



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
Village Hall  
April 24, 2023  
7:00 PM**



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

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

**COUNCIL**

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

**1. CALL TO ORDER**

Mayor Ross will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, April 24, 2023**

**Recommendation:**

That the agenda for the Regular Council Meeting, April 24, 2023 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, April 11, 2023**

**Recommendation:**

That the minutes from the Regular Council Meeting held April 11, 2023 be adopted.

**3.2 Special Council Meetings, March 27, 2023 and April 11, 2023**

**Recommendation:**

That the minutes from the Special Council Meetings held March 27, 2023 and April 11, 2023 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

- 4.1** Bailey Hubbs, team member of the Tri City Predators, gold medal winners at the 2023 U13 Hockey Provincial Championships.

**5. REPORTS**

- 5.1** Ken Bjorgaard, Financial Consultant, report dated April 24, 2023 regarding the Village of Belcarra 2023 Tax Rates Bylaw

**Recommendation:**

That Village of Belcarra 2023 Tax Rates Bylaw No. 610, 2023 be read a first, second and third time.

- 5.2** Paula Richardson, Chief Administrative Officer, report dated April 24, 2023 regarding a Water Committee Motions Table Update

**Recommendation:**

That the report dated April 24, 2023 regarding the Water Committee Motions Table Update be received into the record for information.

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

**6.1 Mayor's Report**

Mayor Ross attended the following:

- A Tri-Cities Chamber Lunch with Leaders, guest speaker: Kevin Falcon, Leader of the Official Opposition and MLA for Vancouver-Quilchena – on April 12, 2023
- A TransLink Mayors' Council Meeting on April 13, 2023
- A Metro Vancouver Board Budget Meeting on April 19, 2023
- A Metro Vancouver Parks Committee Meeting on April 19, 2023
- A Metro Vancouver Special Board Meeting on April 21, 2023
- A TransLink Mayors' Council Meeting on April 21, 2023

Mayor Ross attended the Village of Belcarra Volunteer Appreciation Evening.

**7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER**

**8. BYLAWS**

**8.1 Village of Belcarra 5-Year (2023-2027) Financial Plan Bylaw No. 606, 2023, Amendment Bylaw No. 611, 2023**

A bylaw to amend the 5-Year Financial Plan for the years 2023 – 2027 inclusive

**Recommendation:**

That Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023, Amendment Bylaw No. 611, 2023 be read a third time.

**8.2 Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023**

A bylaw to govern the conduct of members of Council

**Recommendation:**

That Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023 be adopted.

**9. CORRESPONDENCE/PROCLAMATIONS**

**Recommendation:**

That correspondence item 9.1 be received into the record for information.

**ACTION ITEMS**

**9.1 Janet Andrews, Secretary-Treasurer, New Westminster & District Labour Council, letter dated March 27, 2023 regarding Declaration of April 28, 2023 as the official “Day of Mourning for Workers Killed and Injured on the Job”**

**Recommendation:**

That Council declare April 28, 2023 as the official “Day of Mourning for Workers Killed and Injured on the Job”.

**INFORMATION ITEMS**

**10. NEW BUSINESS**

**11. PUBLIC QUESTION PERIOD**

**12. ADJOURNMENT**

**Recommendation:**

That the April 24, 2023 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
April 11, 2023**



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

**Council in Attendance**

Mayor Jamie Ross  
Councillor Carolina Clark  
Councillor Joe Elworthy  
Councillor Janet Ruzycki (participated via Zoom)  
Councillor Liisa Wilder

**Staff in Attendance**

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

**Others in Attendance**

Asifa Hirji, CPA, CA, Lead Engagement Partner, KMPG LLP  
Nimisha Sharma, CPA Manager, KPMG LLP  
Michael Levin, P. Eng., Team Lead & Project Manager, WSP Canada Inc.  
Tom Nott, P.Eng., Senior Engineer, Bridges, WSP Canada Inc.

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**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, April 11, 2023**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

**That the agenda for the Regular Council Meeting of April 11, 2023 be amended to withdraw Item 9.1 until further information is received from E-Comm and that the agenda be approved as amended.**

**CARRIED**

**3. ADOPTION OF MINUTES****3.1 Regular Council Meeting, March 27, 2023**

Moved by: Councillor Clark

Seconded by: Councillor Wilder

**That the minutes of the Regular Council Meeting held on March 27, 2023 be amended by deleting the text under Section 10.1 “A friendly amendment was put on the floor to consent to the change of the motion to a Notice of Motion.” and replacing it with the text “It was the unanimous consent of Council that the motion on the floor moving that an inspection of Dutchman’s Creek tank be done with regard to life expectancy and a report provided to Council be dealt with as a Notice of Motion.”; and**

**That the minutes be adopted as amended.**

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS****4.1.1 Asifa Hirji, CPA, CA, Lead Engagement Partner, & Nimisha Sharma, CPA Manager, KPMG LLP, audit findings report for the Village of Belcarra for the year ended December 31, 2022.**

Ms. Hirji provided an overview of the Audit Findings Report for the year ended December 31, 2022. She thanked Belcarra staff for the work done in conjunction with the auditors.

Ms. Hirji gave a presentation highlighting the status of the audit, the areas of focus and significant risks. She reported that the audit was carried out to conform with the audit planning report presented to Council in December 2022, that no new significant risks were identified and that no misstatements had been found. She emphasized that the audit was conducted in accordance with standards and had proven to be a clean audit.

Discussion on the audit process ensued and the auditor responded to questions from Council.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

**That the Village of Belcarra 2022 Audit Findings Report by KPMG LLP for the year ended December 31, 2022 be received into the record for information.**

**CARRIED**

**4.1.2 Ken Bjorgaard, Financial Consultant, report dated April 11, 2023 regarding Village of Belcarra 2021 Financial Statements**

The Chief Administrative Officer reviewed the report in the absence of the Financial Consultant. She provided an overview of the Financial Statements and advised that Council is required to accept the Financial Statements as provided prior to the auditors issuing the 2022 Audit Report

Moved by: Councillor Wilder

Seconded by: Councillor Clark

**That the report from the Financial Consultant dated April 11, 2023 and titled “2022 Financial Statements” be received for information; and**

**That the Village of Belcarra’s draft 2022 Financial Statements be accepted.**

**CARRIED**

**4.2** WSP Canada Inc., Michael Levin, P. Eng., Team Lead & Project Manager and Tom Nott, P. Eng., Senior Engineer, Bridges, presentation and report on the Senkler Road Bridge Inspection.

The Public Works & Emergency Preparedness Coordinator reviewed the staff report. He introduced the WSP Canada Inc. representatives.

Tom Nott, WSP Canada Inc. provided a presentation on work done on the inspection of the Senkler Road Bridge and the findings during the inspection. He outlined the background of the bridge and recommended maintenance. Mr. Nott advised that the bridge is in fair condition with no issues requiring immediate attention.

Council discussion ensued pertaining to the results of the bridge inspection. Staff and WSP representatives responded to questions and concerns of Council.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

**That the report provided by WSP Canada Inc. titled “Senkler Road Bridge Inspection Report” be received into the record for information; and**

**That staff provide a report at a future Council meeting regarding the recommendations from WSP Canada Inc.**

**CARRIED**

**5. REPORTS**

**5.1** Ken Bjorgaard, Financial Consultant, report dated April 11, 2023 regarding an amendment to the 5-Year (2023-2027) Financial Plan Bylaw

The Chief Administrative Officer reviewed the report in the absence of the Financial Consultant. She advised on the purpose of the amendment to the Financial Plan Bylaw.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

**That Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023, Amendment Bylaw No. 611, 2023 be read a first and second time.**

**CARRIED**

- 5.2** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated April 11, 2023 regarding the Asset Management and Climate Change Planning Grant Application administered through the Union of British Columbia Municipalities (UBCM)

The Public Works & Emergency Preparedness Coordinator reviewed the report. He provided an update on the federal grant relating to asset management and climate change planning and spoke regarding the letter advising that the Village of Belcarra's grant request was not approved.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

**That the report dated April 11, 2023 regarding Asset Management and Climate Change Planning Grant Application be received into the record for information.**

Council discussion ensued on the grant process and members of Council queried on the different approaches used to apply for grants. The Public Works & Emergency Preparedness Coordinator responded to questions from Council.

The Mayor called the question on the motion.

**CARRIED**

- 5.3** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated April 11, 2023 regarding the replacement of Public Works Kubota.

The Public Works & Emergency Preparedness Coordinator reviewed the report. He provided details on the issues with the Kubota used by Public Works and advised on the necessity of replacing the vehicle.

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

**That the Public Works Kubota be replaced in 2023 at a total cost of up to \$35,000 to be funded from savings from the previously approved 2023 flat-bed truck budget and that the Village of Belcarra's 2023 – 2027 Financial Plan be amended accordingly.**

Council discussion ensued and the Public Works & Emergency Preparedness Coordinator responded to questions and concerns.

The Mayor called the question on the motion.

**CARRIED**

- 5.4** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated April 11, 2023 providing an update on the Tatlow Reservoir.

The Public Works and Emergency Preparedness Coordinator provided an update on the progress of the work planned for the Tatlow Reservoir.

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That the report dated April 11, 2023 regarding the Tatlow Reservoir Update be received into the record as information.**

The Public Works and Emergency Preparedness Coordinator responded to questions on the timeline for the planned tank inspection work.

Ian Devlin, Belcarra resident, queried on the method by which life expectancy of the Tatlow and Dutchman Creek tanks will be determined.

Klaus Bever, Belcarra resident, reiterated Mr. Devlin's question on life expectancy of the Tatlow tank. Both residents expressed that they felt the tanks needed to be drained to determine life expectancy

Members of Council requested more detail from the Public Works and Emergency Preparedness Coordinator on the aspects of determining tank life expectancy.

The Public Works and Emergency Preparedness Coordinator outlined the process to be followed by WSP Canada Inc. in their inspection of the Tatlow tank.

Further discussion ensued on the methods to be used to inspect the Tatlow tank, excavation around the tank to prepare for fencing and continued safety risks.

Staff responded to concerns and questions from the public and from Council.

The Mayor called the question on the motion.

**CARRIED**

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

### **6.1 Mayor's Report**

Mayor Ross attended the following:

- TransLink Mayors' Council emergency meeting on March 30, 2023
- Metro Vancouver Mayors' Committee meeting on April 5, 2023
- Metro Vancouver Climate Action Committee meeting on April 6, 2023

Mayor Ross participated in the Easter Pancake Breakfast to help support the great work of CRAB in the Village and attended the Easter egg hunt at təmtəmixʷtən/Belcarra Regional Park.

### **6.2 Councillors' Reports**

Councillor Wilder reported that the annual Village of Belcarra Egg Hunt was very well attended with numerous Easter festivities and many children participating. She attended a School District No. 43 wind up luncheon for the Mental Health Task Force. She advised that she will be attending the Young Women's Soroptimist International Give Her Wings Awards Gala along with Councillor Clark.



Councillor Clark attended Career Life Capstone presentations put on by students of Heritage Mountain Secondary School.

Councillor Ruzycki attended a meeting with the president of the Coquitlam Search and Rescue. She provided information on the work the Coquitlam Search and Rescue organization is involved in.

Councillor Elworthy attended a Tri-Cities Food Council meeting and provided details on plans the group has for supporting food security for the future.

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

The Chief Administrative Officer reported on additions to the transit service in Belcarra. She advised that the additional information will be provided on the Village's website along with a link to the TransLink website.

## **8. BYLAWS**

### **8.1 Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023**

A bylaw to govern the conduct of members of Council

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

**That Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023 be read a third time.**

**CARRIED**

## **9. CORRESPONDENCE/PROCLAMATIONS**

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That correspondence items 9.2 to 9.8 be received into the record as information.

**CARRIED**

## **ACTION ITEMS**

**Note: Item 9.1 was withdrawn pending further information from E-Comm 911**

- 9.1** Sarah Sidhu, Corporate Secretary, E-Comm 911, letter dated March 29, 2023, regarding the E-Comm Board of Directors Designate for the 2023-2024 Term

## **INFORMATION ITEMS**

- 9.2** Anna Kang, Minister, Ministry of Municipal Affairs, letter dated March 16, 2023, advising on the grant received by the Village of Belcarra under the Growing Communities Fund.

- 9.3** George V. Harvie, Chair, Metro Vancouver Board, letter dated March 30, 2023, regarding the adoption of Metro 2050, the Updated Regional Growth Strategy.
- 9.4** George V. Harvie, Chair, Metro Vancouver Board, letter dated March 30, 2023, regarding Metro Vancouver's Solid Waste Management Plan Update.
- 9.5** Crossroads Hospice Society e-Newsletter for March 2023 regarding events and activities.
- 9.6** Kyle Rosenke, A/Director – Public Affairs, TransLink, email dated March 31, 2023 providing information on Spring seasonal service changes.
- 9.7** Don Babineau, Belcarra Resident, email dated to March 26, 2023 regarding the Belcarra Official Community Plan process and a financial sustainability plan.
- 9.8** Ian Devlin, Chairperson, OCP Committee, letter dated April 2, 2023 regarding the development of the Belcarra Official Community Plan, financial sustainability and issues being addressed within the community.

## **10. NEW BUSINESS**

Item 10.1 was forwarded from the March 27, 2023 Regular Council Meeting

### **10.1 Notice of Motion by Councillor Clark**

"That an engineering inspection of the Dutchman's Creek tank be considered"

Councillor Clark advised that she will not be moving ahead with the motion in that a similar motion was passed in 2021. She also advised that the topic will be brought forward at strategic planning.

### **10.2 Announcement of Items released from Closed**

That the following item be released from Closed Council status:

Item 4.3 Funding for Belcarra Day by the Village of Belcarra and CRAB – resolution only – That the Village of Belcarra contribute up to a limit of \$4000 to Belcarra Day together with a contribution of up to \$2000 from CRAB.

## **11. PUBLIC QUESTION PERIOD**

Ian Devlin, Belcarra resident, queried if the tracking report presented to Council on May 24, 2022 was still on the table. The Chief Administration Officer will provide further information at the next Council Meeting.

Klaus Bever, Belcarra resident, requested an update on pedestrian and cycling safety, in particular traffic calming for Kelly Avenue and Bedwell Bay Road.

The Public Works and Emergency Preparedness Coordinator advised on grants applied for to aid in costs of establishing traffic calming measures.

The Chief Administrative Officer will contact the RCMP and request increased enforcement of traffic violations.

**12. ADJOURNMENT**

Moved by: Councillor Wilder  
Seconded by: Councillor Elworthy

**That the April 11, 2023 Regular Meeting be adjourned at 9:32 pm**

**CARRIED**

Certified Correct:

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Jamie Ross  
Mayor

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Paula Richardson  
Chief Administrative Officer



**VILLAGE OF BELCARRA  
SPECIAL COUNCIL MEETING MINUTES  
March 27, 2023**



This meeting was held in Council Chambers

**Council in Attendance**

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

**Staff in Attendance**

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

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

**1. CALL TO ORDER**

Mayor Ross called the meeting to order at 5:00 pm

**2. APPROVAL OF THE AGENDA**

**2.1 Special Council Meeting, March 27, 2023**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Clark

**That the agenda for the Special Council Meeting of March 27, 2023 be approved.**

**CARRIED**

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

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

**That the March 27, 2023 meeting of Council be closed pursuant to the *Community Charter* Section 90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:**

- (e) the acquisition or expropriation of land if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;**

- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting - Sections 21(1)(a)(ii) and 21(1)(c)(iii) of the *Freedom of Information and Protection of Privacy Act*.”

**CARRIED**

**4. ADJOURNMENT**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Clark

**That the March 27, 2023 Special Council Meeting be adjourned at 5:03 pm.**

**CARRIED**

Certified Correct:

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Jamie Ross  
Mayor

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Paula Richardson  
Chief Administrative Officer



**VILLAGE OF BELCARRA  
SPECIAL COUNCIL MEETING MINUTES  
April 11, 2023**



This meeting was held in Council Chambers

**Council in Attendance**

Mayor Jamie Ross  
Councillor Carolina Clark  
Councillor Joe Elworthy  
Councillor Janet Ruzycki (participated via Zoom)  
Councillor Liisa Wilder

**Staff in Attendance**

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

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

**1. CALL TO ORDER**

Mayor Ross called the meeting to order at 5:01 pm

**2. APPROVAL OF THE AGENDA**

**2.1 Special Council Meeting, April 11, 2023**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That the agenda for the Special Council Meeting of April 11, 2023 be approved.**

**CARRIED**

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

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

That the April 11, 2023 meeting of Council be closed pursuant to the *Community Charter* Section 90 (1) "A part of a Council 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**

**4. ADJOURNMENT**

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the April 11, 2023 Special Council Meeting be adjourned at 5:03 pm.**

**CARRIED**

Certified Correct:

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Jamie Ross  
Mayor

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Paula Richardson  
Chief Administrative Officer



## COUNCIL REPORT

**Date:** April 24, 2023  
**From:** Ken Bjorgaard, Financial Consultant  
**Subject:** 2023 Tax Rates Bylaw

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### Recommendation:

That Village of Belcarra 2023 Tax Rates Bylaw No. 610, 2023 be read a first, second and third time.

### Purpose:

The purpose of this report is to present the Village of Belcarra's 2023 Tax Rates Bylaw for three readings.

### Background:

The 2023 Tax Rates Bylaw (Bylaw) attached hereto for Council's consideration reflects the tax rates required to raise municipal taxes for 2023, as approved in the 2023 – 2027 Financial Plan bylaw, as well as the tax rates required to raise the funds requisitioned by the Metro Vancouver Regional District, pursuant to the *Community Charter*, as follows:

- "197 (1) Each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property value taxes for the year by establishing tax rates for
- (a) the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and
  - (b) the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body."

It is recommended that this Bylaw receive three readings on April 24, 2023, as the Bylaw needs to be adopted by May 15, 2023 and there is only one other meeting (on May 8<sup>th</sup>) before the deadline.

Appendix A: Village of Belcarra 2023 Tax Rates Bylaw No. 610, 2023





**VILLAGE OF BELCARRA**  
**2023 Tax Rates Bylaw No. 610, 2023**



A Bylaw to set Tax Rates for the Year 2023

WHEREAS, pursuant to Section 197 of the *Community Charter*, the Council must, before the 15<sup>th</sup> day of May in each year, establish tax rates for municipal revenue and for amounts collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body, based on the assessed value of taxable land and improvements;

NOW THEREFORE, the Council of the Village of Belcarra enacts as follows:

1. This Bylaw may be cited for all purposes as "Village of Belcarra 2023 Tax Rates Bylaw No. 610, 2023".
2. The following rates are hereby imposed and levied for the year 2023:
  - a. for general municipal purposes on the assessed value of land and improvements taxable for general municipal purposes, those rates appearing in column A of Schedule "A" attached hereto and forming part of this bylaw; and
  - b. for purposes of the Metro Vancouver Regional District, on the assessed value of land and improvements taxable for hospital purposes, those rates appearing in column B of Schedule "A" attached hereto and forming part of this bylaw.
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

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Jamie Ross  
Mayor

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Paula Richardson  
Chief Administrative Officer

This is certified a true copy of  
2023 Tax Rates Bylaw 610, 2023

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Paula Richardson, Chief Administrative Officer

**Village of Belcarra**  
**Schedule "A" of Bylaw No. 610 - 2023**  
**Tax Rates (Dollars of Tax per \$1,000 of Taxable Value)**

<b>Property Classes</b>	<b>A General Municipal Purposes</b>	<b>B Metro Vancouver Regional District Purposes</b>
1 Residential	1.25034	0.46846
2 Utilities	4.37619	1.63961
3 Supportive Housing	1.25034	0.46846
4 Major Industry	4.25116	1.59276
5 Light Industry	4.25116	1.59276
6 Business/Other	3.06333	1.14773
7 Managed Forest Land	3.75102	1.40538
8 Recreation/Non-Profit	1.25034	0.46846
9 Farm	1.25034	0.46846



## COUNCIL REPORT

**Date:** April 24, 2023  
**From:** Paula Richardson, Chief Administrative Officer  
**Subject:** Water Committee Motions Table Update

### Recommendation

That the report dated April 24, 2023 regarding the Water Committee Motions Table Update be received for information.

### Purpose

To provide an update regarding the Water Committee Motions Table which was presented at the May 24, 2022 Council meeting.

### Background

At the Regular Council meeting held on April 11, 2023, discussion ensued with regard to the Water Committee Motions Table presented at the May 24, 2022 Council meeting. The table, along with the staff report, was presented as a status report "intended to render down the recommendations to those that are truly outstanding". See appendices A & B.

As noted below, item 16 of the table was discussed and a request was made for more information with regard to the 2022 reservoir inspection.

<p>16. That results of the 2022 inspections of both the Tatlow &amp; Dutchman Creek reservoirs be reported to Council and include assessments of the life expectancy of the reservoirs, as well as information for use in long term capital planning.</p>	<p>Will take place in 2022.</p> <ul style="list-style-type: none"> <li>• Quotes being tendered as work progresses.</li> <li>• Work is being conducted around the reservoir site to accommodate a proper inspection, which includes removing of some trees and excavation work.</li> </ul> <p>Tree removal around reservoir to be conducted.  Reservoir inspection complete and awaiting results.</p>
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Attached is the reservoir inspection provided by Aquavision Services Ltd., on May 11, 2022. See Appendix C.

Public Works staff have scheduled a reservoir inspection to be carried out by WSP Canada Inc. and Inland Divers. A report will be provided to Council once the work is complete.

Appendix A – Water Committee Recommendations – Status Report, May 24, 2022

Appendix B – Table – Council Motions – November 8, 2021 Water Committee – Councillor  
Drake updated May 24, 2022

Appendix C – Aquavision Services Ltd. Inspection report, May 11, 2022



## COUNCIL REPORT

**Date:** May 24, 2022

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

**Subject:** **Water Committee Recommendations – Status Report**

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### Recommendation

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

### Purpose

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

### Background

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

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

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

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



**VILLAGE OF BELCARRA**  
**Council Motions – November 8, 2021**  
**Water Committee – Councillor Drake**  
**Updated May 24, 2022**



**Recommendation B:**

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

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

<b>Motion</b>	<b>Action</b>	<b>Completed</b>
4. That a written report on progress be provided at the first Council meeting of each month.	Dec 6/21 – WSP to Council re: SCADA Upgrades <ul style="list-style-type: none"> <li>Additional reports are being worked on by WSP</li> </ul>	<b>Ongoing</b>
5. That staff prepare and maintain an up-to-date Water System Operation and Maintenance <b>Manual (OM Manual)</b> ; and	Ongoing – Draft <b>Manual</b> <b>O&amp;M Manual exists digitally as a reference document, and final version expected within a week.</b>	<b>This is an internal document and is complete.</b>
6. That staff prepare and maintain an up-to-date <b>SCADA Manual</b> ;	Ongoing – Draft <b>Manual</b> <b>Manual is complete but is subject to update as needed.</b>	<b>Complete</b>
7. That Council recognize that the Belcarra water system is dual-purpose - intended both to provide potable water in accordance with applicable regulations and to support fire fighting.	No Action	Council supported

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



<b>Motion</b>	<b>Action</b>	<b>Completed</b>
14. That a complete set of water system drawings (including engineering drawings for both Tatlow and the Dutchman Creek reservoirs) be included in the OM <b>Manual</b> or referenced and readily accessible	Ongoing – Water System drawings are in the main computer. There are too many files to make hard copies the manual. They are in a secure location on the office computer files. <b>Water system drawings are stored on the Village computer server &amp; backed up offsite for security.</b>	<b>Complete</b>
15. That Village wide meter readings be used to provide a report to Council estimating domestic consumption and comparing the consumption to measured inflow.	Future Council Strategic Planning Item <b>Village meter reading is conducted twice per year to monitor high volumes &amp; general maintenance.</b>	<b>The data collected from the bi-annual meter reading will be used to provide Council with a business case for metering. See strategic planning priorities.</b>
16. That results of the 2022 inspections of both the Tatlow & Dutchman Creek reservoirs be reported to Council and include assessments of the life expectancy of the reservoirs, as well as information for use in long term capital planning.	Will take place in 2022 <ul style="list-style-type: none"> <li>• Quotes being tendered as work progresses</li> <li>• Work is being conducted around the reservoir site to accommodate a proper inspection, which includes removing of some trees and excavation work.</li> </ul> <b>Tree removal around the reservoir to be conducted. Reservoir inspections complete and awaiting results.</b>	<b>Tree removal completed. Excavation will take place when dryer conditions permit. Fencing will be installed when excavation complete. Reservoir inspection report of May 11/22 attached. A report on the upcoming inspection related to maintenance and life expectancy to be provided to Council when complete.</b>
<b>That WSP engineers report the following to Council:</b>		
17. That the potential for and high-level costs of increased inflow from DNV be discussed considering:	Nov 19/21 – Stewart & Lorna meeting with Negin Tousi (WSP) Report Forthcoming <b>March 30/22 WSP report presented to Council &amp; subsequently released publicly on May 9/22.</b>	<b>Complete posted on website.</b>
18. a modest increase with modest impact and costs and	See #17 above	<b>Complete</b>
19. a more ambitious option which may be dependent on a number of factors including funding (grant) assistance.	See #17 above	
20. a review and upgrade of the SCADA system	Report to Council Dec 6/21. A contract was awarded to WSP for a SCADA upgrade. Work will begin February 2022. A Zoom meeting was held on March 11 <sup>th</sup> with Sea to Sky, WSP and Public Works. Sea to Sky will provide quotes for the required equipment	<b>Complete</b>

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

<b>Motion</b>	<b>Action</b>	<b>Completed</b>
27. Sprinkler bylaws - Council assess the benefits of seeking mandatory sprinkler authority; the cost and probability of success in addition to the impact in terms of sprinkler installations and decide whether to pursue this authority.	Future Council Strategic Planning consideration. <b>Future report to be prepared &amp; submitted to Council in June.</b>	<b>Special approvals would be required through Provincial government. Not feasible at this time due to costs.</b>
28. If council decides to not seek approval to mandate sprinklers, that the Village prepare an information sheet for homeowners explaining local firefighting challenges, particularly for larger homes, and recommending sprinkler installations.	See #27 above	<b>Public education material will be provided through the Fire Smart program.</b>
29. That Council approve offering further information to residents about the benefits of other mitigating steps such as monitored and/or modern alarm systems.	Future Council Strategic Planning consideration. <b>Public education to be undertaken, working in conjunction with the Fire Chief.</b>	<b>Strategic Planning is ongoing with regard to Emergency Preparedness.</b>
30. That Council consider the recommendations of the Tree Committee related to fire risk reduction.	This work is ongoing as per #26 above, FireSmart <b>BA Blackwell DPA designation.</b>	<b>Ongoing – the current phase will be completed in 2023. Will seek further grant funding for remediation work as recommended by BA Blackwell report.</b>
31. That the reduction and mitigation strategies suggested by B.A. Blackwell and Associates be considered as outlined in the Community Wildfire Resilience Plan presented to Council September 26, 2021.	Ongoing for staff and residents as per #26 & #30. Grant funding has been approved and a staff report is pending. <b>Moving forward with recommendations in BA Blackwell initial report &amp; this resulted in phase two work in 2022 contract.</b>	<b>Complete</b>

Abbreviations:

OM Manual - Operating and Maintenance Manual

SCADA - Supervisory Control and Data Acquisition

## Municipal Reservoir Observation Report

Inspection Date: *May 11 2022*

Inspector: *Wayne Muzyka - Aquavision Services Ltd*

Municipality: *Village of Belcarra*

Address: *Belcarra BC*

Project Information:

*ROV reservoir inspections on Tatlow Steel Reservoir and Dutchman Creek Reservoir.*

PW Supervisor:  
PW Main Operator:  
PW Operator 2:

*Stewart Novak*

*Doug*

Phone:  
Phone:  
Phone:

*236-993-7588*

Cellular:  
Cellular:  
Cellular:

## Reservoir Summary Observations

### Tank #1

#### Observations

*Tatlow reservoir is a steel on-grade reservoir in good condition. Last inspected 2019. Interior piping good condition and working properly. Reservoir is secure and site in good order. Temperature from ROV sensor indicated good circulation throughout all levels of tank. Sediment level on floor approximately 2-3 cms throughout. Reservoir used for domestic supply to Village supplied from the District of North Vancouver. Recommend sediment removal when time allows.*

*The above observations are a combination from both visual and ROV recorded video references*

### Tank #2

#### Observations

*Dutchman Creek reservoir is a on-grade steel reservoir in good condition. Last inspected in 20219. Interior piping good condition and working properly. Reservoir is secure and site in good order. Water quality good and sediment level less than 1 cm throughout. Reservoir used for fire protection storage and sources from City of Vancouver.*

*The above observations are a combination from both visual and ROV recorded video references*

### Tank #3

#### Observations

*The above observations are a combination from both visual and ROV recorded video references*

### Tank #4

#### Observations

*The above observations are a combination from both visual and ROV recorded video references*

## Reservoir Details

<b>Tank Location #1:</b>	Tatlo Reservoir				<b>System Ownership:</b>	Village of Belcarra			
<b>Reservoir Construction</b>	Concrete		In-ground		Tower		Tank Volume	263,673 litres	
	Steel	YES	Partial In-ground		Stand Pipe	YES	Level at Inspection		
	Other		Above Ground	YES	Multi Cell				
<b>Tank Measurements</b>	Height	5.49 m	Diameter		<b>Water Source</b>	Ground		Type	
	Length		Radius			Surface	YES	Type	Dist N VAN
	Width								
<b>Treatment</b>	Water Treatment Plant				<b>Distribution Supply</b>	<b>Source to Reservoir</b>			
	Chlorination		YES			Treatment to Reservoir			
	Raw / NO Treatment					Distribution to Reservoir			

<b>Tank Location #2:</b>	Dutchman Creek Reservoir				<b>System Ownership:</b>	Village of Belcarra			
<b>Reservoir Construction</b>	Concrete		In-ground		Tower		Tank Volume	263,673 litres	
	Steel	YES	Partial In-ground		Stand Pipe	YES	Level at Inspection		
	Other		Above Ground	YES	Multi Cell				
<b>Tank Measurements</b>	Height	5.49 m	Diameter		<b>Water Source</b>	Ground		Type	
	Length		Radius			Surface	YES	Type	Belcarra/Storage
	Width								
<b>Treatment</b>	Water Treatment Plant				<b>Distribution Supply</b>	<b>Source to Reservoir</b>			
	Chlorination		YES			Treatment to Reservoir			
	Raw / NO Treatment					Distribution to Reservoir			

<b>Tank Location #3:</b>					<b>System Ownership:</b>			
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Reservoir Construction	Concrete		In-ground		
	Steel			Partial In-ground	
	Other			Above Ground	

Tower Stand Pipe Multi Cell		Tank Volume Level at Inspection	

Tank Measurements	Height		Diameter		
	Length			Radius	
	Width				

Water Source	Ground		Type	
	Surface			

Treatment	Water Treatment Plant	
	Chlorination	
	Raw / NO Treatment	

Distribution Supply	Source to Reservoir
	Treatment to Reservoir
	Distribution to Reservoir

Tank Location #4:	
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System Ownership:	
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Reservoir Construction	Concrete		In-ground		
	Steel			Partial In-ground	
	Other			Above Ground	

Tower Stand Pipe Multi Cell		Tank Volume Level at Inspection	

Tank Measurements	Height		Diameter		
	Length			Radius	
	Width				

Water Source	Ground		Type	
	Surface			

Treatment	Water Treatment Plant	
	Chlorination	
	Raw / NO Treatment	

Distribution Supply	Source to Reservoir
	Treatment to Reservoir
	Distribution to Reservoir

## Reservoir Site

### Site Perimeter

Tank #1		Tank #2		Tank #3		Tank #4	
Gated Access	YES	Gated Access	YES	Gated Access		Gated Access	
Locked	YES	Locked	YES	Locked		Locked	
Perimeter Fence	NO	Perimeter Fence	NO	Perimeter Fence		Perimeter Fence	
Locked		Locked		Locked		Locked	
Vegetation	NO	Vegetation	NO	Vegetation		Vegetation	
Erosion	NO	Erosion	NO	Erosion		Erosion	

### Out Buildings

Tank #1			Tank #3		
Exterior Building	NO	Attached Valve Vault	Exterior Building		Attached Valve Vault
Observations			Observations		
Tank #2			Tank #4		
Exterior Building	NO	Attached Valve Vault	Exterior Building		Attached Valve Vault
Observations			Observations		



## Reservoir Exterior

### Access Ladder

Tank #1			
Attached	YES	Condition	Good
Detached		Safety Cage	YES
Ladder Type	Steel	Fall Arrest Sys.	
Access Locked	YES	Secured	YES
Ground Access			
Observations	Good condition		

Tank #3			
Attached		Condition	
Detached		Safety Cage	
Ladder Type		Fall Arrest Sys.	
Access Locked		Secured	
Ground Access			
Observations			

Tank #2			
Attached	YES	Condition	Good
Detached		Safety Cage	YES
Ladder Type	Steel	Fall Arrest Sys.	
Access Locked	YES	Secured	YES
Ground Access			
Observations	Good condition		

Tank #4			
Attached		Condition	
Detached		Safety Cage	
Ladder Type		Fall Arrest Sys.	
Access Locked		Secured	
Ground Access			
Observations			

### Reservoir Top

Tank #1						
	Surface	Steel	Condition	Good	Visible Cracks	NO
Observations	Good condition. Clean and clear of debris. No observed signs of corrosion at time of inspection.					

Tank #2						
	Surface	Steel	Condition	Good	Visible Cracks	NO
Observations	Good condition. Clean and clear of debris. Surface corrosion observed at time of inspection.					

Tank #3						
	Surface		Condition		Visible Cracks	
Observations						

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Tank #4	Surface		Condition		Visible Cracks	
Observations						

### Entry Hatch

Tank #1			
Hatch Type	Steel		
Locked and Secure	YES	Condition	Good
Alarmed	NO		
Elevated off Top	YES	Height	6"
Observations	Good condition. Rubber seal between hatch and frame good.		

Tank #3			
Hatch Type			
Locked and Secure		Condition	
Alarmed			
Elevated off Top		Height	
Observations			

Tank #2			
Hatch Type	Steel		
Locked and Secure	YES	Condition	Good
Alarmed	NO		
Elevated off Top	YES	Height	6"
Observations	Good condition. Recommend installing rubber seal between hatch and frame good.		

Tank #4			
Hatch Type			
Locked and Secure		Condition	
Alarmed			
Elevated off Top		Height	
Observations			

### Air Vent

Tank #1			
Facing downward	YES	Design	Mushroom Style
Screened	YES	Type	Steel / Bug Screen
Pipe Size	10"	Material	Steel
Air Gap	YES	Distance	18"
Observations	Good condition. Both screens in good condition.		

Tank #3			
Facing downward		Design	
Screened		Type	
Pipe Size		Material	
Air Gap		Distance	
Observations			

Tank #2			
Facing downward	YES	Design	Mushroom Style

Tank #4			
Facing downward		Design	

Screened	YES	Type	Steel Woven	
Pipe Size	10"	Material	Steel	
Air Gap	YES	Distance	12"	
Observations	Good condition. Recommend installing steel bug screen as additional protection against insect intrusion.			

Screened		Type		
Pipe Size		Material		
Air Gap		Distance		
Observations				

## Exterior Walls

Tank #1	
Wall Condition	Good
Visible Cracks	NO
Visible Leaks	NO
Spalling	
Observations	Good condition. Observed no visible leaking at time of inspection.

Tank #3	
Wall Condition	
Visible Cracks	
Visible Leaks	
Spalling	
Observations	

Tank #2	
Wall Condition	Good
Visible Cracks	NO
Visible Leaks	NO
Spalling	
Observations	Good condition. Observed no visible leaking at time of inspection.

Tank #4	
Wall Condition	
Visible Cracks	
Visible Leaks	
Spalling	
Observations	

## Reservoir Interior

### Access Ladder

<b>Tank #1</b> Type: <span style="border: 1px solid black; padding: 2px;">Fixed Steel</span> Condition: <span style="border: 1px solid black; padding: 2px;">Fair condition. Observed areas of corrosion above and below water.</span>	<b>Tank #3</b> Type: <span style="border: 1px solid black; padding: 2px;"></span> Condition: <span style="border: 1px solid black; padding: 2px;"></span>
<b>Tank #2</b> Type: <span style="border: 1px solid black; padding: 2px;">None</span> Condition: <span style="border: 1px solid black; padding: 2px;">No ladder in tank</span>	<b>Tank #4</b> Type: <span style="border: 1px solid black; padding: 2px;"></span> Condition: <span style="border: 1px solid black; padding: 2px;"></span>

### Water level Indicators

Tank #1		Tank #2		Tank #3		Tank #4	
Exterior	<span style="border: 1px solid black; padding: 2px;">YES</span>	Exterior	<span style="border: 1px solid black; padding: 2px;">YES</span>	Exterior	<span style="border: 1px solid black; padding: 2px;"></span>	Exterior	<span style="border: 1px solid black; padding: 2px;"></span>
Working Order	<span style="border: 1px solid black; padding: 2px;">NO</span>	Working Order	<span style="border: 1px solid black; padding: 2px;">YES</span>	Working Order	<span style="border: 1px solid black; padding: 2px;"></span>	Working Order	<span style="border: 1px solid black; padding: 2px;"></span>
Interior Floats	<span style="border: 1px solid black; padding: 2px;"></span>	Interior Floats	<span style="border: 1px solid black; padding: 2px;"></span>	Interior Floats	<span style="border: 1px solid black; padding: 2px;"></span>	Interior Floats	<span style="border: 1px solid black; padding: 2px;"></span>
Working Order	<span style="border: 1px solid black; padding: 2px;"></span>	Working Order	<span style="border: 1px solid black; padding: 2px;"></span>	Working Order	<span style="border: 1px solid black; padding: 2px;"></span>	Working Order	<span style="border: 1px solid black; padding: 2px;"></span>
Miltronic Sensor	<span style="border: 1px solid black; padding: 2px;"></span>	Miltronic Sensor	<span style="border: 1px solid black; padding: 2px;"></span>	Miltronic Sensor	<span style="border: 1px solid black; padding: 2px;"></span>	Miltronic Sensor	<span style="border: 1px solid black; padding: 2px;"></span>
Working Order	<span style="border: 1px solid black; padding: 2px;"></span>	Working Order	<span style="border: 1px solid black; padding: 2px;"></span>	Working Order	<span style="border: 1px solid black; padding: 2px;"></span>	Working Order	<span style="border: 1px solid black; padding: 2px;"></span>
Pressure Transducer	<span style="border: 1px solid black; padding: 2px;"></span>	Pressure Transducer	<span style="border: 1px solid black; padding: 2px;"></span>	Pressure Transducer	<span style="border: 1px solid black; padding: 2px;"></span>	Pressure Transducer	<span style="border: 1px solid black; padding: 2px;"></span>
Working Order	<span style="border: 1px solid black; padding: 2px;"></span>	Working Order	<span style="border: 1px solid black; padding: 2px;"></span>	Working Order	<span style="border: 1px solid black; padding: 2px;"></span>	Working Order	<span style="border: 1px solid black; padding: 2px;"></span>

### Inlet

<b>Tank #1</b> Location: <span style="border: 1px solid black; padding: 2px;">Per drawings supplied</span> <div style="display: flex; justify-content: space-between;"> <span>Height</span> <span style="border: 1px solid black; padding: 2px;"></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Diameter</span> <span style="border: 1px solid black; padding: 2px;"></span> </div> Observations: <span style="border: 1px solid black; padding: 2px;">Good condition</span>	<b>Tank #3</b> Location: <span style="border: 1px solid black; padding: 2px;"></span> <div style="display: flex; justify-content: space-between;"> <span>Height</span> <span style="border: 1px solid black; padding: 2px;"></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Diameter</span> <span style="border: 1px solid black; padding: 2px;"></span> </div> Observations: <span style="border: 1px solid black; padding: 2px;"></span>
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Tank #2			
Location	Per drawings supplied	Height	
		Diameter	
Observations	Good condition		

Tank #4			
Location		Height	
		Diameter	
Observations			

## Outlet

Tank #1			
Location	Per drawings supplied	Height	
		Diameter	
Observations	Good condition		

Tank #3			
Location		Height	
		Diameter	
Observations			

Tank #2			
Location	Per drawings supplied	Height	
		Diameter	
Observations	Good condition		

Tank #4			
Location		Height	
		Diameter	
Observations			

## Drain

Tank #1			
Location	Per drawings supplied	Drain Sill	
		Diameter	
Observations	Good condition		

Tank #3			
Location		Drain Sill	
		Diameter	
Observations			

Tank #2			
Location	Per drawings supplied	Drain Sill	
		Diameter	
Observations	Good condition		

Tank #4			
Location		Drain Sill	
		Diameter	
Observations			

## Overflow

Tank #1

Tank #3

Location	Per drawings supplied	Height	
		Diameter	
Observations	Good condition		

Location		Height	
		Diameter	
Observations			

Tank #2			
Location	Per drawings supplied	Height	
		Diameter	
Observations	Good condition		

Tank #4			
Location		Height	
		Diameter	
Observations			

### Ceiling

Tank #1			
Ceiling Condition	Good	Material	Steel
Insulated	NO	Visible Cracks	NO
Observations	Good condition. Observed limited corrosion on beam.		

Tank #2			
Ceiling Condition	Good	Material	Steel
Insulated	NO	Visible Cracks	NO
Observations	Good condition. Observed limited corrosion on beam.		

Tank #3			
Ceiling Condition		Material	
Insulated		Visible Cracks	
Observations			

Tank #4			
Ceiling Condition		Material	
Insulated		Visible Cracks	
Observations			

### Walls

Tank #1			
Wall Condition	Good	Organic Growth	NO
Observations	Good condition. Observed limited areas of corrosion and some staining at		

Material	Steel	Visible Cracks	NO
Coating	YES	Spalling	
Sediments	NO	Exposed Steel	NO

upper levels. Recommend installing cathodic protection to further prevent more corrosion.

#### Tank #2

Wall Condition	Good	Organic Growth	NO
Material	Steel	Visible Cracks	NO
Coating	YES	Spalling	
Sediments	NO	Exposed Steel	NO

Observations

Good condition. Observed limited areas of corrosion and some staining at upper levels. Recommend installing cathodic protection to further prevent more corrosion.

#### Tank #3

Wall Condition		Organic Growth	
Material		Visible Cracks	
Coating		Spalling	
Sediments		Exposed Steel	

Observations

#### Tank #4

Wall Condition		Organic Growth	
Material		Visible Cracks	
Coating		Spalling	
Sediments		Exposed Steel	

Observations

### Floor

#### Tank #1

Floor Condition	Good	Observations	Good condition where visible. Limited corrosion on seams and bolts.	
Material	Steel			
Coating	Unknown			
Sediments	YES			
Organic Growth	NO	Sediment Depth	2-3 cms	Approx.
Visible Cracks	NO			
Spalling		Inorganics	NONE	
Exposed Steel	NO			

#### Tank #2

Floor Condition	<i>Good</i>	Observations	<i>Good condition where visible. Limited corrosion on seams and bolts.</i>
Material	<i>Steel</i>		
Coating			
Sediments	<i>YES</i>		
Organic Growth	<i>NO</i>	Sediment Depth	<i>1 cm</i> Approx.
Visible Cracks	<i>NO</i>		
Spalling		Inorganics	<i>NONE</i>
Exposed Steel	<i>NO</i>		

**Tank #3**

Floor Condition		Observations	
Material			
Coating			
Sediments			
Organic Growth		Sediment Depth	Approx.
Visible Cracks			
Spalling		Inorganics	
Exposed Steel			

**Tank #4**

Floor Condition		Observations	
Material			
Coating			
Sediments			
Organic Growth		Sediment Depth	Approx.
Visible Cracks			
Spalling		Inorganics	
Exposed Steel			

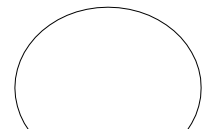
**Column Support**

**Tank #1**

Support Columns	<i>NO</i>
Number of Columns	
Material	

Column Locations

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Sediments	
Organic Growth	
Visible Cracks	
Spalling	
Exposed Steel	

Observations	

Tank #2

Support Columns	NO
Number of Columns	
Material	
Sediments	
Organic Growth	
Visible Cracks	
Spalling	
Exposed Steel	

Column Locations		
Observations		

Tank #3

Support Columns	
Number of Columns	
Material	
Sediments	
Organic Growth	
Visible Cracks	
Spalling	
Exposed Steel	

Column Locations		
Observations		

Tank #4

Support Columns	
Number of Columns	
Material	
Sediments	
Organic Growth	
Visible Cracks	
Spalling	

Column Locations		
Observations		

Exposed Steel



### Cathodic Protection

Tank #1				Tank #3			
Cathodic Protection	<i>NO</i>	Number of Anodes	<input type="text"/>	Cathodic Protection	<input type="text"/>	Number of Anodes	<input type="text"/>
Anode Type	<input type="text"/>	Condition	<input type="text"/>	Anode Type	<input type="text"/>	Condition	<input type="text"/>
Observations	<i>Recommend consideration to install when time allows.</i>			Observations	<input type="text"/>		

Tank #2				Tank #4			
Cathodic Protection	<i>NO</i>	Number of Anodes	<input type="text"/>	Cathodic Protection	<input type="text"/>	Number of Anodes	<input type="text"/>
Anode Type	<input type="text"/>	Condition	<input type="text"/>	Anode Type	<input type="text"/>	Condition	<input type="text"/>
Observations	<i>Recommend consideration to install when time allows.</i>			Observations	<input type="text"/>		

## Water Condition & Quality

### Tank #1

Clear	YES	Reading 1	Temperature	11 C	Reading 3	Temperature	11 C
Film Present	NO		Depth	Top		Depth	Bottom
Odor Present	NO	Reading 2	Temperature	11 C	Reading 4	Temperature	
Debris Present	NO		Depth	Middle		Depth	

Circulation Device	NO	Type of Circulation	Top fill ... bottom out
Observations	Good water quality and circulation. Observed constant water temperature throughout all levels of tank.		

### Tank #2

Clear	YES	Reading 1	Temperature	9 c	Reading 3	Temperature	9 C
Film Present	NO		Depth	Top		Depth	Bottom
Odor Present	NO	Reading 2	Temperature	9 c	Reading 4	Temperature	
Debris Present	NO		Depth	Middle		Depth	

Circulation Device	NO	Type of Circulation	Top fill ... bottom out
Observations	Good water quality. Observed constant water temperature throughout all levels of tank. Tank is designated for fire protection only.		

### Tank #3

Clear		Reading 1	Temperature		Reading 3	Temperature	
Film Present			Depth			Depth	
Odor Present		Reading 2	Temperature		Reading 4	Temperature	
Debris Present			Depth			Depth	

Circulation Device		Type of Circulation	
Observations			

Tank #4							
Clear		Reading 1	Temperature		Reading 3	Temperature	
Film Present			Depth			Depth	
Odor Present		Reading 2	Temperature		Reading 4	Temperature	
Debris Present			Depth			Depth	
Circulation Devise		Type of Circulation					
Observations							



**VILLAGE OF BELCARRA**  
**5-Year (2023 – 2027) Financial Plan Bylaw**  
**No. 606, 2023,**  
**Amendment Bylaw No. 611, 2023**



A bylaw to amend the 5-Year Financial Plan for the years 2023 – 2027 inclusive.

WHEREAS pursuant to Section 165 of the Community Charter, “Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023” was adopted on March 27, 2023; and

AND WHEREAS pursuant to Section 165 of the Community Charter, the financial plan may be amended by bylaw at any time.

NOW THEREFORE, the Council of the Village of Belcarra enacts as follows:

1. This Bylaw shall be cited for all purposes as the “Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023, Amendment Bylaw No. 611, 2023”.
2. “Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023” is hereby amended by deleting Schedule A – Financial Plan in its entirety and replacing it with Schedule A – Financial Plan attached to and forming part of this Bylaw.

READ A FIRST TIME on April 11, 2023

READ A SECOND TIME on April 11, 2023

READ A THIRD TIME on

ADOPTED by the Council on

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

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

This is a certified a true copy of  
 Village of Belcarra 5-Year (2023 – 2027) Financial  
 Plan Bylaw No.606, 2023, Amendment Bylaw No. 611, 2023

\_\_\_\_\_  
 Chief Administrative Officer

### **Schedule A - Financial Plan**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>REVENUE</b>					
Taxation (including grants in lieu)	(1,006,297)	(1,036,380)	(1,067,363)	(1,099,273)	(1,132,139)
Parcel taxes	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)
Sale of services & regulatory fees	(685,699)	(746,355)	(813,326)	(887,294)	(969,009)
Government transfers	(529,119)	(537,677)	(502,279)	(519,477)	(776,167)
Investment income	(57,693)	(58,425)	(59,171)	(59,930)	(60,704)
Actuarial income	(44,814)	(50,547)	(56,482)	(62,623)	(68,980)
Total Revenue	(2,591,239)	(2,697,001)	(2,766,238)	(2,896,214)	(3,274,616)
<b>EXPENSES</b>					
General government & fiscal services	223,262	228,842	234,474	265,198	241,798
Administration & human resources	267,901	273,757	285,942	291,535	297,237
Information technology	40,636	41,478	42,347	43,243	44,166
Support services (engineering, finance & planning)	158,985	140,854	142,757	144,697	146,671
Building inspection & bylaw enforcement	87,334	89,057	90,813	92,605	94,432
Public works & transportation	255,585	250,905	255,063	268,331	272,825
Major road network (MRN)	168,196	170,403	173,628	176,923	179,683
Fire & emergency services	7,454	7,492	7,530	7,568	7,607
Waste & recycle depot (WARD)	187,873	192,246	198,155	204,252	209,690
Water system	514,922	529,209	555,788	579,713	605,853
Amortization	354,090	371,555	389,889	409,135	429,339
Total Expenses	2,266,238	2,295,798	2,376,386	2,483,200	2,529,301
<b>ANNUAL SURPLUS</b>	(325,001)	(401,203)	(389,852)	(413,014)	(745,315)
<b>RESERVES, DEBT &amp; CAPITAL</b>					
Tangible capital assets	530,100	465,500	200,000	253,000	436,000
Amortization	(354,090)	(371,555)	(389,889)	(409,135)	(429,339)
Repayment of debt (principal & actuarial)	163,816	169,549	175,484	181,625	187,982
Transfers from reserves	(535,146)	(456,196)	(231,946)	(300,748)	(205,446)
Transfers to reserves	520,947	569,038	609,642	656,680	724,494
Transfer from appropriated surplus	(9,400)	-	-	-	-
Transfers from surplus	(17,726)	(1,663)	-	-	-
Transfers to surplus	26,500	26,530	26,561	31,592	31,624
Total Reserves, Debt & Capital	325,001	401,203	389,852	413,014	745,315
<b>FINANCIAL PLAN BALANCE</b>	-	-	-	-	-



**VILLAGE OF BELCARRA**  
**Council Code of Conduct Bylaw No. 609, 2023**



**A bylaw to govern the conduct of members of Council**

WHEREAS Council Members are keepers of the public trust and must uphold the highest standards of ethical behaviour in order to build and inspire the public's trust and confidence in local government;

AND WHEREAS Council Members are expected to:

- (a) make decisions that benefit the community;
- (b) act lawfully and within the authorities of the *Community Charter, Local Government Act* and other applicable enactments; and
- (c) be free from undue influence and not act, or appear to act, to gain financial or other benefits for themselves, family, friends or business interests;

AND WHEREAS Council wishes to conduct its business in a transparent, efficient, accountable and respectful fashion;

AND WHEREAS it is to the benefit of the community for Council to conduct its business in accordance with the Village's values of community, innovation, integrity, service and teamwork; and

AND WHEREAS Council Members intend to demonstrate their leadership in ethical behaviour and to promote the principles of transparency, accountability and civility through their decisions, actions and behaviour;

NOW THEREFORE, the Council of the Village of Belcarra enacts as follows:

1. This Bylaw shall be cited for all purposes as the "Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023"

**Definitions**

2. In this Bylaw

"Advisory Body" means a committee, task force, commission, board or other body established or appointed by Council or by the Mayor;

"Advisory Body Member" means a person sitting on an Advisory Board, and includes a Council Member appointed to the body;

“Bully and Harass” includes:

- (a) any conduct that would be contrary to the Village’s Respectful Workplace Policy;
- (b) any unwelcome or objectionable conduct or comment that would be considered discriminatory under the *Human Rights Code* if the conduct or comment was in respect of any of the following prohibited grounds:
  - (i) race,
  - (ii) conviction for an offence,
  - (iii) colour,
  - (iv) ancestry,
  - (v) physical disability,
  - (vi) place of origin,
  - (vii) mental disability,
  - (viii) political belief,
  - (ix) sex,
  - (x) religion,
  - (xi) age,
  - (xii) marital status,
  - (xiii) sexual orientation,
  - (xiv) family status.
- (c) Sexual Harassment;
- (d) any other unwelcome or objectionable conduct or comment by a Council Member toward another Council Member, an Advisory Board Member, Volunteer or Staff that causes that individual to be humiliated or intimidated, including verbal aggression or insults, making derogatory comments, including questioning the professional competence of an Advisory Board Member, Volunteer or Staff, calling someone derogatory names, hazing or initiation practices, vandalizing personal belongings or spreading malicious and untrue rumours;

“Campaign Period” means the period commencing the first of October immediately preceding a general election and ending on the day of the general election;

“Child” means a person toward whom a Responsible Adult has demonstrated a settled intention to treat as a child of his or her family and includes a child born within or outside marriage, an adopted child, step-child or grandchild;

“Chief Administrative Officer” means the Municipal Officer position of the Chief Administrative Officer;

“Commissioner” means the individual appointed by Council from time to time on retainer to participate in formal complaint process is in accordance with this bylaw;



Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023

“Confidential Information” means information or a record that is marked confidential by Council or Staff, that is personal information, that could reasonably harm the interests of individuals or organizations including the Village if disclosed to persons who are not authorized to access the information, or information or a record to which section 117 of the *Community Charter* applies, including, without limitation, any:

- (a) decisions, resolutions or report contents forming part of the agenda for or from a *Closed* meeting of Council until a Council decision has been made for the information to become public or otherwise released; and
- (b) details on Council’s Closed meeting deliberations or specific detail on whether an individual Council Member voted for or against a matter;

“Corporate Officer” means the Municipal Officer position of Village Clerk that has been designated the corporate officer under section 148 of the *Community Charter*;

“Council Member” means the Mayor or a Councillor;

“Family Member” means a Spouse, a Child, a Responsible Adult, and siblings;

“Lobbying” means any communication with a Council Member by an individual who is paid or who represents a business or financial interest with the goal of trying to influence any legislative action including development decisions, business licence decisions, introduction, passage, defeat, amendment or repeal of a bylaw, motion, resolution, or development approval, zoning bylaw amendment, or termination of a Village policy, program, directive, guideline, or the outcome of a decision on any matter before Council, an Advisory Body, or Staff;

“Municipal Officer” means a member of staff designated as an officer under section 146 of the *Community Charter* or a bylaw under that section;

“Personal Information” has the same meaning as in the *Freedom of Information and Protection of Privacy Act*;

“Responsible Adult” means a person who has demonstrated a settled intention to treat a Child as a member of his or her family whether or not that person is the biological parent of the Child;

“Sexual Harassment” is any verbal, written or physical conduct, comment, gesture or contact of a sexual nature that may cause offence or humiliation to a Council Member, Staff, Advisory Body Member, Volunteer or a member of the public or that might reasonably be perceived by Staff, an Advisory Body Member or Volunteer as placing a condition of a sexual nature on employment or on any opportunity for training or promotion, and examples of sexual harassment may include but are not limited to:

- (a) unwelcome remarks, questions, jokes, innuendo or taunting, about a person’s body or sex, including sexist comments or sexual invitations;
- (b) verbal abuse and threats of a sexual nature;
- (c) leering, staring or making sexual gestures;

## Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023

- (d) display of pornographic or other sexual materials in the form of degrading pictures, graffiti, cartoons or sayings;
- (e) unwanted physical contact such as touching, patting, pinching, hugging;
- (f) intimidation, threat or actual physical assault of a sexual nature;
- (g) sexual advances with actual or implied work-related consequences;

“Spouse” means a person to whom the person is married or with whom the person is living in a marriage-like relationship, and includes a former spouse;

“Staff” means a Municipal Officer or employee, a contractor, consultant or other service provider;

“Village” means the Village of Belcarra;

“Village Business” means any Village program, activity, policy, process, project or undertaking;

“Village Solicitor” means the Municipal Officer position of the Village solicitor;

“Village Record” includes anything on which information is recorded or stored by graphic, electronic, mechanical or other means in any format, but does not include a computer program or any other mechanism that produces records;

“Village Record System” means a system used by the Village of Belcarra to manage Village Records from creation through to disposal or long-term preservation;

“Volunteer” means a person serving the Village who is not a Council Member, member of Staff or an Advisory Board Member;

“Workplace” includes, but is not limited to, work sites owned, operated or controlled by the Village, including the municipal hall, operations centres, fire hall, parks locations and buildings, construction or maintenance sites, business related social functions, work locations away from the foregoing venues, work related conferences and training sessions, work related travel, telephone conversations, voice mail or electronic messaging.

### **Interpretation**

3. In this Bylaw, a reference to the Mayor, a Chair, or Staff includes, in the absence of the Mayor, Chair or Staff member, a reference to the person appointed as deputy or appointed to act in the place of that person from time to time.
4. Without limitation, this Bylaw applies in respect of the Workplace and elsewhere, and without limitation applies to the use of social media by a Council Member.

## **PART 1 – CONDUCT OF ELECTED OFFICIALS**

### **General Conduct**

5. A Council Member shall not:
  - (a) contravene this Bylaw, as amended or replaced;
  - (b) contravene any other Village bylaw or policy, as amended or replaced;
  - (c) breach their oath sworn upon taking office as a Council Member;
  - (d) contravene a law of British Columbia or Canada, including the *British Columbia Human Rights Code* or the *Freedom of Information and Protection of Privacy Act*;
  - (e) Bully or harass another person;
  - (f) defame another person;
  - (g) abuse their office.
6. A Council Member shall treat other Council Members, Staff, Advisory Body Members, Volunteers, and the public with respect and dignity.
7. A Council Member shall align their conduct with the Village's values of integrity, innovation, service, teamwork and community.

### **Interactions of Council Members with Staff, Volunteers and Advisory Body Members**

8. A Council Member shall not issue instructions or directions to Staff regarding Village Business except through the Chief Administrative Officer or the appropriate department manager.
9. Before, during or after a procurement process, a Council Member shall not issue instructions or directions to a contractor, tenderer, proponent, consultant or other service provider. Outside of a Council or committee meeting, a Council Member shall not communicate with a tenderer or proponent regarding the subject matter of the procurement.
10. A Council Member shall not interfere with, hinder or obstruct Staff, a Volunteer or an Advisory Board Member in the exercise or performance of their roles, responsibilities, powers, duties or functions.
11. If a Council Member has information about Staff, a Volunteer or an Advisory Board Member that the Council Member wishes to bring to the attention of the Village for the purposes of a review or investigation into the conduct or an omission of the individual, the Council Member may only do so by delivering the information in writing to the Chief Administrative Officer. On receipt of such information, the Chief Administrative Officer shall conduct a review or investigation and address the matter in accordance with the Village's employment agreements, bylaws and policies and with the applicable employment law or professional responsibility enactments.

### **Conduct at Council and Advisory Board Meetings**

12. A Council Member must act with decorum at Council and Advisory Body meetings in accordance with the *Village of Belcarra Council Procedure Bylaw No. 593, 2021*, as amended or replaced from time to time.
13. Council Members shall make every effort to participate diligently in the activities of Council and Advisory Bodies or other bodies to which they are appointed by the Village or by virtue of being an elected official, including intergovernmental meetings. To “participate diligently” means that a Council Member shall not be absent from meetings of Council or Advisory Body meetings, or from those of other bodies to which they are appointed by virtue of their status as a Council Member, without reasonable justification (such as illness of the Council Member, family circumstance, regional government business) for more than four consecutive scheduled meetings, for a period of 60 consecutive days, or on a regular basis.

### **Improper Use of Influence**

14. A Council Member shall only use the influence of their office in the good faith exercise of their official duties.

### **Election Activities**

15. A Council Member shall not participate in any civic events requiring them to perform official ceremonial duties between the last day of the nomination period and the voting day, as defined in the *Local Government Act*, unless authorized by a resolution of Council.
16. A Council Member shall comply with the *Local Government Act* and the *Local Elections Campaign Financing Act* when undertaking election campaign activities and fundraising.
17. A Council Member shall not use the Village’s employees, property or resources for election campaign or fundraising activities at any point during a term of office, unless those resources are similarly available to all candidates and the fees associated with the use of the employees, property or resources has been paid for with election campaign funds. Without limiting the generality of the foregoing, this prohibition applies to:
  - (a) data sets and Personal Information collected and maintained by the Village;
  - (b) office space; and
  - (c) Village websites or external websites paid for by the Village.
18. A Council Member may include a link on his or her campaign website to the Village’s website or an external website paid for by the Village.

19. During the Campaign Period, a Council Member shall not:
- (a) deliver Village funded newsletters or conduct open houses funded by the Village;
  - (b) distribute mass e-mails from the Council Member's Village e-mail address, unless the communication arises from an emergency and the communication is authorized by the Chief Administrative Officer;
  - (c) update websites that are either Village hosted or paid for by the Village;
  - (d) use social media and internet resources such as Twitter, Facebook or Instagram in the Council Member's personal name, unless those accounts include a disclaimer that they are not Village-funded and do not reflect Village policy; nor
  - (e) request that Village employees work on an election campaign during hours in which the employee receives compensation from the Village, unless the work both unavoidably overlaps with the regular duties of the employee and is minor and infrequent, such as coordinating campaign schedules with the Council Member's calendar or redirecting citizens with campaign questions to campaign staff.
20. Council Members and their staff may take unpaid leave from the Council Member's office to work on an election campaign.

### **Conflicts of Interest**

21. A Council Member shall rigorously avoid situations which may result in claims of pecuniary interest, conflict of interest or bias.
22. A Council Member must disclose any conflict of interest in accordance with section 100 of the *Community Charter* and, if conflicted, must refrain from participating in a meeting in accordance with section 101 of the *Community Charter*.
23. In respect of each matter before Council, a Council Member shall:
- (a) assess whether they have a conflict of interest, if necessary, with the advice of one or more Municipal Officers; and
  - (b) determine whether it is necessary to seek independent legal advice, at their own cost except where the Chief Administrative Officer approves the cost if concerned about the validity of an affected bylaw or resolution, with respect to any situation which may result in a conflict of interest.

24. If a Council Member believes they may have or may reasonably be perceived to have a conflict of interest in respect of a matter in a Council or committee meeting, the Council Member shall:
- (a) notify the Mayor or the Chair of the meeting that the Council Member has a conflict of interest prior to the matter being considered, and the Council Member shall restate the conflict of interest each time the matter arises before Council;
  - (b) refrain from discussing the matter with any other Council Member publicly or privately; and
  - (c) leave the meeting room if the matter is discussed and not return until discussion has ended or voting on the matter has been concluded.

### **Outside Activities and Business Relations**

25. A Council Member who engages in another profession, business or occupation concurrently with holding office shall not allow such outside employment to affect the Council Member's integrity, independence or competence. Without restricting the scope of this duty, the following shall be a contravention of this part of the Code of Conduct:
- (a) acting as an officer or director for a business that receives municipal funds in the form of grants or payments for goods or services;
  - (b) acting as an officer or director for a business that lobbies the Village;
  - (c) allowing the prospect of future employment by a person other than the Village to affect the Council Member's performance of his or her duties to the Village;
  - (d) borrowing money from any person who regularly does business with the Village, unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money, such as a credit union;
  - (e) acting as a paid agent before Council or an Advisory Body;
  - (f) receiving compensation for referrals to a specific business;
  - (g) receiving compensation that is dependent on the business being awarded a contract with the Village;
  - (h) subject to sections 38 through 41, providing advice for remuneration to any person who is involved in litigation or lobbying against the Village, unless the Council Member first gives written notice of the relationship to the Corporate Officer who shall keep a record of the notice.
26. A Council Member may obtain advice from one or more Municipal Officers on whether a new profession, business or occupation is compatible with their obligations under section 27 of this Bylaw. The Corporate Officer shall keep a record of the advice and the subsequent conduct of the Council Member. The advice is not binding on the Council Member but is intended to provide independent objective assistance to the Council Member.

### **Council Members' Use of Municipal Assets and Services**

27. A Council Member shall not use, or permit the use of, Village land, facilities, equipment, supplies, services, property, employees or other resources for activities other than Village Business unless the use or the permission is on the same terms and conditions that the land, facilities, equipment, supplies, services, property, employees or other resources are available to the general public. Accordingly, a Council Member shall not obtain personal gain from the use or sale of Village-developed intellectual property, including all discoveries, inventions, know-how, improvements, developments, processes, technology, compositions, designs, techniques, methods, industrial designs, compositions, prototypes, models, literary work, research, drawings, software and trade secrets whether or not capable of patent, industrial design, copyright or trademark protection, or any other type of protection. Council Members acknowledge and do not dispute that all such property that a Council Member may prepare, use or encounter while holding office will be and remains the Village's exclusive property.
28. A Council Member shall not request Staff to undertake personal or private work on behalf of the Council Member, nor shall a Council Member accept such work from Staff.

### **Employment of Council Family Members**

29. A Council Member shall not attempt to influence personnel decisions regarding the decision to hire, transfer, promote, demote, discipline, or terminate an Advisory Board Member, a Volunteer or Staff. This prohibition includes giving references to any person applying for a position at the Village and forwarding copies of an applicant's resume to any person hiring for any position at the Village.
30. A Council Member shall not attempt to obtain a benefit from the Village for a Family Member.

### **Gifts**

31. For the purpose of sections 31 through 37 of this Bylaw, a gift or benefit is an item or service of value that is received by a Council Member for their personal use, including, but is not limited to money, gift cards, tickets to events, clothing, jewelry, pens, food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, entertainment, participation in sport and recreation activities, and invitations to social functions.
32. A Council Member must comply with the restrictions on accepting gifts in section 105 of the *Community Charter* and must disclose any permitted gifts over \$250 in accordance with section 106 of the *Community Charter*.
33. A gift or benefit provided to a Council Member's Family Member or staff in relation to Village Business is deemed to be a gift or benefit to that Council Member.

34. If a Council Member is required to disclose to a Municipal Officer the nature of the gift or benefit, the Council Member shall also include a description of its source, including if the gift is from a corporation, the full names and addresses of at least two individuals who are directors of the corporation; when it was received; and the circumstances under which it was given and accepted.
35. The Corporate Officer shall keep a record of this disclosure.
36. On receiving the disclosure statement, the Mayor may deliver written notice to a Council Member requesting the Council Member to justify the receipt of the gift or benefit. The Corporate Officer shall keep a record of the notice from the Mayor and the response from the Council Member. If the Mayor is the subject of the gift disclosure, the Acting Mayor shall deliver the notice under this section.
37. On reviewing the disclosure and response, if Council considers the receipt was in contravention of this Bylaw or the *Community Charter*, Council may by resolution request the Council Member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, or forfeit the gift.

#### **Collection and Handling of Information**

38. A Council Member shall not release any Confidential Information unless the Council member is specifically authorized to release it by:
  - (a) a resolution of Council to use or release the Confidential Information, and then only to the extent of the Council authorization;
  - (b) authorized discussion of the Confidential Information at a meeting that is open to the public; or
  - (c) lawful authorization under separate legal authority.
39. A Council Member must not discuss or disclose Personal Information of others to any person, except in a manner that complies with the duty to protect Personal Information under the *Freedom of Information and Protection of Privacy Act*.
40. A Council Member shall take reasonable care to prevent unauthorized access to Confidential Information or Personal Information by unauthorized persons. If a Council Member learns of unauthorized access to Confidential Information or Personal Information, the Council Member shall report this information to the Chief Administrative Officer as soon as possible.
41. A Council Member shall comply with the directions of the Corporate Officer respecting the use of the Village Record System.



### **Council Members' Use of Social Media**

42. A Council Member shall not publish Confidential Information on social media, unless authorized in accordance with the provisions of section 40 of this Bylaw.
43. A Council Member shall not publish information or an opinion on social media about Village Business, unless the publication republishes the information that has been released by the Village without alteration or the opinion includes a statement to the effect that the "opinion expressed is my own and does not necessarily reflect the view or opinions of the Village of Belcarra or other members of Belcarra Council".
44. Without limiting any other obligation imposed by this Bylaw, a Council member shall not use or allow the use of their social media account for purposes that include content that:
  - (a) bullies and harasses another Council Member, an Advisory Board Member, a Volunteer, Staff or a member of the public;
  - (b) evidences bias or a reasonable apprehension of bias in relation to a matter that is the subject of a statutory or other public hearing;
  - (c) promotes or constitutes illegal activity;
  - (d) may compromise the safety or security of the public.
45. A Council Member shall take steps to remove from their social media account any publication by another person of content that violates this Bylaw.

### **Communication Protocol**

46. Council may appoint the spokesperson on Village Business. Once a spokesperson has been appointed, a Council Member that is not appointed as the spokesperson shall ensure that inquiries from the public and media on the Village's position are directed to the spokesperson. A Council Member communicating their own opinion shall ensure that the communication clearly indicates that it is the Council Member's own position. Nothing in this section prevents Council from appointing multiple spokespersons or changing the appointed spokesperson. Where no spokesperson has been appointed, the Mayor shall act as the spokesperson.

### **Interactions with the Public and the Media**

47. A Council Member shall accurately communicate the decisions of the Council, even if they disagree with the majority decision of Council.
48. When discussing the fact that they did not support a decision, or voted against the decision, or that another Council Member did not support a decision or voted against a decision, a Council Member shall refrain from making disparaging comments about other Council Members or about Council's processes and decisions.
49. Nothing in this Bylaw is intended to affect rights under the *Charter of Rights and Freedoms*.

**Orientation and Training Attendance**

50. After first being elected, a Council Member shall attend all sessions of orientation training on Village Business that are organized by a Municipal Officer unless doing so is not practically possible.
51. A Council Member shall attend any sessions of training on Village Business that are identified as mandatory by Council, the Chief Administrative Officer, the Village Solicitor, the Corporate Officer or the Commissioner, unless doing so is not practically possible.

## **PART 2 – PROCESS FOR COMPLAINTS**

### **Individual Steps to Resolution**

52. If a Council Member, an Advisory Board Member or Staff considers that they have been subjected to a contravention of this Bylaw by a Council Member and if they are comfortable discussing the matter directly with the Council Member, they may inform the Council Member of the alleged contravention and request an apology and, if applicable, that the contravention cease immediately.
53. If the complainant is unable to discuss the matter directly with the Council Member, or if after discussion the contravention continues, the complainant may inform the Chief Administrative Officer of the allegation. The Chief Administrative Officer may then agree to act as an advisor to aid the complainant or appoint an advisor as the Chief Administrative Officer deems suitable.
54. The advisor acting under section 53 shall assist the complainant, including discussing the alleged contravention with the Council Member to resolve the complaint.
55. If the complainant is not satisfied with the outcome after the advisor has finished assisting the complainant under section 54, the complainant may proceed to Mutual Resolution by filing a written record of the allegation with the Commissioner within 10 days of being informed by the advisor of the outcome.
56. Nothing in this Bylaw precludes the complainant from making reasonable efforts in good faith to address the complaint internally and informally without resort to the Mutual Resolution or Formal Resolution procedures set out in this Bylaw.
57. Nothing in this Bylaw precludes the complainant from taking measures that the complainant is entitled to take under law, including but not limited to filing a human rights complaint, a grievance or other applicable process under a collective agreement, a complaint with WorkSafe BC, or other proceedings, as applicable.
58. Discussions regarding the complainant's concerns are confidential, advisory and informal in nature. The only exception to the Commissioner or an advisor maintaining confidentiality is if they deem the complaint to indicate a possible physical threat to any person. In that case, the advisor must immediately inform the Village Solicitor of the complaint and inform the complainant of this requirement to do so. The Village Solicitor must then promptly request the Commissioner to initiate an investigation and inform the complainant of this request and may take any additional steps deemed appropriate to deal with the possible physical threat.

### **Mutual Resolution**

59. If the Individual Steps to Resolution process is unsuccessful in resolving the complaint, at the request of the complainant and with the agreement of the Council Member, a third party will be selected under section 60 to act as a mediator to assist the individuals in resolving the complaint through mediation. If the parties cannot agree to resolve the complaint through Mutual Resolution, then the complainant may elect to proceed to Formal Review.
60. The role of the mediator is to help the complainant and the Council Member come to an agreement, and not to advocate a position or impose a decision. The mediator will be selected by agreement of the complainant and the Council Member, with the Commissioner retaining the right to select a mediator if the complainant and the Council Member are unable to agree.
61. Both the complainant and the Council Member may be accompanied by a representative of their choice, including a lawyer or if the complainant is a member of a union, a union representative or a lawyer on behalf of the union, or both. If the complaint is resolved through Mutual Resolution, a written record of the complaint and the resolution will be given to the complainant, the Council Member and the Commissioner. If the mediator has recommendations for the Village to consider, the mediator will forward these recommendations to the Commissioner and the Village Solicitor. The resolution and recommendations must be kept in confidence by the Commissioner, Village Solicitor and the parties, unless the parties agree in writing to disclose the information.
62. If Mutual Resolution is not successful in resolving the complaint, the complainant may pursue other options by confirming in writing his or her election to the Commissioner within ten working days of receiving the mediator's report.

### **Other Processes**

63. Failing Mutual Resolution, a breach of this Bylaw can be determined for the purposes of proceeding with a Council measure under section 72 by way of:
  - (a) an admission by the Council Member;
  - (b) an agreement with the Council Member;
  - (c) a report from a standing or select committee invested with investigation powers under section 134 of the *Community Charter*;
  - (d) a Formal Review.

### **Complaints**

64. Any person who has witnessed or experienced conduct by a Council Member which they believe to be in contravention of this Bylaw, or another Village policy governing conduct of a Council Member may submit a complaint to the Commissioner in accordance with sections 68 and 69 of this Bylaw.

65. If a Designated Management Employee, as defined in the Village's Respectful Workplace Policy, receives a complaint under the Respectful Workplace Policy, the Designated Management Employee may elect to refer the complaint to the Commissioner for resolution pursuant to this Bylaw.

### **Formal Review**

66. After the invocation of the procedures under sections 54 through 60 of this Bylaw, the complainant may elect to proceed with a formal complaint, which must be delivered in writing to the Commissioner in accordance with sections 62 and 67 of this Bylaw. This written complaint shall contain the particulars of the complaint, including the dates on which the conduct that is the subject of the complaint occurred.
67. The complainant must deliver the written complaint within six months of the date of the alleged contravention of this Bylaw unless the parties have agreed in writing to postpone this deadline in order to pursue another resolution process.
68. Upon receipt of the written complaint, the Commissioner shall:
- (a) take whatever steps the Commissioner considers reasonable with the complainant and the Council Member to resolve the matter informally under sections 52 through 61 within ten working days, if they have not already done so; or
  - (b) confirm in writing to the complainant and the Council Member that the Chief Administrative Officer or other advisor has terminated attempts to resolve the matter informally; and then
  - (c) begin an investigation within ten working days of the request being filed.
69. In keeping with the principles of procedural fairness, the Commissioner shall:
- (a) confirm receipt of the written complaint to the complainant;
  - (b) notify the Council Member of the allegation, provide the Council Member with a copy of this Bylaw and advise the complainant of this notification;
  - (c) receive information from any witnesses who the Commissioner believes may have information relevant to the complaint, and this information may be received through written documentation, interviews, or informal hearings;
  - (d) keep both the complainant and the Council Member aware of any allegations made against them and ensure that they are given a reasonable opportunity to respond; and
  - (e) inform the complainant and the Council Member that they may be accompanied by a representative, including a lawyer, of their choice during the Formal Review process, including the closed meeting described in sections 82 and 83 of this Bylaw.

70. If the Council Member fails to respond, the Mayor at the request of the Commissioner may compel witnesses under section 134 of the *Community Charter*.
71. The Commissioner shall ensure all details, dates, conversations and meetings are documented. These working records created by the Commissioner are confidential. Once the investigation has been completed, the Commissioner shall prepare a written report and provide a copy of the report to the Chief Administrative Officer and Council. The report must, at a minimum, contain a description of the allegations, a summary of the evidence of the parties and the witnesses, and a determination of whether a contravention occurred. The report may also provide recommendations with respect to the potential outcome.

### **Council Determination of Measures**

72. Council shall decide on the appropriate measures, if any, are warranted by a contravention of this Bylaw and shall take such action as Council considers appropriate in the circumstances, after:
- (a) reviewing the report of the Commissioner;
  - (b) considering the factors described in section 73 and the measures enumerated in section 74; and
  - (c) conducting a closed meeting in accordance with the process described in sections 82 and 83 of this Bylaw.
73. In determining the appropriate measure, Council shall consider the following factors:
- (a) the degree and nature of the conduct;
  - (b) whether the contravention was a single or repeated act;
  - (c) whether the Council Member was told that the conduct was unwelcome or offensive, and nonetheless continued the conduct;
  - (d) the nature of the work relationship of the complainant and the respondent, and whether the Council Member was in a position of authority over the complainant, such that the degree and nature of the conduct was thereby exacerbated by an abuse of power;
  - (e) the impact of the contravention on the complainant;
  - (f) the Council Member's acknowledgment of wrongdoing; and
  - (g) the Council Member's history of other contraventions.

74. Council may impose the following measures after considering the factors described in section 73, including, but not limited to:
- (a) an apology from the Council Member in substantially the form set out in Schedule B;
  - (b) removal of the Council Member from appointments such as chairperson, committees, commissions or Advisory Boards;
  - (c) motion of censure;
  - (d) mandatory training on Village Business, the *Community Charter*, or this Bylaw;
  - (e) referral to a prosecutor or police;
  - (f) any other action recommended by the Commissioner; and
  - (g) any other measure permitted by the *Community Charter*, the *Local Government Act*, the *Local Elections Campaign Financing Act* and the *Charter of Rights and Freedoms*.
75. The Council decision under section 72 will be in writing and provided to the complainant and Council Member within ten working days of the closed meeting conducted in accordance with sections 82 and 83 of this Bylaw.

#### **Staff Responsibilities in the Complaint Process**

76. If the Commissioner concludes that a contravention has occurred, the Chief Administrative Officer shall consider reasonable action to protect the complainant from any subsequent action or reprisal. The Chief Administrative Officer shall also consider reasonable action to protect the rights of the subject Council Member and to see that no reprisal takes place beyond the measure determined by Council.
77. If the Commissioner finds that the original complaint was initiated in bad faith, with willful misconduct or intent to harm, where the complainant is a Council Member, Council may consider appropriate measures in respect of the complainant and where the complainant is Staff, the Chief Administrative Officer may consider appropriate measures in respect of the complainant.
78. A copy of the Commissioner's report and the Council decision will be retained in a confidential file maintained by the Chief Administrative Officer, except when all or part of the decision is disclosed to the public in accordance with the *Freedom of Information and Protection of Privacy Act*.
79. The Commissioner may proceed with a Formal Review even if the complainant withdraws the complaint.

80. If approved by Council, the Chief Administrative Officer shall consider implementing administrative changes to Village policies or procedures recommended by the Commissioner's report.

### **Fairness Procedures Applicable to Council Determination of Measures**

81. Sections 82 and 83 only apply if the complaint is not resolved under sections 52 through 61 of this Bylaw and if Council is considering measures under section 72.
82. The Mayor, or the Corporate Officer if the Mayor is alleged to have contravened this Bylaw, will notify the affected Council Member in writing that Council will be considering their conduct at a closed meeting. The notice and form of resolution where a breach is believed to have been proved are set out in Schedule A. The notice must be delivered at least seven business days in advance of the closed meeting at which Council will consider the measure, if any, that it will impose in accordance with section 72 of this Bylaw. The Corporate Officer will ensure that the matter is placed on the agenda of the closed meeting. At the closed meeting, the affected Council Member may be represented by legal counsel, which may be reimbursed in accordance with section 89 of this Bylaw.
83. The process at the closed meeting may vary depending on the situation, but the following elements will be incorporated:
- (a) Council will read the Commissioner's determination of whether a contravention of this Bylaw occurred;
  - (b) the affected Council Member will be provided with reasonable notice in accordance with section 69(b) and given the opportunity to make submissions to Council, with legal counsel if the Council Member desires, which submissions, without limitation, may include explanations for the impugned behavior or suggestions on the measures that Council might impose as a result of the conduct;
  - (c) after the affected Council Member has made the submissions to Council, the Council Member will leave the meeting room and those Council Members without a conflict of interest will consider the measures, if any, to impose in accordance with section 74 of this Bylaw; and
  - (d) written notice of the decision will be given in accordance with section 75 of this Bylaw.

### **Mandatory Training**

84. If the Commissioner recommends mandatory training for a Council Member, and if Council resolves to accept the recommendation pursuant to section 74(d) of this Bylaw, then the Council Member shall attend the training.



### **Obstruction**

85. It is a contravention of this Bylaw to obstruct the Commissioner in the carrying out of their responsibilities, as for example, by the destruction of documents or the erasing of electronic communications relevant to a complaint.

### **Legal Fees**

86. If a member of Staff is a complainant under this Bylaw, the Chief Administrative Officer may authorize the member of Staff to be reimbursed for legal fees reasonably incurred if the complaint was meritorious and a written request for reimbursement is filed with the Chief Administrative Officer within three months of any final disposition of a complaint under this Bylaw.
87. Council may reimburse a Council Member for legal fees reasonably incurred if a Council Member is subjected to the procedures set out in this Bylaw, provided that:
- (a) The Commissioner ultimately does not determine that the Council member acted with dishonesty, gross negligence, or malicious or willful conduct; or
  - (b) in any event, if Council so resolves after considering all the circumstances,
- if the Council Member files a written request for reimbursement with the Chief Administrative Officer within three months of any final disposition of a complaint under this Bylaw.

### **General**

88. The Corporate Officer will cause
- (a) this Bylaw to be visible and accessible on the Village's website, and
  - (b) electronic copies of this Bylaw to be made available to all Staff and Council Members in easily accessible locations, including the Village's intranet.
89. If any portion of this Bylaw is inconsistent with a binding collective agreement with the Village or federal or provincial legislation, that portion and only that portion of this Bylaw will have no application to the extent of that inconsistency and all other portions of the Bylaw will continue in full force and effect.

Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023

90. This bylaw shall take force and come into effect as of the date of adoption.

READ A FIRST TIME on March 27, 2023

READ A SECOND TIME March 27, 2023

READ A THIRD TIME on April 11, 2023

ADOPTED by the Council on

---

Jamie Ross  
Mayor

---

Paula Richardson  
Chief Administrative Officer

This is a certified a true copy of  
Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023

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Chief Administrative Officer

## **SCHEDULE A**

### **NOTICE TO COUNCIL MEMBER OF COUNCIL CONSIDERATION OF BREACH OF THE COUNCIL MEMBER CONDUCT BYLAW**

#### **CONFIDENTIAL**

*Date*

Dear *[Insert Name of Subject Council Member]*,

Please be advised that the Village of Belcarra Ethics Commissioner (the "Commissioner") believes that you may have breached **COUNCIL CODE OF CONDUCT BYLAW XXXX**. I am placing this matter on the agenda of the Council closed meeting to be held on *[Insert date - must be at least seven business days from date this is delivered to member]*.

The reason for the meeting is to consider the Commissioner's report and recommendations, and to consider a resolution in relation to this breach.

Enclosed is a copy of the Resolution that will be considered at the meeting for discussion, debate and a vote. Note that one of the possible ultimate outcomes of the process described in the Resolution is that Council may be considering imposing sanctions flowing from the breach, including removing you from your appointment to committees or other appointments, censuring you, requiring an apology, requiring training, referral to a prosecutor or police, seeking damages, releasing a public statement, or following any other recommendation of the Ethics Commissioner.

I wish to expressly notify you that you may retain legal counsel to represent your interests in this matter. Prior to Council voting at the in-camera meeting to determine which sanction they wish to invoke, if any, you will be provided with the opportunity to address Council regarding the contents of the draft form of resolution and any other documents that Council may have before it.

Following any submissions, you (or your legal counsel) make at the in camera meeting, Council will retreat and consider this matter. We will attempt to decide what measure or measures (if any) are appropriate under the bylaw.

Regarding any Council decisions, we will provide you with written reasons for our decision(s).

Sincerely,

(Mayor)

Encls

**SCHEDULE A (Continued)**  
**RESOLUTION (CLOSED MEETING)**

**CONFIDENTIAL**

Whereas Council has concluded that *[Insert name]* has breached **COUNCIL CODE CONDUCT BYLAW XXXX**. by [INSERT];

And Whereas *[Insert name]* has been afforded procedural fairness with respect to Council's consideration of this matter, and in particular *[Insert name]* was notified at least seven business days in advance:

- (a) that Council would be considering the matter of the breach of and was given a copy of this draft Resolution and any documents that may be considered by Council, including the report and recommendations of the Village of Belcarra Ethics Commissioner;
- (b) that Council may consider, subject to continuing procedural fairness, sanctions including an in-camera motion of censure, removal from any appointment to committee or external entity, referral to law enforcement or a prosecutor, seeking damages, reduction or elimination of remuneration, or public notification of any sanctions;

Whereas *[Insert name]* was expressly informed of their right to retain legal counsel and for their legal counsel to be present at the Council meeting in which this Resolution would be discussed and voted on;

Whereas *[Insert Name]* was given the opportunity to personally, or via their legal counsel, make submissions to the rest of Council regarding their conduct in this matter;

Whereas Council has considered the submissions made by *[Insert Name]* and/or their legal counsel;

Whereas Council has attempted to reach a consensus as to the appropriate measures;

Whereas Council has provided united or separate written reasons so that *[Insert name]* understands the basis for the decision to address the concern that *[Insert name]* is alleged to have breached the bylaw;

Be it Resolved as follows:

1. That Council shall address what it has concluded to be a breach of **COUNCIL CODE OF CONDUCT BYLAW XXXX**, by way of (as applicable):
  - (a) A motion of censure;
  - (b) Removal from [insert name] committee or [Insert outside appointment];
  - (c) Revocation of appointment to [insert external agency or entity];
  - (d) Referral to a crown prosecutor;
  - (e) Public notification of sanctions;
  - (f) Seeking damages;
  - (g) Referral to police for an investigation under the Criminal Code or [*Insert provincial statute*];
  - (h) Mandatory training;
  - (i) Requirement for apology.
2. That Council will consider pursuing all legal options available with respect to any potential future breaches of the bylaw on the part of [*Insert name*];
3. That the Corporate Officer be directed to publish a media release containing the information concerning this matter that may be released in keeping with the Village's obligations pursuant to the *Freedom of Information and Protection of Privacy Act*, substantially with the content of the following: [*Insert wording*].

## SCHEDULE B

[DATE]

### PERSONAL AND CONFIDENTIAL

[Name of Recipient]

[Title]

Village of Belcarra

[Address]

[City, Province Postal Code]

Dear [title] [last name]:

Re: Apology [subject]

---

As you know, on [date], I *[Briefly set out the nature of the offending conduct. It is recommended you provide dates, times and a description of the conduct at issue as you understand it].*

On [date], you confronted me about my behaviour/conduct and expressed *[describe briefly the conduct complained of and how it affected the offended person].*

I acknowledge that my conduct / actions made you feel *[describe how it affected the offended person]* and I admit that my *[actions / conduct]* were *[reformulate why your actions were wrong in your own words – ex: offensive, derogatory, belittling, in poor taste, defamatory, wrong, discriminatory, callous, harmful to your reputation etc.]*.

Having reflected on *[your complaint / our conversation/ the decision of Council]*, I take full responsibility for my *[actions / conduct]* and wish to apologize for the harm that I have caused you. My behaviour was not in keeping with the key principles of our Council's Code of Conduct. In particular, I acknowledge that my conduct was in violation of *[identify the section(s) of the Code of Conduct breached]*.

**(ALTERNATIVELY, IF HELD BY COUNCIL TO HAVE BEEN A VIOLATION OF THE CODE OF CONDUCT REPLACE WITH THE BELOW:**

In light of Council having concluded that my conduct constituted a violation of the Village's Council Code of Conduct, I acknowledge that my conduct / actions made you feel *[describe how it affected the offended person]* and I admit that my *[actions / conduct]* were *[reformulate why your actions were wrong in your own words – ex: offensive, derogatory, belittling, in poor taste, defamatory, wrong, discriminatory, callous, harmful to your reputation etc.])*

Going forward, I commit to being more careful in my [**words / actions**] and to making better efforts to respect and abide by my obligations set out in the Code of Conduct.

Please accept my heartfelt apology.

Sincerely,

**[name]**

**[title]**

For Your Information: British Columbia's **Apology Act** provides that an "apology" made by or on behalf of a person in connection with any matter does not constitute an express or implied admission or acknowledgement of fault or liability.

"Apology" is defined as "an expression of sympathy or regret, a statement that one is sorry or any other words or actions indicating contrition or commiseration, whether or not the words or actions admit or imply an admission of fault."

The Act further provides that an apology does not void, impair or otherwise affect any insurance coverage that is available, or that would, but for the apology, be available to the person in connection with the matter.

Evidence of an apology made by or on behalf of a person in connection with any matter is not admissible in any court as evidence of the fault or liability of the person in connection with that matter and must not be taken into account in any determination of fault or liability.

**SCHEDULE C  
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NEW WESTMINSTER &  
DISTRICT LABOUR COUNCIL

9.1

Coleen Jones, President  
Janet Andrews, Secretary-Treasurer  
Chartered By The Canadian Labour Congress

March 27, 2023

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

Dear Mayor Ross and members of Council,

The New Westminster & District Labour Council represents over 60,000 affiliated union members in 14 communities in the Lower Mainland. On behalf of our members and their families living and/or working in your community, we request your Council declare **April 28th** as the official "*Day of Mourning for Workers Killed and Injured on the Job*" and that Council **observe one minute of silence** in the Council Chambers at the evening Council meeting **on or before April 28th**.

In 1984 our national organization, the Canadian Labour Congress, introduced the annual day of remembrance for workers killed and injured on the job. April 28th was chosen because this was the day that the third reading took place for the first comprehensive Workers' Compensation Act (Ontario 1914) in Canada. The "Workers Mourning Day Act" (Bill C223) became law on February 1, 1991, an Act which states "the day of April 28th shall be respected as the day of official recognition". The day of recognition was proclaimed by the government of British Columbia in 1989.

Our focus this year is on the CLC's 2023 theme ***Know your rights; Use the tools; Defend our wins*** and will include up-to-date information on workers' health & safety issues, WorkSafeBC regulatory reviews and/or changes that have impacted BC's workplace accident and fatality rates.

There will be remembrances across Canada on April 28th for workers who have been killed on the job, and to recognize those who have suffered from workplace injury, accident or disease. On April 28th we mourn for those who have died from workplace accidents or disease but we also recommit ourselves to fight for the living.

If your Council **issues proclamations**, a copy of our Proclamation is enclosed to assist Council in endorsing the "Workers Day of Mourning".

We thank-you for your leadership in your workplace by encouraging your staff to **observe one minute of silence at 11:00 a.m. on April 28th**.

Sincerely,

Janet Andrews  
Secretary- Treasurer

JA/cb

Encl:



Phone: 604-291-9306 NWDLC@SHAWCABLE.COM  
105-3920 Norland Avenue, Burnaby, BC V5G 4K7

  **NWDLC** **NWDLC.CA**