



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MEETING AGENDA  
Village Hall  
November 20, 2023  
7:00 PM**



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

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

**COUNCIL**

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

**1. CALL TO ORDER**

Mayor Ross will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, November 20, 2023**

**Recommendation:**

That the agenda for the Regular Council Meeting, November 20, 2023 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, November 6, 2023**

**Recommendation:**

That the minutes from the Special Council Meeting held November 6, 2023 be adopted.

**3.2 Regular Council Meeting, November 6, 2023**

**Recommendation:**

That the minutes from the Regular Council Meeting held November 6, 2023 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

**5. REPORTS**

- 5.1** Ken Bjorgaard, Financial Consultant, staff report dated November 20, 2023 regarding Village of Belcarra Municipal Policies & Procedures Policy No. 227

**Recommendation:**

That Village of Belcarra Municipal Policies & Procedures Policy No. 227 be approved.

- 5.2** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated November 20, 2023 regarding an update on Public Works operations

**Recommendation:**

That the report dated November 20, 2023 regarding the Public Works operational update be received for information.

- 5.3** Amanda Seibert, Corporate Officer, staff report dated November 20, 2023 regarding the Regular Council Meeting schedule for 2024 and the Acting Mayor schedule appointments for the 2023-2024 term.

**Recommendation:**

That the Regular Council Meeting schedule attached to the staff report dated November 20, 2023 be adopted; and further

That the Acting Mayor schedule and appointments for December 2023 to November 2024 as attached to the staff report dated November 20, 2023 be approved.

- 5.4** Amanda Seibert, Corporate Officer, staff report dated November 20, 2023 regarding the development of a privacy management program as per the Freedom of Information and Protection of Privacy Act (FOIPPA)

**Recommendation:**

That a \$6,000 budget be established in 2024 for the development of a privacy management program (PMP) and for related training, with funding coming from the Financial Stabilization Reserve.

- 5.5** Amanda Seibert, Corporate Officer, staff report dated November 20, 2023 regarding Public Notice Bylaw No. 618, 2023

**Recommendation:**

That Village of Belcarra Public Notice Bylaw No. 618, 2023 be read a first, second time and third time.

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

The Mayor attended the following events:

- TransLink Mayors' Council Public Affairs & Governance Committee – November 8, 2023
- Coquitlam RCMP Officer In Charge Awards – November 8, 2023
- Minister Ravi Kahlon -Technical Briefing re Housing Announcements – November 9, 2023

- Remembrance Day Ceremony, Port Moody Power & Sail Squadron – November 11, 2023
- CRAB Winter Fair – November 12, 2023
- Metro Vancouver Mayors Committee Meeting – November 16, 2023
- Joint Mayors' Council & TransLink Board Investment Plan Workshop – November 17, 2023

**7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER**

**8. BYLAWS**

**9. CORRESPONDENCE/PROCLAMATIONS**

**INFORMATION ITEMS**

- 9.1** Klaus Bever, Belcarra resident, email dated October 20, 2023 regarding a motion passed by Council on October 10, 2023 on the budgeting and repairing of the Tatlow and Dutchmen Creek tanks.
- 9.2** Debra Struk, Belcarra resident, email dated November 2, 2023 regarding groundwater spraying herbicide
- 9.3** Minister of Housing, Ravi Kalon, letter dated November 9, 2023 providing information on new Provincial legislation to support local government housing initiatives.

**Recommendation:**

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

**ACTION ITEMS**

No items.

**10. NEW BUSINESS**

**11. PUBLIC QUESTION PERIOD**

**12. ADJOURNMENT**

**Recommendation:**

That the November 20, 2023 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA  
SPECIAL COUNCIL MEETING MINUTES  
November 6, 2023**



This meeting was held in Council Chambers

**Council in Attendance**

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

**Staff in Attendance**

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

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

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**That the agenda for the Special Council Meeting of November 6, 2023 be approved as circulated.**

**CARRIED**

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

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the November 6, 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:**

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

**CARRIED**

**4. ADJOURNMENT**

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

**That the November 6, 2023 Special Council Meeting be adjourned.**

**CARRIED**

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

Certified Correct:

---

Jamie Ross  
Mayor

---

Amanda Seibert  
Corporate Officer



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MEETING MINUTES  
November 6, 2023**



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

**Council in Attendance**

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

**Staff in Attendance**

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

**Others in Attendance**

Laura Beveridge, Pooni Group Consulting  
Peter Smith, Smithcraft Architecture, ELC representative  
Bryant Ko, ELC representative

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

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

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

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

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

**CARRIED**

**3. ADOPTION OF MINUTES**

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

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

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

**CARRIED**

**3.2 Regular Council Meetings, October 10, 2023 and October 23, 2023**

Moved by: Councillor Elworthy  
Seconded by: Councillor Wilder

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

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

No items

**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**

The Planning Consultant reviewed the report. She advised that the planners felt ELC provided sufficient information in response to a deferred report and recommended that the applicant be moved forward through the application process.

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**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.**

Council discussed the next steps in the procedure with a focus on consultation required with other agencies.

The Mayor opened the floor to comments from the public.

Deborah Struk, Belcarra resident, referred to the historical use of the property by a camp and questioned the current restrictions.

The Chief Administrative Officer advised on requirements for development applications.

Sy Rogers, Belcarra resident, queried on the length of time it may take for the application to go through the rezoning process.

The Planning Consultant responded to the question. She gave an approximate time of six months to one year, however, she quantified that such a timeline will depend on required material being provided by the applicant.

It was the consensus of Council that the Planning Consultant provide an interim report identifying the outcome of preliminary discussions with other agencies.

The Mayor called the question on the motion.

**CARRIED**

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

The Chief Administrative Officer reviewed the report. She advised that input from residents received in response to the public hearing indicated a preference to return the Official Community Plan to the OCP Review Committee for review and feedback.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**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.**

Council discussion ensued on the preference to return the draft document as presented at the September 11, 2023 Council Meeting to the committee.

The Mayor opened the floor to comments from the public

Sy Rogers, Belcarra resident, commented on the changes made to the draft OCP document between 2022 and 2023 and asked whether future meetings of the committee will be public.

The Chief Administrative Officer advised on some of the revisions made in the 2023 document. She also advised that the committee meetings will be open to the public, stated that no public participation in the meeting will take place and that the meeting will be livestreamed.

Lynda Spence, Belcarra resident, queried on the timeline for the next public hearing.

The Chief Administrative Officer outlined the steps to be taken to get to the next public hearing and offered a tentative timeline.

The Mayor called the question on the motion.

**CARRIED**



- 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.

The Public Works & Emergency Preparedness Coordinator reviewed the report. He advised on work done by staff and indicated that \$20,00 will be required to complete work on the east wing wall.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

**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.**

**CARRIED**

**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.

The Corporate Officer advised on the procedure for dealing with a deferred motion.

Moved by: Councillor Wilder

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.**

The Public Works and Emergency Preparedness Coordinator reviewed the report from the July 10, 2023 Council meeting and advised on the business case of purchasing a new seismic sensor.

Council discussion ensued on the dialogue held when the item was first presented and the changes in functionality of the type of sensor staff was proposing to purchase since the July 10 report

The Mayor opened the floor to questions from the public.

Ian Devlin, Belcarra resident, queried on the function of the seismic sensor and whether the water operators will still be able to activate the seismic sensor through the SCADA system. He felt that the cost for a new seismic sensor was an expensive proposition.

Klaus Bever, Belcarra resident, queried whether Public Works is aware of any other seismic sensors in use in Metro Vancouver, which municipalities they may be in and what they are used for.

Staff provided responded to questions asked by the public.

The Mayor called the question on the motion.

**DEFEATED**

Mayor Ross, Councillor Clark, Councillor Elworthy, Councillor Ruzycki, and Councillor Wilder voted in opposition

## **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
- The Mayor was invited by the Port Moody Power & Sail Squadron to join in the laying of wreaths in Belcarra Park on Remembrance Day.

### **6.2 Councillors' Reports**

Councillor Wilder reported that she, Mayor Ross and Councillor Ruzycki attended HAVAN's annual CONNECT Municipal Dinner.

She advised that the Annual Coats for Kids Campaign begins on November 14 and runs through to December 1 and encouraged residents to donate. She also advised that a drop-off location will be made available at the Village hall.

Councillor Ruzycki commented on the annual CONNECT Municipal Dinner and advised that the City of Vancouver Mayor Ken Sim was the event speaker.

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

The Chief Administrative Officer advised that the Village Office was closed on November 13 in lieu of Remembrance Day. She reported that she and the Corporate Officer attended a law seminar hosted by Lidstone and Company which had covered numerous topics relevant to Councils.

## **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.

The Chief Administrative Officer advised that the bylaw will require public notification prior to adoption. She requested that staff be directed to provide notification to the public.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the appropriate statutory notice under section 124 of the *Community Charter* providing notification of the repeal of Council Procedure Bylaw No. 593, 2021 be published prior to the adoption of Council Procedure Bylaw No. 617, 2023.**

**CARRIED**

## **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

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

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

**CARRIED**

### **ACTION ITEMS**

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

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

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

**CARRIED**

## **10. NEW BUSINESS**

## **11. PUBLIC QUESTION PERIOD**

Sy Rogers, Belcarra resident, queried on the real cost of building a fire hall.

Mayor Ross advised on projected numbers for construction per fire hall.

Lynda Spense, Belcarra resident, asked whether the use of a designer for the fire hall is a necessity and whether a design for another small village fire hall can be replicated.

Mayor Ross responded to the question.

Sy Rogers, Belcarra resident, asked whether Belcarra has thought to approach Port Moody for fire fighting in a manner similar to how the Village uses Coquitlam RCMP.

Mayor Ross advised on complexities involved should Port Moody provide fire fighting services. Councillor Clark advised on the requirement for a municipality to have a fire hall at an 8 km distance in order to qualify for insurance.

Peter Boekhout, Belcarra resident, questioned a motion of deferral made at a Sasamat Volunteer Fire Department Board of Trustees Meeting. He also asked if it was viable to have a fire hall completed by 2026.

The Mayor advised on the request for deferral and the projected completion date for a fire hall.

Joe Weber, Belcarra resident, queried whether the replacement of the Village Hall was being contemplated.

Mayor Ross advised that this was not being contemplated at this time.

Deborah Struk, Belcarra resident, referred to an email dated November 2 with regard to the spraying of herbicides and questioned why residents were not notified, why spraying was being carried out on a holiday weekend and why the person carrying out the spraying work was taking photos of residents' properties.

The Chief Administrative Officer responded to questions and concerns and advised that a report will be provided by the Invasive Species Council on the work that was done.

## 12. ADJOURNMENT

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

**That the November 6, 2023 Regular Council Meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 8:31 pm

Certified Correct:

---

Jamie Ross  
Mayor

---

Amanda Seibert  
Corporate Officer



## COUNCIL REPORT

**Date:** October 10, 2023  
**From:** Ken Bjorgaard, Financial Consultant  
**Subject:** Village of Belcarra Municipal Policies & Procedures Policy No. 227

---

### Recommendation

That Village of Belcarra Municipal Policies & Procedures Policy No. 227 be approved.

### Purpose

This report introduces a Municipal Policies & Procedures Policy (Policy) (see attached). This foundational Policy provides clarity around Council policy versus administrative policy and procedures, and therefore distinguishes between the governance and administration or operational roles.

### Background

Questions always come up as to which policies and/or procedures fall under the governance realm versus administration or operations, and what is the difference between policy versus procedure? The attached Policy answers these questions and by doing so will lead to more effective and efficient governance and administration.

Development of this Policy is one of the initiatives in Council's Strategic Work Plan which falls under the stated goal of "We will operate efficiently and effectively to provide value and service to our community and residents". The specific initiative in the Work Plan is as follows:

- Develop and adopt Policy on Council versus Administrative Policies/Procedures

### Conclusion

In order to operate efficiently and effectively it is important to distinguish between policy and procedure, and to clarify which falls under the purview of Council versus administration. The attached Policy clarifies these issues.

Appendix A: Village of Belcarra Municipal Policies & Procedures Policy No. 227



**VILLAGE OF BELCARRA**  
**CORPORATE POLICY NO. 227**



**TITLE:       Municipal Policies & Procedures Policy**

<b>AUTHORITY:</b> <input checked="" type="checkbox"/> <b>Administrative/Legislative</b> <input type="checkbox"/> <b>Operational</b> <input type="checkbox"/> <b>Council</b>		
<b>APPROVAL:</b> Council	<b>ISSUED BY:</b> Administration	<b>EFFECTIVE DATE:</b>
		<b>REVIEW DATE:</b>

**BACKGROUND:**

It is important to have a clear understanding of Council Policy versus Administrative Policy and Procedure, as Council Policy is under the authority of the elected or governing body and Administrative Policy and Procedure is the responsibility of Administration. Understanding and clearly differentiating between policy and procedure, and having a formalized system of implementation and review, makes for effective and efficient local government.

**PURPOSE:**

The purpose of this Council Policy is to provide guidelines and standards to support the effective development, maintenance and implementation of Village policies and procedures.

**POLICY:**

**1. Definitions**

**“Administration”** means the department headed by the Chief Administrative Officer that is responsible for the overall functioning of the Village including support for Council and oversight of operations and other departments.

**“Administrative Policy”** means Policy statements that guide the operational and/or internal work processes of Administration.

**“Administrative Procedure”** means the tasks or steps required to follow or implement Council Policy or Administrative Policy, including the assignment of roles and responsibilities, and the detailed steps that outline a particular way of accomplishing something or of acting.

**“Chief Administrative Officer”** means the individual appointed by Council to the position of Chief Administrative Officer (or their designate) as the head of Administration.

**“Council”** means the duly elected officials of the Village, those being the Mayor and Councillors.

**“Council Policy”** means Policy statements that provide strategic direction on programs and services delivered by the Village which impact or affect citizens or customers, and Policy statements that provide direction to the Chief Administrative Officer in terms of human resources issues, and/or Policy statements that require Council’s approval because of legislative or regulatory requirements.

**“Village”** means the Village of Belcarra.

**“Policy”** means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

## **2. Council Policy**

All Council Policy must receive legislative or Council approval, including any amendments or rescindments. Any Administrative Procedure related to a particular Council Policy shall be cross-referenced on the applicable Council Policy.

## **3. Administrative Policy**

All Administrative Policy must be approved by the Chief Administrative Officer, including any amendments or rescindments. Any Administrative Procedure related to a particular Administrative Policy shall be cross-referenced on the applicable Administrative Policy. Administrative Policies can be developed for departmental use or be developed for and apply on a corporate-wide basis.

## **4. Administrative Procedure**

Administrative Procedure must be approved by the Chief Administrative Officer. Administrative Procedure can be developed for, departmental use, or be developed for and apply on a corporate-wide basis. Administrative Procedure can be stand-alone and does not have to be related to a particular Policy. Where Administrative Procedure is integral to or cannot be separated from Policy statements, so as to ensure understanding of the Policy statements, it can be integrated into Council Policy or Administrative Policy.

The Chief Administrative Officer shall approve all Administrative Procedures that relate to a Council Policy or that apply on a corporate-wide basis

## **5. Responsibilities – Administration**

Administration is responsible for developing and implementing Council Policy, Administrative Policy and Administrative Procedure, including monitoring and evaluating their effectiveness and ensuring that a formalized Administrative Procedures are in place for effective implementation and review. Council Policy may be developed by Administration upon direction from Council.

## **6. Responsibilities – Chief Administrative Officer**

The Chief Administrative Officer shall review Council Policies, Administrative Policies and Administrative Procedures regularly to ensure that they continue to be relevant, current and support the achievement of the desired results.

The Chief Administrative Officer shall also determine which directives are Council Policy versus Administrative Policy versus Administrative Procedure, as well as which apply on a department or corporate-wide basis. In addition, the Chief Administrative Officer shall determine whether Administrative Procedure needs to be integrated into Council or Administrative Policy, and thus be subject to the same approvals.

## **Policy Review**

This policy may be reviewed in October 2024.



## COUNCIL REPORT

**Date:** November 20, 2023

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

**Subject:** Public Works Operations Update

---

### Recommendation

That the report dated November 20, 2023 regarding the Public Works operational update be received for information.

### Purpose

To provide Council with an update on Public Works projects and on-going activities.

### Background

The following work has been or is currently being done by Public Works staff:

#### Tatlow Station:

The excavation work and fencing around the Tatlow Station was completed by staff in the last quarter. The work was carried out to provide access for Public Works staff to a safe path around the reservoir and the ability to safely clean and maintain the outside of the tank. Staff are now planning to pressure wash the outside of the reservoir in early Spring.

While reshaping the area around the reservoir, the excavator operator was asked to channel a proper drainage path around the cement foundation to direct water away from the reservoir.

Public Works staff used road mulch to build up the roadway to the main gate at Tatlow Station in order to fill the gap between the bottom of the gate and the road surface. It was noted that Tatlow roadway (road-end) to the Tatlow Station generally is in poor condition particularly in the wintertime and should be paved. This item will be brought forward to the 2024 Budget.

With respect to other deficiencies listed on the inspection report provided by WSP Engineering, a date to drain the reservoir and repair the tank glass lining as well as replace the interior ladder will be scheduled for late Spring. Contractors will be engaged in the New Year, as well as the Fire Chief to make plans to drain the reservoir and complete the work.



Culvert Work at 3600 Bedwell Bay Road:

On November 15, 2023, work began on Bedwell Bay Road to replace a culvert crossing Bedwell Bay Road that was broken and had the potential to negatively impact the underlying road base. The road was cut and trenched, and a new culvert and catch basins were installed.

Engineering for a Sprinkler System at Municipal Hall:

Staff are requesting quotes for an engineering design for a sprinkler system at the Village hall.

It should be noted that the assessment will not include the Public Works building or the fire hall.

Marine Avenue Road Repair:

The geotechnical investigation has now been completed on Marine Avenue. It is anticipated that EXP Geotechnical Engineering will provide a report in the near future to allow staff to determine next steps required for pavement rehabilitation based on geotechnical recommendations and bring a report to a future Council meeting.

Kelly Road and Bedwell Bay Road Upgrade Project:

The surveying work on both Kelly Road and Bedwell Bay Road is complete. ISL Design Engineers are working on preliminary profiles and sections. It is anticipated that this work will be completed by the end of next week for an initial review by staff and a report will be provided to Council at a future meeting.

Public Works staff are also working on the following:

- Exercising air valves:
  - The annual maintenance program of exercising all accessible air valves has begun. This project started November 6 and is scheduled to continue through to the end of the month. Staff have replaced 5 of the 17 air valves this year and will do the same next year and the year after until all have been replaced. The valves are 12 years old and a replacement budget has been established for 5 valves every year until all have been replaced.
- Residential meter reading:
  - A bi-annual inspection of residential meter boxes will be conducted. A bi-annual meter box inspection program has been maintained for the past 3 years. The Strategic Plan – Water System Improvements notes that a water metering business case will be completed by September 2024. This data will form part of the proposal. The purpose of this activity is to:
    - Assess condition of the equipment
    - Track outstanding connection permits and ensure the actual connected properties match our records of listed property connections.
    - Record water usage data of each property.

- “No Parking” signage:
  - Approximately ten additional “No Parking” or “Permit Parking Only” signs along Bedwell Bay Road will be installed. This is being done to ensure parking infraction tickets are upheld when reviewed by an adjudicator.
- Winter Preparations:
  - Road salt has now been delivered and salting and plowing equipment is prepared and ready for winter. Salt and plow operator training is currently being provided to the WARD/Bylaw Officer for weekend and emergency call-in duty. It is anticipated that this training will add value to the WARD/Bylaw position and increase cost efficiency.

## **Summary**

All operation and maintenance activities are being completed on schedule. The capital projects are also moving forward as expected as we move closer to winter conditions which commonly slow down or delay roadwork projects.



## COUNCIL REPORT

**Date:** November 20, 2023

**From:** Amanda Seibert, Corporate Officer

**Subject:** **2024 Council Meeting Schedule**

---

### Recommendation

That the Regular Council Meeting schedule attached to the staff report dated November 20, 2023 be adopted; and further

That the Acting Mayor<sup>1</sup> schedule and appointments for December 2023 to November 2024 as attached to the staff report dated November 20, 2023 be approved.

### Purpose

To present the 2024 Council Meeting Schedule with details on variations to the regular meeting schedule and to provide the schedule for the Acting Mayor appointments for the remainder of 2023 to the end of November 2024.

### Background

- a) Council is required, under section 125 of the *Community Charter* and Section 5 of Council Procedure Bylaw No. 593, 2021 to set an annual Regular Council Meeting schedule.

The attached calendar generally follows the established pattern of Regular Council Meetings held every two weeks on the Monday of each month and includes the following information:

- All Regular Council Meetings;
- Acting Mayor appointments and schedule;
- Major conferences and local events.

Variations to the calendar are noted below:

1. The second meeting in February is scheduled for Tuesday, February 20 to accommodate the Family Day statutory holiday. The 2024 CAO Forum is being held from February 20 to February 23, however, as the Forum is hosted in Vancouver, the Chief Administrative Officer will attend the evening Council Meeting as shown on the calendar.
2. The second meeting in May is scheduled for Tuesday, May 21 to accommodate the Victoria Day statutory holiday.
3. A summer break is scheduled for the month of August. The Union of British Columbia Municipalities Convention (UBCM) will be meeting from September 16 to September 20 and there are statutory holidays on September 2 and September 30, therefore in order to accommodate those dates, September 9 has been scheduled as the first meeting of the month.
4. One meeting is scheduled for the month of December.

5. A winter break is scheduled following the December 2 meeting with meetings resuming in January of 2025.
6. Spring break for School District No. 43 falls from March 18 to 28, 2024. Meetings have been scheduled for Monday, March 11, 2024 and Tuesday, April 2, 2024 in order to accommodate the break.

Belcarra Day has been scheduled for June 9, 2024

National Volunteer Week in 2024 runs from April 14 to April 20 therefore a Volunteer Appreciation Event has been scheduled for April 18.

- b) Council is required, under section 130 of the *Community Charter* and Section 7(1) of the Council Procedure Bylaw No. 593, 2021, to appoint from amongst all of its members, for defined periods of the year, members to serve on a rotating basis as the Acting Mayor. The attached Appendix B provides the proposed schedule and appointments for Acting Mayor for the remainder of 2023 and ending November 2024.

Appendix A: 2024 Council Meeting Calendar

Appendix B: Schedule of 2023-2024 Acting Mayor Schedule and Appointments

<sup>1</sup> The term “Acting Mayor” rather than “Deputy Mayor” is being used in anticipation of the adoption of Council Procedure Bylaw No. 617-2023.

# 2024 COUNCIL MEETING CALENDAR

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Council Meetings:

Denoted in **BLUE**

### CAO Forum

February 20-22 (Vancouver)

### SD 43 Spring Break

March 18 – 29

### Volunteer Appreciation

April 18

### LMLGA (Whistler)

May 1 - 3

### LGMA (Victoria)

June 11-13

### Belcarra Day June 9

### UBCM Annual Convention

(Vancouver)

September 16-20

## Holidays:

Denoted in **RED**

Jan 1: New Year's Day

Feb 19: Family Day

Mar 29: Good Friday

Apr 1: Easter Monday

May 20: Victoria Day

Jul 1: Canada Day

Aug 5: BC Day

Sep 2: Labour Day

Sep 30: Truth & Reconciliation Day

Oct 14: Thanksgiving Day

Nov 11: Remembrance Day

Dec 25: Christmas Day

Dec 26: Boxing Day

## Acting Mayor Appointments 2023-2024

December 2023 up to & including February

March up to & including May

June up to & including August

September up to & including November

Councillor Carolina Clark

Councillor Joe Elworthy

Councillor Janet Ruzycski

Councillor Liisa Wilder

## APPENDIX B

### ACTING MAYOR APPOINTMENTS 2023-2024

- |  |                           |
|--|---------------------------|
| • December 2023 up to & including February 2024  | Councillor Carolina Clark |
| • March 2024 up to & including May 2024          | Councillor Joe Elworthy   |
| • June 2024 up to & including August 2024        | Councillor Janet Ruzyski  |
| • September 2024 up to & including November 2024 | Councillor Liisa Wilder   |



## COUNCIL REPORT

**Date:** November 20, 2023

**From:** Amanda Seibert, Corporate Officer

**Subject:** **Freedom of Information and Protection of Privacy Act (FOIPPA)**  
- **Privacy Management Program**

---

### Recommendation

That a \$6,000 budget be established in 2024 for the development of a privacy management program (PMP) and for related training, with funding coming from the Financial Stabilization Reserve.

### Purpose

To provide information on the legislation to develop a privacy management program in accordance with section 36.2 of the *Freedom of Information and Protection of Privacy Act*.

### Background

In November of 2022, the Ministry of Citizens' Services issued direction on new requirements for local government in response to changes made to the *Freedom of Information and Protection of Privacy Act*. The new section, Division 4 – Privacy Management Program and Privacy Breach Notifications, outlines expectations of local government in terms of privacy management programs and privacy breach notifications. Section 36.2 of the *Freedom of Information and Protection of Privacy Act* reads as follows:

**36.2** The head of a public body must develop a privacy management program for the public body and must do so in accordance with the directions of the minister responsible for this Act.

The legislative requirement to develop a privacy management program for the Village of Belcarra will be an intensive detail-oriented undertaking. The following components must be included in a privacy management program under the provincial directive<sup>1</sup>

- The appointment of a designated Privacy Officer
- A process for completing and documenting privacy impact assessments
- A documented process for responding to privacy complaints and privacy breaches
- Privacy awareness and education activities to ensure employees are aware of their privacy obligations
- Privacy policies and any documented privacy processes or practices available to employees and where practicable, to the public
- Method(s) to ensure that service providers are informed of their privacy obligations
- A process for regularly monitoring the privacy management program and updating as required, to ensure it remains appropriate to the public body's activities and is compliant with FOIPPA

<sup>1</sup> Privacy Management Program Direction issued by the Minister of Citizens' Services with an effective date of February 1, 2023

Council recently passed a revised Freedom of Information and Protection of Privacy Bylaw which appointed a designated Privacy Officer, however, other work on developing a privacy management program is outstanding.

### **Resources and Funding**

As resources and experience in the development of the legislated privacy management program are limited, staff is requesting that the 2024 budget include a \$6,000 amount to allow for the contracting of the work to an outside organization with privacy expertise, with the \$6,000 cost being funded from the Village's Financial Stabilization Reserve. This cost estimate has been received from an organization which has done privacy programs for other municipalities. The estimate includes an amount for training as well.

### **Summary**

Section 36.2 of the Freedom of Information and Protection of Privacy Act came into effect on February 1, 2023. The legislation requires all public bodies to develop privacy management Programs (PMP). Due to limited staff resourcing, it is suggested that an outside consultant be brought in to develop the program for the Village of Belcarra and that the amount required to bring the program into legislative compliance be approved as part of the budget.





## COUNCIL REPORT

**Date:** November 20, 2023  
**From:** Amanda Seibert, Corporate Officer  
**Subject:** Public Notice Bylaw No. 618, 2023

---

### Recommendation

That Village of Belcarra Public Notice Bylaw No. 618, 2023 be read a first, second time and third time.

### Purpose

To provide an updated public notice bylaw which accounts for changes in methods of newspaper advertising.

### Background

The purpose of a public notice is to facilitate transparency and accountability by informing the public of opportunities to share views and participate in local government decision-making, and to provide advance public notice of matters of public interest. At the May 24, 2022 Council Meeting a detailed report outlining legislative requirements regarding public notices was provided. Public Notice Bylaw No. 602, 2022 established three methods of publication to provide notice.

The public notice provisions as per Section 94.1 of the *Community Charter* continue to be an available option for local governments. The default rules provide that the local government must:

- Publish notice in a newspaper that circulates in the community once each week for two consecutive weeks; or,
- If publication by newspaper is not practicable, the notice may be given in the area by alternative means (e.g., posted on a community bulletin board or directly mailed)

Under the default publication requirements of section 94.1 of the *Community Charter*, public notice must be published in a newspaper that is distributed weekly in the area, for two consecutive weeks not 10 days more before the matter. However, with the establishment of a public notice bylaw, only one of the options has to comply with this time frame.

Section 94.2 provides local governments the authority to adopt a public notice bylaw if they choose not to use the default notice provisions as per Section 94.1. A bylaw adopted under section 94.2 must:

- Specify at least two methods of notice, not including the public notice posting place; and
- Consider the principles of effective public notice (reliable, suitable and accessible) described by *Public Notice Regulation BC*

Under such a bylaw, the notice must be published at least seven days before the matter for which notice is required.

The Village of Belcarra has a current public notice bylaw in place which adheres to section 94.2.

However, due to changes within the local media industry in the Tri-Cities area, staff feels it important to request that a new bylaw be considered to provide revised alternative means of publishing public notices as required by section 94.2.

On August 10, 2023, the Tri-City News, which was the designated local newspaper publication for the Village's public notices, ceased publication of its print edition.

With no freely accessible local printed newspaper being published in the Tri-Cities area as of mid-August 2023, staff are recommending that a new public notice bylaw under section 94.2 of the *Community Charter*. In lieu of publishing notices in a local printed paper, the proposed public notice bylaw will establish the following alternative methods for publishing public notices:

1. Village of Belcarra public notice webpage (<https://belcarra.ca/public-notices>);
2. Resident/Owner Email Notification Service (sent to those citizens who subscribe to the service);
3. Direct Mail Out Service (mail drop to as many residents as possible)
4. Digital newspaper version of the Tri-City News at <https://www.tricitynews.com/>

For clarification, all statutory public notices will continue to be posted on the notice board at Belcarra Village Hall.

Staff has considered the above potential alternative methods of publication. Options 1 to 4 are meant to reach as many Belcarra residents as possible.

#### Option 1

The website is readily available to anyone with internet access and the Village has control over the site to ensure that the notices are posted in a timely fashion and are compliant with the requirements of the legislation.

#### Option 2

The Resident/Owner Email Notification Service is available to Belcarra residents who choose to subscribe, is free and provides a way to allow Village staff to publish information in a timely manner.

#### Option 3

The Direct Mail Out Service (mail drop) allows the Village to ensure that residents who are not on the Email Notification Service or perhaps do not have computer/internet access are provided notifications in a timely manner. Though a cost of approximately \$45 per mail drop is associated with the service, staff does not feel this cost to be prohibitive in ensuring adequate notification.

#### Option 4

Notifications placed in the digital version of the Tri-City News for the Village's October 11, 2023 Public Hearing equated to approximately \$700 in cost. The notifications were run on four separate occasions over a two-week period prior to the public hearing to follow legislation pertaining to public hearings. Metrics on the actual level of use of the digital version of the Tri-City News by Belcarra residents are unavailable to the Village. Staff recommends including Option 4 in the bylaw in order to ensure the widest notification area possible.

The options for public notification listed above and set out in the proposed Public Notice Bylaw are the methods that must be used for all statutory notices. It should be noted that the Village may, depending on the circumstances, also use other additional methods to supplement the proposed required ones. However, adding additional methods to the proposed bylaw will require those methods to be used for all statutory notices.

#### **Summary**

The Village of Belcarra Public Notice Bylaw No. 602, 2022 provided for an alternate means for public notice prior to the cessation of hard copy publishing of the Tri-City News and has functioned efficiently. However, due to changes in newspaper publication methods, staff is recommending that a revised bylaw be adopted. Staff would like to use the opportunity to update definitions and add clarification to the bylaw pertaining to legislative sections and therefore recommends rescinding Bylaw No. 602, 2022 rather than making numerous amendments. Also, in order to expedite the adoption of the bylaw to allow staff to make use of the changes in methods of notice publications prior to the next public hearing, staff is requesting three readings.

Appendix A: Village of Belcarra Public Notice Bylaw No. 618, 2023



**VILLAGE OF BELCARRA**  
**Public Notice Bylaw No. 618, 2023**



**A bylaw to provide alternate means for public notice**

WHEREAS the *Community Charter* and the *Local Government Act* require local governments to provide advanced public notice on certain matters of public interest;

AND WHEREAS the Village wishes to ensure that its residents are provided with any notice required pursuant to Provincial legislation in an effective and efficient manner;

AND WHEREAS, pursuant to the *Community Charter* section 94.2(1), a council may, by bylaw, provide for alternate means of publishing a notice instead of publishing the notice in a newspaper in accordance with section 94.1(1)(a) and (b);

AND WHEREAS, pursuant to the *Community Charter* section 94.2(2), a bylaw adopted under this section must specify at least two means of publications by which a notice is to be published; not including posting in the Public Notice Posting Place;

AND WHEREAS the Council has determined that the proposed methods of publication set out in this bylaw meet the principles of reliability, suitability, and accessibility as prescribed by the *Public Notice Requirement B.C. Reg. 52/2022*.

NOW THEREFORE BE IT RESOLVED THAT the Council for the Village of Belcarra, in open meeting assembled, enacts as follows:

**1. CITATION**

- 1.1 This Bylaw may be cited for all purposes as "Public Notice Bylaw No. 618, 2023."

**2. DEFINITIONS**

- 2.1 In this bylaw:

"Digital Newspaper" means, an online publication or local periodical that contains items of news and advertising accessed and read through digital devices such as computers, smartphones, or tablets.

"Direct Mail Out Service" means notifications delivered through the use of Canada Post.

"Resident/Owner Email Notification Service" means the notification service managed by the Village using email addresses supplied by the residents who wish to subscribe for notices from the Village.

"Public Notice Posting Place" is as defined in the Village of Belcarra Council Procedure Bylaw as amended from time to time.

"Village" means the Village of Belcarra.

"Website" means the information resource found at an internet address provided by the Village.

**3. PUBLIC NOTIFICATION**

- 3.1 Any notice required to be given or published in accordance with section 94 of the *Community Charter* shall be posted to the Village's Public Notice Posting Place and, subject to any prescribed notice periods, at least 7 days before the date of the matter for which notice is required via the following additional means of publication:
- a) The Village of Belcarra website public notice webpage
  - b) Resident/Owner Email Notification Service
  - c) Direct Mail out Service
  - d) Digital Newspaper
- 3.2 If any matter is subject to two or more requirements for publication in accordance with section 94 of the *Community Charter*, the notices may be combined so long as all applicable provisions are met.
- 3.3 Nothing in this bylaw shall preclude the Village from employing further means of public notification or communication as it deems appropriate in the circumstances.

**4. SEVERABILITY**

- 4.1 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.
- 4.2 Village of Belcarra Public Notice Bylaw No. 602, 2022 is repealed.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

---

Jamie Ross  
Mayor

---

Amanda Seibert  
Corporate Officer

This is a certified a true copy of  
Public Notice Bylaw No. 618, 2023

---

Chief Administrative Officer

**From:** Dayna & Klaus Fitzbever [REDACTED]

**Sent:** Friday, October 20, 2023 10:35 AM

**To:** Carolina Clark <[cclark@belcarra.ca](mailto:cclark@belcarra.ca)>; Ian Devlin <[ihdevlin@telus.net](mailto:ihdevlin@telus.net)>; Jamie Ross <[jross@belcarra.ca](mailto:jross@belcarra.ca)>; Liisa Wilder <[lwilder@belcarra.ca](mailto:lwilder@belcarra.ca)>; Paula Richardson <[prichardson@belcarra.ca](mailto:prichardson@belcarra.ca)>; Joe Elworthy <[jelworthy@belcarra.ca](mailto:jelworthy@belcarra.ca)>; Janet Ruzycki <[jruzycki@belcarra.ca](mailto:jruzycki@belcarra.ca)>

**Subject:** Council Expectations

To Mayor and Council,

Summary: That the motion regarding the budgeting and repairing of the Tatlow and Dutchmen Creek tanks passed by Council on October 10, 2023 be returned for amendment.

#### Background

The WSP report presented to Council on October 10, 2023 is incomplete and does not provide Council with an engineering opinion as to “a comprehensive understanding of the tanks overall condition” and as a result, this report cannot be used to estimate the tanks’ potential service lives.

The WSP report concludes that “An inspection of the interior is highly recommended to obtain a comprehensive understanding of the tanks overall condition”.

The motion passed by Council on October 10, on the recommendation of Public Works, does not speak to a remedy to this shortcoming. The motion requests Public Works “to budget and schedule repair work as per the recommendations from the WSP inspection reports”. The motion is silent as to the WSP recommendation of interior inspections.

Suggestion: That this motion be returned to Council, to add a request that staff budget for the WSP highly recommended inspections of the interior.

This suggestion allows for the recommended repairs to proceed and allows Council to view further the potential costs and timing associated with internal empty tank inspections.

Klaus Bever

[REDACTED]

(Severed portions are shaded)

**From:** pilgrim land [REDACTED]  
**Sent:** 02 November 2023 21:06  
**To:** Paula Richardson <[prichardson@belcarra.ca](mailto:prichardson@belcarra.ca)>; Carolina Clark <[cclark@belcarra.ca](mailto:cclark@belcarra.ca)>; Joe Elworthy <[jelworthy@belcarra.ca](mailto:jelworthy@belcarra.ca)>; Jamie Ross <[jross@belcarra.ca](mailto:jross@belcarra.ca)>; Janet Ruzyski <[jruzycki@belcarra.ca](mailto:jruzycki@belcarra.ca)>; Liisa Wilder <[lwilder@belcarra.ca](mailto:lwilder@belcarra.ca)>  
**Subject:** Groundwater spraying herbicide

Hello to all,

On Sunday Oct. 8 I was surprised to see that the company Groundwater was out spraying herbicides in our neighbourhood. No prior notice had been given and always, in the past, residents were given the option to disallow any spraying near their homes.

The fellow spraying tried to say the herbicide is not harmful, but it is. It is long lasting and will go into our water table. Our water table also drains into the ocean.

Myself and others were shocked to see this happen without resident approval. The worker was also apparently taking photos from Belcarra Bay Road into my neighbours yard. What would that be for? He did not have permission. It is also strange his vehicle had no markings, in fact it looked like he tried to cover up signs.

Mr. Groundwater told me the village contracted him for 30 hours but he was done in 4 hours. Nothing was done with regards to one of our most invasive species around, namely English Ivy. He was spraying hawkweed which is not killing trees.

"Why", if the Village hires staff to deal with Invasive Plants

-were residents not notified and given chance to decline their area being sprayed with herbicides?  
If our drinking water and groundwater become tainted due to the herbicide who can we sue?

-were the most pervasive and invasive species such as English Ivy not physically removed given Mr. Groundwater easily had 26 more hours he could have worked?

-would an outside agency be permitted to take photos of properties without residents knowledge or permission?

Also, it is puzzling this man was working on a holiday weekend when that was not necessary.

This is all very troubling.

I would hope Belcarra would actually have a bylaw against all herbicides and chemicals that are even the slightest bit toxic. At the very least, residents should always be asked if they allow for such spraying to be done.

Sincerely,

Mrs. Deborah Struk  
[REDACTED]  
Belcarra





VIA EMAIL

Ref: 62641

November 9, 2023

Their Worship Jamie Ross  
Mayor of the Village of Belcarra  
Email: [jross@belcarra.ca](mailto:jross@belcarra.ca)

Dear Mayor Jamie Ross:

RE: New legislation to support local government housing initiatives

Over the past week, I have introduced several pieces of legislation to support local governments to get more homes built faster while enabling updated and new tools to effectively fund the costs of infrastructure and amenities to support increased housing supply and growth. Taken together, these changes are critical to getting more of the right kind of housing built in the right places to provide homes for British Columbians.

Last week, I introduced Bill 44, to support communities to deliver the homes people need quickly by allowing small-scale multi-unit housing across BC. These homes, including townhomes, triplexes, and secondary suites, can generally be built in a reasonable timeframe and blend more seamlessly into neighbourhoods. The legislation will apply to many areas of the province, and we anticipate it will allow up to 4 units in single-detached and duplex zones (or 3 depending on the size/type of lot) and up to 6 units permitted in single-detached and duplex zones close to bus stops with frequent service. It will also allow secondary suites or an accessory dwelling unit on single-detached lots throughout BC.

Bill 44 will also speed up the approvals process by moving away from spot zoning to ensure more comprehensive upfront planning and zoning to meet current and future housing needs. The changes include using a robust, standard methodology for calculating long-term housing needs for all Housing Needs Reports to ensure consistency across the

.../2



province. Municipalities will also be required to update Official Community Plans (OCPs) and zoning bylaws to ensure their communities have sufficient land designated and zoned to meet long-term housing needs and continue to make these updates on a regular basis. The new legislation will also remove the option for local governments to hold public hearings for rezonings for housing projects consistent with OCPs.

Today, I announced new legislation, Bill 47, to support new housing to get built near high-frequency transit, and yesterday Bill 46, to ensure local governments have tools to collect amenity and infrastructure contributions outside of the re-zoning process.

Bill 47 will require local governments to designate areas near high frequency transit stations as 'TOD Areas.' TOD Areas are near SkyTrain stations and busy bus exchanges and are expected to be identified in 29 municipalities in BC. This is different from the 6-unit requirements in the small-scale multi-unit housing legislation which will focus on properties within 400 metres of bus stops with frequent service. TOD areas will include minimum levels of density, size, and dimension prescribed by regulation. Similar to implementing small-scale multi-unit housing requirements, local governments will have a comprehensive provincial policy manual to assist in making bylaw amendments consistent with the TOD legislation. Off-street parking spaces in TOD areas will be determined by the market; local governments will not be able to require off-street residential parking, other than spaces for other uses like commercial, spaces for disabled persons and loading spaces. These changes will help get more of the right kind of housing built in the right places to provide homes for British Columbians. A subsequent letter will notify the identified municipalities in December.

The new legislation will expand the scope of infrastructure for which Development Cost Charges (DCCs) can be collected to include fire protection facilities, police facilities, and solid waste facilities. It also allows local governments to collect DCCs for provincial highway infrastructure projects where there is a cost-sharing arrangement between the municipality and the Province.

The new Amenity Cost Charges (ACCs) tool will allow local governments to collect monetary and in-kind contributions for amenities (e.g., community centres, recreation centres, libraries) to support liveable communities in areas where new housing is going. This tool will provide certainty and transparency for local governments and developers.

Their Worship Jamie Ross

Page 3

We are aware that local governments require tools and supports to facilitate the delivery of affordable housing in their communities. We are currently exploring policy options and additional tools, including the potential for inclusionary zoning, and I look forward to sharing more about this in the coming months.

I know that the new housing initiatives announced over the past week will take work to implement and require additional resources for your local government to meet the requirements. We have committed to \$51 million in funding for local governments to support planning and capacity to meet these new requirements. The funding will be allocated based on population and the volume of work needed because there are different requirements for municipalities and regional governments. The funding will be distributed in early 2024.

The Province has also provided another \$10 million for a second intake of the Local Government Development Approvals Program (LGDAP), managed by the Union of B.C. Municipalities (UBCM). This funding is in addition to the \$1 billion provided to local governments through the Growing Communities Fund to support the delivery of infrastructure projects needed to support increasing density.

The Ministry of Housing is committed to working together and supporting every community as we move forward with new approaches and new ways to deliver the housing supply our province needs. In the coming weeks, we will be providing policy manuals detailing the site-level specifications for small-scale multi-unit housing and TOD areas. Further guidance will be coming in the new year to support implementation of the development finance tools and pro-active zoning requirements. Ministry of Housing staff will be in touch with your administration in the coming weeks to provide more detail about the changes and about funding and educational support and opportunities.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ravi Kahlon', written in a cursive style.

Ravi Kahlon  
Minister of Housing

pc: Honourable Rob Fleming, Minister of Transportation and Infrastructure  
Honourable Anne Kang, Minister of Municipal Affairs  
Teri Collins, Deputy Minister, Ministry of Housing  
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure  
Paula Richardson, Chief Administrative Officer, Village of Belcarra  
(prichardson@belcarra.ca)

Links:

Local Government Housing Initiatives Webpage: [Local government housing initiatives - Province of British Columbia](#)

Bill 44 Announcement: [news.gov.bc.ca/releases/2023PREM0062-001706](https://news.gov.bc.ca/releases/2023PREM0062-001706)

Bill 46 Announcement: [news.gov.bc.ca/releases/2023HOUS0063-001737](https://news.gov.bc.ca/releases/2023HOUS0063-001737)

Bill 47 Announcement: [news.gov.bc.ca/releases/2023HOUS0063-001748](https://news.gov.bc.ca/releases/2023HOUS0063-001748)