



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
November 21, 2022
Village Hall
7:00 PM**



Participation is also available via Zoom Teleconference. This meeting will be recorded.
Meeting details as follows:
Click link to join meeting: <https://us06web.zoom.us/j/89555177005>
Meeting ID: 895 5517 7005

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

COUNCIL

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Joe Elworthy
Councillor Janet Ruzyski
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, November 21, 2022

Recommendation:

That the agenda for the Regular Council Meeting, November 21, 2022 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, September 6, 2022

Recommendation:

That the minutes from the Regular Council Meeting held September 6, 2022 be adopted.

3.2 Inaugural Council Meeting, November 7, 2022

Recommendation:

That the minutes from the Inaugural Council Meeting held November 7, 2022 be adopted.

4. DELEGATIONS AND PRESENTATIONS

No items.

5. REPORTS

- 5.1** Paula Richardson, Chief Administrative Officer, report dated November 21, 2022, regarding West Road – Name Change

Recommendation:

That Council direct staff to undertake broad public notification regarding the West Road Name Change and report the results back to Council.

- 5.2** Lisa Zwarn, Chief Election Officer, report dated October 27, 2022, regarding 2022 Local Government General Elections

Recommendation:

That the report titled “2022 Local Government General Elections” from Lisa Zwarn, Chief Election Officer, dated October 27, 2022, be received for information.

- 5.3** Ken Bjorgaard, Financial Consultant, report dated November 21, 2022, regarding Projected 2022 Budget Variances Based on Results to September 30, 2022

Recommendation:

That the report entitled “2022 Budget Variance Report Based on Results to September 30, 2022”, dated November 21, 2022, be received for information.

- 5.4** Ken Bjorgaard, Financial Consultant, report dated November 21, 2022, regarding 2023 – 2027 Financial Plan/Budget Schedule

Recommendation:

That the 2023 – 2027 Financial Plan/Budget Schedule be approved.

- 5.5** Paula Richardson, Chief Administrative Officer, report dated November 21, 2022, regarding 2023 Council Meeting Schedule

Recommendation:

That the 2023 Council Meeting Schedule be approved.

- 5.6** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated November 21, 2022, regarding Winter Snow and Ice Removal

Recommendation:

That the Winter Snow and Ice Removal report, dated November 21, 2022, be received for information.

- 5.7** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated November 21, 2022, regarding ICBC Safety Review and Recommendations

Recommendation:

That ICBC Safety Review be received for information; and
That Council approve the recommendation of installing pedestrian activated beacons at the intersection of Bedwell Bay Road and Kelly Avenue.

5.8 Council Committee Appointments

Recommendation:

That the appointment of members to the Official Community Plan Review Committee be extended to March 31, 2023; and
That a letter be sent to the Official Community Plan Review Committee members to request their continued work on the committee.

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor's Report

- Elected Officials' Legal Orientation Seminar, November 4, 2022
- Remembrance Day, November 11, 2022
- David Eby, Premier Swearing In Ceremony, November 18, 2022
- Crossroads Hospice Society – Treasures of Christmas 2022, November 19, 2022

6.2 Councillor Wilder - Homebuilders Association Vancouver - Municipal Dinner

Mayor Ross, Councillor Ruzycki and Councillor Wilder attended the Homebuilders Association Vancouver (HAVAN) Municipal Dinner on November 3, 2022. HAVAN is launching a 27th Annual Coats for Kids campaign on November 7, 2022 in support of the Lower Mainland and Surrey Christmas Bureaus. Information will be available on the Village website.

7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

7.1 Appointment of CAO – Administrative Appointments

Recommendation:

That for the Village of Belcarra, Paula Richardson be appointed as Chief Administrative Officer, Financial Officer, Approving Officer, Freedom of Information Coordinator, and Secretary to the Board of Variance.

Signing Officer:

That Paula Richardson, as Chief Administrative Officer, be:

1. an authorized bank signing officer for the Village of Belcarra; and
2. authorized to transfer funds by electronic funds transfer or fax transmission from the operating account to/or from the reserve accounts, the Municipal Finance Authority and the Province of BC.

8. BYLAWS

No items.

9. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 9.1 to 9.11 be received.

ACTION ITEMS

- 9.1** Honourable Mitzi Dean, Minister of Children & Family Development, email dated September 27, 2022, regarding October is Foster Family Month

Recommendation:

That Council recognize that October was Foster Family Month.

- 9.2** Honourable Mitzi Dean, Minister of Children & Family Development, email dated October 31, 2022, regarding November is Adoption Awareness Month

Recommendation:

That Council recognize November as Adoption Awareness Month.

INFORMATION ITEMS

- 9.3** Carol Drew, Belcarra Resident, email dated September 15, 2022, regarding Barnacle

- 9.4** Ambrose Yung, Registrar, Youth Parliament of BC Alumni Society, letter dated September 19, 2022, regarding British Columbia Youth Parliament, 94th Parliament

- 9.5** Mohammed Azim, Secretary-Treasurer/CFO, School District 43, letter dated September 22, 2022, regarding Capital Bylaw No. 3, Amendment Bylaw No. 2.1 – 2022 (School Site Acquisition Charge Capital Bylaw Amendment)

- 9.6** Sasamat Volunteer Fire Department (SVFD) Board of Trustees, Meeting Minutes of September 22, 2022

- 9.7** Nathan Cullen, Minister of Municipal Affairs, Jen Ford, President, UBCM, & Corrie Griffiths, President, LGMA, letter dated October 20, 2022, regarding New Online Course to Support Responsible Conduct

- 9.8** Troy Clifford, Provincial President, Ambulance Paramedics of BC, letter dated November 4, 2022, regarding Congratulations & Invitation to follow up on initiatives from UBCM – Paramedic Services in your Community

- 9.9** Christine Trefanenko, Manager, Project Emergency Management, Trans Mountain, email dated November 7, 2022, regarding Report on Trans Mountain Fate & Behaviour Bitumen Research (BC EAO Condition 35) – Local Coastal Governments (full report available at the Village office)

9.10 Michael Law, Deputy Assessor, Greater Vancouver Region, BC Assessments, email dated November 9, 2022, regarding Congratulations in the 2022 Local Government General Elections

9.11 Mohammed Azim, Secretary-Treasurer/CFO, School District 43 (Coquitlam), letter dated November 14, 2022, regarding Announcement of Board of Education Chair & Vice Chair

10. NEW BUSINESS

11. PUBLIC QUESTION PERIOD

12. RESOLUTION TO CLOSE MEETING

13. ADJOURNMENT

Recommendation:

That the November 21, 2022 Regular Meeting be adjourned.



VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
September 6, 2022



This meeting was held via Zoom Teleconference.

Council in Attendance

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

Staff in Attendance

Stewart Novak, Public Works & Emergency Preparedness Coordinator
 Connie Esposito, Acting Corporate Officer
 Christel Guenette, Recording Secretary, Raincoast Ventures

Staff Absent

Paula Richardson, Acting Chief Administrative Officer

Others in Attendance

Joel Pineau, Stantec (departed the meeting at 7:27 p.m.)
 Leslie Cabbott, Stantec (departed the meeting at 7:27 p.m.)
 Jared Ens-Rempel, Imperial Oil (departed the meeting at 7:27 p.m.)
 Ali Tejpar, Imperial Oil (departed the meeting at 7:27 p.m.)
 Mike Gardam, Imperial Oil (departed the meeting at 7:27 p.m.)
 Laura Beveridge, Pooni Group, Planning Consultant (departed the meeting at 8:10 p.m.)
 Anika Bursey, Pooni Group, Planning Consultant (departed the meeting at 8:10 p.m.)
 Larissa Lau, Invasive Species Council of Metro Vancouver, Operations Coordinator (departed the meeting at 8:02 p.m.)
 Tasha Murray, Invasive Species Council of Metro Vancouver, Executive Director (departed the meeting at 8:02 p.m.)
 Sanwal Gilani, WSP, (departed the meeting at 9:18 p.m.)
 Michael Levin, WSP, Project Manager, Infrastructure (departed the meeting at 9:18 p.m.)
 Ian Devlin, Official Community Plan Review Committee, Chair (departed the meeting at 11:17 p.m.)

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:01 p.m.

2. APPROVAL OF THE AGENDA

2.1. Regular Council Meeting, September 6, 2022

Discussion ensued relative to Council Procedure Bylaw 593, 2021, regarding the order of business at a Regular Council Meeting.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting, September 6, 2022, be amended by adding:

Item 5.3 Michael Levin, Project Manager, Infrastructure, WSP, report dated September 2, 2022, regarding Village of Belcarra Hydraulic Water Model Development; and

Item 10.1 Dave Warren, Belcarra Resident, request by CRAB to use the Village Hall; and

That the order of the agenda be varied to consider Item 10.1 after 5.5

And be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1. Regular Council Meeting, July 25, 2022

Moved by: Councillor Clark
Seconded by: Councillor Wilder

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

CARRIED

4. DELEGATIONS AND PRESENTATIONS

4.1. Joel Pineau & Lesley Cabott, Stantec and Ali Tejpar, Mike Gardam, Keri Scobie & Jared Ens-Rempel, Imperial Oil

L. Cabott introduced A. Tejpar, who would provide a presentation to Council.

A. Tejpar provided a PowerPoint presentation on the following:

- The objective of the project to create a plan to address seepage observed by the Ministry of Forests, Lands and Natural Resource Operations during an inspection in August 2019
- Overview of options: replacement or decommissioning
- Technical work and ongoing field studies completed

J. Pineau continued the PowerPoint presentation, noting highlights of the technical report detailing impacts on vegetation, wildlife, fish, and fish habitat.

A. Tejpar concluded the PowerPoint presentation by outlining the next steps for the project, including:

- Geotechnical exploration work around dam location (later 2022)
- Continued discussions with First Nations and stakeholders to obtain option selection feedback
- Option selection (later 2022)
- Detailed design/permitting (2022/2023).

Council queried regarding:

- Enhancements to White Pine Beach should water levels drop by two metres; and
- Impacts a drop in water levels would have on the pedestrian floating bridge.

Moved by: Councillor Snell
Seconded by: Councillor Drake

That the presentation provided by Stantec and Imperial Oil on September 6, 2022, be received for information.

CARRIED

J. Pineau, L. Cabott, A. Tejpar, M. Gardam, and J. Ens-Rempel left the meeting at 7:27 pm.

4.2. Tasha Murray, Executive Director & Larissa Lau, Operations Coordination, Invasive Species Council of Metro Vancouver, report dated July 29, 2022, regarding Village of Belcarra Invasive Plant Inventory Summary Report 2022

T. Murray provided a PowerPoint presentation on the “Village of Belcarra’s Invasive Plant Inventory Summary Report 2022,” noting the history of Belcarra’s invasive plant management and the use of chemical controls of high-priority species since 2013.

L. Lau provided an overview of the 2022 inventory summary, particularly knotweed sites found in 2022.

T. Murray noted that the 2022 workplan included the continued treatment of the highest priority sites. Challenges to treating invasive species included managing private property, introducing invasive plant species as horticulture plants, and dumping. Resources were available for staff and residents to further educate on invasive plant species located within Belcarra.

Discussion ensued with regard to:

- Resources available to homeowners to remove invasive plants from private properties;
- Measures used to remove knotweed, including the hiring of professionals training in herbicides;
- Educating residents on the impacts invasive species have on the environment and infrastructure;
- Inclusion of resources on Belcarra’s website;
- Bylaws which may be expanded to include the responsibility of residents to address invasive plant species on private property; and
- Removal of English ivy from trees along Marine Drive.

Moved by: Councillor Clark
Seconded by: Councillor Snell

That the Village of Belcarra Invasive Plant Inventory Summary Report 2022, dated July 29, 2022, be received for information.

CARRIED

T. Murray and L. Lau left the meeting at 8:02 pm.

5. REPORTS

5.1. Paula Richardson, Acting Chief Administrative Officer, report dated September 6, 2022, regarding West Road – Name Change

L. Beveridge, Pooni Group, referred to correspondence received at the July 25, 2022, Council Meeting regarding citizens' request to change the name of West Road to Marine

Avenue due to challenges with the West Road and Marine Avenue interface. Staff reviewed the proposal, noting that Section 39 of the *Community Charter* permitted municipalities to change the name of a street through a bylaw process, including first, second, and third readings followed by adoption. As no properties had a West Road address and given the life, safety, and logistical challenges with West Road, staff did not foresee any issues with the name change. Staff's report would be forwarded to the next Council, providing an update on the process.

Discussion ensued relative to ramifications to organizations that provide GPS guidance systems and expenses that may be incurred by the municipality resulting from the name change.

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the West Road – Name Change report dated September 6, 2022, be received for information; and
That Council direct staff to bring the West Road – Name Change Report, dated September 6, 2022, forward to the next Council.

CARRIED

5.2. Paula Richardson, Acting Chief Executive Officer, report dated September 6, 2022, regarding Online GIS Map – Lot Areas

L. Beveridge noted that the Village of Belcarra's online GIS map could be updated on an ongoing basis depending on the community's interest. Staff recommended that lot sizes were information that could be included on the GIS map as it was publicly available through BC Assessment.

Moved by: Councillor Snell
Seconded by: Councillor Drake

That Council direct staff to update the online GIS map to include lot areas.

CARRIED

L. Beveridge and A. Bursey left the meeting at 8:10 pm.

5.3. Michael Levin, Project Manager, Infrastructure, WSP, report dated September 2, 2022, regarding Village of Belcarra Hydraulic Water Model Development

M. Levin provided an overview of the report, which was to develop the Village of Belcarra's water model to represent the existing water model and provide recommendations on further studies to identify capital upgrades to address any issues in the existing system:

Section 1 – Introduction
Section 2 – Existing Water System
Section 3 – Design Criteria
Section 4 – Model and Scenario Development
Section 5 – Model Calibration
Section 6 – Hydraulic Analysis
Section 7 – Summary and Recommendations.

Discussion ensued relative to:

- Adoption of urban standards at a minimum of 60 L/second;
- Residential fire requirements, fire flow capabilities, and storage;
- Separating residential sections; requirement for further clarity on whether residential lots were connected to the high or low-pressure side;
- Water levels within the Tatlow Reservoir and the need for an additional chlorination station to raise those levels;
- Comparison of the report to the original design criteria of the water system;
- Required pressures of each fire hydrant in the Village;
- Further design criteria studies along with discussions with fire services, engineering and the Water Committee;
- Water pressure and usage within Belcarra Regional Park;
- Next steps;
- Offsetting deficits for fire flow requirements; and
- Possible upgrades and assessment of the Tatlow Reservoir.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the Village of Belcarra Hydraulic Water Model Development report dated September 2, 2022, be received for information.

CARRIED

M. Levin and S. Gilani left the meeting at 9:18 pm.

5.4. Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 6, 2022, regarding 2022 MRNB TransLink Funding Approval

S. Novak noted that TransLink approved and announced \$84,000 of grant funding to work with the Insurance Corporation of BC to review road safety on Bedwell Road. Recommendations will be forthcoming following the review to provide guidance and options on safety devices and road markings.

During discussion, it was noted that the project's total eligible cost was \$112,000, of which the Village of Belcarra was responsible for 25%, or \$28,000.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the 2022 MRNB TransLink Funding Approval Report be received for information.

CARRIED

5.5. Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 6, 2022, regarding Emergency Mass Notification App

S. Novak noted that mass notification and mass texting were key components of emergency management. It would allow emergency responders to provide direction to residents, coordinate effective evacuation, and forward important information as dictated by the incident.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That Council direct staff to purchase the Alertable App as recommended in the Emergency Mass Notification App report dated September 6, 2022; and
That Council direct staff to inform the Village of Anmore and Sasamat Volunteer Fire Department Chief Jay Shape of the direction to purchase the Alertable App.

(amended)

Discussion ensued relative to:

- Immediate notification regarding any local event to residents through the Alertable App;
- Partnering with neighbouring municipalities;
- Size of the Village of Belcarra versus the cost of the Alertable App;
- The purchase of the Alertable App by the Sasamat Volunteer Fire Department; and
- Administration of the Alertable App.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the foregoing motion be AMENDED to state:

That Council direct staff to defer the purchase of the Alertable App as recommended in the Emergency Mass Notification App report dated September 6, 2022, until such time that it is further explored by the Sasamat Volunteer Fire Department and Chief Jay Sharpe.

CARRIED

Agenda Varied

The Agenda was varied at this time to consider Item 10.1.

10. NEW BUSINESS

10.1. David Warren, Belcarra Resident, request by the Community Recreation Association of Belcarra to use the Village Hall

D. Warren requested the use of the Village Hall for the Community Recreation Association of Belcarra (CRAB) to house an All-Candidates meeting between September 19-25, 2022, and a social following the election.

Discussion ensued relative to current guidelines enforced by the Fraser Health Authority.

Moved by: Councillor Clark

Seconded by: Councillor Drake

That Council direct staff to reopen the Village Hall to the public subject to the guidelines of the Fraser Health Authority.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1. Mayor's Report

- a) Metro Vancouver has proposed a new Regional Park on Bowen Island that includes camping opportunities. Metro Vancouver plans to preserve a forested and waterfront property at Cape Roger Curtis on Bowen Island for public enjoyment as a new regional park incorporating both day use and overnight camping areas.

- b) Metro Vancouver PNE Showcase – Residents invited to learn about critical regional projects and services.
- c) Tri-Cities Chamber of Commerce, Mayors' BBQ – September 7, 2022, at Riverside Community Church. Mayors from the cities of Coquitlam, Port Coquitlam, Port Moody, and the Villages of Anmore and Belcarra, will attend.
- d) Coquitlam Search and Rescue 50th Anniversary Celebration – September 17, 2022.
- e) Truth and Reconciliation Day – September 30, 2022.

Discussion ensued relative to the purchase of land on Bowen Island.

6.2. Union of BC Municipalities (UBCM) Conference – September 12 – 16, 2022

Mayor Ross will attend the UBCM Conference on behalf of the Village in September.

The BC Crisis Line Network has requested support at the UBCM Conference for its provincial 24/7 crisis lines that provides lifesaving crisis intervention, suicide risk assessment, and strength-based collaborative safety planning and follow-up to vulnerable British Columbians.

Moved by: Councillor Snell
Seconded by: Councillor Drake

That Council express its strong support for Resolution EB42 – New Provincial Mandate and Funding for 911.

CARRIED

Mayor Ross declared a conflict of interest as follows:

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

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

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

I am now recusing myself. I would like to note that I am not making any indication in regard to my colleagues, and I know that they will do what makes sense for them.”

Mayor Ross departed the meeting at 10:28 p.m.

Deputy Mayor Snell assumed the chair.

6.3. Ian Devlin, Chair, on behalf of the Official Community Plan Review Committee, report dated September 6, 2022, regarding Summary of OCP Consultation – Other Agencies

Councillor Clark introduced I. Devlin and thanked those that volunteered for the Official Committee Plan (OCP) Review Committee.

I. Devlin noted that docks and wharves were excluded from the OCP as they fell under the Port of Vancouver's authority. The OCP was created with input from residents, who identified the importance of a balance of community character and a future that considers the social environment and financial sustainability. The OCP Committee met 12 times over the planning process to share research, discuss best practices and make recommendations on various policy areas requiring updates in the OCP, resulting in a draft OCP that went out for comment to residents and other agencies.

Significant feedback included:

- Road access through to Farrow Cove
- Existing lot sizes and subdivisions
- Types of residences.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the September 6, 2022, Regular Meeting be extended to 11:15 p.m.

CARRIED

Moved by: Councillor Clark

Seconded by: Councillor Drake

- 1) That the Summary of the Official Community Plan (OCP) Consultation – Other Agencies report dated September 6, 2022, be received for information;
- 2) That Council direct the OCP Review Committee and staff to bring the Draft Official Community Plan forward to the next Council for Bylaw readings, Public Hearing and Adoption;
- 3) That the Official Community Plan (OCP) report regarding Summary of Resident Feedback and Draft OCP with OCP Review Committee Edits, dated September 6, 2022, be received for information; and
- 4) That Council direct the OCP Review Committee and staff to bring the Draft Official Community Plan forward to the next Council for Bylaw readings, Public Hearing and Adoption.

CARRIED

Discussion ensued relative to the authority of the Port of Vancouver over docks and wharves.

- 6.4.** Ian Devlin, Chair, on behalf of the Official Community Plan Review Committee, report dated September 6, 2022, regarding Summary of Resident Feedback and Draft OCP with OCP Review Committee Edits.

Consideration of this item occurred during Item 6.3.

7. REPORT FROM ACTING CHIEF ADMINISTRATIVE OFFICER

No Items.

8. BYLAWS

No Items.

9. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That correspondence items 9.1 to 9.19 be received.

(amended)

Discussion ensued relative to item 9.7's inclusion within the agenda package.

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That the foregoing motion be amended to read as follows:

That correspondence items 9.1 to 9.19 be received; and
Council expresses regret that item 9.7 was not screened by the Acting Chief Administrative Officer.

CARRIED

ACTION ITEMS

No Items.

INFORMATION ITEMS

- 9.1.** Sean Galloway, Director, Regional Planning and Electoral Area Services, Metro Vancouver, letter dated July 19, 2022, regarding Best Management Practices for Invasive Species: Garlic Mustard, Poison Hemlock and Spurge Laurel (full report available at the Village office)
- 9.2.** Councillor Laurey-Anne Roodenburg, UBCM President, letter dated July 25, 2022, regarding Canada Community-Building Fund: First Community Works Fund Payment for 2022-2023
- 9.3.** Aaron Demes, Senior Advisor, Government Relations, Government & Public Affairs, TransLink, email dated August 2, 2022, Municipal Upgrade Program Funding Announcement
- 9.4.** Roger Quan, Director, Air Quality and Climate Change, Metro Vancouver, letter dated August 10, 2022, regarding Caring for the Air 2022, Metro Vancouver's Annual Review of Air Quality and Climate Change (full report available at the Village office)
- 9.5.** Ralph Drew, Belcarra Resident, letter dated August 15, 2022, regarding Undeveloped Road Rights-of-Way ("Road Ends")
- 9.6.** Sherry Chisholm, Belcarra Resident, letter dated July 21, 2022, regarding the Recent OCP, My Priorities Are As Follows
- 9.7.** Sherry Chisholm, Belcarra Resident, letter dated July 21, 2022, regarding Official Community Plan
- 9.8.** Sherry Chisolm, Belcarra Resident, letter dated August 20, 2022, regarding Official Community Plan for Belcarra
- 9.9.** Brian Ashford, Sy Rodgers, Lynda Spence, Belcarra Residents, letter dated August 16, 2022, regarding Response to OCP dated August 2, 2022

- 9.10. Zachary Kyra-Derksen, Belcarra Resident, email dated August 22, 2022, regarding OCP letter
- 9.11. Robert Wilson, Belcarra Resident, email dated August 24, 2022, regarding Belcarra OCP
- 9.12. Shand Lander, Belcarra Resident, email dated August 24, 2022, regarding 1/2 Acre Lots Farrer Cove
- 9.13. Suzanne Kyra, Belcarra Resident, email dated August 22, 2022, regarding OCP Feedback
- 9.14. Ron Davis, Belcarra Resident, email dated August 24, 2022, regarding letter to the Belcarra OCP Committee
- 9.15. Brian Ashford, Belcarra Resident, letter dated August 24, 2022, regarding Belcarra August 2, 2022, OCP Draft Review, Comments and Suggestions
- 9.16. Belle Bojanowski, Belcarra Resident, email dated August 25, 2022, regarding Community Plan – Lot Size
- 9.17. Daniel Richardson, BTM Lawyers, LLP, email dated August 24, 2022, regarding Belcarra Draft OCP Submissions Proof Read Suggestion
- 9.18. Sy Rodgers, Belcarra Resident, email dated August 25, 2022, regarding Broad View of OCP Draft
- 9.19. Jason Sadler, Belcarra Resident, email dated August 26, 2022, regarding OCP Committee

10. NEW BUSINESS

- 10.1. Darren Warren, Belcarra Resident, request by CRAB to use the Village Hall
Consideration of this item occurred prior to Item 6.0.

11. PUBLIC QUESTION PERIOD

Moved by: Councillor Clark
Seconded by: Councillor Wilder

To extend the meeting until 11:20 p.m.

CARRIED

Mayor Ross returned to the meeting at 11:15 p.m. and resumed the role of chair.

Sherry Chisolm, Belcarra Resident, commented on the meeting's response to Item 9.7.

Joe Elworthy, Belcarra Residential, commented on protocols for correspondence included within the agenda package.

12. ADJOURNMENT

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the September 6, 2022, Regular Meeting be adjourned at 11:24 p.m.

CARRIED

Certified Correct:

Jamie Ross
Mayor

Paula Richardson
Acting Chief Administrative Officer



**VILLAGE OF BELCARRA
INAUGURAL COUNCIL MINUTES
VILLAGE HALL
NOVEMBER 7, 2022**



Council in Attendance

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

Staff in Attendance

Paula Richardson, Chief Administrative Officer
Stewart Novak, Public Works and Emergency Preparedness
Connie Esposito, Accounting Clerk

Also in Attendance

Renée Frappier, Raincoast Ventures Ltd. (Recording Secretary)

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

1. CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 7:04 pm.

2. OATHS OF OFFICE

The Honourable Judge Robin McQuillan administered the Oath of Office to the Mayor and Council.

3. INVOCATION

The Invocation Prayer was provided by Reverend Jennifer Swanson.

4. BLESSING

The Tsleil-Waututh Nation Council was unable to attend.

5. INAUGURAL ADDRESS

The Inaugural Address was presented by Mayor Jamie Ross.

6. GENERAL APPOINTMENTS**6.1 Deputy Mayor Appointments 2022-2023**

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the Councillors be appointed as Deputy Mayors for 2022-2023 as follows:

November 2022 to February 2023, inc. - Councillor Clark

March to May 2023, inc. - Councillor Elworthy

June to August 2023, inc. - Councillor Ruzycki

September to November 2023, inc. - Councillor Wilder.

CARRIED

6.2 Appointment of Municipal Director to Metro Vancouver Board of Directors

Moved by: Councillor Elworthy
Seconded by: Councillor Clark

That Mayor Ross be appointed as Municipal Director to the Metro Vancouver Regional District Board of Directors; and

That one (1) vote be distributed to the appointed Municipal Director; and

That Councillor Clark be appointed as Alternate Municipal Director to take the place of an absent Municipal Director to the Metro Vancouver Regional District Board of Directors.

CARRIED

6.3 Appointment of Trustees to TransLink Mayor's Council

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That Council support the participation of Mayor Ross on the TransLink Mayors' Council; and

That Council support the participation of Councillor Wilder as Alternate, to take the place of Mayor Ross in his absence, on the TransLink Mayors' Council.

CARRIED

6.4 Appointment of Trustees to Sasamat Volunteer Fire Department (SVFD) Board

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

That Council appoint Mayor Ross, Councillor Clark, and Councillor Wilder as the Village of Belcarra three (3) Trustees to the Sasamat Volunteer Fire Department (SVFD) Board.

CARRIED

6.5 Appointment of Coquitlam Search & Rescue (SAR) Council Liaison (SVFD) Board

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That Council appoint Councillor Ruzycki as Council Liaison to Coquitlam Search and Rescue.

CARRIED

6.6 Appointment of a Representative to the Tri-Cities Food Council

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That Council appoint Councillor Elworthy as Council Representative to the Tri-Cities Food Council.

CARRIED

7. ADJOURNMENT

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That the Inaugural Meeting of November 7, 2022 be adjourned at 7:40 p.m.

CARRIED

Certified Correct:

Jamie Ross
Mayor

Paula Richardson
Chief Administrative Officer



COUNCIL REPORT

File: 5400-01

Date: November 21, 2022

From: Paula Richardson, Chief Administrative Officer

Subject: West Road – Name Change

Recommendation

That Council direct staff to undertake broad public notification regarding the West Road Name Change, and report the results back to Council.

Purpose

To provide Council with a recommendation to undertake broad public notification related to changing the name of West Road to Marine Avenue.

Background

At the Regular meeting of Belcarra Council held on July 25, 2022, correspondence was received from 4 residents from 2 separate residences on Marine Avenue requesting that the portion of West Road outlined in red on Map 1 be renamed to Marine Avenue.



Map 1: Portion of West Road Under Discussion (map source: BC Assessment)

The reason for this request is as follows:

1. Life safety concerns and quick access for emergency vehicles
2. Confusion for deliveries, trades, those unfamiliar with the Village road network, etc.
3. There are currently no properties with a West Road address (all addresses for this portion of Road have Marine Avenue addresses)

As a result of the request, Council passed the following motion:

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

On September 6, 2022, Staff provided Council with an update regarding the process for the road name change as well as information regarding public notification options.

Process

With respect to the process for changing the name of a road, Section 39 of the Community Charter states that “A council may, by bylaw, do one or more of the following: assign a name or number to a highway...”. As such, if Council decides to proceed with changing the name of West Road to Marine Avenue, a bylaw must be brought forward to Council and proceed through First, Second, and Third Readings, and Adoption, before the road name change can be made official.

Public Notification

While public notification is not required, Council may consider notifying the community in the following ways:

Targeted Notification

A letter indicating Council is considering the proposed name change is delivered to all residences located on the western portion of Marine Avenue, as shown on Map 2.

Broad Notification

A letter indicating Council is considering the proposed name change is delivered to all residences shown on Map 2, is posted on the Village website, and is emailed out to all those on the Village resident email list.



Map 2: Targeted Notification Area (map source: BC Assessment)

Discussion

No public notification is required as part of the name change process. However, given that Belcarra is a small Village and many residents are familiar with all roads and access points in the Village and could therefore be impacted by the proposed name change, staff recommends the broad notification approach as this allows more Village residents to be notified about the proposed change. Despite this, if Council prefers to pursue the targeted notification approach, staff can undertake this work as well.



COUNCIL REPORT

File: 4200-01

Date: October 27, 2022
From: Lisa Zwarn, Chief Election Officer
Subject: 2022 Local Government General Elections

Recommendation for Consideration:

THAT the report titled “2022 Local Government General Elections” from Lisa Zwarn, Chief Election Officer, dated October 27, 2022, be received for information.

Purpose:

To provide the results from the 2022 General Local Government Elections which were held on October 15, 2022, and additional information for consideration in future elections.

Background:

The Village of Belcarra (the “Village”) Local Government Election was held on October 15, 2022, with an Advance Voting Day held on October 5, 2022. A mail ballot opportunity was also provided, with the period for requesting mail ballots occurring from July 15 until October 12, 2022.

The Village uses the Provincial List of Registered Electors, which originally contained 567 names. The Village maintains a list of Non-Resident Property Electors which has 7 registered electors. There were 26 people who registered as new voters. As a result, the total of 600 voters eligible to vote. The total number of electors who voted was 421 for a turnout of 70%.

There were 2 nominations for Mayor, 5 nominations for Councillor and 1 nomination for School Trustee. As a result, the 1 nominee for School Trustee was acclaimed to their position.

The Chief Election Officer and the Deputy Chief Election Officers worked on the advance voting opportunity and general voting day. In addition, the Village recruited 4 individuals to assist on general voting day. Voting on the advance voting day was steady throughout the day, with minimal wait times for the voters. As for general voting day, the number of voters at the polling station was steady as well.

In order to better serve the voters, the two main tables at which voters could get their ballots had the entire voting list available, rather than dividing voters' list into two halves of the alphabet. The third table was specifically dedicated to deal with any matter that was more involved than simply issuing a ballot. However, this third table could also accommodate voters who simply required a ballot. In this manner, the majority of voters could proceed directly to any main table to obtain the ballot. As a result, the longest wait time for any voter was less than 5 minutes.

During general voting day, several people created a disturbance at the polling station. Based on the behaviour of two of those individuals, staff contacted the police to request that a police officer attend the count to assist in maintaining order. There was a further disturbance by a Council member, who was seen at the window of the polling place and was observed taking photographs. The officer in attendance stepped outside to speak to the individual as photography is not permitted in a voting place. To prevent further disturbance, the window blinds at the polling station were closed. 11 people (candidates and scrutineers) attended the count at the end of the day, in addition to the election officials and a police officer. In spite of the disruptive behaviour of one of the candidates and his scrutineer, the count proceeded accordingly and was completed by 9:40 p.m.

The verification of the ballot accounts and votes cast took place on October 17, 2022. The election officials review the election documents and examination of the results to verify the integrity of election. The results were the same as those recorded on election night. The ballots accounts show all ballots have been accounted for. There were 3 spoiled ballots, all of which were replaced.

The Chief Election Officer made the Official Declaration of Election Results at Noon on October 17, 2022. The following persons were present for the verification process - 3 election officials, 1 police officer, 1 candidate for the whole of the verification process and 2 candidates for part of the verification process.

Discussion:

Mail Ballots

At the start of the year, the Ministry changed the rules regarding eligibility to receive a mail ballot. Previously, this type of voting opportunity was limited to 2 types of voters. This first type of voter was a person who has a physical disability, illness or injury that affects their ability to vote at another voting opportunity. The second type of voter was a person who expects to be absent from the municipality on general voting day and at the times of ALL advance voting opportunities. The recent changes to the legislation meant that any voter could request a mail ballot, not just those 2 types of voters.

The number of requests for mail ballots has varied over the past 3 elections. During the 2018 general election, there were 20 requests for mail ballots. During the by-election held in 2021, there were 92 requests for mail ballots. During this election, there were only 20 requests for mail ballots. Given that there were still several gathering restrictions in place at that time because of the COVID pandemic, it is not a surprise that a number of people chose to request mail ballots during the by-election. Now that the gathering

restrictions have been lessened, it would appear that mail ballot requests are returning to previous levels.

Post-Election Blog

One of the candidates posted a blog on the Sunday following the results of election. Contained within that blog are a number of inaccurate or incorrect statements which should be addressed.

It should be noted that all candidates had the opportunity to have a scrutineer present throughout all voting opportunities, if the candidates had any concerns about the administration of the election. One of the candidates chose to have one scrutineer attend the entire voting process during all voting opportunities. Another candidate chose to have different scrutineers working shifts during the entire voting process. The candidate in question chose not to have a scrutineer present at any of the voting opportunities until the last 2 hours on general voting day. If he had any concerns about the conduct of the election, he should have had his scrutineer throughout all of the voting opportunities for entire time in order to raise those concerns at that time.

The following comments are in response to his statements in that blog:

- Failure to Stream the All-Candidates Meeting – all candidates meetings are organized by groups within the community which are responsible for the manner in which those meetings are conducted. The election officials have absolutely nothing to do with any debate forums for candidates in order to ensure the impartiality of the process.
- Potential for voters to vote twice in the election – the candidate is alleging that voters could have voted twice in this election because there were 3 tables to serve the voters at the polling station with each table having its own list of electors. The following process was employed to ensure “one person, one vote” occurred. When a person wishes to obtain a ballot, the election official reviews the list of electors to ensure that the name is not already struck off the list. The voter makes a solemn declaration as to not having voted previously in this election and signs the voting book in order to obtain a ballot. The lists used on general voting day had been updated to show who had already voted at the advance voting and by mail ballot based on the records kept at the advance voting and mail ballots. As well, the election officials kept a list of voter numbers. After each person has received their ballot, the election officials read off the voter numbers to the scrutineers so that the scrutineers update their records to show who has voted. The election officials at other tables would also hear the voter number being called out to the scrutineers. All of the records used during the voting process have been retained for verification and may be reviewed by anyone at this point up until 30 days after the Declaration of Official Results.
- Complaints about the campaigning content on Facebook pages – election officials have no authority over advertising used in campaigning and have not seen the contents of the Facebook pages in question.

- The rulings on 2 mail ballots – 1 of the mail ballots was rejected because it failed to have the requisite number of property owners sign the consent form, as is required by section 66(6) of the Local Government Act. In this case, both property owners needed to sign the written consent form and only one of those property owners did sign. As for the other mail ballot, the voter, who was in hospital at the time, has requested the mail ballot and had the mail ballot package returned on September 29. The voter died on October 5. The election officials reviewed the returned mail ballots on October 14. Because of the situation regarding the death of this voter, the election officials did not open the mail ballot package from that voter on October 14 and sought a legal opinion about the ability to count that vote. The lawyers provided legal advice that the vote could be counted if the certification envelope was properly completed. That particular mail ballot package was reviewed at the close of voting on October 15. The certification envelope was completed correctly, and the vote was included in the count.
- Attendance of the Police at the counting of the ballots and the reconciliation of the ballot accounts – the candidate in question, his father and his brother were the ones who created the disturbance at the polling station on general voting day. They were (a) impeding the ability of the voters to enter the polling station by standing in front of the entrance; (b) making political and campaigning statements in loud voices outside and inside the polling station; (c) pressing their faces against the windows to stare at the voters obtaining their ballots; (d) making disparaging remarks about the scrutineers; and (e) refusing to stop the inappropriate behaviour and refusing to leave the polling station. They finally left but the father and the brother again returned later in the afternoon, hanging around the front entrance, glaring at voters through the windows and making political comments. When they were asked why they had returned, they stated they were observing the process. They were told that only one scrutineer who was authorized by the candidate could stay to observe. They took their time leaving the polling station. Given their aggressive and hostile behaviour towards the election staff and the scrutineers, we contacted the police to request a police presence during the count. While the candidate and his scrutineer were disruptive during the count, they were not nearly as disruptive as they had been in the afternoon at the polling station, due in large measure to having the police presence there.
- Phones in the polling station – the candidates and their scrutineers were informed at the start of the count that phones had to be put away. The candidate in question is the one who caused the issue by having his phones out and in use during the count, thus necessitating the request to have everyone show that their phones were off and put away.
- The results of the advance voting – just because the number of ballots cast for the candidates at advance voting did not mirror the same proportion of votes for those same candidates at general voting does not mean that the votes were invalid. The numbers are what the numbers are. Moreover, the use of Village staff as election officials is not inappropriate and does not constitute a conflict of interest. It is extremely, extremely rare not to have any local government staff involved in a local government election. Even local governments which hire a

contractor to conduct the election will still have their regular staff assist in the administration of the election. Anyone working on an election is required to make a solemn declaration that they will carry out the process fairly and impartially.

- Vote counting in secrecy – There was nothing done in secret during the vote count. The vote count was conducted by 6 election officials in front of 11 candidates and scrutineers along with 1 police officer, all of whom remained in the polling station during the entire length of the count. The names on the ballots were read aloud before they were counted. All steps in the process were explained to the candidates and scrutineers before those steps were taken. While the candidate in question wanted to stand over the shoulders of those who were counting, none of the candidates were permitted to be anywhere near the ballots. This was done to ensure that all could see and hear what was happening and to ensure that ballots were only handled by election officials. To have the candidates stand over top of the election officials could result in interference with the count or intimidation of the election officials.
- Ballot box inspection – we are required to have the ballot boxes inspected by someone other than an election official before the first ballot is cast. This inspection is to ensure that the ballot box is completely empty. The inspection can be done by a scrutineer or by the first voter. Scrutineers are required to make a solemn declaration not to interfere with the voting process. The ballot boxes for each voting opportunity (mail, advance, and general) were all inspected, and it was shown that there were no ballots in the boxes before the boxes were put into use. The fact that the same scrutineer performed this function does not negate the fact that the ballot boxes were empty at the start of each voting opportunity.
- Posting of candidate information – all candidates were told that we would be posting the nomination papers as required by the bylaw and only the phone numbers and email addresses as contact information for the candidates. The candidate in question wanted his website address posted along with his contact information. In order to treat all of the candidates impartially and in the same way and to ensure that the Village was not engaging in third party advertising or endorsing any one candidate over another, only the phone numbers and email addresses which were supplied by all of the candidates were posted to the Village's website as courtesy to the voters. There is nothing in the legislation which requires the local governments to post anything pertaining to the election other than required notices and documentation. As a suggestion for next time, the Village should only post the nomination documents and absolutely nothing else on the website about the candidates, to avoid this type of difficulty in the future.

- Method of counting – The default provision in the legislation is for a local government to conduct a manual count. If a local government wishes to use an automated vote counting machine for the count, the local government must include provisions in its bylaw to authorize the use of such a system. If there are no such provisions, then the default of a manual count is what will occur to determine the vote. Communities which are the size of the Village rarely use automated voting machines, given the costs and the administrative work required to prepare the automated voting machines. The method to count the votes has absolutely no influence over who is elected.

Conclusion



Thank you for the opportunity to serve the Village in this capacity. I would like to commend the Coquitlam RCMP detachment for their assistance in managing the situation. I would like to take this opportunity to express gratitude to the Deputy Chief Election Officers, Paula Richardson and Connie Esposito, who exercised sound judgment, professional behaviour, and exceptional organizational skills during this election.



Lisa M. Zwarn, Chief Election Officer

Attachments:

1. Declaration of Official Election Results
2. Official Tally Results

	<p>Village of Belcarra</p> <p>DECLARATION OF OFFICIAL ELECTION RESULTS</p> <p>GENERAL LOCAL ELECTION - 2022</p> <p>Form No. 14-3</p>	
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OFFICE OF MAYOR AND COUNCILLOR

I, Lisa M. Zwarn, Chief Election Officer, do hereby declare elected the following candidates, who received the highest number of valid votes for the office of Mayor.

1. Ross, Jamie

I, Lisa M. Zwarn, Chief Election Officer, do hereby declare elected the following candidates, who received the highest number of valid votes for the office of Councillor.

1. Clark, Carolina
2. Elworthy, Joe
3. Ruzyski, Janet
4. Wilder, Liisa

Dated at Belcarra, BC

this 17th day of October, 2022.


 Chief Election Officer
 Lisa, Zwarn



Form No. 14-2
LGA s.146(2)(a), VC s. 108(2)(a)

DECLARATION OF OFFICIAL ELECTION RESULTS


GENERAL LOCAL ELECTION – 2022

OFFICE OF SCHOOL TRUSTEE

I, Karen Elrick, Chief Election Officer, do hereby declare elected, the following candidate, who
was acclaimed for the office of School Trustee for Electoral Area 4 for Coquitlam School District:

1. Kerri Palmer Isaak

Dated at Anmore, BC this 17th day of October, 2022.



Karen Elrick, Chief Election Officer



Village of Belcarra
GENERAL LOCAL ELECTION - 2022
TALLIED ELECTION RESULTS
 October 15, 2022



For the Office of Mayor

	COLE	ROSS*
Advance Voting Opportunity: October 5 – Village Hall and Mail Ballots Combined	39	117
General Voting Opportunity: October 15 – Village Hall	131	133
TOTAL NUMBER OF VALID VOTES CAST	170	250

* denotes elected

Chief Election Officer



Village of Belcarra
GENERAL LOCAL ELECTION - 2022
TALLIED ELECTION RESULTS
October 15, 2022



For the Office of Councillor

	CLARK*	ELWORTHY*	RUZYCKI*	SHOOLESTANI	WILDER*
Advance Voting Opportunity: October 5 – Village Hall and Mail Ballots Combined	132	129	132	17	123
General Voting Opportunity: October 15 – Village Hall	199	179	218	82	174
TOTAL NUMBER OF VALID VOTES CAST	331	308	350	99	297

Chief Election Officer

* denotes elected



COUNCIL REPORT

Date: November 21, 2022

From: Ken Bjorgaard, Financial Consultant

Subject: Projected 2022 Budget Variances Based on Results to September 30, 2022

Recommendations:

That the report entitled “2022 Budget Variance Report Based on Results to September 30, 2022”, dated November 21, 2022, be received for information.

Purpose:

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

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

Background:

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

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

A summary of budget/actual variances and an explanation of the major variances follows. Overall, the Village is on track to exceed (in a positive way) and be close to its budget targets in the General Operating Fund and the WARD Operating Fund, respectively; however, the Water Operating Fund has experienced increase operating costs and is projected to be over budget. Capital spending is also projected to be well under budget. It should be noted that unexpected impacts could still materialize before year-end.

General Operating Fund Summary

An increase (9.0%) in projected revenue partially offset by increased operating expenses (3.4%) is resulting in more funds available for transfer to general reserves.

General Operating Fund						
	A	B	C	D = C-A	E = D/A	
Description	Final 2022 Budget	Actual Year-to-Date Sept. 30, 2022	Estimated 2022 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues ¹	\$1,379,131	\$1,455,974	\$1,503,532	\$124,401	9.0%	More building permit revenue, higher interest earnings, and a special, additional Small Communities Grant payment from the Province, are together resulting in additional projected revenue
Regular Operating Expenses ¹	\$1,178,974	\$948,116	\$1,219,336	\$40,362	3.4%	Additional administrative resource assistance, legal costs and building inspection time are resulting in an increase in projected expenses
Allocation of Centralized Support Costs to MRN, Water & WARD	\$(205,109)	\$(171,048)	\$(218,867)	\$(13,758)	6.7%	A higher recovery from MRN, Water and WARD is projected as a result of higher regular operating expenses above
Balance Available for Transfer to General Reserves & Surplus	\$465,157	Not applicable	\$562,954	\$97,797	21.0%	Additional net revenue/expenses are available for transfer to reserves

¹ Not including one time project revenues & expenses

Water Operating Fund Summary

Increases in Scada operating costs, the administrative cost allocation and Strathcona expenditures are resulting in less funds available for transfer to the water capital reserve fund.

Water Operating Fund						
	A	B	C	D = C-A	E = D/A	
Description	Final 2022 Budget	Actual Year-to- Date Sept. 30, 2022	Estimated 2022 Year- End Balance	Projected Year- End/Budget \$ Variances	Projected Year- End/Budget % Variances	Explanations/Comments
Regular Operating Revenues	\$355,360	\$352,080	\$357,493	\$2,133	0.6%	Revenues are on track to meet budget
Regular Operating Expenses	\$298,764	\$251,125	\$337,451	\$38,687	12.9%	Higher Scada operating costs, an increase in the administrative cost allocation and additional Strathcona expenditures are together resulting in an increase in projected expenses
Balance Available for Transfer to General Reserves & Surplus	\$56,595	Not applicable	\$19,195	\$(37,400)	-66.1%	Less funds are available for transfer to reserves based on the net projected change in revenues & expenses

Waste & Recycle Depot (WARD) Operating Fund Summary

The projected year-end results in WARD are expected to be close to the budget, overall.

Waste & Recycle Depot (WARD) Operating Fund						
	A	B	C	D = C-A	E = D/A	
Description	Final 2022 Budget	Actual Year-to- Date Sept. 30, 2022	Estimated 2022 Year-End Balance	Projected Year- End/Budget \$ Variances	Projected Year- End/Budget % Variances	Explanations/Comments
Regular Operating Revenues	\$154,198	\$152,922	\$154,722	\$524	0.3%	Revenues are on track to meet budget
Regular Operating Expenses	\$158,338	\$129,799	\$160,095	\$1,757	1.1%	Higher projected hauling costs for waste, recyclables & organics and an increase in the administrative cost allocation have been partially offset by savings from a vacant position
Net Balance Transfer from Reserve & Surplus	\$4,140	Not applicable	\$5,373	\$1,233	29.8%	More funds need to be transferred from surplus to offset increase in projected expenses

Capital Summary

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

Capital Funds						
	A	B	C	D = C-A	E = D/A	
Description	Final 2022 Budget	Actual Year-to-Date Sept. 30, 2022	Estimated 2022 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
General Capital Expenditures	\$606,833	\$155,012	\$172,512	\$(434,321)	-71.6%	Specific projects are not expected to move forward including the budgeted multi-use path
Water Capital Expenditures	\$157,000	\$53,977	\$86,391	\$(70,609)	-45.0%	Universal water metering and the water meter planned for Tatlow are not expected to occur before the end of the year
WARD Capital Expenditures	\$8,000	\$0	\$0	\$(8,000)	-100.0%	The bin compactor expenditure is not expected to occur before year-end

Summary

Overall, this budget review three quarters of the way through the fiscal year indicates that the Village of Belcarra is on track to exceed (in a positive manner) its budget target in the General Operating Fund, to be close to its budget target in the WARD Operating Fund, and to be over budget in the Water Operating Fund. Capital spending is projected to be well below budget. Staff will continue to monitor revenues and expenses for the balance of the year.

Appendix "A" - General Operating Fund Budget Review
Projected Variances Between 2022 Budget & Year-End Estimates Based on Results to September 30, 2022

Page 1 of 2

	Final/Amended 2022 Budget	Actual Year- to-Date Sept. 30, 2022	Estimated 2022 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
Municipal Taxes (including penalties & interest)	(966,669)	(965,698)	(965,698)	971	-0.1%	
1% Utility Taxes	(10,513)	(10,628)	(10,628)	(115)	1.1%	
Penalties & interest (on taxes)	(10,089)	(10,714)	(10,814)	(725)	7.2%	
Bylaw Tickets & Business Licenses	(35,398)	(32,819)	(32,819)	2,579	-7.3%	Fewer tickets being issued resulting in less revenue
Planning & Building Permit Fees	(45,000)	(67,335)	(74,335)	(29,335)	65.2%	One high value building permit is resulting in additional revenue
Small Community Investment Fund (SCIF) Grant	(257,000)	(327,000)	(327,000)	(70,000)	27.2%	Additional one-time payment of \$69,000 received from Province of BC
School Tax Administration Grant	(3,047)	0	(3,086)	(39)	1.3%	
Interest Earnings	(26,500)	(22,720)	(55,720)	(29,220)	110.3%	Higher interest rates are resulting in an increase in interest earnings
Other Revenue	(24,915)	(19,060)	(23,432)	1,483	-6.0%	
TOTAL REGULAR OPERATING REVENUES	(1,379,131)	(1,455,974)	(1,503,532)	(124,401)	9.0%	
REGULAR OPERATING EXPENSES						
<u>Council, Legislative Services & Grants</u>						
Indemnities & Benefits	71,426	53,231	71,441	15	0.0%	
Council Conventions, Travel & Other	8,308	2,578	5,778	(2,530)	-30.5%	Travel and participation in conventions limited
Grants	5,429	2,593	2,633	(2,796)	-51.5%	Grant budget not expected to be fully utilized
Meetings, Events & Appreciation	13,567	123	973	(12,594)	-92.8%	No Belcarra Day planned for & limited in person meetings and events
Subtotal Council, Legislative Services & Grants	98,730	58,525	80,825	(17,905)	-18.1%	
<u>Administration & Support Services</u>						
Administration	325,386	311,695	376,263	50,877	15.6%	Additional temporary resource assistance provided due to staff absence
Human Resources	16,391	7,820	10,670	(5,721)	-34.9%	Less staff training & events than planned for
Information Systems	50,168	41,604	49,343	(825)	-1.6%	
Legal & Audit	57,500	49,827	60,602	3,102	5.4%	
Municipal Hall Operations & Maintenance	104,637	78,706	112,147	7,510	7.2%	More repair & maintenance costs at Municipal Hall
Planning	40,000	16,882	22,376	(17,624)	-44.1%	Less regular planning work as focus was on OCP (see below)
Finance, Engineering, Website & Environmental Contracts	104,125	65,499	90,884	(13,241)	-12.7%	General engineering contract work lower than budgeted for
Building, Plumbing & Bylaw Services	90,092	81,950	105,242	15,150	16.8%	Additional hours for building inspection over the budget
Other	651	3,650	3,800	3,149	483.7%	More travel to Indian Arm
Subtotal Administration & Support Services	788,950	657,633	831,327	42,377	5.4%	
<u>Public Works & Road Network</u>						
Public Works	194,656	149,701	203,094	8,438	4.3%	
Vehicles & Equipment	57,107	53,529	70,771	13,664	23.9%	Major repair on piece of equipment required
Roads, Bridges, Storm Sewers etc. (Non MRN)	17,017	24,609	21,014	3,997	23.5%	Salt costs for winter snow season
Trails & Public Spaces	9,079	132	632	(8,447)	-93.0%	Less trail maintenance than anticipated
Subtotal Public Works & Road Network	277,859	227,971	295,511	17,652	6.4%	
<u>Fire & Emergency Operations</u>						
Fire Protection	5,000	1,794	4,794	(206)	-4.1%	
Emergency Preparedness	5,000	137	4,137	(863)	-17.3%	
Subtotal Fire & Emergency Operations	10,000	1,931	8,931	(1,069)	-10.7%	
<u>Interest & Banking</u>	3,435	2,056	2,742	(693)	-20.2%	
TOTAL REGULAR OPERATING EXPENSES	1,178,974	948,116	1,219,336	40,362	3.4%	
<u>Allocation of Centralized Support Costs to MRN, Water & WARD</u>	(205,109)	(171,048)	(218,867)	(13,758)	6.7%	Higher recovery from MRN, Water and WARD as a result of higher regular operating expenses
SURPLUS BEFORE ONE-TIME & IRREGULAR REVENUE/EXPENSES, ADJUSTMENTS & TRANSFERS	(405,266)	(678,906)	(503,063)	(97,797)	24.1%	Additional Small Communities Grant payment, building inspection fees and interest earnings, partially offset by additional expenses
Major Road Network (MRN)						
TransLink MRN Grant	(143,740)	(70,094)	(108,613)	35,127	-24.4%	Lower MRN road expenses (see below)
Roads, Bridges, Storm Sewers etc. (MRN)	143,740	93,876	108,613	(35,127)	-24.4%	Lower MRN road expenses projected for the year
Net MRN	0	23,782	0	0	0.0%	

Appendix "A" - General Operating Fund Budget Review
Projected Variances Between 2022 Budget & Year-End Estimates Based on Results to September 30, 2022

Page 2 of 2

	Final/Amended 2022 Budget	Actual Year- to-Date Sept. 30, 2022	Estimated 2022 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<u>ONE-TIME &/OR IRREGULAR REVENUES/EXPENSES</u>						
UBCM Community Resiliency Investment Grant	(49,836)	0	(49,836)	0	0.0%	Additional Integrated Asset Management/Long-Term Financial Plan project spending funded from reserve
Asset Management Grant	(22,392)	0	(22,447)	(55)	0.2%	
Community Works Reserve Funding OCP & Asset Management	(139,398)	0	(147,423)	(8,025)	5.8%	
Stabilization Reserve Funding for Election	(24,402)	0	(25,763)	(1,361)	5.6%	
Transfer from Covid-Restart Grant Appropriated Surplus	0	0	(18,234)	(18,234)	>100.0%	Use of grant funds to offset Covid related expenditures
Covid expenses covered by Covid Restart Grant	0	16,234	18,234	18,234	>100.0%	See above offsetting revenue
Official Community Plan (OCP)	98,120	79,526	98,120	0	0.0%	Additional Integrated Asset Management/Long-Term Financial Plan project spending
Integrated Asset Management/Long-Term Financial Plan	33,670	41,750	41,750	8,080	24.0%	
Asset Management Program	30,000	0	30,000	0	0.0%	
Election	24,402	4,955	25,763	1,361	5.6%	
UBCM Community Resiliency Investment Costs	49,836	0	49,836	0	0.0%	
REVENUES/EXPENSES	0	142,465	0	0	0.0%	
<u>ADJUSTMENTS NON-CASH ITEMS (Amortization)</u>						
Amortization Offset	(154,350)	0	(154,350)	0	0.0%	
Amortization Expense	154,350	0	154,350	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>REVENUES TO BE TRANSFERED TO RESERVES & SURPLUS</u>						
Community Works Grants	(59,891)	(29,946)	(59,891)	0	0.0%	New government program providing funding for climate action initiatives
Transfer to Community Works Reserve	59,891	0	59,891	0	0.0%	
Climate Action Plan Grant	0	(45,082)	(45,082)	(45,082)	>100.0%	
Transfer to Appropriated Surplus	0	0	45,082	45,082	>100.0%	
Transfer to Stabilization Reserve	5,000	0	5,000	0	0.0%	Climate Action Plan Grant (above) allocated for future spending
Transfer to General Capital Reserve	227,566	0	307,863	80,297	35.3%	
Transfer to Vehicle & Equipment Reserve	10,200	0	10,200	0	0.0%	
Transfer to Transportation Infrastructure Reserve	120,000	0	120,000	0	0.0%	
Transfer of Interest to General Fund Reserves	22,500	0	40,000	17,500	77.8%	Additional interest earnings being transferred to reserves
Transfer to Surplus	20,000	0	20,000	0	0.0%	
TOTAL TRANSFERS TO RESERVES & SURPLUS	405,266	(75,028)	503,063	97,797	24.1%	
BALANCE	0	(587,687)	0	0	0.0%	

Appendix "B" - Water Operating Fund Budget Review
Projected Variances Between 2022 Budget & Year-End Estimates Based on Results to Sept. 30, 2022

	Final 2022 Budget	Actual Year- to-Date Sept. 30, 2022	Estimated 2022 Year-End Balance	Projected Year- End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
REGULAR OPERATING REVENUES						
<u>Fees & Charges</u>						
Water Annual User Fees	(346,947)	(349,080)	(349,080)	(2,133)	0.6%	
Water System Connection Fees & Interest Income	(8,413)	(3,000)	(8,413)	0	0.0%	
TOTAL REGULAR OPERATING REVENUES	(355,360)	(352,080)	(357,493)	(2,133)	0.6%	
REGULAR OPERATING EXPENSES						
Administration (cost allocation)	110,493	92,144	117,904	7,411	6.7%	Higher centralized support costs resulting in increased allocation to water fund
Water Purchases & Delivery	95,352	58,721	95,534	182	0.2%	
Environmental Monitoring, Lease & Radio License & Scada	16,132	35,502	39,865	23,733	147.1%	Additional Scada work undertaken
Public Works	53,085	41,340	54,970	1,885	3.6%	
Water Reservoir	4,114	3,900	3,900	(214)	-5.2%	
Water Systems	19,588	19,518	25,278	5,690	29.0%	More work undertaken at the Strathcona station
TOTAL REGULAR OPERATING EXPENSES	298,764	251,125	337,451	38,687	12.9%	
SURPLUS BEFORE DEBT, ADJUSTMENTS & TRANSFERS	(56,596)	(100,955)	(20,042)	36,554	-64.6%	
<u>PARCEL TAX & DEBT EXPENSES</u>						
Parcel Tax	(233,498)	(232,651)	(232,651)	847	-0.4%	
Transfer from Water Debt Repayment Reserve	(1,946)	0	(1,946)	0	0.0%	
Long-Term Debt Interest Expense	128,800	128,799	128,799	(1)	0.0%	
Debt Principle Payment	106,645	106,645	106,645	0	0.0%	
TOTAL PARCEL TAX & DEBT EXPENSES	1	2,793	847	846	84600.0%	
<u>ADJUSTMENTS NON-CASH ITEMS</u>						
Debt Actuarial Revenue	(45,144)	0	(45,144)	0	0.0%	
Debt Actuarial Offset	45,144	0	45,144	0	0.0%	
Amortization Offset	(130,154)	0	(130,154)	0	0.0%	
Amortization Expense	130,154	0	130,154	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>REVENUES TO BE TRANSFERRED TO RESERVES & SURPLUS</u>						
Transfer to MFA Cash Deposit Reserve	1,163	0	1,163	0	0.0%	
Transfer to Vehicle & Equipment Reserve	1,530	0	1,530	0	0.0%	
Transfer to Water Capital Reserve	48,902	0	11,502	(37,400)	-76.5%	Higher Scada operating costs and Strathcona costs, as well as additional administrative costs, are resulting in less funds available for transfer to reserve
Water Accumulated Surplus	5,000	0	5,000	0	0.0%	
TOTAL TRANSFERS TO RESERVES & SURPLUS	56,595	0	19,195	(37,400)	-66.1%	
BALANCE	0	(98,162)	0	0	0.0%	

Appendix "C" - Waste & Recycle Depot (WARD) Operating Fund Budget Review
Projected Variances Between 2022 Budget & Year-End Estimates Based on Results to Sept. 30, 2022

	Final 2022 Budget	Actual Year- to-Date Sept. 30, 2022	Estimated 2022 Year-End Balance	Projected Year- End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<u>REGULAR OPERATING REVENUES</u>						
Waste & Recycling Annual Fee	(151,917)	(152,622)	(152,622)	(705)	0.5%	
Tags, Permits & Licences	(1,120)	(300)	(900)	220	-19.6%	
Interest Earnings	(1,161)	0	(1,200)	(39)	3.4%	
TOTAL REGULAR OPERATING REVENUES	(154,198)	(152,922)	(154,722)	(524)	0.3%	
<u>REGULAR OPERATING EXPENSES</u>						
Administration (cost allocation)	55,448	46,240	59,167	3,719	6.7%	Higher centralized support costs resulting in increased allocation
Public Works Support	5,856	4,559	6,101	245	4.2%	
Depot Operations	29,351	18,136	21,786	(7,565)	-25.8%	A vacant position has resulted in reduced costs
Hauling, Chipping & Electronic Waste Disposal Contracts	67,683	60,864	73,041	5,358	7.9%	Higher projected hauling year-end costs for waste, recyclables & organics
TOTAL REGULAR OPERATING EXPENSES	158,338	129,799	160,095	1,757	1.1%	
<u>SURPLUS BEFORE ADJUSTMENTS & TRANSFERS</u>	4,140	(23,123)	5,373	1,233	29.8%	
<u>ADJUSTMENTS NON-CASH ITEMS</u>						
Amortization Offset	(7,803)	0	(7,803)	0	0.0%	
Amortization Expense	7,803	0	7,803	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>TRANSFERS TO (FROM) RESESRVES & SURPLUS</u>						
Transfer to Vehicle & Equipment Reserve	1,000	0	1,000	0	0.0%	
Transfer from Surplus	(5,140)	0	(6,373)	(1,233)	24.0%	More funds need to be transferred from surplus to offset the increase in projected expenses
TOTAL TRANSFERS FROM SURPLUS	(4,140)	0	(5,373)	(1,233)	29.8%	
BALANCE	0	(23,123)	0	0	0.0%	

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

	Final 2022 Budget	Actual Year-to- Date Sept 30, 2022	Estimated 2022 Year-End Balance	Projected Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
GENERAL CAPITAL						
Revenue (Funding from Reserves & Grants)	(606,833)	0	(172,512)	434,321	-71.6%	
Expenses						
LAPTOPS	2,000	0	0	(2,000)	-100.0%	Not proceeding due to staff vacancies
INF SYS (WORK STNS,SERV ETC)	17,000	0	0	(17,000)	-100.0%	Not proceeding due to staff vacancies
VILLAGE HALL COUNCIL MEETING RECORDING SYSTEM	4,000	0	0	(4,000)	-100.0%	Not proceeding due to staff vacancies
MIDDEN ROAD OVERLAY(MIDDEN TO BELCBAY)	130,000	155,012	155,012	25,012	19.2%	Budget overage approved by Council Project delayed; project savings offset budget overage above
MARINE AVE MILL & FILL	100,000	0	0	(100,000)	-100.0%	Project delayed due to other priorities
ROAD REHAB(INCL POTHOLE REPAIRS)	10,000	0	10,000	0	0.0%	
MRN MULTI-USE PATH	142,833	0	0	(142,833)	-100.0%	Project not proceeding
MRN BEDWELL BAY RD SAFETY BARRIERS	50,000	0	0	(50,000)	-100.0%	Project delayed due to other priorities
BEDWELL BAY MILL & FILL FAILING SEC	20,000	0	0	(20,000)	-100.0%	Project delayed due to other priorities
3640 BEDWELL BAY CULVERT	40,000	0	0	(40,000)	-100.0%	Project delayed due to other priorities
STORM SEWER & CATCH BASIN REPLACEMENTS	15,000	0	0	(15,000)	-100.0%	Project delayed due to other priorities
SECURITY SYSTEM PUB WORKS BLDG	15,000	0	0	(15,000)	-100.0%	Project delayed due to other priorities
PUBLIC WORKS EQUIPMENT	5,000	0	5,000	0	0.0%	
PORTABLE GENERATOR (PUB WORKS)	6,000	0	0	(6,000)	-100.0%	Re-evaluating the need for the generator
CREEK SURVEYS (RIPARIAN AREAS)	20,000	0	0	(20,000)	-100.0%	Project delayed due to other priorities
STORM SEWER & CATCH BASIN REPLACE	15,000	0	0	(15,000)	-100.0%	Project delayed due to other priorities
TRAIL SYSTEM IMPROVEMENTS	5,000	0	2,500	(2,500)	-50.0%	Project expected to be partially completed
TRAIL SYSTEM STAIRWELLS	10,000	0	0	(10,000)	-100.0%	Project delayed due to other priorities
Total Expenses	606,833	155,012	172,512	(434,321)	-71.6%	
WATER CAPITAL						
Revenue (Funding from Reserves & Grants)	(157,000)	0	(86,391)	70,609	-45.0%	
Expenses						
UNIVERSAL WATER METERS	30,000	0	0	(30,000)	-100.0%	Still considering the value for the residents
NEW WATER METER FOR LEAK DET (Tatlow)	30,000	0	0	(30,000)	-100.0%	Project delayed due to other priorities
ENGINEERING FOR WATER SYSTEM	20,000	24,391	24,391	4,391	22.0%	Additional engineering costs
WATER EQUIPMENT	25,000	0	10,000	(15,000)	-60.0%	Focus was on upgrades to water system
SCADA SYSTEM	52,000	29,606	52,000	0	0.0%	
Total Expenses	157,000	53,997	86,391	(70,609)	-45.0%	
WARD CAPITAL						
Revenue (Funding from Reserves)	(8,000)	0	0	8,000	-100.0%	
Expenses						
BIN C COMPACTOR-Materials & Equip.	8,000	0	0	(8,000)	-100.0%	Made small repairs only
Total Expenses	8,000	0	0	(8,000)	-100.0%	



COUNCIL REPORT

Date: November 21, 2022
From: Ken Bjorgaard, Financial Consultant
Subject: 2023 – 2027 Financial Plan/Budget Schedule

Recommendation

That the 2023 – 2027 Financial Plan/Budget Schedule be approved.

Background

Pursuant to the Community Charter, municipalities must adopt a 5-year Financial Plan bylaw and a related Tax Rates bylaw before May 15th of each year. A Financial Plan/Budget Schedule is attached which provides for the adoption of the Village of Belcarra's 2023 – 2027 Financial Plan and 2023 Tax Rates bylaws within the legislated timeframe.

Report

The attached 2023 – 2027 Financial Plan/Budget Schedule will result in the Village's Financial Plan bylaw being adopted on March 27, 2023 and its Tax Rates bylaw on May 8, 2023.

One factor that Council should be aware of is that some budgeted 2022 operating and capital projects may be in-progress at the end of the 2022, and any unspent project funds will be carried forward and included in the 2023 budget. The dollar amounts of these budget carry forwards are not known until the year-end process has been completed.

Attachment

Appendix "A" – Village of Belcarra 2023 – 2027 Financial Plan/Budget Schedule

Appendix “A” - VILLAGE OF BELCARRA 2023 – 2027 FINANCIAL PLAN/BUDGET SCHEDULE
(2023 Budget Cycle)

DATE(S)	EVENT/TASK	PERSONS	COMMENTS
Monday November 21, 2022	Regular Council Meeting – approval of 2023 – 2027 Financial Plan/Budget Schedule	Council	
By November 21, 2022	Finalization of Draft Financial Plan – staff review and finalization of draft 2023 – 2027 Financial Plan (includes 2023 budget and 5-year operating and capital plans)	All departments Chief Administrative Officer (CAO) Financial Consultant	
Monday December 5, 2022	Regular Council Meeting – Council review of the draft 2023 – 2027 Financial Plan and approval of any changes	Council CAO Financial Consultant	Includes preliminary property tax, water user fee and waste & recycling rate increases
Monday January 23, 2023	Regular Council Meeting – presentation of draft Financial Plan to the public to gain feedback or input	Council CAO Financial Consultant Public	Public budget consultation document will be produced prior to the meeting
Monday February 6, 2023	Regular Council Meeting – Council's final approval of Village's 2023 – 2027 Financial Plan (includes 2023 budget), and Council's approval of Financial Plan Objectives & Policies for Funding Sources, Distribution of Property Value Taxes, and Permissive Tax Exemptions, to be included in Financial Plan bylaw	Council CAO Financial Consultant	Includes final property tax, water user fee and waste & recycling rate increases. Financial consultant to provide report on Financial Plan Objectives & Policies
Tuesday February 21, 2023	Regular Council Meeting – first & second readings of 2023 – 2027 Financial Plan bylaw and 2023 Utility Rates bylaws	Council	

DATE(S)	EVENT/TASK	PERSONS	COMMENTS
Monday March 6, 2023	Regular Council Meeting – third reading of 2023 – 2027 Financial Plan bylaw and 2023 Utility Rates bylaws	Council	
Monday March 27, 2023	Regular Council Meeting – adoption of 2023 – 2027 Financial Plan bylaw and 2023 Utility Rates bylaws	Council	
Tuesday April 11, 2023	Regular Council Meeting – first & second readings of 2023 Tax Rates bylaw	Council	
Monday April 24, 2023	Regular Council Meeting – third reading of 2023 Tax Rates bylaw	Council	
Monday May 8, 2023	Regular Council Meeting – adoption of 2023 Tax Rates bylaw	Council	



COUNCIL REPORT

Date: November 21, 2022
From: Paula Richardson, Chief Administrative Officer
Subject: **2023 Council Meeting Schedule**

Recommendation

That the 2023 Council Meeting Schedule be approved.

Purpose

To present the 2023 Council Meeting Schedule for approval.

Background

The Council Meeting Schedule is set annually as required by Council Procedure Bylaw No. 593, 2021:

“Notice of Council Meetings

5. (1) Council must prepare annually on or before December 31, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place, and optionally, the Village website.”

The meeting schedule includes the following information:

- All Regular Council Meetings;
- The Deputy Mayor Schedule;
- Major Conferences

In the proposed 2023 Council Meeting Schedule, Regular Council Meetings are held as per the attached calendar.

- In January, one meeting is held;
- In August, no meetings are held;
- In December, one meeting is held.

Attachment

- 2023 Council Meeting Calendar

2023 COUNCIL MEETING CALENDAR

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Council Meetings:

Denoted in **BLUE**

CAO Forum

February 14-16 (Kelowna)

SD 43 Spring Break:

March 13 – April 24

Volunteer Appreciation

April 20

LMLGA (Harrison Hot Springs) May 3 - 5

LGMA (Nanaimo)

June 13-15

Belcarra Day June 11

UBCM Annual Convention (Vancouver) September 18-22

Holidays:

Denoted in **RED**

Jan 1: New Year's Day

Jan 2: In lieu of New Year's Day

Feb 20: Family Day

Apr 7: Good Friday

Apr 10: Easter Monday

May 22: Victoria Day

Jul 1: Canada Day

July 3: In lieu of Canada Day

Aug 7: BC Day

Sep 4: Labour Day

Sep 30: Truth &

Reconciliation Day

Oct 2: In lieu of Truth &

Reconciliation Day

Oct 9: Thanksgiving Day

Nov 11: Remembrance Day

Nov 13: In lieu of

Remembrance Day

Dec 25: Christmas Day

Dec 26: Boxing Day

Deputy Mayor Appointments 2022-2023

November 2022 up to & including February

March up to & including May

June up to & including August

September up to & including November

Councillor Carolina Clark

Councillor Joe Elworthy

Councillor Janet Ruzycski

Councillor Liisa Wilder



COUNCIL REPORT

Date: November 21, 2022

From: Stewart Novak, Public Works & Emergency Preparedness Coordinator

Subject: **Winter Snow and Ice Removal Report**

Recommendation:

That the Winter Snow and Ice Removal report, dated November 21, 2022, be received for information.

Purpose:

To provide residents with an update on snow removal policies and frequently asked questions.

Background:

Belcarra owns and operates two Ford F-550 4x4 trucks, equipped with a front snowplow and salt & sander. During winter months staff actively monitors, and schedules 24 hour road clearing services.

Frequently Asked Questions during a snow event in Belcarra:

When will my street be plowed?

During a snow event, Village roads are plowed according to a priority system aimed at supporting the greater public safety and public transportation access.

Priority 1 – maintain accessibility for emergency vehicles and transit vehicles on collector, arterial and emergency and bus routes that connect major sections of the community.

Priority 2 – maintain safe travel routes and accessibility for vehicles on non-arterial and collector routes. Clearing these routes may be advanced or delayed depending on the weather event intensity, severity, or duration.

Why did the plow fill my driveway with snow?

Our plows are set to push snow to the right to remove it from the roadway. The best way you can ensure that snow doesn't get pushed back onto your driveway by the plow is to pile snow on the right side of the driveway (when facing the street) when shoveling.

(Please note that when an approaching snowplow is coming toward you, it is advisable to move yourself as far away from the road as possible. The driver may not see you and the snow is blowing.)

Why can't I just shovel snow onto the road for the plow to pick it up?

Shoveling snow onto the road contributes to unsafe driving and walking conditions and increases the cost of providing winter road maintenance. If you shovel your snow onto the roadway, you may be subject to a fine under the Village Parking Regulation Bylaw No. 518 Section 53, Snow Removal.

- “(a) No person shall deposit, pile, or spread snow or ice cleaned from roofs, parking lots, or garages or any other surface or property, on any highway, boulevard, or other public place, except the place designated by authorized Public Works staff.
- (b) Nothing herein contained shall be construed as prohibiting the Village from plowing snow to the property line of any highway or from removing such plowed snow.”

Why hasn't the Village plowed my street?

The Village only plows where safe to do so. Illegally parked vehicles on the side of roads and road ends create a hazard and they will not be plowed until it is safe to do so.

Why hasn't my road been salted yet? It's very icy!

All roads are salted according to the same priority route system as plowing. However, it is also possible that if there was any rain or wet snow, the brine mixture may have washed away. You may report an area of concern by using our emergency line.

Why hasn't the Village cleared the catch basin in front of my home? It is covered in snow!

During a snow event, the main focus of Public Works staff is plowing the roads. If it is safe to do so, it is recommended that you clear the catch basin in front of your home to help prevent flooding when the snow melts.

Does the Village plow, white line to white line?

Yes, wherever possible, the Public Works staff will attempt to plow white line to white line or curb to curb. If residents can park their vehicles in their driveways during snow events, this will help to ensure that our plows can clear curb to curb.

What if I have a medical emergency and can't get out of my house?

If you have a medical emergency, please call **911**. Emergency services will coordinate with the Village, if required.

What if I have a regular medical condition and I need to be able to get out of my house in order to receive treatment or medical attention?

We sympathize with your situation. However, the Village must prioritize resources through the community to serve the needs of the greater community. We recommend you plan ahead, as much as possible.

In case of afterhours emergency related to Roads, Water or WARD, please call:

604-917-0113



COUNCIL REPORT

Date: November 21, 2022

From: Stewart Novak, Public Works & Emergency Preparedness Coordinator

Subject: **ICBC Safety Review and Recommendations**

Recommendation:

That ICBC Safety Review be received for information; and
 That Council approve the recommendation of installing pedestrian activated beacons at the intersection of Bedwell Bay Road and Kelly Avenue.

Purpose:

To receive recommendations from ICBC's Engineers that will help to improve road safety conditions along Bedwell Bay Road.

Background:

On September 23, 2022, staff held an on site meeting with Paul De Leur, PhD., P.Eng, Manager of Road Improvement Program, ICBC.

A drive through the Village was conducted and overview of many of Belcarra's road safety issues were discussed, however because of time and resource constraints of ICBC's engineer, Paul De Leur focused only on one single location with the highest concern and impact which is Bedwell Bay Road between Main Avenue and Kelly Road.

The report suggests five considerations to help improve road safety along this stretch, including item 3.2 - Flashing Beacons at Kelly Road, which is recommended for Council's approval to move forward.

From the five recommendations, two are simple improvements that can be completed without additional engineering or formal bidding:

1. Crosswalk Flashing Beacons: located on Bedwell Bay Road and the top of Kelly Avenue. This is an existing crosswalk in a location where east bound traffic traveling on the downslope has limited visibility to people crossing the street. Although the road shoulders do not conform to the space normally available in a formalized crosswalk intersection, there is an existing 2" signpost on either side of the crosswalk which staff may be able to use for a pedestrian activated solar powered light beacon.

Estimated cost of purchasing and installing the equipment is \$11,000.00. Staff would work to recoup most of the costs through existing and potential grant funding opportunities.

2. Improved Illumination: additional Streetlamps would improve night-time visibility. Belcarra currently has nine streetlamps in the Village. With Councils' support and depending on the current BC Hydro Lighting program in place, it may be quite reasonable pricing to add two additional Streetlights between Kelly and Main Avenue.

The three remaining suggestions within the ICBC report are: pedestrian facilities (designated walkways), high friction road surfacing, and improved road alignment. These items are more effective, permanent and require engineering, however; staff recommends a more comprehensive planning approach for this area if any of the three remaining suggestions are considered, because there are other issues relating on this stretch of road.

Even the high friction road surfacing becomes complicated and expensive when thinking of the deficiencies that lay beneath. Friction road surfacing is a straightforward process, however before the road is resurfaced it would be recommended that the road slumping be repaired in that area. Therefore, you should consider mil and filling prior to road surfacing but there is also an understanding that the road is slumping due to possible deficiencies of the metal basket style of retaining wall below the road.

Pedestrian Facilities is another recommendation from ICBC's report, and similar concerns have been brought forward to Council many times over the years regarding the lack of a safe walking path on Bedwell Bay Road between Kelly and Maine Avenue. It is a challenge to build a walking path to municipal standards or even widen the road shoulder in this area.

Bedwell Bay Road does have adequate road right of way in this area, however because of the steep terrain, the road was constructed to one side of the right of way. Therefore, one side of the road butts directly onto private property and also has some shear mountain rock to remove. The other side of the road has a steep drop off and would need retaining walls built to support expansion of the road shoulder.

There is room to modify the road and shoulder to accommodate a pedestrian path. Bedwell Bay Road's right of way is twenty meters wide along this stretch, however many residential gardens and hedges have encroached onto the right of way and modification of the roadway would visibly impact some residential properties.

The final suggestion in ICBC's report considers road alignment which would improve visibility for drivers and pedestrians and may also provide room to construct a safe and up to municipal standard walking path for residents.

Staff suggests that in order to correct all of the issues coming due for improvement including drainage, a concept road design could be created for this stretch of road that takes into consideration the steep slopes and the need for pedestrian walkways, and secondly a detailed design set of plans that consider the recommended improvements in the 2017 Opus Drainage Study and the 2018 Road Corridor Assessment – Village of Belcarra, BC Geotechnical Report.

The scope of the project would be large but if a detailed design were created it would provide a coordinated process that could be completed over a longer stretch of time and with the help of yearly grant funding.

Attachment: ICBC Report



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November 18, 2022

4084 Bedwell Bay Road
Belcarra, British Columbia
V3H 4P8

Attention: Stewart Novak
Public Works & Emergency Preparedness Coordinator

RE: Safety Review of Bedwell Bay Road at 1) Main Avenue and 2) Kelly Road

1.0 Introduction

This brief letter report has been prepared in response to a request from the Village of Belcarra staff concerning the safety of two locations on Bedwell Bay Road. The locations under review include Bedwell Bay Road at Main Avenue and Bedwell Bay Road at Kelly Road, as shown in Figure 1 (Source: Google Maps).



Figure 1: Study Intersections



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As a result of some safety concerns, an on-site meeting was held on Friday September 23, 2022, to review the operational at the two intersections. Specifically, the concerns are related to the highly skewed alignment of the intersections and the restricted sightlines from the minor roads. In addition, there are concerns for pedestrians along Bedwell Bay Road due as there are no facilities for pedestrians, as well as the crosswalk that is provided across Bedwell Bay Road at Kelly Road. In attendance at the meeting were the following:

Stewart Novak, Public Works & Emergency Preparedness Coordinator

Paul de Leur, PhD., P.Eng., Manager, Road Improvement Program, ICBC

The objective of this letter report is to review the design and operational features that may be increasing the safety risk at the two intersections. With the safety risks identified, a series of road safety improvement options will be provided at a conceptual level that can be considered to help improve the level of safety.

2.0 Existing Conditions

2.1 Road Design Features

Bedwell Bay Road is a two-lane arterial roadway that provides a principal access to the Village of Belcarra. The challenging topography in the area requires curvilinear horizontal alignment along Bedwell Bay Road, with sections of oscillating vertical alignment. Main Avenue and Kelly Road intersect Bedwell Bay Road at highly skewed angles and on significant grades. This creates limited sightlines at both intersections as shown in the photos below.



Main Avenue to WB Bedwell Bay Road



Kelly Road to WB Bedwell Bay Road

Restricted sight lines also exist for the westbound left-turn movement from Bedwell Bay Road to Main Avenue as shown in the image to the right. The forward visibility for westbound motorists on Bedwell Bay Road is significantly compromised by the horizontal and vertical alignments, as well as the presence of vegetation in the roadside area on the north side of Bedwell Bay Road.



WB Bedwell Bay Road to Main Avenue

The curvilinear alignment along Bedwell Bay Road also limits the available sightlines, as illustrated in the image to the right. If there is a need for a motorist to make an emergency stop, there may not be sufficient distance to accommodate a vehicle to slow to a stop, particularly when the road surface condition is poor (i.e., the friction is reduced due to wet or icy conditions) and/or at high vehicle speeds.



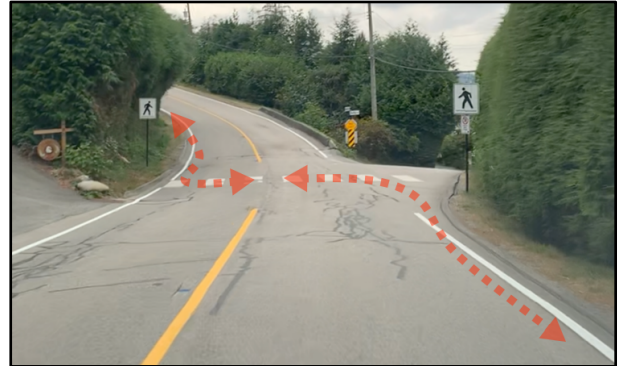
EB Bedwell Bay Road between Main and Kelly

The cross-sectional design of Bedwell Bay Road is very constrained between Main Avenue and Kelly Road, with very minimal shoulder width available (0.0 – 0.3 metres) and no facility for pedestrians, as shown in the image to the right. With the restricted sightlines and the lack of facilities for vulnerable road users (VRUs) (cyclists and pedestrians) the potential for vehicle to VRU conflicts is significant.



EB Bedwell Bay Road between Main and Kelly

There is a crosswalk on Bedwell Bay Road at the intersection of Kelly Road, which has proper signing and zebra markings. However, due to the curvilinear alignment, the conspicuity of the crosswalks may be somewhat reduced and the lack of facilities (i.e., sidewalks for pedestrians) may result in these pedestrians using the travel lanes on the approach to the crossing, thereby increasing collision potential.



WB Bedwell Bay at Pedestrian Crossing

2.2 Traffic Volumes and Vehicle Operating Speed

In reviewing the safety performance of a location, it is important to consider the traffic volume and vehicle operating speed. Although traffic volume and speed data were not available for this review, time was spent at the location to anecdotally assess these safety parameters.

The traffic volume on Bedwell Bay Road suggests that there is adequate capacity available at the current time. While low traffic volumes tend to result in a lower frequency of collisions, the low traffic volume often results in higher vehicle operating speeds, which can cause an increase in the severity of the collisions that do occur. During the on-site observations, it was determined that in general, the driver's compliance to the posted speed (i.e., the regulatory speed limit) was reasonable, although it was noted that a small percentage of motorists were exceeding the posted limit. The reasonable level of compliance to the posted speed limit may also be a result of the curvilinear alignment, which helps to control the ability for motorists to speed. It was noted that many motorists did not appear to modify their operating speed for the speed and curve warning signs along the corridor.

If it is deemed to be an important consideration, a traffic volume and/or vehicle operating speed study could be completed to confirm the observations that were made at the time of the site visit.



2.3 Collisions

Collision data from ICBC's claims-based database revealed that there was a total of 1 collision between 2017 and 2021 at each of the two intersections under review. The collision that occurred at Bedwell Bay Road and Main Avenue was recorded as an injury collision and the collision that occurred at Bedwell Bay Road and Kelly Road was recorded as a material damage / property damage only collision. Given the type of roadway and the corresponding traffic volume levels, the frequency and severity of incidents at these two locations is not considered excessive. The details of the two collisions are shown in the table below.

Summary of ICBC reported Collisions

Year	Crash Location	Month	Day	Time	Severity	Incident Details
2017	Bedwell Bay Road at Main Avenue	December	Monday	12:55	Injury	<ul style="list-style-type: none">- Head-on- Two-vehicle collision- Access contributing factor
2020	Bedwell Bay Road at Kelly Road	December	Monday	07:30	PDO	<ul style="list-style-type: none">- Lost control (slippery surface)- Single Vehicle collision- Road grade contributing factor

In addition to the ICBC reported incidents included in the table, it is possible that other collisions may have occurred within the study area due to lack of reporting and database limitations. It is also noted that the information is based on self-reporting by those involved in the incidents.

3.0 Mitigation Measures

The following section of the letter report examines the various safety improvements that could be considered for Bedwell Bay Road and the two intersections at Main Avenue and Kelly Road. It is noted that the suggestions are provided at a conceptual level only and further work would be required to assess the technical feasibility and suitability of the improvements within the context of the various priorities within the community.

3.1 Facilities for Pedestrians

Perhaps the highest risk within the study area is associated with the lack of pedestrian facilities and the likelihood that pedestrians may choose to use the roadway in areas where sightlines may be restricted. It is suggested that the opportunity for roadside pedestrian facilities be examined to determine type of facility could be provided. It is understood that the cross-sectional width is limited in many areas, but there may be opportunities for some localized widening that may have significant benefits.

3.2 Improve Pedestrian Crossing Conspicuity

While the pedestrian crossing on Bedwell Bay Road at Kelly Road provides a well-defined crossing opportunity, the conspicuity of the crossing is somewhat limited due to the roadway alignment, which is worsened when visibility is reduced (i.e., night, fog, rain, etc.). It is suggested that a pedestrian actuated flashing beacons could be considered, which tend to be very effective in increasing the awareness of the crossing and improving stopping compliance for approaching motorists.



3.3 High-Friction Road Surfacing Treatments

While not observed during the site visit, it was recognized that Bedwell Bay Road may be susceptible to significant shadowing when the sun is lower in the sky, which could result in icy road conditions. Further, this area has a high level of rainfall that could reduce the friction coefficient of the road, reducing stopping effectiveness and vehicle control. It may be beneficial to consider high-friction road surfacing at some locations along the corridor, which may help to improve stopping distance and maintain vehicle control. This treatment is also very effective on steep grades, such as Young Road in Belcarra.



3.4 Improved Illumination

There is a limited amount of roadway illumination along Bedwell Bay Road corridor, which may have a detrimental impact on safety performance at night or when lighting levels are reduced. There are some luminaires provided at important locations, such as the postal box turn-around facility / bus stop, located east of Kelly Road (pictured), however these are limited. It may be beneficial to consider additional luminaires at the two intersections under review to increase the conspicuity of the intersections during darkened conditions.



3.5 Improved Alignment

As described earlier, the highly skewed alignment between Bedwell Bay Road at Main Avenue and Bedwell Bay Road at Kelly Road are contributing to the high risk at these locations. Presumably, the existing alignment has been created due to the significant constraints from the challenging topography. While it would be very difficult and expensive to try to improve the alignment of Main Avenue and Kelly Road at the connection to Bedwell Bay Road, the improvement would yield significant safety benefits. These improvements could be considered in a longer-term view for improvements in the area, as the costs associated with engineering obstacles (i.e., differential grades, property impacts, utility impacts, etc.) would need to be examined further.





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4.0 Summary

This brief letter report has reviewed the safety of Bedwell Bay Road at the intersections of Main Avenue and Kelly Road. It has been determined that several design features are contributing to the safety risk, including the horizontal and vertical alignments, the limited sight distance, intersection skew-angle, minimal cross-sectional width, and an overall lack of facilities for pedestrians and cyclists. The level of traffic volume, vehicle operating speed and historical collision data did not appear to be excessively problematic for the location under review.

A series of mitigation measures have been suggested that can be considered by the community to improve the safety of the study area. The suggestions are provided at a conceptual level only and further work would be required to assess the technical feasibility and suitability of the improvements, particularly within the context of other priorities within the community.

It is suggested that ICBC's Road Improvement Program (RIP) should be contacted if infrastructure improvements to the study area are to advance, as there may be an opportunity for the RIP to provide some funding assistance.

If you have any questions about this letter report or require anything further, please do not hesitate to contact me.

Sincerely,

Paul de Leur, PhD, P.Eng.

Manager, Road Improvement Program
Insurance Corporation of British Columbia
Phone: 604-803-7726
Email: paul.deleur@icbc.com

File No. 0630-01

From: MCF Info MCF:EX**Sent:** Tuesday, September 27, 2022 4:03 PM**Subject:** Letter from the Honourable Mitzi Dean, Minister of Children and Family Development**VIA E-MAIL**

Ref: 271626

Village of Belcarra

E-mail: belcarra@belcarra.ca

Dear Mayor and Council:


For 32 years, British Columbians have taken October to honour the caregivers in British Columbia that have dedicated themselves to some of this province's most vulnerable children and youth. I am pleased to announce that, once again, this October will be declared Foster Family Month in British Columbia.

This month is about celebrating and honouring caregivers and foster families that have stepped up to help children and youth who are experiencing hardship. The role foster families play in the lives of young people and the contribution they make to their communities is vital to helping children and youth reach their full potential. The impact that they have on the young people in their care will last a lifetime, from stepping up to become a mentor, advocate, and friend, to providing a nurturing and safe home, and responding to each unique situation with love and support. As Minister of Children and Family Development, I wish to express my sincere gratitude for the warmth and dedication that these caregivers and foster families have shown to the children and youth in their care.

Please join me in celebrating October as Foster Family Month to show those in your community how important the role of a foster caregiver is. I encourage you to celebrate foster families for the selfless work they do for the children, youth, and families of British Columbia.

On behalf of the Government of British Columbia, thank you for your continued support in recognizing foster caregivers.

Sincerely,

Mitzi Dean
Minister*Sent on behalf of the Minister by:*

Client Relations Branch
Executive Operations
Ministry of Children and Family Development

October 31, 2022

Mayor and Council
Village of Belcarra

Dear Mayor and Council:

As Minister of Children and Family Development, I am honoured to declare that November will once again be recognized as Adoption Awareness Month.

This month is about raising awareness for adoption and permanency in British Columbia and celebrating the families that provide children and youth with love and support as permanent members of their family. Adoptive families make a difference in the lives of children and youth by providing care, guidance, and a sense of belonging. They offer a welcoming stability, ensuring children and youth have the foundation they need to build the lives they dream of, while recognizing the importance of staying connected to their community and culture.

November is also about recognizing that there are children who are still waiting for permanent families. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

There are many online resources and support services that can help families who are considering adoption in British Columbia.

- The [Ways to Adopt in British Columbia Web site](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country.
- [Adopt BC Kids](#) is an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application.
- [The Adoptive Families Association of British Columbia](#) provides information and support services for families who wish to adopt now or in the future.

I encourage you to share these resources with your community members who are interested in becoming an adoptive or permanent family.

Please join me in celebrating November as Adoption Awareness Month to recognize all the families that have provided children and youth with the care, compassion, and the unselfish commitment of a permanent home, and to all those who may do so in the future. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean
Minister

Sent on behalf of the Minister by:

File No. 1850-02

From: Carol Drew
Date: September 15, 2022 at 10:06:45 AM PDT
Subject: Fwd: Barnacle

To Mayor and council

For many years the barnacle has been a well established communication source for social activities from around the Village.

I would ask the current council to consider a one time funding to keep the barnacle going until September.

Thank you
Carol Drew
Marine Avenue

Youth Parliament of British Columbia

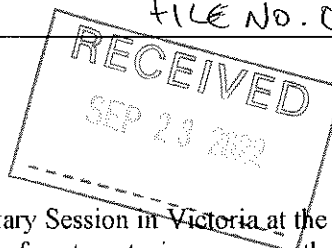


Alumni Society

Unit B – 1211 Roy Road
Victoria BC, V8Z 2X8

File No. 0230-01 registrar@bcyp.org

19 September 2022



Dear Mayor and Council,

Re: British Columbia Youth Parliament, 94th Parliament

The British Columbia Youth Parliament will hold its 94th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2022. We are hopeful for a safe return to in-person gatherings and BCYP will follow all Provincial Public Health Guidelines.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$425** registration fee. Thanks to private donations and fundraising, a portion of the cost of transportation and accommodation is covered for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. (See <https://bcyp.org/session>)

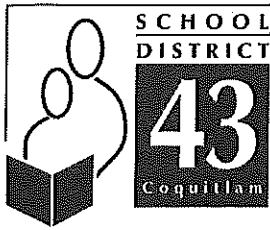
Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/session>.

All application forms must be received by October 25, 2022. Selected applicants will be notified in early November. If you require more information, please contact me by e-mail as indicated above. You may also visit our website at www.bcyp.org.

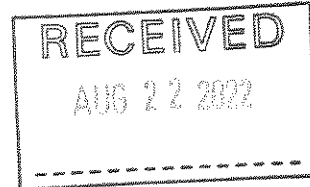
Yours truly,

Ambrose Yung
Registrar, Youth Parliament of BC Alumni Society



FILE NO. 0460-02

1080 Winslow Street, Coquitlam, BC Canada V3J 06M • Phone: 604-939-9201 • Fax: 604-939-6758

Learning for a Lifetime

September 22, 2022

VIA EMAIL

Mr. Peter Steblin, City Manager
City of Coquitlam
managersoffice@coquitlam.ca

Ms. Juli Halliwell, Chief Administrative Officer
Village of Anmore
juli.halliwell@anmore.com

Mr. Rob Bremner, Chief Administrative Officer
City of Port Coquitlam
bremnerr@portcoquitlam.ca

Ms. Lorna Dysart, Chief Administrative Officer
Village of Belcarra
ldysart@belcarra.ca

Mr. Tim Savoie, City Manager
City of Port Moody
tsavoie@portmoody.ca

Dear Chief Administrative Officers and City Managers:

**Re: Capital Bylaw No. 3, Amendment Bylaw No. 2.1 – 2022
(School Site Acquisition Charge Capital Bylaw Amendment)**

Please be advised that on September 20, 2022, the Board of Education adopted Capital Plan Bylaw No. 3, Amendment Bylaw No. 2.1 – 2022, which sets school site acquisition charge rates for School District No. 43 (Coquitlam). All municipalities within the district are required to begin collecting the charge based on the new rate as of November 19, 2022. Under this bylaw, the new rate is the same as the current rate.

For your reference, a bulletin outlining the amendment to the school site acquisition charge is provided for you to distribute to the public. A copy of the Capital Bylaw adopted by the Board of Education is also included for your reference.

Should you have any questions on the above, please contact me or Kimberley Wakil, Manager of Financial Services, at 604-939-9201.

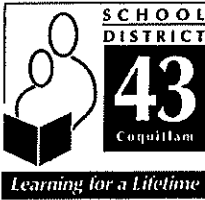
Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Mohammed Azim
Secretary-Treasurer/CFO

Attach: SSAC Bulletin; Bylaw No. 2.1-2022

cc: Nita Miki, Assistant Secretary-Treasurer
Ivano Cecchini, Executive Director-Facilities and Planning Services
Kimberley Wakil, Manager, Financial Services



SCHOOL DISTRICT NO. 43 (COQUITLAM)

BULLETIN

NOTICE OF PENDING AMENDMENT TO SCHOOL SITE ACQUISITION CHARGES

Background

Part 14, Division 20, Sections 571 to 581 of the *Local Government Act* requires school districts and local governments work together in planning for new schools, and in administering school site acquisition charges to fund the purchase of new school sites. The intent of the legislation is to assist school districts in acquiring school sites based on approved capital plans.

The School Site Acquisition Charge rates are set by the bylaw, which came into effect on November 1, 2004 (Bylaw No.1-2004). On September 20, 2022, the Board of Education for School District No. 43 adopted the current set rate for the school site acquisition charge and amend the market value of the land required to meet the eligible school site requirements as identified in its five-year capital plan. (Amendment Bylaw No.2.1 2022). The School Site Acquisition Charge rates are set by the amendment bylaw.

The School Site Acquisition Charges applies to all new residential development applications at either subdivision stage, for single family/duplex lots, or at Building Permit stage, for multiple family residential developments or for residential component of mixed-use developments. School Site Acquisition Charges will be collected by the City of Coquitlam, City of Port Coquitlam, City of Port Moody, Village of Belcarra and Village of Anmore pursuant to the *Local Government Act*.

Implementation and Grace Period:

The *Local Government Act* provides a grace period, following the adoption of the bylaw to allow pending applications to receive in-stream status. The implementation date for Municipalities to begin their collection of School Site Acquisition Charges from new applications based on the new rate will be November 19, 2022. Any submission of complete subdivision or building permit applications received in good order by the Municipality before November 19, 2022 (the implementation date) will have until November 19, 2022 (12 months grace) to register or receive final subdivision approval or building permit issuance based on the old rate. Under this by-law, the new rate is the same as the old rate.

Please note that, if the Building Permit is for a project that is proceeding in conjunction with a Rezoning application, Development Permit application, and/or Development Variance Permit application, the Rezoning by-law must be granted final reading and/or the respective permits must be issued by Council, before the building permit may be issued.

School site Acquisition Charge Rates

The amount of School Site Acquisition Charges payable with respect to a project is based on the density of the residential development and is calculated on a per unit basis. The charges are to be levied for the prescribed 'units per gross hectare' categories pursuant to BC Regulation 17/00. The applicable rates are shown in the table below:

Prescribed Category of Eligible Development	Current Rate (per unit)
Low Density (<21 units / gross ha.)	\$1,000
Medium Low (21-50 units / gross ha.)	\$900
Medium (51 –125 units / gross ha.)	\$800
Medium High (126-200 units / gross ha.)	\$700
High Density (>200 units / gross ha.)	\$600

Collection of Charges:

All applications, which are subject to the charge, must pay the school site acquisition charge prior to a Municipality granting a final subdivision approval or issuing a building permit, authorizing construction.

The Local Government Act requires that the SSAC must be collected as follows:

- (a) At the same time as the development cost charge is paid;
- (b) If no development cost charge is payable, at the time of approval of subdivision if subdivision is required in respect to eligible development;
- (c) If neither (a) nor (b) applies, at the time that a building permit is issued in respect to eligible development.

Payment

A school site acquisition charge where required must be paid prior to the Municipality granting final subdivision approval which will create one or more new residential parcels or a building permit authorizing construction which would result in more than 3 residential units on an existing parcel.

Applicants required to pay School Site Acquisition Charges may, in full or in part, provide land in lieu of School Site Acquisition Charges provided that the School District No.43, the Municipality and the applicant agree on the provision of the land.

Exemptions

Although all new residential developments are subject to the School Site Acquisition Charge, there are some residentially oriented projects, such as hotels, not for profit housing, hospitals and community care facilities that qualify for exemption from the charge. Also, pursuant to the Local Government Act a building permit may be issued on an existing parcel with no school site acquisition charge payment required where after construction, alteration or extension, the parcel will contain 3 or fewer self-contained dwelling units.

A list of exemptions to the school site acquisition charge, pursuant to the Act and BC School Site Acquisition Charge Regulations is attached as an appendix to this bulletin.

- Appendix -

EXEMPTIONS FROM SCHOOL SITE ACQUISITION CHARGES

The following categories of eligible development are exempt from school site acquisition charges under Section 573 of the *Local Government Act* and *BC School Site Acquisition Charge Regulations 17/00*:

- a) Hospitals as defined in Section 1 of the *Hospital Act*;
- b) Private hospitals or hospitals as defined in Section 5 (1) of the *Hospital Act*;
- c) A hospital under paragraphs (c) to (e) of the definition of “hospital” in Section 1 of the *Hospital Insurance Act*.
- d) Bunkhouses or camp buildings;
- e) Hotels as defined in the *Residential Tenancy Act*;
- f) Community care facilities as defined in the *Community Care Facilities and Assisted Living Act*;
- g) Non-profit housing, including facilities owned or operated by:
 - i. a non-profit society incorporated under the *Society Act*;
 - ii. a municipality or a regional district;
 - iii. a college designated under the *College and Institute Act*;
 - iv. a university or institute named in the *University Act*, *Royal Roads University Act*, *Institute of Technology Act*, *Technical University of British Columbia Act* or *University of Northern British Columbia Act*;
 - v. a school board or a francophone education authority under the *School Act*; or
 - vi. an authority under the *Independent School Act*;
- h) a property for which financial assistance has been provided under the *Human Resource Facility Act* for non-profit housing;
- i) housing for elderly citizens for which a grant or other assistance has been given under Section 8.1 of the Ministry of Lands, Parks and Housing Act;
- j) REPEALED BC Reg. 38/10;
- k) a non-profit housing cooperative under the *Cooperative Association Act*;
- l) a private mental hospital as defined in Section 1 of the *Mental Health Act*.

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

CAPITAL BYLAW NO. 3, AMENDMENT BYLAW NO. 2.1-2022
(School Site Acquisition Charge Capital Bylaw Amendment)

A BYLAW BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 43 (COQUITLAM) (hereinafter called the "Board") to amend Capital Bylaw No. 2.0 – 2021, School Site Acquisition Charge Capital Bylaw, adopted on September 14, 2021. The School Site Acquisition Charge Capital Bylaw No. 3 sets the school site acquisition charges for the prescribed categories of eligible development pursuant to Part 14, Division 20, Sections 571 to 581 of the *Local Government Act* and British Columbia School Site Acquisition Charge Regulation 17/00.

WHEREAS, School District No. 43 (Coquitlam) is an eligible school district pursuant to Part 14, Division 20, Sections 571 to 581 of the *Local Government Act* for which the Board has indicated an eligible school site requirement in its approved capital plan beginning in 2003;

AND WHEREAS, the Board has consulted with stakeholders and local governments and passed the 2022 Eligible School Site Proposal, incorporated in the school district's 2023-2027 Five Year Capital Plan submission to the Ministry of Education and Child Care;

AND WHEREAS, the Eligible School Site Proposal included in the 2023-2027 Five Year Capital Plan for School District No. 43 (Coquitlam) was submitted to the Ministry of Education and Child Care by the Board of Education;

AND WHEREAS, the Board is required to amend its School Site Acquisition Charge Capital Bylaw within 60 days of the Minister's acceptance of the Board's Capital Plan;

NOW THEREFORE, the Board of Education for School District No. 43 (Coquitlam) in open meeting assembled, ENACTS AS FOLLOWS:

1. "Eligible Development" means
 - a) a subdivision of land in School District No.43 (Coquitlam), or
 - b) any new construction, alteration or extension of a building in School District No.43 (Coquitlam) that increases the number of self-contained dwelling units on a parcel.
2. "School Site Acquisition Charge" is a charge collected by local government, for each new residential parcel to be created by subdivision and for new multiple family residential units to be constructed on an existing parcel, for the purpose of providing funds to assist school boards to pay the capital costs of meeting eligible school site requirements pursuant to Part 14, Division 20, Sections 571 to 581 of the *Local Government Act* and British Columbia School Site Acquisition Charge regulations.

3. Pursuant to Part 14, Division 20 of the *local government act*, the Board establishes the charges applicable to the prescribed categories of eligible development for the school district in accordance with the following formula:

$$SSAC = [(A \times B) / C] \times D$$

Where

SSAC = the school site acquisition charge applicable to each prescribed category of eligible development;

A = \$161,195,087 (cost attributable to eligible development units);

B = 35% (set by Provincial regulation);

C = 28,509 (Eligible development units projected for the 2023 capital plan submission); and

D = a factor set by Provincial Regulation for the prescribed categories of eligible development.

4. The charges applicable to the categories of eligible development as prescribed by British Columbia Regulation 17/00 for the school district are set in the table below:

Prescribed Category of Eligible Development (BC Regulation 17/00)	D=(Factor set by BC Regulation 17/00)	School Site Acquisition Charge (per unit) SSAC = [(A x B) / C] x D
Low Density (less than 21 units / gross ha.)	1.25	\$1,000
Medium Low (21-50 units / gross ha)	1.125	\$900
Medium (51 -125 units / gross ha)	1.0	\$800
Medium High (126-200 units / gross ha)	0.875	\$700
High Density (greater than 200 units / gross ha)	0.75	\$600

5. The school site acquisition charge amendment does not come into effect until 60 days after the adoption day of this bylaw.

6. A school site acquisition charge is not payable if any of the following applies:

- (a) The eligible development is within a category that is exempt from school site acquisition charges pursuant to BC School Site Acquisition Charge Regulations;
- (b) A school site acquisition charge has previously been paid for the same eligible development unless, as a result of further subdivision or issuance of a building permit more eligible development units are authorized or will be created on a parcel;
- (c) Where a building permit is issued on an existing parcel, which after construction, alteration or extension, the parcel will contain three or fewer self-contained dwelling units.

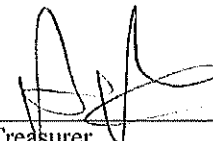
7. This Bylaw shall be cited for all purposes as the "School District No.43 (Coquitlam) Capital Bylaw No.3, Amendment Bylaw No. 2.1-2022 (Re: School Site Acquisition Charge Capital Bylaw Amendment)".

READ A FIRST TIME THE 20 DAY OF September, 2022

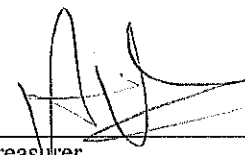
READ A SECOND TIME THE 20 DAY OF September, 2022

READ A THIRD TIME, PASSED AND ADOPTED THE 20 DAY OF September, 2022


Chair of the Board


Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original of School District No. 43 (Coquitlam) Capital Bylaw No. 3, Amendment Bylaw No. 2.1-2022, adopted by the Board the 20 day of September, 2022


Secretary-Treasurer

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

Approved Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, September 22, 2022.

MEMBERS PRESENT:

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

STAFF PRESENT:

Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, Metro Vancouver
Bill Duvall, Director, Corporate Safety, Security and Emergency Management, Metro Vancouver
Diana Bennett, Program Assistant, Corporate Safety, Security and Emergency Management, Metro Vancouver

Pre-Meeting Discussion:

The Trustees conveyed their appreciation to Councillor Bruce Drake's long standing service to this Board of Trustees. This will be Councillor Bruce Drake's last meeting. His first meeting was October 20, 2005.

1. ADOPTION OF THE AGENDA

1.1 September 22, 2022 Regular Meeting Agenda

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for September 22, 2022 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 June 2, 2022 Regular Meeting Minutes

It was MOVED and SECONDED

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

CARRIED

RESOLUTION TO CLOSE MEETING

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees close its regular meeting scheduled for September 9, 2021 pursuant to the Community Charter provisions, Section 90 (1) (c) as follows: "90 (1) A part of the meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following: (c) labour relations or other employee relations.

CARRIED

3. REPORTS FROM COMMITTEE OR STAFF

3.1 2023 Draft Budget – Sasamat Fire Protection Service

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees make recommendations and endorse an amended 2023 – 2027 Financial Plan for Sasamat Fire Protection Service being that the draft Sasamat Fire Protection Service Operating Program be reduced in spend by \$74,303 for 2023."

CARRIED

3.2 2022 SVFD Quarterly Work Plan Update

It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information the update to the Quarterly Work Plan as presented in the report "2022 SVFD Quarterly Work Plan Update" dated September 14, 2022.

CARRIED

3.3 Fire Chief's Report

Report dated September 22, 2022, was presented by Jay Sharpe, to the SVFD Board of Trustees.

Staffing – Anmore 22, Belcarra 13. We require 2 more volunteers in Belcarra.

Equipment – Maintained and serviced by Metro Fleet. No major truck issues since the last meeting. Belcarra WIFF trailer is continuing to be outfitted. Some of our old turn out gear was rented to the film industry. We have received a Cheque for \$6,000. Work is continuing on the specs for the Tender 2 replacement for 2025. Anmore generator needed replacing but the part needed was found that saved it.

Halls and Grounds – Grounds maintained by Municipal Staff.

Training – Brad Taverna has completed his FR Instructor Course. Nigel Terrett will be taking his course soon. We have 3 new recruits that began their basic training at the end of June. Fire Chief attended the Fire Chief's Association of BC conference.

Old Business/Updates – No public education yet but are hoping to soon.

Reports and Information – 88 call-outs for 2022 year to date.

Records Management System – Currently reviewing the fire department's records

management system and overall administration program. Firefighter Nigel Terrett has offered to help.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 22, 2022, titled "SVFD Fire Chief's Report".

CARRIED

4. INFORMATION ITEMS

The Chassis production has been moved to December, 2022. With chassis delivery (~6 weeks) and body install (5-6 months) factored in, the ETA for final delivery is now June-July 2023.

5. OTHER BUSINESS

Verbal Report

Jamie Ross reported that he met with the staff representatives from the Ministry of the Attorney General and Minister Responsible for Housing. The topic of this meeting was worker housing. They discussed the possibility of building housing units on the site of new fire halls if and when fire halls are replaced. In addition, there was discussion regarding possible funding being made available through the province's Community Housing Fund.

6. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of September 22, 2022.

CARRIED

(Time: 8:36 am.)

FILE NO. 510-01



October 20, 2022

RE: New online course to support responsible conduct

Dear Mayor and Council, Chair and Board, and Chief Administrative Officers:

As new Councils and Boards are established in the coming days, many will be looking for ways to discuss standards of conduct conducive to good governance.

Today we are pleased to announce that the Working Group on Responsible Conduct (a partnership of UBCM, LGMA, and the Ministry for Municipal Affairs) has developed a new resource that will be made available following the election. The on-demand eLearning course for elected officials introduces the learner to the foundational principles for responsible conduct. The new course is based on real-life scenarios that require the learner to make choices and reflect on behaviour. Like the Model Code of Conduct and the Forging the Path guide, we hope the new course supports Councils and Boards as they seek to identify shared standards for the conduct of elected officials in B.C.

The course is designed to be self-directed, interactive, and practical. This course is intended to be easily accessible, meaning participants can take the course at their own pace, at any time. The course will be free to participants and take 60-90 minutes to complete. A certificate will be provided upon completion of the course.

We very much appreciate the collaborative work undertaken by the WGRC to date. We look forward to the Working Group's ongoing collaboration to further strengthen responsible conduct and support the good governance of local governments in British Columbia.

If you have any questions about the Working Group's activities, please contact any of the member organizations.

Sincerely,

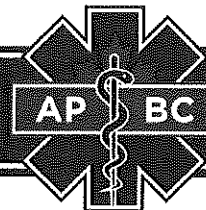
Nathan Cullen
Minister of Municipal Affairs
LGgovernance@gov.bc.ca
250 387-4020

Jen Ford
President, UBCM
UBCM@UBCM.ca
250 356-5133

Corrie Griffiths
President, LGMA
office@lgma.ca
250 383-7032

Ambulance Paramedics

of British Columbia - CUPE 873

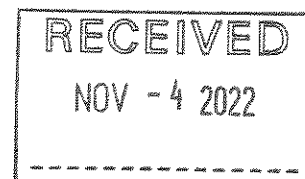


Tel: 604-273-5722 | **Fax:** 604-273-5762 | **Toll Free:** 1-866-273-5766 | **Toll Free Fax:** 1-866-273-5762
 105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8
info@apbc.ca | www.apbc.ca

November 4, 2022

FILE NO. 2640-01

Belcarra District
 4084 Bedwell Bay Road
 Belcarra, BC V3H 4P8



Dear Mayor Jamie Ross and City Councilors,

I want to first congratulate all of you on your election or re-elections, and also thank those who did not run or were unsuccessful, your service is appreciated and honourable.

As we reflect on our week at UBCM and the relationship we have built over the past years with you and your communities, we are grateful for the connection, engagement and collaboration between all levels of government and stakeholders. We appreciated the opportunity to meet with so many mayors, councilors, and community leaders, and we hope you had a chance to visit our booth.

In case you missed it, we invite you to check out the following website link with documents that were available at our booth and explore the versatile skillset that uniquely qualifies paramedics to address public safety, emergency first response, patient transportation and community-based health innovation across BC.

UBCM – Paramedic Services in your Community

I am reaching out today to extend an invitation to you to set a time to meet and follow-up on the initiatives and solutions available to your community and address paramedic, dispatch, and ambulance resources.

At your earliest convenience please contact our office by phone at 604-273-5722 or by email at info@apbc.ca or troy.clifford@apbc.ca.

I look forward to connecting with you, virtually or in person, and continuing to work collaboratively to support paramedic services in your community.

Sincerely,

Troy Clifford
 Provincial President
 Ambulance Paramedics of BC
 CUPE Local 873

TC/sd/MoveUp

FILE NO. 5280-12

Subject: FW: Report on Trans Mountain Fate & Behaviour Bitumen Research (BC EAO Condition 35) - Local Coastal Governments

Attachments: BC EAO Condition 35 Report_October 2022.pdf

From: Emergency_Management – Trans Mountain

Sent: Monday, November 7, 2022 4:57 PM

Subject: RE: Report on Trans Mountain Fate & Behaviour Bitumen Research (BC EAO Condition 35) - Local Coastal Governments

An invitation to review and comment on the draft *Fate and Behaviour Bitumen Research* report, per BC Environmental Assessment Office (EAO) Certificate Condition 35, was sent on October 17, 2022. Please see below and attached for the original correspondence.

The Report is in regard to the current and future research programs that Trans Mountain is leading, jointly leading, supporting, or otherwise involved in regarding the behaviour and recovery of heavy oils spilled in freshwater and marine aquatic environments, including research programs having the objective of providing spill responders with improved information on how to effectively respond to spills. Progress updates will be provided one year and every five years after commencement of TMEP operations.

Please note, the deadline for comments or questions has been extended to **December 5, 2022**. If comments or questions are submitted, Trans Mountain will provide a written explanation of how your views or questions have been considered and addressed in the report, or why such views have not been addressed, on or before December 12, 2022.

Should you have questions or wish to discuss the Emergency Management Program, please do not hesitate to reach out. Thank you in advance for your participation and we look forward to receiving your feedback.

Sincerely,

Christine

Christine Trefanenko
Manager, Project Emergency Management



From: Emergency_Management – Trans Mountain

Sent: Monday, October 17, 2022 1:26 PM

To: Emergency_Management – Trans Mountain <Emergency_Management@transmountain.com>

Subject: Report on Trans Mountain Fate & Behaviour Bitumen Research (BC EAO Condition 35) - Local Coastal Governments

Good afternoon,

Trans Mountain is committed to working with coastal local governments on ongoing enhancements to its Emergency Management Program and is inviting comments on the Fate and Behaviour of Bitumen Research Report (Report).

With this correspondence, Trans Mountain formally invites your community to provide its views on the content of the attached draft Report, as per BC Environmental Assessment Office (EAO) Certificate Condition 35 Fate and Behaviour Bitumen Research.

The Condition 35 requires Trans Mountain to provide a report to Potentially Affected Coastal Local Governments, Indigenous groups, the BC Environment Assessment Office (BC EAO), Environment and Climate Change Canada (ECCC), Canada Energy Regulator (CER), Canadian Coast Guard (CCG), BC Ministry of Environment and Climate Change Strategy (MOE), BC Ministry of Natural Gas Development (MNGD), and the Oil and Gas Commission (OGC) prior to the commencement of TMEP operations.

The Report is in regard to the current and future research programs that Trans Mountain is leading, jointly leading, supporting, or otherwise involved in regarding the behaviour and recovery of heavy oils spilled in freshwater and marine aquatic environments, including research programs having the objective of providing spill responders with improved information on how to effectively respond to spills. Progress updates will be provided one year and every five years after commencement of TMEP operations.

Please provide comments or questions about the Report by **November 15, 2022**, by email to Emergency_Management@transmountain.com. If comments or questions are provided the community, Trans Mountain will provide a written explanation of how your views or questions have been considered and addressed in the report, or why such views have not been addressed, on or before December 12, 2022.

Additionally, should you have questions or wish to discuss the Emergency Management Program, please do not hesitate to reach out.

Thank you in advance for your participation and we look forward to receiving your feedback.

Sincerely,

Christine

Christine Trefanenko
Manager, Project Emergency Management



File No. 1950-02

From: Customer Connections BCA:EX**Sent:** Wednesday, November 9, 2022 12:01 PM**Subject:** Congratulations in the 2022 Local Government General Elections

Dear Mayor Jaime Ross and Councilors,

On behalf of BC Assessment, I want to offer my congratulations regarding your recent success in the 2022 local government general elections. My name is Michael Law, and I am the regional liaison for your community.

BC Assessment is the Crown corporation responsible for producing independent and equitable annual property assessments and trusted assessment information. The products and services that we offer support development of strong and vibrant communities in British Columbia.

All British Columbia property owners will receive their annual property assessment notices in early January 2023. You can visit bcassessment.ca on January 3 to access a variety of 2023 assessment information including searching and comparing 2023 property assessments as well as regional news releases with detailed assessment value changes by community and other market movement trends.

In addition, please visit our Local Government webpage anytime to access self-serve products and services available to support you at:

<https://info.bcasessment.ca/services-products/government/local-government/> Our Local Government Department strives to serve local governments with continuous improvement to ensure our products and services effectively meet your needs. You can contact our Local Government Department at localgovernment@bcassessment.ca.

Congratulations once again, and we welcome opportunities to grow the relationship between BC Assessment and your Council. We look forward to connecting with you at upcoming local government conferences and we are available to present to your Council upon request to share more details about our mandate and specific market activity within your community.

Sincerely,

Michael Law
Deputy Assessor, Greater Vancouver Region



Learning for a Lifetime

1080 Winslow Avenue, Coquitlam, BC Canada V3J 06M • Phone: 604-939-9201 • Fax: 604-939-6758

File No. 0460-01

November 14, 2022

Mayor Jamie Ross & Council
Village of Belcarra

Via email: belcarra@belcarra.ca

Dear Mayor and Council,

On behalf of School District No. 43 (Coquitlam) I am pleased to announce that the Board of Education acclaimed Michael Thomas as Chair of the Board and Craig Woods as Vice-Chair of the Board at the November 9th Inaugural Board meeting.

Contact information is below:

Chair: Michael Thomas
Phone: 604-715-7320
Email: mithomas@sd43.bc.ca

Vice-Chair: Craig Woods
Phone: 778-231-9663
Email: crwoods@sd43.bc.ca

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Mohammed Azim
Secretary-Treasurer/CFO

cc: Board of Education
Patricia Gartland, Superintendent/CEO