



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
Via Zoom  
January 24, 2022  
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/88003363358>

Meeting ID: 880 0336 3358

**REVISED**

**COUNCIL**

Mayor Jamie Ross

Councillor Carolina Clark

Councillor Bruce Drake

Councillor John Snell

Councillor Liisa Wilder

**1. CALL TO ORDER**

Mayor Ross will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, January 24, 2022**

**Recommendation:**

That the agenda for the Regular Council Meeting, January 24, 2022 be amended by adding :

**Item 9.5** Kerri Palmer Isaak, Chair, Board of Education, School District No. 43 (Coquitlam),  
letter dated October 28, 2021, regarding the 2022 Mental Health Task Force  
And be approved as amended.

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, January 10, 2022**

**Recommendation:**

That the minutes from the Regular Council Meeting held January 10, 2022 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

No items.

**5. REPORTS**

- 5.1** Lorna Dysart, Chief Administrative Officer and Sartaj Grewal, Building Official, report dated January 24, 2022, regarding Potential Remedial Action Requirement re Lot A Section 31 Township 39 New Westminster District Plan EPP93027

**Recommendation:**

That Council adopt resolutions 1 to 7 inclusive, attached as Schedule A to the report dated January 24, 2022, regarding Potential Remedial Action Requirement re Lot A Section 31 Township 39 New Westminster District Plan EPP93027

- 5.2** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated January 24, 2022, regarding Water Model Quote from WSP

**Recommendation:**

That Council approve a quote for \$25,205.00 plus GST for payment to WSP:

- for the development of water model and assessment of the capacity of the Belcarra water system at a cost of \$19,745.00; and
- for the conducting of field testing in order to calibrate the model results with the actual observations at a cost of \$5,460.00; and

That the funds come from the 2022 Water Capital Funding Budget.

**6. REPORTS FROM MAYOR AND PROJECT LEADS****6.1 Mayor's Report**

- **Mayors' Food Bank Challenge – Greater Vancouver Food Bank assisted by SHARE Society**
- **Metro Vancouver Water Committee & Parks Committee**
- **Thank you to all Front-line workers in Belcarra**

**7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER****7.1 Management / Staff Update****7.2 Fraser Health Update to Stakeholders meeting held Friday, January 21, 2022****8. BYLAWS****8.1 Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021****Recommendation:**

That “Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021” be adopted.

**8.2 Village of Belcarra Council Indemnity Increase****Recommendation:**

That the “Village of Belcarra Council Indemnity Bylaw No. 595, 2021” be adopted.

**9. CORRESPONDENCE/PROCLAMATIONS****Recommendation:**

That correspondence items 9.1 to 9.5 be received.

**ACTION ITEMS**

- 9.1** Sav Dhaliwal, Chair, Metro Vancouver Board, letter dated December 15, 2021, regarding Race to Zero Initiative (full report available at the Village office)

**Recommendation:**

That Councillor \_\_\_\_\_ be appointed to the Race to Zero Initiative.

- 9.2** Isabella Lee, BC Public Relations & Communications Adviser, BC Council, Girl Guides of Canada, email dated January 6, 2022, regarding Guiding Lights Across BC, February 22, 2022

**Recommendation:**

That Council support the Girl Guides of Canada Guiding Lights Across BC, in celebration of World Thinking Day on February 22, 2022.

**INFORMATION ITEMS**

- 9.3** Darryl Walker, Mayor, White Rock, letter dated January 12, 2022, to Chair Dhaliwal & Board Members, Metro Vancouver, regarding Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights

- 9.4** Sabrina Locicero, Community Relations Manager, Lower Mainland, BC Hydro, email dated January 17, 2022, regarding BC Hydro Community ReGreening Program Update

- 9.5** Kerri Palmer Isaak, Chair, Board of Education, School District No. 43 (Coquitlam), letter dated October 28, 2021 regarding 2022 Mental Health Task Force

**Recommendation:**

That Councillor Wilder be appointed to the School District No. 43 (Coquitlam) 2022 Mental Health Task Force.

**10. NEW BUSINESS****11. PUBLIC QUESTION PERIOD****12. RESOLUTION TO CLOSE MEETING**

That the January 24, 2022 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:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by 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.”

**13. ADJOURNMENT**

**Recommendation:**

That the January 24, 2022 Regular Meeting be adjourned.





**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL MINUTES**  
**January 10, 2022**



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  
 Connie Esposito, Recording Secretary

**Others in Attendance**

Brandon Ma, KPMG (departed the meeting at 7:28 pm)  
 Victoria Whittaker, KPMG (departed the meeting at 7:28 pm)

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, January 10, 2022**

Moved by: Councillor Wilder  
 Seconded by: Councillor Snell

That the agenda for the Regular Council Meeting, January 10, 2022 be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, December 6, 2021**

Moved by: Councillor Drake  
 Seconded by: Councillor Snell

That the minutes from the Regular Council Meeting held December 6, 2021 be adopted.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS****4.1** Lorna Dysart, Chief Administrative Officer, provided a verbal report regarding the Retirement of Paul Wiskar, Building Official

L. Dysart provided a verbal report on the retirement of Paul Wiskar. L. Dysart noted that Paul came to Belcarra after having worked for 30 years for the District of North Vancouver as a Building Inspector. She expressed appreciation to Paul for his work on behalf of Village staff.

Council members thanked Paul for his service and wished him well in his retirement.

**4.2** Lorna Dysart, Chief Administrative Officer, provided a verbal report regarding the Introduction of Lance Fortier, New Public Works & Utilities Maintenance Worker & Water Operator

L. Dysart introduced Lance Fortier and welcomed him to Belcarra as the new Public Works and Utilities Maintenance Worker and Water Operator. L. Dysart noted that Lance has worked for over a decade in all facets of public works and has significant knowledge, skills and understanding of the position. Lance commenced work for the Village in December 2021.

Moved by: Councillor Clark

Seconded by: Councillor Snell

That the verbal report provided by Lorna Dysart, Chief Administrative Officer, regarding the Retirement of Paul Wiskar, Building Inspector and the Introduction of Lance Fortier, Public Works & Utilities Maintenance Worker & Water Operator, be received for information.

**CARRIED**

**4.3** Brandon Ma, Partner, Audit, KPMG, presented the Audit Planning Report for the Year Ended December 31, 2021

Brandon Ma, Auditor, KPMG, outlined the report regarding the 2021 Audit noting the key areas of focus for financial planning include: effective communication, materiality, quality control, independence and current developments.

Brandon Ma introduced Victoria Whittaker, KPMG, who presented the Audit Planning Report highlighting the Areas of Focus for Financial reporting which include:

- Financial reporting implications of COVID 19
- Tangible Capital Assets
- Payroll and other operating costs
- Legal Claims

Discussion ensued relative to the various aspects of the Audit Planning Report.

Pertinent questions were asked.

Mayor Ross thanked the auditors for their presentation.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

That presentation provided by Branda Ma and Victoria Whittaker, KPMG, regarding the Audit Planning Report for the year ending December 31, 2021, be received for information.

**CARRIED**

Brandon Ma and Victoria Whittaker departed the meeting at 7:28 pm.

**5. REPORTS**

No Items.

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

**6.1 Weather Events**

Mayor Ross commented regarding current varying local weather events.

Mayor Ross encouraged residents to assist with clearing of catch basins near their homes.

**6.2 COVID-19 Pandemic**

Mayor Ross commented with regard to students going back to school after the extension of the winter break and the importance for the 5-11 age group to get vaccinated.

Mayor Ross thanked all front-line workers for their work during the ongoing pandemic.

**6.3 Water Committee Report**

Councillor Drake commented regarding the Water Committee report that will be forthcoming at a subsequent Council meeting.

**7. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER**

**7.1 2022 Official Community Plan (OCP) Review Committee Appointments**

L. Dysart presented the following report:

Council has appointed the following 11 residents to the 2022 Official Community Plan (OCP) Review Committee:

- Larry Carlsen
- Paul Degraaf
- Ian Devlin
- Jol Drake
- Ralph Drew
- Kevin Ferris
- Tracey McRae
- Mary-Ann Pope
- Sandra Rietchel
- Janet Ruzyski
- Angela Yin

Urban Systems has been selected to provide Consulting Services to lead the 2022 OCP Review Committee.

An organizational meeting has been scheduled and will take place via Zoom on January 26, 2022.

Council expressed appreciation to all applicants that applied to be part of the OCP Review Committee. Considerable discussion ensued with regard to appointments to the OCP Review Committee. It was noted that the process for the selection of the 11 residents to the OCP Committee took place in a Closed Council meeting.

It was further noted that the criteria for the Committee members was outlined in the advertisement calling for members to apply for Volunteer Positions for the OCP Review Committee.

Discussion ensued relative to the selection process.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

That the report provided by Lorna Dysart, Chief Administrative Officer, regarding the 2022 OCP Review Committee be received for information.

**CARRIED**

**7.2 Public Works Emergency Number – for Emergencies related to Roads, Water or the Waste and Recycle Depot, please call 604-917-0113**

L. Dysart advised residents of the Public Works Emergency number that is posted on the Village website and that it is available for use outside of regular business hours.

Residents are encouraged to call the Public Works Emergency number for emergency matters related to Roads, Water or the Waste and Recycle Depot. It was noted that the Public Works Emergency number does not receive text messages.

**7.3 BC Supreme Court Order**

L. Dysart advised of a BC Supreme Court Order that was made on January 6, 2021 stating that:

“THIS COURT ORDERS that Councillors Carolina Clark and Bruce Drake constitute quorum for the Council of the Petitioner, The Corporation of the Village of Belcarra, in relation to participating, discussing and voting on any matter arising from or in relation to the Bedwell Bay Wharf Program (the “Report”).”

The BC Supreme Court Order will be posted on the Village website and future communication will be forthcoming on this matter.

**8. BYLAWS**

**8.1 Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021**

Moved by: Councillor Drake  
Seconded by: Councillor Clark

That “Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021” be read a third time.

**CARRIED**

**8.2 Village of Belcarra Fees and Charges Amendment Bylaw No. 596, 2021**

Councillor Drake queried regarding the Use Fee for fire sprinkler systems as outlined on the bylaw.

Discussion ensued with regard to the ability to connect to the water system for sprinkler use only.

Moved by: Councillor Drake  
Seconded by: Councillor Clark

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 596, 2021 be **deferred**.

**CARRIED**

**8.3 Village of Belcarra Council Indemnity Bylaw No. 595, 2021**

Moved by: Councillor Drake  
Seconded by: Councillor Wilder

That the Village of Belcarra Council Indemnity Bylaw No. 595, 2021, be read a third time.

**CARRIED**

**9. CORRESPONDENCE/PROCLAMATIONS**

Moved by: Councillor Wilder  
Seconded by: Councillor Snell

That correspondence items 9.1 to 9.13 be received.

**CARRIED**

**ACTION ITEMS**

**9.1 Susan Mueckel, Financial Secretary, Heritage Woods Secondary School, After Grad Committee, letter dated December 23, 2021, regarding Support for the Annual After Grad Celebration**

Moved by: Councillor Wilder  
Seconded by: Councillor Snell

That a donation in the amount of \$150. to the Heritage Woods Secondary School Dry After Grad Celebration and \$150. to the Port Moody Secondary School Dry After Grad Celebration be forwarded to the 2022 Budget discussions for consideration.

**CARRIED**

- 9.2** Gurinder Mann, Executive Director, Communities Embracing Restorative Action (CERA) Society, letter dated December 29, 2021, regarding a Request for a Community Grant for the Community Youth Justice Program

Moved by: Councillor Drake  
Seconded by: Councillor Snell

That the request for a Community Grant in the amount of \$353. for the Communities Embracing Restorative Action (CERA) Society for support of the Community Youth Justice Program 2022 Fiscal Year, be forwarded to 2022 Budget discussions for consideration.

**CARRIED**

- 9.3** Crossroads Hospice Society, letter regarding a Request for a Donation

Moved by: Councillor Snell  
Seconded by: Councillor Drake

That a \$500. donation to Crossroads Hospice Society be forwarded to 2022 Budget discussions for consideration.

**CARRIED**

Moved by: \Councillor Snell  
Seconded by: Councillor Drake

That a \$200. donation to the Share Family and Community Services be forwarded to 2022 Budget discussions for consideration.

**CARRIED****INFORMATION ITEMS**

- 9.4** Jim Snetsinger, Chair, Forest Enhancement Society of British Columbia, letter dated November 30, 2021, regarding Priorities Identified in the BC Government's April 6, 2021, Mandate Letter (full report available at the Village office)
- 9.5** Erin Ryan, Specialist, Research Communications, BC SPCA, email dated December 2, 2021, regarding BC SPCA Offer of Support: Changes to Rodenticide Use in Belcarra
- 9.6** Klaus Bever, Belcarra Resident, email dated December 6, 2021, regarding Application for Multi Use Path Funding
- 9.7** Ralph Drew, Belcarra Resident, email dated December 6, 2021, regarding the Width of the Multi Use Path
- 9.8** Josh & Loretta Davis, Belcarra Residents, email dated December 6, 2021, regarding Sidewalk / Senkler Road
- 9.9** Jol Drake, Belcarra Resident, email dated December 6, 2021, regarding Multi Use Path
- 9.10** Patricia Miranda, Belcarra Resident, email dated December 6, 2021, regarding Multi Use Path
- 9.11** Ruth & John Foster, Belcarra Residents, email dated December 6, 2021, regarding Please tonight vote YES for Second Grant Application

- 9.12** Sherry Chisholm, Belcarra Resident, letter dated December 13, 2021, regarding Concern About the Management and Decisions Made by Current Mayor & Council
- 9.13** Peter Busse, Mayor, District of Lillooet, letter dated December 15, 2021, to Brad Vis, Member of Parliament for Mission-Matsqui-Fraser Canyon, regarding BC Wildfires Petition (full report available at the Village office)

**The meeting recessed at 9:19 pm and reconvened at 9:31 pm.**

**10. NEW BUSINESS**

No items presented

**11. PUBLIC QUESTION PERIOD**

John Shooolestani, Belcarra Resident, queried with regard to appointments to the OCP Committee.

Joe Elworthy, Belcarra Resident, queried with regard to hybrid Council meetings on Zoom and the associated cost for implementation.

Peter Struk, Belcarra Resident, queried regarding the limitation of the Council members not appointed to the quorum of 2 as stated in the Order by the BC Supreme Court.

**12. RESOLUTION TO CLOSE MEETING**

**13. ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the January 10, 2022 Regular Meeting be adjourned at 9:52 pm.

**CARRIED**



## COUNCIL REPORT

**Date:** January 24, 2022

**From:** Lorna Dysart, Chief Administrative Officer and Sartaj Grewal, Building Official

**Subject:** **Potential Remedial Action Requirement re Lot A Section 31 Township 39 New Westminster District Plan EPP93027**

### Recommendation

That Council adopt resolutions 1 to 7 inclusive, attached as Schedule A to the report dated January 24, 2022, regarding Potential Remedial Action Requirement re Lot A Section 31 Township 39 New Westminster District Plan EPP93027

### Purpose

That Council use powers given to it under the *Community Charter* to address a hazardous and nuisance condition on private property identified by staff.

### Background

The proposed remedial action requirement relates to a modified tent and to a shelter structure constructed using an overturned boat. These structures are located on lands legally described as PID: 031-121-101, Lot A Section 31 Township 39 New Westminster District Plan EPP93027 (the “Property”). The registered owners of the Property are James Daniel Rockwell, James Lee Middleton and Chloe Arielle Elyse Dubois-Garbuio (the “Owners”) – Schedule B. The Owners also lease the adjacent foreshore from the Vancouver Fraser Port Authority for the purpose of constructing and maintaining the dock– Schedule C. On July 17, 2021 a fire broke out that consumed much of the wooden dock. The photographs from the two site inspections show that almost all of the dock’s remaining wood has been severely charred or broken. However, the damaged dock has now been removed

The Property is a water access only lot on the mainland opposite Twin Island. The Property is in the RM-1 (Duplex or One or Two-House Zone), but does not contain any houses. Village staff understand that the Property has been used as base of operations by the Ocean Legacy Foundation.

Prior to his retirement, Village Building Official Paul Wiskar provided a chronology – Schedule D. He conducted an inspection on July 28, 2021 and took photographs – Schedule E.

An inspection was conducted by Building Official Sartaj Grewal on August 24, 2021 and photographs were taken – Schedule F.



The Chief Administrative Officer passed by the Property by boat on January 17, 2022 and observed that the fire damaged dock had been substantially removed, but that other structures and debris as identified by the Building Official in his assessment of the site have not been addressed.

### *The Modified Tent*

The Property contains a large tent, which has been modified by the placement of large sheets of wood on the roof, presumably to increase rain resistance. It is understood from Paul Wiskar's notes, photographs and discussions with him prior to his retirement that he inspected the interior of the modified tent structure and found that it contained a living area, both interior and exterior. The interior living area contained a bed, a fridge and a wood stove. The structure is a canvas type with pipe support and sheet lumber added to the exterior. It is unorthodox in its construction and looks dilapidated. P. Wiskar found both structures to be prone to collapse with a snow load or seismic event. Based on a review of the photographs taken by Mr. Wiskar and S. Grewal's observations of the Property, P. Wiskar's assessment is correct, because the tent and its roof is being supported by unsecure two-by-fours. The structure appears likely to collapse under heavy snow. It is clear that a stove in the modified tent structure is a significant fire risk. The footings or lack of footings is of concern. If the structures are not properly secured to a footing they will be prone to collapse. We were unable to view the footings of the structures due to waste / debris and overgrowth of vegetation around the structures.

### *The Boat Hull Shelter*

The Property contains a shelter constructed using an old overturned boat hull. The boat can be seen in the pictures in Schedule E. Building Official Wiskar found this make-shift shelter structure to be dilapidated and vulnerable to collapse under heavy snow. The footings or lack of footings is of concern. If the structures are not properly secured to a footing they will be prone to collapse. We were unable to view the footings of the structures due to waste/debris and overgrowth of vegetation around the structures.

The Property also contains a significant amount of waste and debris, which Village staff presently intend to address through an Order to Comply under the Good Neighbour Bylaw.

The Village has received a number of complaints from neighbours regarding the Property and the structures - Schedule G.

### **Communication with Owners**

Village Building Official, Paul Wiskar, wrote one of the Owners, Ms. Dubois, prior to the July 28, 2021 inspection. Ms. Dubois, responded to that e-mail and later on September 29, 2021 sent an e-mail regarding potential further action - Schedule H.

The Village sent a demand letter to the Owners regarding waste and debris on the Property and the ongoing contravention of the Good Neighbour Bylaw No. 361, 2004 – Schedule I. The letter dated November 25, 2021 - Schedule J, was followed up by an e-mail dated November 26, 2021 – Schedule K.

On November 29, 2021, Ms. Dubois wrote the Village and advised that the owners would be removing the fire damaged dock, but not the modified tent or boat hull structure. – Schedule L.

On January 6, 2022, Ms. Dubois wrote the Village and advised that the owners had made progress with the cleanup of the site – Schedule M. Ms. Dubois did not advise that the owners were now prepared to remove the modified tent or the boat hull structure.

### **Proposed Remedial Work**

Tent accommodation is not a permitted use in the RM-1 Zone, so Village staff are recommending that the modified tent and the shelter both be completely removed. Village staff will estimate the cost and timing of this removal work if contractors are used.

### **Process for Imposing a Remedial Action Requirement**

A remedial action requirement is a remedy provided under sections 72-80 of the *Community Charter* to deal with certain nuisance and hazardous matters, in particular structures – Schedule N. The power is exercised by resolution in response to circumstances identified by statute and not necessarily a specific bylaw. For hazardous and nuisance structures, Council considers whether one or more structures is in or creates an unsafe condition (*Community Charter*, s. 73(2)(a)), contravenes a building regulation (*Community Charter*, s. 73(2)(b)) or is a nuisance or so dilapidated or unclean as to be offensive to the community (*Community Charter*, ss. 74(1)-(2)).

If Council identifies such a nuisance or hazardous condition, the Council may make an order requiring an owner or occupier, remove or demolish the thing, alter it, bring it up to a standard specified by bylaw or otherwise deal with it as directed by Council. Council must also specify a time by which the subject person must complete the work, which must be, in most cases, at least 31 days following the subject person is served with the resolution.

Notice of the resolution must be given to the owners, occupiers and certain chargeholders as prescribed by section 77 of the *Community Charter*. This notice must include advising that the subject person may request Council reconsideration of the remedial action requirement within 14 days and warning that if the subject person does not comply with the requirement, the Village may perform the requirement at the subject person's expense. Council may authorize such an action in default as part of the original remedial action requirement resolution or by resolution at a later date. If the subject person does not pay the invoiced costs of doing the work, those costs may be added to the taxes for the property on which the work was done.

If a subject person exercises a right to request Council reconsideration, then the matter will be put on the Council agenda at an upcoming meeting so that the subject person may make submissions regarding why they think the requirement should be cancelled or changed. Council must, upon being asked to reconsider, confirm, amend or cancel the remedial action requirement by further resolution (*Community Charter*, s. 78(3)). Notice of that further resolution must also be served in accordance with section 77 of the *Community Charter*.

### **Attachments to This Report**

Schedule A: Draft resolution re Remedial Action Requirement

Schedule B: Title Search re PID: 031-121-101

Schedule C: Assessment Roll Report re adjacent foreshore

Schedule D: Chronology, Building Official Wiskar, July 22, 2021

Schedule E: Photographs taken by Building Official Wiskar

Schedule F: Photographs taken by Building Official Grewal

Schedule G: Complaints received by the Village

Schedule H: E-mail dated September 29, 2021

Schedule I: Good Neighbour Bylaw

Schedule J: Demand letter to the Owners on November 25, 2021

Schedule K: E-mail to the Owners dated November 26, 2021

Schedule L: E-mail from Chloe Dubois dated November 29, 2021

Schedule M: E-mail and photographs received from Chloe Dubois dated January 6, 2022.

Schedule N: *Community Charter* excerpts, ss. 17, 72-80, 258

## SCHEDULE A

### Proposed Form of Remedial Action Requirement – January 24, 2022

- 1) **THAT** Council of the Village of Belcarra shall receive the report of the Building Official dated January 24, 2022 regarding the modified tent structure (the “Modified Tent”) and the shelter constructed using an overturned boat hull (the “Shelter”) on land legally described as PID: 031-121-101, Lot A Section 31 Township 39 New Westminster District Plan EPP93027 (the “Property”) and shall note the concerns, as stated in the report and its attachments, that:
  - (a) the Modified Tent has panels that are attached to the roof and supported in a structurally unsound manner;
  - (b) the Modified Tent contains a wood-stove; and
  - (c) the Modified Tent and the Shelter are both in a dilapidated condition and vulnerable to collapse, including under heavy snow.
- 2) **THAT** Council, under the authority provided by sections 72 and 73 of the *Community Charter*, finds the Modified Tent, the Shelter to be in and to create an unsafe condition.
- 3) **THAT** Council, under the authority provided by sections 72 and 74 of the *Community Charter*, declares the Modified Tent and the Shelter to be a nuisance, including because they are each so dilapidated and unclean so as to be offensive to the community.
- 4) **THAT** Council hereby requires the registered owners of the Property and occupiers of the adjacent foreshore, James Daniel Rockwell, James Lee Middleton and Chloe Arielle Elyse Dubois-Garbuio, (the “Owners”) to demolish and remove the Modified Tent and the Shelter no later than 90 days after the day that notice of this resolution has been sent to the Owners in accordance with Section 77(1) of the *Community Charter*.
- 5) **THAT** Council further requires the Owners to:
  - a. apply for and obtain all permits necessary to demolish and remove the Modified Tent and the Shelter; and
  - b. ensure that all waste, debris and discarded materials be removed from the Property and the adjacent foreshore be disposed of at an appropriate waste disposal facility;
- 6) **THAT** Council directs Village staff to send the notice to all affected persons as required by section 77 of the *Community Charter*; and

7) **THAT** if the Owners fail to fulfill this remedial action requirement in the time required, that Council hereby authorizes Village staff to fulfill the remedial action requirement at the Owners' expense by:

- (a) retaining a contractor in accordance with the Village's procurement policy;
- (b) posting a notice on the Modified Tent and the Shelter advising that the Village will be demolishing those structures in no fewer than 7 days from the date the notice is posted;
- (c) together with the contractor, entering onto the Property and performing the work required by this remedial action requirement; and
- (d) seeking recovery of the cost of acting on the Owners' default in accordance with section 17 [*municipal action at defaulter's expense*] and section 258 [*special fees may be collected as property taxes*] of the *Community Charter*.

## TITLE SEARCH PRINT

File Reference: 161-rh-new

2021-10-22, 15:46:18

Requestor: Stephanie Jarvis

\*\*CURRENT AND CANCELLED INFORMATION SHOWN\*\*

<b>Title Issued Under</b>	SECTION 98 LAND TITLE ACT
<b>Land Title District</b> Land Title Office	NEW WESTMINSTER NEW WESTMINSTER
<b>Title Number</b> From Title Number	CA8236988 CA5381409
<b>Application Received</b>	2020-06-11
<b>Application Entered</b>	2020-06-18
<b>Registered Owner in Fee Simple</b> Registered Owner/Mailing Address:	JAMES DANIEL ROCKWELL, INVESTOR  AS TO AN UNDIVIDED 1/2 INTEREST  Registered Owner/Mailing Address: JAMES LEE MIDDLETON, GENERAL CONTRACTOR  CHLOE ARIELLE ELYSE DUBOIS-GARBUIO, SELF-EMPLOYED  AS TO AN UNDIVIDED 1/2 INTEREST AS JOINT TENANTS
<b>Taxation Authority</b>	New Westminster Assessment District
<b>Description of Land</b> Parcel Identifier: Legal Description:	031-121-101 LOT A SECTION 31 TOWNSHIP 39 NEW WESTMINSTER DISTRICT PLAN EPP93027
<b>Legal Notations</b>	NONE

**TITLE SEARCH PRINT**

File Reference: 161-rh-new

2021-10-22, 15:46:18

Requestor: Stephanie Jarvis

**Charges, Liens and Interests**

Nature:	COVENANT
Registration Number:	BB26222
Registration Date and Time:	2008-09-04 10:30
Registered Owner:	THE CROWN IN RIGHT OF CANADA C/O VANCOUVER FRASER PORT AUTHORITY

Nature:	CROWN DEBT
Registration Number:	WX2158323
Registration Date and Time:	2021-02-16 09:30
Registered Owner:	HER MAJESTY THE QUEEN IN RIGHT OF BRITISH COLUMBIA
Remarks:	[SEE MEDICARE PROTECTION ACT] AS TO THE INTEREST OF JAMES LEE MIDDLETON

<b>Duplicate Indefeasible Title</b>	NONE OUTSTANDING
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<b>Transfers</b>	NONE
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<b>Pending Applications</b>	NONE
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<b>Corrections</b>	NONE
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**Assessment Roll Report****Disclaimer**

This information is obtained from various sources and is determined as of the specific dates set out in the Assessment Act. As a result, BC Assessment cannot warrant that it is current or accurate, and provides it for your convenience only. Use of this information without verification from original sources is at your own risk.

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<b>Report Date:</b>	Nov 24, 2021	<b>Report Time:</b>	03:18:10 PM
<b>Folio:</b>	161-199	<b>For:</b>	PA56766
<b>Roll Year:</b>	2021	<b>Roll Number:</b>	09999.028
<b>Area:</b>	10	<b>Jurisdiction:</b>	504
<b>School District:</b>	43		
<b>Neighbourhood:</b>	530 - Waterlots		
<b>Property Address:</b>	5170 TWIN ISLAND BELCARRA BC		
<b>Owner Name:</b>	VANCOUVER FRASER PORT AUTHORITY	<b># of Owners:</b>	4
<b>Owner Address:</b>	C/O PORT METRO VANCOUVER ATTN REAL ESTATE DEPT 100-999 CANADA PL VANCOUVER BC V6C 3T4		
<b>Document No:</b>	D0000SP39P		
<b>PID:</b>	NA		
<b>Legal Description:</b>	Lot A, Plan EPP93027, Section 31, Township 39, Group 1, New Westminster Land District, LID 1-04-00037; FRONTING; VPA LEASE FOR THE PURPOSE OF CONSTRUCTION AND/OR MAINTENANCE OF A DOCK, RAMP & FLOAT FOR THE NON-COMMERCIAL USE OF THE LICENSEE'S PRIVATE PLEASURE BOAT		

**2021 Value**

Property Class	Land	Improvement
Residential	\$1200	\$17800

**Total Actual Value:** \$19000**2020 Value**

Property Class	Land	Improvement
Residential	\$1200	\$18300

**Total Actual Value:** \$19500**2019 Value**

Property Class	Land	Improvement
Residential	\$1200	\$18800

**Total Actual Value:** \$20000

**Manual Class:** 1818 - Float - Light Duty  
**Actual Use:** 020 - Residential Outbuilding Only  
**Tenure:** 53 - Occupation no Tenure  
**ALR:**

**Land Dimension:** 30494    **Land Dimension Type:** Square Feet

**Sales:**    **Number**    **Description**

**Additional Owners:****Associated PIDs:**

JAMES DANIEL ROCKWELL

JAMES LEE MIDDLETON

CHLOE ARIELLE DUBOIS-GARBUJO





## VILLAGE OF BELCARRA

### Lot 17 Twin Islands

### Chronology

July 22, 2021



#### Original Legal

- Lot 17, Sec. 31 TWP 39 NWD 1063

#### New Legal

- Lot "A" Sec. 31 TWP 39 NWD Plan EPP93027 - Revised Natural Boundary

#### 2014

- Fire Non – Conforming Cabin encroaching on VFPA Property owners Johanna & Anne Gordon

#### January 2014

- Building Permit 574/14 to demo remains of fire damaged cabin and repair dock and deck. (Former cabin floor) Reviewed by VFPO prior to issuance.

#### 2016

- Current owners took possession of property.

#### January 2017

- Vancouver Fraser Port Authority (VFPA) issued "Notice of Default"
  - Remove barge moorage
  - Remove commercial vessel
  - Debris storage
  - Deadline 30 days (not completed)

#### January 31, 2017

- Compliance Notice
- Deadline 30 days (not completed)

#### July 2018

- VFPA approved permit for shed, subject to Village approval and garbage removal noting VFPA restrictions

#### July 25, 2020

- Joint inspection following complaints from area residents
- Chief Jay Sharpe, SVFD
- 2 RCMP members
- Paul Wiskar, Building Inspector, Belcarra
- Order issued to stop burning (barrel & barbeque on pier)

#### October 2020

- C. Dubois provided 2019 Survey for revised Natural Boundary extending property line to West
- Registered on title as: Lot A – plan EPP93027

Twin Island – Photographs taken by Building Official Wiskar, July 28, 2021



Twin Island – Photographs taken by Building Official Wiskar, July 28, 2021

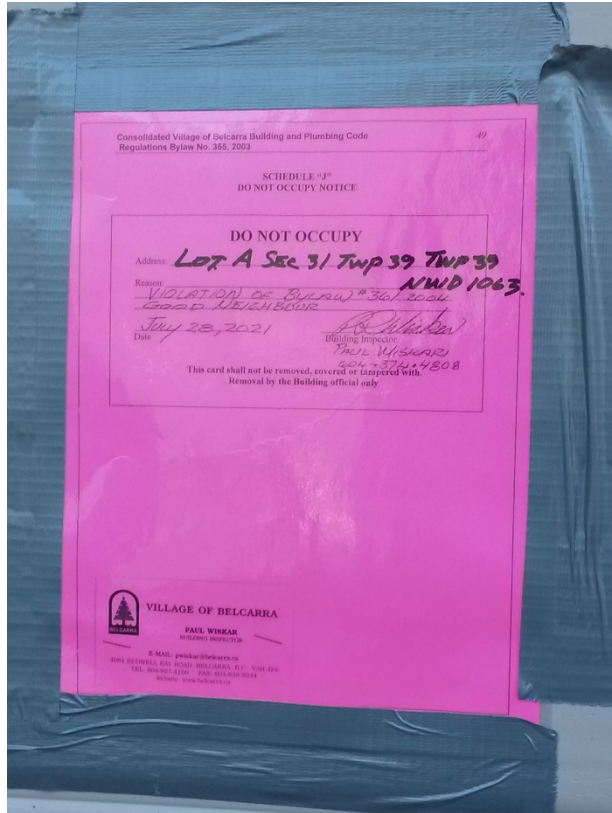




Twin Island – Photographs taken by Building Official Wiskar, July 28, 2021



# Twin Island – Photographs taken by Building Official Wiskar, July 28, 2021









Photographs taken by Sartag Grewal, Building Official – August 24, 2021









Photographs taken by Sartag Grewal, Building Official – August 24, 2021



**From:** Val Hunter

**Sent:** Monday, July 19, 2021 6:22 PM

**Subject:** Fire incident - approximately 10:15 pm July 17, 2021 at Lot 17, Twin Islands

As you may be aware, a fire broke out late Saturday on Lot 17, a private property located on the mainland near the north end of Twin Islands in Say Nuth Khaw Yum Provincial Park (Indian Arm). The fire had the potential to devastate the forests and homes in the vicinity.

I cannot over-state the terror felt by all of us at neighbouring properties, who just before bed Saturday night, smelled smoke and discovered what appeared to be a wooden deck fully involved in fire on the property at Lot 17, which is surrounded on both sides and behind by forest. The fire is shown in the photo attached.



The property owners of Lot 17 operate Ocean Legacy Foundation ([www.oceanlegacy.ca](http://www.oceanlegacy.ca)). Their foundation's stated mission/goal is to give plastic waste an economic value to stimulate the plastic circular economy and provide communities the long-term tools they need to steward their environment keeping plastic out of the oceans. As stewards of the environment, I would imagine that Lot 17's owners, James Middleton (Co-Founder), Chloe Dubois (Executive Director and Co-Founder), and James Rockwell (Board Director) would also be aware of the environmental issues and concerns that their activities on Lot 17 might pose to neighbouring lots, and most significantly, they would be aware of the threat of fire; and that each and all of them would want to protect the fragile ecosystem of Twin Islands in Say Nuth Khaw Yum from fire.

Due to frequent high winds, seasonal hot weather, and the potential of human error, it is unfortunate for the surrounding area that the owners of Lot 17 store what seems to be a diesel-powered commercial live-aboard vessel, and at times leave a commercial barge on their damaged dock, while a quantity of plastics and other materials are stored on land, possibly gathered in their business operation. Please see the second and third photos.







The material stored on Lot 17 may be intended in the future to build non-conforming structures on the property. Regardless of the reason the material is stored on the property, the amount of potentially hazardous and/or combustible material in such a small area is unnerving.

At present, an upside-down fibreglass boat hull (from a live-aboard boat that had previously sunk and caused a significant diesel spill at Lot 17) now appears to be repurposed as a canopy or shelter. This structure can be seen in the background of the third photo.

As well, there appear to be ongoing efforts in what seems an attempt to make permanent a large white tent on the property, with the installation of roof panels and other measures. Are the roof materials and the tent itself a fire hazard? A photo which shows the tent and previously mentioned canopy/shelter is attached.





It is of considerable concern that the tent has been used as a residence over a long period of time on the lot, and may presently be used year-round as a home for at least one individual. Throughout last winter and continuing through this spring, continual smoke from a chimney in the tent suggested the tent was heated by a wood-burning stove. Does that wood-burning stove and chimney meet fire safety regulations? In addition, might full-time, or any residency at all in the tent without proper sanitation facilities lead to serious issues of health and safety for the area?

The fire that occurred on July 17th is only one of a number of incidents in recent years originating on Lot 17 that have resulted in some form of environmental damage. In the event that even one of the incidents was a result of carelessness or even indifference, those incidents deserve mention herein in order for Belcarra officials to be aware of the urgency of the situation; to respectfully nudge officials to demand from the owners of Lot 17 compliance, responsibility, and accountability for Belcarra's Bylaws; and to request officials to monitor and follow-up the activities of the property owners of Lot 17, in order to keep the residents of the Twin Islands area and the ecosystem of Say Nuth Khaw Yum safe from fire.

In the first incident referenced above, plastic and other debris from Lot 17's owners' business operation was left unattended, and fell off the barge, dock, and walkway into the water during a storm. Debris floated around the area for days. Plastic and other trash from the spill was subsequently gathered from

the water and disposed of by several nearby residents. Why was the plastic and other debris that had apparently been collected from the ocean off the west coast in a recycling and salvage operation by the Ocean Legacy Foundation brought here to Indian Arm?

In another unfortunate incident, a live-aboard boat sank at the dock at Lot 17, which resulted in a diesel spill that collected along the shoreline, and posed another threat to the ecosystem. Canada Coast Guard was advised of the spill and attended the following day to investigate.

In a third incident, the cabin of the sunk boat was dismantled and parts of the boat top's fibreglass structure were incinerated on Lot 17 by the owners, apparently as a means of disposal. At the time, Jay Sharpe of Sasamat Volunteer Fire Department investigated.

It is frightening to consider the amount of debris that is presently stored on Lot 17, with the possibility that flammable material is also being stored there. My neighbours and I also fear another fire on the property given the non-conforming structures, and possible contravention of Belcarra's Building and Plumbing Code Regulations, Health and Safety Regulations, and Belcarra's Fire Prevention, and Good Neighbour Bylaws.

It is important that everyone reading this email is aware that in the absence of fire pumps to pump from the waterway, there is a scarce supply of land-accessed water that would be available to the properties in the Twin Islands area in order to fight a fire (unlike the situation in the Village of Belcarra and other urban areas). Terrifyingly, as was evidenced during the recent fire event of Saturday night, response time from nearby fire-fighting jurisdictions was over an hour.

Please know, it was sheer luck that no one was injured on July 17, and we are beyond lucky that the fire did not spread further to the forest and nearby homes, which would have resulted in devastating damage and threatened life.

Saturday night's fire also reminded all who live in this area that we are extremely vulnerable without a fireboat anywhere near. Is there a possibility for Belcarra to open up a conversation with other municipalities about providing fire-fighting assistance to our area in future?

I would be grateful for an acknowledgement of my email at your earliest opportunity, and in addition to responding to my questions, I look for some assurance that officials with the Village of Belcarra will investigate and report the cause of the fire at Lot 17 on July 17, 2021, along with their recommendations.

Thank you,  
Val Hunter, Twin Islands

*I am privileged to live, work, and play on Say Nuth Khaw Yum, the traditional lands of The People of the Inlet, The Tsleil-Waututh Nation. In love and gratitude, I honour their land.*

--

*I am privileged to live, work, and play on the traditional lands of the Tsleil-Waututh Nation, The People of the Inlet. In love and gratitude, I honour their land.*

**From:** Val Hunter

**Sent:** Friday, August 6, 2021 3:01 PM

**Subject:** Re: Update on Collaboration and follow up on Twin Island Situation

Lorna, thank you for your update, and your efforts.

My neighbours at Twin Islands, and other concerned residents at Brighton Beach, Orlohma, Coldwell Beach, Johnson Bay, Helga Bay, and Buntzen Bay have let me know they appreciate Belcarra's actions to resolve these long-standing issues.

We look forward to hearing further as things progress.

Thank you.

Val

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**Subject:** FW: Fire Damaged Site Follow Up

From: Chloe Dubois  
Date: 2021-09-29 8:07 p.m. (GMT-08:00)  
Subject: Fire Damaged Site Follow Up

Good evening,

I hope this email finds you all in good health and that you all had a wonderful summer. I am now back full time from our field work season and would like to arrange a day and time with you to review the results of this investigation and what further action is required/needed in moving forward.

Please advise what you had in mind and a suitable time and date that works for everyone over the next few weeks. If Zoom is the preferred method of communication, I can help schedule this as well. This is my priority upon returning and I can work around your required scheduling.

Many thanks, Chloe



Village of Belcarra

## **Good Neighbour Bylaw No. 361, 2004**

### **Consolidated**

A bylaw to protect and enhance the well-being of the community in relation to good neighbour practices thereby reducing nuisances, disturbances and other objectionable situations.

This consolidation is prepared for convenience only. The amendment bylaw has been combined with the original bylaw for convenience only. This consolidation is not a legal document. Individual copies of the bylaw may be obtained by contacting the Village Office.

**Effective Date – September 13, 2004**

**Amendment Bylaw No. 447, 2012 effective date February 13, 2012**

**Amendment Bylaw No. 504, 2017 effective date February 20, 2017**

**Village of Belcarra**  
**Good Neighbour Bylaw No. 361, 2004**

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# Village of Belcarra

## Good Neighbour Bylaw No. 361, 2004

A bylaw to protect and enhance the well-being of the community in relation to good neighbour practices thereby reducing nuisances, disturbances and other objectionable situations.

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The Council of the Village of Belcarra enacts as follows:

### Part 1 Citation

1.1 This Bylaw may be cited as Good Neighbour Bylaw No. 361, 2004.

### Part 2 Severability

2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed portion.

### Part 3 Previous Bylaw Repeal

3.1 Untidy - Unsightly Premises Bylaw No. 126, 1988, as amended, is hereby repealed.

### Part 4 Definitions

4.1 In this bylaw:

**“Building Materials”** includes items used in the construction of structures or in landscaping, including, but not limited to lumber, windows, doors, fill, and soil;

**“Bylaw Enforcement Officer”** means the person or persons appointed by Council by name of office or otherwise as a bylaw enforcement officer to enforce this Bylaw and includes a peace officer who is a member of the RCMP;

**“Derelict Vehicle”** includes a Motor Vehicle incapable of movement under its own power that does not contain all of the parts necessary for movement on a highway, or has not been licensed for a period of one (1) year, and is not enclosed within a structure or building;

**“Municipality”** means the Village of Belcarra;  
(Amended as per Bylaw 447, 2012)

**“Emergency Vehicle”** has the same meaning as in the *Motor Vehicle Act*;

**“Light Source”** means a light bulb, light tube, floodlight lamp or LED (light-emitting diode); (Amended as per Bylaw 447, 2012)

**“Motor Vehicle”** means a vehicle, not on rails, that is designed to be self-propelled and includes off road vehicles, parts and equipment;

**“Outdoor Light”** means any Light Source that is not contained inside a building or structure;

**“Owner”** means any person who is the registered owner, or owner under agreement, of real property, and includes any person in actual or apparent possession of real property under a lease, license or other agreement with another owner;

**“Rubbish”** includes, without limiting the generality of the word, the accumulation of greater than, 1 cubic metre of household garbage, discarded food or food-waste, vegetation trimmings, lawn clippings, decayed lumber, un-operable electronic equipment, feces, indoor furniture, a Derelict Vehicle or Motor Vehicle parts;

**“Shade”** means a non-transparent light shade that does not form part of a Light Source;

**“Wharf Facility”** means a structure comprised of a landing, pier, ramp and float”  
(Amended as per Bylaw 447, 2012)

**“Zoning Bylaw”** means Zoning Bylaw No. 253, 1996 as amended.

## **Part 5      General Provisions**

### **5.1      Owner Prohibitions**

5.1.1 No person may create or cause a nuisance.

5.1.2 No Owner may permit a nuisance to be caused or to exist on or from a parcel of the owner.

5.1.3 No Owner may allow a parcel owned by the Owner to become or remain unsightly.

## 5.1.4 Without limiting subsections 5.1.1, 5.1.2 or 5.1.3:

- (a) no Owner, of a parcel may cause, allow or permit the accumulation of filth, discarded materials, unwholesome matter, or rubbish of any kind, whether or not for commercial purposes or as part of a trade or calling, including but not limited to dead animals, paper products, crockery, glass, metal, plastics, plastic containers, wire, rope, machinery, tires, appliances, vehicle parts, or any other scrap or salvage, unless the materials are in a closed building or structure such that they are not visible from another parcel or a public place;
- (b) no Owner, of a parcel, may permit or cause water to collect or accumulate in an open drain, watercourse, pond, swimming pool, hot tub or as surface water which could become sufficiently stagnant as to permit the breeding of mosquitos which may result in the spread of the West Nile Virus or of other harmful disease bearing insects as deemed affecting public safety as determined by the Medical Health Officer;
- (c) no person may deposit or store bottles, broken glass or other rubbish on a parcel unless the materials are in a closed building or structure such that they are not visible from another parcel or a public place;
- (d) no person may place graffiti on walls, fences or elsewhere, visible from a public place;
  - (i) owners of a parcel shall remove graffiti within 15 days of discovery or when served with an order to comply.
- (e) no person may cause or permit a Motor Vehicle engine to be left in operation for more than five minutes in a 60 minute period while the vehicle is stationary, except:
  - (i) emergency vehicles, or
  - (ii) if the operation of the motor vehicle engine is necessary to power equipment by way of a power take-off to operate utility equipment such as a lift, mower, or similar equipment;
- (f) no Owner may allow an outdoor light to be placed or lit on a parcel of the Owner such that the light source creates a nuisance in any residential zone;

- (g) no persons may allow an outdoor light to be placed or lit on a wharf facility such that the light source creates a nuisance in any residential zone or body of water. **(Amended as per Bylaw 447, 2012)**
- (h) except when specified as a permitted use in the Zoning Bylaw, no Owner of a parcel may cause, allow or permit the accumulation of building materials on the parcel for more than 15 days unless:
  - (i) the Owner is in possession of a valid building permit in respect of the parcel; or
  - (ii) the building materials are stored in a closed building or structure such that they are not visible from another parcel, highway or other public place;
- (i) except when expressly specified as a permitted use in the Zoning Bylaw, no Owner may cause, allow or permit the storage or accumulation on the parcel of all or part of a motor vehicle that is not:
  - (i) validly licensed in accordance with the *Motor Vehicle Act*, or
  - (ii) capable of movement under its own power unless it is stored in a closed building or structure such that the vehicle, or any portion of the vehicle, is not visible from another parcel or from a highway or another public place.
- (j) no Owner, of a parcel may cause, allow or permit a fence to become unsightly, unstable or unsafe; and shall ensure that:
  - (i) all fences comply with the municipality's Zoning Bylaw; and
  - (ii) any fence located on public road allowance shall not be replaced without written permission from the municipality.

## 5.2 Property Owner Obligation

5.2.1 Every person who is the Owner of a parcel must prevent and abate nuisances on or from the parcel.

5.2.2 Without limiting the generality of subsection 5.2.1, every Owner of a parcel must:

- (a) remove from the parcel any unsightly accumulation of discarded materials, rubbish of any kind or graffiti;
- (b) prevent the infestation of the parcel by noxious or destructive insects;

- (c) clear the parcel of noxious or destructive insects;
- (d) clear the parcel of brush, noxious weeds listed in Schedule “A”, and of grass in excess of 30 centimetres in length;
- (e) ensure that an outdoor light on the property or wharf facility is shielded by a shade or fixture such that the light source does not create a nuisance. **(Amended as per Bylaw 447, 2012)**
- (f) ensure that an outdoor light on the property or wharf facility is shielded by a shade or fixture such that the light source does not create a nuisance. **(Amended as per Bylaw 447, 2012)**
- (g) repair, remove, replace or otherwise deal with a fence as determined by the Manager of Bylaw and Licencing Services.

### 5.3 Exceptions

5.3.1 The prohibitions in section 5.1 and the requirement in section 5.2.2 (e) do not apply to the following: **(Amended as per Bylaw 447, 2012)**

- (a) Christmas or holiday lights between November 1 and January 15;
- (b) street lighting provided by the Municipality;
- (c) lighting required by law-enforcement or, emergency services personnel;
- (d) traffic control signals and devices;
- (e) vehicle lights; and
- (f) outdoor lights used to illuminate, municipal buildings or work yards, fire stations, public parks and playing fields.

5.3.2 The prohibitions in section 5.1 do not apply to the following: **(Amended as per Bylaw 447, 2012)**

- (a) wharf facility LED lights which are limited to a maximum of 6 fixtures with no more than 5 watts per light source; and
- (b) all other wharf facility lights which are limited to a maximum of 6 fixtures with no more than 40 watts per light source”.

## **Part 6      Enforcement**

### **6.1      Bylaw Enforcement Officer:**

- 6.1.1 The Bylaw Enforcement Officer may, to the extent necessary to give effect to this bylaw, enter, at all reasonable times, on any property subject to the regulations of Council, to ascertain whether the regulations or directions of this bylaw are being observed.

## **Part 7      Order to Comply**

### **7.1      Service of Order**

- 7.1.1 If a person has failed to perform the obligations pursuant to subsections 5.2.2 (a) to (f), the Bylaw Enforcement Officer may, serve on such person an Order to Comply which requires the person to remove the contravention;

- (a) within 14 days or,
- (b) three days if the Bylaw Enforcement Officer believes the contravention is a nuisance under this bylaw.

- 7.1.2 The Bylaw Enforcement Officer may serve the Order to Comply:

- (a) on the owner of the parcel where the contravention exists by:
  - (i) personal service, or
  - (ii) return by express post to the address of the owner shown on the last revised real property assessment rolls;
- (b) on the occupier of the parcel where the contravention exists by:
  - (i) personal service, or
  - (ii) delivery to a mail box or other receptacle for messages, if any, on the parcel, or
  - (iii) posting on the real property;
- (c) on any agent of the owner or occupier of the parcel where the nuisance exists by:
  - (i) personal service, or
  - (ii) return express post;

and when an Order to Comply is not personally served it is deemed to have been served on the third day after mailing or posting.



## **7.2 Appeal**

- 7.2.1 A person upon whom an Order to Comply has been served may, by giving notice in writing to the Municipal Clerk at least 72 hours prior to the expiry of the time given in the Order to Comply to remedy the nuisance, appeal to the Council who must hear and determine the appeal by confirming, amending or rescinding the Order to Comply.

## **7.3 Default**

- 7.3.1 If the obligations stipulated in an Order to Comply are not performed by the date therein set out, the Municipality by its employees and others may enter the parcel and perform the obligations at the expense of the person defaulting. The Bylaw Enforcement Officer shall certify all costs incurred by the Municipality in performing any such obligations, and such costs shall constitute a debt due and owing in accordance with section 269 of the *Local Government Act*. If the Owner does not pay the cost of removal on or before December 31 in the year in which the removal was done, the cost shall be added to and form part of the taxes payable on the parcel as taxes in arrears.
- 7.3.2 No person shall in any way interfere with, resist or wilfully obstruct any person authorized to carry out any duty under the provisions of this bylaw.

## **Part 8 Designation of Bylaw**

- 8.1 This bylaw is designated as a bylaw that may be enforced by means of a municipal ticket information under the Community Charter or a bylaw notice under the Local Government Bylaw Notice Enforcement Act.

## **Part 9 Designation of Bylaw Officer**

- 9.1 Members of the RCMP and Bylaw Enforcement Officers are designated to enforce this bylaw by means of a municipal ticket information under the *Community Charter* or a bylaw notice under the *Local Government Bylaw Notice Enforcement Act*.

## **Part 10      Offence and Penalty**

**10.1** Any person who contravenes any of the provisions of this bylaw commits an offence punishable upon summary conviction and is liable to a fine of not more than \$10,000.00 or to imprisonment for not more than six months, or both. Each day that an offence continues shall constitute a separate offence.

### **Schedules**

Schedule A – Noxious Weeds

READ A FIRST TIME on August 9, 2004

READ A SECOND TIME on August 9, 2004

READ A THIRD TIME on August 9, 2004

NOTICE given under the *Community Charter* this 21<sup>st</sup> day and 25<sup>th</sup> day of August 2004.

OPPORTUNITY for representations to Council provided under the *Community Charter* up to the 30<sup>th</sup> day of August 2004.

ADOPTED by the Council on this 13<sup>th</sup> day of September 2004

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Mayor

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Administrator

This is certified to be a true copy  
of Bylaw No. 361, 2004

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Administrator

**Good Neighbour Bylaw No. 361, 2004****Schedule A****Noxious Weeds****(Amended as per Bylaw 504, 2017)**

Canada Thistle	<i>(Cirsium areense)</i>
Bindweed or Morning Glory	<i>(Convolvulus sp.)</i>
Couchgrass	<i>(Agropyron repens)</i>
Purple Loosestrife	<i>(Lythrum salicaria)</i>
Giant Hogweed	<i>(Heracleum mantegazzianum)</i>
Giant Knotweed	<i>(Fallopia sachalinensis)</i>
Bohemian Knotweed	<i>(Fallopia x bohémica)</i>
Japanese Knotweed	<i>(Fallopia japonica)</i>
Himalayan Knotweed	<i>(Polygonum polystachyum)</i>
Orange Hawkweed	<i>(Hieracium aurantiacum)</i>
Scotch Broom	<i>(Cytisus Scoparius)</i>
Himalayan Blackberry	<i>(Rubus Armeniacus)</i>



# 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



Sent Via Mail and Email

November 25, 2021

Chloe Dubois-Garbuio

James Daniel Rockwell

James Lee Middleton

Dear Sirs and Madam,

**Re: Removal of fire damaged dock, debris and unpermitted structures**

**Legal Description: Lot A, Section 21, TWP 39, New Westminster Land District, Plan EPP93027  
("Property")**

This letter is in response to Ms. Dubois-Garbuio's email dated September 29, 2021 and her subsequent communications with Fire Chief Jay Sharpe dated October 21 and November 17, 2021.

We write to you, as the registered owners, to ensure the Village's intentions are clear as it relates to on-going concerns at your Property. These concerns include a fire damaged dock; significant amounts of garbage and other debris; and several structures (i.e., modified tent structure and boat hull) that appear to have been constructed without consideration for zoning, safety or building regulations. The dock fire on July 17, 2021 could have caused very significant damage to surrounding private and public property as it took place at the height of the summer drought.

As these conditions have persisted on your Property for several months without rectification, we advise that Village staff are considering recommending a remedial action requirement under sections 72-80 of the *Community Charter* to deal with the nuisance and unsafe condition caused by the fire damaged dock, the modified tent structure and the structure built using a boat hull. A Council report on this matter will be presented to Mayor and Council on December 6, 2021 and you will be advised of the outcome.

We further advise that as the registered owners you are required to immediately "remove from the parcel any unsightly accumulation of discarded materials, rubbish of any kind or graffiti" under section 5.2.2(a) of the *Village of Belcarra Good Neighbour Bylaw No. 361, 2004* and that non-compliance with this section may result in an Order to Comply being issued without further notice.

Of course, as the registered owners of the Property you are free to rectify these conditions in advance of any Council or Village Orders. The Village would certainly prefer your voluntary compliance with its bylaws and encourages the removal of the fire damaged dock and the debris and illegal structures by you as soon as possible.

If you have any questions arising from this letter, please contact the writer directly, otherwise the Village will be in touch very soon.

Sincerely,

Lorna Dysart,  
Chief Administrative Officer

cc: Jay Sharpe, Fire Chief Sasamat Volunteer Fire Department (SVFD)  
Reece Harding, Lawyer Young Anderson  
Ram Chungh, Vancouver Fraser Port Authority  
Jason Krott, Vancouver Fraser Port Authority  
Katarina Stoyko, Vancouver Port Authority  
Stewart Novak, Public Works and Emergency Preparedness Coordinator  
SartaJ Grewal, Building Inspector

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**Subject:** FW: Letter re: Lot A Twin Island - Removal of fire damaged dock, debris and unpermitted structures

**From:** Lorna Dysart  
**Sent:** Friday, November 26, 2021 9:36 AM  
**To:** Chloe Dubois  
**Subject:** RE: Letter re: Lot A Twin Island - Removal of fire damaged dock, debris and unpermitted structures

Good morning,

As a follow up to the letter sent to you dated November 25, 2021, a decision has been made to postpone the Belcarra Council Public Hearing to January 10, 2022. This change will provide time for you to use the holiday season to bring the property into compliance. Further information will be provided closer to that date.

Regards,

**Lorna Dysart**  
**Chief Administrative Officer**  
**Village of Belcarra**  
**4084 Bedwell Bay Road**  
**Belcarra, BC V3H 4P8**  
**604-937-4101**

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**Subject:** FW: Letter re: Lot A Twin Island - Removal of fire damaged dock, debris and unpermitted structures

**From:** Chloe Dubois

**Sent:** Monday, November 29, 2021 8:29 AM

**Subject:** Re: Letter re: Lot A Twin Island - Removal of fire damaged dock, debris and unpermitted structures

Good morning,

Thanks so much for your follow up and email.

The burnt deck has not been removed because I was under the understanding that I needed to wait for a letter from the Village of Belcarra to take action. This would have been dealt with in September upon my return if I had known I was allowed to take this action.

Just for your understanding, I was told repeatedly that I would be getting correspondence from the Village of Belcarra with instructions as to how to remediate this situation and what was needed to move forward. It was also mentioned that I might have been required to take a fire safety class from Katarina but again to wait for your instructions and correspondence.

This cleanup will be voluntarily dealt with and there is no need to take further action or present this to the mayor. I will get to work right away on the burnt material and have this site cleaned now that I have an entirely different understanding of this process works from your letter.

The tent and boat are not on a foundation, they are mobile structures, and therefore legal. I had also applied and paid for the burn permit to get rid of all the brush and wood on the property. Upon organizing this, I checked in with the City of Vancouver phone line everyday for almost 2.5 months and wasn't allowed to actually burn at all during this time. This was/ is very problematic considering we are a boat access only property and we have logs and brush washing up on our land almost daily because the positioning of the shoreline.

I will send pictures along when the site is complete. Also, in double checking your zoning document, Section 601: Rural (R-1) is left blank. Please let me know if there is an alternative document I should be referring to.

Thanks and talk soon, Chloe

---

**Subject:** FW: Letter re: Lot A Twin Island - Removal of fire damaged dock, debris and unpermitted structures  
**Attachments:** Burn Cleanup 1.jpg; Burn Cleanup 2.jpg

**From:** Chloe Dubois  
**Sent:** Thursday, January 6, 2022 5:36 PM  
**Subject:** Re: Letter re: Lot A Twin Island - Removal of fire damaged dock, debris and unpermitted structures

I wanted to wish you a happy new year and holidays and touch base with you as we have been making progress with the cleanup of our site. It is not finished but we are more than halfway finished with the removal.

I have attached some photos here. With the freezing temperatures and heavy snow, we were not able to get out there over the holidays as I had been planning. We will wrap this up as soon as this crazy weather clears.

Please let me know if there are any further concerns or questions.

Thanks, Chloe











## COMMUNITY CHARTER

### [SBC 2003] CHAPTER 26

## Part 2 — Municipal Purposes and Powers

### Division 3 — Ancillary Powers

#### Municipal action at defaulter's expense

**17** (1)The authority of a council under this or another Act to require that something be done includes the authority to direct that, if a person subject to the requirement fails to take the required action, the municipality may

- (a)fulfill the requirement at the expense of the person, and
- (b)recover the costs incurred from that person as a debt.

(2)Division 14 [*Recovery of Special Fees*] of Part 7 [*Municipal Revenue*] applies to an amount recoverable under subsection (1) that is incurred for work done or services provided in relation to land or improvements.

### Division 12 — Remedial Action Requirements

#### Council may impose remedial action requirements

**72** (1)A council may impose remedial action requirements in relation to

- (a)matters or things referred to in section 73 [*hazardous conditions*],
- (b)matters or things referred to in section 74 [*declared nuisances*], or
- (c)circumstances referred to in section 75 [*harm to drainage or dike*].

(2)In the case of matters or things referred to in section 73 or 74, a remedial action requirement

- (a)may be imposed on one or more of
  - (i)the owner or lessee of the matter or thing, and
  - (ii)the owner or occupier of the land on which it is located, and
- (b)may require the person to
  - (i)remove or demolish the matter or thing,
  - (ii)fill it in, cover it over or alter it,
  - (iii)bring it up to a standard specified by bylaw, or
  - (iv)otherwise deal with it in accordance with the directions of council or a person authorized by council.

(3) In the case of circumstances referred to in section 75, a remedial action requirement

- (a) may be imposed on the person referred to in that section, and
- (b) may require the person to undertake restoration work in accordance with the directions of council or a person authorized by council.

### **Hazardous conditions**

**73** (1) Subject to subsection (2), a council may impose a remedial action requirement in relation to any of the following:

- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
- (b) a natural or artificial opening in the ground, or a similar matter or thing;
- (c) a tree;
- (d) wires, cables, or similar matters or things, that are on, in, over, under or along a highway;
- (e) matters or things that are attached to a structure, erection or other matter or thing referred to in paragraph (a) that is on, in, over, under or along a highway.

(2) A council may only impose the remedial action requirement if

- (a) the council considers that the matter or thing is in or creates an unsafe condition, or
- (b) the matter or thing contravenes the Provincial building regulations or a bylaw under section 8 (3) (l) [*spheres of authority — buildings and other structures*] or Division 8 [*Building Regulation*] of this Part.

### **Declared nuisances**

**74** (1) A council may declare that any of the following is a nuisance and may impose a remedial action requirement in relation to the declared nuisance:

- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
- (b) a natural or artificial opening in the ground, or a similar matter or thing;
- (c) a drain, ditch, watercourse, pond, surface water, or a similar matter or thing;

(d) a matter or thing that is in or about any matter or thing referred to in paragraphs (a) to (c).

(2) Subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community.

### **Harm to drainage or dike**

75 A council may impose a remedial action requirement if a person has

(a) obstructed, filled up or damaged a ditch, drain, creek or watercourse that was constructed or improved under this Act or the *Local Government Act*, or

(b) damaged or destroyed a dike or other drainage or reclamation work connected with it.

### **Time limit for compliance**

76 (1) The resolution imposing a remedial action requirement must specify the time by which the required action must be completed.

(2) Subject to section 79 [*shorter time limits in urgent circumstances*], the time specified under subsection (1) must not be earlier than 30 days after notice under section 77 (1) [*notice to affected persons*] is sent to the person subject to the remedial action requirement.

(3) The council may extend the time for completing the required action even though the time limit previously established has expired.

### **Notice to affected persons**

77 (1) Notice of a remedial action requirement must be given by personal service or by registered mail to

(a) the person subject to the requirement, and

(b) the owner of the land where the required action is to be carried out.

(2) In addition, notice of the remedial action requirement must be mailed to

(a) each holder of a registered charge in relation to the property whose name is included on the assessment roll, at the address set out in that assessment roll and to any later address known to the corporate officer, and

(b) any other person who is an occupier of that land.

(3) A notice under this section must advise

(a)that the person subject to the requirement, or the owner of the land where the required action is to be carried out, may request a reconsideration by council in accordance with section 78 [*person affected may request reconsideration*], and

(b)that, if the action required by the remedial action requirement is not completed by the date specified for compliance, the municipality may take action in accordance with section 17 [*municipal action at defaulter's expense*] at the expense of the person subject to the requirement.

### **Person affected may request reconsideration by council**

78 (1)A person who is required to be given notice under section 77 (1) [*notice to affected persons*] may request that the council reconsider the remedial action requirement.

(2)Subject to section 79 [*shorter time limits in urgent circumstances*], a request under subsection (1) must be made by written notice provided within 14 days of the date on which the notice under section 77 (1) was sent or a longer period permitted by council.

(3)If the council receives a notice that complies with subsection (2), it must provide the person with an opportunity to make representations to the council.

(4)After providing the opportunity referred to in subsection (3), the council may confirm, amend or cancel the remedial action requirement.

(5)Notice of a decision under subsection (4) must be provided in accordance with section 77 (1) and (2) [*notice to affected persons*].

### **Shorter time limits in urgent circumstances**

79 If the council considers that there is a significant risk to health or safety if action is not taken earlier, the resolution imposing the remedial action requirement may

(a)set a time limit under section 76 [*time limit for compliance*] that is shorter than the minimum otherwise applicable under subsection (2) of that section, and

(b)set a time limit for giving notice under section 78 [*persons affected may request reconsideration*] that is shorter than the limit otherwise applicable under subsection (2) of that section.

### **Recovery of municipal costs through sale of property**

**80** (1) This section applies to remedial action requirements in relation to the following:

(a) matters or things referred to in section 73 (1) (a) [*unsafe and non-complying structures*];

(b) matters or things referred to in section 74 (1) (a) [*nuisances in relation to structures*];

(c) matters or things referred to in section 74 (1) (d) [*nuisances in relation to things in or near structures*] that are in or about a matter or thing referred to in section 74 (1) (a).

(2) Subject to this section, if a remedial action requirement has not been satisfied by the date specified for compliance, the municipality may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.

(3) The earliest date on which the municipality may sell property referred to in subsection (2) is the later of

(a) the date specified for compliance, and

(b) 60 days after the notice under section 77 (1) [*notice to affected persons*] is given.

(4) If a municipality sells property under this section, it

(a) may retain from the proceeds

(i) the costs incurred by the municipality in carrying out the sale, and

(ii) if applicable, the costs incurred by the municipality in exercising its power under section 17 [*municipal actions at defaulter's expense*] that have not yet been paid by the person subject to the requirement, and

(b) must pay the remainder of the proceeds to the owner or other person lawfully entitled.

(5) For certainty, the authority under this section is in addition to that provided by section 17 [*municipal action at defaulter's expense*].

## **Part 7 — Municipal Revenue**

### **Division 14 — Recovery of Special Fees**

#### **Special fees may be collected as property taxes**

**258** (1) This section applies to the following:

- (a) fees imposed, under this Act or the *Local Government Act*, for work done or services provided to land or improvements;
- (b) fees imposed under section 196 (1) (a) [*fire and security alarms systems*];
- (c) amounts that a municipality is entitled to recover for work done or services provided to land or improvements under any other provision of this Act or the *Local Government Act* that authorizes the municipality to recover amounts in the event of default by a person.

(2) An amount referred to in subsection (1)

- (a) may be collected in the same manner and with the same remedies as property taxes, and
- (b) if it is due and payable by December 31 and unpaid on that date, is deemed to be taxes in arrear.

(3) If an amount referred to in subsection (2) (b) is a fee referred to in section 194

(2) (a) [*municipal fees for services outside the municipality*],

- (a) the collector must promptly, after December 31, forward a statement showing the amount of the fee
  - (i) to the Surveyor of Taxes in the case of real property that is not in a municipality, or
  - (ii) to the applicable municipal collector in other cases, and
- (b) the Surveyor of Taxes or collector must add the amount of the fee to the taxes payable on the property.

(4) If an amount is added under subsection (3) (b),

- (a) the amount is deemed to be a municipal tax or Provincial tax, as applicable, and must be dealt with in the same manner as taxes against the property would be under this Act, the *Local Government Act* or the *Taxation (Rural Area) Act*, and
- (b) when it is collected, the collecting municipality or Minister of Finance must pay the amount to the municipality to which it is owed.

(5) If an amount is added under subsection (3) (b) and is not paid at the time the property is sold by tax sale,

- (a) if the upset price is obtained at the time of the tax sale, the minister or municipality referred to in subsection (4) must pay out of the proceeds of the sale the amount due under this section to the municipality to which it is owed, or



(b) if the upset price is not obtained and subsequently the property is sold, the proceeds of sale must be applied according to the respective interests in the upset price.



## COUNCIL REPORT

**Date:** January 24, 2022

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

**Subject:** **Water Model Quote from WSP**

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### Recommendation

That Council approve a quote for \$25,205.00 plus GST for payment to WSP:

- for the development of water model and assessment of the capacity of the Belcarra water system at a cost of \$19,745.00; and
- for the conducting of field testing in order to calibrate the model results with the actual observations at a cost of \$5,460.00; and

That the funds come from the 2022 Water Capital Funding Budget.

### Purpose

The purpose of a water model study is to develop a water model to assess the long-term infrastructure capacity of the water service area, and to carry out a hydrant field testing and model calibration program for the Water Distribution System. This work is strongly recommended prior to implementing larger improvements in the water distribution system such as chlorination or looping of the distribution lines.

### Background

At a Regular Council meeting dated November 8, 2021, a report was submitted by Councilor Drake:

“6.2 Councilor Drake – Water Committee Recommendations

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.”

Staff continue to work to follow up on Water Committee Recommendations. A Water Model engineering study is recommended prior to planning and designing any larger scope upgrades of the Water Distribution System.

Attachment A – WSP letter dated December 3, 2021



December 3, 2021

Lorna Dysart & Stewart Novak  
Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra BC V3H 4P8

**Attention: Lorna Dysart, Chief Administrative Officer; Stewart Novak, Public Works & Emergency Preparedness Coordinator**

Dear Ms. Dysart & Mr. Novak:

We are pleased to submit the following proposal to undertake the development of a Water Model and assessment of the capacity of the water system of the Village of Belcarra (the “Village”). WSP has extensive experience in modelling, planning, designing, and assessing municipal water systems. This proposal outlines our scope of work, the tasks required, a preliminary schedule, and our fees for the defined scope.

Thank you for the opportunity to continue our collaborative working relationship with the Village. We have presented a strong team with a combination of experience, expertise, project management skills, and familiarity with the Village’s system to complete this project.

## PROJECT BACKGROUND

The Village’s water system is supplied by a connection to the District or North Vancouver and provides potable drinking water to its residents through the Midden Road Valve Chamber and the Tatlow Reservoir. The objective of this study is to develop a Water Model and assess the long-term infrastructure capacity of the service area. An optional scope item to carry out a hydrant field testing and model calibration program has also been identified and provided in this proposal.

## SCOPE OF WORK

### PROJECT MANAGEMENT

WSP will provide project management services over the course of the project to promote effective project delivery. The project management services will include the following:

- Project kick-off meeting;
- Monthly progress reports, tracking budget, scope, and schedule; and
- Monthly update meetings with WSP’s project manager, client liaison, and the Village.

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wsp.com

The project kick-off meeting will be conducted in order to ensure that our work program, schedule, and budget will produce the expected outcome. The following items will be addressed during this meeting:

- Define liaison and reporting roles and structures;
- Confirm documentation and communication protocols;
- Review work program and expected outputs;
- Review the schedule and highlight any key dates or project milestones; and
- Obtain ACAD copies of legal composite from the Village and obtain any aerial mapping and photography, current survey, plans, and any other relevant background documents.

We have assumed all meetings will be conducted via teleconference.

## **BACKGROUND DOCUMENT REVIEW**

WSP will review all background documentation provided by the Village. This data should include design information on the water supply, watermain, storage components, and accurate record drawings and GIS data as available. The Village currently receives treated water from Metro Vancouver through an underwater crossing from the District of North Vancouver. Historical demands and reservoir level data will also be useful.

## **DEMAND AND POPULATION ESTIMATION**

WSP will develop the average day demand (ADD), maximum day demand (MDD), peak hour demand (PHD), and fire flow (if applicable) for the Village. Demands will be estimated assuming the per capita usage stipulated in the Village Subdivision and Development Bylaw No. 492, and other information supplied by the Village as necessary. Population estimates will be assessed based on current census and land use planning documents.

WSP will submit a list of assumptions to the Village for review prior to proceeding to the model development task.

## **HYDRAULIC MODEL DEVELOPMENT**

Using the data collected in the tasks as outlined above and the design criteria agreed to, WSP will proceed with developing the hydraulic model to represent the existing water system; the model will include ADD, PHD and MDD + fire flow (if applicable) scenarios. The hydraulic model will be developed in WaterCAD, but also delivered in EPANET, which is a non-proprietary and free software, so that the Village may take ownership of the computer water model in the future for their own internal use.

## **WATER AGE ASSESSMENT**

Once the hydraulic model build is complete, the model will be used to assess water age under ADD conditions to determine average water residence time throughout the distribution network.

## **TECHNICAL MEMORANDUM**

WSP will develop a technical memorandum (TM) to document the results of the study for each water system. The TM will include the following details:

- Summary of water system;

- Discussion on assumptions for existing populations and scenarios;
- Overview of the approach to developing the existing system hydraulic model with ability to perform water age assessments;
- Discussion on the findings of the hydraulic analysis, including issues related to service pressures, fire flows, and water age; and,
- Recommendations on further studies to identify capital upgrades required to address any issues identified in the bullet point above.

## ENGINEERING FEES

The following personnel from WSP will be involved in the project. Their resumes can be provided upon request.

- |                        |         |                             |
|------------------------|---------|-----------------------------|
| — Michael Levin, P.Eng | (\$170) | Project Manager             |
| — Clive Leung, P.Eng   | (\$200) | Technical Reviewer          |
| — Sanwal Gilani, EIT   | (\$125) | Project Engineer / Modeller |
| — Negin Tousi, EIT     | (\$130) | Client Liaison              |

The proposed scope of work will be completed on a time and materials basis for a fixed fee of **\$19,745.00** (excl of GST). A detailed fee matrix has been appended to this letter proposal. Additional WSP staff may be utilized to meet our commitments as laid above.

The Village may, during the project, without invalidating this agreement, make changes in the scope of services to be provided by WSP. Additional services as requested will be provided at hourly rates as set out above and the schedule will be changed as is reasonably necessary to allow for the changes in the scope of services.

## OPTIONAL SCOPE OF WORK: FIELD DATA COLLECTION AND MODEL CALIBRATION

In order to provide confidence in model accuracy, a calibration process is highly recommended. This process involves estimating model parameters to minimize the difference between the model results and actual observations. To calibrate the hydraulic model, WSP will work with the Village operations staff to collect field data. A hydrant testing program will be developed for the purposes of model calibration. Prior to field testing, maps will be provided to the Village operations staff, to facilitate discussion and confirm the location of proposed test hydrants. WSP can provide one hydrant diffuser and four (4) digital pressure loggers to record field measurements. WSP will also document the condition of hydrants and flow achieved. This data will be used to calibrate the water model to be built. Calibration will be carried out to AWWA Standards. The optional scope of work will be completed on a times and & materials basis for a fixed fee of **\$5,460.00** (excl of GST). The Village can conduct this at a later date if required.

At least one operations or qualified staff will be required to accompany our staff during the testing to assist our team in operating the fire hydrants.



## SCHEDULE

The WSP team would initiate work with 7 days of approval. The estimated time for completion of the base scope is approximately 10 weeks. The optional scope including field data collection and model calibration will require approximately an additional 3 weeks to complete.

## LIMITATIONS

In developing this fee estimate WSP have assumed that the data provided by the Village will be fit-for-purpose and readily used to develop the hydraulic model. Should additional effort be required to review, compile, or collect the necessary information, this will be discussed with the Village. The extra services would be provided at hourly rates as set out above, and the project schedule would be reasonably extended to allow for the extra scope.

## CLOSURE

We are fully confident that WSP has the right team and expertise to complete this assignment to your satisfaction. We look forward to working with you on this project.

Thank you for considering us for this assignment, and if you have any questions about this proposal, please do not hesitate to contact the undersigned.

Yours sincerely,



Michael Levin, P.Eng  
Project Manager, Infrastructure

Encl.  
SG/AK/ML/NT/lp



# Village of Belcarra Water System Capacity Assessment

Team Member >>		Michael Levin Project Manager	Clive Leung Technical Reviewer	Sanwal Gilani Project Engineer	Negin Tousi Client Liaison	Subtotal Fees
Hourly Rates >>		\$170	\$200	\$125	\$130	
1 - Project Management & Initiation						
	Project Initiation	4		4	4	\$ 1,700
	Project Meetings	6			2	\$ 1,280
<b>Subtotal Fees</b>		<b>\$1,700</b>	<b>\$0</b>	<b>\$500</b>	<b>\$780</b>	<b>\$2,980</b>
<b>Sub Total Hours</b>		<b>10</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>20</b>
2 - Review of Exsiting System						
	Background Information Review	4	2	5	3	\$ 2,095
<b>Subtotal Fees</b>		<b>\$680</b>	<b>\$400</b>	<b>\$625</b>	<b>\$390</b>	<b>\$2,095</b>
<b>Sub Total Hours</b>		<b>4</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>14</b>
3 - Water System Assessment						
	Estiamte Water Demands	2		18		\$ 2,590
	Develop Hydraulic Model	2		50		\$ 6,590
	Water Age Assessment	2		18		\$ 2,590
	Technical Memorandum	4	1	12	4	\$ 2,900
<b>Subtotal Fees</b>		<b>\$1,700</b>	<b>\$200</b>	<b>\$12,250</b>	<b>\$520</b>	<b>\$14,670</b>
<b>Sub Total Hours</b>		<b>10</b>	<b>1</b>	<b>98</b>	<b>4</b>	<b>113</b>
<b>Total Hours</b>		<b>24</b>	<b>3</b>	<b>107</b>	<b>13</b>	<b>147</b>
<b>TOTAL FEES (excluding Optional Work &amp; GST)</b>		<b>\$4,080</b>	<b>\$600</b>	<b>\$13,375</b>	<b>\$1,690</b>	<b>\$19,745</b>
4 - Optional Work						
	Field Data Collection and Model Calibration	8	2	28		\$ 5,260
<b>Disbursements</b>						<b>\$200</b>
<b>Subtotal Fees</b>		<b>\$1,360</b>	<b>\$400</b>	<b>\$3,500</b>	<b>\$0</b>	<b>\$5,460</b>
<b>Sub Total Hours</b>		<b>8</b>	<b>2</b>	<b>28</b>	<b>0</b>	<b>38</b>
<b>TOTAL FEES (excluding GST)</b>		<b>\$5,440</b>	<b>\$1,000</b>	<b>\$16,875</b>	<b>\$1,690</b>	<b>\$25,205</b>

**Subject:** FW: Mayors' Food Bank Challenge  
**Attachments:** MFBC 2022 Proposal.pdf

FILE NO. 1850-01

**From:** Claire MacLean  
**Sent:** Wednesday, January 19, 2022 9:26 AM  
**To:** Jamie Ross  
**Subject:** Mayors' Food Bank Challenge

Good morning Mayor Ross,

SHARE Society has been contacted by the Greater Vancouver Food Bank with the request that the TriCities participate in this year's "Mayors' Food Bank Challenge". In 2021, five Mayors from the Lower Mainland participated in the Challenge and managed to raise over \$500,000 for their local community food banks. This year the Greater Vancouver Food Bank is looking to expand the campaign to include all Mayors from the Greater Vancouver/Lower Mainland area, and to expand their fundraising target to \$1 million.

We are so grateful for the Village of Belcarra's ongoing support of SHARE, and we appreciate how committed you and Belcarra Council are to considering the needs of vulnerable members of our community. We think this campaign would be an excellent opportunity to raise awareness of the ongoing needs of our community members, and to engage folks in a fun way to support the Food Bank.

As you know, SHARE has seen a rise in the need for our services over the course of the COVID-19 pandemic. The Food Bank continues to be a critical support for families, seniors and children in the TriCities, and it relies on donated funds in order to provide fresh, healthy and culturally appropriate food to over 2,000 people each month.

I've attached the overview of the campaign provided by the Greater Vancouver Food Bank. I'm happy to hop on a quick call if you have any questions, or wish to discuss this further. My thanks in advance for your consideration, and I hope this finds you safe and well.

Sincerely,  
 Claire

*Claire MacLean, M.Sc SLP  
 Chief Executive Officer  
 Pronouns: she/her*



Follow me on Twitter: @ClaireatSHARE

I respectfully acknowledge that my place of work is within the ancestral, traditional and unceded territory of the K'w'akwā'əm (Kwkwetlem), Qiqéyt (Key-Kayt) and Coast Salish Nations.

# MAYORS' FOOD BANK CHALLENGE 2022

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Providing Healthy Food to Those In Need in BC

Terra Paredes  
Manager, Community Events & Engagement  
January 2022



# MAYORS' FOOD BANK CHALLENGE 2022

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## A Look Back At 2021

In 2021, the Greater Vancouver Food Bank (GVFB) partnered with five of the six mayors in our catchment cities for the first annual Mayors' Food Bank Challenge. The mayors of Burnaby, New Westminster, Vancouver and North Vancouver competed to see which municipality could raise the most cash per capita. The campaign was a collaboration between the GVFB, our mayors and their teams in each city. Our goal was to raise \$500,000 in May and we beat it with a total of \$515,579.

The campaign consisted mainly of a Virtual Food Drive (VFD) where donors could choose which city they wanted to donate to, or they could choose to donate to the overall campaign if they didn't want to support one specific mayor or municipality. Food Drive boxes were set up in several locations throughout each city (libraries, community centres, etc) to gather food donations, and that food value was calculated into the final totals for the cities in which it was collected (in 2022 the GVFB will **not** be collecting food from the community).

Prior to the campaign start date, the mayors all visited our GVFB warehouse to film video and take photos for promotion of the campaign on social media, as well as a tour to familiarize themselves with our operation and the impact their participation in the campaign would have. Some of the mayors hosted their own donation events (i.e. drive through food drive) to really get out and support their community.

# MAYORS' FOOD BANK CHALLENGE 2022

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## Mayors' Food Bank Challenge in 2022

In 2022, the Greater Vancouver Food Bank hopes to include the mayors from all of the Lower Mainland cities from Richmond to Chilliwack, West Vancouver to Mission. Our goal in 2022 will be to raise \$1 million to feed people in need in BC.

The GVFB has eliminated all non-school food drives as of January 2022, so there will be no promotion of food collection in the overall campaign communications. However, there may be some school involvement in the GVFB catchment allowing for food collection there. Other food banks can make that call themselves, should they decide food collection is a valuable tool in their community. Exceptions could also be made for large industrial type food donations (i.e. full pallets of food from one organization). Food will be weighed and valued at Food Banks Canada's \$2.62/lb for as part of the challenge.

Prior to the campaign start date, it is ideal for the mayors to visit with their local food bank to educate themselves on the need and operation, as well as to film video and take photos for promotion of the campaign on social media. Mayors may also want to host a donation drive of their own in their community. We found this was very helpful last year in engaging the public.

At the end of the campaign, the GVFB will issue payment to each of the food banks, equating to the amount donated on their specific VFD page.



# MAYORS' FOOD BANK CHALLENGE 2022

mayorschallenge.foodbank.bc.ca



Throughout the month of May, the Mayors of the Cities of Vancouver, Burnaby, North Vancouver and New Westminster and the Mayor of the District of North Vancouver have come together for the Mayors' Food Bank Challenge. It is, simply, a fundraising initiative to help the Greater Vancouver Food Bank (GVFB) feed our residents. In BC, 26% of businesses laid off 50% or more of their employees due to COVID-19. These are people who were employed only weeks before but suddenly, by no fault of their own, found themselves without work. These are statistics that we are not proud of but they are a reality that you and I can do something about.



\$515.579    \$500.000    103%



Any support you can give is appreciated. We are all in this together. Choose your city to donate or click on the donate button below to contribute to the overall campaign (overall donations will not be counted toward any city's total).

Make a donation to the overall campaign

[Donate to Campaign](#)

or choose your city below!



# MAYORS' FOOD BANK CHALLENGE 2022

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## Roles and Responsibilities: GVFB

As leaders of this campaign, the GVFB will do the following:

- Coordinate all food banks, mayors and partners to ensure everyone has what they need including information and collateral.
- Schedule and lead monthly status update meetings.
- Create basic Virtual Food Drive pages for each mayor/City on our online fundraising platform and provide login information for each page to the mayor and food bank teams. Basic pages will include city/food bank specific statistics on usage, food insecurity, population etc., as well as the personal message provided by the mayor.
- Provide support for food banks and mayors on VFD platform usage.
- Manage the communications strategy for the overall campaign which may include a radio advertising buy and social media ads. We can also provide assistance with local media should any partners want to do more and need assistance.
- Provide communications templates including campaign letters, social media posts, images, etc.
- Distribute funds raised to each food bank at the end of the campaign based on donations made directly through the VFD platform to individual pages.
- Assist in any other way we can to make the campaign a huge success for all involved.

# MAYORS' FOOD BANK CHALLENGE 2022

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## Roles and Responsibilities: Food Banks

As a participating Food Bank, you would be responsible to:

- Connect with your local mayor to get them involved in the campaign. Communicate and coordinate with the mayor's team to gather the collateral you would like to use locally.
- Virtually attend monthly status meetings for the campaign. One member from each food bank should be on as many of these calls as possible to be fully informed about the campaign.
- Provide the GVFB with specific collateral to build your city's VFD page. This would include logos, images, specific service stats (total # served, % of seniors, kids, etc), food collection locations, etc.
- Coordinate food collection (only if you would like to encourage food donations in your city; this is not required for the campaign) and provide the GVFB with a total weight collected at the end of the campaign so it can be included in the total.
- Provide updates to the GVFB on any cheque or cash donations that are received for the campaign in your office. These can be added to the VFD total for complete records but will be
- Engage your social media audiences in the campaign through organic posts, sharing of donors' posts, sharing of mayors' posts, etc.

# MAYORS' FOOD BANK CHALLENGE 2022

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## Roles and Responsibilities: Mayors

As a participating mayor, you/your team would be responsible to:

- Commit to promoting and engaging your community and connections in this campaign.
- Virtually attend monthly status meetings for the campaign. One member from each mayor's team should be on as many of these calls as possible to stay fully informed on the campaign.
- Provide the GVFB with a personal message from the mayor to include on your city's VFD page. This would include why the mayor feels this is a worthy cause and any other personal encouragement to their community to donate.
- Coordinate local corporate and industrial contacts to make donations to the campaign. Template letters/emails can be provided by the GVFB.
- Provide updates to the GVFB on any cheque or cash donations that are received for the campaign in your office. These can be added to the VFD total for complete records but should be made out directly to your local food bank.
- Engage your social media audiences in the campaign through organic posts, sharing of donors' posts, sharing of food bank posts, etc.

# MAYORS' FOOD BANK CHALLENGE 2022

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## Timeline - tentative

Thurs, February 3 – Campaign Meeting #1

Thurs, March 3 – Campaign Meeting #2

Thurs, April 7 – Campaign Meeting #3

Thurs, April 28 – Final Meeting before Kick Off

**Fri, April 29 – Kick Off Press Meeting** (all mayors – probably virtual)

**Sun, May 1 – Official start of the Mayors' Food Bank Challenge 2022**

Wed, May 11 – Campaign Update #1

Wed, May 25 – Campaign Update #2

**Tue, May 31 – Public close of the Mayors' Food Bank Challenge 2022**

Tue, June 7 – Offline donation deadline

Wed, June 8 – Official 'Winner' Announcement

Thu, June 16 – Campaign ReCap Wrap Up Meeting

# MAYORS' FOOD BANK CHALLENGE 2022

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## GVFB Contacts

**Terra Paredes – Manager of Community Events and Engagement**

Cellphone: 604-781-1504

Email: [terrap@foodbank.bc.ca](mailto:terrap@foodbank.bc.ca)

**Carly Lum – Community Events Coordinator**

Direct Line: 604-834-2953

Email: [carlyl@foodbank.bc.ca](mailto:carlyl@foodbank.bc.ca)

**Jodie Ou – Communications Manager**

Cellphone: 778-387-2666

Email: [jodieo@foodbank.bc.ca](mailto:jodieo@foodbank.bc.ca)

**Leanna McKnight – Communications Coordinator**

Cellphone: 604-817-5854

Email: [leannam@foodbank.bc.ca](mailto:leannam@foodbank.bc.ca)





## COUNCIL REPORT

**Date:** January 24, 2022

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

**Subject:** Management / Staff Update

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### Recommendation

That the Management / Staff Update, dated January 24, 2022, provided by Lorna Dysart, Chief Administrative Officer, be received for information.

### Purpose

To provide an update to Council regarding various management and staff matters:

- a) COVID-19 Pandemic protocols remain in place as they were established in March 2020. This includes all of the requirements of Fraser Health and WorkSafe BC, such as: the wearing of masks at all times outside of offices, staff separation in the work place, wiping down door handles etc., every day. There are ongoing discussions with staff regarding the COVID situation in staff meetings. Staff complete a daily checklist to monitor symptoms that may arise.
- b) One office staff member was off work for the first 2 weeks of January (not COVID related). That type of absence represents 1/3 of the office staff.
- c) From December 25, 2021 to January 7, 2022  
 At straight time – there were 152 overtime hours worked for snow removal plus 67 hours of standby. All staff, including the Public Works Manager, were very dedicated and were all on call over the holidays. S. Novak did snow removal on Christmas Day from 4 pm to midnight.  
 Also, Peter Boekhout, who was hired as an auxiliary truck driver, worked from 2 am to 8 am on one shift. Peter retired from the City of Burnaby after 30 years in a similar capacity.
- d) On January 3, 2022, due to the truck sliding into the ditch, Brad & Stewart arrived home at 3 am and they were both at work the next morning.
- e) For the first time in 8 months, there is a full working compliment of Public Works staff. Lance is very well qualified and is still training. This also means that there is catch-up work taking place.
- f) The day back from holidays was the day Council reports were due. Stewart provided a water report to me on January 5, 2022. I did not have time to review the report and did not put it on the agenda. I review all reports and material that go on Council agendas. Reports from consultants must be approved by me also.

- g) Currently, I am working on setting up the OCP Review Committee which includes working with the consultants and working with staff on preparing material for the 11 member committee. The first organizational meeting of the OCP Review Committee is scheduled for Wednesday, January 26, 2022, on Zoom.
- h) There are 18 Strategic Planning items being worked on in some capacity and 31 Water Committee items. Reports on various items will be brought forward to Council Meetings as they are drafted and approved.
- i) Connie assisted Lorna with Council work such as agenda preparation and taking minutes during the first 2 weeks in January. She continues to work with the Financial Consultant on year-end; and with the Auditors on the annual audit, plus continuing with on going accounting and office work.
- j) Paula works closely with Lorna on all aspects of Council work such as agenda preparation and minutes. Work is taking place setting up the Board of Variance annual meeting and annual calendar. Paula assists with monitoring the calendar for Mayor Ross and Lorna. She also oversees the file management for the Group and Single wharfs and manages the website.



**VILLAGE OF BELCARRA  
5-Year (2022 – 2026) Financial Plan  
Bylaw No. 594, 2021**



A bylaw to establish the 5-Year Financial Plan for the years 2022 – 2026 inclusive.

WHEREAS pursuant to section 165 of the *Community Charter*, the Council shall, before the 15<sup>th</sup> of May in each year, before the annual property tax bylaw is adopted, adopt a financial plan;

AND WHEREAS the Municipal Council has caused to be prepared a 5-Year Financial Plan for the period 2022 – 2026 inclusive;

NOW THEREFORE, the Council of the Village of Belcarra enacts as follows:

1. This Bylaw shall be cited for all purposes as the "Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021".
2. Council hereby adopts the 5-Year Financial Plan for the years 2022 – 2026 inclusive, as set out in Schedules A and B, attached to and forming part of this bylaw.
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

READ A FIRST TIME on December 6, 2021

READ A SECOND TIME on December 6, 2021

READ A THIRD TIME on January 10, 2022

ADOPTED by the Council on

\_\_\_\_\_  
Jamie Ross  
Mayor

\_\_\_\_\_  
Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
Village of Belcarra 5-Year (2022 – 2026) Financial  
Plan Bylaw No.594, 2021

\_\_\_\_\_  
Chief Administrative Officer

## **Schedule A - Financial Plan**

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>REVENUE</b>					
Taxation (including grants in lieu)	(977,182)	(1,033,338)	(1,092,736)	(1,155,564)	(1,222,020)
Parcel taxes	(233,498)	(233,498)	(233,498)	(233,498)	(233,498)
Sale of services & regulatory fees	(618,764)	(680,291)	(749,028)	(825,833)	(911,676)
Government transfers	(748,094)	(497,123)	(516,550)	(510,466)	(789,457)
Investment income	(32,324)	(32,705)	(33,092)	(33,483)	(33,880)
Actuarial income	(45,144)	(51,216)	(57,530)	(64,097)	(70,927)
<b>Total Revenue</b>	<b>(2,655,006)</b>	<b>(2,528,171)</b>	<b>(2,682,434)</b>	<b>(2,822,941)</b>	<b>(3,261,458)</b>
<b>EXPENSES</b>					
General government & fiscal services	241,111	203,449	206,426	209,455	239,378
Administration & human resources	276,540	259,769	264,840	270,012	275,286
Information technology	40,592	38,192	39,008	39,850	40,718
Support services (engineering, finance & planning)	276,615	139,283	141,155	113,062	115,004
Building inspection & bylaw enforcement	72,896	68,501	69,868	71,262	72,684
Public works & transportation	242,421	234,482	238,431	242,544	246,734
Major road network (MRN)	143,740	159,213	161,680	164,193	166,755
Fire & emergency services	57,928	7,492	7,530	7,568	7,607
Waste & recycle depot (WARD)	158,338	177,840	181,833	185,930	190,127
Water system	427,564	476,729	492,738	510,963	530,646
Amortization	337,451	354,090	371,555	389,889	409,135
<b>Total Expenses</b>	<b>2,275,196</b>	<b>2,119,040</b>	<b>2,175,064</b>	<b>2,204,728</b>	<b>2,294,074</b>
<b>ANNUAL SURPLUS</b>	<b>(379,810)</b>	<b>(409,131)</b>	<b>(507,370)</b>	<b>(618,213)</b>	<b>(967,384)</b>
<b>RESERVES, DEBT &amp; CAPITAL</b>					
Tangible capital assets	641,833	450,000	332,500	205,000	550,000
Amortization	(337,451)	(354,090)	(371,555)	(389,889)	(409,135)
Repayment of debt (principal & actuarial)	151,789	157,861	164,175	170,742	177,572
Transfers from reserves	(593,973)	(466,946)	(338,196)	(191,946)	(290,039)
Transfers to reserves	497,752	603,675	694,238	793,074	907,729
Transfers from surplus	(6,301)	(7,553)	-	-	-
Transfers to surplus	26,161	26,184	26,208	31,232	31,257
<b>Total Reserves, Debt &amp; Capital</b>	<b>379,810</b>	<b>409,131</b>	<b>507,370</b>	<b>618,213</b>	<b>967,384</b>
<b>FINANCIAL PLAN BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## **Schedule B – Statement of Objectives and Policies**

### **Financial Plan Objectives and Policies for Funding Sources, Distribution of Property Value Taxes, and Permissive Tax Exemptions**

#### **A. Funding Sources**

Over the Village of Belcarra's 5-year financial plan the funding sources, as defined in Section (165) (7) of the Community Charter, are as follows:

	<b><u>Funding Sources</u></b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Operating Revenue Sources</b>					
Property value taxation	39.8%	41.1%	41.1%	41.2%	41.0%
Parcel tax	9.5%	9.3%	8.8%	8.3%	7.9%
Fees	25.2%	27.1%	28.2%	29.4%	30.7%
Other sources*	25.5%	22.5%	21.9%	21.1%	20.4%
Proceeds from borrowing	0.0%	0.0%	0.0%	0.0%	0.0%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%
<b>Capital Revenue Sources</b>					
Other sources - Reserves	68.7%	96.7%	92.1%	92.7%	47.5%
Other sources - Grants	31.3%	3.3%	7.9%	7.3%	52.5%
Proceeds from borrowing	0.0%	0.0%	0.0%	0.0%	0.0%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%

\* Government transfers, investment income & actuarial on debt

#### **Objectives:**

- Ensure that the Village's services are sustained over the long-term by providing for core operations and future asset/infrastructure replacements and renewals.

#### **Policy:**

- Build up reserves to optimal levels through property tax and utility user fee increases (for water and the waste & recycle depot).
- Minimize external borrowing and create internal reserve sources of funding and financing.

## **B. Distribution of Municipal Property Taxes Across Property Classes**

Over the term of the financial plan the distribution of municipal property taxes across the property tax classes is expected to be similar to 2021, as follows:

### **Distribution of 2021 Property Taxes**

<b>Property Classes</b>	<b>Property Tax Dollars Raised</b>	<b>% of Total Property Taxation</b>
1 Residential	\$901,291	98.7%
2 Utilities	\$1,097	0.1%
3 Supportive Housing	\$0	0.0%
4 Major Industry	\$0	0.0%
5 Light Industry	\$0	0.0%
6 Business/Other	\$14	0.0%
7 Managed Forest Land	\$0	0.0%
8 Recreation/Non-Profit	\$11,381	1.2%
9 Farm	\$0	0.0%
<b>Totals</b>	<b>\$913,783</b>	<b>100.0%</b>

#### **Objective:**

- Maintain a consistent, proportionate relationship in the sharing of the tax burden amongst the tax classes.

#### **Policy:**

- Set tax rates in accordance with the tax class multiples set by the Province of BC.

## **C. Permissive Tax Exemptions**

#### **Objective:**

- Recognize the contributions of non-profit organizations and groups which provide services and activities for the Community.

#### **Policy:**

- Full or partial permissive tax exemptions will be considered to encourage activities or services that:
  - are consistent with the quality of life (economic, social, and cultural) objectives of the Village;
  - provide direct access and benefit to the community, and
  - would otherwise be provided by the Village.
- Council Policy 176 provides additional details and requirements for Permissive Tax Exemptions.





**VILLAGE OF BELCARRA  
Council Indemnity  
Bylaw No. 595, 2021**



A bylaw to provide for the payment of an indemnity to  
Village of Belcarra Mayor and Councillors

**WHEREAS** the Municipal Council may, by bylaw, provide for the payment from annual general revenue, an indemnity to the Mayor and to each Councillor for the discharge of their duties of office;

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

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Council Indemnity Bylaw No. 595, 2021".
2. The indemnity for the Mayor from February 1, 2022, up to and including December 31, 2022, shall be the gross sum of \$1,929.60 monthly.
3. The indemnity for each Councillor from February 1, 2022, up to and including December 31, 2022, shall be the gross sum of \$964.80 monthly.
4. The indemnities provided for in Section 2 and 3 above shall be paid by the Chief Administrative Officer, save and except for the provisions of Section 5 hereof.
5. In the event of any member of Council being absent from three consecutive regular Council meetings, the indemnity that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.
6. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
7. This bylaw shall take force and come into effect as of February 1, 2022.

8. The “Village of Belcarra Council Indemnity Bylaw No. 579, 2021” is hereby repealed.

READ A FIRST TIME on December 6, 2021

READ A SECOND TIME on December 6, 2021

READ A THIRD TIME on January 10, 2022

ADOPTED by the Council on

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Jamie Ross  
Mayor

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Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
Village of Belcarra Council Indemnity Bylaw No. 595, 2021

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Chief Administrative Officer

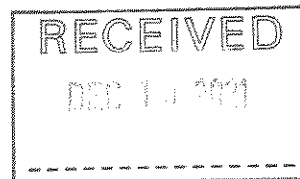
FILE NO. 0470-01

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

December 15, 2021

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:

### Race to Zero Initiative

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

*That the MVRD Board:*

- a) *apply to join the Race to Zero initiative ahead of the 2021 Conference of the Parties (COP26) on behalf of Metro Vancouver Regional District; and*
- b) *forward the executive summary and presentation material from the October 15, 2021 delegation to the Climate Action Committee from Lia Cairone, C40 Cities Climate Leadership Group, to member jurisdictions for their consideration in joining the Race to Zero initiative.*

This letter is to inform you that that Metro Vancouver has recently joined Cities Race to Zero, and to convey information that was informative to Metro Vancouver upon deciding to join this initiative. This letter follows an email sent to your staff on the October 8, 2021, informing them of the Race to Zero initiative.

Cities Race to Zero members commit to cut their emissions in half by 2030 and achieve net zero carbon emissions by 2050 at the latest. As part of this commitment, members also pledge to undertake various actions necessary to achieve those emissions. The Cities Race to Zero commitments are strongly aligned with the emission reduction targets and actions outlined in *Climate 2050*, the *Clean Air Plan*, and Metro Vancouver's other management plans and policies.

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Metro Vancouver recognizes that our member jurisdictions have made similar commitments to deep reductions in carbon emissions, and we are forwarding the attached executive summary and presentation from C40 cities, the host organization for Cities Race to Zero, for your consideration. If you have further questions regarding Metro Vancouver's commitment to Cities Race to Zero or Metro Vancouver's climate plans and policies more broadly, please contact Roger Quan, Director of Air Quality and Climate Change by email at [Roger.Quan@metrovancover.org](mailto:Roger.Quan@metrovancover.org).

Yours sincerely,



Sav Dhaliwal  
Chair, Metro Vancouver Board

SD/NC/je

Encl: Cities Race to Zero: Executive Summary (*Doc# 49667991*)  
Cities Race to Zero: Presentation to Metro Vancouver Climate Action Committee – October 15, 2021 – Lia Cairone, Deputy Director, C40 Cities Climate Leadership Group, Inc. (*Doc# 49674042*)

48783220



## Cities Race to Zero: Executive Summary

The next decade will decide the future for humanity. Delivering a green and just recovery to the COVID-19 crisis; creating strong, fair economies that serve everyone; and cutting greenhouse gas emissions quickly enough to limit global heating to the 1.5°C target of the Paris Agreement, are one and the same thing. None are possible without the others. Success in all is the only way to prevent a catastrophic crisis.

This year, Canadian municipalities have had to survive repeated climate disasters. In British Columbia alone, cities endured a Summer of record-high temperatures and raging wildfires, continuing trends that residents of this province have faced for years. In this pivotal moment, the voices of municipalities must be heard louder than ever before.

The Race to Zero is a global initiative led by the COP26 Presidency and High-Level Climate Champions to rally leadership and action from businesses, cities, regions and investors for a healthy, resilient, zero carbon transition that prevents future threats, creates decent jobs, and unlocks inclusive, sustainable growth. Together, this coalition will build momentum around the shift to a decarbonized economy ahead of COP26, where governments must strengthen their contributions to the Paris Agreement. This will send governments a resounding signal that cities, regions, businesses and investors are united in meeting the Paris goals and creating a more inclusive and resilient economy.

Cities Race to Zero brings together all those who share our vision for a better future based on a set of principles that address equity together with the environment (below), and who strive to build a coalition across business, labor unions, youth climate activists and civil society, to transform the world.

C40 Cities, the Global Covenant of Mayors for Climate & Energy (GCoM), ICLEI – Local Governments for Sustainability (ICLEI), United Cities and Local Governments (UCLG), CDP, the World Wide Fund for Nature (WWF) and the World Resources Institute (WRI) have come together to mobilize an unprecedented coalition of cities committed to setting science-based targets and start implementing inclusive and resilient climate action ahead of and beyond the COP26 in Glasgow. This is the Cities Race to Zero effort, to commit cities and municipalities to the Race to Zero, in support of the COP26 Roadmap of Local Governments and Municipal Authorities (LGMA) Constituency to the UNFCCC.

To date, 18 Canadian municipalities have joined the Race to Zero.





We invite the Metro Vancouver municipalities, Electoral Area, and Treaty First Nation to joining the Race to Zero by pledging to do the following:

1) Publicly endorsing the following Principles:

- We recognize the global climate emergency.
- We are committed to keeping global heating below the 1.5°Celsius goal of the Paris Agreement.
- We are committed to putting inclusive climate action at the center of all urban decision-making, to create thriving and equitable communities for everyone.
- We invite our partners – political leaders, CEOs, trade unions, investors, and civil society – to join us in recognizing the global climate emergency and help us deliver on science-based action to overcome it.

2) Pledging to reach (net)-zero in the 2040s or sooner, or by mid-century at the latest, in line with global efforts to limit warming to 1.5°Celsius.

3) In advance of COP26, explaining what steps will be taken toward achieving net zero, especially in the short- to medium-term. Setting an interim target to achieve in the next decade, which reflects a fair share of the 50% global reduction in CO2 by 2030 identified in the IPCC Special Report on Global Warming of 1.5°Celsius.

4) Immediately proceeding to planning at least one inclusive and equitable climate action as listed on [www.citiesracetozero.org](http://www.citiesracetozero.org) that will help to place us on a resilient pathway consistent with the 1.5°Celsius objective of the Paris Agreement and begin implementation no later than 2022.

5) Reporting progress annually, beginning no later than 2022. Once adopted, we commit to reporting its target and action commitment(s) on CDP/ICLEI or PCP/BARC.

More information on how to join can be found here: [www.citiesracetozero.org](http://www.citiesracetozero.org)





FILE NO. 0630-01

**Subject:** FW: Guiding Lights Across BC - Feb 22 2022

**From:** BC PR & Communications Adviser  
**Sent:** Thursday, January 6, 2022 9:15 PM  
**Subject:** Guiding Lights Across BC - Feb 22 2022

Hi Mayor and Council,

On behalf of Girl Guides of Canada's British Columbia Council, I am writing to **ask for your support for girl empowerment in BC this February 22, by lighting up your building(s) with exterior lighting or interior window lights in the colour blue.** Blue is the well-known colour of Girl Guides and girls/women in BC have worn their blue Girl Guide uniforms with pride for many generations. Last year we had 85+ landmarks across the Province light up blue!

Every year on February 22, Girl Guides celebrate World Thinking Day, a day of international friendship. It is an opportunity to speak out on issues that affect girls and young women, celebrate the founding of Girl Guides, and be connected to the 10 million members around the world who are part of the Guiding movement.

Here in British Columbia, we have thousands of girls and women who are members of Girl Guides of Canada. We have Girl Guide programs in nearly every community in BC, and our girls/volunteers light up their communities year-round through leadership, community service, and efforts to create *a better world, by girls*. Girls typically participate in annual Thinking Day activities held on/around February 22. Due to the continuing effects of COVID-19, our usual large gatherings, campfire singalongs, community events, special camps, and other activities are impacted, and so this year will again look different than usual.

For Thinking Day 2022, we will be celebrating in a way that is COVID-friendly, keeps our communities safe, and brings a smile to the faces of girls, families, volunteers, and the public: **Guiding Lights Across British Columbia**. This community initiative will light up outdoor landmarks, bridges, buildings, stadiums, and other illuminated locations, with blue lights, in celebration of the sisterhood of Guiding across BC and beyond, on February 22. A map of previous participating locations can be found at [www.girlguides.ca/guidinglightsacrossbc](http://www.girlguides.ca/guidinglightsacrossbc)

We will be mobilizing our members to admire these lit-up sites in ways that comply with COVID-19 rules (both from public health authorities and Girl Guides' own member safety protocols) in effect at that time, posting photos on social media, emailing our members with info about how to participate, and more. We are excited for this open-air opportunity that will enable everyone to safely celebrate.

Our Girl Guide members and broader network of supporters would be thrilled to have your landmarks lit up as part of Guiding Lights Across British Columbia, and to highlight your participation as part of this province-wide event. Please contact us at [bc-prcomm@girlguides.ca](mailto:bc-prcomm@girlguides.ca) to confirm your ability to participate in this February 22, 2022, activity.

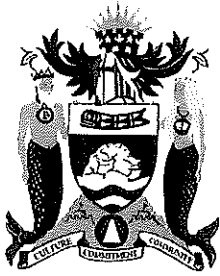
Thank you for your support for Guiding in BC!

**Isabella Lee (she/her) | BC Public Relations and Communications Adviser**  
 BC Council, Girl Guides of Canada  
[bc-prcomm@girlguides.ca](mailto:bc-prcomm@girlguides.ca)

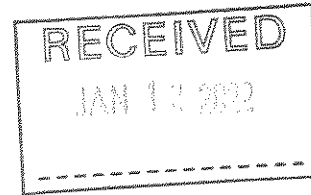
*I respectfully acknowledge that I live and work within the ancestral, traditional, and unceded territory of the Songhees, Esquimalt, and WSÁNEC Nations.*



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MAYOR DARRYL WALKER  
OFFICE OF THE MAYOR  
WHITE ROCK, BC CANADA



January 12, 2022

File No. 0220-20-04

Metro Vancouver Regional District  
4515 Central Boulevard,  
Burnaby, BC, Canada  
V5H 0C6

Dear Chair Dhaliwal and Board Members:

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

Council, at its meeting of November 22, 2021, reviewed the South Campbell Heights Amendment. We offer the following comments for your consideration.

1. The Amendment, as proposed, will result in the premature development of south east Surrey. At best this is leap frogging the current development pattern. At worst, it constitutes urban sprawl which is contrary to the objectives in Metro 2040 RGS.
2. The Amendment, as proposed, will require the extension of regional services into south east Surrey. Regional planning projections and analysis demonstrates there is sufficient land within the UCB to accommodate future growth, including industrial growth, for the coming decades.
3. The Amendment will require significant upgrading of roads, particularly south of 16 Avenue. There will be pressure to increase and expand transit service beyond what is contemplated in the TransLink Investment Plan. This creates challenges from a transit service design and fare recovery perspective, especially as South Campbell Heights is in a relatively isolated outlying location with limited street connectivity.
4. There is no need to extend the UCB as there may be sites closer to central Surrey within the UCB better able to accommodate industrial jobs.

5. The environmental impacts resulting from the development of South Campbell Heights are unknown. These need to be identified before the lands are designated industrial, mixed employment or otherwise. The proposed designation of 55.52 hectares to Conservation and Recreation provides no comfort against the potentially devastating impact to groundwater resulting from the industrial development of South Campbell Heights.

White Rock recommends that Bylaw 1328, 2021 be defeated. Surrey is encouraged to identify sites within the UCB which may be better suited to industrial development than South Campbell Heights.

Sincerely,

A handwritten signature in black ink, appearing to read "Darryl Walker". The signature is fluid and cursive, with the first name "Darryl" being more prominent than the last name "Walker".

Darryl Walker, Mayor

cc: Member Municipalities

**Subject:** FW: BC Hydro Community ReGreening Program Update

FILE NO. 0510-01

**From:** Locicero, Sabrina

**Sent:** Monday, January 17, 2022 3:19 PM

**Subject:** BC Hydro Community ReGreening Program Update



Dear Mayor and Council,

**Re: BC Hydro Community ReGreening Program Update**

BC Hydro is proud to assist local governments through our Community ReGreening Program which supports the planting of trees and other vegetation that help enhance ecological networks across the province. The Program also helps to ensure the right trees are planted near our power lines.

Our ReGreening grants fund small-scale community planting projects and are open to all municipal and Indigenous Nations' governments within BC Hydro's service area.

The Program was recently updated to include:

- A new online application process administered directly by BC Hydro\*
- An expanded scope to fund a wider variety of projects
  - Street or park trees that don't interfere with electrical equipment
  - Trees and other vegetation for habitat restoration or enhancement
  - Plants for pollinator gardens
  - Plants of cultural significance to Indigenous Nations (qualifying plants are at the discretion of the applying Nation, so long as plants' mature height meet our requirements if planted in proximity to power lines)

*\*If you are a recipient of a 2021 BC Hydro ReGreening grant through Tree Canada, please complete your final report and submit it to Tree Canada.*

All new applications for 2022 ReGreening grants should be submitted directly to BC Hydro and are now being accepted through our online form. The deadline to apply for a 2022 ReGreening grant is **January 31, 2022**. All applicants will be notified of funding decisions in March 2022.

The online application and additional details regarding the Program, including evaluation criteria, can be found at: [www.bchydro.com/regreening](http://www.bchydro.com/regreening).

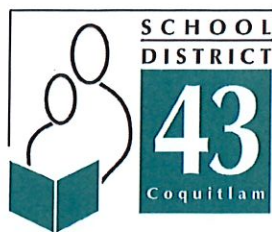
Regards,  
Sabrina

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**Sabrina Locicero** | Community Relations Manager, Lower Mainland  
BC Hydro  
333 Dunsmuir, 15th floor  
Vancouver, BC V6B 5R3

[bchydro.com](http://bchydro.com)

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October 28, 2021

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Lisa Park

Christine Pollock

Keith Watkins

Craig Woods

**Re: Mental Health Task Force**

Dear Mayors, Councillors, and Community Partners,

As you may be aware through prior correspondence, there has been significant conversation about exploring strategies for multi-tiered mental health supports by the School District 43 (SD43) Board of Education. The impacts of the pandemic, including virtual learning, cancellation of sporting activities and the arts for children and youth, have furthered the need to develop a more aligned, community-based, system-wide, mental health approach to support our students, staff, and families. We hear daily about the difficulties for students accessing valuable and appropriate mental health interventions. It is imperative that all of us work together to improve our understanding of the issues, determine what solutions may be available, and define how we can participate in providing those solutions. As this is a province-wide challenge, the Ministry of Education has recently adopted a [Mental Health in Schools Strategy](#). The provincial strategy will create a foundation for the Mental Health Task Force.

We are inviting you to participate in a Mental Health Task Force by appointing one elected official and one staff advisor, if applicable, to join the school district in undertaking to address this community challenge. We are hoping to leverage the synergy developed via the Child Care Task Force as a model to embark on a journey towards addressing this challenge.

At the October 26, 2021, Public Board Meeting, the Board of Education adopted the terms of reference for this task force (enclosed). Our intent is that at the first meeting, the task force would review the terms of reference and chart a specific course of action. Further, we would like to begin this work as quickly as possible. Therefore, upon receiving the appointees from the member organizations, SD43 will establish a meeting date, which will be circulated to the task force membership.

We are hoping that this collaborative approach to finding solutions to the challenges of mental health supports for our communities will provide a lasting benefit to all the citizens we serve.

We look forward to hearing from you at your earliest opportunity.

Yours truly,

**SCHOOL DISTRICT NO. 43 (COQUITLAM) BOARD OF EDUCATION**



Kerri Palmer Isaak  
Chair, Board of Education

cc: Board of Education  
Patricia Gartland, Superintendent of Schools/CEO  
Chris Nicolls, Secretary-Treasurer/CFO  
Mohammed Azim, Secretary-Treasurer (designate)