



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
Village Hall  
May 23, 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, May 23, 2023**

**Recommendation:**

That the agenda for the Regular Council Meeting, May 23, 2023 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, May 8, 2023**

**Recommendation:**

That the minutes from the Special Council Meeting held May 8, 2023 be adopted.

**3.2 Regular Council Meeting, May 8, 2023**

**Recommendation:**

That the minutes from the Regular Council Meeting held May 8, 2023 be adopted.

**4. DELEGATIONS AND PRESENTATIONS****4.1 WSP Canada Inc.**

- Presentation providing information regarding a chlorination system quote for the Tatlow Reservoir.

**5. REPORTS****5.1 Paula Richardson, Chief Administrative Officer and Ken Bjorgaard, Financial Consultant, report dated May 23, 2023 regarding Council's 2022-2026 Draft Strategic Plan & Related Draft Strategic Priorities Work Plan****Recommendation:**

1. That the overview of Council's 2022-2026 Strategic Priorities & Goals (Strategic Plan) and related Strategic Priorities Work Plan (Work Plan), as attached to this report, be adopted;
2. That a financial plan amendment bylaw be brought forward to amend the Village of Belcarra's 2023 spending plan so that the additional 2023 funds identified in this report and in the Work Plan, which are needed to accomplish Council's Strategic Plan, can be included in the Village's financial plan; and
3. That regular progress reports on achieving the specific actions or tasks outlined in the Work Plan be forwarded to regular Council meeting agendas on a quarterly basis starting for the quarter ending August 31, 2023.

**5.2 Ken Bjorgaard, Financial Consultant, report dated May 23, 2023 regarding Metro Vancouver Taxes for Sasamat Fire Protection Service****Recommendation:**

That the report dated May 23, 2023 regarding Metro Vancouver Taxes for the Sasamat Fire Protection Service be received into the record for information.

**5.3 Paula Richardson, Chief Administration Officer, report dated May 23, 2023 regarding a draft of the Village of Belcarra Noise Control Bylaw****Recommendation:**

That draft Village of Belcarra Noise Control Bylaw No. 606, 2023 be brought forward for readings at a future meeting of Council reflective of the feedback received at the May 25, 2023 regular Council meeting.

**5.4** Ken Bjorgaard, Financial Consultant, report dated May 23, 2023 regarding a Local Government Infrastructure Planning Grant

**Recommendation:**

1. That a grant application for \$10,000 under the Local Government Infrastructure Planning Grant Program to allow the Village of Belcarra to complete an inventory and mapping of its natural assets be supported; and
2. That the Village of Belcarra's share (\$5,000) of the project costs come from the Village's Canada Community-Building Fund – Community Works Fund (CWF) reserve fund.

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

**6.1 Mayor's Report**

Mayor Ross attended the following:

- Kevin Quinn, CEO, TransLink, a Belcarra hike on May 9, 2023
- A Metro Vancouver Parks Committee meeting on May 10, 2023
- A Metro Vancouver Electoral Area Committee meeting on May 10, 2023
- A Metro Vancouver Climate Action Committee meeting on May 11, 2023
- A Celebration of Life for Walter Laube on May 13, 2023
- Montreal Bus Rapid Transit Tour

**7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER**

**8. BYLAWS**

**8.1 Growing Communities Reserve Fund Establishment Bylaw**

A bylaw to establish a reserve fund to account for the Growing Communities Fund grant monies received from the Province of BC which are to be used for specific purposes

**Recommendation:**

That Village of Belcarra Growing Communities Reserve Fund Establishment Bylaw No. 612, 2023 be given third reading.

**9. CORRESPONDENCE/PROCLAMATIONS**

**Recommendation:**

That correspondence items 9.1 to 9.5 be received into the record for information.

**ACTION ITEMS**

None

**INFORMATION ITEMS**

- 9.1** Trans Mountain, report dated April 2022 regarding existing shoreline conditions for the purpose of assisting recovery and restoration in the event of a ship-sourced marine spill.
- 9.2** Nikolina Vracar, Legislative Services Manager, City of Coquitlam, letter dated May 3, 2023 regarding the nomination of Port Moody Mayor Meghan Lahti and Port Coquitlam Councillor Nancy McCurrach to serve on the E-Comm Board of Directors
- 9.3** Ian Devlin, Belcarra Resident, letter dated May 3, 2023 regarding optimizing the Tatlow Water Reservoir Storage Capacity for fire fighting.
- 9.4** Ruth Hoyte, Mayor, District of Coldstream, letter dated May 9, 2023 regarding the Provincial Government's recently introduced action plan "Homes for People" and expressing concern that broad legislative changes may curtail the local planning authority vested in local governments and with the impact the densification proposed in the plan may have on smaller, rural communities if implemented in a "one-size-fits all" approach.
- 9.5** George V. Harvie, Chair, Metro Vancouver Board, letter dated May 16, 2023 pertaining to an application by the Township of Langley for a land use designation amendment to Metro 2050 to redesignate property from Agricultural to Industrial and move the Urban Containment Boundary and inviting written comments on the proposed amendment by July 4, 2023.

**10. NEW BUSINESS****11. PUBLIC QUESTION PERIOD****12. ADJOURNMENT****Recommendation:**

That the May 23, 2023 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA  
SPECIAL COUNCIL MEETING MINUTES  
May 8, 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, May 8, 2023**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the agenda for the Special Council Meeting of May 8, 2023 be approved.**

**CARRIED**

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

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

**That the May 8, 2023 special meeting of Council be closed pursuant to:  
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.**
- (g) **Potential litigation affecting the municipality.**

- (i) **The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.”**

**and Community Charter Section 90(2) “A part of a Council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:**

- (b) **The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government.”**

**CARRIED**

#### **4. ADJOURNMENT**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the May 8, 2023 Special Council Meeting be adjourned at 5:04 pm**

**CARRIED**

Certified Correct:

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Jamie Ross  
Mayor

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Paula Richardson  
Chief Administrative Officer



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
May 8, 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  
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

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**1. CALL TO ORDER**

Mayor Ross called the meeting to order at 7:00 pm

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, May 8, 2023**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Wilder

**That the agenda for the Regular Council Meeting of May 8, 2023 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, April 24, 2023**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That the minutes from the Special Council Meeting held on April 24, 2023 be adopted as circulated.**

**CARRIED**

### **3.2 Regular Council Meeting, April 24, 2023**

Moved by: Councillor Clark

Seconded by: Councillor Wilder

**That the minutes from the Regular Council Meeting held on April 24, 2023 be adopted as circulated.**

**CARRIED**

## **4. DELEGATIONS AND PRESENTATIONS**

### **4.1 Colleen MacDonald, Belcarra Resident**

- Presentation on the Watson Trail

Colleen MacDonald gave a PowerPoint presentation providing information on the Watson Trail as follows:

- the history of the development of the trail;
- the 2017 strategic plan identifying the trail as an active transportation route;
- the set up of the original gate;
- changes in transportation guidelines;
- the use of bollards on other trails to allow access to all forms of bicycles.

She requested that Council review the maze gate and existing standards and noted a desire to have the gate widened.

She introduced Leon LeBrun with Trails BC.

Mr. Leon spoke on the current maze gates on the Watson Trail and provided examples of gates in other municipalities.

### **4.2 Corporal Neil Roemer, RCMP, Coquitlam Detachment -**

- Presentation on the Village of Belcarra Police Service Levels – 2022 in review

Corporate Roemer provided a presentation on the 2022 police service levels compared to 2021 including property offenses, causing a disturbance calls, traffic calls, noise bylaw offenses, suspicious persons and mental health concerns.

Corporate Roemer acknowledged concerns around speeding and how to deal with the issue going forward. He answered questions and concerns from Council and the public.



## 5. REPORTS

### 5.1 Ken Bjorgaard, Financial Consultant, report dated May 8, 2023 regarding the Integrated Long-Term Financial/Asset Management Plan Grant.

The Financial Consultant reviewed the report. He outlined the phases of the long-term financial/asset management plan and advised that the grant funding being applied for will aid in creating a long-term financial plan and provide opportunities to move forward with other projects.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That the Village of Belcarra's grant application in the amount of \$50,000 under the Union of British Columbia Municipalities' (UBCM) Asset Management Planning Program for the Development of an Integrated Long-Term Financial/Asset Management Plan including the Village's commitment to providing grant management be supported; and**

**That the Village of Belcarra's share (50% or \$25,000) of the project costs come from the Village's Canada Community-Building Fund – Community Works Fund (CWF) reserve fund.**

**CARRIED**

### 5.2 Ken Bjorgaard, Financial Consultant, report dated May 8, 2023 regarding a Growing Communities Reserve Fund Establishment Bylaw

The Financial Consultant reviewed the report. He advised on the requirements to establish a reserve fund and create a reserve fund establishment bylaw as stipulated in the *Community Charter* and by the Provincial Government.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That Village of Belcarra Growing Communities Reserve Fund Establishment Bylaw No. 612, 2023 be given first and second readings.**

**CARRIED**

### 5.3 Paula Richardson, Chief Administrative Officer, report dated May 8, 2023 regarding a follow up information on a chlorination system for the Tatlow Tank.

The Chief Administrative Officer reviewed the report. She advised that the documents attached to the report provide background documentation for the newly elected Councillors and that staff has requested an estimate from WSP for a chlorination system for the Tatlow Tank.

Council discussion ensued on the timing of the report from WSP and the estimate for a chlorination system to be provided by WSP.

The Mayor opened the floor to questions from the public.

Don Babineau, Belcarra resident, queried with regard to a presentation made in September 2022 and whether the Village should pursue the installation of additional tanks rather than a chlorination system.

The Public Works & Emergency Preparedness Coordinator responded to questions on design options pertaining to the installation of a second tank and/or a chlorination system.

Ian Devlin, Belcarra resident, referred to incremental increases in minimum set points within the tank since a chlorination system was first requested. He noted that 35% of the tank was full of air and the impact on fire flow requirements and that the Village would be better served with a flow rate of 30 litres per second coming from North Vancouver rather than the current 20 litres per second.

Jim Chisholm, Belcarra resident, requested that the engineering company assess what type of chlorination system would be needed should the remaining 35% of the Tatlow tank be filled with water.

Ralph Drew, Belcarra resident, noted that the 90L per second requirement is only because the Village Hall is a public building. He queried with regard to sprinklers in the Village Hall.

Jim Chisholm, Belcarra resident, expressed that a sprinkler system could be built into Belcarra municipal hall at a minimal cost.

Don Babineau, Belcarra resident, expressed that the Fire Chief had stated that Belcarra firefighters will need more than 60 litres per second to put out some structure fires. He expressed that filling the Tatlow tank will not provide this capacity.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the report dated May 8, 2023 titled “Follow Up Report – Chlorination System for the Tatlow Tank” be received into the record for information.**

**CARRIED**

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

### **6.1 Mayor’s Report**

Mayor Ross attended the following:

- A TransLink Mayors’ Council Meeting on April 27, 2023
- A Metro Vancouver Board Meeting on April 28, 2023
- A National Day of Mourning for Workers Killed and Injured on the Job event hosted by the City of Burnaby on April 28, 2023
- The Tri-City Chamber of Commerce Business Excellence Awards Gala on April 29, 2023

- The Community Recreation Association of Belcarra (C.R.A.B.) Spring Social Pub Night and Chicken BBQ held at the Belcarra Village Hall on May 6, 2023
- The Crossroads Hospice Society Hike for Hospice on May 7, 2023

## **6.2 Councillors' Reports**

Councillor Ruzycki attended the CRAB Spring Social Pub Night and extended thanks to Councillor Wilder for her successful efforts in inviting a large number of residents to the event.

Councillor Wilder attended the CRAB Spring Social Pub Night. She thanked Penny Moen, Dayna Fitz and Sue Brain for their assistance.

Councillor Wilder attended the Lower Mainland Local Government Association conference held from May 3 to May 5, 2023, and reported on the various events she attended.

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

The Chief Administrative Officer reminded residents that Council meetings are available for viewing on Belcarra's YouTube channel and that questions can be emailed to her and they will be read out at the appropriate time during the Council meeting.

## **8. BYLAWS**

### **8.1 Village of Belcarra 2023 Tax Rates Bylaw No. 610, 2023**

A bylaw to set tax rates for the Year 2023

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That Village of Belcarra 2023 Tax Rates Bylaw No. 610, 2023 be adopted.**

**CARRIED**

### **8.2 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

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

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

**CARRIED**

## 9. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That correspondence items 9.1 to 9.5 be received into the record.**

**CARRIED**

### ACTION ITEMS

No items.

### INFORMATION ITEMS

- 9.1** Tracey Takahashi, Deputy Corporate Officer, City of Port Moody, letter dated April 26, 2023 regarding the City of Port Moody's nomination of City of Port Moody Mayor Meghan Lahti and City of Port Coquitlam Councillor Nancy McCurrach to the E-Comm Board of Directors for the 2023-2024 term.
- 9.2** Mayor Meghan Lahti, Port Moody, email dated May 1, 2023 regarding Lower Mainland Local Government Association (LMLGA) Resolution L26 – Casino Revenue Sharing in Regional Districts and requesting support for the resolution at the May 2023 LMLGA conference.
- 9.3** Colin Fowler and Andrew Hartline, Co-Chairs, HUB Cycling Tri-Cities Local Committee, letter dated May 1, 2023 regarding the maze gate on Watson Trail.
- 9.4** Honourable Selina Robinson, Minister, Ministry of Post-Secondary Education and Future Skills, letter dated May 2, 2023 regarding the Provincial Government's StrongerBC: Future Ready Action Plan.
- 9.5** Lisa Graham, Legislative Clerk, City of Port Coquitlam, letter dated May 3, 2023 regarding the nomination of City of Port Moody Mayor Lahti and City of Port Coquitlam Councillor McCurrach to the E-Comm Board of Directors for the 2023-2024 term.

## 10. NEW BUSINESS

No Items

## 11. PUBLIC QUESTION PERIOD

Jim Chisholm, Belcarra resident, expressed that installing a sprinkler system in the Village of Belcarra municipal hall will set a good example for the remainder of the Village.

Don Babineau, Belcarra resident, referred to the need for water for fire fighting and that this topic should be a number one priority for Council. He asked when the public will have an opportunity review Council's strategic plan.

Mayor Ross advised that the strategic plan will be on a regular Council agenda in the near future.

Jim Chisholm, Belcarra resident, queried whether Metro Vancouver Parks would be willing to sell land to the Village of Belcarra.

Don Babineau, Belcarra resident, queried on progress on the restoration of the tennis courts.

The Chief Administrative Officer advised that a discussion will be held during strategic planning and staff will receive direction from Council on how to proceed.

Debra Struk, Belcarra resident, expressed concern with fire safety in Belcarra Park and requested that Metro Vancouver completely ban briquette BBQ's from the Park. She also requested that the issue of cigarette butts being discarded on Village property be addressed.

Peter Boekhort, Belcarra resident, requested that the Public Works & Emergency Preparedness Coordinator be seen on camera while reporting and answering questions during meetings.

Don Babineau, Belcarra resident, referred to the presentation on the Watson Trail and asked whether the decision on work to be done on the trail will be part of the strategic plan.

Mayor Ross advised that the topic will be discussed at strategic planning and staff will be providing recommendations to Council.

## 12. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Clark

**That the May 8, 2023 Regular Meeting be adjourned at 8:54 pm**

**CARRIED**

Certified Correct:

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Jamie Ross  
Mayor

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Paula Richardson  
Chief Administrative Officer



## COUNCIL REPORT

**Date:** May 23, 2023

**From:** Paula Richardson, Chief Administrative Officer & Ken Bjorgaard, Financial Consultant

**Subject:** Draft 2022-2026 Strategic Plan & Related Draft Strategic Priorities Work Plan

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### Recommendations:

1. That the overview of Council's 2022-2026 Strategic Priorities & Goals (Strategic Plan) and related Strategic Priorities Work Plan (Work Plan), as attached to this report, be adopted;
2. That a financial plan amendment bylaw be brought forward to amend the Village of Belcarra's 2023 spending plan so that the additional 2023 funds identified in this report and in the Work Plan, which are needed to accomplish Council's Strategic Plan, can be included in the Village's financial plan; and
3. That regular progress reports on achieving the specific actions or tasks outlined in the Work Plan be forwarded to regular Council meeting agendas on a quarterly basis starting for the quarter ending August 31, 2023.

### Purpose:

The purpose of this report is to present the Overview of Council's Draft Strategic Priorities & Goals (Strategic Plan) and related Draft Strategic Priorities Work Plan for formal adoption, to identify some Key Infrastructure Projects (see tables or lists below) that Council intends to accomplish over the next few years, and to set out the next steps in terms of achieving Council's Strategic Plan.

### Background:

Council has undertaken a strategic planning exercise to set out their goals and priorities over their term of office (to 2026) and the results of this exercise are attached in the form of a Draft Overview of Council's Strategic Priorities & Goals and a related Draft Strategic Priorities Work Plan (Work Plan). The Work Plan includes specific outcomes/measures of achievement and related actions that will be undertaken to achieve Council's Strategic Plan. The Work Plan also includes expected completion dates and the person(s) responsible for completing the action items.

Regular quarterly reporting will be provided to Council as to the progress or status of completing the identified action items. Central to achieving actual results in terms of the action items will be providing the resources as outlined in this report and in the Work Plan, and having staff focus on

the action items. This means that should other Council priorities or assigned tasks arise that are not part of the Work Plan, staff will have to inform Council as to the impact of pursuing these other priorities or tasks on the Work Plan and if necessary there will need to be agreement on any adjustments to the Work Plan due to the other competing priorities, which could include potentially removing items from the Work Plan.

Some of the Key Infrastructure Projects which Council wishes to achieve over their term of office are shown below (see tables or lists below). These include road paving, drainage, gabion wall construction, water system and trail or path projects, as well as other initiatives. A number of these projects will require additional 2023 spending, as will some of the action items in the Work Plan (see Additional Budget Requirements – ABR); therefore, a financial plan amendment bylaw will be brought forward to provide for the additional spending. The two (2) main sources of funding which will be utilized to pay for the additional spending are the Community Building Fund (balance of \$407,000 at the end of 2022 – funds have to be substantially used by 2024) and the Growing Communities Fund (\$759,000 provided by the Province of BC earlier this year).

As noted, the project lists are not all-inclusive, and other projects will undoubtedly arise as a result of future planning and decision making. The Key Infrastructure Projects identified and the Work Plan action items also show specific projects whereby project budgets have not yet been determined. Based on the above, further financial plan bylaw amendments will be needed as budgetary needs are identified and any longer-term budget additions, like major water system improvements, will have to be accommodated within the Village's long-term financial plan (minimum 15-year time horizon), which is one of the important action items that will lead to prudent fiscal management.

Staff look forward to focusing on Council's priorities by getting started on the Work Plan, which is aimed at making a real difference in the community.

List of Some Key Infrastructure Projects (not all-inclusive) – page 1 of 2				
Project Category	Project Description	Year(s) Planned	Preliminary Cost/Budget	Funding Sources
Water Reservoir	Tatlow – excavating (in progress) & fencing around tank	2023	\$45K	Water Capital Reserve Fund (currently in budget)
Water Reservoir	Tatlow & Dutchman – inspection, assessment including chlorination investigation	2023	\$30K initially with additional scope & budget for improvements to be determined + added costs for chlorination system design quote	General Capital Reserve Fund (\$30K currently in budget); additional budget to be determined for chlorination system
Water Reservoir	Design options for increasing water capacity – will lead to a decision on and budget for water system improvements	2023 - 2024	Cost & budget to be determined	Community Building Fund <sup>(1)</sup>
Paving	Marine Avenue – engineering & paving	2023 - 2024	\$150K – \$200K + 15% project management (PM)	Community Building Fund (\$100K currently in budget)
Paving	Belcarra Bay Rd (from stop sign to Turtlehead Rd) + possible drainage design	2026	\$200K - \$250K + drainage (cost to be determined) + 15% PM Budget for drainage design & works to be determined	Growing Communities Fund <sup>(2)</sup>
Drainage	Bedwell Bay Rd culvert repair (in progress)	2023	\$40K	75% TransLink Major Road Network (MRN) grant and 25% Community Building Fund (budget needs to be advanced to 2023)
Trail	Watson Trail	2023	Scope & cost to be determined	Community Building Fund
Trails	Three (3) Trails from Marine Avenue to Beach (3400 block) Marine – wooden stairs down to beach; 3700 block – divers' trail; 3900 block Marine – cement staircase	2024	\$50K	Community Building Fund
Road Barriers & Flashing Beacons	Bedwell Bay Rd – part of Major Road Network (MRN)	2024	\$50K	75% TransLink Major Road Network (MRN) grant and 25% Community Building Fund (currently in budget)

(1) Balance of \$407K at the end of 2022 – funds need to be substantially used by 2024

(2) \$759K received from Province of BC in 2023



List of Some Key Infrastructure Projects (not all-inclusive) – page 2 of 2				
Project Category	Project Description	Year(s) Planned	Preliminary Cost/Budget	Funding Sources
<b>Wildfire Resiliency</b>	Implementation of prescriptive remedies from remediation assessment	2024 - 2025	\$70K	Grant to be applied for
<b>Re-Development of Tennis Court Site</b>	Amenities at site to be determined	2023-2024	Scope & cost to be determined	To be determined
<b>Engineering</b>	Bedwell Bay Upgrade Project <sup>(3)</sup> (BBUP) See below for project work plan	2023 - 2024	\$65K engineering design for the project	Community Building Fund
<b>Gabion Wall</b>	<b>BBUP</b> Kelly Avenue <sup>(4)</sup>	2024-2026	To be determined based on engineering estimates	Growing Communities Fund
<b>Gabion Wall</b>	<b>BBUP</b> Main Avenue <sup>(5)</sup>	2024 - 2026	To be determined based on engineering estimates	Growing Communities Fund
<b>Drainage</b>	<b>BBUP</b> Kelly Avenue (catch basins & minor road repairs/paving) <sup>(4)</sup>	2024 - 2026	To be determined based on engineering estimates	Growing Communities Fund
<b>Path</b>	<b>BBUP</b> Bedwell Bay Rd from Kelly to Main <sup>(4)</sup> (may be constructed as part of drainage, gabion wall and paving on Kelly Ave. and may entail a water pipe replacement) – Subject to potential TransLink discussions & funding)	2024 – 2026	Scope & cost to be determined	Potential Grant
<b>Paving</b>	Belcarra Bay Rd (from Turtlehead Rd to Whiskey Cove Lane)	Future project – year to be determined, as it is dependent upon funding	\$200K - \$250K + 15% PM	To be determined

(3) Bedwell Bay Upgrade Project (BBUP) includes all items in orange

(4) Kelly Avenue gabion wall, drainage, road repairs and path projects are all linked and are subject in part to determining further information about scope & cost including grant availability from TransLink

(5) Main Avenue Gabion Wall may be included in design work, if there is an impact on the Road at Main for the whole project then it will be included; if not, it may be taken out of the project after the engineering design is complete.

Appendix A: Overview of Council's Strategic Priorities & Goals (Draft)

Appendix B: Draft Strategic Priorities Work Plan



# Overview of Council's Strategic Priorities & Goals (to 2026)

APPENDIX A

DRAFT

A Village between forest and sea.

## Manage & Renew Our Assets & Infrastructure

*We will manage and safeguard our assets and infrastructure by:*

- Continuing to build our Asset Management Program (for hard & natural assets)
- Renewing key infrastructure & assets (see Key Project List)
- Making water system improvements (see Key Project List)
- Making waste & recycle service and facility improvements



## Steward Our Community & It's Natural Environment

*We will care for our Community and value its natural environment by:*

- Inventorying, mapping, and maintaining our natural assets (tree canopies, wetlands, riparian areas, etc.)
- Adopting and operationalizing a new Official Community Plan (OCP)
- Incrementally building out and maintaining a multi-use path, trail, and road shoulder (MTRS) network
- Re-developing the tennis court site

## Achieve Financial Sustainability Through Fiscal Management

*We will operate in a fiscally responsible and financially sustainable manner by:*

- Creating a long-term (15 years) financial plan that is integrated with asset management & that considers alternate land use scenarios
- Providing regular fiscal updates
- Instituting a Finance Committee
- Creating a formal, ongoing grant writing process



## Place an Emphasis on Emergency Management & Preparedness

*We will make public safety a priority by:*

- Updating our emergency preparedness plan
- Creating and implementing a fire safety & resiliency plan
- Implementing a mass notification system

# How We Will Get There

## Through Formal Communication & Community Engagement

*We will place a priority on communicating with our citizens, staff, and partners by:*

- Holding townhall meetings
- Placing an emphasis on formal external and internal communication
- Holding regular meetings with our Advocacy Partners

## By Streamlining Our Operations

*We will operate efficiently and effectively to provide value and service to our Community and its residents by:*

- Providing the resources to “get the job done”
- Modernizing policies, procedures, and bylaws
- Having regular operational updates including progress towards achieving our strategic priorities
- Building our information systems and technologies
- Aligning our human resources with our strategic priorities

## Key Project List

*(not all inclusive)*

- Paving - Marine Avenue & Belcarra Bay Rd (from stop sign to Turtlehead Rd)
- Water Reservoirs - Tatlow (excavating & fencing around tank); Tatlow & Dutchman Reservoirs (inspection & assessment including investigation of chlorination for Tatlow)
- Water System - design options for increasing water capacity - will lead to a decision on and budget for water system improvements
- Trails - Watson Trail improvements & renewal of 3 trails from Marine Avenue to the beach
- Re-Development of Tennis Court Site - scope & cost to be determined
- Bedwell Bay Upgrade Project (from Kelly to Main) (BBUP) - gabion walls, drainage, road repairs, and potential path
- Bedwell Bay Rd Safety - road barriers & flashing beacons

Strategic  
Priorities  
& Goals

Setting Operational  
Direction  
&  
Providing Resources

Achieving results by aligning operations  
with our strategic direction.



*Your Council's  
Strategic Priorities & Goals  
"Aimed at Achieving Real Results"*

# Overview of Council's Strategic Priorities & Goals (to 2026)



*A Village between forest and sea.*

DRAFT STRATEGIC PRIORITIES WORK PLAN

MANAGING OUR ASSETS & INFRASTRUCURE						
We will manage and safeguard our assets and infrastructure						
Asset Management Program						
<div>OUTCOMES/MEASURES OF ACHIEVEMENT</div> <div><div><div>▪</div>Functioning ongoing asset management program</div><div><div>▪</div>Complete inventory of assets broken down into asset components with respective estimated remaining useful life of major components</div><div><div>▪</div>All assets and infrastructure recorded in GIS system</div><div><div>▪</div>Multi-year condition assessment schedule as identified through asset management program</div><div><div>▪</div>Completion of condition assessments for key infrastructure on a yearly basis</div></div>						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Complete review and undertake field work to provide breakdown of asset components (including remaining useful lives) and update GIS system accordingly	Contractor(s)	By Sept. 2024 and updated annually	SoF - within existing annual \$30K asset management budget with funding coming from Community Building Fund	Different asset groups will be scheduled and reviewed separately Have applied for a UBCM grant to offset costs	Financial Consultant	
2. Complete 5-year condition assessment schedule for assessing key assets and update annually	Contractor(s) and Public Works & Emergency Preparedness Coordinator	By Sept. 2023 and updated annually by Sept. of each year	SoF - within existing annual \$30K asset management budget with funding coming from Community Building Fund	Have applied for a UBCM grant to offset costs	CAO	
3. Complete annual condition assessments	Contractor(s)	By Sept. of each year starting in 2024	SoF - within existing annual \$30K asset management budget with funding coming from Community Building Fund	Have applied for a UBCM grant to offset costs	Public Works & Emergency Preparedness Coordinator	



<b>MANAGING OUR ASSETS &amp; INFRASTRUCTURE</b>
We will manage and safeguard our existing assets and infrastructure
<b>Renewal of Existing Infrastructure &amp; Assets</b>
<b>OUTCOMES/MEASURES OF ACHIEVEMENT</b> <ul style="list-style-type: none"> <li>Long-term infrastructure/asset renewal and replacement schedule for existing assets based on asset management results including drainage systems, roads, water and WARD</li> <li>Completion of priority infrastructure projects including drainage and roads (see Key Project Lists)</li> </ul>

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Complete long-term financial estimates and plan for infrastructure/asset replacements (based on asset management and condition assessment results)	Contractor(s)	By Sept. 2024	<b>ABR</b> - part of additional \$20K to come from Community Building Fund		Public Works & Emergency Preparedness Coordinator	
2. Update long-term financial estimates and plan for infrastructure/assets renewal annually	Contractor(s)	Annually by August of each year starting in 2025	<b>ABR</b> – part of additional \$20K to come from Community Building Fund		Public Works & Emergency Preparedness Coordinator	
3. Integrate long-term infrastructure/asset replacement plan into long-term financial plan	Financial Consultant	Annually by September of each year starting in 2024	<b>ABR</b> – part of additional \$20K to come from Community Building Fund		CAO	
4. Tender and complete priority infrastructure projects identified including drainage and roads priorities (see Key Project Lists)	Contractor (Project Manager) Public Works & Emergency Preparedness Coordinator	Annually	Project based budgets and <b>ABR</b> to be determined with funding from existing reserve funds and Growing Communities Fund (\$759,000 initial balance)	Funds to be added to capital budgets for project management	CAO	

<p><b>MANAGING OUR ASSETS &amp; INFRASTRUCURE</b></p> <p>We will manage and safeguard our existing assets and infrastructure</p>						
<p><b>Water System Improvements</b></p>						
<p><b>OUTCOMES/MEASURES OF ACHIEVEMENT</b></p> <ul style="list-style-type: none"> <li>▪ Assessment, excavation and fencing of existing water reservoir completed</li> <li>▪ Clear options for addressing water system deficiencies defined</li> <li>▪ Budget and schedule water system changes to address deficiencies</li> <li>▪ Business case for universal water metering completed</li> <li>▪ Review of water charges for Belcarra Park as per Metro Vancouver agreement completed</li> </ul>						

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Complete engineering report and work on water reservoir	Contractor(s)	By July 2023	<b>SoF</b> - \$30K Water Engineering Capital Budget and \$45K Water Capital Budget for excavation and fencing around reservoir. <b>ABR</b> for additional chlorination design work to be determined	Currently have capital budgets of \$20K in 2024 and \$20K 2025 for Water System Engineering which can be reallocated to actual project work	Public Works & Emergency Preparedness Coordinator	
2. Engineering report and recommendations on options for addressing water system deficiencies including risk factors and budgets	Contractor(s)	By September 2023	<b>ABR</b> – to be determined with funding from Community Building Fund	Currently have capital budgets of \$20K in 2024 and \$20K 2025 for Water System Engineering which can be reallocated to actual project work	Public Works & Emergency Preparedness Coordinator	
3. Final decision(s) on projects and budgets for addressing water deficiencies in part based on risk tolerance	Council	By October 2023	Project based budgets and <b>ABR</b> to be determined with funding from Growing Communities Fund (\$759,000 initial balance)	Council decision(s) required. Budgets should include engineering and project management costs	Public Works & Emergency Preparedness Coordinator	
4. Provide for water system improvements in long-term financial plan	Financial Consultant	By October 2023	N/A	Projects to be completed as per long-term financial plan	CAO	
5. Complete water metering business case	Contractor(s)	By September 2024	<b>SoF</b> - \$40K capital budget for universal water metering in 2024 <b>ABR</b> to be determined for any additional capital and operating costs	Will need to generate same revenue with meters as without meters	CAO	
6. Complete review of Belcarra Park water charges	Financial Consultant	By October 2023	Within existing operating budget		CAO	

<b>MANAGING OUR ASSETS &amp; INFRASTRUCURE</b> We will manage and safeguard our existing assets and infrastructure
<b>Waste &amp; Recycle Depot (WARD) Improvements</b>
<b>OUTCOMES/MEASURES OF ACHIEVEMENT</b> <ul style="list-style-type: none"> <li>Formal review of WARD services and infrastructure completed</li> <li>Options for changes in services and service levels outlined including cost control options</li> <li>Plan, budget and schedule for changes to WARD services and infrastructure</li> </ul>

<b>ACTIONS TO ACHIEVE RESULTS</b>	<b>Assigned Human Resources</b>	<b>Expected Completion Date</b>	<b>Source of Funds (SoF) or Additional Budget Requirements (ABR)</b>	<b>Comments</b>	<b>VoB Project Sponsor</b>	<b>Status Report August 31, 2023</b>
<b>1.</b> Complete WARD service review including review of current service provider and the option of utilizing Recycle BC to save costs	Public Works & Emergency Preparedness Coordinator	By June of 2025	N/A	Need to provide for cost stability and certainty into the future	CAO	
<b>2.</b> Review of WARD infrastructure to match services provided	Public Works & Emergency Preparedness Coordinator	By June of 2025	N/A		CAO	
<b>3.</b> Recommendations and approvals related to service changes and infrastructure needed	Public Works & Emergency Preparedness Coordinator	By June of 2025	Project based budgets based on results of review; <b>ABR</b> to be determined for any additional capital and operating costs		CAO	
<b>4.</b> Implementation of any approved changes including provision for changes in financial plan	Public Works & Emergency Preparedness Coordinator & Financial Consultant	By June of 2026	N/A		CAO	

<p><b>STEWARDED OUR COMMUNITY &amp; ITS NATURAL ENVIRONMENT</b></p> <p>We will care for our Community and value its natural environment</p>
<p><b>Managing our Natural Assets</b></p>
<p><b>OUTCOMES/MEASURES OF ACHIEVEMENT</b></p> <ul style="list-style-type: none"> <li>Inventory and mapping of our natural assets, e.g. tree canopies, wetland, riparian areas, etc., completed</li> <li>Plan and budget for maintaining tree canopies</li> <li>Ongoing tree trimming and maintenance program</li> </ul>

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Completed inventory and mapping of natural assets and include in GIS system	Contractor(s)	By April 2024	<b>ABR</b> to be determined with funding from Climate Action Program funds	\$40K of funding available annually for 3 years. Will also be applying for a grant to complete this project	Public Works & Emergency Preparedness Coordinator	
2. Council report on ongoing budget needs for tree management program	Public Works & Emergency Preparedness Coordinator	By June 2024	<b>ABR</b> to be determined with adjustment in annual operating budget being made		CAO	
3. Operational plan to implement tree trimming and maintenance plan	Public Works & Emergency Preparedness Coordinator	By September 2024	N/A		CAO	



<p><b>STEWARDED OUR COMMUNITY &amp; ITS NATURAL ENVIRONMENT</b></p> <p>We will care for our Community and value its natural environment</p>
<b>Official Community Plan (OCP)</b>
<p><b>OUTCOMES/MEASURES OF ACHIEVEMENT</b></p> <ul style="list-style-type: none"> <li>▪ Final OCP adoption</li> <li>▪ OCP implemented into daily operations</li> <li>▪ Ongoing monitoring of the OCP as a tool to guide development and growth</li> </ul>

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Finalize OCP and conduct public hearing	Contractor(s)	By July 2023	<b>SoF</b> - \$20,000 in 2023 budget. Funding is from the Community Building Fund	Need to provide for review and update of OCP in long-term financial plan every 5 years	CAO	
2. Adopt OCP and implement the same into daily operations	CAO	Adoption by Sept. 2023 and implementation by Nov. 2023	N/A		CAO	
3. Prioritization of OCP action items and completion of action items	CAO	Ongoing	<b>ABR</b> to be determined	And additional spending to come forward as spending packages in budgeting process	CAO	
4. Ongoing monitoring of OCP and its effect on the community	CAO	Ongoing	N/A	Annual reports to be forwarded to Council	CAO	

<b>STEWARDED OUR COMMUNITY &amp; ITS NATURAL ENVIRONMENT</b> We will care for our Community and value its natural environment
<b>Multi-Use Path, Trail and Road Shoulder (MTRS) Network</b>
<b>OUTCOMES/MEASURES OF ACHIEVEMENT</b> <ul style="list-style-type: none"> <li>Mapping and plan for multi-use paths/trails/road shoulder enhancement (MTRS) network within the community completed</li> <li>Funding for incremental buildout of MTRS network secured including grants</li> <li>Ongoing maintenance program for MTRS implemented</li> <li>Incremental construction of new MTRS as per plan and as funding allows</li> </ul>

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Complete mapping of existing MTRS network and include in GIS system	Contractor(s)	By September 2023	<b>ABR</b> – \$10,000 from Community Building Fund and/or other grants	Community Building Fund needs to be substantially used by 2024	Public Works & Emergency Preparedness Coordinator	
2. Create plan for incremental build out of MTRS network including budget requirements	Contractor(s)	By October 2023	<b>ABR</b> – \$20,000 from Community Building Fund and/or other grants	Community Building Fund needs to be substantially used by 2024	CAO	
3. Complete funding applications for new MRTS and secure grant funding	Grant Writer	Ongoing	<b>ABR</b> to be determined	Applications for next round of TransLink funding are due in the fall of 2023	Financial Consultant	
4. Include budgets for maintaining existing MTRS network in long-term financial plan	Financial Consultant	Annually	<b>ABR</b> to be determined and to be included in annual operating budget		CAO	
5. Build out MTRS network including prioritized sections	Public Works & Emergency Preparedness Coordinator	Annually as approved	<b>ABR</b> to be determined and dependent upon grants obtained	Any new MTRS should including budget for ongoing maintenance	CAO	

<b>STEWARDED OUR COMMUNITY &amp; ITS NATURAL ENVIRONMENT</b> We will care for our Community and value its natural environment						
Re-Development of Tennis Court Site						
<b>OUTCOMES/MEASURES OF ACHIEVEMENT</b> <ul style="list-style-type: none"> <li>Plan and budget for amenities at the Tennis Court site in place</li> <li>Agreement with Metro Vancouver on plan and related amenities finalized</li> <li>Construction of amenities completed</li> </ul>						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Report to Council on amenity options for tennis court site including associated budget implications and any First Nation requirements	CAO	By October 2023	N/A		CAO	
2. Decision on amenities and budget for tennis court site	Council	By March 2024	<b>ABR</b> to be determined with funding from Community Building Fund	Community Building Fund needs to be substantially used by 2024	CAO	
3. Presentation of tennis court site plan to Metro Vancouver and finalization of agreement on site improvements	Mayor & CAO	By June 2024	N/A	Any First Nation issues to be addressed	CAO	
4. Construction of tennis court site amenities	Contractor(s) and Public Works & Emergency Preparedness Coordinator	By June 2025	Based on approved budget(s) with additional operating costs to be provided for in financial plan		CAO	

<p><b>FISCAL MANAGEMENT &amp; FINANCIAL SUSTAINABILITY</b></p> <p>We will operate in a fiscally responsible and financial sustainable manner</p>
<b>Fiscal Management</b>
<p><b>OUTCOMES/MEASURES OF ACHIEVEMENT</b></p> <ul style="list-style-type: none"> <li>▪ Up and running Finance Committee</li> <li>▪ Regular fiscal updates to Council and the community</li> <li>▪ Council input into annual, long-term financial plans including capital review</li> </ul>

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Create & approve Terms of Reference for a Finance Committee and start Committee meetings	Financial Consultant	By July of 2023 with quarterly meetings thereafter	N/A	Corporate Officer to set out meeting schedule	CAO	
2. Complete fiscal updates and present to Council	Financial Consultant & Accounting Clerk	For the periods ending June and September of each year with the reports to be finalized by the end of the month following each of these periods	Within existing operating budget		CAO	
3. Finance Committee to review and approve long-term capital and operating plans	Financial Consultant	By September of each year as part of the financial planning process	N/A	Plans to be presented at Finance Committee meetings	CAO	

<p><b>FISCAL MANAGEMENT &amp; FINANCIAL SUSTAINABILITY</b></p> <p>We will operate in a fiscally responsible and financial sustainable manner</p>
<b>Financial Sustainability</b>
<p><b>OUTCOMES/MEASURES OF ACHIEVEMENT</b></p> <ul style="list-style-type: none"> <li>▪ Long-term (15-year) operating and capital financial plans completed and updated annually</li> <li>▪ Integration of infrastructure renewal/replacement plans with long-term financial plans</li> <li>▪ Formal grant writing resources and process in place</li> <li>▪ Ongoing grant applications submitted</li> </ul>

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Create long-term (15 years) financial planning model with integration to infrastructure and capital plans (based on asset management results)	Financial Consultant	By October of 2023 with updates each year thereafter	<b>ABR</b> - additional \$20K to come from Community Building Fund or grant	Have applied for a UBCM grant to offset costs	CAO	
2. Produce report for Council and community based on long-term financial plan which also addresses financial sustainability	Financial Consultant	By October of 2023 with updates each year thereafter	<b>ABR</b> - part of additional \$20K above to come from Community Building Fund or grant	Have applied for a UBCM grant to offset costs	CAO	
4. Secure grant writing resource, provide list of grant targets and start application process	Financial Consultant & Grant Writer	Ongoing	<b>ABR</b> to be determined with grant resource to be charged to projects if possible	Ongoing database or list of eligible grant programs to be set up and maintained	CAO	

<b>EMERGENCY MANAGEMENT &amp; PREPAREDNESS</b> We will make public safety a priority
<b>Emergency Planning &amp; Management</b>
<b>OUTCOMES/MEASURES OF ACHIEVEMENT</b> <ul style="list-style-type: none"> <li>▪ Emergency management plan updated including consideration of climate change implications</li> <li>▪ Mass notification system in place</li> <li>▪ Inventory and replenishment of emergency supplies completed</li> </ul>

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Review and update emergency management plan	Contractor(s) and Public Works & Emergency Preparedness Coordinator	By June of 2024	<b>ABR</b> to be determined with funding coming from grant	Will apply for grant	CAO	
2. Implement mass notification system	Public Works & Emergency Preparedness Coordinator	By October of 2023	Budget estimated at \$2,000 per year <b>SoF</b> existing operating budget	To be implemented n conjunction with Anmore	CAO	
3. Complete Inventory of emergency supplies replenishment same as needed	Public Works & Emergency Preparedness Coordinator	By August of 2024	<b>ABR</b> estimated at \$15,000 with funding source to be determined		CAO	

<b>EMERGENCY MANAGEMENT &amp; PREPAREDNESS</b> We will make public safety a priority
<b>Fire Safety including Wildfire Management</b>
<b>OUTCOMES/MEASURES OF ACHIEVEMENT</b> <ul style="list-style-type: none"> <li>Fire safety &amp; resiliency plan finalized</li> <li>Wildfire prescriptive zones created and incrementally implemented</li> <li>Inclusion of Metro Vancouver Sasamat fire service tax requisition on tax notices</li> </ul>

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Complete fire safety & resiliency plan	Contractor and Public Works & Emergency Preparedness Coordinator	By June 2023	SoF existing UBCM grant	Completed with grant funds	CAO	
2. Create and maintain wildfire prescriptive zones including development planning area	Contractor and Public Works & Emergency Preparedness Coordinator	By June 2023	SoF existing UBCM grant	\$5,000 to spent on public education from grant funds	CAO	
3. Remediation of forest prescription areas	Contractor(s) and Public Works & Emergency Preparedness Coordinator	Ongoing	ABR to be determined to address ongoing wildfire management. Goal is to fund with 100% grant funding if possible	To be completed with grant funding (to be applied for)	CAO	
4. Annual Metro Vancouver tax requisition for Sasamat fire service showing on tax notices	Accounting Clerk & Financial Consultant	By May of each year starting in 2024	N/A		CAO	

<b>COMMUNICATION &amp; COMMUNITY ENGAGEMENT</b>	
We will place a priority on communicating with our citizens, staff and partners	
<b>Communication &amp; Community Engagement</b>	
<b>OUTCOMES/MEASURES OF ACHIEVEMENT</b> <ul style="list-style-type: none"> <li>▪ New protocol for community/public input and engagement at Council meetings in place</li> <li>▪ Communication protocol for interaction between CAO, staff &amp; Council formalized</li> <li>▪ Communication strategy in place for engaging the public on key issues on an ongoing basis including the use of social media</li> <li>▪ Implementation and monitoring of communication strategy</li> </ul>	

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Procedures for Community input & engagement at Council meetings written into updated Council Procedure bylaw	Corporate Officer	By September of 2023	N/A		CAO	
2. Write and adopt internal communications protocols	Corporate Officer	By October of 2023	N/A		CAO	
3. Write, approve, implement and monitor communications strategy including social media presence	Contractor(s)	By October of 2024	N/A		CAO	
4. Hold townhall meetings to engage with citizens on topics of interest and to provide community updates	Corporate Officer	Starting in 2023	N/A	Format for meetings including topics to be approved by Council	CAO	



<b>OPERATIONAL PRIORITIES &amp; STRATEGIES</b> We will operate efficiently and effectively to provide value and service to our community and residents						
<b>Policies, Procedures &amp; Bylaws</b>						
<b>OUTCOMES/MEASURES OF ACHIEVEMENT</b> <ul style="list-style-type: none"> <li>▪ Differentiation between Administrative and Council policies/procedures with a policy</li> <li>▪ Rewrite, adopt and implement key policies, procedures &amp; bylaws</li> <li>▪ Monitoring of key policies, procedures &amp; bylaws to gauge effectiveness and compliance</li> <li>▪ Annual review of a least ten (10) impactful policies, procedures &amp; bylaws on a rotating basis</li> </ul>						

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Develop and adopt Policy on Council versus Administrative Policies/Procedures	Corporate Officer	By October of 2023	N/A		CAO	
2. Develop, adopt and implement updated procurement policy	Financial Consultant	By October of 2023	N/A		CAO	
3. Develop, adopt and implement updated Human Resources policy	CAO	By September of 2023	N/A		CAO	
4. Develop, adopt and implement updated Council Procedure bylaw	Corporate Officer	By September of 2023	N/A		CAO	
5. Conduct and document annual policy reviews including updating policies as needed	Corporate Officer	Annually by December 31st of each year starting in 2024	N/A		CAO	

<p><b>OPERATIONAL PRIORITIES &amp; STRATEGIES</b></p> <p>We will operate efficiently and effectively to provide value and service to our community and residents</p>						
<p><b>Operational Reporting &amp; Updates</b></p>						
<p><b>OUTCOMES/MEASURES OF ACHIEVEMENT</b></p> <ul style="list-style-type: none"> <li>▪ Quarterly Council reports on public works operational priorities and progress including capital projects</li> <li>▪ Quarterly Council reports on administration operational priorities and progress</li> <li>▪ Quarterly updates on the status of Council’s Strategic Priorities and Goals</li> </ul>						

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Complete reporting templates	CAO	By July of 2023	N/A		CAO	
2. Produce reports starting with the quarter ending August 31st, 2023	Corporate Officer (Administration reports)  Public Works & Emergency Preparedness Coordinator (Public Works reports)	Reports to be submitted by the end of each month following quarter ends	N/A		CAO	

<b>OPERATIONAL PRIORITIES &amp; STRATEGIES</b>
We will operate efficiently and effectively to provide value and service to our community and residents
<b>Human Resources Planning</b>
<b>OUTCOMES/MEASURES OF ACHIEVEMENT</b> <ul style="list-style-type: none"> <li>▪ Clear human resources plan for staff resource needs in short, medium &amp; long-term</li> <li>▪ Plan and terms for engaging external resources (consultants &amp; contractors) to supplement staff</li> <li>▪ Implementation of human resource plan including budgeting for resources as approved</li> </ul>

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Council report and recommendations on staff resources	CAO	By September 2023	N/A		CAO	
2. Council report on consulting resources and recommendations including engineering, finance planning, information technology, etc.	CAO	By September 2023	N/A		CAO	
3. Implementation of Human Resources plan including budgeting approved resources & undertaking request for proposals (RFPs) for outside resources as needed	CAO	By March 2024	ABR to be determined and to be provided for within long-term operating financial plan		CAO	

<p><b>OPERATIONAL PRIORITIES &amp; STRATEGIES</b></p> <p>We will operate efficiently and effectively to provide value and service to our community and residents</p>
<p><b>Information Systems &amp; Technology</b></p>
<p><b>OUTCOMES/MEASURES OF ACHIEVEMENT</b></p> <ul style="list-style-type: none"> <li>▪ Secure and stable information systems with protection from threats</li> <li>▪ E-commerce capability up and running</li> <li>▪ Budget for IT system replacements and improvements including hardware and software</li> <li>▪ Plan for content and maintenance of Village website</li> <li>▪ Document management system options reviewed and recommendations provided</li> </ul>

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report August 31, 2023
1. Develop and implement staff training programs to make best use of existing programs and technology	CAO & Public Works & Emergency Preparedness Coordinator	By October of 2023 & ongoing	<b>ABR</b> to be determined with any changes to be considered as part of 2024 budget		CAO	
2. Implement e-commerce capabilities for payments, look-ups, email responses, etc.	Financial Consultant & Accounting Clerk	By May of 2024	<b>ABR</b> to be determined with any changes to be considered as part of 2024 budget		CAO	
3. Review of website content and maintenance and plan for future use	Corporate Officer & Accounting Clerk	By June of 2024	<b>ABR</b> to be determined with any changes to be considered as part of 2025 budget		CAO	
4. Conduct system review with IT provider to ensure maximum protection for Village system	CAO & Corporate Officer	By March of 2024	<b>ABR</b> to be determined with any changes to be considered as part of 2025 budget		CAO	
5. Create longer term budgets for IT hardware and software replacements	IT provider & Corporate Officer & Accounting Clerk	By September of 2024	<b>ABR</b> to be determined with any changes to be considered as part of 2025 budget		CAO	
6. Complete review of document management system options and provide recommendations	Contractor(s)	By September of 2024	<b>ABR</b> to be determined with any changes to be considered as part of 2025 budget		CAO	



## COUNCIL REPORT

**Date:** May 23, 2023

**From:** Ken Bjorgaard, Financial Consultant

**Subject:** Metro Vancouver Taxes for Sasamat Fire Protection Service

### Recommendation:

That the report dated May 23, 2023 regarding Metro Vancouver Taxes for the Sasamat Fire Protection Service be received into the record for information.

### Purpose:

The purpose of this report is to provide information on Metro Vancouver's residential property taxes for the Sasamat Fire Protection Service (Fire Department), which are assessed to Village of Belcarra property owners.

### Background:

Metro Vancouver levies property taxes for the Fire Department's operating and capital requirements, as part of their annual tax levy. The Fire Department is a joint shared service between Anmore and Belcarra and the capital costs are shared on a 50% basis by each of the two communities and operating costs are shared on the basis of assessed property values in each community (71% for Anmore and 29% for Belcarra in 2023). A breakdown of Metro Vancouver's 2023 tax levy based on different assessed value homes in Belcarra is shown below.

<b>Break-Down of 2023 Metro Vancouver Taxes</b>					
<b>Total Taxes</b>	<b>Sasamat Fire Department Capital &amp; Operating</b>	<b>Sasamat Fire Department Capital Only</b>	<b>Sasamat Fire Department Operating Only</b>	<b>Other Metro Vancouver Levies</b>	<b>% of Total Taxes for Sasamat Fire Department</b>
<b><u>For Home Valued at \$3 Million</u></b>					
\$1,405.38	\$1,255.14	\$825.39	\$429.75	\$150.24	89.3%
<b><u>For Home Valued at \$2.5 Million</u></b>					
\$1,171.15	\$1,045.95	\$687.82	\$358.13	\$125.20	89.3%
<b><u>For Home Valued at \$2 Million</u></b>					
\$936.92	\$836.76	\$550.26	\$286.50	\$100.16	89.3%

A simple formula can be applied by property owners to determine their tax assessment for the Fire Department, as follows:

- 89.3% of the 2023 Metro Vancouver tax levy for residential properties is allocated to the Fire Department and this amount can be broken down as 30.6% for fire service operations and 58.7% for fire service capital. The other 10.7% of the tax levy is for other Metro Vancouver services.



## COUNCIL REPORT

**Date:** May 23, 2023  
**From:** Paula Richardson, Chief Administrative Officer  
**Subject:** Village of Belcarra Noise Control Bylaw, No. 606, 2023 – Draft for Review

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### Recommendations

That draft Village of Belcarra Noise Control Bylaw No. 606, 2023 be brought forward for readings at a future meeting of Council reflective of the feedback received at the May 25, 2023 regular Council meeting.

### Purpose

To introduce a draft Noise Control Bylaw that considers conditions causing noise nuisances for Council review and feedback.

### Background

Village of Belcarra Noise Control Bylaw No. 40, 1981 regulates noise within the Village of Belcarra through a complaint driven system. Adopted in October 1981, the bylaw is outdated and does not capture additional conditions that may cause noise nuisances. It is recommended that the current noise bylaw be repealed, and a new Noise Control Bylaw which captures conditions that cause noise, nuisances, or other noise management updates be adopted.

### General Regulations Section

#### *Sound Noise Levels*

It is recommended that sound noise levels measured in decibels be added to the Noise Control Bylaw. This will avoid any interpretation having to be made by the Peace Officer or Inspector and provides a clear guideline to follow. Staff is recommending a noise level for daytime and nighttime be added to the general regulations.

It is proposed that daytime be defined as the hours between 7:00 am and 10:00 pm, and daytime noise will not be permitted to exceed 80 decibels. At 80 decibels, some examples of noise sources include: a busy road with heavy car traffic or a diesel truck - 30 km hr (19 mph) at 50 ft (84 dB).

For nighttime, the hours between 10:00 pm and 7:00 am, noise should not exceed 50 decibels. This would be equivalent to conversation in a restaurant; office; and background music.

### ***Construction Hours***

The current Noise Control Bylaw prohibits construction noise "... on a Sunday or between the hours of 9:00 o'clock in the evening and 7:00 o'clock in the morning". Staff recommend the time remain at 7:00 am on Monday to Friday, with a Saturday (that is not a holiday) at 9:00 am and construction noise prohibited on Sundays and holidays.

### ***Commercial Filming***

The Village of Belcarra is a film friendly community and has had the opportunity to host various filming productions. commercial filming, which ensures that commercial filming is not creating noise during certain hours of the day, unless a valid permit has been obtained from the Village (to film during the hours usually prohibited).

Staff recommend including a provision for commercial filming in the Noise Control Bylaw. A valid Filming Permit is required to be obtained from the Village.

### **Exemptions**

The current Noise Control Bylaw includes some exemptions, such as the provision that the bylaw does not apply to police, fire or ambulance employees acting in emergency situations. This information is proposed to be included in a specific section titled "Exemptions", which lists all the exemptions to the "General Regulations" section. Other bylaws typically include provisions related to emergency vehicles and emergency works (police enforcement, fire, or ambulance) to be exempt, as well as the operators of maintenance equipment (for example snow removal), and events (approved by the Village). Staff have also included additional exemptions to the bylaw for events or public gatherings as approved by the Village.

### **Enforcement**

A section titled "Enforcement" includes the provisions for how the Noise Control Bylaw will be enforced. It should be noted that enforcement of the bylaw will be on a complaint driven basis.

### **Penalty**

Local governments that have chosen to implement the bylaw notice administrative penalty system may use that system instead of using the more formal court-based processes for simple bylaw contraventions like parking violations. Local governments choosing this option establish a dispute process that is presided over by a neutral adjudicator with the maximum penalty that may be imposed established by regulation (currently \$500).

Noise Control Bylaw No. 40, 1981 includes a provision for penalty. This will be included the proposed bylaw in a section titled "Penalty". It is recommended the fee be a maximum of \$500.00 noting that each day a violation continues or exists under the bylaw is a separate offence.

An amendment bylaw to establish penalties will be brought to Council with the Noise Control Bylaw for readings at a future Council meeting.

## **Appendix A: Draft Village of Belcarra Noise Control Bylaw, No. 605, 2023**





**VILLAGE OF BELCARRA**  
**Noise Control Bylaw No. 605, 2023**



**A bylaw to regulate and prohibit certain noises and sounds within the Village of Belcarra**

**WHEREAS** the Council of the Village of Belcarra wishes to exercise its authority pursuant to the *Community Charter* [SBC] 2003, c. 26;

**AND WHEREAS** the *Community Charter* authorizes Council by bylaw, to regulate or prohibit noise, vibration, odour, dust, illumination or any other matter that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;

**AND WHEREAS** the Council deems it expedient to provide for regulations and prohibitions regarding the making of noise;

**NOW THEREFORE**, pursuant to section 64(b) of the *Community Charter*, the Council of the Village of Belcarra enacts as follows:

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

**PART 1 – CITATION**

- 1.1 This Bylaw may be cited as the "Village of Belcarra Noise Control Bylaw No. 605, 2023."

**PART 2 – DEFINITIONS**

- 2.1 In this Bylaw:

**"Bylaw Enforcement Officer"** means every person designated by Council as a Bylaw Enforcement Officer, and includes every peace officer;

**"Council"** means the Municipal Council of the Village of Belcarra;

**"Construction"** means the erection, reconstruction, alteration, repair, relocation, demolition or removal of a building, structure, or thing; structural maintenance, painting, land clearing, earth moving, grading, excavating, the laying of pipe or conduit, whether above or below ground level; street and highway building, concreting, equipment installation or alteration; and the structural installation of construction components and materials in any form or for any purpose; and includes any work being done in connection therewith;

**"Commercial Filming"** means filming activity that is conducted within the Village in a manner set out by an approved filming permit and business licence;

**"Decibel"** means the ratio between levels of sound pressure expressed as 20 times the base logarithm of the said ratio;

**“Highway”** includes a street, road, land, bridge, viaduct and any other way open to the public use, but does not include a private right of way on private property;

**“Holiday”** means dates as defined in the *Interpretation Act* [RSBC] 1996, Ch. 239, s. 29;

**“Meter”** means an instrument which accurately measures levels of sound pressure on an “A” weighted scale in accordance with the American National Standards Institute standard for meters set out in S1.4-1983 as amended from time to time;

**“Motor Vehicle”** means a vehicle that is designed to be self-propelled and includes off-road vehicles, parts and equipment;

**“Person”** includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to the law;

**“Point of Reception”** means the place where a Meter is located to measure the Sound Level from a source of noises or sounds;

**“Power Equipment”** means any tool, equipment or machinery powered by an internal combustion engine or electric motor that is used for construction, lawn, garden, building and property maintenance, and includes edge trimmers, line trimmers, rototillers, pressure washers, carpet cleaning equipment, and hand operated power tools including but not limited to chain saws, chippers and leaf blowers;

**“Premises”** means the smallest unit of ownership or occupation of real property, whichever is the lesser;

**“Sound Level”** means the Meter reading or recording in Decibels using an “A” weighted network at the slow response setting of the Meter.

### **PART 3 – GENERAL REGULATIONS**

- 3.1 No person shall make or cause, or permit to be made or caused, any noise, sound or vibration which:
  - a) disturbs or is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood, individuals in the vicinity or the public; or
  - b) exceeds the Sound Levels prescribed in this Bylaw under Section 4.2
- 3.2 No owner or occupier of real property shall allow the real property to be used so that any noise, sound or vibration which emanates from the real property which:
  - a) disturbs or is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public; or
  - b) exceeds the Sound Levels prescribed in this Bylaw under Section 4.2.
- 3.3 Despite compliance with Part 4, a person may be found in violation of sections 3.1 or 3.2.

**PART 4 – OBJECTIONABLE NOISES OR SOUNDS**

4.1 Without limiting sections 3.1 to 3.3, the following noises or sounds are deemed to disturb the quiet, rest, enjoyment, comfort or convenience of individuals or the public and are prohibited:

4.1.1 any noises or sounds produced within or outside a Motor Vehicle and created by the following:

- a) a Motor Vehicle engine or exhaust system when such noises are loud, roaring or explosive;
- b) a Motor Vehicle horn or other similar warning device except when authorized by law;
- c) a Motor Vehicle driven in such a manner which causes any loud and unnecessary noise in or from the engine, exhaust system or the braking system, or from the contact of the tires with the roadway
- d) a load or tow of a Motor Vehicle which causes a banging, clanking, squealing, or other like noise or sound due to improperly secured load or equipment, or inadequate maintenance;
- e) a radio, television, stereophonic equipment or sound playback device, amplification equipment, or a musical instrument, which can easily be heard by a person outside the Motor Vehicle;

4.1.2 any of the following noises or sounds:

- a) from Construction Noise:
  - i. on a Sunday or a holiday;
  - ii. before 9:00 AM or after 7:00 PM on a Saturday that is not a holiday;
  - iii. before 7:00 AM or after 7:00 PM on any other day that is not a Saturday, Sunday or a holiday;
- b) from Power Equipment:
  - i. on a Sunday or a holiday;
  - ii. before 9:00 AM or after 6:00 PM on any other day that is not a Sunday or holiday;
- c) from the operation of a lawnmower before 9:00 AM or after 6:00 PM on any day;
- d) from the operation of any radio, television, stereophonic equipment, or other instrument or any apparatus for the production or amplification of sound or music:
  - i. before 9:00AM or after 10:00 PM on a Friday or Saturday;
  - ii. before 9:00 AM or after 9:00 PM on a Sunday, Monday, Tuesday, Wednesday or Thursday;

- 4.1.3 any noises or sounds, the occurrence of which extends continuously or non-continuously for 15 minutes or more which can be heard from a contiguous or nearby Premises, created by the following:
  - a) a dog or bird or any other animal;
  - b) a radio, television, stereophonic equipment or other instrument or apparatus for the production or amplification of such; or
  - c) a burglar alarm or security system.
- 4.2 In addition to the noises or sounds described in section 4.1, the following noises or sounds are deemed to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public and are prohibited:
  - 4.2.1 any noise that exceeds 80 Decibels at the Point of Reception between the hours of 7:00 AM and 10:00 PM;
  - 4.2.2 any noise that exceeds 50 Decibels at the Point of Reception between the hours of 10:00 PM and 7:00 AM.

## **PART 5 – LOCATION OF POINT OF RECEPTION**

- 5.1 For the purpose of enforcing this Bylaw, measurement of Sound Levels shall be made:
  - a) in the case of noises or sounds in or on a Highway, in a public park or in another public place, from a Point of Reception not less than 6.1 metres from the noises or sounds;
  - b) in the case of Construction Noise, from a Point of Reception on any Premises, not including the Premises on which the Construction is taking place; and
  - c) in all other cases, from a Point of Reception not on the Premises upon which the source of the noise or sound is located.

## **PART 6 – EXEMPTIONS**

- 6.1 This Bylaw does not apply to:
  - a) police, fire, or other emergency personnel vehicles and equipment in relation to an emergency;
  - b) vehicles and equipment used to make emergency repairs to public utilities and services;
  - c) work carried out by officers, employees or agents of the Village;
  - d) noises or sounds from Commercial Filming;
  - e) the use, in a reasonable manner, of an apparatus or mechanism for the amplification of the human voice or music in a public facility, or on a public right-of-way in connection with a public meeting, public celebration, athletic or sports event or other public gathering, provided that such event or gathering has been approved by the Village of Belcarra.

## **PART 7 – EXEMPTION BY APPLICATION**

- 7.1 A person may submit an application for a temporary exemption from the provisions of this Bylaw to the Chief Administrative Officer, in a form and with content satisfactory to the Chief Administrative Officer, who may, in writing, allow the exemption with or without terms and conditions or refuse the exemption.
- 7.2 The responsibility for obtaining written approval for an exemption lies with the person seeking the exemption.
- 7.3 An exemption is only valid for the activities and timeframe specified in the written approval, up to a maximum of 48 hours.
- 7.4 An applicant who has been refused an exemption by a decision of the Chief Administrative Officer may apply to have Council reconsider that decision in accordance with the following procedures:
  - a) the applicant may apply by notice to the Corporate Officer within 14 days of any refusal by the Chief Administrative Officer to grant an exemption;
  - b) the applicant may address Council in writing or in person concerning the specific exemption or any future exemptions; and
  - c) Council may allow or revise the exemption with or without terms and conditions or refuse the exemption.

## **PART 8 – ENFORCEMENT**

- 8.1 Every Bylaw Enforcement Officer is authorized to enforce this Bylaw, and, for that purpose, may enter at all reasonable times, on any property subject to the regulations of Council, to ascertain whether the provisions of this Bylaw are being observed.
- 8.2 No person shall interfere with or obstruct a Bylaw Enforcement Officer in issuing a ticket or bylaw notice or otherwise carrying out his or her duties in accordance with this Bylaw, and it is an offence for any person to interfere with a Bylaw Enforcement Officer in the enforcement of this Bylaw.
- 8.3 No person shall interfere with or obstruct the entry of a Bylaw Enforcement Officer onto any land, into any building, or any vehicle to which entry is made or attempted pursuant to the provisions of this Bylaw.
- 8.4 Without limiting the enforcement options available under this Bylaw, a person who contravenes this Bylaw will be liable to a penalty established under the *Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018 (Bylaw Notice Dispute Adjudication Registry)*.

## PART 9 – PENALTY

- 9.1 Every person who violates a provision of this Bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this Bylaw, or who neglects or refrains from doing anything required by a provision of this Bylaw, is guilty of an offence and is liable, upon summary conviction, to a fine not exceeding \$10,000 and not less than \$2,500.
- 9.2 Each day that a violation continues or exists under this Bylaw is a separate offence.

## PART 10 – REPEAL

- 10.1 “*Village of Belcarra Noise Control Bylaw, 1981, No. 40*” is hereby repealed in its entirety.

READ A FIRST TIME ON

READ A SECOND TIME ON

READ A THIRD TIME ON

ADOPTED BY COUNCIL ON

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

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

This is a certified a true copy of  
Village of Belcarra Noise Control Bylaw, No. 605, 2023

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



## COUNCIL REPORT

**Date:** May 23, 2023

**From:** Ken Bjorgaard, Financial Consultant

**Subject:** Local Government Infrastructure Planning Grant

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### Recommendations:

1. That a grant application for \$10,000 under the Local Government Infrastructure Planning Grant Program to allow the Village of Belcarra to complete an inventory and mapping of its natural assets be supported; and
2. That the Village of Belcarra's share (\$5,000) of the project costs come from the Village's Canada Community-Building Fund – Community Works Fund (CWF) reserve fund.

### Purpose:

The purpose of this report is to seek Council's support, in the form of a motion, for the Village of Belcarra's grant application under the Ministry of Municipal Affairs Local Government Infrastructure Planning Grant Program (Infrastructure Planning Grant Program).

### Background:

The Infrastructure Planning Grant Program provides funding in support of asset management, which includes all-important natural assets, with the maximum grant being \$10,000 calculated at 100% of the first \$5,000 and 50% of spending beyond \$5,000. In other words, to take advantage of the maximum grant the total project cost would have to be \$15,000 with the local government share being \$5,000.

The Village of Belcarra needs to complete an inventory and mapping of its natural assets, e.g. tree canopies, wetlands, riparian areas, etc., and include these assets in its GIS system. This grant opportunity would allow the Village to offset its costs for this project. The intake deadline for the next round of funding under Infrastructure Planning Grant Program is July 12, 2023. One of the stipulations in the Infrastructure Planning Grant Program application is a Council resolution indicating support for the proposed project.

It is recommended that the Village of Belcarra apply for an Infrastructure Planning Grant in the amount \$10,000 for its natural assets project with the Village's share (\$5,000) of the project costs coming from the Village's Canada Community-Building Fund – Community Works Fund (CWF) reserve fund.



**VILLAGE OF BELCARRA**  
**Growing Communities Reserve Fund Establishment**  
**Bylaw No. 612, 2023**



**A bylaw to establish a reserve fund to account for the Growing Communities Fund grant monies received from the Province of BC which are to be used for specific purposes**

WHEREAS, pursuant to section 188 of the *Community Charter*, Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

NOW THEREFORE the Council of the Village of Belcarra, in open meeting assembled, ENACTS AS FOLLOWS:

1. This bylaw may be cited for all purposes as "Village of Belcarra Growing Communities Reserve Fund Establishment Bylaw No. 612, 2023".
2. There shall be and is hereby established a reserve fund, under the provisions of section 188 of the *Community Charter*, to be known as the "Growing Communities Reserve Fund".
3. The one-time grant funds received from the Province of BC under the Growing Communities Fund program, together with interest earned on the reserve fund balance, will be paid into the "Growing Communities Reserve Fund".
4. Monies in the "Growing Communities Reserve Fund" shall be used to pay for one-off infrastructure and amenity costs as detailed by the Province of BC.
5. This bylaw comes into force upon adoption.

READ A FIRST TIME on May 8, 2023

READ A SECOND TIME on May 8, 2023

READ A THIRD TIME on

ADOPTED by the Council on

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Jamie Ross  
Mayor

---

Paula Richardson  
Chief Administrative Officer

This is a certified true copy of  
 Village of Belcarra Growing Communities Reserve Fund  
 Bylaw No.612, 2023

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Chief Administrative Officer





TRANSMOUNTAIN



## EAC Condition 39

As required by the amendment to Trans Mountain's BC Environmental Assessment Certificate (EAC) issued by the Province of BC on February 24, 2022, Trans Mountain must prepare an *Existing Shorelines Condition Report* and submit to the Province within 18 months (August 2023). The report is "for the purpose of assisting recovery and restoration in the event of a ship-sourced marine spill" and must outline pre-spill shoreline conditions for 500 metres on each side of the shoreline point closest to six key areas selected by the Province. Refer to figure 1 below for locations to be studied in the Existing Shoreline Conditions Report.

Polaris Applied Sciences has been retained for this purpose.

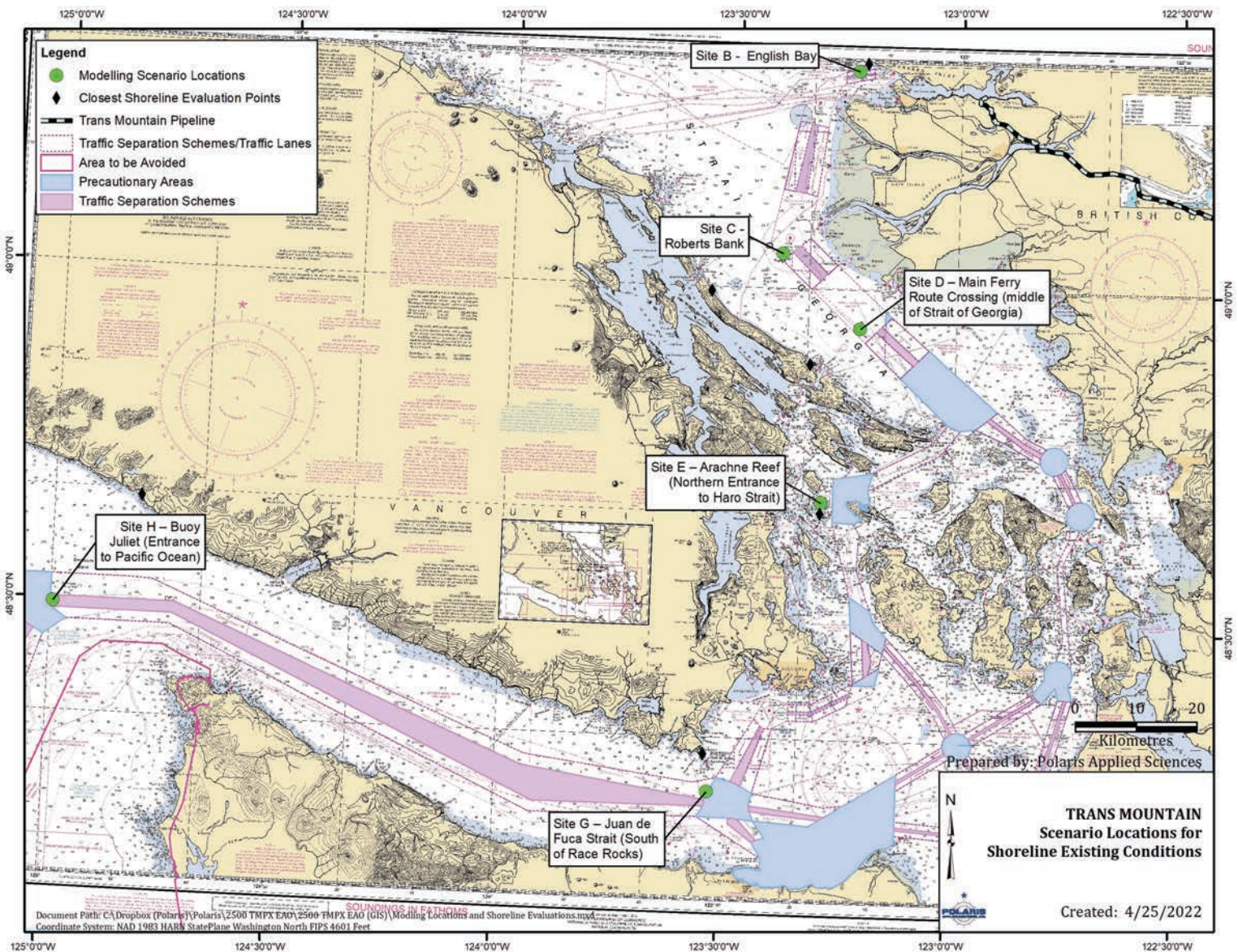


Figure 1: Locations to be studied in the Existing Shoreline Conditions Report



# Existing Shoreline Conditions Report

## REQUIREMENTS

The six key areas selected by the Province along the marine shipping route are reflective of Trans Mountain Expansion Project potential spill scenario locations studied for the application.

- English Bay (Location B)
- Roberts Bank (Location C)
- Strait of Juan de Fuca (south of Race Rocks) (Location G)
- Strait of Georgia (Location D)
- Arachne Reef (Location E)
- Buoy J (Location H)

Required components of the report are maps, land ownership, nearby water bodies, past and present land use, soil, water and sediment characteristics, and Indigenous traditional and cultural uses. Details about predominant current and wind direction as well as wildlife abundance are also to be included.

To complete the report, Trans Mountain is required to engage with federal and provincial ministries, marine Indigenous groups and coastal local governments within eight regional districts.

## Approach to Data Collection

To prepare this report, data will be collected through a variety of methods including literature and database searches, field site reconnaissance and consultation. Existing information sources include but are not limited to BC Ministry of Environment land and coastal geodatabases, coastal sensitivity atlases (BC, Environment and Climate Change Canada) and Western Canada Marine Response Corporation geographic response plans. Field reconnaissance and input from stakeholders and Indigenous communities will be important to ensure the report is accurate for this specific context.

Trans Mountain is interested in any information from your community related to the following items in the vicinity of any of the six locations, particularly for 500 metres each side of the shoreline point closest to the six key areas selected by the Province of BC:

- Current photographs
- Land ownership
- Indigenous traditional and cultural uses
- Nearby water body and water withdrawal locations
- Abundance of typical, sensitive and at-risk flora and fauna species for each location
- Shoreline, water and sediment characteristics
- Dominant current and wind direction
- Past and present land-uses (e.g., commercial, agriculture, industry)
- Infrastructure



## Timeline

Data collection will continue through the summer of 2022. A draft of the report is expected to be available for review and feedback by stakeholders and Indigenous groups in fall 2022.

## TO LEARN MORE ABOUT THE REPORT

and how your community input would be included, please contact us to schedule a meeting:

- Port of Vancouver/BC Lower Mainland areas:  
Stephanie Snider: [stephanie\\_snider@transmountain.com](mailto:stephanie_snider@transmountain.com)
- Vancouver Island and Gulf Island areas:  
Sheran Bathurst: [sheran\\_bathurst@transmountain.com](mailto:sheran_bathurst@transmountain.com)

## CONTACT US:

Trans Mountain Expansion Project

✉ [info@transmountain.com](mailto:info@transmountain.com)

☎ 1.866.514.6700

🌐 [transmountain.com](http://transmountain.com)



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[youtube.com/transmtn](https://youtube.com/transmtn)



PO Box 81018, Burnaby, BC  
V5H 3B0 CANADA



TRANSMOUNTAIN



May 3, 2023

Our File: 01-0550-05/000/2023-1

Doc #: 4855466.v1

Sarah Sidhu

Corporate Secretary

E-Comm 9-1-1

VIA EMAIL: [sarah.sidhu@ecomm911.ca](mailto:sarah.sidhu@ecomm911.ca)

Dear Sarah Sidhu,

**RE: Coquitlam Council Resolution – Nomination of Representatives to the E-Comm Board of Directors**

Thank you for your March 29, 2023 letter addressed to the City of Coquitlam Council in regard to E-Comm Board of Directors Designates for the 2023-2024 term.

Notwithstanding E-Comm's request for a measure of continuity on the E-Comm Board, please be advised that at the May 1, 2023 Closed Council Meeting for the City of Coquitlam the following resolution was carried:

*That Council:*

1. *Support the existing rotational system for the nomination of E-Comm Board representatives and nominate Port Moody Mayor Meghan Lahti and Port Coquitlam Councillor Nancy McCurrach to represent the Belcarra – Burnaby – Coquitlam – New Westminster – Port Coquitlam – Port Moody E-Comm shareholder grouping on the E-Comm Board of Directors for the 2023-2024 term; and*
2. *Authorize staff to release and forward this resolution to the Village of Belcarra, City of Burnaby, City of New Westminster, City of Port Coquitlam, City of Port Moody, and E-Comm.*

Should you have any questions or require further information with respect to this matter, please contact Katie Karn, City Clerk at 604-927-3450 or [kkarn@coquitlam.ca](mailto:kkarn@coquitlam.ca).

Yours truly,



Nikolina Vracar  
Legislative Services Manager

cc- Chief Administrative Officer, Village of Belcarra  
Corporate Officer, City of Burnaby  
City Clerk, City of New Westminster  
City Clerk and Manager of Legislative Services, City of Port Moody  
Corporate Officer, City of Port Coquitlam

**From:** Ian Devlin

**Sent:** 03 May 2023 12:20

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

**Cc:** Paula Richardson <[prichardson@belcarra.ca](mailto:prichardson@belcarra.ca)>

**Subject:** Letter of Comment to Council - Chlorination of Tatlow Tank

I have attached a copy of a message to Council to request that WSP to provide a recommended design and cost estimate for the installation of an automatic sodium hypochlorite dispensing system to the Tatlow Water Reservoir to increase the usable storage capacity to 90% (or more) while maintaining the residual chloring level at >0.20 ppm.

I have provided some background information to council to provide justification for my recommendation, in the anticipation that our village will be able to finally optimize the amount of water for fire fighting.

Cheers

IAN

Dear Mayor & Council,

May 3, 2023

Re: Optimizing Tatlow Water Reservoir Storage Capacity for Fire Fighting

The purpose of this email is to suggest "next steps" for optimizing the storage capacity of the Tatlow Water Reservoir to provide additional water supply for fire fighting.

I wish to acknowledge the progress being made by Council and Village staff on getting information on the water system:

- 1) Council has a confirmation from the District of North Vancouver (DNV) that they can currently supply 20 litres/second water input for the Village of Belcarra.
- 2) Recent upgrade to the Village SCADA system (**Supervisory Control and Data Acquisition**) allows the village of Belcarra to Monitor real-time data directly interact with water system sensors, valves, pumps, motors, and record events into a log file.
- 3) Village of Belcarra has developed procedures to ensure that incident Command has direct access to the SCADA system to monitor levels in the Tatlow tank during all firefighting events, and the water inflow valve is opened during any callout.
- 4) A working operational manual has been developed to detail the operational procedures to be followed for the water system and the new SCADA system.
- 5) Work is proceeding on determining the life expectancy of both tanks in the Village, the Dutchman Creek tank available for backup fire fighting and the Tatlow tank used for combination of functions for municipal water supply and as water storage for fire fighting supply to the 35 hydrants throughout the village. I must presuppose that both tanks pass with flying colours any inspection and life expectancy considerations, currently being done.

The initial engineering design criteria for the Belcarra Water system resulted in the availability of water for fire fighting not meeting the 60 Litres /sec for 2 hours because of two factors:

- 1) The initial Tatlow tank design was for an additional ring to be installed to provide for added water volume for fire fighting. Unfortunately, this was not possible due to seismic problems with the footings of the existing tank. This has resulted in lower water volumes being available for fire fighting.
- 2) Considerable discussion has occurred on the minimum set point for the Tatlow tank. An engineering report by OPUS Engineering (August 04, 2017) details information on the existing Tatlow altitude valve is a hydraulically controlled altitude valve. This valve functions based on differential water pressure and opens at 70% reservoir level and closes at 100%. At present, the minimum set point is at 60-65% of the Tatlow Reservoir storage capacity. The lower minimum set points are due to the chlorine residual requirements for the safety of the municipal water being supplied to our residents.

By increasing the usable storage capacity to 90%, the Belcarra's municipal water system should be able to achieve a desired fire flow of 60 Litres/sec for 1.5 hours. The limiting factor to increasing the usable storage capacity to 90% is the ability to maintain the residual chlorine level at >0.20 ppm. By installing an automatic dispensing mechanism for adding sodium hypochlorite (either solid pellets or liquid form) to maintain the desired chlorine residual, the usable storage capacity can be increased to 90%.

Several years ago, the Dayton & Knight engineers indicated that an automatic sodium hypochlorite dispensing system would be relatively low cost. They also indicated that this approach to managing residual chlorine levels is already utilized in conjunction with other municipal water systems.

As indicated in the **(September 26, 2021) there was a comment made July 19, 2021, letter from Fraser Health** identified two areas of interest that Council needs to address; need for installation of chlorination system and a written monitoring plan to ensure and document our chlorine residuals are maintained *"Fraser Health recommended chlorine disinfection equipment be obtained for future needs in a 2019 inspection report."* (i.e., the regulatory agency indicates they require a measurable chlorine level in the potable water supply).

In view of the foregoing information, it is suggested that Belcarra Council:

"Request WSP to provide a recommended design and cost estimate for the installation of an automatic sodium hypochlorite dispensing system to the Tatlow Water Reservoir to increase the usable storage capacity to 90% (or more) while maintaining the residual chloring level at >0.20 ppm."

Regards,

I.H. Devlin, P.Eng. (Retired)



## DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6

Phone 250-545-5304 Fax 250-545-4733

Email: [info@coldstream.ca](mailto:info@coldstream.ca) Website: [www.coldstream.ca](http://www.coldstream.ca)

*"Rural Living At Its Best"*

### OFFICE OF THE MAYOR

File: 0410-01

May 9, 2023

Honourable Ravi Kahlon  
Minister of Housing  
Room 248 Parliament Buildings  
Victoria BC V8V 1X4

VIA EMAIL: [ravi.kahlon.MLA@leg.bc.ca](mailto:ravi.kahlon.MLA@leg.bc.ca)

Dear Honourable Kahlon:

**Re: Homes for People Action Plan**

At their Regular meeting held on May 8, 2023, the District of Coldstream passed the following resolution:

*"THAT the Mayor be authorized to send a letter to the Minister of Housing, with copies to the MLA for Vernon-Monashee and all members of the Union of British Columbia Municipalities, regarding the recently announced action plan "Homes for People" and request that the Minister take into consideration the following:*

- 1. the diversity and size of communities throughout the province and their unique housing needs;*
- 2. the differences between rural and urban communities and their availability of infrastructure; and*
- 3. the significant impact on existing local infrastructure capacity to service increased development and density;*

*AND THAT the Minister be further advised that the District of Coldstream is concerned that broad legislative changes may curtail the local planning authority vested in local governments and expressed in their Official Community Plans and Zoning bylaws, for which significant public input has been received and accounted for in these important planning instruments.*

In addition to the points enumerated above, we would also bring to your attention that a large portion of Coldstream is served by septic systems, which are not equipped to manage the type of densification the Homes for People Action Plan contemplates. To provide the appropriate infrastructure would have a considerable financial impact to our residents without guaranteed and predictable funding/grants from the Province.



A good portion of Coldstream is in the Agricultural Land Reserve (ALR); as such, we have concerns regarding the potential conflict between residential and agricultural land use. We have struggled with this very issue in recent years as have other communities surrounded with rural areas and have experienced development pressure.

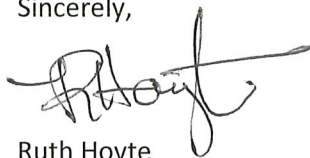
The portion of Coldstream that would be characterized as urban is very much residential and we lack access to local services such as shopping, health care, employment, and transit. These types of services and amenities are located in Vernon, a neighbouring community which acts as a the commercial 'hub' for many of our residents.

The District of Coldstream values and is known for our carefully managed growth which has always respected the wishes of the members of this community. Our Official Community Plan and Zoning Bylaws have been developed with considerable input from the residents. Coldstream is a desirable place to live, farm and enjoy the abundance of natural amenities we are fortunate to have. We have worked diligently to balance the need for a variety of housing types and density with moderate growth while preserving the much sought after rural lifestyle that Coldstream is known for.

Respectfully, we request you consider that there are other communities, just as unique as ours, for which a province-wide, "one-size-fits-all", approach to increasing housing supply may not be in their best interest and may result in communities that no longer resemble the ones that people chose to live in. If the Province targeted support to communities either better suited or desirous of increased density, British Columbians would have the ability to choose the housing type and the community that is the best fit for them.

We thank you for your thoughtful consideration of our concerns on this very important initiative.

Sincerely,



Ruth Hoyte  
Mayor

cc: Council, District of Coldstream (via email)  
MLA Harwinder Sandhu ([Harwinder.sandhu.MLA@leg.bc.ca](mailto:Harwinder.sandhu.MLA@leg.bc.ca))  
Members of the Union of British Columbia Municipalities

Office of the Chair  
Tel. 604 432-6215 or via Email  
[CAOAdministration@metrovancouver.org](mailto:CAOAdministration@metrovancouver.org)

May 16, 2023

File: CR-12-01

Mayor Jamie Ross and Council  
Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra, BC V3H 4P8  
**VIA EMAIL:** [jross@belcarra.ca](mailto:jross@belcarra.ca)

Dear Mayor Jamie Ross and Council:

**Land Use Designation Amendment to *Metro 2050*  
Township of Langley – Gloucester Industrial Park**

The Township of Langley is requesting a Type 3 Amendment to *Metro 2050*, the regional growth strategy, for eight properties located at 26477, 26695, 26601, 26575, 26713 – 56 Avenue; 26500 Block of 56 Avenue; 5670 – 264 Street; and 5625 – 268 Street, totaling 14.59 hectares. The proposed regional land use designation amendment would redesignate the site from Agricultural to Industrial and move the Urban Containment Boundary to allow for the lands to be added to the Gloucester Industrial Park.

At its April 28, 2023 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

*That the MVRD Board:*

- a) *initiate the regional growth strategy amendment process for the Township of Langley's requested regional land use designation amendment from Agricultural to Industrial for the lands located at 26477, 26695, 26601, 26575, 26713 – 56 Avenue; 26500 Block of 56 Avenue; 5670 – 264 Street; and 5625 – 268 Street;*
- b) *give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1364, 2023"; and*
- c) *direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

As required by both the *Local Government Act* and *Metro 2050*, the regional growth strategy amendment process requires a minimum 45-day notification period to allow all affected local governments and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received and consider adoption of the amendment bylaw.

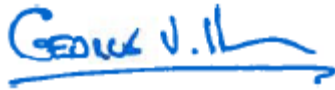
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The proposed amendment is a Type 3 amendment to *Metro 2050*, which requires that an amendment bylaw be passed by the MVRD Board by a 50% +1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2050*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment regarding its consistency with *Metro 2050* is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments **by July 4, 2023**.

If you have any questions with respect to the proposed amendment, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391 or by email at [jonathan.cote@metrovancover.org](mailto:jonathan.cote@metrovancover.org).

Yours sincerely,



George V. Harvie  
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Paula Richardson, Chief Administrative Officer, Village of Belcarra  
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver  
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver  
Jonathan Cote, Deputy General Manager, Regional Planning & Housing Development, Metro Vancouver

Encl: [Proposed Land Use Designation Amendment to Metro 2050, Township of Langley – Gloucester Industrial Park](#)

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