



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA
Village Hall
October 10, 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, October 10, 2023

Recommendation:

That the agenda for the Regular Council Meeting, October 10, 2023 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, September 25, 2023

Recommendation:

That the minutes from the Regular Council Meeting held September 25, 2023 be adopted.

4. DELEGATIONS AND PRESENTATIONS

5. REPORTS

5.1 Ken Bjorgaard, Financial Consultant, report dated October 10, 2023 regarding the budget variance report on results to September 30, 2023.

Recommendation:

That the report titled "Budget Variance Report Based on Results to September 30, 2023" be received into the record for information.

- 5.2** Paula Richardson, Chief Administrative Officer, report dated October 10, 2023 regarding quarterly Department reports for the quarter ending August 31, 2023

Recommendation:

That the report dated October 10, 2023 titled “Quarterly Department Reports – For Quarter ending August 31, 2023” be received into the record for information.

- 5.3** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated October 10, 2023 regarding the reservoir inspection and condition assessment report from WSP Engineering on the Tatlow and Dutchman Reservoirs.

Recommendation:

That the report dated September 28, 2023 submitted by WSP Engineering regarding the inspection and condition assessment of the Tatlow Reservoir and Dutchman Reservoir be received into the record for information; and further

That staff be directed to budget and schedule repair work as per the recommendations from the WSP inspection reports regarding the Tatlow and Dutchman Reservoirs.

- 5.4** Amanda Seibert, Corporate Officer, report dated October 10, 2023 regarding provision of follow up information on proposed Council Procedure Bylaw No. 617, 2023

Recommendation:

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

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor’s Report

- Regimental Funeral of Constable Rick O'Brien – October 4, 2023
- Fundraising being carried out by Councillor Ruzycki for Breast Cancer in support of research, survivors and for hope for friends and family.
- TransLink’s Mayors’ Council Meeting – September 28, 2023
- Civility in our Village Hall

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 adopted.

9. CORRESPONDENCE/PROCLAMATIONS**INFORMATION ITEMS**

9.1 Randy Manhas, Secretary-Treasurer/CFO, School District No. 43 (Coquitlam), letter dated September 22, 2023 regarding the Board of Education of School District No. 43 (Coquitlam) Capital Bylaw No. 3, Amendment Bylaw No. 2.2-2023 (School Site Acquisition Charge Capital Bylaw Amendment).

9.2 Ian Devlin, Belcarra Resident, letter dated September 24, 2023 regarding the volume of water for fire fighting by Belcarra's current water system.

9.3 Anne Kang, Minister, Ministry of Municipal Affairs, letter dated September 27, 2023 regarding the approval of a grant for infrastructure planning for the natural capital asset inventory project.

9.4 Jamie Ross, Mayor, Village of Belcarra, letter dated October 5, 2023 sent to the Village of Anmore regarding the Sasamat Volunteer Fire Department

Recommendation:

That correspondence items 9.1 to 9.4 be received into the record for information.

ACTION ITEMS**10. NEW BUSINESS****Release of Items from Closed Council Status:**

From the Closed Council Meeting of September 27, 2023

Item 4.1 Letter to be provided to the Village of Anmore Regarding the Sasamat Volunteer Fire Department – letter only

11. PUBLIC QUESTION PERIOD

12. ADJOURNMENT

Recommendation:

That the October 10, 2023 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
September 25, 2023**



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

Council in Attendance

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

Staff in Attendance

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

Others in Attendance

Brant Arnold-Smith, Program Manager, Security & Emergency Management, Metro Vancouver,
Emergency Alerts and Emergency Management Resources
Karen Degraaf, Belcarra Resident
Bruce Blackwell, B.A. Blackwell & Associates Ltd
Ken Bjorgaard, Financial Consultant

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 7:00 pm

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, September 25, 2023

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the agenda for the Regular Council Meeting of September 25, 2023 be amended to indicate the withdrawal of Item 4.1 and that the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, September 11, 2023

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

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

CARRIED

Note: Councillor Wilder joined the meeting at 7:04 p.m. via Zoom.

4. DELEGATIONS AND PRESENTATIONS

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

Item 4.1 was withdrawn.

4.2 Brant Arnold-Smith, Program Manager, Security & Emergency Management, Metro Vancouver, Emergency Alerts and Emergency Management Resources

Mr. Arnold-Smith gave a presentation on Metro Vancouver's implementation and use of the Alertable app. He provided details on the platform and outlined Metro Vancouver's transition to Alertable. He highlighted the app's ability to align with partners to use one mass notification system for cross-jurisdictional applications.

4.3 Karen Degraaf, Belcarra Resident, Road Use Application

Ms. Degraaf spoke on an application for a tram and provided reasons on the request for Council support.

The Chief Administrative Officer outlined the details related to the request in terms of a Highway Encroachment Agreement "HEA" and indicated that HEA's are attached to a dock on a property. She reported that further work is ongoing on the request by the Degraaf's and will be provided to Council.

Council discussion ensued on the use of a road use permit rather than a HEA.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

That staff be directed to provide a report on the provision of access to the property based on the letter provided to Council (Item 9.2) and in the presentation provided by Karen Degraaf.

CARRIED

5. REPORTS

5.1 Bruce Blackwell, B.A. Blackwell & Associates Ltd., presentation and proposed policy for the Interface Wildfire Development Permit Area

The Public Works and Emergency Preparedness Coordinator introduced Bruce Blackwell of B.A. Blackwell & Associates.

Mr. Blackwell gave a PowerPoint presentation which outlined the following:

- The Scope of the project;
- The Rationale behind the Interface Wildfire DPA;
- How to change the foundations of the FireSmart Home Ignition Zone;
- The history of the process in the development of the DPA;
- The applicable area for the Interface Wildfire DPA which will be renovations, new construction and all subdivisions;
- Key policies pertaining to structures, landscaping, and subdivisions with safe access/egress;
- The Interface Wildfire DPA process and what will be expected prior to development.

Council discussion ensued on the proposed Interface Wildfire DPA policy with questions and comments on the impact on affordability of housing should the DPA be implemented, underground servicing requirements, the impact on insurance rates, the addition of property maintenance on title of the property and information on other municipalities which have implemented a DPA policy.

Mr. Blackwell responded to the question of ongoing property maintenance being on title.

The Mayor opened the floor to questions from the public.

Debra Struk, Belcarra resident, commented on the impact of wildfires on homeowners' ability to get insurance.

Jim Chisholm, Belcarra resident, commented that powerlines could be placed in the same category as propane tanks.

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

The Public Works and Emergency Preparedness Coordinator reviewed the report. He advised that additional work by staff will be required on the policy. It was also advised that B.A. Blackwell & Associates has provided a policy and that staff will bring back a final policy for Council review and approval.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

That the Wildfire Development Permit Area (DPA) Policy 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 (DPA) Policy be approved.

Council discussion ensued on the future work to be carried out by staff to provide a final Wildfire Development Permit Area Policy for review.

Staff advised on timelines and work to be included in order to present a final policy to Council.

The Mayor opened the floor to questions from the Public.

Debra Struk, Belcarra resident, commented on the issue of property maintenance being on title and asked if residents can be fined should they not maintain their property as per the policy.

Mr. Blackwell clarified that should a new house be built under the proposed DPA policy and the property is not maintained, should this be listed on title, it will not be up to the Village to enforce, however it may reduce liability on the part of Village and place responsibility on an owner to maintain their property.

Jim Chisholm, Belcarra resident, queried whether the inclusion of property maintenance on title will be backdated or will only be on new builds.

Mr. Blackwell advised that the bylaw as presented will apply to new build and significant renovations and that current properties are grandfathered in. He clarified the intent of the bylaw to stop the growth of hazardous interface throughout the Village.

The Mayor called the question on the motion.

CARRIED

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

The Financial Consultant reviewed the report. He advised that the report will allow the Village to follow a procedure which will differ from other years due to a higher level of reporting and offering of a longer-term view than previously done.

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

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

CARRIED

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

The Financial Consultant reviewed the report. He provided details on network planning grants the Village can apply for pertaining to Active Transportation Planning and advised that Council support is required to allow staff to move forward with grant applications.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

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.

Council discussion ensued on the process of requesting grants

The Mayor opened the floor to questions from the public.

Jim Chisholm, Belcarra resident, queried whether this will be another multi-purpose trail discussion. He expressed concern over the amount of time and funds spent on applying for grants.

The Financial Consultant provided clarification on staff time and funds spent on applying for grants. He advised that in this case, TransLink staff has offered to work on the development of the grant application and therefore there will be no cost to the Village.

The Mayor called the question on the motion.

CARRIED

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

The Financial Consultant reviewed the report. He outlined the quarterly updates and highlighted the status of action items.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

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.

CARRIED

- 5.5** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated September 25, 2023 regarding costing for water chlorination system and a related water report

The Public Works and Emergency Preparedness Coordinator reviewed the report.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

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.

Council discussion ensued on protocols in place to protect water quality including taste with the addition of chlorine to the tank and the cost of the design estimate.

The Mayor opened the floor to comments from the public.

Jim Chisholm, Belcarra resident, referred to the seismic quote and expressed concern over the amount of the cost estimate for that work. He put forward that this estimate should be reviewed as the amount was too high for this size of the area.

Paul Degraaf, Belcarra resident, requested clarification on the question raised on the price of components.

The Public Works and Emergency Preparedness Coordinator clarified that the quote provided refers to engineering work to be done for the design of the actual system and what will be involved.

Ralph Drew, Belcarra resident, sent in an e-mail and requested that staff elaborate on rationale for need for an updated geotechnical analysis

The Public Works and Emergency Preparedness Coordinator clarified that a geotechnical analysis was recommended by WSP.

The Mayor called for the question on the motion.

CARRIED

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

The Corporate Officer reviewed the staff report. She advised that the proposed policy will set standards and allow for consistency in minutes taken for all meetings, regardless of which staff member is the recording secretary and will allow them to be as accurate and concise as possible.

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

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

CARRIED

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

The Corporate Officer reviewed the staff report and advised on the intent of the proposed Council procedure bylaw.

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

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

Council discussion ensued on sections of the proposed bylaw including the addition of an outline of an agenda setup, a consent agenda, the procedure for motions and revisions to public input.

The Mayor opened the floor to comments from the public.

Debra Struk, Belcarra resident, queried whether the public will have opportunity to speak on items when a motion is on the floor from this date moving forward.

The Mayor advised that the bylaw will have to be adopted prior to changes being made.

The Corporate Officer advised that the time provided for the Public Input section as well as the Question Period section can be extended to allow more time for public participation if necessary.

Jim Chisholm, Belcarra resident, queried when the public will have an opportunity to ask questions on an item. He expressed that the current method of having discussion on each item as brought forward should be retained.

Mayor Ross explained the sections on public input and question period.

The Corporate Officer clarified the section on removing public input from items on the floor through motion.

The Mayor called the question on the motion.

CARRIED

Note: The meeting was recessed at 9:24 pm and reconvened at 9:34 pm

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor's Report

Mayor Ross spoke on the death of RCMP Constable Rick O'Brien from Maple Ridge who was killed in the line of duty and offered condolences on the behalf of the Village of Belcarra.

The Mayor attended various meetings and functions at the Union of British Columbia Municipalities (UBCM) conference.

He reminded residents that September 30 is National Day for Truth and Reconciliation.

6.2 Councillors' Reports

Councillor Ruzycki attended the UBCM conference and spoke on the events attended. She advised that one of the most valuable exercises while attending the conference was to allow for a clear understanding of process and how individual resolutions put forward by municipalities from across the Province were introduced, debated and voted on.

Councillor Clark attended the UBCM conference and spoke on the issues she focused on which included fire risk reduction, firefighter volunteers and funding for fire halls. She advised that the concerns of many rural communities regarding firefighting are consistent with those of the Village of Belcarra.

Councillor Wilder attended the UBCM conference and spoke positively on the amount of networking done at the conference and the format of the clinics and sessions she attended. She advised that Belcarra Council members had been involved in meetings with the Minister of Forests as well as staff from the Ministry of Municipal Affairs and BC Housing.

7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer advised that the Village office will be closed on Monday, October 2, 2023, in lieu of National Day for Truth and Reconciliation. She provided an update on culvert replacement work to be carried out in the near future as approved by Council in the 2023 Budget and Strategic Plan. She spoke on an incident of a deer being hit by a car and then moved and encouraged all residents to call the Village's emergency number to report such incidences.

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

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

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

CARRIED

9. CORRESPONDENCE/PROCLAMATIONS**INFORMATION ITEMS**

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That item 9.1 and 9.2 in Section 9 – Correspondence/Proclamations – Information Items be received into the record as information.

CARRIED

9.1 Ralph Drew, Belcarra Resident, email dated September 14, 2023 regarding background information for communicating with WSP.

9.2 Karen Degraaf, Belcarra Resident, letter dated September 12, 2023 regarding a permit to access Marine Drive from the residence on Senkler Road.

ACTION ITEMS

9.3 Duncan Wilson, Vice President, Environment and External Affairs, Vancouver Fraser Port Authority, letter dated September 16, 2023 providing an update regarding recreational docks in Bedwell Bay.

Council discussion ensued on the letter from the Port of Vancouver. History on the moratorium of docks issued by the Port Authority was discussed.

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

That Item 9.3 be received into the record as information.

CARRIED

- 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"

Moved by: Councillor Elworthy
Seconded by: Councillor Clark

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

CARRIED

10. NEW BUSINESS - NONE

11. PUBLIC QUESTION PERIOD

Jim Chisholm, Belcarra resident, queried on the status of a quote for a fire protection system, either a wet or dry system, for the Village of Belcarra Hall.

Mayor Ross advised that staff will follow up on the query and an update will be provided.

Peter Boekhout, Belcarra resident, spoke on recycling and expressed concern on whether recycling bales were going to recycling depots or were being taken to landfills. He questioned whether the Public Works and Emergency Preparedness Coordinator was aware of where Belcarra recycling was going after it is picked up from WARD.

The Public Works and Emergency Preparedness Coordinator advised that he could not advise on where recycling was being taken after being picked up from WARD.

Council discussion ensued on the topic.

Jim Chisholm, Belcarra resident, commented on the information provided by a resident on recycling and asked if staff can investigate where recycling from the Village was going.



COUNCIL REPORT

Date: October 10, 2023

From: Ken Bjorgaard, Financial Consultant

Subject: Budget Variance Report Based on Results to September 30, 2023

Recommendation:

That the report entitled "Budget Variance Report Based on Results to September 30, 2023" be received into the record for information.

Purpose:

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

This Budget Variance Report for the period ending September 30th provides actual 2023 results year to date, estimated year-end results and estimated budget/actual variances. The year-end estimates are derived from an extrapolation of revenues and expenditures to date and from other information known at this particular point in time.

Background:

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

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

A summary of budget/actual variance results and an explanation of the major variances follows. Overall, the Village is on track to meet its budget targets. It should be noted that unforeseen events and related expenses could occur before year-end which could affect the final year-end results.

General Operating Fund Summary

A 14.5 % increase in projected revenue and a 6.2% increase in allocated support costs are being partially offset by a 5.1% increase in operating expenses, with the net result being more funds available for transfer to general reserves. The Growing Communities Funds received (\$759,000) are also being transferred to reserves.

General Operating Fund						
	A	B	C	D = C-A	E = D/A	
Description	Final / Amended 2023 Budget	Actual Year-to-Date Sept. 30, 2023	Estimated 2023 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues ¹	\$1,445,067	\$1,582,480	\$1,654,862	\$209,795	14.5%	Increased interest earnings, building permit fees and other revenues, e.g. filming, cost recoveries, sale of asset, etc.
Regular Operating Expenses ¹	\$1,290,896	\$942,313	\$1,357,337	\$66,441	5.1%	Benefit & strategic planning costs; increase in building inspection costs (recovered through increased revenues), bylaw enforcement costs and legal costs
Allocation of Centralized Support Costs to MRN, Water & WARD	\$(299,739)	\$(175,188)	\$(318,423)	\$(18,684)	6.2%	Increased recoveries based on higher expenses allocated to MRN, Water and WARD
Transfers to General Reserves & Surplus	\$516,884	Not applicable	\$1,437,922	\$921,038	178.2%	Includes \$759,000 from Growing Communities Fund to be transferred to reserve. Other transfers are up by about \$162,000 based on net increase in revenue/expenses

¹ Not including one time project revenues & expenses

Water Operating Fund Summary

A 2.3% reduction in water operating costs and increased interest earnings are resulting in more funds available for transfer to the water capital reserve fund.

Water Operating Fund						
	A	B	C	D = C-A	E = D/A	
Description	Final 2023 Budget	Actual Year-to- Date Sept. 30, 2023	Estimated 2023 Year- End Balance	Projected Year- End/Budget \$ Variances	Projected Year- End/Budget % Variances	Explanations/Comments
Regular Operating Revenues	\$392,424	\$385,036	\$396,419	\$3,995	1.0%	Increased interest earnings
Regular Operating Expenses	\$364,361	\$238,234	\$355,871	(8,490)	-2.3%	Increase in costs from General Operating Fund, from District of North Vancouver infrastructure charge are being offset by a reduction in operating costs
Transfers to Reserves & Surplus	\$28,063	Not applicable	\$39,437	\$11,374	\$40.5%	More funds are available for transfer to reserve based in lower operating costs and increased interest earnings

Waste & Recycle Depot (WARD) Operating Fund Summary

A 1.6% reduction in expenses, mostly related to lower hauling costs for waste, recyclables & organics, is resulting in less funds being transferred from WARD surplus to support operations.

Waste & Recycle Depot (WARD) Operating Fund						
	A	B	C	D = C-A	E = D/A	
Description	Final 2023 Budget	Actual Year-to- Date Sept. 30, 2023	Estimated 2023 Year- End Balance	Projected Year- End/Budget \$ Variances	Projected Year- End/Budget % Variances	Explanations/ Comments
Regular Operating Revenues	\$172,647	\$171,697	\$173,530	\$883	0.5%	
Regular Operating Expenses	\$187,873	\$110,361	\$184,855	\$(3,018)	-1.6%	Reduced hauling costs based on credits received & owing
Net Transfer from Reserve & Surplus	\$15,226	Not applicable	\$11,325	\$(3,901)	-25.6%	Less funds need to be transferred from surplus to support operations because of lower operating expenses

Capital Summary

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

Capital Funds						
	A	B	C	D = C-A	E = D/A	
Description	Final / Amended 2023 Budget	Actual Year-to- Date Sept. 30, 2023	Estimated 2023 Year- End Balance	Projected Year- End/Budget \$ Variances	Projected Year- End/Budget % Variances	Explanations/Comments
General Capital Expenditures	\$557,100	\$186,266	\$368,918	\$(188,182)	-33.8%	See detailed project listing in Appendix “D”
Water Capital Expenditures	\$171,000	\$33,998	\$152,998	\$(18,002)	-10.5%	See detailed project listing in Appendix “D”
WARD Capital Expenditures	\$8,000	\$1,188	\$1,188	\$(6,812)	-85.2%	See detailed project listing in Appendix “D”

Summary

Overall, this budget review through nine (9) months of the fiscal year indicates that the Village of Belcarra is on track to meet its budget targets in the General Operating Fund, Water Operating Fund and the WARD Operating Fund. Capital spending is projected to be below budget. Staff will continue to monitor revenues and expenses on a monthly basis for the balance of the year.

Council Report: Budget Variance Report Based on Results to September 30, 2023
October 10, 2023

Appendix "A" - General Operating Fund Budget Review
Projected Variances Between 2023 Budget & Year-End Estimates Based on Results as at September 30, 2023

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	Final 2023 Budget	Actual Year-to-Date Sept. 30, 2023	Estimated 2023 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
Municipal Taxes	(995,669)	(995,667)	(995,667)	2	0.0%	
1% Utility Taxes	(10,628)	(13,439)	(13,439)	(2,811)	26.4%	Higher revenue from utility companies
Penalties & interest (on taxes)	(10,190)	(14,453)	(14,677)	(4,487)	44.0%	Increase in number of properties not paying by due date
Bylaw Tickets & Business Licenses	(36,745)	(25,986)	(36,186)	559	-1.5%	
Planning & Building Permit Fees	(55,000)	(69,628)	(84,628)	(29,628)	53.9%	Increased building activity
Small Community Investment Fund (SCIF) Grant	(257,000)	(259,000)	(259,000)	(2,000)	0.8%	
School Tax Administration Grant	(3,077)	0	(3,086)	(9)	0.3%	
Interest Earnings	(51,507)	(117,225)	(157,225)	(105,718)	205.2%	Increased interest rates with more funds being available for transfer to reserves and surplus
Other Revenue	(25,251)	(87,082)	(90,954)	(65,703)	260.2%	Unforeseen revenue from sale of asset, legal fee recovery, Metro Vancouver recovery & extra filming revenue
TOTAL REGULAR OPERATING REVENUES	(1,445,067)	(1,582,480)	(1,654,862)	(209,795)	14.5%	
REGULAR OPERATING EXPENSES						
<u>Council, Legislative Services & Grants</u>						
Indemnities & Benefits	75,320	65,117	94,495	19,175	25.5%	Council benefits not included in 2023 budget
Council Conventions, Travel & Other	8,430	11,006	11,621	3,191	37.9%	Additional convention costs
Strategic Planning	0	12,001	12,001	12,001	>100.0%	Strategic planning session not included in 2023 budget
Grants	5,483	2,608	2,898	(2,585)	-47.1%	Fewer grant dollars provided
Meetings, Events & Appreciation	13,703	4,857	5,607	(8,096)	-59.1%	Lower Belcarra day costs and lower hospitality costs
Subtotal Council, Legislative Services & Grants	102,936	95,589	126,622	23,686	23.0%	
<u>Administration & Support Services</u>						
Administration	342,859	229,659	346,935	4,076	1.2%	
Human Resources	16,499	10,602	13,402	(3,097)	-18.8%	Reduce training & convention costs
Information Systems	54,508	54,848	65,438	10,930	20.1%	Increased IT support costs
Legal & Audit	66,000	60,801	89,681	23,681	35.9%	Increased legal costs
Municipal Hall Operations & Maintenance	120,000	83,279	101,949	(18,051)	-15.0%	
Planning	40,000	16,872	30,672	(9,328)	-23.3%	Less regular planning project undertaken with focus being on the OCP
Finance, Engineering, Website & Environmental Contracts	106,191	78,881	105,881	(310)	-0.3%	
Building, Plumbing & Bylaw Services	117,148	93,149	144,870	27,722	23.7%	Increase building inspection and bylaw enforcement costs; offset by increase in building permit fees above
Other	2,279	665	815	(1,464)	-64.2%	
Subtotal Administration & Support Services	865,484	628,756	899,643	34,159	3.9%	
<u>Public Works & Road Network</u>						
Public Works	208,045	149,125	217,299	9,254	4.4%	
Vehicles & Equipment	56,363	43,893	58,404	2,041	3.6%	
Roads, Bridges, Storm Sewers etc. (Non-MRN)	35,394	5,113	23,935	(11,459)	-32.4%	Lower maintenance costs
Trails & Public Spaces	9,170	9,073	8,725	(445)	-4.9%	
Subtotal Public Works & Road Network	308,972	207,204	308,363	(609)	-0.2%	
<u>Fire & Emergency Operations</u>						
Fire Protection	5,000	3,530	4,356	(644)	-12.9%	
Emergency Preparedness	5,000	115	4,115	(885)	-17.7%	
Subtotal Fire & Emergency Operations	10,000	3,645	8,471	(1,529)	-15.3%	
<u>Interest & Banking</u>	3,504	7,119	14,238	10,734	306.3%	Increased interest paid to prepaid property tax accounts
TOTAL REGULAR OPERATING EXPENSES	1,290,896	942,313	1,357,337	66,441	5.1%	
<u>Allocation of Centralized Support Costs to MRN, Water & WARD</u>	(299,739)	(175,188)	(318,423)	(18,684)	6.2%	Increase costs results in more support costs allocated to MRN, Water & WARD
SURPLUS BEFORE ONE-TIME & IRREGULAR REVENUE/EXPENSES, ADJUSTMENTS & TRANSFERS	(453,910)	(815,355)	(615,948)	(162,038)	35.7%	Increased surplus based on increase in net revenue/expense
Major Road Network (MRN)						
TransLink MRN Grant	(168,196)	(72,094)	(126,762)	41,434	-24.6%	
Roads, Bridges, Storm Sewers etc. (MRN)	168,196	75,727	126,762	(41,434)	-24.6%	
Net MRN	0	3,633	0	0	0.0%	

Council Report: Budget Variance Report Based on Results to September 30, 2023
October 10, 2023

Appendix "A" - General Operating Fund Budget Review
Projected Variances Between 2023 Budget & Year-End Estimates Based on Results as at September 30, 2023

Page 2 of 2

	Final 2023 Budget	Actual Year-to- Date Sept. 30, 2023	Estimated 2023 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<u>ONE-TIME & IRREGULAR REVENUES/EXPENSES</u>						
UBCM Community Resiliency Investment Grant	0	0	(27,406)	(27,406)	>100.0%	Grant funded project see below
Integrated Long-Term Financial Plan & Asset Management Grant	0	0	(25,000)	(25,000)	>100.0%	Grant recently approved
Natural Asset Planning Project Grant	0	0	(10,000)	(10,000)	>100.0%	Grant recently approved
Community Works Reserve Funding OCP & Integrated Long-Term Financial Plan/Asset Management	(70,000)	0	(100,434)	(30,434)	43.5%	Less funds needed from Community Works Reserve due to grant
Official Community Plan (OCP)	20,000	15,075	42,004	22,004	110.0%	Additional costs related to legal review, Metro 2050 template requirement and formatting
Integrated Long-Term Financial Plan/Asset Management Plan	50,000	13,230	78,430	28,430	56.9%	Grant funds approved from UBCM for project (see above)
Natural Asset Planning Project	0	490	15,000	15,000	>100.0%	Project added to Asset Management
UBCM Community Resiliency Investment Costs	0	27,406	27,406	27,406	>100.0%	Grant funded project see above
TOTAL ONE-TIME & IRREGULAR REVENUES/EXPENSES	0	56,201	0	0	0.0%	
<u>ADJUSTMENTS NON-CASH ITEMS (Amortization)</u>						
Amortization Offset	(162,068)	0	(162,068)	0	0.0%	
Amortization Expense	162,068	0	162,068	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>REVENUES TO BE TRANSFERRED TO RESERVES & SURPLUS</u>						
Community Works Grants	(62,974)	(31,487)	(62,974)	0	0.0%	
Transfer to Community Works Reserve	62,974	0	62,974	0	0.0%	
Growing Communities Fund Grant	0	(759,000)	(759,000)	(759,000)	>100.0%	Grant announced after budget finalized
Transfer to Growing Communities Fund Reserve	0	759,000	759,000	759,000	>100.0%	Grant announced after budget finalized
Transfer to Stabilization Reserve	5,000	0	5,000	0	0.0%	
Transfer to General Capital Reserve	257,300	0	317,753	60,453	23.5%	More funds available for transfer based on net revenue/expenses
Transfer to Vehicle & Equipment Reserve	10,404	0	10,404	0	0.0%	
Transfer to Transportation Infrastructure Reserve	120,000	0	120,000	0	0.0%	
Transfer of Interest to General Fund Reserves	41,206	0	142,791	101,585	246.5%	Increased transfers based on more interest earnings
Transfer to Surplus	20,000	0	20,000	0	0.0%	
TOTAL TRANSFERS \$ (NET OF RELATED REVENUES)	453,910	(31,487)	615,948	162,038	35.7%	
BALANCE	0	(787,008)	0	0	0.0%	

Total Reserve Transfers	516,884	1,437,922	921,038	178.2%
Growing Communities Funds(to be transferred to reserve)	-	(759,000)	(759,000)	>100.0%
Total Projected Increase in Reserve not including Growing Communities Funds	516,884	678,922	162,038	31.3%

Appendix "B" - Water Operating Fund Budget Review
Projected Variances Between 2023 Budget & Year-End Estimates Based on Results as at September 30, 2023

	Final 2023 Budget	Actual Year- to-Date Sept. 30, 2023	Estimated 2023 Year-End Balance	Projected Year- End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<u>REGULAR OPERATING REVENUES</u>						
<u>Fees & Charges</u>						
Water Annual User Fees	(383,988)	(382,656)	(382,656)	1,332	-0.3%	
Water System Connection Fees & Interest Income	(8,436)	(2,380)	(13,763)	(5,327)	63.1%	Increased interest earnings
TOTAL REGULAR OPERATING REVENUES	(392,424)	(385,036)	(396,419)	(3,995)	1.0%	
<u>REGULAR OPERATING EXPENSES</u>						
Administration (cost allocation)	161,470	94,374	171,535	10,065	6.2%	Increased allocation of support costs based on increase in general operating fund costs
Water Purchases & Delivery	107,926	86,048	106,048	(1,878)	-1.7%	
Environmental Monitoring, Lease & Radio License & Scada	12,837	4,411	5,688	(7,149)	-55.7%	Lower Scada and monitoring costs
Public Works	55,301	40,784	57,538	2,237	4.0%	
Water Reservoir	1,125	0	1,125	0	0.0%	
Water Systems	25,702	12,617	13,937	(11,765)	-45.8%	Lower system maintenance than anticipated
TOTAL REGULAR OPERATING EXPENSES	364,361	238,234	355,871	(8,490)	-2.3%	
DEFICIT (SURPLUS) BEFORE DEBT, ADJUSTMENTS & TRANSFERS	(28,063)	(146,802)	(40,548)	(12,485)	44.5%	Increase in expenses results in less operating surplus
<u>PARCEL TAX & DEBT EXPENSES</u>						
Parcel Tax	(267,617)	(266,506)	(266,506)	1,111	-0.4%	
Transfer from Water Debt Repayment Reserve	(1,946)	0	(1,946)	0	0.0%	
Long-Term Debt Interest Expense	150,561	150,561	150,561	0	0.0%	
Debt Principle Payment	119,002	119,002	119,002	0	0.0%	
TOTAL PARCEL TAX & DEBT EXPENSES	0	3,057	1,111	1,111	>100.0%	
<u>ADJUSTMENTS NON-CASH ITEMS</u>						
Debt Actuarial Revenue	(44,814)	0	(44,814)	0	0.0%	
Debt Actuarial Offset	44,814	0	44,814	0	0.0%	
Amortization Offset	(139,249)	0	(139,249)	0	0.0%	
Amortization Expense	139,249	0	139,249	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>REVENUES TO BE TRANSFERRED TO RESERVES & SURPLUS</u>						
Transfer to MFA Cash Deposit Reserve	1,186	0	1,186	0	0.0%	
Transfer to Vehicle & Equipment Reserve	1,561	0	1,561	0	0.0%	
Transfer to Water Capital Reserve	20,316	0	31,690	11,374	56.0%	More funds available for transfer to reserve based on lower projected operating costs
Water Accumulated Surplus	5,000	0	5,000	0	0.0%	
TOTAL TRANSFERS TO RESERVES & SURPLUS	28,063	0	39,437	11,374	40.5%	
BALANCE	0	(143,745)	0	0	0.0%	

Appendix "C" - Waste & Recycle Depot (WARD) Operating Fund Budget Review
Projected Variances Between 2023 Budget & Year-End Estimates Based on Results as at September 30, 2023

	Final 2023 Budget	Actual Year- to-Date Sept. 30, 2023	Estimated 2023 Year-End Balance	Projected Year- End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<u>REGULAR OPERATING REVENUES</u>						
Waste & Recycling Annual Fee	(170,147)	(170,922)	(170,922)	(775)	0.5%	
Tags, Permits & Licences	(1,000)	(775)	(1,025)	(25)	2.5%	
Interest Earnings	(1,500)	0	(1,583)	(83)	5.5%	
TOTAL REGULAR OPERATING REVENUES	(172,647)	(171,697)	(173,530)	(883)	0.5%	
<u>REGULAR OPERATING EXPENSES</u>						
Administration (cost allocation)	81,030	47,359	86,080	5,050	6.2%	Increased allocation of support costs based on increase in general operating fund costs
Public Works Support	6,101	4,499	6,393	292	4.8%	
Depot Operations	30,398	20,005	31,384	986	3.2%	
Hauling, Chipping & Electronic Waste Disposal Contracts	70,344	38,498	60,998	(9,346)	-13.3%	Lower hauling costs based on credits paid & owing
TOTAL REGULAR OPERATING EXPENSES	187,873	110,361	184,855	(3,018)	-1.6%	
DEFICIT (SURPLUS) BEFORE ADJUSTMENTS & TRANSFERS	15,226	(61,336)	11,325	(3,901)	-25.6%	Reduced deficit projected based on lower operating costs
<u>ADJUSTMENTS NON-CASH ITEMS</u>						
Amortization Offset	(7,959)	0	(7,803)	156	-2.0%	
Amortization Expense	7,959	0	7,803	(156)	-2.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>TRANSFERS TO (FROM) RESESRVES & SURPLUS</u>						
Transfer to Vehicle & Equipment Reserve	1,000	0	1,000	0	0.0%	
Transfer from Surplus	(16,226)	0	(12,325)	3,901	-24.0%	Less funds projected to be transferred from surplus based on reduced expenses
TOTAL TRANSFERS FROM SURPLUS	(15,226)	0	(11,325)	3,901	-25.6%	
BALANCE	0	(61,336)	0	0	0.0%	

Appendix "D" - Village of Belcarra - Capital Budget Review
Projected Variances Between 2023 Budget & Year-End Estimates Based on Results as at September 30, 2023

	Final & Amended 2023 Budget	Actual Year-to- Date Sept., 2023	Estimated 2023 Year-End Balance	Projected Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
GENERAL CAPITAL						
Revenue (Funding from Reserves & Grants)	(557,100)	0	(368,918)	188,182	-33.8%	
Expenses						
COUNCIL LAPTOPS	9,400	9,358	9,358	(42)	-0.4%	
BUSINESS LICENSE MODULE	6,700	5,939	5,939	(761)	-11.4%	
LAPTOPS, MONITORS & TABLETS	2,000	4,456	4,456	2,456	122.8%	Additional hardware costs
MARINE AVE MILL & FILL	100,000	0	20,000	(80,000)	-80.0%	Design and Geotech only to occur in 2023
ROAD REHAB(INCL POT HOLE REPAIRS)	25,000	0	10,000	(15,000)	-60.0%	Focusing on other priorities in strategic plan
SHOULDERING BOULEVARDS	15,000	0	7,500	(7,500)	-50.0%	Shouldering to occur on MRN road only
BEDWELL BAY UPGRADE PROJECT (BBUP) ⁽¹⁾	65,000	0	65,000	0	0.0%	
MRN BEDWELL BAY RD SAFETY BARRIERS	50,000	8,696	13,696	(36,304)	-72.6%	Project to be completed in 2024
3640 BEDWELL BAY ROAD CULVERT ⁽¹⁾	40,000	0	40,000	0	0.0%	
PUBLIC WORKS EQUIPMENT	5,000	3,853	5,000	0	0.0%	
CRACK FILLING MACHINE	7,000	2,995	7,000	0	0.0%	
2023 KUBOTA	35,000	35,299	35,299	299	0.9%	
2023 CHEVY SILVERADO	140,000	105,730	105,730	(34,270)	-24.5%	Savings from special equipment added to truck
CREEK SURVEYS (RIPARIAN AREAS)	20,000	0	10,000	(10,000)	-50.0%	Anticipate 1/2 funding from grant
STORM SEWER & CATCH BASIN REPLACE	15,000	9,940	9,940	(5,060)	-33.7%	Obtained competitive pricing
TRAIL SYSTEM IMPROVEMENTS	2,000	0	0	(2,000)	-100.0%	Improvements occurring in operations
RE-DEVELOPMENT OF TENNIS COURT SITE ⁽¹⁾	10,000	0	10,000	0	0.0%	
MULTI-USE PATH, TRAIL & ROAD SHOULDER IMPROVEMENTS (MTRS) NETWORK MAPPING ⁽¹⁾	10,000	0	10,000	0	0.0%	
Total Expenses	557,100	186,266	368,918	(188,182)	-33.8%	
WATER CAPITAL						
Revenue (Funding from Reserves)	(171,000)	0	(152,998)	18,002	-10.5%	
Expenses						
TATLOW WATER RESERVOIR (Chlorination Investigation) ⁽¹⁾	5,000	0	5,000	0	0.0%	
ENGINEERING FOR WATER SYSTEM OPTIONS FOR ADDRESSING WATER SYSTEM DEFICIENCIES- Contracts ⁽¹⁾	30,000 30,000	0 0	20,000 30,000	(10,000) 0	-33.3% 0.0%	Focus is on additional work at Tatlow and other studies
WATER EQUIPMENT	15,000	0	7,000	(8,000)	-53.3%	No other equipment to be purchased
WATER CHLORINATION SYSTEM CLASS B DESIGN-Contracts ⁽¹⁾	46,000	0	46,000	0	0.0%	
EXCAVATION & FENCING TATLOW	45,000	33,998	44,998	(2)	0.0%	
Total Expenses	171,000	33,998	152,998	(18,002)	-10.5%	
WARD CAPITAL						
Revenue (Funding from Reserves)	(8,000)	0	(1,188)	6,812	-85.2%	
Expenses						
MINOR WARD EQUIP	8,000	1,188	1,188	(6,812)	-85.2%	No other equipment needs to be purchased
Total Expenses	8,000	1,188	1,188	(6,812)	-85.2%	

⁽¹⁾ 2023 Budget Amendments



COUNCIL REPORT

Date: October 10, 2023

From: Paula Richardson, Chief Administrative Officer

Subject: **Quarterly Department Reports – For Quarter ending August 31, 2023**

Recommendation

That the report dated October 10, 2023 titled “Quarterly Department Reports – For Quarter ending August 31, 2023” be received into the record for information.

Purpose

The purpose of this report is to provide the quarterly departmental updates for administration and public works.

Background

As per the approved Strategic Priorities Work Plan the following departmental reports are to be forwarded to Council on a quarterly basis:

- Quarterly Council reports on administration operational priorities and progress
- Quarterly Council reports on public works operational priorities and progress including capital projects

The first of such reports are included in the appendices. These reports are intended to keep Council apprised of key projects and progress of both administration and public works over the quarter. These updates are not intended to be a duplication or repeat of updates already provided in the Strategic Priorities Work Plan status report which has already been provided.

The quarter ending August 31, 2023 has been very busy for both administration and public works, with staff vacations putting the onus on the other staff to fill in and ensure customer service continues and that operational work and priorities are accomplished.

Conclusion

The quarterly departmental reports provide a summary of priorities and progress on work carried out on a day-to-day basis by both administration and public works. It gives Council the opportunity to view projects and work being carried out that are outside the scope of the Strategic Work Plan and which are also important in keeping Village business moving and at the forefront.

Appendix A: Quarterly Administration Report – For Quarter Ending August 31, 2023

Appendix B: Quarterly Public Works Report – For Quarter Ending August 31, 2023

APPENDIX A

Quarterly Administration Report – For Quarter Ending August 31, 2023 Report date: August 31, 2023 (Completed by: CAO and Corporate Officer)			
Administrative Item	Progress or Status	Key Challenges	Comments
Board of Variance (BOV) Support There were 2 BOV hearings – June 23 & Sept 15	Complete		Work done by CAO, Corporate Officer, and Building Inspector
Attendance at various other agency meetings such as Ministry updates on Wildfire and drought		Allotting time to attend meetings of other agencies	These meetings are attended by the CAO weekly and are usually 1 to 1.5 hours in length
UBCM prep for meeting requests for Ministry staff; arrangements for Council accommodation and attendance at functions; preparation of information binders for Council	Complete	Organizing requests to be presented to Ministry staff	
Meetings with Planners and Metro Vancouver	Ongoing		
Day to day CAO support for Mayor and members of Council	Ongoing		There is a lot of time spent on support
Continued policy and bylaw work; development of new documents; review and update of older ones	Ongoing	Large number of bylaws and polices which require updating or rescinding to adhere to legislation and/or best practice	
Development of policies page for the website; uploading of relevant policies	Ongoing	Working through older policies; decisions to be made on which are internal policies and which can be public	This work is ongoing
Update of bylaws page for the website; continued maintenance of bylaws index	Ongoing		This work is ongoing, and the page is updated regularly
Working with CRAB to organize Belcarra Day	Complete		All went well; CRAB and Village staff worked well together with CRAB representatives

Administrative Item	Progress or Status	Key Challenges	Comments
Processing of Freedom of Information (FOI) and Protection of Privacy Requests	Ongoing	Working through large numbers of files to provide material requested	Currently there have been 4 FOI requests
Updating of the index of resident parking passes and guest passes	Ongoing	Managing event parking permits for residents over the summer was very time consuming	Over summer there were numerous requests for guest parking passes
Compiling material for the legislatively required Freedom of Information Privacy Management Program	Ongoing		
Agenda management	Ongoing		
Processing Bylaw ticketing and parking permits	Ongoing		Along with Adjudication prep work for dispute of tickets
Government reporting, i.e. taxes, utilities, financial plan	Complete for 2023		
<u>Summary:</u> For the month of August, the Accounting Clerk was not in the office, the CAO filled the job duties including payroll; other duties such as telephone and assisting residents were shared between the CAO and the Corporate Officer; staff resourcing continues to be a challenge for the amount of work being done. A Clerk was hired to start work in September which will alleviate some of the pressure on staff.			

APPENDIX B

Quarterly Public Works Report – For Quarter Ending August 31, 2023 Report date: August 31, 2023 (Completed by: Public Works and Emergency Preparedness Coordinator)			
Operational Item	Progress or Status	Challenges	Comments
▪ WARD operations	Status Normal	'Bin A' Mixed Recyclables – contaminated product being received	WC Truck driver advises green garbage bags in Recycle Bin.
▪ Excavation and Fencing Around Tatlow Reservoir	In progress	Roadway surface at gate entrance needs to be built up due to erosion.	Excavation Complete. Working on chain link fence
▪ Options for Addressing Water System Deficiencies	Pending		Pending approval from Council
▪ Vehicle Acquisitions	Complete	"Belcarra" Logo to be installed on side doors.	Chevy 3500 - Chassy purchased. Truck built out. Vehicle delivered. Truck is now in use.
▪ Marine Ave - Mill & Fill (Marine)	In progress (designing)		Contract for Geotechnical engineering has been awarded. Work is taking place. Road repair plans and cost estimate is pending.
▪ Bedwell Bay Upgrade Project (BBUP)	In progress (surveying)	Surveyors are not finding many property line pins	Surveying being conducted.
▪ Bedwell Bay Road Culvert Replacement	In progress		Working with ISL Engineering. Seeking quotes for work to be conducted

Operational Item	Progress or Status	Challenges	Comments
▪ Watson Trail	In Progress		Installing signs. Removing one baffle. Designing trail entrance map
▪ Crosswalk Beacons	In Progress		Installation of Early warning beacon - Pending
▪ Multi Use Court	In progress	Limited vehicle access to remove piles of debris	Will be renting a skid steer to complete task.
▪ Road Sealing	Complete for the year		A road crack sealer was purchased this year. Staff plan to conduct road sealing yearly.
▪ GIS Mapping – Project lead by LandInFo Tech	In progress	Staff Requests: 2024 Capital budget to purchase a specialized camera for scoping culverts and storm mains.	Confirming locations of all catch basins and culverts, and road condition assessment.
▪ Municipal Water connection Permits	In progress		2 completions. 1 in progress
▪ Culvert installation permit	In progress		
▪ Inspection & maintenance: ▪ Fire Pump ▪ Generators	Complete		Two Batteries replaced for Tatlow Generator.
<u>Summary</u> All projects are proceeding along the expected timeline, although there are some challenges managing administrative workload due to ambitious task schedule. In addition, maintaining the scheduled Public Works operation becomes challenging through July and August as staff book off for holidays.			



COUNCIL REPORT

Date: October 10, 2023
From: Stewart Novak, Public Works, and Emergency Preparedness Coordinator
Subject: **Reservoir Inspection and Condition Assessment Report**

Recommendation

That the report dated September 28, 2023 submitted by WSP Engineering regarding the inspection and condition assessment of the Tatlow Reservoir and Dutchman Reservoir be received into the record for information; and further

That staff be directed to budget and schedule repair work as per the recommendations from the WSP inspection reports regarding the Tatlow and Dutchman Reservoirs.

Purpose

At the September 6, 2022 Regular Council Meeting, WSP Engineering submitted a Village of Belcarra Hydraulic Water Model Development Report which identified specific deficiencies in water supply and pressure.

The WSP report advised that the design life of the Tatlow Water and Dutchman Reservoirs is estimated to be 50 years, and records indicate the Tatlow reservoir was originally commissioned in the year 2000. It is presumed, based on available information, that the Dutchman Reservoir was commissioned around the same date as the Tatlow Reservoir.

The WSP Engineering report presented at the September 6, 2022 Regular Council Meeting also advised that a detailed condition assessment is recommended to determine the current state and estimated remaining service life of both reservoirs.

Following the recommendations from the Water Model Report, WSP Engineering was contracted to conduct a detailed inspection and life expectancy assessment of the Tatlow Reservoir and Dutchman reservoirs.

Attached as appendices are the WSP Engineering inspection and assessment reports for the Tatlow and Dutchman Reservoirs.

Appendix A: Dutchman Steel Reservoir Inspection Report dated September 28, 2023

Appendix B: Tatlow Steel Reservoir Inspection Report dated September 28, 2023

VILLAGE OF BELCARRA

DUTCHMAN STEEL RESERVOIR INSPECTION REPORT

SEPTEMBER 28, 2023



REV 1 - DRAFT



DUTCHMAN STEEL RESERVOIR INSPECTION REPORT

PROJECT NO.: 211-09148-00

DATE: SEPTEMBER 28, 2023

WSP
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September 28, 2023	Draft	
Prepared by	Reviewed by	Approved By
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September 28, 2023

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Lead Engineer, Bridges

September 28, 2023

APPROVED BY

Tom Nott, P.Eng., CEng MICE, PMP
Senior Engineer, Bridges

September 28, 2023

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1 INTRODUCTION

1.1 OVERVIEW

WSP Canada Inc. (WSP) has been appointed by the Village of Belcarra to perform a comprehensive visual inspection of the Dutchman Steel Reservoir. The objective of this inspection was to evaluate the overall state of the reservoir and deliver a comprehensive inspection report, which includes suggestions for any required additional assessment or maintenance. It should be emphasized that the previous inspection of the reservoir took place one year ago in 2022.

1.2 RESERVOIR LOCATION

The Dutchman Steel Reservoir is positioned in the Village of Belcarra, opposite the junction of Salish Road and Belcarra Bay Road. Accessible via a gravel pathway, it is situated atop a hill behind a locked gate. The reservoir is surrounded by trees and brush. A map showing the location is provided in (Figure 1.1).

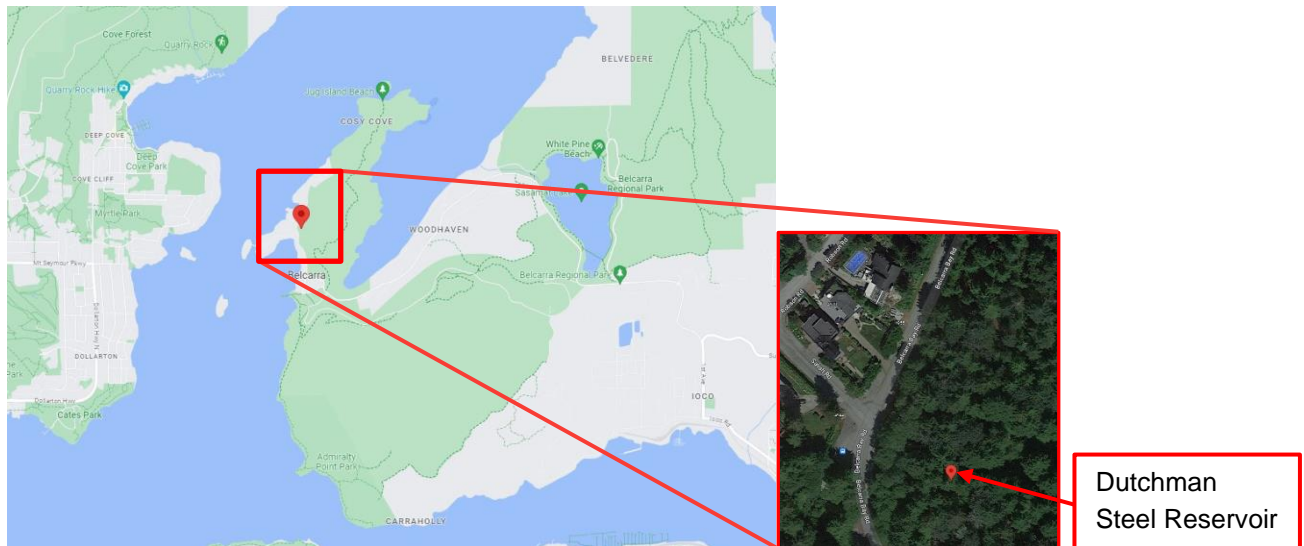


Figure 1.1 - Dutchman Steel Reservoir Location [Google Earth]

1.3 RESERVOIR DESCRIPTION

The potable water reservoir is a glass-lined steel tank positioned on a gravel foundation with bedrock observed nearby. It comprises a concrete platform (without a circular ring beam) and anchor bolts fastened at every steel panel location. The tank is constructed with two rows containing 17 panels made of glass enameled steel, each measuring 1475mm x 3090mm. The height of this reservoir is roughly 6160mm. Rubber gaskets are implemented between the panels to ensure a seal. Additionally, the tank is equipped with a galvanized ladder on its western side and an access hatch panel located on the lower portion of its southern end. The tank has a capacity of 263,676 liters.

Drawings are not available for this reservoir. Drawings for the Tatlow Reservoir are available and dated 1999. Although the actual date of construction of the Dutchman Reservoir is not known, its estimated the reservoir was brought into service in or around 2000 similar to the Tatlow Reservoir and has therefore been in service for about 23 years.

1.4 INSPECTION METHODOLOGY

The WSP inspection was undertaken by Charles Chataway, P.Eng. and Mike Beales on May 24, 2023. The weather during the inspection was sunny and warm. A detailed visual inspection of the exterior was conducted on all accessible components of the reservoir tank to assess their current condition, stability, and safety. This included a thorough examination of visible defects and provided access to the interior of the pump station during the inspection process. Aquavision Services Ltd. provided and operated a remotely operated vehicle (ROV) on June 29, 2023, to conduct a comprehensive visual interior inspection of the reservoir tank. This inspection covered all accessible components, allowing for an assessment of the tanks' current condition.

2 RESERVOIR INSPECTION FINDINGS

The following is a summary of our exterior and interior inspection observations. A photo record of the inspections is included in Section 2.3.

2.1 EXTERNAL INSPECTION

The concrete slab supporting the tank structure is in good condition with no visible signs of cracks, deterioration, or structural issues. No ring slab was observed around the tank perimeter on the slab.

All 17 anchor bolts securing the tank structure were found to be in good condition. However, it was observed that eight of the bolts were loose and may require tightening (Figure 2.1).

No leaking was observed between the panels of the tank. The joints and connections appeared to be intact, preventing any water seepage. The ceramic glass coating on the steel panel facing the tank was found to be in good condition. There were no signs of damage, corrosion, or peeling (Figure 2.2).

No external indication of anodes was observed on the tank structure. During the internal inspection, no anodes were observed. Anodes are an essential for preventing corrosion in steel tanks and other metal structures, a process known as cathodic protection. Corrosion happens when metals like steel react with their environment, often through electrochemical processes. Cathodic protection mitigates this by making the metal structure the cell's cathode, halting or reducing corrosion. In steel tanks, anodes are typically sacrificial devices. They supply electrons that offset the steel tank's electron loss. This effectively prevents or greatly reduces corrosion. Anodes are typically made of a zinc alloy material and require replacement from time to time as they are consumed.

The water level gauge was found to be functioning properly, and the ladder attached to the tank for access was found to be in good condition with no signs of damage or instability noted (Figure 2.3).

On the east face of the tank, an area of approximately 18 square meters was found to be covered in graffiti. It is recommended to overcoat this section to remove the graffiti, deter future vandalism, and restore the tank's aesthetic appearance (Figure 2.4). The tank's roof is in good condition, with minimal debris buildup and an intact coating (Figure 2.5).

The hood vent on the roof is functioning properly, facilitating adequate ventilation within the tank (Figure 2.6). The roof access hatch is determined to be in a satisfactory state. It is securely fastened, ensuring safe and convenient access to the roof area (Figure 2.7). The outlet valves of the tank appeared clean and free from any obstructions or signs of damage. A large dead tree, or snag, was observed along the roadway northwest of the tank. This tree presents a danger and should be removed.

2.2 INTERNAL INSPECTION

No interior ladder was identified during the interior ROV inspection. The access hatch interior panel generally appears to be in good condition with only a bit of surface rust present around areas of the caulked joint. (Figure 2.8 and Figure 2.9). The inlet and overflow pipe connections appear to only have a minimal amount of surface rust present and appear to be in good working order (Figure 2.10). The pipe mounting brackets and areas around them look to have been patched in the past where rust previously may have been observed. Surface rust has been observed but is minimal and does not appear to be a concern (Figure 2.11 and Figure 2.12). The lower pipe connection, reservoir outlet, and drain all seem to be in good condition, showing minimal surface rust. The protective coating on the bolts, nuts, and other metal parts also appears to be well-preserved (Figure 2.13, Figure 2.14 and Figure 2.15).

Upon visual inspection, it was noticed that the horizontal joints, which connect the upper and lower glass enameled side panels, displayed corrosion stains. Typically, corrosion stains will run upward on the walls of the tank. This is because the water against the wall is warmed and rises. If the wall water is cooler, as in winter, it carries the staining down. Additionally, it appears that patching has been done on the panel surfaces around these joints in the past, and in certain regions, surface rust staining is evident along the upper and lower sections of the horizontal seam (Figure 2.16 and Figure 2.17).

Overall, the interior side panel joints and connection bolts seem to be in good condition, displaying only minor indications of surface rust. The panel wall coating appears to be well-preserved with minimal localized surface rust. There was some observed debris buildup on all connection bolts, but this is a common occurrence and does not raise any concerns (Figure 2.18).

Upon visual examination, the interior bottom panel bolts and connections were found to be in satisfactory condition. The presence of caps on the bolts seems to have effectively shielded them from corrosion. The enameled panels exhibit some signs of coating loss, this represents the loss of the steel's protective lining and requires prompt repair (Figure 2.19).

The reservoir tank's bottom was inspected by ROV without recent cleaning, which somewhat hindered the ability to potentially detect certain defects. During the inspection, areas of surface rust around some connection bolts and previously patched spots were observed. Considering the age of the tank, it does seem to be in good condition; however, it is advised that a thorough inspection of the enameled panels be conducted when the tank is completely emptied. This will allow for a more comprehensive assessment of its overall condition (Figure 2.20). Any deterioration of the enameled panels should be repaired upon discovery since water ingress and corrosion can lead to ongoing enameled coating deterioration and progressive failure.

2.3 PHOTO RECORD



Figure 2.1 - Anchor bolt assembly



Figure 2.2 - Steel panel fastener assembly



Figure 2.3 - Ladder assembly



Figure 2.4 - Graffiti on side of tank



Figure 2.5 - Roof



Figure 2.6 - Roof ventilation hood



Figure 2.7 - Roof hatch

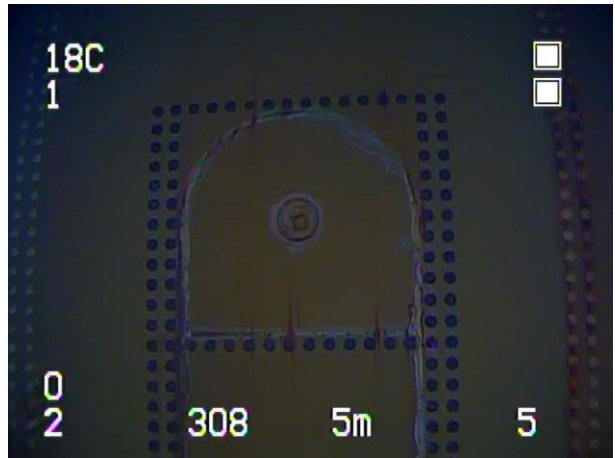


Figure 2.8 - Upper access hatch

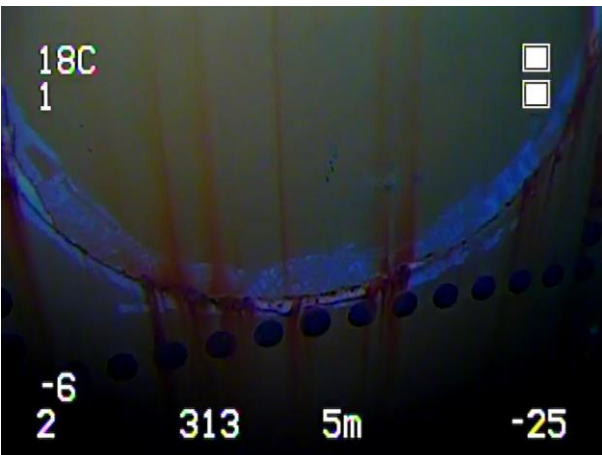


Figure 2.9 - Lower access hatch

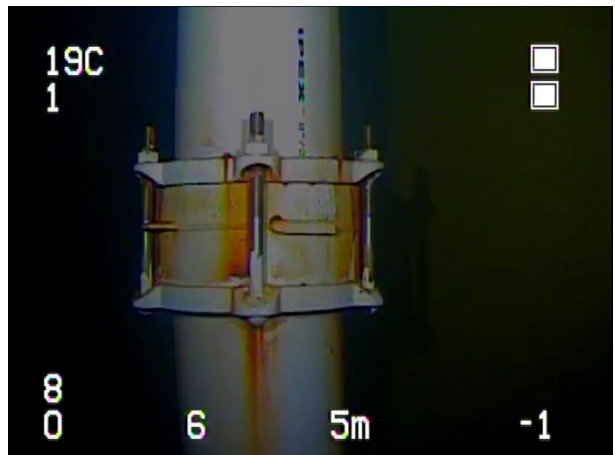


Figure 2.10 - Pipe connection



Figure 2.11 - Pipe mounting connection

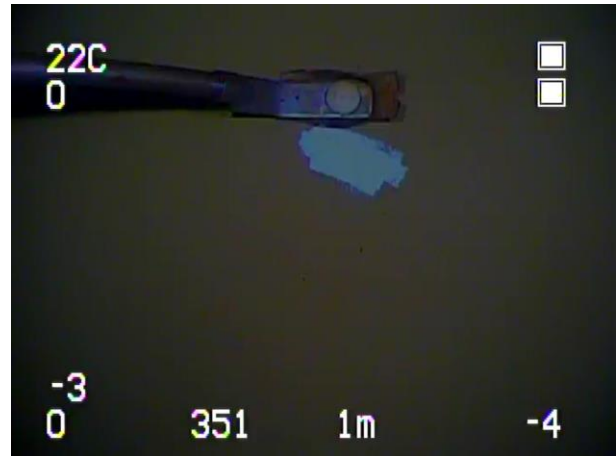


Figure 2.12 - Tank mounting connection with previous minor repair

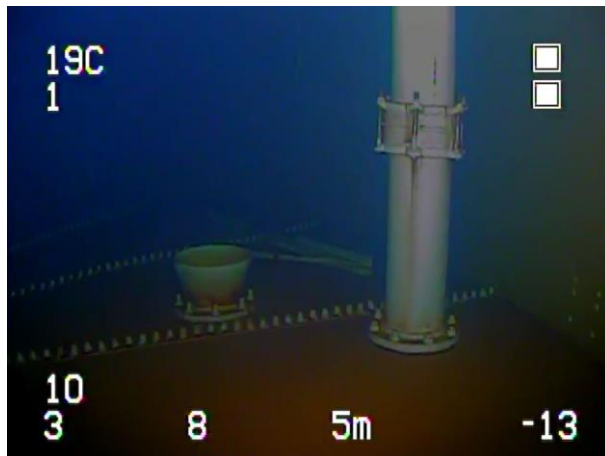


Figure 2.13 - Bottom pipe connection

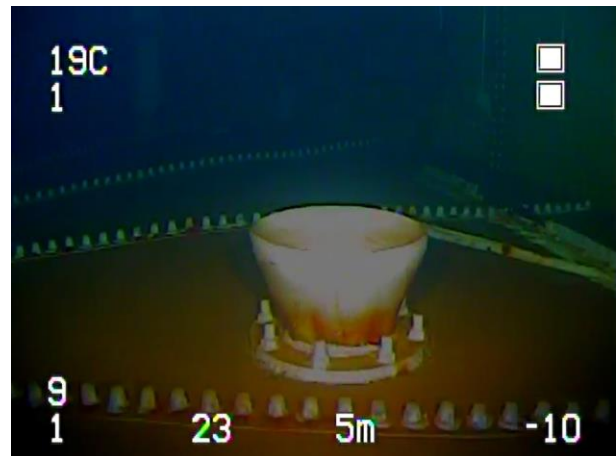


Figure 2.14 - Reservoir outlet

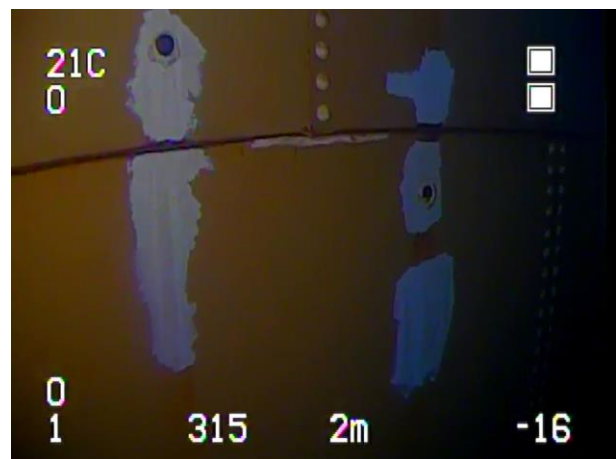


Figure 2.15 - Reservoir drain

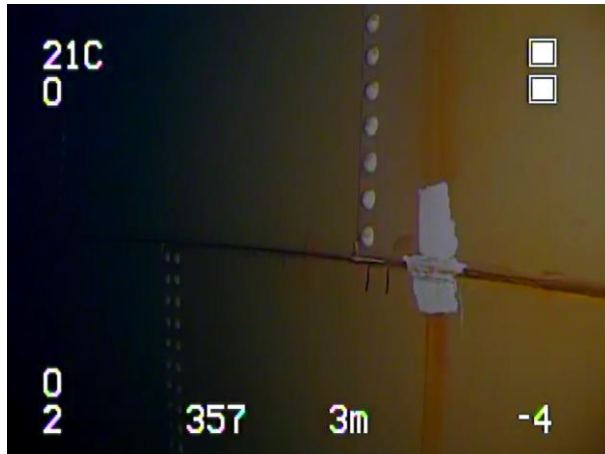


Figure 2.17 - Horizontal panel joint 2 with coating repair (gray)

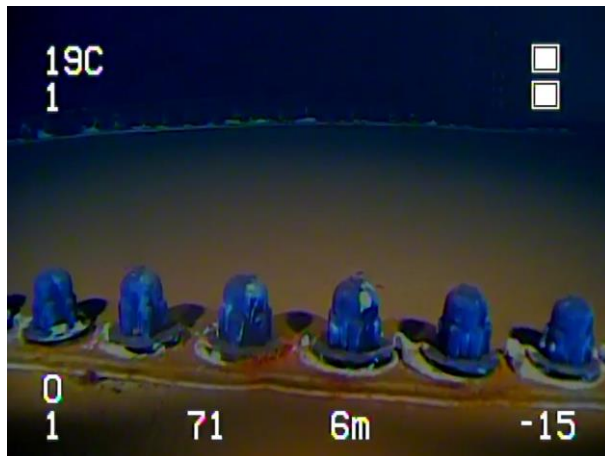


Figure 2.19 - Bottom bolt connection



Figure 2.16 - Horizontal panel joint with coating repairs (gray)

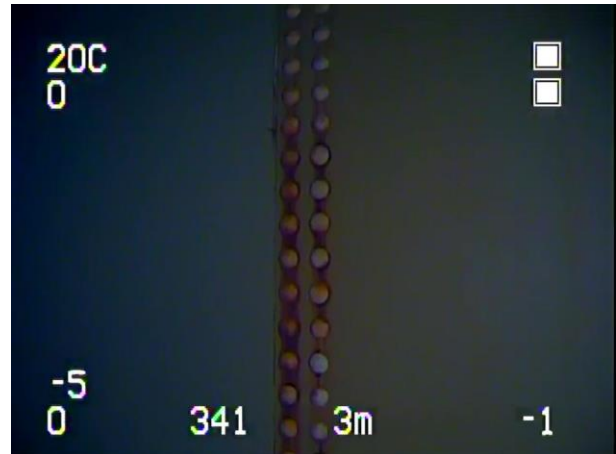


Figure 2.18 - Panel bolt connection

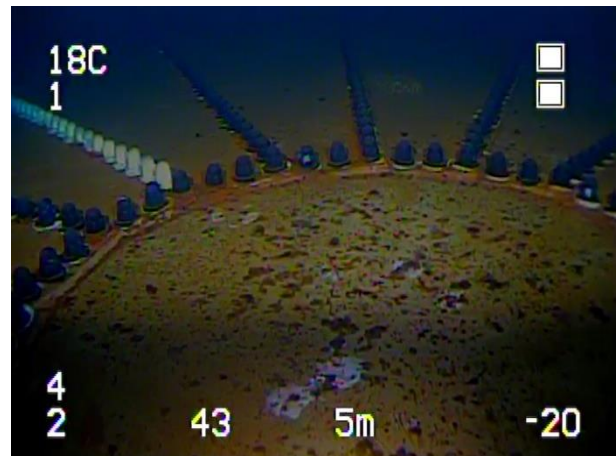


Figure 2.20 - Reservoir panel flooring



3 RECOMMENDATIONS

3.1 RECOMMENDATIONS

Considering the findings mentioned above, it is recommended that the following actions be taken in response to the identified issues:



1. The eight loose anchor bolts should be tightened to ensure the stability and structural integrity of the tank.
2. It is recommended to overcoat the graffiti-covered area on the east face of the tank, approximately 18 square meters in size, to remove the graffiti and restore the tank's appearance.
3. No anodes were observed inside the tank. Due to the importance of anodes in corrosion protection, it should be confirmed whether they are required for this structure.
4. During the next scheduled emptying of the tank, clean off areas of surface rust as well as areas where loss of panel coating have been observed and recoat or patch with approved sealant as per manufacturer's specifications.
5. With the tank emptied, it is recommended that connectors, brackets, bolts, etc. be inspected, and cleaned recoated or patched with approved sealant where required.
6. It is recommended to remove the snag along the roadway for safety reasons and to prevent damage.
7. An in-person inspection of the emptied tank is also recommended as this will allow inspectors to assess the current condition, stability, and safety as well as provide a more detailed examination of visible defects.

4 HIGH LEVEL COST ESTIMATES

Table 6.1 provides recommendations for maintenance and high-level cost estimates. In addition to the items listed below, it is also recommended that an interior tank inspection be performed on a regular basis. Where possible, the use of operations crews may reduce the cost for some of these items. The costs presented are for performance of the repairs and do not include engineering, contingency, confined space monitoring and entry, or other standby provisions. These costs require calculation on a case-by-case basis due to the variability of the work program and the opportunity to bundle works into a single work package.

Table 6.1 - Recommended maintenance

COMPONENT	ACTIVITY	SUGGESTED TIMELINE	COST ESTIMATE
Roof, roof hood and roof access hatch	Remove debris.	Annually	\$750
Anchor Bolts	Tighten loose anchor bolts.	< 1year	\$250
Surrounding trees	Remove snag northwest of reservoir	< 1 year	\$1,000
Steel facing panels	Cover up existing graffiti	< 2 year	\$1,500
Interior glass enameled panels	Clean and remove rust where identified and patch with approved sealant	< 2 years	\$15,000*

* Denotes an estimated item cost that is dependent on the actual quantity of work required.



5 REMAINING SERVICE LIFE

The Remaining Service Life of glass-lined steel potable water tanks, according to ISO 15686, depends on various factors that interact with industry standards such as AWWA (American Water Works Association) D103. ISO (International Standards Organization) 15686 provides a framework for assessing the lifespan of assets like steel water tanks, considering factors like material quality, design, maintenance, and environmental conditions. When combined with AWWA D103, which outlines specific tank design, construction, and inspection requirements, it more comprehensive evaluation of these tanks.

When assessing the Remaining Service Life of such tanks, it's crucial to inspect the condition of the glass lining, the primary defense against corrosion. Proper inspection and maintenance, as recommended by AWWA D103, can extend the life of the glass lining. However, over time, mechanical damage, chemical exposure, or wear and tear may lead to deterioration, requiring repair or re-lining to extend the tank's usability.

For steel potable water tanks, a Reference Service Life is determined based on industry standards like AWWA D103, which specify the minimum expected service life when designed and maintained accordingly. In general, well-maintained glass-lined steel tanks can have a reference service life of 20 to 30 years and possibly more. This serves as a reference point for assessing a tank's current condition and estimating its Remaining Service Life. This estimate varies based on factors like initial lining quality, water aggressiveness, and maintenance effectiveness. Regular inspections, monitoring of lining integrity, and adherence to industry standards are essential to ensure the longevity and safe operation of these tanks.

Assuming a reference service life of 20 to 30 years for the Dutchman Reservoir, an Estimated Service Life of 50 to 75 years is determined by the formula outlined in ISO 15686. This formula applies factors to the Reference Service Life to determine an Estimated Service Life, each factor relating to a variable that affects the lifespan of the structure. This Estimated Service Life signifies an optimistic outlook for these assets under favourable conditions and regular maintenance and inspection.

Our inspection found the Dutchman Reservoir to be in good condition after an estimated 23 years of service. As such, we would tend to assume a Reference Service Life closer to or exceeding 30 years. Based on this assumption we would conservatively estimate the Estimated Service Life of the reservoir to be approximately 75 years meaning the reservoir has approximately 52 years of service remaining.

6 CLOSURE

In conclusion, the inspection of the Dutchman Reservoir indicates that the tank is generally stable from a structural perspective. It is recommended to prioritize proper maintenance and scheduled inspections to ensure its long-term performance and integrity. An inspection of the interior is highly recommended to obtain a comprehensive understanding of the overall condition of the reservoir tank.

It is concerning that some of the anchor bolts in the Dutchman Reservoir are not fully tightened down. This issue should be addressed promptly to ensure the proper stability and safety of the tank.

VILLAGE OF BELCARRA

TATLOW STEEL RESERVOIR INSPECTION REPORT

SEPTEMBER 28, 2023



REV 1 - DRAFT



TATLOW STEEL RESERVOIR INSPECTION REPORT

PROJECT NO.: 211-09148-00

DATE: SEPTEMBER 19, 2023

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1 INTRODUCTION

1.1 OVERVIEW

WSP Canada Inc. (WSP) was commissioned by The Village of Belcarra to conduct a thorough visual inspection of the Tatlow Steel Reservoir and Tatlow Pump Station. The purpose of this inspection was to assess the overall condition of both structures and provide a detailed inspection report, including recommendations for any necessary further assessment or maintenance. It is important to note that the reservoir was last inspected one year ago in 2022.

1.2 RESERVOIR LOCATION

Both Tatlow Steel Reservoir and Tatlow Pump Station are located in the Village of Belcarra along Main Avenue, between the residences at 3460 Main Ave and 3490 Main Ave. It is positioned on a hill, accessible via a gravel roadway. The site is characterized by its surroundings, which consist of a variety of trees and brush. A map showing the location is provided in (Figure 1.1).

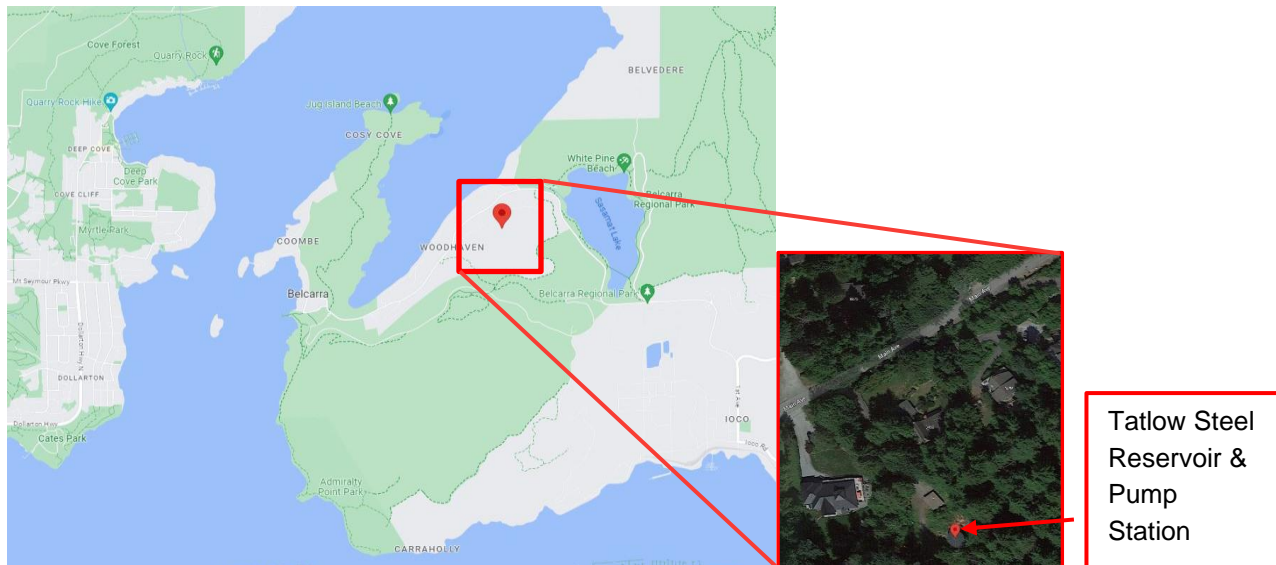


Figure 1.1 - Tatlow Steel Reservoir & Pump Station Location [Google Earth]

1.3 RESERVOIR & PUMP STATION DESCRIPTION

The reservoir is a glass-lined steel tank located in a forested area with a gravel base and bedrock observed nearby. It features a concrete slab (without a circular ring beam), and anchor bolts spaced every second panel. The tank consists of two rows of 17 glass enameled steel panels, each measuring 1475mm x 3090mm. Rubber gaskets are used between the panels to ensure a seal. The tank also includes a galvanized ladder on the western side and an access hatch panel on the bottom half of the southeastern end. The total height is measured to be roughly 6160mm and the tank's volume is 263,676 liters.

Drawings are available and are dated 1999. Although the actual date of construction is not known, its estimated the reservoir was brought into service in or around 2000 and has therefore been in service for about 23 years.

Situated roughly 20 meters downhill and northwest of the reservoir tank, the Tatlow Pump Station is a concrete cinderblock structure which houses the remote monitoring system, pump, and other equipment. The structure was likely constructed concurrent with the reservoir in or around 2000.

1.4 INSPECTION METHODOLOGY

The inspection was undertaken by Charles Chataway, P.Eng. and Mike Beales on May 24, 2023. The weather during the inspection was sunny and warm.

A detailed visual exterior inspection was conducted on all accessible components of the reservoir tank and pump station to assess their current condition, stability, and safety. This included a thorough examination of visible defects and provided access to the interior of the pump station during the inspection process.

Aquavision Services Ltd. provided and operated a remotely operated vehicle (ROV) on June 29, 2023, to conduct a comprehensive visual interior inspection of the reservoir tank. This inspection covered all accessible components, allowing for an assessment of the tank's current condition.

2 RESERVOIR INSPECTION FINDINGS

The following is a summary of our exterior and interior inspection observations. A photo record of the inspections is included in Section 2.3.

2.1 EXTERNAL INSPECTION

The concrete foundation of the tank is in good condition, with no visible cracking or spalling observed. The foundation is structurally sound and does not require immediate attention.

Water is collecting on the uphill east side of the tank. This should be addressed to prevent potential water damage and structural issues over time. (Figure 2.1)

Corrosion has been noted on three embedded anchor bolts on the uphill east side of the tank, but the extent of corrosion is light and not an immediate concern (Figure 2.2). There are anchor bolts installed at every second anchor point. This is consistent with the drawings and not of concern.

No external indication of anodes was observed on the tank structure. During the internal inspection, no anodes were observed. Anodes are an essential for preventing corrosion in steel tanks and other metal structures, a process known as cathodic protection. Corrosion happens when metals like steel react with their environment, often through electrochemical processes. Cathodic protection mitigates this by making the metal structure the cell's cathode, halting or reducing corrosion. In steel tanks, anodes are typically sacrificial devices. They supply electrons that offset the steel tank's electron loss. This effectively prevents or greatly reduces corrosion. Anodes are typically made of a zinc alloy material and require replacement from time to time as they are consumed.

The glass enameled steel panels of the tank are generally in good condition, with only light algae growth observed on the surface. However, the upper panels exhibit a ring of algal growth above the horizontal joint, indicating potential moisture retention and the need for cleaning and measures to prevent algae growth (Figure 2.3). Slight bulging has also been observed at the base and above the horizontal joint of the tank, which is common and a result



of internal pressure and poses no structural issues. The coating on the panels is generally intact, providing adequate protection against corrosion. However, localized coating loss has been identified on the southwest side of the tank near the base and the lower left corner of the upper access hatch panel. This does not currently pose a significant concern. (Figure 2.4 and Figure 2.5) The rubber gaskets at the panel joints appear to be in good working condition with no leaks observed (Figure 2.6).

The full height water gauge of the tank is out of service, but restoring this functionality is not essential as the reservoir's water level is electronically monitored.

The bottom rungs of the ladder have been removed to prevent unauthorized access to the roof.

The electrical and SCADA (Supervisory Control and Data Acquisition) equipment associated with the tank appears to be in good order.

The roof of the tank is in good condition, with minimal debris accumulation and an intact coating, providing adequate protection against external elements (Figure 2.7). The roof's hood vent is in good working order, enabling proper ventilation within the tank (Figure 2.8). The roof access hatch has been inspected and is found to be in good condition. It is securely fastened, ensuring the safety and convenience of accessing the roof area. (Figure 2.9)

The main fill valve chamber has been examined and is in good condition. The hatch for the main fill valve chamber is functioning properly, but one securing bolt is missing and is unable to be securely closed. The outlet valve and chamber have been inspected and are in good condition. The hatch for the outlet valve chamber is functioning properly and is securely fastened. No issues have been identified with the outlet valve or chamber. All three valve shutoffs have been examined and appear to be clean and functional, these valves were not exercised during this inspection.

The overflow pipe has been assessed and found to be functioning as intended, effectively diverting excess fluid away from the main system. The riprap surrounding the overflow pipe is in good condition, providing stability and erosion control.

2.2 INTERNAL INSPECTION

The interior ladder and its connection bolts are displaying signs of rusting. This has been noted in past inspections (Figure 2.10 and Figure 2.11). The access hatch interior panel generally appears to be in good condition with only a bit of surface rust present around the cap plug and a small, isolated area at a caulking joint at the top of the hatch (Figure 2.12). There have been observations of rust buildup occurring at the inlet and overflow pipe connections. These connections were constructed using both steel and stainless steel components. The presence of rust on certain steel items indicates their susceptibility to corrosion, while the stainless steel remains unaffected. The pipe connections appear to be functioning as intended (Figure 2.13).

The mounts connecting the inlet and overflow pipes to the inside panels of the tank all appear to be in good working order. Like the pipe connections, there appears to be calcium and rust buildup where stainless steel items were not used (Figure 2.14 and Figure 2.15). The connection of the inlet and overflow pipes to the bottom of tank all show signs of rust buildup around the base but all appear to be in good order (Figure 2.16). The outlet and drain both appear to be in operational order but do appear to have rust build-up at the bases where the connection rings sit (Figure 2.17 and Figure 2.18).

In general, the interior side panel joints and connection bolts appear to be in good condition with only slight signs of surface rust present. The panel wall coating appears to be in good condition and also shows a minimal sign localized surface rust. Debris buildup was observed accumulating on all connection bolts, but this is typical and poses no reason for concern (Figure 2.19).

Around the bottom edge of the interior wall evidence of surface rust and coating material loss were observed. As no leaking was observed at the time of the exterior inspection, it is believed that the joint sealant is working as intended along the base (Figure 2.20).

The bottom interior panels are showing signs of significant coating loss and surface rust. The connection bolts at the panel joints were also observed to be corroding with buildup of corrosion product. Without access to the tank when it's been fully emptied, it is difficult to determine what (if any) issues this may cause (Figure 2.21 and Figure 2.22).

2.3 PHOTO RECORD



Figure 2.1 - Water collecting around base of tank



Figure 2.2 - Corrosion at base of anchor bolt



Figure 2.3 - Algae growth along face of panels

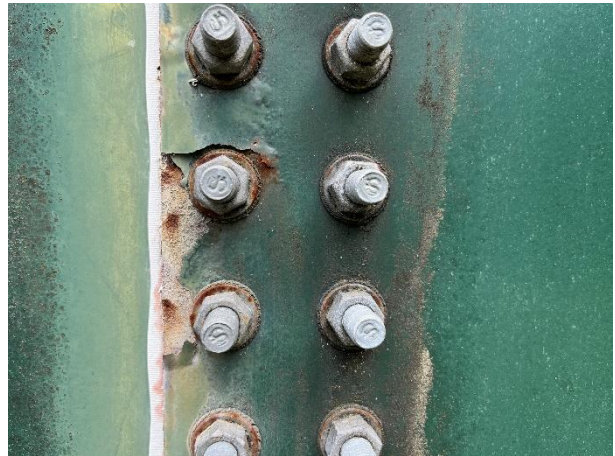


Figure 2.4 - Coating loss at SW side of tank



Figure 2.5 - Coating loss at access hatch



Figure 2.6 - Rubber gasket between panels



Figure 2.7 - Roof



Figure 2.8 - Roof ventilation hood



Figure 2.9 - Roof hatch

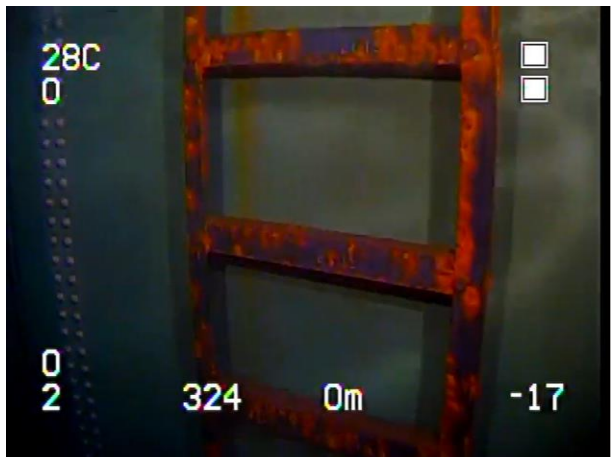


Figure 2.10 - Interior Ladder

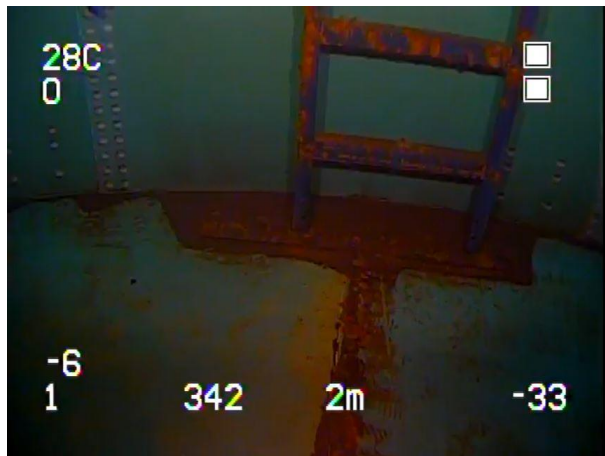


Figure 2.11 - Interior Ladder Bottom

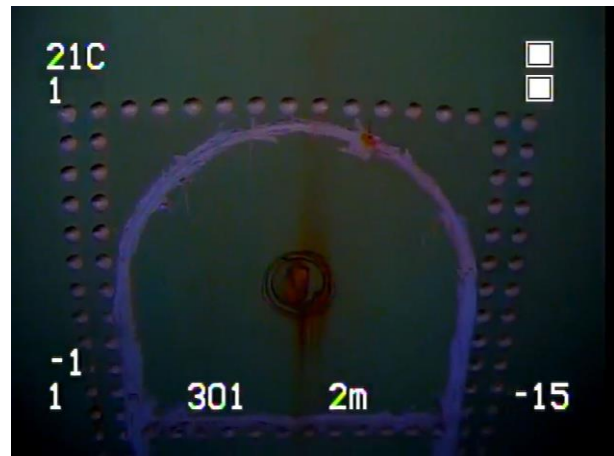


Figure 2.12 - Access Hatch

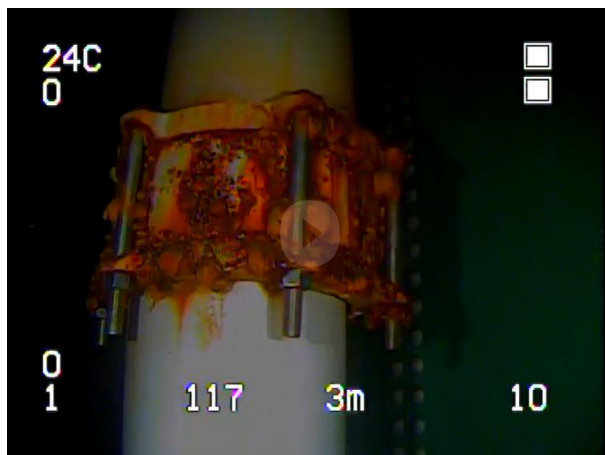


Figure 2.13 - Pipe Connection

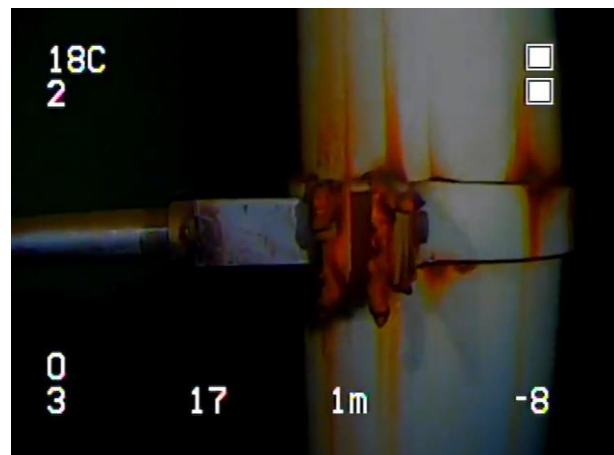


Figure 2.14 - Pipe Mounting Connection

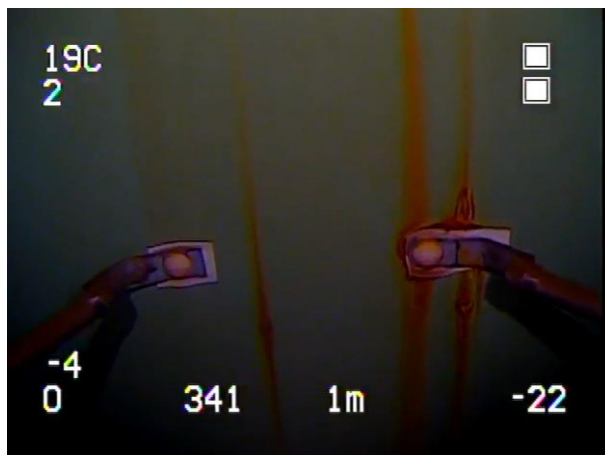


Figure 2.15 - Tank Mounting Connection

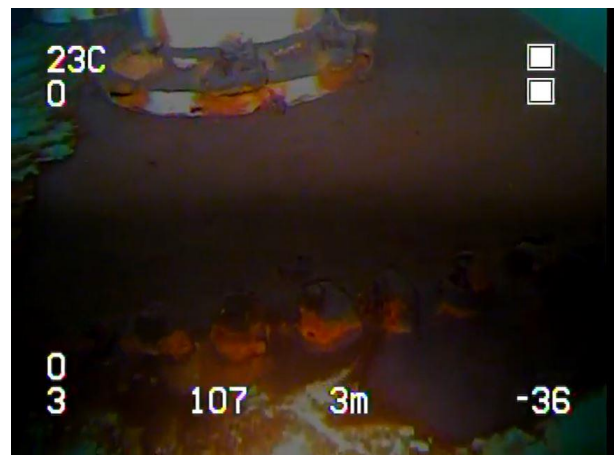


Figure 2.16 - Bottom Pipe Connection

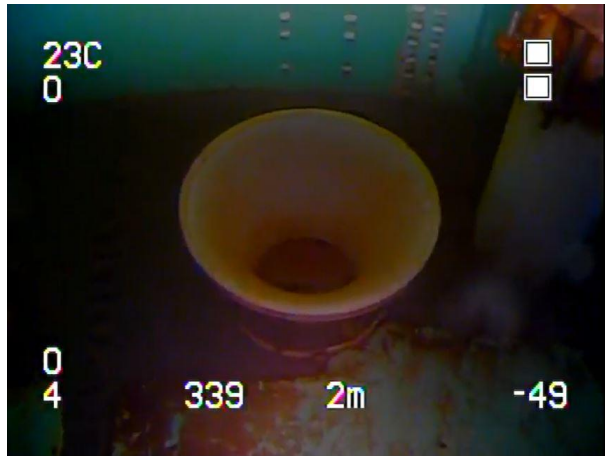


Figure 2.17 - Reservoir Outlet



Figure 2.18 - Reservoir Drain



Figure 2.19 - Panel Bolt Connection

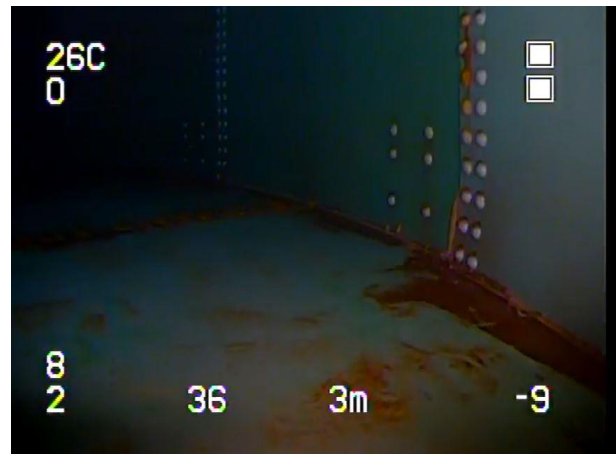


Figure 2.20 – Bottom Corner Bolt Connection

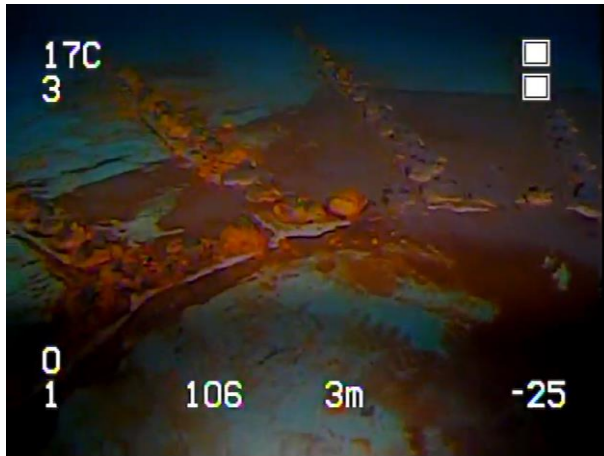


Figure 2.21 – Reservoir Panel Flooring

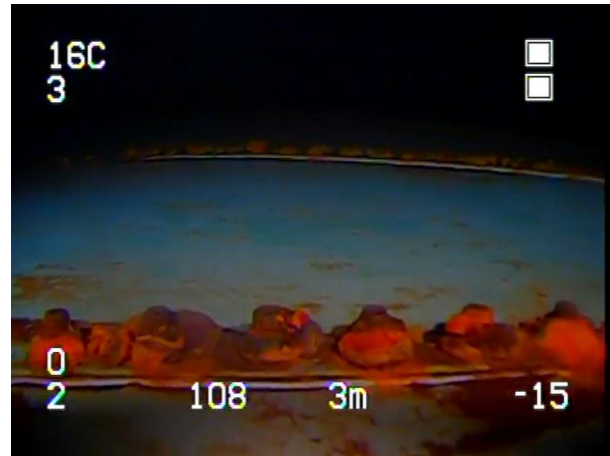


Figure 2.22 - Bottom Bolt Connection

3 RECOMMENDATIONS

3.1 RECOMMENDATIONS

Considering the findings mentioned above, it is recommended that the following actions be taken in response to the identified issues:

1. Implement effective drainage systems to address water collection on the uphill east side of the tank. This could be as straightforward as addition of a perimeter drain or regrading of the areas.
2. Monitor the corrosion on the embedded anchor bolts and take necessary actions if further deterioration is observed.
3. Clean and prevent algae growth on the panels, especially above the horizontal joint.
4. Repair the localized coating loss areas to maintain the integrity of the coating system.
5. Conduct regular inspections and maintenance of electrical/SCADA equipment, roof, and roof vent.
6. Replace missing securing bolt on the Main Fill Valve Chamber hatch.
7. During the next scheduled emptying of the tank, clean off areas of surface rust as well as areas where loss of panel coating have been observed and patch with approved sealant.
8. No anodes were observed inside the tank. Due to the importance of anodes in corrosion protection, it should be confirmed whether they are required for this structure.
9. With the tank emptied, it is recommended that connectors, brackets, bolts, etc. be cleaned of rust and inspected, and recoated or patched with approved sealant where required.
10. An in-person inspection of the emptied tank is also recommended as this will allow inspectors to assess the current condition, stability, and safety as well as provide a more detailed examination of visible defects.

4 PUMP STATION INSPECTION FINDINGS

Light debris, including leaves, twigs, and small branches, was present on the concrete roof slab. It is recommended to periodically remove the debris to maintain a clean working environment and prevent potential accumulation (Figure 4.1). No cracking or spalling was observed on the concrete roof slab. There are no visible signs of distress or deterioration. It is important to continue monitoring the condition of the slab over time to ensure any potential issues are addressed promptly.

Furthermore, an unrestrained fuel tank was observed, which can present a safety hazard. Without proper restraints, the fuel tank is susceptible to shifting or toppling over during shaking or other unexpected events. To mitigate this risk and ensure the stability of the tank, it is recommended to install appropriate seismic restraints that comply with seismic OFC restraints (Figure 4.2). Similarly, an unrestrained pressure tank was also noted during the inspection and is also recommended to be restrained properly to the back wall (Figure 4.3).



Figure 4.1 - Pump station roof



Figure 4.2 - Unrestrained fuel tank



Figure 4.3 - Unrestrained pressure tank

5 RECOMMENDATIONS

5.1 RECOMMENDATIONS

Considering the aforementioned observations, the following actions are recommended:

1. Clear the debris from the concrete slab roof annually.
2. Install appropriate restraints for the fuel tank to secure it and prevent any potential hazards during seismic events or other disturbances.
3. Install suitable restraints for the pressure tank to ensure stability and safety, minimizing risks to both the equipment and the equipment around.



6 HIGH LEVEL COST ESTIMATES

Table 6.1 provides recommendations for maintenance and high-level cost estimates. In addition to the items listed below, it is also recommended that an interior tank inspection be performed on a regular basis. Where possible, the use of operations crews may reduce the cost for some of these items. The costs presented are for performance of the repairs and do not include engineering, contingency, confined space monitoring and entry, or other standby provisions. These costs require calculation on a case-by-case basis due to the variability of the work program and the opportunity to bundle works into a single work package.

Table 6.1 - Recommended Maintenance

COMPONENT	ACTIVITY	SUGGESTED TIMELINE	COST ESTIMATE
Base of tank on concrete slab	Implement effective drainage systems on the uphill east side of the tank.	< 2 years	\$3,500
Anchor bolts	Monitor bent anchor bolts for signs of increased deterioration.	During routine inspections	-
Glass enameled panels	Clean algae off of front faces of panels	< 5 years	\$1,000
Interior glass enameled panels	Clean and remove rust where identified and patch with approved sealant	< 2 years	\$15,000*
Main Fill Valve Chamber hatch	Replace missing securing bolt on the Main Fill Valve Chamber hatch	< 2 years	\$150

* Denotes an estimated item cost that is dependent on the actual quantity of work required.

7 REMAINING SERVICE LIFE

The Remaining Service Life of glass-lined steel potable water tanks, according to ISO 15686, depends on various factors that interact with industry standards such as AWWA (American Water Works Association) D103. ISO (International Standards Organization) 15686 provides a framework for assessing the lifespan of assets like steel water tanks, considering factors like material quality, design, maintenance, and environmental conditions. When combined with AWWA D103, which outlines specific tank design, construction, and inspection requirements, it more comprehensive evaluation of these tanks.

When assessing the Remaining Service Life of such tanks, it's crucial to inspect the condition of the glass lining, the primary defense against corrosion. Proper inspection and maintenance, as recommended by AWWA D103, can extend the life of the glass lining. However, over time, mechanical damage, chemical exposure, or wear and tear may lead to deterioration, requiring repair or re-lining to extend the tank's usability.



For steel potable water tanks, a Reference Service Life is determined based on industry standards like AWWA D103, which specify the minimum expected service life when designed and maintained accordingly. In general, well-maintained glass-lined steel tanks can have a Reference Service Life of 20 to 30 years and possibly more. This serves as a reference point for assessing a tank's current condition and estimating its Remaining Service Life. This estimate varies based on factors like initial lining quality, water aggressiveness, and maintenance effectiveness. Regular inspections, monitoring of lining integrity, and adherence to industry standards are essential to ensure the longevity and safe operation of these tanks.

Assuming a Reference Service Life of 20 to 30 years for the Tatlow Reservoir, an Estimated Service Life of 50 to 75 years is determined by the formula outlined in ISO 15686. This formula applies factors to the Reference Service Life to determine an Estimated Service Life, each factor relating to a variable that affects the lifespan of the structure. This Estimated Service Life signifies an optimistic outlook for these assets under favourable conditions and regular maintenance and inspection.

Our inspection found the Tatlow Reservoir to be in good condition after about 23 years of service. As such, we would tend to assume a Reference Service Life closer to or exceeding 30 years. Based on this assumption we would conservatively estimate the Estimated Service Life of the reservoir to be approximately 75 years meaning the reservoir has approximately 52 years of service remaining.

8 CLOSURE

In conclusion, the inspection of the Tatlow Reservoir and pump station indicates that the tank is generally stable from a structural perspective as is the pump station. To ensure its long-term performance, it is strongly advised to prioritize proper maintenance and schedule regular inspections. Additionally, addressing the water collection issue and implementing appropriate drainage measures is recommended to prevent potential damage or deterioration. An inspection of the tank's interior when emptied is also advised to obtain a comprehensive understanding of its overall condition.

The pump station is deemed structurally sound and in good operational condition. As a safety precaution, it is recommended that both the fuel tank and pressure tank be adequately seismically restrained to prevent any potential hazards.



COUNCIL REPORT

Date: October 10, 2023

From: Amanda Seibert, Corporate Officer

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

Recommendation

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

Purpose

To provide clarification and additional information on questions and comments brought forward at the first reading of Bylaw No. 617, 2023.

Background

At the September 25, 2023 Regular Council Meeting, Council Procedure Bylaw No. 617, 2023 was introduced for first reading. Questions and comments were raised on the addition of a consent agenda, a public input session, changes to the appearance of the agenda and changes to the debate of motions on the floor, with focus being on the section that once a motion is moved and seconded, it is discussed and debated only by members of Council, with no input from the public. Council members also queried whether the newly added Public Input section and the existing Question Period section can accommodate a larger number of speakers.

The following is intended to provide more detailed information and clarification as the bylaw progresses through readings.

- Consent Agenda [Section 25]
 - The intent of the consent agenda as written into the proposed bylaw is to improve the efficiency and effectiveness of Council meetings and provide an area to group routine business items and reports which require no discussion or debate into one agenda item. This new section will allow Council to approve or acknowledge receipt with one vote instead of introducing multiple motions.
 - The proposed bylaw allows for Council to separate out items on Consent Agenda and request they be placed in a section titled “Items Removed from the Consent Agenda” to allow Council debate on items as requested by any Member of Council.

- Agenda Appearance [Section 23(1)]
 - The proposed agenda format in the bylaw, although based on the existing agenda, adds categories to allow for a more organized approach for placement of items onto a public agenda. It incorporates a Consent Agenda and a Public Input section as well as a section for removing items from Closed Council status, a section to deal with matters that may be seen as expedient and a section allowing for notices of motion. Items relating to such sections have come up in past meetings and in the current agenda there is no specific section to assign them to. Staff therefore recommends that the agenda order of business remain as presented in the proposed bylaw.
- Section 34 Motions Generally, Subsection (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. [also see Section 33(3) Conduct of the Public]
 - Staff acknowledges that allowing the public to speak and be included in the debate of motions on the floor has been a practice at the Village of Belcarra for some time. However, it is not recommended that Council continue to expressly allow for public input when debating motions. The ability for Council members to debate and discuss a motion is an exercise of Council's decision-making authority, which cannot be delegated to non-elected officials. Section 123(1) of the *Community Charter* sets out the general voting rules, whereby only Council is entitled to vote on a motion.
 - Council is elected to speak for all residents and to be aware of issues within the Village that may impact citizens and are expected to vote in an unbiased fashion for the good of the community. When motions on the floor are opened to debate and comments from the public which interrupt Council's decision-making on a particular motion, it can appear that Council is making decisions based on the comments of a few rather than on the majority of residents. Allowing the public to participate in the debate of motions on the floor could be also perceived as giving the public more than a consultative right, which exceeds and potentially conflicts with what is contemplated under the *Community Charter* and, therefore, creates risk of a decision being challenged.
 - For reference, attached as Appendix B is documentation on process involving motions as followed by other municipalities. None of the municipalities which replied to a request on details of the how motions are dealt with encouraged public debate once a motion is on the floor. It is recommended that members of Council consider this change as necessary.
- Public Input and Question Period
 - The proposed bylaw has provided for a new Public Input section and maintains Public Question Period. The time allocated to both sections can be extended by majority vote of Council, therefore the public will be provided ample opportunity to speak on matters of interest or concern.

Conclusion

The proposed Council Procedure Bylaw has come before Council for second reading and possible amendments. Information has been included in this report to provide further detail and clarification on sections within the bylaw which raised discussion at the September 25, 2023 Regular Council meeting.

Appendix A: Proposed Agenda Format Template
Appendix B: Comments from BC Municipalities regarding Public Participation
Appendix C: Council Procedure Bylaw No. 617, 2023



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA**
Village Hall
date, 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](#)*

Note: This agenda is also posted on the Village's website at www.belcarra.ca

The purpose of a Council meeting is to enact powers given to Council by using bylaws or resolutions. This is the venue for debate of issues before voting on a bylaw or resolution.

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**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1 Special Council Meeting, date, 2023**
 - 3.2 Regular Council Meeting, date, 2023**
 - 3.3 Report of the Public Hearing of date, 2023**

4. PUBLIC INPUT (15 minutes)

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. Each person will be permitted 2 minutes to ask questions or comment on items presented on the agenda. Comments or questions must be directed to the Chair of the meeting and not to individual members of Council.

5. DELEGATIONS

6. ITEMS ON CONSENT AGENDA

Note: Council may adopt in one motion all recommendations appearing on the Consent Agenda, or prior to the question on the vote, any Council member may request that an item be removed from the Consent Agenda and placed in Section 7 for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.

6.1 Correspondence

6.2 Reports

6.3 Recommendation to Receive Items on Consent

7. ITEMS REMOVED FROM THE CONSENT AGENDA

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

9. UNFINISHED BUSINESS

10. STAFF REPORTS

11. BYLAWS

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

13 MAYOR AND COUNCILLOR REPORTS

14. OTHER MATTERS DEEMED EXPEDIENT

15. NOTICES OF MOTIONS AND MATTERS FOR INTRODUCTION AT FUTURE MEETINGS

16. PUBLIC QUESTION PERIOD

The Public is invited to ask questions of Council regarding any item pertaining to Village business. Each person will be permitted 2 minutes to ask their question (a second opportunity is permitted if no one else is waiting to participate. Questions must be directed to the Chair of the meeting and not to individual members of Council. The total session is limited to 20 minutes.

17. ADJOURNMENT

Comments from BC Municipalities regarding Public Participation

MUNICIPALITY	PUBLIC PARTICIPATION
District of Sechelt	<p>District of Sechelt does not have the option of allowing for public participation on items on the agenda once a motion has been put on the floor. There is a Q&A period following adjournment.</p> <p>Other opportunities for questions and engagement are through council correspondence, which are generally addressed by staff and not usually added to the agenda unless it's a big petition that clearly impacts a large portion of the community, or an item submitted by a community association or other community group.</p>
Village of Anmore	<p>Village of Anmore has public input at the beginning of the meeting. The public is permitted to provide comments to Council on any item shown on this meeting agenda. A two-minute time limit applies to speakers.</p> <p>At the end of the meeting, we have public question period:</p> <p>The public is permitted to ask questions of Council regarding any item pertaining to Village business. A two-minute time limit applies to speakers. We also allow members of the public to submit questions by email prior to 4 p.m. on meeting days.</p> <p>There is no public input during council discussions.</p>
City of Burnaby	<p>City of Burnaby allows the public to ask questions/make comments at regular council meetings during public comment period. Persons must state their name, address and what agenda item # they are speaking to before beginning though. Public comment period in the beginning on items on the agenda, public question period at the end to ask a question to Council regarding the decisions or happenings from the resulting reports of the meeting.</p> <p>No public input when a motion is on the floor.</p>
City of North Vancouver	<p>The City of North Vancouver has Public Input Period near the start of the agenda, which allows up to 5 members of the public to provide comments for up to 2 minutes each, on any item pertaining to City business. More than 5 members requires unanimous consent of Council, per our procedure bylaw. Council always receives comments and doesn't indulge in conversation. If a matter requires follow up, the Mayor will indicate that comments will be referred to staff.</p> <p>North Vancouver also has Public Clarification Period near the end of the agenda, to allow members of the public to ask clarifying questions related to the present meeting (e.g. If they didn't hear the results of a vote or didn't understand the outcome of a decision).</p> <p>No public input when a motion is on the floor.</p>

Comments from BC Municipalities regarding Public Participation

Page 2 of 3

City of Port Coquitlam	<p>The City of Port Coquitlam allows only questions at regular Council Meetings, not comments. Should members of the public wish to comment they may make an appointment with staff or attend as a delegation at a Committee meeting.</p> <p>During Open Question Period, which is the last item on the agenda, any question can be asked (with exceptions, ie. land/legal/labour), it doesn't have to be related to the agenda</p> <p>No public input on items on the floor for Council vote.</p>
City of White Rock	<p>The City of White Rock has Question and Answer Period as a topic on each agenda. In accordance with our procedure bylaw, Q&A period is timed so as to not exceed 15 minutes. Members of the public may also ask their question during the meeting. Each speaker is provided a maximum of 2 minutes and questions/comments can be on any topic.</p> <p>No public input on items on the floor for Council vote.</p>
Port Alberni	<p>The City of Port Alberni recently changed their Council Procedures Bylaw in that there is a question period during the Regular Council Meetings, and Public Input is during Committee of the Whole only. And Public Hearings of course. This was to allow the Regular meetings to be more about conducting business efficiently, and having the COW's be more about open discussion.</p> <p>The City of Port Alberni does not open the floor to public discussion when a motion is already on the floor.</p>
Fraser Valley Regional District	<p>The Fraser Valley Regional District does do not invite public comments or participation as part of the discussion on a motion that is before the council. The only opportunities we have for public input are at the end of our agenda, we invite the public to write in questions, call in or ask a question relevant to items on the agenda if they are attending in person, but this is after the business on our agenda is completed.</p>
Municipality of Whistler	<p>Public input in Whistler is only through the Public Comment and Question Period. We do not allow members of the public to comment while the motion is on the floor</p>
City of Surrey	<p>The City of Surrey does not allow public comments or questions as part of the discussion amongst Council on a topic. The public can provide comment and questions to staff and Council before and during a Council meeting and/or public hearing. Once a motion is on the floor it belongs to council only.</p>
City of Courtenay	<p>Courtenay does not have any opportunity for public input during meetings, other than delegations to Council.</p>
City of Pitt Meadows	<p>The City of Pitt Meadows does not allow public comment outside of question and comment period.</p>

Comments from BC Municipalities regarding Public Participation

Page 3 of 3

District of Hope	The Municipality of Hope only has a question period at the end of the Agenda and questions are to be for items relevant to the Agenda. It does not invite public participation on each agenda item.
District of Saanich	The District of Saanich does not allow public comment when an agenda item is being discussed by Council and a motion is on the floor. They have a public input period.
Central Coast Regional District	The Central Coast Regional District created a delegation and public input policy this year. We do not allow the public to engage outside of this time period.
Village of Kaslo	Kaslo limits public participation to "Delegations" and "Question Period" sections of the agenda, no public comments once we reach "Business"
City of Maple Ridge	<p>The City of Maple Ridge has a Question Period which is held near the end of the meeting and provides citizens an opportunity to ask Council questions on any subject, with the exception of Public Hearing bylaws that have not reached a conclusion.</p> <p>There are no public comments during Council debate on items.</p>
City of Chilliwack	The City of Chilliwack has public question period at the end of the agenda and comments must be made in the form of a question and only on an item on the agenda that day. The public can ask questions only during question period.
Langley City	<p>Langley City has a formal process to allow delegations to submit a request to appear at a council meeting. Up to three delegations are allowed per meeting and 5 minutes is allowed for each delegation.</p> <p>There are no allowances made for the public to ask questions/make comments at regular council meetings.</p>



**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 in-person;

“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
 - (iii) 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.

- (l) 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 re-established, 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
 - (l) 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;
- (l) 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; and
 - (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 September 25, 2023

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 Council Procedure Bylaw No. 617, 2023

Chief Administrative Officer



VILLAGE OF BELCARRA
Freedom of Information and Protection
of Privacy Bylaw No. 616, 2023



A bylaw for the Administration of the Freedom of Information and
Protection of Privacy Act

WHEREAS, Section 77 of the *Freedom and Information and Protection of Privacy Act* (the Act), Chapter 165 [RSBC 1996], as amended, requires that a municipality by bylaw:

- (a) must designate a person or group of persons as the head of the municipality for the purposes of the Act; and,
- (b) may set any fees the municipality requires to be paid for providing the services described in Section 75 of the Act.

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

Part 1 - Citation

- 1.1 This bylaw may be cited for all purposes as the "Village of Belcarra Freedom of Information and Protection of Privacy Bylaw No. 616, 2023."

Part 2 - Definitions

- 2.1 In this bylaw

"Act" means the Freedom of Information and Protection of Privacy Act, R.S.B.C., 1996 Chapter 165, as amended;

"Applicant" means a person who makes a request for access to a record under the Act.

"Commercial Applicant" means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit;

"Coordinator" means the person designated under Section 3.2 as the Freedom of Information and Privacy Coordinator ("FOI Coordinator").

"Head" means the person designated under Section 3.1 of this Bylaw as the Information and Privacy Head.

"Records" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;

"Request" means a request under Section 5 of the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, Chapter 165, as amended.

"Village" means the Village of Belcarra.

- 2.2 The definitions contained in Schedule 1 of the Act, shall apply to this bylaw except where the context requires otherwise.

Part 3 – Designation of Authority

- 3.1 The Corporate Officer is designated as the *Freedom of Information and Protection of Privacy* Head for the purposes of the *Act*.
- 3.2 In the absence of the Corporate Officer, the Chief Administrative Officer shall act as the Head.
- 3.3 The Accounting Clerk is designated as the FOI Coordinator.
- 3.4 The Coordinator is hereby authorized to exercise responsibility for the overall management of *Freedom of Information and Protection of Privacy* functions on behalf of or in the absence of the Head.

Part 4 - Fees

- 4.1. Pursuant to Section 75 [Fees] of the *Act*, an applicant making a request shall pay to the Village the following:
 - (a) a prescribed application fee of \$10.00, with an exception for those seeking their own personal information (as per the *Freedom of Information and Protection of Privacy Act*)
 - (b) prescribed fees for the following services
 - i. locating and retrieving the record;
 - ii. producing the records;
 - iii. preparing the record for disclosure, except for time spent severing information from the record;
 - iv. shipping and handling the record;
 - v. providing a copy of the record.
- 4.2. An applicant who makes a request under Section 5 of the *Act* shall pay to the Village the fees set out in the Schedule of Maximum Fees contained in the *Freedom of Information and Privacy Regulation*, as amended.
- 4.3 The Head may provide records of the Village which are available to the public, upon payment of the applicable fees as determined in Village of Belcarra Fees and Charges Bylaw No. 517, 2018 (consolidated) – Schedule 1 – General Administration, without a request for access under the *Act*.

Part 5 – Severability

- 5.1 In the event that any section of this bylaw is for any reason held invalid by a decision of a court, the invalid section shall be severed from and not affect the remaining provisions of this bylaw.

PART 5 – Repeal

- 5.1. “Village of Belcarra Freedom of Information and Protection of Privacy Bylaw No. 477, 2014” be repealed in its entirety.

READ A FIRST TIME on September 11, 2023

READ A SECOND TIME on September 11, 2023

READ A THIRD TIME on September 25, 2023

ADOPTED by the Council on.

Jamie Ross
Mayor

Paula Richardson
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Freedom of Information and
Protection of Privacy Bylaw No. 616, 2023

Chief Administrative Officer



550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-6758

Learning for a Lifetime

September 22, 2023

VIA EMAIL

Raul Allueva, City Manager
City of Coquitlam
managersoffice@coquitlam.ca

Karen Elrick, Chief Administrative Officer
Village of Anmore
karen.elrick@anmore.com

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

Paula Richardson, Chief Administrative Officer
Village of Belcarra
prichardson@belcarra.ca

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

Dear Chief Administrative Officers and City Managers:

**Re: Capital Bylaw No. 3, Amendment Bylaw No. 2.2 – 2023
(School Site Acquisition Charge Capital Bylaw Amendment)**

Please be advised that on September 19, 2023, the Board of Education adopted Capital Plan Bylaw No. 3, Amendment Bylaw No. 2.2 – 2023, which sets school site acquisition charge rates for School District No. 43 (Coquitlam). All municipalities within the district are required to begin collecting the charge based on the new rate as of November 18, 2023. Under this bylaw, the new rate is the same as the current rate.

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

Should you have any questions on the above, please contact me or Kimberley Wakil, Assistant Director, Finance, at 604-939-9201.

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Randy Manhas
Secretary-Treasurer/CFO

Attach: SSAC Bulletin; Bylaw No. 2.2-2023

cc: Nita Mikl, Assistant Secretary-Treasurer
Ivano Cecchini, Executive Director-Facilities and Planning Services
Kimberley Wakil, Assistant Director, Finance



SCHOOL DISTRICT NO. 43 (COQUITLAM)

BULLETIN

NOTICE OF PENDING AMENDMENT TO SCHOOL SITE ACQUISITION CHARGES

Background

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

The School Site Acquisition Charge rates are set by the bylaw, which came into effect on November 1, 2004 (Bylaw No.1-2004). On September 20, 2022, the Board of Education for School District No. 43 adopted the current set rate for the school site acquisition charge and amended the market value of the land required to meet the eligible school site requirements as identified in its five-year capital plan. (Amendment Bylaw No.2.2 2023). The School Site Acquisition Charge rates are set by the amendment bylaw.

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

Implementation and Grace Period:

The *Local Government Act* provides a grace period, following the adoption of the bylaw to allow pending applications to receive in-stream status. The implementation date for Municipalities to begin their collection of School Site Acquisition Charges from new applications based on the new rate will be November 18, 2023. Any submission of complete subdivision or building permit applications received in good order by the Municipality before November 18, 2023 (the implementation date) will have until November 17, 2024 (12 months grace) to register or receive final subdivision approval or building permit issuance based on the old rate. Under this by-law, the new rate is the same as the old rate.

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

School site Acquisition Charge Rates

The amount of School Site Acquisition Charges payable with respect to a project is based on the density of the residential development and is calculated on a per unit basis. The charges are to be levied for the prescribed 'units per gross hectare' categories pursuant to BC Regulation 17/2000. The applicable rates are shown in the table below:

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

Collection of Charges:

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

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

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

Payment

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

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

Exemptions

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

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

- Appendix -

EXEMPTIONS FROM SCHOOL SITE ACQUISITION CHARGES

- (1) The following categories of eligible development are exempt from school site acquisition charges under Section 572 (1) of the *Local Government Act* and *BC School Site Acquisition Charge Regulations 17/2000*:
- a) hospitals as defined in Section 1 of the *Hospital Act*;
 - b) private hospitals or hospitals as defined in Section 5 (1) of the *Hospital Act*;
 - c) a hospital under paragraphs (c) to (e) of the definition of “hospital” in Section 1 of the *Hospital Insurance Act*.
 - d) bunkhouses or camp buildings;
 - e) hotels as defined in the *Residential Tenancy Act*;
 - f) community care facilities as defined in the *Community Care Facility Act*;
 - g) nonprofit housing, including facilities owned or operated by:
 - i. a society under the *Societies Act*, other than a member-funded society as defined in section 190 of that Act;
 - ii. a municipality or a regional district;
 - iii. a college designated under the *College and Institute Act*;
 - iv. a university or institute named in the *University Act*, *Royal Roads University Act*, *Institute of Technology Act*, *Technical University of British Columbia Act* or *University of Northern British Columbia Act*;
 - v. a school board or a francophone education authority under the *School Act*; or
 - vi. an authority under the *Independent School Act*;
 - h) a property for which financial assistance has been provided under the *Human Resource Facility Act* for nonprofit housing;
 - i) housing for elderly citizens for which a grant or other assistance has been given under Section 8.1 of the *Ministry of Lands, Parks and Housing Act*;
 - j) REPEALED BC Reg. 38/2010;
 - k) a non-profit housing cooperative under the *Cooperative Association Act*;
 - l) a private mental hospital as defined in Section 1 of the *Mental Health Act*.
- (2) Subsection (1) does not apply to an eligible development to which section 573 (4) of the *Local Government Act* applies.

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

CAPITAL BYLAW NO. 3, AMENDMENT BYLAW NO. 2.2-2023 (School Site Acquisition Charge Capital Bylaw Amendment)

A BYLAW BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 43 (COQUITLAM) (hereinafter called the "Board") to amend Capital Bylaw No. 2.1 – 2022, School Site Acquisition Charge Capital Bylaw, adopted on September 20, 2022. The School Site Acquisition Charge Capital Bylaw No. 3 sets the school site acquisition charges for the prescribed categories of eligible development pursuant to Part 14, Division 20, Sections 571 to 581 of the *Local Government Act* and British Columbia School Site Acquisition Charge Regulation 17/2000.

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

AND WHEREAS, the Board has consulted with stakeholders and local governments and passed the 2023 Eligible School Site Proposal, incorporated in the school district's 2024-2028 Five Year Capital Plan submission to the Ministry of Education and Child Care;

AND WHEREAS, the Eligible School Site Proposal included in the 2024-2028 Five Year Capital Plan for School District No. 43 (Coquitlam) was submitted to the Ministry of Education and Child Care by the Board of Education;

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

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

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

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

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

Where

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

A = \$192,724,900(cost attributable to eligible development units);

B = 35% (set by Provincial regulation);

C = 29,245(Eligible development units projected for the 2024-2028 capital plan submission); and

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

4. The charges applicable to the categories of eligible development as prescribed by British Columbia Regulation 17/2000 for the school district are set in the table below:

Prescribed Category of Eligible Development (BC Regulation 17/2000)	D =(Factor set by BC Regulation 17/2000)	School Site Acquisition Charge (per unit) SSAC =[(A x B) / C] x D
Low Density (less than 21 units / gross ha.)	1.25	\$1,000
Medium Low (21-50 units / gross ha)	1.125	\$900
Medium (51 -125 units / gross ha)	1.0	\$800
Medium High (126-200 units / gross ha)	0.875	\$700
High Density (greater than 200 units / gross ha)	0.75	\$600

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

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

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

7. This Bylaw shall be cited for all purposes as the "School District No.43 (Coquitlam) Capital Bylaw No.3, Amendment Bylaw No. 2.2-2023 (Re: School Site Acquisition Charge Capital Bylaw Amendment)".

READ A FIRST TIME THE 19 DAY OF September, 2023


READ A SECOND TIME THE 19 DAY OF September, 2023

READ A THIRD TIME, PASSED AND ADOPTED THE 19 DAY OF September, 2023


Chair of the Board


Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original of School District No. 43 (Coquitlam) Capital Bylaw No. 3, Amendment Bylaw No. 2.2-2023, adopted by the Board the 19 day of September, 2023


Secretary-Treasurer

Dear Mayor and Council,

September 24, 2023

I wish to provide Belcarra Council with clarification regarding the volume of water that can be provided for fire fighting by Belcarra's current water system. I am mystified as to why some residents expect that our Council should be able to answer those engineering questions. Even taking the opportunity of asking the "loaded question" to any engineer that might be appearing before council and getting slightly different answers, but not hearing the qualifications from that engineer. Let's examine the simple arithmetic for the factors relative to the Tatlow tank.

The tank volume is well more than 300,000 litres (L). The maximum useable volume has been determined at 270,000 litres. The objective is to draw from the tank at the rate of 60 litres per second (L/s). While drawing-down the tank at 60 L/s, the tank is also refilling at 20 L/s from District of North Vancouver (DNV). Therefore, there is a difference of 40 L/s which is the actual "draw-down" rate from the tank. Belcarra's domestic water consumption is estimated at 3 to 5 L/s.

Given a draw-down of the tank's 270,000 litres by 40 L/s, one can calculate how many seconds before the tank is empty. Therefore, 270,000 divided by 40 gives 6,750 seconds. Divide that number by 60 gives you 112.5 minutes.

The fire flow suggested by Fire Underwriters Society (FUS) is a rate of 60 L/s for 90 minutes; a widely regarded municipal fire low target. This simple calculation would provide 22.5 minutes of water ($112.5 - 90 = 22.5$ minutes) in the tank as a safety margin for the potable water supply not to be impacted due to a low water level in the tank.

Doug Brain has provided the following calculations using two minimum tank levels of 6% (providing 97 minutes fire flow) and 10% (providing 93 minutes fire flow) but also taking into consideration the domestic flow of 3 litres per second:

Tatlow Capacity for Fireflow

Based on 20 l/s inflow and 3 l/s domestic outflow (ie. 17 l/s net inflow)

	Litres	Draw down rate (ltrs/sec)	60
Measured Maximum tank level	267,310	Fill time rate (litres/sec)	17
Minimum tank level (6%)	16,039	Net outflow (ltrs/sec)	43
Water available for firefighting	251,271	Net outflow (ltrs/min)	2580
		Minutes for fireflow	97

	Litres	Draw down rate (ltrs/sec)	60
Measured Maximum tank level	267,310	Fill time rate (litres/sec)	17
Minimum tank level (10%)	26,731	Net outflow (ltrs/sec)	43
Water available for firefighting	240,579	Net outflow (ltrs/min)	2580
		Minutes for fireflow	93

The facts are Belcarra's water storage tanks contain a fixed volume of water and a fixed input flow rate from the DNV that enables the Tatlow tank to provide the desired FUS fire flow of 60 L/s for 90 minutes. How can Belcarra Council provide this maximum flow of water for fire fighting while preserving the safety of the potable water supply? It must happen via installation of a chlorine addition system for the Tatlow tank to maintain the water level at near the maximum capacity of 270,000 litres.

Regards,

Ian Devlin



September 27, 2023

Ref: 273185

Their Worship Mayor Jamie Ross
and Members of Council
Village of Belcarra
4084 Bedwell Bay Rd
Belcarra BC V3H 4P8

Dear Mayor Ross and Councillors:

On behalf of the Province of British Columbia (province), I am pleased to advise you that your application under the *Local Government Grants Act* for an infrastructure planning grant has been conditionally approved for the following project:

Grant Description	Amount
Natural Capital Asset Inventory	\$10,000

Details of the terms and conditions attached to this grant will be dealt with in an agreement that will be forwarded to you by Ministry of Municipal Affairs' staff. This agreement must be signed and returned to the ministry, indicating your acceptance of the terms and conditions.

The province welcomes the opportunity to support planning in the Village of Belcarra. We believe that early and ongoing planning is the best way to ensure that the environmental, social, and economic needs of your community will continue to be met in the years ahead.

Through your planning efforts, the province encourages you to find ways to use new technology to promote environmental excellence and sustainable service delivery.

Congratulations on your successful application and my best wishes with your infrastructure study.

Sincerely,

Anne Kang
Minister

pc: Paula Richardson, Chief Administrative Officer, Village of Belcarra



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



October 5, 2023

Mayor John McEwen
Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

Via email: john.mcewen@anmore.com

Re: Sasamat Volunteer Fire Department

Dear Mayor McEwen:

As you know, the Sasamat Volunteer Fire Department was established for the benefit of both municipalities by Supplementary Letters Patent dated January 10, 1980, as a service of Metro Vancouver. Since its establishment, the SVFD has served Belcarra and Anmore residents well.

That being said, while much has changed in Belcarra and Anmore in the 43 years since 1980, the administration of Metro Vancouver's service has not been updated to recognize those changes, resulting in inequities for both Belcarra and Anmore.

Belcarra Council believes that it would be appropriate for Belcarra and Anmore to discuss the administration of Metro Vancouver's service with a view to updating it to better reflect our current communities needs, and resolving the inequities created by continuing with the historical administration model. Belcarra Council is agreeable to having these discussions facilitated by Metro Vancouver or another qualified entity or individual.

Belcarra Council would appreciate hearing from you whether Anmore Council is interested in moving forward with a discussion, either facilitated or not, of modernizing the administration of Metro Vancouver's service.

Thank you in advance for your consideration of this matter.

Sincerely,

Jamie Ross
Mayor

cc: Belcarra Council
Anmore Council
SVFD Board of Trustees
Jerry Dobrovlny, Commissioner/Chief Administrative Officer, Metro Vancouver
Ravi Chhina, Deputy CAO, Operations, Metro Vancouver