



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MEETING AGENDA  
Village Hall  
November 6, 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**

### **2. APPROVAL OF THE AGENDA**

#### **2.1 Regular Council Meeting, November 6, 2023**

##### **Recommendation:**

That the agenda for the Regular Council Meeting, November 6, 2023 be approved as circulated.

### **3. ADOPTION OF MINUTES**

#### **3.1 Special Council Meetings, October 17, 2023 and October 23, 2023**

##### **Recommendation:**

That the minutes from the Special Council Meetings held October 17, 2023 and October 23, 2023 be adopted.

#### **3.2 Regular Council Meeting, October 10, 2023 and October 23, 2023**

##### **Recommendation:**

That the minutes from the Regular Council Meetings held October 10, 2023 and October 23, 2023 be adopted.

### **4. DELEGATIONS AND PRESENTATIONS**

**5. REPORTS**

- 5.1** Laura Beveridge, Senior Planner, Pooni Group Consulting, report dated November 6, 2023 regarding a follow-up report to December 5, 2022 Council Meeting Motion regarding The Evangelical Laymen's Church (ELC) Rezoning and Official Community Plan Amendment Pre-Application

**Recommendation:**

That Staff and the Village's Planning Consultant be directed to process a detailed development application for the ELC proposal once the following activities are undertaken:

- work with the applicant on the items outlined in Section 4.0 of this report, as well as any other items that may arise through the review process and
- consult with Tsleil-Waututh First Nation, Metro Vancouver, and any other relevant organizations, groups, agencies, or municipalities regarding the preliminary application.

- 5.2** Paula Richardson, Chief Administrative Officer, report dated November 6, 2023 regarding the Official Community Plan next steps

**Recommendation:**

That Schedule A of Official Community Plan Bylaw No. 615, 2023 presented at the September 11, 2023 Regular Council Meeting be referred back to the OCP Review Committee for review.

- 5.3** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated November 6, 2023 regarding recommended repair and maintenance work to be carried out on the Senkler Bridge and proposing an addition to the 2024 Capital Budget.

**Recommendation:**

That an amount of \$20,000 for repair work on the Senkler Bridge as recommended in the WSP Engineering report dated April 5, 2023 be added to the 2024 Capital Budget.

**Note: The motion on the floor for Item 5.4 was deferred at the July 24, 2023 Regular Council Meeting**

- 5.4** Amanda Seibert, Corporate Officer, report dated November 6, 2023 regarding the July 10, 2023 deferred motion on the seismic sensor at the Tatlow Station

**Motion as deferred:**

That staff be directed to purchase and install a new seismic sensor for the Tatlow Station at an estimated cost of up to \$10,000.00 and that the strategic plan and capital budgets be amended accordingly.

**6. REPORTS FROM MAYOR AND PROJECT LEADS****6.1 Mayor's Report**

The Mayor attended the following events:

- Sasamat Volunteer Fire Department Board of Trustees Meeting  
- October 26, 2023
- Metro Vancouver Board Meeting – October 27, 2023
- School District No. 43 Board Chair and Vice Chair Lunch with Mayors  
- October 27, 2023
- Metro Vancouver Parks Committee Meeting – November 1, 2023
- Homebuilders Association of Vancouver (HAVAN) – November 1, 2023
- Metro Vancouver Climate Action Committee Meeting – November 2, 2023

**7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER****8. BYLAWS****8.1 Village of Belcarra Council Procedure Bylaw No. 617, 2023**

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

**Recommendation:**

That the Village of Belcarra Council Procedure Bylaw No. 617, 2023 be adopted.

**9. CORRESPONDENCE/PROCLAMATIONS****INFORMATION ITEMS****9.1 Sasamat Volunteer Fire Department (SVFD) Board of Trustees Meeting Minutes**

- March 2, 2023
- June 1, 2023
- September 22, 2023

**Recommendation:**

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

**ACTION ITEMS****9.2 Honourable Mitzi Dean, Minister of Children & Family Development, email dated October 31, 2023 regarding November is Adoption Awareness Month****Recommendation:**

That the month of November be recognized as Adoption Awareness Month.

**10. NEW BUSINESS**

**11. PUBLIC QUESTION PERIOD**

**12. ADJOURNMENT**

**Recommendation:**

That the November 6, 2023 Regular Meeting be adjourned.





**VILLAGE OF BELCARRA  
SPECIAL COUNCIL MEETING MINUTES  
VILLAGE HALL  
October 17, 2023  
11:00 am**



This meeting was held in Council Chambers

### **COUNCIL**

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

### **Staff in Attendance**

Paula Richardson, Chief Administrative Officer  
Connie Esposito, Accounting Clerk/Recording Secretary

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### **1. CALL TO ORDER**

Mayor Ross called the meeting to order at 11:16 am

### **2. WAIVE NOTICE OF MEETING**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That the notice for the Special Council Meeting of October 17, 2023 be waived.**

**CARRIED UNANIMOUSLY**

### **3. APPROVAL OF THE AGENDA**

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the agenda for the Special Council meeting of October 17, 2023 be approved.**

**CARRIED**

### **4. WAIVE NOTICE OF MEETING**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That the notice for the Closed Council meeting of October 17, 2023 be waived.**

**CARRIED**

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

Move by: Councillor Elworthy

Seconded by: Councillor Clark

**That the October 17, 2023 special meeting of Council be closed pursuant to:  
90 (1) "A part of a Council meeting may be closed to the public if the subject  
matter being considered relates to or is one or more of the following:**

**(c) labour relations or other employee relations."**

**CARRIED**

**6. ADJOURNMENT**

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That the October 17, 2023 Special Council Meeting be adjourned.**

**CARRIED**

The Special Council meeting was adjourned at 11:19 am

Certified Correct:

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Jamie Ross  
Mayor

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Amanda Seibert  
Corporate Officer



**VILLAGE OF BELCARRA  
SPECIAL COUNCIL MEETING MINUTES  
October 23, 2023**



This meeting was held in Council Chambers

**Council in Attendance**

Mayor Jamie Ross  
Councillor Carolina Clark (via Zoom) (acknowledged that she was in a confidential space)  
Councillor Joe Elworthy  
Councillor Janet Ruzycki  
Councillor Liisa Wilder

**Staff in Attendance**

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

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**1. CALL TO ORDER**

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

**2. WAIVE NOTICE OF MEETING**

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**That the requirement for notice of meeting under Section 127(4) of the *Community* Charter be waived for the purpose of going into a Closed Council Meeting; and further**

**That the October 23, 2023 special meeting of Council be closed to the public pursuant to:**

**90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:**

- (g) litigation or potential litigation affecting the municipality.**
- (i) the receipt of advice that is subject to solicitor-client privilege, including communication necessary for that purpose."**

**CARRIED UNANIMOUSLY**

**3. ADJOURNMENT**

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**That the October 23, 2023 Special Council Meeting be adjourned.**

**CARRIED**

The Special Council meeting was adjourned at 5:02 pm.

Certified Correct:

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Jamie Ross  
Mayor

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Amanda Seibert  
Corporate Officer



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MEETING MINUTES  
October 10, 2023**



This meeting was held in Council Chambers and live streamed at  
[Village of Belcarra - YouTube](https://www.youtube.com/watch?v=...)

**Council in Attendance**

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

Michael Levin, Team Lead and Project Manager, WSP Canada Inc.

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**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, October 10, 2023**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the agenda for the Regular Council Meeting of October 10, 2023 be amended to deal with Item 5.3 as Item 5.1 and that the agenda be renumbered consecutively and that the agenda be approved as amended.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, September 25, 2023**

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

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

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

No items.

**5. REPORTS**

**5.1 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.**

The Public Works and Emergency Preparedness Coordinator introduced Michael Levin from WSP Canada Inc., advising that Mr. Levin will provide an overview of the reports written by WSP.

Mr. Levin provided a PowerPoint presentation outlining work done during the inspections on the Tatlow and Dutchman reservoirs. He spoke on the findings of the inspections and advised on work which can be carried out in the future involving maintenance of both tanks. He provided high level cost estimates restricted to key maintenance items.

Council discussion ensued on tank maintenance, cost estimates and potential safety issues.

The Mayor opened the floor to questions and comments from the public.

Klaus Bever, Belcarra resident, spoke on the WSP contract. He queried why the Dutchman Tank was included in the report provided and why no comparisons were made with last year's inspection results. He advised that he understood that both tanks were put into service in 2000 and that the Tatlow tank became part of the potable water service 12 years after being put into service. He read from section of the report pertaining to the Dutchman reservoir as well as the closure statement. Mr. Bever suggested that interior inspections for both tanks be completed prior to any further decisions being made.

Don Babineau, Belcarra resident, referred to tank maintenance and suggested that the tanks be emptied annually.

Ralph Drew, Belcarra resident, emailed a statement providing a history of the Dutchman tank.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**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.**

**CARRIED**

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

The Financial Consultant reviewed the report. He spoke on budget targets for 2023 and provided information on General Operating Fund revenues and expenses, reserves, the water operating fund and WARD revenues and operating expenses.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

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

**CARRIED**

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

The Chief Administrative Officer reviewed the report. She advised that the purpose of the report is to provide a quarterly update on Administration and Public Works tasks being carried out on a day-to-day basis.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Clark

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

**CARRIED**

- 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

The Corporate Officer reviewed the report. She advised that comments, concerns and questions raised at first reading have been addressed and that amendments raised through motion will be incorporated into the bylaw at third reading.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Clark

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

**CARRIED**

**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 – The Mayor addressed a incident at a recent Council Meeting and advised that going forward persons disrupting a meeting will be asked to leave.

**6.2 Councillors' Reports**

No items.

**7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER**

- The Chief Administrative Officer announced that the public hearing on the Official Community Plan will be on October 11, 2023 at 6:00 pm and encouraged residents to attend.

**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 Clark

Seconded by: Councillor Ruzycki

**That the Village of Belcarra Freedom of Information and Protection of Privacy Bylaw No. 616, 2023 be adopted.**

**CARRIED**

**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).
- 9.3** 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

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That correspondence items 9.1, 9.3 and 9.4 be received into the record for information.**

Note: Councillor Clark requested that Item 9.2 be moved into the Action Items section to allow for discussion.

**CARRIED**

## **ACTION ITEMS**

- 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.

Councillor Clark wished to thank Ian Devlin for his feedback.

## **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**

Don Babineau, Belcarra resident, queried whether WSP Engineering will be involved on the fire fighting aspect of water from the Tatlow Tank. He also quoted a minimum requirement for the provision of water for fire fighting and queried whether members of Council agreed.

Mayor Ross responded to Mr. Babineau's query and advised that concerns pertaining to water requirements will be addressed by staff and the contracted engineering company.

Klaus Bever, Belcarra resident, expressed concern with the statement on page 2 of the WSP Engineering on the Tatlow Tank referring to slight bulging and remaining silent on solutions and queried how this will be dealt with.

It was advised that staff will be dealing with such issues.

Don Babineau, Belcarra resident, referred to a parking ticket received by a landscaper working on his property and inquired as to how persons working on residents' properties can avoid receiving tickets. He expressed that ticketing and towing was excessive.

The Chief Administrative Officer advised that persons working at a resident's property should be provided a guest pass by the resident and display the pass appropriately. She also advised on the process and policy followed by the Village to deal with cars parked illegally.

Peter Boekhout, Belcarra resident, advised on an incident whereby a resident's car was towed though it had no ticket on the windshield.

The Public Works and Emergency Preparedness Coordinator indicated he is aware of the incident and that it was corrected with the towing company.

**12. ADJOURNMENT**

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That the October 10, 2023 Regular Council Meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 9:01 pm

Certified Correct:

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Jamie Ross  
Mayor

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Amanda Seibert  
Corporate Officer



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MEETING MINUTES  
October 23, 2023**



This meeting was held in Council Chambers and live streamed at  
[Village of Belcarra - YouTube](https://www.youtube.com/watch?v=...)

**Council in Attendance**

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

**Staff in Attendance**

Paula Richardson, Chief Administrative Officer  
Connie Esposito, Accounting Clerk  
Amanda Seibert, Corporate Officer/Recording Secretary

**Others in Attendance**

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

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**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, October 23, 2023**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That the agenda for the Regular Council Meeting of October 23, 2023 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

No items

**4. DELEGATIONS AND PRESENTATIONS**

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

The President & CEO of E-Comm 9-1-1 provided a PowerPoint of E-Comm 9-1-1 highlighting the history, mandate, and services of the organization. He outlined funding and advised on 'downstream' work done by other agencies in conjunction with E-Comm.

Mr. Grüter-Andrew spoke on the future plans for E-Comm to allow coverage for the entire province of BC and encouraged local government to take an active role in asking for provincial ownership and a funding mechanism through the Provincial Government.

**5. REPORTS**

**5.1 Paula Richardson, Chief Administrative Officer, report dated October 23, 2023 regarding Alertable Notification System**

The Chief Administrative Officer reviewed the report.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That staff be directed to subscribe to the Alertable Notification System.**

The Mayor opened the floor to questions from the public.

Penny Moen, Belcarra resident, queried whether the Alertable app will replace the notifications sent out to residents by the Village staff.

The Chief Administrative Officer advised that email notifications will continue to be sent to residents. She also advised that the Alertable Notification System is strictly for emergencies.

The Mayor called the question on the motion.

**CARRIED**

**5.2 Paula Richardson, Chief Administrative Officer, report dated October 19, 2023 regarding Update & Capital Projects for Tri Cities Joint Council Meeting**

The Chief Administrative Officer reviewed the report and highlighted a few of the discussion points at the meeting.

Mayor Ross advised on the presentation format of the meeting and commented on a job well done by the Chief Administrative Officer.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the Update & Capital Projects for Tri Cities Joint Council meeting report be received for information.**

**CARRIED**

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

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

Mayor Ross attended the following meetings:

- Regional Parks Committee, October 18, 2023
- Joint Mayors' Council and TransLink Board Investment Plan Workshop, October 19, 2023
- Metro Vancouver Special Board Meeting, October 20, 2023
- Metro Vancouver Council of Councils, October 21, 2023 was cancelled due to Metro Vancouver job action.

### **6.2 Councillors' Reports**

No items.

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

The Chief Administrative Officer provided details on Belcarra Day. She announced that the event had come in under budget and that \$814 will be donated to the Sasamat Volunteer Fire Department. She advised that an update on the Official Community Plan Bylaw will be brought forward to a November Council meeting.

Penny Moen, Belcarra resident and CRAB representative expressed thanks to all volunteers involved in the Belcarra Day event.

## **8. BYLAWS**

### **8.1 Village of Belcarra Council Procedure Bylaw No. 617, 2023**

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

#### **MAIN MOTION**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Clark

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

**MOTION TO AMEND**

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That Section 10(1)(f) be amended to include the text “That the duty to accommodate be taken into consideration when considering an accommodation request.”**

Council discussion ensued on the inclusion of the duty to accommodate as part of the Council Procedure Bylaw.

Note: The motion to amend was withdrawn through unanimous consent.

**MOTION TO AMEND**

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

**That Section 10(1)(f) be amended to add the text “always” following the text “accommodation process will”**

**AMENDMENT CARRIED**

**Question on the Main Motion**

The Mayor called the question on the Main Motion as amended.

**MAIN MOTION AS AMENDED**

**That Section 10(1)(f) be amended to add the text “always” following the text “accommodation process will”; and**

**That Village of Belcarra Council Procedure Bylaw No. 617, 2023 be read a third time as amended.**

**CARRIED AS AMENDED**

**9. CORRESPONDENCE/PROCLAMATIONS**

**INFORMATION ITEMS**

**9.1 John Snell, Belcarra Resident, email dated October 8, 2023 regarding Water Capacity**

Moved by: Councillor Ruzycki

Seconded by: Councillor Wilder

**That item 9.1 be received into the record as information.**

**CARRIED**

**ACTION ITEMS**

No items.

**10. NEW BUSINESS**

No items.

**11. PUBLIC QUESTION PERIOD**

Jim Chisholm, Belcarra resident, queried whether the Village of Belcarra has a water manual, who wrote the manual and who approved the manual.

Councillor Wilder advised the HAVAN Coats for Kids campaign is scheduled to run from November 1 to November 27 and encouraged residents to start collecting items to donate to the campaign.

**12. ADJOURNMENT**

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

**That the October 23, 2023 Regular Council Meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 8:36 pm

Certified Correct:

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Jamie Ross  
Mayor

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Amanda Seibert  
Corporate Officer



## COUNCIL REPORT

**Date:** November 6, 2022

**From:** Laura Beveridge, Associate & Senior Planner, Pooni Group (Village Planning Consultants)

**Subject:** Follow-up to December 5, 2022 Council Meeting Motion regarding The Evangelical Laymen's Church (ELC) Rezoning and Official Community Plan Amendment Pre-Application

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### 1.0 RECOMMENDATION

That Staff and the Village's Planning Consultant be directed to process a detailed development application for the ELC proposal once the following activities are undertaken:

- work with the applicant on the items outlined in Section 4.0 of this report, as well as any other items that may arise through the review process and
- consult with Tsleil-Waututh First Nation, Metro Vancouver, and any other relevant organizations, groups, agencies, or municipalities regarding the preliminary application.

### 2.0 BACKGROUND

In 2022, on behalf of The Evangelical Layman's Church of Canada (ELC), Smithcraft Architecture submitted a preliminary inquiry regarding a Rezoning and Official Community Plan (OCP) amendment for 300 Camp Howdy Road, known as the "Camp Howdy Lands" (referred to hereafter as subject site). This was a preliminary inquiry; an official application has not been submitted or accepted.

At the December 5, 2022, Council meeting, Council received a report on the preliminary application. At this meeting, Council passed the following motion:

*That Council defer the preliminary application until sufficient information is provided to enable further review; and*  
*That the preliminary application be deferred for six months.*

The applicant was in attendance at the December 5, 2022 Council meeting. The applicant also reviewed the staff report and has provided updated information based on the "Key Considerations" that were raised in the December 5, 2022 staff report (see Appendix A).

### 3.0 PURPOSE

Staff and the Planning Consultant believe that the applicant has provided sufficient information to proceed with advancing the application and are seeking Council direction to proceed.

Refer to Section 4.0 for an overview of the key considerations raised on December 5, 2022, the applicant's responses, and additional Planning Consultant commentary.



#### 4.0 APPLICANT RESPONSE TO KEY CONSIDERATIONS AND PLANNING CONSULTANT COMMENTARY

The table below provides a summary of the key considerations raised on December 5, 2022, the applicant's response, and Planning Consultant commentary; refer to Appendix A for the complete staff report that was presented on December 5, 2022. The Planning Consultant commentary is intended for informational purposes, to be subsequently addressed if Council directs staff and the Planning Consultant to proceed with processing the application. Please note this is not a comprehensive table, and more items may arise through the review process, should Council direct staff to proceed.

| Key Considerations Raised in December 5, 2022 Council Report   | ELC Response  | Planning Consultant Comments (subject to Council direction)   |
|--|---|---|
| <b>1. ELC's longstanding role in the community</b>   | N/A   | <b>1. ELC's longstanding role in the community</b><br>- Should Council direct the Planning Consultant to proceed with processing the application, the Planning Consultant suggest ELC consider including a summary of the work ELC has done and continues to do as part of the community as part of the Rezoning Application.   |
| <b>2. Regional</b><br>a) <i>Access via the unauthorized access road through Belcarra Regional Park</i> | <b>2. Regional</b><br>a) <i>Access via the unauthorized access road through Belcarra Regional Park</i><br>ELC acknowledged that the unauthorized access road through Belcarra Regional Park cannot be used for commercial activities such as a bakery and tearoom.<br>ELC has arranged with Camp Jubilee, which also only operates through water access, to jointly use their boats for access. Camp Jubilee operates three 40-person passenger boats and two 12-person passenger boats, which will also be available for Camp Howdy and ELC activities.<br>Customers will be picked up from and returned to the Rocky Point and Cate's Point marinas and | <b>2. Regional</b><br>a) <i>Access via the unauthorized access road through Belcarra Regional Park</i><br>No commentary was provided regarding how ELC will monitor use of the unauthorized access road for access to their property once the proposed redevelopment is constructed. How will ELC ensure that future patrons do not use the unauthorized access road? |

| Key Considerations Raised<br>in December 5, 2022<br>Council Report  | ELC Response  | Planning Consultant Comments<br>(subject to Council direction)   |
|---|---|--|
| <p>b) <i>Rural land use designation and location outside of the Urban Containment Boundary</i></p>          | <p>delivered to the existing dock at Camp Howdy.<br/> ELC is currently looking into purchasing a 12-person passenger boat and planning to apply for the necessary permits to pick up customers from either Rocky Point, Cate's Point, or possibly loco Boat Club docks. Future purchases of additional boats are also being investigated. The Vancouver Port Authority also was engaged as part of the current building permit application and had no issues with our water access plans for customers (please refer questions to Paula Richardson in this regard).</p> <p>b) <i>Rural land use designation and location outside of the Urban Containment Boundary</i><br/> ELC's assessment is that there are similar precedents for the proposed uses in rural areas and that a change to the Urban Containment Boundary and/or a regional land use designation change is not required.</p> | <p>b) <i>Rural land use designation and location outside of the Urban Containment Boundary</i><br/> Should Council direct the Planning Consultant to proceed with processing the application, the Planning Consultant, along with Village Staff, will refer the preliminary application to Metro Vancouver for their initial assessment, review, and comment. Other long-standing conference centres, seasonal accommodation, and/or recreational uses operate in Metro Vancouver parks presently.</p> |
| <p><b>3. Official Community Plan</b><br/> a) <i>An OCP Amendment is required for the proposed uses.</i></p> | <p><b>3. Official Community Plan</b><br/> a) <i>An OCP Amendment is required for the proposed uses.</i><br/> Agreement that an OCP Amendment is required.</p>   | <p><b>3. Official Community Plan</b><br/> a) <i>An OCP Amendment is required for the proposed uses.</i><br/> Should Council direct the Planning Consultant to proceed with processing the application, the</p>   |

| Key Considerations Raised<br>in December 5, 2022<br>Council Report   | ELC Response  | Planning Consultant Comments<br>(subject to Council direction)  |
|--|---|---|
| <p><i>b) Application cannot be processed until the OCP is adopted.</i></p>   | <p><i>b) Application cannot be processed until the OCP is adopted.</i><br/> Note that the new OCP permits commercial uses, which is the proposed future land use designation for the site.</p>  | <p>Planning Consultant suggest ELC consider including a zoomed-out map that shows the entire property relative to the area proposed for redevelopment.</p> <p><i>b) Application cannot be processed until the OCP is adopted.</i><br/> The OCP Public Hearing was postponed, next steps will be provided when available.</p>  |
| <p><b>4. Zoning Bylaw</b><br/> <i>a) A rezoning is required for the proposed uses.</i></p>                           | <p><b>Zoning Bylaw</b><br/> <i>a) A rezoning is required for the proposed uses.</i><br/> Agreement that Rezoning is required. Request for a site-specific Comprehensive Development zone.</p>   | <p><b>Zoning Bylaw</b><br/> <i>a) A rezoning is required for the proposed uses.</i><br/> Should Council direct the Planning Consultant to proceed with processing the application, the Planning Consultant will consider the site-specific Comprehensive Development zoning request.</p>  |
| <p><b>5. Life Safety</b><br/> <i>a) Concerns regarding site access for fire, ambulance, and police services.</i></p> | <p><b>5. Life Safety</b><br/> <i>a) Concerns regarding site access for fire, ambulance, and police services.</i><br/> ELC has provided letters from ambulance and RCMP acknowledging that they can access the property in an emergency.<br/> A letter was provided by the Fire Chief indicating that while site access is not ideal, the site can be reached via the road in the summer months. In the winter months, fire suppression activities would occur from the water (as would also be the case for Farrer Cove residents).<br/> Additionally, ELC indicates that there is currently a fire hydrant and holding tank on site with</p> | <p><b>5. Life Safety</b><br/> <i>a) Concerns regarding site access for fire, ambulance, and police services.</i><br/> Planning Consultant have received and reviewed the letter.<br/> Should Council direct the Planning Consultant to proceed with processing the application, further supporting evidence relating to the fire hydrant, holding tank, and associated firefighting / suppression capacity is required, and it is suggested the ELC consider providing this information as part of the detailed Rezoning Application submission package.</p> <p>Similarly, should Council direct the Planning Consultant to proceed</p> |

| Key Considerations Raised in December 5, 2022 Council Report   | ELC Response   | Planning Consultant Comments (subject to Council direction)  |
|--|--|--|
|  | <p>sufficient capacity to fight a building fire on the property. ELC indicates it is their "intention to use water retention for both irrigation and fire fighting as part of this development and this will be appropriately designed for the facility. Municipal water service in this regard is not anticipated to be available and therefore, the project will be designed for this situation."</p>  | <p>with processing the application, it is suggested that ELC consider providing further information on water retention (e.g. location, capacity, logistics, flow, etc) as part of the detailed Rezoning Application submission package.</p>  |
| <p><b>6. Future Site Access</b><br/> a) <i>additional information on Senkler Road access via the BC Hydro Right of Way (ROW), including civil and geotechnical investigations conducted by ELC or their representatives</i><br/><br/> b) <i>proof that water-access-only is possible and permitted by the appropriate approving authorities</i><br/><br/> c) <i>indication that future access to the site will not impact the current use of the unauthorized road through Belcarra Regional Park by Farrer Cove residents</i></p> | <p><b>6. Future Site Access</b><br/> a) <i>additional information on Senkler Road access via the BC Hydro Right of Way (ROW), including civil and geotechnical investigations conducted by ELC or their representatives</i><br/> ELC indicates that they support the construction of this road but it is not required to access their proposed development<br/><br/> b) <i>proof that water-access-only is possible and permitted by the appropriate approving authorities</i><br/> Received, refer to 2a)<br/><br/> c) <i>indication that future access to the site will not impact the current use of the unauthorized road through Belcarra Regional Park by Farrer Cove residents</i><br/> ELC has committed to water-access-only will be the future access condition.</p> | <p><b>6. Future Site Access</b><br/> a) <i>additional information on Senkler Road access via the BC Hydro Right of Way (ROW), including civil and geotechnical investigations conducted by ELC or their representatives</i><br/> No additional information on the civil and geotechnical studies provided. These may no longer be relevant given the water-access-only arrangements outlined in 2a) above.<br/><br/> b) <i>proof that water-access-only is possible and permitted by the appropriate approving authorities</i><br/> Received, refer to 2a)<br/><br/> c) <i>indication that future access to the site will not impact the current use of the unauthorized road through Belcarra Regional Park by Farrer Cove residents</i><br/> Should Council direct the Planning Consultant to proceed with processing the application, the Planning Consultant suggest that ELC consider providing further clarity around how ELC will</p> |

| Key Considerations Raised<br>in December 5, 2022<br>Council Report  | ELC Response   | Planning Consultant Comments<br>(subject to Council direction)  |
|---|--|---|
|   |  | monitor and enforce their water-access-only commitments.  |
| <b>7. Tsleil-Waututh</b><br>a) <i>overview of how ELC plans to work with and consult the Tsleil-Waututh Nation on the development application.</i>  | <b>7. Tsleil-Waututh</b><br>a) <i>overview of how ELC plans to work with and consult the Tsleil-Waututh Nation on the development application.</i><br>No additional information provided.  | <b>7. Tsleil-Waututh</b><br>a) <i>overview of how ELC plans to work with and consult the Tsleil-Waututh Nation on the development application.</i><br>Should Council direct the Planning Consultant to proceed with processing the application, the Planning Consultant suggest that ELC consider providing a plan or strategy outlining how they plan to work with, engage, and consult the Tsleil-Waututh Nation as part of the Rezoning Application Submission, including the potential for archeological assessments.   |
| <b>8. Water &amp; Sewage</b><br>a) <i>proof that the more intensive uses proposed by ELC can be accommodated via self-sustaining means on site.</i> | <b>8. Water &amp; Sewage</b><br>a) <i>proof that the more intensive uses proposed by ELC can be accommodated via self-sustaining means on site.</i><br>ELC has provided a memo indicating that the current system can withstand an increase related to the Bakery expansion. This assessment does not account for overnight stays. | <b>8. Water &amp; Sewage</b><br>a) <i>proof that the more intensive uses proposed by ELC can be accommodated via self-sustaining means on site.</i><br>Should Council direct the Planning Consultant to proceed with processing the application, the Planning Consultant suggest that ELC consider providing further evidence regarding whether the current system can accommodate the anticipated increased demand associated with the proposed development at full capacity. The Planning Consultant suggests that ELC consider including this information in the detailed Rezoning Application submission package. |

| Key Considerations Raised in December 5, 2022 Council Report   | ELC Response   | Planning Consultant Comments (subject to Council direction)  |
|--|--|--|
| <b>9. Construction Logistics</b><br>a) <i>further detail regarding construction logistics and site access, given that access via the unauthorized road through Belcarra Regional Park is not permitted</i> | <b>9. Construction Logistics</b><br>a) <i>further detail regarding construction logistics and site access, given that access via the unauthorized road through Belcarra Regional Park is not permitted</i><br>ELC has indicated that they anticipate they will be able to coordinate construction logistics as they have for the Bakery expansion, as outlined in 2.a) | <b>9. Construction Logistics</b><br>a) <i>further detail regarding construction logistics and site access, given that access via the unauthorized road through Belcarra Regional Park is not permitted</i><br>Should Council direct the Planning Consultant to proceed with processing the application, the Planning Consultant note that a detailed Construction Logistics Management Plan may be required as part of the Rezoning process. |

## 5.0 IMMEDIATE NEXT STEPS

This is a significant proposal in the Village of Belcarra. Due to the proposed scale and location of the proposal, Village Staff and the Planning Consultant have identified the following immediate next steps, should Council wish to proceed with processing the preliminary application. It is important to note that this will be an iterative process, and it may change as new information becomes available. Longer term next steps will be developed in the future.

1. Work with the applicant to define next steps, in anticipation of a Detailed Rezoning Application submission.
2. Arrange for preliminary meetings between the Village and Tsleil-Waututh First Nation, the Village and Metro Vancouver, and the Village and any other relevant organizations, groups, agencies, or municipalities identified through the process. The intention is to provide information on the preliminary application at these meetings to help inform the applicant's Detailed Rezoning Application submission. The applicant is not anticipated to attend these meetings.
3. Based on the outcomes of 1 and 2 above, refine the existing Rezoning Application Checklist to account for any new information that is produced. It is possible that no refinements will be required.
4. If this process continues, staff and the Planning Consultant will investigate, with ELC, the public benefit possibilities.



## **COUNCIL REPORT**

File: 6410-04

**Date:** December 5, 2022

**From:** Paula Richardson, Chief Administrative Officer

**Subject:** ELC Rezoning and Official Community Plan Amendment Pre-Application

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### **1.0 RECOMMENDATIONS**

1.1 That Council direct staff to undertake the following activities:

- consider the preliminary inquiry;
- work with the applicant on the unresolved questions outlined within this report;
- consult with Metro Vancouver, Tsleil-Waututh First Nation, and any other relevant organizations, groups, agencies, or municipalities regarding the preliminary inquiry; and
- provide Council with an interim update.

### **2.0 PURPOSE**

On behalf of The Evangelical Layman's Church of Canada (ELC), Smithcraft Architecture has submitted a preliminary inquiry regarding a Rezoning and Official Community Plan (OCP) amendment for 300 Camp Howdy Road, known as the "Camp Howdy Lands" (referred to hereafter as subject site).

This is a preliminary inquiry; an official application has not been submitted or accepted. Staff are seeking Council direction on how to proceed.

### **3.0 BACKGROUND**

The Camp Howdy lands (subject site) have been an important feature in Belcarra for decades. The subject site was initially occupied by YMCA to run Camp Howdy. As part of their fiscal planning in the early 2000s, the YMCA explored the opportunity to develop the subject site with single family homes and townhouses. That application was not successful for several reasons, a critical one being that Metro Vancouver was not supportive of an access road through Belcarra Regional Park, which was essential for connecting the proposed development to the existing road network and the region more broadly.

As a result, the YMCA sold their land to ELC in 2006. Since that time, ELC has been using the subject site for their own purposes, such as church community gatherings, the tea house, and breadmaking workshops. In 2021, ELC was granted a Temporary Use Permit (TUP) to allow for temporary commercial uses on the subject site to support the operations of a tea room, tea festival, tea and bread-making operations, or uses of a similar nature. The TUP had several conditions that needed to be satisfied prior to enactment. Refer to Attachment 1 for a copy of the TUP conditions. At present, ELC is working to secure a building permit for renovations to their kitchen, which is used for breadmaking workshops.

By way of background, it is important to note that Metro Vancouver operates other camp and recreation facilities with similar levels of activity on park lands. Camp Capilano, located in the District of North Vancouver hosts school field trips, meetings, retreats, corporate training seminars, and family gatherings. Minnekhada Lodge located in Coquitlam hosts conferences, corporate training, meetings, social functions, and weddings.

Most recently, ELC has submitted a preliminary inquiry regarding a Rezoning and Official Community Plan Amendment application for the subject site (refer to Attachment 2). This preliminary inquiry is discussed in further detail in the following section.

#### **4.0 PRELIMINARY INQUIRY**

ELC's preliminary inquiry is regarding their desire to pursue a Rezoning and Official Community Plan Amendment for the subject site. The inquiry indicates that ELC intends to develop the subject site as a commercial property that includes:

- development activity on 15 acres of the 80-acre property
- a Wellness Retreat Centre and Church Development
- Church operations, including: weekly church gatherings, annual gospel conferences, children's camps
- Commercial operations, including: annual tea festival, tea and bread workshops, tea room, wellness centre, spa, restaurant, art gallery, retreat centre
- maintaining the existing 200-bed capacity of the camp by replacing the existing cabins with a new retreat building
- a gathering space for both members and the public
- landscaped area for outdoor gathering, meditation, and reflection
- sustainable construction processes and materials wherever possible
- no voluntary community amenity contributions beyond what is outlined in the preliminary inquiry have been proposed

The preliminary inquiry indicates that ELC intends to have the entire facility off the grid to maintain the natural environment on the property, with a clear mandate for no residential development. The application by ELC also indicates they are actively collaborating with Farrer Cove residents and are working with regional stakeholders to provide a road from Senkler Road in Belcarra to Farrer Cove along the existing BC Hydro right of way. The preliminary inquiry indicates that ELC and Farrer Cove residents intend to finance the construction of this road through federal and provincial grants, along with the financial support of residents living in Farrer Cove. ELC affirms in their application that no financial support will be sought from the Village of Belcarra or the City of Port Moody. Preliminary geotechnical work conducted by ELC indicates there are no physical impediments to the construction of this road. Staff have not received any documentation to support these assertions, beyond the statements made in the preliminary inquiry.



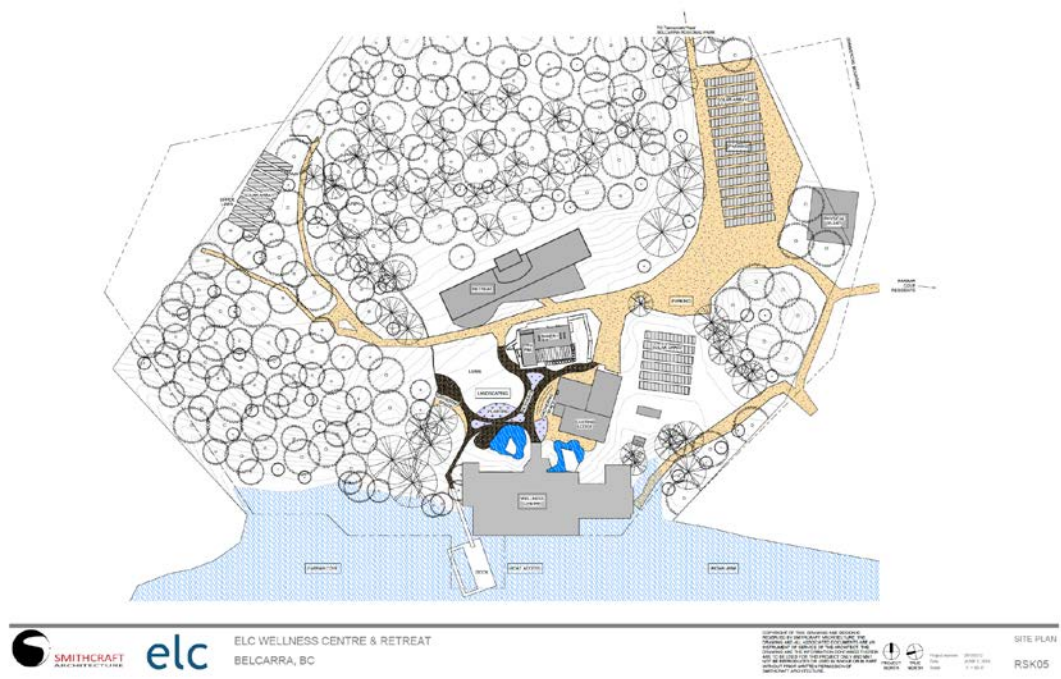


Figure 1.0 - Site Plan

It is important to note that this is a preliminary inquiry, and should Council direct staff to pursue it further, a more detailed analysis will be provided. Any change from the current uses on these lands would likely require a Regional Land Use Designation Change, an OCP Amendment, and a Rezoning. Further discussion on these items is provided in the following section.

## 5.0 KEY CONSIDERATIONS

### 5.1 ELC's role in the community

ELC has been an important part of the Belcarra community since 2006 and residents and visitors alike have gathered enjoyment from attending breadmaking sessions and attending the tea room. ELC wishes to remain an active member of the community in the future.

### 5.2 Regional

#### Access

As part of the OCP Update Process, the Draft OCP was referred to Metro Vancouver for review and comment; this is required when an OCP is updated and part of the typical OCP review process. Metro Vancouver will conduct a review as it relates to regional considerations such as regional planning, utilities, regional parks, etc. Additionally, municipalities are required to provide a Regional Context Statement indicating how their respective municipality responds to and addresses regional priorities; Metro Vancouver would also review this and comment, if necessary.

Metro Vancouver provided the following comments regarding the existing road access to Farrer Cove in their OCP commentary:

*The existing road through the park to Farrer Cove is not an authorized access. While the private properties have enjoyed access, commercial use of the road, or increased development in Farrer Cove, should not rely on this unauthorized access road. Metro Vancouver has previously sought clarification from the Province, which stated that future development North (Farrer Cove) could trigger a review of the reverter clause on the park parcels*

that Metro Vancouver received through a Crown grant. Commercial use of the road is not an allowable use of park land.

Based on the preliminary inquiry, Staff understand the ELC intends to intensify commercial uses on the subject site. Given Metro's recent commentary regarding commercial use of the existing access road, Staff anticipates that Metro will provide similar commentary regarding the proposed uses outlined in ELC's preliminary inquiry.

#### Land Use

Metro 2040 (Regional Growth Strategy) and the yet-to-be-enacted Metro 2050 designate this site as Rural; it is located outside of the Urban Containment Boundary.

The **Urban Containment Boundary** is described in the Regional Growth Strategy as being: *intended to establish a stable, long-term, regionally defined area for urban development. The establishment of the Urban Containment Boundary reinforces the protection of agricultural, conservation and rural areas, and provides predictability for locating urban uses, major regional transportation and infrastructure investment.*

Since 2011, 98% of growth and development has been focused in the Urban Containment Boundary.

The Regional Growth Strategy (RGS) states:

**Rural areas** are intended to protect the existing character of rural communities, landscapes and environmental qualities. Land uses include low density residential development, small scale commercial, industrial, and institutional uses, and agricultural uses that do not require the provision of urban services such as sewer or transit. Rural areas are not intended as future urban development areas, and generally will not have access to regional sewer services.

Figure 2.0 shows the subject site in relation to the land use designation classifications for the area. Belcarra is predominantly Rural.

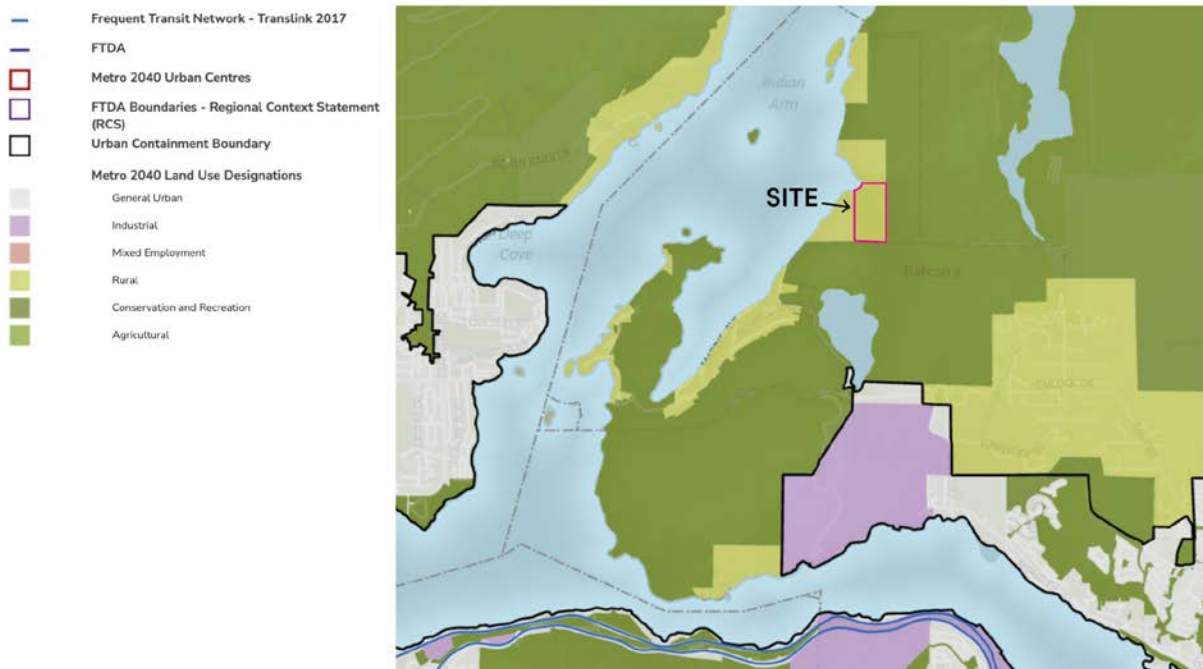


Figure 2.0 - Metro 2040 Land Use Designation Map

Staff's assessment of the preliminary inquiry is that it represents an intensification of commercial uses on the subject site. Staff believe that the uses, as proposed, would not be permitted under the property's existing "Rural" designation as described above, and would require an expansion of the Urban Containment Boundary.

If Council directs staff to proceed with processing the preliminary inquiry, it would be referred to Metro Vancouver Staff for comment review. This feedback would act as an official assessment from Metro Vancouver; Staff's assessment is intended to inform Council's decision-making, but should not be considered Metro's official assessment.

If Council decided to proceed with processing the application after receiving official feedback from Metro Vancouver staff, any proposed changes from "Rural" to another land use designation as well as an expansion of the Urban Containment Boundary, would need to be brought forward to the Metro Vancouver Board by the Belcarra Council representative after third reading of any bylaw change at the Village-level. It is important to note that once an amendment to the Urban Containment Boundary is brought forward to the Metro Vancouver Board, it requires a regional public hearing and a 2/3 board vote of support to become enacted. A regional land use designation amendment would require 50% + 1 board vote of support.

### **5.3 Official Community Plan**

The Village of Belcarra's Official Community Plan (OCP) designates the site as Residential, which envisions the retention of residential uses on site.

The following describes the vision for these lands in the OCP:

*Residential development on the "Camp Howdy" lands within the Belcarra North area will be considered provided that improved and alternative road access is provided to the area. A maximum of 80 residential units consisting of a mix of single family lots and low density attached housing such as townhouses would be accommodated on the approximately 30 ha. (75 acre) property. A Comprehensive Development Zone (CD) would be created to accommodate the proposed development of the Camp Howdy lands. In drafting the CD zone and related restrictive covenants, the Village will ensure that the development is undertaken in an environmentally sensitive and aesthetically pleasing manner, retaining as much tree cover as possible, utilizing sustainability principles. The Village will be expecting to secure land along the shoreline for a waterfront park as a community amenity in conjunction with a rezoning application; the location and amount to be determined as part of the process.*

Based on ELC's preliminary inquiry, Staff understand that no future residential uses are proposed; the inquiry is for an intensification of commercial uses. Additionally, no community amenities have been proposed in the preliminary inquiry.

If Council were to direct Staff to proceed with processing the preliminary inquiry, an OCP Amendment would be required. It is important to note that the Village is currently undergoing an OCP Review and the revised OCP has not yet been approved by Council. It is anticipated that an updated OCP will be ready for Council consideration in 2023.

### **5.4 Zoning Bylaw**

The site is currently zoned CI-1 (Civic Institutional) which permits the following uses:

- Civic Use: means a use providing for public functions; includes municipal offices, schools, community centres, libraries, museums, parks, playgrounds, cemeteries, fire halls, and works yards.
- Assembly Use: means a use providing for the assembly of persons for religious, charitable, philanthropic, cultural, private recreational or private educational purposes; includes churches, places of worship, auditoriums, youth centres, social halls, group camps, private schools, kindergartens, play schools, day nurseries and group daycares.
- Public Service Uses: means a use providing for the essential servicing of the Village of Belcarra with water, sewer, electrical, telephone and similar services where such use is established by the Village, by another governmental body or by a person or company regulated by and operating under Federal and Provincial utility legislation, and includes broadcast transmission facilities.

This zone also permits one principal building per site and a site coverage of 40%.

Amendments to existing zoning would likely be required to permit the uses outlined in the preliminary inquiry.

## 5.5 Life Safety

The subject site is relatively remote, with limited road access and serviced by well-water. Given that B.C. has been experiencing increasing wildfire activity closer to urban areas, and that access to Farrer cove is currently restricted, further development in a rural setting may increase wildfire risk. Additionally, fire suppression activities may be challenging due to the limited road access, and future fires would likely need to be contained from the ocean, as opposed to by land.

If Council directs Staff to proceed with the preliminary inquiry, additional consultation with the Fire Chief and other life safety experts will be required; these organizations were not contacted as part of this initial review.

## 5.6 Access

### Senkler Road

A BC Hydro Right of Way (ROW) exists at the end of Senkler Road in the Village. This ROW passes through the City of Port Moody lands. For many years, residents of Farrer Cove have been advocating for the establishment of this road.

In their preliminary inquiry, ELC has indicated that they have conducted “*civil and geotechnical investigations and there appears to be no physical impediment to providing the road*”. Village Staff have not received a copy of these investigations. If Council were to direct Staff to proceed with processing the preliminary inquiry, this assertion would require further investigation by Village Staff.

Additionally, ELC indicates in the preliminary inquiry that “*ELC and the Farrar (sic) Cove residents have also indicated that the construction and maintenance of the road will be done through federal and provincial grants and the residents of Farrar (sic) Cove. ELC and the residents have clearly indicated that there will be no financial burden on either the City of Port Moody or the Village of Belcarra for this project.*” Village Staff have not received any further information regarding federal and provincial grants, nor coordinated correspondence from Farrer Cove residents indicating that they will pay for and manage the expanded Senkler Road. If Council were to direct Staff to proceed with processing the preliminary inquiry, this assertion would require further investigation by Village Staff.

### Water Access

According to the preliminary inquiry, ELC is aware that water access should be a key consideration for future access to the subject site. Within this context, ELC has explored options for water access to the subject site with a 75-person ferry, along with a dock at the subject site to accommodate the ferry. The ferry would operate from a local marina (which was not identified in the preliminary inquiry). It is not clear if the Port Authority has been consulted on this proposal.

While ELC has indicated that future operations can proceed with water access only, at present, there is nothing that prohibits access via road to the subject site or Farrer Cove during park operating hours. Additionally, the Village cannot enforce who is using the road, when, and for what purpose because the gate and road are on park land and in Port Moody. Should ELC’s application be approved, it is uncertain how access by boat or foot would be enforced.

### Road Access

Currently, road access to the subject site and beyond to Farrer Cove is via Belcarra Regional Park. This access has been granted via an informal agreement with Metro Vancouver; Farrer Cove residents have keys to the access gate and they are able to unlock it when the park has been closed. If ELC were to intensify commercial uses on the subject site, as outlined in previous sections, Metro has indicated that this may trigger the Crown Reverter, which could result in the permanent closure of the access road. This would have significant impacts on Farrer Cove residents.

### **5.7 Tsleil-Waututh**

The Village of Belcarra is located on the unceded territory of the Tsleil-Waututh Nation. Should an OCP Amendment application be submitted to the Village of Belcarra, the Nation will be notified of the application and have the opportunity to comment prior to Council's reading of the bylaw.

In their preliminary inquiry, ELC indicates they will work with the Tsleil-Waututh Nation on the development application, but no details are provided on what would be done.

### **5.8 Water & Sewage**

The site is located outside of the Metro Vancouver sewerage area and does not have access to municipal water and sewer. Is it unclear how ELC would manage waste water and collect drinking water for their proposed operations, but Staff anticipate that these activities would need to be accommodated via self-sustaining systems on site, e.g. well water. This would require further investigation by ELC to determine how more intensive uses would be supported. In their preliminary inquiry, ELC does indicate that the future development would be entirely "off grid" but no details are provided on how this would be achieved. If Council were to direct Staff to proceed with processing the preliminary inquiry, this assertion would require further investigation by Village Staff.

### **5.9 Construction Logistics**

If redevelopment of the site were to occur, Staff anticipate that the existing access road through Belcarra Regional Park would be used for construction purposes, such as concrete, dumptrucks, etc. No information regarding construction logistics was provided in the preliminary inquiry. Based on previous correspondence from Metro Vancouver, it is unlikely that they would support these activities on the existing access road through Belcarra Regional Park. If Council were to direct Staff to proceed with processing the preliminary inquiry, this topic would require further investigation by Village Staff.

### **Attachments**

Attachment 1: Temporary Use Permit Conditions

Attachment 2: ELC's Preliminary Inquiry regarding a Rezoning and Official Community Plan Amendment



**VILLAGE OF BELCARRA**  
**Temporary Use Permit No. 2019 – 01**  
**8 Corners Canada Inc.**

**TEMPORARY USE PERMIT NO. 2019-01**

Issued pursuant to Section 493 of the Local Government Act, RSBC 2015, c. 1

1. This Permit is issued to:  
8 Corners Canada Inc.  
Incorporation Number BC1041748  
#148 – 1489 Marine Drive  
West Vancouver, BC V7T 1B8

(hereinafter called the “Permittee”) as the owner and/or authorized occupier of that certain parcel of land situate in the Village of Belcarra, in the Province of British Columbia, and more particularly known and described as:

Parcel Identifier: 013-595-695

Legal Description: PARCEL “E” (EXPLANATORY PLAN 10236)  
WEST HALF OF THE NORTH WEST QUARTER  
SECTION 30 TOWNSHIP 39 NEW  
WESTMINSTER DISTRICT

Civic Address: 3000 CAMP HOWDY ROAD  
BELCARRA, BC V3H 5B6

(hereinafter called the “Lands”)

2. This Permit is issued subject to compliance with all bylaws of the Village of Belcarra (hereinafter referred to as the “Village”), except as specifically varied or supplemented by this Permit.
3. The Lands have been designated as a Temporary Use Permit Area in “Village of Belcarra Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 541, 2019”.
4. Notwithstanding “Village of Belcarra Zoning Bylaw No. 510, 2018”, as amended, but subject to the terms and conditions contained herein, permission is hereby given to temporarily use a portion of the Lands as identified herein for the following purposes:
  - “Tea Room,” defined as the use of premises for the primary purpose of selling and serving prepared food and non-alcoholic beverages to the public during hours of operation, where food and non-alcoholic beverages are consumed on the premises;
  - Tea Festivals;
  - Breadmaking and Tea Workshops; and
  - Uses of a similar nature.

5. The Temporary Use Permit shall be carried out according to the following conditions:
  - a. The Tea Room Use and Bread & Tea Workshops Use must be contained entirely within the existing buildings and patio area identified by the red hatched line the plan attached hereto as Schedule A (“temporary use permit area”);
  - b. The Tea Festival Use must be contained within the area identified as “TUP Area permitting Tea Festival Use” on the plan attached hereto as Schedule A (“temporary use permit area”);
  - c. An amendment to the Village of Belcarra Official Community Plan to permit Temporary Use Permits must be enacted prior to the execution of this Permit;
  - d. It is the sole responsibility of Evangelical Laymen’s Church to ensure a free, unobstructed land access, capable of supporting emergency vehicles including, but not limited to police, fire or ambulance is available at all times;
  - e. The Temporary Use Permit area may not be altered or improved upon in any way without the prior express written consent of the Village, such consent to be at the sole discretion of the Village;
  - f. A “Tea Room” and/or “Bread & Tea Workshops” shall not be constructed, altered, or modified without a valid Building Permit issued by the Village of Belcarra;
  - g. A “Tea Room” and/or “Bread & Tea Workshops” shall not be occupied without an Occupancy Permit issued by the Village of Belcarra
  - h. A “Tea Room” and/or “Bread & Tea Workshops” shall not operate on the property without a valid Business License from the Village of Belcarra;
  - i. Tea Room and/or “Bread & Tea Workshops” operations must cease should any deficiencies be identified by the Village of Belcarra Building Inspector and any deficiencies must be addressed prior to recommencing activities;
  - j. No other commercial uses may be permitted under this permit other than those identified under Section 4 of this permit;
  - k. A waste management plan suitable to the Village of Belcarra must be in place during the term of this TUP to prevent attracting wildlife, including maintenance of adequate signage in the Tea Room kitchen and at garbage disposal sites to encourage responsible waste disposal;
6. The Temporary Use Permit Area shall be developed strictly in accordance with the terms and conditions and provisions of this Permit. This Permit does not constitute a rezoning, subdivision approval, sign permit or building permit.
7. This permit is not transferable.
8. This permit shall lapse three (3) years from the date of issuance.
9. In the event land access, listed under items 5 (d) is blocked, restricted or otherwise not available to the “Lands”, any approvals granted under this Temporary Use Permit are immediately suspended and the Temporary Use Permit is null and void.

Village of Belcarra  
Temporary Use Permit #2019-01  
8 Corners Canada Inc.

AUTHORIZING RESOLUTION PASSED by the Village Council on the 25th day of May, 2021.

IN WITNESS WHEREOF this Permit has been executed by the Permittee and this Permit is hereby issued by the Village the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**8 CORNERS CANADA INC.**

By its authorized signatories:

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**VILLAGE OF BELCARRA**

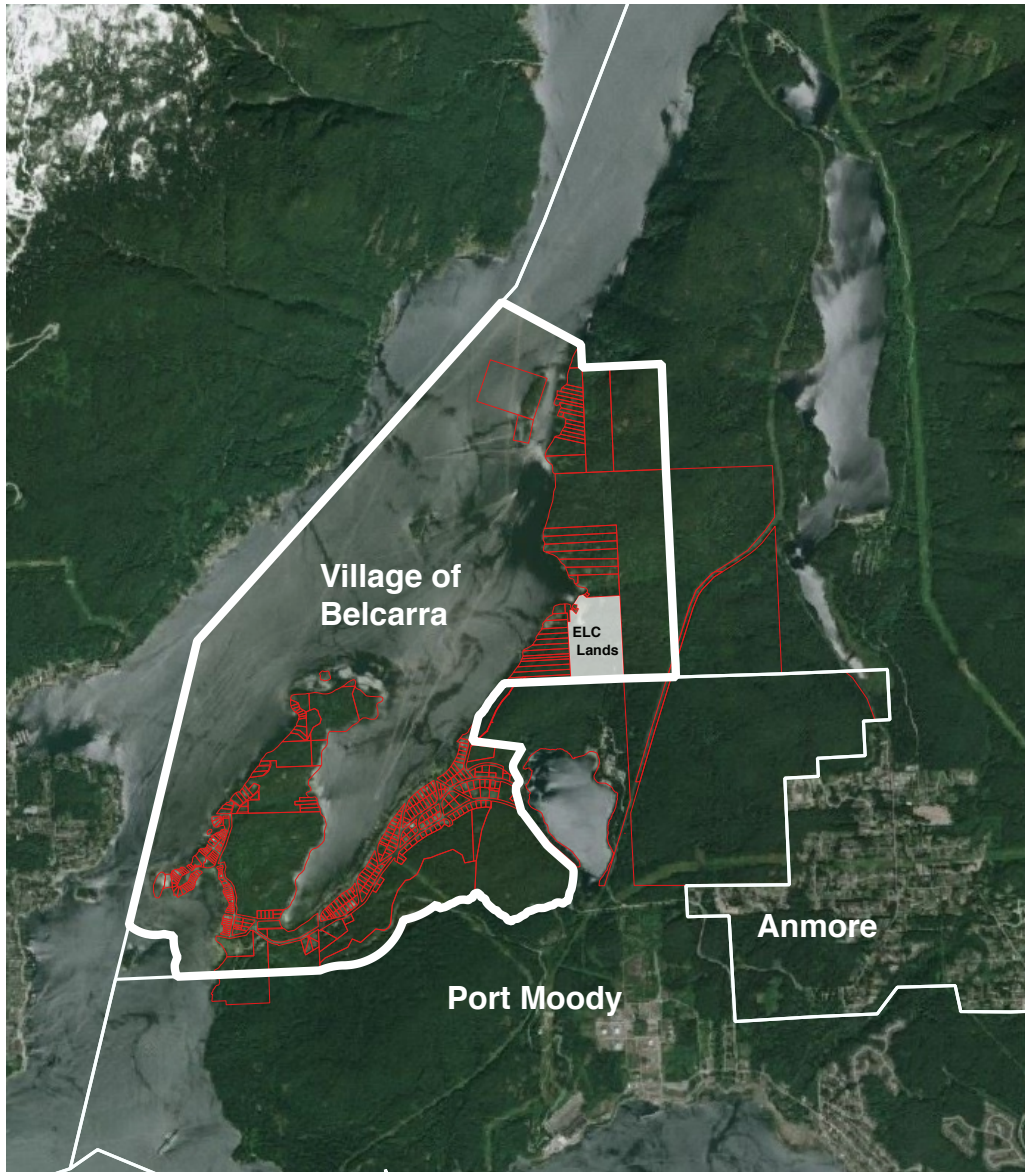
By its authorized signatories:

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

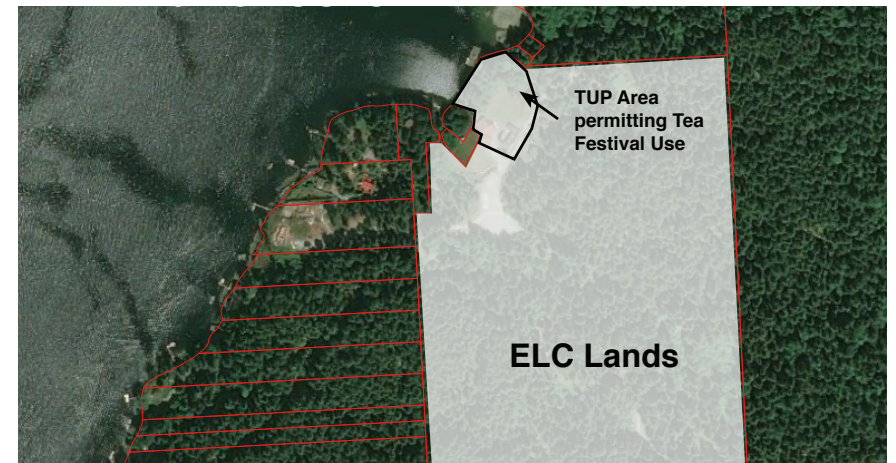
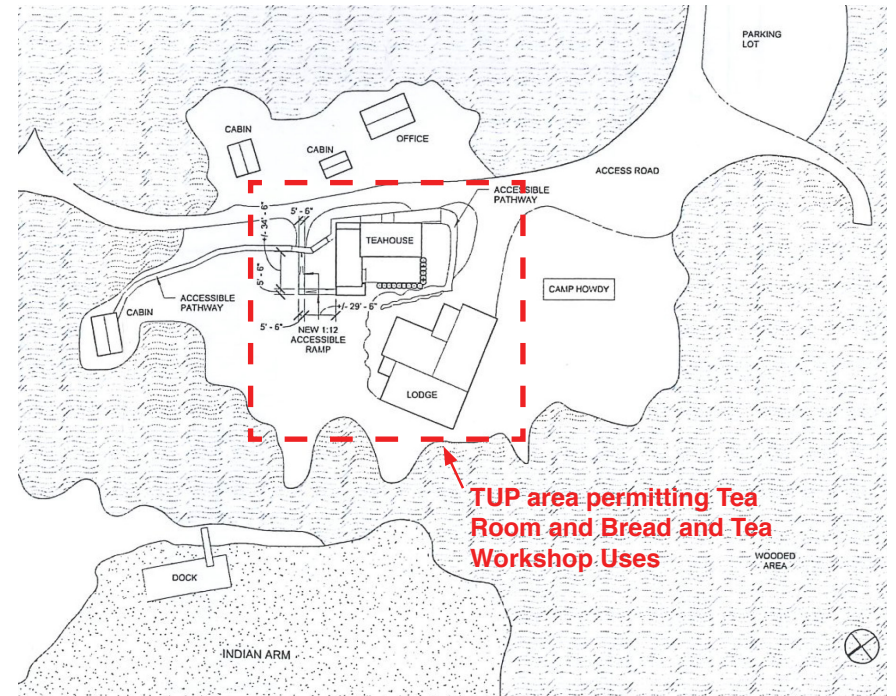
\_\_\_\_\_  
Lorna Dysart  
Chief Administrative Officer



# Temporary Use Permit Area and Tea Room Location on Evangelical Laymen's Church (ELC) Lands, in Belcarra, BC



ELC Lands in context of Village of Belcarra







# PRELIMINARY REZONING APPLICATION

APRIL 19, 2022



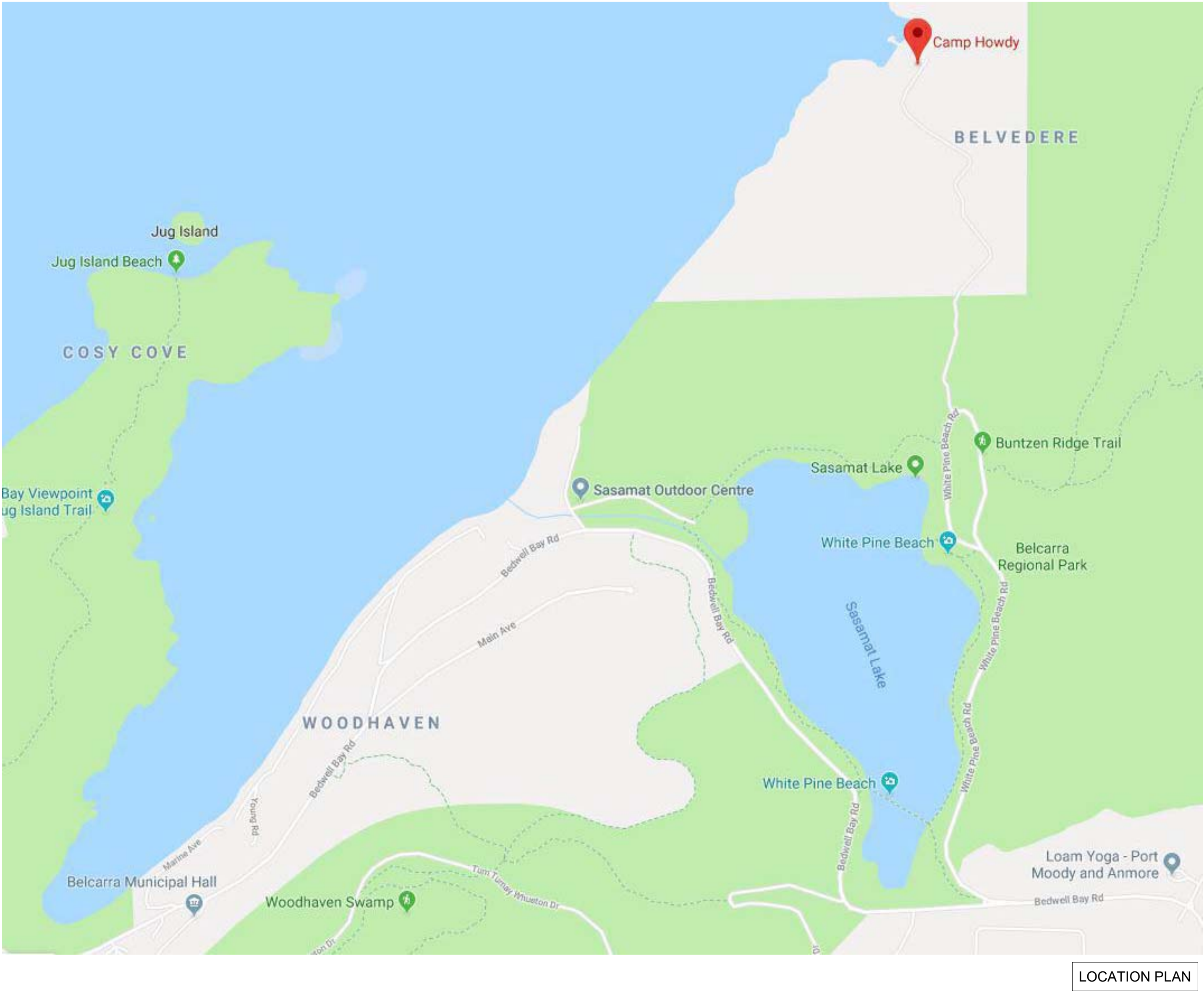
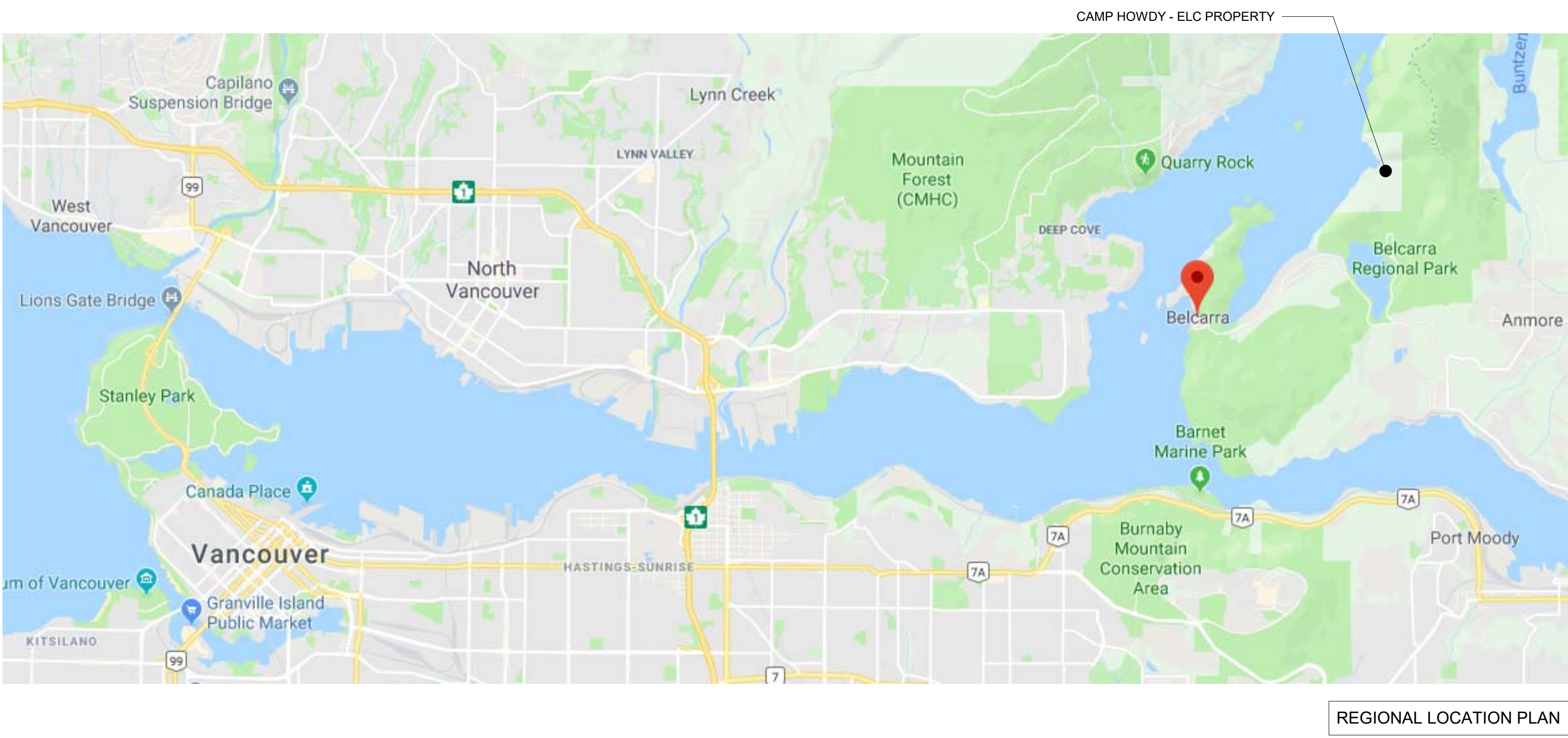
|  |
|--|
| <b>ELC OPERATIONS</b>  |
| <b>CHURCH OPERATIONS</b>   |
| CHURCH GATHERING ON SUNDAYS (11AM-7PM) - APPROXIMATELY 70 PEOPLE   |
| CHURCH GATHERING ON SATURDAYS (2-11PM) - APPROXIMATELY 20 PEOPLE   |
| CHURCH GATHERING ON TUESDAYS (7-11PM) - APPROXIMATELY 20 PEOPLE  |
| CHURCH GATHERING ON WEDNESDAYS (7-11PM) - APPROXIMATELY 20 PEOPLE  |
| 2 GOSPEL CONFERENCES (USUALLY MARCH AND AUGUST: MONDAY-FRIDAY: 8PM-11PM) - APPROXIMATELY 70 PEOPLE                       |
| ABOUT 2 CHILDREN'S CAMPS (USUALLY IN MARCH AND AUGUST: MONDAY-FRIDAY: SLEEP AT THE CAMP) - APPROXIMATELY 20 PEOPLE       |
| <b>COMMERCIAL OPERATIONS</b>   |
| ANNUAL TEA FESTIVAL (THE 2ND AND THE 3RD WEEKENDS IN JULY CONSISTING OF 2 FRIDAYS, 2 SATURDAYS, 2 SUNDAYS : 11AM-7PM)    |
| APPROXIMATELY 5 WORKSHOPS A YEAR (BREAD AND TEA WORKSHOPS USUALLY ON SATURDAYS: 9AM-9PM) - APPROXIMATELY 16 PARTICIPANTS |
| TEA ROOM (FRIDAYS AND SATURDAYS: 11AM-4PM, OPEN MORE DAYS AND LONGER HOURS IN SUMMER WEATHER PERMITTING)                 |
| <b>PROPOSED COMMERCIAL OPERATIONS</b>  |
| WELLNESS CENTRE FOR THE PURPOSE OF PROMTOING COMMUNITY WELL-BEING  |
| MEETING/GATHERING HALL FOR CHURCH GATHERINGS AND COMMUNITY EVENTS  |
| SPA FOR WELL-BEING   |
| RESTAURANT SERVING ORGANIC FOODS   |
| GALLERY AVAILABLE FOR ELC ART COLLECTION, PUBLIC DISPLAYS, AND LOCAL ARTISTS   |
| RETREAT FOR GUESTS   |

|   |
|---|
| <b>DEVELOPMENT GOALS</b>  |
| <b>SUSTAINABILITY</b>   |
| ENERGY EFFICIENT DESIGN WITH RENEWABLE ENERGY USE   |
| <b>COMMUNITY BUILDING</b>   |
| A PLACE TO BRING PEOPLE TOGETHER  |
| <b>FLEXIBLE SPACE</b>   |
| ALLOW FOR A WIDE VARIETY OF USES  |
| <b>RESPECT FOR THE ENVIRONMENT</b>  |
| INCORPORATE AND RESPECT THE NATURAL ENVIRONMENT<br>NATURE THAT IS AFFECTED IS TO BE REPLACED IN AN APPROPRIATE MANNER |
| <b>MEDITATIVE</b>   |
| MAINTAIN THE BEAUTY OF NATURE AND PEOPLE'S EXPERIENCE OF IT<br>PROMOTE WELL-BEING                                     |
| <b>RESPECT FOR THE UNCEDED LANDS OF THE TSLEIL-WAUTUTH NATION</b>   |
| ENGAGEMENT OF THE TSLEIL-WAUTAUTH NATION AS PART OF THE DEVELOPMENT PROCES  |

|  |
|--|
| EVANGELICAL LAYMEN'S CHURCH OF CANADA (VANCOUVER) IS A NON-DENOMINATIONAL CHRISTIAN CHURCH DEDICATED TO SPREADING THE TRUTH OF THE GOSPEL. IT WAS INCORPORATED ON JUNE 2, 2005 AS A RELIGIOUS, CHARITABLE AND EDUCATIONAL ORGANIZATION.            |
| ELC IS ONE PART OF A BODY OF APPROXIMATELY 50,000 MEMBERS IN OVER 40 COUNTRIES. ALONG WITH ITS SISTER CHURCHES SUCH AS ELC EUROPE AND ELC US. ELC CONTINUES ITS WORK THROUGH MISSIONS IN ASIA, EUROPE, AND THE AMERICAS AND THROUGH ITS MEDIA ARM. |
| ELC IS EXCITED FOR OUR PLANS FOR THE FUTURE OF CAMP HOWDY IN THE COMMUNITY. IT IS OUR INTENTION TO CREATE VALUED EVENTS AND OPERATE TO BE AN INTEGRAL PART OF THE COMMUNITY.   |
| WE HAVE BEEN CREATING SOME EXCITEMENT THROUGH OUR ANNUAL TEA FESTIVAL, BREAD AND TEA WORKSHOPS, AND THE TEA ROOM. WE ARE OPERATING THESE EVENTS WITH THE MINDSET OF CREATING MINIMAL IMPACT ON TRAFFIC AND OUR SURROUNDING ENVIRONMENT.            |
| <b>DEVELOPMENT GUIDING PRINCIPLES</b>  |
| INVISIBLE FROM THE MAIN LAWN WITH USE OF NATIVE PLANTING, GREEN ROOF, AND POSSIBLE WATER FEATURE   |
| PRESERVE VIEWS OUTWARD OVER THE WATER BY BUILDING INTO CLIFF AND CANTILEVERING BUILDING OVER WATER   |
| VISIBLE PRIMARILY FROM THE WATER   |
| SUSTAINABLE DEVELOPMENT WITH ALL ENERGY REQUIRED FOR ELC PROPERTY PRODUCED ON SITE   |
| PROVIDE ADVANCED ENERGY EFFICIENCY FEATURES SUCH AS USE OF DURABLE RECYCLAABLE MATERIALS AND PASSIVE HOUSE TECHNOLOGY  |
| AVAILABILITY FOR VILLAGE EVENTS AND COMMUNITY MEETINGS   |
| ENGAGEMENT OF STAKE HOLDERS IN DEVELOPMENT PROCESS INCLUDING TSLEIL-WAUTAUTH NATION, VILLAGE OF BELCARRA, PORT MOODY, AND PARKS BOARD  |



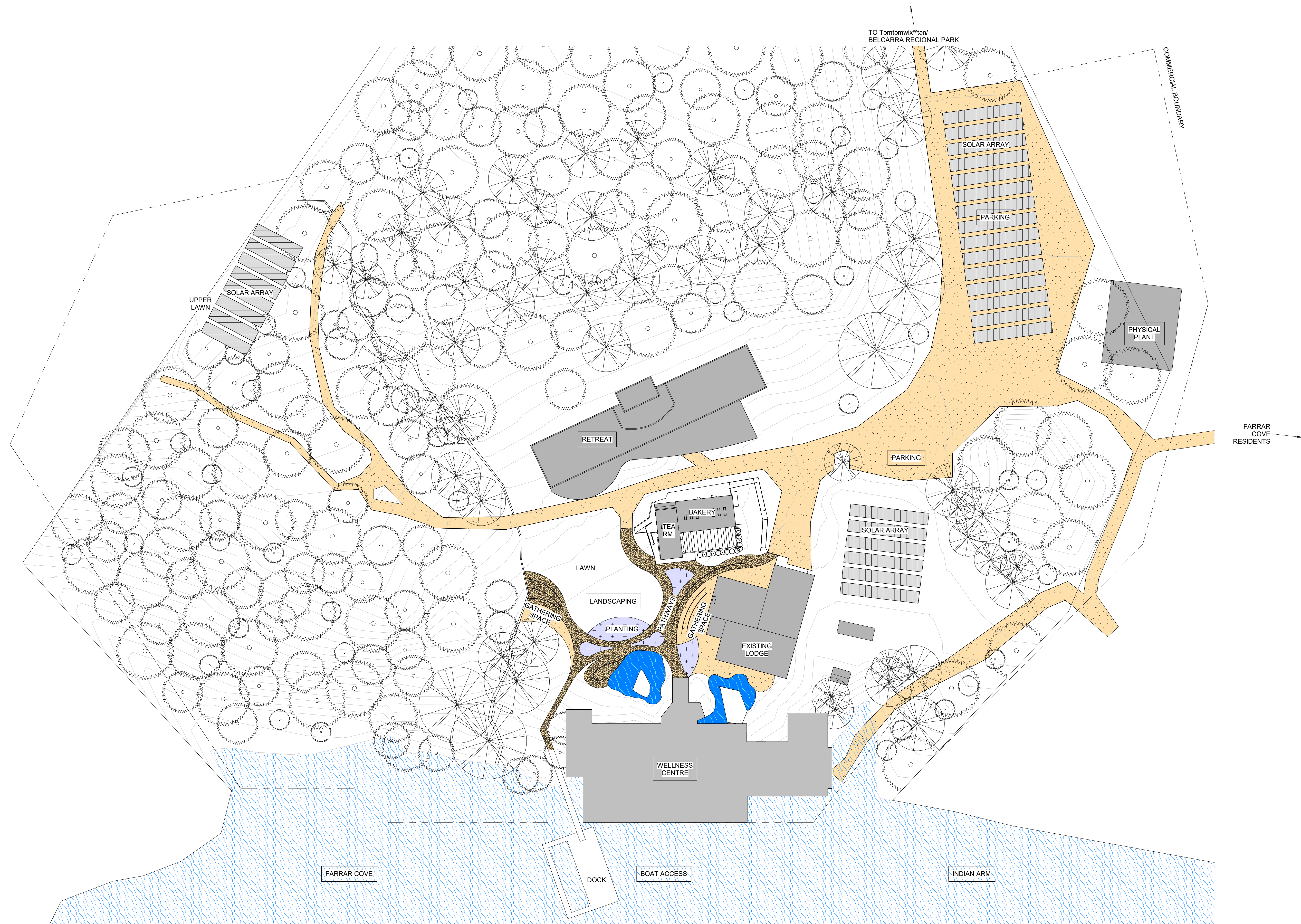
















## COUNCIL REPORT

**Date:** November 6, 2023

**From:** Paula Richardson, Chief Administrative Officer

**Subject:** Official Community Plan Next Steps

### Recommendation

That Schedule A of Official Community Plan Bylaw No. 615, 2023 presented at the September 11, 2023 Regular Council Meeting be referred back to the OCP Review Committee for review.

### Purpose

To provide information regarding the next steps for progressing the draft Official Community Plan.

### Background

On September 11, 2023, Council granted first reading to the Village of Belcarra Official Community Plan Bylaw No. 615, 2023 (the “**Draft Official Community Plan**”). A public hearing for the Draft Official Community Plan was scheduled for October 11, 2023, but was cancelled as a discussion with legal counsel indicated that a review of some sections may be required.

It was noted that:

- (a) the Draft Official Community Plan that was presented to Council on September 11, 2023 had not been provided to the Official Community Plan Review Committee (the “**OCP Committee**”) for further review and recommendations, and
- (b) the requirements of Metro Vancouver Regional District require additional review.

The OCP Committee was established by Council pursuant to section 142 of the *Community Charter* with the purpose of providing recommendations to Council regarding revisions and updates to the Village of Belcarra Official Community Plan. The OCP Committee played a key role in compiling the first draft of the Draft Official Community Plan, which was then referred to neighbouring governments and agencies for consultation. The Village received substantial input from the referral process, including input from Metro Vancouver Regional Planning, Metro Vancouver Regional Parks, TransLink, and the Vancouver Fraser Port Authority. The OCP Committee reviewed the input and incorporated the changes into the draft plan where appropriate. A report was brought to Council on September 6, 2022, along with the Draft Official Community Plan.

At the Regular Council Meeting on November 21, 2022, Council passed a resolution to extend the appointment of members to the Review Committee until the Official Community Plan is adopted and requested the Review Committee's continued work. The resolution provided:

"That the appointment of members to the Official Community Plan Review Committee be extended until the Official Community Plan is adopted by Council; and

That a letter be sent to the Official Community Plan Review Committee members to request their continued work on the Committee."

All OCP Committee members agreed to provide continued support throughout the Official Community Plan development process. The Village of Belcarra 2022 OCP Review Committee Terms of Reference also states the OCP Committee will continue to serve until the Official Community Plan is adopted by Council.

In Spring of 2023, Council engaged Phil Chapman, Chapman Planning and Consulting, to assist with the completion of the Official Community Plan. The Draft Official Community Plan was substantially revised to improve the readability and consistency of the document. New substantive material, including new planning strategies, were also introduced to address issues that were identified through the consultation process, and to review the Draft Official Community Plan in the context of the Metro 2050 Regional Growth Strategy. Tsleil Waututh Nation also provided comments on the Draft Official Community Plan. Following these proposed revisions, the draft was referred to Metro Vancouver and Village legal counsel for review.

Notably, Village staff received detailed comments from Metro Vancouver regarding the Regional Context Statement and alignment with the Metro 2050 Regional Growth Strategy. Metro Vancouver requested changes to some of the maps and figures and suggested changes to several policies contained in the Draft Official Community Plan to support their regional planning goals. These comments resulted in further changes to the Regional Context Statement and Official Community Plan policies as it relates to regional planning, transportation, housing and parks and recreation. The OCP Committee and Council will need additional time to process these matters.

The Draft Official Community Plan has also garnered significant public interest. Village staff have received numerous public submissions, some of which express a strong opposition to policies contained in the plan. For example, the policies that speak to the future use of road allowances and lot sizes have garnered a considerable amount of controversial feedback. The absence of the OCP Committee in the preparation of the final draft was also noted in many submissions.

As described above, the Draft Official Community Plan has undergone many iterations and changes since the OCP Committee last reviewed the document. Village staff made the decision to cancel the public hearing for the Draft Official Community Plan as once a public hearing is held, Council cannot receive any additional feedback that raises new information. To receive new information after a public hearing provides grounds to invalidate the public hearing and have the Draft Official Community Plan set aside, if it is challenged after it has been adopted.



Therefore, Council would not be able to receive any further input from the OCP Committee or the public after the close of the public hearing. Otherwise, a new public hearing would need to be held to provide interested persons with an opportunity to respond to the new information being considered by Council. Given the notable interest in the Draft Official Community Plan and the policy areas that have been identified for further consideration, Village staff determined that further consultation with the OCP Committee is necessary.

The OCP Committee has not had the opportunity to consider the Draft Official Community Plan since the fall of 2022. As the Draft Official Community Plan has undergone significant changes since then, Council wishes to ensure the OCP Committee has been afforded an opportunity to review and comment on the draft plan prior to first reading.

The original bylaw, brought forward for first reading at the September 11, 2023 Regular Council Meeting will be set aside and staff will be introducing a new bylaw for first reading which will include a revised Official Community Plan as Schedule A.

## **SUMMARY**

Staff recommend that Council refer the Official Community Plan to the OCP Committee for review. This recommended approach is consistent with Council's intention in establishing the OCP Committee for the express purpose of providing recommendations regarding revisions and updates to the Official Community Plan. This approach honours the duration of the OCP Committee as set out in the Village of Belcarra 2022 OCP Review Committee Terms of Reference. It is also consistent with Council's decision made on November 21, 2022, to extend the OCP Committee's involvement until the Official Community Plan is adopted, which all of the OCP Committee members agreed to provide continued assistance.



## COUNCIL REPORT

**Date:** November 6, 2023

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

**Subject:** **Senkler Bridge Update and 2024 Capital Budget Proposal**

### Recommendation

That an amount of \$20,000 for repair work on the Senkler Bridge as recommended in the WSP Engineering report dated April 5, 2023 be added to the 2024 Capital Budget.

### Purpose

To outline recommendations for repairs and maintenance to be carried out on the Senkler Road Bridge and to establish budgetary requirements for that work.

### Background

The Senkler Bridge spans Sasamat Creek, a watercourse that flows from Sasamat Lake into Bedwell Bay. Senkler Bridge provides access to private properties and Sasamat Outdoor Centre.

In February of 2023, WSP Engineering was hired to conduct a detailed inspection and provide a condition assessment report and recommendations for repairs on the Senkler Bridge.

The table below summarizes WSP Engineering's recommended repairs and maintenance.

- Red highlighted lines indicate the resulting work completed by staff.
- Blue highlighted lines indicate conditions being monitored and repaired as needed during yearly routine inspections by staff.

#### April 5, 2023 - WSP Engineering Recommended Maintenance

|    | Component                | Activity   | Suggested Timeline         | Cost Estimate | Date Completed                     |
|----|--------------------------|--|----------------------------|---------------|------------------------------------|
| 1. | Approaches & Embankments | Realign and reposition displaced precast concrete curb in northeast corner | < 2 years                  | \$500         | Completed October 2023             |
| 2. |                          | Replace missing portion of asphalt curb in southwest corner                | < 2 years                  | \$2,000       | Completed August 2023              |
| 3. | Abutment & Wingwalls     | Monitor cracks and minor spalling at abutments and wingwalls               | During routine inspections | -             | *During yearly routine inspections |

|     | Component           | Activity   | Suggested Timeline         | Cost Estimate | Date Completed                     |
|-----|---------------------|--|----------------------------|---------------|------------------------------------|
| 4.  |                     | Remove vegetation around abutments and wingwalls to allow for future inspections   | < 2 years                  | \$1,000       | Completed November 2023            |
| 5.  |                     | Replace fill behind and below northeast wingwall and install protection, comprising rock riprap and filter material, to prevent future scour | < 1 year                   | \$20,000      | Pending 2024 Budget Approval       |
| 6.  |                     | Monitor northeast embankment and wingwall for signs of future scour or undermining   | During routine inspections | -             | *During yearly routine inspections |
| 7.  |                     | Monitor for further undermining or scour at the base of west corner of south abutment  | During routine inspections | -             | *During yearly routine inspections |
| 8.  | Deck                | Remove loose concrete to the original deck stringers   | < 2 years                  | \$500         | 2024 Operational Scheduling        |
| 9.  | Approach Guardrails | Replace missing bolts along front face northwest guardrail   | < 2 years                  | \$500         | Completed November 2023            |
| 10. | Signage             | Reposition loose stop sign and no exit sign so that they are firmly secured below grade  | < 1 year                   | \$500         | Completed October 2023             |

\* In 2023, the bridge was inspected by WSP's structural engineers. The next yearly routine inspection will be carried out by staff in the Spring of 2024.

Staff plan to replace fill behind and below northeast wingwall and install protection comprising rock riprap and filter material, to prevent future scour as per row 5 in the table outlining WSP recommendations. This process will require some trees to be removed in addition to provincial permitting to work alongside a creek bed.

Staff request that a \$20,000 budget line be added to the 2024 Capital Budget expenditures to allow for recommended repair work on the Senkler Bridge.

It should be noted that additional costs for tree removals are expected to come from Belcarra's yearly operational budget for hazard tree removal.



## COUNCIL REPORT

**Date:** November 6, 2023

**From:** Amanda Seibert, Corporate Officer

**Subject:** **July 10, 2023 Deferred Motion on the Seismic Sensor at the Tatlow Station**

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### Purpose

To provide information on the procedure of dealing with a deferred motion.

### Background

At the July 10, 2023 Regular Council meeting, the report titled "Seismic Sensor Status Report, Tatlow Station" provided an update on the history and status of the seismic sensor in the Tatlow Station. The following recommendation was moved by Councillor Wilder and seconded by Councillor Clark:

**That staff be directed to purchase and install a new seismic sensor for the Tatlow Station at an estimated cost of up to \$10,000.00 and that the strategic plan and capital budgets be amended accordingly.**

Following Council discussion, the motion was deferred.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

**That the motion directing staff to purchase and install a new seismic sensor for the Tatlow Tank be deferred to the October 23, 2023 Regular Council Meeting.**

**CARRIED**

When a motion on the floor is deferred to a future meeting of Council, it is the motion that is deferred not the staff report. The deferred motion remains on the floor until it comes forward as an item on the agenda of a future meeting.

When the agenda item addressing the deferred motion is dealt with, Council will be asked to vote on the motion in the same manner as any motion which has been moved and seconded. Council can choose to amend, carry or defeat the motion. The attached staff report has been provided as background information.

Appendix A: Seismic Sensor Status Report, Tatlow Station



### COUNCIL REPORT

**Date:** July 24, 2023  
**From:** Stewart Novak, Public Works, and Emergency Preparedness Coordinator  
**Subject:** **Seismic Sensor Status Report, Tatlow Station**

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#### **Recommendation**

That staff be directed to purchase and install a new seismic sensor for the Tatlow Station at an estimated cost of up to \$10,000.00 and that the strategic plan and capital budgets be amended accordingly.

#### **Purpose**

To provide Council with an update on the history and status of the seismic sensor in the Tatlow Station.

#### **Background**

At the July 10, 2023 Regular Council Meeting, it was requested that staff provide a report on the status of the seismic sensor installed into the Tatlow Station including the reasoning behind the removal of the sensor and provision of a timeline on the reconnection of the sensor.

The seismic sensor was installed into Tatlow Station in 2012 when Belcarra had designed and installed their new water distribution system to serve all Village residents not including Farrer cove and Twin Islands.

Records indicate that there were ongoing issues with the seismic sensor and that staff had trouble keeping the sensors calibrated so that the system would not trigger and go into an alarm state inadvertently.

The seismic system was designed with two functions for when a seismic event occurs. The first function is to send an alarm signal through SCADA to the water operators' phone which will alert the operators and describe the type of alarm code. The second function of the seismic sensor is that it automatically closes the seismic valve which is located between the outlet port of the reservoir and the distribution pipe that branches into Tatlow Station and the feeds the gravity fed line serving residents.

Due to the ongoing problems, the seismic sensor was eventually disconnected from the SCADA system and turned off in 2018-2019.

Since 2020 the seismic valve is currently connected and controllable by the water operators through SCADA however the seismic sensor remains out of service to this date.

In June of 2021, both WSP and a sales representative for the seismic sensor company carried out a site visit to the Tatlow Station and advised that the seismic sensor currently installed is no longer supported for parts and services. It was recommended that a new seismic sensor be purchased rather than attempting repairs of the currently installed sensor.

Staff have reached out to the seismic sensor sales company to request an updated quote on the cost to purchase and install a new sensor for Tatlow Station and will be providing SCADA wiring and programming details as per the company's request.

### **STRATEGIC WORK PLAN IMPLICATION**

It should be noted that there currently is no budgeting for the purchase and installation of this item. In addition, work on this project may impact the progress of other projects adopted and scheduled in the strategic plan.

### **CONCLUSION**

In response to a request from Council, staff is providing documentation pertaining to SCADA to a seismic sensor sales company to allow for the provision of a quote on the cost of a new seismic sensor. Staff is seeking direction from Council to allow purchase and installation of a new seismic sensor once a quote has been received. Should the cost of the project be higher than \$10,000, new direction will be sought.



**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, 12<sup>th</sup> 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 always 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 Expedient<sup>1</sup>
  - (o) Notices of Motions and Matters for Introduction at Future Meetings<sup>2</sup>
  - (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.

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<sup>1</sup> See Section 24 – Late Items and Section 26 – Other Matters Deemed Expedient

<sup>2</sup> 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 October 10, 2023

READ A THIRD TIME on October 23, 2023

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

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Chief Administrative Officer

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

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

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, March 2, 2023 in person and via Zoom.

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

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

**1. ADOPTION OF THE AGENDA**

**1.1 March 2, 2023 Regular Meeting Agenda**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for March 2, 2023 as circulated.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 September 22, 2022 Regular Meeting Minutes**

**It was MOVED and SECONDED**

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

**CARRIED**

**3. INVITED PRESENTATIONS**

None.

#### **4. REPORTS FROM COMMITTEE OR STAFF**

##### **4.1 2022 Financial Actuals – Sasamat Fire Protection Service**

On a budget with total expenditures of \$880,326, the SVFD function was under budget by \$588,369, or 60 percent (60%). This was primarily due to the unavailability to procure the firefighting apparatus. There was an overage of \$39,866 for repairs and maintenance in the line item “Other Expenses” due to engine 3 having almost \$14,000 in unplanned repairs following aerial and pump test inspections as well as unbudgeted maintenance costs for three new assets procured for use in 2022 (a single and tandem axel trailer, and the Ford F-150 truck).

Discussion ensued as to whether the “Other Expenses” were an operating or capital cost. Understanding is that it is currently expensed as an operating cost. Further discussion on whether such expenses and similar expenses should be treated as capital and hence financially split 50/50 between the two municipalities. MV staff to consult with MV Finance and report back to the Board with additional information.

MV staff cannot always complete the commercial vehicle inspections and have had to contract this out which has led to increased costs. MV will look at completing these inspections in house as often as possible.

##### **It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2022 financials as presented in the report dated February 28, 2023 titled “2022 Financial Actuals – Sasamat Fire Protection Service”.

**CARRIED**

##### **4.2 2023 SVFD Quarterly Work Plan**

Audiometric and Fit Testing will likely be pushed to Q2. Live Fire training will also likely be pushed to Q2 due to the facility already being booked.

##### **It was MOVED and SECONDED**

That the SVFD Board of Trustees endorse the work plan as presented in the report dated February 28, 2023 titled “2023 SVFD Quarterly Work Plan”.

**CARRIED**

##### **4.3 Equipment Procurement Update**

Timeline for delivery of new firetruck was updated in a meeting that occurred in January. The expected delivery is mid-September to late October. Anticipate

weekly updates will be provided by manufacturer starting this spring.

There was discussion of what the exact date of the order was, some Trustees recall that the order was approved at a meeting in 2020. MV staff to confirm order dates.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the verbal Equipment Procurement update.

**CARRIED**

**4.4 Fire Chief's Report**

**Manpower** – Currently 45 responders. There are currently 3 new recruits in training.

**Equipment** – Generator at the Anmore hall may need to be replaced due to its age and a lack of available parts. Moving engine 1 to Belcarra.

**Halls and Grounds** – A 5" sinkhole has developed in front of the Rescue 5 bay at Anmore hall. May end up using cold-patch for now due to the high cost of repairs.

**Training** – A FR Recertification class took place the weekend of February 25<sup>th</sup>. A new group of four recruits will begin training in March. Jay Sharpe will be attending the Volunteer Fire Chief's Association of BC's one-day education summit in Kamloops on March 4<sup>th</sup>.

**Reports and Information:**

Call Outs – 2022 included the highest number of call-outs ever. Some multiple medical calls due to one resident. Majority of alarm callouts were false alarms. Burning complaints were way down.

Transition to FireQ Standard for dispatch services.

Applied for and received a \$26k UBCM grant.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated March 2, 2023, titled "SVFD Fire Chief's Report".

**CARRIED**

**5. INFORMATION ITEMS**

**5.1 2022 Call-Out Statistics**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated February 28, 2023 titled "2022 Call-Out Statistics".

**CARRIED**



**6. OTHER BUSINESS**

**6.1 E-Comm**

Influx of cash from the provincial government to E-comm, mainly for Next Generation 911. SVFD currently uses dispatch service through Surrey.

**6.2 Funding for new fire hall**

No report available at meeting, Bill Duvall to follow up with an email.

May need to rent a facility to store/cover trucks. Revisit initial assessments as they may not be to standard now.

There was discussion about ability to modify tax bill. Further discussion on how rate is calculated.

At this point the BOT invited questions/comments from public in attendance. There was discussion on the timeline to have money available for purchase of new fire hall as well as sources of revenue.

MV staff to confirm the current status of funding for new fire hall.

**7. ADJOURNMENT/CONCLUSION**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of March 2, 2023.

**CARRIED**

(Time: 8:07 p.m.)

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

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, June 1, 2023 in person and via Zoom.

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

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

**1. ADOPTION OF THE AGENDA**

**1.1 June 1, 2023 Regular Meeting Agenda**

Addition of section 4.2 for Liisa Wilder to provide a short presentation.  
Due to Mayor Ross running late, it is proposed to move the Fire Chief report to item 3.2.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for June 1, 2023 with amendments provided at the June 1, 2023 Board of Trustees meeting.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 March 2, 2023 Regular Meeting Minutes**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes for its regular meeting held March 2, 2023 as circulated.

**CARRIED**

### 3. REPORTS FROM COMMITTEE OR STAFF

#### 3.1 2023 SVFD Quarterly Work Plan Update

Bill Duvall briefly reviewed the 2023 Work Plan and thanked Chief Sharpe for recently hosting MV Fleet staff along with the MV Director of IT and Fleet Management Brent Krezan on a tour of both fire halls and a review of existing fleet assets.

Bill Duvall reported that the new fire truck was on track for delivery to SVFD by mid-October.

Fire Chief Sharpe added that the Department is progressing nicely with respect to the action items and it should have the rest of the action items targeted for completion by end of Q2 done relatively soon.

#### It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information a status update of the work plan as presented in the report dated May 29, 2023 titled "2023 SVFD Quarterly Work Plan Update".

#### CARRIED

Following this, there was a question from the Trustees regarding the urban interface fires and whether there have been any changes at MV protocol or resources given the recent increase in risk.

Bill Duvall replied that MV is making this a priority, one example being the bi-weekly Interface Wildfire coordination calls with various MV departments.

Bill Duvall praised the excellent work by the volunteer SVFD fire fighters in relation to the May 5<sup>th</sup> wildfire located on a south facing cliff located in the Village of Belcarra on the border of Belcarra Regional Park. This incident also highlighted the strong relationship between the SVFD, MV and BC Wildfire. In this respect, Chief Sharpe provided a brief timeline of events of the Sasamat fire that evening. There was discussion about the fire conditions in Belcarra and Anmore. According to an evaluation done by an arborist, the local area of trees is 80% dead and rated the conditions as mid-August (in May).

#### 3.2 Fire Chief's Report

**Manpower** – Currently 39 responders.

**Equipment** – Engine 3 passed both inspections.

Belcarra WIFF trailer continues to be outfitted.

Coquitlam fire donated a hose.

Working on specifications for the Tender 2 replacement.

New engine 3 chassis arrived at fabrication.

**Halls and Grounds** – Main truck bay overhead heater in Anmore hall needs to be replaced before winter.

**Training** – Members attending wildland exercise at Buntzen Lake for simulated

wildland fire fighting.

Jay opting not to go to Fire Chiefs Conference this year.

**Reports and Information:**

Callouts are trending similarly to last year.

There have been two recent retirements.

Switched dispatch app over to Fire Q. New system great for records management.

Radio system is a legacy system and is needing replacement. BC Communications did an assessment and most equipment is at end of life. The antennae at Belcarra is the original from the 70's.

Discussion ensued and the Trustees asked when these funds would be required. This would be a two-part plan, funding would be required for immediate concerns and then the other items would be addressed at a later date. The Trustees agreed that the recommendations in the BC Communications report are excellent and agree with the two-part plan. In order to access the funds from the SVFD Communication Fund, the motion will need to have approval from the Board.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees recommend the release of up to \$30,000 from the Sasamat Volunteer Fire Department's Communications Capital Reserve Fund for replacement of the Belcarra Fire Hall antenna as recommended by B.C. Communications' audit dated March 22, 2023 recommendations 2, and 4 through 10.

**CARRIED**

Jay Sharpe provided next steps, after completing these initial recommendations SVFD will need to eventually move to capital upgrades.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated June 1, 2023, titled "SVFD Fire Chief's Report".

**CARRIED**

**3.3 2023 Year to Date Financials as at April 30, 2023 – Sasamat Fire Protection Service**

On a YTD budget of \$138,493 the function is currently under budget by \$49,224. YTD variance in salaries and benefits is due to pay schedule for volunteer fire fighters. Materials and supplies is over budget as there was a larger uniform and glove order. The spend rate is not anticipated to continue through the rest of the year. Other expenses captures travel, training, conference, mileage, vehicle allocation and catering.

It was brought up that the ladder truck expense came out of the operating budget.

Bill Duvall provided an explanation on how Metro Vancouver initially dealt with this. Discussion ensued on the fairness of having these types of expenses come from either capital or operating fund. Trustees would like further clarity on this issue at the next meeting.

Discussion moved to the building of new fire halls, a capital refurbishment. Fire fighters will need to operate out of another location while this is going on. Anmore plans to move forward on this next year.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2023 financials as presented in the report dated May 29, 2023 titled "2023 Year to Date Financials as at April 30, 2023 – Sasamat Fire Protection Service".

**CARRIED**

**4. OTHER BUSINESS**

**4.1 SVFD Branded Jackets**

Chief Sharpe confirmed that as long as this does not pull money from the other approved budget envelopes, this type of gesture is greatly appreciated by the volunteers.

Bill Duvall will come back with some pricing for the Trustees.

**4.2 CRAB Fundraising Event**

The Community Recreation Association of Belcarra held a pub event and donated the proceeds of the raffle in the amount of \$450.

**It was MOVED and SECONDED**

MV staff and Trustees to draft a letter thanking CRAB for the donation in the amount of \$450.

**CARRIED**

**4.3 Fire Hall Replacement**

Trustees agree that messaging needs to go out to community regarding upcoming fire hall replacement. Will start working on a letter to go out in the fall via mail. The letter should include details on recruitment, what the SVFD and volunteers do for the community and the financial aspect (cost per household).

**It was MOVED and SECONDED**

Direct MV staff to work on a draft a letter for delivery in early fall to the residents of Belcarra and Anmore.

**CARRIED**

5. **ADJOURNMENT/CONCLUSION**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of June 1, 2023.

**CARRIED**

(Time: 8:52 p.m.)

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

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Wednesday, September 6, 2023 in person and via Zoom.

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

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

**1. ADOPTION OF THE AGENDA**

**1.1 September 6, 2023 Regular Meeting Agenda**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for September 6, 2023 as circulated.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 June 1, 2023 Regular Meeting Minutes**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes for its regular meeting held June 1, 2023 as circulated.

**CARRIED**

**3. REPORTS FROM COMMITTEE OR STAFF**

**3.1 2024 Draft Budget – Sasamat Fire Protection Service**

Bill Duvall provided an overview of the 2024 Draft Budget. The 2023 budget has an increase in operation costs as a consequence mainly of the following: increase in

insurance, legal expenditures, additional monies for contracted services, Surrey Dispatch services, natural gas, and additional expenditures for vehicle allocation. Capital reserve contributions remain steady.

Bill discussed adding an additional item to the budget for the purchase of SVFD branded jackets. A sample jacket was shown to the Trustees. The cost for 49 jackets would be just under \$15,000.

Discussion moved to the capital equipment reserve and upkeep for facilities. Anmore Fire Hall does not currently have heating. It would be approximately \$8,000 to replace the heating system. It was suggested there be a motion to increase the contribution for this expense.

Attachment 2 was discussed and Bill reviewed the additional key action items.

Attachment 3 showed projected reserves. The Capital Reserve Fund will be at \$636,400 at the end of 2023. The Communications Capital Reserve Fund has not had contributions for quite some time. The Emergency Equipment Fund has a total contribution of \$5,000 per year, and the Capital Facility Fund a contribution of \$348,000 for 2024.

Discussion followed regarding the Emergency Equipment Reserve Fund and what it would be used for. Bill confirmed that it is infrequently used. Jay Sharpe brought up the current radio system and capital required to upgrade both Fire Hall's antennae. He recalled that the last time this fund was used was about 10-12 years ago to replace a pump on a fire truck.

Discussion continued on the radio system upgrade. Regional radio would put SVFD on the same platform as other regional police and fire organizations. Long term plan would be to upgrade to regional radio. SVFD currently pays \$7,000 to Surrey dispatch whereas E-Comm would cost \$30,000. Rough timeline is 5-10 years when SVFD will have to upgrade. Proposed motion to add continuous contribution.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees authorize an increase of \$15,000 to the Service's Operating Program in 2024 for the purchase of SVFD branded jackets.

**CARRIED**

**It was MOVED and SECONDED**

That the SVFD Board of Trustees authorize an increase in 2024 contribution to the Communications Capital Reserve Fund of \$10,000, or \$5,000 by each village.

**CARRIED**



**It was MOVED and SECONDED**

That the SVFD Board of Trustees authorize an increase to the 2024 contribution to the Emergency Equipment Repair Fund by \$5,000, bringing the total contribution to \$10,000 (\$5,000 contribution by each village).

**CARRIED**

**It was MOVED and SECONDED**

That the SVFD Board of Trustees receive for information a status update of the work plan as presented in the report dated August 30, 2023 titled "2023 SVFD Quarterly Work Plan Update".

**CARRIED**

There was then discussion on the construction of the new fire halls. There was a comment about the timeline and that it may be worth continuing to fund reserve. There would be significant costs to factor in during the rebuilds. Discussion deferred until other business.

**3.2 2023 SVFD Quarterly Work Plan Update**

Jay Sharpe provided an overview of the Work Plan. The third quarter items are ongoing; the ladders need to be tested yearly. They will be adding a couple of new operational guidelines.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees receive for information the update to the Quarterly Work Plan as presented in the report "2023 SVFD Quarterly Work Plan Update" dated August 30, 2023.

**CARRIED**

**3.3 Fire Chief's Report**

**Manpower** – Currently 39 responders.

**Equipment** – Belcarra WIFF trailer continues to be outfitted.

Tender 2 water truck – require to bring water as Villages lacking fire hydrants.

Engine 3 moved to reserve status.

**Halls and Grounds** – Main truck bay overhead heater in Anmore hall needs to be replaced before winter.

**Training** – 60 hours for each person to complete FR training over and above regular firefighting training.

Have started to do school tours again for purpose of public education.

**Reports and Information:**

New Engine 3 progressing as expected and appears to be on schedule.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 6, 2023, titled "SVFD Fire Chief's Report".

**CARRIED**

**4. RESOLUTION TO CLOSE MEETING**

Trustees agreed to address item 5.0 prior to passing resolution to close meeting.

**5. OTHER BUSINESS**

**5.1 Village of Anmore and Belcarra Letters**

Continue to face issues on how and when to replace fire halls. Could seek another assessment, however may not be fiscally feasible.

Trustees then discussed fire hall on Bowen Island and others in the region. Design should include dorm area to allow space for younger crew. Turnout gear is also required to be housed in a separate space.

Three apparatus currently being housed at community member's houses.

Bill Duvall suggested directing MV staff to provide a report for Trustees to consider outlining the anticipated procurement process.

Trustees suggested it would be a good idea to organize another tour. Bill will look into organizing a tour of the Bowen Island fire hall. Include Chief Sharpe and the two Deputy Chiefs.

It was suggested to start scheduling regular meetings (every 2 months) to begin planning.

First meeting targeted for end of October.

**It was MOVED and SECONDED**

Trustees direct MV staff to work with the SVFD Fire Chief and provide a report for Trustees' consideration at the next SVFD Trustees Meeting with respect to a recommendation on the two fire hall building requirements in light of their current and anticipated future operational needs, along with a recommended procurement process with estimated time horizon and budget range to facilitate building the two new fire halls.

**CARRIED**

**5.2 Questions from Public in Attendance**

Chair Penner recognized the public in attendance and opened up the meeting to any questions.

There was a question from the public on who funds the construction and over what period of time. Money could be drawn down from Capital Facility Fund with 50/50 split from each Village. There would also be financing options for the villages.

There was a question as to whether or not this included both fire halls and which hall would be built first. The report would cover both halls.

There was a further question on the timing, when would construction start.

Cannot provide a date now, the meeting at the end of October and the report will begin to set out the process.

**4.(CON'T) RESOLUTION TO CLOSE MEETING**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees close its regular meeting scheduled for September 6, 2023 pursuant to the *Community Charter* provisions, Section 90 (1) (c) as follows:

“90 (1) A part of the meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

...

(c) labour relations or other employee relations;”

**CARRIED**

**6. ADJOURNMENT/CONCLUSION**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of September 6, 2023.

**CARRIED**

(Time: 9:00 p.m.)

**From:** MCF Info MCF:EX <[MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca)>

**Sent:** Tuesday, October 31, 2023 11:36 AM

**To:** Connie Esposito <[cesposito@belcarra.ca](mailto:cesposito@belcarra.ca)>

**Subject:** Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

**VIA E-MAIL**

Ref: 282965

Your Worship Mayor Jamie Ross and Council

Belcarra

E-mail: [belcarra@belcarra.ca](mailto:belcarra@belcarra.ca)

Dear Mayor Ross and Council:

As Minister of Children and Family Development, I am once again honoured to declare that November will be recognized as Adoption Awareness Month, and I invite you to celebrate with me and help raise awareness for children and youth still waiting for permanent families.

Adoptive families make a difference in the lives of children and youth by providing care, stability, and a sense of belonging. This month, the province is celebrating the families that give children and youth love and support as permanent members of their family. These families ensure that children and youth have a strong foundation to build their lives and stay connected to their community and culture.

November is also about recognizing that there are children who are still in need of permanent homes. Every child deserves the love and support of a nurturing family. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia, including:

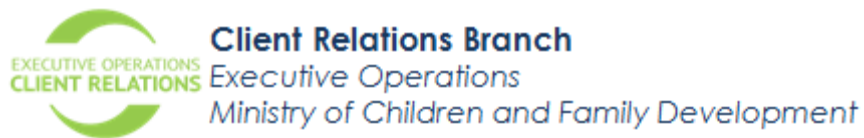
- The [Ways to Adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country;
- [Adopt BC Kids](#) is an online portal that provides British Columbians wishing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

Please join me in celebrating November as Adoption Awareness Month. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean  
Minister

*Sent on behalf of the Minister by:*



**This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: [MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca).**