



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA
Village Hall
June 17, 2024
7:00 PM**



*This meeting is live streamed and recorded by the Village of Belcarra
To view the meeting click: [Village of Belcarra - YouTube](#)*

Note: This agenda is also posted on the Village's website at www.belcarra.ca

The purpose of a Council meeting is to enact powers given to Council by using bylaws or resolutions. This is the venue for debate of issues before voting on a bylaw or resolution.

We wish to acknowledge that this meeting is taking place on the unceded territory of the Coast Salish Peoples. Tum-Tumay-Whueton, or Belcarra, is home to an ancestral village of the Tsleil-Waututh Nation. We are thankful to conduct our work within their territory.

COUNCIL

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Joe Elworthy
Councillor Janet Ruzycki
Councillor Liisa Wilder

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, June 3, 2024

Recommendation:

That the minutes of the Special Council Meeting held June 3, 2024 be adopted.

3.2 Regular Council Meeting, June 3, 2024

Recommendation:

That the minutes from the Regular Council Meeting held June 3, 2024 be adopted

4. PUBLIC INPUT (15 minutes)

A period of fifteen (15) minutes will be made available on each Regular Council Meeting Agenda for members of the public to make submissions to Council. Any person wishing to speak during Public Input Period must so indicate by raising their hand. Each person will be permitted 2 minutes to comment on items presented on the agenda. A second opportunity to speak is permitted when all other interested parties have had an opportunity to provide their comments. Comments must be directed to the Chair of the meeting and not to individual members of Council. Public Input Period is a venue for submissions in the form of statements. Questions can be directed to Question Period at the end of the agenda.

5. DELEGATIONS**6. ITEMS ON CONSENT AGENDA**

Council may adopt in one motion all recommendations appearing on the Consent Agenda, or prior to the question on the vote, any Council member may request that an item be removed from the Consent Agenda and placed in Section 7 for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.

6.1 Correspondence

6.1.1 Mayor Kermit Dahl, City of Campbell River, letter dated May 28, 2024 expressing concern with the Provincial Government's recent management of forest practices.

6.1.2 Michael Ohnemus, Manager, Transit Network Management, Transportation Planning & Policy Division, email dated June 5, 2024 providing information on TransLink's summer seasonal changes.

6.1.3 George V Harvie, Chair, Metro Vancouver Board, letter dated June 10, 2024 regarding the 2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver.
See link below:

["2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver"](#)

6.1.4 George V. Harvie, Chair, Metro Vancouver Board, letter dated June 10, 2024 regarding a 2020 Update on the tree canopy cover and impervious surface within *Metro 2050's* Urban Containment Boundary.

6.1.5 George V. Harvie, Chair, Metro Vancouver Board, letter dated June 11, 2024 regarding Metro Vancouver Tree Regulation Toolkit. *See link below:*

["Metro Vancouver Tree Regulation Toolkit – Second Edition" dated March 2024](#)

6.2 Reports**6.3 Recommendation to Receive Items on Consent**

That the items on the Consent Agenda of the June 17, 2024 Village of Belcarra Regular Council Meeting be received into the record.

7. ITEMS REMOVED FROM THE CONSENT AGENDA**8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)****9. UNFINISHED BUSINESS****10. STAFF REPORTS**

- 10.1** Paula Richardson, Chief Administrative Officer staff report dated June 17, 2024 regarding consent to replacement of Recreational Waterfront Licence Agreement No. BEL 116-00336F-001 with BEL No. 116-00336F-005 and Highway Encroachment Agreement Fronting Marine Avenue adjacent to 3411 Senkler Road and 3431 Senkler Road.

Recommendation:

1. That the Mayor and Chief Administrative Officer be authorized to execute Recreational Waterfront Licence Agreement No. BEL116-00336F-005 between the Vancouver Fraser Port Authority, and Paul & Karen Margaret Degraaf with the Village of Belcarra as Consenting Party, for a waterlot fronting Marine Avenue, adjacent to PID 001-997-874 (3411 Senkler Road) reflecting a change to add upland property PID 001-997-882 (3431 Senkler Road); and
2. That the issuance of a Highway Encroachment Agreement to Paul & Karen Margaret Degraaf authorizing permission to encroach, occupy and maintain a tram on municipal lands fronting property located at Marine Avenue adjacent to PID 001-997-882 (3431 Senkler Road), be approved; and further
3. That the Mayor and Chief Administrative Officer be authorized to execute a Highway Encroachment Agreement for a ten year term beginning on the date of execution subject to the approval of a building permit and inspection of a tram encroaching on Village of Belcarra property adjacent to PID 001-997-882 (3431 Senkler Road).

- 10.2** Amanda Seibert, Corporate Officer, staff report dated June 17, 2024 regarding the 2023 Annual Report for the Village of Belcarra

Recommendation:

That the 2023 Annual Report be received as required by the *Community Charter*

[Click here to view the full 2023 Annual Report](#)

11. BYLAWS

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

From the Closed Council Meeting of June 3, 2024

Item 4.1 Release of information in relation to the Sasamat Volunteer Fire Department

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- Belcarra Day – June 9, 2024
- TWN Burrard Inlet Eelgrass Symposium – June 10
- TransLink Joint ECP and Board Recruitment Committee Meeting - June 12
- Mayors' Council Public Affairs & Governance Committee - June 12
- Metro Vancouver Climate Action Committee Meeting - June 13
- National Indigenous Day – June 21
- Congratulations to all the Belcarra Graduates of 2024

13.1. CHIEF ADMINISTRATIVE OFFICER REPORT

14. OTHER MATTERS DEEMED EXPEDIENT

15. NOTICES OF MOTIONS AND MATTERS FOR INTRODUCTION AT FUTURE MEETINGS

16. PUBLIC QUESTION PERIOD

The public is invited to ask questions of Council regarding any item pertaining to Village business. A person wishing to make a submission will be limited to two (2) minutes and the submission must be in the form of a question. A second opportunity to ask a follow up or new question is permitted if no one else is waiting to participate. Questions, including follow up questions, must be directed to the Chair of the meeting and not to individual members of Council or staff. If a question(s) to staff arises during Public Question Period, the question(s) must be addressed to the Chair and the Chair can request clarification from staff.

The total session is limited to 20 minutes and will be completed by 11:00 pm unless extended with approval of Council through an affirmative vote.

18. ADJOURNMENT



VILLAGE OF BELCARRA
SPECIAL COUNCIL MEETING MINUTES
June 3, 2024



This meeting was held in Council Chambers

Council in Attendance

Mayor Jamie Ross
 Councillor Carolina Clark
 Councillor Joe Elworthy
 Councillor Janet Ruzycki
 Councillor Liisa Wilder

Staff in Attendance

Paula Richardson, Chief Administrative Officer
 Amanda Seibert, Corporate Officer/Recording Secretary

Others in Attendance

Ken Bjorgaard, Financial Consultant

We wish to acknowledge that this meeting took place on the unceded territory of the Coast Salish peoples. Tum-Tumay-Whueton, or Belcarra, is home to an ancestral village of the Tsleil-Waututh Nation. We are thankful to conduct our work within their territory.

1. CALL TO ORDER

The meeting was called to order at 4:49 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, June 3, 2024

Moved by: Councillor Ruzycki
 Seconded by: Councillor Elworthy

That the agenda for the Special Council Meeting of June 3, 2024 be approved.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Clark
 Seconded by: Councillor Elworthy

That the June 3, 2024 special meeting of Council be closed pursuant to Sections 90(1) and 90(2) of the *Community Charter* as the subject matter being considered relates to the following:

Section 90(1)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Section 90(1)(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.

CARRIED

4. ADJOURNMENT

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the June 3, 2024 Special Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 5:01 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
June 3, 2024**



This meeting was held in Council Chambers and live streamed at
[Village of Belcarra - YouTube](https://www.youtube.com/watch?v=...)

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Joe Elworthy
Councillor Janet Ruzycki
Councillor Liisa Wilder

Staff in Attendance

Paula Richardson, Chief Administrative Officer
Stewart Novak, Public Works & Emergency Preparedness Coordinator
Amanda Seibert, Corporate Officer/Recording Secretary
Jane Dreier, Clerk

Others in Attendance

Ken Bjorgaard, Financial Consultant
Phil Chapman, Chapman Planning & Consulting
Fraser Smith, P.Eng.

We wish to acknowledge that this meeting took place on the unceded territory of the Coast Salish peoples. Tum-Tumay-Whueton, or Belcarra, is home to an ancestral village of the Tsleil-Waututh Nation. We are thankful to conduct our work within their territory.

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, June 3, 2024

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the agenda for the Regular Council Meeting of June 3, 2024 be amended to deal with Item 10.3 prior to Item 10.1; and further

That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, May 21, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the minutes from the Special Council Meeting held on May 21, 2024 be adopted.

CARRIED

3.2 Regular Council Meeting, May 21, 2024

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the minutes from the Regular Council Meeting held on May 21, 2024 be adopted.

CARRIED

4. PUBLIC INPUT

The Chief Administration Officer reminded residents that any comments pertaining to the April 8, 2024 Public Hearing item will not be accepted. He called for speakers three times.

There were no speakers for Public Input.

5. DELEGATIONS AND PRESENTATIONS

No items

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

6.1.1 Superintendent Darren Carr Officer in Charge, Coquitlam Detachment RCMP, letter of introduction from the new Officer in Charge of the Coquitlam Detachment RCMP.

6.1.2 Superintendent Darren Carr, OIC – Coquitlam RCMP, letter dated May 15, 2024 providing information on the 2024 Law Enforcement Torch Run for Special Olympics. *A link to the event will be added to the Village's website.*

6.1.3 Jennifer Whitside, Minister, Ministry of Mental Health & Addictions, copy of a letter dated May 14, 2024 to Mayor Richard Stewart, City of Coquitlam providing information on the Safer Communities Action Plan and Peer Assisted Care Teams (PACT).

6.1.4 Douglas Holmes, Chief Administrative Officer, Regional District of Nanaimo, email correspondence dated May 17, 2024 providing information on discussion on a proposed reform/rewrite of the *Local Government Act*.

6.1.5 John Wolff, Chair, Coquitlam Foundation; Dawn Becker, Chair, Port Coquitlam Community Foundation and Robert Simons, President, Chair, Port Moody Foundation, letter dated May 24, 2024 providing information on the Community Prosperity Fund.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Wilder

Seconded by: Councillor Elworthy

That the items on the Consent Agenda of the June 3, 2024 Village of Belcarra Regular Council Meeting be received into the record.

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA

No items

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)**8.1 Pride Month June 2024**

June is Pride Month and across the world there are celebrations and commemorations to celebrate the progress made towards a more inclusive society and to recognize all who identify as LGBTQ+ and their community.

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That June 2024 be declared as Pride Month in the Village of Belcarra.

CARRIED

9. UNFINISHED BUSINESS

Note: The motion on the floor as Item 9.1.2 was deferred from the April 22, 2024 Council Meeting. The staff report dated April 22, 2024 is attached for reference. Council deferred the motion to give second and third reading to Bylaw No. 621, 2024. Although the deferral referred to second and third readings, the entire motion as originally presented is on the table. An additional motion was made directing staff to provide further information on options for an access road to Farrer Cove and a report is provided as part of Item 9.1.1 with that information.

The Chief Administration Officer advised on the BC Law stipulating that Council members must not receive any new information after the close of a public hearing. She also advised that staff as well as consultants can present follow-up information to respond to issues raised at a public hearing.

9.1.1 Paula Richardson, Chief Administrative Officer, staff report dated June 3, 2024 regarding Official Community Plan Deferral on April 22, 2024 and introducing a report written by consultant Fraser Smith, P. Eng., MBA regarding options for an access road to Farrer Cove.

The Chief Administrative Officer reviewed the staff report. She introduced Fraser Smith, a consultant retained to provide options on Farrer Cove road access in response to a Council motion made at the April 22, 2024 Council meeting.

The consultant reviewed the report. He outlined options for an access road to Farrer Cove, including funding and reviewed constraints such a project would encounter.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

That the staff report dated June 3, 2024 titled “Farrer Cove Access Road Options – Official Community Plan Deferral on April 22, 2024” be received into the record for information.

CARRIED

- 9.1.2** Motion deferred from the April 22, 2024 Council Meeting from a report by Paula Richardson, Chief Administrative Officer requesting second and third reading for Official Community Plan Bylaw No. 621, 2024

MAIN MOTION (as deferred):

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That the consultation requirements under Section 475 of the *Local Government Act* in relation to the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 have been considered specifically with:

- i. **The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;**
 - ii. **The Board of any Regional District that is adjacent to the area covered by the plan;**
 - iii. **The Council of any municipality that is adjacent to the area covered by the plan;**
 - iv. **First Nations;**
 - v. **Boards of Education, Greater Boards and Improvements Districts Board; and**
 - vi. **The Provincial and Federal Governments and their agencies; and**
2. **That extensive consultation with all affected parties during the two years of preparation of the draft Official Community Plan Bylaw No. 621, 2024 is sufficient for the purpose of consultation under Section 475 of the *Local Government Act*; and**
 3. **That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be considered in conjunction with the Village of Belcarra Financial Plan and Waste Management Plan; and**
 4. **That it be confirmed that Village of Belcarra Official Community Plan Bylaw No. 621, 2024 is consistent with the Village of Belcarra Financial Plan and Waste Management Plan; and**
 5. **That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be read a second time as amended and a third time; and further**
 6. **That the Regional Context Statement contained in Schedule A of the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be submitted to the Metro Vancouver Regional Board for acceptance.**

MOTION TO AMEND

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That second reading of the OCP be amended to have all context within Schedule A attached to Bylaw No. 621, 2024 referring to the road to Farrer Cove termed “access road”.

MOTION TO AMEND THE AMENDMENT

Moved by: Councillor Elworthy
Seconded by: Mayor Ross

That the text ‘access road’ in the amendment to second reading of the Official Community Plan Bylaw be revised to the text ‘limited access by agreement’

AMENDMENT CARRIED

Councillor Clark, Councillor Ruzycki voted in opposition

The Mayor called the question on the main motion as amended.

CARRIED

Councillor Ruzycki voted in opposition

MAIN MOTION AS AMENDED

That the consultation requirements under Section 475 of the *Local Government Act* in relation to the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 have been considered specifically with:

- i. **The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;**
 - ii. **The Board of any Regional District that is adjacent to the area covered by the plan;**
 - iii. **The Council of any municipality that is adjacent to the area covered by the plan;**
 - iv. **First Nations;**
 - v. **Boards of Education, Greater Boards and Improvements Districts Board; and**
 - vi. **The Provincial and Federal Governments and their agencies; and**
2. **That extensive consultation with all affected parties during the two years of preparation of the draft Official Community Plan Bylaw No. 621, 2024 is sufficient for the purpose of consultation under Section 475 of the *Local Government Act*; and**
 3. **That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be considered in conjunction with the Village of Belcarra Financial Plan and Waste Management Plan; and**

4. That it be confirmed that Village of Belcarra Official Community Plan Bylaw No. 621, 2024 is consistent with the Village of Belcarra Financial Plan and Waste Management Plan; and
5. That second reading of Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be amended to have all context within Schedule A attached to Bylaw No. 621, 2024 referring to the road to Farrer Cove termed 'limited access by agreement' and that Bylaw No. 621, 2024 be read a second and third time as amended; and further
6. That the Regional Context Statement contained in Schedule A of the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be submitted to the Metro Vancouver Regional Board for acceptance.

10. STAFF REPORTS

Note: Items 10.1 and 10.2 were dealt with following Item 10.3

- 10.1** Ken Bjorgaard, Financial Consultant, report dated June 3, 2024 regarding grant applications & funding

The Financial Consultant reviewed the report. He highlights some of the grants which have been approved and received by the Village.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the report dated June 3, 2024 titled "Grant Applications & Funding", be received into the record for information.

CARRIED

- 10.2** Paula Richardson, Chief Administrative Officer, staff report regarding the 2023 Statement of Financial Information (SOFI)

The Chief Administrative Officer reviewed the staff report. She advised on the requirement to provide the SOFI report to the Ministry of Municipal Affairs at the end of June.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzyski

That the Village of Belcarra's 2023 Statement of Financial Information (SOFI) report be approved; and

That the Mayor and Chief Administrative Officer be authorized to sign off on the applicable statements within the SOFI report.

CARRIED

Note: Item 10.3 was dealt with prior to Item 10.1

- 10.3** Paula Richardson, Chief Administrative Officer, report dated June 3, 2024 introducing a report written by consultant Fraser Smith, P. Eng, MBA regarding the applicability of development cost charges and amenity cost charges for the Village of Belcarra.

The Chief Administrative Officer introduced the report. The consultant reviewed the report. He advised that DCC's and ACC's are not applicable for the Village of Belcarra currently and outlined other methods of sourcing for financing.

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the staff report dated June 3, 2024 titled "New Provincial Housing Legislation – Next Steps Update, Bill 46 – Development Financing Tools – Development Cost Charges and New Amenity Cost Charges" be received into the record for information.

CARRIED

10.4 Water Quality Report 2023

Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated June 3, 2024 providing the yearly information on water quality in the Village of Belcarra.

The Public Works and Emergency Preparedness Coordinator reviewed the staff report. He highlighted the number of connections, the amount of water utilized in 2023 and work done on infrastructure involved with the water supply.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the 2023 Drinking Water Quality Annual Report be received into the record for information and be forwarded to the Fraser Health Authority for review and comment.

CARRIED

11. BYLAWS

11.1 Village of Belcarra Business Licence Bylaw No. 227, 1995, Amendment Bylaw No. 628, 2024

A bylaw to amend fines for offences related to Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B).

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That Village of Belcarra Business Licence Bylaw No. 227, 1995 Amendment Bylaw No. 628, 2024 be adopted.

CARRIED

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- Electoral Area Committee – May 22
- Greater Vancouver Board of Trade Transportation Forum, Pan Pacific – May 23
- FireSmart Hands on Workshop – Metro Vancouver & Sasamat Volunteer Fire Department – təmtəmíxwtən/Belcarra Park – May 25
- TransLink Mayors' Council – May 30
- Metro Vancouver Board – May 31

Councillor Reports

Councillor Ruzycki attended the Fire Smart Training. She commented that the session was well done and was very well attended.

Councillor Wilder attended the 17th Annual Polish Cultural Event on May 26 on behalf of Mayor Ross. She commented that the event was very well organized and was very successful.

Councillor Elworthy attended a meeting of the Tri-Cities Food Council. He advised that work was being carried on the development of terms of reference and encouraged participation by persons in the community who have a passion for food and food waste.

Mayor Ross reminded all that June 6th is D-Day and commented that many persons who served overseas on that day did not return home.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer advised that the Village has posted a notice of intention providing information on the upcoming Annual Report. She also advised that the Sasamat Volunteer Fire Department has extended the deadline for receipt of applications for their bursary to August 7, 2024 and that a link to the Sasamat Volunteer Fire Department has been posted on the Village's website.

The Chief Administrative Officer thanked all of the Official Community Plan Review Committee and Phil Chapman for the work done on the OCP. She reminded residents that Sunday, June 9 is Belcarra Day and encouraged all to attend.

14. OTHER MATTERS DEEMED EXPEDIENT

No items

15. NOTICES OF MOTION AND MATTERS FOR INTRODUCTION AT FUTURE MEETINGS

No items

16. PUBLIC QUESTION PERIOD

The CAO reminded residents that any comments pertaining to the April 8, 2024 Public Hearing item will not be accepted.

The public is invited to ask questions of Council regarding any item pertaining to Village business. A person wishing to make a submission will be limited to two (2) minutes and the submission must be in the form of a question. A second opportunity to ask a follow up or new question is permitted if no one else is waiting to participate. Questions, including follow up questions, must be directed to the Chair of the meeting and not to individual members of Council or staff. If a question(s) to staff arises during Public Question Period, the question(s) must be addressed to the Chair and the Chair can request clarification from staff.

The total session is limited to 20 minutes and will be completed by 11:00 pm unless extended with approval of Council through an affirmative vote.

Sy Rogers, Belcarra resident, referred to a zoning application from Evangelical Laymen's Church (ELC). He asked whether Council has received any information.

The Chief Administrative Officer advised on the status of the application.

Sy Rogers, Belcarra resident, referred to a Temporary Use Permit (TUP) for the ELC and asked if the permit expired in October.

The Chief Administrative Officer confirmed that the TUP will expire in October and that the ELC will be required to apply for an extension.

Brian Hirsch, Belcarra resident, posed a question via email. He referred to Page 60, Section 4: Schedule of Remuneration & Expenses and asked whether there should be an additional column to include Benefits instead of stating them in Section 6 – Municipal Pension Plan, Pacific Blue Cross, Receiver General which would provide a more comprehensive report on employee and municipal employee costs.

The Financial Consultant advised on the report and the manner in which numbers are recorded. He stated that the information provided is line with the Financial Information Act regulations. He outlined the definition of remuneration.

Jim Chisholm, Belcarra resident, asked when Council planned to renegotiate the loss of the foreshore leases on Bedwell Bay with the Port and the Tsleil-Waututh Nation.

The Chief Administration Officer advised that this question will have to be put forward to the Port Authority.

Sy Rogers, Belcarra resident, queried at which point residents will be able to discuss the Official Community Plan with Council.

The Chief Administrative Officer advised that the Official Community Plan can be discussed following adoption of the bylaw by Council.

The Planner advised on the timing of the adoption of the OCP in that it will have to go to Metro Vancouver staff for review and then to the Metro Vancouver Board for approval after which the document will be returned to Council for adoption.

17. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the June 3, 2024 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 9:33 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



City of Campbell River
From the Office of the Mayor

May 28, 2024

The Honorable Bruce Ralston
Minister of Forests
Room 138 Parliament Buildings
Victoria, BC V8V 1X4

Via email: FLNR.Minister@gov.bc.ca

Dear Minister Ralston,

I am writing to express my deep concern regarding the provincial government's recent management of forest practices, which are having severe repercussions on local communities and the broader provincial economy. As you may be aware, two weeks ago, Canfor Corporation announced its decision to close a sawmill in Bear Lake, curtail production at a pulp mill in Prince George, and suspend plans for a new mill in Houston, BC. This announcement has sent shockwaves through these three BC communities, resulting in hundreds of job losses that that support families and sustain local economies.

The forest sector in BC is facing significant challenges, compounded by uncertainties surrounding fibre supply and the BC Government's Forest policies and directives. Our forests have supported communities and families for generations, and it is essential to maintain this legacy.

According to the BC Council of Forest Industries' 2024 report, the forest industry in BC supports approximately 100,000 jobs across the province. The industry contributes \$17.4 billion in value-added activity, with significant portions derived from forestry, logging supported activities, wood products manufacturing, and pulp and paper manufacturing. Additionally, the sector generates approximately \$9.1 billion in labour income and contributes \$6.6 billion in government revenue, benefitting provincial, federal and municipal levels.

This decline in the forest sector is not just a statistic; it represents a real crisis affecting people and communities. It is imperative that all levels of government take immediate and decisive action to protect good forestry jobs and ensure a sustainable future for this vital industry.

Without significant change, announcements like the one Canfor made two weeks ago will become more frequent, affecting communities across BC, including Campbell River. It is vital that we prioritize the health and sustainability of our forest sector to protect our communities, families, and the economy. I urge you to consider the far-reaching impacts of current forest management practices and to work

collaboratively with industry stakeholders to develop policies that support the long-term viability of BC's Forest sector.

Sincerely,

A handwritten signature in blue ink, appearing to read 'KD' followed by a large, stylized loop.

Kermit Dahl
Mayor

From: Fung, Linda <Linda.Fung@translink.ca> **On Behalf Of** Ohnemus, Michael
Sent: Wednesday, June 5, 2024 12:31 PM
To: Paula Richardson <prichardson@belcarra.ca>; Stewart Novak <snovak@belcarra.ca>
Subject: TransLink Summer Service Changes

Starting June 24, 2024, TransLink is implementing summer seasonal changes on 11 routes across the region to improve access and convenience to popular seasonal destinations.

TransLink is also bringing back the 900 Bike Bus for summer 2024 to better connect cyclists with ferry sailings to Swartz Bay, Duke Point, and the Southern Gulf Islands.

- This year, we've added another interior rack on each Bike Bus, increasing the capacity for bikes on each bus from nine to 10.
- The Bike Bus will run on Fridays, weekends, and holidays from June 28 to September 2 (Labour Day), 2024 from 8 a.m. to 11 p.m.

Details of Service Changes in Belcarra:

We are returning to summer seasonal service to increase access to popular summer destinations on the following route affecting Belcarra:

- 150 White Pine Beach/Coquitlam Central Station

Find the most up to date information about service changes [here](#). This website will be updated on June 10 with our Summer Service Changes.

We will continue monitoring ridership levels across the region to ensure service is provided where it is needed most as more and more people choose transit.

If you have any questions, please feel free to reach out. Our Government Relations team will be informing the Mayor and Council of these service changes on Thursday.

Warm regards,

Michael

MICHAEL OHNEMUS (he/him/his)
Manager
Transit Network Management
Transportation Planning & Policy Division
T: 778.375.6651 | translink.ca

TransLink
400-287 Nelson's Court, New Westminster, BC, V3L 0E7, Canada





June 10, 2024



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

File: CR-12-01
Ref: RD 2024 04 26

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

Dear Mayor Jamie Ross and Council:

2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver

Metro Vancouver has updated the *Survey of Licensed Child Care Spaces and Policies in Metro Vancouver* (Survey). The *Survey of Licensed Child Care Spaces and Policies in Metro Vancouver* is updated every few years as a resource for local government planners and policy makers. The 2023 update supports the implementation of policy actions in *Metro 2050* regarding the creation of child care spaces as an important component of complete communities.

At its April 26, 2024 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

That the MVRD Board:

- a) *receive for information the report dated March 15, 2024, titled, "2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver"; and*
- b) *forward the "2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver" and its attachment to member jurisdictions for information with an offer for Council presentations upon request.*

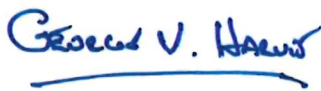
The 2023 Survey expands on the 2019 iteration by establishing a Peer Review Group. This group played a crucial role in helping to inform and guide the project; they ensured the accuracy and comprehensiveness of the data, which allowed for a more robust view to be captured and a better understanding of current child care planning challenges in the region. The 2023 Survey includes a current inventory of the total number of child care spaces in the region, and notes that there was a substantial increase in child care spaces in the region between 2019 and 2023. The positive results are likely directly related to: the significant increase in funding provided from the provincial and federal governments under the ChildCareBC strategy; the notable increase of stand-alone child care

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strategies in local governments across the region; and other regulatory tools such as zoning and financial incentives.

We are pleased to provide you with a copy of the attached *2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver* and accompanying staff report for your information. If your Council would like to receive a presentation from Metro Vancouver staff about the Survey, please contact James Stiver, Division Manager, Regional Land Use Policy & Planning, by phone at 778-452-4698 or by email at james.stiver@metrovancover.org.

Yours sincerely,



George V. Harvie
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Paula Richardson, Chief Administrative Officer, Village of Belcarra
Jerry W. Dobrovlny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver

Encl: Metro Vancouver Board report dated March 15, 2024, titled "2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver"

67595309



To: Regional Planning Committee

From: Stefanie Ekeli, Regional Planner, Regional Planning and Housing Services

Date: March, 15, 2024

Meeting Date: April 5, 2024

Subject: **2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver**

RECOMMENDATION

That the MVRD Board:

- a) receive for information the report dated March 15, 2024, titled, “2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver”; and
 - b) forward the “2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver” and its attachment to member jurisdictions for information with an offer for Council presentations upon request.
-

EXECUTIVE SUMMARY

The 2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver found that there has been a substantial increase in child care spaces in the region, from 18.6 spaces per 100 children under 12 in 2019 to 25.1 in 2023. This is a 35 percent increase. The positive results are likely directly related to the significant increase in funding provided from the Provincial and Federal Governments under the ChildCareBC strategy, the notable increase of stand-alone child care strategies in local governments across the region, and other regulatory tools such as zoning and financial incentives. Metro Vancouver updates the Survey every four years. The 2023 update of the Survey reflects the current inventory of the total number of child care spaces in the region. In addition, the municipal mail-out survey that is undertaken in support of the update was expanded to capture a more robust view and a better understanding of the challenges of current child care planning in the region.

PURPOSE

To share the results of the 2023 Survey of Licensed Child Care Spaces in Metro Vancouver with the Regional Planning Committee and MVRD Board to support local government planning for child care.

BACKGROUND

The Survey of Licensed Child Care Spaces and Policies in Metro Vancouver is updated every four years. The first two iterations of the Survey were published by Metro Vancouver in 2011 and subsequently updated and released in 2015 and 2019 (References 1,2, and 3). The 2023 Survey update expands on the 2019 iteration by establishing a Peer Review Group to help inform and guide the project, and to ensure data accuracy and comprehensiveness in capturing a more robust view and a better understanding of the challenges of current child care planning in the region (Attachment 1). The 2023 Survey expands analysis to include an assessment on the number of child care spaces per 100 children for the three Group Child Care licence types.

Child Care Planning in British Columbia

In British Columbia, child care planning is a shared responsibility among the BC Government, health authorities, local governments, First Nations, the not-for-profit sector, and the private sector. The role of the BC government has become increasingly important since 2018 with the launch of the ChildCareBC strategy. With this strategy, the Province and the Federal Government have boosted funding for local governments, Indigenous communities, not-for-profit organizations, families, and child care workers to support child care space creation, to make child care more affordable for families, and to increase the recruitment and retention, and enhance wages, of Early Childhood Educators.

Data contained in the 2023 Survey is intended to help support child care planning work, including applications for funding through ChildCareBC, in Metro Vancouver municipalities.

KEY FINDINGS OF THE 2023 SURVEY

The 2023 Survey provides a more robust discussion on the findings of the estimated and projected number of children aged 12 and under, and the number of child care spaces in Metro Vancouver. The following are the key findings:

- The number of children under the age of 12 is expected to continue to grow slightly in the near term by 1.1 percent (from an estimated 323,796 in 2023 to 327,397 in 2028);
- The number of child care spaces in Metro Vancouver grew by 35 percent between 2019 and 2023 (up from 60,970 to 81,264);
- As of 2023, Metro Vancouver has on average 25.1 spaces per 100 children 12 and under, which is an increase of 6.5 spaces per 100 children aged 12 and under from 2019 (35 percent increase, but remains slightly below the 2021 national average of 29 spaces but above the BC average of 21 spaces);
- As of 2023, Metro Vancouver has an average of 13.9 spaces per 100 children aged 0-3 (Group Child Care under 36 months), 38.7 spaces per 100 children aged 3-5 (Group Child Care 30 months to School Age), and 9 spaces per 100 children 5-12 (Group Child Care School Age);
- The survey results show that the major challenges in the provision of child care are mainly:
 - Lack of funding to cover capital operating and maintenance costs and operator lease / rent challenges;
 - Staffing shortages / low wages for child care workers;
 - Insufficient provincial funding to build new spaces; and
 - Persistent demand for new child care spaces;
- 16 respondents support child care through building space (e.g., rent-free, reduced lease, or market lease);
- 16 respondents have staff resources dedicated to child care work and 9 respondents have a dedicated staff person specifically for child care work; and
- 14 of 21 respondents have \$10/day child care facilities within their communities offering affordable child care to families.

MUNICIPAL MAIL-OUT SURVEY RESULTS

Local governments play a key role in enabling an adequate supply of child care spaces. One way that local governments can support the creation of child care spaces could include developing a local child care plan, strategy or bylaw that outlines municipal policies for child care provision. According to the 2023 Municipal Mail-out Survey, 15 of 20 (75 percent) of survey respondents have a stand-alone child care strategy, which is substantially higher than reported in 2019 (8 of 21 respondents, or 38 percent). In addition: 14 of 19 respondents noted addressing child care in Official Community Plans; 7 of 16 respondents address child care in Social Plans; 15 of 21 respondents identify child care as a community amenity; and 4 of 20 survey respondents identified that their local government has a Child Care Bylaw.

Although child care licensing is regulated by the Health Authorities, local governments also play a role in regulating child care through zoning and business licensing. Of the survey respondents, the majority of local governments permit child care in residential, commercial and institutional zones, and approximately half permit child care in industrial zones. The survey results also indicate that local governments often use financial incentives to enhance child care space creation which include the use of municipal grants, property tax exemptions or tax dollars used to support operation and maintenance fees, developer incentives, and the use of municipal building space by child care providers. In some cases, local governments also own child care facilities and/or partner with child care providers for the operation of facilities. The survey results show that the majority of local governments own child care facilities, and roughly half partner with child care providers for their operation.

The results of the Municipal Mail-out Survey signify that local governments have placed a greater emphasis on increasing the number of child care spaces within their communities since the 2019 survey through use of available regulatory tools and financial resources and incentives. While the results from the 2023 Survey show a positive outlook for child care space creation in the region, local governments still face challenges to meet child care needs including lack of funding, staffing shortages / wages, and persistent demand.

ALTERNATIVES

1. That the MVRD Board:
 - a) receive for information the report dated March 15, 2024, titled, "2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver"; and,
 - b) forward the "2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver" and its attachment to member jurisdictions for information with an offer for Council presentations upon request.
2. That the Regional Planning Committee receive for information the report dated March 15, 2024, titled "2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver", and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications to this report. The report was completed as part of the Board approved Regional Planning 2023 work plan.

NEXT STEPS

It is recommended that copies of the 2023 Survey of Licensed Child Care Spaces in Metro Vancouver be forwarded to all member jurisdictions for information. The final report will also be posted on the Metro Vancouver website for download. Staff are available to present the report to Councils upon request.

CONCLUSION

Regional Planning has prepared the *2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver*. The report updates previous child care surveys prepared by Metro Vancouver in 2011, 2015, and 2019. The 2023 Survey found that there has been a substantial increase in child care spaces in the region, from 18.6 spaces per 100 children under 12 in 2019 to 25.1 in 2023, which is a 35 percent increase. This substantial increase can be correlated to the significant increase in funding provided from the Provincial and Federal Governments under the ChildCareBC strategy. The 2023 Survey also found that local governments are taking a range of approaches to facilitate child care provision and operation in their local context but are still facing various challenges associated with the provision of child care. This information is intended to support member jurisdictions and local governments in planning for complete communities and supporting the economy, thereby supporting the implementation of Goals 1 and 2 of *Metro 2050*.

ATTACHMENT

1. 2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver

REFERENCES

1. [A Municipal Survey of Child Care Spaces and Policies in Metro Vancouver, 2011](#)
2. [A Municipal Survey of Child Care Spaces and Policies in Metro Vancouver, 2015](#)
3. [2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver](#)
4. [ChildCareBC, Province of British Columbia](#)



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

June 10, 2024

File: CR-12-01
Ref: RD 2024 04 26

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

Dear Mayor Jamie Ross and Council:

Tree Canopy Cover and Impervious Surface – 2020 Update

At its April 26, 2024 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

That the MVRD Board:

- a) receive for information the report dated March 15, 2024 titled "Tree Canopy Cover and Impervious Surface – 2020 Update"; and*
- b) share the findings and datasets with member jurisdictions with an offer of a staff presentation to Council upon request.*

Metro 2050 requires Metro Vancouver to regularly collect and update tree canopy cover and impervious surface data and share it with member jurisdictions. The attached staff report presents the latest figures for regional tree canopy cover, impervious surface, and potential planting area. The full datasets are available on the Metro Vancouver Open Data Portal. The datasets have been updated with the most recent regional remote sensing data from 2020 and have been compared to measurements taken in 2014.

In 2020, impervious surface covered 54 per cent of lands within *Metro 2050's* Urban Containment Boundary (a four per cent increase since 2014), and tree canopy covered 31 per cent of lands representing (a one per cent decrease over the same period). Tree canopy cover loss and the increase in imperviousness are primarily associated with the continuing urbanization of the region. Growth and intensification pressures, as well as implementation of the new provincial housing legislation allowing greater intensification of urban residential areas, will likely lead to further tree canopy cover loss and impervious surface in urban areas increases over time.

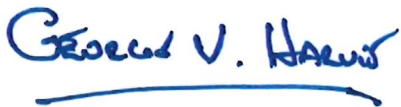
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Metro 2050 includes a regional target to increase the total regional tree canopy cover within the Urban Containment Boundary to 40 per cent by the year 2050. It is possible to offset the reported losses and increase tree canopy cover with the implementation of progressive tree retention and urban forest expansion strategies and efforts. Mayor and Council will also receive a separate letter regarding a related report about updates to the *Metro Vancouver Tree Regulations Toolkit* (Toolkit), which was also recently received by the Metro Vancouver Board. The Toolkit provides new and updated information about land use-related options that can be used to support tree canopy cover retention and enhancement.

We are pleased to provide you with a copy of attached “Tree Canopy Cover and Impervious Surface - 2020 Update” report and accompanying staff report for your information. We look forward to continuing to collaborate with you on urban forestry efforts across the region.

If your Council would like to receive a presentation from Metro Vancouver staff about the “Tree Canopy Cover and Impervious Surface 2020 Update” report, please contact James Stiver, Division Manager, Regional Land Use Policy & Planning, by phone at 778-452-4698 or by email at james.stiver@metrovancouver.org.

Yours sincerely,



George V. Harvie
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Paula Richardson, Chief Administrative Officer, Village of Belcarra
Jerry W. Dobrovolsky, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver

Encl: Metro Vancouver Board report dated March 15, 2024, titled “Tree Canopy Cover and Impervious Surface – 2020 Update”.

67603212

To: Regional Planning Committee

From: Laurie Bates-Frymel, Senior Planner, and Agatha Czekajlo, Senior Policy and Planning Analyst, Regional Planning and Housing Services

Date: March 15, 2024 Meeting Date: April 5, 2024

Subject: **Tree Canopy Cover and Impervious Surface – 2020 Update**

RECOMMENDATION

That the MVRD Board:

- a) receive for information the report dated March 15, 2024 titled “Tree Canopy Cover and Impervious Surface – 2020 Update”; and
 - b) share the findings and datasets with member jurisdictions with an offer of a staff presentation to Council upon request.
-

EXECUTIVE SUMMARY

In 2020, impervious surface covered 54 percent of lands within Metro 2050’s Urban Containment Boundary. This represents an increase of 4 percent since 2014, with most jurisdictions seeing an increase in imperviousness. In 2020, tree canopy covered 31 percent of lands within the Urban Containment Boundary. This represents a decrease of 1 percent since 2014, with the majority of jurisdictions experiencing loss, primarily associated with greenfield development and densifying urban areas. Increased growth and intensification pressures, as well as implementation of the new provincial housing legislation allowing greater intensification of urban lots, will likely lead to further tree canopy cover losses and impervious surface increases. However, with the implementation of progressive tree retention and urban forest expansion strategies, it is possible to offset these losses.

With the adoption of *Metro 2050*, a regional target was introduced to increase the total regional tree canopy cover within the Urban Containment Boundary to 40 percent by the year 2050. *Metro 2050* also includes an action for Metro Vancouver to collect tree canopy cover and impervious surface data and share it with member jurisdictions. Regional tree canopy cover, impervious surface, and potential planting area datasets have been updated based on the most recent regional data from 2020 and compared with measurements taken in 2014.

PURPOSE

To provide the Regional Planning Committee and MVRD Board with the latest data update on the status of tree canopy cover and impervious surface across the urban part of the region.

BACKGROUND

Adopted by the MVRD Board in February 2023, *Metro 2050* commits Metro Vancouver to collect and maintain tree canopy cover and imperviousness data, and to share these datasets with member jurisdictions. *Metro 2050* also includes a regional target to “increase the total regional tree canopy cover within the Urban Containment Boundary from 32% to 40% by the year 2050”.

2020 REGIONAL TREE CANOPY COVER AND IMPERVIOUS SURFACE REPORT

Tree canopy refers to the leaves and branches, and their coverage can be identified by the ground area they cover when viewed from above. Impervious surface, such as paved roads and buildings, are hard surface areas that allow very little or no water to pass through.

Using 5 metre resolution land cover classification data from 2020 (the most recent regional land cover data available), Metro Vancouver has summarized tree canopy cover and impervious surface for various geographies in a technical report titled “2020 Regional Tree Canopy Cover and Impervious Surface in Metro Vancouver” (Reference 1). The 2020 tree canopy cover and impervious surface data were compared to the previous regional datasets to assess change between 2014 and 2020. In addition, the technical report includes projections of future tree canopy cover levels as greenfield and infill development continue, as well as a number of recommendations to retain and enhance tree canopy cover while reducing impervious surface. The technical report and associated data will be posted on Metro Vancouver’s website and Open Data Portal after the Board receives them. It is noted that several Metro Vancouver member jurisdictions have conducted finer-resolution tree canopy analyses within their boundaries, and some have also reported change over time. Metro Vancouver’s analysis complements this work and provides a consistent regional-scale assessment that fills data gaps for municipalities that do not currently have local mapping.

Why are Tree Canopy Cover and Impervious Surface Measurements important?

Trees provide a range of important ecosystem services that benefit humans such as shading, cooling, carbon sequestration, stormwater management, and physical, mental, and social well-being (References 2 and 3). Aside from monitoring progress towards the urban tree canopy target of *Metro 2050*, measuring tree canopy cover is a simple way to determine the extent of the region’s urban forest and the magnitude of services it provides; this is particularly important to measure in the context of this rapidly urbanizing region. In contrast, impervious surface is associated with many of the negative effects of urbanization, such as higher temperatures (i.e., the ‘Urban Heat Island’ effect) and increased flood risk, hydrological cycle disruptions, and poor water quality, all of which can impact ecological and human health. Measuring the level of impervious surface across a landscape gives an indication of the potential extent of these negative effects.

Although tree canopy cover and imperviousness are ecological health indicators, their connection to factors such as urban temperatures and stormwater management also means they are good indicators of how resilient communities may be to climate change-related impacts. Looking more closely at whether these indicators are distributed equitably can also help to identify communities or populations that may be more vulnerable to risks and receiving fewer ecosystem service benefits.

Tree Canopy Cover and Impervious Surface Levels and Change Since 2014

The technical report analyzes change since 2014 and draws the following key conclusions:

- In 2020, tree canopy covered 31 percent of lands within the Urban Containment Boundary (UCB).
- Most of the urban tree canopy cover was located within residential areas (38 percent) and recreation, open space and protected natural areas (36 percent).

- Private lands had a relatively low tree canopy coverage (27 percent), but the majority of tree canopy cover in the UCB (57 percent) was found on private land – primarily because the majority of land in the UCB (69 percent) is privately-owned.
- Between 2014 and 2020, **tree canopy cover decreased by 1 percent** within the UCB (from 32 to 31 percent). Some member jurisdictions saw increases in tree canopy cover, but most experienced loss (Figure 1). Concentrated areas of loss generally corresponded with planned greenfield development and densifying urban areas.
- In 2020, impervious surface covered 54 percent of lands within the UCB.
- Most of the UCB's impervious surface was located within residential areas (39 percent) and road rights-of-way (27 percent). Impervious surface on private lands was relatively high (57 percent).
- Between 2014 and 2020, **impervious surface increased by 4 percent** within the UCB (from 50 to 54 percent). Some member jurisdictions saw reductions in impervious surface, but impervious surface increased for most. Similar to areas that observed tree canopy cover loss, areas of increasing impervious surface generally corresponded to greenfield and industrial development.
- Approximately 21 percent of the tree canopy cover and 19 percent impervious surface within the UCB was found within single-detached residential neighbourhoods.

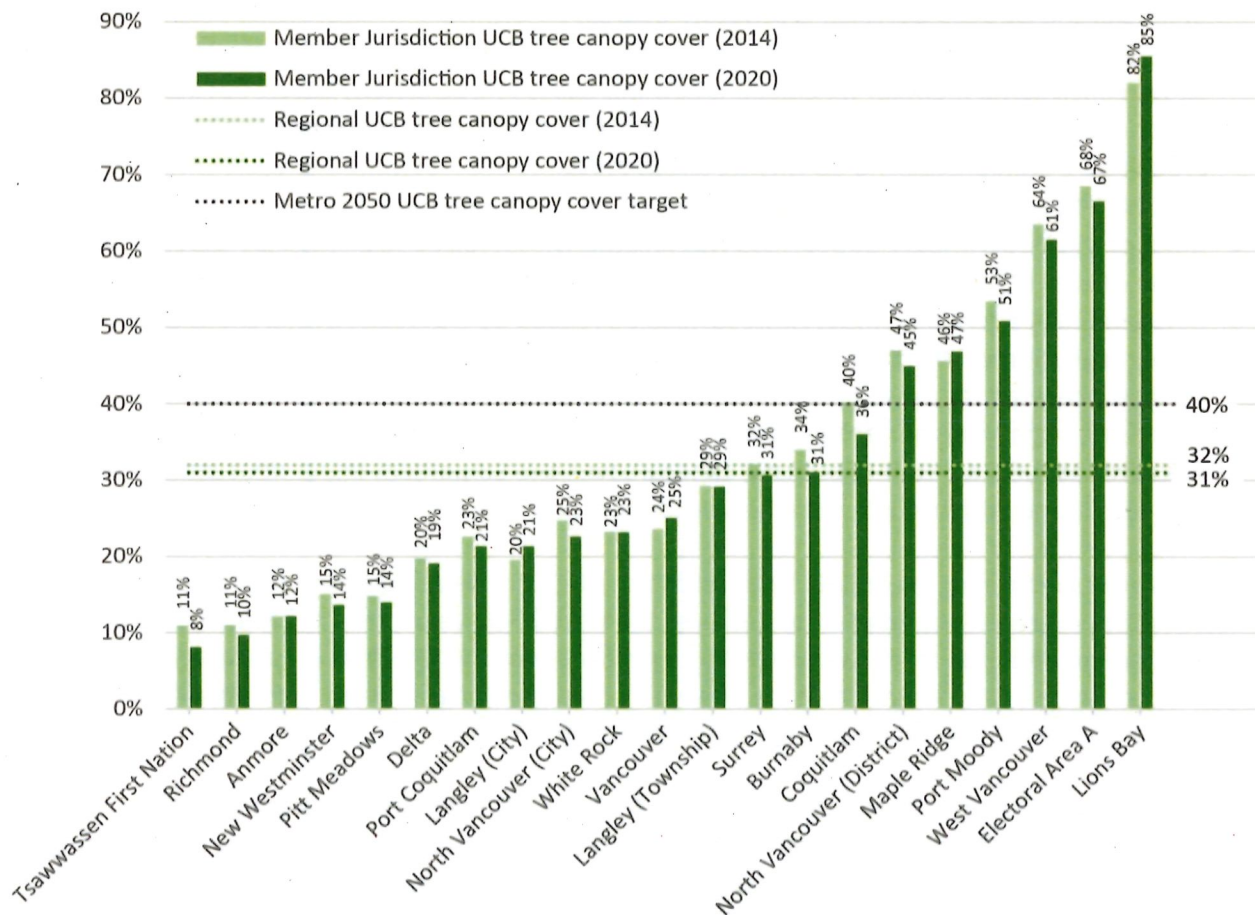
If the region's remaining greenfield lands within the UCB are developed and single-detached housing stock is redeveloped as expected over the next 20-30 years, tree canopy cover is projected to continue to decrease from 31 percent to 29 percent over this timeframe. However, this estimate did not consider implementation of the newly-adopted provincial housing legislation (see 'Potential Impact of the New Provincial Housing Legislation' section below).

Tree Planting to Offset Losses and Achieve the Metro 2050 Tree Canopy Cover Target

Municipalities, including several Metro Vancouver member jurisdictions, often use tree planting programs and policies as a way to maintain or expand tree canopy, which can also help to offset anticipated future losses from development and redevelopment. However, to offset the projected decline in UCB tree canopy cover over the next 20-30 years it is estimated that roughly 1,990 hectares of land within the UCB would have to be dedicated to tree planting. An additional 8,000 hectares (a total of 9,900 ha) of tree canopy cover would be required to achieve the *Metro 2050* UCB tree canopy cover target (i.e., 40 percent).

Achieving the *Metro 2050* UCB tree canopy cover target will be challenging. Metro Vancouver's analysis indicates that about 30,000 hectares of land within the UCB is currently potentially available for tree planting. This includes non-tree vegetation, soil patches, barren surfaces, and pavement that does not fall on roads, which under the right circumstances, could be modified to increase tree canopy cover. Further site-level assessments would be needed to determine what areas have the greatest potential to increase tree canopy cover through tree planting.

Figure 1. Tree Canopy Cover within the Urban Containment Boundary by member jurisdiction in 2020 and 2014, compared to the *Metro 2050* target



Note: Belcarra and Bowen Island are not included because they fall outside the UCB. Lions Bay was removed from the UCB in 2021.

Potential Impact of the New Provincial Housing Legislation

More information about the pace and scale of uptake is needed to fully assess the potential impacts on tree canopy cover from the intensification of single-detached neighbourhoods and transit-oriented areas required by the recently-adopted provincial housing legislation. However, it is anticipated that the recent legislative changes will make it even more challenging for the region to achieve its urban tree canopy target. That will continue to be monitored and will likely be a key consideration during the next update of the tree canopy cover and impervious surface dataset. Staff are considering how best to track intensification trends and will continue to monitor and report out on change over time.

Discussions with Member Jurisdiction Staff

The “2020 Regional Tree Canopy Cover and Impervious Surface in Metro Vancouver” technical report was shared with the Regional Planning Advisory Committee - Environment Subcommittee during its meeting on February 15, 2024, and the Regional Planning Advisory Committee on March 15, 2024. Member jurisdiction staff expressed serious concerns about limited space for trees, particularly in light of other competing space requirements (e.g., stormwater management, utility

infrastructure, housing intensification). They also recognized challenges associated with young tree mortality during drought conditions. Member jurisdiction staff were encouraged to consider the best practices and alternatives provided in the Metro Vancouver Tree Regulations Toolkit, which was recently updated with land use / zoning-related examples and is being presented in a separate staff report on this Regional Planning Committee meeting agenda (Reference 4), as well as Metro Vancouver's Urban Forest Climate Adaptation resources for advice about tree species climate suitability, necessary soil volumes, and other considerations (Reference 5).

NEXT STEPS

It is recommended that the Tree Canopy Cover and Impervious Surface report findings and data should be forwarded to staff from member jurisdiction CAOs and City Managers. Staff will also promote the findings via social media and staff are also available to present the report and findings to Councils upon request. The main objective of the social media outreach will be to increase public awareness about the important benefits of urban forests such as shading, cooling, carbon sequestration, stormwater management, and physical, mental, and social well-being.

The 2020 tree canopy cover and impervious surface data is the most recent regional-scale data available. Regular updates of the data are important to track long-term trends and to support *Metro 2050's* performance monitoring. Regional remote sensing data is collected every 6 years and therefore the next tree canopy cover and impervious surface update is planned for 2026. The collation of remote sensing data from across the region, generation of the regional land cover classification dataset, select site validation, and spatial analysis takes time. Based on previous update timelines, staff anticipate that the next report will be completed in 2028.

ALTERNATIVES

1. That the MVRD Board:
 - a) receive for information the report dated March 15, 2024 titled "Tree Canopy Cover and Impervious Surface – 2020 Update"; and
 - b) share the findings and datasets with member jurisdictions with an offer of a staff presentation to Council upon request.
2. That the MVRD Board receive for information the report dated March 15, 2024 titled "Tree Canopy Cover and Impervious Surface – 2020 Update" and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications to this report. Work associated with measuring these indicators was completed as part of the Regional Planning annual work program.

CONCLUSION

The 2020 "Regional Tree Canopy Cover and Impervious Surface in Metro Vancouver" technical report concludes that in 2020 tree canopy covered 31 percent of the lands within the UCB, with variations among neighbourhoods and land use types. Impervious surface covered 54 percent of the lands within the UCB. Since 2014, regional tree canopy cover has decreased by 1 percent and impervious surface has increased by 4 percent within the UCB.

As the region's remaining greenfield lands are developed and single-detached housing stock is redeveloped and intensified over the next 20-30 years, tree canopy cover in the UCB is projected to decrease from 31 to 29 percent. However, with the implementation of progressive tree retention and urban forest expansion strategies, it is possible to offset these losses and work towards the 40 percent tree canopy cover target for the region's urban areas, as set out in *Metro 2050*. Changes to tree canopy cover and impervious surface will continue to be monitored and reported.

ATTACHMENT

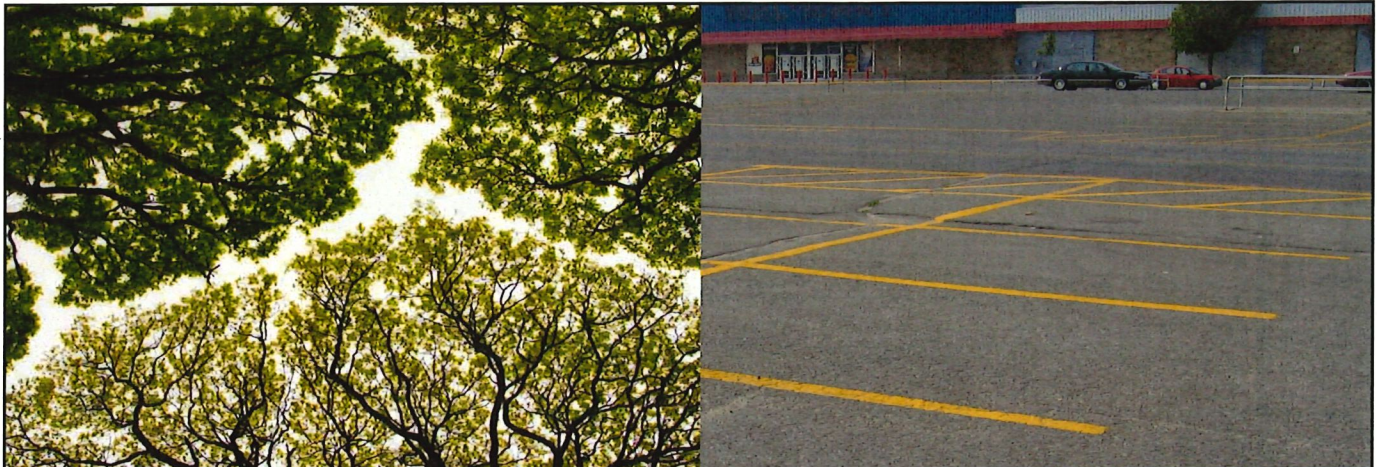
1. Presentation re: Tree Canopy Cover and Impervious Surface – 2020 Update

REFERENCES

1. [2020 Regional Tree Canopy Cover and Impervious Surface in Metro Vancouver - Technical Report](#)
2. [The Urban Forest and Ecosystem Services: Impacts on Urban Water, Heat, and Pollution Cycles at the Tree, Street, and City Scale](#)
3. [Urban natural environments as nature-based solutions for improved public health – A systematic review of reviews](#)
4. [Metro Vancouver Tree Regulations Toolkit](#)
5. [Metro Vancouver's Urban Forest Climate Adaptation Resources](#)

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Attachment 1



Tree Canopy Cover, Impervious Surface, and Tree Regulations

DATASET AND TOOLKIT UPDATE

Laurie Bates-Frymel
Senior Planner (Environment),
Regional Planning & Housing Services

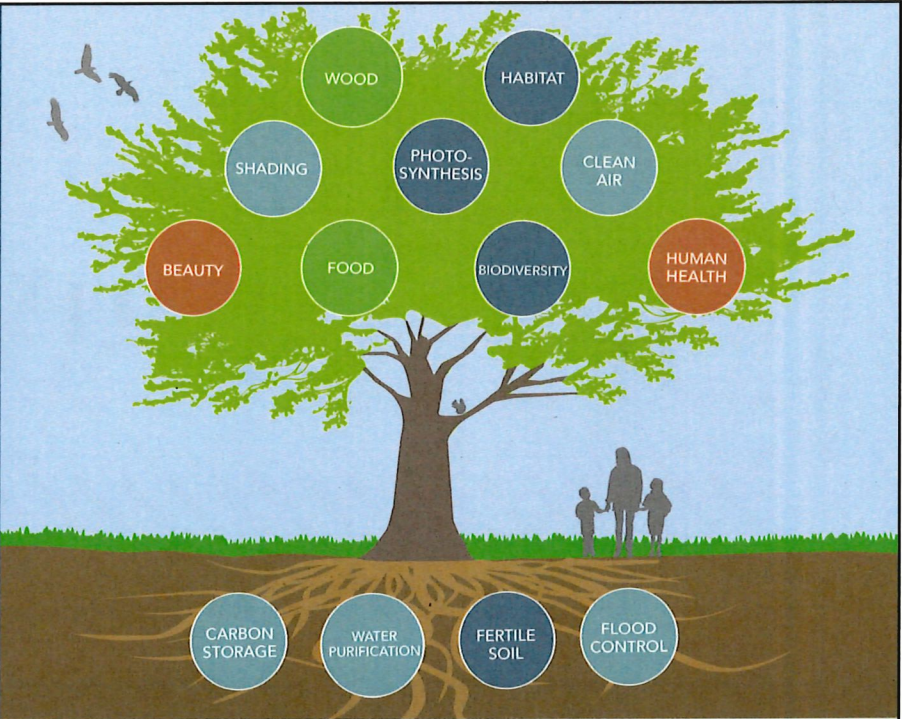
Agatha Czekajlo
Senior Policy and Planning Analyst,
Regional Planning & Housing Services

Edward Nichol
Senior Planner,
Regional Planning & Housing Services

Regional Planning Committee – April 5, 2024
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Why measure 'tree canopy cover' and 'impervious surface'?

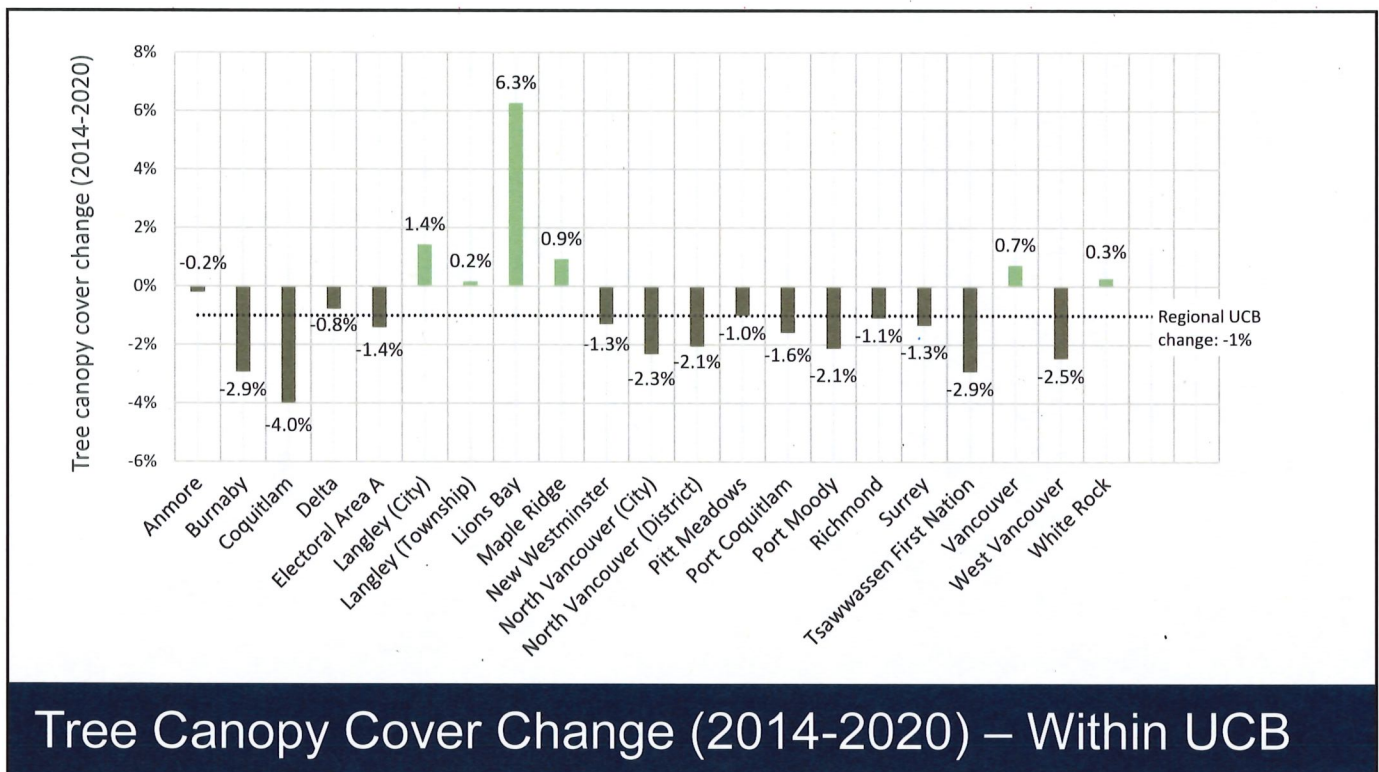
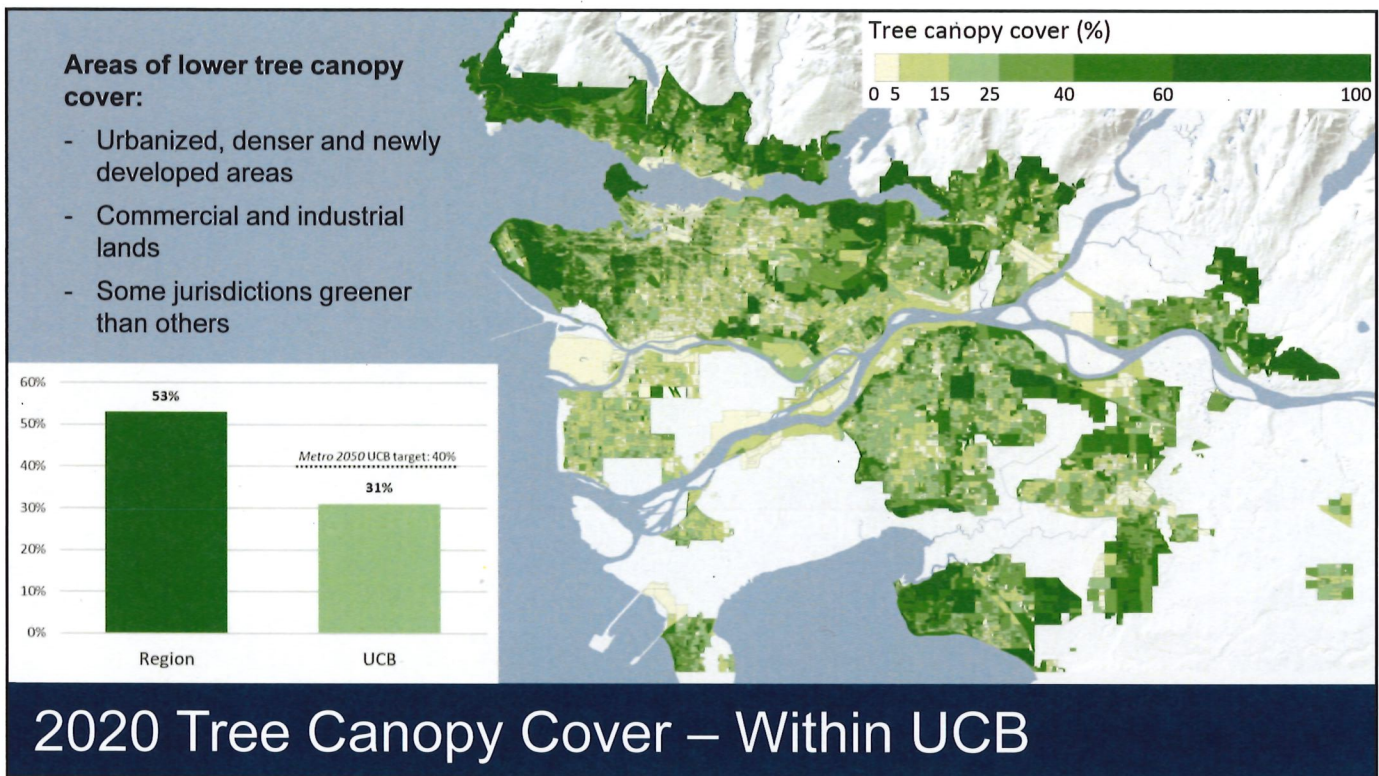


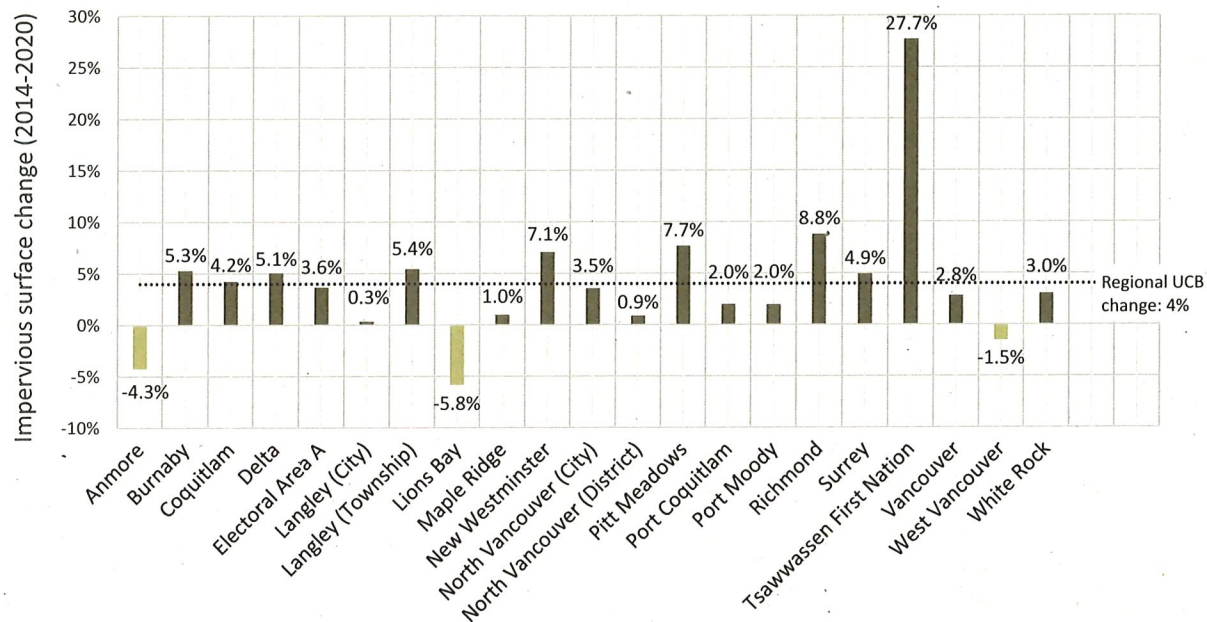
WOOD **HABITAT** **SHADING** **PHOTO-SYNTHESIS** **CLEAN AIR** **BEAUTY** **FOOD** **BIODIVERSITY** **HUMAN HEALTH**

CARBON STORAGE **WATER PURIFICATION** **FERTILE SOIL** **FLOOD CONTROL**

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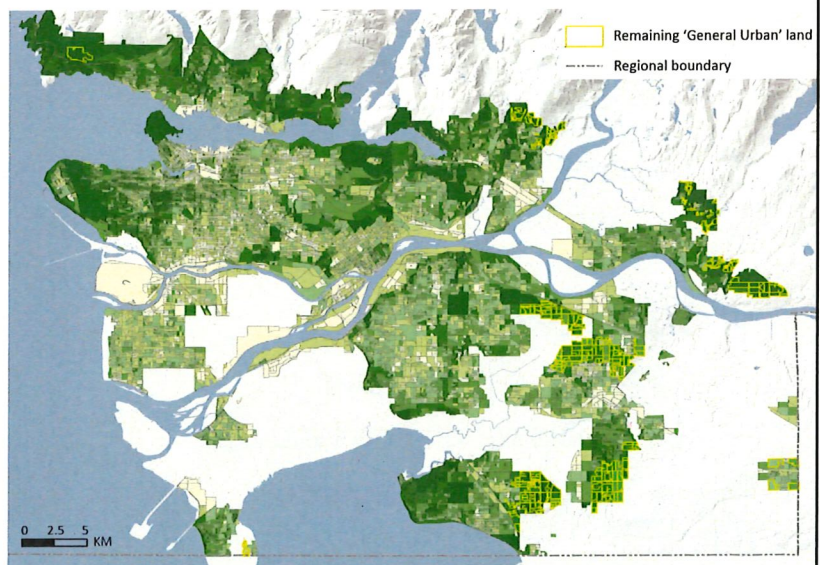
Impervious Surface Change (2014-2020) – Within UCB

FUTURE PROJECTIONS OF TREE CANOPY COVER

Tree canopy cover is projected to **decrease** from 31% to 29% due to continued development within the UCB

+1,990 ha of tree planting required to offset projected loss

+8,000 ha of tree planting required to reach *Metro 2050's* UCB tree canopy cover target of 40%

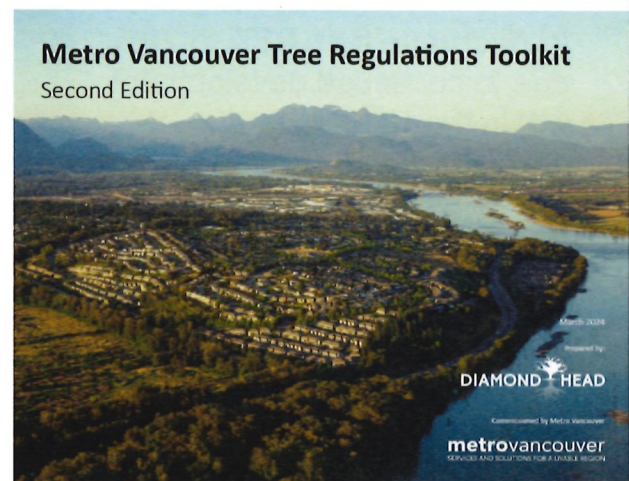


DATA SUMMARY

- Tree canopy cover in the Urban Containment Boundary (UCB)
 - **Decreased by 1%** between 2014 and 2020 (32% to 31%)
 - In 2020 - 38% on Residential lands, 27% on private lands
- Impervious surface in the UCB
 - **Increased by 4%** between 2014 and 2020 (50% to 54%)
 - In 2020 - 39% on Residential lands, 57% on private lands
- Tree Canopy Cover Future Projections for the UCB
 - Expected to **decrease from 31% to 29%***
 - 9,900 ha of tree planting in the UCB needed to offset this loss and reach *Metro 2050's* UCB 40% tree canopy cover target

TREE REGULATIONS TOOLKIT UPDATE

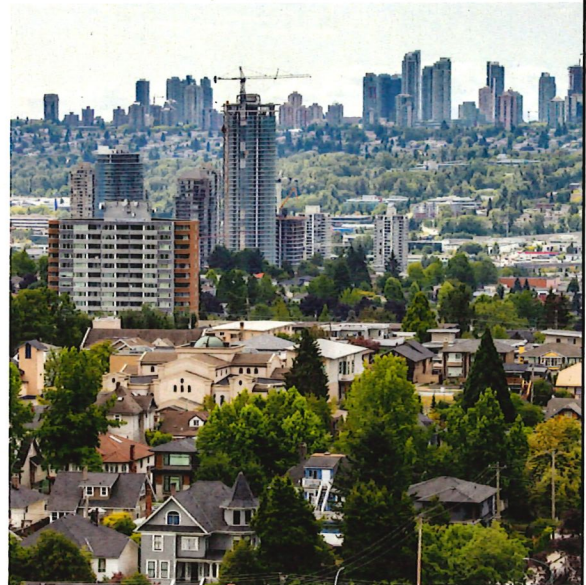
- **Toolkit Purpose:**
 - Guidance on regulatory tools that influence the preservation and growth of trees and tree canopy
- **Structure:**
 - Higher-level plans
 - Tools regulating land use
 - Tools regulating trees



TREE REGULATIONS TOOLKIT UPDATE

New Information On:

- Land use trends and tree canopy cover
- Considerations for canopy cover targets
- Land use bylaws and development permit areas
- Development, subdivision, and servicing bylaws
- Worksheets to assess regulatory framework and identify opportunities for improvement



metrovanancouver

9



Thank you

metrovanancouver

June 11, 2024



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

File: CR-12-01
Ref: RD 2024 04 26

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

Dear Mayor Jamie Ross and Council:

Metro Vancouver Tree Regulations Toolkit Update

At its April 26, 2024 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

That the MVRD Board:

- a) receive for information the report dated March 8, 2024, titled "Metro Vancouver Tree Regulations Toolkit Update"; and*
- b) forward the "Metro Vancouver Tree Regulations Toolkit Update" to member jurisdictions for information with an offer of a presentation to Councils upon request.*

The updated *Metro Vancouver Tree Regulations Toolkit* (Toolkit) provides guidance on regulatory tools that can be used to protect trees and increase tree canopy cover at the local level. The Toolkit, originally developed in 2021, was recently updated to provide greater detail and supporting information in the land use-focused sections of the document. As the region continues to grow, it will be critical to ensure that there is adequate space to retain or grow trees. Therefore, tools such as land use bylaws, development permit areas, and development, subdivision, and servicing bylaws should be used to support the foundation for long-term protection and growth of trees.

The region's urban forests help communities cope with the impacts of climate change and contribute to the health and well-being of residents. Trees cool streets and buildings, improve water quality, intercept stormwater, store carbon, and provide food and shelter for wildlife, among many other important contributions. Metro Vancouver's urban tree canopy is expected to continue to decline, primarily due to growth, development, and the intensification of land uses. This underscores the need to continue to collaborate on innovative regulatory and supportive approaches to protect and retain trees.

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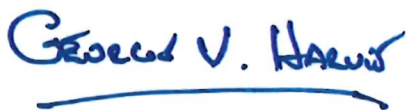
Metro Vancouver supports local urban forestry efforts across the region by providing data and resources, convening practitioners, and advocating for innovative approaches that improve the health and resilience of the region's urban forests. The *Metro Vancouver Tree Regulations Toolkit* provides new and updated information about land use-related options that can be used to support tree canopy cover retention and enhancement. Member jurisdiction staff are encouraged to use the Toolkit as a resource to inform urban forest planning and management, as well as update and strengthen local policies, regulations and tree planting and protection initiatives. This work will be critical for the region to support the shared and ambitious 40 per cent urban area tree canopy cover target set out in *Metro 2050*.

Mayor and Council will also receive a separate letter regarding the related "Tree Canopy Cover and Impervious Surface - 2020 Update" report, which was also recently received by the Metro Vancouver Board. That report presents the latest figures for regional tree canopy cover, impervious surface, and potential planting areas available.

We are pleased to provide you with a copy of the attached updated *Metro Vancouver Tree Regulations Toolkit* and accompanying staff report for your information. We look forward to continuing to collaborate with you on urban forestry efforts across the region.

If your Council would like to receive a presentation from Metro Vancouver staff about the Toolkit, please contact James Stiver, Division Manager, Regional Land Use Policy & Planning, by phone at 778-452-4698 or by email at james.stiver@metrovancover.org.

Yours sincerely,



George V. Harvie
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Paula Richardson, Chief Administrative Officer, Village of Belcarra
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver

Encl: Metro Vancouver Board Report dated March 8, 2024, titled "Metro Vancouver Tree Regulations Toolkit Update".



To: Regional Planning Committee

From: Edward Nichol, Senior Planner, Regional Planning and Housing Services

Date: March 8, 2024

Meeting Date: April 5, 2024

Subject: **Metro Vancouver Tree Regulations Toolkit Update**

RECOMMENDATION

That the MVRD Board:

- a) receive for information the report dated March 8, 2024, titled “Metro Vancouver Tree Regulations Toolkit Update”; and
 - b) forward the “Metro Vancouver Tree Regulations Toolkit Update” to member jurisdictions for information with an offer of a presentation to Councils upon request.
-

EXECUTIVE SUMMARY

This report highlights the updated Metro Vancouver Tree Regulations Toolkit. The findings indicate that, as the region develops, it is critical to require adequate space to retain or grow trees post-development, and that regulatory tools such as land use bylaws, development permit areas, and development, subdivision, and servicing bylaws, can support the foundation for long-term protection and growth of trees.

Originally developed by Diamond Head Consulting in 2021, the Toolkit provides guidance on regulatory tools that can be used to protect trees and increase tree canopy cover at the local level. In response to the ongoing challenges associated with preserving trees in this rapidly growing urban region, and working towards the regional urban tree canopy cover target in *Metro 2050*, Metro Vancouver again retained Diamond Head Consulting in 2023 to update the Toolkit with more robust information in the land use-focused sections of the document. That work has now been completed.

PURPOSE

To provide the Regional Planning Committee and MVRD Board with the updated Metro Vancouver Tree Regulations Toolkit.

BACKGROUND

Healthy trees provide communities with important ecosystem services, including shading and cooling, stormwater absorption, habitat, and carbon storage. Collectively, the trees within the public and private lands of a community (including the trees in parks, around buildings, along streets and in backyards) make up the urban forest. Since 2016, Metro Vancouver has supported local urban forestry efforts across the region by providing data and resources, convening practitioners, and advocating for innovative approaches that improve the health and resilience of the region’s urban forests, with the first iteration of the Tree Regulations Toolkit being completed in 2021. The Metro Vancouver Tree Regulations Toolkit has now been updated (Attachment 1).

TOOLKIT UPDATE

At its June 9, 2021 meeting, the Regional Planning Committee received the report “Metro Vancouver Tree Regulations Toolkit” (Reference 1). That report introduced the first iteration of the Toolkit, and noted that it may be updated in the future to add more substantial content to the land use-focused sections of the document.

The 2021 Toolkit focused on tools that primarily regulate trees (e.g., tree bylaws); additional content on tools that primarily regulate land use was included as supplemental information. In 2023 Metro Vancouver retained Diamond Head Consulting, the consultant behind the 2021 iteration, to update the Toolkit with more information on the land use-focused sections. The update was undertaken in response to the ongoing challenges associated with preserving trees in this rapidly growing urban region, and with the objective of updating the information to incorporate current best practices.

Urban Tree Canopy Cover and Impervious Surfaces

In 2024, Metro Vancouver’s Tree Canopy Cover and Impervious Surfaces dataset was updated; this update is also being presented in a separate report to the Regional Planning Committee in this meeting’s agenda package. The results show a decrease of 1 percent tree canopy cover within the region’s Urban Containment Boundary from the years 2014-2020. Metro Vancouver’s tree canopy cover is currently projected to continue to decline within the Urban Containment Boundary, primarily due to urban growth, development, and the intensification of land uses. These projections, in combination with the tree canopy loss observed between 2014-2020, highlight the need for innovative regulatory and supportive approaches to protect and retain trees at the local level through land use and development processes. This work will be critical for the region to reverse the current trends and move us towards a path to achieving the ambitious 40 percent tree canopy cover target set out in *Metro 2050*.

Toolkit Overview

The Metro Vancouver Tree Regulations Toolkit provides guidance on selecting and using regulatory tools that can help preserve trees and increase tree canopy cover based on best practices. Earlier iterations of the Toolkit were informed by survey results from consulting arborists and local staff across the region, as well as a review of scientific literature, practitioner guides, and bylaws from across Canada and the United States. Information is included on higher-level plans (such as regional growth strategies and official community plans), tools that regulate land use and influence the space available to retain or replace trees (such as zoning bylaws and subdivision and servicing bylaws), and tools that regulate trees as their primary purpose (such as covenants and tree bylaws).

The updated Metro Vancouver Tree Regulations Toolkit complements and supports several Metro Vancouver initiatives, plans, and policies, including:

- The *Board Strategic Plan 2022 - 2026*, which includes a priority action to support member jurisdictions to develop and implement effective policies and tools that will help the region achieve its targets to protect 50 percent of lands for nature and achieve 40 percent urban tree canopy (Reference 2);

- The *Climate 2050 Nature and Ecosystems Roadmap*, which includes an action for Metro Vancouver to provide data and resources to support urban forest management (Reference 3); and
- *Metro 2050*, which includes an action for member jurisdictions to adopt Regional Context Statements that include policy statements that: enable the retention and expansion of urban forests using various tools, such as local tree canopy cover targets, urban forest management strategies, tree regulations, development permit requirements, land acquisition, street tree planting, and reforestation or restoration policies, with consideration of resilience (Reference 4).

New Information Included in the Update

The section of the Toolkit dedicated to tools that primarily regulate land use has been updated. This section now includes new information on:

- current land use trends across the region and the implications for tree canopy cover and impervious surfaces;
- considerations for setting tree canopy cover targets;
- land use bylaws and development permit areas (including zoning bylaws, form and character development permit areas, climate change and energy conservation development permit areas, screening and landscaping bylaws, and development procedure bylaws);
- development, subdivision, and servicing bylaws; and
- worksheets to assess a local government's regulatory framework for protecting urban trees and to identify opportunities for improvement.

The Toolkit is organized based on relevancy for the public and private realms, and for tree retention and planting goals. Key bylaw components are described by their general purpose, core (recommended) components, and additional bylaw component options for consideration. Examples of bylaw components that have been successfully implemented by other jurisdictions are also included. The updated Toolkit includes icons and callout boxes to highlight the anticipated impacts and implications of recent provincial housing legislation changes on relevant bylaw components, where applicable.

Since the recent provincial housing legislation changes were announced towards the end of the Toolkit update process, additional work may be required in the future to better understand the impacts of the region's increased intensification of single-detached residential neighbourhoods, and determine how the housing legislation can be implemented in a way that maximizes tree retention.

NEXT STEPS

Staff will promote and share the Toolkit broadly throughout the region as a resource to inform urban forest planning and management, and encourage its use to update and strengthen local policies and regulations. It is recommended that copies of this staff report with the attached updated Metro Vancouver Tree Regulations Toolkit be forwarded to member jurisdictions for information with an offer of a presentation to Council upon request. The final report will also be posted on the Metro Vancouver website for download.

The Toolkit may be updated in the future, as needed. Metro Vancouver will continue to provide data and resources, convene with regional partners and practitioners, and advocate for innovative approaches to ensure a healthy and resilient regional urban forest.

ALTERNATIVES

1. That the MVRD Board:
 - a) receive for information the report dated March 8, 2024, titled “Metro Vancouver Tree Regulations Toolkit Update”; and
 - b) forward the “Metro Vancouver Tree Regulations Toolkit Update” to member jurisdictions for information with an offer of a presentation to Councils upon request.
2. That the MVRD Board receive for information the report dated March 8, 2024 titled “Metro Vancouver Regulations Toolkit Update and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

This work was undertaken as part of Regional Planning’s regular work program and the MVRD Board-approved 2023 Regional Planning budget. The project cost was \$18,000.

CONCLUSION

The first iteration of the Metro Vancouver Tree Regulations Toolkit was developed by Diamond Head Consulting for Metro Vancouver in 2021. The Toolkit was developed to provide guidance on regulatory tools that can help protect trees and increase tree canopy cover at the local level. Metro Vancouver again retained Diamond Head Consulting in 2023 to update the Toolkit with more substantial information in the land use-focused sections of the document. As a next step, Metro Vancouver will promote and share the updated Toolkit broadly throughout the region as a resource to support urban forest planning and management.

ATTACHMENT

1. “Metro Vancouver Tree Regulations Toolkit – Second Edition”, dated March 2024

REFERENCES

1. Metro Vancouver Tree Regulations Toolkit, Regional Planning Committee Report dated May 14, 2021
2. Regional Planning Priority Actions in the Board Strategic Plan 2022-2026
3. Action 4.2 of the *Climate 2050 Nature and Ecosystems Roadmap*
4. Policy action 3.2.7. c) ii of *Metro 2050*



COUNCIL REPORT

File: 2380-20-3411 SEN

Date: June 17, 2024

From: Paula Richardson, Chief Administrative Officer

Subject: **Consent to Replacement of Recreational Waterfront Licence Agreement No. BEL116-00336F-001 with No. BEL116-00336F-005
Highway Encroachment Agreement Fronting Marine Avenue adjacent to 3411 Senkler Road and 3431 Senkler Road**

Recommendation

1. That the Mayor and Chief Administrative Officer be authorized to execute Recreational Waterfront Licence Agreement No. BEL116-00336F-005 between the Vancouver Fraser Port Authority, and Paul & Karen Margaret Degraaf with the Village of Belcarra as Consenting Party, for a waterlot fronting Marine Avenue, adjacent to PID 001-997-874 (3411 Senkler Road) reflecting a change to add upland property PID 001-997-882 (3431 Senkler Road); and
2. That the issuance of a Highway Encroachment Agreement to Paul & Karen Margaret Degraaf authorizing permission to encroach, occupy and maintain a tram on municipal lands fronting property located at Marine Avenue adjacent to PID 001-997-882 (3431 Senkler Road), be approved; and further
3. That the Mayor and Chief Administrative Officer be authorized to execute a Highway Encroachment Agreement for a ten year term beginning on the date of execution subject to the approval of a building permit and inspection of a tram encroaching on Village of Belcarra property adjacent to PID 001-997-882 (3431 Senkler Road).

Purpose

To seek authority to execute the Consent to Assignment of Recreational Waterfront Licence Agreement relative to Paul & Karen Margaret Degraaf for a Waterfront Licence Agreement for occupation of the waterlot adjacent two properties at 3411 & 3431 Senkler Road and a Highway Encroachment Agreement for a tram located at 3431 Senkler Road.

Background

In 1995, the Village of Belcarra (the Village) signed a Highway Encroachment Agreement with Paul & Karen Degraaf for the purpose of access to a dock facility located on the Marine Avenue right of way, adjacent to 3411 Senkler Road. An agreement between the Vancouver Fraser Port Authority (the Port) and the Degraafs was also entered into with the Village as consenting party. Since that time, the Degraafs have kept their dock and licence area in good standing with both the Port and the Village.

The Degraafs are property owners of two adjacent properties on Senkler Road and have submitted a building permit application to build a tram to access the dock currently licenced to one of the properties located at 3411 Senkler Road. As there is currently a moratorium on recreational docks in the Bedwell Bay area, a Highway Encroachment Agreement (HEA) could not be entered into as there is no dock licence attached to the property where the tram will be located. (See Highway Encroachment Marine/Senkler Area Bylaw No. 411, 2008 attached as Appendix A.)

The Degraafs made a request to the Port to create a shared wharf where both adjacent addresses will be benefitting properties. (See the Port Licence Area Map attached as Appendix B.)

On September 25, 2023, Karen Degraaf appeared at a Council meeting as a delegation and outlined the request. The following motion was approved:

“That staff be directed to provide a report on the provision of access to the property based on the letter provided to Council (Item 9.2) and in the presentation provided by Karen Degraaf.”

Staff contacted the Port with regard to the request by the Degraafs to create a shared dock agreement for the two neighbouring properties as the current moratorium does not allow for the creation of new docks in the Bedwell Bay area. The Port made the decision to grant the shared dock agreement as it provides for dock use by both properties within the moratorium guidelines. The process for this agreement is noted below.

Vancouver Fraser Port Authority places a Section 219 covenant under the *Land Title Act* on properties which have a single wharf or are members of a shared wharf or group wharf society having benefit from a Recreational Waterfront Licence Agreement (the Licence) between the property owners and the Port with the Village of Belcarra as consenting party. A change of property ownership or the addition of a benefitting property to a shared wharf or a group wharf society triggers the process for:

1. the Port to prepare the consent to assignment of the Licence reflecting the change;
2. staff to prepare an amendment to or a new Highway Encroachment Agreement (HEA) with a shared wharf or group wharf society reflecting the ownership change, for signature of all benefitting property owners.

Summary

The Degraafs have requested that the Vancouver Fraser Port Authority (the Port) convert their single dock licence to a shared dock between two adjacent properties. The Port has provided a new dock licence with the Village of Belcarra as consenting party. Staff recommend that the agreement be approved and that a Highway Encroachment Agreement be provided to the Degraafs to facilitate the building of a tram for access to the dock by the property located at 3431 Senkler Road.



Prepared by: Paula Richardson
Chief Administrative Officer



Reviewed by: Sartaj Grewal
Building Official

The following appendices are hereto attached.

Appendix A Village of Belcarra Highway Encroachment Marine/Senkler Area Bylaw No. 411, 2008

Appendix B Vancouver Fraser Port Authority Licence Area Map



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



A Bylaw to Impose Terms and Conditions on Encroachments in, on, or under Highways

WHEREAS the Community Charter provides that Council may by bylaw regulate uses of, or involving a highway, or portion of, or public place, and provide that except under the terms and conditions imposed by Council, a person shall not excavate in, cause a nuisance on, encumber, obstruct, injure, foul or damage any portion of a highway or other public place;

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

1. This Bylaw may be cited for all purposes as "The Village of Belcarra Highway Encroachment Marine/Senkler Area Bylaw No. 411, 2008".
2. No person shall cause or permit all or part of a building, structure or other fixture on lands owned by that person to project on, over or under all or part of a highway and no person shall place or construct any building, structure or fixture on, over or under all or part of a highway, except in accordance with this bylaw.
3. The prohibitions in Section 2 do not apply to wharf/docks within the area outlined on Schedule "D" if an owner of a parcel in Schedule "D" agrees to be bound by all the terms of the Highway Encroachment Agreement annexed to this Bylaw as Schedule "A" and in evidence of such agreement duly executes Schedule "A", and delivers the same to the Village.
4. This bylaw does not apply to a highway designated as an arterial highway under Section 31(1) of the Highway Act.
5. The Mayor and Chief Administrative Officer are authorized to execute all agreements delivered pursuant to Section 3.
6. Any person who contravenes any provision of this bylaw commits an offence punishable upon summary conviction by a fine not exceeding \$2,000.00.
7. 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.

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

8. “Highway Encroachment Marine/Senkler Area Bylaw No. 223, 1995” and all amendments thereto, are repealed.

READ A FIRST TIME on November 17, 2008.

READ A SECOND TIME on November 17, 2008.

READ A THIRD TIME on December 1, 2008.

ADOPTED by the Council on December 8, 2008.

Ralph E. Drew

Mayor R. E. Drew

Lynda Floyd

L. Floyd Chief Administrative Officer

This is a certified a true copy of
Highway Encroachment Marine/Senkler Area
Bylaw No. 411, 2008

Chief Administrative Officer

SCHEDULE "A"
HIGHWAY ENCROACHMENT AGREEMENT

THIS AGREEMENT dated the ____ day of _____, 20__, is

BETWEEN:

Village of Belcarra
4084 Bedwell Bay Road
Belcarra, British Columbia
V3H4P8

(herein called the "Village")

AND:

(herein called the "Licensee")

GIVEN THAT:

- A. The Licensee is the registered Owner(s) of land in the Village of Belcarra having an address of _____ (the "Lands") and legally described as:

Lot: _____, Block _____ Plan _____

Parcel Identifier:

- B. The Licensee has requested the Village grant permission for limited use of the Road Allowance adjacent to the lands;
- C. The Village agrees to grant the Licensee permission subject to the provisions of the Village bylaws, as amended from time to time and subject to the terms and conditions herein set forth;
- D. The Village may, by bylaw, regulate the use of highways and establish terms and conditions for the use, as set out in this Agreement;
- E. The licensee agrees that this Agreement is non-transferable and is cancelled upon the transfer of title to the Lands from the above registered Licensee.

THEREFORE in consideration of the terms of this Agreement and the sum of \$2.00 now paid by the Licensee to the Village, receipt of which is acknowledged by the Village, the parties agree as follows:

1. The Village grants to the Licensee permission to construct a wharf/dock and for that purpose to encroach upon that portion of Village highway as shown on the sketch plan attached to this Agreement as Schedule 1 (Encroachment Area), which has been approved as to form, extent, dimensions, area and location by the Village engineer acting reasonably in accordance with sound highway and

municipal engineering principles, and in accordance with the guidelines annexed hereto as Schedule B1 and B2 (Group Wharf/Docks) and Schedule C1 and C2 (Single Docks). Such approval is evidenced by the signature of the Village's engineer on Schedule 1, which signature is dated prior to the execution of the Agreement by the Mayor and Chief Administrative Officer. This Licence and the permission given herein are personal to the Licensee.

2. The Village grants to the Licensee permission to enter in, on and under the Encroachment Area to construct a wharf/dock access i.e., (stairs and landing) (hereinafter called the "Works") on the Encroachment Area.
3. The licensee agrees to retain the Encroachment Area in its original natural condition, except for; the Works identified above or other alterations made with the prior written approval of the Superintendent of Public Works.

Term:

4. This Agreement is a term of ten (10) years, commencing on, _____ and terminating on _____, unless terminated earlier under section 14 of this agreement.

Annual Fees:

5. The Licensee shall pay to the Village, in advance, the annual fee set out in the Village of Belcarra Fees and Charges Bylaw.

Maintenance and Construction:

6. The Licensee shall obtain a Building Permit for any authorized works and shall at all times and at the Licensee's own expense keep and maintain the Works in good, sound and safe condition and repair to the satisfaction of the Village, and no structural alterations shall be made to the Works other than those described in an issued Building Permit.
7. The Licensee shall use all reasonable efforts to cause a minimum of obstruction and inconvenience during any excavation or construction in the Encroachment Area, and shall place and maintain warning signs, barricades, lights or flares at or near the site of any work in progress as necessary to give reasonable warning and protection to members of the public.
8. Except as expressly authorized in writing by the Superintendent of Public Works, any work shall not interfere with any existing municipal utilities located in the highway. If the Licensee is authorized to interfere with existing municipalities, the Licensee shall reimburse the Village for any expenditures by the Village in altering such utilities.

Agreement Suspension:

9. If the Licensee violates any provisions of this Agreement, or any provision of Village bylaws, all rights granted to the Licensee under this Agreement shall immediately cease and be suspended, unless the Village otherwise decides in a written response to a formal written request by the Licensee to Council. Notwithstanding suspension of the Licensee's privileges of this Agreement, the Village shall retain the right to proceed with the enforcement of any security or

indemnity provided or provided for herein in satisfaction of any claim, loss or expense of any kind whatsoever arising under this Agreement or from the permission to encroach granted hereby.

Indemnification:

10. The Licensee, releases and forever discharges the Village from and against any and all manner of actions, causes of actions, claims, expenses, suits, demands and promises whatsoever at law or equity, whether known or unknown, which the Licensee now has or may at any time by reason of, the permission to encroach granted hereby, and the Licensee indemnifies and agrees to save harmless the Village from and against all actions, suits, claims, demands, expenses, costs and all other liability, including, a claim for loss, injury or death to persons or to property howsoever arising by negligence, other tort, or intentional act and by whomsoever brought directly or indirectly related to the existence, siting, construction, use and operation of the Works.

Insurance:

11. As security for the obligations of the Licensee, the Licensee shall, immediately upon execution of this Agreement, take out and maintain comprehensive general liability insurance, protecting the Village and the Licensee (without any rights of cross-claim or subrogation against the Village) in the amount not less than \$2,000,000.00 per occurrence, all inclusive and the insurance policy shall:
 - a) name the Village as an additional insured; and
 - b) be maintained for a period ending twelve (12) months after this Agreement is terminated.
12. The Licensee further acknowledges and agrees that the Village may at any time, in its sole discretion, increase the amount of insurance required as the Village sees fit during the term of this Agreement, which the Licensee shall proceed to obtain forthwith.
13. The Licensee must provide evidence of the insurance policy annually, and such insurance policy must contain a provision prohibiting the insurer from suspending, cancelling or accepting a surrender of such policy without thirty (30) days prior written notice to the Village.
14. The Licensee shall pay all premiums and monies necessary to maintain all policies of insurance required to be maintained by the Licensee as they become due, provided that if the Licensee defaults in payment of any premiums or sums of money, the Village may pay the same and the amount will become a debt due and owing to the Village by the Licensee. So long as any such debt exists, the Licensee's privileges pursuant to this Agreement shall be suspended, and the Licensee shall continue to be bound to perform all its obligations hereunder.

Village May Enter:

15. The Village, its servants and agents may enter into and upon the Encroachment Area or Works at any and all times, without notice at any time for any reason.

Extent of Public Rights:

16. The Licensee acknowledges and agrees that the encroachment area is a highway and that the Village has limited powers to authorize the private use of a highway. The Licensee further acknowledges and agrees that any rights granted to the Licensee in this agreement are subject to the public's right to cross over the Encroachment Area. This Agreement does not authorize the public to enter in or upon the Encroachment and the Licensee shall post one or more signs indicating that the Encroachment structure is a private property.

Termination:

17. The Village has full authority to require the removal of the permitted encroachment, at any time, to withdraw the rights it has granted herein to the Licensee by giving thirty (30) days written notice to the Licensee. The Licensee may at any time, terminate this Agreement as of a date specified by written notice to the Village. In the event of termination the Licensee shall, at his/her own expense, within a period of six (6) months from the date of providing or receiving such notice of withdrawal or within such shorter time as maybe specified by the Village Council, remove the Works and fill up any excavation made, constructed or maintained with respect to it, and otherwise restore the site to its original condition prior to the commencement of works and to the satisfaction of the Superintendent of Public Works.
18. In the event the Licensee fails to keep the Works or any covering or structure thereto in good and sufficient repair to the satisfaction of the Village, or in the event that the Licensee's privileges under this Agreement are suspended under this Agreement and such suspension continues for longer than 30 days, the Village may in writing require the Licensee to remove the Works or to fill up any excavation or to restore the site to the satisfaction of the Superintendent of Public Works, or may in its sole discretion cause such repairs to be made, including structural changes, as the Public Works Superintendent deems necessary, or may at its discretion, remove the Works or fill in the excavation as the case may be, and the Licensee shall pay the costs of all such repairs, removal or filling in, which costs shall be a debt due and owing to the Village.
19. No provision of this Agreement and no act, omission or finding of negligence, whether joint or several, against the Village in favour of the Licensee or any third party, shall operate to relieve or shall be deemed to relieve the Licensee in any manner whatsoever from any liability.

Interest in Land:

20. This Agreement grants no interest in land in the Encroachment Area to the Licensee.

Assignment:

21. This Licence is personal to the Licensee and the privileges granted to the Licensee are suspended automatically upon the Licensee ceasing to be the owner in fee simple of the Lands, provided that the Licensee shall remain bound

and obligated by Sections 6, 9, 10, 16, 17, and 18 until a new owner in fee simple of the Lands executes this License and delivers the same to the Village.

Notice:

22. Any notice under this Agreement mailed to the address of the part as set out in this Agreement shall be deemed to have been give five (5) days after the date of mailing. Alternatively, any notice under this Agreement may be delivered by hand and shall be deemed to be received upon the day of delivery.

Waiver:

23. Waiver of any default by either party shall not be deemed to be a waiver of any subsequent default.

Severance:

24. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.

The parties have executed the Agreement as of the day and year first above written:

Village of Belcarra by its duly)
authorized signatories:)
_____)
Mayor)
_____)
Chief Administrative Officer)
_____)
_____)
_____)
_____)
_____)
_____)

Signed, sealed and delivered by the)
Licensee in the presence of:)
_____)
Witness)
_____)
Address)
_____)
_____)
_____)

C/S

OR

Signed, sealed and delivered by the
Licensee in the presence of:

Witness

Address

C/S

**Schedule B1 To Highway Encroachment Marine/Senkler Area
Bylaw No. 411, 2008**

Title: Group Wharf/Dock Facility Foreshore Policy

Policy Statement:

1. The Village of Belcarra recognizes that owners or occupiers of upland properties may want to make use of municipal land between Kelly and Young Avenues for the purpose of gaining access to Group Wharfage Facilities.
2. A Group Wharf/Dock Facility is one in which 4 - 6 Village residents form a Group Wharfage Association under the Societies Act, and are subject to municipal bylaws, regulations, and policies. The Village may give consent to an Association to use municipal land provided that certain conditions are satisfied.

This Policy will outline the following:

- a) the location where a Group Wharf/Dock Facility may be permitted;
- b) the procedure to be followed by an Association applying to the Village for consent to use Municipal Land; and
- c) the terms and conditions regarding the use of Municipal Land for the purpose of establishing a Group Wharfage Association.

Definitions:

3. The following definitions shall apply to this Policy:

“Foreshore Recreational Licence” means the License issued by the Vancouver Fraser Port Authority (VFPA) granting use of the foreshore under certain terms and conditions;

“Group Wharfage Association” means a group of four to six Village residents that are formed pursuant to the Societies Act for the purpose of owning and operating a Group Wharf/Dock Facility;

“Group Wharf/Dock Facility” means a wharf/dock owned and operated by a Group Wharfage Association;

“Licence Agreement” means a license of occupation issued by the VFPA to the Village of Belcarra;

“Municipal Land” means land that is owned, possessed or controlled by the Village, the use of which requires Village approval;

“Policy” means the Group Wharf/Dock Facility Foreshore Policy;

“Sub-License Agreement” means an agreement between the Village and a Group Wharfage Association in accordance with the terms and conditions of a Licence Agreement; and

“Upland Owner” means the registered owner in fee simple of the property immediately upland of the Municipal Land marked by a projection of the property’s side property lines to the high water mark;

Location For Group Wharfage Association:

4. Council may consent to the use of Municipal Land for Group Wharfage Associations located between Kelly Road and Young Avenue as indicated on Schedule D to Bylaw 411, 2008.

Application Procedure:

5. All applications to use Municipal Land by Group Wharfage Associations will be considered by Council in accordance with the procedure outlined in Schedule B2 to Bylaw 411, 2008. The process does include a rezoning application.

Terms and Conditions:

6. The use of Municipal land by a Group Wharfage Association shall be subject to the terms and conditions contained in:
 - a) a Licence Agreement between the VFPA and the Village;
 - b) a Sub Licence Agreement between the Village and the Group Wharfage Association; and
 - c) a Highway Encroachment Agreement between the Village and the Group Wharfage Association, a generic copy of which is attached as Schedule A to Bylaw 411, 2008.

Right of First Refusal of Upland Owner:

7. The Upland Owner shall retain the right to have first opportunity to be a member of a Group Wharfage Association when such becomes available from time to time. Should the Upland Owner decide not to become a member of the Group Wharfage Association, then Council may still authorize use of the water immediately in front of the Upland Owner for a Group Wharf/Dock Facility.
8. In cases where Council authorizes use of a water lot immediately in front of an Upland Owner for a Group Wharf/Dock Facility and where the Upland Owner has chosen to not exercise his/her right to join the Group Wharfage Association, the Association shall be constituted whereby the present owner or subsequent owner of the upland property will have the opportunity to join the Association as a member at a later date. This means that such an Association shall only have up to 5 members without the participation of the Upland Owner.

Foreshore Recreational Licence Area:

9. The area that is subject to a Foreshore Recreational Licence shall be contained within the interior side lot line projections of the Upland Owner's property. Should the interior side yard lot lines converge, then the exterior side lot lines will be used.
10. Despite the forgoing, the width of a Foreshore Recreational Licence shall be limited to less than 15.24 meters (50 feet), unless site specific conditions warrant otherwise.

Construction Requirements:

11. All structures shall conform to:
 - a) Zoning Bylaw;
 - b) Building Bylaw;
 - c) Road and Traffic Bylaw;
 - d) Policy 147 - Minimum Safety Requirements; and
 - e) VFPA Building Guidelines for Residential Wharf Facilities, as amended.
12. A Building Permit shall be required for all buildings and structures above the high water mark.
13. All construction of buildings and structures shall be consistent above and below the high water mark.
14. A self-closing, self-latching gate, complete with appropriate signage will be required at the point of land access to a structure on the water.

Annual Review:

15. On an annual basis, the Village will:
 - a) collect fees from each Association as per the agreements;
 - b) monitor improvements for safety;
 - c) confirm Highway Encroachment Agreement requirements; and
 - d) confirm Group Wharfage Association requirements.

Schedule B2 to Highway Encroachment Marine/Senkler Area
Bylaw No. 411, 2008

Group Wharf/Dock Facility

Application Procedures

1. All applications for Group Wharfage Facilities shall be made to the Village of Belcarra.
2. All applications shall include the following, together with the application fees at the time of submission:
 - a) a completed Wharf/Dock Project Permit Application Form;
 - b) a Title Search of the upland property, current within 30 days of the application date;
 - c) a copy of the Association's Constitution and Bylaws as per the Societies Act;
 - d) proof of insurance and Village indemnification;
 - e) construction drawings and site plans drawn to scale; and
 - f) a letter from the immediate upland property owner indicating the involvement in the proposed Group Wharf/Dock Facility.
3. The following non-refundable fees, set in the Fees and Charges Bylaw, shall apply to an Application for a Group Wharfage Association:
 - a) Wharf/Dock Project Permit Application
 - b) Municipal Road Allowance Permit Application
 - c) Building Permit Application
 - d) Highway Encroachment Agreement Annual Fee
4. The following process will be used to consider a Group Wharfage Association Application:
 - a) Posting of Public Notice of Intent at proposed location and public comment resulting from posted Notice of Intent.
 - b) Staff reviews the proposal and prepares report to Council recommending:
 - a) the application be approved in principle and contingent upon VFPA requirements;
 - b) the application be denied; or
 - c) staff seek more information.
 - c) Council initiates the zoning bylaw amendment process (if required), including the holding of a Public Hearing.
 - d) When the zoning bylaw amendment bylaw has received three readings, the Village will write to VFPA to proceed with a Licence Agreement, and will forward a copy of the approved construction drawings.
 - e) VFPA will review the proposal and if approved will provide a copy of the Licence Agreement to the Village for execution
 - f) Staff reviews VFPA Licence Agreement and prepares report to Council recommending:
 - a) the application be approved;
 - b) the application be denied; or
 - c) staff seek more information.

- g) Council adopts the zoning bylaw amendment bylaw (if required)
- h) The Mayor and Chief Administrative Officer will sign and seal the Licence Agreement and return it to the VFPA.
- i) The Village will prepare Sub-Licence and Highway Encroachment Agreements for Council approval.
- j) The Village will forward the Sub-Licence and Highway Encroachment Agreements to the Association for execution and return to the Village.
- k) The Mayor and Chief Administrative Officer will sign and seal the Sub-Licence and Highway Encroachment Agreements.
- j) The Village will provide the Association with a copy of the executed Sub-Licence and Highway Encroachment Agreement.

**Schedule C1 To Highway Encroachment Marine/Senkler Area
Bylaw No. 411, 2008**

Title: Private Single Wharf/Dock Facility Policy

Policy Statement:

1. The Village of Belcarra recognizes that owners or occupiers of upland properties along Marine Avenue may want to make use of Municipal Land for the purpose of gaining access to a Private Single Wharf/Dock Facility.
2. It is the policy of the Vancouver Fraser Port Authority (VFPA) to require the Village's consent to proposed foreshore licences for Private Single Wharf/Dock Facilities along Marine Avenue, even where the Village's bylaws permit such facilities. The Village may give consent to use municipal land provided that certain conditions are satisfied.

This Policy will outline the following:

- a) the location where the Private Single Wharf/Dock Facility may be permitted;
- b) the procedure to be followed by a property owner applying to the Village for consent to use Municipal Land; and
- c) the terms and conditions regarding the use of Municipal Land for the purpose of establishing a Private Single Wharf/Dock facility.

Definitions:

3. The following definitions shall apply to this Policy:

"Foreshore Recreational Licence" means the Licence issued by the Vancouver Fraser Port Authority (VFPA) granting use of the foreshore under certain terms and conditions;

"Licence Agreement" means a licence of occupation issued by the VFPA to the Village of Belcarra;

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

"Policy" means the Private Single Wharf Facility Policy;

"Private Single Wharf Facility" means a wharf owned and operated by the Upland Owner to the wharf location on Marine Avenue;

"Sub-Licence Agreement" means an agreement between the Village and an occupier of a Private Single Wharf/Dock Facility in accordance with the terms and conditions of a Licence Agreement;

"Upland Owner" means the registered owner in fee simple of the property immediately upland of the Municipal Land marked by a projection of the property's side property lines to the high water mark.

Location for A Private Single Wharf Facility:

4. Council may consent to the use of Municipal Land for a Private Single Wharf/Dock Facility located on Marine Avenue as indicated on Schedule D to Bylaw 411, 2008.

Application Procedure:

5. All applications to use Municipal Land for a Private Single Wharf/Dock Facility will be considered by Council in accordance with the procedure outlined in Schedule C2 to Bylaw 411, 2008.
6. The Village's consent to use Municipal Land for a Private Single Wharf/Dock Facility will be conditional upon the Village receiving an application from the Upland Owner of where the facility is proposed to be located.

Terms and Conditions:

7. The use of Municipal Land for a Private Single Wharf/Dock Facility shall be subject to the terms and conditions contained in:
 - a) a Licence Agreement between VFPA and the Village;
 - b) a Sub-Licence Agreement between the Village and an Upland Owner of a Private Single Wharf/Dock Facility; and
 - c) a Highway Encroachment Agreement between the Village an Upland Owner of a Private Single Wharf/Dock Facility, a generic copy of which is attached as Schedule A to Bylaw 411, 2008.

Foreshore Recreational Licence Area:

8. The area that is subject to a Foreshore Recreational Licence shall be contained within the interior side lot line projections of the Upland Owner's property. Should the interior side yard lot lines converge, then the exterior side lot lines will be used.
9. Despite the foregoing, the width of a Foreshore Recreational Licence shall be limited to less than 15.24 meters (50 feet), unless site specific conditions warrant otherwise.

Construction Requirements:

10. All structures shall conform to:
 - a) Zoning Bylaw;
 - b) Building Bylaw;
 - c) Road and Traffic Bylaw;
 - d) Policy 147 - Minimum Safety Requirements; and
 - e) VFPA Building Guidelines for Residential Wharf Facilities, as amended.
11. A Building Permit shall be required for all buildings and structures above the high water mark.
12. All construction of buildings and structures shall be consistent above and below the high water mark.

Annual Review:

13. On an annual basis, the Village will:
- a) collect fees from the property owner as per the agreements;
 - b) confirm Highway Encroachment Agreement requirements; and
 - c) confirm Private Single Wharf/Dock Facility requirements.

Council Discretion:

14. Despite provisions of this policy, Council shall have discretion to refuse consent to a licence application, or consent to an application that does not comply with this policy, if Council believes that there are exceptional circumstances connected with the application.

Schedule C2 to Highway Encroachment Marine / Senkler Area
Bylaw No. 411, 2008

Private Single Wharf/Dock Facility

Application Procedures

1. All applications for a Private Single Wharf/Dock Facility shall be made to the Village of Belcarra.
2. The application shall include the following, together with the application fees at the time of submission:
 - a) a completed Wharf/Dock Project Permit Application Form;
 - b) a Title Search of the upland property, current within 30 days of the application date;
 - c) proof of insurance and Village indemnification; and
 - d) construction drawings and site plans drawn to scale.
3. The following non-refundable fees, set in the Fees and Charges Bylaw, shall apply to an application:
 - a) Wharf/Dock Project Permit Application Fee;
 - b) Building Permit Application Fee; and
 - c) Highway Encroachment Agreement Annual Fee.
4. The following process will be used to process an Application to Occupy Municipal Road Allowance:
 - a) Staff reviews the proposal and prepares report to Council recommending:
 - a) the application be approved in principle and contingent upon VFPA requirements; b) the application be denied; or c) staff seek more information.
 - b) Should Council approve the application, the Village will write to VFPA to proceed with a Foreshore Recreational Licence Agreement, and will forward a copy of the approved construction drawings.
 - c) VFPA will review the proposal and if approved will provide the Village with the Foreshore Recreational Licence Agreement for execution.
 - d) Staff reviews VFPA Licence Agreement and prepares report to Council recommending:
 - a) the application be approved; b) the application be denied; or c) staff seek more information.
 - e) The Mayor and Chief Administrative Officer will sign and seal the Licence Agreement and return it to VFPA.
 - f) The Village will prepare Sub-Licence and Highway Encroachment Agreements for Council approval.
 - g) The Village will forward the Sub-Licence and Highway Encroachment Agreements to the property owner for execution and return to the Village.
 - h) The Mayor and Chief Administrative Officer will sign and seal the Sub-Licence and Highway Encroachment Agreements.
 - i) The Village will provide the property owner with a copy of the executed Sub-Licence and Highway Encroachment Agreements.

Schedule "D"
Map Marine Ave/Senkler Area

Bedwell Bay

Jack K.

PCL. 'A' (WATER) = 1,990m² (21,420ft²)

DESIGN BY	
DRAWN BY	SSS
APPROVED	
DATE	08-MAY-2024
SCALE	1:1000
VPFA SITE	BEL116

PAUL DEGRAAF & KAREN MARGARET DEGRAAF
 LICENCE AREA FRONTING MARINE AVE ADJACENT
 LOT 7 BLOCK 37 WOODHAVEN SECTION 25
 FRACTIONAL TOWNSHIP WEST OF TOWNSHIP 39
 WEST OF THE COAST MERIDIAN & LOT 8 BLOCK
 37 WOODHAVEN ALL OF N. W. D. PLAN 3014
VILLAGE OF BELCARA

SIZE	DWG.	SHEET	REV.
A	LICENCE PLAN No. 2024-123	1 of 1	

10
PLAN 3014

VFPA PLAN 96-013

VFPA BOUNDARY

AVENUE

MARINE

SENKLER ROAD

PLAN 79019

C
PLAN 81906

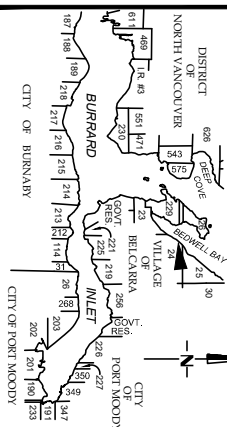
REFERENCES: -BELL 116-00336F-005 AND VFPA PLAN 1995-0433

NOTES:

-DISTANCES ARE SHOWN IN INTERNATIONAL METRES AND DECIMALS THEREOF.
-BEARINGS ARE U.T.M., AND ARE DERIVED FROM VPA CONTROL SURVEY.
-PRIOR TO COMPUTATION OF U.T.M. CO-ORDINATES, MULTIPLY DISTANCES BY COMBINED SCALE FACTOR 0.9996.
-FINAL DIMENSIONS AND CO-ORDINATES ARE SUBJECT TO SURVEY.



KEY MAP





COUNCIL REPORT

Date: June 17, 2024

From: Amanda Seibert, Corporate Officer

Subject: **2023 Annual Report**

Recommendation

That the 2023 Annual Report be received as required by the *Community Charter*.

Purpose

The purpose of this report is to bring forward the Village of Belcarra annual report for 2023 for consideration by Council, together with any submissions or questions from the public. For the purpose of the *Community Charter*, the June 17, 2024 Council meeting is deemed to be the annual meeting.

Background


The 2023 Annual Report has been prepared in accordance with Section 98 of the *Community Charter*. Local governments are required to prepare an annual report which states their goals and municipal objectives for the coming year and demonstrates progress towards the achievement of goals from the preceding year. A major component of the annual report are the 2023 Audited Financial Statements for the year ended December 31, 2023 which were formally accepted through a resolution of Council at the April 2, 2024 Regular Council Meeting.

Local governments must present the annual report at a public meeting before June 30 each year and make the report available for public inspection at least 14 days prior to that meeting. The Village of Belcarra 2023 Annual Report was made available for public inspection at the front counter of the Village office on June 3, 2023. A Public Notice of Intention was posted digitally in the Tri-City News on June 2, June 6 and June 11 as required by Section 94 of the *Community Charter*. The Public Notice of Intention was also posted on the Village's website and distributed through the resident email system on June 3, 2024.

Members of the public were invited to attend this meeting to provide feedback and comments during the Public Input Session on the agenda and were notified that they may provide input for Council's consideration by submitting their comments using email, fax, mail or hand delivery by noon on June 17, 2024. As per the notice of intention, all correspondence submitted will form part of the public record and will be provided to Council prior to the meeting.



Prepared by: Amanda Seibert
Corporate Officer



Concurrence by: Paula Richardson
Chief Administrative Officer

The following appendix is attached hereto:

Appendix A: 2023 Annual Report

[Click the link to view the full 2023 Annual Report](#)