

VILLAGE OF BELCARRA REGULAR COUNCIL AGENDA

Village Hall September 25, 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, September 25, 2023

Recommendation:

That the agenda for the Regular Council Meeting, September 25, 2023 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, September 11, 2023

Recommendation:

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

4. DELEGATIONS AND PRESENTATIONS

4.1 Oliver Grüter-Andrew, President & CEO, E-Comm 9-1-1

Presentation and overview of E-Comm Next Generation 9-1-1 (NG911)

- 4.2 Brant Arnold-Smith, Program Manager, Security & Emergency Management, Metro Vancouver, Emergency Alerts and Emergency Management Resources
 - Presentation on Metro Vancouver's implementation/use of the Alertable app.
- 4.3 Karen Degraaf, Belcarra Resident, Road Use Application
 - Presentation on a request for a road use application
- 5. REPORTS
- **5.1** <u>Bruce Blackwell, B.A. Blackwell & Associates Ltd.</u>, presentation and proposed policy for the Interface Wildfire Development Permit Area

<u>Stewart Novak, Public Works and Emergency Preparedness Coordinator,</u> report dated September 25, 2023 regarding the Interface Wildfire Development Permit Area Policy

Recommendation:

That the Wildfire Development Permit Area Policy (DPA) prepared by B.A. Blackwell & Associates Ltd. be supported; and

That staff be directed to prepare a report recommending that a final Wildfire Development Permit Area Policy (DPA) be approved.

5.2 <u>Ken Bjorgaard, Financial Consultant,</u> report dated September 25, 2023 regarding the 2024 Budget Process and Timeline

Recommendation:

That the report dated September 25, 2023 titled "2024 Budget Process and Timeline" be received into the record for information.

5.3 <u>Ken Bjorgaard, Financial Consultant,</u> report dated September 25, 2023 regarding a Active Transportation Network Planning Grant Application

Recommendation:

That the Village of Belcarra's grant application in the amount of \$75,000 under the Province of BC's Active Transportation Planning Grant program be supported; and

That the Village of Belcarra's share (50% or \$37,000) of the project costs come from the Village's Climate Action Plan Funds.

5.4 <u>Ken Bjorgaard, Financial Consultant,</u> report dated September 25, 2023 regarding the status of Council's Strategic Priorities Work Plan Initiatives as at August 31, 2023

Recommendation:

That the report dated September 25, 2023 titled "Status of Strategic Priorities Work Plan Initiatives as at August 31, 2023" be received into the record for information.

5.5 <u>Stewart Novak, Public Works and Emergency Preparedness Coordinator,</u> report dated September 25, 2023 regarding costing for water chlorination system and a related water report

Recommendation:

That a budget of \$46,000 be established for the water chlorination system class B cost estimate (includes detailed design and estimate for geotechnical analysis) with funding coming from the Community Building Reserve Fund; and

That the engineering report and recommendations on options for addressing water system deficiencies including risk factors and budgets, as identified in the strategic work plan, proceed with a budget of \$30,000 with funding coming from the Community Building Reserve Fund; and further

That the Village of Belcarra's financial plan be amended accordingly to reflect this work.

5.6 <u>Amanda Seibert, Corporate Officer</u>, report dated September 25, 2023 regarding Council Meeting Minute-Taking Standards Corporate Policy No. 226.

Recommendation:

That Village of Belcarra Council Meeting Minute-Taking Standards Corporate Policy No. 226 be approved.

5.7 Amanda Seibert, Corporate Officer, report dated September 25, 2023 regarding a proposed Village of Belcarra Council Procedure Bylaw No. 617, 2023

Recommendation:

That Village of Belcarra Council Procedure Bylaw No. 617, 2023 be read a first time.

- 6. REPORTS FROM MAYOR AND PROJECT LEADS
- 6.1 Mayor's Report
- 7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER
- 8. BYLAWS
- 8.1 Village of Belcarra Freedom of Information and Protection of Privacy Bylaw No. 616, 2023

A bylaw to allow for the administration of the Freedom of Information and Protection of Privacy Act

Recommendation:

That the Village of Belcarra Freedom of Information and Protection of Privacy Bylaw No. 616, 2023 be read a third time.

9. CORRESPONDENCE/PROCLAMATIONS

INFORMATION ITEMS

- **9.1** Ralph Drew, Belcarra Resident, email dated September 14, 2023 regarding background information for communicating with WSP.
- **9.2** <u>Karen Degraaf, Belcarra Resident</u>, letter dated September 12, 2023 regarding a permit to access Marine Drive from the residence on Senkler Road.
- 9.3 <u>Duncan Wilson, Vice President, Environment and External Affairs, Vancouver Fraser Port Authority</u>, letter dated September 16, 2023 providing an update regarding recreational docks in Bedwell Bay.

Recommendation:

That correspondence items 9.1 to 9.3 be received into the record for information.

ACTION ITEMS

9.4 Madeline Leaf, Volunteer, Proclamations & Illuminations, International Wrongful
Conviction Day Committee. e-mail and attached proclamation requesting that the City of
Belcarra proclaim October 2, 2023, as "Wrongful Conviction Day"

Recommendation:

That the Village of Belcarra proclaim October 2, 2023 as "Wrongful Conviction Day."

10. NEW BUSINESS

11. PUBLIC QUESTION PERIOD

12. ADJOURNMENT

Recommendation:

That the September 25, 2023 Regular Meeting be adjourned.



VILLAGE OF BELCARRA REGULAR COUNCIL MEETING MINUTES September 11, 2023



This meeting was held in Council Chambers and live streamed at Village of Belcarra - YouTube

Council in Attendance

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

Staff in Attendance

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

Others in Attendance

Michael Lowry, Senior Manager, Communications, Western Canada Marine Response Corporation (WCMRC)

Michael Levin, Team Lead and Project Manager, WSP Canada Inc. Thomas Munding, Senior Process Engineer, WSP Canada Inc.

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 7:03 pm

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, September 11, 2023

Moved by: Councillor Clark Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting of September 11, 2023 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, July 24, 2023

Moved by: Councillor Clark Seconded by: Councillor Ruzycki

That the minutes from the Special Council Meeting held on July 24, 2023 be adopted.

CARRIED

3.2 Regular Council Meeting, July 24, 2023

Moved by: Councillor Clark Seconded by: Councillor Ruzycki

That the minutes from the Regular Council Meeting held on July 24, 2023 be amended to revise a statement on page 11 by John Snell, Belcarra resident to replace the text "\$6 million" with the text "1.6 million"; and

That the minutes be adopted as amended.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

4.1 Western Canada Marine Response

Michael Lowry, Senior Manager, Communications, Western Canada Marine Response Corporation (WCMRC) gave a PowerPoint presentation providing an update on the completion of the oil spill response base for Burrard Inlet and the protection strategy program for Belcarra shorelines.

He spoke on equipment available to deal with spills, outlined the process involved and presented visuals of response equipment available to deal with any spills.

Mr. Lowry responded to questions from Council and residents.

4.2 WSP Costing Exercise for New Chlorination System at Tatlow Reservoir

Michael Levin, Team Lead and Project Manager and Thomas Munding, Senior Process Engineer, WSP Canada Inc., memo dated August 30, 2023 regarding a proposed chlorination system at the Tatlow Reservoir.

The Public Works and Emergency Preparedness Coordinator introduced the report and the representatives from WSP.

Michael Levin gave a PowerPoint providing background on the Tatlow Reservoir and a high-level conceptual design and Class D Cost Estimate for a chlorination system to address the chlorine degradation and stratification issues that result from low reservoir turnover. He outlined the proposed system and associated cost and spoke on key technical items. Mr. Levin outlined capital and operating and maintenance costs of the proposed system and provided a summary of what will be required to install the proposed chlorination system.

Mr. Levin and Mr. Munding responded to questions from Council and members of the public.

It was the consensus of Council that staff and WSP provide a more detailed cost estimate for a chlorination system which includes the price for a geotechnical assessment.

5. REPORTS

5.1 Paula Richardson, Chief Administrative Officer and Phil Chapman, Chapman Planning & Consulting, report dated September 11, 2023 regarding first reading for Official Community Plan Bylaw No. 615, 2023

Mayor Ross advised that he has reviewed the Official Community Plan and has determined that he will not be in conflict during the discussions and readings of the Official Community Plan bylaw and therefore will be voting on the item. He thanked all for the work done on the development of the plan.

The Chief Administrative Officer reviewed the report on the Official Community Plan (OCP) and introduced Phil Chapman, the planner who completed the work on the draft OCP.

Mr. Chapman provided a detailed report on work carried out to bring the OCP to the first reading phase. He advised that a presentation will be provided at the Public Hearing.

Ian Devlin, Chair of the Official Community Plan Committee spoke on the proposed plan, the work done by committee members and community engagement. He thanked all for their work and participation.

Moved by: Councillor Clark Seconded by: Councillor Ruzycki

That Village of Belcarra Official Community Plan Bylaw No. 615, 2023 be read a first time; and

That Village of Belcarra Official Community Plan Bylaw No. 615, 2023 be forwarded to Public Hearing.

CARRIED

Note: The meeting was recessed at 8:57 pm and reconvened at 9:08 pm.

5.2 <u>Amanda Seibert, Corporate Officer</u>, report dated September 11, 2023 regarding a proposed new Freedom of Information and Protection of Privacy (FOI) Bylaw.

The Corporate Officer reviewed the report and advised on the requirements for an updated Freedom of Information and Protection of Privacy bylaw.

Moved by: Councillor Clark Seconded by: Councillor Ruzycki

That Village of Belcarra Freedom of Information and Protection of Privacy Bylaw No. 616, 2023 be read a first and second time.

CARRIED

5.3 <u>Stewart Novak, Public Works, and Emergency Preparedness Coordinator,</u> report dated September 11, 2023 regarding the marine pipeline inspection.

The Public Works and Emergency Preparedness Coordinator reviewed the report and outlined the recommended standards for marine pipeline inspections. He advised that staff will be reaching out for quotes for the pipeline inspection work prior to the budget proposal for 2024.

Moved by: Councillor Clark Seconded by: Councillor Ruzyski

That the report dated September 11, 2023 regarding the scheduled marine pipeline inspection be received for information.

CARRIED

5.4 Stewart Novak, Public Works, and Emergency Preparedness Coordinator, report dated September 11, 2023 regarding TransLink Grant Funding for the Kelly Road and Bedwell Bay Road Upgrade

The Public Works and Emergency Preparedness Coordinator reviewed the report and outlined the grants that staff wished to apply for. He advised that grant funding, if approved, will be directed to the Bedwell Bay Road and Kelly Avenue project and will include the rebuilding of gabion walls. He also advised that a document expressing support from Council will be used for all grant applications related to this project.

Moved by: Councillor Wilder Seconded by: Councillor Clark

That an application for TransLink grant funding, available through Major Road Network and Bike Cost Share (MRNB), Bicycle Infrastructure and Capital Cost Sharing (BICCS), Walking Infrastructure to Transit (WITT) and Structures grant funding be supported.

Council discussion ensued on the grants and the projects referenced. Concern was expressed on the part of Council that applying for specific grant funding will commit the Village of Belcarra to building a multi-use path.

Staff advised on the type of work that can be addressed through grant funding and indicated that Council will have the final decision on how monies applied for can be used.

The Mayor opened the floor to questions from the public

<u>Debra Struk, Belcarra resident</u>, queried whether there were photographs of the area showing the gabion wall and whether a project involving Bedwell Bay Road and Kelly Avene will further impact drainage on Kelly Avenue.

<u>Brian Hirsch, Belcarra resident</u>, expressed that intentions on why the Village was applying for grants should be made clear through discussion and hoped that Council will consider all aspects of such a project holistically.

<u>Jim Chisholm, Belcarra resident</u>, queried on a drainage design done approximately five yeas ago and asked whether that study was completed and whether the Village has a document to overlay for roadwork. He stated that retaining walls had not been included in that study.

The Mayor called the question on the item.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor's Report

Mayor Ross attended the following:

- A Regional Parks Committee Tour of Lower Mainland Parks July 26, 2023
- TransLink Mayors' Council Meeting July 27, 2023
- Metro Vancouver Board Meeting July 28, 2023
- Mayors' Committee Lunch Reception for the European Union Consuls General
 September 6, 2023
- Mayors' Committee Meeting September 6, 2023
- Metro Vancouver Climate Action Committee September 7, 2023
- Attended CRAB picnic in the Park September ?, 2023
- Met with Sasamat Trustees Group and will meet again at the end of October.

6.2 Councillors' Reports

No items

7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer reported that information will be coming forward on the Accessibility BC Act as well as an emergency notification system for the Village of Belcarra.

The Chief Administrative Officer noted that an email was received from Ralph Drew, Belcarra resident, indicating that the drainage study referenced was not an engineering design and that the current issue was to carry out an engineering design including gabion wall replacement and pedestrian safety.

8. BYLAWS

No items

9. CORRESPONDENCE/PROCLAMATIONS

INFORMATION ITEMS

Moved by: Councillor Wilder Seconded by: Councillor Clark

That the item 9.2 in Section 9 – Correspondence/Proclamations – Information Items be received into the record as information.

CARRIED

9.2 <u>Jamie Ross, Mayor, Village of Belcarra</u>, letter dated July 28, 2023 sent to the Village of Anmore regarding the Sasamat Volunteer Fire Department

ACTION ITEMS

The following items were removed from the Information Items section to allow for comment and discussion:

9.1 Ralph Drew, Belcarra Resident, e-mail dated July 25, 2023 regarding Bylaw No. 492 -- Subdivision and Development -- Suggested Amendments

Councillor Clark indicated her intention in moving the item to Action Items. Council discussion ensued on the need to review Bylaw No. 492 once a decision is made on a chlorination system for the Tatlow Tank.

9.3 <u>Colleen MacDonald, Belcarra Resident,</u> e-mail dated August 3, 2023 regarding an Active Transportation Lane on Bedwell Bay Road east of Senkler Road.

Councillor Wilder indicated her intention in moving the item to Action Items. Council discussion ensued on the safety issues associated with parking of resident vehicles in an area which should be a designated lane for pedestrians and bicyclists.

<u>Brian Hirsch, Belcarra resident</u>, acknowledged the issue of safety on Village of Belcarra roads and queried on how many persons have been killed, injured and/or maimed in the Village. He expressed concern that such items are distractions from the key issues facing the Village.

9.4 Gwen Chute, Belcarra Resident, e-mail dated August 18, 2023 regarding background information on a previously supplied letter pertaining to a 1979/80 letter to Council on the Bedwell Bay Road and Kelly Avenue drainage issues.

Mayor Ross queried whether a response was provided by staff to the resident. The Chief Administrative Officer advised that an email response has been forwarded to the resident and also advised that a meeting was held between the resident and staff.

<u>Debra Struk, Belcarra resident</u>, expressed that a report was needed on what can be done for drainage issues on the properties on Bedwell Bay Road and Kelly Avenue.

Ryan Moon, Belcarra resident, spoke on the ongoing issues involving drainage which have negatively impacted his property since 1979.

The Public Works and Emergency Preparedness Coordinator advised on work being carried to deal with runoff in the area.

10. NEW BUSINESS

No items

11. PUBLIC QUESTION PERIOD

<u>Fraser MacDonald, Belcarra resident</u>, expressed concern with the drought situation and the heightened fire threat, particularly with limited exit opportunities for Belcarra residents. He asked about the consideration of an alert system.

Staff provided information on how potential fire situations within or around Village boundaries will be addressed. It was advised that work on an app to be used to alert the public is being caried out.

Councillor Clark queried on the work being done by surveyors. Staff advised on the work that is being carried out.

<u>Debra Struk, Belcarra resident</u>, suggested that perhaps more detail on work being done around the Village can be provided on the notifications being sent to residents.

<u>Jim Chisholm, Belcarra resident,</u> queried whether the Village staff will consider instructing Metro Parks Board to change their policy on banning cooking in the park, particularly using briquettes, during extreme fire seasons.

The Chief Administrative Officer advised that these notices are the responsibility of the Fire Chief.

Councillor Wilder spoke on issues of persons using open flame devices and briquettes in the park despite restrictions and indicated she would like to see more enforcement on the part of Parks staff.

12. ADJOURNMENT

Moved by: Councillor Clark Seconded by: Councillor Wilder

That the September 11, 2023 Regular Council Meeting be adjourned at 10:12 pm

CARRIED

Certified Correct:

Jamie Ross
Amanda Seibert
Corporate Officer





COUNCIL REPORT

Date: September 25, 2023 File No. 1855-03-06

From: Stewart Novak, Public Works and Emergency Preparedness Coordinator

Subject: Belcarra Wildfire Development Permit Area Policy (DPA)

Recommendation

That the Wildfire Development Permit Area Policy (DPA) prepared by B.A. Blackwell & Associates Ltd. be supported; and

That staff be directed to prepare a report recommending that a final Wildfire Development Permit Area Policy (DPA) be approved.

Purpose

Staff is recommending a motion of support of the Wildfire DPA as brought forward by B.A. Blackwell & Associates Ltd. which brings their contracted obligations to a completion.

A motion of support will allow staff to continue working towards the approval of the B.A. Blackwell & Associates Ltd. proposed policy into Belcarra's own legislation.

Background

In March of 2022, B.A. Blackwell & Associates Ltd. was awarded the contract to assist Belcarra in creating a wildfire interface development permit area guideline which is intended for inclusion into the new Official Community Plan (OCP). The OCP is scheduled for public hearing on October 11, 2023.

The Wildfire DPA is intended to function as a method to mitigate the risk of wildfires through best practice and in accordance with authority available under the provincial Local Government Act and incorporate applicable FireSmart guidelines for future residential developments and subdivisions in identified high hazard and/or vulnerable areas.

The following components were identified in consultation with the Village in developing the Wildfire DPA in order to meet the established objectives:

- Minimum setbacks from forested edge and top of slope based on FireSmart principles;
- Fuel management activities based upon qualified professional recommendations (prescriptions and oversight);
- Landscaping and vegetation management to FireSmart guidelines;
- Building materials and design based on NFPA 1144 or FireSmart standards;

Stewart Novak, Public Works and Emergency Preparedness Coordinator Council Report: Belcarra Wildfire Development Permit Area Policy (DPA) September 25, 2023
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- Underground servicing requirements;
- Prompt removal of combustible construction materials or thinning/fuel or clearing management debris;
- Review and approval process for submitted applications;
- Post-development inspections and signoffs;
- Outline of responsibilities for staff and applicants; and
- Enforcement and regulation (consequences of non-compliance).

On July 24, 2023, Belcarra residents were invited to an open house to allow for public consultation which was hosted by B.A. Blackwell & Associates Ltd. A draft DPA policy was presented and residents were provided the opportunity to ask questions and make comments. The draft policy was subsequently amended based on public feedback.

Strategic Outcomes

The presentation of the policy by B.A. Blackwell & Associates Ltd. falls under the section of Council's Strategic Plan pertaining to Fire Safety including Wildfire Management.

Appendix A: Village of Belcarra Interface Wildfire Development Permit Area (DPA) Policy prepared by B.A. Blackwell & Associates Ltd.



VILLAGE OF BELCARRA

Interface Wildfire Development Permit Area Policy FINAL



September 25, 2025

VILLAGE OF BELCARRA INTERFACE WILDFIRE DEVELOPMENT PERMIT AREA (DPA) POLICY

Preface:

➤ The policies proposed (Structure and Landscaping and Subdivision Specifics) within this document are based on best management practices proposed in both the National Research Council "National Guide For Wildland-Urban Interface Fires" (2021) and the FireSmartBC Home Ignition Zone guide. Additionally, recent research (ex., "Why some homes survived: Learning from the Fort McMurray wildland/urban interface fire disaster" (Institute for Catastrophic Loss Reduction; Alan Westhaver; 2017), and "An examination of the Lytton, British Columbia wildland-urban fire destruction, Summary Report to the BC FireSmart Committee" (Alan Westhaver, Jack Cohen; 2022)) both identified that although wildfire conditions pass quickly (~60 seconds), homes will burn independently of the wildfire event. This means that although wildfire can cause structure ignition (most often via ember/firebrands and less often via direct flame), this is concentrated to the wildland-urban interface edge. Fire then moving through an urban community becomes a structure-to-structure ignition/burning event. Recommendations proposed focus on the principle that local home ignition zone conditions (i.e., conditions within 30m of the structure) determine that structure's ignition risk. Thus, managing this risk should be a priority, and can be done through following FireSmart™ Home Ignition Zone recommendations.

1. Category

a. In accordance with Section 488 (1) (b) of the Local Government Act, and as described in the Village of Belcarra Community Wildfire Resiliency Plan for 2021, areas that are at a moderate or higher risk from interface wildfires are designated a Development Permit Area (DPA). DPA guidelines apply to lands within areas as shown on the Map (Section 11; Map: Village of Belcarra Interface Wildfire DPA Map).

2. Justification

a. Fire behaviour modelling and the proximity of homes, businesses, and critical infrastructure to the forest interface have been assessed as part of the Village's Community Wildfire Resilience Plan for 2021. As part of this plan, areas of moderate or higher wildfire risk have been identified. Significant areas within the Village are located adjacent (interface) and embedded (intermix) to forest land that poses a moderate or higher risk from wildfire. Development within and abutting forested areas of moderate or higher wildfire hazard could expose people, infrastructure, and property to elevated risk.

3. Objectives

a. The objective of the Village of Belcarra Interface Wildfire Development Permit Area Policy (Development Permit Area; DPA) is to ensure that all new and continuing development is resilient to catastrophic wildfire hazardous fuel conditions. Using appropriate precautionary measures as part of site and building design, construction, landscaping, and long-term maintenance can help minimize risk to property and people from wildfire hazards.

4. Guidelines

- a. A development permit addressing wildfire guidelines (see sections below) is required and must be approved prior to any development within the DPA area (see Section 11; Map: Village of Belcarra Interface Wildfire DPA Map) as follows:
 - i. Subdivision of land where the number of parcels is increased.
 - ii. Construction of, addition to, or siting of a building or other structure.

5. Exemptions

- a. Despite 4.a, a development permit will not be required for the following:
 - i. Construction or siting of structures, accessory buildings, or additions less than 100 ft² gross floor area, except if planned as a dwelling unit.
 - 1. If planned as a dwelling unit, then clause 4.a applies.
 - ii. Secondary suites within an existing dwelling unit, provided no addition to the existing dwelling unit is proposed.
 - iii. A complete roof replacement with materials that are rated Class A or B.
 - iv. Public works or infrastructure (i.e., roads, bridges, protective works, storm, sewer and water infrastructure, electrical distribution systems and other services and systems).

6. General Guidelines

- a. New construction:
 - Each development permit application that includes a development proposal or subdivision wholly or partially within the DPA boundary, as shown in the Map (Section 11), must meet all policies as stated in Section 7. Structure and Section 8. Landscaping, and should have a completed Wildfire Hazard Assessment provided by a Qualified Professional, registered on title, specifying mitigation measures for the development, and, upon development completion, a signature from a Qualified Professional that the requirements have been met.
 - ii. The design and construction of subdivisions located within the boundaries of the DPA boundary shall be in accordance with the policies outlined in Section 9. Subdivision of Land.
- b. Alteration to an existing structure:
 - Each development permit application that includes a development proposal or subdivision wholly or partially within the DPA boundary, as shown in the Map (Section 11), must meet only a subset of policies as described below:
 - 1. Section 7. Structure
 - a. 7.b, 7.c
 - Section 8. Landscaping

a. 8.a, 8.b

3. And should have a completed Wildfire Hazard Assessment provided by a Qualified Professional, registered on title, specifying mitigation measures for the development, and, upon development completion, a signature from a Qualified Professional that the requirements have been met.

7. Structure

Construction of, siting of, addition to, or alteration of a building or other structure. The following quidelines apply to development within the DPA:

a. Siting

- i. Development must be set back a minimum of 10 metres from the top of ridgelines, cliffs, or ravines and from slopes exceeding 20% or greater for a minimum horizontal distance of 10 metres, or, if not possible, sited on the flattest area of the property. Variation of the setback may be considered if a wildfire review conducted by a qualified professional registered in BC can justify a change in the setback.
- ii. If the rebuilding of a structure is being done following a structure-destroying disaster (such as wildfire), the structure can be sited at the original location, but only if it follows the original footprint of the home. However, by doing so, added landscaping requirements could be made by the assessing Qualified Professional as part of their completed Wildfire Hazard Assessment that will need to be met.

b. Roofing Materials

- i. The roof covering must conform to Class A or Class B fire resistance as referenced in the current BC Building Code, as amended. Examples of typical Class A or B roofing products include, but are not limited to, asphalt shingles, torch-on asphalt membrane, metal, concrete tile, clay tile, and slate.
- ii. Gutters must be made of fire-resistant materials (i.e., not vinyl) and be screened or closed to prevent the accumulation of leaves or needles.

c. Exterior Cladding

- i. Any material used for cladding of exterior surfaces must be fire resistant, as defined in the BC Building Code. Examples include, but are not restricted to, stucco, metal (including heavy gauge aluminum), brick, cement shingles, Hardie plank (or other cement board), rock, and logs or heavy timber construction.
- ii. Proposed deviations can be submitted to the Village as an alternative solution and will be considered if the applicant can verify that the expected level of performance meets or exceeds the manufacturer's fire rating test on the material under review. Fire rating test standards are defined as:
 - 1. The test must be extended for a 30-minute duration.
 - 2. Exhibits a flame spread index (FSI) of not more than 25.
 - 3. Shows no evidence of significant progressive combustion.

4. Flame front does not progress more than 10.5 ft (3.2 m beyond the centerline of the burn at any time during the test.

d. Overhanging Projections

- i. Structural components (post & beam) of decks, balconies and porches must be heavy timber construction as defined in the BC Building Code or must be clad with fire resistant material outlined in the exterior cladding section above.
- ii. Balconies, decks, and porches must be sheathed-in (no exposed joists) and made of an ignition-resistant material (non-combustible or receiving a Class A fire rating as referenced in the current BC Building Code). Acceptable materials include stone, tile, rated composites, and concrete.

e. Exterior Windows

i. Exterior windows and glazing must be double-paned and tempered.

f. Exterior Doors

 Exterior doors and garage doors shall be constructed of non-combustible materials (i.e., metal clad, solid core wood) and must meet the requirements of the North American Fenestration Standard (NAFS).

g. Eaves, Soffits, and Vents

- i. Eaves and soffits must be closed (no exposed joists).
- ii. Ventilation openings in exterior walls, roofs, eaves, and soffits shall be covered with non-combustible, corrosion-resistant wire mesh with openings no larger than 3 mm to prevent flame or ember penetration into the structure.
 - 1. Wall-mounted exterior vents are exempt from having wire mesh with 3 mm openings if vents with mobile flaps are used (subject to venting requirements in the BC Building Code).

h. Chimneys

 All chimneys constructed for wood burning fireplaces must have spark arrestors made of 12 gauge (or better) welded or woven wire mesh, with openings not exceeding 12 mm.

8. Landscaping

Applying to FireSmart Home Ignition Zones 'Immediate Zone' (0-1.5m outwards from the building, as possible), 'Intermediate Zone' (1.5-10m outwards from the building site, as possible) and 'Extended Zone' (10-30m outwards from the building site, as possible), or otherwise specified, the following landscaping modifications shall be addressed prior to subdivision (from anticipated building sites), or prior to single lot development from the building footprint. The following guidelines apply to development within the DPA:



Figure 1: FireSmart Home Ignition Zone

a. Immediate Zone

The Immediate Zone is a non-combustible area that starts at the structure and extends to 1.5m perimeter around it and other attached structures, including decks. The intent is to reduce the chance of wind-blown embers igniting the structure.

- Ensure there is a 1.5m buffer of non-combustible material surrounding all applicable structures. Clear vegetation and combustible material down to mineral soil and cover with non-combustible materials (i.e., gravel, brick, concrete, etc.).
 - 1. For structures sited closer than 1.5m to one another, ensure the entire space is utilized as a non-combustible area as described above.

b. Intermediate Zone

Elements in the Intermediate Zone are managed so they don't transmit fire to the structure.

i. Conifer Trees

- Complete removal of all conifer trees is recommended, but not mandatory. If conifer trees are retained, they must meet the following policies:
 - Thin the canopy and understory and prune lower branches to create an environment that reduces the risk of crown fire transmission:
 - Ensure there are no trees, limbs or shrubs overhanging roofs or growing under the eaves of structures. A 5metre vertical separation between the lowest part of the overhanging branch and the highest point of the roof should be maintained.
 - ii. Remove ladder fuels by pruning trees so that there are no branches to a height of 2 metres from the ground.
 - iii. Space and maintain trees so that canopy spacing is a minimum of 3 metres. If planting or retaining hardwood trees, canopy spacing to/between them and another tree is not required.

ii. Dead or Dying Trees

 Remove dead and dying trees unless suitable specimens have been converted into wildlife trees as assessed by a qualified professional with Wildlife Danger Tree qualifications or a holder of a Tree Risk Assessment Qualification (TRAQ) as administered by the International Society of Arboriculture.

iii. Landscaping Plants

- Do not plant nor retain flammable native and ornamental landscaping materials such as conifer trees and shrubs (i.e., juniper, cedar hedging, pine), invasive plants (i.e., Scotch broom), unmown or cured grasses, woody debris and bark mulch, etc.
 - a. Reference the FireSmart BC Landscaping Guide¹ for appropriate species for your location.

iv. Fencing

 Fencing materials for fences within the Intermediate Zone should be made of an ignition-resistant material (non-combustible or receiving a Class A fire rating). Acceptable materials include stone, rated composites, concrete, and metals (i.e., wire mesh). Fences within the Extended Zone are recommended to follow this guideline but are not required to.

¹ https://firesmartbc.ca/resource/landscaping-guide/

v. Surface Fuels

1. Remove all hazardous woody debris after land clearing for development or created by fuel treatments. Dispose woody debris offsite at an approved green-waste or incineration facility.

vi. Maintenance

- 1. Remove (at least annually) surface litter, downed trees, and dead and dying trees.
- 2. Keep piled debris (firewood, building materials, and other combustible material) out of the intermediate zone.

c. Extended Zone

The goal in the Extended Zone is not to eliminate fire, but to reduce its intensity.

- i. All policies as stated in 8.b Intermediate Zone apply to the Extended Zone, with the exceptions of 8.b.iv and 8.b.vi.2.
- ii. If the property extends beyond 30m from the structure, it is recommended, but not required, that these policies are applied up to a distance of 100m from the structure.

9. Subdivision of Land

As part of the subdivision process, the following guidelines shall be addressed. The following guidelines apply to development within the DPA:

a. All the provisions in Section 9. Subdivision of Land, subsections b. Planning & Design, c. Structures, and d. Vegetation shall be recommended and assessed as part of a hazard assessment provided by a Qualified Professional and registered on the titles of both new and remainder lots created through subdivision.

b. Planning & Design

- Provide firefighting access to adjacent forested areas through (one or a combination of) an access road encircling the development (referred to as a ring road), periodic road access to the forest edge, or by placing roads adjacent to forested areas, combined with hydrants to provide water for suppressing wildfires.
 - 1. Consider: where forested lands abut new subdivisions, requiring roadways to be placed adjacent to those lands. These roads both improve access to the interface for emergency vehicles and provide a fuel break between the wildland and the subdivision.
 - 2. Ensure: hydrant locations optimize the ability to protect wildland urban interface areas and provide a water source for fire suppression in adjacent forested edges bordering structures.
- ii. Provide a minimum of two means of access points with road systems capable of supporting evacuation and the movement of fire suppression equipment. The number of access points and their capacity should be determined during subdivision design. Single access may be considered where the development contributes to a future road network with multiple access points.
- iii. Require suitable access in areas of the community that are considered isolated and that have inadequate developed access for evacuation and fire control.

- iv. Require that fire hazards on forested lands be mitigated to a level deemed acceptable by a qualified professional in a forest fire hazard assessment before they become the property of the Village (i.e., land returned).
 - Encourage wildfire hazard reduction in a way that is supportive of restoring the natural environment. Wildfire hazard reduction, done responsibly, can be compatible with habitat conservation and restoration.
- v. Require that development (where possible) be set back a minimum of 10 metres from the top of ridgelines, cliffs, or ravines and from slopes exceeding 20% or greater for a minimum horizontal distance of 10 metres.

c. Structures

i. Buildings must comply with Section 7. Structure. Accessory buildings planned for habitation must meet the same building standards as the principal residence.

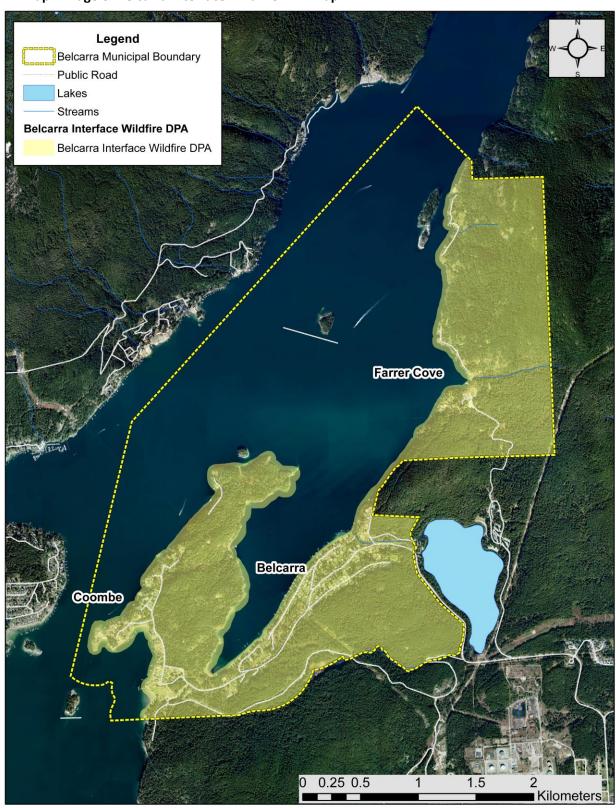
d. Vegetation

i. Landscaping must comply with Section 8. Landscaping.

10. Subdivision of Land - Alternatives

a. Where a Qualified Professional in fire protection has undertaken an assessment and determined the fire hazard to be low, provided specific conditions are met, the requirements of Section 9. Subdivision of Land may be relaxed at the discretion of the Village. Any relaxation of guidelines requires that provisions be in place to ensure that development is carried out in accordance with the conditions noted in the Professional's assessment.

11. Map: Village of Belcarra Interface Wildfire DPA Map



12. Definitions

a. Canopy

i. The extent of the outer layer of leaves/branches of an individual tree or group of trees.

b. Cliff

i. Means a vertical or near-vertical feature. It is an abrupt change in the topography of the land area.

c. Conifer Tree

 Most simply, a conifer tree is a tree that is cone-bearing. They usually have needle-shaped or scale-like leaves. Examples include Douglas-fir trees, cedar trees, spruce trees, and pine trees.

d. Crown fire

i. Fire that enters and/or travels through the crowns of overstory trees. Can be passive (intermittent or persistent torching of individual trees), or active (surface and crown fire energy are linked such that surface fire intensity is sufficient to ignite tree crowns, and fire spread and intensity in the tree crowns encourages surface fire spread intensity).

e. Fuel treatments

i. The manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity and enhance likelihood of successful fire suppression. Fuel is the only aspect of the fire behavior triangle that can be modified to reduce wildfire threat.

f. Hardwood Tree

 Most simply, a hardwood tree is a tree that is flower-bearing. The wood is often quite hard in density, and they usually have broad leaves that die and fall off for the winter season. Examples include maple trees, cottonwood trees, oak trees, and red alder trees.

g. Ladder Fuels

 Woody debris (live or dead trees, shrubs, herbs, mosses, branches, etc.) under the main canopy of overstory trees that, when ignited, can allow fire to move vertically through them into the canopy of the overstory tree(s).

h. Moderate or higher wildfire hazard

- i. Moderate: Developed and undeveloped land that will support surface fires that are unthreatening to homes and structures.
- ii. High: Landscapes or stands that are continuous forested fuels that will support candling, intermittent crown fires, or continuous crown fires. These landscapes are often steeper slopes, rough or broken terrain and/or south or west aspects. High polygons may include high indices of dead and downed conifers.
- iii. Extreme: Continuous forested land that will support intermittent or continuous crown fires.

i. Prune

i. To cut or lop off branches.

j. Qualified Professional

i. Means a Professional Forester registered or licensed under the provisions of the Foresters Act that is experienced in wildfire hazard assessment or a person in a class prescribed by the minister under Section 524(9) of the Local Government Act. A Qualified Professional must meet the requirements outlined in the District's Interface Wildfire Protection Terms of Reference for Report Preparation.

k. Ravine

i. Means a narrow, steep-sided valley that is typically eroded by running water and has a slope grade greater than 3:1.

I. Ridgeline

 Means the linear apex of a ridge. A ridge is a sloping line of high ground, such that when standing on the ridgeline, there is usually ground steeply sloping away in two directions.

m. Surface fuels

i. Woody debris on the ground (live or dead trees, shrubs, herbs, mosses, branches, etc.) available for a fire to ignite and burn.

n. Understory

i. Plant life growing beneath the forest canopy without penetrating it to any great extent, but above the forest floor. The understory typically consists of trees stunted through lack of light, other small trees with low light requirements, saplings, shrubs, vines, and undergrowth.

o. Wildfire Hazard Assessment

i. Means a report prepared by a Qualified Professional in accordance with the Village's Terms of Reference for Wildfire Hazards and Provincial legislation. The assessment identifies wildfire behaviour characteristics, determines if the development is safe for the intended use, and specifies any corresponding hazard mitigation measures.

p. Wildlife tree

i. A tree or a group of trees with characteristics that provide present or future wildlife habitat (High characteristics include: internal decay, crevices, largest trees on site, locally important wildlife species, etc.)





COUNCIL REPORT

Date: September 25, 2023

From: Ken Bjorgaard, Financial Consultant

Subject: 2024 Budget Process and Timeline

Recommendation:

That the report titled "2024 Budget Process and Timeline" be received for information.

Purpose:

The purpose of this report is to outline a process and timeline for the 2024 Budget and related 5-Year Financial Plan bylaw (2024 - 2028).

Background:

Normally the Village of Belcarra tries to adopt its annual Budget and related 5-year Financial Plan bylaw by the end of each fiscal year or near the beginning of the following fiscal year. For example, the 2024 Budget and 2024 – 2028 Financial Plan would be adopted by the end of 2023 or early in 2024. This year is unique in that results from the Integrated Long-Term (15-year) Financial and Asset Management Plans (together Long-Term Plans) will be incorporated into a Community Financial Sustainability Report (Report) which will be brought forward for initial review in November of this year.

The above Long-Term Plans and Report will include a provisional or draft 2024 Budget as well as estimated 2023 year-end projections. As the Long-Term Plans and Report are extensive in nature, they will initially be brought forward to the Finance Standing Committee (Committee) for review and discussion. These Long-Term Plans and Report will provide a picture of the long-term implications of present-day decisions and it is important that the Committee and Council have ample time to discuss the implications of the long-term outlook.

As a longer period of discussion will most likely be required in terms of the Village's long-term outlook and related draft 2024 Budget, no specific timeline is being set around the Village's 2024 Budget and related 5-Year Financial Plan bylaw. The legislative timeline of May 15th in each year for adopting financial plan and tax rates bylaws will still be met, in ample time.





COUNCIL REPORT

Date: September 25, 2023

From: Ken Bjorgaard, Financial Consultant

Subject: Active Transportation Network Planning Grant Application

Recommendations:

That the Village of Belcarra's grant application in the amount of \$75,000 under the Province of BC's Active Transportation Planning Grant program be supported; and

That the Village of Belcarra's share (50% or \$37,500) of the project costs come from the Village's Climate Action Plan funds.

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 Province of BC's Active Transportation Network Planning Grant program.

Background:

The Province of BC recently announced that grant applications were being accepted under the Active Transportation Network Planning Grant program (Planning Grant program) and under the Active Transportation Infrastructure Grant program (Infrastructure program). In order to apply for actual projects under the Infrastructure program it is necessary to have an actual network plan in place with identified projects and priorities, therefore we are recommending that the Village submit an application under the Planning Grant program.

Once a network plan is completed the Village of Belcarra will be in a position to apply for actual active transportation project grants through the Province of BC, TransLink, etc. A significant amount of public input and consultation into the network plan will be sought as part of the Planning Grant program.

The Province cost-shares under the Planning Grant program to a maximum of 50%, or \$50,000 whichever is less. We recommend that the Village of Belcarra apply for a \$75,000 Active Transportation Network Planning Grant through the Province of BC with Belcarra's share being \$37,500. Furthermore, it is recommended the Village's share of the project funding come from the Climate Action Plan funds received (\$45,082 received to date with a further \$90,164 to be received in 2023 and 2024).

Ken Bjorgaard, Financial Consultant Council Report: Active Transportation Network Planning Grant Application September 25, 2023 Page 2 of 2

Strategic Plan & OCP Implications:

The Village's recently adopted strategic work plan has a specific initiative to "create a plan for incremental build out of a Multi-Use Path, Trail and Road Shoulder (MTRS) Network including budget requirements". The Active Transportation Network Planning Grant will allow the Village to accomplish this goal with 50% grant funding.

The Active Transportation Network Planning Grant application will also fulfill Policy M 8. within the draft OCP which is as follows:



Apply for funding from the BC Active Transportation Infrastructure Grant Program or other funding source to develop a "Belcarra Active Transportation Plan" that identifies new pedestrian and cycling routes and required upgrades to existing infrastructure (see also Policy M 23).





COUNCIL REPORT

Date: September 25, 2023

From: Paula Richardson, Chief Administrative Officer and Ken Bjorgaard, Financial

Consultant

Subject: Status of Strategic Priorities Work Plan Initiatives as at August 31, 2023

Recommendation:

That the report titled "Status of Strategic Priorities Work Plan Initiatives as at August 31, 2023, be received for information.

Purpose:

The purpose of this report is to apprise Council of the status of the Strategic Priorities Work Plan (Work Plan) initiatives which were previously adopted by Council as part of their overall Strategic Plan.

Background:

After Council's Strategic Plan and related Work Plan were adopted, staff indicated that there would be regular quarterly reporting as to the status of the Work Plan initiatives. This is the first quarterly status report and the details are provided in attached Appendix "A" – Status of Strategic Priorities Work Plan.

Generally speaking, some of Work Plan initiatives are ahead of schedule and others are experiencing minor delays. The following important Work Plan initiatives which were originally slated for completion in 2024 are ahead of schedule and are now expected to be completed in 2023:

- Complete review and undertake field work to provide breakdown of asset components (including remaining useful lives) and update GIS system accordingly;
- Complete long-term financial estimates and plan for infrastructure/asset replacements (based on asset management and condition assessment results); and
- Completed inventory and mapping of natural assets and include in GIS system.

The above items were accelerated so that the outcomes could be incorporated into the Village's Integrated Long-Term Financial Plan and Community Financial Sustainability Report which are due to come forward in November of this year for initial review by the Finance Standing Committee.

Paula Richardson, Chief Administrative Officer and Ken Bjorgaard, Financial Consultant Council Report: Status of Strategic Priorities Work Plan Initiatives as at August 31, 2023 September 25, 2023 Page 2 of 2

Staff will address any questions regarding specific Work Plan items at the Council meeting. The next Work Plan status report will be as at November 30, 2023 and will come forward to Council in December.

Attachment:

Appendix "A" – Status of Strategic Priorities Work Plan.

APPENDIX "A" – STATUS OF STRATEGIC PRIORITIES WORK PLAN

MANAGING OUR ASSETS & INFRASTRUCURE

We will manage and safeguard our assets and infrastructure

Asset Management Program

- Functioning ongoing asset management program
 Complete inventory of assets broken down into asset components with respective estimated remaining useful life of major components
- All assets and infrastructure recorded in GIS system
- Multi-year condition assessment schedule as identified through asset management program
- Completion of condition assessments for key infrastructure on a yearly basis

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
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 with approved grant	Part of overall project budget (includes \$25K UBCM grant) which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	Financial Consultant	Work has started and is ahead of schedule, with expected completion by October of 2023. LandInfo Technologies is completing the project and the information will be fed into the GIS system and will be used in the long-term financial plan and the financial sustainability report.
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	Part of overall project budget (includes \$25K UBCM grant) which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	CAO	Work is expected to be completed by October of 2023, and is a component of the above noted project.
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		Public Works & Emergency Preparedness Coordinator	Work will start in 2024 based on the above condition assessment schedule.

MANAGING OUR ASSETS & INFRASTRUCURE

We will manage and safeguard our existing assets and infrastructure

Renewal of Existing Infrastructure & Assets

- Long-term infrastructure/asset renewal and replacement schedule for existing assets based on asset management results including drainage systems, roads, water and WARD
- Completion of priority infrastructure projects including drainage and roads (see Key Project Lists)

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
Complete long-term financial estimates and plan for infrastructure/asset replacements (based on asset management and condition assessment results)	Contractor(s)	By Sept. 2024	ABR - part of additional \$20K to come from Community Building Fund		Public Works & Emergency Preparedness Coordinator	This work will be completed in 2023 as it was included as part of the asset management plan project currently being completed by LandInfo Technologies (see above).
2. Update long-term financial estimates and plan for infrastructure/assets renewal annually	Contractor(s)	Annually by August of each year starting in 2025	ABR – part of additional \$20K to come from Community Building Fund		Public Works & Emergency Preparedness Coordinator	The updates will start in 2024 based on completing the above asset management work in 2023.
Integrate long-term infrastructure/asset replacement plan into long-term financial plan	Financial Consultant	Annually by September of each year starting in 2024	ABR – part of additional \$20K to come from Community Building Fund		CAO	This will start in 2023 and will be updated each year thereafter based on the above asset management plan being completed.
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 ABR 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	Based on the report which was forwarded to Council in terms of the priority infrastructure projects for 2023, the work is on track.

MANAGING OUR ASSETS & INFRASTRUCURE

We will manage and safeguard our existing assets and infrastructure

Water System Improvements

- Assessment, excavation and fencing of existing water reservoir completed
- Clear options for addressing water system deficiencies defined
- Budget and schedule water system changes to address deficiencies
- Business case for universal water metering completed
 Review of water charges for Belcarra Park as per Metro Vancouver agreement completed

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
Complete engineering report and work on water reservoir	Contractor(s)	By July 2023	SoF - \$30K Water Engineering Capital Budget and \$45K Water Capital Budget for excavation and fencing around reservoir. ABR 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	Excavation work completed in August and fencing due for completion in September Preliminary report on chlorination to be provided at the September 11 Council meeting Note: Fencing was completed in September
2. Engineering report and recommendations on options for addressing water system deficiencies including risk factors and budgets	Contractor(s)	By September 2023	ABR – 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	Work is pending based on future decision on chlorination system.
 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 ABR 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	This will have to be finalized once the above report is forwarded to Council.
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	All decisions or outcomes from above will be incorporated into the 2024 – 2038 long-term financial plan once the decisions are finalized.
Complete water metering business case	Contractor(s)	By September 2024	SoF - \$40K capital budget for universal water metering in 2024 ABR to be determined for any additional capital and operating costs	Will need to generate same revenue with meters as without meters	CAO	Work will start in 2024.
Complete review of Belcarra Park water charges	Financial Consultant	By October 2023	Within existing operating budget		CAO	History of charges in agreements with Metro Vancouver has been researched and meeting needs to be set up with Metro Vancouver to discuss options.

MANAGING OUR ASSETS & INFRASTRUCURE

We will manage and safeguard our existing assets and infrastructure

Waste & Recycle Depot (WARD) Improvements

- Formal review of WARD services and infrastructure completed
- Options for changes in services and service levels outlined including cost control options
- Plan, budget and schedule for changes to WARD services and infrastructure

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
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	Project will occur by 2025 before agreement with service provider expires in 2026.
Review of WARD infrastructure to match services provided	Public Works & Emergency Preparedness Coordinator	By June of 2025	N/A		CAO	Project will occur by 2025 before agreement with service provider expires in 2026.
3. 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; ABR to be determined for any additional capital and operating costs		CAO	Project will occur by 2025 before agreement with service provider expires in 2026.
4. 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	Project will occur by 2025 before agreement with service provider expires in 2026.

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT

We will care for our Community and value its natural environment

Managing our Natural Assets

- Inventory and mapping of our natural assets, e.g. tree canopies, wetland, riparian areas, etc., completed
- Plan and budget for maintaining tree canopiesOngoing tree trimming and maintenance program

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
Completed inventory and mapping of natural assets and include in GIS system	Contractor(s)	By April 2024	ABR 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	Work will be completed in 2023 as part of the asset management project previously noted and the results will be included in the Financial Sustainability Report.
2. Council report on ongoing budget needs for tree management program	Public Works & Emergency Preparedness Coordinator	By June 2024	ABR to be determined with adjustment in annual operating budget being made		CAO	A report will be provided in 2024.
3. Operational plan to implement tree trimming and maintenance plan	Public Works & Emergency Preparedness Coordinator	By September 2024	N/A		CAO	Results from above will be incorporated into the 2024 budget cycle.

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT

We will care for our Community and value its natural environment

Official Community Plan (OCP)

- Final OCP adoption
- OCP implemented into daily operations
 Ongoing monitoring of the OCP as a tool to guide development and growth

	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	SoF - \$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	OCP was forwarded to Council on September 11, 2023, and a public hearing will be scheduled.
2.	Adopt OCP and implement the same into daily operations	CAO	Adoption by Sept. 2023 and implementation by Nov. 2023	N/A		CAO	OCP adoption is dependent upon timing of above public hearing.
3.	Prioritization of OCP action items and completion of action items	CAO	Ongoing	ABR to be determined	And additional spending to come forward as spending packages in budgeting process	CAO	Ongoing implementation and prioritization plan will be put in place once the OCP is adopted.
4.	Ongoing monitoring of OCP and its effect on the community	CAO	Ongoing	N/A	Annual reports to be forwarded to Council	CAO	Ongoing monitoring plan will be put in place once the OCP is adopted.

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT

We will care for our Community and value its natural environment

Multi-Use Path, Trail and Road Shoulder (MTRS) Network

- Mapping and plan for multi-use paths/trails/road shoulder enhancement (MTRS) network within the community completed
- Funding for incremental buildout of MTRS network secured including grants
- Ongoing maintenance program for MTRS implemented
 Incremental construction of new MTRS as per plan and as funding allows

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
Complete mapping of existing MTRS network and include in GIS system	Contractor(s)	By September 2023	ABR – \$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	This project is due to be completed by October of 2023 and is part of the asset management plan currently underway.
Create plan for incremental build out of MTRS network including budget requirements	Contractor(s)	By October 2023	ABR – \$20,000 from Community Building Fund and/or other grants	Community Building Fund needs to be substantially used by 2024	CAO	A grant application is being submitted to complete an Active Transportation Plan (Plan), which will include community input and consultation. It is expected that the Plan will be completed in 2024.
Complete funding applications for new MRTS and secure grant funding	Grant Writer	Ongoing	ABR to be determined	Applications for next round of TransLink funding are due in the fall of 2023	Financial Consultant	See above grant application. The Active Transportation Plan will lead to a list of prioritized projects that will be used to apply for actual project or infrastructure grants through TransLink, etc.
4. Include budgets for maintaining existing MTRS network in long-term financial plan	Financial Consultant	Annually	ABR to be determined and to be included in annual operating budget		CAO	Funding will be included in the long-term financial plan to maintain the network.
Build out MTRS network including prioritized sections	Public Works & Emergency Preparedness Coordinator	Annually as approved	ABR to be determined and dependent upon grants obtained	Any new MTRS should include budget for ongoing maintenance	CAO	Budgets will be included in annual financial plan once the above Active Transportation Plan is completed and approved.

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT

We will care for our Community and value its natural environment

Re-Development of Tennis Court Site

- Plan and budget for amenities at the Tennis Court site in place
 Agreement with Metro Vancouver on plan and related amenities finalized
 Construction of amenities completed

	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	Removed brush & worked with Invasive Species Council to remediate. A report will be coming forward before the end of the year.
2.	Decision on amenities and budget for tennis court site	Council	By March 2024	ABR to be determined with funding from Community Building Fund	Community Building Fund needs to be substantially used by 2024	CAO	Dependent upon the timing of the above noted report.
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	Dependent upon the timing of the above noted report.
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	Dependent upon the timing of the above noted report.

FISCAL MANAGEMENT & FINANCIAL SUSTAINABILTY

We will operate in a fiscally responsible and financial sustainable manner

Fiscal Management

- Up and running Finance Committee
 Regular fiscal updates to Council and the community
 Council input into annual, long-term financial plans including capital review

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
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	Terms of Reference were completed and first Committee meeting was held.
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	Fiscal update for period ending June 30 th , 2023 was completed.
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	Initial, draft long-term plans will forwarded to the Committee in the fall of 2023 and will be updated annually.

FISCAL MANAGEMENT & FINANCIAL SUSTAINABILTY

We will operate in a fiscally responsible and financial sustainable manner

Financial Sustainability

- Long-term (15-year) operating and capital financial plans completed and updated annually
 Integration of infrastructure renewal/replacement plans with long-term financial plans
 Formal grant writing resources and process in place

- Ongoing grant applications submitted

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	SOF - \$20K budgeted for this component - to come from UBCM grant	Part of overall project budget (includes \$25K UBCM grant) which includes asset management, condition assessments, long- term financial plan & financial sustainability report.	CAO	Long-term plans are expected to be completed by November of 2023, with the results from asset management being incorporated in the plans. Work on the model and plans is underway.
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	SOF - \$25K budgeted for this component to come from Community Building Fund	Part of overall project budget which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	CAO	Work on a comprehensive Community Financial Sustainability report which incorporates the results from asset management, natural assets and long-term financial planning is underway and is expected to be completed by November of 2023.
Secure grant writing resource, provide list of grant targets and start application process	Financial Consultant & Grant Writer	Ongoing	ABR 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	A grant tracking system has been implemented and grants are being applied for. Other parties are being used as needed to support the grant writing process.

EMERGENCY MANAGEMENT & PREPAREDNESS

We will make public safety a priority

Emergency Planning & Management

- Emergency management plan updated including consideration of climate change implications
 Mass notification system in place
 Inventory and replenishment of emergency supplies completed

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
Review and update emergency management plan	Contractor(s) and Public Works & Emergency Preparedness Coordinator	By June of 2024	ABR to be determined with funding coming from grant	Will apply for grant	CAO	Project has not started yet.
2. Implement mass notification system	Public Works & Emergency Preparedness Coordinator	By October of 2023	Budget estimated at \$2,000 per year SoF existing operating budget	To be implemented n conjunction with Anmore	CAO	Pending Council approval
3. Complete Inventory of emergency supplies replenishment same as needed	Public Works & Emergency Preparedness Coordinator	By August of 2024	ABR estimated at \$15,000 with funding source to be determined		CAO	Project has not started yet.

EMERGENCY MANAGEMENT & PREPAREDNESS

We will make public safety a priority

Fire Safety including Wildfire Management

- Fire safety & resiliency plan finalized
 Wildfire prescriptive zones created and incrementally implemented
 Inclusion of Metro Vancouver Sasamat fire service tax requisition on tax notices

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
Complete fire safety & resiliency plan	Contractor and Public Works & Emergency Preparedness Coordinator	By June 2023	SoF existing UBCM grant	Completed with grant funds	CAO	Plan has been completed with development permit area guidelines, prescriptive zones and training. Council needs to approve final development permit area guidelines. Final UBCM grant reporting has been completed.
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	The prescriptive zones and part of the above noted plan.
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	Further UBCM grants will be applied for to implement remediation.
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	Will be incorporated into the 2024 tax notices.

COMMUNICATION & COMMUNITY ENGAGEMENT

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

Communication & Community Engagement

- New protocol for community/public input and engagement at Council meetings in place
 Communication protocol for interaction between CAO, staff & Council formalized
- Communication strategy in place for engaging the public on key issues on an ongoing basis including the use of social media
- Implementation and monitoring of communication strategy

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
Procedures for Community input & engagement at Council meetings written into updated Council Procedure bylaw	Corporate Officer	By September of 2023	N/A		CAO	Will be presented for first and second reading at the September 25, 2023 Council Meeting
Write and adopt internal communications protocols	Corporate Officer	By October of 2023	N/A		CAO	Project has not yet started.
3. Write, approve, implement and monitor communications strategy including social media presence	Contractor(s)	By October of 2024	N/A		CAO	Project has not started yet.
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	A presentation was held on July 15 th 2023, on the Wildfire DPA; presented by B.A.Blackwell.

We will operate efficiently and effectively to provide value and service to our community and residents

Policies, Procedures & Bylaws

- Differentiation between Administrative and Council policies/procedures with a policy
- Rewrite, adopt and implement key policies, procedures & bylaws
 Monitoring of key policies, procedures & bylaws to gauge effectiveness and compliance
- Annual review of a least ten (10) impactful policies, procedures & bylaws on a rotating basis

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
Develop and adopt Policy on Council versus Administrative Policies/Procedures	Corporate Officer	By October of 2023	N/A		CAO	Documents and material are being collected and research is being done; project still in very early phase.
2. Develop, adopt and implement updated procurement policy	Financial Consultant	By October of 2023	N/A		CAO	Project will be completed before the end of 2023.
3. Develop, adopt and implement updated Human Resources policy	CAO	By September of 2023	N/A		CAO	Work is in progress and is expected to be completed in 2023.
4. Develop, adopt and implement updated Council Procedure bylaw	Corporate Officer	By September of 2023	N/A		CAO	Bylaw will be presented at the September 25 th , 2023 Council meeting for readings.
Conduct and document annual policy reviews including updating policies as needed	Corporate Officer	Annually by December 31 st of each year starting in 2024	N/A		CAO	Starting review of policies; new polices will also be presented as the review continues.

We will operate efficiently and effectively to provide value and service to our community and residents

Operational Reporting & Updates

- Quarterly Council reports on public works operational priorities and progress including capital projects
- Quarterly Council reports on administration operational priorities and progress
 Quarterly updates on the status of Council's Strategic Priorities and Goals

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	Templated have been completed.
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	1st quarter reports will be provided at the October 10, 2023 Council meeting.

We will operate efficiently and effectively to provide value and service to our community and residents

Human Resources Planning

- Clear human resources plan for staff resource needs in short, medium & long-term
- Plan and terms for engaging external resources (consultants & contractors) to supplement staff
- Implementation of human resource plan including budgeting for resources as approved

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
Council report and recommendations on staff resources	CAO	By September 2023	N/A		CAO	Project delayed due to OCP.
2. Council report on consulting resources and recommendations including engineering, finance planning, information technology, etc.	CAO	By September 2023	N/A		CAO	Will be provided in November 2023.
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	In progress.

We will operate efficiently and effectively to provide value and service to our community and residents

Information Systems & Technology

- Secure and stable information systems with protection from threats
- E-commerce capability up and running
- Budget for IT system replacements and improvements including hardware and software
- Plan for content and maintenance of Village website
 Document management system options reviewed and recommendations provided

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
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	ABR to be determined with any changes to be considered as part of 2024 budget		CAO	Ongoing.
2. Implement e-commerce capabilities for payments, look-ups, email responses, etc.	Financial Consultant & Accounting Clerk	By May of 2024	ABR to be determined with any changes to be considered as part of 2024 budget		CAO	Project has not started yet.
Review of website content and maintenance and plan for future use	Corporate Officer & Accounting Clerk	By June of 2024	ABR to be determined with any changes to be considered as part of 2025 budget		CAO	Project has not started yet.
 Conduct system review with IT provider to ensure maximum protection for Village system 	CAO & Corporate Officer	By March of 2024	ABR to be determined with any changes to be considered as part of 2025 budget		CAO	Project has not started yet.
Create longer term budgets for IT hardware and software replacements	IT provider & Corporate Officer & Accounting Clerk	By September of 2024	ABR to be determined with any changes to be considered as part of 2025 budget	No additional budget required	CAO	Project has started and is expected to be completed in the fall of 2023. The information will be used in the long-term financial plan.
6. Complete review of document management system options and provide recommendations	Contractor(s)	By September of 2024	ABR to be determined with any changes to be considered as part of 2025 budget		CAO	Project has not started yet.





COUNCIL REPORT

Date: September 25, 2023

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

Bjorgaard, Financial Consultant

Subject: Costing for Water Chlorination System and Related Water Report

Recommendations:

That a budget of \$46,000 be established for the water chlorination system class B cost estimate (includes detailed design and estimate for geotechnical analysis) with funding coming from the Community Building Reserve Fund; and

That the engineering report and recommendations on options for addressing water system deficiencies including risk factors and budgets, as identified in the strategic work plan, proceed with a budget of \$30,000 with funding coming from the Community Building Reserve Fund; and further

That the Village of Belcarra's financial plan be amended accordingly to reflect this work.

Purpose:

The purpose of this report is to address the detailed cost estimate for a water chlorination system, pursuant to Council's direction, which includes the associated cost and funding for the estimate. A summary of the major water reports and work that were identified in the approved strategic work plan are also provided for background and to confirm Council's direction.

Background:

At the September 11, 2023 Council meeting the WSP report titled "Costing Exercise for New Chlorination System at Tatlow Reservoir" was presented and discussed. The following Council direction from the discussion is reflected in the draft minutes from the meeting.

"It was the consensus of Council that staff and WSP provide a more detailed cost estimate for a chlorination system which includes the price for a geotechnical assessment."

The following strategic work plan items are pending, in progress and/or have been completed in regard to water system improvements with the next report being the engineering report and recommendations on options for addressing water system deficiencies including risk factors and budgets. In order to move forward with the report, staff request that Council provide confirmation of this initiative and approve a budget of \$30,000 for the work with funding coming from the Community Building Reserve Fund (formerly gas tax fund).

Strategic Work Plan Water System Improvements

OUTCOMES/MEASURES OF ACHIEVEMENT

- Assessment, excavation and fencing of existing water reservoir completed
- Clear options for addressing water system deficiencies defined
- Budget and schedule water system changes to address deficiencies

ACTIO	ONS TO ACHIEVE RESULTS	Source of Funds (SoF) or Additional Budget Requirements (ABR)	STATUS
	engineering report and ater reservoir	SoF - \$30K Water Engineering Capital Budget and \$45K Water Capital Budget for excavation and fencing around reservoir. ABR for additional chlorination design work to be determined	Work on fencing, excavation completed in August. Preliminary report on chlorination was provided at the September 11 Council meeting.
addressing	ng report and ndations on options for g water system es including risk factors and	ABR – to be determined with funding from Community Building Fund	Work is pending based on future decision on chlorination system.
budgets fo	sion(s) on projects and or addressing water es in part based on risk	Project based budgets and ABR to be determined with funding from Growing Communities Fund (\$759,000 initial balance)	This will have to be finalized once the above report is forwarded to Council.

WSP has indicated that the cost of providing a Class B cost estimate for a water chlorination system (includes detailed design and estimate for geotechnical analysis) would be approximately \$46,000. It is recommended that funding for this initiative also come from the Community Building Reserve Fund.





COUNCIL REPORT

Date: September 25, 2023

From: Amanda Seibert, Corporate Officer

Subject: Council Meeting Minute-Taking Standards Corporate Policy No. 226

Recommendation

That Council Meeting Minute-Taking Standards Corporate Policy No. 226 be approved.

Purpose

To present a policy providing a framework and standards allowing for consistency in minutes taken for all meetings of Council as well as other bodies related to Council work.

Background

The Village of Belcarra currently does not have a policy addressing the format of the minutes produced for the various meetings of Council.

Section 148 of the *Community Charter* assigns the responsibility of corporate administration to one of the municipal officer positions, which includes the following duties:

- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe; and
- (b) ensuring that access is provided to records of the council and council committees, as required by law, or authorized by the council.

Minutes provide an accurate and permanent record of an officially convened meeting of an organized decision-making body. Despite digital recordings of meetings being streamed using websites, hard copy minutes are still considered the official record of a meeting and are required to keep the general public informed of decisions that will impact them.

Minutes serve a legal purpose in documenting an organization's adherence to proper procedures and bylaws and with an increase in public interest leading to more requests under the *Freedom of Information and Protection of Privacy Act*, the focus is on documenting processes and outcomes rather than what is being said verbatim unless brought forward as a motion. Privacy and possible litigation should also be considered when recording comments from the public into the minutes with only factual and concise statements about each issue being recorded.

As well, in order to allow minutes to remain clear and concise, presentations made by delegations, comments and/or questions from the public will be briefly summarized not taken verbatim, though should written documentation be received, this will be referenced in the minutes.

Amanda Seibert, Corporate Officer Council Report: Council Meeting Minute-Taking Standards Corporate Policy No. 226 September 25, 2023 Page 2 of 2

Strategic Outcomes

The development of a new minute-taking standards corporate policy will provide the Village of Belcarra staff with guidelines for the format of minutes taken at Council meetings or any meetings related to Council. The work carried out to produce the policy falls under the Policies, Procedures & Bylaws section of Council's Strategic Plan.

Summary

Best practice speaks to producing minutes that are decision-based with the focus on documenting processes and outcomes of the meeting and on the collective not personal action of members of Council. Minutes are meant to focus on the business aspect of the meeting and bringing the focus to key points and decisions, not on every word said or verbatim.

Staff is recommending the approval of Minute-taking Standards Corporate Policy No. 226 to allow for increased consistency in the content and appearance of Village of Belcarra meeting minutes as well as allow for any staff tasked with taking minutes to follow set guidelines allowing for the same general look and style in minutes in the future.

Appendix A: Minute-taking Standards Corporate Policy No. 226



VILLAGE OF BELCARRA CORPORATE POLICY NO. 226



TITLE: Council Meeting Minute-Taking Standards

AUTHORITY: 🗵 Ad	Iministrative/Legislative O	perational 🗆 Council	
APPROVAL: Council	ISSUED BY: Corporate Officer	EFFECTIVE DATE:	
		REVIEW DATE: September 2024	

Legislative Basis

Section 148 of the *Community Charter* assigns the responsibility of corporate administration to one of the municipal officer positions, which includes the following duties:

- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe; and
- (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council.

Purpose

The purpose of this policy is to provide consistent and transparent minute-taking standards for open and closed meeting meetings to ensure that an accurate account of the decisions of Council are recorded in the permanent record of the Village of Belcarra, and for viewing by the public.

Application

This policy applies to meetings of Council (regular and closed formats) and other bodies as identified in Section 93 of the *Community Charter* which include:

- council committees;
- a municipal commission established under section 143 of the Community Charter.
- a Board of Variance established under Division 15 of Part 14 of the Local Government Act:
- an advisory body established by a council;
- a body that under this or another Act may exercise the powers of a municipality;
- a body prescribed by regulation.

Minute-taking standards for recording minutes of meetings are important in order to:

- Provide consistency of content and format of minutes over time;
- · Provide guidelines to assist new minute-takers; and
- To eliminate ambiguity about what should and should not be included in meeting minutes.

Policy

Village of Belcarra meeting minutes will be decision-only minutes rather than anecdotal or verbatim minutes, the only exceptions being the recording of public input at Public Hearing, delegations, presentations, and verbal reports, which shall be short summaries of key discussion points. With the exception of delegations and presentations, comments shall not be attributed to individuals. Details are as follows:

- 1. Minutes of meetings must be:
 - (a) legibly recorded;
 - (b) certified correct by the Corporate Officer; and
 - (c) signed by the Mayor or the Chair presiding at the Council Meeting.
- 2. Unless otherwise noted in this Policy, only decisions of Council will be recorded, including the motion, an amendment to the motion, the amended main motion, the names of the members who moved and seconded a motion or an amendment to a motion, the voting results, and the names of the members who opposed.
- 3. The meeting type and date will be recorded in the header of the minutes of the meeting; the page number and file path will be recorded in the footer of the minutes of the meeting.
- 4. The names of the Council members in attendance and absent will be recorded. The minutes will reflect the time of arrival and/or departure of a member arriving late or leaving early, and a note will be added in the chronological order of events to reflect attendance.
 - 4.1 In the event of a Council member taking a short break, this will not be reflected in the minutes unless the member is absent for a vote.
 - 4.2 In the event of a Closed meeting, the arrival and departure of staff and other persons in attendance will be reflected in the minutes. Names and titles of staff and other persons arriving or leaving a Closed meeting will also be reflected in the minutes.
 - 4.3 In the event of a Council member attending by electronic means, the method of participation will be recorded in the minutes. Should an interruption occur, the times of the interruption and the reconnection if applicable will be noted in the minutes.
 - 4.4 In the event a member declares conflict of interest and leaves the meeting, the departure and return of the member will be recorded, along with the reason given for the conflict of interest.
- 5. Where the order of business on an agenda is not followed in the meeting, the minutes will reflect the actual order of business, and the original item numbers will be reflected in the minutes despite being out of sequential order unless amendments to the agenda are made at the beginning of the meeting and a motion is passed to renumber agenda items accordingly.

- 6. The names and titles of Chief Administrative Officer and other senior staff in attendance will be recorded in the minutes as "Staff in Attendance"
- 7. The names, titles and company names of other people presenting information at the meeting will be recorded in the minutes as "Others in Attendance"
- 8. Public Question Period and/or Public Input: Limited minutes will be recorded. Names and general addresses of speakers, subject matter and short summaries of opinions, comments, questions and discussion points shall be reflected in the minutes. Verbatim transcripts will not be taken or form part of the minutes.
- 9. Time of start and adjournment will be noted.
- 10. Draft minutes will be placed on a future meeting agenda for adoption as soon as practically possible. The minutes of a previous meeting may, be adopted by Resolution of Council. An error or omission in the minutes may be identified by a Member orally and rectified by Resolution, failing which the adoption of the minutes will be postponed to the next meeting of Council.
- 11. Approved minutes will be signed by the Chief Administrative Officer, then the Mayor or the member presiding in the Chair at the meeting. Approved minutes will be made available for public inspection at the Village Hall during is regular office hours.
- 12. Section 11 does not apply to minutes of Closed Meetings.
- 13. If Council excludes staff from Closed Meetings as pursuant to Sections 91(1) and (2) of the Community Charter, the responsibility for minute-taking must be assigned to a Councillor in attendance at the meeting and will adhere to the minute-taking standards policy.

Policy Review

This policy may be reviewed in September 2024





COUNCIL REPORT

Date: September 25, 2023

From: Amanda Seibert, Corporate Officer

Subject: Village of Belcarra Council Procedure Bylaw No. 617, 2023

Recommendation

That Village of Belcarra Council Procedure Bylaw No. 617, 2023 be read a first time.

Purpose

The purpose of this report is to bring forward a new Council Procedure Bylaw which defines the most current legislative procedures to support the process of governance and allow for an efficient meeting process.

Background

Council Procedure Bylaw No. 593, 2021 was brought before Council on November 8, 2021, with the main intent of providing for electronic and/or hybrid participation in Council meetings as a response to the COVID-19 pandemic. As Bylaw No. 356, 2004 had been amended six times, staff repealed that bylaw and replaced it with Bylaw No. 593, 2021. However, the only changes incorporated into the 2021 bylaw were the section referring to electronic meetings and some additions to the definitions section.

In October 2022, the Provincial Government published a new *Procedure Bylaw Guide: for B.C.'s Local Government*. This document provides a step-by-step guide to ensure that processes followed by local government are clear and concise.

After more than six months of newly elected Council being in office and working under the guidelines of the current Council Procedure Bylaw, it was deemed appropriate for staff to undertake the revision of that bylaw.

Following a review, it is recommended that the 2021 bylaw be replaced with a new version that incorporates changes as per Provincial guidelines, the *Community Charter* and the *Local Government Act*, rather than bringing forward a list of amendments to the 2021 version. This will also allow for some reformatting.

A Council procedure bylaw is intended to facilitate how Council members interact with each other at meetings. It sets the governance process to allow everyone including the public, Council members and staff to understand how decisions are made and what to expect during the meetings. The *Community Charter* and *the Local Government Act* provide local governments with the authority required to hold various types of meetings and it is important to establish procedures to allow for an efficient meeting process.

Amanda Seibert, Corporate Officer Council Report: Village of Belcarra Council Procedure Bylaw No. 617-2023 September 25, 2023 Page 2 of 3

The proposed bylaw closely follows the *Community* Charter requirements as well as the Provincial guidelines. Some of the more significant changes include the following:

- an extensive definitions list;
- an explanation of procedural rules;
- updates to the definitions of meeting types and scheduling;
- updates to the procedure on providing notices for Regular and Special Council Meetings;
- revised procedures for holding electronic meetings which include only members of Council
 as the public are encouraged to participate in-person;
- revisions to the section on the designation of a member to act in place of Mayor to incorporate current terminology with the use of the word "Acting" rather than the term "Deputy" as per Section 130 of the Community Charter [Designation of Member to Act in Place of Mayor];
 - Though the terms "Acting Mayor" and "Deputy Mayor" appear interchangeable, typically:
 - "Acting Mayor" refers to the appointment by Council of members designated for defined periods of each year to serve on a rotating basis in place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
 - "Deputy Mayor" refers to the appointment by Council of one member to hold the seat of Deputy Mayor for a designated term to serve alongside the Mayor, usually done through a call for nominations and a voting process to appoint the member to a permanent position. Councillors do not serve as Mayor on a rotational basis.
- additions to Part 4 Council Proceedings to include detailed descriptions of legislatively required sections such as the application of rules in the Council Procedure Bylaw to other bodies, attendance at closed and open meetings and the procedure required to move from an Open Meeting into a Closed Meeting
- revisions to the order and business of the agenda with the addition of a Public Input session at the beginning of the meeting and a Consent Agenda. Definitions for items on the revised agenda format have been included.
- detailed explanations of voting procedures
- revisions and additions to the sections on bylaws and committees

The above list highlights some of the proposed bylaw content.

As per the *Community Charter [section 94 – Requirements for Public Notice]* a Council Procedure bylaw must not be amended, repealed, or replaced without first giving public notice of the intended changes. Notice will be given following a Council motion for third reading.

Amanda Seibert, Corporate Officer Council Report: Village of Belcarra Council Procedure Bylaw No. 617-2023 September 25, 2023 Page 3 of 3

Strategic Plan & Related Work Plan Implications:

As part of Council's Strategic Plan, staff was directed to develop an updated Council Procedure Bylaw for adoption and implementation and that procedures for community input and engagement at Council Meetings be written into that bylaw. The attached proposed bylaw fulfills that work plan requirement.

Conclusion:

The proposed Council Procedure Bylaw has been written to follow the legislative requirements in the *Community Charter* and also relies on the best practices developed as part of the Provincial Government's 2022 Procedure Bylaw Guide. A number of more recent bylaws from other municipalities have been reviewed and sections added to the proposed Belcarra bylaw that fit with the character of this Council and the Village.

It is the intent of the proposed bylaw to streamline meetings and allow Council to make decisions based on Council discussion while still providing ample opportunity for public participation. Detail has been provided on such items as meetings and motions to allow all participating in the meeting to be aware of process and provide guidance should questions on procedure arise.

As the objective of the proposed bylaw is to create an enforceable and workable document for Village staff and Council, legal consultation was provided and comments and sections have been included which will ensure best practice standards as well as the incorporation of risk mitigation.

It is recommended that first reading be given to the proposed Council Procedure Bylaw to move forward on providing the Village of Belcarra with a bylaw that complies with Provincial legislation.



VILLAGE OF BELCARRA COUNCIL PROCEDURE BYLAW NO. 617, 2023



A Bylaw to regulate the proceedings of Council, Council Meetings, and other Council reporting bodies for the Village of Belcarra

WHEREAS pursuant to the *Community Charter*, Council must by bylaw, establish general procedures to be followed by Council and Council committees in conducting their business;

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

PART 1 – INTRODUCTION

1. Citation

(1) This Bylaw may be cited as the "Village of Belcarra Council Procedure Bylaw No. 617, 2023".

2. Definitions

- (1) In this Bylaw:
 - "Acting Mayor" means the Council member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of mayor is vacant;
 - "Agenda" means the list of items and order of business for any meeting of Council;
 - **"Chair"** means the Mayor, Acting Mayor or person appointed under the *Community Charter* or this Bylaw to preside over a meeting;
 - "Chief Administrative Officer" means the chief administrative officer or designate for the Village appointed pursuant to section 147 of the Community Charter;
 - "Closed Meeting" means a Meeting that must or may be closed to the public under sections 90(1) and 90(2) of the Community Charter;
 - "Committee" means a Standing Committee, Select Committee, or other committee, commission, task force, ad hoc group established by Council or authorized by statute to provide an advisory function to Council;
 - "Community Charter" means the Community Charter, SBC 2003, c. 26;
 - "Corporate Officer" means the municipal employee or designate appointed as corporate officer for the Village pursuant to section 148 of the Community Charter,
 - "Council" means the Council of the Village of Belcarra;
 - "Council Meeting" means any gathering in which members of Council have been invited at which discussion could be seen to be making decisions or moving towards making decisions, and is a material part of Council's decision-making process;

- "Councillor" means a member of Council other than the Mayor:
- "Deferral" means a motion to defer consideration of a matter to a subsequent Meeting;
- "Delegation" means an individual or group appearing before Council to present information or make a request of Council pursuant to section 28;
- "Electronic Attendee" means a person who is attending an Electronic Meeting or Hybrid Meeting via electronic means;
- "Electronic Meeting" means a meeting where all Members participate electronically:
- "Electronic Participation" means the electronic participation of one or more attendees at an In Person Meeting;
- "Hybrid Meeting" means a meeting where some Members are attending in person and some Members are attending electronically;
- "Inaugural Meeting" means the meeting at which members elected at the most recent general local election are sworn in as a Member of Council;
- "In Person Meeting" means a meeting where some or all Members participate inperson;
- "Local Government Act" means the Local Government Act, RSBC 2015, c. 1;
- "Mayor" means the duly elected Mayor of the Village;
- "Meeting" means an Inaugural Meeting, Regular Council Meeting or Special Council Meeting or a committee meeting, as context requires;
- "Meeting Schedule" means the annually published schedule of the Regular Council Meetings;
- "Member" means the Mayor or a Councillor in relation to Council, or an appointed individual of a Committee;
- "Main Motion" means the motion that first introduces a matter before Council;
- "Motion" means a formal proposal made by a Member to consider a specified course of action;
- **"Point of Information"** means the procedure pursuant to which a Member may raise their hand and ask the Chair to require further information on the subject being debated;
- "**Point of Order**" means the procedure by which a Member interrupts another speaker to ask the Chair to rule on a procedural matter immediately;
- "Public Input Period" has the meaning set out in section 27;
- "Public Question Period" has the meaning set out in section 29;
- "Public Hearing" means a hearing held pursuant to Division 3 Part 14 of the Local Government Act;

- "Public Notice Posting Places" means the notice board at the Village Hall and optionally the Village website;
- "Question" means the subject matter of a motion currently under debate, except when referring to public question period;

"Quorum" means:

- a) in the case of a Council Meeting, a majority of the Members of Council; and
- b) in the case of a Committee, a majority of the voting Members appointed.
- "Referral" means a motion to refer a matter to staff or to a Committee;
- "Resolution" means a motion that has been carried by a majority of the Members present in a meeting, unless otherwise provided in an enactment;
- "Regular Council Meeting" means a meeting of Council held other than a special or inaugural meeting held under Part 2;
- "Robert's Rules of Order" means Robert's Rules of Order, Newly Revised, 12th Edition By Henry M. Robert (Public Affairs, 2020), or the most recent subsequent edition;
- "Select Committee" means a committee established by Council to consider or inquire into any matter or to report its findings and opinion to Council and to which other members are appointed who are not members of Council pursuant to section of the Community Charter,
- "Special Council Meeting" means a meeting of Council other than a Regular Council Meeting or Inaugural Meeting held pursuant to section 9;
- **"Standing Committee"** means a committee which must be established by the Mayor for matters the Mayor considers would be better dealt with by a committee pursuant to section 141 of the *Community Charter*;
- "Tabled" means an item will be dealt with within the current meeting or on the next meeting agenda as unfinished business;
- "Village" means the Village of Belcarra;
- "Village Hall" means Belcarra Village Hall located at 4084 Bedwell Bay Road, Belcarra BC V3H 4P8; and
- "Village Website" means the information resource found at an internet address provided by the Village.

3. Incorporation of Definitions and Interpretation

- (1) Unless otherwise defined in this Bylaw, the definitions used in the *Community Charter* apply to this Bylaw.
- (2) Words importing the singular include the plural and vice versa and words importing the neuter gender include the masculine and the feminine genders or the body corporate or politic where the context or the parties so require.
- (3) Headings given to sections are for convenience of reference only and do not form part of this Bylaw;

- (4) Unless expressly stated otherwise, a reference to a section or Part, means that section or Part of this Bylaw.
- (5) reference to a statute, regulation or another bylaw refers to that enactment as it may be amended or replaced from time to time.

4. Application of Procedural Rules

- (1) This Bylaw governs the proceedings of Council and all Committees of Council, as applicable;
- (2) In cases not provided for under this Bylaw or the *Community Charter*, then the most current version of *Robert's Rules of Order* applies to the proceedings of Council and Council Committees to the extent that these rules are:
 - (a) applicable in the circumstances; and
 - (b) not inconsistent with this Bylaw, the *Community Charter* or other applicable enactments:
- (3) The business of Council will be conducted in accordance with this Bylaw or the *Community Charter* and, in the absence of provision in this Bylaw or the *Community Charter*, in accordance with parliamentary procedure as set out in the current edition of *Robert's Rules of Order*.

5. Public Notice Posting Place

(1) The Public Notice Posting Place is to be used for the purpose of giving notices under Section 94 of the *Community Charter*.

PART 2 – COUNCIL MEETINGS

6. Inaugural Meeting

- (1) Following a general local election, the Inaugural Meeting must be held within the first ten (10) days of November in accordance with section 124(2)(g) of the *Community Charter* in the year of the general local election.
- (2) If a Quorum of Members elected at the general local election has not taken office by the date of the meeting referred to in subsection 6(1), the Inaugural Meeting must be called by the Corporate Officer and held as soon as reasonably possible after a Quorum has taken office.

7. Time and location of meetings

- (1) All Council meetings must take place within the Village Hall unless Council resolves to hold meetings elsewhere. Council must establish prior to December 31, by Resolution, a Meeting Schedule for Regular Council Meetings.
- (2) Regular Council Meetings will:
 - (a) be held on two (2) Mondays of each month, where practical, unless the Chief Administrative Officer or Corporate Officer determine there are insufficient items for the Agenda to hold a Council Meeting or the Monday falls on a statutory holiday;

- (b) commence at 7:00 pm on the day scheduled for the Regular Council Meeting;
- (c) be adjourned at 11:00 pm on the day scheduled for the Regular Council Meeting unless Council resolves to proceed beyond that time; and
- (d) have a designated municipal officer in attendance, or that person's deputy.
- (3) Closed Council Meetings will:
 - (a) be scheduled where it has been determined that a meeting or part of a meeting must or may be closed to the public pursuant to sections 90 and 91 of the *Community Charter*, and
 - (b) be adjourned:
 - (i) if scheduled on the same day as a Regular Council Meeting, by 6:30 pm; or
 - (ii) if scheduled on a day other than the day on which a Regular Council Meeting is also scheduled, within three hours after the time at which the meeting started;
 - (iii) unless Council resolves to proceed beyond that time in accordance with section 42 [Adjournment].
- (4) Public Hearings will:
 - (a) be held on a day other than days on which Regular Council Meetings are scheduled;
 - (b) begin at 6:00 pm; and
 - (c) be adjourned at or before the end of the third hour after the start time unless Council resolves to proceed beyond that time in accordance with section 42 [Adjournment].
- (5) Council may, by Resolution:
 - (a) reschedule or cancel meetings;
 - (b) change the time or location for holding meetings;
 - (c) recess for a short period with a statement of approximate time a meeting will be reconvened; and
 - (d) call an additional meeting(s) at the time and place stipulated in the Council Resolution.
- (6) The Corporate Officer may, in accordance with the Mayor and the Chief Administrative Officer or by a Resolution of Council, cancel, postpone, or reschedule any meeting of Council, and establish a different day, time or place for that meeting.

8. Notice of Council Meetings

- (1) In accordance with section 127 of the *Community* Charter, Council will prepare annually on or before December 31, a Meeting Schedule that includes the dates, times and places of Regular Council Meetings. The Meeting Schedule will be made available to the public by posting it at the Public Notice Posting Place, and optionally, the Village website.
- (2) Council will give notice annually on or before December 31 of the time and duration that the Meeting Schedule or Regular Council Meetings will be available.

(3) Council may revise the Meeting Schedule, including by cancelling, rescheduling, or changing the time or location for holding a Regular Council Meeting. When such revisions are made, the Corporate Officer will, as soon as possible, post a notice at the Public Notice Posting Place, and optionally, the Village website, indicating any revisions to the date, time and place or the cancellation of the meeting.

9. Calling and Notice of Special Council Meetings

- (1) The Mayor may call a Special Council Meeting at their discretion by sending a written notice of the date, time, place and nature of the meeting to the Chief Administrative Officer or Corporate Officer who will provide the information to Council.
- (2) Two or more Councillors may, in writing, request that the Mayor call a Special Council Meeting.
- (3) Two or more Councillors may request that the Mayor call a Special Council Meeting by sending a written request to all Council Members, the Chief Administrative Officer and the Corporate Officer if:
 - (a) within 24 hours after receiving a request pursuant to section 9(2), the Mayor has not made arrangements for a Special Council Meeting to be held within the next 7 days; or
 - (b) the Mayor and the Acting Mayor are absent or otherwise unable to call a Special Council Meeting.
- (4) Except where notice of a Special Council Meeting is waived by unanimous vote of all Members under 127(4) of the *Community Charter*, a notice of the date, time, and place of the Special Council Meeting must be given at least 24 hours before the time of the meeting, by:
 - (a) posting a copy of the notice at the Regular Council Meeting place;
 - (b) posting a copy of the notice at the Public Notice Posting Places;
 - (c) leaving one copy for each Council Member in the Council Member's mailbox at the Village Hall and providing an electronic copy for each member through Village email.
- (5) Unless waived under subsection (4), notice of a Special Council Meeting must describe in general terms the purpose of the meeting and be signed by the Chief Administrative Officer or the Corporate Officer.
- (6) If the meeting Agenda contains a proposed Resolution to close all or part of the meeting to the public, the notice must state:
 - (a) the basis under sections 90 and 91 of the *Community Charter* on which all or part of the meeting is to be closed; and
 - (b) briefly outline the purpose of the meeting;
 - but the notice must not otherwise describe the matter in respect of which all or part of the meeting is to be closed.
- (7) Before the time of a Special Council Meeting, the person or persons calling the meeting may, by written notice to the Chief Administrative Officer or Corporate Officer:
 - (a) cancel the meeting; or
 - (b) postpone the meeting and reschedule it to a different day and time.

10. Electronic Meeting Participation by Council Members

- (1) Provided the conditions set out in subsection 128(2) of the *Community Charter* [electronic meetings and participation by members] are met:
 - (a) Council meetings may be conducted by electronic means.
 - (b) The Chair and Chief Administrative Officer or designate will determine if a meeting of Council will be held as a Hybrid Meeting or Electronic Meeting.
 - (c) A Member of Council or a Council committee, who is unable to attend a Council meeting or a Council committee meeting in person, may participate in the meeting by means of electronic or other communication facilities if:
 - (i) the facilities enable the other members of Council to hear and be heard by the Electronic Attendees:
 - (ii) Council members attending an Electronic Meeting or Hybrid Meeting must, at all times, be visible on camera; and
 - (ii) except for any part of the Council meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council member.
 - (d) The Chair and at least one Councillor along with the Chief Administrative Officer or the Corporate Officer must personally attend in the Village Hall for any Hybrid Meeting of Council. In extenuating circumstances, all members of Council including the Mayor, and either the Chief Administrative Officer or the Corporate Officer may attend an Electronic Meeting of Council.
 - (e) A Council Member who wishes to attend an In-Person Meeting via electronic means must provide notice to the Chair, the Chief Administrative Officer or the Corporate Officer of their intent no less than 24 hours in advance of the meeting.
 - (f) Priority for Electronic Participation will be granted in order that the request is received, based on notification date and time, and will not exceed the electronic participation limits established in this section. Requests for an accommodation process will be considered.
 - (g) A Council Member may not exercise the option to participate electronically in an in person meeting more than ten (10) times per calendar year without the general consent or approval by Resolution of Council.
 - (h) The name of Electronic Attendees will be noted in the meeting minutes as having participated electronically.
 - (i) If a Member of Council participates in an Electronic Meeting of Council:
 - (i) the Chair shall advise Council when the Member joins the meeting;
 - (ii) the Member shall advise when they leave the meeting and shall state the reason why if associated with an item up for discussion.
 - (j) Members who are participating in a Closed Council Meeting electronically must ensure and verbally acknowledge that they are in a secure area where no one else can hear them and that they will maintain that confidentiality for the duration of the meeting;
 - (k) The verbal acknowledgement of confidentiality will be recorded in the minutes of the Closed Council meeting.

- (I) Electronic Attendees who lose connectivity with the electronic platform for more than five (5) consecutive minutes during the meeting will be noted in the minutes as having left the meeting. Reasonable effort will be made to re-establish communication, however the meeting will continue without the Electronic Attendees so long as there is quorum present.
- (m) Should a Member participating electronically be disconnected while speaking, the Chair will move on to the next speaker. Once communications are reestablished, the Member will be provided another opportunity to speak as long as the Motion on the item has not been voted on.
- (n) If a Council Member is not connected or cannot be re-connected to a Council meeting when a motion is on the floor and voted on, the Council Member will be recorded as absent in the minutes.
- (o) The Corporate Officer will provide an electronic copy of the Agenda and specific information to the Electronic Attendees.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

11. Designation of Acting Mayor

- (1) Annually, in December, Council must, from amongst its Members, designate Councillors to serve on a rotating basis, each as the Member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant. If a Councillor is unable or unwilling to participate in an Acting Mayor rotation, that Councillor may, by resolution of Council, be excused from being designated as Acting Mayor for up to one year.
- (2) Each Council Member designated under section 11(1) must fulfill the responsibilities of the Mayor in the absence of the Mayor.
- (3) The Member designated as Acting Mayor shall chair meetings in the absence of the Mayor at the beginning of a meeting or during a meeting should the Mayor recuse from discussion of an item.
- (4) If both the Mayor and the Acting Mayor designated under section 11(1) are absent from the Council meeting, the next designated Council Member for the next three-month period shall take the Chair.
- (5) The Member designated under this section has the same powers and duties as the Mayor in relation to the applicable matter.
- (6) Where possible, the Mayor shall notify the Chief Administrative Officer or the Corporate Officer if an Acting Mayor will be requested to act as Chair due to an absence or conflict of interest.

PART 4 – COUNCIL PROCEEDINGS

12. Community Charter Provisions

(1) Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*].

13. Application of Rules in This Part to Other Bodies

- (1) In addition to applying to Council meetings, this Part also applies to meetings of the following:
 - (a) Standing Committees;
 - (b) Select Committees;
 - (c) An advisory body established by Council;
 - (d) A municipal commission;
 - (e) The Board of Variance;
 - (f) A body prescribed by Provincial Regulation.

14. Attendance of Public at Meetings

- (1) Except where the provisions of section 90 of the *Community Charter* [meetings that may or must be closed to the public] apply, all Council meetings must be open to the public.
- (2) Before closing a meeting or part of a meeting to the public, Council must adopt a Resolution in a public meeting in accordance with section 92 of the *Community Charter [requirements before Council meeting is closed].*
- (3) Despite subsection (1), the Chair may expel or exclude a person other than a Council Member from a Council meeting in accordance with Section 133 of the *Community Charter* and:
 - (a) if the person refuses to leave, the Chair may cause the member to be removed by a peace officer; and
 - (b) if the person apologizes to the Council, Council may, by Resolution, allow the person to return to the place where the Council meeting is being held.

15. Attendance at Closed Meetings

- (1) In accordance with Section 91(1) of the *Community Charter*, if all or part of a meeting is closed to the Public, Council may allow one or more municipal officers and employees to attend or may exclude them from attending as it considers appropriate
- (2) In accordance with Section 91(2) of the *Community Charter* Council may allow persons other than municipal officers and employees to attend a Closed Meeting or a portion of a Closed Meeting if Council considers this necessary, including, without limitation, if the person
 - (a) already has knowledge of confidential information, or
 - (b) is a lawyer attending to provide advice in relation to a matter.
 - (c) in other cases, that Council may consider necessary

16. Resolution Required Before Closed Meeting

(1) Before a Closed Meeting or portion of a meeting is held, Council must state by Resolution passed in a public meeting in accordance with section 92 of the *Community Charter*, the fact that the meeting or part of the meeting is closed, and the basis for closing the meeting to the public pursuant to section 90 of the *Community Charter*.

17. Closed Meetings and Bylaws

(1) Council will not vote on the reading or adoption of a bylaw at a Closed Meeting.

18. Confidentiality

(1) All Council Members must keep in confidence information that was considered or is scheduled to be considered at a Closed Meeting, until and unless Council by Resolution agrees to make such information available to the public, or otherwise as required by law.

19. Minutes of Meetings

- (1) Minutes of meetings of Council must be:
 - (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or the Chair presiding at the Council meeting.
- (2) The minutes of a Closed Meeting or portion will record the names of all persons in attendance and when they entered and left the meeting,
- (3) The Corporate Officer may amend the wording of Council's motions provided the substance and intent of the motion are not altered.
- (4) The minutes of a previous meeting of Council may, be adopted by Resolution of Council. An error or omission in the minutes may be identified by a Member orally and rectified by Resolution, failing which the adoption of the minutes will be postponed to the next meeting of Council.
- (5) Subject to section 19(3), and in accordance with section 97(1)(b) of the *Community Charter [other records to which public access must be provided]* minutes of Council meetings will be open for public inspection at the Village Hall during its regular office hours.
- (6) Section 19(4) does not apply to minutes of a Closed Meeting. Closed Meeting minutes will be adopted at a subsequent Closed Meeting.
- (7) As per Section 15(1), should all staff be excluded from a Closed meeting, the Corporate Officer remains responsible for ensuring minutes are accurate, thereby, elected officials may want to limit circumstances in which responsibility for minute-taking must be assigned to a Councillor.

20. Calling the Meeting to Order

- (1) As soon as possible after the time specified for the commencement of a Council meeting, if there is a quorum present:
 - (a) the Mayor, if present, must take the Chair and call the meeting to order; or
 - (b) if the Mayor is absent, the Acting Mayor must take the Chair and call the meeting to order.

- (2) If a Quorum of Council is present but neither the Mayor nor the Acting Mayor are present at the time at which the meeting is scheduled and are not in attendance within 15 minutes of the scheduled time for the Council meeting, the Councillor designated under section 11.4 shall call the meeting to order.
- (3) Upon arrival, the Mayor or the Acting Mayor will take the Chair and preside.

21. Adjourning Meeting Where No Quorum

- (1) If there is no Quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
 - (a) record the names of the Members present, and those absent;
 - (b) adjourn the meeting until the next scheduled meeting; and
 - (c) place all business on the Agenda that is not dealt with at the meeting on the Agenda for the next meeting.
- (2) If Quorum is lost during a meeting, the names of the Members present and those absent must be recorded and the meeting will be temporarily recessed until a Quorum is present. If a Quorum does not reconvene within 15 minutes, paragraphs (a), (b) and (c) of subsection (1) apply.

22. Agenda

- (1) Prior to each meeting of Council, the Corporate Officer will prepare an Agenda that lists and briefly summarizes each item to be considered at the meeting.
- (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Regular Council Meeting Agenda must be no later than 12:00 pm on the Tuesday prior to the Regular Council Meeting.
- (3) The deadline for submissions by Village staff or Members to the Corporate Officer of items for inclusion on the Council meeting Agenda must be no later than 12 noon on the Tuesday prior to the meeting.
- (4) Notwithstanding section 22(2) and 22(3), the Chief Administrative Officer or the Corporate Officer may, where practical, include an item which is not provided by the time and date required on a Council Agenda prior to its publication.
- (5) The Corporate Officer will make the Agenda available to members of Council and to the public by the Thursday afternoon prior to the Regular Council Meeting, unless there are unforeseeable circumstances outside of the Corporate Officer's control, then in such cases the Agenda will be made available as soon as reasonably practical.
- (6) For Closed Meetings that are scheduled in advance, the Corporate Officer will prepare an Agenda which notes the sections of the *Community Charter* under which the discussion may or must be closed to the public. Where a Closed Meeting is a Special Meeting or part thereof, unless notice is waived unanimously, the Agenda for the Closed Meeting, along with notice, will be made available to Members of Council and the public at least 24 hours prior to a scheduled Closed Meeting.

23. Order of Proceedings and Business

- (1) The Agenda for all Regular Council Meetings will contain the following matters in the order in which they are listed below:
 - (a) Call to Order
 - (b) Approval of the Agenda (including Matters Deemed Expedient)
 - (c) Adoption of Minutes
 - (d) Public Input
 - (e) Delegations
 - (f) Items on Consent Agenda
 - (g) Items Removed from the Consent Agenda
 - (h) Correspondence/Proclamations (Action Items)
 - (i) Unfinished Business
 - (j) Staff Reports
 - (k) Bylaws
 - (I) Release of Items from Closed Council Meetings
 - (m) Mayor and Councillor Reports
 - (n) Other Matters Deemed Expedient¹
 - (o) Notices of Motions and Matters for Introduction at Future Meetings²
 - (p) Public Question Period
 - (q) Adjournment
- (2) Unless the Council otherwise resolves, Council will follow the order of business at every Regular Council Meeting pursuant to subsection (1).

24. Late Items

- (1) An item of business not included on the Agenda will not be considered at a Council meeting unless introduction of the late item is approved by Council with a unanimous vote of all Members present.
- (2) If Council makes a resolution under Section 24.1, information pertaining to late items will be distributed to the Members.
- (3) Late items not considered as urgent or emergent issues must be brought forward through the Notice of Motion process as per Section 36.

25. Consent Agenda Items

(1) Items that, in the opinion of the Chief Administrative Officer or Corporate Officer that are non-controversial, routine items which do not require discussion or debate may be grouped together under the "Consent Agenda", section of the Regular Council Meeting Agenda (the "Consent Agenda") and dealt with under one Resolution of Council. Consent agenda items may be considered in total and without debate or amendment.

¹ See Section 24 – Late Items and Section 26 – Other Matters Deemed Expedient

² Council must not consider matters raised under this section at the same meeting the matter is introduced.

- (2) Once a Motion to receive items on the Consent Agenda has been moved and seconded, any Member of Council may request that an item on the Consent Agenda be removed and dealt with separately. Members shall request removal of items from the Consent Agenda prior to the final vote to receive the balance of items. When there are no more items to be removed, the Chair shall read out the numbers of the remaining consent items and call the question on the Motion.
- (3) Any item that is removed from a Consent Agenda will be considered immediately after the consideration of the Consent Agenda as an item under the "Items Removed from the Consent Agenda" section of the Regular Council Meeting Agenda without Resolution, to discuss such item(s) in more detail or to provide an opportunity for motions on the removed item(s). Each item removed from the Consent Agenda will be debated and voted on by Council separately.

26. Other Matters Deemed Expedient

- (1) An item of business not included on the Agenda must, in the opinion of at least one Council Member, be a matter of urgent business in order to be considered for a resolution under section 24 (1).
- (2) A Member must, when making a request, inform Council of the nature of the business and the reason for urgent consideration.
- (3) If Council makes a Resolution under section 24(1), information pertaining to such item(s) must be distributed to Members and to the public as soon as reasonably possible.
- (4) Non-urgent items not included on the Agenda may be introduced and scheduled for consideration at the next Regular Council Meeting through the Notice of Motion pursuant to section 36.

27. Public Input

- (1) A period of fifteen (15) minutes will be made available on each Regular Council Meeting Agenda for members of the public to make submissions to Council (the "Public Input Period"). There will be another opportunity for the public to ask questions at the end of the meeting under Public Question Period [Section 29].
 - (a) Anyone wishing to speak during Public Input Period must so indicate by raising their hand.
 - (b) When the Chair commences the Public Input Period, the Chair will call on those persons wishing to speak to Council and present comments on any item that appears on the Regular Council Meeting Agenda by order of when persons indicated they wished to speak.
 - (c) A person must first be acknowledged by the Chair before speaking and when called by the Chair, each speaker must state their name and address for the record and will be allowed 2 minutes to speak. A second opportunity to speak is permitted when all other interested parties have had an opportunity to provide their comments.
 - (d) Council Members will not respond to public comment nor engage in debate except to ask clarifying questions or to correct inaccurate information. There is no opportunity to engage in discussion with Council.

- (e) Following a submission, Council may refer an issue to staff for further consideration through a report by Motion.
- (2) To accommodate speakers who were not given an opportunity to address Council within the 15-minute Public Input Period, Council may extend Public Input period by a majority vote.
- (3) A person must not make a submission regarding a proposed official community plan bylaw or a proposed zoning bylaw in respect of which a Public Hearing has been held, except where a second or subsequent Public Hearing is to be held on the matter.
- (4) Once the nomination period preceding a general local election or by-election begins, the Public Input Period will be suspended until the first Regular Council Meeting following the election.
- (5) The Chair may determine if a submission from a member of the public is appropriate to be raised or discussed in that meeting or portion thereof.

28 Delegations

- (1) Delegations to a Regular Council Meeting may be received if:
 - (a) a request in writing is received by the Chief Administrative Officer or the Corporate Officer in writing by 12:00 pm on the Tuesday prior to the Council meeting at which the presenter wishes to appear, clearly outlining the intended subject matter to be presented and the name of the presenter and, if applicable, the organization being represented;
 - (b) the Delegation has been advised on the date of the meeting at which they may appear; and
 - (c) the Delegation has not presented to Council on the same topic in the last 12 months unless requested by Council at a previous meeting
- (2) Material for Delegations must be provided to the Corporate Officer at least three (3) business days prior to the preferred meeting date. Delegations intending to use audio or audio-visual equipment must advise the Corporate Officer at least three business days prior to the meeting, with the understanding that the Village will assist with, but not be responsible for, the provision of the necessary equipment.
- (3) The Corporate Officer may schedule Delegations to any Council meeting at their discretion with consideration to scheduling constraints and the subject matter of the Delegation.
- (4) The Corporate Officer may refuse to place a Delegation on the Agenda if the issue is not considered to fall within the jurisdiction of Council. If the person making the Delegation request wishes to appeal the Corporate Officer's decision, the Corporate Officer will distribute the appeal to Council for their consideration. A two-thirds majority vote is required when deciding to consider a non-jurisdictional item at a Council meeting.
- (5) A maximum of three (3) Delegations may be scheduled during one Regular Council Meeting.
- (6) Delegations will be confined to the subject which was indicated in the written request and will be allowed a maximum of 10 (ten) minutes to make their presentation, excluding the time taken for questions posed by Council.

- (7) Delegations are to present information to Council. Council Members will not engage in debate on the Delegation topic.
- (8) There will be no opportunity for members of the public to ask questions or comment on the Delegation. Delegations will not entertain questions from the public. Once the submission is complete, following any acknowledgements and questions from Council, the Delegation will be asked to leave the floor.
- (9) Council may waive strict compliance with the time limit as per subsection (6) by a Resolution passed by a two-thirds majority vote of all Members present.
- (10) The Corporate Officer will not permit a Delegation regarding:
 - (a) a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw, except where a second or subsequent Public Hearing is to be held on the matter;
 - (b) the promotion of commercial products or services which have no connection to the business of the Village; (c) publicly tendered contracts or proposal calls for the provision of goods and services for the Village, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or Village staff;
 - (d) an issue which is before the courts or on which Council has authorized legal action; or
 - (e) in the Corporate Officer's view, is a matter that may be subject to discussion at a Closed Meeting.

29. Public Question Period

- (1) At the end of a Regular Council Meeting, Council business, the public may be afforded an opportunity to ask questions of Council (the "Public Question Period").
- (2) A period of twenty (20) minutes will be allocated for the Public Question Period. Questions from the public pertaining to the Council Agenda will be addressed first, followed by questions on other topics.
- (3) A person wishing to make a submission will be limited to a maximum of two (2) minutes and the submission must be in the form of a question.
- (4) The Public Question Period will be completed by 11:00 pm pursuant to section 7.2(c), unless extended with approval of Council through an affirmative vote.
- (5) Members of Council will not interact or debate with the speakers during Public Question Period unless receiving permission from the Chair to answer a question or refer the matter to staff at the meeting for clarification.
- (6) If a question to staff arises during the Public Question Period, the question must be addressed to the Chair. The Chair can request clarification from staff in attendance, however, Council reserves the right to defer responding to a question in order to obtain the information required to provide a complete and accurate response.

- (7) The Chair may determine whether Council can respond to a question from the public, including questions involving:
 - (a) a proposed official community plan bylaw, a proposed zoning bylaw, or a development variance permit application;
 - (b) the promotion of commercial products or services which have no connection to the business of the Village;
 - (c) publicly tendered contracts or proposal calls for the provision of goods and services for the Village, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or Village staff;
 - (d) an issue which is before the courts or on which Council has authorized legal action; or
 - (e) a topic that may be the subject of a Closed Council Meeting under section 90 of the *Community Charter*.

30. Voting at Meetings

- (1) The following procedures apply to voting at Council meetings:
 - (a) when debate on a matter is closed the Chair must put the matter to a vote of Members;
 - (b) when Council is ready to vote, the Chair must put the Motion to a vote by stating something similar to:
 - "All those in favour raise your hands and say aye.", and then,
 - "All those opposed raise your hands and say nay."
 - (c) when the Chair is putting a Motion to a vote a Member must not:
 - (i) cross or leave the room, if attending electronically, the Council Member must be visible:
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting Council Member is raising a Point of Order.
 - (d) if requested by a Member, Council must:
 - (i) vote separately on each distinct part of a Motion that is under consideration; or
 - (ii) vote separately on one or more distinct parts of the Motion, as specified by the Member who requested division.
 - (e) if a Motion does not contain clearly identifiable distinct parts, and, in the opinion of the Chair, it is not possible to divide the Motion into distinct parts, the Motion will not be divided and must be voted on as a single Motion:
 - (f) after the Chair puts the Question to a vote under paragraph (b), a Member must not speak to the question or make a Motion concerning it, except to:
 - (i) move to postpone to a certain time or postpone indefinitely; or
 - (ii) refer the item back to staff at which that Motion will supersede the Main Motion and must be voted on first;

- (g) the Chair's decision regarding whether a Question has been finally put, is conclusive;
- (h) whenever a vote of Council on a Motion is taken, each Council Member present will signify their vote by raising their hand;
- (i) should any Member refrain from voting when any Question is put, the Member shall be regarded as having voted in the affirmative and the Member's vote shall be counted accordingly;
- (j) if the votes of the Members present at a Council Meeting at the time of the vote are equal for and against a Motion, the Motion is defeated;
- (k) the Chair must declare the result of the vote by stating that the Motion is decided in either the affirmative or the negative and the result will be recorded in the minutes as "CARRIED" or "DEFEATED" as circumstances dictate;
- (I) the names of those who vote negative, against a question, will be entered into the minutes; and
- (m) the names of those who attend the meeting but are absent at the time of the vote on a matter will be entered into the minutes.

31. Points of Order

- (1) Without limiting the Chair's duty under the section 132(1) of the *Community Charter* [authority of the presiding member], a Member may raise a Point of Order at any time during a Council meeting.
- (2) When a Point of Order is raised, the Chair must:
 - (a) immediately interrupt the matter of consideration on the Agenda;
 - (b) interrupt the Member who is speaking, until the Point of Order is ruled upon;
 - (c) ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
 - (d) rule on the Point of Order without debate.
- (3) The Member who raised the Point of Order:
 - (a) must, upon request by the Chair, state the substance and the basis for the Point of Order; and
 - (b) may, appeal the Chair's ruling on the Point of Order. If the ruling of the Chair is appealed, the Chair must put the appeal to a vote of Council pursuant to section 132 of the *Community Charter*.
- (4) If a Council Member wishes to appeal the Chair's decision on the Point of Order:
 - (a) the Chair will immediately ask "shall the Chair be sustained?" and the Motion must be decided without debate:
 - (b) the Chair must not vote on the Motion under paragraph (b);
 - (c) the Motion passes in the affirmative if the votes are equal, or if a majority of Council Members vote in the affirmative; and
 - (d) the Chair must be governed by the result.
- (5) Where Council has voted not to sustain the Chair, the decision of the Chair is negated and the business of Council must proceed as if the decision had never been made.

- (6) If a Member puts a Question to the Chair regarding any matter connected to the affairs of Council or the Village, the Chair may respond, or may:
 - (a) require the Member to put the Question in writing; and
 - (b) take the question on notice and respond during the next Regular Council Meeting.

32. Conduct and Debate

- (1) The Chair may speak at a meeting at any time without leave but may not interrupt a Member except to restore order.
- (2) A Council Member may speak to a question or Motion at a Council meeting only if that Member first addresses and is recognized by the Chair.
- (3) If a Council Member wishes to speak at the same time the Chair begins to speak, the Chair may speak first.
- (4) If two or more Members wish to speak at the same time, the Chair will designate the order in which each is to speak.
- (5) Council Members will address the Chair by the title of the person such as Mayor, Acting Mayor, or Councillor.
- (6) Council Members will address other non-presiding members by the title Councillor.
- (7) No Council Member may interrupt a Council Member who is speaking except to raise a Point of Order pursuant to section 31 of this Bylaw;
- (8) The Council Member who moved the Motion may speak first relative to the Motion and the Council Member who seconded Motion may speak second relative to the motion.
- (9) If more than one Council Member speaks, the Chair will call on the Council Member who, in the opinion of the Chair, first spoke.
- (10) Council members who are called to order by the Chair:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and
 - (c) may appeal to Council for its decision on the Point of Order in accordance with Section 132 of the Community Charter [Authority of Presiding Member].
- (11) Council members speaking at a Council meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a Motion that the vote be rescinded or reconsidered pursuant to section 40 of this Bylaw; and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of Council in connection with the rules and points of order.
- (12) If a Member does not adhere to a call to order under subsection (10),
 - (a) the Mayor may order the Member to leave their seat in accordance with section 133(1) of the *Community Charter*;

- (b) the Mayor may request the Member to be removed by a peace officer if the Member refuses to leave their seat; and
- (c) Council may by Resolution allow the Member to retake their seat if the Member apologizes to all Members of Council.
- (13) A Member may request that a Question being debated at a Council meeting, be read during the debate, but may not interrupt another Council Member who is speaking.
- (14) The following rules apply to Council Members wishing to speak at a Council meeting:
 - (a) a Council member may speak more than once in connection with the same Question only:
 - (i) with the permission of Council; or
 - (ii) if the Council member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a Council member who has made a substantive motion to Council may reply to the debate;
 - (c) a Council member who has moved an amendment, the previous Question, or an instruction to a committee, may not reply to the debate;
 - (d) a Council member may speak to a question, or may speak in reply, for longer than a total time of five (5) minutes, only with the permission of Council.

33. Conduct of the Public

- (1) Members of the public are permitted to speak at a meeting only when recognized by the Chair.
- (2) Members of the public will be offered an opportunity to speak on matters during the Public Input or the Public Question Period during a Regular Council Meeting. Only members of Council will speak on and debate items on the Agenda.
- (3) A member of the public attending a meeting must not address Council once Council debate on an Agenda item has begun.
- (4) No member of the public may use any rude tone or offensive language, express any point of view or opinion, or make any allegation that directly or indirectly reflects upon the public conduct or private character of any person when addressing Council.
- (5) No member of the public attending a meeting may cause a disturbance, disrupt or in any manner delay the conduct of the business at a Council meeting.
- (6) The Chair may order that a person acting improperly be expelled from the meeting. If that person refuses the request to leave the meeting, the presiding Chair may further request a peace officer to enforce the order if the person to be expelled does not leave the meeting in accordance with section 133 of the *Community Charter*.
- (7) The following topics will not be permitted for public discussion during a meeting and may cause the participant to be expelled from the meeting:
 - (a) any topic not permitted under the Community Charter;
 - (b) any matter pertaining to a bylaw or zoning application that is the subject of a public hearing (unless at the public hearing) and has not yet been adopted;
 - (c) any matter that is before the courts, has been the subject of a claim for damages, or pertains to active requests for proposals;

- (d) any matter that may or must be deemed closed to the public under Sections 90 and 91 of the *Community Charter*; and
- (e) other topics deemed inappropriate, vexatious, frivolous, defamatory in nature, or containing abusive language.

34. Motions Generally

- (1) Council may debate and vote on a Motion only if it is first made by one Council Member and then seconded by another.
- (2) Once a Motion has been moved and seconded, only Members of Council will speak on and debate items on the Agenda. and a member of the public attending a meeting must not address Council once Council debate on an item has begun as per Section 33.3.
- (3) A Motion that deals with a matter than is not on the Agenda of the Council meeting at which the motion is introduced may be introduced with Council's approval through the Notice of Motion process as per Section 36.
- (4) No more than one main Motion may be on the floor at any given time.
- (5) A Council Member may make only the following Motions when the Council is considering a Question:
 - (a) to refer;
 - (b) to defer;
 - (c) to amend;
 - (d) to lay on the table;
 - (e) to postpone indefinitely;
 - (f) to postpone to a certain time:
 - (g) to move the previous Question; and
 - (h) to adjourn.
- (6) A Motion made under paragraphs (d) to (h) of subsection (5) is not amendable or debatable.
- (7) Council must vote separately on each distinct part of a Question that is under consideration at a Council meeting if requested by a Member.
- (8) The Chair may speak to any Motion.

35. Motions Defined

- (1) Motion to Refer
 - (a) A Council Member may propose a Motion to refer which means to return a matter to staff to address details and additional information required in order for the matter to be brought back to a Council meeting. That Motion can refer either to:
 - (i) a matter that is on the Agenda of a Council meeting, but on which a Motion has not yet been made; or
 - (ii) a Motion that is on the floor.

- (b) Upon a Motion to refer is seconded, such Motion:
 - (i) is debatable, but only as to the merits of the referral;
 - (ii) may not be deferred or amended; and
 - (iii) applies to an amendment or to an original motion.
- (c) Where a Motion to refer refers to a Main Motion which has been amended, the referral applies to the Main Motion as amended.
- (d) Before the Question is called on a referral Motion, any Council Member may give direction on such Motion on matters which the Member feels should be investigated further before the matter is presented to Council again.

(2) Motion to Defer

- (a) A Council Member may propose a Motion to defer a Motion which is on the floor either:
 - (i) to a later time during the same meeting and such a Motion must specify when in the order of business, or after which circumstances, the Motion will be dealt with: or
 - (ii) to another meeting and in such Motion must specify:
 - 1. the date of the meeting at which the deferred Motion is to be considered; or
 - 2. any conditions which must be fulfilled in order for the deferred Motion to be considered further; or
 - 3. both 1 and 2.
- (b) A Motion to defer is debatable, but only to the merits of deferral.

(3) Motion to Amend

- (a) A Council Member, other than the mover of a Motion, may without notice, propose an amendment to a Motion that is being considered.
- (b) An amendment may propose removing, substituting, or adding to the words of a Main Motion.
- (c) When an amendment to a Main Motion has been moved and seconded, debate is limited to the amendment only.
- (d) A proposed amendment must be decided upon or withdrawn before the main Question is put to a vote unless there is a call for the main question.
- (e) If the amendment is defeated, debate may continue on the Main Motion, and if no further amendments are proposed, the Chair must call the Question on the Main Motion. An amendment that has been defeated by a vote of Council cannot be proposed again.
- (f) If the amendment is adopted and no further amendments are proposed, the Chair will then call the Question on the Main Motion, as amended.
- (4) Motion to Sub-Amend (an amendment of an amendment)
 - (a) A Council Member may propose a sub-amendment to an adopted amended Motion, however an amended Motion is subject to only one sub-amendment at any given time. No sub-amendments to sub-amendment may be proposed.

- (b) The Chair will call the question on a Motion which has been amended, in the following order:
 - (i) a sub-amendment, if any;
 - (ii) an amendment to the Main Motion; and
 - (iii) the Main Motion, as amended (if applicable).

(5) Scope of Amendments

- (a) The amendments permitted under section 35(3) may take the form of deletion, addition or substitution of words or figures, provided such deletions, additions or substitutions do not, in the opinion of the Chair, negate the intent of the Main Motion.
- (b) If a Member states that a proposed amendment to a Motion would negate the intent of the Motion, the Chair will rule whether that would be the case.
- (c) A ruling made pursuant to subsection 36(5)(b) may be appealed to Council as if the ruling were a Point of Order.
- (6) Motion to Lay on the Table
 - (a) A Council Member may propose a Motion to lay on the table or "table" which means the Main Motion is temporarily put aside to be dealt with within the current meeting or on the next meeting Agenda as unfinished business.
 - (b) The Motion to table is carried by majority vote and is not debatable or amendable. Council may not debate or take any action that would affect the tabled question until a subsequent Motion to withdraw the Motion to table is moved, seconded and carried.
- (7) Motion to Postpone
 - (a) A Council Member may propose to postpone a matter indefinitely. The matter must be disposed of by majority vote;
 - (b) A Council Member may propose to postpone a matter to a certain time and date. The matter must be rescheduled for a vote at a specified later time (date).
- (8) Motion for the Question
 - (a) A Council Member may put forward a Motion to call the Question on a Motion;
 - (b) The following rules apply to a Motion to call the Question on a Motion:
 - (i) If a Motion to call the Question is made, the Motion to call the Question takes precedence over any other Motion on the floor and must be voted on immediately without debate; and
 - (ii) If the Motion to call the Question is defeated, Council may once again debate the Motion that was the subject of the Motion to call the question, prior to voting on that Motion.

36. Notice of Motion Process

- (1) If a Member during a meeting wishes to bring before Council a matter for consideration at a future Council Meeting, they may do so by Notice of Motion. A Notice of Motion announced during a meeting must be:
 - (a) presented in writing to the Corporate Officer or Recording Secretary;
 - (b) read aloud by the Member or the Corporate Officer or Recording Secretary; and
 - (c) recorded in the minutes of the meeting.

- (2) Upon the Member being acknowledged by the Chair, the Member will read aloud the Motion.
- (3) The Motion and any supporting materials provided by the Council Member presenting the Motion will be placed on the Agenda of the next Council meeting.
- (4) At the meeting at which the Motion is scheduled for consideration:
 - (a) only the Council Member making the Motion may make introductory remarks prior to the Motion being moved and seconded; and
 - (b) after the Motion is moved and seconded, it may be debated and voted on by Council.
- (5) If the Member who submitted the Motion is not in attendance at the Council meeting where the Motion is brought forward, the matter will not be considered until the Member who submitted the Motion is in attendance.

37. Main Motion

- (1) At a Council meeting, the following rules apply to a Main Motion, or for the Main Motion as amended:
 - (a) if a member of Council moves to put the Main Motion, or the Main Motion as amended, to a vote, that Motion must be dealt with before any other amendments are made to the Motion on the Main Motion; and
 - (b) if the Main Motion, or for the Main Motion as amended, is decided in the negative, Council may again debate the question, or proceed to other business.

38. Withdrawal of Motion

- (1) A Motion may be withdrawn by the mover of a Motion, with the consent of all Council Members present.
- (2) A Motion may not be withdrawn after it has been voted on by Council.

39. Inadmissible Motions

- (1) If the Chair considers that a Motion is contrary to law, the Chair will inform Council at once and refuse to permit debate on the Motion and refuse to put the question to a vote.
- (2) If the Chair considers that a Motion may be contrary to law, the Chair may refer the Motion to staff or to legal counsel for further consideration.
- (3) The Chair will immediately give reasons for any refusal made pursuant to subsection 39(1).

40. Council Reconsideration of a Matter

(1) In accordance with section 131 of the *Community Charter*, and subject to the provisions of this section, the Mayor may, at the same meeting or within 30 days following the meeting at which a vote was taken, require Council to reconsider and vote again on a matter that was the subject of a vote.

- (2) Subject to the provisions of this section, a Council member who voted with the majority on a Resolution, either for or against a Motion, may bring a motion, other than to postpone indefinitely, that Council:
 - (a) move to reconsider and vote again on the Resolution;
 - (b) amend the Resolution or
 - (c) rescind the Resolution; and

the Member seeking reconsideration must provide the Mayor and Corporate Officer with written reasons for the reconsideration so that Council will know why it is being asked for reconsideration, the matter can be debated, and a public record of the reconsideration will be included in the minutes of the meeting.

- (3) A matter may not be the subject of reconsideration under subsection (1) or (2) if:
 - (a) reconsideration is initiated later than the 30 days following the meeting at which the vote was taken;
 - (b) the matter has had the approval of the electors or the assent of the electors and was subsequently adopted;
 - (c) there has already been a reconsideration under this section in relation to the matter; and
 - (d) the matter has been acted upon irreversibly by a Village officer, employee or agent.
- (4) A vote to reconsider can be debated but must not be reconsidered.
- (5) If a Motion to reconsider is defeated, the subject matter of the Resolution or proceeding may not be open for consideration by the Council for at least six months except by way of substantially different motion.
- (6) Subject to applicable enactments, the Council may be resolution, rescind the most recent reading of a proposed bylaw, other than first reading, and then give the proposed bylaw that reading again with or without amendment.
- (7) A Bylaw, resolution, or proceeding that is reaffirmed under subsection (5) is as valid and has the same effect as it had before reconsideration.

41. Reports from Committees

- (1) Council may take any of the following actions in connection with a Resolution it receives from any Committee:
 - (a) agree or disagree with the Resolution, support or deny support;
 - (b) amend the Resolution;
 - (c) refer the Resolution back to the Committee or other body;
 - (d) postpone consideration of the Resolution.

42. Adjournment

(1) Council may continue a Council meeting after 11:00 pm only by an affirmative vote of the Council Members present to extend the meeting by an established length of time. A Council meeting may only be extended once.

- (2) A Motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that Motion has not been preceded at that meeting by the same Motion.
- (3) Subsection 42(2) does not apply to either of the following Motions:
 - (a) a Motion to adjourn to a specific day;
 - (b) a Motion that adds an opinion or qualification to a preceding Motion to adjourn.

PART 5 - BYLAWS

43. Copies of Proposed Bylaws to Council Members

(1) A proposed bylaw may be introduced at a Council meeting if a copy of it has been delivered to each Council Member at least 24 hours before the Council meeting, or if all Council Members unanimously agree to waive this requirement.

44. Form of Bylaws

- (1) A bylaw introduced at a Council meeting will:
 - (a) be printed;
 - (b) have a distinguishing title;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose; and
 - (e) be divided into sections if applicable.

45. Bylaws to be Considered Separately or Jointly

- (1) Council will consider a proposed bylaw at a Council meeting either:
 - (a) separately when directed by the Chair or requested by another Council Member; or
 - (b) jointly with other proposed bylaws in the sequence determined by the Chair.

46. Reading and Adopting Bylaws (need to check Local Gov Act sections)

- (1) The readings of a proposed bylaw may be given by stating its title, bylaw number and object.
- (2) Subject to the *Community Charter* and *Local Government Act*, a proposed bylaw may be debated and amended at any time during the first three readings and, if amended, a Motion at third reading will be "to give the bylaw (name) third reading as amended."
- (3) A Council member may only propose an amendment to a bylaw when such a bylaw is on the floor for either first, second or third reading, but may not do so, subject to subsection 46.5, when such bylaw is on the floor for adoption. Bylaws may not be debated or amended at adoption.
- (4) Subject to applicable enactments, Council may by Resolution rescind second or third reading of a proposed bylaw and then give the proposed bylaw that reading with or without amendment.
- (5) After a public hearing on a proposed bylaw, Council may not amend the bylaw to:
 - (a) alter the use:
 - (b) increase the density;

- (c) without the owner's consent, decrease the density of any area from that originally specified in the bylaw, or
- (d) alter the bylaw in relation to residential rental tenure in any area.
- (6) To amend a proposed bylaw that has been granted third reading, third reading of that bylaw must be rescinded.
- (7) Each reading of a proposed bylaw other than an official community plan bylaw must receive the affirmative vote of a majority of the Council members present.
- (8) Each reading of an official community plan bylaw must receive an affirmative vote of a majority of all Council Members.
- (9) Subject to the *Community Charter* and the *Local Government Act*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (10) Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading. For all other bylaws there must be at least one day between third reading and the adoption of the bylaw.
- (11) If a bylaw fails to receive a mover and seconder at any reading or at adoption and no outstanding matter applies to it, the bylaw is deemed to be abandoned.
- (12) If a bylaw has been abandoned or has been defeated at a vote, it will not be considered again by Council for a period of one year unless by way of reconsideration under section 40 of this Bylaw.

47. Bylaws Must Be Signed

- (1) After a bylaw is adopted, and pursuant to Section 135(6) of the *Community Charter*, it will be signed by the Chair and the Corporate Officer and the Corporate Officer will have it placed in the Village's records for safekeeping and endorse upon it:
 - (a) the Village's corporate seal;
 - (b) the dates of its readings and adoption; and
 - (c) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - RESOLUTIONS

48. Form of Resolution

(1) Council actions must be dealt with by voting on a Motion put forth by a Council Member and seconded by another Council Member.

49. Introducing Resolutions

- (1) The Chair may:
 - (a) have the Chief Administrative Officer or Corporate Officer read the Resolution;
 - (b) request that the Resolution be introduced.

50. Return of Defeated Resolution

(1) A Resolution that has been defeated at a vote will not be considered again by Council unless by way of reconsideration under section 40 of this bylaw.

PART 7 – PUBLIC HEARINGS

51. Order of Business

- (1) The order of business at a Public Hearing shall be as follows:
 - (a) the notice of the Public Hearing is summarized;
 - (b) any staff reports are identified and any staff recommendations are summarized;
 - (c) any correspondence received is identified;
 - (d) the applicant details their applicant;
 - (e) the Chair calls for any person to be heard or to present a written submission respecting the bylaw
 - (f) the applicant responds to new information or factual matters raised by previous speakers or Council.
- (2) Public Hearings are to be held in Council Chambers at the Village Hall except when the scope of a Public Hearing may warrant holding it in a larger location.
- (3) Public Hearings will normally be held after the second reading of a bylaw and before third reading.
- (4) More than one item for consideration that is the subject of a bylaw may be included in a notice of the Public Hearing and more than one bylaw may be considered at a Public Hearing.
- (5) A written report in the form of minutes of each Public Hearing item containing a summary of the nature of the representations respecting the bylaws that were made at the Public Hearing must be prepared and maintained as a public record.
- (6) The report under subsection 52(5) must be certified as being fair and accurate by the person who prepared the report and, if applicable, by the person who was delegated to hold the public hearing.
- (7) A Public Hearing may be adjourned and no further notice of the hearing is necessary if a time, date and place and the way in which the hearing and the way in which the hearing is to be conducted by means of electronic or other communication facilities, if applicable is stated to those present at the time that the hearing is adjourned.
- (8) Despite section 135(3) the *Community Charter* [at least one day between third reading and adoption] a Council may adopt an official community plan or zoning bylaw at the same meeting at which the bylaw(s) were given third reading.

52. Opportunity to be Heard (Public Input)

(1) All persons who believe that their interest in property is affected by the proposed bylaw which is subject of a Public Hearing will be afforded a reasonable opportunity to be heard or to present written submissions on matters contained in the bylaw. A person must first be acknowledged by the Chair before speaking. Speakers must identify themselves by stating their name and place of residence, and the name and place of residence or business of the person or body they represent if applicable.

- (2) Presentations by members of the public at a Public Hearing will be limited to a maximum of five minutes per call. After each speaker has been heard a first time, they may be provided the opportunity to speak again, after the list of speakers for first call has been exhausted. Without limiting the opportunity provided for in subsection 52(1), speakers shall be encouraged to confine comments to new information on second call.
- (3) A speaker will not debate a point of view with any speaker but can ask for clarification from the Chair. Only Members of Council may ask questions of any person who has been heard, however, Members of Council are to listen to the public, not to debate the merits of the proposal. The applicant of the proposed bylaw may provide clarification or respond to questions at the request of the Chair.

53. Adjournment of Public Hearing

- (1) Once all speakers have been heard, the Public Hearing is then adjourned and considered closed.
- (2) No new information or correspondence may be submitted to Members of Council after the Public Hearing is closed.

PART 8 - COMMITTEES

54. Duties of Standing Committees

- (1) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the committee:
 - (b) matters that are assigned by the Mayor.
- (2) Standing Committees must report and make recommendations to Council at all of the following times:
 - (a) in accordance with the committee meetings schedule or as required:
 - (b) on matters that are assigned by Council or the Mayor at the time specified.

55. Duties of Select Committees

- (1) Select Committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select Committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

56. Schedule of Committee Meetings

- (1) At its first meeting after its establishment, a Standing Committee or Select Committee must establish a regular schedule of meetings.
- (2) The Chair of a committee may call a meeting of the committee in addition to the regular scheduled meetings or may cancel or reschedule a meeting by notifying the Corporate Officer in writing.

57. Notice of Committee Meetings

- (1) After the Committee has established the regular schedule of Committee meetings, including the times, dates and places of the Committee meetings, notice of the schedule will be given by:
 - (a) posting a copy of the schedule at the Public Notice Posting Place, or optionally, the Village website; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of Committee meetings, the designated staff resource person must, as soon as possible, inform the Corporate Officer who will post a notice at the Public Notice Posting Place, or optionally, the Village website which indicates any revisions to the date, time and place or cancellation of a Committee meeting.
- (3) The staff resource person to a Committee must provide a notice of the day, time and place of a meeting called under subsection (2) to be given to all members of the Committee before the time of the meeting.

58. Attendance and Voting at Committee Meetings

(1) Council members who are not members of a Committee may attend the meetings of the Committee, however, those members may not vote or participate on discussions.

59. Minutes of Committee Meetings to be Maintained and Available to Public

- (1) Minutes of the proceedings of a Committee must be:
 - (a) legibly recorded:
 - (b) certified by the designate who is assigned as the staff resource person to the Committee:
 - (c) signed by the Chair or member presiding at the meeting; and
 - (d) filed with the Corporate Officer and be open for public inspection.

60. Conduct and Debate

- (1) The rules of the Council procedure will be observed during Committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council Members attending a meeting of a Committee, of which they are not a member, may participate in the discussion only with the permission of the Committee Members present.
- (3) As per the *Community Charter*, the Chair must preserve order. If the Chair considers that another person at the meeting is acting improperly or disrupting the meeting, the behaviour of that person will be addressed. The Chair may order the person expelled from the meeting should the person choose to not adhere to the decisions of the Chair.

PART 9 – ANNUAL REPORT

61. Annual Report

- (1) The Corporate Officer will give notice of the Council meeting or other public meeting in respect of which Council has resolved to consider:
 - (a) the Annual Report prepared under Section 98 of the Community Charter, and
 - (b) submissions and questions from the public,

by giving public notice by:

- (c) posting notice of the date, time and place when the Annual Report will be considered, in the posting locations, and
- (d) publishing notice of the date, time and place of the consideration of the Annual Report in accordance with Section 94 of the *Community Charter*.

PART 10 - GENERAL

62. Severance

- (1) If any provision of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.
- (2) This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter [public notice]*.
- (3) Village of Belcarra Procedure Bylaw No. 593, 2021 is repealed.

READ A FIRST TIME on		
READ A SECOND TIME on		
READ A THIRD TIME on		
ADOPTED by the Council on		
Jamie Ross Mayor	Amanda Seibert Corporate Officer	
This is a certified true copy of Village of Belcarra Growing Communities Reserve Fund Bylaw No.612, 2023		
Chief Administrative Officer		

From: Ralph Drew

Sent: Thursday, September 14, 2023 6:51 PM

To: Jamie Ross ; Carolina Clark <<u>cclark@belcarra.ca</u>>; Liisa Wilder

<lwilder@belcarra.ca>; Janet Ruzycki < iruzycki@belcarra.ca>; Joe Elworthy < ielworthy@belcarra.ca>;

Paula Richardson < prichardson@belcarra.ca >

Subject: Background Information for Communicating With WSP

<u>Protection of Privacy Act</u> <u>Section 22(1)</u>

Dear Mayor & Council,

(Severed portions are shaded)

The purpose of this email is to provide background information for Council's communications with its consulting engineers regarding the proposed chlorination system.

First, it is important that WSP be informed that there are TWO important reasons for the installation of a chlorination system:

- (a) The addition of a chlorination system was recommended by the 'Fraser Health Authority' as a means for dealing with low chlorine residual situations other than water system operators having to "spill water" to increase water "turn-over" in the reservoir; and
- (b) A chlorination system enables the optimization of the existing tank capacity for fire protection purposes such that the Tatlow Reservoir, together with the 20 L/s water inflow from the DNV, will have sufficient capacity to deliver a fire flow of 60 L/s for 90 minutes at the tank discharge.

Second, it is also important that WSP understand that proposed chlorination system is intended to operate for the remaining lifetime of the Tatlow Reservoir water tank, nominally estimated to be another 25 years, although we are currently waiting for confirmation of this estimate.

Third, as acknowledged by WSP at the September 11th Council meeting, it is important that the design of the proposed chlorination system include details of the proposed operating parameters; namely:

- a <u>upper control limit</u> of 0.80 ppm which is the primary chlorination level utilized at Metro Vancouver's Seymour Water Treatment Plant;
- a <u>lower control limit</u> of 0.20 ppm which is the minimum level for ensuring detectable residual chlorine levels in the water distribution system; and
- a target chlorination level of 0.50 ppm which is the average chlorination level of the water received from the DNV at Midden Road.

Fourth, the design of the proposed chlorination system should also include a Standard Operation Procedure (SOP) for operation of the chlorination system that includes digital data logging of the Tatlow Reservoir chlorine levels via the SCADA system OR daily manual recording of the Tatlow Reservoir chlorine levels by the water system operators.

I trust that the foregoing will be useful to Council.

Regards,

Ralph Drew

Sept 12, 2023

Dear Council

We would like to access Marine drive from the residence at

Access onto the undeveloped portion of Marine Drive would allow us to walk on mostly level ground on Marine Drive.

The residence is situated approximately 150 feet above and to the east of Marine Drive. The slope between the residence and Marine Drive is 38 degrees.

The tram would be built by Silverspan Trams Inc.

They built the trams on the three properties just to the north of Senkler.

In April 2023 we applied for a building permit for a tram at

All the prerequisites including engineering etc. have been submitted and approved by Sartaj.

That permit could hopefully be approved through your choice of a Road Use Permit, or a Highway Encroachment Agreement?

We see our request as a simple application to safely get to a road from our residence.

Sincerely,

Karen Degraaf



September 15, 2023

Paula Richardson Chief Administrative Officer Village of Belcarra 4084 Bedwell Bay Road Belcarra, BC V3H 4P8

Re:

Recreational docks update

Dear Paula Richardson:

We are writing to provide the Village of Belcarra with an update regarding recreational docks in Bedwell Bay.

Through our recreational docks program, we strive to offer opportunities for residents to have access to a recreational dock in a manner that protects the environment, respects Indigenous interests and rights, ensures safety and compliments navigational activities. While the port authority lifted its moratorium for new recreational dock development in Burrard Inlet in June 2020, we continue to restrict applications for new docks in Bedwell Bay. This continuing restriction is due to potential impacts that new dock development in the area would pose on the environment and on Indigenous cultural values for the area.

From our discussions with Indigenous groups and sharing of their traditional knowledge and through results of environmental surveys and other studies, we understand that Bedwell Bay is one of the largest remaining eelgrass beds in Burrard Inlet. In addition to the critical role that eelgrass plays in the ecosystem, it also has cultural significance for Indigenous groups. For these reasons, we are not able to consider new dock development in the area that could compromise the viability of the eelgrass bed.

We will continue to work with Indigenous groups, the Village of Belcarra and other stakeholders on a long-term management approach to recreational docks in this location; however, this may take some time.

We understand this direction may be disappointing to those wishing to develop new docks in the area. If you have any questions or if we can provide further clarification, please don't hesitate to get in touch.

Sincerely,

CC

Duncan Wilson

Vice president, environment and external affairs

Vancouver Fraser Port Authority

Jennifer Natland, Vancouver Fraser Port Authority Naomi Horsford, Vancouver Fraser Port Authority

From: Madeline Leaf < madeline leaf@sfu.ca>

Sent: Sunday, June 25, 2023 12:41 PM **To:** Jamie Ross <<u>iross@belcarra.ca</u>>

Subject: City of Belcarra Wrongful Conviction Day Proclamation 2023

Mayor Ross,

On behalf of the International Wrongful Conviction Committee, I am writing to request that the City of Belcarra proclaim October 2, 2023, as "Wrongful Conviction Day".

Wrongful Conviction Day is designated as an annual International Day to recognize the tremendous personal, social and legal costs associated with wrongful criminal convictions. This day recognizes those persons who have been forced to endure the tremendous consequences brought by a wrongful criminal conviction. The purpose of this day is to inform and educate the broader international community on the causes, consequences and complications associated with wrongful criminal convictions. More information on the day can be found at: http://wrongfulconvictionday.com.

It is important to raise awareness in order to work toward the prevention of further wrongful convictions. Proclaiming October 2nd as Wrongful Conviction Day can direct the public's attention to this issue and generate support and understanding.

Wrongful Conviction Day was spearheaded by the International Wrongful Conviction Day Committee and now many organizations are leading events in its honor. The committee is committed to raising awareness of and advocacy against wrongful convictions globally.

I will attach a copy of the proclamation to this email.

Respectfully,

Madeline Leaf

Volunteer, Proclamations & Illuminations International Wrongful Conviction Day Committee iwcdcommittee@gmail.com

PROCLAMATION

Wrongful Conviction Day

October 2, 2023

Whereas the loss of one's freedom due to a wrongful conviction has far-reaching and devastating consequences which not only affects the innocent individual's life but also affects the quality of life of their families and has a harmful effect on society as a whole; and

Whereas wrongful convictions question the integrity and fairness of the criminal justice system and unless corrected undermines society's trust in their criminal justice system; and

Whereas Wrongful Conviction Day is a global movement dedicated to advocating for innocent individuals who have been wrongly convicted of a crime they did not commit. The implementation and recognition of this day is the start to reaching a broader audience regarding the importance surrounding miscarriages of justice. A proclamation will assist to advocate, educate, and create awareness around those miscarriages of justice in hope for reform to minimize the effect it could have on another individual.

Therefore I,	Mayor of October 2, 2023, as:	_ do hereby proclaim
	"WRONGFUL CONVICTION in the City of	DAY"
	_	
Mayor Date		