



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
VIA ZOOM  
November 22, 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/82798599404>  
Meeting ID: 827 9859 9404

**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, November 22, 2021**

**Recommendation:**

That the agenda for the Regular Council Meeting, November 22, 2021 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, November 8, 2021**

**Recommendation:**

That the minutes from the Regular Council Meeting held November 8, 2021 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

**4.1 Heather McNell, General Manager, Regional Planning and Housing Services & Sean Galloway, Director, Regional Planning & Electoral Area Services, Metro Vancouver, regarding Draft Metro 2050 – Update to the Regional Growth Strategy presentation**

**Recommendation:**

That the presentation provided by Heather McNell, General Manager, Regional Planning and Housing Services & Sean Galloway, Director, Regional Planning & Electoral Area Services, Metro Vancouver, regarding Draft Metro 2050 – Update to the Regional Growth Strategy, be received for information.

- 4.2** Clive Evans, Treasurer & Distributor, Belcarra Barnacle Volunteer, regarding Clarification of Grant Request

**Recommendation:**

That the presentation provided by Clive Evans, Treasurer & Distributor, Belcarra Barnacle Volunteer, regarding Clarification of Grant Request be received for information.

**5. REPORTS**

- 5.1** Ken Bjorgaard, Financial Consultant, report dated November 22, 2021, regarding Historical Grants

**Recommendation:**

That the report entitled “Historical Grants” dated November 22, 2022, be received for information.

- 5.2** Ken Bjorgaard, Financial Consultant, report dated November 22, 2021, regarding Final approval of 2022 – 2026 Financial Plan includes 2022 Budget

**Recommendation:**

That the Village of Belcarra 2022 – 2026 Financial Plan Bylaw be prepared on the basis of Scenario “A” outlined in the Draft 2022 – 2026 Financial Plan report, as follows:

- 7% increase in property taxes in 2022 and each year thereafter in the plan to 2026;
- 10% increase in water user rates in 2022 and each year thereafter in the plan to 2026; and
- 20% increase in WARD user rates in 2022, 20% increase in WARD user rates in 2023, and 10% increase in each year thereafter in the plan to 2026.

- 5.3** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated November 22, 2021, regarding Multi Use Path (MUP) Project

**Recommendation:**

That the report dated November 22, 2021, regarding the “Multi Use Path Project” that outlines progress on Phase 1 of the MUP Project, for the area between Midden Road and the 4200 Block of Bedwell Bay Road, be received for information.

**6. REPORTS FROM MAYOR AND PROJECT LEADS**

**7. BYLAWS**

- 7.1** **Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021**

**Recommendation:**

That “Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021”, be adopted.

**7.2 Village of Belcarra Council Procedure Bylaw No. 593, 2021**

Lorna Dysart, Chief Administrative Officer, report dated November 22, 2021 regarding Council Procedure Bylaw No. 593, 2021

**Recommendation:**

That Council Procedure Bylaw No. 593, 2021 be read a third time.

**8. CORRESPONDENCE/PROCLAMATIONS**

**Recommendation:**

That correspondence items 8.1 to 8.5 be received.

**ACTION ITEMS**

**8.1 Share Society, 2021 Holiday Season campaign**

**Recommendation:**

That Council support a donation of \$200.00 to the Share Society 2021 Holiday Season campaign.

**INFORMATION ITEMS**

**8.2 Tim Savoie, City Manager, City of Port Moody, letter to L. Dysart, CAO, dated November 2, 2021, regarding Response to Letter dated October 26, 2021 – Fuel Management and Hazard Trees**

**8.3 Sav Dhaliwal, Chair, Metro Vancouver Board, letters dated November 10, 2021, regarding Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey (full reports available at the Village office):**

- a) South Campbell Heights
- b) 228 175A Street
- c) Cloverdale Hospital Site

**8.4 Lavinia Rojas, Victoria Resident, letter received November 10, 2021, regarding Support for Legislative Action on Consumer Fireworks**

**8.5 Kerri Palmer Isaak, Trustee, School District 43 (SD43), Coquitlam, notice dated November 14, 2021, regarding Community Update – Anmore, Belcarra**

**9. NEW BUSINESS**

**10. PUBLIC QUESTION PERIOD**

**11. RESOLUTION TO CLOSE MEETING**

That the November 22, 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:

- (g) litigation or potential litigation affecting the municipality;
- (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 November 22, 2021 Regular Meeting be adjourned.





**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
Via Zoom  
November 8, 2021**



This meeting was held via Zoom Teleconference and was recorded.

**Council in Attendance**

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

**Staff in Attendance**

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

**Others in Attendance**

Ken Bjorgaard, Financial Consultant (departed at 8:34 pm)

**1. CALL TO ORDER**

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

Mayor Ross made the following statement:

“On behalf of our Council, Staff and our community, I want to highlight the need for us to cooperate and engage in a respectful manner with each other and to provide some clarification as follows:

Our Council meetings now have two sections in regard to questions: questions during the meeting and during the public question period at the end:

Your video does not need to be on during the regular meeting, but your first and last name must be visible if you want to ask a question.

During the public question period, at the end of the meeting, your video needs to be visible and your first and last name needs to be visible if you want to ask a question.

The key message is for the entire meeting: participants are expected to engage in a proper manner and conduct themselves in a respectful way when asking questions or making observations.

Staff at all times must be engaged in a respectful manner and questions or comments about legal matters that the Village is involved in will not be addressed in meetings. There are other reasons for possible expulsion.

The person presiding at the meeting will make the decision if a person is acting improperly, and may remove an individual from the meeting as required, consistent with the *Community Charter*. Expulsion from meetings and with Roberts Rules of Order.

When an expulsion is needed the person will be removed for the remainder of the meeting. It will be done once the decision has been made by the person presiding over the meeting.

It is our hope that this clarification will help us to not need to make this decision. Our Council, by its actions, values hearing from our community, and is proud that, in almost all instances, individuals comment and participating in a manner that reinforces our collective right and responsibility to hold different views in a respectful manner.

I want to thank everybody in the audience for listening to that clarification.”

## **2. APPROVAL OF THE AGENDA**

### **2.1 Regular Council Meeting, November 8, 2021**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, November 8, 2021, be approved as circulated.

**CARRIED**

## **3. ADOPTION OF MINUTES**

### **3.1 Regular Council Meeting, October 25, 2021**

Moved by: Councillor Clark

Seconded by: Councillor Snell

That the minutes from the Regular Council Meeting held October 25, 2021 be adopted.

**CARRIED**

## **4. DELEGATIONS AND PRESENTATIONS**

### **4.1 Eve Hou, Manager of Policy Development, TransLink, regarding Transport 2050 presentation**

L. Dysart introduced Eve Hou, Manager of Policy Development, TransLink.

E. Hou provided a PowerPoint presentation outlining the following:

- Transport 2050 provides the 30 year blueprint for regional transportation projects, policies and programs
- Engagement is in 3 phases
  - Phase 1: Public Input on Values, Concerns & Priorities
  - Phase 2: Consider Goals & Transformative Actions
  - Phase 3: Review Draft Strategy

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the presentation provided by Eve Hou, Manager of Policy Development, TransLink, regarding Transport 2050, be received for information.

**CARRIED**

Mayor Ross thanked Eve Hou for the presentation.

**5. REPORTS****5.1** Ken Bjorgaard, Financial Consultant, report dated November 8, 2021, regarding Review of Draft 2022 – 2026 Financial Plan and Public Consultation

K. Bjorgaard outlined the Draft 2022 – 2026 Financial Plan report as follows:

- Details for Scenarios A, B and C were outlined
- The Draft 2022 – 2026 Financial Plan Scenarios & Major Impacts
  - General Operating Fund
  - Water Operating Fund
  - WARD Operating Fund
- Provided details on the Community Gas Tax Grant
- Taxes and User Rates on Average Value Homes
- Provided comparable benchmarks to other municipalities

Mayor Ross invited residents for questions or comments.

Joe, Elworthy, Belcarra Resident, provided comments with regard to the Draft Financial Plan.

Klaus Bever, Belcarra Resident, queried with regard to:

- The 5 year Financial Plan
- The increased tax rate over the 5 year period and the resulting increase in reserves.
- He noted that 2 of the small municipalities that were compared to Belcarra have a commercial tax base.

K. Bjorgaard advised that a 5 year Financial Plan is required under municipal legislation. He commented on the anomalies that occurred in 2021. Council asked pertinent questions. The importance of the Capital Plan was noted.

Moved by: Councillor Wilder

Seconded: Councillor Clark

That the report entitled “Draft 2022 – 2026 Financial Plan” from the Financial Consultant dated November 8, 2021, be received for information.

**CARRIED**

Mayor Ross thanked Ken Bjorgaard for the presentation.

**5.2** Lorna Dysart, Chief Administrative Officer, report dated November 8, 2021, regarding 2022 Council Meeting Schedule

L. Dysart outlined the report. Discussion ensued.

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the 2022 Council Meeting Schedule and the Deputy Mayor Schedule be approved.

**CARRIED**

**The meeting recessed at 8:38 pm and reconvened at 8:48 pm.**

**5.3** Lorna Dysart, Chief Administrative Officer, report dated November 8, 2021, regarding Council Procedure Bylaw No. 593, 2021

L. Dysart outlined the report and noted the purpose of the report is to bring forward a new Council Procedure Bylaw which will provide the option to conduct Council meeting and Committee meetings in person or via electronic participation. Council asked pertinent questions.

Discussion ensued related to the new equipment in the Village Hall that will empower Council and staff to conduct hybrid Council meetings. A hybrid meeting means that Council members, certain staff, residents, and consultants, will be able to attend Council or Committee meetings virtually or in person.

Discussion ensued with regard to Section 8(d) of the bylaw: "if a person is attending an electronic or hybrid Council meeting, the full name and video of the person must be visible if they wish to address Council."

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council Procedure Bylaw No. 593, 2021 be read a first and second time.

**CARRIED**

**5.4** Lorna Dysart, Chief Administrative Officer, report dated November 8, 2021, regarding Update on the Midden Road Closure

L. Dysart outlined the report and noted the purpose of the report is to provide Council with the background regarding the Midden Road closure at Bedwell Bay Road. At the Regular Council meeting held on May 13, 2019, Midden Road was closed temporarily until October 1, 2019. This temporary closure has remained in place since that time.

Considerable discussion ensued with regard to reopening Midden Road. Included in the discussion was the potential for Midden Road to be opened to one way traffic. A report will be brought back to Council outlining options for Midden Road.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the report dated November 8, 2021, regarding the Update on the Midden Road Closure be received for information.

**CARRIED**

**5.5** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated November 8, 2021, regarding Invasive Plant Management 2021 Report - Invasive Species Council of Metro Vancouver

S. Novak outlined the report. Discussion ensued.

Moved by: Councillor Clark

Seconded by: Councillor Snell

That the report dated November 8, 2021, regarding the "Invasive Plant Management 2021" from the Invasive Species Council of Metro Vancouver be received for information.

**CARRIED**

**6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES****6.1 Mayor's Reports**

- **Zero Waste Conference**
  - Mayor Ross attended the Zero Waste Conference on October 28, 2021, which was sponsored by Metro Vancouver.
- **Homebuilders Association Vancouver - Municipal Dinner**
  - Mayor Ross and Councillor Wilder attended the Homebuilders Association Vancouver Municipal Dinner on November 3, 2021. The Homebuilders Association Vancouver is launching a 26th Annual Coats for Kids campaign on November 3, 2021 in support of the Lower Mainland and Surrey Christmas Bureaus. Information will be available on the Village website.
- **Remembrance Day**
  - Mayor Ross noted that November 8, 2021 is Indigenous Veterans day
  - Mayor Ross expressed a special thank you to Port Moody Power and Sail Squadron who will be holding a Virtual Remembrance Day. The ceremony will begin promptly at 10:30 am with the link to the ceremony posted on the Village website.

**6.2 Councillor Drake – Water Committee Recommendations**

Councillor Drake outlined the report noting that Recommendation B will be addressed first. Considerable discussion ensued.

Moved by                      Councillor Drake  
Seconded by:                Councillor Clark

That Council approve Motion B, Water System motions, as follows – #1 to #31:

1. That each of the following list of recommendations derived primarily from the Water Committee Technical Brief Report #2 dated September 26, 2021 be approved; amended and approved; deferred for subsequent discussion or not approved.
2. That, unless otherwise specified, recommendations be referred to staff for action and
3. That the motions approved be retained and that staff advise Council as progress is made on the motions adopted which would include such matters as projected completion dates and completed status.
4. That a written report on progress be provided at the first Council meeting of each month.
5. That staff prepare and maintain an up-to-date Water System Operation and Maintenance Manual (OMM); and
6. That staff prepare and maintain an up-to-date SCADA manual;
7. That Council recognize that the Belcarra water system is dual-purpose - intended both to provide potable water in accordance with applicable regulations and to support fire fighting.
8. That the OMM and the procedures outlined reflect and support the dual-purpose nature of its water system ensuring water quality while optimizing firefighting capacity subject to that water quality assurance
9. That the OMM framework prepared by Ralph Drew be adopted and that detailed material, as completed, be inserted into this framework, as required.
10. That the detailed operating procedure pertaining to the triggering of Tatlow inflow upon SVFD fire callout and the advising of DNV of any substantial structural fire be included in the manual.

11. That as sections of the OMM are completed, the sections be presented to Council.
12. That in response to the 2019 letter from Fraser Health recommending a report be presented to Council on the feasibility and cost of adding chlorination capacity to our system.
13. That tracking of the ongoing chlorine & water sampling monitoring program through Metro Vancouver and ongoing documentation be described in the OMM.
14. That a complete set of water system drawings (including engineering drawings for both Tatlow and the Dutchman Creek reservoirs) be included in the OMM or referenced and readily accessible
15. That Village wide meter readings be used to provide a report to Council estimating domestic consumption and comparing the consumption to measured inflow.
16. That results of the 2022 inspections of both the Tatlow & Dutchman Creek reservoirs be reported to Council and include assessments of the life expectancy of the reservoirs, as well as information for use in long term capital planning.

That WSP engineers report the following to Council:

17. That the potential for and high level costs of increased inflow from DNV be discussed considering:
  18. A modest increase with modest impact and costs and
  19. A more ambitious option which may be dependent on a number of factors including funding (grant) assistance.
20. A review and upgrade of the SCADA system
21. A report on the apparent discrepancy between DNV metering of water provided to the Village and the Village metering of received water
22. Should a discrepancy be found per 21 above, either resolve the matter or suggest and cost estimate potential solutions.
23. Report on the capacity of the twin lines that cross under Indian Arm connecting the District of North Vancouver water system to the Village water system while assuming a credible range of flow rates

That the Master Capital Asset Management Plan being prepared for the Village:

24. Include the water system and all components
25. Include a multiyear financial plan for the water system.

That, as part of mitigation strategies, Council consider:

26. Fire Smart practices
27. Sprinkler bylaws - Council assess the benefits of seeking mandatory sprinkler authority; the cost and probability of success in addition to the impact in terms of sprinkler installations and decide whether to pursue this authority.
28. If council decides to not seek approval to mandate sprinklers, that the Village prepare an information sheet for homeowners explaining local firefighting challenges, particularly for larger homes, and recommending sprinkler installations.
29. That Council approve offering further information to residents about the benefits of other mitigating steps such as monitored and/or modern alarm systems.
30. That Council consider the recommendations of the Tree Committee related to fire risk reduction.
31. That the reduction and mitigation strategies suggested by B.A. Blackwell and Associates be considered as outlined in the Community Wildfire Resilience Plan presented to Council September 26, 2021.

**CARRIED**

Motion A:

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council thank Water Committee members for all their work; welcome future input from Committee members as individuals, and declare the work of the Water Committee completed.

**CARRIED**

Mayor Ross thanked Councillor Drake for the report and the Water Committee for the extensive work.

## **7. BYLAWS**

### **7.1 Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021**

Moved by: Councillor Wilder

Seconded by: Councillor Clark

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

**CARRIED**

## **8. CORRESPONDENCE / PROCLAMATIONS**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That correspondence items 8.1 to 8.6 be received.

**CARRIED**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Item 8.3 be moved forward as an Action Item.

**CARRIED**

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That item 8.6 be moved forward as an Action Item.

**CARRIED**

## **ACTION ITEMS**

- 8.1** Belcarra Barnacle Volunteers, Nora Boekhout, Clive Evans, Bonni Marshall, Michelle Montico, Sandra Rietchel and Isabel Wilson, letter dated October 26, 2021, regarding Request for \$1,500.00 Grant for Belcarra Barnacle Society

**10:14 pm Mayor Ross requested that Councillor Snell assume the chair for Item 8.1 so that he may move the item for discussion.**

**Deputy Mayor Snell assumed the Chair.**

Moved by: Mayor Ross

Seconded by: Councillor Clark

That the Belcarra Barnacle Society 2021 request for a Grant in the amount of \$1,500.00 be approved.

**This motion was not voted on**

Considerable discussion ensued regarding:

- The benefit of the municipality having a local newspaper
- The amount of the grant requested
- Expenses provided by the Belcarra Barnacle

**Amendment:**

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That the letter from Belcarra Barnacle Volunteers, dated October 26, 2021, regarding a request for a \$1,500.00 Grant for the Belcarra Barnacle Society be deferred to budget discussions; and

That the Belcarra Barnacle Society be asked to provide details for the rationalization of the \$1,500 grant request.

**CARRIED**

**Mayor Ross voted in opposition**

**Mayor Ross assumed the Chair 10:50 pm.**

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the Regular Council meeting of November 8, 2021 be extended to 11:10 pm.

**CARRIED**

- 8.2** Cory Heavener, Assistant Deputy Minister & Provincial Director of Child Welfare and Renaa Bacy, Provincial Director of Adoption, email dated October 29, 2021, regarding the declaration of November 2021 as "Adoption Awareness Month" in British Columbia

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That November 2021 be declared as "Adoption Awareness Month" in the Village of Belcarra.

**CARRIED**

**Item 8.3 was moved from Information to an Action Item**

- 8.3** Honourable David Eby, Attorney General and Minister Responsible for Housing, letter dated October 26, 2021, regarding UBCM Virtual Meeting

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the letter from Honourable David Eby, Attorney General and Minister Responsible for Housing, be referred to staff for follow up.

**CARRIED**



**Item 8.6 was moved from Information to an Action Item**

- 8.6** Don Reid, Belcarra Resident, letter dated October 30, 2021, regarding “Park” Area on Turtlehead Peninsula (full report available at the Village office)

L. Dysart noted that a response was provided to the letter from Don Reid on the Regular Council Agenda of October 25, 2021.

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That staff provide additional information to Don Reid regarding his letter dated October 30, 2021.

**CARRIED**

**INFORMATION ITEMS**

- 8.4** Steven Kozuki, Executive Director, Forest Enhancement Society of BC, letter dated October 26, 2021, regarding BC Forestry Workers are Climate Change Heroes (full report available at the Village office)
- 8.5** Honourable Josie Osborne, Minister of Municipal Affairs, letter dated October 29, 2021, regarding CleanBC Roadmap to 2030

**9. NEW BUSINESS**

No items

**10. PUBLIC QUESTION PERIOD**

No items

**11. ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the November 8, 2021 Regular Meeting be adjourned at 10:59 pm.

**CARRIED**

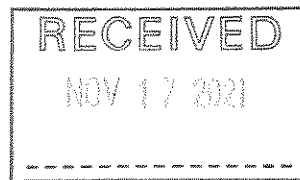
Certified Correct:

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Jamie Ross  
Mayor

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Lorna Dysart  
Chief Administrative Officer

FILE NO.  
1850-02

BELCARRA BARNACLE DELEGATION TO VILLAGE COUNCIL MEETING OF  
22<sup>ND</sup> NOVEMBER 2021

My name is Clive Evans and I live at Bedwell Bay Road and thank you for allowing me to present to you. I am here to provide information regarding matters raised at the last Council meeting regarding our Barnacle request for a grant to support our publishing costs.

I have been fortunate to live in this Village for 36 years and in that time, I have volunteered on many community committees etc. including the last 20 years with the Barnacle. For the last 12 years I have been treasurer and distributor and along with my wife, Joyce, we have submitted many articles on many topics to support the publication.

From records in my possession I note a grant request from the then Editor for an annual amount of \$1,500 dating back to 1994 and at which time the Village used the Barnacle as a communication tool to residents. During this last year we have been affected, as have many, by the pandemic and were in a position where we did not have sufficient funds to publish. Two of us in the Village were willing to finance an issue in the hope of recovery. Fortunately, a long, outstanding account was paid and further advertisers were coming forward. The Editor drafted a grant request for \$2,000 but just at the time a substantial order came in and I suggested that we reduce our request to \$1,500. Traditionally the grant has been paid during the early summer but more recently it has been in December.

Our expenses are mainly due to printing and we have received reduced cost by Westwood Printers. The number of pages has also dropped although printing costs have increased over the years. In addition, we have suffered expenses due to a number of instances of damage to the magazine holders and also stealing of complete issues. The RCMP were notified.

Our surveys have confirmed that many people prefer a print version although there is an electronic issue available on the Village website. Numbers of print copies are monitored and have been reduced from 300 to 230 with 36 going to the Village Hall.

Publishing deadlines have been an issue that we have tried to address on an ongoing basis and are now pleased to welcome an Assistant Editor to help facilitate timely production.

I will provide such further information as you may require.

Clive Evans



## COUNCIL REPORT

**Date:** November 22, 2021

**From:** Ken Bjorgaard, Financial Consultant

**Subject:** Historical Grants

**Recommendation:**

That the report entitled “Historical Grants” dated November 22, 2022, be received for information.

**Purpose:**

The purpose of this report is to provide a history of the grants amounts provided to various organizations by the Village of Belcarra.

**Background:**

The following Community Grants and Library Reimbursement Grants have been provided since 2018:

**History of Grants including 2021 Year-to-Date (to November 11)**

Community Grants					
Council Community Grants - GL Acct #213510-770					
	Organization/Calculation	Amounts Provided	Totals	Budget	Variance
<b>2021</b>	Coquitlam Search and Rescue Society	\$500			
	Heritage Woods Secondary School	\$150			
	Cera Society	\$500			
	Softball BC	\$150			
	Anmore Elementary School	\$250			
	Cross Roads Hospice Society	\$500			
	Habitate for Humanity Greater Vancouver	\$150			
	Village of Lytton	\$500	<b>\$2,700</b>	<b>\$4,763</b>	<b>\$2,063</b>
<b>2020</b>	Barnacle Society	\$1,500			
	Eagle Ridge Hospital Foundation	\$300			
	Port Moody Secondary School	\$100			
	Heritage Woods Secondary School	\$100	<b>\$2,000</b>	<b>\$4,716</b>	<b>\$2,716</b>
<b>2019</b>	Barnacle Society	\$1,500			
	Cera Society	\$353			
	Port Moody Secondary School	\$100			
	Heritage Woods Secondary School	\$100	<b>\$2,053</b>	<b>\$4,713</b>	<b>\$2,660</b>
<b>2018</b>	Barnacle Society	\$1,500			
	Port Moody Secondary School	\$100			
	Heritage Woods Secondary School	\$100			
	SVFD Donation	\$750			
	Cera Society	\$353			
	Eagle Ridge Hospital Foundation	\$300	<b>\$3,103</b>	<b>\$4,933</b>	<b>\$1,830</b>

<b>Council Library Reimbursements - Grant GL #213511-770</b>			
	<b>Amounts Provided</b>	<b>Budget</b>	<b>Variance</b>
<b>2021</b>	<b>\$225</b>	<b>\$612</b>	<b>\$387</b>
<b>2020</b>	<b>\$331</b>	<b>\$606</b>	<b>\$275</b>
<b>2019</b>	<b>\$602</b>	<b>\$600</b>	<b>(\$2)</b>
<b>2018</b>	<b>\$747</b>	<b>\$600</b>	<b>(\$147)</b>

The 2022 draft budget includes \$4,811 for Community Grants and \$618 for Library Reimbursement Grants. Historically speaking, the annual Community Grants budget has not been fully utilized in each year.



## COUNCIL REPORT

**Date:** November 22, 2021  
**From:** Ken Bjorgaard, Financial Consultant  
**Subject:** Draft 2022 – 2026 Financial Plan

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### Recommendation

That the Village of Belcarra 2022 – 2026 Financial Plan Bylaw be prepared on the basis of Scenario “A” outlined in the Draft 2022 – 2026 Financial Plan report, as follows:

- 7% increase in property taxes in 2022 and each year thereafter in the plan to 2026;
- 10% increase in water user rates in 2022 and each year thereafter in the plan to 2026; and
- 20% increase in WARD user rates in 2022, 20% increase in WARD user rates in 2023, and 10% increase in each year thereafter in the plan to 2026.

### Purpose

The purpose of this report is to present a summary of the three (3) 2022 – 2026 Financial Plan scenarios that were outlined at the November 8, 2021 Public Consultation Budget meeting. Based on this summary and the public comments / feedback received from the November 8, 2021 meeting, Council may now provide direction to staff as to the final 2022 – 2026 Financial Plan including the increases in property taxes and water and WARD user rates for 2022.

### Background

The Public Consultation Budget meeting was held on November 8, 2021. Minor amendments have been made to the three (3) financial scenarios presented on November 8, 2021, based on the latest budget information and are now presented below for Council consideration and direction. As per the budget schedule, the 2022 – 2026 Financial Plan Bylaw and Water and WARD user rate bylaws are scheduled to receive 1st and 2nd readings on December 6, 2021.

## **Report**

### **Scenarios**

The summarized financial numbers which result from the following Financial Plan scenarios are shown in Table 1 below:

#### **Scenario “A”**

- 7% increase in property taxes in 2022 and each year thereafter in the plan to 2026;
- 10% increase in water user rates in 2022 and each year thereafter in the plan to 2026; and
- 20% increase in WARD user rates in 2022, 20% increase in WARD user rates in 2023, and 10% increase in each year thereafter in the plan to 2026.

#### **Scenario “B”**

- 5% increase in property taxes in 2022 and each year thereafter in the plan to 2026;
- 12% increase in water user rates in 2022 and each year thereafter in the plan to 2026; and
- 12% increase WARD user rates in 2022 and each year thereafter to 2026.

#### **Scenario “C”**

- 10% increase in property taxes in 2022 and each year thereafter in the plan to 2026;
- 15% increase in water user rates in 2022 and each year thereafter in the plan to 2026; and
- 15% increase WARD user rates in 2022 and each year thereafter in the plan to 2026.

These scenarios, with the different property tax and user rate increases, result in varying funds being left over for transfer reserves and surpluses. The compounding effect of successive year over year increases is greater with higher increases. The higher the increases the faster the rate of build-up in the various reserve and surplus accounts.

<b>Table 1 - Draft 2022 – 2026 Financial Plan Scenarios</b>						
<b>Descriptions</b>	<b>Final 2021 Budget</b>	<b>Draft 2022 Budget</b>	<b>2023 Plan</b>	<b>2024 Plan</b>	<b>2025 Plan</b>	<b>2026 Plan</b>
<b>Scenario “A” – 7% Increase in Property Taxes in Each Year; 10% Increase in Water User Rates in Each Year; 20% Increase in WARD User Rates in 2022, 20% Increase in 2023 and 10% Increases in Each of 2024 - 2026</b>						
General Operating Fund Transfers to Reserves & Surplus (includes Community Works Gas Tax Funds)	\$425,000	\$484,000	\$618,000	\$692,000	\$770,000	\$855,000
Water Operating Fund Transfers to Reserves & Surplus	\$31,000	\$50,000	\$35,000	\$57,000	\$80,000	\$106,000
WARD Operating Fund Transfers to (from) Reserves & Surplus	(\$10,000)	\$7,000	\$20,000	\$35,000	\$53,000	\$72,000
Total Projected Reserve & Surplus Transfers	\$446,000	\$541,000	\$673,000	\$784,000	\$903,000	\$1,033,000
<b>Scenario “B” – 5% Increase in Property Taxes in Each Year; 12% Increase in Water User Rates in Each Year; 12% Increase in WARD User Rates in Each Year</b>						
General Operating Fund Transfers to Reserves & Surplus (includes Community Works Gas Tax Funds)	\$425,000	\$465,000	\$579,000	\$629,000	\$680,000	\$735,000
Water Operating Fund Transfers to Reserves & Surplus	\$31,000	\$57,000	\$49,000	\$80,000	\$114,000	\$153,000
WARD Operating Fund Transfers to (from) Reserves & Surplus	(\$10,000)	(\$4,000)	(\$5,000)	\$11,000	\$30,000	\$51,000
Total Projected Reserve & Surplus Transfers	\$446,000	\$518,000	\$623,000	\$720,000	\$824,000	\$939,000
<b>Scenario “C” – 10% Increase in Property Taxes in Each Year; 15% Increase in Water User Rates in Each Year; 15% Increase in WARD User Rates in Each Year</b>						
General Operating Fund Transfers to Reserves & Surplus (includes Community Works Gas Tax Funds)	\$425,000	\$511,000	\$678,000	\$791,000	\$914,000	\$1,052,000
Water Operating Fund Transfers to Reserves & Surplus	\$31,000	\$66,000	\$70,000	\$116,000	\$168,000	\$230,000
WARD Operating Fund Transfers to (from) Reserves & Surplus	(\$10,000)	\$0	\$4,000	\$27,000	\$54,000	\$85,000
Total Projected Reserve & Surplus Transfers	\$446,000	\$577,000	\$752,000	\$934,000	\$1,136,000	\$1,367,000

*\*Numbers are rounded for presentation purposes*



Property Taxes, User Rates and Parcel Tax on Average Value Home

The property taxes, user rates and parcel tax charged on an average value home in Belcarra for 2022, based on the above scenarios, are shown in the table below. The impacts on an average assessed value home connected to the water system and a home not connected to the water system are shown in this table.

## 2022 Increases in Municipal Property Taxes, User Rates and Parcel Tax Based Based on Different % Increases

Average Value Home 2021 = \$1,994,671

		Scenario "A" (7% increase in property taxes, 10% increase in water user rates, 20% increase in WARD user rates)			Scenario "B" (5% increase in property taxes, 12% increase in water user rates, 12% increase in WARD user rates)			Scenario "C" (10% increase in property taxes, 15% increase in water user rates, 15% increase in WARD user rates)		
FOR AVERAGE ASSESSED VALUE RESIDENTIAL CLASS PROPERTY	2021 Actual	\$ Levies	% Increase	\$ Increase	\$ Levies	% Increase	\$ Increase	\$ Levies	% Increase	\$ Increase
<b>For Homes Connected to Water System</b>										
Property Taxes	3,063	3,277	7.0%	214	3,216	5.0%	153	3,369	10.0%	306
Water User Fee (connected to water system)	1,253	1,378	10.0%	125	1,403	12.0%	150	1,441	15.0%	188
Water Parcel Tax	973	973	0.0%	0	973	0.0%	0	973	0.0%	0
Waste & Recycle Depot (WARD) User Fee	372	446	20.0%	74	417	12.0%	45	428	15.0%	56
<b>Total Property Taxes, User Rates &amp; Parcel Tax</b>	<b>5,661</b>	<b>6,074</b>	<b>7.3%</b>	<b>413</b>	<b>6,009</b>	<b>6.1%</b>	<b>348</b>	<b>6,211</b>	<b>9.7%</b>	<b>550</b>
<b>For Homes Not Connected to Water System</b>										
Property Taxes	3,063	3,277	7.0%	214	3,216	5.0%	153	3,369	10.0%	306
Water User Fee (not connected to water system)	879	967	10.0%	88	984	12.0%	105	1,011	15.0%	132
Water Parcel Tax	973	973	0.0%	0	973	0.0%	0	973	0.0%	0
Waste & Recycle Depot (WARD) User Fee	372	446	20.0%	74	417	12.0%	45	428	15.0%	56
<b>Total Property Taxes, User Rates &amp; Parcel Tax</b>	<b>5,287</b>	<b>5,663</b>	<b>7.1%</b>	<b>376</b>	<b>5,590</b>	<b>5.7%</b>	<b>303</b>	<b>5,781</b>	<b>9.3%</b>	<b>494</b>

## Conclusion

In moving the Village forward it is a case of achieving a balance between the present and the future, and making decisions based on the best information available. Staff and the financial consultant recommend that the Village's 2022 – 2026 Financial Plan provide for the property tax and user fee increases outlined in Scenario "A" in this report.



## COUNCIL REPORT

**Date:** November 22, 2021 File No. 5400-10-08

**From:** Stewart Novak, Public Works and Emergency Preparedness Coordinator

**Subject:** **Multi Use Path (MUP) Project**

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### Recommendation

That the report dated November 22, 2021, regarding the “Multi Use Path Project” that outlines progress on Phase 1 of the MUP Project, for the area between Midden Road and the 4200 Block of Bedwell Bay Road, be received for information.

### Purpose

To provide Council with a status report on Phase 1 of the Multi Use Path (MUP) Project providing preliminary costing, design and location options.

### Background

The Multi Use Path is a first phase budgeting project approved by Council on April 12, 2021 for \$172,833. which is 75% funded by TransLink.

ISL Engineering was hired to assess the terrain and to provide design options and a general cost of the scope of work involved. Chris Boit, ISL Engineer, completed a concept design for the MUP. LIDAR, aerial photos, and site visits were used to confirm the design.

ISL Engineering advised there are 2 options to consider:

- a) To design the MUP on the south side (the high side) of Bedwell Bay Road at an estimated cost of \$705,257. or
- b) To design the MUP on the north side (the low side) of Bedwell Bay Road at an estimated cost of \$714,532.

Each option has a few unique challenges for consideration.

Option (a) – MUP on the south side (the high side) of Bedwell Bay Road. The ditch would need to be infilled and a pipe installed to convey water. There may be sections of the ditch that would be maintained in an open ditch state. The capacity requirements of the ditch would determine this design. In addition, power poles and at least one hydrant, catch basins and the modification of a residential driveway entrance would be required. This design would come at a significant cost.

Option (b) – MUP on the north side (the low side) of Bedwell Bay Road. This may be more feasible to construct; however, retaining walls would be required on the east end of the proposed project. If the path were to be constructed on the north side (the low side) of Bedwell Bay Road, the path will need to cross back to the south side (the high side) of the road, where future phases of the Multi Use Path would be designed.

Staff recommends Option (a) To construct the Multi Use Path on the south side (the high side) of Bedwell Bay Road.

There is a major funding discrepancy between current funding approvals and preliminary cost estimates. Staff are working with TransLink engineers, who are assisting with the Multi Use Path Project, and who are providing guidance related to design options and future potential funding opportunities.

According to TransLink, grant funding for this project has a completion schedule by the end of 2024; and each year, provided that the funding opportunities remain in place, Belcarra staff may apply for additional funding through the MRN (Major Road Network), BICCS (Bicycle Infrastructure Capital Cost Share), and WITT (Walking Infrastructure to Transit) grant funding programs.

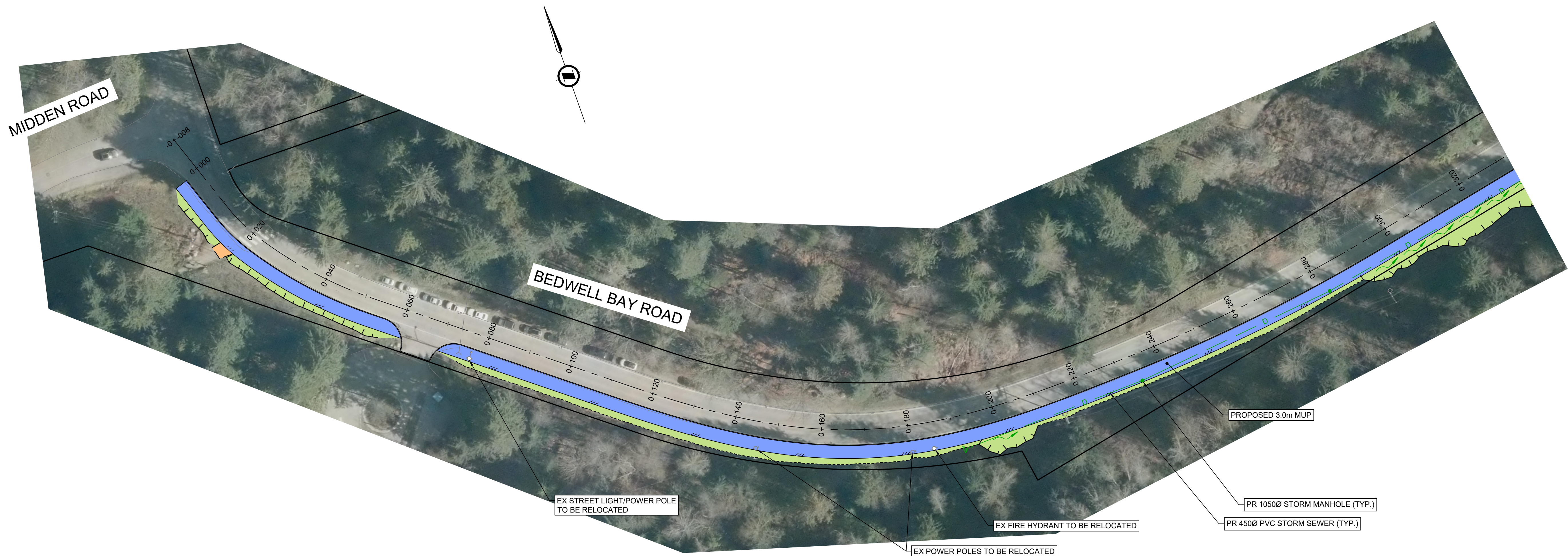
For 2022, the funding opportunity through TransLink is approximately \$191,000.00 at 75% funding, and the grant funding application is currently being worked on and will be submitted prior to the December deadline.

Costing from ISL Engineering is preliminary and a budget overrun of 15% or more is anticipated. Phase 1 from Midden to the Multi Use Court area is the least complicated section of the proposed Multi Use Path Project.

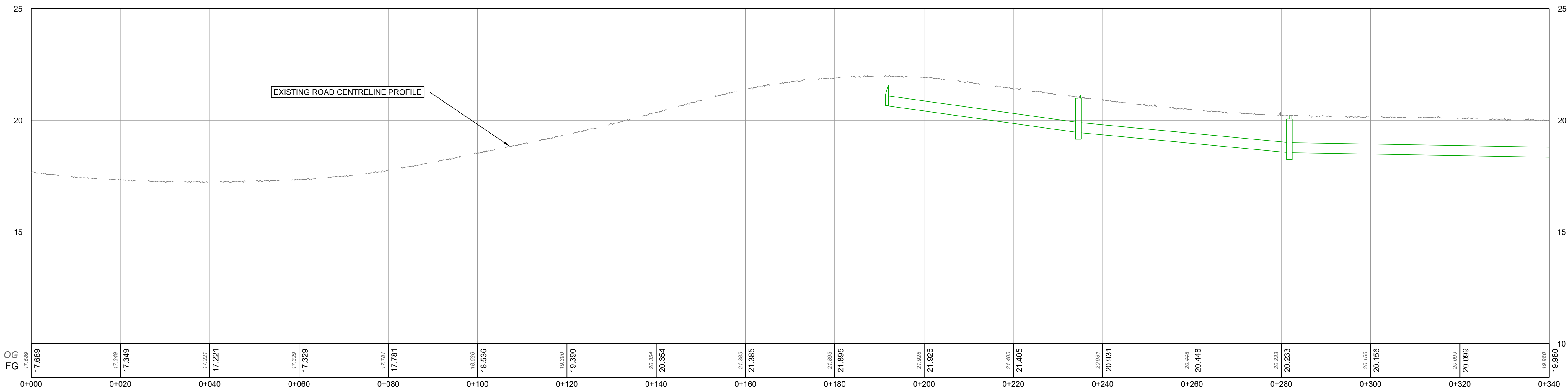
#### Attachments

- a) ISL Engineering – Preliminary Design Concepts
- b) ISL Engineering – Multi Use Pathway Schedule of Quantities & Prices





PLAN  
SCALE 1:500



PROFILE  
SCALE 1:500H 1:100V



PLOT DATE: September 15, 2021

REV NO	REVISIONS	DATE	DRAWN	APPRD
A	CONCEPT DESIGN	2021/09/15	GA	CB



VILLAGE OF  
BELCARRA

ROAD  
WORKS

SOUTH SIDE OPTION  
BEDWELL BAY ROAD MUP



#201, 3999 Henning Drive, Burnaby, B.C. V5C 6P9;  
(604)523-2695 F: (604)523-2698

CONCEPT DESIGN

DESIGN NO.

SCALE	AS NOTED	CREATION DATE	SEPT 2021	DWG. NO.
DRAWN BY	GA	DESIGN BY	CB	01 OF 06
CHECKED BY	CB	APPROVED BY	CB	REV. A

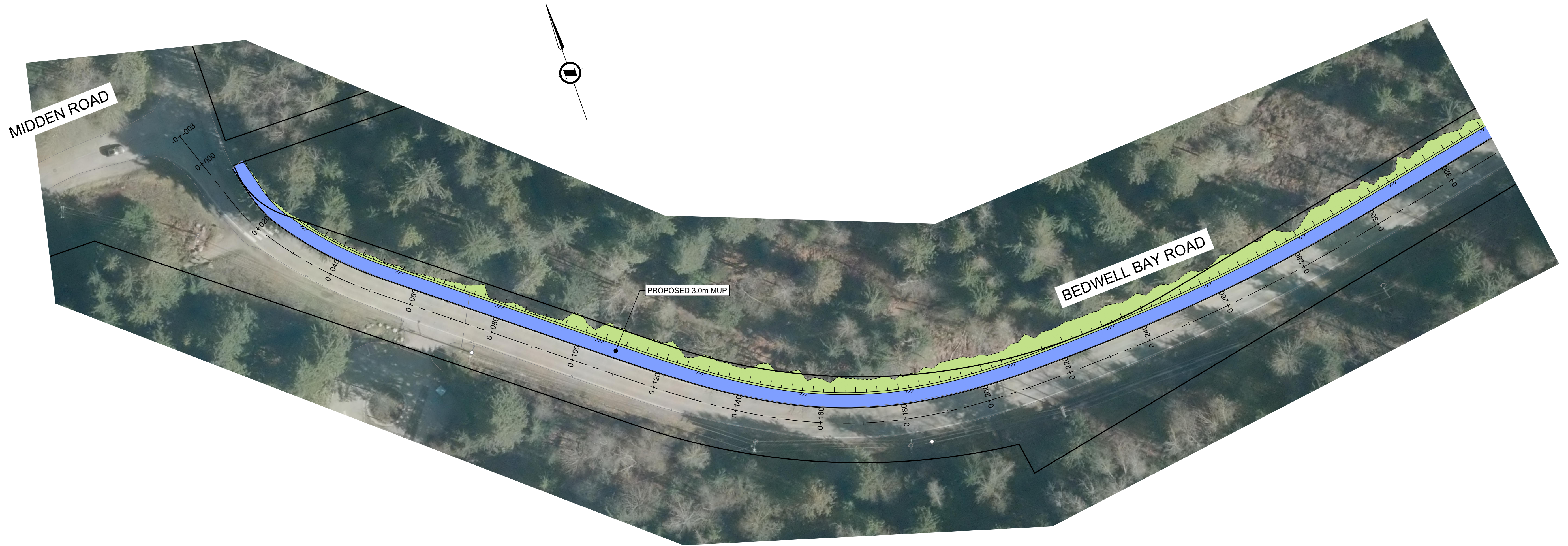
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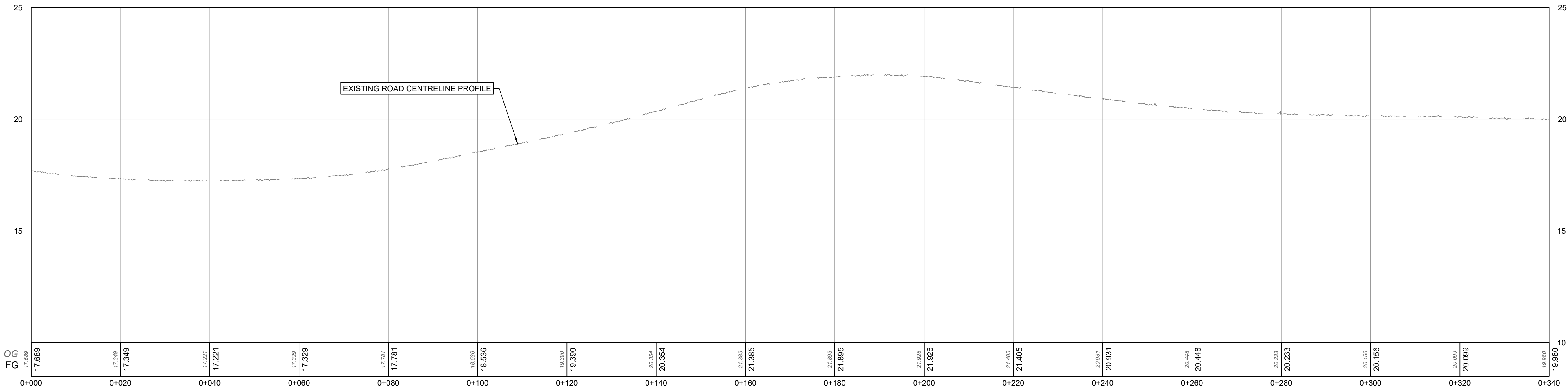




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PLAN  
SCALE 1:500



PROFILE  
SCALE 1:500H 1:100V



PLOT DATE: September 15, 2021

REV NO	REVISIONS	DATE	DRAWN	APPRD
A	CONCEPT DESIGN	2021/09/15	GA	CB



VILLAGE OF  
BELCARRAS

ROAD  
WORKS

NORTH SIDE OPTION  
BEDWHEEL BAY ROAD MUP



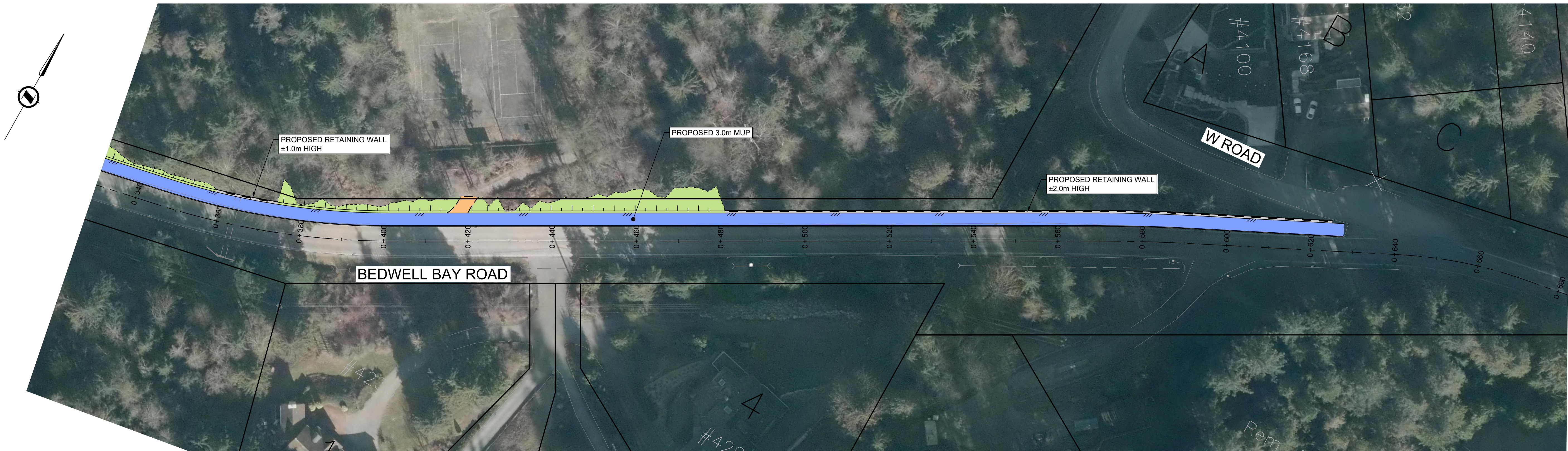
#201, 3999 Henning Drive, Burnaby, B.C. V5C 6P9;  
(604)523-2695 F: (604)523-2698

CONCEPT DESIGN  
DESIGN NO.

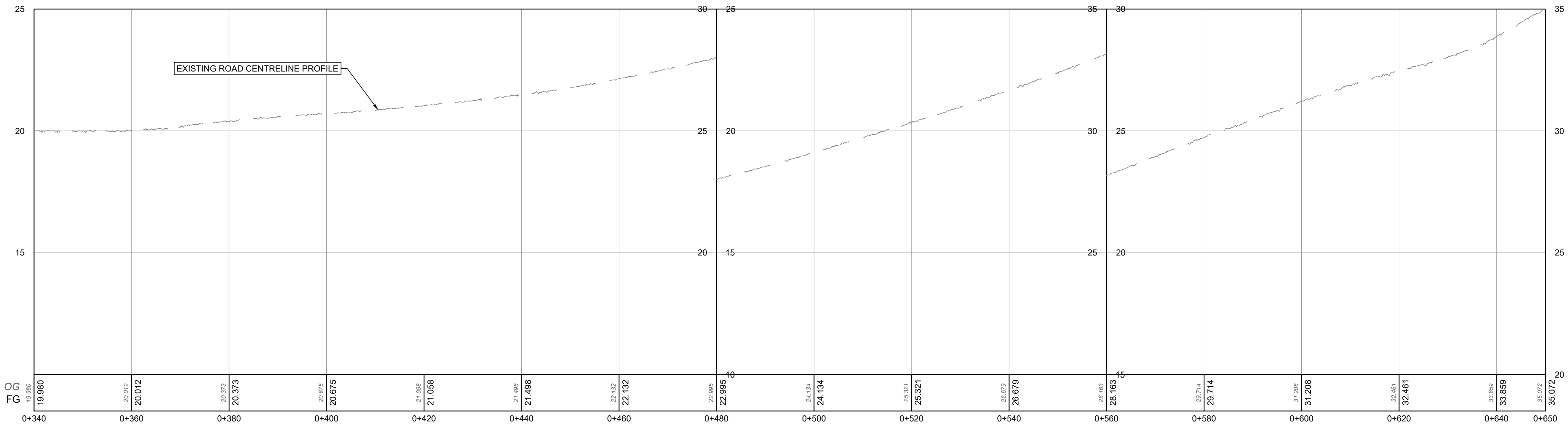
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CHECKED BY	CB	APPROVED BY	CB	06
				REV. A

32482





PLAN  
SCALE 1:500



PROFILE  
SCALE 1:500H 1:100V



PLOT DATE: September 15, 2021

REV NO	REVISIONS	DATE	DRAWN	APPRD
A	CONCEPT DESIGN	2021/09/15	GA	CB



VILLAGE OF  
BELCARRA

ROAD  
WORKS

NORTH SIDE OPTION  
BEDWELL BAY ROAD MUP



#201, 3999 Henning Drive, Burnaby, B.C. V5C 6P9;  
(604)523-2695 F: (604)523-2698

CONCEPT DESIGN

DESIGN NO.

32482

SCALE	AS NOTED	CREATION DATE	SEPT 2021	DWG. NO.
DRAWN BY	GA	DESIGN BY	CB	04
CHECKED BY	CB	APPROVED BY	CB	06
				REV. A



Class C Cost Estimate

Village of Belcarra  
Multi User Pathway

SCHEDULE OF QUANTITIES AND PRICES

TENDER SUMMARY SHEET

		AMOUNT
1.0	Multi User Pathway - South Side Option	\$ 669,125.00
1.1	Design and Construction Management @ 8%	\$ 53,530.00
	Sub total	\$ 722,655.00
	GST 5%	\$ 36,132.75
	South Side Total Cost	\$ 705,257.75
2.0	Multi User Pathway - North Side Option	\$ 677,925.00
2.1	Design and Construction Management @ 8%	\$ 54,234.00
	Sub total	\$ 732,159.00
	GST 5%	\$ 36,607.95
	North Side Total Cost	\$ 714,532.95



**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 October 12, 2021

Read a Second Time on October 25, 2021

Read a Third Time on November 8, 2021

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:** November 22, 2021  
**From:** Lorna Dysart, Chief Administrative Officer  
**Subject:** Council Procedure Bylaw No. 593, 2021

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### Recommendation

That Council Procedure Bylaw No. 593, 2021 be read a third time.

### Purpose

The purpose of this report is to bring forward the new Council Procedure Bylaw for third reading.

### Background

At a regular Council meeting held November 8, 2021, a Council member questioned the requirement for taking and retaining Council minutes, when a video of each Council meeting is available on the Village Website.

The *Community Charter*, Division 5 – Officers and Employees, Section 148, under **Corporate Officer**, states the following: “One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions: (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe; (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by Council.”

Pursuant to Section 124 of the *Community Charter*, the Council Procedure Bylaw No. 593, 2021 was advertised in the Tri Cities Newspaper on November 4, and November 11, 2021.

It is recommended that Council give third reading to the Council Procedure Bylaw, as it is important that the Procedure Bylaw is updated and that the Village complies with the Provincial legislation.



**VILLAGE OF BELCARRA  
COUNCIL PROCEDURE  
BYLAW NO. 593, 2021**



**A Bylaw to Regulate the Procedure at Council and Committee Meetings  
for the Village of Belcarra**

WHEREAS Council is required to enact a Procedure Bylaw, pursuant to the *Community Charter*, to establish the general procedures to be followed by Council and Council Committees in conducting their business;

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

**PART 1 – INTRODUCTION**

**Title**

1. This Bylaw may be cited as the “**COUNCIL PROCEDURE BYLAW NO. 593, 2021**”.

**Definitions**

2. In this Bylaw:

<b>Agenda</b>	means the list of items and order of business for a meeting.
<b>Chairperson</b>	means the person presiding at a meeting of a select committee of Council.
<b>Committee</b>	means a standing, select, or other committee of Council.
<b>Corporate Officer</b>	means the Chief Administrative Officer for the Village or the person appointed by Council to act in this position.
<b>Council</b>	means the Council of the Village of Belcarra.
<b>Deputy Mayor</b>	means the member appointed or selected by Council to act in the absence of the Mayor.
<b>Electronic Meeting</b>	means a meeting where all members participate electronically.
<b>Electronic Attendee</b>	means a person who is attending an electronic or hybrid meeting via electronic means.
<b>Electronic Participation</b>	means the electronic participation of one or more attendees at an in person meeting.
<b>Hybrid Meeting</b>	means a meeting where some Council members and the Public are attending in person and some Council members and the Public are attending electronically.

<b>In Person Meeting</b>	means a meeting where all attendees physically attend a meeting.
<b>Mayor</b>	means the Mayor of the Village of Belcarra.
<b>Member</b>	means a member of Council.
<b>Meeting Schedule</b>	means the annually published schedule of regular Council meetings.
<b>Point of Order</b>	means raising of a question by a Council member to call attention to any departure from procedures established in the Procedure Bylaw.
<b>Public Notice Posting Place</b>	means the Notice Board at the Village Hall, and optionally, the Village website.
<b>Quorum</b>	means a majority of members of Council.
<b>Robert's Rules of Order</b>	means Robert's Rules of Order Newly Revised, current edition. Robert's Rules of order shall be the resource to cover Council Procedure not covered in the procedure bylaw.
<b>Unanimous Consent</b>	means an informal way of taking a vote, used only for routine and non-controversial decisions, usually of a procedural nature.
<b>Village</b>	means the Village of Belcarra.
<b>Village Hall</b>	means Belcarra Village Hall located at 4084 Bedwell Bay Road, Belcarra BC V3H 4P8.
<b>Village Website</b>	means the information resource found at an internet address provided by the Village.

## PART 2 – COUNCIL MEETINGS

### Inaugural Meeting

3. The first Council meeting following a general local election must be held on the first Monday of November in the year of the election.

### Time and location of meetings

4.
  - (1) All Council meetings must take place within Village Hall, or electronically, or as a hybrid meeting, except when Council resolves to hold meetings elsewhere.
  - (2) Council shall establish annually by resolution a schedule of Council meetings:
    - (a) beginning at 7:00 pm;
    - (b) concluding at 11:00 pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time.
  - (3) Closed Council meetings will normally be held at 5:00 pm, prior to a Regular Council meeting as per 4.(1) above, and may be held in person, electronically or by hybrid meeting, or a meeting may be Closed by Council resolution.

**Notice of Council Meetings**

5. (1) Council must prepare annually on or before December 31, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place, and optionally, the Village website.
- (2) Council must give notice annually on or before December 31 of the time and duration that the schedule of regular Council meetings will be available.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place, and optionally, the Village website, indicating any revisions to the date, time and place or the cancellation of a regular Council meeting.
- (4) Advance public notice, at the Public Notice Posting Place, and optionally, the Village website, will be given for the way in which the Council electronic or hybrid meetings will be conducted. Notice will include the place where the public may attend to hear, or watch and hear, or attend in person, where requirements for in person attendance, if any, are met.

**Electronic / Hybrid Meetings**

6. (1) Subject to the *Community Charter*
  - (a) Council meetings may be conducted by electronic means.
  - (b) The Chair and Corporate Officer will determine if a council meeting will be held electronically; in person or in a hybrid manner.
  - (c) a member of Council or a Council committee, who is unable to attend a Council meeting or a Council committee meeting in person, may participate in the meeting by means of electronic or other communication facilities.
  - (d) Council meetings may be held in person, electronically or as a hybrid meeting. The Mayor / Chair, one Council member and the Corporate Officer must be in attendance in the Village Hall. In extenuating circumstances, the Mayor and the Corporate Officer may attend the Council meetings electronically.
  - (e) Council members attending an electronic or hybrid meeting must, at all times, be visible on camera.
  - (f) A recess may be provided at the request of Council or staff.
  - (g) A Council member who wishes to attend an in person meeting via electronic means must provide notice to the Mayor / Chair and Corporate Officer of their intent no less than 24 hours in advance of the meeting.

- (h) Priority for electronic participation will be granted, in order that the request is received, based on notification date and time, and will not exceed the electronic participation limits established in this section. Requests for an accommodation process will be considered.
  - (i) A Council member will not exercise the option to participate electronically in an in person meeting more than ten (10) times per calendar year without the general consent or approval of Council.
  - (j) The name of electronic participants will be noted in the meeting minutes as having participated electronically.
  - (k) Electronic participants who lose connectivity with the electronic platform for more than five (5) consecutive minutes during the meeting will be noted in the minutes as having left the meeting. If a Council member is not connected to a Council meeting when a motion is on the floor and voted on, the Council member will be recorded as absent in the minutes.
  - (l) Electronic participants will abide by the rules established by the Council procedure bylaw pertaining to electronic meetings.
- (2) No more than 3 members of Council at any one time may participate electronically at an in person Council meeting under section 6(1)(c); except as per section 6(1)(d).
  - (3) The Corporate Officer must provide an electronic copy of the Agenda and specific information to the members participating electronically.

### **PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR (DEPUTY MAYOR)**

- 7.
  - (1) Annually, before December 31, Council must, from amongst its members, designate Council members to serve on a rotating basis, as the Deputy Mayor responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
  - (2) Each Council member designated under Section 7(1) must fulfill the responsibilities of the Mayor in his or her absence.
  - (3) If both the Mayor and the Deputy Mayor designated under Section 7(1) are absent from the Council meeting, the next designated Council member for the next three month period, shall take the Chair and call the meeting to order.

### **PART 4 – COUNCIL PROCEEDINGS**

#### **Attendance of Public at Meetings**

- 8. The Mayor or the Deputy Mayor or the Council member designated as the member responsible for acting in the place of the Mayor under Section 7, may expel or exclude a person other than a Council member from a Council meeting and:



- (a) if the person refuses to leave, the presiding Council member may cause the member to be removed by a peace officer; and
- (b) if the person apologizes to the Council, Council may, by resolution, allow the person to return to the place where the Council meeting is being held;
- (c) if a person is attending a Council meeting electronically, the person will be removed from the meeting.
- (d) if a person is attending an electronic or hybrid Council meeting, the full name and video of the person must be visible if they wish to address Council.

### **Minutes of Meetings to be Maintained and Available to the Public**

**9.** Minutes of the proceedings of Council must be:

- (a) legibly recorded;
- (b) certified as correct by the Corporate Officer; and
- (c) signed by the Mayor or other Council member presiding at the Council meeting or at the next Council meeting at which the minutes are adopted.

### **Call Meeting to Order**

- 10.** (1) As soon after the time specified for a Council meeting, and a quorum is present, the Mayor, if present, must take the Chair and call the Council meeting to order. If the Mayor is absent, the Deputy Mayor or the Council member designated as the member responsible for acting in the place of the Mayor in accordance with Section 7, must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present, but the Mayor or the Deputy Mayor or the Council member designated as the member responsible for acting in the place of the Mayor under Section 7(1), are not in attendance within 15 minutes of the scheduled time for a Council meeting, the Council member designated under section 7(3) shall call the meeting to order.

### **Adjourning Meeting Where No Quorum**

- 11.** If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
- (a) record the names of the members present, and those absent; and
  - (b) adjourn the meeting until the next scheduled meeting; and
  - (c) where technical issues at an electronic or hybrid meeting cause a loss of quorum and quorum is not reestablished within 15 minutes, the meeting will be rescheduled by the Mayor / Chair and the Corporate Officer. Notice will be given per 5 (3) above.

**Agenda**

- 12.** (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, providing a short summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda, must be no later than 12 noon on the Tuesday prior to the Council meeting.
- (3) The deadline for submissions by staff to the Corporate Officer of items for inclusion on the Council meeting Agenda, must be no later than 12 noon on the Tuesday prior to the meeting.
- (4) The Corporate Officer must make the Agenda available to members of Council by the Thursday afternoon prior to the meeting and to the public on the Thursday afternoon prior to the meeting.
- (5) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a Late Item pursuant to Section 14.
- (6) Public Question Period:
- (a) Public Question Period is not be limited to questions or comments related to topics on the Council meeting agenda; and
  - (b) Questions from the Council meeting agenda be addressed first, followed by questions on other topics; and
  - (c) when a Council meeting is held virtually, the full name and video of the person asking a question must be visible; and
  - (d) a maximum of 2 minutes be allowed for each question; and
  - (e) a maximum of 20 minutes be allowed for Public Question Period with completion by 11:00 pm, as pursuant to Section 20.
  - (f) The Mayor or the Deputy Mayor or the Council member designated to act in place of the Mayor at the Council meeting, be granted the authority to consider if a question or comment from a member of the public is appropriate to be raised in a Regular Council meeting under the *Community Charter, Section 90 (1) and (2)*. Topics such as a matter of litigation, or a personnel matter are topics Council must address in a Closed Council meeting and therefore are not able to respond to questions on these issues.

**Order of Proceedings and Business**

- 13.** (1) The Agenda for all Council meetings outlines the topics listed in Schedule “A” (attached to this bylaw), “Order of Council Business” in the order in which the topics are listed.
- (2) Particular business at a Council meeting must be taken up in the order in which it is listed on the Agenda, unless otherwise resolved by Council.

**Late Item**

- 14.** (1) An item of business not included on the Agenda must not be considered at a Council meeting unless the introduction of the Late Item is approved by Council at the time allocated for Agenda approval.
- (2) If the Council makes a resolution under Section 14(1), information pertaining to Late Items must be distributed to Council members.

**Voting at Meetings**

- 15.** (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding Council member must put the motion to a vote of Council members;
  - (b) when the Council is ready to vote, the presiding Council member must put the motion to a vote by stating:  
“Those in favour raise your hands and say aye.”, and then  
“Those opposed raise your hands and say nay.”
  - (c) when the presiding Council member is putting the motion to a vote under paragraphs (a) and (b) a member must not:
    - (i) cross or leave the room, if attending electronically, the Council member must be visible;
    - (ii) make a noise or other disturbance; or
    - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting Council member is raising a Point of Order.
  - (d) after the presiding Council member puts the motion to a vote under paragraph (b), a Council member must not speak to the motion or make a motion concerning it;
  - (e) the presiding Council member decision regarding whether a motion has been finally put, is conclusive;
  - (f) whenever a vote of Council on a motion is taken, each Council member present shall signify their vote by raising their hand; and
  - (g) the presiding Council member must declare the result of the vote by stating that the motion is decided in either the affirmative or the negative.

**Conduct and Debate**

- 16.** (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding Council member.
- (2) Council members must address the presiding Council member by the title of the person such as Mayor, Deputy Mayor, or Councillor.
- (3) Council members must address other non-presiding members by the title Councillor.

- (4) No Council member must interrupt a Council member who is speaking except to raise a Point of Order.
- (5) If more than one Council member speaks the presiding Council member must call on the Council member who, in the opinion of the presiding Council member, first spoke.
- (6) Council members who are called to order by the presiding Council member:
  - (a) must immediately stop speaking;
  - (b) may explain their position on the Point of Order; and
  - (c) may appeal to Council for its decision on the Point of Order in accordance with Section 132 of the *Community Charter [Authority of Presiding Member]*.
- (7) Council members speaking at a Council meeting:
  - (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must speak only in connection with the matter being debated;
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be reconsidered; and
  - (e) must adhere to the rules of procedure established under this Bylaw, the *Community Charter* and Robert's Rules of Order, and to the decisions of the presiding Council member and Council in connection with the rules and points of order.
- (8) A member may require that the question being debated at a Council meeting, be read at any time during the debate, if that does not interrupt another Council member who is speaking.
- (9) The following rules apply to limit speech on matters being considered at a Council meeting:
  - (a) a Council member may speak more than once in connection with the same question only:
    - (i) with the permission of Council; or
    - (ii) if the Council member is explaining a material part of a previous speech without introducing a new matter;
  - (b) a Council member who has made a substantive motion to Council may reply to the debate;
  - (c) a Council member who has moved an amendment, the previous question, or an instruction to a committee, may not reply to the debate;
  - (d) a Council member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes, only with the permission of Council.

- (10) Robert's Rules of Order apply to all Council meetings and / or committee meetings, unless otherwise provided in, or in conflict with, this bylaw or the *Community Charter*.
- (11) The following topics will not be permitted for public discussion during a meeting and may cause the participant to be expelled from the meeting:
  - (a) any topic not permitted under the *Community Charter*.
  - (b) any matter pertaining to a bylaw or zoning application that is the subject of a public hearing (unless at the public hearing) and has not yet been adopted.
  - (c) any matter that is before the courts, has been the subject of a claim for damages, or pertains to active requests for proposals.
  - (d) other topics deemed inappropriate, vexatious, frivolous, defamatory in nature, or containing abusive language.

### **Motions Generally**

17. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the Agenda of the Council meeting at which the motion is introduced may be introduced with the permission of Council.
- (3) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting, if a motion by a Council member to *Consider Seriatim* is adopted by Council.

### **Amendments Generally**

18. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (4) An amendment may be amended once only.
- (5) An amendment that has been negated by a vote of Council cannot be proposed again.
- (6) A Council member may propose an amendment to an adopted amendment.

### **Reconsideration by Mayor or a Council Member**

19. (1) *Community Charter* Section 131 (1) to (4) states in part that the "Mayor may require Council reconsideration of a matter".

- (2) Subject to subsection 19 (4), if a motion has been either adopted or defeated during a meeting, and at least one member who voted on the winning side wants to have the vote reconsidered, a Council member may, at the next Council meeting:
  - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
  - (b) move to reconsider an adopted Bylaw after an interval of at least 24 hours following its adoption.
- (3) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to reconsider that resolution.
- (4) Council must not discuss the main motion referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (5) A vote to reconsider must not be reconsidered.
- (6) Council may only reconsider a matter that has not:
  - (a) had the approval or assent of the electors and been adopted;
  - (b) been reconsidered under subsection (1) or Section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*;
  - (c) been acted on by an officer, employee, or agent of the Village.
- (7) The conditions that applied to the adoption of the original Bylaw, resolution, or proceeding apply to its rejection under this Section.
- (8) A Bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or Section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

## **Adjournment**

- 20.** A Council may continue a Council meeting after 11:00 pm only by an affirmative vote of the Council members present and the time is established for the length of the extension. A Council meeting may only be extended once.

## **PART 5 – BYLAWS**

### **Form of Bylaws**

- 21.** A Bylaw introduced at a Council meeting must:
- (a) be printed;
  - (b) have a distinguishing name;
  - (c) have a distinguishing number;
  - (d) contain an introductory statement of purpose;
  - (e) be divided into Sections.

**Bylaws to be Considered Separately or Jointly**

22. Council must consider a proposed Bylaw at a Council meeting either:
- (a) separately when directed by the presiding Council member or requested by another Council member; or
  - (b) jointly with other proposed Bylaws in the sequence determined by the presiding Council member.

**Reading and Adopting Bylaws**

23. (1) The readings of the Bylaw may be given by stating its title and object.
- (2) A proposed Bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (3) Subject to the *Local Government Act*, each reading of a proposed Bylaw must receive the affirmative vote of a majority of the Council members present.

**Bylaws Must Be Signed**

24. After a Bylaw is adopted, and signed by the Corporate Officer and the presiding Council member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village records for safekeeping.

**PART 6 – RESOLUTIONS****Introducing Resolutions**

25. (1) The presiding Council member of a Council meeting may request a motion that a resolution be introduced.

**PART 7 – COMMITTEES****Duties of Standing Committees**

26. (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned or delegated by Council;
  - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the committee meetings schedule or as required;
  - (b) on matters that are assigned by Council or the Mayor at the time specified.

**Duties of Select Committees**

27. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

**Schedule of Committee Meetings**

28. (1) At its first meeting after its establishment, a standing or select committee must establish a regular schedule of meetings.
- (2) The Chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

**Notice of Committee Meetings**

29. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Place, or optionally, the Village website; and
  - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Staff Resource person must, as soon as possible, Corporate Officer who will post a notice at the Public Notice Posting Place, or optionally, the Village website which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The staff resource person to a committee must cause a notice of the day, time and place of a meeting called under Section 30(2) to be given to all members of the committee before the time of the meeting.

**Attendance at Committee Meetings**

30. Council members who are not members of a committee may attend the meetings of the committee.

**Minutes of Committee Meetings to be Maintained and Available to Public**

31. Minutes of the proceedings of a committee must be:
- (a) legibly recorded;
  - (b) certified by the Department Head or designate who is assigned as staff resource to the Committee;
  - (c) signed by the Chair or member presiding at the meeting; and



- (d) filed with the Corporate Officer and be open for public inspection..

### **Conduct and Debate**

32. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of the committee members present.
- (3) As per the *Community Charter*, the Chair must preserve order. If the Chair considers that another person at the meeting is acting improperly or disrupting the meeting, the behaviour of that person will be addressed. The Chair may order the person expelled from the meeting should the person choose to not adhere to the decisions of the Chair.

### **Voting at Meetings**

33. Council members attending a meeting of a committee of which they are not a member must not vote on a question.

## **PART 8 – ANNUAL REPORT**

### **Annual Report**

34. The Corporate Officer must give notice of the Council meeting or other public meeting in respect of which Council has resolved to consider:
- (1) the Annual Report prepared under Section 98 of the *Community Charter*, and
- (2) submissions and questions from the public,
- by giving public notice by:
- (3) posting notice of the date, time and place when the Annual Report will be considered, in the posting locations, and
- (4) publishing notice of the date, time and place of the consideration of the Annual Report in accordance with Section 94 of the *Community Charter*.

## **PART 8 - GENERAL**

35. If any Section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.
36. This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter* [public notice].
37. Village of Belcarra Procedure Bylaw No. 356, 2004 as amended is repealed.

Public Notice given on November 4 & 11, 2021

Read a First time on November 8, 2021

Read a Second time on November 8, 2021

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 Council Procedure  
Bylaw No. 593, 2021

---

Chief Administrative Officer

## **Schedule “A”**

### **Order Of Business at Regular Council Meetings**

Unless the Council otherwise resolves, Council shall deal with business at every regular meeting in the following order:

- (a) Call to Order;
- (b) Approval of the agenda;
- (c) Adoption of the minutes;
- (d) Delegations and Presentations;
- (e) Reports;
- (f) Reports from Mayor and Council Committee Representatives;
- (g) Report from the Chief Administrative Officer;
- (h) Bylaws;
- (i) Correspondence/Proclamations;
- (j) New Business;
- (k) Public Question Period;
- (l) Adjournment.



**DURING THE 2020 HOLIDAY SEASON,  
SHARE WAS ABLE TO ASSIST **892 FAMILIES**  
BECAUSE OF YOUR SUPPORT.**

Financial gifts, as well as food and toys, were donated and distributed across the Tri-Cities.

**This year the need is still great.**

With your continued support we can help make the holidays merry and bright for those less fortunate.

**Help us SHARE Joy in our community this holiday season.**

The holiday season is upon us, and with your support, we can make this season brighter for those we serve. In 2020, thanks to your support, we were able to provide support for 892 families in our community throughout the holidays.

We hope that we can count on your continued support this holiday season as we work together to SHARE Joy in our community!

**Donate and SHARE Joy Today!**

---

**UPCOMING HOLIDAY EVENTS**

**PORT MOODY**  
CITY OF THE ARTS

100 Newport Drive, Port Moody, B.C., V3H 5C3, Canada  
Tel 604.469.4500 Fax 604.469.4550  
[www.portmoody.ca](http://www.portmoody.ca)

November 02, 2021

Lorna Dysart  
Chief Administrative Officer  
4084 Bedwell Bay Road  
Belcarra, BC V3H 4P8

[ldysart@belcarra.ca](mailto:ldysart@belcarra.ca)

File NO. 0450-01



Dear Ms. Dysart:

**Subject: Response to Letter dated October 26, 2021 – Fuel Management and Hazard Trees**

This is in response to your October 26, 2021, letter (attached) and questions with respect to Port Moody policies relating to fuel management and/or dangerous trees.

Over the past three years Port Moody Fire Rescue has embarked on a project to identify high priority forested areas for fuel management within the City. Under the guidance of this program and the 2019 Port Moody Community Wildfire Protection Plan, we have identified nine high priority areas for forestry prescriptions. These draft prescriptions, which are currently under review, will provide detailed work plans for fuel management in each of the identified forested areas. The next steps of this project will be to develop an operational plan, as well as resourcing funding to undertake fuel management throughout the identified areas in priority sequence. I should note that only one of these prescription areas abuts the Village of Belcarra in the vicinity of Tum Tumay Wheuton Drive.

With respect to hazard trees, the City of Port Moody has a tree management policy that provides the framework for managing trees on City lands. The policy provides direction on how the City accesses and manages hazard trees, as well as outlines acceptable risk tolerances associated with them. All hazard tree management on City land in Port Moody is based on a service request approach, where a request for service is received and the appropriate mitigation is conducted. The City uses the International Society of Arboriculture (ISA) Tree Risk Assessment Qualification which using a risk management framework to categorize risk based on the likelihood and consequences of a failure. Mitigation of trees deemed to have unacceptable risk is completed with a least impact approach. For example, pruning is preferred over removal and removal is only considered when all other options have been explored. As indicated above, the policy above relates to trees on City property given that individual property owners are responsible for trees on their property.

Fuel Management and Hazard Trees  
November 03, 2021  
Page 2

For more information, I would suggest having your staff reach out directly to our Fire Department for additional information with respect to fuel management and our Parks Department regarding hazardous trees on City property.

I hope that this helps and answers your questions.

Sincerely,

A handwritten signature in cursive script that reads "Tim Savoie".

Tim Savoie, MCIP, RPP  
City Manager



# 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



October 26, 2021

Tim Savoie  
Chief Administrative Officer  
City of Port Moody  
100 Newport Drive  
Port Moody, BC V3H 5C3

Via email: [TSavoie@portmoody.ca](mailto:TSavoie@portmoody.ca)

Dear Tim Savoie:

Re: Fuel Management & Dangerous Trees

At a Regular meeting of Belcarra Council held on September 27, 2021, the following motion was passed:

"That staff write a letter to Port Moody with regard to fuel management and dangerous trees etc. on property bordering the Village and Bedwell Bay Road."

Will you please advise if Port Moody has a policy related to fuel management or a dangerous tree policy.

Sincerely,

Lorna Dysart  
Chief Administrative Officer

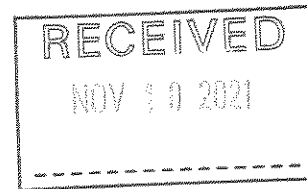


Office of the Chair  
Tel. 604 432-6215 or via Email  
CAOAdministration@metrovancover.org  
FILE NO. 0470-01

File: CR-12-01  
Ref: RD 2021 Oct 29

NOV 10 2021

Mayor Jamie Ross and Council  
Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra, BC V3H 4P8  
VIA EMAIL: jross@belcarra.ca



Dear Mayor Ross and Council:

**Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment  
Request from the City of Surrey – South Campbell Heights**

On July 30, 2021, the City of Surrey submitted a request to Metro Vancouver to amend *Metro 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, for the area corresponding with the Revised Stage 1 South Campbell Heights Land Use Plan. The requested amendment includes: the redesignation of regionally designated "Rural" lands (within a Special Study Area) to "Mixed Employment" (160.8 ha), "Conservation and Recreation" (55.5 ha) and "Agricultural" (12.1 ha); extension of the Urban Containment Boundary by 223.7 hectares; and redesignation of "Mixed Employment" lands within the Urban Containment Boundary to "Conservation and Recreation" (13.4 ha).

At its October 29, 2021 regular meeting, the Board of Directors of Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

*That the MVRD Board:*

- a) *initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendments for the South Campbell Heights area, including extension of the Urban Containment Boundary and removal of the Special Study Area overlay;*
- b) *give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021";*
- c) *direct staff to notify and seek comment from affected local governments as per section 6.4.2 of Metro Vancouver 2040: Shaping our Future; and*
- d) *direct staff to notify and seek comment from local First Nations on the proposed Metro 2040 amendment.*

48827428



As required by both the *Local Government Act* and *Metro 2040*, the regional growth strategy amendment process requires a minimum 30-day notification period to allow all affected local governments and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received, and consider adoption of the amendment bylaw.

The proposed amendment is a Type 3 minor amendment to *Metro 2040*, which requires that an amendment bylaw be passed by the MVRD Board by a 50%+1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2040*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment, regarding its consistency with *Metro 2040*, is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments **by January 7, 2022**.

If you have any questions with respect to the proposed amendment, please contact Sean Galloway, Director, Regional Planning and Electoral Area Services, by phone at 604-451-6616 or by email at [Sean.Galloway@metrovanancouver.org](mailto:Sean.Galloway@metrovanancouver.org).

Yours sincerely,



Sav Dhaliwal  
Chair, Metro Vancouver Board

SD/JWD/hm

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

Encl: Report dated October 8, 2021, titled "*Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights*" (Doc# 47807222)



NOV 10 2021

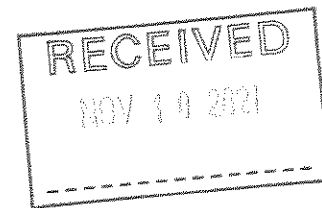
Office of the Chair  
Tel. 604 432-6215 or via Email  
CAOAdministration@metrovancover.org

FILE NO. 0470-01

File: CR-12-01

Ref: RD 2021 Oct 29

Mayor Jamie Ross and Council  
Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra, BC V3H 4P8  
VIA EMAIL: jross@belcarra.ca



Dear Mayor Ross and Council:

***Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment***  
**Request from the City of Surrey – 228 175A Street**

On July 30, 2021, the City of Surrey submitted a request to Metro Vancouver to amend *Metro 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, for an approximately 2.5 hectare site located at 228 175A Street in the Douglas area of south Surrey. The amendment would redesignate the site from the current regional land use designation of "Mixed Employment" to "General Urban" to allow for proposed medium-density residential and commercial uses and an assisted living facility.

At its October 29, 2021 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolutions:

*That the MVRD Board:*

- a) *initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendment from Mixed Employment to General Urban for the lands located at 228 175A Street;*
- b) *give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1326, 2021"; and*
- c) *direct staff to notify affected local governments as per section 6.4.2 of Metro Vancouver 2040: Shaping our Future.*

As required by both the *Local Government Act* and *Metro 2040*, the regional growth strategy amendment process requires a minimum 30-day notification period to allow all affected local governments and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received, and consider adoption of the amendment bylaw.


48827225

The proposed amendment is a Type 3 minor amendment to *Metro 2040*, which requires that an amendment bylaw be passed by the MVRD Board by a 50%+1 weighted vote. No regional public hearing is required. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2040*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment, regarding its consistency with *Metro 2040*, is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments **by January 7, 2022**.

If you have any questions with respect to the proposed amendment, please contact Sean Galloway, Director, Regional Planning and Electoral Area Services, by phone at 604-451-6616 or by email at [Sean.Galloway@metrovancover.org](mailto:Sean.Galloway@metrovancover.org).

Yours sincerely,



Sav Dhaliwal  
Chair, Metro Vancouver Board

SD/JWD/hm

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

Encl: Report dated September 27, 2021, titled "*Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment Request from the City of Surrey – 228 175A Street*" (Doc# 47816118)



NOV 10 2021

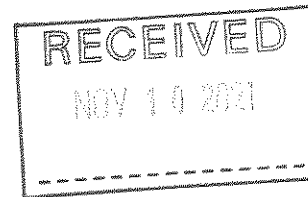
Office of the Chair  
Tel. 604 432-6215 or via Email  
CAOAdministration@metrovancover.org

FILE NO. 0470-01

File: CR-12-01

Ref: RD 2021 Oct 29

Mayor Jamie Ross and Council  
Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra, BC V3H 4P8  
VIA EMAIL: jross@belcarra.ca



Dear Mayor Ross and Council:

***Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment***  
**Request from the City of Surrey – Cloverdale Hospital Site**

On July 30, 2021, the City of Surrey submitted a request to Metro Vancouver to amend *Metro 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, for an approximately 9-hectare site located at 5510 – 180 Street, Surrey, to change the regional land use designation from “Industrial” to “Mixed Employment” to allow for the development of the new Cloverdale Hospital and Cancer Centre.

At its October 29, 2021 regular meeting, the Board of Directors of Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

***That the MVRD Board:***

- a) *initiate the regional growth strategy amendment process for the City of Surrey’s requested regional land use designation amendment for the Cloverdale Hospital Site located at 5510 180 Street, amending approximately 9 hectares of land designated ‘Industrial’ to ‘Mixed Employment’;*
- b) *give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1327, 2021”; and*
- c) *direct staff to notify affected local governments as per section 6.4.2 of Metro Vancouver 2040: Shaping our Future.*

As required by both the *Local Government Act* and *Metro 2040*, the regional growth strategy amendment process requires a minimum 30-day notification period to allow all affected local governments and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received, and consider adoption of the amendment bylaw.

48826165

The proposed amendment is a Type 3 minor amendment to *Metro 2040*, which requires that an amendment bylaw be passed by the MVRD Board by a 50%+1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2040*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment, regarding its consistency with *Metro 2040*, is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments **by January 7, 2022**.

If you have any questions with respect to the proposed amendment, please contact Sean Galloway, Director, Regional Planning and Electoral Area Services, by phone at 604-451-6616 or by email at [Sean.Galloway@metrovanancouver.org](mailto:Sean.Galloway@metrovanancouver.org).

Yours sincerely,



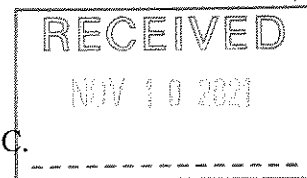
Sav Dhaliwal  
Chair, Metro Vancouver Board

SD/JWD/hm

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

Encl: Report dated September 17, 2021, titled "*Metro Vancouver 2040: Shaping our Future* Land Use Designation Amendment Request from the City of Surrey – Cloverdale Hospital Site" (Doc# 47471242)

File NO. 0230-01



Dear Mayors and members of Council of all 162 municipalities in BC.

I am writing to ask you to consider supporting a petition that calls on the federal government to take legislative action on consumer fireworks.

Each year on holidays such as Halloween and New Year's, many municipalities are stretched thin responding to calls about fireworks, even with local restrictions or bans in place. This diverts important resources away from other public safety concerns. In some cases, fireworks have been mistaken for gunfire, and I understand that there are police departments looking for ways to reduce these calls for service so that their officers can focus on the most serious public safety priorities.

Asking the federal government to take greater responsibility for consumer fireworks would help to alleviate this burden for you, as well as significantly improve the well-being of your communities.

As you may know, fireworks put the health of animals, people, and the environment at risk. They can frighten and injure pets, farm animals, and wildlife, maim and even kill people, pollute the soil and water, and cause wildfires. Restricting their use by the general public would go a long way to protecting all members of your communities.

The federal petition, available at <https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-3591>, already has significant support from British Columbians. Please consider adding your voice to this important issue.

Thank you for your time and consideration.

Lavinia Rojas

Victoria, BC

# COMMUNITY UPDATE

## ANMORE, BELCARRA



Trustee: Kerri Palmer Isaak , [KPalmerIsaak@sd43.bc.ca](mailto:KPalmerIsaak@sd43.bc.ca) Nov.14, 2021

File No. 0460-01

### Hello Villagers

I am hoping that you all had the opportunity to share some time with family last week for Remembrance Day. I have missed the beautiful ceremony on the dock in Belcarra for the last 2 years during Covid. I am hopeful that next year we will be able to unite as community again for this ceremony. For Villagers that have not had the opportunity to attend, I have to say this is one of the most memorable Remembrance Day ceremonies.

SD43 shared a Remembrance Day video with all students that they were welcome to share with their families on Remembrance Day. Schools hosted small ceremonies on Wednesday the 10th. The video presentation was used to help students understand the importance of remembrance and to commemorate, as a district, all those who have given their lives for our peace and freedom. <https://www.sd43.bc.ca/Pages/sd43coquitlamremembers.aspx#/=>



### Mandatory Vaccine Mandate

You may be following the news regarding mandatory vaccines for staff ( teachers, administrators and support staff). Several districts have since released statements on the decision that their school board has made, many have yet to decide. Below is a link to the BCCDC guidelines for students.

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

This quote is from our most recent statement and our update to families.

*"Vaccination rates in the region are high among those eligible to be vaccinated and a mandate for K-12 staff may not significantly increase the number of immunized adults in the community", said Board Chair Kerri Palmer Isaak. "The board encourages vaccination but also recognizes that most exposures in schools are among those who are not yet eligible to be immunized, such as children under 12. The Board works with, and will continue to work with, Fraser Health and our partner organizations".*

The Board continues to consult with the Ministry of Education and the B.C. Public School Employers' Association on this important public health and labour relations matter to better understand provincial direction and the implications of a mandate from an employer perspective. Last week, board chairs met with Fraser Health's Medical Health Officer and the

Minister of Education. This is a link to the full statement t [https://www.sd43.bc.ca/Pages/newsitem.aspx?ItemID=581&ListID=ed550773-e9ff-4e20-9964-4e1b213f518c&TemplateID=Announcement\\_Item#/=](https://www.sd43.bc.ca/Pages/newsitem.aspx?ItemID=581&ListID=ed550773-e9ff-4e20-9964-4e1b213f518c&TemplateID=Announcement_Item#/)

## Positive Note

- If you are at Heritage Woods please check out the latest member of Heritage Hall of Fame, Thomas Venos. Thomas, a Heritage Woods Secondary School alumnus, was added to the school's Hall of Fame for being a two-time college national champion in tennis.
- Take Me Outside Day was celebrated on October 20th this year. Teachers and students were encouraged to go outdoors to learn and play in nature for one hour. The day is supported by Canada's Non-profit Outdoor Learning Store and MEC.
- Thank you to our SD43 community for keeping Terry Fox's legacy alive by organizing school runs and continuing to raise funds for cancer research this year.

our spaces / resources to best support the communities we serve are all items that we regularly have on our municipal liaison meeting agendas.

## SD43 Initiatives / Municipal Liaison Meetings

Over the next 3 weeks SD43 Board will meet with all 5 Mayors and Councils, to discuss projects and initiatives that to work on collaboratively and the many challenges we are facing.

Our new Mental Health Task Force is one of the items that will be on our agendas as we meet with our municipal partners. In September the Board agreed to establish a Mental Health Task Force with community stakeholders and we asked staff to draft Terms of Reference that we could share with partner groups. The pandemic has impacted students, staff, and families in all of our municipalities. We need a community based, system wide strategy. I will have more to report in the months to come as we establish the task force and work on priorities and action items.

School sites, capital needs, growth and how we can share

### Helpful Links

#### SD43

[http://www.sd43.bc.ca/Pages/default.aspx#/=](http://www.sd43.bc.ca/Pages/default.aspx#/)

#### Fraser Health

<https://www.fraserhealth.ca>

#### Daily Health Check / SD43 Covid Updates

[https://www.sd43.bc.ca/Pages/default.aspx#/=](https://www.sd43.bc.ca/Pages/default.aspx#/)

#### New Student Registration

[https://www.sd43.bc.ca/Schools/Registration/Pages/default.aspx#/=](https://www.sd43.bc.ca/Schools/Registration/Pages/default.aspx#/)

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#### Mental Health Resources

<http://www.sd43.bc.ca/Pages/>

Please remember that your school principal and your classroom teacher are the best place to start with questions and concerns. The [www.sd43.bc.ca](http://www.sd43.bc.ca) website is updated regularly with announcements from the Ministry of Education and the Provincial Health Authority. Please feel free to contact me by email or phone

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