



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
Village Hall
December 4, 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, December 4, 2023

Recommendation:

That the agenda for the Regular Council Meeting, December 4, 2023 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, September 28, 2023 and November 20, 2023

Recommendation:

That the minutes from the Special Council Meetings held September 28, 2023 and November 20, 2023 be adopted.

3.2 Regular Council Meeting, November 20, 2023

Recommendation:

That the minutes from the Regular Council Meeting held November 20, 2023 be adopted.

4. DELEGATIONS AND PRESENTATIONS**4.1** Asifa Hirji, Lead Engagement Partner, and Brandon Ma, Quality Review Partner, KPMG

- Presentation of the Audit Planning Report for the year ending December 31, 2023

Recommendation:

That the Audit Planning Report for the year ending December 31, 2023, be received into the record for information.

5. REPORTS**5.1** Ken Bjorgaard, Financial Consultant, staff report dated December 4, 2023 regarding the Council Indemnity Increase**Recommendation:**

That Village of Belcarra Council Indemnity Bylaw No. 620, 2023 be read a first and second time.

5.2 Sartaj Grewal, Building Official, staff report dated December 4, 2023 regarding a fire suppression system for Belcarra Municipal Hall**Recommendation:**

That the staff report dated December 4, 2023 titled "Fire Suppression System for Belcarra Municipal Hall" be received into the record for information.

5.3 Sartaj Grewal, Building Official and Amanda Seibert, Corporate Officer, staff report dated December 4, 2023 regarding Village of Belcarra Blasting Regulation Bylaw No. 619, 2023**Recommendation**

That Village of Belcarra Blasting Regulation Bylaw No. 619, 2023 be read a first and second time.

5.4 Paula Richardson, Chief Administrative Officer, verbal report regarding the Appointment of Trustees to the Sasamat Volunteer Fire Department Board of Trustees.**Recommendation:**

That Mayor Ross, Councillor Clark and Councillor Wilder be appointed as the Village of Belcarra three (3) Trustees to the Sasamat Volunteer Fire Department (SVFD) Board for the year 2024.

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

The Mayor attended the following events:

- Intergovernmental Meeting, Lions Bay, Bowen Island, Anmore & Belcarra, Mayors and CAOs – November 22, 2023
- TransLink Mayors' Council Meeting – November 23, 2023
- Metro Vancouver Board Meeting – November 24, 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.

8.2 Village of Belcarra Public Notice Bylaw No. 618, 2023

A bylaw to provide alternate means for public notice

Recommendation:

That the Village of Belcarra Public Notice Bylaw No. 618, 2023 be adopted.

9. CORRESPONDENCE/PROCLAMATIONS

INFORMATION ITEMS

9.1 Ralph Drew, Belcarra resident, email dated November 19, 2023 regarding Invasive Species Management Program 2024 Budget Discussions

Recommendation:

That correspondence Item 9.1 be received into the record for information

ACTION ITEMS

10. NEW BUSINESS

11. PUBLIC QUESTION PERIOD

12. ADJOURNMENT

Recommendation:

That the December 4, 2023 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MEETING MINUTES
September 28, 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

Others in Attendance

Sukhbir Manhas, Young Anderson

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1. CALL TO ORDER

Mayor Ross called the meeting to order at 3:03 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, September 28, 2023

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the agenda for the Special Council Meeting of September 28, 2023 be approved.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the September 28, 2023 special meeting of Council be closed pursuant to: *Community Charter* Section 90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (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 Elworthy

That the September 28, 2023 Special Council Meeting be adjourned at 3:05 pm

CARRIED

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MEETING MINUTES
November 20, 2023**



This meeting was held in Council Chambers

Council in Attendance

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

Staff in Attendance

Paula Richardson, Chief Administrative Officer
Amanda Seibert, Corporate Officer

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.

Note: Councillor Clark was not in attendance.

1. CALL TO ORDER

Mayor Ross called the meeting to order at 5:00 pm

2. APPROVAL OF THE AGENDA

Moved by: Councillor Wilder
Seconded by: Councillor Elworthy

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

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the November 20, 2023 special meeting of Council be closed pursuant to Sections 90(1) and 90(2) of the *Community Charter* as the subject matter being considered relates to the following:

Section 90(1)(c) Labour relations or other employee relations; and

Section 90(1)(k) Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

4. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Elworthy

That the November 20, 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 20, 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 (not in attendance at the start of the meeting)

Staff in Attendance

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

Others in Attendance

Ken Bjorgaard, Financial Consultant

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

Note: Councillor Wilder was not in attendance at the start of the meeting.

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 20, 2023

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

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

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, November 6, 2023

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

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

CARRIED

3.2 Regular Council Meeting, November 6, 2023

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

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

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items

Note: Councillor Wilder joined the meeting at 7:02 pm

5. REPORTS

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

The Financial Consultant reviewed the report. He advised that this policy is being brought forward as part of Council's strategic plan and is intended to clarify the difference between administrative policy and procedure versus Council policy with the goal of making governance and operational roles distinct to allow staff to deal with operational/administrative matters.

Council discussion ensued on the differences between governance and administrative/operational policies. Council members requested further information on the topic.

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That staff provide a report including further detail on a policies & procedures policy which includes examples and outlines the foundation of the differences legislatively within the *Community Charter* or similar legislation.

The Mayor opened the floor to questions from the public.

Jim Chisholm, Belcarra resident, suggested the additional of a flow chart to follow up staff report on a policies and procedures policy.

Debra Struk, Belcarra resident, commented on Council having a say in what occurs and spoke in favour of a follow up report which will look at the positive and negative aspects of a policies and procedures policy.

The Mayor called the question on the motion.

CARRIED

Note: Councillor Elworthy declared conflict of interest and recused himself from discussion of Item 5.2 due to proximity of his property to the Tatlow roadway. He left the meeting at 7:26 pm

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

The Public Works and Emergency Preparedness Coordinator reviewed the report. He provided a point-to-point update on the operational activities listed in the report.

Council discussion and questions ensued on the various updates provided in the staff report. The Public Works and Emergency Preparedness Coordinator answered questions, addressed concerns and provided more detail on topics when requested.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

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

CARRIED

Note: Councillor Elworthy returned to the meeting at 7:59 pm

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.

The Corporate Officer reviewed the report. She advised on the legislation within the *Community Charter* requiring Council to adopt a meeting schedule and approve a schedule and appointments for Acting Mayor.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

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.

CARRIED

- 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)

The Corporate Officer reviewed the report. She advised on the legislative requirements to develop a privacy management program.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

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.

CARRIED

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

The Corporate Officer reviewed the report. She advised on changes made and requested three readings to allow the bylaw to be in place prior to the next Public Hearing on the Official Community Plan.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

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

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor's Report

The Mayor attended the following events:

- Mayor Ross spoke on the passing of Diana Drake. He quoted from the obituary and put forward sympathies on the behalf of Council and residents of the Village of Belcarra
- TransLink Mayors' Council Public Affairs & Governance Committee – November 8, 2023
- Coquitlam RCMP Officer In Charge Awards – November 8, 2023 – attended with Councillor Wilder
- 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

6.2 Councillors' Reports

No items

7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer reported on the November 15, 2023 OCP Review Committee Meeting and advised that another meeting is scheduled for November 28, 2023. She also advised that the Finance Standing Committee is scheduled to meeting on December 6, 2023 to review the long term financial plan and that the meeting will be facilitated by the Financial Consultant.

8. BYLAWS

No items

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.

- 9.3** Minister of Housing, Ravi Kalon, letter dated November 9, 2023 providing information on new Provincial legislation to support local government housing initiatives.

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

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

CARRIED

ACTION ITEMS

- 9.2** Debra Struk, Belcarra resident, email dated November 2, 2023 regarding groundwater spraying herbicide

Councillor Clark referred to correspondence received from other residents pertaining to the spraying of herbicides particularly with concern for persons on wells.

The Chief Administrative Officer advised that Invasive Species Council will be providing a report to Council in the near future.

Councillor Wilder referred to the letter and requested further details on the work being done by the contractor for Invasive Species. The Chief Administrative Officer will follow up with Invasive Species Council and request that further information be provided in their follow up report. She advised that staff will request that Invasive Species provide a presentation to Council at a future Council Meeting.

10. NEW BUSINESS

No items

11. PUBLIC QUESTION PERIOD

Jim Chisholm, Belcarra resident, queried on the status of the possibility of selling the land where a caretaker's residence was to Parks.

Mayor Ross advised that Parks had not shown interest.

Jim Chisholm, Belcarra resident, reiterated a question he had asked at a previous meeting pertaining to the quality control manual whereby he had asked who had written the manual and who had approved it.

The Public Works and Emergency Preparedness Coordinator advised that the manual was written by Matt Gibson of ISL Engineering and Land Services Ltd. and was reviewed by staff.

Jim Chisholm, Belcarra resident, spoke on the sprinkler system for the Village Hall and expressed that information should only be solicited from companies that have qualified engineers to design and build systems for these types of buildings. He also put forward that a stainless-steel ladder that can be taken in and out of the Tatlow Tank be installed.

Deborah Struk, Belcarra resident, suggested that the Invasive Species contractor be asked why he was taking photos of residents' wells and why he wished to know where wells were located. She asked whether Invasive Species Council will be brought in to remove English Ivy and other invasive plants.

12. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That the November 20, 2023 Regular Council Meeting be adjourned at 8:36 pm

CARRIED

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



Village of Belcarra

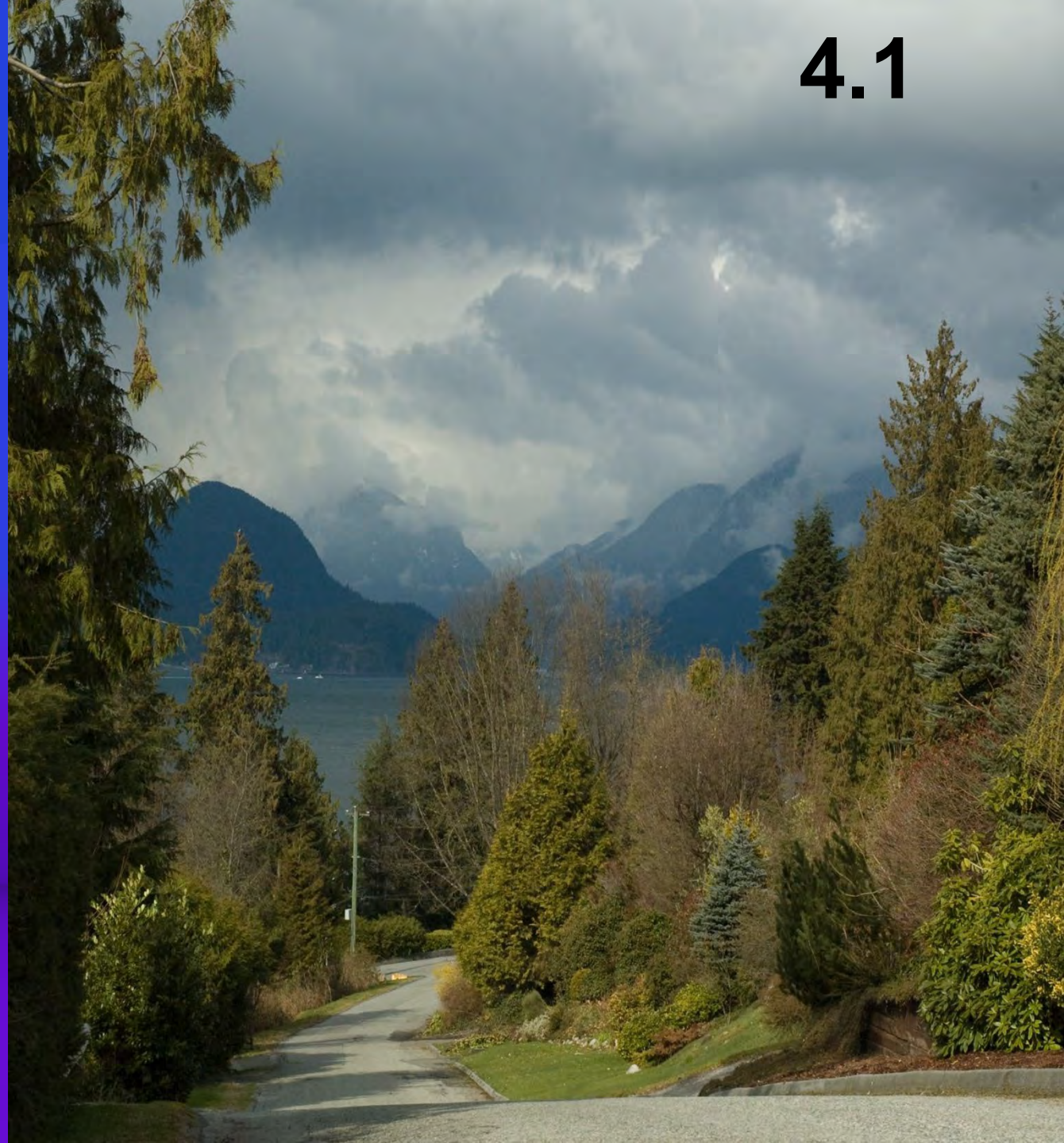
KPMG LLP

**Audit Planning Report for the year
ending December 31, 2023**

Prepared as of November 29, 2023, for presentation on
December 4, 2023

kpmg.ca/audit

4.1



KPMG contacts

Key contacts in connection with this engagement

Asifa Hirji, CPA, CA

Lead Engagement Partner

604-777-3921

asifahirji@kpmg.ca

Brandon Ma, CPA, CA

Quality Review Partner

604-691-3562

bjma@kpmg.ca

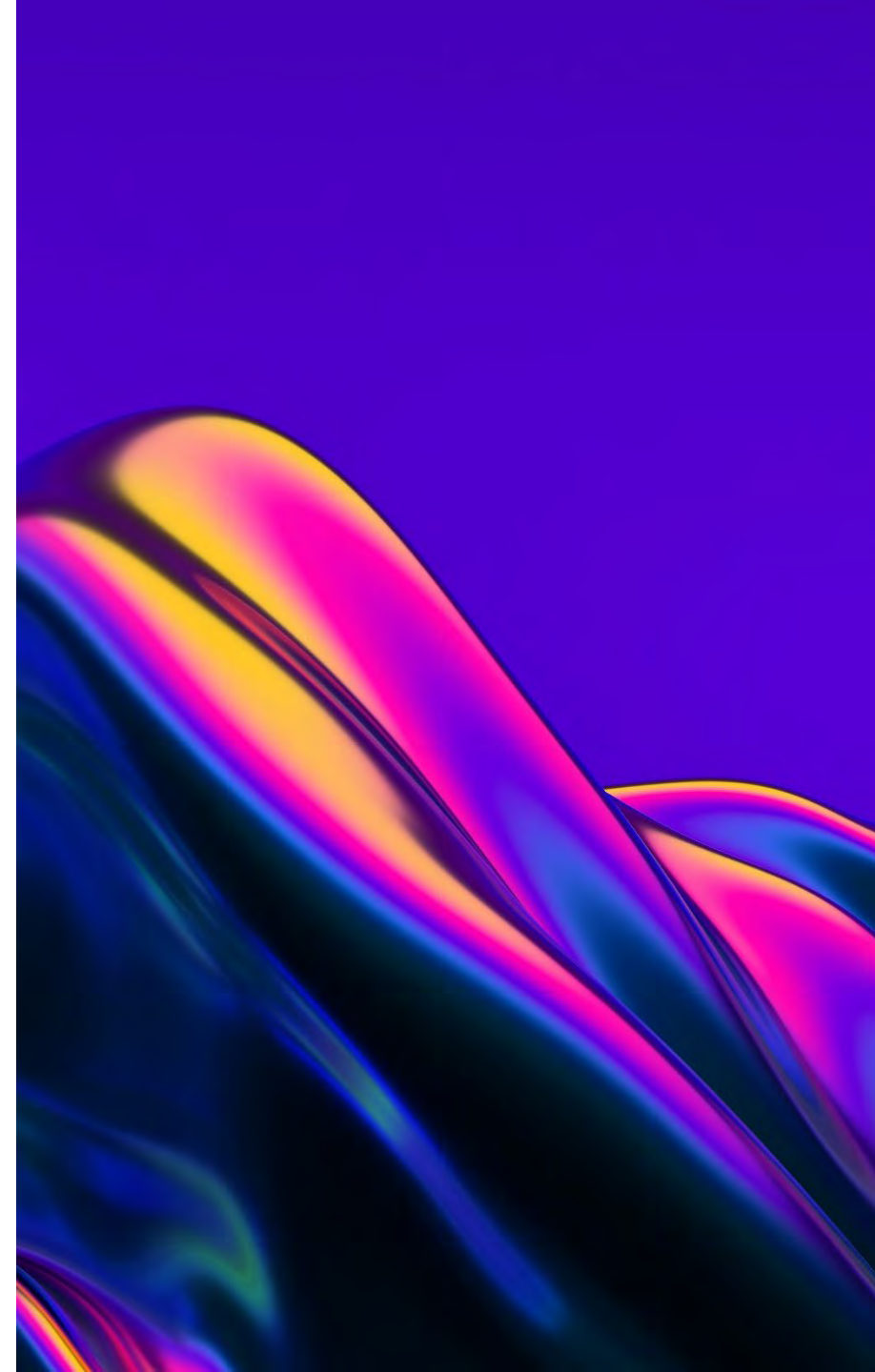


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This Audit Planning Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

The purpose of this report is to assist you, as a member of Council, in your review of the plan for our audit of the financial statements. This report is intended solely for the information and use of management and Council and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report to Council has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Audit highlights

Scope

Our audit of the financial statements of the Village of Belcarra (“the Village”) as of and for the year ending December 31, 2023 will be performed in accordance with Canadian generally accepted auditing standards.

Audit strategy

Materiality \$65,000

Independence

We are independent and have a robust and consistent system of quality control. We provide complete transparency on all services and follow Council’s approved protocols.

Risk assessment

Risk of management override of controls

Other risks of material misstatement

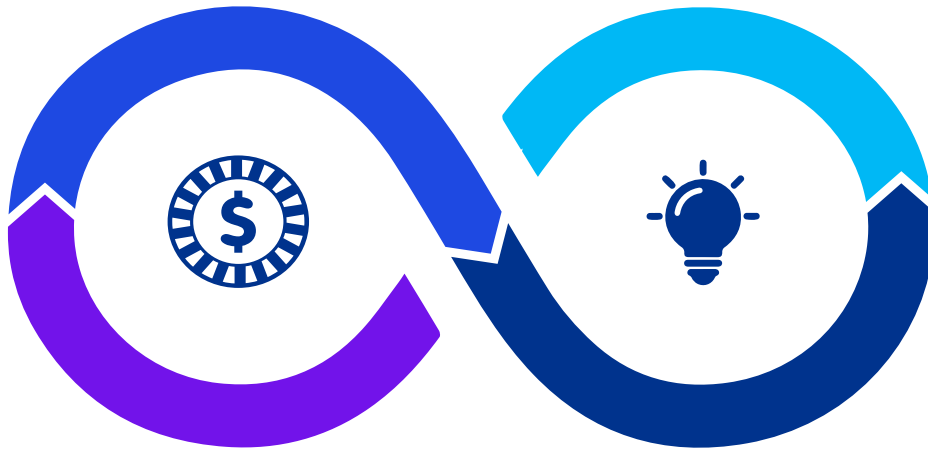
- Tangible capital assets
- Payroll and other operating costs
- Asset retirement obligations – new accounting standard

Current developments

Please refer to Appendices 3 and 4 for the current developments updates, including an update on upcoming changes to accounting standards.



Materiality



We **initially determine materiality** at a level at which we consider that misstatements could reasonably be expected to influence the economic decisions of users. Determining materiality is a matter of **professional judgement**, considering both quantitative and qualitative factors, and is affected by our perception of the common financial information needs of users of the financial statements as a group. We do not consider the possible effect of misstatements on specific individual users, whose needs may vary widely.

We **reassess materiality** throughout the audit and revise materiality if we become aware of information that would have caused us to determine a different materiality level initially.

Plan and perform the audit

We **initially determine materiality** to provide a basis for:

- Determining the nature, timing and extent of risk assessment procedures;
- Identifying and assessing the risks of material misstatement; and
- Determining the nature, timing, and extent of further audit procedures.

We design our procedures to detect misstatements at a level less than materiality in individual accounts and disclosures, to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole.

Evaluate the effect of misstatements

We also **use materiality** to evaluate the effect of:

- Identified misstatements on our audit; and
- Uncorrected misstatements, if any, on the financial statements and in forming our opinion.



Initial materiality



Materiality

\$65,000

(2022: \$60,000)

**Audit misstatement posting
threshold**

\$3,250

(2022: \$3,000)

**Total budgeted expenses for the year
ended December 31, 2023**

\$2,266,000

(2022 actual: \$2,222,000)



Risk assessment summary

Our planning begins with an assessment of risks of material misstatement in your financial statements.

We draw upon our understanding of the Village and its environment (e.g. the local government sector, the wider economic environment in which the Village operates, etc.), our understanding of the Village's components of its system of internal control, including our business process understanding.

		Risk of fraud	Risk of error	Prior year risk rating
●	Management override of controls	✓		Significant
●	Tangible capital assets		✓	Base
●	Payroll and other operating costs		✓	Base
●	Asset retirement obligations		✓	Base

● SIGNIFICANT RISK ● PRESUMED RISK OF MATERIAL MISSTATEMENT ● OTHER RISK OF MATERIAL MISTATEMENT



Significant risks



Management override of controls (non-rebuttable significant risk of material misstatement)

RISK OF



FRAUD

**Presumption
of the risk of
fraud resulting
from
management
override of
controls**

Why is it significant?

Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

Our planned response

As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- testing of journal entries and other adjustments,
- performing a retrospective review of estimates
- evaluating the business rationale of significant unusual transactions.



Significant risks (continued)



Management override of controls (continued)

RISK OF



FRAUD

**Presumption
of the risk of
fraud resulting
from
management
override of
controls**

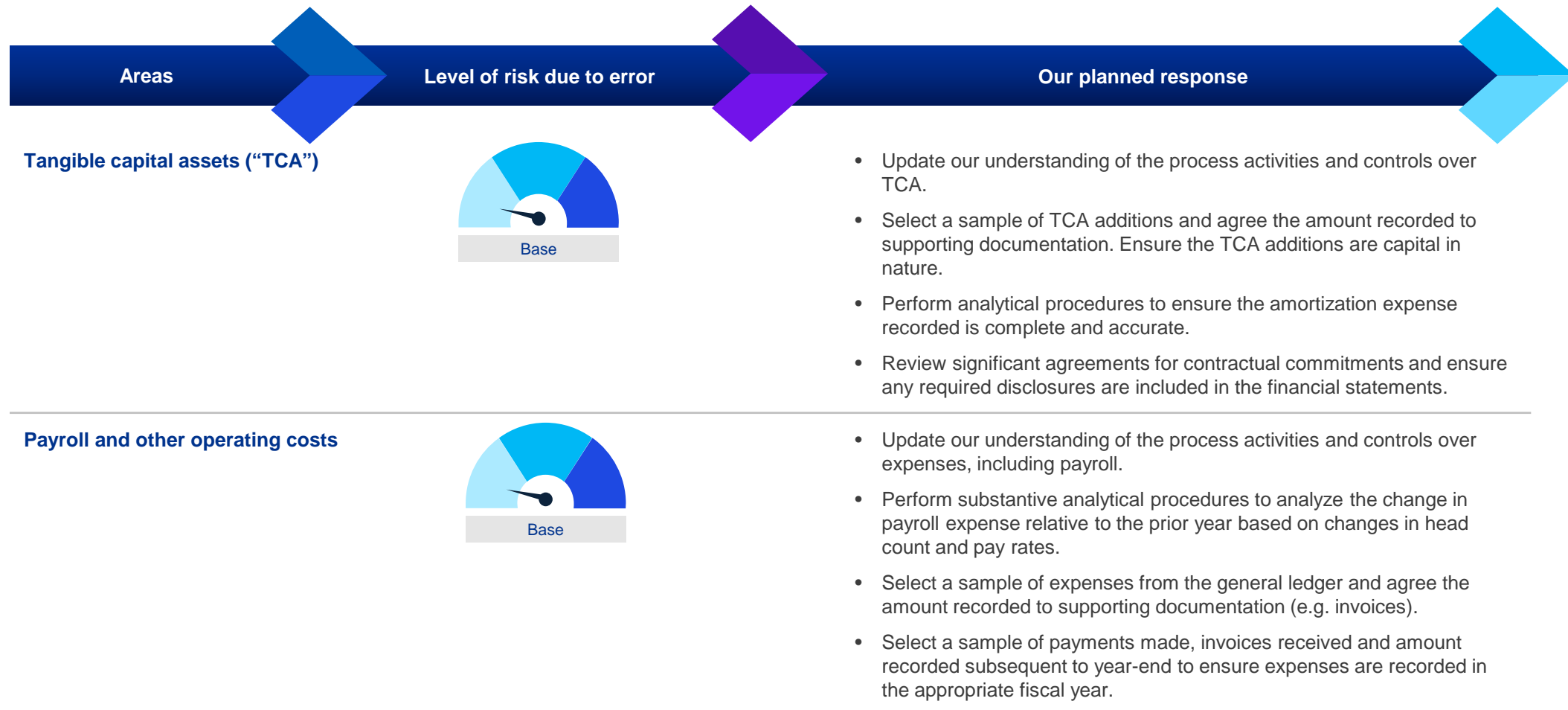
Inquiries

Professional standards required that we obtain your view on the risk of fraud. We make similar inquiries to management as part of our planning process:

- How do you oversee fraud risk assessments and the establishment of controls to address fraud risks?
- What are your views about fraud risks at the Village?
- Are you aware of, or have you identified, any instances of actual, suspected, or alleged fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets? If so, have the instances been appropriately addressed and how have they been addressed?
- Are you aware of or have you received tips or complaints regarding the Village's financial reporting (including those received through the internal whistleblower program, if such program exists) and, if so, what was your response to such tips and complaints?
- What is Council's understanding of the Village's relationships and transactions with related parties that are significant to the Village?
- Does any member of Council have concerns regarding relationships or transactions with related parties and, if so, what are the substance of those concerns?
- Has the Village entered into any significant unusual transactions?



Other risks of material misstatement



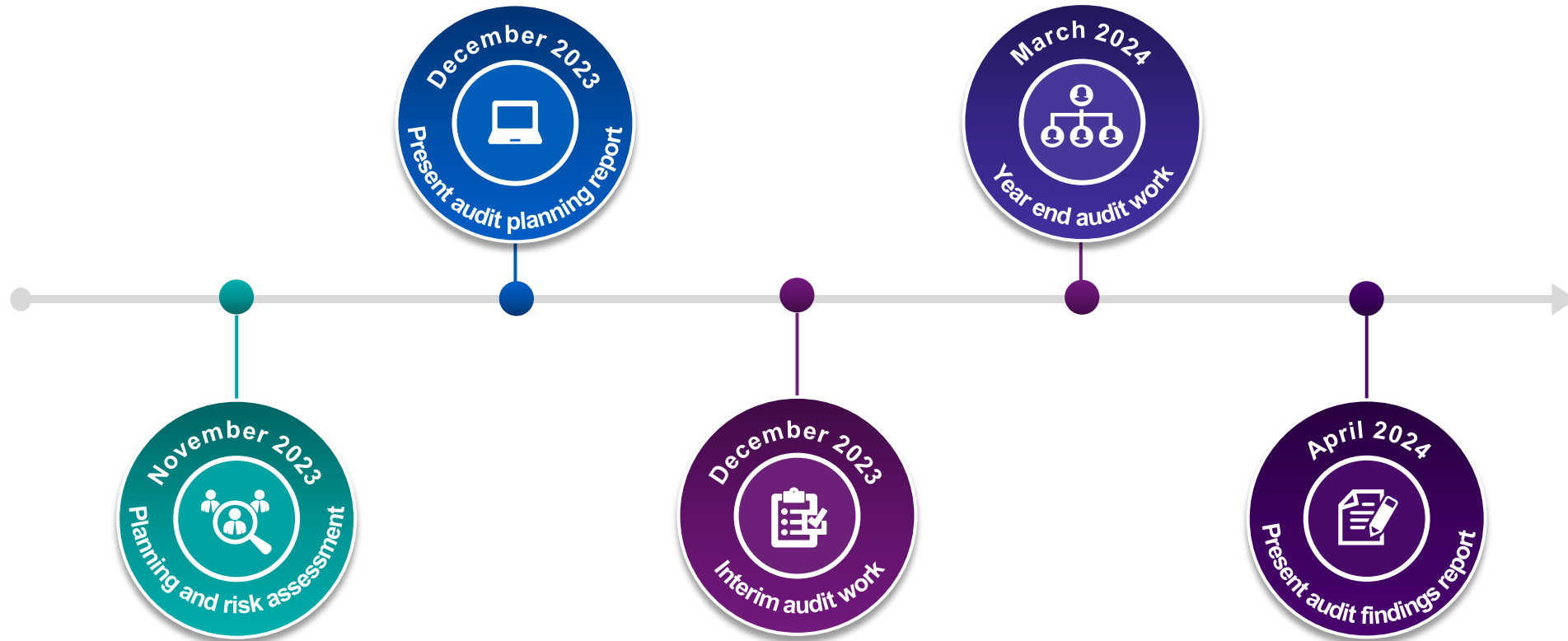


Other risks of material misstatement (continued)





Key milestones and deliverables



Appendices

1

Required
communications

2

Audit quality

3

Current developments

4

Thought leadership
and insights





Appendix 1: Required communications

Auditor's report

A copy of our draft auditor's report setting out the conclusion of our audit will be provided at the completion of the audit.

Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter provided to Council in prior years. A copy of the engagement letter is available from KPMG or management upon request.

Audit findings report

At the completion of the audit, we will provide our findings report to Council.

Management representation letter

We will obtain from management certain representations at the completion of the audit. In accordance with professional standards, a copy of the representation letter will be provided to Council.

Independence

At the completion of our audit, we will re-confirm our independence to Council.

Internal control deficiencies

Control deficiencies identified during the audit will be communicated to management and Council.



Appendix 2: Audit quality: How do we deliver audit quality?

Quality essentially means doing the right thing and remains our highest priority. Our **Global Quality Framework** outlines how we deliver quality and how every partner and staff member contributes to its delivery.

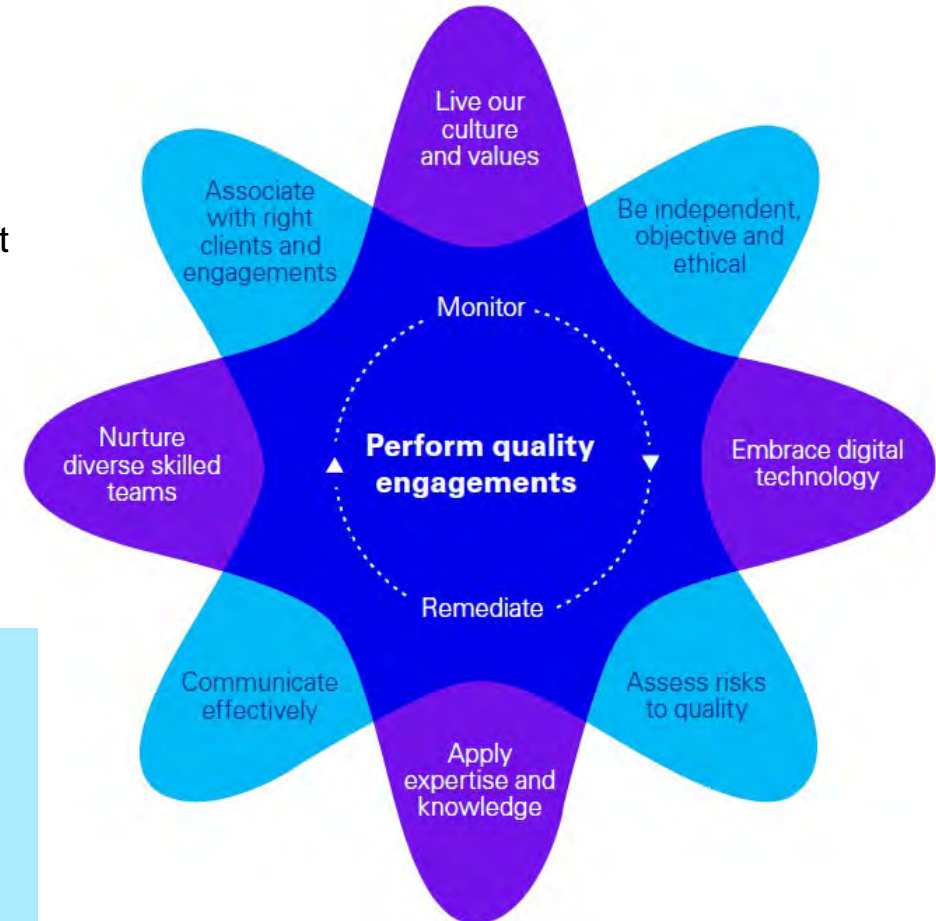
Perform quality engagement sits at the core along with our commitment to continually monitor and remediate to fulfil on our quality drivers.

Our **quality value drivers** are the cornerstones to our approach underpinned by the **supporting drivers** and give clear direction to encourage the right behaviours in delivering audit quality.

 [KPMG 2022 Audit Quality and Transparency Report](#)

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.





Appendix 3: Current developments

Changes to auditing standards

Effective for periods beginning on or after December 15, 2022

ISA/CAS 220

.....
(Revised) Quality management for an audit of financial statements

ISQM1/CSQM1

.....
Quality management for firms that perform audits or reviews of financial statements or other assurance or related services engagements

ISQM2/CSQM2

.....
Engagement quality reviews



Appendix 3: Current developments (continued)

Changes to accounting standards

Standard	Summary and implications
Revenue	<ul style="list-style-type: none"> The new standard PS 3400 <i>Revenue</i> is effective for fiscal years beginning on or after April 1, 2023. The new standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and its measurement. The standard notes that in the case of revenue arising from an exchange transaction, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations. The standard notes that unilateral revenue arises when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.
Purchased Intangibles	<ul style="list-style-type: none"> The new Public Sector Guideline 8 <i>Purchased intangibles</i> is effective for fiscal years beginning on or after April 1, 2023 with earlier adoption permitted. The guideline allows public sector entities to recognize intangibles purchased through an exchange transaction. The definition of an asset, the general recognition criteria and GAAP hierarchy are used to account for purchased intangibles. Narrow scope amendments were made to PS 1000 <i>Financial statement concepts</i> to remove the prohibition to recognize purchased intangibles and to PS 1201 <i>Financial statement presentation</i> to remove the requirement to disclose purchased intangibles not recognized. The guideline can be applied retroactively or prospectively.



Appendix 3: Current developments (continued)

Changes to accounting standards (continued)

Standard	Summary and implications
Public Private Partnerships (“P3”)	<ul style="list-style-type: none">• The new standard PS 3160 <i>Public private partnerships</i> is effective for fiscal years beginning on or after April 1, 2023.• The standard includes new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership.• The standard notes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends.• The public sector entity recognizes a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure.• The infrastructure would be valued at cost, which represents fair value at the date of recognition with a liability of the same amount if one exists. Cost would be measured in reference to the public private partnership process and agreement, or by discounting the expected cash flows by a discount rate that reflects the time value of money and risks specific to the project.• The standard can be applied retroactively or prospectively.



Appendix 3: Current developments (continued)

Changes to accounting standards

Standard	Summary and implications
Concepts Underlying Financial Performance	<ul style="list-style-type: none"> The revised Conceptual Framework is effective for fiscal years beginning on or after April 1, 2026 with early adoption permitted. The framework provides the core concepts and objectives underlying Canadian public sector accounting standards. The ten chapter conceptual framework defines and elaborates on the characteristics of public sector entities and their financial reporting objectives. Additional information is provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts are introduced.
Financial Statement Presentation	<ul style="list-style-type: none"> The proposed section PS 1202 <i>Financial statement presentation</i> will replace the current section PS 1201 <i>Financial statement presentation</i>. PS 1202 <i>Financial statement presentation</i> will apply to fiscal years beginning on or after April 1, 2026 to coincide with the adoption of the revised conceptual framework. Early adoption is permitted. The proposed section includes the following: <ul style="list-style-type: none"> Relocation of the net debt indicator to its own statement called the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained. Separating liabilities into financial liabilities and non-financial liabilities. Restructuring the statement of financial position to present total assets followed by total liabilities. Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities). Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities), including a new component called “accumulated other”. A new provision whereby an entity can use an amended budget in certain circumstances. Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.



Appendix 3: Current developments (continued)

Changes to accounting standards

Standard	Summary and implications
Employee Future Benefit Obligations	<ul style="list-style-type: none"> • The Public Sector Accounting Board has initiated a review of sections PS 3250 <i>Retirement benefits</i> and PS 3255 <i>Post-employment benefits, compensated absences and termination benefits</i>. • The intention is to use principles from International Public Sector Accounting Standard 39 <i>Employee benefits</i> as a starting point to develop the Canadian standard. • Given the complexity of issues involved and potential implications of any changes that may arise from the review of the existing guidance, the new standards will be implemented in a multi-release strategy. The first standard will provide foundational guidance. Subsequent standards will provide additional guidance on current and emerging issues. • The proposed section PS 3251 <i>Employee benefits</i> will replace the current sections PS 3250 <i>Retirement benefits</i> and PS 3255 <i>Post-employment benefits, compensated absences and termination benefits</i>. It will apply to fiscal years beginning on or after April 1, 2026. Early adoption will be permitted and guidance applied retroactively. • This proposed section would result in public sector entities recognizing the impact of revaluations of the net defined benefit liability (asset) immediately on the statement of financial position. Organizations would also assess the funding status of their post-employment benefit plans to determine the appropriate rate for discounting post-employment benefit obligations. • The Public Sector Accounting Board is in the process of evaluating comments received from stakeholders on the exposure draft.



Appendix 4: Thought leadership and insights

What is ESG?

ESG is a framework to integrate environmental, social and governance risks and opportunities into an organization's strategy to build long term financial sustainability and create value. ESG includes a wide range of non-financial scoring categories, used by investors and other stakeholders to assess the impact of a Association's products and business practices on sustainability and social causes.

Environmental

Our **IMPACT** on our planet

- Climate change
- Greenhouse gas (GHG) emissions
- Natural resource depletion
- Waste and pollution
- Deforestation
- Hazardous materials
- Biodiversity

Social

Our **IMPACT** in our communities

- Working conditions, including slavery and child labour
- Impact on local communities
- Conflict regions
- Health and safety
- Employee diversity, equity, and inclusion
- Product mis-selling
- Data protection

Governance

Our **conduct**

- Executive pay
- Bribery and corruption
- Political lobbying and donations
- Board diversity and structure
- Tax strategy
- Data breaches

ESG strategies can help entities deliver long-term value through effective engagement with all stakeholders – generating trust and a competitive advantage.



Appendix 4: Thought leadership and insights (continued)

Why is ESG important? A changing regulatory environment compounded by heightened expectations from stakeholder groups from investors to employees to customers has made ESG a business imperative that cannot be ignored.



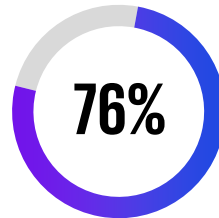
Rising C-suite, Board, and market attention on ESG.

Increased emphasis

on management of ESG-related policies and practices from **investors, employees, customers, and community at large.**



of CEOs surveyed said their response to the pandemic has caused their focus to shift to the **social** component of their ESG program.¹



of CEOs want to lock-in the sustainability and climate change gains they have made during the pandemic.²



Increased focus

by investors on ESG disclosures when making investment decisions.



Investors want companies to be **transparent about their ESG policies** and managements and Board to be held accountable.



We are prepared to use our proxy voting power to ensure companies are identifying material ESG issues and incorporating the implications into their long-term strategy.”

Cyrus Taraporevala, State Street Advisors in letter to SSgA board



By 2030 Microsoft will be carbon negative, and by 2050 Microsoft will remove from the environment all the carbon the company has emitted either directly or by electrical consumption since it was founded in 1975.”

Satya Nadella, Microsoft CEO

¹KPMG CEO Outlook pulse survey

²KPMG CEO Outlook 2020



Appendix 4: Thought leadership and insights (continued)

Environmental, social and governance (“ESG”)

Note: Click on images to visit document link.



CoP26 made progress towards tackling climate change, but there is much more to do.

At KPMG, we're committed to accelerating the changes required to fight climate change.



This highlights a five-part framework to help organizations shape the total impact of strategy and operations on performance both externally, and internally.



The Green City outlines the need of the cities and the buildings in them to reflect climate consciousness.

The link provides guidance on what that looks like and the first steps to meeting those objectives.



This report outlines the updates in regulatory sustainability reporting.

Its focus is comparing and contrasting proposals from the ISSB, EFRAG, and the SEC.



Appendix 4: Thought leadership and insights (continued)

Environmental, social and governance (“ESG”) (continued)

Note: Click on images to visit document link.

How the 'S' in ESG is changing the way we do business

The social component of ESG calls for more heart, empathy and interconnectedness

The "S" in ESG is becoming critical as people and organizations become more conscious about how the social aspect of business will impact their future.

This article touches on the social movements driving business change.

Climate change, human rights and institutional investors

The adverse impacts to people from a changing climate will create risks for institutional investors throughout the value chain

As the severity of climate impacts increase, so do the socio-economic disruptions due to the risk and fall of climate impacted sectors and projects.

This article breaks down the impact on institutional investors.



This article outlines how ESG is impacting valuation and performance of the underlying companies institutional investors have a stake in.

Market statistics highlight the issues surrounding responsible investment.

KPMG's Climate Change Financial Reporting Resource Centre

KPMG's climate change resource centre provides FAQs to help you identify the potential financial statement impacts for your business.

[Click here](#) to access KPMG's portal.

A closer look at the GHG Protocol

Chartered Professional Accountants of Canada (CPA Canada) and the Institute for Sustainable Finance (ISF) produced a 23-page report ([click here](#)) on the GHG Protocol. The report looks to inform potential preparers and users of emissions disclosure; policy makers; standard setters; regulators; and others, and to spur important additional research into key aspects of emissions disclosure and standards that require closer attention.



Appendix 4: Thought leadership and insights (continued)

General

Global Economic Outlook

We may be only part-way through 2023, but the phrase that has overwhelmingly dominated conversations – from board rooms to political chambers and Main Streets – has been the cost-of-living crisis. In recent years, the world has faced waves of challenges, from the pandemic to the invasion of Ukraine, to the unfolding bank liquidity challenges amidst skittish depositors. The impact of such a lengthy period of uncertainty is being felt by everyone and that's reflected in KPMG's latest Global Economic Outlook.

[Click here](#) to access KPMG's portal.

2023 CEO Outlook

While CEOs maintain confidence in the future of the global economy, their views on what constitutes a risk to their business have shifted significantly. The persistent flux in global politics, trade dynamics and international relations has required a new level of resilience from CEOs. They are reassessing their strategic priorities, focusing on the rise of generative AI, talent management and high stakeholder expectations in addressing environmental, social and government (ESG) issues.

[Click here](#) to access KPMG's portal.

Board Leadership Centre

KPMG in Canada Board Leadership Centre engages with directors, board members and business leaders to discuss timely and relevant boardroom challenges and deliver practical thought leadership on risk and strategy, talent and technology, globalization and regulatory issues, financial reporting and more.

[Click here](#) to access KPMG's portal.

Momentum

Offering curated insights for management, boards and audit committees, our quarterly newsletter provides the latest thought leadership from KPMG's subject matter leaders across Canada and valuable audit resources for clients.

[Click here](#) to access KPMG's portal.

Accelerate

The Canadian business environment is changing dramatically – and at rapid speed. As some organizations may struggle to adapt in the near term, the technological, societal and regulatory changes will have far-reaching and lasting effects on financial reporting, business models and organization's interactions with society.

[Click here](#) to access KPMG's portal.



Appendix 4: Thought leadership and insights (continued)

Information technology and digital transformation

Digital Transformation and Technology

Pre-COVID-19, private and public organizations were moving towards a digital business model, travelling at varying speeds. But the pandemic forced a dramatic acceleration, both in the speed of change and the required investment to digitally transform. According to Canadian insights from KPMG's recent global survey, organizations are investing heavily in technology to address immediate concerns, ranging from falling revenue and interrupted supply chains to building longer-term competitiveness and operational resilience.

[Click here](#) to access KPMG's portal.

Five Questions Boards Should Ask About Digital Transformation Projects

Boards and management committees alike have increasingly expressed interest in technology investments that improve operations, enable customer relationships, and support virtual workforces. Based on our experience working with organizations across many industries, five questions have been identified to help a Board understand and 'sponsor' a project successfully.

[Click here](#) to access KPMG's portal.

KPMG Global Tech Report 2023

Be determined, not deterred. Despite the headwinds of global economic uncertainty, digital transformation leaders that are committed to their innovation priorities continue to realize value at pace. In our latest survey – the KPMG global tech report 2023 – digital leaders are bullish in their belief that embracing technology across all facets of their business is bringing productivity gains.

[Click here](#) to access KPMG's portal.

Maintaining Cyber Vigilance and Staying Resilient

Cyber resilience is vital to maintain business operational capabilities, safeguard customer trust, and reduce the impact of future attacks. Regulators worldwide are also increasingly focused on cyber resilience, obligating organizations to be more transparent about their ability to respond to breaches before, during and after an incident. KPMG's eBook shares hard-won lessons which are intended to help organizations confidently and proactively address cyber threats, recover from cyber incidents and emerge stronger.

[Click here](#) to access KPMG's portal.



Appendix 4: Thought leadership and insights (continued)

Asset management

Unprecedented measures: Asset Management in the Age of Uncertainty

Most asset managers seem to recognize that their business is in the midst of a significant disruption. This is not a short-term economic blip or some sort of market correction. The fundamentals of the asset management industry are changing. The need for new ideas and new models has never been more urgent.

[Click here](#) to access KPMG's portal.

Converging Trends 2033: The Long View

We asked KPMG's global infrastructure leaders to use their experience and insight to put themselves in the year 2033. We had them tell us what they saw, pick some winners and losers, and provide insights and ideas to help readers in the mid-2020s prepare for the world of 2033.

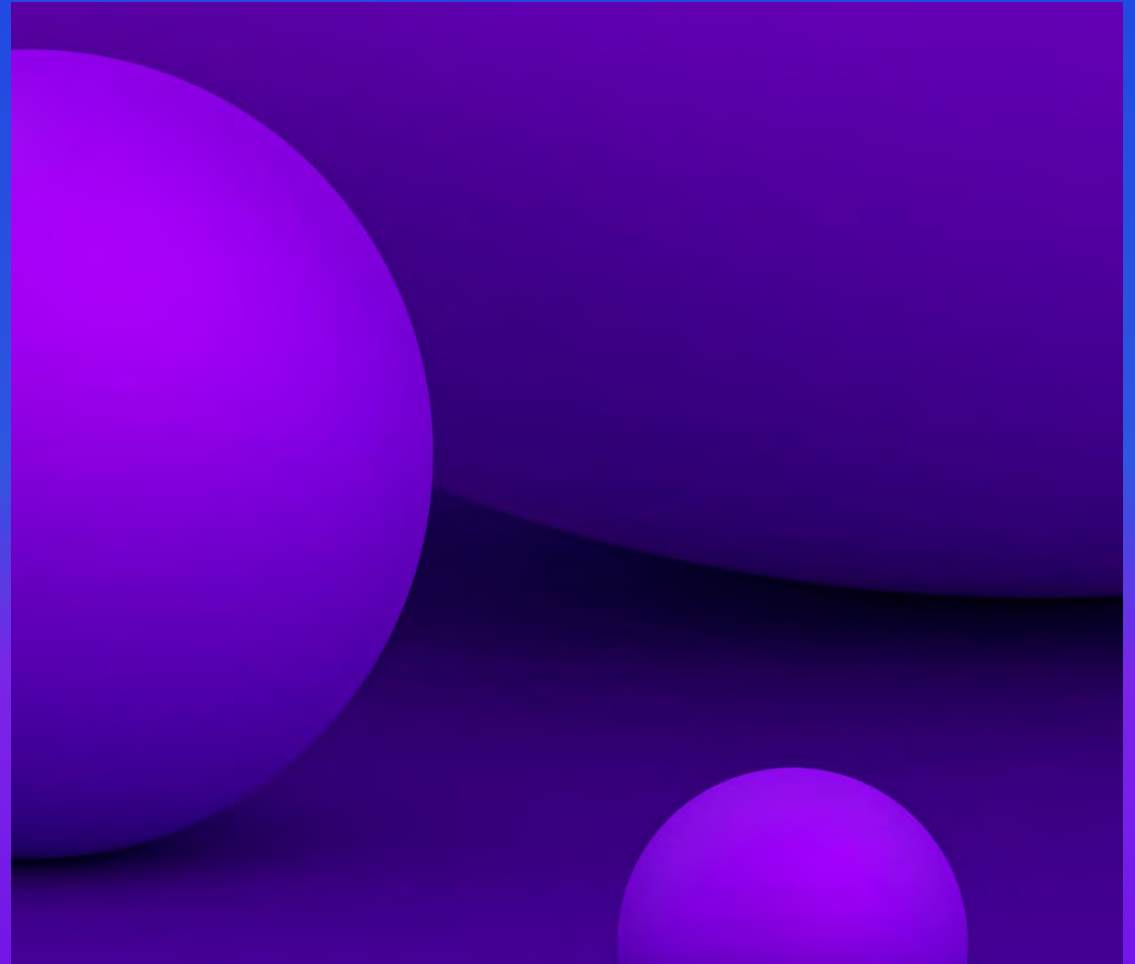
To make this report practical, we focused on three key yet interdependent themes – cities, sustainable development and innovation.

[Click here](#) to access KPMG's portal.



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COUNCIL REPORT

Date: December 4, 2023

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

Subject: Council Indemnity Increase

Recommendation:

That Village of Belcarra Council Indemnity Bylaw No. 620, 2023 be read a first and second time.

Purpose:

This report provides information on the Council indemnity increases for 2024 and introduces the Council Indemnity Bylaw for first two readings.

Background:

Council previously passed the following motion:

“That Council indemnity increases be calculated on the basis of the Vancouver Consumer Price Index (CPI) increase for the preceding 12-month period ending October 31 of each year, prior to the calendar year in which any increases would take effect.”

The 12-month Vancouver CPI increase for the period ending October 31, 2023 was 4.7%. The Vancouver CPI increase for the 12-month period ending October 31, 2022 was 7.3%; however, Council received a 4% increase for 2023. For 2024, the recommended Council increase is once again 4% even though the Vancouver CPI for the 12 months ending October 31, 2023 was 4.7%. The impact of this increase for Council is shown below.

	Annual 2023 Council Indemnities	Annual 2024 Council Indemnities	\$ Change	% Change
Mayor	\$24,001.50	\$24,961.56	\$960.06	4.0%
Councillors	\$12,000.76	\$12,480.79	\$480.03	4.0%

It is recommended that Village of Belcarra Council Indemnity Bylaw No. 620, 2023 receive first two readings. The actual rates in the bylaw reflect the March 1st, 2024 date, which is the date the bylaw will be in effect as the bylaw cannot be applied retroactively. The bylaw rates have been adjusted to ensure that the 4% increase is received by Council for the entire 2024 year.



**VILLAGE OF BELCARRA
Council Indemnity
Bylaw No. 620, 2023**



A bylaw to provide for the payment of an indemnity to
Village of Belcarra Mayor and Councillors

WHEREAS the Municipal Council may, by bylaw, provide for the payment from annual general revenue, an indemnity to the Mayor and to each Councillor for the discharge of their duties of office;

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

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Council Indemnity Bylaw No. 620, 2023".
2. The indemnity for the Mayor starting March 1, 2024 shall be the gross sum of \$2,093.31 monthly.
3. The indemnity for each Councillor starting March 1, 2024 shall be the gross sum of \$1,046.66 monthly.
4. The indemnities provided for in Section 2 and 3 above shall be paid by the Chief Administrative Officer, save and except for the provisions of Section 5 hereof.
5. In the event of any member of Council being absent from three consecutive regular Council meetings, the indemnity that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.
6. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
7. This bylaw shall take force and come into effect as of March 1, 2024.
8. The "Village of Belcarra Council Indemnity Bylaw No. 604, 2023" is repealed effective March 1, 2024.

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
Village of Belcarra Council Indemnity Bylaw No. 620, 2023

Chief Administrative Officer



COUNCIL REPORT

Date: December 4, 2023

From: Sartaj Grewal, Building Official

Subject: **Fire Suppression System for Belcarra Municipal Hall**

Recommendation

That the staff report dated December 4, 2023 titled "Fire Suppression System for Belcarra Municipal Hall" be received into the record for information.

Purpose

To provide detailed information on the requirements for a fire suppression system for a building such as the Belcarra Municipal Hall as per Village of Belcarra bylaws and the BC Building Code.

Background

According to Village of Belcarra Bylaws, the installation of a fire suppression system in Belcarra Municipal Hall will require a building permit. The following excerpts from the Village of Belcarra Building and Plumbing Code Bylaw, No. 355, 2003 are applicable:

Village of Belcarra Building and Plumbing Code Bylaw No. 355, 2003

76. Every person must apply for and obtain a building permit
(3) to install or modify a fire alarm system

Village of Belcarra Building and Plumbing Code Bylaw No. 355, 2003

81. An application for a building permit with respect to a simple building must
- (15) In addition to the requirements of Section 78(1) to (13) the following may be required by a building official to be submitted with a building permit application for the construction of a simple building where the project involves two or more buildings, which in the aggregate total more than 1000 square meters, or two or more buildings that will contain four or more dwelling units, or otherwise if the complexity of the proposed building or structure or siting circumstances warrant:
- (d) structural, electrical, mechanical or fire suppression drawings prepared and sealed by a **registered professional**;

According to the BC Building Code Division A Part 1, the installation of a fire suppression system for a building such as the Belcarra Municipal Hall, the following is applicable:

1.4.1.2. Defined Terms

Registered professional means

- a person who is registered or licensed to practice as an architect under the Architects Act, or
- a person who is registered or licensed to practice as a professional engineer under the Engineers and Geoscientists Act.

The BC Building Code states that Automatic Sprinkler Systems must be installed to NFPA 13 "Installation of Sprinkler Systems." standards with the exception of Low-Rise Residential Occupancies, One and Two Dwelling and Manufactured Homes.

BC Building Code Division B Part 3

3.2.5.12. Automatic Sprinkler Systems

- 1) Except as permitted by Sentences (2), (3) and (4), an automatic sprinkler system shall be designed, constructed, installed and tested in conformance with NFPA 13, "Installation of Sprinkler Systems."
(See Note A-3.2.5.12.(1).)

Sentences (2),(3) refer to Low-Rise Residential Occupancies and One- and Two-Dwellings and Manufactured Homes respectively.

- 4) If a building contains fewer than 9 sprinklers, the water supply for these sprinklers is permitted to be supplied from the domestic water system for the building provided the required flow for the sprinklers can be met by the domestic system.

Section 2.2. Administration, of the BC Building Code covers guidelines for work done under the BC Building Code. The following excerpts are applicable.

BC Building Code Division C Part 2 Section 2.2

2.2.1.2. Structural Design

- 1) For design carried out in accordance with Part 4 of Division B, the designer shall be a registered professional skilled in the work concerned. (See Note A-2.2.1.2.(1).)

2.2.3.2. Plans of Sprinkler Systems

- 1) Before a sprinkler system is installed or altered, plans showing full details of the proposed sprinkler system and essential details of the building in which it is to be installed shall be drawn to an indicated scale.

In addition to design drawings a registered professional is required to provide Schedule B, Assurance of Professional Design and Commitment for Field Review. This assures that the proposed system will be designed and installed according to NFPA 13 standards. The registered professional will also inspect the fire suppression system throughout installation and conduct functional testing once completed.

Summary

The Village of Belcarra, according to Village bylaws and the BC Building Code, will be required to contract a registered professional for the installation of a fire suppression system for the Belcarra Municipal Hall. Staff are in the process of finding a company which can meet these requirements and will provide a report at a future Council Meeting which will include details such as the name of the company, a cost estimate and a breakdown of the work involved as well as a timeline for installation should the project be approved by Council.



COUNCIL REPORT

Date: December 4, 2023

From: Sartaj Grewal, Building Official and Amanda Seibert, Corporate Officer

Subject: Village of Belcarra Blasting and Rock-breaking Regulation Bylaw No. 619, 2023

Recommendation

That Village of Belcarra Blasting and Rock-breaking Regulation Bylaw No. 619, 2023 be read a first and second time.

Purpose

To provide a blasting and rock-breaking regulation bylaw to allow for the regulation of blasting and rock-breaking activities within the Village boundaries.

Background

During the course of 2020 to present day, construction of a few residential buildings in the Village of Belcarra involved the use of blasting to remove rock. The blasting process resulted in complaints and concerns from the public and Council about the blasting process and questions on what can be done to mitigate negative impacts. Though the Province regulates many aspects of blasting under WorkSafe BC legislation, the Village currently does not have its own bylaw to allow it to regulate blasting activities.

Staff undertook research and determined that although a fair number of municipalities have enacted blasting bylaws to better regulate blasting activities, there is a general absence of prescriptive regulations, which allows blasting activities to be conducted without the need to consider effects on nearby people and homes. The development of a blasting bylaw is intended to create better relationships between blasting contractors and affected residents, mitigate negative impacts and reduce concerns coming from people living and working near blast sites, and minimize liability exposure for the Village.

The key elements of the draft blasting bylaw are summarized as follows:

1. The Bylaw is administered by the Building Official.
2. An owner of property that needs to undertake blasting will be required to apply for and obtain a Blasting Permit.
3. The cost of the Blasting Permit is \$250.00.
4. The company undertaking the actual blasting must hold a Blasting Certificate.
5. The Owner must indemnify and defend the Village against all claims arising from blasting.
6. Insurance in the amount of \$5.0 million for liability, property damage and personal injury must be in place.
7. An Assurance Form must be completed.
8. Details must be provided on how noise will be muffled.
9. Details must be provided on how on-site processing of blast material is to be addressed.

10. A schedule that minimizes the impact to the adjacent residents must be in place.
11. Neighbouring owners and occupiers must be notified.
12. Signs must be posted at the likely entry points into the blast area.
13. A pre and post blast inspection of buildings within 100m of the edge of the blast area must be undertaken by the Blasting Engineer and any damage to neighbouring buildings resulting from the blast must be repaired by the Owner.
14. Blasting and the on-site processing of blast rock is limited to 8:30 am to 4:30pm Monday to Friday only. No blasting is allowed on weekends or on statutory holidays.
15. The Blasting Engineer is required to monitor and maintain records of blasting activities.
16. The penalty for violating the Blasting Regulation Bylaw, upon conviction, is a fine not exceeding \$10,000 and not less than \$2,500.

Staff recommends the inclusion of Rock-breaking in the proposed bylaw as the work done to remove boulders or bedrock from land by drilling, percussive breaking (not hammering), or splitting is not always necessarily carried out by blasting, however, the work done in this matter can have similar impacts.

In addition, it will be necessary to amend Village of Belcarra Fees and Charges Bylaw No. 517, 2018 to provide for the blasting permit fee.

Summary

Staff have drafted a Blasting and Rock-breaking Regulation Bylaw in consideration of practices used in other municipalities, best practices and with legal input from our solicitors. The Blasting and Rock-breaking Regulation Bylaw will provide staff with the ability to regulate blasting activities within Village boundaries.

Appendix A Blasting and Rock-breaking Regulation Bylaw No. 619, 2023



VILLAGE OF BELCARRA

Blasting and Rock-breaking Regulation Bylaw No. 619, 2023



A bylaw for regulating and prohibiting Blasting and Rock-breaking
within the limits of the Village of Belcarra

WHEREAS section 8 (3) (d) of the *Community Charter* authorize that Council may, by bylaw, regulate, prohibit and impose requirements in relation to the use of explosives;

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

Part 1 - Citation

- 1.1 This Bylaw may be cited for all purposes as the "Village of Belcarra Blasting and Rock-breaking Regulation Bylaw No. 619, 2023".

Part 2 - Definitions

- 2.1 In this Bylaw

"Affected Owners" means the Owners or occupiers of parcels of land to be inspected before a Blasting Permit is issued pursuant to Section 3.1.

"Application" means a written application for a Blasting Permit or Rock-Breaking Permit in the form as contained in Schedule A to this Bylaw.

"Assurance Form" means the written document from the Owner and the Blasting Engineer assuring that certain items will occur relative to the Blast as contained in Schedule C to this Bylaw.

"Blast" or "Blasting" means the use of explosives or chemicals for the purpose of moving, displacing or breaking rock or other material;

"Blaster" means the person, firm or corporation engaged by the Owner to conduct Blasting and includes an agent, contractor or employee of the Blaster;

"Blasting Area" means the full extent of potential impact from the Blasting operation and On-Site Processing of Blast Rock, including all areas of detonation, adjacent areas that may be subject to impact and the area of Maximum Peak and Particle Velocity, Frequency Response, noise and dust.

"Blasting Engineer" means a professional engineer or their designate authorized to practice by the Association of Professional Engineers and Geoscientists of British Columbia who is competent in rock mechanics and Blasting, is independent of the Blaster, who agrees to oversee a Blasting project on behalf of an Owner and is acceptable to the Building Official.

"Blasting Mat" means a mat placed over a Blast to contain the resultant fragments and suppress dust, usually made of sliced-up rubber tires bound together with ropes, cables or chains or a blanket of interwoven steel cable or interlocking steel rings;

“Blasting Permit” means the written authorization to conduct Blasting as issued by the Building Official pursuant to this Bylaw.

“Building Official” means the person appointed to that position for the Village or their delegate, or such other persons as may be duly authorized from time to time by Council to carry out the duties and responsibilities of the Building Official.

“Control Measures/Blasting Plan” means a document that complies with the requirements set out in subsection 3.1.1 j)

“Council” means the duly elected Council of Village of Belcarra.

“Fees and Charges Bylaw” means the Village’s Fees and Charges Bylaw No. 517, 2018 as amended or superseded.

“Indemnification Form” means the written document indemnifying the Village and its employees as contained in Schedule “B” to this Bylaw.

“Maximum Peak Particle Velocity and Frequency Response” is the maximum allowable peak particle velocity and frequency response as set by the Blasting Engineer in the Blast Plan;

“Neighbouring Owner” means the Owner or occupier of property within a set distance of the Blasting Area as prescribed by the Blasting Engineer from time to time;

“On-Site Processing of Blast Rock” means any mechanical processes such as, but not limited to, rock crushing, washing, screening and stockpiling that are applied to rock that has been Blasted;

“Owner” means the person registered in the Land Title Office as entitled to the fee simple of a parcel, holders of a registered right to purchase a parcel, or holders of a right of way in favour of a statutory authority and includes a person authorized in writing by the Owner to act as the Owner’s agent for purposes of this Bylaw.

“Post-Blast Inspection” means an inspection by the Registered Professional Engineer, once Blasting is complete, of any area the Registered Professional Engineer deems required plus an inspection of any land or buildings on land where the Neighbouring Owner has requested a Post-Blast Inspection to determine the impact of Blasting on any Land or building on lands;

“Pre-Blast Inspection” means an inspection of the Pre-Blast Inspection Area by the Registered Professional Engineer prior to Blasting occurring to determine status of land and buildings on land prior to Blasting;

“Pre-Blast Inspection Area” means the area identified by the Blasting Engineer where land and buildings on land must be inspected to document condition prior to Blasting;

“Registered Professional Engineer” means a professional engineer or their designate authorized to practice by the Association of Professional Engineers and Geoscientists of British Columbia who is competent in the evaluation of buildings and who will undertake Pre-Blast Inspections and any required Post-Blast Inspections.

“Rock-breaking” means the removal of boulders or bedrock from land by drilling, percussive breaking (not hammering), or splitting, but excludes Blasting.

“Rock-breaking Permit” means the written authority granted by the Building Official pursuant to this Bylaw for the purposes of Rock-breaking.

"Security Person" means a trained and certified security person holding a valid security workers license or a Blaster having a valid Blasting Certificate.

“Village” means the Village of Belcarra; and

"WorkSafeBC" means the Workers Compensation Board of British Columbia.

Part 3 – Applications and Permits

3.1 Applications for Permits Authorizing Blasting or Rock-breaking

No person shall remove or cause to be removed any rock unless a Blasting Permit or Rock-breaking Permit has been granted for such removal pursuant to subsection 3.1.1, subsection 3.1.2 and Schedule B of this Bylaw and the removal is in accordance with this Bylaw and the terms and conditions of the relevant permit. The Building Official may require additional information beyond that outlined in subsection 3.1.1 and subsection 3.1.2 in order to grant such a permit for removal.

3.1.1 Blasting Permit Application

An Owner may apply to the Building Official for a Blasting Permit within the Village. The Owner shall submit the following:

- a) a completed and signed Application;
- b) a title search conducted within the past 30 days for the property where the Blasting is to occur;
- c) a copy of a valid Blaster's Certificate issued to the Blaster by WorkSafe BC for all persons completing the Blast (the original of which must be produced for inspection if required by the Building Official);
- d) an Indemnification Form executed by the Owner, which will at a minimum provide that the Owner will:
 - i. indemnify and defend the Village from all claims and damages related to or arising from the Blasting;
 - ii. waive all claims for contribution and indemnity against the Village for losses related to or arising from the Blasting; and
 - iii. pay for all damage that results to third party structures and property as a result of the Blasting.
- e) a certificate of insurance acceptable to the Building Official in the minimum amount of \$5,000,000 naming as named insureds the Blaster, the Owner, and the Village providing defense and indemnity protection against all liability for property damage or personal injury arising from or relating to the proposed Blasting;

- f) a completed Assurance Form;
- g) a Blasting Plan that is prepared by or under the supervision of the Blasting Engineer that must include, without limitation, (i) a diagram of the blasting pattern; (ii) a plan indicating the full extent of the Blasting Area; (iii) the sequence of detonation and the maximum weight of explosives to be detonated per delay; (iv) the specific safety measures to be taken; (v) the specific measures taken to minimize the effect of the Blasting on third parties; (vi) Maximum Peak Particle Velocity and Frequency Response; (vii) area requiring notification to Neighbouring Owners; (viii) the Pre-Blast Inspection Area; and (ix) Placement of Blasting signage; (x) Test blasting requirements; (xi) Pre-blast survey radius; (xii) Drill log records; (xiii) Rock removal and (xiv) work sequence.;
- h) a plan indicating the Blast Area;
- i) a plan indicating the Pre-Blast Inspection Area, and should this area be less than 100 meters from the edge of the Blast area, the Blasting Engineer must provide justification for the reduction;
- j) a Control Measures/Blasting Plan, prepared by the Blaster and accepted by the Registered Professional Engineer, which shall consist of a sketch of the blasting pattern and include the sequence of detonation and the maximum weight of explosives to be detonated per delay and shall specify measures designed to minimize potential injury to any person and avoid, control, or minimize the impact of the Blasting. If Blasting is not proposed within 150 meters of any structure, utility line, railway, public or private road, street, lane, driveway, or walkway, or is not expected to produce a rock cut over 3.5 metres high, then the Building Official may waive the requirement for a Control Measures/Blasting Plan. During the continuance of the permit, the Building Official may authorize amendments to the Control Measures/Blasting Plan which are approved in writing by the Registered Professional Engineer.
- k) a report from the Blaster detailing how drill rigs and compressors are to be muffled, note the Building Official may require use of equipment or techniques to reduce or control noise and dust levels;
- l) a description of any On-Site Processing of Blast Rock that is to occur including the how noise and dust is to be controlled and a schedule for the processing work, note the Building Official may require the use of equipment or techniques to reduce or control noise and dust;
- m) a description of the purpose of the Blasting;
- n) the schedule for Blasting and any planned On-Site Processing of Blast Rock prepared in a manner that will minimize the duration of the impacts of noise and dust to the adjacent areas, note the Building Official may alter the schedule to minimize the impact to the Neighbouring Owners;
- o) a statement of the amount of material that is proposed to be removed;
- p) a report on where and how notice of Blasting, the Pre-Blast Inspections, the procedure to be used to notify Neighbouring Owners and the steps a Neighbouring Owner is to take in the event that Blasting causes any damage to land or buildings on the land;
- q) the name and contact information for the Blasting Engineer;

- r) the name and contact information for the Registered Professional Engineer; and
- s) the permit fee and damage deposit as set out in the Fees and Charges Bylaw. The damage deposit shall be security for all requirements under this Bylaw and may be used at any time by the Village to secure completion of any of these requirements. A permit extension fee will be required for all permits that exceed their permit expiry date as determined by subsection 3.1.3. Extension will be granted from permits based on the discretion of the Building Official.

3.1.2 Rock-Breaking Permit Application

When an owner proposes to remove rock through means of Rock-breaking, the Owner shall first apply to the Building Official for a Rock-breaking Permit by fulfilling the requirements outlined in section 3.1.1. Rock-breaking permits are exempted by the Bylaw from the provision of subsection 3.1.1 c), j) and n).

3.1.3 Permit Authorizing Blasting and/or Rock-breaking

- i. If an Owner submits an Application under this Bylaw and the Building Official considers it safe and prudent to do so, the Building Official may issue a Blasting Permit or a Rock-breaking Permit in the form contained in Schedule "D" to this Bylaw upon such terms, conditions, and restrictions as the Building Official determines are appropriate
- ii. The Blasting Permit will be valid for the time period determined by the Building Official taking into account the schedule provided in the application and the impact of the blasting on the adjacent area.
- iii. The Building Official may, upon the written application of the Owner extend the Blasting or Rock-breaking Permit for a further duration of up to 30 days, but no further extensions are permitted.

3.1.4 The Building Official may cancel or suspend a Blasting Permit or a Rock-breaking Permit or the authority to Blast under a Blasting Permit, without raising any liability for delay damages, if there are reasonable grounds to believe that:

- a) the Owner or the Blaster or their agents or employees have violated the Blasting Permit or Rock-breaking Permit or any applicable law, regulation, bylaw or ordinance; or
- b) damage to other property or a nuisance has resulted or will result from the Blasting or Rock-breaking.

Part 4 – Notifications

4.1 Blasting or Rock-breaking Notification of Neighbouring Owners

- 4.1.1 Once a Blasting or Rock-breaking Permit has been issued Blasting or Rock-breaking is not to be undertaken until written notice has been given to the Building Official and all Affected Owners at least 15 days before Blasting or Rock-breaking commences. The number of Owners to be notified or the area of notification may be increased at the discretion of the Building Official and once increased, then all subsequent notification required under this bylaw shall apply to those Owners or the increased area.

The notice must include the following:

- a) the name and business address of the Owner, the Blaster, the Blasting Engineer and the Registered Professional Engineer;
- b) the reason for the work;
- c) a description of how the work is to be completed;
- d) an illustration or computer-generated rendering of the finished Blast product to help neighbours better understand why they will have to tolerate the Blasting;
- e) a plan of the Blast Area;
- f) a plan of the Pre-Blast Inspection Area;
- g) information on who to contact and the stipulated time frames should a Neighbouring Owner wish to register a concern or submit a specific claim for damage related to Blasting;
- h) the approximate quantity of rock to be removed;
- i) any On-Site Processing of Blast Rock and how it will be addressed;
- j) dust and noise control measures to be used;
- k) the date of commencement of Blasting;
- l) the schedule for the work including Blasting and On-Site Processing of Blast Rock;
- m) a description of the methods to be used to safeguard persons and property;
- n) the Maximum Peak Particle Velocity and Frequency Response;
- o) the warning and signaling methods to be used;
- p) the name and phone number of a representative of the Blaster or Owner who will answer telephone calls and provide further information;
- q) notice of the upcoming Pre-Blast Inspection, a description of the inspection process, a request that the Neighbouring Owner voluntarily participate in this inspection, and a warning that the Registered Professional Engineer may waive the inspection if the Neighbouring Owner does not reasonably cooperate; and
- r) At least 48 hours notice shall be given of the commencement of any Blasting or Rock-breaking, and at least one week's (7 days) notice shall be given of any project expected to continue for more than two (2) days.

The Owner shall post signs at every location where vehicles or pedestrians may enter the area affected by a Blast illustrating the warning and signaling devices to be used and providing contact information for the Blaster and the Owner.

Part 5 – Blasting Regulations

5.1 Pre-Blast Inspection

- 5.1.1 Three (3) days after written notice to all Neighbouring Owners within the Blast Area has been given, the Registered Professional Engineer shall conduct a Pre-Blast Inspection of all structures and outbuildings, swimming pools, foundations, retaining walls, patios and driveways on any parcel of land in the Pre-Blast Inspection Area. The Registered Professional Engineer shall record the results

of the Pre-Blast Inspection in a written report. This report must identify with reasonable particularity, and where appropriate with photographs, all pre-existing damage to any property within the Pre-Blast Inspection Area, all conditions that are susceptible to damage from the proposed Blasting and documentation on the steps taken to inspect and secure the signature of the Neighbouring Owner on the inspection report should they fail to be able to perform an inspection or secure a signature. The Registered Professional Engineer shall sign the report and request that the Neighbouring Owner also sign the report. The Registered Professional Engineer must obtain the consent of the Neighbouring Owner before entering onto their land to conduct the Pre-Blast Inspection. The Registered Professional Engineer shall provide a copy of the Pre-Blast Inspection report to the Building Official prior to commencing Blasting.

5.1.2 If a Neighbouring Owner unreasonably refuses consent to the Registered Professional Engineer entering their property for a period of more than 3 days or does not respond to the Registered Professional Engineer's written notice, the Registered Professional Engineer may, upon 3 days written notice to the Neighbouring Owners of that property, waive the requirement for that property to be inspected. If a Neighbouring Owner unreasonably refuses to sign the inspection report for a period of more than 3 days, the Registered Professional Engineer may, upon 3 days written notice to the Neighbouring Owner, waive the requirement for their signature. The Registered Professional Engineer shall make contemporaneous records evidencing all material facts underlying any decision to waive a requirement under this paragraph and include those records in the Pre-Blast Inspection report.

5.1.3 The Owner may provide written notice to the Neighbouring Owners under this Bylaw by:

- a) mailing the notice to the address or addresses of all Owners registered with the Land Title Office; or
- b) posting the notice on the front door of each individual residence or other occupied structure on the property or leaving it with any adult person who has control of the residence or occupied structure.

Notice by mail is deemed to be received and effective five days after being placed in the mail.

5.2 Blasting

5.2.1 Blasting may commence once:

- a) the Blasting Permit has been issued;
- b) notification of all Neighbouring Owners is complete; and
- c) the Pre-Blast Inspection report has been completed and submitted to the Building Official.

The Blaster shall ensure that no material, including fly rock, and no unreasonable dust or debris leaves the site during Blasting or enters the property of any of the Neighbouring Owners.

The Blaster must ensure that Blasting Mats are used at all times when Blasting is conducted unless otherwise approved by the Blasting Engineer.

5.3 Hours of Blasting or Rock-breaking

5.3.1 Blasting or Rock-breaking may be carried out from Monday through Friday, not including holidays, from 8:30 am to 4:30 pm during the time period indicated in the schedule approved in the Permit. No person shall carry out Blasting or Rock-breaking at any other time.

5.3.2 No Blasting or Rock-breaking can be done between December 17 and January 2

5.4 Hours of On-Site Processing of Blast Rock

5.4.1 The On-Site Processing of Blast Rock may be carried out from Monday through Friday, not including holidays, from 8:30 am to 4:30 pm during the time period indicated in the schedule approved in the Permit. No person shall carry out On-Site Processing of Blast Rock at any other time.

5.5 Blasting Site Safety

5.5.1 The Owner and the Blaster shall comply with all regulations and requirements imposed by WorkSafeBC and any other applicable bylaws and laws of the Provincial or Federal Government.

5.5.2 The Blaster shall ensure that a Security Person, equipped with and trained in the use of warning and signalling devices approved by WorkSafe BC, shall be posted at every location where vehicles or pedestrians might be affected by a blast. Prior to any blast, this Security Person shall signal vehicles and pedestrians to prevent them from entering an area which may be affected by the blast. No blasting shall be done until all persons and vehicles vacate the area affected by the blast.

5.5.3 Prior to a blast adjacent to a travelled highway, the Blaster shall cause an effective warning to be given (in accordance with WorkSafe BC regulations) in sufficient time to enable persons or vehicles that may be affected by the blast to move to a safe distance from the area. When a blast is completed, the Blaster shall cause the area affected by the blast to be inspected to ensure that it is free of unexploded charges, explosive material or other material which the blasting has caused to be a danger or a potential hazard. When the Blaster's inspection is completed, the Security Person shall restore normal vehicular and pedestrian traffic as soon as reasonably practicable.

5.5.4 The Blaster shall sound an audible signal at both the commencement and cessation of each Blast.

5.5.5 While Blasting is being carried on, the Blaster shall provide at least one competent assistant and as many additional competent assistants as circumstances may require and cause them to warn and implement all reasonable precautions to safeguard the occupants of buildings who may be affected by the Blast.

5.6 Monitoring

5.6.1 The Owner shall retain a Blasting Engineer and a Registered Professional Engineer at the Owner's cost to oversee and monitor the Blasting and Pre-Blast any required Post-Blast Inspections.

- 5.6.2 The Owner and the Blaster and their agents and employees shall comply with the lawful directions of the Blasting Engineer in all matters related to the Blasting.
- 5.6.3 The Blasting Engineer shall do the following:
- a) monitor and oversee all Blasting;
 - b) review all records including drill logs and explosive use records created in relation to the Blasting in a timely fashion;
 - c) determine the requirements and schedule for on-site Inspections;
 - d) undertake either in person or through their designate on-site Inspections in accordance with the schedule;
 - e) ensure that all Blasting complies with the Blasting Plan, the Blasting Permit, this bylaw, and all other applicable laws and regulations; and
 - f) Notify the Owner, Building Official and Neighbouring Owners when Blasting is complete.
- 5.6.4 The Blasting Engineer shall immediately, and in no event less than 24 hours, notify the Building Official if the Engineer knows or reasonably suspects that any of the following has occurred:
- a) any person has violated or contravened with the Blasting Plan, the Blasting Permit, this bylaw, and all other applicable laws and regulations with respect to the Blasting;
 - b) the Maximum Peak Particle Velocity and Frequency Response has been exceeded;
 - c) any property damage has occurred to property owned by a third party as a result of the Blasting; or
 - d) any personal injury has occurred as a result of the Blasting.
- 5.6.5 If the Blasting Engineer ceases to be retained at any time, the Blasting Engineer must immediately inform the Owner, the Blaster and the Building Official in writing. The Owner and the Blaster shall then ensure that all Blasting and related work on the project ceases until such time as:
- a) a new registered professional is retained to act as the Blasting Engineer, and
 - b) a new letter in the form set out in Schedule "C" to Blasting and Rock-Breaking Regulation Bylaw 619, 2023 is filed with the Building Official.
- 5.6.6 The Owner and the Blaster shall cause ground vibration measurements to be made and recorded in writing during each Blast at the closest structure to the Blast and at any other structures that are sensitive to ground vibrations. The Blaster shall retain all records made under this provision for a period of six years after Blasting is complete.
- 5.6.7 The Blaster shall forthwith notify the Blasting Engineer if the ground vibration at any point exceeds the Maximum Peak Particle Velocity and Frequency Response.

5.6.8 The Registered Professional Engineer shall do the following:

- a) conduct the Pre-Blasting and any required Post-Blasting Inspections and complete the associated reports.

5.6.9 The Blaster shall do the following:

- a) maintain a log of all concerns registered from Neighbouring Owners and any specific claim submissions for damage noting: The date the concern or claim was brought forward; The date the concern or claim allegedly occurred; The nature of the concern or claim; The action taken to address the concern or claim; If a Post Blast Inspection is required; The date of the Post Blast Inspection; and The findings and recommendations from the Post Blast Inspection.

5.7 Post-Blasting Requirements and Liability for Damages

5.7.1 Within 60 days of the Blasting being completed, the Blaster, Registered Professional Engineer and the Blasting Engineer shall determine where Post-Blast Inspections shall be carried out. In making that determination they will consider the Blast records, any odd Blast occurrences, the log of Neighbouring Owners concerns and all specific claim submissions for damage from Neighbouring Owners. The Registered Professional Engineer shall complete a Post-Blast Inspection of the identified areas plus on any Land or building on land where the Neighbouring Owner has made a specific claim submission for damage. The Registered Professional Engineer must create a report which identifies with reasonable particularity, and where appropriate with photographs his findings regarding any damage caused by the Blasting or that reasonably could have been caused by the Blasting. The Registered Professional Engineer shall submit his report to the Owner, Building Official and each Neighbouring Owner that has requested a Post-Blast Inspection.

5.7.2 At any time within 45 days after notice that Blasting has been completed, a Neighbouring Owner may give notice to the Owner of a claim for sustained damage as a result of the Blasting.

5.7.3 Upon receiving notice of a claim for damage from a Neighbouring Owner, the Owner will forthwith inform the Blasting Engineer and the Registered Professional Engineer and provide both with any written documentation, photographs or other evidence received.

5.7.4 The Registered Professional Engineer shall investigate all timely reports of damage by Neighbouring Owners and any damage noted in the Post-Blasting Report and provide a written report to the Owner and the affected Neighbouring Owners setting out in detail the following:

- a) a detailed description of the extent and nature of any damage;
- b) photographs of any damage;
- c) the Registered Professional Engineer's opinion on the causation of the damage along with a reasonably particularized statement of the Registered Professional Engineer's analysis; and
- d) the Registered Professional Engineer's recommendation to repair the damage.

5.7.5 The Owner shall complete any repairs recommended by the Registered Professional Engineer to repair damage caused by the Blasting within 30 days or such other time as is agreed between the Owner and the affected Neighbouring Owners.

5.7.6 Within 15 days of the date that the Owner is to complete the repairs, the Owner shall provide written documentation to the Neighbouring Owner that repairs have been completed to the satisfaction of the Registered Professional Engineer.

5.8 Post-Rock Removal Notification Requirements

5.8.1 The Owner shall notify or cause to be notified the Building Official and each Affected Owner, in writing, when the rock removal to be carried out under the permit has been completed. Security deposit release will not be processed until sixty days after the letter is received.

5.8.2 At any time within sixty days after the date of notice given under Section 15.1, an Affected Owner may give notice to the Owner or the Blaster, with a copy to the Village, that the Affected Owner's property has sustained damage as a consequence of the blasting. Upon receipt of such notice, the Owner or the Blaster shall conduct a post-blast inspection of the property. The Affected Owner or an authorized agent shall be given notice and a reasonable opportunity to be present during the post-blast inspection. If the Affected Owner doesn't permit entry to the property within two weeks of the notice being given, or cooperate in the post-blast inspection, then it shall be presumed that the Affected Owner's allegation of damage has been satisfied. The Owner or Blaster shall complete the post-blast inspection without delay and submit a report of the inspection to the Affected Owner with a copy to the Building Official.

5.8.3 The amount of any loss or damage within the scope of an indemnity under Section 7.2.3 that remains unpaid to the Village (6) months after the date of the post-blast inspection shall be deemed to be a debt due to the Village which shall be recovered by the Village in the same manner as taxes due on the parcel of land where the Blasting was carried out.

5.8.4 No operation by which soil or rock is removed or deposited shall cause a dust or dirt nuisance affecting any neighbouring property, highway or right of way.

5.9 Exemptions

5.9.1 Notwithstanding the provisions hereof, Blasting shall be exempt from all provisions of this Bylaw:

- a) if the Blasting is specifically authorized by a statute or regulation other than the *Local Government Act* or the *Community Charter*;
- b) if the Blasting is, in the Building Official's opinion, required on an urgent basis to lessen or eliminate an imminent threat to life, safety, property damage or damage to water, sanitary sewer, storms sewer and electrical systems, public transportation routes, or communication systems, and the Building Official provides a written exemption allowing the Blasting;
- c) less than 10 cubic meters of rock or other material is to be blasted by means of detonating not more than 0.3 kilograms of explosive per delay; or
- d) the rock to be blasted consists entirely of boulders separate from bedrock.

5.11 Penalty

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

Part 6 – Schedules

Schedule A – Application for a Blasting Permit or Rock-Breaking Permit

Schedule B – Indemnification Form

Schedule C – Assurance Form

Schedule D – Blasting Permit and Rock-Breaking Permit

Part 7 – Severability

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

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
Village of Belcarra Blasting Regulation Bylaw No. 619, 2023

Chief Administrative Officer



VILLAGE OF BELCARRA

SCHEDULE "A" TO BLASTING REGULATION BYLAW NO. 619, 2023

APPLICATION FOR A BLASTING PERMIT OR ROCK-BREAKING PERMIT

1. Date: _____

2. This application is for a (check one)

- ☐ Blasting Permit
☐ Rock Breaking Permit

3. I, _____, of
(Print full name of Owner)

(Address)

(Daytime Phone)

am the registered Owner of the following lands:

(street address)

(legal description)

4. I hereby authorize _____
(Print full name of Owner's Agent)

of _____
(company name) (phone no.)

to act as my agent pursuant to this bylaw.

5. The purpose of the blasting and the rock removal is (check all relevant)

- ☐ road and utilities
☐ utility connections
☐ house or garage
☐ coach house
☐ power pole
☐ driveway or parking area
☐ other (describe)

6. Estimated total volume of rock to be Blasted _____m³
7. Expected date of starting of drilling _____
8. Estimated start date of Blasting _____
9. Estimated end date of Blasting _____
10. Estimated start date of On-Site Processing of Blast Rock _____
11. Estimated end date of On-Site Processing of Blast Rock _____
12. The fee as required by the Village of Belcarra Fees and Charges Bylaw is enclosed.
13. The following documentation is provided in support of this application:
 - a) a completed and signed Application;
 - b) a title search conducted within the past 30 days for the property where the Blasting is to occur;
 - c) a copy of a valid Blaster's Certificate issued to the Blaster by WorkSafe BC for all persons completing the Blast (the original of which must be produced for inspection if required by the Building Official);
 - d) an Indemnification Form executed by the Owner, which will at a minimum provide that the Owner will:
 - i. indemnify and defend the Village from all claims and damages related to or arising from the Blasting;
 - ii. waive all claims for contribution and indemnity against the Village for losses related to or arising from the Blasting; and
 - iii. pay for all damage that results to third party structures and property as a result of the Blasting.
 - e) a certificate of insurance acceptable to the Building Official in the minimum amount of \$5,000,000 naming as named insureds the Blaster, the Owner, and the Village providing defense and indemnity protection against all liability for property damage or personal injury arising from or relating to the proposed Blasting;
 - f) a completed Assurance Form;
 - g) a Blasting Plan that is prepared by or under the supervision of the Blasting Engineer that must include, without limitation, (i) a diagram of the blasting pattern; (ii) a plan indicating the full extent of the Blasting Area; (iii) the sequence of detonation and the maximum weight of explosives to be detonated per delay; (iv) the specific safety measures to be taken; (v) the specific measures taken to minimize the effect of the Blasting on third parties; (vi) Maximum Peak Particle Velocity and Frequency Response; (vii) area requiring notification to Neighbouring Owners; (viii) the Pre-Blast Inspection Area; and (ix) Placement of Blasting signage; (x) Test blasting requirements; (xi) Pre-blast survey radius; (xii) Drill log records; (xiii) Rock removal and (xiv) work sequence.;

- h) a plan indicating the Blast Area;
- i) a plan indicating the Pre-Blast Inspection Area, and should this area be less than 100 meters from the edge of the Blast area, the Blasting Engineer must provide justification for the reduction;
- j) a Control Measures/Blasting Plan, prepared by the Blaster and accepted by the Registered Professional Engineer, which shall consist of a sketch of the blasting pattern and include the sequence of detonation and the maximum weight of explosives to be detonated per delay and shall specify measures designed to minimize potential injury to any person and avoid, control, or minimize the impact of the Blasting. If Blasting is not proposed within 150 meters of any structure, utility line, railway, public or private road, street, lane, driveway, or walkway, or is not expected to produce a rock cut over 3.5 metres high, then the Building Official may waive the requirement for a Control Measures/Blasting Plan. During the continuance of the permit, the Building Official may authorize amendments to the Control Measures/Blasting Plan which are approved in writing by the Registered Professional Engineer.
- k) a report from the Blaster detailing how drill rigs and compressors are to be muffled, note the Building Official may require use of equipment or techniques to reduce or control noise and dust levels;
- l) a description of any On-Site Processing of Blast Rock that is to occur including the how noise and dust is to be controlled and a schedule for the processing work, note the Building Official may require the use of equipment or techniques to reduce or control noise and dust;
- m) a description of the purpose of the Blasting;
- n) the schedule for Blasting and any planned On-Site Processing of Blast Rock prepared in a manner that will minimize the duration of the impacts of noise and dust to the adjacent areas, note the Building Official may alter the schedule to minimize the impact to the Neighbouring Owners;
- o) a statement of the amount of material that is proposed to be removed;
- p) a report on where and how notice of Blasting, the Pre-Blast Inspections, the procedure to be used to notify Neighbouring Owners and the steps a Neighbouring Owner is to take in the event that Blasting causes any damage to land or buildings on the land;
- q) the name and contact information for the Blasting Engineer;
- r) the name and contact information for the Registered Professional Engineer; and
- s) the permit fee and damage deposit as set out in the Fees and Charges Bylaw. The damage deposit shall be security for all requirements under this Bylaw and may be used at any time by the Village to secure completion of any of these requirements. A permit extension fee will be required for all permits that exceed their permit expiry date as determined by subsection 3.1.3. Extension will be granted from permits based on the discretion of the Building Official.

14. The information provided in Schedule "A" is certified to be correct:

(Owner's name(s))

(Owner's signature(s) or Authorized Signatory if a Corporation)

(Date)

(Owner's Agent's Signature)

(Date)



VILLAGE OF BELCARRA



SCHEDULE "B" TO BLASTING AND ROCK-BREAKING REGULATION BYLAW NO. 619, 2023

INDEMNIFICATION FORM

1. Date: _____

To: The Building Official
The Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC
V3H 4P8

Re: _____
(Address or Description of Project Location)

The Owner hereby agrees to indemnify and defend the Village of Belcarra and its agents and employees with respect to all actions, causes of actions, claims, demands, awards, judgments, costs and expenses (including legal fees) arising from or in any way relating to the Blasting or Rock-breaking and related activities on the above referenced property or location for which a Blasting Permit or a Rock-Breaking Permit is applied for pursuant to Blasting and Rock-Breaking Regulation Bylaw No. 619, 2023 including without limitation any acts or omissions of the Owner, the Blasting Engineer, the Blaster, the undersigned agent or the employees and agents or any of them . The Owner further undertakes to pay for any and all damage that results to third party structures and property as a result of the Blasting.

(Owner's name(s))

(Owner's signature(s) or Authorized Signatory if a Corporation)

(Date)

(Owner's Agent signature)

(Date)



VILLAGE OF BELCARRA



SCHEDULE "C" TO BLASTING AND ROCK-BREAKING REGULATION BYLAW NO. 619, 2023

ASSURANCE FORM

CONFIRMATION OF COMMITMENT BY OWNER AND BY BLASTING ENGINEER

1. Date: _____

To: The Building Official
The Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC
V3H 4P8

Re: Verification of Control Measures/Blasting Plan and Monitoring of Blasting by a Blasting Engineer at:

(Address or Description of Project Location)

Dear Sir:

The undersigned Owner has retained _____ as a Blasting Engineer to review a Control Measures/Blasting Plan and to monitor the Blasting as required by Blasting and Rock-breaking Regulation Bylaw No. 619, 2023 (the "Bylaw").

The Owner and the Blasting Engineer have read the Bylaw. The Owner and the Blasting Engineer acknowledge their responsibilities to each other and to notify the Building Official if the Blasting Engineer ceases to be retained by the Owner either before the date the Blasting Engineer ceases to be retained or, if that is not possible, then as soon possible.

The Owner and the Blasting Engineer understand that where the Blasting Engineer ceases to be retained at any time during the project, Blasting and related work on the above project will cease until such time as:

- a) a new Blasting Engineer is retained, and
- b) a new letter in the form set out in Schedule "C" to Blasting and Rock-breaking Regulation Bylaw No. 619, 2023 is filed with the Building Official.

The Blasting Engineer hereby gives assurance that the Blasting Plan reviewed by this registered professional in support of the application for the Blasting Permit substantially complies with Blasting and Rock-breaking Regulation Bylaw No. 619, 2023 and other applicable enactment's respecting safety and meets all reasonable criteria for safety of life and property and will provide the further written assurance required by Section 3, and Section 5.6 of Blasting and Rock-breaking Regulation Bylaw No. 619, 2023.

The Blasting Engineer hereby undertakes to be responsible for field reviews of the Blasting and all other obligations required in the Bylaw.

The Blasting Engineer also undertakes to notify the Building Official in writing as soon as possible if the Blasting Engineer's contract for field review is terminated at any time.

The undersigned Blasting Engineer certifies that he or she is licensed to practice as a registered professional engineer under the Engineers and Geoscientists Act of B.C. and is specialized in rock mechanics.

Registered Professional

Owner

Registered Professional's Name (print)

Owner's Name (print)

(Registered Professional's Signature)

(Owner's or Owner's appointed agent's signature (If Owner is a corporation the signature of a signing officer must be given here)

(Address)

(affix Registered Professional's Seal above)

If the Registered Professional is a member of a firm, complete the following:

I am a member of the firm:

(Name of firm) and I sign this letter on behalf of the firm.



VILLAGE OF BELCARRA



SCHEDULE "D" TO BLASTING AND ROCK-BREAKING REGULATION BYLAW NO. 619, 2023

BLASTING AND ROCK-BREAKING PERMIT

BLASTING PERMIT NO. _____ ROCK-BREAKING PERMIT NO. _____

This permit authorizes the Blaster working for the Owner

Blaster

Owner

(Blaster's Name)

(Owner's Name)

(Blasting Firm)

(Address)

(Address)

(Daytime phone number)

(Daytime phone number)

To Blast at the following location:

(Address or Description of Project Location)

for a period of _____ calendar days from the date of issue of this Blasting Permit in accordance with:

Blasting Engineer Name: _____

Daytime contact #: _____

Registered Professional Engineer Name: _____

Daytime contact #: _____

Changes from the specifications referred to in the application are listed below and are part of this Permit:

Permit Approved: _____ Date of Permit: _____
Building Official

Extension Approved: _____ Date of Extension: _____
Building Official



**VILLAGE OF BELCARRA
COUNCIL PROCEDURE
BYLAW NO. 617, 2023**



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

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

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

PART 1 – INTRODUCTION

1. Citation

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

2. Definitions

- (1) In this Bylaw:

“**Acting Mayor**” means the Council member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of mayor is vacant;

“**Agenda**” means the list of items and order of business for any meeting of Council;

“**Chair**” means the Mayor, Acting Mayor or person appointed under the *Community Charter* or this Bylaw to preside over a meeting;

“**Chief Administrative Officer**” means the chief administrative officer or designate for the Village appointed pursuant to section 147 of the *Community Charter*;

“**Closed Meeting**” means a Meeting that must or may be closed to the public under sections 90(1) and 90(2) of the *Community Charter*;

“**Committee**” means a Standing Committee, Select Committee, or other committee, commission, task force, ad hoc group established by Council or authorized by statute to provide an advisory function to Council;

“**Community Charter**” means the *Community Charter*, SBC 2003, c. 26;

“**Corporate Officer**” means the municipal employee or designate appointed as corporate officer for the Village pursuant to section 148 of the *Community Charter*;

“**Council**” means the Council of the Village of Belcarra;

“**Council Meeting**” means any gathering in which members of Council have been invited at which discussion could be seen to be making decisions or moving towards making decisions, and is a material part of Council’s decision-making process;

“Councillor” means a member of Council other than the Mayor;

“Deferral” means a motion to defer consideration of a matter to a subsequent Meeting;

“Delegation” means an individual or group appearing before Council to present information or make a request of Council pursuant to section 28;

“Electronic Attendee” means a person who is attending an Electronic Meeting or Hybrid Meeting via electronic means;

“Electronic Meeting” means a meeting where all Members participate electronically;

“Electronic Participation” means the electronic participation of one or more attendees at an In Person Meeting;

“Hybrid Meeting” means a meeting where some Members are attending in person and some Members are attending electronically;

“Inaugural Meeting” means the meeting at which members elected at the most recent general local election are sworn in as a Member of Council;

“In Person Meeting” means a meeting where some or all Members participate in-person;

“Local Government Act” means the *Local Government Act*, RSBC 2015, c. 1;

“Mayor” means the duly elected Mayor of the Village;

“Meeting” means an Inaugural Meeting, Regular Council Meeting or Special Council Meeting or a committee meeting, as context requires;

“Meeting Schedule” means the annually published schedule of the Regular Council Meetings;

“Member” means the Mayor or a Councillor in relation to Council, or an appointed individual of a Committee;

“Main Motion” means the motion that first introduces a matter before Council;

“Motion” means a formal proposal made by a Member to consider a specified course of action;

“Point of Information” means the procedure pursuant to which a Member may raise their hand and ask the Chair to require further information on the subject being debated;

“Point of Order” means the procedure by which a Member interrupts another speaker to ask the Chair to rule on a procedural matter immediately;

“Public Input Period” has the meaning set out in section 27;

“Public Question Period” has the meaning set out in section 29;

“Public Hearing” means a hearing held pursuant to Division 3 Part 14 of the *Local Government Act*;

“Public Notice Posting Places” means the notice board at the Village Hall and optionally the Village website;

“Question” means the subject matter of a motion currently under debate, except when referring to public question period;

“Quorum” means:

- a) in the case of a Council Meeting, a majority of the Members of Council; and
- b) in the case of a Committee, a majority of the voting Members appointed.

“Referral” means a motion to refer a matter to staff or to a Committee;

“Resolution” means a motion that has been carried by a majority of the Members present in a meeting, unless otherwise provided in an enactment;

“Regular Council Meeting” means a meeting of Council held other than a special or inaugural meeting held under Part 2;

“Robert’s Rules of Order” means *Robert’s Rules of Order*, Newly Revised, 12th Edition By Henry M. Robert (Public Affairs, 2020), or the most recent subsequent edition;

“Select Committee” means a committee established by Council to consider or inquire into any matter or to report its findings and opinion to Council and to which other members are appointed who are not members of Council pursuant to section of the *Community Charter*;

“Special Council Meeting” means a meeting of Council other than a Regular Council Meeting or Inaugural Meeting held pursuant to section 9;

“Standing Committee” means a committee which must be established by the Mayor for matters the Mayor considers would be better dealt with by a committee pursuant to section 141 of the *Community Charter*;

“Tabled” means an item will be dealt with within the current meeting or on the next meeting agenda as unfinished business;

“Village” means the Village of Belcarra;

“Village Hall” means Belcarra Village Hall located at 4084 Bedwell Bay Road, Belcarra BC V3H 4P8; and

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

3. Incorporation of Definitions and Interpretation

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

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

4. Application of Procedural Rules

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

5. Public Notice Posting Place

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

PART 2 – COUNCIL MEETINGS

6. Inaugural Meeting

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

7. Time and location of meetings

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

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

8. Notice of Council Meetings

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

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

9. Calling and Notice of Special Council Meetings

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

10. Electronic Meeting Participation by Council Members

- (1) Provided the conditions set out in subsection 128(2) of the *Community Charter* [electronic meetings and participation by members] are met:
 - (a) Council meetings may be conducted by electronic means.
 - (b) The Chair and Chief Administrative Officer or designate will determine if a meeting of Council will be held as a Hybrid Meeting or Electronic Meeting.
 - (c) A Member of Council or a Council committee, who is unable to attend a Council meeting or a Council committee meeting in person, may participate in the meeting by means of electronic or other communication facilities if:
 - (i) the facilities enable the other members of Council to hear and be heard by the Electronic Attendees;
 - (ii) Council members attending an Electronic Meeting or Hybrid Meeting must, at all times, be visible on camera; and
 - (iii) except for any part of the Council meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council member.
 - (d) The Chair and at least one Councillor along with the Chief Administrative Officer or the Corporate Officer must personally attend in the Village Hall for any Hybrid Meeting of Council. In extenuating circumstances, all members of Council including the Mayor, and either the Chief Administrative Officer or the Corporate Officer may attend an Electronic Meeting of Council.
 - (e) A Council Member who wishes to attend an In-Person Meeting via electronic means must provide notice to the Chair, the Chief Administrative Officer or the Corporate Officer of their intent no less than 24 hours in advance of the meeting.
 - (f) Priority for Electronic Participation will be granted in order that the request is received, based on notification date and time, and will not exceed the electronic participation limits established in this section. Requests for an accommodation process will 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 Expedient¹
 - (o) Notices of Motions and Matters for Introduction at Future Meetings²
 - (p) Public Question Period
 - (q) Adjournment
- (2) Unless the Council otherwise resolves, Council will follow the order of business at every Regular Council Meeting pursuant to subsection (1).

24. Late Items

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

25. Consent Agenda Items

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

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

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

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

26. Other Matters Deemed Expedient

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

27. Public Input

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

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

28 Delegations

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

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

29. Public Question Period

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

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

30. Voting at Meetings

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

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

31. Points of Order

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

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

32. Conduct and Debate

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

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

33. Conduct of the Public

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

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

34. Motions Generally

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

35. Motions Defined

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

- (b) Upon a Motion to refer is seconded, such Motion:
 - (i) is debatable, but only as to the merits of the referral;
 - (ii) may not be deferred or amended; and
 - (iii) applies to an amendment or to an original motion.
 - (c) Where a Motion to refer refers to a Main Motion which has been amended, the referral applies to the Main Motion as amended.
 - (d) Before the Question is called on a referral Motion, any Council Member may give direction on such Motion on matters which the Member feels should be investigated further before the matter is presented to Council again.
- (2) Motion to Defer
- (a) A Council Member may propose a Motion to defer a Motion which is on the floor either:
 - (i) to a later time during the same meeting and such a Motion must specify when in the order of business, or after which circumstances, the Motion will be dealt with; or
 - (ii) to another meeting and in such Motion must specify:
 - 1. the date of the meeting at which the deferred Motion is to be considered; or
 - 2. any conditions which must be fulfilled in order for the deferred Motion to be considered further; or
 - 3. both 1 and 2.
 - (b) A Motion to defer is debatable, but only to the merits of deferral.
- (3) Motion to Amend
- (a) A Council Member, other than the mover of a Motion, may without notice, propose an amendment to a Motion that is being considered.
 - (b) An amendment may propose removing, substituting, or adding to the words of a Main Motion.
 - (c) When an amendment to a Main Motion has been moved and seconded, debate is limited to the amendment only.
 - (d) A proposed amendment must be decided upon or withdrawn before the main Question is put to a vote unless there is a call for the main question.
 - (e) If the amendment is defeated, debate may continue on the Main Motion, and if no further amendments are proposed, the Chair must call the Question on the Main Motion. An amendment that has been defeated by a vote of Council cannot be proposed again.
 - (f) If the amendment is adopted and no further amendments are proposed, the Chair will then call the Question on the Main Motion, as amended.
- (4) Motion to Sub-Amend (an amendment of an amendment)
- (a) A Council Member may propose a sub-amendment to an adopted amended Motion, however an amended Motion is subject to only one sub-amendment at any given time. No sub-amendments to sub-amendment may be proposed.

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

36. Notice of Motion Process

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

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

37. Main Motion

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

38. Withdrawal of Motion

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

39. Inadmissible Motions

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

40. Council Reconsideration of a Matter

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

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

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

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

41. Reports from Committees

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

42. Adjournment

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

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

PART 5 – BYLAWS

43. Copies of Proposed Bylaws to Council Members

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

44. Form of Bylaws

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

45. Bylaws to be Considered Separately or Jointly

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

46. Reading and Adopting Bylaws

- (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

NOTICE of intention to proceed with adoption was published in the digital version of the Tri-City News on November 14, November 19 and November 26, 2023, published on the Village website on November 8, 2023 and sent to subscribers of a Resident/ Owner Email Notification List on November 8, 2023, pursuant to Section 124(3) of the *Community Charter*.

ADOPTED by the Council on

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

This is a certified true copy of
Village of Belcarra Council Procedure Bylaw No. 617, 2023

Chief Administrative Officer



VILLAGE OF BELCARRA
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 November 20, 2023

READ A SECOND TIME on November 20, 2023

READ A THIRD TIME on November 20, 2023

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: Ralph Drew [REDACTED]

Sent: Sunday, November 19, 2023 6:59 PM

To: Jamie Ross <jross@belcarra.ca>; Carolina Clark <cclark@belcarra.ca>; Liisa Wilder <lwilder@belcarra.ca>; Janet Ruzycski <jruzycki@belcarra.ca>; Joe Elworthy <jelworthy@belcarra.ca>; Paula Richardson <prichardson@belcarra.ca>

Subject: Invasive Species Management Program --- 2024 Budget Discussions

Mayor Ross & Belcarra Councillors,

One of the significant invasive species that Belcarra Council needs to pro-actively address is Laurel (*Laurus nobilis*)...

There are numerous instances of Laurel growing within the Bedwell Bay Riparian Zone along the length of Marine Avenue...

I would like to suggest that the 2024 budget discussions include the provision of a Laurel inventory and a management plan for the Bedwell Bay Riparian Zone along the length Marine Avenue...

Your consideration of the foregoing would be very much appreciated...

Regards,

Ralph Drew
[REDACTED]