



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MEETING AGENDA  
Village Hall  
October 21, 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](http://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, October 7, 2024**

**Recommendation:**

That the minutes from the Special Council Meeting held on October 7, 2024 be adopted.

**3.2 Regular Council Meeting, October 7, 2024**

**Recommendation:**

That the minutes from the Regular Council Meeting held on October 7, 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****5.1 Bunt & Associates Engineering Ltd.**

- **Jason Potter, M.Sc., PTP | Associate | Senior Transportation Planner**

Presentation on the Belcarra Active Transportation Network Plan

**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** Ralph Drew, Belcarra resident, email dated September 27, 2024 regarding the Proposed Farrer Cove Access Road Project

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

That the item on the Consent Agenda of the October 21, 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**

- 9.1** Motion by Councillor J. Ruzycki (brought forward as a Notice of Motion at the Regular Council Meeting of October 7, 2024)

*That staff be directed to prepare a report responding to questions in a letter from Ian Devlin provided at the September 23, 2024 Council Meeting.*

**10. STAFF REPORTS**

- 10.1** Paula Richardson, Chief Administrative Officer and Laura Beveridge, Planning Consultant, Pooni Group, report dated October 21, 2024 regarding Corporate Policy No. 232 Land Disposition Policy

**Recommendation**

That Corporate Policy No. 232 Land Disposition Policy be approved.

- 10.2** Paula Richardson, Chief Administrative Officer and Manjit S Sohi, Consultant, Sohi Consulting and Code Solutions, report dated October 21, 2024 regarding Temporary Use Permit No. 2019-01 Extension (2024 Amendments) for 8 Corners Canada Inc, 123 Dough Canada, Inc., and ELC Canada, Inc.

**Recommendation**

That Temporary Use Permit No. 2019-01 extension for one term not exceeding 3 years from October 21, 2024 requested by 8 Corners Canada Inc., 123 Dough Canada, Inc., and ELC Canada, Inc., be approved as amended and be referred to as Temporary Use Permit No. 2019-01 Extension (2024 Amendments) upon approval; and further

That the Mayor and Chief Administrative Officer be authorized to sign Temporary Use Permit No. 2019-01 Extension (2024 Amendments).

- 10.3** Paula Richardson, Chief Administrative Officer and Eric White, Consultant, RWPAS Ltd., report dated October 21, 2024 regarding the Village of Belcarra Housing Needs Report Update

**Recommendation**

That staff be directed to update the existing Village of Belcarra Housing Needs Assessment Report prior to January 1, 2025 to incorporate the most recent Housing Needs data provided by Metro Vancouver.

**11. BYLAWS****12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS**

*The following item was released from Closed Council Status:*

- October 7, 2024 Closed Council Meeting:

Item 4.4 Update to the 2023 Strategic Plan – to be presented at the November 4, 2024 at the Regular Council Meeting

**13. MAYOR AND COUNCILLOR REPORTS****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.*

**17. ADJOURNMENT**



**VILLAGE OF BELCARRA  
SPECIAL COUNCIL MEETING MINUTES**

**October 7, 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

*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 x:xx pm

**2. APPROVAL OF THE AGENDA**

**2.1 Special Council Meeting, October 7, 2024**

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**That the agenda for the Special Council Meeting of October 7, 2024, 2024 be approved.**

**CARRIED**

**3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Wilder

**That the October 7, 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)(c) Labour relations or other employee relations.**

**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.**

**Section 90(1)(l) Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].**

**CARRIED**

**4. ADJOURNMENT**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Wilder

**That the date, October 7, 2024 Special Council Meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 5:02 pm

Certified Correct:

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Jamie Ross  
Mayor

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Amanda Seibert  
Corporate Officer



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MEETING MINUTES  
October 7, 2024**



This meeting was held in Council Chambers and live streamed at  
[Village of Belcarra - YouTube](#)

**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**

Phil Chapman, Chapman Planning & Consulting  
Ken Bjorgaard, Financial Consultant

Note: Councillor Clark and Councillor Elworthy participated in the meeting via Zoom

*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 7:07 pm

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, October 7, 2024**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Wilder

**That the agenda for the Regular Council Meeting of October 7, 2024 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES****3.1 Special Council Meeting, September 23, 2024**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Wilder

**That the minutes from the Special Council Meeting held on September 23, 2024 be adopted.**

**CARRIED**

**3.2 Regular Council Meeting, September 23, 2024**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Wilder

**That the minutes from the Regular Council Meeting held on September 23, 2024 be adopted.**

**CARRIED**

**6. PUBLIC INPUT**

Mayor Ross reviewed the process for Public Input.

The Chief Administrative Officer advised that questions or comments pertaining to the Official Community Plan Bylaw brought forward at the April 8, 2024 Public Hearing will not be considered.

Ryan Moon, Belcarra resident, spoke on Item 10.1. He indicated that he was happy to see direction provided by WSP as drainage issues have caused flooding and have been a constant danger. He expressed that given damage from flooding will happen again, he hoped the work on drainage can be expedited to ensure that properties are safe.

**5. DELEGATIONS AND PRESENTATIONS****5.1 Presentation on the Lower Mainland Local Government Association (LMLGA)**

- Shannon Story, Executive Director

The LMLGA Executive Director gave a presentation providing an overview of the LMLGA, its governance model and the purpose and mandate of the Association. She provided information on the annual conference hosted by LMLGA and encouraged all municipalities to send their members to participate. The Executive Director also provided samples of issues which are important to BC municipalities.

**6. ITEMS ON CONSENT AGENDA****6.1 Correspondence**

- 6.1.1** Michael Goetz, Mayor, City of Merritt, letter dated September 25, 2024 to the Deputy Minister of Finance regarding the burden of delinquent taxes on municipalities.



**6.2 Reports**

No items

**6.3 Recommendation to Receive Items on Consent**

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

**That the item on the Consent Agenda of the October 7, 2024 Village of Belcarra Regular Council Meeting be received into the record.**

**7. ITEMS REMOVED FROM THE CONSENT AGENDA**

No items

**8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)**

- 8.1.1** Cory Heavener, Provincial Director of Child Welfare, Client Relations Branch, Ministry of Children and Family Development, email dated September 25, 2024 proclaiming October as Foster Family Month in British Columbia.

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

**That the Village of Belcarra proclaim October 2024 as Foster Family Month.**

**CARRIED**

**9. UNFINISHED BUSINESS**

No items

**10. STAFF REPORTS**

- 10.1** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated October 7, 2024 regarding the Bedwell Bay Road Upgrade Project and the expansion of the project to allow for drainage redirection.

The Public Works and Emergency Preparedness Coordinator reviewed the report. He highlighted the staff proposal to redirect drainage from Bedwell Bay Road to Kelly Road and spoke on the Class D estimate for the Bedwell Bay Road Upgrade Project (BBUP).

The Financial Consultant provided information on funding for the project utilizing various grants.

The Public Works and Emergency Preparedness Coordinator provided detailed information pertaining to the project to redirect drainage water and addressed concerns regarding pipe sizing.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the Bedwell Bay Road and Kelly Road Upgrade (BBUP) project be expanded to include redirecting drainage from the 3600 Block of Bedwell Bay Road eastward to the Kelly Road storm main; and**

**That a budget of \$100,000 be approved to develop preliminary and detailed designs of the BBUP (includes drainage design) to be funded 80% from the Community Works Reserve Fund and 20% from the Climate Action Plan funds; and further**

**That the financial plan be amended accordingly.**

**CARRIED**

## **11. BYLAWS**

### **11.1 Paula Richardson, Chief Administrative Officer, staff report dated October 7, 2024 regarding Village of Belcarra Official Community Plan Bylaw No. 621, 2024**

The Chief Administrative Officer reviewed the report. She highlighted the housekeeping items as requested by Metro Vancouver staff prior to acceptance of the Regional Context Statement. She spoke on the OCP process and thanked all who participated.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be adopted.**

**CARRIED**  
**Councillor Ruzycki voted in opposition**

## **12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS**

No items

## **13. MAYOR AND COUNCILLOR REPORTS**

Mayor Ross attended the following events:

- TransLink Mayors' Council meeting– September 26
- Tri City Chamber of Commerce Mayors' BBQ – September 26
- Metro Vancouver Board meeting – September 27
- E/A Annotated Agenda meeting – October 1
- Regional Parks Committee meeting – October 2
- Climate Action Committee meeting – October 3

Mayor Ross provided information on a preliminary meeting held on September 27, 2024 between Metro Vancouver, the Village of Belcarra and Village of Anmore to discuss the service review for the fire service.

The Mayor reminded residents that October 6-12 is Canada's National Fire Prevention Week with the focus of the week being "Smoke Alarms: Make Them Work for You." He thanked the Sasamat Volunteer Fire Department for their efforts on the behalf of the residents of Belcarra.

On behalf of the Village, Mayor Ross expressed condolences for their loss to the families of two well-loved members of the Belcarra community, Mayling Stubbs and Joyce Evans.

## **COUNCILLORS' REPORTS**

### Councillor Wilder

Councillor Wilder attended the E-Comm 9-1-1 Governance Review Meeting and the Mayors' BBQ 2024 hosted by the Tri-Cities Chamber of Commerce. On September 27, 2024 Councillor Wilder attended the Truth and Reconciliation Celebration held by the *Tsleil-Waututh Nation*. She advised that she attended the Tri-Cities Prayer Breakfast on October 5.

### Councillor Ruzycki

Councillor Ruzycki attended the Mayors' BBQ 2024 hosted by the Tri-Cities Chamber of Commerce. She participated in the Canadian Cancer Society CIBC Run for the Cure event and raised almost \$1700.

## **13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT**

The Chief Administrative Officer advised that due to the complex nature of an application for a Temporary Use Permit extension, the document will be brought forward at the next Council meeting.

She thanked all those who participated in Belcarra's Official Community Plan process and put forward her thanks to committee members in particular for their hard work and perseverance.

## **14 OTHER MATTERS DEEMED EXPEDIENT**

No items

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

Councillor Ruzycki advised that she will bring forward at motion at the next regular Council meeting requesting that staff be directed to prepare a report responding to questions from Ian Devlin in a letter provided at the September 23, 2024 Council Meeting.

**16. PUBLIC QUESTION PERIOD**

The Mayor reviewed the process for public question period.

Jim Chisholm, Belcarra resident, asked about the real safety concerns related to Bedwell Bay and Kelly Avenue.

The Public Works and Emergency Preparedness Coordinator advised that staff concerns revolve around pedestrian safety, visibility, lack of pedestrian accessibility and the failing of the gabion wall.

Jim Chisholm, Belcarra resident, asked whether traffic control at the top of Kelly Avenue with a light system that stops traffic has been considered.

The Public Works and Emergency Preparedness Coordinator advised on steps taken as safety measures on Bedwell Bay Road and that safety issues will be included in the design of the intersection.

Jim Chisholm, Belcarra resident, reiterated his question on the traffic control system.

The Public Works and Emergency Preparedness Coordinator advised that the suggestion can be considered during design work.

Jim Chisholm, Belcarra resident, queried as to what was happening with Pooni Group and asked about the cost of the report.

The Chief Administrative Officer advised that a report from Pooni Group will be provided at the next Council meeting.

**17. ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That the October 7, 2024 Regular Council Meeting be adjourned.

**CARRIED**

The meeting was adjourned at 8:15 pm

Certified Correct:

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Jamie Ross  
Mayor

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Amanda Seibert  
Corporate Officer

**From:** Ralph Drew <[REDACTED]>

**Sent:** Friday, September 27, 2024 8:33 AM

**To:** Jamie Ross <[jross@belcarra.ca](mailto:jross@belcarra.ca)>; Carolina Clark <[cclark@belcarra.ca](mailto:cclark@belcarra.ca)>; Liisa Wilder <[lwilder@belcarra.ca](mailto:lwilder@belcarra.ca)>; Janet Ruzycski <[jruzycki@belcarra.ca](mailto:jruzycki@belcarra.ca)>; Joe Elworthy <[jelworthy@belcarra.ca](mailto:jelworthy@belcarra.ca)>; Paula Richardson <[prichardson@belcarra.ca](mailto:prichardson@belcarra.ca)>

**Subject:** Re Proposed Farrer Cove Access Road Project

Re Proposed Farrer Cove Access Road Project

At the Council meeting on Monday, September 23rd, I was surprised to hear [REDACTED] say that [REDACTED] wanted a Councillor designated and appointed for the Farrer Cove road access project, and also wanted Council to provide a budget allocation for staff to lobby Metro Vancouver and the City of Port Moody.

I am concerned that the "Farrer Cove Access Road" project could consume excessive staff resources and Council time with little realistic prospect of success. As the developers of their acreage properties and proponents of the access road to serve the development of their properties, the Farrer Cove (South) property owners have several responsibilities that should be pre-requisites to any request for staff and/or Council to devote time and resources negotiating with either Metro Vancouver or City of Port Moody:

1. If Council were to designate a Belcarra Councillor to communicate on behalf of Council, establish an official committee of Council, or budget financial resources for the road access project, then Council would be "taking the lead" and assuming responsibility that rightfully belongs to the private property owners that, for all intents, are pursuing a private land subdivision development.

2. The following references in Belcarra's new OCP should be noted :

=> Policy M24: "No new roads will be funded by the Village during the period of this OCP."

=> Policy M25: "Notwithstanding Policy M 24 above, the Village will participate in and support an appropriate planning process, initiated and paid for by the owners of Farrer Cove (South) properties, which involves all relevant stakeholders to develop legal road access to this area..."

=> Policy M26: "The capital cost to design and build a new road to service Farrer Cove (South) properties will not be borne by the Village..."

=> Strategy 1.3(c) --- "...if a subdivision master plan for Farrer Cove is undertaken by local owners in the future."

=> Strategy 1.3(d)(ii) --- "...future development of Farrer Cove should legal road access be created by the residents.

3. At present, there is a self-appointed three-person committee of Farrer Cove (South) property owners communicating with Council. However, the Farrer Cove property owners need to organize themselves and collectively designate representatives of the area to communicate a consensus-proposal regarding the proposed road access.

4. At present, the property owners in the Farrer Cove (South) have not provided written confirmation as to their collective financial commitment in support of "an appropriate planning process." As a consequence, it is unclear whether all of the privately owned properties involved are prepared to financially contribute to the planning process which could easily amount to \$5,000 or more per property. How many of the Farrer Cove (South) property owners are prepared to commit in writing to undertaking that expenditure?

5. At present, there is no agreed on road alignment across the privately-owned properties in Farrer Cove (South). As a consequence, it should be a priority for the Farrer Cove property owners to define the proposed road alignment across the privately-owned properties, reflecting the 20-metre municipal road width standard. Also, given that all Farrer Cove properties would NOT be required to provide land for a road right-of-way, such an agreement is needed to identify which properties would be required to dedicate private property for the road right-of-way and also determine how such dedication of property would be valued as a cost-contribution to the project.

6. A proper cost estimate is needed to build the access road to a municipal standard. The construction of Tum-tumay-wheuton Drive cost \$10 million about 20 years ago, which is equivalent to approximately \$19 million today. The proposed road to Farrer Cove is of a similar length but crosses even more rugged mountain-side terrain. A realistic cost estimate for the proposed road is essential before expending time negotiating with Metro Vancouver and the City of Port Moody. Do the Farrer Cove (South) property owners understand that the cost to construct the access road would require a contribution of at least \$1,000,000 per property?

7. The Metro Vancouver Parks Department will NOT donate park land for construction of the proposed access road. MV Parks will expect a quid-pro-quo land swap as compensation for the proposed road right-of-way across current park lands. The Farrer Cove property owners need to address the issue of a pre-requisite land-swap before initiating discussions with MV Parks.

8. A business case needs to be prepared by the property owners to identify the potential sources of funding for the proposed Farrer Cove access road. In particular, what is the proposed subdivision plan of the Farrer Cove properties, and what would be the financial contribution from the additional properties created by the subdivision?

9. It also needs to be recognised that the potential for government grants to fund the proposed access road to Farrer Cove is very remote. The Provincial government is very unlikely to provide public tax dollars to fund a project that, for all intents, is a private land subdivision development.

The Farrer Cove (South) property owners need to collectively address the foregoing issues before going to Council with requests to negotiate with the Metro Vancouver and the City of Port Moody.

Regards,

Ralph Drew

**9. UNFINISHED BUSINESS**

- 9.1** Motion by Councillor J. Ruzycki (brought forward as a Notice of Motion at the Regular Council Meeting of October 7, 2024)

*That staff be directed to prepare a report responding to questions in a letter from Ian Devlin provided at the September 23, 2024 Council Meeting.*



## COUNCIL REPORT

File: 0890-07

**Date:** October 21, 2024

**From:** Paula Richardson, Chief Administrative Officer and Laura Beveridge, Planning Consultant, Pooni Group

**Subject:** **Corporate Policy No. 232 Land Disposition Policy**

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### 1.0 Recommendation

That Corporate Policy No. 232 Land Disposition Policy be approved.

### 2.0 Purpose

The purpose of this report is to:

1. Provide information on the Land Disposition Policy.
2. Outline the required next steps and considerations for the disposition of Village-owned land.

### 3.0 Background

On November 18, 2019, the Revenue Generation Committee brought a report to Council recommending further exploration of 7 surplus properties Village-owned properties (“Road Ends”). The Revenue Generation Committee identified these 7 Road Ends as priorities for further exploration based on the comprehensive list of Road Ends noted in *2014 Road End Report* prepared by North West Environmental.

In July 2020, staff prepared a Land Disposition Policy for consideration by Council; the purpose of this Policy was to facilitate the sale of Village-owned land, including Road Ends. However, in September 2020, with the defeat of the Official Community Plan and Zoning Bylaw amendments to permit the sale of Village-owned properties less than 0.5 acres in size, the work was put on hold, as all Road Ends identified were less than 0.5 acres in size.

From July 2020 to March 2024, no work was undertaken related to the disposition of Village-owned land. This work was reinitiated in March 2024 as the Village was exploring revenue generation options within the new context of upcoming firehall upgrades and the associated costs.

On April 2, 2024, staff prepared an overview and assessment of each of the Village’s Road Ends for Council’s information, including any encumbrances or limiting factors for residential development and/or disposal.



On May 6, 2024, Village of Belcarra Council directed staff to research Road End disposition and provide next steps. Over the summer, staff refined their research, updated the Land Disposition Policy, and determined next steps; this work was vetted by the Village's legal Counsel on several occasions.

The subject of this report is the Land Disposition Policy to allow for the sale of Village-owned land, including Road Ends.

#### **4.0 Land Disposition Policy (DRAFT)**

The proposed Land Disposition Policy establishes the framework for a transparent process to manage the disposition of land that is owned by the Village. It is subject to change. The Policy assumes that lands are being sold at the full appraised market value.

The proposed policy is largely the same as what was presented to Council in 2020. Of note is the reintroduction of the Right of First Refusal.

See Appendix A for the draft Corporate Policy No. 232 Land Disposition Policy

#### **5.0 Land Disposition Policy: Existing Policy Implications**

Implications to existing policy are not anticipated.

#### **6.0 Next Steps**

If Council approves Land Disposition Policy No. 232, the Village can initiate the process for the disposition of Village-owned land, including Road Ends.

In general, the sale of a Road End would follow this process:

1. Letter sent to neighbouring landowners advising of upcoming process and steps noted below (*note: this is not outlined in the 2024 Land Disposition Policy (DRAFT), but staff are suggesting that it would be best practice to provide neighbouring landowners with an overview of the process and what to expect*)
2. Conduct Survey to determine lot size, potential encroachments, etc.
3. Conduct an Appraisal to determine value (*including costs associated with offering a percentage of the road end to each adjacent neighbour*)
4. Draft a Road Closure Bylaw
5. Post notice to close road
6. Hold a Public Hearing
7. Raise title and register at Land Title Office

8. Right of first refusal offered to neighbouring landowners
9. If the disposition of a road end would landlock a lot and the landlocked landowner has not consented, the Village shall register a statutory right of way (SROW) over the road end that is being disposed of to allow the landlocked landowner to use the SROW to access their lot
10. Post notice to dispose of property
11. Market the property



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Prepared by: Laura Beveridge,  
Planning Consultant, Pooni Group



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Concurrence: Paula Richardson,  
Chief Administrative Officer

The following appendix is hereto attached:

Appendix A: Corporate Policy No. 232 Land Disposition Policy



**VILLAGE OF BELCARRA**  
**CORPORATE POLICY NO. 232**



**Title: Land Disposition Policy**

<b>ISSUED BY:</b> CAO	<b>APPROVED BY:</b> Council	<b>DATE:</b> Nov 4, 2024
<b>REVISED BY:</b>	<b>APPROVED BY:</b>	<b>DATE:</b>

**Purpose**

This Policy is intended to establish the process for the disposition of land owned by the Village of Belcarra not acquired by tax sales, provincial grants or expropriation, to satisfy the *Community Charter* that the Village (the “**Village**”) is providing for stewardship of the public assets of the community. Under the *Interpretation Act*, “dispose” means to transfer by any method and includes assign, give, sell, grant, charge, convey, bequeath, devise, lease, divest, release and agree to do any of those things.

**Policy**

**1. General Policies**

- 1.1. The Village has the ability to dispose of municipal land in accordance with Sections 8 and 26, and to dispose of a highway under sections 40 and 41 of the *Community Charter*, as may be amended from time to time.
- 1.2. Council shall consider the development potential and constraints of a property, including a professional appraisal and prevailing policy context, when determining suitability for future disposition.
- 1.3. When an offer is made to acquire all or a portion of a municipal lot, the Village shall review the request with consideration of all applicable policies and regulations of the Village, the *Community Charter*, and the *Local Government Act*, as may be amended from time to time.
- 1.4. This policy does not apply to land that is disposed of at below market value.
- 1.5. If the disposition of a lot would landlock another lot, the Village shall register a statutory right of way over the lot that is being disposed of in favour of the Village if the owner of the landlocked lot has not consented to the closure. The Village shall allow the landlocked lot owner to use the statutory right of way to access their lot.

**2. Surplus Lands Inventory**

- 2.1. Surplus Lands means lands owned by the Village where no immediate or long-term operational need is identified and are held by the Village to be disposed.
- 2.2. From time to time, Council may review the list of Surplus Lands, with recommendations from staff, and determine whether land should be marketed for disposition.

### 3. Direct vs Public Dispositions

- 3.1. As provided for by provincial legislation, the disposition of Surplus Lands may be initiated in one of two ways, Public Disposition or Direct Disposition, defined as follows:
  - 3.1.1. **Public Disposition** includes the disposition of land that the Village actively wants to dispose and has been advertised for disposition.
  - 3.1.2. **Direct Disposition** includes the disposition of land that the Village has identified as Surplus Lands but has not actively marketed or advertised. Direct dispositions are initiated by a private individual, company, or organization who approaches the Village offering to acquire the land.
- 3.2. **Public Disposition**
  - 3.2.1. All disposition decisions, including disposition price, shall be made by Council. In accordance with section 90(1)(e) of the Community Charter, these meetings may be held in closed session.
  - 3.2.2. The Chief Administrative Officer or designate shall have an independent appraisal done within 2 months of the decision to dispose of the subject land to assist in establishing the current fair market value price. Council shall consider the appraisal prior to accepting an offer to dispose.
  - 3.2.3. A real estate professional may be retained to market and manage the disposal of the land.
  - 3.2.4. The Chief Administrative Officer or designate shall have prepared an information package on the subject land that includes the following:
    - a) a brief description of the subject land (including the location, market value, zoning, and any other relevant information);
    - b) a copy of the title and plan;
    - c) a copy of relevant zoning guidelines and development permit guidelines, if applicable; and
    - d) a description of the process that a prospective purchaser should follow.
  - 3.2.5. The Chief Administrative Officer or designate shall have prepared a public notice in accordance with Sections 26 and 94 of the *Community Charter*, as may be amended from time to time. The notice must include:
    - a) a description of the land or improvements;
    - b) the nature and terms of the proposed disposition; and
    - c) the process by which the land and/or improvements may be acquired.
  - 3.2.6. All inquiries made with regards to acquiring the lands shall be directed to the Chief Administrative Officer or designate.
  - 3.2.7. A date and time shall be established at which all disposition bids must be submitted. Council shall review all bids and select the most appropriate bid. Council reserves the right to reject any and all bids.
  - 3.2.8. Council shall pass a resolution authorizing the disposition and transfer of the land.
  - 3.2.9. The Chief Administrative Officer or designate shall send a letter to the bidders informing them of Council's decision.

### 3.3. Direct Disposition

- 3.3.1. If the Village receives a Direct Disposition offer, all departments that would potentially be impacted by the potential disposition shall vet the proposal to determine if there are issues with the disposition of the subject land.
- 3.3.2. If the proposal is deemed non-viable based on staff vetting, the proposal shall be declined at the staff level.
- 3.3.3. If the proponent of the initial proposal passes the initial staff vetting without objection, they shall be invited to submit a formal written proposal which:
  - a) outlines the offer, proposal, and intended use;
  - b) demonstrates how the proposed development complies with the Official Community Plan and Zoning Bylaw;
  - c) outlines the project economic impact and/or benefits for the Village;
  - d) outlines a timeline for the development to occur, including any phasing;
  - e) shows a site plan showing the location of the development on the land; and
  - f) shows conceptual renderings of the proposed development.Additional information may be required depending on the location of the land and impact of the development on adjacent uses.
- 3.3.4. Upon receipt of a completed formal proposal, the Chief Administrative Officer or designate shall have an independent appraisal done within 2 months of the proposal to assist in establishing the current fair market value price.
- 3.3.5. Upon receipt of a completed formal proposal, the Chief Administrative Officer or designate shall also prepare a report to Council which shall evaluate the proposal, provide the fair market value price, and provide recommendations. In accordance with section 90(1)(e) of the Community Charter, this meeting would be held in a closed session.
- 3.3.6. After reviewing the appraisal and the Council report, Council may decline the proposal or authorize the Chief Administrative Officer or designate to continue negotiations with the proponent. In accordance with section 90(1)(e) of the Community Charter, this meeting may be held in a closed session.
- 3.3.7. Once initial negotiations are complete, the proposal shall be brought back to Council for consideration and Council may decline the proposal, direct the Chief Administrative Officer or designate to conduct further negotiations, or authorize the Village to enter a contract of purchase and sale. In accordance with section 90(1)(e) of the Community Charter, this meeting may be held in a closed session.
- 3.3.8. Council shall pass a resolution authorizing the disposition and transfer of the land.
- 3.3.9. A real estate professional shall be retained to manage the disposal of the land.

- 3.3.10. Before the Village enters a contract of purchase and sale with the proponent, the Chief Administrative Officer or designate shall prepare a public notice in accordance with Sections 26 and 94 of the *Community Charter*, as may be amended from time to time. The notice must include:
- a) a description of the land or improvements;
  - b) the nature and terms of the proposed disposition;
  - c) the person, company or organization that is to purchase the property; and
  - d) the consideration (value) to be received by the Village for the disposition.
- 3.3.11. After the notice has been published in accordance with Sections 26 and 94 of the *Community Charter*, as may be amended from time to time, the Village may enter the contract of purchase and sale and proceed with the disposition.

#### 4. Right of First Refusal

- 4.1. Unless otherwise specified, the policies under this section shall apply for both Public Dispositions and Direct Dispositions.
- 4.2. Right of First Refusal maybe granted to the owners of property ("**Neighbouring Owners**") sharing a side yard with land being disposed by the Village.
- 4.3. Where a lot has more than one neighbour on a given side yard, the properties abut at irregular angles, or it is otherwise unclear who might be considered the Neighbouring Owners, Council may determine at the time of the disposition which Neighbouring Owners may be granted Right of First Refusal.
- 4.4. Right of First Refusal shall be valid for 30 days from when Neighbouring Owners are first notified.
- 4.5. In the case of a Public Disposition, prior to advertising/marketing land for disposition, the Village may approach Neighbouring Owners with the opportunity to acquire all or part of the surplus land at market value. Public notification is required.
- 4.6. In the case of a Direct Disposition, once Council has decided to consider an offer, Right of First Refusal may be granted to the Neighbouring Owners, who shall be given 30 days to make an offer that meets or exceeds any other offer Council receives. Public notification is required.
- 4.7. Where both Neighbouring Owners wish to acquire the land, it shall be split evenly down the middle from the front property line, unless otherwise agreed to by the Neighbouring Owners and the Village.
- 4.8. In the case that only one Neighbouring Owner wishes to acquire the entire parcel, they may do so, only after the other Neighbouring Owner(s) notify the Village in writing that they waive their Right of First Refusal or 30 days elapses.
- 4.9. In the case that a Neighbouring Owner wishes only to acquire half the lot for disposition, and the other Neighbouring Owner does not wish to acquire, Council may decide to cancel the disposition of the land or dispose the entire parcel to a third party.
- 4.10. Council may choose to entertain counter offers from interested parties and may grant 30 days Right of First Refusal to Neighbouring Owners each time a counteroffer is considered.

**5. Proceeds from Disposition**

- 5.1. The proceeds from the disposition of Surplus Lands shall be considered annually in the context of the overall policies of the Village, including the Official Community Plan, Financial Plan, and Annual Report.
- 5.2. The proceeds from the disposition of Surplus Lands shall be placed in a reserve fund. That reserve fund must have as its purpose the purchase of other lands, improvements, or other capital assets, and be in accordance with Sections 188 and 189 of the *Community Charter*, as may be amended from time to time.



## COUNCIL REPORT

File: 6410-04

**Date:** October 21, 2024

**From:** Paula Richadson, Chief Administrative Officer  
Manjit S Sohi, Consultant, Sohi Consulting and Code Solutions

**Subject:** **Temporary Use Permit No. 2019-01 Extension (2024 Amendments) for 8 Corners Canada Inc, 123 Dough Canada, Inc., and ELC Canada, Inc.**

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### Recommendation

That Temporary Use Permit No. 2019-01 extension for one term not exceeding 3 years from October 21, 2024 requested by 8 Corners Canada Inc., 123 Dough Canada, Inc., and ELC Canada, Inc., be approved as amended and be referred to as Temporary Use Permit No. 2019-01 Extension (2024 Amendments) upon approval; and further

That the Mayor and Chief Administrative Officer be authorized to sign Temporary Use Permit No. 2019-01 Extension (2024 Amendments).

### Purpose

The purpose of this report is to present Council with amendments to Temporary Use Permit No. 2019-01 to allow for additional use as requested by the applicant and to propose one three-year term extension for the permit beginning on October 21, 2024.

### Background

The subject lands (ELC Lands), legally described as PARCEL "E" (EXPLANATORY PLAN 10236) WEST HALF OF THE NORTH WEST QUARTER SECTION 30 TOWNSHIP 39 NEW WESTMINSTER DISTRICT are owned by the Evangelical Laymen's Church (ELC) of Canada and located in Farrer Cove. The site is approximately 61 acres on site identified in *Appendix B*.

The subject property is zoned as "Civic Institutional (CI-1)". The CI-1 zone permits Principle Use as *Civic Use*, *Public Service Use*, and *Assembly Use* and as Accessory Use *Accessory Single Family Residential Use*, and *Accessory Use*. The present zoning does not permit any commercial operations.

In order to accommodate the applicant's commercial operations which are not permitted by current zoning, the applicant applied to Council and obtained Temporary Use Permit No. 2019-01 on October 21, 2021 with one three-year term expiring on October 21, 2024.



On September 23, 2024, Council received a staff report titled “Amendments to and extension of Temporary Use Permit # TUP 2019-01 for 8 Corners Canada Inc., a subsidiary of the Evangelical Laymen’s Church (ELC)”. Council directed staff to prepare the amended Temporary Use Permit with one three-year extension. Temporary Use Permit No. 2019 – 01 Extension (2024 Amendments) consists of all additional usage as requested by the applicant and as received by Council at the September 23, 2024 Regular Council Meeting (*Appendix A*).

It should be noted that as per section 5(l) the issuance of this Temporary Use Permit does not constitute any approvals or authorization for the construction of any docks or other such structures at foreshore areas. The Permittee must obtain such approval from authorities having jurisdictions over waters and submit a copy of the Village of Belcarra.

### Conclusion

At Council direction, staff prepared the amended Temporary Use Permit, Permit No. 2019-01 Extension (2024 Amendments) for consideration and if acceptable, recommend that the Mayor and Chief Administrative Office be authorized to sign the permit.



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Prepared by: Manjit S. Sohi, Consultant,  
Sohi Consulting and Code Solutions



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Concurrence: Paula Richardson  
Chief Administrative Officer

The following appendices are attached hereto:

- Appendix A: Temporary Use Permit No. 2019 – 01 (2024 Amendments)
- Appendix B: Location Plan TUP 03 dated July 3, 2024



**VILLAGE OF BELCARRA**  
**Temporary Use Permit No. 2019 – 01 Extension**  
**(2024 Amendments)**



**TEMPORARY USE PERMIT NO. 2019-01 Extension (2024 Amendments)**

Issued pursuant to Section 493 and 497 of the Local Government Act, RSBC 2015, c. 1

1. This Permit is issued to:

8 Corners Canada Inc.  
Incorporation Number BC1041748  
#148 – 1489 Marine Drive  
West Vancouver, BC V7T 1B8

And

123 Dough Canada, Inc.  
Incorporation Number 1558131-1  
3200 – 650 West Georgia Street  
Vancouver, BC V6B 4P7

And

ELC Canada, Inc.  
Incorporation Number S-49226 (June 2, 2005)  
3000 Camp Howdy Road  
Belcarra, BC V3H 5B6

(hereinafter called the “Permittee”) as the owner and/or authorized occupier of that certain parcel of land situate in the Village of Belcarra, in the Province of British Columbia, and more particularly known and described as:

Parcel Identifier: 013-595-695

Legal Description: PARCEL “E” (EXPLANATORY PLAN 10236)  
WEST HALF OF THE NORTH WEST QUARTER  
SECTION 30 TOWNSHIP 39 NEW WESTMINSTER DISTRICT

Civic Address: 3000 CAMP HOWDY ROAD  
BELCARRA, BC V3H 5B6

(hereinafter called the “Lands”)

2. This Permit is issued subject to compliance with all bylaws of the Village of Belcarra (hereinafter referred to as the “Village”), except as specifically varied or supplemented by this Permit.

3. Notwithstanding “Village of Belcarra Zoning Bylaw No. 510, 2018”, as amended, but subject to the terms and conditions contained herein, permission is hereby given to temporarily use a portion of the Lands as identified in **Schedule B**, Drawings number TUP - 4, detail 2 Site Amended TUP Area as listed in the “ Revised Letter of Intent of Renewal of TUP at Camp Howdy”, dated September 17, 2024 as **Schedule A**.
4. The Temporary Use Permit shall be carried out according to the following conditions:
  - a. The Permitted Use listed under Item 4 must be contained entirely within the existing buildings, patios, lawns as identified on the plan attached here to as Schedule B, Drawings number TUP # 4, detail 2 Site Amended TUP Area. (“temporary use permit area”);
  - b. Any existing buildings forming part of this TUP, shall not operate on the property without first obtaining a building permit and final inspection approval or an Occupancy Permit from the Village Building Inspector.;
  - c. It is the sole responsibility of the Permittee to ensure a free, unobstructed land access, capable of supporting emergency vehicles including, but not limited to police, fire or ambulance is available at all times;
  - d. The Temporary Use Permit area may not be altered or improved upon in any way without the prior express written consent of the Village, such consent to be at the sole discretion of the Village;
  - e. Any operations must cease should any deficiencies be identified by the Village Building Inspector and the deficiencies must be addressed to the satisfaction of the Building Inspector prior to recommencing activities;
  - f. Any commercial operation identified in Item 4 shall not operate without first obtaining a valid business license form the Village of Belcarra;
  - g. Any operation identified in Section 4 above where food is served, must not operate without first obtaining approval from the Fraser Health Authority and submit such approvals to the Village for its review and acceptance;
  - h. No other commercial uses may be permitted under this permit other than those identified under Section 4 of this permit;
  - i. Any renovations, upgrading, additions or tenant improvements to any existing building or any operation sporting uses listed in Section 4 above must obtain approvals from Fraser Health Authority to ensure adequate sewerage waste facilities in compliance with” Sewerage System Regulation BC Reg. 326/2004 to support such activities and submit such approvals to the Village for its review and acceptance;
  - j. Despite the HypeDome listed being less than 10 m2 in size, any HypeDome(s) must not be placed or occupied without first obtaining a building permit and occupancy permit from the Village Building Inspector;

- k. A waste management plan suitable to the Village of Belcarra must be in place during the term of this TUP to prevent attracting wildlife, including maintenance of adequate signage in all the areas of the TUP and at garbage disposal sites to encourage responsible waste disposal;
  - l. The issuance of this Temporary Use Permit does not constitute any approvals or authorization for the construction of any docks or other such structures at foreshore areas. The Permittee must obtain such approval from authorities having jurisdictions over waters and submit a copy of the Village of Belcarra.
5. The Temporary Use Permit Area shall be developed strictly in accordance with the terms and conditions and provisions of this Permit. This Permit does not constitute a rezoning, subdivision approval, sign permit or building permit.
  6. This Permit is not transferable.
  7. This Temporary Use Permit renewal shall lapse three (3) years from the date of issuance. No additional extension or renewal will be granted. Any use not permitted under the Village of Belcarra Zoning Bylaw shall cease at the time of expiry of the Permit.
  8. In the event that land access, listed under items 5 (c) is blocked, restricted or otherwise not available to the "Lands", any approvals granted under this Temporary Use Permit are immediately suspended and the Temporary Use Permit is null and void.
  9. In the event of any violation of any condition of this Temporary Use Permit, the Village of Belcarra Building Inspector may cancel or suspend the Temporary Use Permit. The Permittee may appeal to the Council. The Council may lift the suspension or cancellation at its sole discretion and may impose additional restrictions, conditions or penalties.

AUTHORIZING RESOLUTION PASSED by the Village Council on the 21<sup>st</sup> day of October, 2024.

IN WITNESS WHEREOF this Permit has been executed by the Permittee and this Permit is hereby issued by the Village the \_\_\_ day of \_\_\_\_\_, 20\_\_.

By its authorized signatories:

8 Corners Canada Inc

123 Dough Canada, Inc.

ELC Canada, Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**VILLAGE OF BELCARRA**

By its authorized signatories:

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

\_\_\_\_\_  
Paula Richardson  
Chief Administrative Officer

Schedule A Revised Letter of Intent of Renewal of TUP at Camp Howdy  
Schedule B Drawings number TUP - 4, detail 2 Site Amended TUP Area

To:

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

From:

Evangelical Layman's Church of Canada (Vancouver)  
3000 Camp Howdy Road  
Belcarra BC V3H 5B6

September 17, 2024.

Attn: Ms. Paula Richardson, Chief Administration Officer, Village of Belcarra  
Mr. Manjit Sohi, Building Official, Village of Belcarra

## Re: Revised Letter of Intent for Renewal of TUP at Camp Howdy

I am pleased to write this letter of intent with excitement about our plans for the future of Camp Howdy in the community.

It is our intention to create valued events and operate to be an integral part of the community. We have been creating some excitement through our annual tea festival, a Christmas festival, a Spring festival, bread and tea workshops, and the Tea Room. We are operating these events with the mindset of creating minimal impact by using our water access agreement with Camp Jubilee and limiting our impact on the surrounding environment. We have built a 4000 sq. ft. dock, so that people with boats can arrive by water.

We have eliminated weddings and movies to continue to focus on community-oriented events with a theme of health and wellness through nature-based festivals, workshops and retreats.

We will continue to work with all sectors of the government such as Metro Vancouver, The Village of Belcarra, and the health department, the ministry of Environment regarding sewage, the Fire department, and VPA.

We would like to propose the following which will allow us to continue to do what we have been doing, as well as to create a few more events throughout the year.



Evangelical Laymen's Church  
of Canada (Vancouver)

**Proposal:** Temporary Use Permit (TUP) for 8 Corners Tea Room, 123 Dough Bakery, and ELC Canada.

**Desired opening:** September 2024 (Lodge Building), October 2024 (Tea Room)

**Current Zoning:** CI – Civic Institutional, TUP 2019 – Commercial Operations

**Proposed Zoning:** CI – Civic Institutional, TUP 2024 – Commercial Operations

### Current operations:

- Church gatherings on Tuesdays (7pm-11pm), Wednesdays (7-11pm), Saturdays (2-11pm), and Sundays (11am-7pm)
- About 5 workshops a year (bread and tea workshops usually on Saturdays: 9am-9pm)
- Annual tea festival (the 2<sup>nd</sup> and the 3<sup>rd</sup> weekends in July consisting of 2 Fridays, 2 Saturdays, 2 Sundays: 11am-7pm)
- During the tea festival, Water service (every 60-90 minutes from Rocky Point and Cate's Point marinas; boat access (at 4000 sq. ft. dock) is also welcome.
- 2 gospel conferences (usually March and August: Monday-Friday: 8pm-11pm)
- About 2 children's camps (usually in March and August)

Note: ELC would like to amend the TUP to add 10 dining domes for our festivals and events and expand the TUP area to include the dock facility for the required water access.

### Requested Updates to Existing TUP – 2019-01

We request that the TUP permit be amended and extended to include the following organizations:

**1. 8 Corners Canada, Inc.**

Incorporation Number BC1041748  
#148 – 1489 Marine Drive  
West Vancouver, BC V7T 1B8

**2. 123 Dough Canada, Inc.**

Incorporation Number 1558131-1  
3200 – 650 West Georgia Street  
Vancouver, BC V6B 4P7

**3. ELC Canada, Inc.**

Incorporation Number S-49226 (June 2, 2005)  
3000 Camp Road  
Belcarra, BC V3H 5B6

## TUP Extension Period

We request that the TUP permit be extended for an additional 3 years to the 21st of October 2027, or until the property is rezoned to Commercial as per the current rezoning process underway with the Village of Belcarra.

## TUP Amended Area

We request that the TUP area be amended as per the submitted drawings to include the dock area for the required water access.

## TUP Facilities – Purpose (Uses), Frequency of Use, Hours of Operation

We request that the TUP permit be amended to include the following uses:

### **1. Tea Room**

- 500 sq. ft. space with about 24 seating capacity
- Compliant to the BC Building Code 2024 (Work currently underway under existing BP)
- Obtained Health Permit, clearance from Ministry of Environment regarding sewage, clearance from Fire Department, and clearance from VPA
- Planned hours of operation: Fridays and Saturdays (11am-4pm); open more days and longer hours in Summer (weather permitting)
- Access by water service as outlined above
- Boat access (at 4000 sq. ft. dock) welcome

### **2. Hemlock Room adjacent to tea room (former 123 Dough Bakery space under permit)**

- 1,350 sq. ft. space
- To be used for church activities primarily
- Secondary Use: Available for storage, retail, and overflow seating during festivals
- Church gatherings on Tuesdays (7pm-11pm), Wednesdays (7-11pm), Saturdays (2-11pm), and Sundays (11am-7pm)

### **3. Lodge Building**

- 2,588.55 sq. ft. space
- Primarily to be used for 8 Corners Tea Room, 123 Dough Bakery activities, Tea and bread workshops, and during festivals.
- Tea room and Bakery hours of operation: Fridays and Saturdays (11am-4pm); open more days and longer hours in Summer (weather permitting)
- Secondary Use: occasional church activities such as gospel conferences. 9am to 5 pm during conferences.
- 123 Dough Bakery – Organic Ancient Grain Pizzas and noodles: Fridays to Mondays (4:30 pm to 8:00 pm)



#### 4. Kitchen of Lodge Building

- 1,850 sq. ft. space
- Primarily to be used for 8 Corners Tea Room, 123 Dough Bakery activities, church activities and during festivals for cooking and food preparation.
- Kitchen hours of operation: Daily from 7 am to 9 pm.

#### 5. 10 dining domes

- Less than 10 sq. m. space each
- Primarily to be used for dining for festivals (See list of proposed festivals below)
- Domes accommodate up to 8 people.
- Typical operation is 2 seatings for dining during festivals.

#### 6. Festivals proposed

1. Romantic Festival (theme of gourmet healthy dining with music, flowers and romance)
  - February weekends
2. Bloom Festival (theme of flowers and renewal with healthy organic meals)
  - April and May weekends
3. Sourdough Bread Festival
  - June 1st weekend
  - 11am-7pm
4. Tea festival
  - July: 2nd and 3rd weekends
  - 11am-7pm
5. Classical Music Festival
  - August weekends
  - Thursdays to Sundays 11 am to 7 pm
6. Glo-Fest (theme of harvest with healthy organic meals and lights)
  - October
  - Fridays to Sundays 4:30 pm to 9:30 pm
7. Christmas festival
  - November to end of December
  - Thursdays to Mondays 4:30 pm to 9:30 pm

## Dome Information

The following is the information regarding the domes requested to be included as part of the amended TUP extension application.

### Hypedome US & Canada

2000 Lee Rd, Cleveland Heights, OH 44118

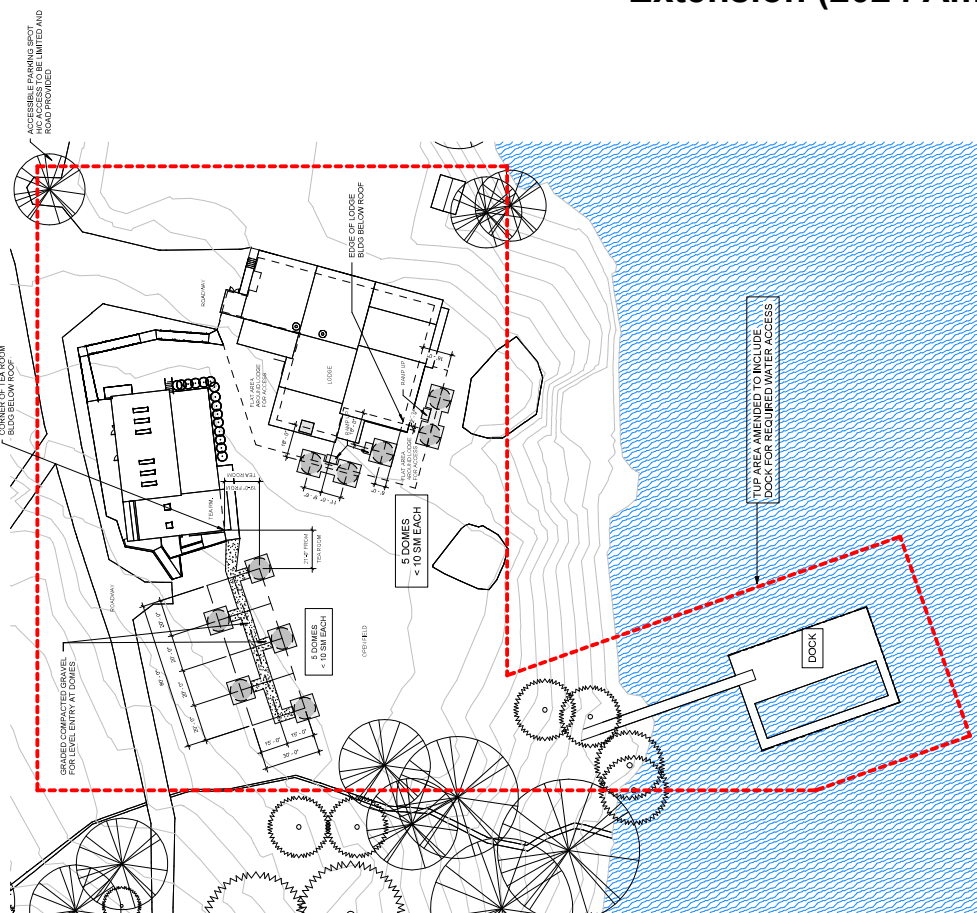
Phone: +1 216-868-7104 E-mail: [us@hypedome.com](mailto:us@hypedome.com)

Web: [hypedome.com](http://hypedome.com)

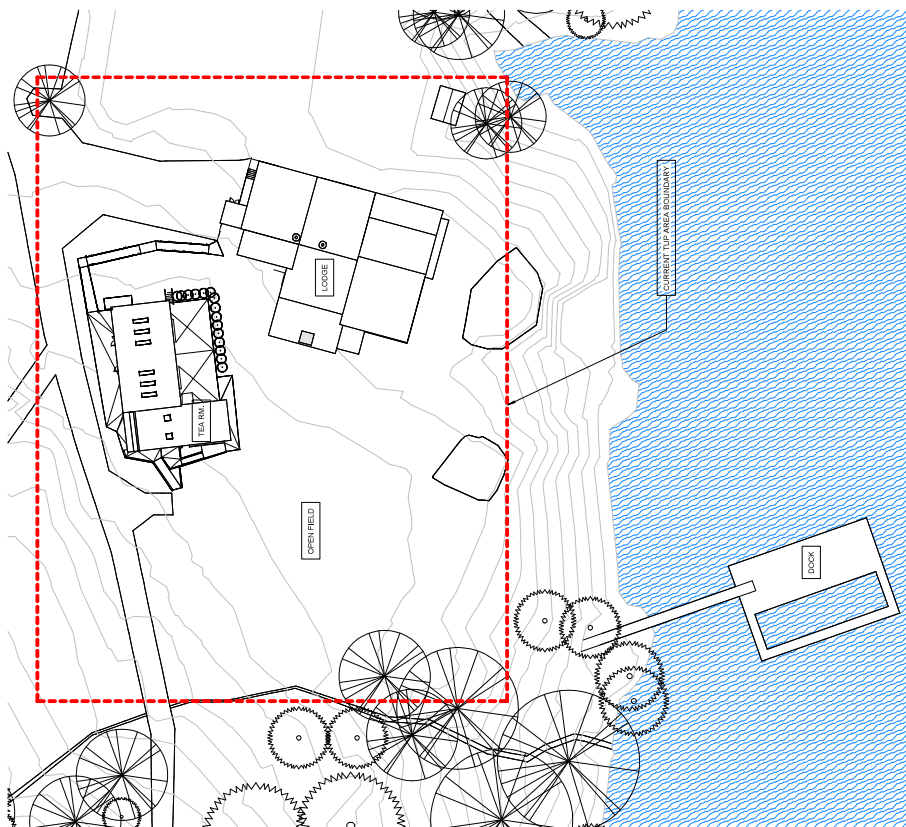
Key Dimensions:                      Base area: 9.65 m<sup>2</sup>  
    Diameter: 3.5m at the ground level  
    Height: 2.3m  
    Door width: 32 inches (82 cm)

Features:                                Fully recyclable polycarbonate material  
    200x more impact-resistant than glass  
    Waterproof, resistant to rain, snow and wind  
    Temperature resistance: -35°C to +100°C  
    Coated with two layers of UV-protection  
    Door frame made of milled aluminum, non-corrosive  
    Rollable door: transparent PVC membrane with industrial-grade zip

# SCHEDULE B to TUP No. 2019-01 Extension (2024 Amendments)



2 SITE - AMENDED TUP AREA  
1/32" = 1'-0"



1 SITE - EXISTING TUP AREA  
1/32" = 1'-0"



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2024/07/29  
Project number  
2024-08-19  
Scale  
1/32" = 1'-0"

TUP AREA  
TUP AREA

ELC TUP RENEWAL AND AMENDMENT  
BELCARRA, BC



SMITHCRAFT  
ARCHITECTURE







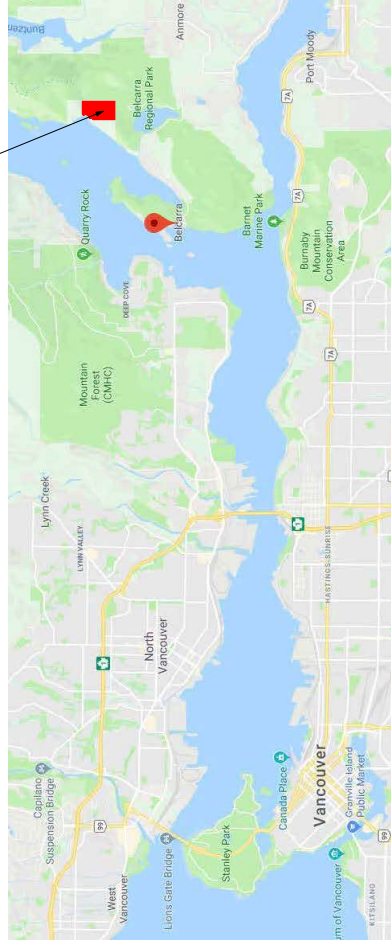
ELC PROPERTY  
80 ACRES

ELC PROPERTY  
80 ACRES



REGIONAL LOCATION

ELC PROPERTY  
80 ACRES



SMITHCRAFT  
ARCHITECTURE

elc

ELC TUP RENEWAL AND AMENDMENT  
BELCARRA, BC



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Project number  
20240703  
Scale  
As indicated

LOCATION PLAN

TUP-03



## COUNCIL REPORT

File: 1850-20-28

**Date:** October 21, 2024

**From:** Paula Richardson, Chief Administrative Officer  
Eric White, Consultant, RWPAS Ltd.

**Subject:** **Village of Belcarra Housing Needs Report Update**

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### Recommendation

That staff be directed to update the existing Village of Belcarra Housing Needs Assessment Report prior to January 1, 2025 to incorporate the most recent Housing Needs data provided by Metro Vancouver.

### Purpose

The Province has directed the Village of Belcarra to update their existing Housing Needs Report (HNR) to incorporate the most recent regional population data provided by Metro Vancouver to produce an *interim* HNR by January 1, 2025. The purpose of this report is to present Council with the current Housing Needs data as calculated by the standardized method (“HNR Method”), as well as the next steps and timeline for updating the existing HNR, Official Community Plan (OCP) and Zoning Bylaw.

### Background

In the fall of 2023, a comprehensive suite of Provincial legislation changed the local government planning and land use framework to enable local governments to deliver more housing, in the right places, faster. New requirements for local government Housing Needs Reports (HNRs) are a key part of these changes.

As a result of these changes, local governments must complete an Interim HNR by January 1, 2025, using the HNR Method to calculate the number of housing units needed over 5 and 20 years.

Municipalities must then update their official community plans (OCPs) and zoning bylaws by December 31, 2025, to accommodate the identified number of housing units. Regional district electoral areas (EAs) are exempt from these OCP and zoning requirements.

Following this, the next regular HNR is due by December 31, 2028, and corresponding updates to municipal OCPs and bylaws will be required by December 31, 2030. Subsequent reports and updates must be completed every five years. This update cycle is timed to correspond with each census data release.

### Methodology

Requiring a standard method for calculating housing need in HNRs (‘HNR Method’) will ensure that all local governments produce robust, consistent, and comparable assessments of housing need.

The HNR Method estimates the total number of housing units required to address a community’s current and anticipated housing needs over 5- and 20-year timeframes, based on publicly available data sources that can be applied to communities of various scales. It is composed of the following six components (Components A-F) of housing need, which are summed and rounded to the nearest whole number to determine the total 20-year housing need:

- A. The number of housing units for households in extreme core housing need
- B. The number of housing units for individuals experiencing homelessness
- C. The number of housing units for suppressed households
- D. The number of housing units for anticipated household growth
- E. The number of housing units required to increase the rental vacancy rate to 3%
- F. The number of housing units that reflects additional local housing demand (the “demand buffer”). This component is only included for municipalities. There is no requirement to apply the demand factor to regional district electoral areas.

**Findings**

The key findings obtained from using the HNR Method are presented in the table below:

<b>2024 Interim Housing Needs Report (Standardized Methodology) Key Findings</b>	
<b>Summary of Results</b>	<b>Belcarra</b>
Total 5-Year Housing Need (2026)	102
Total 20-Year Housing Need (2041)	366

The complete data and calculations for all six components are included in Appendix A of this report.

**Reduction of Housing Needs**

Village of Belcarra staff recognize that the anticipated Housing Needs presented in the findings are calculated using the “HNR Method” and regional data and do not accurately reflect the Housing Needs experienced currently or likely in the future of the Village of Belcarra. Development applications should therefore still be processed on a case by case basis. Once the interim HNR is incorporated into the existing HNR, Village staff will have one year to update the OCP and Zoning Bylaw to support anticipated growth and reduce Housing Needs (likely through light densification policy i.e. secondary suites, laneway homes, and duplexes). Furthermore, it should be noted that, when possible, housing growth should be located in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

## Conclusion

The findings presented in this report are based on regional population growth expectations. The Village of Belcarra has not grown, nor is anticipated to grow, at the same rate as other larger municipalities or the region as a whole. Additionally, no parcels in the Village of Belcarra have sewer service so these parcels are exempted from the Small Scale Multi Unit Housing (SSMUH) requirements that otherwise would permit a minimum of three to six units on a lot as per the SSMUH Provincial Policy Manual & Site Standards Guide.

It is unlikely that the Village of Belcarra will have the habitable area, infrastructure, or real population growth to facilitate or induce either the 5 or 20 year Housing Needs projections extrapolated using the "HNR Method". Additionally, due to the Village of Belcarra's current population size, lack of connection to regional sewer, and location outside of the Urban Containment Boundary, these growth expectations will likely not be expected by the Province.

However, the Village of Belcarra will still be required to incorporate this data into the existing Housing Needs Report by January 1, 2025, and the Official Community Plan and Zoning Bylaw by December 31, 2025.



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Prepared by: Eric White, Planning Consultant  
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Concurrence: Paula Richardson  
Chief Administrative Officer

The following appendix is attached hereto:

Appendix A: 2024 Interim Housing Needs Report (Standardized Methodology) Key Findings



**2024 Interim Housing Needs Report - Standardized Methodology Calculations**

**Belcarra**

Prepared by: Metro Vancouver Regional District, Regional Planning & Housing Services  
 Technical Guidelines: [https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/hnr\\_method\\_technical\\_guidelines.pdf](https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/hnr_method_technical_guidelines.pdf)

**2024 Interim Housing Needs Report (Standardized Methodology) Key Findings**

Summary of Results	Belcarra
Total 5-Year Housing Need (2026)	102
Total 20-Year Housing Need (2041)	366

**Initial Housing Needs Report (2021) Key Findings (for comparison purposes only)**

Key Findings	Belcarra
2016 Total Households	253
Estimated Current Need (2021)	260
Anticipated Future Need (2026)	264



**COMPONENT A: Housing units and extreme core housing need HNRR s. 17 (VHNRR s. 12)**

**Table 1: Extreme core housing need, Steps 1 and 2**

<b>Total Households</b>	<b>2006</b>		<b>2011</b>		<b>2016</b>		<b>2021</b>		<b>Average ECHN Rate</b>
Owners	235		250		230		235		
Renters	20		20		20		30		
<b>Extreme Core Housing Need</b>	<b>#</b>	<b>% of total</b>	<b>#</b>	<b>% of total</b>	<b>#</b>	<b>% of total</b>	<b>#</b>	<b>% of total</b>	
Owners with a mortgage	n/a		n/a		n/a		0	0.0%	0.0%
Renters	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0.0%

**Table 2: Extreme core housing need, Steps 3 and 4**

<b>Total Households</b>	<b>2021 Households</b>	<b>Average ECHN Rate</b>	<b>Households in ECHN</b>
Owners		n/a	n/a
Owners with a mortgage	235	0.0%	0
Renters	30	0.0%	0
Total New Units - 20 years			0

**COMPONENT B: Housing units and homelessness HNRR s. 18 (VHNRR s. 13)**

**Table 3: People experiencing homelessness, Steps 1, 2 and 3**

Regional Population	Local Population		Regional PEH	Proportional Local PEH
	#	% of Region		
2,607,015	645	0.0%	11,392	3
<b>Total New Units - 20 years</b>				<b>3</b>



**COMPONENT D: Housing units and anticipated household growth HNRR s. 20 (VHNRR s. 15)**

**Table 9: Anticipated household growth, Step 1**

<b>Regional District Projections</b>	<b>2021</b>	<b>2041</b>	<b>Regional Growth Rate</b>
Households	1,043,315	1,580,744	51.5%

**Table 10: Anticipated household growth, Steps 2, 3, 4 and 5**

<b>Growth Scenarios</b>	<b>Regional Growth Rate</b>	<b>Households</b>		<b>New Units</b>
		<b>2021</b>	<b>2041</b>	
Local Household Growth	n/a	265	296	31
Regionally Based Household Growth	51.5%	265	n/a	137
Scenario Average				84
<b>Total New Units - 20 years</b>				<b>84</b>

**COMPONENT E: Housing units and rental vacancy rate HNRR s. 21 (VHNRR s. 16)**

**Table 11: Rental vacancy rate adjustment, Steps 1, 2, 3 and 4**

	<b>Vacancy Rate (2021)</b>	<b>Occupied Rate</b>	<b>Renter Households</b>	<b>Estimated Number of Units</b>
Target Vacancy Rate	3.0%	97.0%	<b>30</b>	31
Local Vacancy Rate*	1.4%	98.6%		30
<b>Total New Units - 20 years</b>				<b>1</b>

\*Note: Used British Columbia's vacancy rate for "row/apartment" as per the HNR Method Technical Guidelines.

**COMPONENT F: Housing units and demand (the “demand buffer”) HNRR s. 22 (VHNRR s. 17)**

**Table 12: Additional local housing demand, Steps 1 and 2**

<b>Component</b>	<b>Result</b>
A Extreme Core Housing Need	0
B Persons Experience Homelessness	3
C Suppressed Household Formation	112
E Rental Vacancy Rate Adjustment	1
<b>Total</b>	<b>115</b>
Demand Factor	1.45
<b>Total New Units - 20 Years</b>	<b>167</b>

## TOTAL 20-YEAR HOUSING NEED

**Table 13: Total 20-year Housing Need**

<b>Component</b>	<b>Total Housing Need</b>
A Extreme Core Housing Need	0
B Persons Experience Homelessness	3
C Suppressed Household Formation	112
D Anticipated Household Growth	84
E Rental Vacancy Rate Adjustment	1
F Additional Demand	167
<b>Total New Units - 20 Years</b>	<b>366</b>

## TOTAL 5-YEAR HOUSING NEED

**Table 14: Total 5-year Housing Need**

Component	Total Housing Need
A Extreme Core Housing Need	0
B Persons Experience Homelessness	1
C Suppressed Household Formation	28
D Anticipated Household Growth	31
E Rental Vacancy Rate Adjustment	0
F Additional Demand	42
<b>Total New Units - 5 Years</b>	<b>102</b>

### Component D: 5-Year Calculations

**Table 9: Anticipated household growth, Step 1**

Regional District Projections	2021	2026	Regional Growth Rate
Households	1,043,315	1,221,910	17.1%

**Table 10: Anticipated household growth, Steps 2, 3, 4 and 5**

Growth Scenarios	Regional Growth Rate	Households		New Units
		2021	2026	
Local Household Growth	n/a	265	282	17
Regionally Based Household Growth	17.1%	265	n/a	45
Scenario Average				31
<b>Total New Units - 5 years</b>				<b>31</b>