



**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL AGENDA**  
**July 25, 2022**  
**7:00 PM**



This meeting is being held via Zoom Teleconference and will be recorded.

Meeting details as follows:

Click link to join meeting: <https://us06web.zoom.us/j/81287061107>

Meeting ID: 812 8706 1107

**COUNCIL**

Mayor Jamie Ross

Councillor Carolina Clark

Councillor Bruce Drake

Councillor John Snell

Councillor Liisa Wilder

**1. CALL TO ORDER**

Mayor Ross will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, July 25, 2022**

**Recommendation:**

That the agenda for the Regular Council Meeting, July 25, 2022 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, July 11, 2022**

**Recommendation:**

That the minutes from the Regular Council Meeting held July 11, 2022 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

No items.

**5. REPORTS**

**5.1 Ken Bjorgaard, Financial Consultant, regarding Budget Variance Report**

**Recommendation:**

That the report entitled “2022 Budget Variance Report Based on Results to June 30, 2022” be received for information.

- 5.2** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated July 25, 2022, regarding BC Hydro LED Streetlight Replacements

**Recommendation:**

That the BC Hydro LED Streetlight Replacement report dated July 25, 2022, be received for information.

- 5.3** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated July 25, 2022, regarding Domestic Water Supply Connection Safety, Fire Sprinkler Only

**Recommendation:**

That the “Domestic Water Supply Connection Safety, Fire Sprinkler Only” report be received for information.

- 5.4** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated July 25, 2022, regarding 2021-2022 MRNB Funding Reallocation

**Recommendation:**

That Council approve the funding reallocation for the 2021-2022 MRNB Funding.

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

**6.1 Mayor’s Report**

- Metro Parks Committee Tour of Bowen Island – July 15, 2022
- Symphony in the Park, featuring the VSO – hosted by Burnaby Council – July 16, 2022
- Sheila Malcolmson, Minister of Mental Health & Addictions – Announcement About Increasing Health, Wellness and Substance Use Supports for Youth, event held at the Centennial Secondary Theatre – July 19, 2022

**7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER**

- 7.1 Paula Richardson, Acting Corporate Officer, report dated July 11, 2022, regarding Appointment of Alternate Acting Corporate Officer**

**Recommendation:**

That Council approve the appointment of Connie Esposito as Acting Corporate Officer for the Regular Council meeting scheduled for September 6, 2022.

**8. BYLAWS**

No items.

**9. CORRESPONDENCE/PROCLAMATIONS**

**Recommendation:**

That correspondence items 9.1 to 9.7 be received.

**ACTION ITEMS**

- 9.1** Joel and Nancy Johnston & Eric Broberg and Jillian Hull, Belcarra Residents, email dated July 12, 2022, regarding Request for Road Name Change

**Recommendation:**

That Council direct staff to research the requirements for a road name change.

**INFORMATION ITEMS**

- 9.2** Brad West, Mayor, City of Port Coquitlam, letter dated June 29, 2022, regarding City of Port Coquitlam's 2021 Annual Report
- 9.3** Ian MacDonald, Belcarra Resident, email dated July 11, 2022, regarding Dangerous Bollard on Watson Road
- 9.4** Kerry Thompson, Port Coquitlam Resident, email dated July 18, 2022, regarding Proposal for July Meeting – Addition of Non Motorized Boat Launch Sites in the Village
- 9.5** Sasamat Volunteer Fire Department (SVFD) Board of Trustees, Meeting Minutes of June 2, 2022
- 9.6** Kaila Butler, Communications Manager, E-Comm 911, letter dated June 30, 2022, regarding E-Comm Insider (formerly e-communique) Subscription
- 9.7** Deborah Struk, Belcarra Resident, email dated July 20, 2022, regarding Why Did Port Coquitlam Leave the LMLGA – Tri-City News

**Please note: Two items of Correspondence will be received and discussed after Item 11.**

**10. NEW BUSINESS**

**11. PUBLIC QUESTION PERIOD**

**9. CORRESPONDENCE Continued**

**INFORMATION ITEMS**

**Recommendation:**

That correspondence items 9.8 to 9.9 be received.

- 9.8** Lisa McCuaig, Manager, Ecosystem Management, Vancouver Fraser Port Authority, letter dated February 28, 2022, regarding Bedwell Bay Highway Encroachment Area Eelgrass Habitat
- 9.9** Naomi Horsford, Manager, Municipal & Stakeholder Relations, Vancouver Fraser Port Authority, letter dated March 29, 2022, regarding Bedwell Bay Highway Encroachment Area Eelgrass Habitat

**12. ADJOURNMENT**

**Recommendation:**

That the July 25, 2022 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL MINUTES**  
**July 11, 2022**



This meeting was held via Zoom Teleconference.

**Council in Attendance**

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

**Council Absent**

Councillor Carolina Clark

**Staff in Attendance**

Paula Richardson, Acting Corporate Officer  
 Stewart Novak, Public Works & Emergency Preparedness Coordinator

**Others in Attendance**

Ken Bjorgaard, Financial Consultant (departed the meeting at 7:22 pm)  
 Laura Beveridge, Pooni Group, Planning Consultant (departed the meeting at 7:22 pm)  
 Ankia Bursey, Pooni Group, Planning Consultant (departed the meeting at 7:22 pm)

**1. CALL TO ORDER**

Mayor Ross called the meeting to order at 7:04 pm

Mayor Ross advised that Paula Richardson has been appointed Acting CAO until the position is filled permanently. The Village will seek applicants for the position of CAO.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, July 11, 2022**

Moved by: Councillor Wilder  
 Seconded by: Councillor Snell

That the agenda for the Regular Council Meeting, July 11, 2022, be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, June 20, 2022**

Moved by: Councillor Snell  
 Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held June 20, 2022, be adopted.

**CARRIED**

**Mayor Ross declared a Conflict of Interest as follows:**

“I am declaring a Conflict of Interest and am recusing myself from this Council meeting noting that I am not entitled to participate in the discussion of the matter, or to vote on the matter, because of a direct pecuniary interest in the matter. I am a director and a member of a Group Wharf Association and one that is the subject of legal action.

In addition, the Village of Belcarra applied to the Supreme Court and the Justice provided the following:

“[4] Now, regarding the petition itself, I am of the view that having declared a conflict of interest in relation to the Bedwell Bay Wharf Program Report (the “Report”), it would be inappropriate for Mayor Jamie Ross and Councillors John Snell and Liisa Wilder to be permitted to participate, discuss, and vote on any matter arising from or in relation to that Report.”

I am now recusing myself.”

**7:08 pm Mayor Ross departed the meeting.**

**Deputy Mayor Drake assumed the chair.**

**3.2 Special Council Meeting, June 27, 2022**

Moved by: Councillor Snell  
Seconded by: Councillor Wilder

That the minutes from the Special Council Meeting held June 27, 2022 be adopted..

**CARRIED**

**7:09 pm Mayor Ross returned to the meeting and assumed the chair.****4. DELEGATIONS AND PRESENTATIONS**

No Items.

**5. REPORTS****5.1 Paula Richardson, Acting Corporate Officer, report dated July 11, 2022, regarding Village of Belcarra Geography Information System (GIS)**

P. Richardson outlined the purpose of the report and introduced Laura Beveridge and Anika Bursey, Planning Consultants, to provide a demonstration of the GIS.

A. Bursey provided an overview noting that the layers of GIS material were obtained through a Data Sharing Agreement with Metro Vancouver. Other data was gathered from BC Assessments, the current Village OCP, and policy documents. She provided a short demonstration of the GIS.

Council asked pertinent questions. It was noted that parking regulations in the Village will be added to the GIS. Discussion ensued.

Moved by: Councillor Snell  
Seconded by: Councillor Drake

That Council receive the Village of Belcarra Geography Information System (GIS) report, dated July 11, 2022, for information; and

That Council direct staff to purchase the GIS Viewer License at an annual cost of \$170.00.

**CARRIED**

**Ken Bjorgaard, Laura Beveridge and Anika Bursey left the meeting at 7:22 pm.**

**5.2** Paula Richardson, Acting Corporate Officer, report dated July 11, 2022, regarding Council Correspondence Policy No. 225

P. Richardson outlined the report. Discussion ensued.

Moved by: Councillor Snell  
Seconded by: Councillor Wilder

That Corporate Policy No 225, Council Correspondence, be approved.

**CARRIED**

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

**6.1 Mayor's Report**

- Metro Vancouver Tour of the Coquitlam Water Treatment Plant – June 23, 2022
  - Mayor Ross outlined the tour of the Coquitlam Water Treatment Plant
- Vancouver Fraser Port Authority meeting – Noise & Designated Sewage Areas – June 29, 2022
  - Mayor Ross provided an overview of the meeting with the Vancouver Fraser Port Authority. Discussion ensued.
- Eagle Ridge Hospital Emergency Department Expansion Complete
  - Mayor Ross advised that the Eagle Ridge Hospital Emergency Department Expansion is complete. He noted that the hospital has been an important part of health care in the region and the completion of the Emergency Department Expansion will provide increased capacity for patient care.

**6.2 Councillor Wilder – The Springs Opening Celebration – July 7, 2022**

Councillor Wilder advised that she and Mayor Ross attended the Opening Celebration of the Springs hosted by the Catalyst Community Development Society, Inlet United Church, Kinsight, SHARE, and St. Andrews Port Moody Housing Society. She noted that it was a pleasure to attend and that it was an amazing facility. She wished to congratulate those involved on their accomplishment and thanked the member organizations for the invitation. Mayor Ross echoed her sentiments and noted that the evening was inspirational.

**6.2 Councillor Drake Motion – moved from the June 20, 2022 Agenda**

Councillor Drake outlined the motion provided. Discussion ensued.

Moved by: Councillor Drake  
Seconded by: Councillor Snell

That staff be requested to report on approaches that could ensure that 'sprinkler only' connections to our domestic system do not endanger other users.

**CARRIED**

**7. REPORT FROM ACTING CHIEF ADMINISTRATIVE OFFICER**

No items.

**8. BYLAWS**

No Items.

**9. CORRESPONDENCE/PROCLAMATIONS**

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That correspondence items 9.1 to 9.8 be received.

**CARRIED**

**ACTION ITEMS****9.1** Mohammed Azim, Secretary-Treasurer/CFO, letter dated June 28, 2022, regarding 2022 Eligible School Sites Proposal Resolution

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That Council accept the School District No. 43 (Coquitlam) Board resolution for proposed eligible school site requirements.

**CARRIED**

**9.2** Madeline Leaf, International Wrongful Conviction Day Committee, email dated June 21, 2022, regarding Declaration of October 2, 2022 as “Wrongful Conviction Day”

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That October 2, 2022 be declared as “Wrongful Conviction Day” in the Village of Belcarra.

**CARRIED**

**9.3** Alison Wong, Road Safety Engineer, ICBC Road Improvement Program, letter received July 5, 2022, regarding ICBC Cost Sharing Opportunities – Road Improvement Program  
Discussion ensued with regard to available funding opportunities for a road safety audit in the Village.

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That staff be directed to report to Council on ICBC Cost Sharing Opportunities with regard to Road Safety Audits.

**CARRIED**

**INFORMATION ITEMS****9.4** Shannon Stubbs, MP, Shadow Minister for Rural Economic Development & Rural Broadband Strategy, Lakeland, Damien Kurek, MP, Deputy Shadow Minister for Rural Economic Development & Rural Broadband Strategy, Battle River – Crowfoot & Jacques Gourde, MP, Deputy Shadow Minister for Rural Economic Development & Rural Broadband Strategy, Lévis – Lotbinière, letter dated June 2022, regarding Town Hall for Rural Canadians to Address Federal Funding for Rural Communities**9.5** William Beamish, Mayor, Town of Gibsons, letter dated June 16, 2022, regarding Hospice Services Funding – UBCM Resolution from Town of Gibsons



- 9.6 Anna Barford, Canada Shipping Campaigner, Stand.earth, letter dated June 17, 2022, regarding Motion at UBCM Protecting BC Coasts from Acidic Washwater Dumping being brought forward by Vancouver
- 9.7 Jonathan Cote, Mayor, City of New Westminster, letter dated June 21, 2022, regarding Library Funding UBCM Resolution
- 9.8 John Willms, Belcarra Resident, letter dated June 23, 2022, regarding CAO Resignation  
Discussion ensued with regard to staff changes at the Village office.

**10. NEW BUSINESS**

No items.

**11. PUBLIC QUESTION PERIOD**

Sharmaine Van Staalduin, Belcarra Resident, thanked Mayor Ross and Councillor Wilder for attending The Springs Opening Celebration. She noted that was an inspiring project and she thanked Council for their support.

**12. ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Snell

That the July 11, 2022 Regular Meeting be adjourned at 8:11 pm

**CARRIED**

Certified Correct:

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Jamie Ross  
Mayor

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Paula Richardson  
Acting Corporate Officer



## COUNCIL REPORT

**Date:** July 25, 2022

**From:** Ken Bjorgaard, Financial Consultant

**Subject:** 2022 Budget Variance Report Based on Results to June 30, 2022

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### Recommendation:

That the report entitled “2022 Budget Variance Report Based on Results to June 30, 2022” be received for information.

### Purpose:

Village of Belcarra Policy No. 195 states that “the Financial Officer will prepare a Report to Council, for periods ending June, September and December, comparing and analyzing the approved budget with actuals to date (Budget Variance Report).”

This Budget Variance Report for the period ending June 30, 2022 provides actual 2022 results year to date, estimated year-end results and estimated budget/actual variances. The year-end estimates are derived from an extrapolation of revenues and expenditures to date and from other information known at this particular point in time.

### Background:

The following attached Appendices represent a detailed budget review of all of the Village’s operating and capital funds:

- Appendix "A" – General Operating Fund Budget Review
- Appendix "B" – Water Operating Fund Budget Review
- Appendix "C" – Waste & Recycle Depot (WARD) Operating Fund Budget Review
- Appendix "D" – Capital Budget Review

A summary of budget/actual variance results and an explanation of the major variances follows. Overall, the Village is on track to meet its budget target in the General Operating Fund and the Water Operating Fund and the WARD Operating Fund are estimated to over budget in terms of their respective operating expenditures. It should be noted that it is early in the fiscal year and other, unexpected impacts could still materialize before year-end.

## **General Operating Fund Summary**

An increase (6.8%) in projected revenue partially offset by increased operating expenses (4.5%) is resulting in more funds available for transfer to general reserves.

<b>General Operating Fund</b>						
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D = C-A</b>	<b>E = D/A</b>	
<b>Description</b>	<b>Final 2022 Budget</b>	<b>Actual Year-to-Date June 30, 2022</b>	<b>Estimated 2022 Year-End Balance</b>	<b>Projected Year-End/Budget \$ Variances</b>	<b>Projected Year-End/Budget % Variances</b>	<b>Explanations/Comments</b>
Regular Operating Revenues <sup>1</sup>	\$1,379,131	\$1,405,557	\$1,472,550	\$93,419	6.8%	More building permit revenue, higher interest earnings, and a special, additional Small Communities Grant payment from the Province, are together resulting in additional projected revenue
Regular Operating Expenses <sup>1</sup>	\$1,178,974	\$647,592	\$1,231,960	\$52,986	4.5%	Additional administrative resource assistance, legal costs and building inspection time are resulting in an increase in projected expenses
Allocation of Centralized Support Costs to MRN, Water & WARD	\$(205,109)	\$(115,286)	\$(217,753)	\$(12,644)	6.2%	A higher recovery from MRN, Water and Water is projected as a result of higher regular operating expenses above
Balance Available for Transfer to General Reserves & Surplus	\$465,157	Not applicable	\$518,234	\$53,077	11.4%	Additional net revenue/expenses are available for transfer to reserve

<sup>1</sup> Not including one time project revenues & expenses

### **Water Operating Fund Summary**

An increase in Scada operating costs is resulting in less funds available for transfer to the water capital reserve fund.

<b>Water Operating Fund</b>						
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D = C-A</b>	<b>E = D/A</b>	
<b>Description</b>	<b>Final 2022 Budget</b>	<b>Actual Year-to- Date June 30, 2022</b>	<b>Estimated 2022 Year- End Balance</b>	<b>Projected Year- End/Budget \$ Variances</b>	<b>Projected Year- End/Budget % Variances</b>	<b>Explanations/Comments</b>
Regular Operating Revenues	\$355,360	\$350,580	\$355,993	\$633	0.2%	Revenues are on track to meet budget
Regular Operating Expenses	\$298,764	\$151,056	\$311,578	\$12,814	4.3%	Higher Scada operating costs partially offset by lower water usage and related costs are resulting in an overall increase in projected revenues
Balance Available for Transfer to General Reserves & Surplus	\$56,595	Not applicable	\$43,568	\$(13,027)	-23.0%	Less funds available for transfer to reserve based on net projected change in revenues & expenses

### **Waste & Recycle Depot (WARD) Operating Fund Summary**

An increase in hauling costs for waste, recyclables & organics is resulting in the need for more funds to be transferred from WARD surplus.

<b>Waste &amp; Recycle Depot (WARD) Operating Fund</b>						
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D = C-A</b>	<b>E = D/A</b>	
<b>Description</b>	<b>Final 2022 Budget</b>	<b>Actual Year-to- Date June 30, 2022</b>	<b>Estimated 2022 Year- End Balance</b>	<b>Projected Year- End/Budget \$ Variances</b>	<b>Projected Year- End/Budget % Variances</b>	<b>Explanations/Comments</b>
Regular Operating Revenues	\$154,198	\$152,622	\$154,422	\$224	0.1%	Revenues are on track to meet budget
Regular Operating Expenses	\$158,338	\$90,455	\$173,130	\$14,792	9.3%	Higher projected hauling costs for waste, recyclables & organics
Net Balance Transfer from Reserve & Surplus	\$4,140	Not applicable	\$18,708	\$14,568	351.9%	More funds need to be transferred from surplus to offset increase in projected expenses

## **Capital Summary**

The detailed projections (Appendix “D”) show which capital projects are expected to occur by year-end. Overall capital spending is expected to be under budget for the year.

<b>Capital Funds</b>						
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D = C-A</b>	<b>E = D/A</b>	
<b>Description</b>	<b>Final 2022 Budget</b>	<b>Actual Year-to-Date June 30, 2022</b>	<b>Estimated 2022 Year-End Balance</b>	<b>Projected Year-End/Budget \$ Variances</b>	<b>Projected Year-End/Budget % Variances</b>	<b>Explanations/Comments</b>
General Capital Expenditures	\$606,833	\$155,012	\$248,512	\$(358,321)	-59.0%	Specific projects are not expected to move forward including the budgeted multi-use path
Water Capital Expenditures	\$157,000	\$16,190	\$127,000	\$(30,000)	-19.1%	Universal water metering not expected to occur before the end of the year
WARD Capital Expenditures	\$8,000	\$0	\$8,000	\$0	0.0%	All capital spending is expected to occur before year-end

## **Summary**

Overall, this budget review half way through the fiscal year indicates that the Village of Belcarra is on track to meet its budget target in the General Operating Fund and the Water Operating Fund and WARD Operating Fund are both experiencing some challenges that need to be monitored. Capital spending is projected to be below budget. Staff will continue to monitor revenues and expenses on a monthly basis for the balance of the year. The next formal budget review to be presented to Council will occur at the end of September.

**Appendix "A" - General Operating Fund Budget Review**  
**Projected Variances Between 2022 Budget & Year-End Estimates Based on Results as at June 30, 2022**

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	Final 2022 Budget	Actual Year- to-Date June 30, 2022	Estimated 2022 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
Municipal Taxes (including penalties & interest)	(966,669)	(965,698)	(965,698)	971	-0.1%	
1% Utility Taxes	(10,513)	(7,978)	(10,628)	(115)	1.1%	
Penalties & interest (on taxes)	(10,089)	(64)	(14,449)	(4,360)	43.2%	More late property tax payments than anticipated
Bylaw Tickets & Business Licenses	(35,398)	(15,227)	(30,727)	4,671	-13.2%	Fewer tickets being issued resulting in less revenue
Planning & Building Permit Fees	(45,000)	(58,611)	(65,611)	(20,611)	45.8%	Large revenue from one building permit is resulting in additional revenue
Small Community Investment Fund (SCIF) Grant	(257,000)	(327,000)	(327,000)	(70,000)	27.2%	Additional one-time payment of \$69,000 received from Province of BC
School Tax Administration Grant	(3,047)	0	(3,086)	(39)	1.3%	
Interest Earnings	(26,500)	(18,072)	(38,072)	(11,572)	43.7%	Higher interest rates are resulting in an increase in interest earnings
Other Revenue	(24,915)	(12,907)	(17,279)	7,636	-30.6%	Administrative revenue down including filming revenue and other miscellaneous revenues
<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>(1,379,131)</b>	<b>(1,405,557)</b>	<b>(1,472,550)</b>	<b>(93,419)</b>	<b>6.8%</b>	
<b><u>REGULAR OPERATING EXPENSES</u></b>						
<b><u>Council, Legislative Services &amp; Grants</u></b>						
Indemnities & Benefits	71,426	35,183	71,509	83	0.1%	
Council Conventions, Travel & Other	8,308	1,603	4,803	(3,505)	-42.2%	Travel and participation in conventions limited
Grants	5,429	2,533	2,573	(2,856)	-52.6%	Grant budget not expected to be fully utilized
Meetings, Events & Appreciation	13,567	123	873	(12,694)	-93.6%	No Belcarra Day planned for & limited in person meetings and events
<b>Subtotal Council, Legislative Services &amp; Grants</b>	<b>98,730</b>	<b>39,442</b>	<b>79,758</b>	<b>(18,972)</b>	<b>-19.2%</b>	
<b><u>Administration &amp; Support Services</u></b>						
Administration	325,386	217,761	377,108	51,722	15.9%	Additional temporary resource assistance provided due to staff absence
Human Resources	16,391	5,394	9,744	(6,647)	-40.6%	Less staff training & events than planned for
Information Systems	50,168	35,731	53,073	2,905	5.8%	
Legal & Audit	57,500	47,707	77,707	20,207	35.1%	Additional legal expenses over that which was anticipated
Municipal Hall Operations & Maintenance	104,637	48,085	94,773	(9,864)	-9.4%	Savings in office supplies & repairs and maintenance
Planning	40,000	11,755	31,755	(8,245)	-20.6%	Less regular planning work as focus in on OCP (see below)
Finance, Engineering, Website & Environmental Contracts	104,125	48,970	97,588	(6,537)	-6.3%	General engineering contract work lower than budgeted for
Building, Plumbing & Bylaw Services	90,092	50,467	106,437	16,345	18.1%	Additional hours for building inspection over the budget
Other	651	3,160	3,310	2,659	408.4%	More travel to Indian Arm
<b>Subtotal Administration &amp; Support Services</b>	<b>788,950</b>	<b>469,030</b>	<b>851,495</b>	<b>62,545</b>	<b>7.9%</b>	
<b><u>Public Works &amp; Road Network</u></b>						
Public Works	194,656	93,326	194,509	(147)	-0.1%	
Vehicles & Equipment	57,107	19,522	53,956	(3,151)	-5.5%	Less vehicle repairs and maintenance required
Roads, Bridges, Storm Sewers etc. (Non MRN)	17,017	13,529	24,875	7,858	46.2%	Additional winter snow related expenses
Trails & Public Spaces	9,079	0	3,978	(5,101)	-56.2%	Less trail maintenance than anticipated
<b>Subtotal Public Works &amp; Road Network</b>	<b>277,859</b>	<b>126,377</b>	<b>277,318</b>	<b>(541)</b>	<b>-0.2%</b>	
<b><u>Fire &amp; Emergency Operations</u></b>						
Fire Protection	5,000	1,794	4,794	(206)	-4.1%	
Emergency Preparedness Including COVID Response	5,000	9,302	15,302	10,302	206.0%	COVID-Restart Grant spending more than budgeted for
<b>Subtotal Fire &amp; Emergency Operations</b>	<b>10,000</b>	<b>11,096</b>	<b>20,096</b>	<b>10,096</b>	<b>101.0%</b>	
<b><u>Interest &amp; Banking</u></b>	<b>3,435</b>	<b>1,647</b>	<b>3,293</b>	<b>(142)</b>	<b>-4.1%</b>	
<b>TOTAL REGULAR OPERATING EXPENSES</b>	<b>1,178,974</b>	<b>647,592</b>	<b>1,231,960</b>	<b>52,986</b>	<b>4.5%</b>	
<b><u>Allocation of Centralized Support Costs to MRN, Water &amp; WARD</u></b>	<b>(205,109)</b>	<b>(115,286)</b>	<b>(217,753)</b>	<b>(12,644)</b>	<b>6.2%</b>	Higher recovery from MRN, Water and WARD as a result of higher regular operating expenses
<b>SURPLUS BEFORE ONE-TIME &amp; IRREGULAR REVENUE/EXPENSES, ADJUSTMENTS &amp; TRANSFERS</b>	<b>(405,266)</b>	<b>(873,251)</b>	<b>(458,343)</b>	<b>(53,077)</b>	<b>13.1%</b>	Additional Small Communities Grant payment partially offset by additional projected expenses
<b>Major Road Network (MRN)</b>						
TransLink MRN Grant	(143,740)	(29,094)	(135,444)	8,296	-5.8%	Lower MRN road expenses anticipated
Roads, Bridges, Storm Sewers etc. (MRN)	143,740	60,082	135,444	(8,296)	-5.8%	Lower MRN road expenses anticipated
<b>Net MRN</b>	<b>0</b>	<b>30,988</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	

**Appendix "A" - General Operating Fund Budget Review**  
**Projected Variances Between 2022 Budget & Year-End Estimates Based on Results as at June 30, 2022**

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	Final 2022 Budget	Actual Year- to-Date June 30, 2022	Estimated 2022 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<b><u>ONE-TIME &amp; IRREGULAR REVENUES/EXPENSES</u></b>						
UBCM Community Resiliency Investment Grant	(49,836)	0	(49,836)	0	0.0%	Additional Integrated Asset Management/Long-Term Financial Plan project spending funded from reserve
Asset Management Grant	(22,392)	0	(22,447)	(55)	0.2%	
Community Works Reserve Funding OCP & Asset Management	(139,398)	0	(145,923)	(6,525)	4.7%	
Stabilization Reserve Funding for Election	(24,402)	0	(24,402)	0	0.0%	
Official Community Plan (OCP)	98,120	50,782	98,120	0	0.0%	Additional Integrated Asset Management/Long-Term Financial Plan project spending
Integrated Asset Management/Long-Term Financial Plan	33,670	40,250	40,250	6,580	19.5%	
Asset Management Program	30,000	0	30,000	0	0.0%	
Election	24,402	450	24,402	0	0.0%	
UBCM Community Resiliency Investment Costs	49,836	0	49,836	0	0.0%	
<b>REVENUES/EXPENSES</b>	<b>0</b>	<b>91,482</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b><u>ADJUSTMENTS NON-CASH ITEMS (Amortization)</u></b>						
Amortization Offset	(154,350)	0	(154,350)	0	0.0%	
Amortization Expense	154,350	0	154,350	0	0.0%	
<b>TOTAL ADJUSTMENTS NON-CASH ITEMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b><u>REVENUES TO BE TRANSFERED TO RESERVES &amp; SURPLUS</u></b>						
Community Works Grants	(59,891)	0	(59,891)	0	0.0%	Additional net revenue/expense available for transfer to reserve
Transfer to Community Works Reserve	59,891	0	59,891	0	0.0%	
Transfer to Stabilization Reserve	5,000	0	5,000	0	0.0%	
Transfer to General Capital Reserve	227,566	0	280,643	53,077	23.3%	
Transfer to Vehicle & Equipment Reserve	10,200	0	10,200	0	0.0%	
Transfer to Transportation Infrastructure Reserve	120,000	0	120,000	0	0.0%	
Transfer of Interest to General Fund Reserves	22,500	0	22,500	0	0.0%	
Transfer to Surplus	20,000	0	20,000	0	0.0%	
<b>TOTAL TRANSFERS TO RESERVES &amp; SURPLUS</b>	<b>405,266</b>	<b>0</b>	<b>458,343</b>	<b>53,077</b>	<b>13.1%</b>	
<b>BALANCE</b>	<b>0</b>	<b>(750,781)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	

**Appendix "B" - Water Operating Fund Budget Review**  
**Projected Variances Between 2022 Budget & Year-End Estimates Based on Results as at June 30, 2022**

	Final 2022 Budget	Actual Year- to-Date June 30, 2022	Estimated 2022 Year-End Balance	Projected Year- End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<b>REGULAR OPERATING REVENUES</b>						
<b><u>Fees &amp; Charges</u></b>						
Water Annual User Fees	(346,947)	(349,080)	(349,080)	(2,133)	0.6%	
Water System Connection Fees & Interest Income	(8,413)	(1,500)	(6,913)	1,500	-17.8%	Fewer connections to water system
<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>(355,360)</b>	<b>(350,580)</b>	<b>(355,993)</b>	<b>(633)</b>	<b>0.2%</b>	
<b>REGULAR OPERATING EXPENSES</b>						
Administration (cost allocation)	110,493	62,105	117,304	6,811	6.2%	Higher centralized support costs resulting in increased allocation
Water Purchases & Delivery	95,352	22,360	86,004	(9,348)	-9.8%	Lower water usage and related costs than budgeted for
Environmental Monitoring, Lease & Radio License & Scada	16,132	24,421	29,765	13,633	84.5%	Additional Scada work undertaken
Public Works	53,085	25,946	53,252	167	0.3%	
Water Reservoir	4,114	3,900	5,014	900	21.9%	Additional reservoir maintenance
Water Systems	19,588	12,324	20,239	651	3.3%	
<b>TOTAL REGULAR OPERATING EXPENSES</b>	<b>298,764</b>	<b>151,056</b>	<b>311,578</b>	<b>12,814</b>	<b>4.3%</b>	
<b>SURPLUS BEFORE DEBT, ADJUSTMENTS &amp; TRANSFERS</b>	<b>(56,596)</b>	<b>(199,524)</b>	<b>(44,415)</b>	<b>12,181</b>	<b>-21.5%</b>	
<b><u>PARCEL TAX &amp; DEBT EXPENSES</u></b>						
Parcel Tax	(233,498)	(232,651)	(232,651)	847	-0.4%	
Transfer from Water Debt Repayment Reserve	(1,946)	0	(1,946)	0	0.0%	
Long-Term Debt Interest Expense	128,800	64,399	128,799	(1)	0.0%	
Debt Principle Payment	106,645	0	106,645	0	0.0%	
<b>TOTAL PARCEL TAX &amp; DEBT EXPENSES</b>	<b>1</b>	<b>(168,252)</b>	<b>847</b>	<b>846</b>	<b>84600.0%</b>	
<b><u>ADJUSTMENTS NON-CASH ITEMS</u></b>						
Debt Actuarial Revenue	(45,144)	0	(45,144)	0	0.0%	
Debt Actuarial Offset	45,144	0	45,144	0	0.0%	
Amortization Offset	(130,154)	0	(130,154)	0	0.0%	
Amortization Expense	130,154	0	130,154	0	0.0%	
<b>TOTAL ADJUSTMENTS NON-CASH ITEMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b><u>REVENUES TO BE TRANSFERRED TO RESERVES &amp; SURPLUS</u></b>						
Transfer to MFA Cash Deposit Reserve	1,163	0	1,163	0	0.0%	
Transfer to Vehicle & Equipment Reserve	1,530	0	1,530	0	0.0%	
Transfer to Water Capital Reserve	48,902	0	35,875	(13,027)	-26.6%	Higher Scada operating costs are partially offset by lower water usage and related costs. The net result is less funds available for transfer to reserve
Water Accumulated Surplus	5,000	0	5,000	0	0.0%	
<b>TOTAL TRANSFERS TO RESERVES &amp; SURPLUS</b>	<b>56,595</b>	<b>0</b>	<b>43,568</b>	<b>(13,027)</b>	<b>-23.0%</b>	
<b>BALANCE</b>	<b>0</b>	<b>(367,776)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	



**Appendix "C" - Waste & Recycle Depot (WARD) Operating Fund Budget Review  
Projected Variances Between 2022 Budget & Year-End Estimates Based on Results as at June 30, 2022**

	Final 2022 Budget	Actual Year- to-Date June 30, 2022	Estimated 2022 Year-End Balance	Projected Year- End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<b><u>REGULAR OPERATING REVENUES</u></b>						
Waste & Recycling Annual Fee	(151,917)	(152,622)	(152,622)	(705)	0.5%	
Tags, Permits & Licences	(1,120)	0	(600)	520	-46.4%	Less tag revenue than anticipated
Interest Earnings	(1,161)	0	(1,200)	(39)	3.4%	
<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>(154,198)</b>	<b>(152,622)</b>	<b>(154,422)</b>	<b>(224)</b>	<b>0.1%</b>	
<b><u>REGULAR OPERATING EXPENSES</u></b>						
Administration (cost allocation)	55,448	31,166	58,866	3,418	6.2%	Higher centralized support costs resulting in increased allocation
Public Works Support	5,856	2,861	5,871	15	0.3%	
Depot Operations	29,351	14,800	27,765	(1,586)	-5.4%	Less resource hours spend in depot operations
Hauling, Chipping & Electronic Waste Disposal Contracts	67,683	41,628	80,628	12,945	19.1%	Higher projected hauling costs for waste, recyclables & organics
<b>TOTAL REGULAR OPERATING EXPENSES</b>	<b>158,338</b>	<b>90,455</b>	<b>173,130</b>	<b>14,792</b>	<b>9.3%</b>	
<b>SURPLUS BEFORE ADJUSTMENTS &amp; TRANSFERS</b>	<b>4,140</b>	<b>(62,167)</b>	<b>18,708</b>	<b>14,568</b>	<b>351.9%</b>	
<b><u>ADJUSTMENTS NON-CASH ITEMS</u></b>						
Amortization Offset	(7,803)	0	(7,803)	0	0.0%	
Amortization Expense	7,803	0	7,803	0	0.0%	
<b>TOTAL ADJUSTMENTS NON-CASH ITEMS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b><u>TRANSFERS TO (FROM) RESESRVES &amp; SURPLUS</u></b>						
Transfer to Vehicle & Equipment Reserve	1,000	0	1,000	0	0.0%	
Transfer from Surplus	(5,140)	0	(19,708)	(14,568)	283.4%	More funds need to be transferred from surplus to offset increase in projected expenses
<b>TOTAL TRANSFERS FROM SURPLUS</b>	<b>(4,140)</b>	<b>0</b>	<b>(18,708)</b>	<b>(14,568)</b>	<b>351.9%</b>	
<b>BALANCE</b>	<b>0</b>	<b>(62,167)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	

**Appendix "D" - Village of Belcarra - Capital Budget Review**  
**Projected Variances Between 2022 Budget & Year-End Estimates Based on Results as at June 30, 2022**

	Final 2022 Budget	Actual Year-to- Date June 30, 2022	Estimated 2022 Year-End Balance	Projected Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<b>GENERAL CAPITAL</b>						
<b>Revenue (Funding from Reserves &amp; Grants)</b>	<b>(606,833)</b>	<b>0</b>	<b>(248,512)</b>	<b>358,321</b>	<b>-59.0%</b>	
<b>Expenses</b>						
LAPTOPS	2,000	0	0	(2,000)	-100.0%	Not proceeding due to staff vacancies
INF SYS (WORK STNS, SERV ETC)	17,000	0	0	(17,000)	-100.0%	Not proceeding due to staff vacancies
VILLAGE HALL COUNCIL MEETING RECORDING SYSTEM	4,000	0	0	(4,000)	-100.0%	Not proceeding due to staff vacancies
MIDDEN ROAD OVERLAY(MIDDEN TO BELCBAY)	130,000	155,012	155,012	25,012	19.2%	Budget overage approved by Council Project delayed; project savings offset budget overage above
MARINE AVE MILL & FILL	100,000	0	20,000	(80,000)	-80.0%	
ROAD REHAB(INCL POTHOLE REPAIRS)	10,000	0	10,000	0	0.0%	
MRN MULTI-USE PATH	142,833	0	0	(142,833)	-100.0%	Project not proceeding
MRN BEDWELL BAY RD SAFETY BARRIERS	50,000	0	0	(50,000)	-100.0%	Project delayed due to other priorities
BEDWELL BAY MILL & FILL FAILING SEC	20,000	0	0	(20,000)	-100.0%	Project delayed due to other priorities
3640 BEDWELL BAY CULVERT	40,000	0	0	(40,000)	-100.0%	Project delayed due to other priorities
STORM SEWER & CATCH BASIN REPLACEMENTS	15,000	0	15,000	0	0.0%	
SECURITY SYSTEM PUB WORKS BLDG	15,000	0	0	(15,000)	-100.0%	Project delayed due to other priorities
PUBLIC WORKS EQUIPMENT	5,000	0	5,000	0	0.0%	
PORTABLE GENERATOR (PUB WORKS)	6,000	0	6,000	0	0.0%	
CREEK SURVEYS (RIPARIAN AREAS)	20,000	0	20,000	0	0.0%	
STORM SEWER & CATCH BASIN REPLACE	15,000	0	15,000	0	0.0%	
TRAIL SYSTEM IMPROVEMENTS	5,000	0	2,500	(2,500)	-50.0%	Project expected to be partially completed
TRAIL SYSTEM STAIRWELLS	10,000	0	0	(10,000)	-100.0%	Project delayed due to other priorities
<b>Total Expenses</b>	<b>606,833</b>	<b>155,012</b>	<b>248,512</b>	<b>(358,321)</b>	<b>-59.0%</b>	
<b>WATER CAPITAL</b>						
<b>Revenue (Funding from Reserves &amp; Grants)</b>	<b>(157,000)</b>	<b>0</b>	<b>(127,000)</b>	<b>30,000</b>	<b>-19.1%</b>	
<b>Expenses</b>						
UNIVERSAL WATER METERS	30,000	0	0	(30,000)	-100.0%	Project delayed due to other priorities
NEW WATER METER FOR LEAK DET (Tatlow)	30,000	0	30,000	0	0.0%	
ENGINEERING FOR WATER SYSTEM	20,000	7,155	20,000	0	0.0%	
WATER EQUIPMENT	25,000	0	25,000	0	0.0%	
SCADA SYSTEM	52,000	9,035	52,000	0	0.0%	
<b>Total Expenses</b>	<b>157,000</b>	<b>16,190</b>	<b>127,000</b>	<b>(30,000)</b>	<b>-19.1%</b>	
<b>WARD CAPITAL</b>						
<b>Revenue (Funding from Reserves)</b>	<b>(8,000)</b>	<b>0</b>	<b>(8,000)</b>	<b>0</b>	<b>0.0%</b>	
<b>Expenses</b>						
BIN C COMPACTOR-Materials & Equip.	8,000	0	8,000	0	0.0%	
<b>Total Expenses</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>0.0%</b>	



## COUNCIL REPORT

**Date:** July 25, 2022

**File:** 5400-03

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

**Subject:** **BC Hydro LED Streetlight Replacements**

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### **Recommendation**

That the BC Hydro LED Streetlight Replacement report dated July 25, 2022, be received for information.

### **Purpose**

BC Hydro has been working to replace the old high-pressure sodium streetlights with LED lighting throughout the province.

BC Hydro now have approximately 10% of the replacement project remaining, with Belcarra being one of the few communities in the region still needing to have the lights replaced.

### **Background**

It is expected that Belcarra's streetlights will be replaced within the next two months.

Due to the small number of streetlights in Belcarra (8), the service trucks may complete the task without additional notification to the municipality, as the streetlight replacement is only expected to take a few hours and won't result in a residential power outage.

The new LED streetlights will be Warm light 75-Watt LED's. The existing lights are 150-Watt and 200-Watt high pressure sodium lights.



## COUNCIL REPORT

**Date:** July 25, 2022

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

**Subject:** Domestic Water Supply Connection Safety, Fire Sprinkler Only

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### Recommendation:

That the “Domestic Water Supply Connection Safety, Fire Sprinkler Only” report be received for information.

### Purpose:

On July 11, 2022, Council approved a motion “That staff be requested to report on approaches that could ensure that ‘sprinkler only’ connections to our domestic system do not endanger other users”.

### Background:

Belcarra currently has approximately 187 houses connected to the municipal water distribution system out of 270 houses within the water service area. Most of the total connected houses were done so shortly after completion of Belcarra’s new water distribution system commissioning in 2012.

Since then, most municipal water connection permits are a result of home sale transfer of ownerships, or from new home construction projects. It should be noted that over 90% of new homes built in Belcarra in the past 10 years have had in-home sprinkler systems installed, although some of the new homes built were outside the municipal water service area.

Belcarra’s Waterworks Bylaw does require that all transfer of ownerships, and new home builds in the water service area to be connected to the water municipal distribution system. This is the primary reason for an average water connection rate of 4 per year in the past 5 years.

Aside from required connections, Belcarra’s Waterworks Bylaw does currently allow a homeowner the option to connect to the municipal water service for the home’s entire domestic water service or solely for the purposes of supplying an interior fire sprinkler system only.

Although there is no record of any household in Belcarra connecting to the municipal water distribution system solely for the purposes of connecting for ‘fire sprinklers only’, the Village Bylaw does reflect current water operation safety standards by citing:

*Approval 68.*

*All works installed on a Parcel for the sole purpose of a fire sprinkler system must be approved by the Superintendent.*

*Testable Backflow Device 69.*

*Notwithstanding Part 10 of this Bylaw, an Owner may connect to the Water Service for the sole purpose of supplying water to a fire sprinkler system without a Water Meter. The Owner, at the Owner's expense, must install a testable backflow device at a location approved by the Superintendent.*

In the event of an owner deciding to install a sprinkler system and hook up municipal water supply to service the sprinkler system it would require two permits, one for a municipal water connection and one for a Building/Plumbing permit.

Within the water connection permit application there is a check box that indicates what the water connection is for, and if the occupant intends to keep the well water service active. This information dictates the actions of public works staff.

If the occupant were to check 'for sprinkler use only' the manager of public works would require a doublecheck backflow preventor installed into the system close to the property line. This reflects AWWA standards for water operations and is cited in our municipal bylaw.

The manager of Public Works would also work with the building department to ensure there is a system design review of the sprinkler system to ensure no cross-connection errors occur as a result of the sprinkler system installation, as per 456 Waterworks Bylaw, Sec. 68 Approval.



## COUNCIL REPORT

**Date:** July 25, 2022 **File:** 5400-10-08

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

**Subject:** **2021-2022 MRNB Funding Reallocation**

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### Recommendation

That Council approve the funding reallocation for the 2021-2022 MRNB Funding.

### Purpose

Purpose of the MRNB reallocation application is to secure grant funding for Bedwell Bay Road Safety Barriers and other road safety projects along Bedwell Bay Road.

### Background

In 2021, a motion was passed by Council directing staff to apply for a TransLink funding allocation for a multi-use path along Bedwell Bay Road which included funding from:

2021 - BICCS - \$58,000.00, WITT \$47,000.00, and MRNB funding of \$24,625.00 totaling \$129,625.00

In 2022, a further grant application was submitted to TransLink by staff supporting the multi-use path project which included funding from but not yet reviewed by TransLink for approval:

2022 – BICCS - \$59,000.00, WITT \$48,000.00, and MRNB funding of \$84,000.00 totaling \$191,000.00

However, on April 25<sup>th</sup>, 2022, a motion for detailed planning of the multi-use path was defeated and lead to the cancelation of the project. This meant that Belcarra was obligated to return the pending and previously approved TransLink grant funding.

After discussing with Acting CAO Dennis Back, he advised to 'return what must be returned and save anything you can'. Staff cancelled the 2021 funding for BICCS and WITT and applied to reallocate the \$24,625.00 MRNB funding into Bedwell Bay guard rails.

Staff cancelled the 2022 funding application for BICCS and WITT and rewrote the MRNB application which was subsequently approved by TransLink.

Due to time constraints, the applications were to be reviewed and approved by TransLink within the week, they accepted the applications with the previous approvals.

The amended grant requests submitted to TransLink include:

“To install guard rails at five locations on MRN roads, (Bedwell Bay Road) over a three-year period (2022 to 2025 inclusive) in order to improve safety. Locations recommended in a Road Corridor Assessment Report by Urban Systems dated November 1, 2017. The project also includes installation of solar-powered speed signs along the MRN and speed bumps at Jug Island Trail crosswalk on Bedwell Bay Road.”

Please take note; despite the listed location of speed bumps on the grant application, a road safety study will be conducted prior to determining the placement of any road safety device, including the location and style of speed bumps or safety signage.

Total approved 2021 MRNB allocation including funding transfer:

Total Cost of Project, approximately \$82,833.00

Total TransLink Contribution           \$62,125.00 at 75%

Total Municipal Contribution           \$20,708.00

Total new 2022 MRNB agreement:

Total Cost of Project                   \$112,000.00

Total TransLink Contribution           \$ 84,000.00 at 75%

Total Municipal Contribution           \$ 28,000.00



BRITISH  
COLUMBIA

FILE NO. 0410-01

## NEWS RELEASE

For Immediate Release  
2022MMHA0041-001133  
July 19, 2022

Ministry of Mental Health and Addictions  
Foundry BC

### **New Foundry provides mental-health, substance-use services to youth in the Tri-Cities**

COQUITLAM – Young people in Coquitlam, Port Coquitlam and Port Moody will soon have access to much-needed mental-health and substance-use supports as a new Foundry centre comes to the Tri-Cities.

Once open, Foundry Tri-Cities will offer people between 12 and 24 and their families welcoming and appropriate services to fit their unique needs, including mental-health and substance-use support, drop-in counselling, physical and sexual health care, as well as youth and family peer support.

“Young people in the Tri-Cities will have a safe and judgment-free space to find mental-health, wellness and substance-use supports at the new Foundry centre that B.C. is funding,” said Sheila Malcolmson, Minister of Mental Health and Addictions. “I look forward to celebrating the centre’s opening, where youth will get the help they need when they need it.”

Foundry Tri-Cities, which will be operated by Share Family and Community Services Society (Share), is the second of four new centres to be announced in the coming months. There are 13 Foundry centres open throughout the province, including Vancouver-Granville, North Shore (North Vancouver), Campbell River, Ridge Meadows, Abbotsford, Kelowna, Prince George, Victoria, Penticton, Richmond, Terrace, Comox Valley and Langley.

An additional seven new Foundry centres are in development in Burns Lake, East Kootenay (Cranbrook), Port Hardy, Sea to Sky (Squamish), Surrey, Cariboo-Chilcotin (Williams Lake) and Fort St. John. In addition, Foundry’s provincial virtual services can be accessed from anywhere in the province through the Foundry BC app, website or by phone.

“Young people deserve access to free mental-health and wellness resources within their community,” said Dr. Steve Mathias, executive director, Foundry. “As we expand our network of centres across B.C., we’re thrilled to partner with the Tri-Cities to continue offering vital services that respond to the needs of young people and families.”

Enhancing supports for youth living with mental-health and substance-use needs is an integral part of A Pathway to Hope, B.C.’s roadmap for building the comprehensive system of mental-health and addictions care that British Columbians deserve.

#### **Quotes:**

#### **Selina Robinson, MLA for Coquitlam-Maillardville –**

“I’m thrilled a Foundry centre is coming to the Tri-Cities. This means youth in Coquitlam, Port Coquitlam, Port Moody and the surrounding areas will be able to get the mental-health,



wellness and substance-use supports they need in a friendly, judgment-free environment.”

**Claire MacLean, chief executive officer, Share Family and Community Services Society –**

“Share Society is delighted that a Foundry centre will be coming to the Tri-Cities. Many youth are struggling in our community – unstable housing, mental-health challenges, substance use, bullying, isolation, poverty and family instability are massive concerns. Foundry Tri-Cities will wrap services around our kids, so they can get the help they need, where and when they need it. Today is just the beginning – Share is excited to continue working with local youth and their families, as well as Indigenous partners and providers across health, social services, government and education, to help this dream take shape.”

**Carol Todd, parent and founder, Amanda Todd Legacy Society –**

“Being able to provide services and support for the young people and their families through a Foundry centre in the Tri-Cities is a step toward taking care of those who live in our community. As a parent who had a child in need of mental-health resources, the services and support the Foundry can facilitate will bridge the gap, reduce delays and provide effective care. Much appreciation goes to the Share Society for their passionate dedication in helping our community become a place where we can support all youth and families with their needs and concerns.”

**Learn More:**

Learn about A Pathway to Hope, government’s vision for mental-health and addictions care in B.C.: <https://news.gov.bc.ca/releases/2021MMHA0049-001787>

Foundry: <https://foundrybc.ca/>

Share Family and Community Supports Society: <https://sharesociety.ca/>

**Contact:**

Ministry of Mental Health and Addictions  
Media Relations  
250 882-9054

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Connect with the Province of B.C. at: [news.gov.bc.ca/connect](https://news.gov.bc.ca/connect)

File No. 5400-01

**From:** Nancy Johnston  
**Sent:** Tuesday, July 12, 2022 1:07 PM  
**Subject:** Request for Road Name Change

Dear Mayor Ross and Council,

We are writing to formally request consideration for changing the turn off to Marine Avenue from Bedwell Bay Road via West Road to be marked as Marine Avenue at the juncture to Bedwell Bay Road, rather than West Road, as it is currently marked. The reasons are as follows:

1. The houses on this street all have Marine Avenue addresses. They are immediately accessible once one turns onto West Road. It is very confusing to many who are looking for a Marine Avenue address when they have just turned onto West Road and there is no indication that the road then again changes its name immediately to Marine Avenue.
2. This extra confusion (just ask the MANY delivery and service folks who struggle) is also a safety and efficiency issue for emergency responders who need to quickly and accurately reach those addresses in a timely manner (sadly this has already occurred in at least one instance).
3. Added confusion also occurs for many drivers, cyclists and motorcyclists not familiar with the area, all of which occurs at an already dangerous part of Bedwell Bay Road. The extra time and distraction taken to figure out where they are and where they want to be can be the difference between effectively making the turn on a section of road that has seen several accidents in recent years.

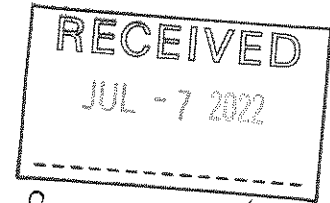
Given that there are currently no existing addresses on West Road, this would be an ideal time to make this change, causing no disruption to anyone with an existing West Road address. We appreciate that this likely involves other decision making bodies in addition to the Village of Belcarra but would appreciate your support of this request to begin such an undertaking. Thank you for your consideration of this request and please let us know if there is anything we can do that may help progress it.

Sincerely,

Joel and Nancy Johnston  
Eric Broberg and Jillian Hull

C I T Y O F  
**PORT**  
**COQUITLAM**

*Office of Mayor Brad West*



FILE NO. 0450-01

June 29, 2022

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

Dear Jamie Ross:

On behalf of Port Coquitlam City Council, I am pleased to enclose the City of Port Coquitlam's 2021 Annual Report which was considered by City Council at our June 28 meeting.

Entitled *Building a Sustainable Future*, the report details the City's work in 2021 to build sustainability and resiliency into its operations and service-delivery. Some of the 2021 highlights featured in the report include:

- Completing the Port Coquitlam Community Centre on time and within budget after more than four years of construction, phased-in to allow for continuous public use.
- Starting construction on a new McAllister Avenue streetscape and designing updates to Veterans Park and Leigh Square; key components of the City's downtown revitalization.
- Introducing a Greener City program that planted 411 trees in a year – the most in City history – through City planting and public planting activities.
- Supporting equity, diversity and inclusion (EDI) with the continuing EDI Roundtable, a public Pride in PoCo event, starting work on a City anti-racism policy, and working with the kwikwəłəm (Kwikwetlem) First Nation to catalogue items from a residential school memorial.
- Opening the licensed City Preschool at the Port Coquitlam Community Centre.
- Rolling out a \$28.3 million capital plan including neighbourhood road rehabilitation, pedestrian and cycling safety near parks and schools, parks and playgrounds, transportation improvements including Prairie Avenue, and other key infrastructure work
- Beginning development of a new Climate Action Plan, including public consultation.
- Strengthening the smoking bylaw to better protect residents from second-hand smoke and smoking-related fires.

After reading it, I encourage you to share the report with others. You can also view the report online or download it at [www.portcoquitlam.ca/annualreport](http://www.portcoquitlam.ca/annualreport).

I look forward to achieving our goals and plans for 2022!

Sincerely,

Brad West  
 Mayor

**From:** Ian MacDonald  
**Sent:** Monday, July 11, 2022 8:28 AM  
**Subject:** Fwd: Dangerous bollard on Watson Rd

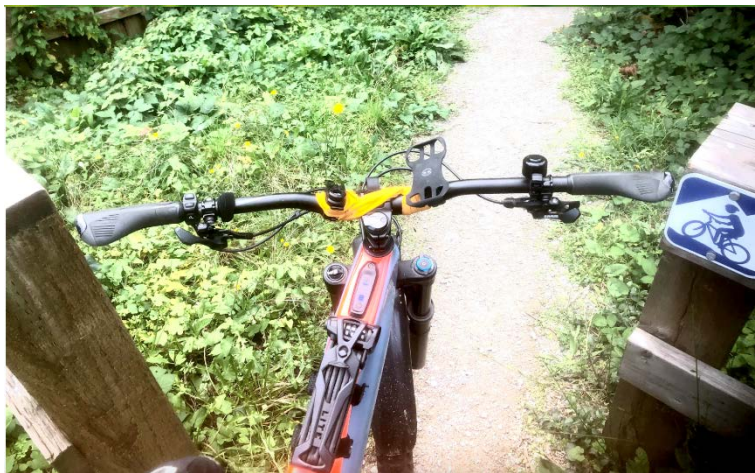
File No. 5400-08

Attention:

Belcarra Mayor and Council , VoB + Public Works:

It is unfortunate that in the time it will take me to write this email - this matter could have been resolved by public works.

Here is the problem: the gate at the bottom of Watson Rd is dangerous because of the poor design. The gate is not wide enough and is too high for cyclists' handlebars to pass through or over safely. The path is easy for a mountain biker to ride but the gate is a hazard. Note virtually no clearance for my handlebars in this photo:



As a result cyclists could easily crush their hands because of the poor clearance.

I know this - it happened to me. It hurts.

I now know about this and am very cautious, but other riders - who expect standard clearances - could easily break fingers, or worse.

On a typical ride on paths and trails I easily pass through 30-40 cycling gates and this one in Belcarra is the only one that I've seen that is dangerous. I am concerned about Belcarra's liability and have repeatedly written (on Oct 4, 2021, Feb 22, 2022 and March 15, 2022) public works to correct it. They have not.

The solution is to drop down one side of the gate so that one side of the handlebars can pass over like this concrete barrier in Port Moody:



or this standard bollard - near Burnaby Mountain access trails:



The quick and simple solution is to drop down the height of the north side of the gate. One person from public works could reduce this by about 8 inches in half an hour and this matter would be resolved - no more crushed fingers or broken hands. I have repeatedly requested this, but this situation remains dangerous to riders.

Please resolve this before someone gets hurt.

Ian MacDonald

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**Subject:** FW: proposal for july meeting

FILE NO. 5460-01

**From:** kerry thompson

**Sent:** Monday, July 18, 2022 7:01 PM

**Subject:** proposal for july meeting

--ar Mayor and Councillors:

I wish to propose the addition of non motorized boat launch sites in the villiage. These sites should also include limited parking and overnight parking via permit for paddlers to access to public waterways. No parking signs are in place at Whiskey Cove, Bedwell Bay and the residential side of Belcarra park. Prior to the no parking sign blitz these areas were used by paddlers, divers and fishermen. Providing parking is all that is required to make these sites workable. Most agree the regional lots are inadequate for the amount of visitors wishing to visit Belcarra, transporting the equiptment by foot is unrealistic due to the distances.

Council should be working toward the inclusion of day users and not aggravating the situation by excludiing all but residents. Launch parking passes could be purchased and printed online . As paddlers generally leave the launch site to venture into the arm, the minimum requirement is a small gravel path and a spot for vehicle. This is an opportunity to support one of the fastest growing recreational activities . I am open to further discussion on your perspective or plans for the future. There is a potential for a marine path to twin islands and the estuary but getting onto the water is becoming impossible as the trend to ban parking increases in popularity.

*Kerry Thompson  
Port Coquitlam B.C.*

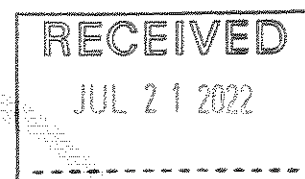
**SASAMAT VOLUNTEER FIRE DEPARTMENT (SVFD)  
BOARD OF TRUSTEES MEETING**

FILE NO. 7200-02

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, June 2, 2022 via Zoom.

**MEMBERS PRESENT:**

Chair, Councillor Darrell Penner, Port Coquitlam  
Councillor Bruce Drake, Belcarra  
Mayor John McEwen, Anmore  
Mayor Jamie Ross, Belcarra  
Councillor Paul Weverink, Anmore  
Councillor Liisa Wilder, Belcarra  
Councillor Weverink, Paul, Anmore



**STAFF PRESENT:**

Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, Metro Vancouver  
Bill Duvall, Director, Corporate Safety, Security and Emergency Management, Metro Vancouver  
Michele Kingdon, Assistant to the Deputy Commissioner, Operations, Metro Vancouver

*Pre-Meeting Discussion:*

The Trustees expressed their gratitude and appreciation for the Fire Department volunteers whose quick response was instrumental in providing a positive outcome – directly - for members of this Board and their families.

**1. ADOPTION OF THE AGENDA**

**1.1 June 2, 2022 Regular Meeting Agenda**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for June 2, 2022 as circulated.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 March 3, 2022 Regular Meeting Minutes**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes for its regular meeting held March 3, 2022 as circulated.

**CARRIED**

### 3. REPORTS FROM COMMITTEE OR STAFF

#### 3.1 2022 Year to Date Financials as at April 30, 2022 – Sasamat Fire Protection Service

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2022 financials as presented in the report dated May 26, 2022 titled "2022 Year to Date Financials as at April 30, 2022 – Sasamat Fire Protection Service".

The year to date expenditures (Budget vs Actual Summary by Program Report - Attachment 1) was reviewed. A request was made to separate the line item "Asset Purchase and Maintenance" into two separate items; one for asset purchases and another for asset maintenance, for better clarity.

A revised Attachment #2 was provided On-Table for discussion.

The revised 2022-2026 Preliminary Projected Reserves, Attachment #2 was discussed with focus on the increase to the SFPS Capital Facility Reserve by 60% in 2022 and a further 30% in addition to this increased amount in 2023. There was further discussion regarding the Property Tax notices not having the (MVRD) fire department line items separately identified as previously requested.

Staff (Bill Duvall) will reach out to Metro Vancouver's Finance department to investigate this issue further and report back to the Trustees.

#### **It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2022 financials as presented in the report dated May 26, 2022 titled "2022 Year to Date Financials as at April 30, 2022 – Sasamat Fire Protection Service".

**CARRIED**

#### 3.2 2022 SVFD Quarterly Work Plan Update

That the SVFD Board of Trustees receive for information the update to the Quarterly Work Plan as presented in the report dated May 26, 2022 titled "2022 SVFD Quarterly Work Plan Update".

The 2022 Work Plan priorities were reviewed and current status of line items in the second quarter, confirmed. Special mention was made regarding the delay in delivery of the new fire truck, now expected in 2023.

#### **It was MOVED and SECONDED**

That the SVFD Board of Trustees receive for information the update to the Quarterly Work Plan as presented in the report dated May 26, 2022 titled "2022 SVFD Quarterly Work Plan Update".

**CARRIED**



### 3.3 Fire Chief's Report

Report dated June 2, 2022, from Jay Sharpe, Fire Chief, SVFD, presenting the SVFD Board of Trustees with the Fire Chief's updates for the period.

**Manpower** – Currently 45 responders. Two members have recently left the department. Mateo Cecchini was hired by the Surrey Fire Department as a fulltime fire fighter and Sophie Gable left due to the cost of housing and to return to school to further her desire to become a fire fighter.

**Equipment** – Ladder 7 has been returned to service and the donated Belcarra WIFF trailer is at the Belcarra Hall being outfitted. The new F150 has been named 'Sierra 8'. Engine 3 was out of service due to a possible frame issue similar to one found on Ladder 7. The frame will need to be inspected next year if the unit is still in service. Working on getting tender out early for the replacement truck for Tender 2. Two new airbags have been purchased to replace old one at end of life.

**Halls and Grounds** - Grass maintenance needs a bit of focus in some areas. Quotes requested for fencing at both halls to create a secured parking area.

**Training** – Three additional recruits added - one from Belcarra - hoping to start the week of June 13<sup>th</sup>. Jay will be attending the Fire Chief's Association of BC Conference from June 6-9. This is their first in person conference since 2019.

**Old Business/Updates** – The chassis for the new engine has an expected delivery date for some time in the fall.

**Reports and Information** – Call outs: 29 calls so far, trending the same as last year. 'Other' calls are related to wires down or gas leaks; 6 false alarms – we are hoping that these will decrease. As previously mentioned one of our volunteers has taken a full time position with Surrey and another, in an administrative role, has left to pursue school. Ages of the recruits range from late 20's to early 30's; there are currently a number of 25 year olds. Mateo was an exception, at age 23.

#### It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated June 2, 2022, titled "SVFD Fire Chief's Report".

**CARRIED**

### 4. OTHER BUSINESS

A discussion ensued regarding the potential for an end-of-July joint meeting between the two councils of Anmore and Belcarra, with details to be worked out, regarding the future of the Sasamat Volunteer Fire Department.

### 5. ADJOURNMENT/CONCLUSION

#### It was MOVED and SECONDED

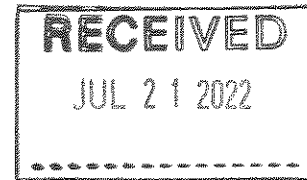
That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of June 2, 2022.

**CARRIED**

(Time: 8:27 p.m.)

June 30, 2022

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



FILE NO. 7010-03

Dear Sir or Madam,

**RE: E-Comm Insider (formerly e-communiqué) Subscription**

As a former print subscriber to E-Comm's quarterly newsletter e-communiqué, we wanted to reach out to announce the shift of this publication to an online format. We have re-launched this publication as a new, bi-annual newsletter called the **E-Comm Insider**. Our first edition was published this morning and can be found on E-Comm's website: [insider.ecomm911.ca](http://insider.ecomm911.ca)

E-Comm is committed to honest and transparent communication about where we are as an organization today and where we are going in the future. The E-Comm Insider publication will play a big part in this commitment, as all of the stories told will relate directly to E-Comm's (a)SPIRE Strategic Plan. By moving to a digital-only format, we are making our publication more accessible to all, in addition to being more eco-friendly.

**If you are interested in continuing to receive our newsletter, please sign up by visiting [ecomm911.ca](http://ecomm911.ca) – scroll down to the bottom of the page and click the “sign up” button.**

We hope you enjoy reading the E-Comm Insider.

Sincerely,

Kaila Butler  
Communications Manager  
E-Comm 9-1-1



**Subject:** FW: Letter: Why did Port Coquitlam leave the LMLGA? - Tri-City News

From: Deborah Struk  
Sent: Wednesday, July 20, 2022 1:48 PM  
Subject: Letter: Why did Port Coquitlam leave the LMLGA? - Tri-City News

Hello faithful council,

This sounds like a smart thing to do. Perhaps there are other governmental groups that Belcarra would be better off being not a part of.

Many residents have often wondered about us not being a part of Metro. Given, they, at one time tried to expropriate the land can we trust them moving forward? Do they really have the best interests of the Village. Can we have any autonomy, or will we forever be entangled and answerable?

<https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.tricitynews.com%2Flocal-news%2Fletter-why-did-port-coquitlam-leave-the-lmlga-5598270&data=05%7C01%7Cprichardson%40belcarra.ca%7C714ffdd72f93492a7af608da6b6e9d3d%7C3cd5afd687754485abc1dfcd802a6784%7C0%7C0%7C637940420067169130%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Pf%2B1hzG%2F6hw6US7WA18JpZ4mv%2BoQO%2FCSGCs%2FNvKX%2BeM%3D&reserved=0>

Have a great week and weekend.

Sincerely,  
Deborah

File No. 2380-01

February 28, 2022

Lorna Dysart  
Chief Administrative Officer  
Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra, B.C. V3H 4P8

Dear Lorna:

Re: Bedwell Bay Highway Encroachment Area Eelgrass Habitat

We are writing to advise you that we are considering additional information in regard to the eelgrass habitat in Bedwell Bay - Highway Encroachment Area. We have attached a map that shows the eelgrass area, for reference.

At this time, we are unable to move forward on development of a recreational dock and group wharfage management plan in this area until we conduct further assessment.

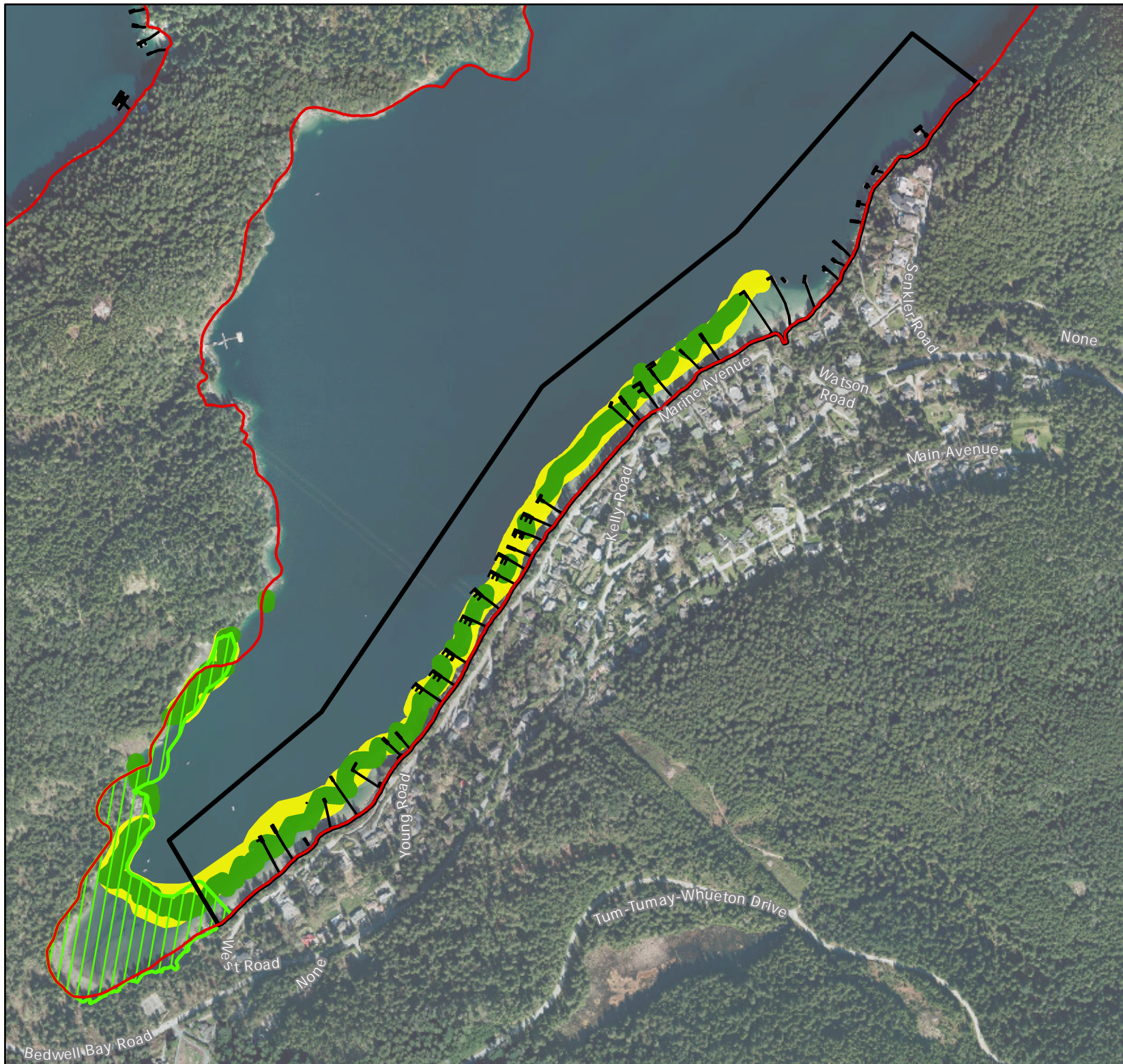
Warm regards,



Lisa McCuaig  
Manager, Ecosystem Management and Environmental Programs

encl (1)





# Bedwell Bay Eelgrass and Important Environmental Areas

Eel grass

2015

2017-2019

Important  
environmental areas

Highway  
encroachment area

Existing recreational  
dock

Vancouver Fraser Port  
Authority jurisdiction  
boundary

0 50 100 150 200  
m



Vancouver Fraser  
Port Authority

Spatial Data Group  
Prepared by: KCHAN  
Created: Feb 28, 2022  
PLAN# G2022-011





File No. 2380-01

March 29, 2022

Lorna Dysart  
Chief Administrative Officer  
Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra, B.C. V3H 4P8

Dear Lorna:

Subject: Bedwell Bay Highway Encroachment Area Eelgrass Habitat

Thank you for your letter dated March 3, 2022 in regard to the moratorium on recreational docks in Bedwell Bay. We appreciate the opportunity to address your questions and have included them with our responses below.

- *Can you (the Vancouver Fraser Port Authority) provide a more definitive description of the issues that have caused this pause in advancing your management plan?*

Through the consultation process for recreational docks, there were issues raised about recreational docks in the Bedwell Bay area. We have been reviewing these concerns, which include impacts on eelgrass beds, cultural values linked to eelgrass and cultural heritage, including but not limited to archaeology. These potential impacts have been raised specifically in regards to additional recreational docks on the east side of Bedwell Bay in the Highway Encroachment Area.

We would like to continue working with the Village of Belcarra and others in regard to any further potential restrictions on the number of future proposed docks and/or any additional mitigation measures that may be required in this area to reduce impacts.

- *How many new, non-commercial, private or group docks have been approved by the port authority since its moratorium was lifted?*

Although the moratorium on recreational docks was lifted in June 2019, we have not accepted applications for group docks (shared docks) and private docks located on the east side of Bedwell Bay in the Highway Encroachment Area. This restriction will remain in place while further engagement is completed for this area. Please see the [Recreational Docks – Municipal information | Village of Belcarra](#) bulletin on our website.

We are conducting more consultation on recreational docks in the Bedwell Bay area, which has slowed our review process and which may result in changes to restrictions and/or mitigation measures in connection with recreational docks.

Under our Project and Environmental Review (PER) process, we have issued four permits related to recreational docks since the moratorium was lifted. Although we are still accepting permit applications outside of the Highway Encroachment Area, project reviews were slowed to allow for more regional consultation on recreational docks.

... / 2

- *How long do you expect this delay to take?*

At this stage, we have identified that further consultation and stakeholder engagement is needed, including with the Village of Belcarra. We do not have a determined timeline for engagement.

- *What additional concerns regarding eelgrass do you anticipate adding to the approval process given that there is already a professional assessment of eelgrass required?*

We are conducting more consultation on recreational docks in the Bedwell Bay area, which has slowed our review process and which may result in changes to restrictions and/or mitigation measures in connection with recreational docks. We will continue to work with Belcarra and other stakeholders to develop a recreational dock management approach in Bedwell Bay.

- *If there are concerns you anticipate beyond eelgrass, can you indicate what these are and what requirements they may add to the approval process?*

We do not have all the answers at this stage and need to continue to work with stakeholders.

- *When you make the statement: “At this time we are unable to move forward on development of a recreational dock and group wharfage management plan in this area until we conduct further assessment”, could you define clearly what “area” this includes? As an example, would it include Area 4 on our map attached (an area where no eelgrass is shown?)*

We are conducting further consultation on recreational docks in Bedwell Bay and will continue to work with the Village of Belcarra and other stakeholders to develop a recreational dock management approach for this area. Please see the [Recreational Docks – Municipal information | Village of Belcarra](#) bulletin on our website, which includes a map of the Highway Encroachment Area boundary. The area is denoted in purple.

Thank you for your questions. We look forward to connecting with you during the months ahead. In regard to the invitation to attend a special meeting of council, we are pleased to meet with you to further address questions you have.

Warm regards,

Vancouver Fraser Port Authority



Naomi Horsford  
Manager, Municipal and Stakeholder Relations