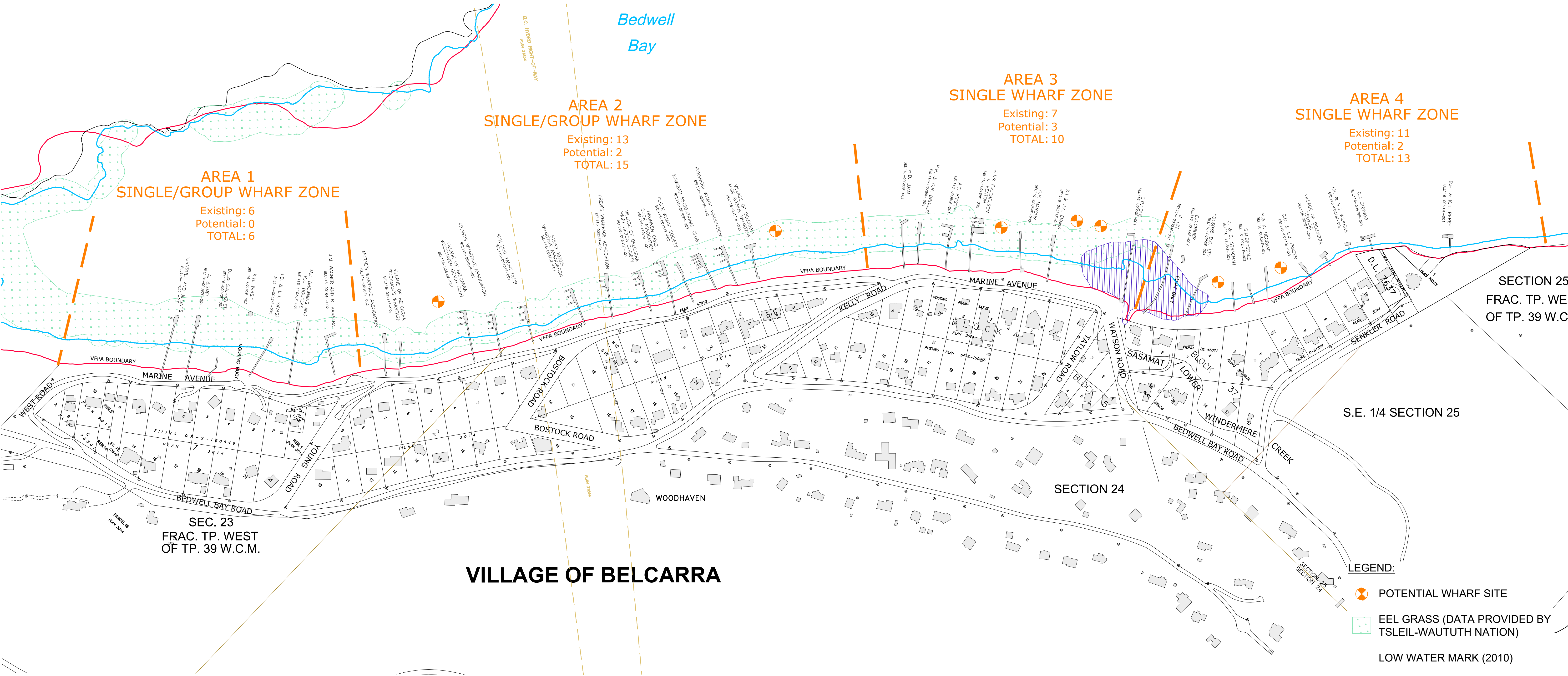
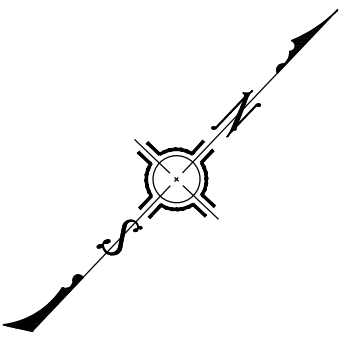
Despite provisions of this Policy, Council shall have discretion reject or withhold, pending required changes, an application for a Wharf Facility or Group Wharfage Facility or to approve an application that does not conform to this Policy should Council determine there are exceptional circumstances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



TITLE BLOCK: BL-TB.Dwg



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	

<b>Project Information</b>
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"> <li>• Approve application subject to: <ul style="list-style-type: none"> <li>○ Applicant obtains a VFPA Project Permit</li> <li>○ Applicant forms a Group Wharfage Society as per the Societies Act (applications for a Group Wharfage Facility)</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Village and VFPA enter into a licence agreement for the waterlot</li> <li>• Reject application</li> <li>• Staff be directed to seek more information from Applicant</li> </ul>
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"> <li>• A copy of the VFPA project permit</li> <li>• Sublicence Application Fee</li> <li>• Sublicence Annual Fee for first year</li> <li>• HEA Annual Fee for first year</li> <li>• Proof of required liability insurance</li> <li>• Group Wharf Society's adopted Constitution and Bylaws</li> </ul>
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.