

VILLAGE OF BELCARRA REGULAR COUNCIL AGENDA

Via Zoom May 24, 2022 7:00 PM



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

Meeting details as follows:

Click link to join meeting: https://us06web.zoom.us/j/81501319026

Meeting ID: 815 0131 9026

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, May 24, 2022

Recommendation:

That the agenda for the Regular Council Meeting, May 24, 2022 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, May 9, 2022

Recommendation:

That the minutes from the Regular Council Meeting held May 9, 2022 be adopted.

4. DELEGATIONS AND PRESENTATIONS

4.1 Bonita Zarrillo, Member of Parliament, Port Moody – Coquitlam, Introduction to Council

5. REPORTS

5.1 <u>Ken Bjorgaard, Financial Consultant, report dated May 24, 2022, regarding Corporate Policy No. 219 – Asset Management</u>

Recommendation:

That Corporate Policy No. 219 – Asset Management, be approved.

5.2 <u>Lisa Zwarn, Chief Election Officer</u>, report dated May 24, 2022, regarding Election and Assent Voting Bylaw No. 601, 2022

Recommendation:

That Election and Assent Voting Bylaw No. 601, 2022 receive first, second, and third reading.

5.3 <u>Lisa Zwarn, Chief Election Officer</u>, report dated May 24, 2022, regarding Public Notice Bylaw No. 602, 2022

Recommendation:

That Public Notice Bylaw No. 602, 2022, be given first, second, and third reading.

5.4 <u>Stewart Novak, Public Works & Emergency Preparedness Coordinator,</u> report dated May 24, 2022, regarding 2021 Drinking Water Quality Annual Report

Recommendation:

That the 2021 Drinking Water Quality Annual Report be received for information and forwarded to the Fraser Health Authority for review and comment.

5.5 <u>Stewart Novak, Public Works & Emergency Preparedness Coordinator,</u> report dated May 24, 2022, regarding Water Committee Recommendations – Status Report

Recommendation:

That the May 24, 2022, Monthly Water Report be received for information.

5.6 <u>Stewart Novak, Public Works & Emergency Preparedness Coordinator</u>, report dated May 24, 2022, regarding Metro Vancouver Water Restrictions Report

Recommendation:

That the Metro Vancouver Water Restrictions Report be received for information.

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor's Reports

- Iona Island Wastewater Treatment Plant Projects Special Joint Committee Tour May 4, 2022
- Home Builders Association of Vancouver Legends of Housing
- Hike for Hospice Port Moody Civic Centre May 29, 2022 at 9:30 am

6.2 Councillor Drake, Notice of Motion

That staff be requested to organize a Council workshop, open to the public, on the water system to inform Council of the operation and ongoing work to improve the system.

7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

8. BYLAWS

No items.

9. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 9.1 to 9.5 be received.

ACTION ITEMS

9.1 <u>Lorraine Copas, Executive Director, SPARC BC</u>, letter dated May 4, 2022, regarding Please Join Us in Celebrating Access Awareness Day on June 4, 2022

Recommendation:

That Council declare Saturday, June 4, 2022, as Access Awareness Day in the Village of Belcarra.

- **9.2 a)** <u>Jonathan Cote, Mayor, City of New Westminster</u>, letters dated May 11, 2022, to Krystal Boros, Acting Corporate Secretary, E-Comm, regarding:
 - 1. E-Comm Board of Directors Designate 2022-2023 Term
 - 2. E-Comm Board of Directors Designates schedule through 2043
- **9.2 b)** Dorothy Shermer, Corporate Officer, City of Port Moody, letter dated April 28, 2022 to Krystal Boros, Acting Corporate Secretary, E-Comm 911, regarding Nomination to E-Comm Board of Directors

Recommendation:

That the motion of Council dated April 25, 2022, to support the nomination of Joe Keithley (Burnaby) and Nancy McCurrach (Port Coquitlam), for appointment to the E-Comm Board of Directors for the 2022 – 2023 Term, to serve as representatives for the Village of Belcarra, City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Coquitlam and City of Port Moody, be rescinded.

Recommendation:

That Council support the nomination of Councillor Nancy McCurrach of the City of Port Coquitlam and Councillor Brent Asmundson of the City of Coquitlam to the E-Comm 911 Board of Directors for the 2022 – 2023 Term, to serve as representatives for the Village of Belcarra, City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Coquitlam and City of Port Moody.

INFORMATION ITEMS

- 9.3 <u>Jaimie Jeon, Development Officer & Special Events Coordinator, Crossroads Hospice</u> <u>Society, note received April 4, 2022, Thank You Card for the Village's Generous Support</u>
- **9.4** <u>Christine Fraser, Mayor, Township of Spallumcheen</u>, letter dated May 3, 2022, regarding Luxury Tax on Recreational Boats
- 9.5 <u>Jeremy Hewitt, Associate Deputy Minister, Climate Action Secretariat, Minister of Environment & Climate Change Strategy</u>, letter received May 16, 2022, regarding New Local Government Climate Action Program

- 10. NEW BUSINESS
- 11. PUBLIC QUESTION PERIOD
- 12. RESOLUTION TO CLOSE MEETING
- 13. ADJOURNMENT

Recommendation:

That the May 24, 2022 Regular Meeting be adjourned.



VILLAGE OF BELCARRA REGULAR COUNCIL MINUTES May 9, 2022



This meeting was held via Zoom Teleconference.

Council in Attendance

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

Staff in Attendance

Dennis Back, Acting Chief Administrative Officer Connie Esposito, Recording Secretary Stewart Novak, Public Works & Emergency Preparedness Coordinator

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, May 9, 2022

Moved by: Councillor Clark Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting, May 9, 2022 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, April 25, 2022

Moved by: Councillor Drake Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held April 25, 2022 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items.

5. REPORTS

No items.

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor's Report

• Chamber of Commerce Event

Mayor Ross joined other Mayors and business leaders at the Chamber of Commerce Event on May 30

The event highlighted the winners of the Business Excellence Awards, with business leaders commenting on the work and challenges to operate during the Covid-19 pandemic and ways to support their employees.

• Hike for Hospice

Mayor Ross commented regarding:

- o The upcoming Hike for Hospice event that is taking place at 9:30am on May 29, 2022, at the Port Moody Centre;
- o The importance of the event that raises funds for end-of-life care;
- o Council members and residents of Belcarra were encouraged to attend and show their support.

• Lawn Watering Regulations - Metro Vancouver

Mayor Ross noted that the updated Lawn Water Regulations have been posted to the Village Website and at the bus shelters which includes valuable information related to lawn watering.

• Emergency Alert – Province, Municipalities & Indigenous

Mayor Ross commented regarding the automated Emergency Alert system which was tested in British Columbia last Wednesday. This Emergency Alert system will be used for more targeted communication for flooding and wildfires in specific communities.

6.2 Belcarra Parking Survey

<u>Councillor Clark & Councillor Wilder</u>, report dated May 9, 2022, regarding Village of Belcarra Parking Survey

Councillor Clark commented regarding the results of the survey which had a great turnout of over 150 responses.

Discussion ensued relative to the current process of issuing Residential Parking Permits and Guest Parking Permits, and ways to improve the process.

Moved by: Councillor Clark Seconded by: Councillor Snell

- 1. That the report dated May 9, 2022 regarding Village of Belcarra Parking Survey be received for information; and
- 2. That further to the authorities delegated to staff pursuant to Section 8 of "Village of Belcarra Traffic and Parking Regulation Bylaw No. 518, 2018", the following guidelines be adopted to assist staff in managing the parking permit system:
 - a. Residential parking permits to be issued to owners/residents of property in Belcarra for each vehicle they have registered to a Belcarra address;

- b. Guest parking permits to be issued to owners/residents, as required, for use by their guests;
- c. Temporary Guest parking permits to be issued to Tradespeople, with such permits to be linked to a vehicle license plate number and to expire at the end of the respective calendar year;
- d. Contractors and subcontractors to be issued temporary guest parking permits to accompany the Traffic Management Plan they are required to submit with the building permit application, with such permits to be linked to a vehicle license plate number;
- e. Coquitlam Search & Rescue personnel and Sasamat Volunteer Fire Department personnel to be permitted to park in residential parking zones based on vehicle identification plates, without the addition of a guest parking permit;
- f. Utility companies to be eligible to acquire a guest parking permit for their use while working in the Village of Belcarra.
- g. Licensed divers be permitted to acquire a guest parking permit subject to providing their diving license number, along with their vehicle license plate number, and with such permits to expire at the end of the respective calendar year.

CARRIED

6.3 Public Road Safety

<u>Councillor Drake</u>, provided a report dated May 9, 2022, regarding Public Road Safety noting the following:

- Importance of improving road safety along Bedwell Bay;
- Exploring steps that can be taken to improve safety along Bedwell Bay;
- Exploring and implementing various traffic calming measures;
- Importance of consultation with TransLink to ascertain what measures are permitted to be implemented on Major Road Network (MRN) roads such as Bedwell Bay.

Council discussion ensued relative to various aspects of Public Road Safety, including traffic calming measures.

Moved by: Councillor Drake Seconded by: Councillor Clark

That Staff be requested to explore TransLink funding options for the various traffic calming measures that may be permitted on Bedwell Bay Road.

CARRIED

Moved by: Councillor Drake Seconded by: Councillor Snell

That as future roadwork is undertaken in the Village, the feasibility and incremental cost of providing wider shoulders be assessed.

CARRIED

Moved by: Councillor Drake Seconded by: Councillor Clark

That Councillor Drake's report regarding Public Road Safety be received for information.

CARRIED

The meeting recessed at 8:47 pm and reconvened at 8:56 pm.

6.4 Official Community Plan (OCP) Review Committee Minutes – March 2, 2022

Councillor Clark noted that there will be an Open House occurring on May 25, 2022 at 6:00 pm.

Moved by: Councillor Clark Seconded by: Councillor Snell

That the Official Community Plan Review Committee Minutes from the meeting held on March 2, 2022 be received for information.

CARRIED

7. REPORT FROM ACTING CHIEF ADMINISTRATIVE OFFICER

7.1 WSP Report – Available Capacity of Pipeline Supply from District of North Vancouver

D. Back, Acting Chief Administrative Officer, noted that the WSP Report will be released to the public and posted on the Village website.

7.2 FireSmart Contract Award – BA Blackwell

D. Back, Acting Chief Administrative Officer, noted that a contract has been awarded to B.A. Blackwell for work pertaining to the FireSmart program. He also noted that funding is covered 100% under the Provincial Community Resiliency Investment Program.

8. BYLAWS

8.1 Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 596, 2021

Moved by: Councillor Clark Seconded by: Councillor Wilder

That the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 596, 2021", be adopted.

CARRIED

8.2 Village of Belcarra Waterworks Bylaw No. 456, 2012, Amendment Bylaw No. 600, 2022

Moved by: Councillor Wilder Seconded by: Councillor Clark

That "Village of Belcarra Waterworks Bylaw No. 456, 2012, Amendment Bylaw No. 600, 2022", be adopted.

CARRIED

8.3	Village of B	elcarra 2022	Tax Rates 1	Bylaw No.	. 599, 2022

Moved by: Councillor Drake Seconded by: Councillor Clark

That "Village of Belcarra 2022 Tax Rates Bylaw No. 599, 2022", be adopted.

CARRIED

9. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Clark Seconded by: Councillor Wilder

That correspondence items 9.1 to 9.3 be received.

CARRIED

ACTION ITEMS

No items.

INFORMATION ITEMS

- 9.1 <u>Cheryl Papove, Belcarra Resident</u>, email dated April 28, 2022, regarding Parking Survey
- 9.2 <u>Sherry Chisholm, Belcarra Resident,</u> letter dated May 1, 2022, regarding Mayor's Report in the May Issue of the Barnacle
- 9.3 <u>Fraser Health</u>, letter regarding, Volunteering Opportunity Costing of National Nutritious Food Basket in British Columbia 2022 (In-Person)

10. NEW BUSINESS

Dennis Back confirmed that the Municipal Office will be re-opening tomorrow, May 10, 2022.

11. PUBLIC QUESTION PERIOD

Jim Chisholm, Belcarra Resident, queried regarding the B.A. Blackwell report.

12. ADJOURNMENT

Moved by: Councillor Wilder Seconded by: Councillor Clark

That the May 9, 2022 Regular Meeting be adjourned at 9:19 pm.

CARRIED

Certified Correct:	
Jamie Ross	Dennis Back
Mayor	Acting Chief Administrative Officer





COUNCIL REPORT

Date: May 24, 2022

From: Ken Bjorgaard, Financial Consultant

Subject: Corporate Policy No. 219 – Asset Management

Recommendation:

That Corporate Policy No. 219 – Asset Management, be approved.

Purpose:

The Village of Belcarra's Integrated Asset Management/Long-Term Financial Plan project is partially funded via an approved Federation of Canadian Municipalities (FCM) grant. One of the deliverables in the grant application is the adoption of an Asset Management Policy (AM Policy). An AM Policy has been drafted and is attached for Council's consideration.

Background:

The FCM approved a \$50,000 grant for the Village's Integrated Asset Management/Long-Term Financial Plan. To ensure full access to the grant funds all of the specified deliverables have to be completed, one of which is an AM Policy.

An AM Policy has been drafted for Council's consideration which highlights various policy statements and principles related to asset management as well as the roles and responsibilities of the different levels within the organization when it comes to asset management and related planning. The AM Policy is general in nature and contains broad statements and principles. Overall, the AM Policy articulates Council's commitment to asset management and provides statements to guide staff in carrying out the organization's asset management business strategies, plans and activities.

Overall, the objective is to instill asset management best practices and processes throughout the organization, so that asset management and related planning becomes part of the Village's ongoing operations. In this regard, it is important to note that asset management is a journey with incremental steps, wherein practices and systems will evolve over time. Establishing a solid legislative framework, which includes the attached AM Policy, on which the Village's asset management program is built is an important step in this process.

Attachment

Asset Management Policy



VILLAGE OF BELCARRA CORPORATE POLICY NO. 219 ASSET MANAGEMENT POLICY



Title: Asset Management Policy

ISSUED BY: CAO	APPROVED BY: COUNCIL	DATE:
REVISED BY:	APPROVED BY:	DATE:

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Corporate Policy No. 219 – Asset Management

1. BACKGROUND

The Village of Belcarra Council recognizes the importance of managing and sustaining the Village's assets / infrastructure to create a sustainable and balanced community and has prioritized Asset Management as a key strategic goal. Council also recognizes the need to incorporate the results of Asset Management into the long-term financial plan in order to create a fully integrated Asset Management / Long-Term Financial Plan.

Council now wishes to focus the organization and community on the importance of Asset Management and related long-term financial planning. This commitment is to manage assets and infrastructure in a responsible and systematic manner, which includes the ongoing maintenance, replacement, renewal of assets. Assets include, but are not limited to, a diverse transportation network, a safe and economical water distribution system, reliable drainage collection systems, and accessible parks and trails.

2. PURPOSE

Council wishes to promote and instill Asset Management best practices within the organization and community in order to achieve its strategic goal. This policy outlines the ongoing commitment to implementing professional Asset Management principles and practices which will serve to guide the Village's Asset Management program. This policy also demonstrates proactive stewardship by Council over the Village's assets and infrastructure. The commitment by Council to integrated Asset Management and long-term financial planning will result in a balance between asset/infrastructure, maintenance, renewal and affordability.

3. ASSET MANAGEMENT POLICY

3.1 Definitions

- "Assets" are items which have a physical nature, serve as an economic resource, and provide for the delivery of programs and/or services. A physical infrastructure asset provides a service to the community and requires maintenance in order to maintain its service capacity over its anticipated life span. A natural asset is a naturally occurring land or subsurface feature which performs or supports service delivery.
- "Asset Condition Assessment" is the process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.
- "Asset Management" means a systematic process to guide the planning, acquisition, operation and maintenance, rehabilitation, replacement, and disposal of assets, including site remediation and clean-up. Its objective is to maximize asset service delivery potential, manage related risks, and minimize costs of ownership, while delivering acceptable levels of service to the public in a sustainable manner.
- "Asset Management Framework" is comprised of the Asset Management policy, strategy and plan.
- "Asset Management Leadership Team" means an Asset Management committee, containing representation from departments and disciplines which leads the implementation of Asset Management best practices and also provides advice to Council.

Corporate Policy No. 219 – Asset Management

- "Asset Management Plan (AMP)" is a tactical plan for managing an organization's infrastructure and other assets to deliver agreed upon standards of service. An AMP plan defines the activities that will be implemented and the resources that will be applied to meet the organization's Asset Management objectives.
- "Asset Management Policy" is the foundational piece of a local government approach to Asset Management.
- "An Asset Management Program" is an ongoing process a local government uses to identify asset needs such as maintenance, rehabilitation, replacement and financing.
- "Asset Management Roadmap" are the steps that assist organizations in implementing Asset Management practices. The roadmap provides for the implementation of improvement initiatives that arise from a gap analysis between current and best practices.
- "Asset Management Strategy" outlines the high level, strategic approach that the organization takes to Asset Management, which is consistent with the organization's overall strategic plan. It is a high-level guide to overall Asset Management activities within an organization.
- "Level of Service" the defined quality for a particular activity or service area against which performance can be measured. Level of service usually relates to quality, quantity, reliability, responsiveness, environmental acceptability, and cost. The defined levels of service are any combination of the above parameters deemed important by the Village.
- "Lifecycle Costs" the total cost of an asset over its service life, including the initial capital cost as well as the cost of ongoing operations and maintenance, renewal, replacement, and disposal.
- "Sustainable Service Delivery" is an approach to delivering services that ensures that services are provided to the community today in a way that is: fiscally, environmentally, and socially responsible; adaptive to changing circumstances and future conditions; and that does not compromise the ability of future generations to meet their own needs

3.2 Asset Management Policy Statements

A broad strategic approach and framework is needed for effective Asset Management – which incorporates many disciplines and involves the entire organization. To guide in its strategic approach, the Village is committed to the following general policies:

- Maintaining and managing its assets / infrastructure at defined and agreed upon service levels to
 ensure that they meet community expectations and legislative and regulatory requirements;
- Monitoring standards and service levels to ensure that they meet and support Council goals and objectives as informed by community input;
- Planning financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets;
- Developing and maintaining asset / infrastructure inventories of all assets / infrastructure;
- Adopting risk-based decision-making processes that consider the probability and consequences
 of asset / infrastructure failure to minimize the risk exposure;
- Establishing infrastructure replacement strategies through the use of full life-cycle costing principles;
- Planning for and providing stable long-term funding for the maintenance, renewal, replacement and decommissioning of assets / infrastructure;
- Incorporating Asset Management into organizational plans and studies and related planning and development decisions; and
- Reporting to citizens on the status and performance of work related to the implementation of this Asset Management policy and related practices.

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Corporate Policy No. 219 - Asset Management

3.3 Asset Management Principles

The Village will take a principled approach to Asset Management by:

- Making informed decisions in identifying all revenues and costs (including operation, maintenance, replacement, and decommissioning) associated with asset / infrastructure additions and deletions (includes assets contributed by development), with the basis for decisions being recorded including the evaluation of trade-offs;
- Defining and articulating service, maintenance and replacement levels and outcomes for assets / infrastructure;
- Identifying critical assets / infrastructure and the risks associated with their failure, assessing risks
 periodically and monitoring and addressing the risks within available resources;
- Ensuring that the lowest life-cycle costs of assets / infrastructure are achieved while maintaining agreed upon service levels and acceptable risk exposure;
- Integrating corporate, financial, business, technical, and budgetary planning for assets / infrastructure;
- Establishing organizational accountability and responsibility for asset inventory, condition, use and performance;
- Taking into account environmental, social, and sustainability goals as part of Asset Management;
- Maintaining a long-term financial plan which demonstrates that the full costs of assets / infrastructure and which prioritizes annual capital investment plans;
- Regularly reviewing Asset Management strategies, plans and progress; and
- Utilizing a total corporate approach to Asset Management which involves all levels of the organization and stakeholders.

3.4 Asset Management Integration

It is recognized that for Asset Management to be effective that it needs to be integrated into various strategies and plans, including the following:

- Council strategic plan;
- Official Community Plan;
- Long Term Financial Plan;
- Neighbourhood Plans; and
- Master Plans, including transportation, drainage, utilities, parks and facilities.

Existing plans, policies, bylaws and procedures will be updated to include Asset Management when revised. All new plans, policies, bylaws and procedures will include Asset Management best practices.

3.5 Key Roles & Responsibilities

An Asset Management Leadership Team (AMLT) will be formed comprised of the Chief Administrative Officer, the Public Works & Emergency Preparedness Coordinator, the Financial Consultant (as needed), the Planning Consultant (as needed) and the Engineering Consultant (as needed) to ensure that Asset Management best practices are implemented throughout the organization. This team will ensure that this Asset Management Policy is operationalized and implemented within the Village's Asset Management framework and roadmap.

Corporate Policy No. 219 – Asset Management

For Asset Management to be successful, various levels within the organization need to undertake specific roles and responsibilities. Key roles and responsibilities are as follows:

Council

- Communicate the importance of Asset Management to the community;
- Ensure Asset Management remains a strategic objective;
- Approve Asset Management policy / plans, and related long-term financial plans; and
- Consider asset maintenance and renewal funding requests through the annual financial planning / budgeting process.

Asset Management Leadership Team (AMLT)

- Lead the development of a corporate Asset Management strategy, tools and practices and oversee implementation throughout the organization;
- Establish levels of service for Council's consideration;
- Advise and assist Council in matters related to Asset Management; and
- Report to residents on the status of the community assets / infrastructure and Asset Management program.

Public Works/Engineering (Overseen by the Chief Administrative Officer)

- Ensure stewardship over organizational and community assets / infrastructure;
- Develop and maintain Asset Management plans for the maintenance, rehabilitation, extension, decommissioning, and replacement of assets / infrastructure;
- Develop and maintain infrastructure strategies including development and service plans, using full life-cycle costing principles;
- Assess asset / infrastructure conditions and service levels:
- Coordinate maintenance of assets:
- Develop and maintain asset/infrastructure inventories:
- Budget for asset / infrastructure maintenance, renewal and acquisition as per agreed upon services levels and the results of condition assessments.
- Provide funding advice and recommendations to the Chief Administrative Officer and Council.

Finance (Overseen by the Chief Administrative Officer)

- Assist Public Works/Engineering to meet their defined roles and responsibilities;
- Ensure results from other planning documents are incorporated into Asset Management plans and related long-term financial plans; and
- Provide funding advice and recommendations to the Chief Administrative Officer and Council.

3.6 Asset Management Implementation

This policy will be implemented by the AMLT using generally accepted Asset Management best practices and guidelines, including the integration of the Asset Management program into operational practices throughout the Village.





COUNCIL REPORT

Date: May 24, 2022

From: Lisa Zwarn, Chief Election Officer

Subject: Election and Assent Voting Bylaw

Recommendation:

That Election and Assent Voting Bylaw No. 601, 2022 receive first, second, and third reading.

Purpose:

The purpose of this report is to highlight proposed changes to the election procedures in anticipation of the general local elections to be held on October 15, 2022.

In order for these changes to take effect in time for the upcoming October election, the proposed bylaw must be adopted prior to July 4, 2022.

Background:

The rationale behind the proposed changes to the election procedures are as follows:

- To amend the language in the bylaw to match the recent amendments to the Local Government Act.
- To simplify the language contained within the provisions of the bylaw for clarity;
 and
- To remove those provisions which only repeat what is already contained in the Local Government Act, thereby reducing the need to amend the bylaw every time the Local Government Act's defaults are changed.

The major changes to the election procedures pertain to mail ballot voting and the number of scrutineers in the voting place.

Previously, a person could only vote by mail ballot if the person had an impairment that impacted their ability to attend the voting place or if the person were to be away from the jurisdiction during any of the voting opportunities. In light of the number of by-elections conducted during the pandemic, the Province issued a number of ministerial orders to allow all citizens to vote by mail ballot, provided a local government's election bylaw allowed for mail ballots. As result of this experience, the Province amended the *Local Government Act* to remove the restrictions for mail ballot voting, thereby enabling any citizen to vote by mail ballot. The Village's current election bylaw retains those restrictions. Consequently, those provisions need to be removed from the bylaw to ensure that this bylaw complies with the *Local Government Act*. As well, this affords the Village the opportunity to enhance the provisions pertaining to mail ballots.

Lisa Zwarn, Chief Election Officer Council Report: Election and Assent Voting Bylaw May 24, 2022 Page 2 of 3

During the by-election held in 2021, the Village required a ministerial order to reduce the number of scrutineers in the voting place. The default provision in the *Local Government Act* is one scrutineer per candidate per ballot box in the voting place. The Village's existing bylaw allows for two scrutineers per candidate per ballot box. Since the Village uses the Council Chambers as the voting place, there is a limited amount of space available to conduct the election properly. Under current provisions, it is possible to have more scrutineers than election staff and voters combined¹ in the voting place at any one time. Reducing the number of scrutineers per candidate per ballot box to the default number set out in the *Local Government Act* should still allow candidates to exercise their rights in terms of observing the electoral process while ensuring that the voters can be accommodated properly within the voting place.

A new provision has been included to enable the Chief Election Officer to allow for special voting opportunities in addition to the general voting day and the additional advance general voting opportunities. This provision will enable the Chief Election Officer to:

- Establish the date and voting hours when and the place where the opportunity is conducted;
- Limit the number of scrutineers who may be present at the special voting opportunity;
- Give notice of the special voting opportunity in any manner considered to give reasonable notice to the electors entitled to vote.

A special voting opportunity may be conducted at a location outside of the boundaries of the Village. The voting hours can be for less than the 12 hours set for the mandated advance voting opportunity.

The Chief Election Officer does not have to hold a special voting opportunity, but will have the flexibility to make alternative arrangements if unforeseen circumstances arise which impact the conduct of the election.

The proposed bylaw retains the following features from the existing bylaw:

- The use of the Provincial Voters List as the list of electors (rather than having to hold same day voter registration² or to create a list of electors);
- The ability to post nomination documents on the website so that citizens can review these documents at their convenience;
- The choice of not holding a second advance voting opportunity.³;
- The resolution of a tie vote by lot, rather than by a run-off election.

¹ Assuming that there are 2 candidates for mayor, 5 candidates for 4 councillor positions, and 2 candidates for school trustee, and using 2 ballot boxes, it is possible to have up to 36 scrutineers in the voting place at one time (9 candidates with 2 scrutineers each for ballot box.)

² A person can still register to vote at the same time that they are requesting a ballot, if they are not on the Provincial Voters List.

³ In order to take advantage of this opportunity, a smaller sized local government must indicate this choice within its election bylaw. The Village will still be holding one advance voting opportunity on the 10th day before the general voting day as required under the *Local Government Act*.

Lisa Zwarn, Chief Election Officer Council Report: Election and Assent Voting Bylaw May 24, 2022 Page 3 of 3

The Village will continue to use the following defaults as set out in the *Local Government Act* which are:

- The definitions for "election," "general local election," and "general voting day";
- The need for only 2 nominators to support the nomination of a candidate;
- No nomination deposit required as part of the nomination process; and
- The listing of the candidates' names in alphabetical order.

Because these requirements are the default approach articulated in the *Local Government Act*, there is no need to include them in the election bylaw. By taking this approach, the Village will not have to amend its election procedures, if there are any future changes to these provisions with the *Local Government Act*.

Alternatives:

To continue to use Election Procedures Bylaw, No. 515, 2018 as is.



VILLAGE OF BELCARRA Election & Assent Voting Bylaw No. 601, 2022



A bylaw to conduct elections and assent voting

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

1. CITATION

This Bylaw may be cited for all purposes as "Election and Assent Voting Bylaw No. 601, 2022."

2. APPLICATION

This bylaw shall apply to all elections and assent voting conducted by the Village.

3. DEFINITIONS

In this bylaw:

"Applicant" means an elector who wants to vote by mail and make a request for a mail ballot.

"Chief Election Officer" means the person appointed by Council to administer any election or assent vote and their designate.

"Council" means the Council for the Village.

"Local Government Act" means the Local Government Act, R.S.B.C. 2015, c. 1 and its amendments.

"Register of Mail Ballots" means the records that the Chief Election Officer must keep in order to address any challenges to an elector's right to vote.

"Village" means the Village of Belcarra.

"Village Hall" means the buildings located at 4084 Bedwell Bay Road, Belcarra, British Columbia.

4. ACCESS TO NOMINATION AND ENDORSEMENT DOCUMENTS

The Chief Election Officer shall give the public access to the nomination documents from the time the Chief Election Officer has received the nomination documents to 30 days after the date of the declaration of results by:

- a) Allowing a person to view the nomination documents at the Village Hall during regular office hours; and
- b) Posting the nomination documents on the Village website.

5. ELECTOR REGISTRATION

The Chief Election Officer shall use the most current available Provincial list of voters prepared under the Election Act as the register of resident electors.

6. ADVANCE VOTING OPPORTUNITIES

- 6.1 The Village shall hold mandatory advance voting opportunity on the 10th day before general voting day at the Village Hall in accordance with the Local Government Act.
- 6.2 The Village shall not hold an additional required advance voting opportunity.

7. ADDITIONAL VOTING OPPORTUNITIES

- 7.1 The Chief Election Officer may:
 - a) Establish additional general voting opportunities at the times and locations designated by the Chief Election Officer; or
 - b) Establish special voting opportunities on the dates and at the times and locations designated by the Chief Election Officer.
- 7.2 The Chief Election Officer may limit the number of candidate representatives who may be present at any special voting opportunity.

8. MAIL BALLOT VOTING

- 8.1 The Village may permit voting by mail and elector registration in conjunction with voting by mail.
- 8.2 The Chief Election Officer shall determine:
 - a) the time limits in relation to voting by mail and elector registration in conjunction with voting by mail; and
 - b) the forms and processes to be used to administer voting by mail and elector registration in conjunction with voting by mail.
- 8.3 In order to become an Applicant, a person shall:
 - a) make a request for voting by mail; and
 - b) give the request to the Chief Election Officer by the time specified by the Chief Election Officer.
- 8.4 The Chief Election Officer shall keep the Register of Mail Ballots which includes the following:
 - a) the name and address of the Applicant to whom the mail ballot package was issued;
 - b) the number assigned to the Applicant, if any;

- c) whether the Applicant is a registered resident elector, a registered non-resident property elector, or a new elector, if the Applicant is not already registered as an elector; and
- d) any other information that the Chief Election Officer deems necessary to maintain the register of mail ballots.
- 8.5 A person may challenge an Applicant's right to vote up until 4:30 pm two days before general voting day.
- 8.6 To vote by mail, the Applicant shall complete the election registration in conjunction with voting by mail, if necessary, and mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.
- 8.7 If, upon receiving a request to vote by mail, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the Applicant's name, the Chief Election Officer shall comply with section 127 of the Local Government Act.
- 8.8 If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by:
 - a) advising the Chief Election Officer of the spoiled ballot; and
 - b) mailing or otherwise returning by any appropriate means the spoiled ballot package in its entirety to the Chief Election Officer.
- 8.9 Upon receipt of the spoiled ballot package as per section 8.8, the Chief Election Officer shall record such fact and proceed to re-issue a mail ballot package.

9. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote shall be resolved by lot in accordance with the Local Government Act.

10. NUMBER OF SCRUTINEERS AT VOTING PLACES

The number of scrutineers for each candidate, if an election, or for each side in an assent vote shall be 1 per ballot box in use.

11. REPEAL

The Elections Procedures Bylaw No. 515, No. 2018 and its amendments shall be repealed.

READ A FIRST TIME on	
READ A SECOND TIME on	
READ A THIRD TIME on	
ADOPTED by the Council on	
Jamie Ross Mayor	Dennis Back Acting Chief Administrative Officer
This is a certified a true copy of the Election and Assent Voting Bylaw No. 601, 2022	
Chief Administrative Officer	





COUNCIL REPORT

Date: May 24, 2022

From: Lisa Zwarn, Chief Election Officer

Subject: Public Notice Bylaw

Recommendation:

That Public Notice Bylaw No. 602, 2022, be given first, second, and third reading.

Purpose:

To enable the Village to use alternate methods of communications to publish notices required by the legislation.

Background:

Current Approach

In order to meet the legislative requirements regarding public notices, the Village publishes its mandated notices in the Tri-City News which is published once a week on Thursday. The Village, however, also uses the following means to provide "unofficial" notice to the citizens:

- Posting of notices at the various bus shelters and the Waste and Recycling Depot ("WARD");
- Posting of notices on the Village website; and
- Including the notices in the Resident/Owner Email Notification which is sent to those citizens who subscribe to this service.

During the by-election in 2021, there were challenges in meeting the legislative deadlines for notices. Because the Tri-City newspaper is published on a Thursday, there are occasions when it was not possible to have the 2 required notices published in the newspaper during the prescribed time period, in particular during the Christmas-New Year's break. For example, the second notice for the advance voting opportunity would have been published outside of the time frame of at least 6 days before the advance voting opportunity¹.

¹ Based on the advice from the Ministry, Council had passed a resolution to allow for the other forms of advertising mentioned above during the by-election, in order to address this issue.

Lisa Zwarn, Chief Election Officer Council Report: Public Notice Bylaw May 24, 2022 Page 2 of 6

Provincial Legislative Changes

In February 2022, the Province made changes to the *Community Charter* to enable local governments to use alternate means of publication of notices required by the legislation. Section 91 of the *Community Charter* requires a local government to decide whether to use section 94.1 or section 94.2 of the *Community Charter* to comply with public notice requirements.

Section 94.1 of the *Community Charter* requires a local government post notices in a weekly local newspaper at least once each week for 2 consecutive weeks, as a default publication requirement (which is the current situation). If for some reason, publication in a newspaper is not practicable, then the notice may be given by alternative means. This is the default requirement, if a local government chooses to continue on as it usually does for the publication of notices.

However, pursuant to section 94.2 of *Community Charter*, a local government may adopt a Public Notice Bylaw to allow for alternate means other than the default provisions set out in section 94.1 If a Council chooses to adopt a Public Notice Bylaw, the local government must then publish notice by all the methods specified in the bylaw, in addition to posting a notice at the public notice posting location. The notice published by alternate means must be published, at least 7 days before the date of the matter for which the notice is required and for any prescribed time period set out in the legislation.

A public notice bylaw, adopted under section 94.2, must do the following:

- Specify at least two methods of notice which do not include the public notice posting place; and
- Consider the principles of effective public notice (reliable, suitable, and accessible) described by the Public Notice Regulation before adopting a public notice bylaw.

Alternative means in section 94.1 are not defined in the legislation and can include any type of notice that the Council believes will adequately reach the community and meet legislative requirements, such as online advertising, direct mailing, or radio ad.

Public Notice Bylaw Operations

Pursuant to a Public Notice Bylaw, the notice must be published at least 7 days before the matter for which the notice is required. The exception to this time frame is if there is a different time period prescribed in the *Community Charter*, the *Local Government Act*, or another Act. For example, public hearings and notice of the annual tax sale have specific legislative time frames. For public hearings, the second notice must be published not less than 3 days but not more than 10 days before the public hearing is held, whereas the last notice for the annual tax sale must be published not less than 3 days but not more than 10 days before the date of the annual tax sale.

Lisa Zwarn, Chief Election Officer Council Report: Public Notice Bylaw May 24, 2022 Page 3 of 6

In order to comply with both time frame requirements, only one of the means must be published within this specific time frame, while the other means would be subject to the default being "at least 7 days before the date of the matter for which notice is required". So, for example, a public hearing that is scheduled for June 15, the time frames are as follows:

- Not more than 10 days before the public hearing June 5;
- At least 7 days before the date of the matter for which notices is required June 7:
- Not less than 3 days before the public hearing June 11.

In this scenario, the Village would use public notice by one method between June 5 and June 11 and notice by another method by June 7. This combination would allow the Village to fulfill its notice requirements. If the Village did not have a Public Notice Bylaw, the Village would be required to publish the two notices in the Tri-City News, with the second/last notice being published between June 5 and June 11.

Means of Communication with the Public

Although the Village posts its "official" (legislated) notices in the Tri-City News², the Village does use "unofficial" (additional but not mandated) communication channels to provide notice to the residents. These include:

- 1. The Village website;
- 2. Resident/Owner Email Notification list;
- 3. Posting of the notices at the bus shelters and the WARD; and
- 4. Mail drop, but only if needed.

The four-official means of publication proposed in the Public Notice Bylaw are:

- Publication in the Tri-City News;
- The Village website:
- The Resident/Owner Email Notification list; and
- Posting of the notices at the bus shelters and the WARD.

The Village is already using these four means of publication for notices as its communication strategy so there is no additional cost to the Village. The publication in the Tri-City News will be limited to one time within the time frame, which will provide some savings since the Village will not be paying for a second ad in the newspaper. The other methods will be utilized at the start of each time frame.

The Village is still able to use other means of communication to supplement these official means of publication. The mail drop method would remain as an "unofficial" communication channel, to be used only if absolutely necessary. In this way, the Village will only need to pay for the mail drop occasionally. The Village can also use social media to supplement the "official" means of publishing notice under the bylaw.

² The Tri-City News has both a print and an online version for each edition.

Lisa Zwarn, Chief Election Officer Council Report: Public Notice Bylaw May 24, 2022 Page 4 of 6

However, the Village will not be required to use these means in order to comply with the legislation.

It is important to note that the Village must still post a notice on the public notice posting place (the bulletin board just outside of the Village Hall) in addition to using these four-official means of publication.

Principles Set out in the Public Notice Regulation

According to the Public Notice Regulation, B.C. Reg. 52/2022, Council must consider the following principles prior to adopting a Public Notice Bylaw:

- Reliable:
- Suitable for providing notices; and
- Accessible.

Each of these principles have specific criteria that must be met in order to achieve the intent of those principles. Reliable refers to the provision of factual information in a publication take places at least once a month. Suitable means that (a) the notice is displayed legibly; (b) the notice is published by the required date; and (c) the means allows a resident to consult the notice more than once from the date of publication until the date of the matter which is the subject of the notice. Accessible means that the means of publication is available to a diverse audience or readership and is easily found.

The four methods in the proposed bylaw meet the criteria set out in the principles listed above. (See attachment No. 1) The combination of printed and electronic notices will ensure that the Village's notices will be available to a diverse audience, in conveniently locations which enables the residents to view the notice multiple times from multiple sources. The continued use of the Tri-City News ensures that those residents who do not have access to the website or the resident email list will still receive notification in the usual manner. (However, the Village no longer has to contend with the challenges of the newspaper publication dates which occur outside the legislated time frames.) The posting of the notice at the bus shelter and the WARD will cover off those who missed seeing the notice in the Tri-City News.

However, it should be noted that the Village must use all 4 methods at all times in order to comply with the Public Notice Bylaw. The Village would not be able to pick and choose which 2 methods that it wishes to use depending upon the subject matter. This is to ensure that the residents will receive the notices in a consistent and established manner.

It is important to note that the Village must still adhere to the timing and content requirements for a notice set out in the Provincial legislation. The Public Notice Bylaw only affects the method of publishing the notice.

Lisa Zwarn, Chief Election Officer Council Report: Public Notice Bylaw May 24, 2022 Page 5 of 6

Impact of the Proposed Bylaw

The Village will continue to use the established publication means (i.e. – two notices in the newspaper) until Council decides about the proposed Public Notice Bylaw.

Council may consider the proposed Public Notice Bylaw in the usual manner, that is to say – four readings in order to adopt the bylaw. The *Community Charter* does not require the Village to publish a notice nor to consult with the public prior to adopting the Public Notice Bylaw.

If the Public Notice Bylaw is adopted, the Village will be able to use these provisions to comply with the notice requirements set out for the *Local Government Act* in time for the upcoming general local election. This approach will eliminate the challenges with publication of notices that had occurred in 2021 by-election. However, the Village will have to use these methods for all of its notices, not just those required for the election.

Alternatives:

That the Village does not adopt the proposed bylaw and continues to use the required posting of notices in the Tri-City News.

That the Village could limit the 2 official methods to publication in the Tri-City News and the posting of the notice on the Village website and continue to use the other 2 methods (resident email list and posting at the bus shelters) as "unofficial" publication means.

Attachment No. 1 Application of Criteria to Means of Publication

	Newspaper	Website	Email List	Posting at Bus Shelter and WARD	
		Reliable			
Factual information	Yes – details as required by the Act	Yes – details as required by the Act	Yes – details as required by the Act	Yes – details as required by the Act	
Published at least once a month	Yes – on the selected Thursday	Yes – for duration of time frame	Yes –email is sent to the residents regularly; information can be included during every email within the time frame	Yes – for duration of time frame	
	1	Suitable	_	1	
Displayed legibly	Yes	Yes	Yes	Yes	
Published by required date	Yes	Yes	Yes	Yes	
Resident may consult more than once	Yes – if the resident keeps the copy of the newspaper	Yes – at any time or date of the resident's choosing	Yes – if the resident keeps the copy of the email	Yes – any time a person is at any of these locations	
		Accessible			
Available to a diverse audience	Yes – to anyone with access to the newspaper	Yes – to anyone who accessed the website	Yes – to all of the residents on the email list	Yes – to anyone who is at the bus shelter or WARD	
Easily found	Yes	Yes	Yes	Yes	
	Meets Criteria set out by the Ministry as an Alternate Means				
Yes or No	Yes – already the official means set out in the legislation	Yes	Yes	Yes	



VILLAGE OF BELCARRA Public Notice Bylaw No. 602, 2022



A bylaw to provide alternate means for public notice

WHEREAS the Village wishes to ensure that its residents are provided with any notice required pursuant to Provincial legislation in an effective and efficient manner.

WHEREAS the use of newspapers for publication of required notices has its limitations.

WHEREAS the Council has determined that the proposed methods of publication set out in this bylaw meet the principles of reliability, suitability, and accessibility as required by Provincial legislation.

NOW THEREFORE BE IT RESOLVED THAT the Council for the Village of Belcarra, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as "Public Notice Bylaw No. 602, 2022."

2. **DEFINITIONS**

In this bylaw:

"Newspaper" means, in relation to a requirement or authorization for publication in a newspaper, a publication or local periodical that contains items of news and advertising;

"Resident/Owner Email Notification List" means the notification service managed by the Village using email addresses supplied by the residents who wish to subscribe for notices from the Village.

"Village" means the Village of Belcarra.

"Website" means the information resource found at an internet address provided by the Village.

3. METHODS

The Village shall use the following methods of publication to provide notice as required under Provincial legislation to the residents of the Village:

- a) The Village Website;
- b) A newspaper;
- c) The Resident/Owner Email Notification List; and
- d) The posting of the notice at the bus shelters and the Waste and Recycling Depot in the Village.

4. If the subject matter contained in the notice is subject to 2 or more requirements for publication, the Village may combine the methods so that the Village meets the requirements of all of the applicable provisions.

READ A FIRST TIME on	
READ A SECOND TIME on	
READ A THIRD TIME on	
ADOPTED by the Council on	
Jamie Ross Mayor	Dennis Back Acting Chief Administrative Officer
This is a certified a true copy of Public Notice Bylaw No. 602, 2022	
Chief Administrative Officer	





COUNCIL REPORT

Date: May 24, 2022

From: Stewart Novak, Public Works and Emergency Preparedness Coordinator

Subject: 2021 Drinking Water Quality Annual Report

Recommendation

That the 2021 Drinking Water Quality Annual Report be received for information and forwarded to the Fraser Health Authority for review and comment.

Purpose

To provide the Belcarra Water Supply and Distribution System consumers and the Fraser Health Authority with the required annual water source, supply and water quality information based on 2021 analytical sampling and operational procedures.

Background

This is the annual Drinking Water Quality Annual Report prepared by the Village of Belcarra (Belcarra) under the Water Quality Monitoring and Reporting Plan for the Metro Vancouver (MV) and Member Municipalities. It is a Provincial Health requirement to provide information on water quality and system operational procedures to its consumers.

Water Quality for 2021

Metro Vancouver reported that all samples collected in 2021 satisfied the bacteriological requirements of the BC Drinking Water Protection Regulation. The Village has not had any water advisories for many years. This report to be provided to the Fraser Health Authority for review and comment following Council's acceptance.

Attachment: 2021 Drinking Water Quality Annual Report



VILLAGE OF BELCARRA



DRINKING WATER QUALITY ANNUAL REPORT

2021

Submitted: May 24, 2022

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INTRODUCTION

This report is prepared by the Village of Belcarra (Belcarra) under the Water Quality Monitoring and Reporting Plan for the Metro Vancouver (MV) and Member Municipalities. The purpose of the report is to provide Belcarra water consumers and the Medical Health Officer (MHO) with drinking water sampling test results for 2021, and to present background information on Belcarra concerning water supply, treatment, and specific measures being taken to protect and enhance drinking water quality as per requirements under the Drinking Water Protection Act.

A. GENERAL DESCRIPTION

Belcarra delivers potable water to its customers via a waterworks distribution system incorporating approximately 11 Km of water mains, one high pressure zone, one low pressure zone, a pumping station, and a water storage reservoir. From the period January 1, 2021, to December 31, 2021, the water distribution system provided water to 186 of a possible 270 parcels.

From January 1, 2021, to December 27, 2021, there was 2,743,000 cubic feet (77,673 cubic meters) of water consumed. This compares to 2020 total water consumption of 3,724,540 cu/ft (105,467 cubic meters), indicating a reduction of consumption by 981,540 cu/ft (277,940 cubic meters). The primary use is residential domestic consumption, however there is one commercial water connection which was installed in Belcarra Park for public washrooms, irrigation system, and drinking fountains.

Staff began monitoring the water consumption of Belcarra Park on March 6, 2020, in order to track total volume and monthly consumption patterns. On December 31, 2020, staff recorded a reading of 87,651 Cubic Feet. (2,482 Cubic Meters). In December 2021, staff recorded a total reading of 176,396 Cubic Feet (4,995 Cubic Meters). It should be noted that the meter does not get reset each month, the total volume consumed continually increases.

All Belcarra water is purchased from the Greater Vancouver Water District (GVWD), through the District of North Vancouver (DNV).

B. WATER DISTRIBUTION SYSTEM – Village of Belcarra

1. General

The Belcarra water distribution system is comprised of four networks, these are further described as:

- Village of Belcarra Marine Crossing Mains
- Reservoir Supply Main
- Low Pressure Distribution Zone
- High Pressure Zone on Main Avenue and Bedwell Bay Road

For the purposes of water quality monitoring and reporting in Belcarra, the location where water is drawn from the GVWD transmission system into the DNV system are considered "sources" for the Belcarra system.

A map of the overall water system showing the gravity and pressure zones and water quality sampling site locations is included (See Appendix A).

2. Belcarra Water Quality Testing

Sample tests are performed monthly by Belcarra staff, and twice a month from April to September. A minimum of four to five of the 13 sample stations are tested each month, with all 13 sample stations being tested over a three-month period.

Samples are delivered to the Metro Vancouver laboratory for analysis and reporting. Standard bacteriological parameters analysed by the Metro Vancouver laboratory are Total Coliform, E. coli and Heterotrophic Plate Count (HPC).

The Fraser Health Authority (FHA) may take random samples from; selected sites, or areas where water quality complaints have originated, or where waterworks construction or maintenance activities are underway.

Locations of water quality sampling points in the Belcarra system are based on a guideline provided by the Regional Medical Health Officers as follows:

- i. One sampling point at "source" (supply from GVWD/DNV)
- ii. Twelve sampling points at system dead-ends or near dead-ends

Sampling frequency was completed in accordance with the recommendations provided by the Fraser Health Authority.

A table showing the Schedule for Sampling and Reporting is included (See Appendix B).

(a) Physical Parameters

Water temperature and turbidity are measured for all samples and collected for bacteriological testing and are reported in the overall microbiology test results from the Metro Vancouver laboratory. Turbidity is measured in Nephelometric Turbidity Units (NTUs). Health Canada Guidelines for Canadian Drinking Water Quality sets the Aesthetic Objective for water temperature at less than or equal to 15 degrees Celsius and an upper limit of 1 NTU for turbidity. Taste, odour and turbidity are monitored on a complaint basis.

(b) Chemical Parameters

In 2021, chemical monitoring in the water distribution system was conducted for the following:

- i. Free chlorine residual The presence of free chlorine: A sufficient amount of chlorine was initially added to the water to inactivate the bacteria and some viruses that cause diarrheal disease; and protect the water from recontamination during storage. The presence of free chlorine in drinking water is correlated with the absence of disease-causing organisms, and thus is a measure of the potability of water.
- ii. **Haloacetic acids** (**HAA's**) are a type of chlorination disinfection by-product (CDBP) that are formed when the chlorine used to disinfect drinking water reacts with naturally occurring organic matter (NOM) in water. Haloacetic acids are a relatively new disinfection by-product.
- iii. **Trihalomethanes** (**THM's**) THM's are disinfection by-products. formed when chlorine or bromine interacts with the natural organic materials found in water.
- iV. **pH** Power of Hydrogen. pH is a measurement under the Aesthetic Objective guidelines, with the optimal range of values between 6.5 8.5 pH.
- v. **Metals** The EPA has set maximum contaminant levels (MCL) for metals including arsenic, barium, cadmium, chromium, lead, copper, mercury, selenium, nickel, thallium, antimony, and beryllium. This means that public water supplies are monitored for these metals regularly

3. Results

Test results for bacteria, temperature, turbidity, and chlorine residual are compiled for each sample site.

• Belcarra Bacteria counts

A table of results of bacteriological testing of Sample Station Readings of E. coli, HPC, Total Coliform from January to December is attached (See Appendix D).

Metro Vancouver's analysis of HPC confirmed that out of 90 samples submitted, 1 sample exceeded Metro Vancouver's threshold of 500 CFU/ml. All samples were taken from dead end water mains and can be adversely affected by the water age and usage at these dead-end locations. All mains with samples over the threshold were flushed to improve the water quality in those locations.

Metro Vancouver reported that all samples collected in 2021 satisfied the bacteriological requirements of the BC Drinking Water Protection Regulation.

• Belcarra Physical Parameters

In 2021, 90 samples were tested for turbidity levels in the Belcarra water distribution system and no samples were greater than 5.0 NTU. Water temperatures ranged from a March low of 5.3° C to an August high of 23.9° C.

• Belcarra Chemical Parameters

i. Belcarra water comes from GVWD/DNV where it is received at the Michael Rosen water station. The chlorine residual at that location averages 0.62 mg/l. The water then gets distributed throughout the municipality where other samples are taken at various locations.

90 samples were taken at various end of the run locations. Out of the 90 samples, 5 were below the minimum chlorine residual concentration of 0.2 mg/l. Waterline flushing resolved all low chlorine level issues at this location.

As stated in the previous report, a real time chlorine monitoring station was installed in the Tatlow facility which sends an alarm to all our water service technicians when the system senses a low chlorine reading.

ii. Haloacetic Acids (HAA's) – Haloacetic Acids (HAA)

In Belcarra all **8** of the 2021 samples taken were below the MAC of 80 ppb/mL for this parameter (See Appendix E).

iii. **Trihalomethanes** (**THMs**) – Trihalomethanes (THMs)

All **8** of the 2021 samples taken in Belcarra were below the MAC of 100 ppb/mL for this parameter (See Appendix E).

- i. **pH** All **8** of the samples taken were within the Aesthetic Objective guidelines of between **6.5** and **8.5** pH (See Appendix E).
- ii. **Metals** a total of **4** for metals, including copper, lead and zinc, were collected in 2021 for Metro Vancouver Metals Sampling Program for Belcarra (See Appendix F). All the metals tested were under the recommended maximum allowable Guideline Limits.

4. Challenges

Keeping chlorine residuals above the 0.20 mg/L is critical for maintaining a healthy and safe water distribution system in our municipality. The combination of cold-water temperatures and ensuring no water stagnation in dead end lines help to keep chlorine residuals above 0.20 mg/L.

Work Program 2021

- Water sampling ports are installed at the water main ends, and at dead-end branch lines. They are opened to allow additional waterflow as an operational means to move water through the lines thereby helping to maintain the quality of water in these low waterflow areas. In September of 2021, flow meters were purchased for the sample ports and are currently being installed at all sample port locations in order to collect data on how much water is being flushed through these lines.
- A total of 4 new water service connections were completed in 2021.
- 50% of the hydrants were flushed in Belcarra. In addition to routine flushing, Public Works Department monitors the HPC results and perform additional flushing through the sample ports and fire hydrants when HPC readings are greater than 500 CFU/ml.
- 50% of the hydrants received tear downs and service. The municipality gets divided into two zones for hydrant servicing; one hydrant zone gets a tear down and service, while the second zone receives a hydrant flushing. Each year the services gets switched from the first zone to the second zone.
- A contract was awarded to WSP Engineering to upgrade the SCADA system. This work is scheduled to be completed in early 2022.
- A contract was awarded to WSP Engineering to engage in a water model study. This work is expected to be completed by the end of June.

- A new maintenance procedure was put into place of inspecting all residential meter boxes bi-annually. This allows staff to assess the condition of box and all the appliances within, take water consumption readings, and track the outstanding water connection applications to ensure they are completed.
- Fuel tank scrubbing was completed as part of the yearly maintenance on the generator and the fire pump.

Additional Measures Taken in 2021

- 1. With the approval of Fraser Health, additional chlorine sample testing is taking place at all test locations twice a month. The objective is to collect additional data that may allow raising of the minimum reservoir level.
- 2. An operational procedure manual has been created and is continually being updated.

C. INCIDENTS/SIGNIFICANT COMPLAINTS

• No water related complaints recorded.

D. GENERAL WATER ADVISORIES

No water advisories have been issued to date in Belcarra.

E. OPERATOR TRAINING/QUALIFICATIONS

In 2012, Environmental Operators Certification Program (EOCP) advised Belcarra that the water system would be classified as a Level 1 based on 270 connections. Belcarra currently has two Water Distribution System Operators with at least Level 1 Operator's Certification from the EOCP, keeping Belcarra in full compliance with the regulation. Continuing education of the water distribution system Operators ensures their relevant knowledge of operating a water system as they work towards their Level 2 certification.

F. SECURITY MEASURES

Security features at Belcarra include:

- Locked accesses to the reservoir with the ladder removed
- Exterior lighting and fencing for the water receiving building at Midden
- Dual locking mechanisms to enter the Midden and pump station buildings
- Door alarms at Strathcona chamber & kiosk, and Midden & Tatlow buildings
- Intrusion alarm at the Strathcona chamber to the Belcarra Water Operators
- CCTV cameras at Public Works, Midden building, Tatlow reservoir and pump station

G. NOTIFICATION AND EMERGENCY RESPONSE PLAN

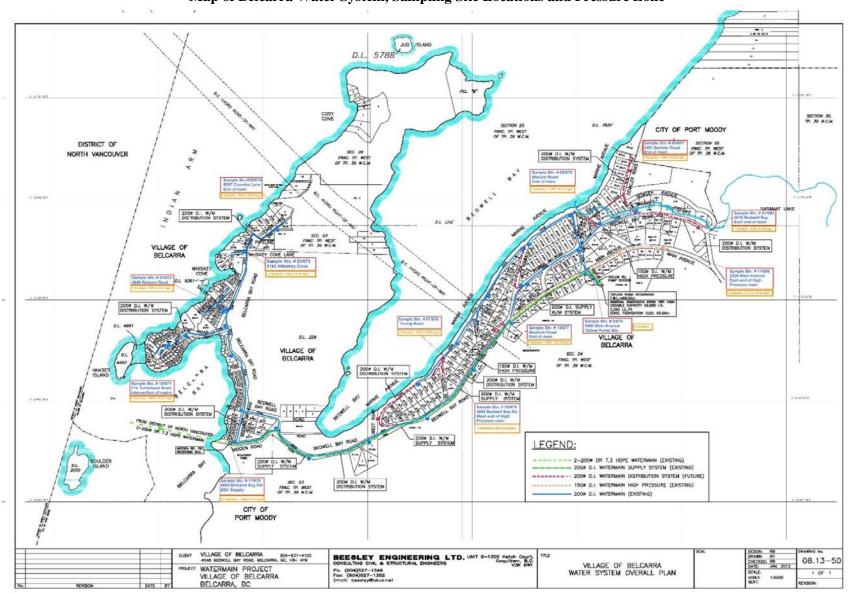
All water system alarms and phone calls from the public get sent directly to the 'on call' staff member who is on duty for the week (24 hr clock). There are three staff members who rotate the duty on a weekly basis.

The on-duty staff member has the ability to view the water control system via SCADA and activate many of the switches from their phone. They will also attend on scene when necessary to control or isolate as needed.

Staff may also utilize a list of contractors that was established for emergency call ins for major line breaks, electrical service, valves, fire pump, and monitoring.

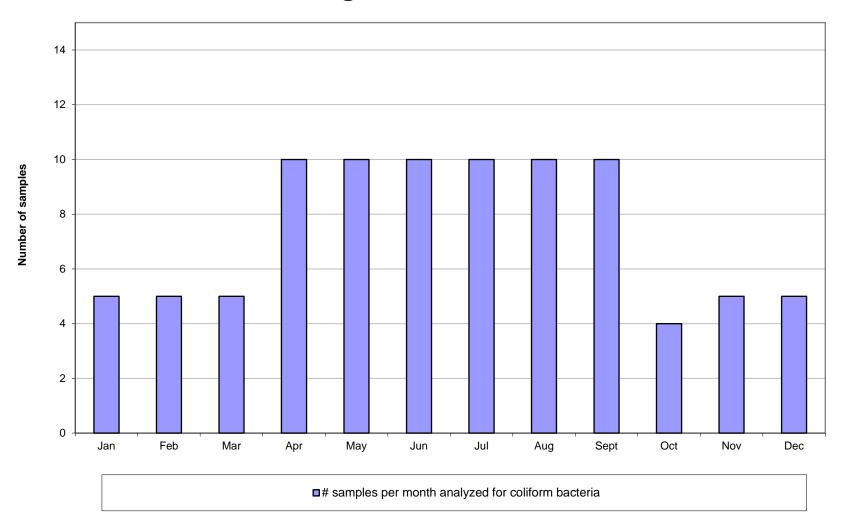
Appendix A

Map of Belcarra Water System, Sampling Site Locations and Pressure Zone



Appendix B

Village of Belcarra - 2021



 ${\bf Appendix} \ {\bf C}$ Schedule for Belcarra Sampling and Reporting for 2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
DISTRIBUTION SYSTEM SAMPLING												
Temperature, E. coli, HPC,	X	X	X	X	X	X	X	X	X	X	X	X
Total Coliform, Turbidity, &				X	X	X	X	X	X			
Free Chlorine Residuals (Monthly)												
HAA's, THM's, pH (Quarterly)		X			X			X				X
Metals: Copper, Lead, Zinc				X						X		
NOTIFICATION												
2021 Annual Report:												
Annual Report sent to MHO						X						
MHO to send Council response						X						
Staff Report to Council						X				·		
Posted on Web						X						

Appendix D

Belcarra Sample Station Readings of; Chlorine Free, E. coli, HPC, Temperature, Total Coliform, and Turbidity

Sample Name	Description	Sampled Date	Temperature	Total Coliform	Ecoli	НРС	Turbidit v	Free Chlorine
BLC-670	4503 Belcarra Bay Road	2021-01-12 09:45	7.4	<1	<1	40	0.11	0.65
BLC-675	3953 Bedwell Bay Road	2021-01-12 10:09	7.2	<1	<1	4	0.2	0.03
BLC-680	3204 Main Avenue	2021-01-12 10:30	5.6	<1	<1	<2	0.15	0.5
BLC-679	Watson Road	2021-01-12 10:50	6.9	<1	<1	<2	0.11	0.66
BLC-676	Young Road	2021-01-12 11:13	7.1	<1	<1	<2	0.13	0.5
BLC-670	4503 Belcarra Bay Road	2021-02-09 09:10	6.8	<1	<1	2	0.1	0.68
BLC-671	174 Turtlehead Road	2021-02-09 09:20	6.8	<1	<1	<2	0.11	0.54
BLC-672	4945 Robson Road	2021-02-09 09:30	6.7	<1	<1	<2	0.13	0.46
BLC-674	5297 Coombe Lane	2021-02-09 09:45	6.6	<1	<1	<2	0.11	0.44
BLC-673	5163 Whiskey Cove	2021-02-09 09:50	6.4	<1	<1	<2	0.22	0.52
BLC-670	4503 Belcarra Bay Road	2021-03-10 08:45	6.6	<1	<1	6	0.23	0.68
BLC-677	Bostock Road	2021-03-10 09:00	5.9	<1	<1	86	0.31	0.18
BLC-680	3204 Main Avenue	2021-03-10 09:10	5.3	<1	<1	2	0.56	0.51
BLC-681	3491 Senkler Road	2021-03-10 09:20	5.3	<1	<1	4	0.16	0.52
BLC-682	3819 Bedwell Bay	2021-03-10 09:25	5.6	<1	<1	<2	0.34	0.62

BLC-670	4503 Belcarra Bay Road	2021-04-13 10:00	8	<1	<1	<2	0.17	0.47
BLC-675	3953 Bedwell Bay Road	2021-04-13 10:20	7.6	<1	<1	<2	0.21	0.59
BLC-676	Young Road	2021-04-13 10:30	8.6	<1	<1	<2	4.2	0.6
BLC-679	Watson Road	2021-04-13 10:40	7.9	<1	<1	<2	0.24	0.24
BLC-680	3204 Main Avenue	2021-04-13 10:55	7.1	<1	<1	<2	0.63	0.24
BLC-670	4503 Belcarra Bay Road	2021-04-29 08:25	9.7	<1	<1	<2	0.14	0.78
BLC-671	174 Turtlehead Road	2021-04-29 08:30	12.2	<1	<1	<2	0.12	0.36
BLC-672	4945 Robson Road	2021-04-29 08:40	11.6	<1	<1	4	0.1	0.57
BLC-673	5163 Whiskey Cove	2021-04-29 08:45	10.8	<1	<1	2	0.19	0.48
BLC-674	5297 Coombe Lane	2021-04-29 08:50	10.7	<1	<1	4	0.1	0.57
BLC-670	4503 Belcarra Bay Road	2021-05-13 08:45	10.2	<1	<1	<2	0.11	0.75
BLC-675	3953 Bedwell Bay Road	2021-05-13 08:50	10.8	<1	<1	12	0.12	0.16
BLC-680	3204 Main Avenue	2021-05-13 09:00	12.7	<1	<1	<2	0.21	0.34
BLC-679	Watson Road	2021-05-13 09:10	12.8	<1	<1	<2	0.14	0.57
BLC-676	Young Road	2021-05-13 09:20	14.4	<1	<1	4	0.16	0.71
BLC-670	4503 Belcarra Bay Road	2021-05-26 13:15	11.2	<1	<1	4	0.16	0.73
BLC-680	3204 Main Avenue	2021-05-26 13:30	14.7	<1	<1	26	0.31	0.19
BLC-681	3491 Senkler Road	2021-05-26 13:40	13.8	<1	<1	10	0.18	0.66
BLC-682	3819 Bedwell Bay	2021-05-26 13:45	12.8	<1	<1	<2	0.27	0.53
BLC-677	Bostock Road	2021-05-26 13:55	13.4	<1	<1	1900	0.18	0.15

BLC-670	4503 Belcarra Bay	2021-06-09 09:00	12.3	<1	<1	<2	0.1	0.64
	Road							
BLC-671	174 Turtlehead	2021-06-09 09:05	15.3	<1	<1	2	0.1	0.49
	Road							
BLC-672	4945 Robson	2021-06-09 09:11	15	<1	<1	<2	0.1	0.37
	Road							
BLC-673	5163 Whiskey	2021-06-09 09:26	14.6	<1	<1	<2	0.1	0.57
	Cove							
BLC-674	5297 Coombe	2021-06-09 09:35	13.9	<1	<1	<2	0.11	0.52
	Lane							
BLC-670	4503 Belcarra Bay	2021-06-22 10:30	12.5	<1	<1	2	0.19	0.73
	Road							
BLC-677	Bostock Road	2021-06-22 11:00	15.2	<1	<1	<2	0.17	0.55
BLC-680	3204 Main	2021-06-22 11:12	18.2	<1	<1	<2	0.33	0.39
	Avenue							
BLC-681	3491 Senkler	2021-06-22 11:27	16.1	<1	<1	12	0.23	0.62
	Road							
BLC-682	3819 Bedwell Bay	2021-06-22 11:37	15.6	<1	<1	<2	0.39	0.42
BLC-670	4503 Belcarra Bay	2021-07-06 08:31	14.4	<1	<1	<2	0.17	0.63
	Road							
BLC-675	3953 Bedwell Bay	2021-07-06 08:43	16.5	<1	<1	<2	0.15	0.34
	Road							
BLC-676	Young Road	2021-07-06 11:03	19.7	<1	<1	<2	0.19	0.58
BLC-680	3204 Main	2021-07-06 11:28	23.9	<1	<1	10	0.3	0.22
	Avenue							
BLC-679	Watson Road	2021-07-06 11:45	21	<1	<1	<2	0.15	0.53
BLC-674	5297 Coombe	2021-07-21 10:11	19.6	<1	<1	<2	0.12	0.31
	Lane							
BLC-673	5163 Whiskey	2021-07-21 10:33	19.7	<1	<1	<2	0.1	0.48
	Cove							
BLC-672	4945 Robson	2021-07-21 10:48	21	<1	<1	2	0.14	0.42
	Road							
BLC-671	174 Turtlehead	2021-07-21 11:07	19.2	<1	<1	2	0.11	0.4
	Road							

BLC-670	4503 Belcarra Bay Road	2021-07-21 11:23	14.5	<1	<1	8	0.28	0.71
BLC-670	4503 Belcarra Bay Road	2021-08-09 09:39	16.2	<1	<1	62	0.14	0.66
BLC-677	Bostock Road	2021-08-09 10:08	17.8	<1	<1	10	0.1	0.52
BLC-680	3204 Main Avenue	2021-08-09 10:25	22.6	<1	<1	<2	0.11	0.51
BLC-681	3491 Senkler Road	2021-08-09 10:54	20.1	<1	<1	66	0.11	0.5
BLC-682	3819 Bedwell Bay	2021-08-09 11:41	19.8	<1	<1	74	0.27	0.21
BLC-670	4503 Belcarra Bay Road	2021-08-25 09:39	15.6	<1	<1	24	0.14	0.62
BLC-675	3953 Bedwell Bay Road	2021-08-25 10:22	17.5	<1	<1	8	0.11	0.36
BLC-676	Young Road	2021-08-25 10:44	21	<1	<1	6	0.1	0.5
BLC-679	Watson Road	2021-08-25 11:09	19.4	<1	<1	<2	0.14	0.55
BLC-680	3204 Main Avenue	2021-08-25 11:54	20.5	<1	<1	<2	0.11	0.52
BLC-670	4503 Belcarra Bay Road	2021-09-14 09:04	15.5	<1	<1	10	0.13	0.56
BLC-671	174 Turtlehead Road	2021-09-14 09:10	18.1	<1	<1	14	0.25	0.48
BLC-672	4945 Robson Road	2021-09-14 09:16	18	<1	<1	10	0.16	0.65
BLC-673	5163 Whiskey Cove	2021-09-14 09:20	17.6	<1	<1	14	0.2	0.54
BLC-674	5297 Coombe Lane	2021-09-14 09:30	17.1	<1	<1	<2	0.38	0.52
BLC-670	4503 Belcarra Bay Road	2021-09-29 08:35	14.3	<1	<1	<2	0.16	0.66
BLC-677	Bostock Road	2021-09-29 08:45	14.7	<1	<1	2	0.16	0.51
BLC-680	3204 Main Avenue	2021-09-29 08:55	15.6	<1	<1	14	0.14	0.42
BLC-681	3491 Senkler Road	2021-09-29 09:05	15.9	<1	<1	18	0.12	0.46

BLC-682	3819 Bedwell Bay	2021-09-29 09:11	14.1	<1	<1	8	0.14	0.2
BLC-670	4503 Belcarra Bay	2021-10-14 09:00	11.8	<1	<1	8	0.17	0.7
	Road							
BLC-675	3953 Bedwell Bay	2021-10-14 09:12	12.8	<1	<1	4	0.15	0.2
	Road							
BLC-680	3204 Main	2021-10-14 09:20	11.7	<1	<1	4	0.17	0.35
	Avenue							
BLC-679	Watson Road	2021-10-14 09:26	12.1	<1	<1	<2	0.13	0.56
BLC-670	4503 Belcarra Bay	2021-11-10 09:05	10.4	<1	<1	<2	0.15	0.54
	Road							
BLC-671	174 Turtlehead	2021-11-10 09:15	10.3	<1	<1	16	0.13	0.56
	Road							
BLC-672	4945 Robson	2021-11-10 09:20	11	<1	<1	2	0.16	0.37
	Road							
BLC-673	5163 Whiskey	2021-11-10 09:25	10.2	<1	<1	2	0.22	0.36
	Cove							
BLC-674	5297 Coombe	2021-11-10 09:30	10.2	<1	<1	<2	0.25	0.38
	Lane							
BLC-670	4503 Belcarra Bay	2021-12-14 09:38	8.2	<1	<1	4	0.12	0.57
DI C (55	Road	2021 12 14 00 50	7.2		4		0.16	0.42
BLC-677	Bostock Road	2021-12-14 09:50	7.2	<1	<1	<2	0.16	0.42
BLC-680	3204 Main	2021-12-14 10:00	5.9	<1	<1	<2	0.13	0.35
	Avenue							
BLC-681	3491 Senkler	2021-12-14 10:10	6.5	<1	<1	50	0.12	0.42
	Road							
BLC-682	3819 Bedwell Bay	2021-12-14 10:15	7.2	<1	<1	2	0.14	0.33
			°C	CFU/100mL	CFU/100mL	CFU/m	NTU	
				S	S	L		

Appendix E

Metro Vancouver Quarterly THMs, HAAs, and pH Results of Bacteriological Analysis

	THM (ppb)								H	AA (pp	b)		Extras
Date Sampled	Bromodichloromethane	Bromoform	Chlorodibromomethane	Chloroform	Total Trihalomethanes		Dibromoacetic Acid	Dichloroacetic Acid	Monobromoacetic Acid	Monochloroacetic Acid	Trichloroacetic Acid	Total Haloacetic Acid	pH units pH
25-Aug-2021	1	<1	<1	27	29		<0.5	14	<1	<2	8	22	
24-Nov2021 25-Aug-2021	<1	<1 <1	<1 <1	27 30	28 32		<0.5	9	<1 <1	<2 <2	5.9 9.3	16 25	
23-Aug-2021 24-Nov2021	<1	<1	<1	33	34		<0.5	8	<1	<2	8.4	23 17	
22-Feb2021	<1	<1	<1	23	24		<0.5	11	<1	<2	10	22	
01-June-2021	1	<1	<1	21	22		<0.5	10	<1	<2	8	20	
01-June-2021	<1	<1	<1	27	28		<0.5	13	<1	<2	15	31	
22-Feb2021	<1	<1	<1	29	30		<0.5	14	<1	<2	18	34	

Appendix F

Metro Vancouver Annual Metals Sampling Program



Liquid Waste Services Environmental Management & Quality Control Chemistry Lab

1299 Derwent Way, Delta BC V3M 5V9 Phone: (604) 523-7173 Fax: (604) 525-0932

Customer: Village of Belcarra

Title: Municipal Metals Oct-28/20

Project Number: 202917 Project Date: 28-Oct-2020

Project Status: Authorized by DMULZET Send results to Melody Sato

Analysis	Units	BLC-670	BLC-682
		4503 Belcarra Bay	
		Road	3819 Bedwell Bay
		11/29/2021 9:00	11/29/2021 9:10
		GRAB	GRAB
Aluminum Total	μg/L	50	47
Antimony Total	μg/L	< 0.5	< 0.5
Arsenic Total	μg/L	< 0.5	< 0.5
Barium Total	μg/L	2.6	3.2
Boron Total	μg/L	<10	<10
Cadmium Total	μg/L	< 0.2	< 0.2
Calcium Total	μg/L	8010	7920
Chromium Total	μg/L	< 0.05	.019
Cobalt Total	μg/L	< 0.5	< 0.5
Copper Total	μg/L	1.7	1.8
Iron Total	μg/L	6	12
Lead Total	μg/L	< 0.5	< 0.5
Magnesium Total	μg/L	181	185
Manganese Total	μg/L	1.4	1.5
Mercury Total	μg/L	< 0.05	< 0.05
Molybdenum Total	μg/L	< 0.5	< 0.5
Nickel Total	μg/L	< 0.5	< 0.5
Potassium Total	μg/L	143	154
Selenium Total	μg/L	< 0.5	< 0.5
Silver Total	μg/L	< 0.5	< 0.5
Sodium Total	μg/L	1680	1540
Zinc Total	μg/L	4.1	<3.0

 ${\bf Appendix} \ {\bf G}$ Notification for Unusual Situations Potentially Affecting Water Quality

Situation	Notifying Agency	Agency Notified	Time Frame for Notification
E. coli – positive sample	MV Laboratory or BC Centre for Disease Control	Belcarra and Fraser Health Authority	Immediate
Total Coliform over 10 mg/L and no Free Chlorine Residual	Belcarra	Fraser Health Authority	Immediately upon receipt of sample test results
Chemical Contamination	Belcarra	Fraser Health Authority	Immediate
Turbidity > 5 NTU	MV Laboratory or GVWD Operations	Belcarra and Fraser Health Authority	Immediate
GVWD Disinfection failure	GVWD Operations	Belcarra and Fraser Health Authority	Immediate in any situation in which the BCSDWR or the GCDWQ may not be met
Loss of pressure due to high demand	Belcarra	DNV Operations and Fraser Health Authority	Immediate
Water main break in Belcarra, where contamination is suspected	Belcarra	Fraser Health Authority	Immediate
Water main break in DNV, where contamination is suspected	DNV	Belcarra and Fraser Health Authority	Immediate

REPORT PREPARED BY:

Stewart Novak Public Works & Emergency Preparedness Coordinator

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





COUNCIL REPORT

Date: May 24, 2022

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

Subject: Water Committee Recommendations – Status Report

Recommendation

That the May 24, 2022, Monthly Water Report be received for information.

Purpose

To provide Council with a monthly progress report on the motions adopted on November 8, 2021, and include items submitted by the Water Committee.

Background

This version of the status report is intended to render down the recommendations to those that are truly outstanding and have yet to be completed or worked on. The numbering below does not relate to the table, but rather is simply a numeric listing of the outstanding work.

- 1. Water System O&M Manual
 - a. O&M manual exists and is being updated and improved as required.
 - b. Item 10 Tatlow reservoir operating procedure included in the current O&M manual.
 - c. SCADA & Fire procedures manual exists and has been inserted into the Tatlow O&M.
 - d. #13 water sampling is done on a bi-weekly basis from April to September, and monthly during the remainder of the year. Lab results are sent to Metro Vancouver, the Village, and to Fraser Health (only if there is an issue). Annual Water report widely circulated.
 - e. #14 water system drawings are stored on the Village computer server and backed up offsite for security.
- 2. Village water readings versus DNV metered readings. Items 15, 21 and 22
 - a. (15) Village meter reading is conducted twice per year to monitor high volumes and general maintenance.
 - b. (21) The Strathcona meter and all valve assemblies have been reconditioned.
- 3. Reservoir(s) inspection Completed and awaiting results.
- 4. Tree Removal around the reservoir to be conducted.
- 5. Scada System item 20
 - a. WSP contracted to undertake a SCADA upgrade.

Stewart Novak, Public Works & Emergency Preparedness Coordinator Council Report: Water Committee Recommendations – Status Report May 24, 2022 Page 2 of 2

- b. Work in progress.
- 6. Mandatory sprinklers
 - a. FireSmart program to develop DPAs in wildfire hazard areas
 - b. In the past ten years, there have been 11 new homes built, nine of which have installed sprinklers.
- 7. Alarm systems item 29
 - a. This is something that can be proceeded with relatively quickly and easily through a public education campaign.
 - b. Work in conjunction with the Fire Chief.

Attached is a copy of the Water Committee recommendations – in table form – approved by Council on November 8, 2021, updated March 28, 2022.



VILLAGE OF BELCARRA

Council Motions – November 8, 2021 Water Committee – Councillor Drake Updated May 24, 2022



Recommendation B:

That Council approve the Water System motions below #1 to #31.

- 1. That each of the following list of recommendations derived primarily from the Water Committee Technical Brief Report #2 dated September 26, 2021 be approved; amended and approved; deferred for subsequent discussion or not approved.
- 2. That, unless otherwise specified, recommendations be referred to staff for action and
- 3. That the motions approved be retained and that staff advise Council as progress is made on the motions adopted which would include such matters as projected completion dates and completed status.

Motion	Action	Completed
4. That a written report on progress be provided at the first Council meeting of each month.	Dec 6/21 – WSP to Council re: SCADA Upgrades • Additional reports are being worked on by WSP	
5. That staff prepare and maintain an up-to-date Water System Operation and Maintenance Manual (OM Manual); and	Ongoing – Draft Manual O&M Manual exists digitally as a reference document, and final version expected within a week.	
6. That staff prepare and maintain an up-to-date SCADA Manual ;	Ongoing – Draft Manual Manual is complete but is subject to update as needed.	Complete
7. That Council recognize that the Belcarra water system is dual-purpose - intended both to provide potable water in accordance with applicable regulations and to support fire fighting.	No Action	Council supported

Motion	Action	Completed
8. That the OM Manual and the procedures outlined reflect and support the dual-purpose nature of its water system ensuring water quality while optimizing firefighting capacity subject to that water quality assurance	Procedures for fire calls are included in the Water Operator manual. Water Operators are trained in the procedures. Fire hydrants are maintained to operational standards as is the entire water distribution system. The water model study currently being conducted by WSP Engineers will help to identify and determine the maximum usage and limitations of the water distribution system. (see item 12)	Complete
9. That the OM Manual framework prepared by Ralph Drew be adopted and that detailed material, as completed, be inserted into this framework, as required.	Ongoing. The Water Operators manuals are continually revised, as operators needs and conditions change. Using as an overarching framework. Full integration expected within two weeks.	
10. That the detailed operating procedure pertaining to the triggering of Tatlow inflow upon SVFD fire callout and the advising of DNV of any substantial structural fire be included in the manual.	Manual – section completed in the Draft Manual. As per question 8. Tatlow reservoir operating procedure included in the current O&M manual	Complete
11. That as sections of the OM Manual are completed, the sections be presented to Council.	Draft Manual under review	
12. That in response to the 2019 recommendation from Fraser Health, (*2), a report be presented to council on the feasibility and cost of adding chlorination capacity to our system.	Nov 19/21 – Council approved a motion for WSP Engineers to prepare a water model on January 24, 2022. The work is now being conducted. (see item 8)	Complete
13. That tracking of the ongoing chlorine & water sampling monitoring program through Metro Vancouver and ongoing documentation be described in the OM Manual.	Ongoing – this is included in the Annual Water Report Water sampling is done on a bi-weekly basis from April – September & monthly during the remainder of the year. Lab results are sent to Metro Van., the Village & to Fraser Health (only if there is an issue)	Complete

Motion	Action	Completed
14. That a complete set of water system drawings (including engineering drawings for both Tatlow and the Dutchman Creek reservoirs) be included in the OM Manual or referenced and readily accessible	Ongoing – Water System drawings are in the main computer. There are too many files to make hard copies the manual. They are in a secure location on the office computer files. Water system drawings are stored on the Village computer server & backed up offsite for security.	Complete
15. That Village wide meter readings be used to provide a report to Council estimating domestic consumption and comparing the consumption to measured inflow.	Future Council Strategic Planning Item Village meter reading is conducted twice per year to monitor high volumes & general maintenance.	
16. That results of the 2022 inspections of both the Tatlow & Dutchman Creek reservoirs be reported to Council and include assessments of the life expectancy of the reservoirs, as well as information for use in long term capital planning. That WSP engineers report the following to Co	 Will take place in 2022 Quotes being tendered as work progresses Work is being conducted around the reservoir site to accommodate a proper inspection, which includes removing of some trees and excavation work. Tree removal around the reservoir to be conducted. Reservoir inspections complete and awaiting results. 	
17. That the potential for and high-level costs of increased inflow from DNV be discussed considering:	Nov 19/21 – Stewart & Lorna meeting with Negin Tousi (WSP) Report Forthcoming March 30/22 WSP report presented to Council & subsequently released publicly on May 9/22.	Complete
18. a modest increase with modest impact and costs and	See #17 above	
19. a more ambitious option which may be dependent on a number of factors including funding (grant) assistance.	See #17 above	
20. a review and upgrade of the SCADA system	Report to Council Dec 6/21. A contract was awarded to WSP for a SCADA upgrade. Work will begin February 2022.A Zoom meeting was held on March 11 th with Sea to Sky, WSP and Public Works. Sea to Sky will provide quotes for the required equipment for review. WSP work in progress. Reviewing pricing on equipment upgrades.	

Motion	Action	Completed
21. a report on the apparent discrepancy between DNV metering of water provided to the Village and the Village metering of received water	WSP overseeing project. The water meter in Strathcona is being replaced. Strathcona water meter has been serviced and repaired as required. A service technician is working on the remaining items.	The Strathcona meter & all valve assemblies have been reconditioned.
22. should a discrepancy be found per 7(c) above, either resolve the matter or suggest and cost estimate potential solutions.	See #21 above	
23. report on the capacity of the twin lines that cross under Indian Arm connecting the District of North Vancouver water system to the Village water system while assuming a credible range of flow rates	WSP overseeing project WSP report dated March 30/22. See item #17.	Complete
That the Master Capital Asset Management Pl	an being prepared for the Village:	
24. include the water system and all components	Asset Management Plan under way See JW Infrastructure Planning report – presented to Council on April 11/22	Complete
25. include a multiyear financial plan for the water system.	See #24 above - 5 yr financial plan includes water system. Second phase of long term financial plan to be undertaken later this year.	
That, as part of mitigation strategies, Council of	considers:	
26. Fire Smart practices	Residents received an overview from Blackwell, Grant Application completed for prescription (prescribed area identified). Second phase contract awarded to BA Blackwell to designate DPA areas.	Complete
27. Sprinkler bylaws - Council assess the benefits of seeking mandatory sprinkler authority; the cost and probability of success in addition to the impact in terms of sprinkler installations and decide whether to pursue this authority.	Future Council Strategic Planning consideration. Future report to be prepared & submitted to Council in June.	

Motion	Action	Completed
28. If council decides to not seek approval to mandate sprinklers, that the Village prepare an information sheet for homeowners explaining local firefighting challenges, particularly for larger homes, and recommending sprinkler installations.	See #27 above	
29. That Council approve offering further information to residents about the benefits of other mitigating steps such as monitored and/or modern alarm systems.	Future Council Strategic Planning consideration. Public education to be undertaken, working in conjunction with the Fire Chief.	
30. That Council consider the recommendations of the Tree Committee related to fire risk reduction.	This work is ongoing as per #26 above, FireSmart BA Blackwell DPA designation.	
31. That the reduction and mitigation strategies suggested by B.A. Blackwell and Associates be considered as outlined in the Community Wildfire Resilience Plan presented to Council September 26, 2021.	Ongoing for staff and residents as per #26 & #30. Grant funding has been approved and a staff report is pending. Moving forward with recommendations in BA Blackwell initial report & this resulted in phase two work in 2022 contract.	Complete

Abbreviations:

OM Manual - Operating and Maintenance Manual SCADA - Supervisory Control and Data Acquisition





COUNCIL REPORT

Date: May 24, 2022

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

Subject: Metro Vancouver Water Restrictions Report

Recommendation

That the Metro Vancouver Water Restrictions Report be received for information.

Purpose

To provide Belcarra residents with an update on local water restrictions as mandated by Metro Vancouver and adopted as per municipal bylaw.

Background

Every year on a recurring basis, Metro Vancouver submits their Stage 1 Watering Restrictions which begin on May 1, 2022 and run through to October.

Public Awareness and Education

It is the municipalities policy to notify the public by posting these water restrictions on the municipal website as well as a hard copy posting at all bus stops.

In order to improve awareness of the publication, this year staff will send out email notifications through our community email list and will post the information in the Belcarra Barnacle.

Stage 1 Water Restrictions

Stage 1 comes into effect automatically each year – on May 1 until October 15 – to prevent drinking water wastage and ensure water users employ efficient and effective watering practices.

RESIDENTIAL OCCUPANCIES, STAGE 1 NOW IN AFFECT:

Watering lawns

Even-numbered civic addresses on Saturdays:

- Automatic watering from 5 am to 7 am
- Manual watering from 6 am to 9 am

Odd-numbered civic addresses on Sundays:

- Automatic watering from 5 am to 7 am
- Manual watering from 6 am to 9 am

Watering new lawns or lawns being treated for the European Chafer Beetle

• Outside restricted lawn watering times if in compliance with a member jurisdiction permit.

Watering trees, shrubs, and flowers excluding edible plants

- On any day from 5 am to 9 am if using a sprinkler
- On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation



All activities prohibited in emergency Stage 4. Visit **metrovancouver.org** for the complete regulations

Stewart Novak, Public Works & Emergency Preparedness Coordinator Council Report: Metro Vancouver Water Restrictions Report May 24, 2022 Page 3 of 3

Enforcement

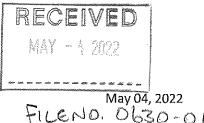
We believe the residents of Belcarra are very environmentally sensitive and expect to get good compliance with the watering restrictions. There are also some residents still relying on private well water and are outside the restrictions associated with the municipal water supply. We fully expect residents will make every effort to conform with the restrictions, recognizing that water is a precious commodity that needs to be preserved and not wasted.

However, if enforcement action is necessary, it will be undertaken in a fair and considerate manner. If it comes to our attention that certain residents are not observing the restrictions, we will handle enforcement on an incremental basis starting with a warning.

There is provision in Waterworks Bylaw 456 for levying fines, but that would only be considered in the most extreme of cases where compliance cannot be achieved otherwise.



social planning & research council of british columbia 4445 Norfolk Street, Burnaby, BC, V5G OA7 T: 604-718-7733, 1-888-718-7794 www.sparc.bc.ca



Dear Mayor and Council;

RE: Please Join Us in Celebrating Access Awareness Day on June 4, 2022

The year 2022 would mark the 25th annual Access Awareness Day celebrated by British Columbians! Access Awareness Day provides an opportunity for communities to come together to celebrate their successes and show what it means to be truly accessible and inclusive for everyone. Access Awareness Day also falls within National AccessAbility Week which is celebrated from May 29th to June 4th, 2022. National AccessAbility Week is designed to celebrate and recognize the contributions that individuals living with disabilities make in their communities every day.

The theme for this year's Access Awareness Day is "Accessibility Is Inclusion". We have adopted this theme to draw attention to the fact that when we focus on addressing issues of accessibility in our communities, we are also creating opportunities to build true inclusion.

Enclosed is a copy of our Access Awareness Day poster for this year. We recognize that many communities no longer have a practice of passing proclamations and therefore welcome your participation in other ways. For example, you may wish to access our small grant funding of \$500 to host an Accessibility Event in your community to highlight some of the ways your community is working to make accessibility a reality.

Please reflect on different ways your community can join the conversation. We appreciate your efforts in creating an accessible and inclusive community where everyone can share their talents, experiences, and abilities in real and meaningful ways.

We look forward to the opportunity to work with you and others in your community to show that by investing in accessibility and believing in the community the possibilities are limitless.

Thank you for the role that you play every day in making this vision a reality!

Sincerely,

Lorraine Copas

Executive Director, SPARC BC

oraine Copas



Accessibility is INCL**USION**

ACCESS AWARENESS DAY 2022





File No. 7010-03

May 11, 2022

Krystal Boros Acting Corporate Secretary E-Comm 3301 East Pender Street Vancouver, BC V5K 5J3

Via Email: krystal.boros@ecomm911.ca

Dear Krystal Boros,

Re: E-Comm Board of Directors Designate – 2022-2023 Term

At a closed meeting on May 9, 2022, New Westminster City Council passed the following motion:

That Council support the nomination of Councillor Nancy McCurrach of the City of Port Coquitlam and Councillor Brent Asmundson of the City of Coquitlam to the E-Comm 911 Board of Directors for a term beginning June 2022 and ending June 2023.

If you have any questions about this or would like more information, please contact city Clerk Jacque Killawee at ikillawee@newwestcity.ca or 604-515-3764.

Yours truly,

Jonathan Cote

Mayor

Cc: Village of Belcarra

City of Burnaby
City of Coquitlam
City of Port Coquitlam
City of Port Moody

File No. 7010-03



May 11, 2022

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

Via Email: belcarra@belcarra.ca

Dear Mayor Ross and Council,

Re: E-Comm Board of Directors Designates schedule through 2043

At a meeting on May 9, 2022, New Westminster City Council in Closed session passed the following motion:

That Council endorse the schedule of nominations proposed by Port Moody.

This schedule sets out a schedule of nominations for 2021-2022 through 2039-2043, and includes an agreement that the group will nominate a male and female councillor each time:

Years	Seat	Nominating City
2021-2022	Designated Group Seat 1	Burnaby
2021-2022	Designated Group Seat 2	Port Coquitlam
2022-2023	Designated Group Seat 2	Coquitlam
2022-2026	Designated Group Seat 1	Port Coquitlam
2023-2027	Designated Group Seat 2	Port Moody
2026-2030	Designated Group Seat 1	New Westminster
2027-2031	Designated Group Seat 2	Coquitlam
2030-2034	Designated Group Seat 1	Burnaby
2031-2035	Designated Group Seat 2	Port Coquitlam

Years	Seat	Nominating City
2034-2038	Designated Group Seat 1	Port Moody
2035-2039	Designated Group Seat 2	New Westminster
2038-2042	Designated Group Seat 1	Coquitlam
2039-2043	Designated Group Seat 2	Burnaby

If you have any questions about this or would like more information, please contact City Clerk Jacque Killawee at jkillawee@newwestcity.ca or 604-515-3764.

Yours truly,

Jonathan Cote Mayor

Cc: City of Burnaby

City of Coquitlam

City of Port Coquitlam

City of Port Moody

PORT MOODY CITY OF THE ARTS

100 Newport Drive, Port Moody, B.C., V3H 5C3, Canada Tel 604.469.4500 Fax 604.469.4550 www.portmoody.ca

April 28, 2022

File: 01-0375-20-26

FLENO. 7010-03

By Email to: krystal.boros@ecomm911.ca

Krystal Boros
Acting Corporate Secretary
E-Comm 911
3301 East Pender Street
Vancouver, BC V5K 5J3

Dear Ms. Boros,

Re: Nomination to E-Comm Board of Directors

At the Closed Council meeting held on April 19, 2022, Port Moody Council passed the following resolution:

CC22/062

THAT Corporate Policy – 01-0375-2021-01 – Nominations to E Comm Board of Directors be amended by replacing the Nomination Schedule with the revised Nomination Schedule as outlined and recommended in the report dated April 6, 2022 from the Legislative Services Division regarding 2022 Nomination to E-Comm Board of Directors;

AND THAT this resolution be released and forwarded to the City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Coquitlam, Village of Belcarra, and E-Comm.

A copy of amended Corporate Policy – 01-0375-2021-01 – Nominations to E-Comm Board of Directors is enclosed for your information; this Policy:

- ensures fair and consistent rotation of representation among member municipalities;
- affirms the City of Port Moody's commitment to equity and gender parity on the E-Comm Board of Directors;
- provides clarity to all member municipalities on the City of Port Moody's position on endorsement of nominations; and
- allows municipalities to nominate a representative from a different municipality as they deem appropriate.

EDMS#552248

1

Per the attached Policy, the City of Port Moody endorses the nominations made by the City of Coquitlam and the City of Port Coquitlam for the 2022 to 2023 term. If you require further information or clarification, please contact me by email at dshermer@portmoody.ca or by telephone at 604-469-4603.

Sincerely,

Dorothy Shermer Corporate Officer

Enclosure

cc: Chief Administrative Officer, Village of Belcarra

City Clerk, City of Burnaby City Clerk, City of Coquitlam

City Clerk, City of New Westminster

Manager of Legislative Services & Corporate Initiatives, City of Port Coquitlam

Corporate Policy 100 Newport Drive, Port Moody, BC, V3H 5C3, Canada Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Administration	01
Sub-Section:	External Committees, Commissions, Associations, and Boards	0375
Title:	Nominations to E-Comm Board of Directors	2021-01

Related Policies

Number	Title

Approvals

Approval Date: March 23, 2021	Resolution #: <u>CC21/067</u>
Amended: April 19, 2022	Resolution #: <u>CC22/062</u>
Amended:	Resolution #:
Amended:	Resolution #:

Corporate Policy Manual

Nominations to E-Comm Board of Directors

Background

As Shareholders of E-Comm Emergency Communications for British Columbia Inc., the City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Coquitlam, City of Port Moody, and Village of Belcarra are collectively entitled to two seats on the E-Comm Board of Directors. Every municipality in the group must endorse the same two nominees in order for the nominees to be appointed to the E-Comm Board of Directors. This Policy sets out the process through which the City of Port Moody provides nominations and the endorsement of nominations to the E-Comm Board of Directors.

The Shares held by member municipalities of the Designated Group are as follows:

	Class A	Class B
City of Burnaby	1	0
City of Coquitlam	2	1
City of New Westminster	1	1
New Westminster Police Board	1	0
City of Port Coquitlam	2	1
City of Port Moody	1	1
Port Moody Police Board	1	0
Village of Belcarra	0	3

As the Village of Belcarra is not part of the E-Comm radio network, it does not hold Class A shares and has been excluded from representing the group.

Definitions

Designated Group refers to the Designated Group of Shareholders comprising the following member municipalities: City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Coquitlam, City of Port Moody, and Village of Belcarra.

Nominating City refers to the City whose turn it is to nominate a Designate to the E-Comm Board of Directors according to the Nomination Schedule.

Nomination Schedule refers to the schedule set out in this Policy, which sets out the years during which each member municipality is expected to nominate a Designate to the E-Comm Board of Directors on a rotational basis among members of the Designated Group.

Nominee refers to the person nominated by the Nominating City.

Corporate Policy Manual

Nominations to E-Comm Board of Directors

Policy

- 1. Members of the Designated Group are entitled to nominate a representative for the E-Comm Board of Directors according to the Nomination Schedule.
- Since the City of Port Moody is not privy to the decision process by which each
 Nominating City arrives at their decision on the Nominee, nor to the qualifications or
 particularities of the Nominee, this Corporate Policy confirms the City of Port Moody's
 automatic endorsement of the Nominee nominated by the Nominating City according to the
 Nomination Schedule.
- 3. The Nomination Schedule has been developed based on the practice of having each municipality with Class A shares taking turns serving as the E-Comm Board Member representing the Designated Group. Per E-Comm's recommendation for longer terms, the Nominating Cities for the two seats are changed once every four years, coinciding with four-year Council terms. The Nomination Schedule is as follows:

Years	Seat	Nominating City
2021-2022	Designated Group Seat 1	Burnaby
2021-2022	Designated Group Seat 2	Port Coquitlam
2022-2023	Designated Group Seat 2	Coquitlam
2022-2026	Designated Group Seat 1	Port Coquitlam
2023-2027	Designated Group Seat 2	Port Moody
2026-2030	Designated Group Seat 1	New Westminster
2027-2031	Designated Group Seat 2	Coquitlam
2030-2034	Designated Group Seat 1	Burnaby
2031-2035	Designated Group Seat 2	Port Coquitlam
2034-2038	Designated Group Seat 1	Port Moody
2035-2039	Designated Group Seat 2	New Westminster
2038-2042	Designated Group Seat 1	Coquitlam
2039-2043	Designated Group Seat 2	Burnaby

Corporate Policy Manual

Nominations to E-Comm Board of Directors

- 4. Where the Nominating City decides not to put forward a Nominee from its own Council, the Nominating City may nominate any member of any Council within the Designated Group. When a Nominating City nominates a representative from another municipality, the Nominating City is exercising its entitlement to nominate a representative; that entitlement is neither ceded, transferred, nor postponed.
- 5. In years where the City of Port Moody is the Nominating City, the Council of the City of Port Moody will nominate a representative by resolution based on the following considerations:
 - a) candidate interest and availability;
 - b) candidate's membership in an underrepresented group whose inclusion on the E-Comm Board would contribute to the Board's diversity and/or gender parity; and
 - any other consideration related to the candidate's suitability to represent the Designated Group on the E-Comm Board of Directors.
- 6. In years where the City of Port Moody is the Nominating City and the Council of the City of Port Moody opts not to put forward a Nominee from its own membership, Council shall solicit interest from municipalities in the Designated Group. The Council of the City of Port Moody will review the submissions of interest and pass a resolution to nominate a member of a Council within the Designated Group.

Monitoring/Authority

Changes to this policy require the approval of Council.



ou matter because you are you, and you matter to the end of your life"

Dame Cicely Saunders



Providing dignity, comfort, compassion and support for both the dying and those who love them in the Tri-Cities and surrounding communities

Please consider leaving a gift for Crossroads Hospice Society in you will or estate plan 604-945-0606 | info@crossroadshospice.org | CrossroadsHospice.org

Charitable Registration No. 894850635 RR0001

Dear Village of Bellowna Family &

The Crossroads thospire Team and I are

so deeply twent by your generous gift in

support of the compassionate, quality care for

our committy. Thank you for your ongoing

advocacy for hospire care and grief and loss

support; if means or much to everyone here, esperally

our putriests, clients and their loved ones.

a heartfest thanks,

furnice fer

Development of the

THE CORPORATION OF THE



TEL. (250) 546-3013 FAX. (250) 646-8878 OUR FILE NO.

May 3, 2022



4144 Spallumcheen Way Spallumcheen, B.C. V0E 1B6

Email: mayor@spallumcheentwp.bc,ca FICENQ, 0450-01

OFFICE OF THE MAYOR

File: 0375-01 sent via email

Department of Finance Canada Tax Policy Branch

fin.luxury-luxe.fin@fin.gc.ca

RECEIVED MAY - 5 2022

Re: Luxury Tax on Recreational Boats

The Township of Spallumcheen prides itself on ensuring that farming, business and tourism can cohesively exist together, with each industry complementing the other. The proposed 10% luxury tax on the sale of boats valued at more than \$250,000 is sure to be detrimental to the livelihood of many who live and work in the Okanagan.

Certain niche markets, like the one in the District of Sicamous, known as the Houseboat Capital of Canada, will be severely affected by this tax. Sicamous is famous for its amazing scenery, hospitality and, of course, houseboating.

The local houseboat manufacturers and rental businesses are instrumental in the success of the community, as they provide employment for residents, in both manufacturing and tourism industries. Introducing this luxury tax will have devastating effects on the District of Sicamous, essentially crippling a large portion of their industry.

In support of the District of Sicamous, the Township of Spallumcheen Council wishes to respectfully request the federal government reconsider this luxury tax and consider the impact it will have on local small business in the Sicamous area and the community.

Thank you for your attention to this matter. If you have any questions in this regard, please contact the undersigned.

Respectfully,

Christine Fraser

Mayor

cc: Member Municipalities





Dear Lorna Dysart,

I am writing to follow up on the announcement made by the Honourable George Heyman, Minister of Environment and Climate Change Strategy and the Honourable Nathan Cullen, Minister of Municipal Affairs, on the new Local Government Climate Action Program (LGCAP). The program will provide predictable, annual, long-term funding for local climate action to help reach <u>legislated climate targets</u> and prepare communities for the impacts of a changing climate.

The program will provide \$45,082 to Belcarra to support local climate initiatives aligned with the <u>CleanBC Roadmap</u> and the draft <u>Climate Preparedness and Adaptation Strategy</u>. Local governments and Modern Treaty Nations will be required to report on their actions to reduce emissions and prepare for climate impacts.

There are several program supports available to you:

- Please visit the <u>LGCAP website</u> for program details
- The LGCAP website includes the Program Guide and Survey Template, which can be used to prepare for required online reporting.
- Webinars will be held throughout May 2022 to provide program information and answer any questions you may have. Registration details can be found <u>here</u>.

In June, you will receive an email with instructions on how to access the online reporting tool.

The Province is requesting one point of contact from your community for ongoing communications regarding the use and reporting of LGCAP funding. Please confirm the name and position of your community contact to LGCAP@gov.bc.ca

Let me close by saying the Province is excited about the LGCAP and the opportunities it provides to continue collaboration with local governments and Modern Treaty Nations on climate action.

Sincerely,
Jeremy Hewitt
Associate Deputy Minister
Climate Action Secretariat
Ministry of Environment and Climate Change Strategy

Telephone:

778 974-2749

Web: http://climate.gov.bc.ca