



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA
Village Hall
January 22, 2024
7:00 PM**



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

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

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

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

COUNCIL

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

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

Recommendation:

That the agenda for the Regular Council Meeting of January 22, 2024 be approved.

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, December 4, 2023

Recommendation:

That the minutes from the Special Council Meeting held December 4, 2023 be adopted.

3.2 Regular Council Meeting, December 4, 2023

Recommendation:

That the minutes from the Regular Council Meeting held December 4, 2023 be adopted.

4. PUBLIC INPUT (15 minutes)

A period of fifteen (15) minutes will be made available on each Regular Council Meeting Agenda for members of the public to make submissions to Council. Each person will be permitted 2 minutes to ask questions or comment on items presented on the agenda. Comments or questions must be directed to the Chair of the meeting and not to individual members of Council.

5. DELEGATIONS

A Delegation 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. Questions from the public will not be entertained by a Delegation. Once the submission is complete, Council members may ask questions through the Chair, however, members will not engage in debate on a topic. Following acknowledgements and questions from Council, the Delegation will be asked to leave the floor.

5.1 Real Acts of Caring (RAC)

- **Presentation by Harriette Chang, Counsellor and Leadership Students, School District 43 (SD43) and students**

Recommendation:

That February 11-17, 2024, be declared "Real Acts of Caring (RAC) Week" in the Village of Belcarra.

6. ITEMS ON CONSENT AGENDA

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

6.1 Correspondence

- 6.1.1** Councillor Trish Mandewo, UBCM President, letter dated November 28, 2023 regarding the Canada Community-Building Fund and the second Community Works Fund Payment to the Village of Belcarra for 2023/2024 in the sum of \$31,486.90.

- 6.1.2** Mayor Lilia Hansen, on Behalf of Fort St. John Council, letter dated November 29, 2023 to the Honorable Mike Farnworth, Minister, expressing concerns with increases in criminal activity and social disorder and requesting consideration of the enactment of the *Community Safety Act* or the *Community Safety Amendment Act* legislation.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

That the items on the Consent Agenda of the January 22, 2024 Village of Belcarra Regular Council Meeting be received into the record.

7. ITEMS REMOVED FROM THE CONSENT AGENDA**8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)**

- 8.1** Gurinder Mann, Executive Director, Communities Embracing Restorative Action (CERA) Society, email dated December 29, 2023 regarding a Request for a Community Grant for the Community Youth Justice Program.

Recommendation:

That a Community Grant in the amount of \$353.00 to the Communities Embracing Restorative Action (CERA) Society for support of the Community Youth Justice Program 2023 Fiscal Year be authorized.

9. UNFINISHED BUSINESS**10. STAFF REPORTS**

- 10.1** Ken Bjorgaard, Financial Consultant, staff report dated January 22, 2023 regarding water charges for properties with secondary suites.

Recommendation:

That properties connected to the water system with secondary suites be charged additional water user rates starting in 2025 for their suites, at a rate of 40% of the regular water user rates, and that these properties be advised of this change.

- 10.2** Ken Bjorgaard, Financial Consultant, report dated January 22, 2024 regarding 2023 projects to be re-budgeted in 2024 and unspent 2023 budgets to be carried forward to 2024.

Recommendation:

That the re-budgeted and budget carry forward projects highlighted in Appendix "A" attached to the staff report dated January 22, 2024 be approved for inclusion Village of Belcarra's 2024-2028 financial plan and related bylaw.

- 10.3** Ken Bjorgaard, Financial Consultant, report dated January 22, 2024 regarding the draft Long-Term (2024-2028) Financial Plan & Related 2024 Budget

Recommendation:

That the 2024 – 2028 financial plan/budget schedule as shown in attached Appendix "B" be approved; and further

That the Financial Sustainability Report (includes the base 2024 budget and long-term financial/asset management plans) be presented to the public for feedback at the budget consultation session scheduled for February 5, 2024, together with proposed property tax and utility user rate increases.

- 10.4** Ken Bjorgaard, Financial Consultant, report dated January 22, 2024 regarding the status of Strategic Priorities Work Plan Initiatives as at December 31, 2023

Recommendation:

That the report dated January 22, 2024 titled “Status of Strategic Priorities Work Plan Initiatives as at December 31, 2023 be received into the record as information.

- 10.5** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated January 22, 2024 regarding the outcomes of work carried out by the Invasive Species Council. Note: Tasha Murray, Invasive Species Council of Metro Vancouver will be in attendance to provide an overview.

Recommendation:

That the report dated January 22, 2024 titled “Invasive Species Council of Metro Vancouver (ISCMV) Report” be received into the record for information.

- 10.6** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated January 22, 2024 regarding Marine Avenue road repair

Recommendation:

That Marine Avenue road depressions be repaired in accordance with Item 4.2 Option 1 – Asphalt Removal and Replacement with Added Granular Base Layer from the report provided by EXP Geotechnical Services dated December 13, 2023; and

That the entire roadway between the 3960 block cul-de-sac to 3700 block of Marine Avenue be repaved at the total cost of \$250,410.60 (including a 20% contingency); and further

That the draft 2024 budget be amended accordingly.

- 10.7** Sartaj Grewal, Building Official, staff report dated January 22, 2024 regarding costs involved in obtaining a permit from the Village of Belcarra to install a fire suppression system in a private residence.

Recommendation:

That the report dated January 22, 2024 titled “Water Service Connection – Fire Sprinkler Systems Only” be received into the record for information.

- 10.8** Amanda Seibert, Corporate Officer, report dated January 22, 2024 regarding the addition of a section to the proposed Blasting and Rock-breaking Bylaw No. 619, 2023 pertaining to raptor conservation and introducing a Fees and Charges Amendment Bylaw for three readings

Recommendation:

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

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 622, 2024 be read a first, second and third time.

11. BYLAWS**11.1 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

Recommendation:

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

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS**13. MAYOR AND COUNCILLOR REPORTS**

Congratulations to Belcarra resident Isobel Cote – Salty Science: Rowing for the Ocean

The Mayor attended the following events:

- CRAB AGM & Holiday Social – December 7
- Santa Ships at Belcarra Park – December 16
- Metro Vancouver Regional Parks Committee Meeting – January 10
- TransLink Mayors' Council Pre-Briefing Workshop & Media Conference – Access for Everyone, Call to Action – January 10
- Metro Vancouver Climate Action Committee – January 10
- TransLink - Executive Compensation Plan Committee – multiple meetings

14. CHIEF ADMINISTRATIVE OFFICER REPORT

- Official Community Plan Update – due to the current rollout of the Provincial Housing Legislation, first reading of the OCP Bylaw will be delayed.

15. OTHER MATTERS DEEMED EXPEDIENT**16. NOTICES OF MOTIONS AND MATTERS FOR INTRODUCTION AT FUTURE MEETINGS****17. PUBLIC QUESTION PERIOD**

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

18. ADJOURNMENT



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MEETING MINUTES
December 4, 2023**



This meeting was held in Council Chambers

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Joe Elworthy
Councillor Janet Ruzyski
Councillor Liisa Wilder (Absent)

Staff in Attendance

Paula Richardson, Chief Administrative Officer
Amanda Seibert, Corporate Officer

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 Clark was not in attendance at the meeting.

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

Moved by: Councillor Ruzyski
Seconded by: Councillor Elworthy

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

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzyski

That the December 4, 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.

Section 90(1)(g) Litigation or potential litigation affecting the community.

Section 90(1)(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 December 4, 2023 Special Council Meeting be adjourned.

CARRIED

The Special Council Meeting was adjourned at 5:01pm.

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
December 4, 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 (absent)

Staff in Attendance

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

Others in Attendance

Asifa Hirji, Lead Engagement Partner, KPMG (via Zoom)
Ken Bjorgaard, Financial Consultant

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1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, December 4, 2023

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

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

CARRIED

3. ADOPTION OF MINUTES**3.1 Special Council Meeting, September 28, 2023 and November 20, 2023**

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

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

CARRIED

3.2 Regular Council Meeting, November 20, 2023

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

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

CARRIED

4. DELEGATIONS AND PRESENTATIONS**4.1 Asifa Hirji, Lead Engagement Partner, KPMG**

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

The KPMG representative gave a PowerPoint presentation outlining the audit highlights for 2023. She spoke on the scope of the report, the calculation of materiality, risk assessment and other risks and required asset retirement. She confirmed and reported on KPMG's independence from the Village of Belcarra and addressed the required inquiry on risk and known instances of fraud. She responded to questions from Council.

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

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

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

Jim Chisholm, Belcarra resident, expressed concern that the financing of a new fire hall was not included in the material provided.

The Financial Consultant provided clarification on what is included in an audit of financial statements.

The Mayor called the question on the motion.

CARRIED

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

The Financial Consultant reviewed the report and advised on the decision made by Council to provide an indemnity increase as a specified rate.

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

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

CARRIED

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

The Building Official reviewed the report and highlighted the requirements for the installation of a fire suppression system for Belcarra Municipal Hall.

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

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

Council discussion ensued on requirements for a sprinkler system and on fees involved for installation of systems in private residences.

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

Jim Chisholm, Belcarra resident, spoke on the fees for the installation of private fire suppression systems

The Building Official clarified fees involved with water applications.

The Mayor called the question on the motion.

CARRIED

- 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

MAIN MOTION

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

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

Council discussion ensued on the proposed blasting regulation bylaw.

MOTION TO AMEND

Moved by: Councillor Ruzycki
Seconded by: Mayor Ross

That Blasting Regulation Bylaw No. 691, 2023 be amended with the addition of time limits on a blasting project; and that a section on the prohibition of blasting during bird nesting season of Provincially protected bird species be added.

Council requested that the motion to amend on the floor be dealt with by separating the amendment to add time limits and the amendment to add a section on bird nesting.

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That Blasting Regulation Bylaw No. 691, 2023 be amended with the addition of time limits on a blasting project.

AMENDMENT CARRIED

Moved by: Councillor Ruzycki
Seconded by: Mayor Ross

That a section on the prohibition of blasting during bird nesting season of Provincially protected bird species be added.

Note: Through unanimous consent of Council, the second amendment related to bird nesting season was withdrawn. Staff will provide further information on prohibition of blasting during bird nesting season at third reading of the bylaw.

MAIN MOTION AS AMENDED

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

That the Village of Belcarra Blasting Regulation Bylaw No. 619, 2023 be amended with the addition of time limits on a blasting project; and

That the Bylaw as amended be read a first and second time.

CARRIED AS AMENDED

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

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

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.

Council discussion ensued on the question of whether trustees are indemnified by Metro Vancouver. Staff will provide the information to members of Council.

CARRIED

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

Mayor Ross announced that a 988 Suicide Crisis Hotline has been put into place by the Federal Government as a coast-to-coast program

6.2 Councillors' Reports

No items

7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer reported that Village staff are in the process of training on the Alertable App and encouraged residents to watch for more detailed information on the app on the Village's website and through the resident email notification system. She provided clarification on the tree cutting being carried out on Marine Avenue and indicated that all requirements for the removal of trees on the property had been met.

Council discussion ensued on the tree cutting on Marine Avenue and the requirements of the tree bylaw.

The Chief Administrative Officer advised that a Finance Standing Committee meeting is scheduled for Wednesday, December 6, 2023 at 5:00 pm.

8. BYLAWS**8.1 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.

The Chief Administrative Officer noted that the appropriate statutory notice under section 124 of the *Community Charter* providing notification of the repeal of Council Procedure Bylaw No. 593, 2021 was published prior to the adoption of Council Procedure Bylaw No. 617, 2023. She reported that no correspondence or comment was received.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzyski

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

CARRIED

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

A bylaw to provide alternate means for public notice

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

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

CARRIED

9. CORRESPONDENCE/PROCLAMATIONS

INFORMATION ITEMS

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

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

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

Councillor Clark requested that Item 9.1 be moved to Action Items to allow for discussion. No items remain in the Information Items.

ACTION ITEMS

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

Councillor Clark expressed consideration of the letter's request particularly for the removal of ivy.

The Public Works and Emergency Preparedness Coordinator advised on work done recently in the removal of ivy.

10. NEW BUSINESS

Councillor Ruzycki reminded all that Councillor Wilder is collecting for Coats for Kids. The Chief Administrative Officer advised that donations can be dropped off at Belcarra Hall.

11. PUBLIC QUESTION PERIOD

Jim Chisholm, Belcarra resident, reiterated a question he posed at the last Council meeting when he had queried who had approved the water control manual and whether members of Council had read the manual.

The Public Works and Emergency Preparedness Coordinator advised that the water control manual was developed by ISL Engineering and was accepted by staff.

It was the consensus of Council that further discussion will be held with the Chief Administrative Officer prior to comments being made regarding the water control manual.

Jim Chisholm, Belcarra resident, thanked Village staff for the placement of cat's eyes on the road.

12. ADJOURNMENT

Moved by: Councillor Clark
Seconded by: Councillor Ruzyski

That the December 4, 2023 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 8:39 pm.

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

November 28, 2023

Mayor Jamie Ross and Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

Dear Mayor Jamie Ross and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2023/2024**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2023/2024. An electronic transfer of \$31,486.90 is expected to occur in December 2023. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

This payment marks the final CWF disbursement of the current 10-year Canada Community-Building Fund agreement. Spanning from 2014 to 2024, this agreement has successfully allocated over \$1.25 billion in CWF funding to local governments in British Columbia. Looking ahead, UBCM anticipates the implementation of a new agreement in April 2024. Information on a renewed program will be communicated in the following months.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](https://www.ubcm.ca).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Trish Mandewo
UBCM President

PC: Paula Richardson, Chief Administrative Officer



City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
(250) 787 8150 City Hall
(250) 787 8181 Facsimile

Honourable Mike Farnworth
PO Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1

November 29, 2023
SWD.Minister@gov.bc.ca
Charlotte.Hunt@gov.bc.ca

Dear Minister Farnworth,

Over the last few years, Fort St. John and many other communities have experienced increases in criminal activity and social disorder. In part, this deterioration has related to drug addiction and mental illness. It has also related to the apparent inability of the justice system to hold anyone accountable in a meaningful way.

There are many consequences to this decay and one of them has been that more people are advocating for actions that could be described as vigilante, or extrajudicial. This reflects a growing lack of faith that the system is still viable and that the institutions of law and order are still effective. There is growing frustration at unchecked property crime and the experience of watching formerly safe neighborhoods decay. It is demoralizing to watch the revolving door of arrests and releases and overdose deaths. It seems to many in our community that the pendulum has swung far away from the rights of society. People have been communicating with us in increasingly desperate terms, expressing fear and a simple desire to return to the peaceful enjoyment of their homes and neighborhoods. They are asking for a system that holds criminals accountable for their actions in an effective way.

This letter is a reaction to a series of events that have caused fear and anger in several parts of our community. One recent example is the Triangle Park neighborhood on 112th Ave, in Fort St. John. It is an established street which boasts a small triangular park with a picnic table and a wonderful set of new playground equipment. It has been a place where many children would stop while walking home from school, or where parents would take their kids to play on a Saturday morning. This park was one thing that gave the Triangle Park neighborhood its identity and made it particularly desirable.

Over the last few years one residence on this formerly quiet street has become the center of violent, frightening, dangerous and unsettling incidents. In the last year there have been two shootings in or at this home. Not long before that, an overdose death occurred on the front doorsteps of the residence. By all accounts this is a place that is obviously involved in the street level drug trade. Activity goes on there night and day. There are countless short duration stops by pedestrians and vehicles, disputes, fights, and assaults. Stolen property often finds its way to the residence and neighbors report being intimidated and frightened while simply getting their mail. No matter what efforts are made by the police, there is no change in the nature and experience of living beside this residence. In part this is because those who are arrested in connection to this home and others like it are usually released.

The latest shooting at Triangle Park originated from within the offending residence. The neighboring home is occupied by a young family with small children. Recently, their home was pierced by a number of bullets in the middle of the night while they were sleeping. They have made the point repeatedly that their children could have been killed. They are right. Police have identified, and we are told, have charged those responsible for the previous shooting but this is scant comfort to anyone. Certainly, it made no difference in preventing the latest shooting.

Lately, Triangle Park is rarely used. Many parents have made the decision to stop spending time there because of the threat posed by those who attend the nearby residence to engage in the drug trade.

While trying to provide reassurance and an effective response to the residents of Triangle Park, we happened upon the Safer Communities Act. Within this Act were a suite of reasonable, and seemingly effective tools that would have been extraordinarily helpful and reassuring to our citizens. The Community Safety Act, might have provided our community with a way to hold the owners of this residence accountable. We might have been able to pursue a process through a Community Safety Order to require the residents of this property to vacate. We might have had the opportunity to go to court to articulate a common-sense solution which would have made it more difficult to be the owner of a residence such as this one. Unfortunately, this Act was never brought into force.

We have explored all options and continue to do so. Frankly though, nuisance and noise bylaws are no substitute for the meaningful support of the Provincial and Federal Government. It is frustrating and disheartening. Our bylaws were enacted to provide solutions to manage conventional municipal problems like un-mowed grass, or loud music. These laws were never designed or intended to manage the impacts of organized crime destroying neighborhoods with impunity.

Having provided this context, the purpose of my letter today is to inquire why the Community Safety Act and the Community Safety Amendment Act were never brought into force. It appears from our review that advocacy on the part of the BC Civil Liberties Association was effective at preventing the enactment of this legislation. Their objections to the proposed legislation seem incredibly indifferent and tone-deaf to the suffering occurring in communities throughout this province.

The BC Civil Liberties association said it believed the proposed law was unnecessary, unjust and would put people's housing security at risk. From our perspective the failure to enact this legislation has put people's housing security at risk. Further, it is both unfair and unjust that our residents should have to leave their homes and flee the violence that has destroyed the character and security of their neighborhoods.

I would implore you to consider where the balance should lie between the rights of our citizens to enjoy a peaceful existence and the rights of those who have destroyed that peace. There is an increasingly prevalent train of thought that there are no consequences for the very worst behavior. Our institutions are threatened by the loss of public faith in their effectiveness. It has become difficult to reassure our citizens that we have the tools to manage these situations. Please consider enacting the Community Safety Act or the Community Safety Amendment Act legislation.

Sincerely,

Lilia Hansen

Mayor Lilia Hansen
On Behalf of Fort St. John Council

cc: MLA Dan Davies

**Grant Application to the
Village of Belcarra
For Support of the Community Youth Justice Program
2024 Fiscal Year**

Name of Organization: Communities Embracing Restorative Action (CERA) Society

Phone: 604.931.3165 **Fax:** 604.931.3176 **Email:** info@cerasociety.org

Mailing Address: 644 Poirier Street, Coquitlam, BC V3J 6B1

Contact Person: Gurinder Mann, Executive Director

Organizational Goals, Objectives and Activities

The Community Youth Justice Program (CYJP) is a community based initiative of Communities Embracing Restorative Action (CERA) Society. CERA is a non-profit registered charity incorporated in British Columbia in April 1999.

The purpose of the CYJP is to apply the principles of restorative justice in supporting youth and strengthening communities by addressing youth crime in meaningful and durable ways.

These guiding principles acknowledge that:

- Crime is injury.
- Crime hurts individual victims, communities, and young offenders and creates an obligation to make things right.
- All parties should be a part of the response to the crime, including the victim if he or she wishes, the community, and the young offender.
- The victim's perspective is central to deciding how to repair the harm caused by the crime.
- Accountability for the young offender means accepting responsibility and acting to repair the harm done.
- The community is responsible for the well-being of all its members, including both victim and offender.
- All human beings have dignity and worth.
- Restoration – repairing the harm and rebuilding relationships in the community is the primary goal of restorative youth justice.
- Results are measured by how much repair is done rather than by how much punishment is inflicted.
- Crime control cannot be achieved without active involvement of the community.
- The juvenile justice process is respectful of age, abilities, sexual orientation, family status, and diverse cultures and backgrounds – whether racial, ethnic, geographic, religious, economic, or other – and all are given equal protection and due process.

The mission of the CYJP is to enhance the quality of youth justice in the communities we serve through restorative action.

The Program has the following aims :

To Provide an Effective Alternative to the Court System

In the spirit of the Youth Criminal Justice Act (YCJA) it is recognized that youth have not reached maturity and their development needs to be supported. This support will promote long term protection of the public by crime prevention through addressing underlying behaviour, rehabilitation of young persons and reintegrating them back into the community and by ensuring meaningful consequences for offending behaviour.

CERA's vision for a community based approach:

- Support from the community, opportunity to define the harm experienced, and participation in decision making about steps for repair result in increased victim recovery from the trauma of crime.
- Community involvement in preventing and controlling youth crime, improving neighbourhoods, and strengthening the bonds among community members results in community protection.
- Through understanding the human impact of their behaviour, accepting responsibility, expressing remorse, taking action to repair the damage, and developing their own capacities, young offenders become fully integrated and respected members of the community.
- Community justice facilitators organize and support processes in which individual crime victims, other community members, and young offenders are involved in finding constructive resolutions to harmful behaviour.

Some Relevant Outcomes Reported in CERA's Program Evaluation

Participants were overwhelmingly satisfied with:

- The outcome and agreement of their restorative processes.
- Their facilitators.
- The conference itself.
- Their opportunity to speak and be heard.
- Positive impact on their confidence in the justice system.
- The durability of their satisfaction. Almost all, with one exception said they would recommend this process to others.

Services Provided to the Community

The *Community Youth Justice Program* is a conflict resolution initiative in which the police officer who investigates an offence may exercise his/her discretion to resolve the matter without referral to Crown Counsel. Since May of 2006, local Crown Counsel may also refer to the program as an alternative to court proceedings. Youth referred to the program attend a resolution conference with the victim and parents/supporters of both the victim and the youth.

The intent of the conference is to:

- Confront the youth with the personal impact of the offence on the victim and both the victim's and the youth's families and other relationships.
- Start to repair the harm caused by the youth, both to the victim and to the community.
- Provide an opportunity for the youth to understand the harm done and express remorse and apology.
- Fully involve both victim and youth in establishing appropriate responses to the offence.
- Determine whether and what supportive services are required by the victim and the youth and their families.
- Start the process of reconnecting the youth to the community.

The specific services provided by CERA include:

- Initial case review and assignment to a volunteer facilitator.
- Preparatory meetings with affected parties.
- Convening of a resolution conference to resolve the case to the satisfaction of the victim, offender and immediate relationships of both.
- Follow-up with the offender to ensure the terms of the resolution agreement are fulfilled.
- Data collection and program performance monitoring.
- Training community volunteers in the principles of restorative justice, mediation and communication skills, and the procedures of the CYJP.

Fee Requested

The fee requested for the provision of the above services to the Village of Belcarra in the 2024 fiscal year is **\$353.00**

Benefits to Community Resulting from the Services

The *Community Youth Justice Program* will create the following *tangible* benefits:

1. Reduced police workload through:
 - Preparation of fewer "Recommendations to Charge" to Crown Counsel.
 - Simplified reporting for the referral of youth to the CYJP.
 - Reduced overtime for court appearances.

Each case processed by the CYJP is estimated to save 9 hours of police time. This reduced workload will free up currently stretched police resources for other more pressing activities.

2. Cost-Effectiveness:
 - A highly conservative estimate is that it costs one tenth the expense to process a case through Restorative Justice as compared to the Criminal Justice System¹.

¹ Based upon discussions with police officials, John Howard Society, Crown Counsel and court related professionals.

3. Strengthened Community Capacity for Addressing Crime and Conflict:
 - Volunteer facilitators receive training and skill development in a variety of relevant areas: communication skills; cross cultural awareness; victim-offender mediation; maintaining confidentiality; report writing; etc.
 - Program participants learn skills in listening to other perspectives, acknowledging and legitimizing the harm caused, and collective problem solving.
4. Safer Communities through Restored Relationships:
 - 100% of accused youth referred to the CYJP, upon gaining a fuller understanding of the harm they caused, indicated that they would not commit future crimes.
 - Community members who participate in restorative processes are more likely to feel invested in the accused youth's success, and regularly serve to encourage the accused youth of his/her potential and opportunity for a new start.

The following *intangible* benefits flow from the *Community Youth Justice Program*:

1. For victim and offender ...
 - i. There are more timely and meaningful consequences for youth who commit criminal offences. Resolution conferences are typically conducted within 4 weeks of referral, as compared to the formal justice system where delays in processing cases of many months are typical. The intent is to create a strong linkage between an offence and its consequence. The consequences (sanctions) address the specific harm that has been done, through restitution to the victim, where appropriate, and/or reparation to the community. Sanctions are not intended as punishment or new harms, and are achievable.
 - ii. The resolution conference confronts the youth with the personal dimension of the harm caused by his/her crime, which is often more distressing and healing, than an experience with the formal justice system. Additionally, the conference tends to foster seeds of empathy. Both family and friends are mobilized as valuable resources to the youth. The youth is encouraged to take ownership of his/her behaviour and to accept responsibility for both having created and for repairing the harm.
 - iii. Both the victim and the offender experience a greater sense of fairness and justice having been done. The victim's needs and concerns are addressed. Victims have an opportunity to be heard and to participate actively in a process of reparation and vindication. Reconciliation with the youth facilitates healing and closure. Reconciliation with the victim promotes reconnection of the youth to the community. The youth gains greater respect for the justice system and the law itself, and a greater understanding of the impact of his/her actions on others.
2. For the wider community ...
 - i. Preparation for a resolution conference and the conference itself provides an opportunity for early intervention with youth at risk through the identification of factors contributing to the offence and the underlying needs of the youth. Early intervention has the potential to prevent a youth from becoming further involved in the criminal justice system, reducing the cost to taxpayers of court and custodial measures.

- ii. A more cohesive community results from a process that seeks to reconcile broken relationships and heal the harms caused by crime. In the process, community members – through volunteering or participating in the program – gain valuable skills to resolve conflicts in their own lives and feel a greater stake in successful conflict resolution outcomes.
- iii. The community gains from a response to youth justice that considers the root causes of crime, and is more timely and cost efficient than the current system.
- iv. The problem solving approach and community orientation of the CYJP complements current community initiatives in problem-oriented and community policing.

Degree of Other Community Support and Sponsorship

The volunteers who are the core of the CYJP not only reflects the level of support for the program within the community, but also constitutes a significant community resource – a group of citizens with an understanding of restorative justice principles and mediation skills that can be taken into the community.

The police, School District 43, School District 40, Ministry of Children and Family Development, Youth Probation, Crown Counsel and ICBC support the CYJP.

Program staff has maintained an ongoing liaison with police and Crown Counsel to expand awareness and understanding of the CYJP, build support for the program and refine referral procedures. There is also ongoing liaison with other community service agencies.

In addition to the financial support of municipalities, the *Community Youth Justice Program*, since its inception, has received funding from business and the provincial government.

CERA's Relationship with Belcarra

CERA Society has served the Village of Belcarra for two decades. We are proud of our relationship with Belcarra and hope that they will continue to assist us financially in operating the Community Youth Justice Program. The program is open to receiving referrals involving offenders from the Village of Belcarra who have been referred by the RCMP or Crown.

We continue to do presentations for the RCMP during their watch briefings, informing them of the work we do and the municipalities we serve. With the RCMP knowing that CERA serves Belcarra, they have the information and ability to refer a case involving an offender from Belcarra to CERA. This allows for youth being apprehended from Belcarra the opportunity to be referred to an alternative to the Youth Criminal Court System.



COUNCIL REPORT

Date: January 22, 2024
From: Ken Bjorgaard, Financial Consultant
Subject: Water Charges for Properties with Secondary Suites

Recommendation:

That properties connected to the water system with secondary suites be charged additional water user rates starting in 2025 for their suites, at a rate of 40% of the regular water user rates, and that these properties be advised of this change.

Purpose:

The purpose of this report is to present options for water charges on those properties with secondary suites.

Background:

Historically, the Village has not charged extra water charges to properties that are connected to the water system and that have secondary suites; however, these same properties are charged double Waste & Recycle Depot (WARD) user rates (2 x \$467.00) because they have secondary suites.

Discussion:

The Village of Belcarra's 2023 utility rates charged on tax notices were as follows:

2023 Utility Rates

Water User Rate (Connected)	\$1,543.00
Water User Rate (Not Connected)	\$1,082.00
Waste & Recycle Depot (WARD) User Rate	\$467.00

In 2023 there were 71 properties that had suites which paid the additional WARD user rates. Of the 71 properties there are 56 that are connected to the water system. A broad survey of other local governments indicates that most are charging extra water fees to properties with suites, with the extra water charges generally varying between 40% to 50% of the regular user rates.

If the Village were to charge extra water charges for secondary suites at a rate of 40% of the regular user rate, this would generate about \$34,600.00 ($\$1,543.00 \times 40\% \times 56$) of additional revenue for the water fund based on 2023 rates. The \$34,600 would increase to approximately \$41,500.00 if there was a 20% increase in water rates in 2024. The \$41,500.00 is the equivalent of an approximate 11% water rate increase. This additional revenue would stabilize and lessen future water rate increases.

Options

The following options are presented for Council's consideration:

1. The Status Quo – no extra water charges on those properties connected to the water system with secondary suites.

This option would continue to treat those properties with secondary suites the same as those properties without secondary suites, which would be inconsistent with the WARD utility charges on secondary suites. This option would result in larger water rate increases on all properties in the future.

2. 40% Extra Water Charges Starting in 2025 – a phase in of extra water charges on those properties connected to the water system with secondary suites.

This option would allow the Village to provide advance notice of the extra water charges to those properties affected, and for those properties to discontinue their secondary suites if they so choose. This option would result in smaller water rate increases on all properties in the future.

3. 40% Extra Water Charges Starting in 2024 – extra water charges on those properties connected to the water system with secondary suites.

This option would be implemented on the 2024 tax notices and would allow less time for properties and taxpayers to adjust to the change. This option would result in smaller water rate increases on all properties in the future.

Any extra water charges for those properties with secondary suites would be discontinued if and when the Village of Belcarra moves to charging for actual water usage via water meters in the future. It is recommended that the Village move forward with option 2, with properties with secondary suites being charged additional water user charges starting in 2025 at a rate of 40% of the regular user rates for their suites.



Prepared by: Ken Bjorgaard
Financial Consultant



Concurrence: Paula Richardson,
Chief Administrative Officer



COUNCIL REPORT

Date: January 22, 2024

From: Ken Bjorgaard, Financial Consultant

Subject: 2023 Projects to be Re-Budgeted in 2024 & Unspent 2023 Budgets to be Carried Forward to 2024

Recommendation:

That the following 2023 projects be re-budgeted or carried forward to 2024 and included in the Village of Belcarra's 2024 – 2028 financial plan bylaw:

General Operating

- OFFICIAL COMMUNITY PLAN
- INTEGRATED LONG-TERM FINANCIAL PLAN/ASSET MANAGEMENT PLAN
- NATURAL CAPITAL ASSETS

General Capital

- MARINE AVE MILL & FILL
- BEDWELL BAY UPGRADE PROJECT (BBUP) (DESIGN ONLY)
- MRN BEDWELL BAY RD SAFETY BARRIERS
- CREEK SURVEYS (RIPARIAN AREAS)

Water Capital

- OPTIONS FOR ADDRESSING WATER SYSTEM DEFICIENCIES-Contracts
- WATER CHLORINATION SYSTEM CLASS B DESIGN-Contracts

Purpose:

The purpose of this report is to highlight the 2023 projects that need to be re-budgeted in 2024 or have their remaining or unspent 2023 budgets carried forward to 2024.

Background:

At the end of each fiscal year the capital and operating projects are reviewed to determine which projects have not started or are in-progress at year-end, and as a result need to be either re-budgeted in the following year or have their remaining, unspent budget funds carried forward into the following year. Generally those projects that are still a priority and have not started yet are re-budgeted and those projects that are in-progress have their remaining budget funds carried forward. This process ensures that budget funds are available to see projects through to completion and that these projects are included in the annual financial plan bylaw.

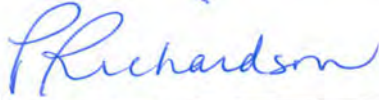
Discussion:

All of the Village's 2023 projects have been reviewed to determine which ones need to be re-budgeted in or carried forward to 2024, and the results are shown in attached Appendix "A". The projects highlighted in green in Appendix "A" have been identified as re-budgeted or carry forward projects. These projects have been summarized in the table below. The actual amount of budget dollars available for carry forward for the projects noted will be determined after all 2023 invoices are posted. The budget carry forwards have no net effect on the Village's 2024 budget or taxation as unspent 2023 reserve and grant funding are being utilized to complete these projects.

	Funding Sources	\$'s to be Re-Budgeted or Estimated to be Carried Forward into 2024	Notes
General Operating			
OFFICIAL COMMUNITY PLAN	Community Works Reserve	\$10,000	Re-budget of funds needed to complete project
INTEGRATED LONG-TERM FINANCIAL PLAN/ASSET MANAGEMENT PLAN	Grant/Community Works Reserve	\$9,610	Carry forward of unused funds to complete project
NATURAL CAPITAL ASSETS	Grant/Community Works Reserve	\$2,510	Carry forward of unused funds to complete project
General Capital			
MARINE AVE MILL & FILL	Community Works Reserve	\$165,000	Re-budget of \$s to complete project
BEDWELL BAY UPGRADE PROJECT (BBUP) (DESIGN ONLY)	Community Works Reserve	\$45,000	Carry forward of unused funds to complete project design
MRN BEDWELL BAY RD SAFETY BARRIERS	Grant TransLink/Community Works Reserve	\$49,929	Carry forward of unused funds & add to budget to complete project
CREEK SURVEYS (RIPARIAN AREAS)	General Capital Reserve	\$20,000	Carry forward of unused funds to complete project
Water Capital			
OPTIONS FOR ADDRESSING WATER SYSTEM DEFICIENCIES-Contracts	Water Capital Reserve	\$30,000	Carry forward of unused funds to complete project
WATER CHLORINATION SYSTEM CLASS B DESIGN-Contracts	Water Capital Reserve	\$46,000	Carry forward of unused funds to complete project



Prepared by: Ken Bjorgaard
Financial Consultant



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendix is attached hereto:

Appendix A - 2023 Projects to be Re-Budgeted in 2024 & Unspent 2023 Budgets to be Carried
Forward to 2024

Appendix "A" - 2023 Projects to be Re-Budgeted in 2024 & Unspent 2023 Budgets to be Carried Forward to 2024

Page 1 of 4	Funding Sources	Final & Amended 2023 Budget	Estimated Year-End to December 2023	Budget Variance (Savings) Excess	\$'s Re-Budgeted or Estimated to be Carried Forward into 2024	Explanations
General Operating						
OFFICIAL COMMUNITY PLAN	Community Works Reserve	20,000	60,000	40,000	10,000	Re-budget in 2024 budget for estimate to finish project; total project costs 2021 to 2023 approximately \$140,000
INTEGRATED LONG-TERM FINANCIAL PLAN/ASSET MANAGEMENT PLAN ⁽¹⁾	34% Grant/ 66% Community Works Reserve	75,000	65,390	(9,610)	9,610	Budget includes grant funding of \$25,000 which was approved; carry forward balance of budget to complete project
NATURAL CAPITAL ASSETS ⁽¹⁾	67% Grant/ 33% Community Works Reserve	15,000	12,490	(2,510)	2,510	Budget includes grant funding of \$10,000 which was approved; carry forward balance of budget to complete project
Total General Operating		110,000	137,880	27,880	22,120	
General Capital						
COUNCIL LAPTOPS	Restricted Surplus - Covid Restart Grant	9,400	9,358	(42)		
BUSINESS LICENSE MODULE	General Capital Reserve	6,700	5,939	(761)		
LAPTOPS, MONITORS & TABLETS	General Capital Reserve	2,000	5,896	3,896		
MARINE AVE MILL & FILL	Community Works Reserve	100,000	20,000	(80,000)	165,000	Re-budget in 2024

Page 2 of 4	Funding Sources	Final & Amended 2023 Budget	Estimated Year-End to December 2023	Budget Variance (Savings) Excess	\$'s Re-Budgeted or Estimated to be Carried Forward into 2024	Explanations
General Capital (cont'd)						
ROAD REHAB (INCL POTHOLE REPAIRS)	Community Works Reserve	25,000	10,000	(15,000)		
SHOULDERING BOULEVARDS	Transportation Infrastructure Reserve	15,000	7,500	(7,500)		
BEDWELL BAY UPGRADE PROJECT (BBUP) (DESIGN ONLY) (2)	Community Works Reserve	65,000	20,000	45,000	45,000	Carry forward balance of budget to complete project design
MRN BEDWELL BAY RD SAFETY BARRIERS	75% Grant TransLink / 25% Community Works Reserve	50,000	12,196	(38,804)	49,929	Carryforward balance of budget to complete project & add to budget to take full advantage of approved total project budget of \$62,125 with 75% grant funding
PUBLIC WORKS EQUIPMENT	Vehicle & Equipment Reserve	5,000	3,853	(1,147)		
CRACK FILLING MACHINE	General Capital Reserve	7,000	2,995	(4,005)		
2023 KUBOTA	General Capital Reserve	35,000	35,299	299		
2023 CHEVY SILVERADO	General Capital Reserve	140,000	105,730	(34,270)		
3640 BEDWELL BAY ROAD CULVERT (2)	Deferred Revenue TransLink	40,000	45,200	5,200		Funded from TransLink deferred grant revenue
CREEK SURVEYS (RIPARIAN AREAS)	General Capital Reserve	20,000	0	(20,000)	20,000	Re-budget in 2024
STORM SEWER & CATCH BASIN REPLACE	General Capital Reserve	15,000	9,940	(5,060)		
TRAIL SYSTEM IMPROVEMENTS	Transportation Infrastructure Reserve	2,000	0	(2,000)		

Page 3 of 4	Funding Sources	Final & Amended 2023 Budget	Estimated Year-End to December 2023	Budget Variance (Savings) Excess	\$'s Re-Budgeted or Estimated to be Carried Forward into 2024	Explanations
General Capital (cont'd)						
RE-DEVELOPMENT OF TENNIS COURT SITE ⁽²⁾	Growing Communities Reserve	10,000	0	(10,000)		Budget to be revisited in 2024 once scope of project determined
MULTI-USE PATH, TRAIL & ROAD SHOULDER IMPROVEMENTS (MTRS) NETWORK MAPPING ⁽²⁾	Community Works Reserve	10,000	0	(10,000)		Project completed as part of asset management - budget not needed
Total General Capital Expenses		557,100	297,911	(259,189)	267,804	
Water Capital						
TATLOW WATER RESERVOIR (Chlorination Investigation) ⁽²⁾	Water Capital Reserve	5,000	5,931	931		
ENGINEERING FOR WATER SYSTEM	General Capital Reserve	30,000	9,482	(20,518)		
OPTIONS FOR ADDRESSING WATER SYSTEM DEFICIENCIES-Contracts ⁽²⁾	Water Capital Reserve	30,000	0	(30,000)	30,000	Re-budget in 2024
WATER EQUIPMENT	Water Capital Reserve	15,000	7,000	(8,000)		
WATER CHLORINATION SYSTEM CLASS B DESIGN-Contracts ⁽²⁾	Water Capital Reserve	46,000	0	(46,000)	46,000	Re-budget in 2024
EXCAVATION & FENCING TATLOW	Water Capital Reserve	45,000	33,998	(11,002)		
Total Water Capital Expenses		171,000	56,411	(114,589)	76,000	

	Funding Sources	Final & Amended 2023 Budget	Estimated Year-End to December 2023	Budget Variance (Savings) Excess	\$'s Re-Budgeted or Estimated to be Carried Forward into 2024	Explanations
Page 4 of 4						
WARD Capital						
MINOR WARD EQUIP	Vehicle & Equipment Reserve	8,000	1,188	(6,812)	(14,812)	
Total WARD Capital Expenses		8,000	1,188	(6,812)	(14,812)	

(1) 2023 Budget Amendments based on receipt of grant funds

(2) Other approved Budget Amendments



COUNCIL REPORT

Date: January 22, 2024

From: Ken Bjorgaard, Financial Consultant

Subject: Draft Long-Term (2024 – 2038) Financial Plan & Related 2024 Budget

Recommendations:

THAT the 2024 – 2028 financial plan/budget schedule as shown in attached Appendix “B” be approved;

THAT the Financial Sustainability Report (includes the base 2024 budget and long-term financial/asset management plans) be presented to the public for feedback at the budget consultation session scheduled for February 5, 2024, together with the following property tax and utility user rate increases:

Property Taxes:

- 6% increase in property taxes in 2024;
- 8% increase in property taxes in 2024;
- 10% increase in property taxes in 2024;
- ___% increase in property taxes in 2024;
- 4% increase in property taxes in each year from 2025 to 2028 (all property tax increases in 5-year Financial Plan after 2024 are subject to review and change in the next budget cycle in 2025);

Water User Fees:

- 20% increase in water user rates in 2024;
- ___% increase in water user rates in 2024;
- 15% increase in water user rate in 2025 and 2026 and 5% increases in 2027 and 2028 (all water rate increases in 5-year Financial Plan after 2024 are subject to review and change in the next budget cycle in 2025);

Waste & Recycle Depot (WARD) User Fees:

- 20% increase in WARD user rates in 2024;
- ___% increase in WARD user rates in 2024;
- 10% increase in WARD user rate in 2025 and 2026 and 4% increases in 2027 and 2028 (all WARD rate increases in 5-year Financial Plan after 2024 are subject to review and change in the next budget cycle in 2025).

Purpose:

The purpose of this report is to update Council on the Village's Draft Long-Term (2024 – 2038) Financial Plan & related 2024 Budget (Financial Plan/Budget) and to provide a process and schedule for meeting the legislative timeline for adopting the Village's 2024 – 2028 Financial Plan and 2024 Tax Rates Bylaws. The timeline includes the legislative requirement for public consultation on the Village's proposed Financial Plan/Budget.

Background:

The Village of Belcarra's Road Map to Financial Sustainability (Financial Sustainability Report), which includes the Village's Draft Financial Plan/Budget, was presented to the Finance Standing Committee on December 6, 2023. Based on feedback received at the meeting additional OCP and Sasamat Volunteer Fire Department (SVFD) information has been added to the Financial Sustainability Report as shown in attached Appendix "A". The Financial Sustainability Report has also been updated with the latest financial plan/budget information and is available at the following link: [Village-of-Belcarra-Updated Financial-Sustainability-Report.pdf](#)

Financial Sustainability Report

A process and schedule for moving forward with adopting the 2024 – 2028 Financial Plan and 2024 Tax Rates Bylaws is provided in Appendix "B". The process includes a public budget consultation and feedback session scheduled for Monday, February 5, 2024. This session would be a separate meeting before the regular Council meeting and would take place from 6:00 pm to 7:00 pm. Other opportunities for public feedback on the Financial Sustainability Report, after the 2024 – 2028 Financial Plan/Budget is finalized, will be considered as this document is an extensive community report which impacts all Belcarra residents. After receiving and considering public feedback and comment Council is scheduled to provide final approval of the Village's 2024 – 2028 Financial Plan (includes 2024 budget) on February 20, 2024 at the regularly scheduled Council meeting, so that the Financial Plan Bylaw can be prepared.

Discussion:

Property Tax and Utility Rate Scenarios

Three (3) 2024 budget scenarios are shown in the table below and are summarized as follows.

Scenario "A" - 6% increase in property taxes; 20% increase in water user rates (connected & unconnected); 20% increase in WARD user rates

Results in overall 9.5% or \$583.00 increase for those connected to the water system and 8.6% or \$490.00 for those not connected to the water system

Scenario "B" - 8% increase in property taxes; 20% increase in water user rates (connected & unconnected); 20% increase in WARD user rates

Results in overall 10.5% or \$643.00 increase for those connected to the water system and 9.7% or \$550.00 for those not connected to the water system

Scenario "C" - 10% increase in property taxes; 20% increase in water user rates (connected & unconnected); 20% increase in WARD user rates

Results in overall 11.5% or \$704.00 increase for those connected to the water system and 10.8% or \$611.00 for those not connected to the water system

2024 Increases in Municipal Property Taxes, User Rates and Parcel Tax Based on Different % Increases

Based on Estimated Average Value Home 2023 = \$2,412,568 9.25% Market increase over 2022

		Scenario "A" (6% increase in property taxes, 20% increase in water user rates, 20% increase in WARD user rates)			Scenario "B" (8% increase in property taxes, 20% increase in water user rates, 20% increase in WARD user rates)			Scenario "C" (10% increase in property taxes, 20% increase in water user rates, 20% increase in WARD user rates)		
FOR AVERAGE ASSESSED VALUE RESIDENTIAL CLASS PROPERTY	2023 Actual	\$ Levies	% Increase	\$ Increase	\$ Levies	% Increase	\$ Increase	\$ Levies	% Increase	\$ Increase
<u>For Homes Connected to Water System</u>										
Property Taxes	3,017	3,198	6.0%	181	3,258	8.0%	241	3,319	10.0%	302
Water User Fee (connected to water system)	1,543	1,852	20.0%	309	1,852	20.0%	309	1,852	20.0%	309
Water Parcel Tax	1,110	1,110	0.0%	0	1,110	0.0%	0	1,110	0.0%	0
Waste & Recycle Depot (WARD) User Fee	467	560	20.0%	93	560	20.0%	93	560	20.0%	93
Total Property Taxes, User Rates & Parcel Tax	6,137	6,720	9.5%	583	6,780	10.5%	643	6,841	11.5%	704
<u>For Homes Not Connected to Water System</u>										
Property Taxes	3,017	3,198	6.0%	181	3,258	8.0%	241	3,319	10.0%	302
Water User Fee (not connected to water system)	1,082	1,298	20.0%	216	1,298	20.0%	216	1,298	20.0%	216
Water Parcel Tax	1,110	1,110	0.0%	0	1,110	0.0%	0	1,110	0.0%	0
Waste & Recycle Depot (WARD) User Fee	467	560	20.0%	93	560	20.0%	93	560	20.0%	93
Total Property Taxes, User Rates & Parcel Tax	5,676	6,166	8.6%	490	6,226	9.7%	550	6,287	10.8%	611

The 20% increases in water and WARD user rates are reflected in each of the scenarios above as the Asset Management Plan results, as shown below, indicate that these utilities are not setting aside enough funds for the replacement of their assets and infrastructure which will need to be replaced in the future (see funding gaps below). The sustainable annual funding shown below does not include funds that will be needed for new infrastructure or assets.

Assets Groups (Systems)	Sustainable Annual Funding	Actual Annual Funding*	Difference [Annual Funding - Gap or Excess]*
Land & Natural Assets	N/A	N/A	N/A
Buildings & Components	\$30,454	As per below	As per below
Equipment	\$7,720	As per below	As per below
Fleet	\$41,667	As per below	As per below
Information Systems	\$18,800	As per below	As per below
Multi-Use Pathways, Trails & Road Shoulder (MTRS) Network	\$5,230	As per below	As per below
Stormwater Collection	\$57,576	As per below	As per below
Transportation	\$208,887	As per below	As per below
Subtotal General Capital	\$370,334	\$570,000	\$199,666
Waste & Recycle Depot	\$16,083	\$1,000	-\$15,083
Water Treatment and Distribution	\$189,320	\$23,200	-\$166,120
Grand Totals	\$575,737	\$594,200	\$18,463

* Reserve Funds are not allocated by asset group for General Capital but are considered part of the funding for all General Capital

Generally speaking, local governments are experiencing cost pressures due to inflation which is causing a strain on operating and capital budgets. A larger property tax increase would allow the Village to set aside more funds in reserves for capital projects that will be subject to inflation. There is always a balance that needs to be achieved between affordability for taxpayers and the cost of providing services including the funds that need to be set aside to renew or replace infrastructure in the future. A “pay as you go” approach which minimizes or avoids external debt means that reserves need to be proactively built up to pay for projects including the effects of inflation on project costs.

It is recommended that the following financial plan property tax and utility rate scenarios to be presented to the public for feedback at the consultation session planned for February 5, 2024, together with the Financial Sustainability Report. The blanks noted below are for any other scenarios that Council wishes to present.

Property Taxes:

- 6% increase in property taxes in 2024;
- 8% increase in property taxes in 2024;
- 10% increase in property taxes in 2024;
- ___% increase in property taxes in 2024;
- 4% increase in property taxes in each year from 2025 to 2028 (all property tax increases in 5-year Financial Plan after 2024 are subject to review and change in the next budget cycle in 2025);

Water User Fees:

- 20% increase in water user rates in 2024;
- ___% increase in water user rates in 2024;
- 15% increase in water user rate in 2025 and 2026 and 5% increases in 2027 and 2028 (all water rate increases in 5-year Financial Plan after 2024 are subject to review and change in the next budget cycle in 2025);

WARD User Fees:

- 20% increase in WARD user rates in 2024;
- ___% increase in WARD user rates in 2024;
- 10% increase in WARD user rate in 2025 and 2026 and 4% increases in 2027 and 2028 (all WARD rate increases in 5-year Financial Plan after 2024 are subject to review and change in the next budget cycle in 2025).

As noted above the property tax and utility rate increases shown beyond 2024 are subject to review and change in the following year. In other words, the increases are re-established each year with the immediate year (2024 for example) being the only one that cannot be changed once the Financial Plan Bylaw is adopted.

Comparative Property Taxes and Utility Rates in Benchmark Communities

Attached Appendix “C” shows 2023 property tax levels and user rates for Belcarra and its benchmark communities of Anmore, Bowen Island and Lions Bay. When viewing the data, it is important to remember that each community is unique in terms of its assessment base, its geography, its budgetary demands, etc. In other words, no two (2) communities are exactly alike.

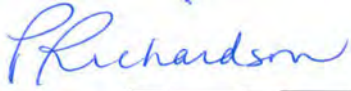
The Ministry’s assigned value of a representative house in Belcarra for 2023, was \$1,825,005; however, this value is artificially low as it is impacted by water lot values on certain properties. The true value of a representative home in Belcarra for 2023 is \$2,412,568 based on negating the impact of the water lots. This updated value and the associated tax impact on this value have been used in the property tax comparisons shown in Appendix “D”.

Attachments:

- Appendix “A” – Official Community Plan (OCP) & Sasamat Volunteer Fire Department (SVFD)
- Appendix “B” – VILLAGE OF BELCARRA 2024 – 2028 FINANCIAL PLAN/BUDGET
SCHEDULE
- Appendix “C” – Comparative Property Taxes and Utility Rates with Benchmark Communities



Prepared by: Ken Bjorgaard
Financial Consultant



Concurrence: Paula Richardson,
Chief Administrative Officer

Appendix “A” – Official Community Plan (OCP) & Sasamat Volunteer Fire Department (SVFD)

OCP

As a policy framework plan with a long-range horizon, it is not appropriate to cost all aspects of the OCP. Further investigation, consultation, prioritization and budgeting will have to occur for any items that have financial implications. In other words, an implementation plan will have to be developed for the OCP initiatives which have a monetary impact including the various time periods for implementation. As the OCP initiatives are solidified they can come forward as Spending Package submissions which will be considered within the budgeting and financial planning process.

Implementation of the OCP will thus be incremental over the life of the plan. A local government is not required to implement everything in an OCP, but everything it implements must be consistent with the adopted OCP. Therefore, as a policy tool, the OCP will provide a framework for setting priorities, work plans, and municipal budgets.

Sasamat Fire Service

Fire response & rescue services are not a function or service of the Village of Belcarra. These services are provided through the Sasamat Volunteer Fire Department (SVFD), which is an established Metro Vancouver Regional District (Metro Vancouver) service (established by Supplementary Letters Patent dated January 10, 1980). The SFVD is a regional service, under the auspices of Metro Vancouver, which is cost shared by and undertaken for the benefit of the Villages of Belcarra and Anmore. As such these joint services are requisitioned and funded through Metro Vancouver.

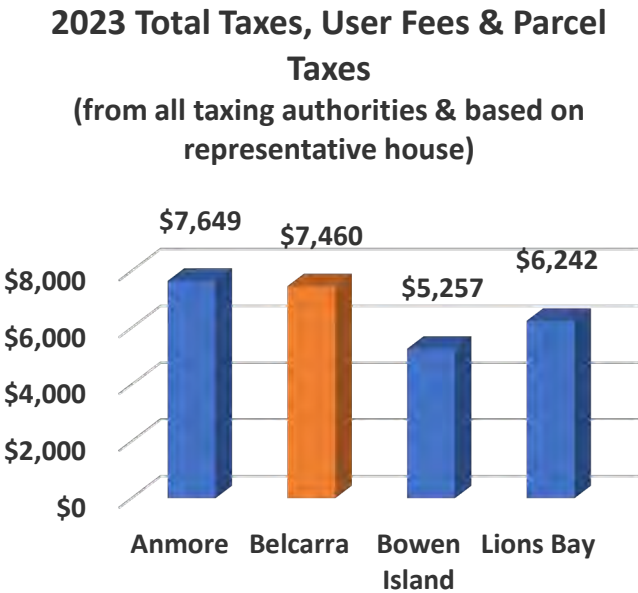
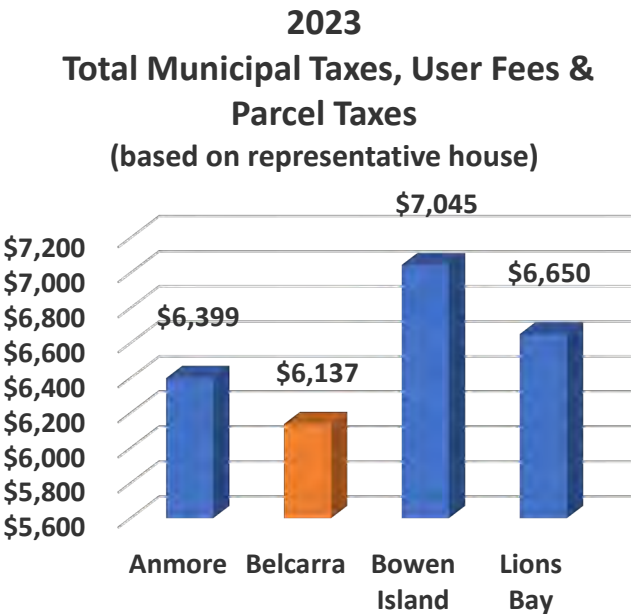
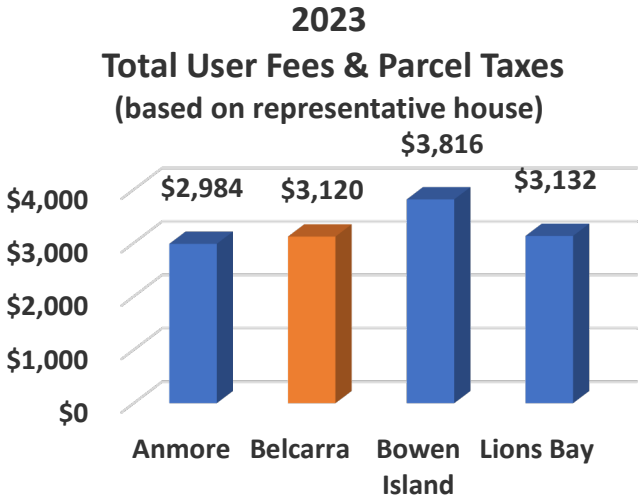
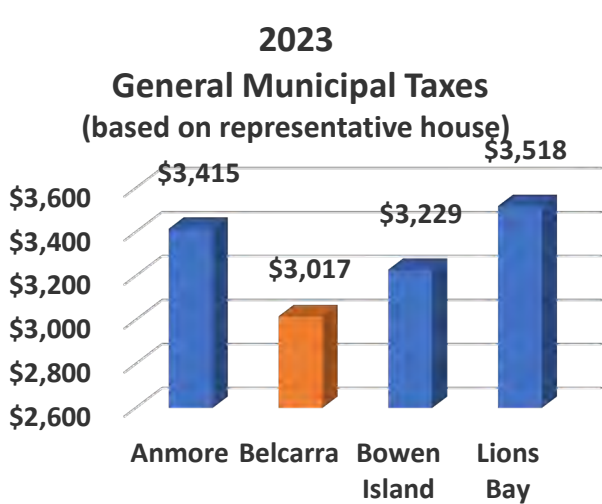
The SVFD is governed by a seven (7) member Board of Trustees with three (3) representatives each from both Belcarra and Anmore Councils and one (1) member from Metro Vancouver.

Recent discussions at the SFVD Board of Trustees have centered around an accelerated timeframe for the replacement of the two firehalls in Anmore and Belcarra. This would require debt financing or borrowing on the part of Metro Vancouver, as Metro Vancouver only recently started to build up a reserve for the firehall replacement costs. As discussions are at an early stage, the magnitude of the capital expenditures and related borrowing for the firehalls has not yet been determined. Once the capital costs and related borrowing are solidified the financial impact on Village of Belcarra taxpayers can be determined.

Appendix “B” - VILLAGE OF BELCARRA 2024 – 2028 FINANCIAL PLAN/BUDGET SCHEDULE
(2024 Budget Cycle)

DATE(S)	EVENT/TASK	PERSONS	COMMENTS
Monday February 5, 2024	Regular Council Meeting – public consultation and feedback session on Long-Term Financial Plan including 2024 Budget	Council CAO & Staff Financial Consultant	Public budget consultation session to start at 6:00 pm and to begin with brief presentation by financial consultant
Tuesday February 20, 2024	Regular Council Meeting – Council consideration and final direction on 2024 – 2028 Financial Plan/2024 Budget	Council	Includes approval of final property tax, water user fee and waste & recycling rate increases.
Monday March 11, 2024	Regular Council Meeting – first, second & third readings of 2024 – 2028 Financial Plan Bylaw and 2024 Utility Rates Bylaw	Council	
Tuesday April 2, 2024	Regular Council Meeting – adoption of 2024 – 2028 Financial Plan Bylaw and 2024 Utility Rates Bylaw	Council	
Monday April 22, 2024	Regular Council Meeting – first, second & third readings of 2024 Tax Rates bylaw	Council	
Monday May 6, 2024	Regular Council Meeting – adoption of 2024 Tax Rates bylaw	Council	

Appendix “C” - Comparative Property Taxes and Utility Rates with Benchmark Communities





COUNCIL REPORT

Date: January 22, 2024

From: Ken Bjorgaard, Financial Consultant

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

Recommendation:

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

Purpose:

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

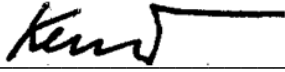
Background:

After Council's Strategic Plan and related Work Plan were adopted, staff indicated that there would be regular quarterly reporting as to the status of the Strategic Priorities Work Plan Initiatives. The first quarterly report was presented to Council on September 25, 2023 for the period ending August 31, 2023. The second report was to be completed for the quarter ending November 30, 2023; however, there were no Council meetings held after December 4, 2023 and therefore this is the first opportunity to present updates to Council.


As a result of the above and to keep Council as up to date as possible staff have completed the attached status report (see Appendix "A") as at December 31, 2023. This revised quarterly reporting now aligns with the calendar year and the next report will be completed for the quarter ending March 31, 2024.

The attached shows the status or progress of all Strategic Priorities Work Plan Initiatives. In the "Status Report December 31, 2023" column the updates shown in green represent projects that have been completed or are substantially complete. Progress has occurred in a number of areas. It is important to remember that the attached Work Plan goes to 2026 which means the various Initiatives have been staggered or spread out. Based on the latest information revised completion dates have been provided for some of the Initiatives to ensure that the workload is manageable.

Staff will address any questions regarding specific Work Plan Initiatives at the Council meeting. The next Work Plan status report will be as at March 31, 2024 and will come forward to Council in April of 2024.



Prepared by: Ken Bjorgaard
Financial Consultant



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendix is attached hereto:

Appendix "A" – Status of Strategic Priorities Work Plan Initiatives as at December 31, 2023.

APPENDIX “A” – STATUS OF STRATEGIC PRIORITIES WORK PLAN INITIATIVES AS AT DECEMBER 31, 2023

MANAGING OUR ASSETS & INFRASTRUCURE						
We will manage and safeguard our assets and infrastructure						
Asset Management Program						
OUTCOMES/MEASURES OF ACHIEVEMENT						
<div><div></div><div>▪ Functioning ongoing asset management program</div><div>▪ Complete inventory of assets broken down into asset components with respective estimated remaining useful life of major components</div><div>▪ All assets and infrastructure recorded in GIS system</div><div>▪ Multi-year condition assessment schedule as identified through asset management program</div><div>▪ Completion of condition assessments for key infrastructure on a yearly basis</div></div>						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Complete review and undertake field work to provide breakdown of asset components (including remaining useful lives) and update GIS system accordingly	Contractor(s)	By Sept. 2024 and updated annually	SoF - within existing annual \$30K asset management budget with funding coming from Community Building Fund with approved grant	Part of overall project budget (includes \$25K UBCM grant) which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	Financial Consultant	Project is substantially complete, with training and process for data maintenance yet to be finalized. Project was completed by LandInfo Technologies.
2. Complete 5-year condition assessment schedule for assessing key assets and update annually	Contractor(s) and Public Works & Emergency Preparedness Coordinator	By Sept. 2023 and updated annually by Sept. of each year	SoF - within existing annual \$30K asset management budget with funding coming from Community Building Fund	Part of overall project budget (includes \$25K UBCM grant) which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	CAO	Project has been completed with condition assessment schedule included in Asset Management Report. COMPLETE
3. Complete annual condition assessments	Contractor(s)	By Sept. of each year starting in 2024	SoF - within existing annual \$30K asset management budget with funding coming from Community Building Fund		Public Works & Emergency Preparedness Coordinator	Work will start in 2024 based on the above condition assessment schedule.

MANAGING OUR ASSETS & INFRASTRUCTURE

We will manage and safeguard our existing assets and infrastructure

Renewal of Existing Infrastructure & Assets

OUTCOMES/MEASURES OF ACHIEVEMENT

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Complete long-term financial estimates and plan for infrastructure/asset replacements (based on asset management and condition assessment results)	Contractor(s)	By Sept. 2024	ABR - part of additional \$20K to come from Community Building Fund		Public Works & Emergency Preparedness Coordinator	Project is substantially complete with minor updates to be provided based on any new information/data. Asset Management information has been incorporated into long-term financial plan estimates.
2. Update long-term financial estimates and plan for infrastructure/assets renewal annually	Contractor(s)	Annually by August of each year starting in 2025	ABR – part of additional \$20K to come from Community Building Fund		Public Works & Emergency Preparedness Coordinator	The updates will start in 2024 for the 2025 budget cycle.
3. Integrate long-term infrastructure/asset replacement plan into long-term financial plan	Financial Consultant	Annually by September of each year starting in 2024	ABR – part of additional \$20K to come from Community Building Fund		CAO	This work has been completed and will be updated each year based on latest infrastructure/asset replacement data. COMPLETE
4. Tender and complete priority infrastructure projects identified including drainage and roads priorities (see Key Project Lists)	Contractor (Project Manager) Public Works & Emergency Preparedness Coordinator	Annually	Project based budgets and ABR to be determined with funding from existing reserve funds and Growing Communities Fund (\$759,000 initial balance)	Funds to be added to capital budgets for project management	CAO	Based on the report which was forwarded to Council on the progress of the priority infrastructure projects for 2023, the work is on track.

MANAGING OUR ASSETS & INFRASTRUCTURE

We will manage and safeguard our existing assets and infrastructure

Water System Improvements

OUTCOMES/MEASURES OF ACHIEVEMENT

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Complete engineering report and work on water reservoir	Contractor(s)	By July 2023 2024	SoF - \$30K Water Engineering Capital Budget and \$45K Water Capital Budget for excavation and fencing around reservoir. ABR for additional chlorination design work to be determined	Currently have capital budgets of \$20K in 2024 and \$20K 2025 for Water System Engineering which can be reallocated to actual project work	Public Works & Emergency Preparedness Coordinator	The excavation and fencing have been completed. Repair work and chlorination design scheduled and budgeted for in 2024.
2. Engineering report and recommendations on options for addressing water system deficiencies including risk factors and budgets	Contractor(s)	By September 2023 2024	ABR – to be determined with funding from Community Building Fund	Currently have capital budgets of \$20K in 2024 and \$20K 2025 for Water System Engineering which can be reallocated to actual project work	Public Works & Emergency Preparedness Coordinator	Work is scheduled for 2024.
3. Final decision(s) on projects and budgets for addressing water deficiencies in part based on risk tolerance	Council	By October 2023 2024	Project based budgets and ABR to be determined with funding from Growing Communities Fund (\$759,000 initial balance)	Council decision(s) required. Budgets should include engineering and project management costs	Public Works & Emergency Preparedness Coordinator	Subject to the above report being received.
4. Provide for water system improvements in long-term financial plan	Financial Consultant	By October 2023 2024	N/A	Projects to be completed as per long-term financial plan	CAO	All decisions or outcomes from above will be incorporated into the long-term financial plan once the decisions are finalized.
5. Complete water metering business case	Contractor(s)	By September 2024	SoF - \$40K capital budget for universal water metering in 2024 ABR to be determined for any additional capital and operating costs	Will need to generate same revenue with meters as without meters	CAO	Work will start in 2024.
6. Complete review of Belcarra Park water charges	Financial Consultant	By October 2023 2024	Within existing operating budget		CAO	History of charges in agreements with Metro Vancouver have been researched and a meeting needs to be set up with Metro Vancouver to discuss options.

MANAGING OUR ASSETS & INFRASTRUCTURE

We will manage and safeguard our existing assets and infrastructure

Waste & Recycle Depot (WARD) Improvements

OUTCOMES/MEASURES OF ACHIEVEMENT

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Complete WARD service review including review of current service provider and the option of utilizing Recycle BC to save costs	Public Works & Emergency Preparedness Coordinator	By June of 2025	N/A	Need to provide for cost stability and certainty into the future	CAO	Project will occur by 2025 before agreement with service provider expires in 2026.
2. Review of WARD infrastructure to match services provided	Public Works & Emergency Preparedness Coordinator	By June of 2025	N/A		CAO	Project will occur by 2025 before agreement with service provider expires in 2026.
3. Recommendations and approvals related to service changes and infrastructure needed	Public Works & Emergency Preparedness Coordinator	By June of 2025	Project based budgets based on results of review; ABR to be determined for any additional capital and operating costs		CAO	Project will occur by 2025 before agreement with service provider expires in 2026.
4. Implementation of any approved changes including provision for changes in financial plan	Public Works & Emergency Preparedness Coordinator & Financial Consultant	By June of 2026	N/A		CAO	Project will occur by 2026 before agreement with service provider expires in 2026.

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT We will care for our Community and value its natural environment						
Managing our Natural Assets						
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> Inventory and mapping of our natural assets, e.g. tree canopies, wetland, riparian areas, etc., completed Plan and budget for maintaining tree canopies Ongoing tree trimming and maintenance program 						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Completed inventory and mapping of natural assets and include in GIS system	Contractor(s)	By April 2024	ABR to be determined with funding from Climate Action Program funds	\$40K of funding available annually for 3 years. Will also be applying for a grant to complete this project	Public Works & Emergency Preparedness Coordinator	Project has been completed and is part of Asset Management Plan. LandInfo Technologies completed the project. COMPLETE
2. Council report on ongoing budget needs for tree management program	Public Works & Emergency Preparedness Coordinator	By June 2024	ABR to be determined with adjustment in annual operating budget being made		CAO	A report will be provided in 2024.
3. Operational plan to implement tree trimming and maintenance plan	Public Works & Emergency Preparedness Coordinator	By September 2024	N/A		CAO	Results from above will be incorporated into the 2025 budget cycle.

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT
We will care for our Community and value its natural environment
Official Community Plan (OCP)
<p>OUTCOMES/MEASURES OF ACHIEVEMENT</p> <ul style="list-style-type: none"> ▪ Final OCP adoption ▪ OCP implemented into daily operations ▪ Ongoing monitoring of the OCP as a tool to guide development and growth

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Finalize OCP and conduct public hearing	Contractor(s)	By July 2023 Early 2024	SoF - \$20,000 in 2023 budget. Funding is from the Community Building Fund	Need to provide for review and update of OCP in long-term financial plan every 5 years	CAO	Final changes have been made to the draft OCP and the OCP bylaw amendment is due to go to public hearing in early 2024.
2. Adopt OCP and implement the same into daily operations	CAO	Adoption by Sept. 2023 March 2024 and implementation by Nov. 2023 October 2024	N/A		CAO	OCP adoption is dependent upon the timing of above public hearing.
3. Prioritization of OCP action items and completion of action items	CAO	Ongoing	ABR to be determined	And additional spending to come forward as spending packages in budgeting process	CAO	Ongoing implementation and prioritization plan will be put in place once the OCP is adopted.
4. Ongoing monitoring of OCP and its effect on the community	CAO	Ongoing	N/A	Annual reports to be forwarded to Council	CAO	Ongoing monitoring plan will be put in place once the OCP is adopted.

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT We will care for our Community and value its natural environment						
Multi-Use Path, Trail and Road Shoulder (MTRS) Network						
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> Mapping and plan for multi-use paths/trails/road shoulder enhancement (MTRS) network within the community completed Funding for incremental buildout of MTRS network secured including grants Ongoing maintenance program for MTRS implemented Incremental construction of new MTRS as per plan and as funding allows 						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Complete mapping of existing MTRS network and include in GIS system	Contractor(s)	By September 2023	ABR – \$10,000 from Community Building Fund and/or other grants	Community Building Fund needs to be substantially used by 2024	Public Works & Emergency Preparedness Coordinator	Project has been completed and is part of Asset Management Plan. LandInfo Technologies completed the project. COMPLETE
2. Create plan for incremental build out of MTRS network including budget requirements	Contractor(s)	By October 2023 2024	ABR – \$20,000 from Community Building Fund and/or other grants	Community Building Fund needs to be substantially used by 2024	CAO	A grant application has been submitted to complete an Active Transportation Plan (Plan), which will include community input and consultation. It is expected that the Plan will be completed in 2024 (based on grant approval).
3. Complete funding applications for new MRTS and secure grant funding	Grant Writer	Ongoing	ABR to be determined	Applications for next round of TransLink funding are due in the fall of 2023	Financial Consultant	See above grant application. The Active Transportation Plan will lead to a list of prioritized projects that will be used to apply for actual project or infrastructure grants through TransLink, etc.
4. Include budgets for maintaining existing MTRS network in long-term financial plan	Financial Consultant	Annually	ABR to be determined and to be included in annual operating budget		CAO	Funding is included in the long-term financial plan to maintain the network and will be re-visited each year.
5. Build out MTRS network including prioritized sections	Public Works & Emergency Preparedness Coordinator	Annually as approved	ABR to be determined and dependent upon grants obtained	Any new MTRS should include budget for ongoing maintenance	CAO	Budgets will be included in annual financial plan once the above Active Transportation Plan is completed and approved.

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT We will care for our Community and value its natural environment						
Re-Development of Tennis Court Site						
OUTCOMES/MEASURES OF ACHIEVEMENT ▪ Plan and budget for amenities at the Tennis Court site in place ▪ Agreement with Metro Vancouver on plan and related amenities finalized ▪ Construction of amenities completed						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Report to Council on amenity options for tennis court site including associated budget implications and any First Nation requirements	CAO	By October 2023 June 2024	N/A		CAO	Removed brush & worked with Invasive Species Council to remediate site. A report will be coming forward in 2024 on amenity options for site.
2. Decision on amenities and budget for tennis court site	Council	By March July 2024	ABR to be determined with funding from Community Building Fund	Community Building Fund needs to be substantially used by 2024	CAO	Dependent upon the timing of the above noted report.
3. Presentation of tennis court site plan to Metro Vancouver and finalization of agreement on site improvements	Mayor & CAO	By June September 2024	N/A	Any First Nation issues to be addressed	CAO	Dependent upon the timing of the above noted report.
4. Construction of tennis court site amenities	Contractor(s) and Public Works & Emergency Preparedness Coordinator	By June October 2025	Based on approved budget(s) with additional operating costs to be provided for in financial plan		CAO	Dependent upon the timing of the above noted report.

FISCAL MANAGEMENT & FINANCIAL SUSTAINABILITY We will operate in a fiscally responsible and financial sustainable manner
Fiscal Management
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> ▪ Up and running Finance Committee ▪ Regular fiscal updates to Council and the community ▪ Council input into annual, long-term financial plans including capital review

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Create & approve Terms of Reference for a Finance Committee and start Committee meetings	Financial Consultant	By July of 2023 with quarterly meetings thereafter	N/A	Corporate Officer to set out meeting schedule	CAO	Project completed; Finance Standing Committee meetings are ongoing. COMPLETE
2. Complete fiscal updates and present to Council	Financial Consultant & Accounting Clerk	For the periods ending June and September of each year with the reports to be finalized by the end of the month following each of these periods	Within existing operating budget		CAO	Fiscal update for period ending September 30 th , 2023 was completed and further fiscal updates will be provided as per schedule. COMPLETE
3. Finance Committee to review and approve long-term capital and operating plans	Financial Consultant	By September of each year as part of the financial planning process	N/A	Plans to be presented at Finance Committee meetings	CAO	Initial, draft long-term plans were reviewed by the Committee on December 4, 2023 as part of the Financial Sustainability Report and feedback was received. Final approval will occur after public budget consultation which is scheduled for early 2024.

FISCAL MANAGEMENT & FINANCIAL SUSTAINABILITY

We will operate in a fiscally responsible and financial sustainable manner

Financial Sustainability

OUTCOMES/MEASURES OF ACHIEVEMENT

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Create long-term (15 years) financial planning model with integration to infrastructure and capital plans (based on asset management results)	Financial Consultant	By October of 2023 with updates each year thereafter	SO F - \$20K budgeted for this component - to come from UBCM grant	Part of overall project budget (includes \$25K UBCM grant) which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	CAO	Initial, draft long-term plans were reviewed by the Finance Standing Committee on December 4, 2023 as part of the Financial Sustainability Report and feedback was received. Work on the model and plans is complete with minor updates being completed based on latest data/information.
2. Produce report for Council and community based on long-term financial plan which also addresses financial sustainability	Financial Consultant	By October of 2023 with updates each year thereafter	SO F - \$25K budgeted for this component to come from Community Building Fund	Part of overall project budget which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	CAO	Draft Community Financial Sustainability report was reviewed by the Finance Standing Committee on December 4, 2023 and feedback was received. Minor updates are now being completed and the document will be provided for public feedback as part of the budget consultation process in early 2024.
4. Secure grant writing resource, provide list of grant targets and start application process	Financial Consultant & Grant Writer	Ongoing	AB R to be determined with grant resource to be charged to projects if possible	Ongoing database or list of eligible grant programs to be set up and maintained	CAO	A grant tracking system has been implemented and grants are being applied for. Other parties are being used as needed to support the grant writing process. COMPLETE

<p>EMERGENCY MANAGEMENT & PREPAREDNESS</p> <p>We will make public safety a priority</p>
<p>Emergency Planning & Management</p>
<p>OUTCOMES/MEASURES OF ACHIEVEMENT</p> <ul style="list-style-type: none"> ▪ Emergency management plan updated including consideration of climate change implications ▪ Mass notification system in place ▪ Inventory and replenishment of emergency supplies completed

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Review and update emergency management plan	Contractor(s) and Public Works & Emergency Preparedness Coordinator	By June of 2024	ABR to be determined with funding coming from grant	Will apply for grant	CAO	Waiting for changes to Emergency Management Act. Project should progress in 2024.
2. Implement mass notification system	Public Works & Emergency Preparedness Coordinator	By October of 2023	Budget estimated at \$2,000 per year SoF existing operating budget	To be implemented n conjunction with Anmore	CAO	Project has been completed and mass notification (alerting) system is in place. COMPLETE
3. Complete Inventory of emergency supplies replenishment same as needed	Public Works & Emergency Preparedness Coordinator	By August of 2024	ABR estimated at \$15,000 with funding source to be determined		CAO	Project is in progress and will be completed in 2024.

EMERGENCY MANAGEMENT & PREPAREDNESS

We will make public safety a priority

Fire Safety including Wildfire Management

OUTCOMES/MEASURES OF ACHIEVEMENT

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Complete fire safety & resiliency plan	Contractor and Public Works & Emergency Preparedness Coordinator	By June 2023	SoF existing UBCM grant	Completed with grant funds	CAO	COMPLETE
2. Create and maintain wildfire prescriptive zones including development planning area	Contractor and Public Works & Emergency Preparedness Coordinator	By June 2023 2024	SoF existing UBCM grant	\$5,000 to spent on public education from grant funds	CAO	Prescription area mapping has been completed. Development planning area was submitted and completed by B.A. Blackwell & Associates. Further work will be conducted in 2024.
3. Remediation of forest prescription areas	Contractor(s) and Public Works & Emergency Preparedness Coordinator	Ongoing	ABR to be determined to address ongoing wildfire management. Goal is to fund with 100% grant funding if possible	To be completed with grant funding (to be applied for)	CAO	Further UBCM grants will be applied for to implement remediation.
4. Annual Metro Vancouver tax requisition for Sasamat fire service showing on tax notices	Accounting Clerk & Financial Consultant	By May of each year starting in 2024	N/A		CAO	Will be incorporated into the 2024 tax notices.

COMMUNICATION & COMMUNITY ENGAGEMENT

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

Communication & Community Engagement

OUTCOMES/MEASURES OF ACHIEVEMENT

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Procedures for Community input & engagement at Council meetings written into updated Council Procedure bylaw	Corporate Officer	By September of 2023	N/A		CAO	New Council Procedure bylaw was adopted on December 4, 2023. COMPLETE
2. Write and adopt internal communications protocols	Corporate Officer	By October of 2023 2024	N/A		CAO	Project has not started.
3. Write, approve, implement and monitor communications strategy including social media presence	Contractor(s)	By October of 2024	N/A		CAO	Project has not started.
4. Hold townhall meetings to engage with citizens on topics of interest and to provide community updates	Corporate Officer	Starting in 2023	N/A	Format for meetings including topics to be approved by Council	CAO	A presentation was held on July 15 th 2023, on the Wildfire DPA; presented by B.A. Blackwell & Associates. Other townhall meeting topics will be presented for consideration.

OPERATIONAL PRIORITIES & STRATEGIES						
We will operate efficiently and effectively to provide value and service to our community and residents						
Policies, Procedures & Bylaws						
OUTCOMES/MEASURES OF ACHIEVEMENT						
<ul style="list-style-type: none"> ▪ Differentiation between Administrative and Council policies/procedures with a policy ▪ Rewrite, adopt and implement key policies, procedures & bylaws ▪ Monitoring of key policies, procedures & bylaws to gauge effectiveness and compliance ▪ Annual review of a least ten (10) impactful policies, procedures & bylaws on a rotating basis 						

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Develop and adopt Policy on Council versus Administrative Policies/Procedures	Corporate Officer	By October of 2023 2024	N/A		CAO	Draft policy was provided to Council on November 20, 2023 and further information/background was requested.
2. Develop, adopt and implement updated procurement policy	Financial Consultant	By October of 2023 June 2024	N/A		CAO	Project will be completed in 2024. Revision of the procurement policy was identified as a priority in the Financial Sustainability Study.
3. Develop, adopt and implement updated Human Resources policy	CAO	By September of 2023	N/A		CAO	Human resources policy developed and adopted and will be implemented COMPLETE
4. Develop, adopt and implement updated Council Procedure bylaw	Corporate Officer	By September of 2023	N/A		CAO	Council Procedure bylaw developed, adopted and implemented. COMPLETE
5. Conduct and document annual policy reviews including updating policies as needed	Corporate Officer	Annually by December 31 st of each year starting in 2024	N/A		CAO	Review of policies as started; new polices will also be presented as the review continues.

OPERATIONAL PRIORITIES & STRATEGIES We will operate efficiently and effectively to provide value and service to our community and residents						
Operational Reporting & Updates						
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> Quarterly Council reports on public works operational priorities and progress including capital projects Quarterly Council reports on administration operational priorities and progress Quarterly updates on the status of Council's Strategic Priorities and Goals 						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Complete reporting templates	CAO	By July of 2023	N/A		CAO	Templates have been finalized (see below). COMPLETE
2. Produce reports starting with the quarter ending August 31st, 2023	Corporate Officer (Administration reports) Public Works & Emergency Preparedness Coordinator (Public Works reports)	Reports to be submitted by the end of each month following quarter ends	N/A		CAO	1 st report for the quarter ending August 31 st 2023 was completed. 2 nd report will be completed for the period ending December 31, 2023 and will be forwarded for Council review in early 2024.

OPERATIONAL PRIORITIES & STRATEGIES						
We will operate efficiently and effectively to provide value and service to our community and residents						
Human Resources Planning						
OUTCOMES/MEASURES OF ACHIEVEMENT						
<ul style="list-style-type: none">▪ Clear human resources plan for staff resource needs in short, medium & long-term▪ Plan and terms for engaging external resources (consultants & contractors) to supplement staff▪ Implementation of human resource plan including budgeting for resources as approved						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Council report and recommendations on staff resources	CAO	By September 2023 2024	N/A		CAO	Project delayed due to OCP.
2. Council report on consulting resources and recommendations including engineering, finance planning, information technology, etc.	CAO	By September 2023 2024	N/A		CAO	Report will be provided in 2024.
3. Implementation of Human Resources plan including budgeting approved resources & undertaking request for proposals (RFPs) for outside resources as needed	CAO	By March 2024 December 2024	ABR to be determined and to be provided for within long-term operating financial plan		CAO	Based on results from above.

OPERATIONAL PRIORITIES & STRATEGIES

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

Information Systems & Technology**OUTCOMES/MEASURES OF ACHIEVEMENT**

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2023
1. Develop and implement staff training programs to make best use of existing programs and technology	CAO & Public Works & Emergency Preparedness Coordinator	By October of 2023 2024 & ongoing	ABR to be determined with any changes to be considered as part of 2024 budget		CAO	Formal training program needs to be established; in part based on staff reviews.
2. Implement e-commerce capabilities for payments, look-ups, email responses, etc.	Financial Consultant & Accounting Clerk	By May of 2024	ABR to be determined with any changes to be considered as part of 2024 budget		CAO	Project has not started yet.
3. Review of website content and maintenance and plan for future use	Corporate Officer & Accounting Clerk	By June of 2024	ABR to be determined with any changes to be considered as part of 2025 budget		CAO	Project has not started yet.
4. Conduct system review with IT provider to ensure maximum protection for Village system	CAO & Corporate Officer	By March of 2024	ABR to be determined with any changes to be considered as part of 2025 budget		CAO	Project has not started yet.
5. Create longer term budgets for IT hardware and software replacements	IT provider & Corporate Officer & Accounting Clerk	By September of 2024	ABR to be determined with any changes to be considered as part of 2025 budget	No additional budget required	CAO	Project has been completed as part of long-term financial plan. COMPLETE
6. Complete review of document management system options and provide recommendations	Contractor(s)	By September of 2024	ABR to be determined with any changes to be considered as part of 2025 budget		CAO	Project has not started yet.



COUNCIL REPORT

File: 5280-13

Date: January 22, 2024

From: Stewart Novak, Public Works & Emergency Preparedness Coordinator

Subject: **Invasive Species Council of Metro Vancouver (ISCMV) Report**

Recommendation

That the report dated January 22, 2024 titled "Invasive Species Council of Metro Vancouver (ISCMV) Report" be received into the record for information.

Purpose

To provide an introduction and summary on the report received from ISCMV on invasive species plant treatments conducted in specific areas within the Village of Belcarra on October 8, 2023.

Background

As part of the Village of Belcarra's ongoing maintenance program for the treatment of invasive species, which has focused primarily on knotweed, orange hawkweed and ivy, staff has contracted ISCMV to survey and provide treatments where necessary, excluding private properties.

ISCMV has provided groundwork surveying, treatments and reports with recommendations for the past five years for the Village of Belcarra, however this year ISCMV requested permission to provide a subcontracted service due to staffing issues. In order to ensure the required work on invasive species control was carried out for the year, ISCMV's request was agreed to by staff.

As outlined in the report provided by ISCMV (Appendix A), the following procedures were carried out:

- 3 treatments for orange hawkweed – pesticide used – Par III Turf Herbicide
- 1 treatment for knotweed – pesticide used – Roundup WeatherPro
- 7 Invasive plant locations inventoried for monitoring and treatment.

Conclusion

Invasive species plant treatments were carried out on October 8, 2023 as part of Belcarra's ongoing remediation and maintenance program.

A private contractor, Drinkwater Environmental, was subcontracted by ISCMV to provide a site review and treatments. The information received from Drinkwater Environmental was incorporated into the report from ISCMV.

ISVMC recommends ongoing yearly monitoring and treatments to prevent the spread of knotweed growth.



Prepared by: Stewart Novak
Public Works and Emergency
Preparedness Coordinator



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendix is attached hereto:

Appendix A – Invasive Species Council of Metro Vancouver Invasive Plant Management
Summary Report 2023 dated December 15, 2023



Village of Belcarra Invasive Plant Management

Summary Report 2023

December 15, 2023

Submitted to:

Stewart Novak, Village of Belcarra
604 937 4100 | snovak@belcarra.ca

Submitted by:

Tasha Murray, Invasive Species Council of Metro Vancouver
778 681 8358 | tmurray@iscmv.ca

1.0 Introduction

The Invasive Species Council of Metro Vancouver (ISCMV) was contracted to conduct invasive plant control and monitoring activities for the Village of Belcarra on municipal property during 2023.

The ISCMV oversaw manual control of the tennis court area in May 2023 and this data is captured in a separate report. Due to staffing challenges, the ISCMV was not able to complete chemical control treatment internally and the only site visit/treatments were conducted by subcontractor Drinkwater Environmental.

2.0 Methods

All sites visited and/or treated in 2023 were existing sites from previous years. No new sites were visited. For sites that were chemically treated, a backpack sprayer and liquid herbicide was used. The table below details the 2 different herbicides used for treatment of orange hawkweed and knotweed respectively, both which are recommended for treatment of these species according to the regional [best management practice guides for the Metro Vancouver region](#). Links to those guides and the pesticide labels are provided in the table.

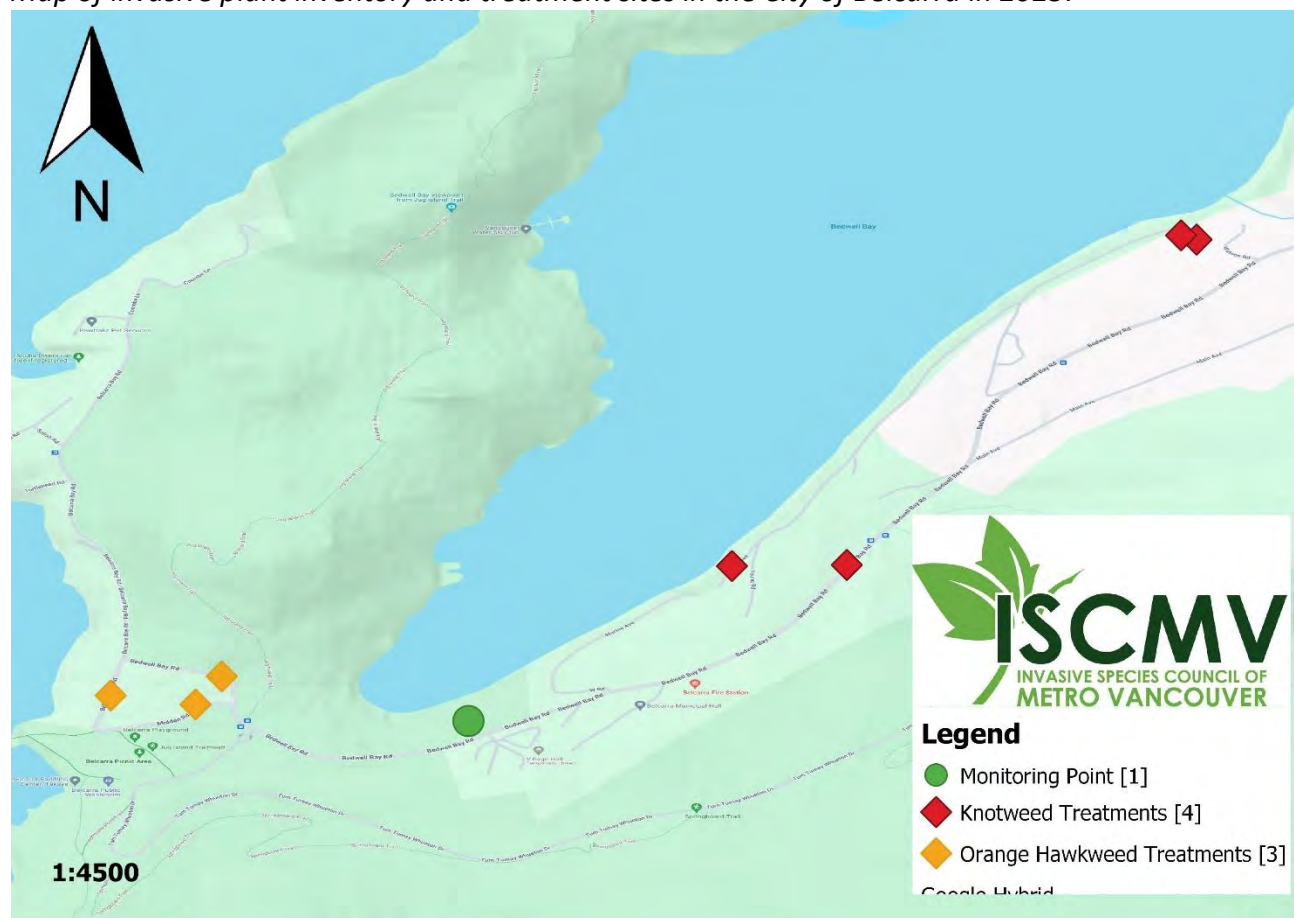
Species (best practice guide link)	Name of Pesticide Used for Treatment (Label Link)	Pesticide Registration Number (Pest Control Product Number)	Pesticide Active ingredient
Orange hawkweed	ParIII Turf Herbicide	27884	mecoprop-p/2,4-D/dicamba
Bohemian knotweed	Roundup WeatherPro	33653	glyphosate

Inventory and treatments were conducted by Doug Drinkwater of Drinkwater Environmental Services on October 8, 2023.

3.0 Results

A 2023 site map and table of treatment details are shown below.

Map of invasive plant inventory and treatment sites in the City of Belcarra in 2023.



Invasive plant inventory and treatment site data in 2023.

	Latitude	Longitude	Date	Species	Activity	Treatment Area (ha)	Notes	Corresponding Site Report (Appendix)
1	49.31402	-122.92578	2023-10-08	OH	inventory, chemical treatment	0.00625	Treating orange hawkweed regrowth. Patch is Growing between 4554 and 4544.	-174
2	49.31441	-122.92349	2023-10-08	OH	inventory, chemical treatment	0.00025	Treating orange hawkweed along roadside. On curve of Bedwell Bay Rd.	-182
3	49.31384	-122.92403	2023-10-08	OH	inventory, chemical treatment	0.00125	Treating dense mat of orange hawkweed in front of 4550, by speed zone sign.	-185
4	49.3167	-122.91063	2023-10-08	BO	inventory (can't treat)		Knotweed stem overarching the road. In front of 3931.	-7
5	49.32349	-122.90375	2023-10-08	BO	inventory, treat in 2024		Knotweed that was treated in 2021 has responded well but treating adjacent knotweed patch. Several patches along trail and creek. There are also plants growing in pesticide free zone along creek and private property. It is not clear who owns the property in order to get permission, therefore no treatments done. Consider for 2024.	-4
6	49.3234	-122.90343	2023-10-08	BO	inventory, treat in 2025		Treating knotweed regrowth on east side of trail. Plants are behind fence indicating private property, and no trespassing. It is unclear whose property it is, unable to get permission to treat. Consider for 2024. Area immediately behind fence has been brushed. No plants could be found in this area.	-5
7	49.31668	-122.91299	2023-10-08	BO	inventory, chemical treatment	0.00025	Treating knotweed that extends on Marine Ave, overarching the walking trail. One stem found amongst a lot of blackberry	-54

OH = Orange hawkweed

BO = Bohemian knotweed

Raw data in KML and XLS formats can be supplied upon request. Reports for each site, including data and photos are also available in the Appendix.

4.0 Recommendations

Monitoring should be completed on all invasive species sites during the 2022 and 2023 field seasons to ensure that if these invasive species regrow, they are re-treated as soon as possible. Monitoring of knotweed species can begin in late April and early May. Sites found with re-growth should be retreated to maximize long-term efficacy. It is crucial to continue monitoring of the previously treated sites for 3-5 years to ensure the infestation is eradicated.

Residents should be encouraged to report knotweed sites on municipal property so that no knotweed patches are missed and go untreated. Residents should also be encouraged to manage knotweed found on their own properties. There are regional resources to support residential property owners working on invasive species management.


Next year the ISCMV will not be doing any chemical control work (internally or using subcontractors), so we are not available to do this work any longer for the Village of Belcarra. The Drinkwater team may be available, and there are other contractors in the region who also specialize in invasive plant management. Thank you for the partnership we've maintained since 2012 to help management invasive plants in the Village of Belcarra. You were one of our first operations partners!

As always, the ISCMV is available as a regional resource and support for any of Belcarra's invasive species needs. As a regional expert, we will continue to focus staff/steward trainings, public outreach, project consultation and development of regional best management practices for invasive species and other resources.

Appendix (below)

The Appendix contains batched PDF reports for each site, including sites details, data and photos.

-174

Created	2023-10-08 08:51:26 HDT by Doug Drinkwater
Updated	2023-10-10 09:43:13 HDT by Doug Drinkwater
Location	49.314018, -122.925778
Status	 1st Pass Treated

Time Tracking

Date	2023-10-08
Time	13:39
Crew Memembers	Doug

Site Details

partner	belcarra
Species Looking For	Orange hawkweed (Pilosella aurantiaca / Hieracium aurantiacum)
IAPP number	-174
New Site?	No
last treatment notes	Treating orange hawkweed regrowth. Patch is Growing between 4554 and 4544.
Jurisdiction	Municipality owned land
Percent in Jurisdiction	100
Specific Use	None
Slope	variable
Aspect	variable
Research Observation	No
Visible Well	No
Site Area	175

Site photo



Work

Description of Work	Inventory, Treat Chemically
Number of Plants Inventoried	1

Inventory 1

Inventory Species	Orange hawkweed (<i>Pilosella aurantiaca</i> / <i>Hieracium aurantiacum</i>)
Observation Type	Possitive
Plant Life Stage	Mature: flowering
Distribution of Species	5) a few patches or clumps
Density of Species	4) >10 plants/m2 (Dense)
Area	175


Photos



Chemical Treatment

PMP or PUL or PUP	17824
Temperature	18
Wind Speed	0
Wind Direction	No Wind
NTZ reduced	No
Unmapped wells	No
Pest Injury Threshold Determination Done?	No
Method	Back Pack
Herbicide Type	liquid
Herbicide	ParIII [mecoprop-p/2,4-D/dicamba] 27884
Application Rate	5.5
Delivery Rate	400
Mix Used	2.5
Area Treated	0.00625

-7

Created	2023-10-08 08:48:53 HDT by Doug Drinkwater
Updated	2023-10-08 11:31:12 HDT by Doug Drinkwater
Location	49.316704, -122.910628
Status	 Surveyed - Can't Treat

Time Tracking

Date	2023-10-08
Time	13:28
Crew Memembers	Doug
Notes	Npf

Site Details

partner	belcarra
Species Looking For	Bohemian Knotweed
IAPP number	-7
New Site?	No
last treatment notes	Knotweed stem overarching the road. In front of 3931
Jurisdiction	Municipality owned land
Percent in Jurisdiction	100
Specific Use	None
Slope	Steep slope 30-44 %
Aspect	West facing
Research Observation	No
Visible Well	No
Site Area	0

Site photo



Work

Description of Work	Inventory
Number of Plants Inventoried	1

Inventory 1


Inventory Species	Bohemian knotweed (Reynoutria / Fallopia x bohemica)
-------------------	--

Observation Type	Negative
Plant Life Stage	Unknown
Distribution of Species	0) no plants found
Density of Species	0) no plants found (None)
Area	0

Chemical Treatment

NTZ reduced	No
Unmapped wells	No
Pest Injury Threshold Determination Done?	No

-185

Created	2023-10-08 08:48:52 HDT by Doug Drinkwater
Updated	2023-10-08 12:23:55 HDT by Doug Drinkwater
Location	49.313835, -122.924031
Status	 1st Pass Treated

Time Tracking

Date	2023-10-08
Time	14:12
Crew Memembers	Doug

Site Details

partner	belcarra
Species Looking For	Orange Hawkweed
IAPP number	-185
New Site?	No
last treatment notes	Treating dense mat of orange hawkweed in front of 4550, by speed zone sign.
Jurisdiction	Municipality owned land
Percent in Jurisdiction	100
Specific Use	None
Slope	variable
Aspect	variable
Research Observation	No
Visible Well	No
Site Area	15

Site photo



Work

Description of Work	Inventory, Treat Chemically
Number of Plants Inventoried	1

Inventory 1

Inventory Species	Orange hawkweed (<i>Pilosella aurantiaca</i> / <i>Hieracium aurantiacum</i>)
Observation Type	Possitive
Plant Life Stage	Mature: flowering
Distribution of Species	2) few sporadically occurring individuals
Density of Species	2) 2-5 plants/m2 (Med)
Area	15
Photos	



Chemical Treatment

PMP or PUL or PUP

17824

Temperature	18
Wind Speed	0
Wind Direction	No Wind
NTZ reduced	No
Unmapped wells	No
Pest Injury Threshold Determination Done?	No
Method	Back Pack
Herbicide Type	liquid
Herbicide	ParIII [mecoprop-p/2,4-D/dicamba] 27884
Application Rate	4
Delivery Rate	400
Mix Used	0.5
Area Treated	0.00125
Number of Species Treated Chemically	1

Chemical Treatment 1

Chemically Treated Species 1	Orange hawkweed (Pilosella aurantiaca / Hieracium aurantiacum)
Percent Treated 1	100


-4

Created	2023-10-08 08:48:52 HDT by Doug Drinkwater
Updated	2023-10-08 11:29:50 HDT by Doug Drinkwater
Location	49.323485, -122.903749
Status	■ Surveyed - Return to Treat

Time Tracking

Date	2023-10-08
Time	12:43
Crew Memembers	Doug

Site Details

partner	belcarra
Species Looking For	Bohemian Knotweed
IAPP number	-4
New Site?	No
last treatment notes	Knotweed that was treated in 2021 has responded well but treating adjacent knotweed patch. There are also plants growing in pfz along creek.
Jurisdiction	Private Land
Percent in Jurisdiction	100
Specific Use	None
Slope	variable
Aspect	variable
Research Observation	No
Visible Well	No
Site Area	300
Site photo	





Work

Description of Work	Inventory
Number of Plants Inventoried	1

Inventory 1


Inventory Species	Bohemian knotweed (Reynoutria / Fallopia x bohémica)
Observation Type	Positive
Plant Life Stage	Mature: fading
Distribution of Species	5) a few patches or clumps
Density of Species	3) 6-10 plants/m ² (High)

Area	300
Notes	Several patches along trail and creek. Patches are all either within PFZ or private property. It is not clear who owns the property in order to get permission to treatm no treatments done

Chemical Treatment

NTZ reduced	No
Unmapped wells	No
Pest Injury Threshold Determination Done?	No

-5

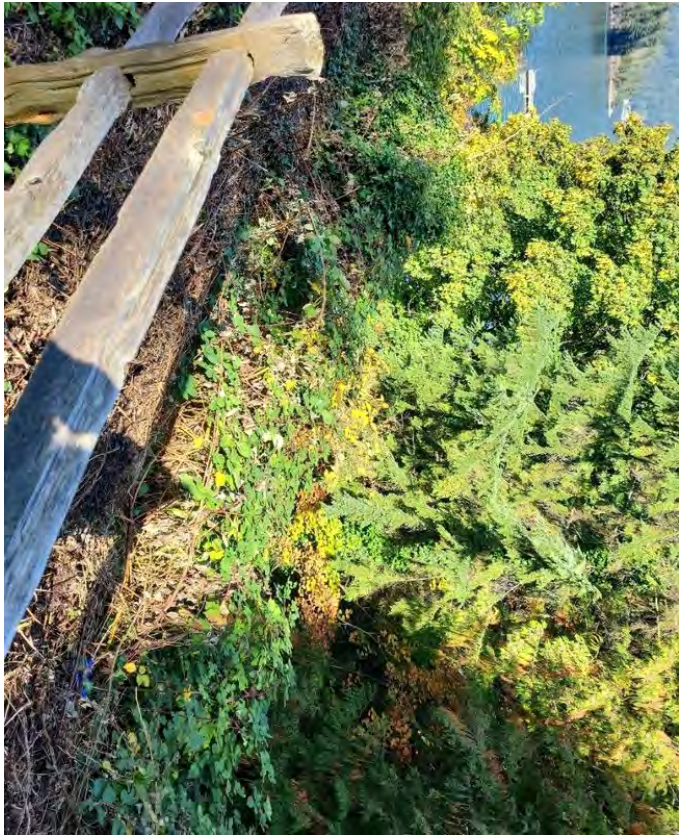
Created	2023-10-08 08:51:27 HDT by Doug Drinkwater
Updated	2023-10-08 11:29:42 HDT by Doug Drinkwater
Location	49.323398, -122.90343
Status	 Surveyed - Return to Treat

Time Tracking

Date	2023-10-08
Time	12:50
Crew Memembers	Doug

Site Details

partner	belcarra
Species Looking For	Bohemian Knotweed
IAPP number	-5
New Site?	No
last treatment notes	Treating knotweed regrowth h on east side of trail.
Jurisdiction	Private Land
Percent in Jurisdiction	100
Specific Use	None
Slope	variable
Aspect	variable
Research Observation	No
Visible Well	No
Site Area	50
Site photo	



Work

Description of Work	Inventory
Pass #	1st Pass
Number of Plants Inventoried	1

Inventory 1

Inventory Species	Bohemian knotweed (Reynoutria / Fallopia x bohemica)
Observation Type	Possitive
Plant Life Stage	Mature: fading
Distribution of Species	3) single patch or clump
Density of Species	3) 6-10 plants/m2 (High)
Area	50
Notes	Plants are behind fence indicating private property, and no trespassing. It is unclear whose property it is, and I am unable to get permission to treat. Area immediately behind fence has been brushed. No plants could be found in this area.

Photos



Chemical Treatment

Temperature	11
NTZ reduced	No
Unmapped wells	No
Pest Injury Threshold Determination Done?	No


-182

Created	2023-10-08 08:48:52 HDT by Doug Drinkwater
Updated	2023-10-08 12:29:54 HDT by Doug Drinkwater
Location	49.314413, -122.923492
Status	■ 1st Pass Treated

Time Tracking

Date	2023-10-08
Time	14:27
Crew Memembers	Doug

Site Details

partner	belcarra
Species Looking For	Orange Hawkweed
IAPP number	-182
New Site?	No
last treatment notes	Treating orange hawkweed along roadside. On curve of Bedwell Bay rd.
Jurisdiction	Municipality owned land
Percent in Jurisdiction	100
Specific Use	None
Slope	variable
Aspect	variable
Research Observation	No
Visible Well	No
Site Area	5
Site photo	

Work

Description of Work	Inventory, Treat Chemically
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Number of Plants Inventoried

1

Inventory 1

Inventory Species	Orange hawkweed (<i>Pilosella aurantiaca</i> / <i>Hieracium aurantiacum</i>)
Observation Type	Possitive
Plant Life Stage	Mature: dispersing fruit
Distribution of Species	2) few sporadically occurring individuals
Density of Species	2) 2-5 plants/m2 (Med)
Area	5

Photos



Chemical Treatment

PMP or PUL or PUP	17824
Temperature	18
Wind Speed	0
Wind Direction	No Wind
NTZ reduced	No
Unmapped wells	No
Pest Injury Threshold Determination Done?	No
Method	Back Pack
Herbicide Type	liquid
Herbicide	ParIII [mecoprop-p/2,4-D/dicamba] 27884
Application Rate	4
Delivery Rate	400
Mix Used	0.1

Area Treated	0.00025
Number of Species Treated Chemically	1

Chemical Treatment 1

Chemically Treated Species 1	Orange hawkweed (<i>Pilosella aurantiaca</i> / <i>Hieracium aurantiacum</i>)
Percent Treated 1	100


-54

Created	2023-10-08 08:48:53 HDT by Doug Drinkwater
Updated	2023-10-08 11:12:28 HDT by Doug Drinkwater
Location	49.316682, -122.912992
Status	■ 1st Pass Treated

Time Tracking

Date	2023-10-08
Time	13:04
Crew Memembers	Doug

Site Details

partner	belcarra
Species Looking For	Bohemian Knotweed
IAPP number	-54
New Site?	No
last treatment notes	Treating knotweed that extends on Marine Ave, overarching the walking trail.
Jurisdiction	Municipality owned land
Percent in Jurisdiction	100
Specific Use	None
Slope	Steep slope 30-44 %
Aspect	West facing
Research Observation	No
Visible Well	No
Site Area	1
Site photo	

Work

Description of Work	Inventory, Treat Chemically
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Number of Plants Inventoried	1
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Inventory 1

Inventory Species	Bohemian knotweed (Reynoutria / Fallopia x bohemica)
Observation Type	Possitive
Plant Life Stage	Mature: fading
Distribution of Species	1) rare individual, a single occurrence
Density of Species	1)<= 1plant/m2 (Low)
Area	1
Notes	One stem found amongst a lot of blackberry
Photos	



Chemical Treatment

PMP or PUL or PUP	17824
Temperature	18
Wind Speed	0
Wind Direction	No Wind
NTZ reduced	No
Unmapped wells	No
Pest Injury Threshold Determination Done?	No
Method	Back Pack
Herbicide Type	liquid
Herbicide	Roundup WeatherPro [glyphosate] 33653
Application Rate	8
Delivery Rate	400

Mix Used	0.1
Area Treated	0.00025
Number of Species Treated Chemically	1

Chemical Treatment 1

Chemically Treated Species 1	Bohemian knotweed (Reynoutria / Fallopia x bohémica)
Percent Treated 1	100



COUNCIL REPORT

File:

Date: January 22, 2024

From: Stewart Novak, Public Works & Emergency Preparedness Coordinator

Subject: Marine Avenue Road Repair

Recommendation

That Marine Avenue road depressions be repaired in accordance with Item 4.2 Option 1 – Asphalt Removal and Replacement with Added Granular Base Layer from the report provided by EXP Geotechnical Services dated December 13, 2023; and

That the entire roadway between the 3960 block cul-de-sac to 3700 block of Marine Avenue be repaved at the total cost of \$250,410.60 (including a 20% contingency); and further

That the draft 2024 budget be amended accordingly.

Purpose

To provide information on work necessary on Belcarra's public roads and infrastructure, namely Marine Avenue, to maintain safe conditions for vehicular, bicycle and pedestrian traffic.

Background

The road rehabilitation project on Marine Avenue between 3960 and 3700 blocks were cited as a priority in Belcarra's strategic plan and further supported in the 2023 LandInfo Technologies asset management study.

In the first phase of the project, which began in August of 2023, ISL Engineering was hired to provide geotechnical engineering, design options and pricing for the repair work. EXP Services Inc. (EXP) was subcontracted through ISL Engineering and conducted the site tests and provided a report describing their findings and recommendations.

EXP's geotechnical report, attached as "Appendix A" noted that shallow test holes of up to 3m depth were bored. The purpose of the boring was to obtain information regarding the existing pavement structure and subsurface conditions in specific locations of concern along Marine Avenue.

The report noted that there were no distinct layers of road base and course subbase, as provided by the test hole findings. Silty sand soils underneath the existing roadway were found to be in a loose state as encountered during drilling which were extended to a depth ranging from 1.2 to 2.7m below the road surface. EXP suggests that a significant factor in the pavement failures appears to be related to movement of fill that was placed downslope during construction

but was not properly compacted and/or keyed in. Given the lack of granular base and granular subbase courses beneath the pavement, the road structure is considered deficient. For comparison purposes, the Village of Belcarra's minimum rural road standard pavement section includes 150mm of Crushed Granular base and 300mm of Crushed Granular Subbase. Therefore, EXP and ISL Engineering do not recommend placing new asphalt directly on the silty sand.

EXP noted that a more effective long-term method of rehabilitation would require a full slope stability analysis and would likely result in the removal of existing road fills on the downhill side of the road and replacement of engineered fill which is keyed and benched into the native slope materials. In lieu of this, EXP provided four more economical road rehabilitation options other than slope stabilization. The options presented are in order of least cost and effectiveness, to greatest cost and effectiveness. It should be noted that the effectiveness and longevity of such options is difficult to ascertain as slope movements can continue to occur. These options should be considered as relatively short to medium term measures to extend the service life of the asset.

EXP brought forward four options for repairing depressions:

- Option 1 – Asphalt Removal and Replacement with Added Granular Base Layer, which includes removing the silty base and replacing with 150 mm of granular base compacted followed by 80 mm compacted asphalt.
 - Estimated cost for Option 1 is \$101,889.20 plus 20% contingency \$122,267.04
 - Additional cost to provide a complete repave of the road: \$128,143.56
 - Total noted in the recommendation \$250,410.60
- Option 1A – Asphalt Removal and Replacement with Added Granular Base Layer and Geogrid, which includes removing the silty base 1 meter beyond the distressed pavement, then laying Geogrid, 150 mm of granular base compacted followed by 80 mm compacted asphalt.
 - Estimated cost for Option 1a is \$201,560.36 plus 20% contingency \$241,872.43
 - Additional cost to provide a complete repave of the road \$71,353.93
- Option 2 –Asphalt Removal and Replacement with Full-Depth Pavement Structure which removes the silty subbase and adding 300 mm granular subbase, then 150 mm granular base and 80 mm of asphalt.
 - Estimated cost for Option 2 is \$179,174.73 plus 20% contingency \$215,009.68
 - Additional cost to provide a complete repave of the road: \$128,155.39
- Option 2A –Asphalt Removal and Replacement with Full-Depth Pavement Structure and Geogrid, which includes the process of Option 2 but digging 1 meter beyond the depressions to add the Geogrid.
 - Estimated cost for Option 2a is \$276,889.53 plus 20% contingency \$332,267.44
 - Additional cost to provide a complete repave of the road \$71,341.72

EXP provided multiple options, however, after discussions with ISL Engineering and considering budget restrictions, traffic density and the fact that without proper stabilization of the bank fronting the shoreline, some erosion will continue even after the work is completed, two options have been provided for consideration.

1. to repair the road depressions in accordance with the recommendation in Option No. 1 of the EXP report and to repave the entire roadway. The estimated is cost \$250,410.60 including a 20% contingency. (Recommended Option); or
2. to limit repair to the road depressions only, in accordance with the recommendation in Option No. 1 of the EXP report. The estimated cost is approximately \$122,267.04 including a 20% contingency.

It should be noted that EXP also recommended a pre-construction condition survey of the retaining walls along Marine Avenue be completed prior to construction. It is assumed that the cost of this pre-construction survey is included in the 20% contingency. A post-construction survey may be required should there be any homeowner complaints. To minimize the impact of vibration of the retaining walls, it is also recommended that smaller vibrating rollers be specified for construction which may impact production and resulting costs.

Strategic Work Plan Implications

The Marine Avenue repaving project is included in Belcarra's strategic plan as a priority project.

Staff recommends Option 1 as the most cost-effective option and repaving the full section of road revitalizes the appearance and eliminates the multiple patches in the road.

Financial Implications & Comments (as per the Financial Consultant)

The Marine Avenue repaving (mill & fill) project was originally included in the Village's financial plan for completion in 2022 for \$100,000. The project did not proceed in 2022 and was re-budgeted in 2023 for the same amount, with funding coming from the Community Works Reserve Fund. \$20,000 of the \$100,000 was allocated and approved for geotechnical analysis and design in 2023. This re-paving project is presently included in the draft 2024 budget at \$165,000, with funding coming from the Community Works Reserve Fund.

As the high side cost estimate for this project is now \$250,000, the 2024 capital budget for this project will have to be increased by \$85,000 (\$250,000 minus \$165,000) to see this project through to completion. The recently completed long-term (2024 – 2038) financial plan shows that these additional costs could be funded from the Community Works Reserve Fund, if the high-cost option is chosen.

Conclusion

Marine Avenue between 3960 and 3700 block is scheduled for repair as part of Belcarra's strategic plan and related budget. The road is slumping in multiple locations and creating driving hazards for vehicles as well as trip hazards for bicyclists and pedestrians.

As a result of geotechnical analysis and the recommendations from EXP Geotechnical Services and ISL Engineering, staff bring forward Option No. 1 for consideration which includes a 150 mm granular base and an 80 mm repave of the full width of road at the estimated cost of \$250,410.60 including contingency.

Alternatively, Council may opt for repairing the depressions only which includes a 150mm granular base and 80mm of pavement over the depressions only (patching) at the estimated cost of \$122,267.04.



Prepared by: Stewart Novak
Public Works and Emergency Preparedness Coordinator



Concurrence: Paula Richardson
Chief Administrative Officer

The following appendix is attached hereto:

Appendix A – Report from EXP Services Inc. dated December 13, 2023



December 13, 2023

ISL Engineering & Land Services Ltd.
201-3999 Henning Drive
Burnaby, BC V5C 6P9

Attention: Matt Gibson, P.Eng., Project Engineer

via email: Mgibson@islengineering.com

Re: EXP Reference No. WCA-23010445-A0
Preliminary Geotechnical Assessment Report
Village of Belcarra - Marine Avenue Road Rehabilitation

Dear Mr. Gibson;

1. Introduction

As authorized by ISL Engineering & Land Services Ltd. ("the Client"), EXP Services Inc. ("EXP") completed geotechnical field exploration (Option 1) program on October 30, 2023, as per our proposal dated September 26, 2023. The geotechnical field exploration, Option 1, included advancing a total of five (5) shallow test holes up to about 3m depth. The purpose of the field exploration was to obtain information regarding the existing pavement structure and subsurface conditions. Option 1 did not include advancement of deep test holes and conducting slope stability. This letter report ("report") provides the findings of the field exploration and recommendations for the proposed pavement rehabilitation.

This report is limited to only geotechnical and pavement services and specifically excludes any kind of environmental assessment, or assessment of corrosion potential of the soil.

2. Site Conditions and Project Description

A cursory site visit was completed on September 13, 2023, to review the conditions of the existing road. EXP noticed significant distress in the form of large depressions/cracks in the asphalt pavement generally along the north edge of the roadway (water side), especially at locations where shoulder widths were minimal from the crest of the road embankment/slope. The road is approximately 10-15m above the adjacent level ground (beachfront). The slope was relatively steep and vegetated with trees and shrubs. Slope erosion beside the road edge were noticed at a few locations during the site visit. The erosion appeared to be due to surface water runoff.

Based on our discussion with representatives of the Village of Belcarra and ISL, there is no time history available with regards to the cracks and depression formed in the subject roadway. We understand that a waterline was installed along the land side of the roadway several years back. Asphalt patches of the trench along the roadway, especially at the southwest, could be seen.

As mentioned in the above noted proposal, EXP understands that the Village of Belcarra would like to repave the asphalt pavement from #3960 - #3720 Marine Avenue through a full depth mill and overlay.

3. Subsurface Conditions

3.1 Geotechnical Drilling and Subsurface Exploration

EXP's field exploration was carried out on October 30, 2023, and included the following:

275, 3001 Wayburne Drive, Burnaby, BC V5G 4W3 | CANADA
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- As part of due diligence, a BC One Call was made, followed by an electro-magnetic survey to locate buried utility lines around the test hole locations a day before the drilling. This survey was carried out by sub-contractor Quadra Utility Locating.
- Five (5) solid stem auger testholes (designated as TH23-01 through TH23-05) drilled to depths of 3m below the existing road grade. The drilling was carried out by sub-contractor Southland Drilling Co. Ltd. Prior to drilling, Dynamic Cone Penetration Testing ("DCPT") was conducted at all test hole locations.

The approximate locations of the testholes are shown on the attached Figure 1 Testhole Location Plan. Soil logs of the auger testholes are enclosed in Appendix A.

The following sections provide details on the field exploration program.

3.1.1 Dynamic Cone Penetration Test (DCPT)

Dynamic Cone Penetration Test ("DCPT") provides a continuous record of soil resistance and is carried out by dropping a weight to drive a steel cone into the ground. A 63.5 kg (140 lb) hammer, free falling a distance of 762mm (30"), was used in this test. The cone used in this test was 64mm in diameter with a 19mm diameter flat surface at the end and a 60-degrees apex (cone) angle. DCPT "blow counts", the number of blows for each 300mm of penetration, is generally considered equivalent to SPT N values for tests within 10m to 15m depth (Canadian Foundation Engineering Manual, 4th Edition, 2006). The results of the DCPT are provided on the testhole logs in Appendix B. The DCPT data was utilized for interpretation of soil density/consistency at the testhole location. All DCPT were met refusal at shallower depth than the auger test hole depth of 3m.

3.1.2 Auger Testholes

A truck-mounted drill rig, supplied and operated by Southland Drilling Co. Ltd., was used to complete five (5) solid stem auger testholes as noted above. All five test holes were along the waterside of the existing paved roadway to 3m depth.

All field work was carried out under the full-time supervision of a member of EXP geotechnical staff, who located the test holes in the field, examined and logged the subsurface conditions encountered, and collected representative soil samples for visual examination. Following completion of drilling, auger holes were backfilled and sealed according to the regulations of the B.C. Groundwater Protection Act.

3.2 Laboratory Tests

Sieve analyses were conducted on two soil samples directly beneath the pavement. The sieve results are attached at the end of the report.

3.2 Subsurface Soil Conditions

The testhole information indicated a generalized subsurface stratigraphy as summarized in Table 1, in order of depth of occurrence:

Table 1: Generalized Stratigraphy

Soil Unit	Soil Description	Approximate Thickness (m)	Top of Soil Unit at Depth (m)
-----------	------------------	---------------------------	-------------------------------

A	ASPHALT , approximately 75mm to 180mm thick asphalt pavement at surface. It is noted that a sandwich layer of asphalt (125mm thick) was encountered at depth of about 0.4m in TH23-05.	0.075 – 0.18	Surface
B	SILTY SAND to SAND , trace to some gravel, medium grained sand, dark brown to reddish brown, damp to dry, loose to compact, [FILL] Approximately 125mm thick asphalt encountered at the bottom of this layer at TH23-05	0.30 – 1.20	0.10 (TH23-01) 0.13 (TH23-02) 0.18 (TH23-03) 0.05 (TH23-04) 0.10 (TH23-05)
C	SILTY SAND , trace gravel, medium grained sand, reddish brown to yellowish brown, damp to dry, loose, [FILL] This layer is absent at TH23-01 and TH23-02	0.9 – 2.2	1.20 (TH23-03) 0.30 (TH23-04) 0.50 (TH23-05)
D	SILTY SAND to SAND , trace to some gravel, medium to coarse grained sand, grey, damp to moist, dense to very dense	> 0.30	1.20 (TH23-01) 1.20 (TH23-02) 2.10 (TH23-03) 2.10 (TH23-04) 2.70 (TH23-05)

3.3 Groundwater Conditions

No groundwater or seepage was encountered during drilling up to the drilling depth of 3m. Soil layers were observed to be damp, and the existing road is typically more than 10m above the adjacent beachfront. This would suggest the permanent groundwater level would be greater depth than 3m below the road surface. Although groundwater was not encountered during drilling at specific test hole locations, it is possible that there could be presence of localized perched groundwater conditions along the road alignment. It should be noted that groundwater conditions may vary and fluctuate seasonally and in response to climatic conditions, and other factors.

3.4 Asphalt Pavement

The thickness of asphalt pavement was measured during drilling at each testhole location. The following Table 2 summarizes the measured existing asphalt pavement thickness along the subject road alignment, with the average thickness being 117mm:

Table 2: Summary of Approximate Asphalt Thickness

Test Hole ID	Approximate Asphalt Thickness (mm)
TH23-01	100
TH23-02	130
TH23-03	180
TH23-04	75
TH23-05	100

As mentioned above, a sandwich layer of asphalt of 125mm thickness was encountered at a depth of about 0.4m in TH23-05. This may have occurred as a result of a downset block in the slope, where the grade was restored with additional granular fill and asphalt.

It is important to note that the asphalt pavement thickness, soil, and groundwater conditions described above were encountered in the specific testholes and are representative of the soil conditions in the immediate vicinity of each testhole. Interpretation of the soil profile at the site is formulated on the basis of an assumed continuity of subsurface conditions at the site. Therefore, the soil units described above are generalized and based on the available testhole information only.

4. Discussion and Opinion/Recommendations

4.1 General

As noted above in Section 2, there are significant distress features in the form of large depressions/cracks in the asphalt pavement generally along the north edge of the roadway (water side). The depressions/cracks were noted typically at the locations where there was minimal shoulder width from the crest of the road embankment/slope. The existing slope appeared to be steep and more than 10m high. It should be noted that there were no distinct layers of road base and subbase course based on the test hole information. The silty sand soils forming Soil Units B and C (interpreted as road embankment fill) underneath the existing roadway were found to be in a typical loose state (except compact near the top) as encountered during drilling and extending to depth ranging from 1.2 to 2.7m below the road surface.

Based on the limited information available, a significant factor in the observed pavement distress appears to be related to movement of fill that was placed on the downhill water side of the road at the time of the original construction. This is a common occurrence on steep slopes where fill material is not properly compacted and/or not keyed and benched into the native slope materials resulting in a preferential slip plane. The sandwich pavement encountered in TH23-05 may be indicative of a past downset block along the edge of the slope that was filled to restore road grade.

This section of the roadway is a local residential type road which would be considered to have light to moderate traffic volume of mainly passenger vehicles. Given the lack of granular base and granular subbase courses beneath the pavement, the road structure would be considered deficient. For comparison purposes, the Village of Belcarra minimum Rural Road Standard pavement section is as follows:

- Min. 80mm Compacted Asphalt (2 lifts)
- Min. 150mm of 20mm Crushed Base to 95% Modified Proctor
- Min. 300mm of 100mm Gravel Subbase to 95% Modified Proctor
- Subgrade to 90% Modified Proctor

During our initial on-site discussion with the client, we understood that the Village of Belcarra is seeking economical road rehabilitation options other than slope stabilization due to limited funding. Based on this, EXP provides options for road rehabilitation at the subject site as outlined below. The options are presented in order of least cost and effectiveness to greatest cost and effectiveness. It is pointed out that the effectiveness and longevity of such options is difficult to ascertain as slope movements can continue to occur. Therefore, although these options offer an improvement to the existing conditions, they should still be considered as relative short to medium term measures with the understanding that above normal pavement distress and associated maintenance and repair may be required, and the rehabilitation may need to be repeated if similar problems re-occur. A more effective long-term method of rehabilitation would likely involve removal of the existing road fills on the downhill side of the road and replacement as engineered fill which is keyed and benched into the native slope materials. Geogrid reinforcement of the slope fills may also be appropriate. The deep borehole option would need to be undertaken to finalize slope stabilization requirements needed for a long-term repair solution.

There are retaining walls along the land side of the roadway. It is recommended that a pre-construction condition survey be carried out in advance of road rehabilitation as described in Section 4.6 below.

4.2 Option 1 – Asphalt Removal and Replacement with Added Granular Base Layer

This option entails full depth removal of the existing distressed asphalt and some of the underlying silty sand fill as required to reinstate with 80mm of new asphalt pavement and 150mm of granular base course. The original option discussed in the proposal comprising full depth asphalt removal and replacement assumed that granular base would be present beneath the pavement. As this is not the case, EXP does not recommend placing new asphalt directly above the existing silty sand fill materials.

The exposed loose to compact silty sand fill subgrade should be compacted to minimum 95% of material's Modified Proctor Maximum Dry Density ("MPMDD") before placement of the granular base course. It is recommended that the granular base and hot mix asphalt materials, placement and compaction comply with MMCD requirements.

This option would have the least cost and greatest risk of pavement distress and depressions re-appearing in a short period of time. The pavement structure would remain deficient with no supporting granular subbase course and there would be minimal improvement in the stability of the road embankment fills.

4.3 Option 1A – Asphalt Removal and Replacement with Added Granular Base Layer and Geogrid

This option is similar to Option 1 above with the exception that geogrid would be added as a reinforcing layer at subgrade level to help reduce adverse impacts due to slope movement. It is recommended that the asphalt and partial silty sand fill removal cut line be extended back to the south at least 1m beyond the distressed pavement to "key in" the geogrid. Once compaction of the existing granular fill subgrade is complete, a layer of triaxial geogrid such as Tensar TriAx TX7 would be installed on top of the subgrade followed by placing the 150mm thick granular base layer and 80mm thick asphalt pavement.

This option would be more costly than Option 1 but should provide better performance.

4.4 Option 2 –Asphalt Removal and Replacement with Full-Depth Pavement Structure

This option is similar to Option 1 above with the addition of a 300mm thick granular subbase layer to provide a fulldepth pavement structure meeting the Village of Belcarra minimum Rural Road Standard.

4.5 Option 2A –Asphalt Removal and Replacement with Full-Depth Pavement Structure and Geogrid

This option is similar to Option 1A above with the exception that a layer of granular subbase is included. This option would be the most costly but is expected to have the best performance.

4.6 Pre-construction Condition Survey

It is recommended that a pre-construction condition survey of the retaining walls along the landside of the roadway be carried out to photo/video document the pre-existing condition of the retaining walls and driveways including the presence of any defects such as cracks, subsidence, etc.

The post-construction condition survey would be beneficial if the house owner(s) has any complaint.

4.7 Compaction Equipment

There are retaining walls along the roadway on the landside. To minimize the impact of vibration on the retaining walls, it is recommended to use smaller ride-on type vibrating rollers, such as 5-ton, 54 in. smooth single drum.

4.8 Field Review

EXP should be given opportunities for field visits to review the subgrade, compacted subbase, base courses depending upon the road rehabilitation option selected.

5. Closure

The findings, comments and recommendations presented in this report are based on the referenced information and our understanding of the project as described herein. EXP Services Inc. should be given the opportunity to review final construction plans and make any needed modifications to our geotechnical report to reflect changes in the original design assumptions. If the construction plans change, or if during construction, the subsurface conditions are noted to differ from those described in this report, EXP should be notified immediately, and the recommendations provided regarding the geotechnical aspects of the development should be reviewed and, if deemed necessary, modified.

Also note that this report has been prepared for the exclusive use of our client, ISL Engineering & Land Services Ltd., the Village of Belcarra, and their designated agents, and may not be used by other parties without written consent of EXP. Any use of the materials contained in this report for other than its intended purpose or by any other party must first be verified in writing by EXP Services Inc. EXP does not accept any responsibility or damages as a result of any other party relying on or using the information and recommendations contained in this report.

A copy of our "Interpretation & Use of Study and Report" is enclosed. These instructions form an integral part of this report and must be included with any copies of this report.

We trust the information provided in this report meets with your immediate requirements. If you have any questions or require further information, please contact the undersigned. Sincerely,

EXP Services Inc.

Reviewed by:



Rajesh Manandhar, M.Sc., P.Eng.
Geotechnical Engineer

Ben Weiss, P.Eng.
Senior Geotechnical Engineer

EXP Services Inc.

Enc. Interpretation
Testhole Location Plan
Appendix A - Test Hole Soil Logs (TH2301 – TH23-05) and Sieve Analysis Reports

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INTERPRETATION & USE OF STUDY AND REPORT

1. STANDARD OF CARE

This study and Report have been prepared in accordance with generally accepted engineering consulting practices in this area. No other warranty, expressed or implied, is made. Engineering studies and reports do not include environmental consulting unless specifically stated in the engineering report.

2. COMPLETE REPORT

All documents, records, data and files, whether electronic or otherwise, generated as part of this assignment are a part of the Report which is of a summary nature and is not intended to stand alone without reference to the instructions given to us by the Client, communications between us and the Client, and to any other reports, writings, proposals or documents prepared by us for the Client relative to the specific site described herein, all of which constitute the Report.

IN ORDER TO PROPERLY UNDERSTAND THE SUGGESTIONS, RECOMMENDATIONS AND OPINIONS EXPRESSED HEREIN, REFERENCE MUST BE MADE TO THE WHOLE OF THE REPORT. WE CANNOT BE RESPONSIBLE FOR USE BY ANY PARTY OF PORTIONS OF THE REPORT WITHOUT REFERENCE TO THE WHOLE REPORT.

3. BASIS OF THE REPORT

The Report has been prepared for the specific site, development, building, design or building assessment objectives and purpose that were described to us by the Client. The applicability and reliability of any of the findings, recommendations, suggestions, or opinions expressed in the document are only valid to the extent that there has been no material alteration to or variation from any of the said descriptions provided to us unless we are specifically requested by the Client to review and revise the Report in light of such alteration or variation.

4. USE OF THE REPORT

The information and opinions expressed in the Report, or any document forming the Report, are for the sole benefit of the Client. NO OTHER PARTY MAY USE OR RELY UPON THE REPORT OR ANY PORTION THEREOF WITHOUT OUR WRITTEN CONSENT. WE WILL CONSENT TO ANY REASONABLE REQUEST BY THE CLIENT TO APPROVE THE USE OF THIS REPORT BY OTHER PARTIES AS "APPROVED USERS". The contents of the Report remain our copyright property and we authorize only the Client and Approved Users to make copies of the Report only in such quantities as are reasonably necessary for the use of the Report by those parties. The Client and Approved Users may not give, lend, sell or otherwise make the Report, or any portion thereof, available to any party without our written permission. Any use which a third party makes of the Report, or any portion of the Report, are the sole responsibility of such third parties. We accept no responsibility for damages suffered by any third party resulting from unauthorized use of the Report.

5. INTERPRETATION OF THE REPORT

- a. Nature and Exactness of Descriptions: Classification and identification of soils, rocks, geological units, contaminant materials, building envelopment assessments, and engineering estimates have been based on investigations performed in accordance with the standards set out in Paragraph 1. Classification and identification of these factors are judgmental in nature and even comprehensive sampling and testing programs, implemented with the appropriate equipment by experienced personnel, may fail to locate some conditions. All investigations, or building envelope descriptions, utilizing the standards of Paragraph 1 will involve an inherent risk that some conditions will not be detected and all documents or records summarizing such investigations will be based on assumptions of what exists between the actual points sampled. Actual conditions may vary significantly between the points investigated and all persons making use of such documents or records should be aware of, and accept, this risk. Some conditions are subject to change over time and those making use of the Report should be aware of this possibility and understand that the Report only presents the conditions at the sampled points at the time of sampling. Where special concerns exist, or the Client has special considerations or requirements, the Client should disclose them so that additional or special investigations may be undertaken which would not otherwise be within the scope of investigations made for the purposes of the Report.
- b. Reliance on Provided information: The evaluation and conclusions contained in the Report have been prepared on the basis of conditions in evidence at the time of site inspections and on the basis of information provided to us. We have relied in good faith upon representations, information and instructions provided by the Client and others concerning the site. Accordingly, we cannot accept responsibility for any deficiency, misstatement or inaccuracy contained in the report as a result of misstatements, omissions, misrepresentations or fraudulent acts of persons providing information.
- c. To avoid misunderstandings, EXP Services Inc. (EXP) should be retained to work with the other design professionals to explain relevant engineering findings and to review their plans, drawings, and specifications relative to engineering issues pertaining to consulting services provided by EXP. Further, EXP should be retained to provide field reviews during the construction, consistent with building codes guidelines and generally accepted practices. Where applicable, the field services recommended for the project are the minimum necessary to ascertain that the Contractor's work is being carried out in general conformity with EXP's recommendations. Any reduction from the level of services normally recommended will result in EXP providing qualified opinions regarding adequacy of the work.

6.0 ALTERNATE REPORT FORMAT

When EXP submits both electronic file and hard copies of reports, drawings and other documents and deliverables (EXP's instruments of professional service), the Client agrees that only the signed and sealed hard copy versions shall be considered final and legally binding. The hard copy versions submitted by EXP shall be the original documents for record and working purposes, and, in the event of a dispute or discrepancy, the hard copy versions shall govern over the electronic versions. Furthermore, the Client agrees and waives all future right of dispute that the original hard copy signed version archived by EXP shall be deemed to be the overall original for the Project.

The Client agrees that both electronic file and hard copy versions of EXP's instruments of professional service shall not, under any circumstances, no matter who owns or uses them, be altered by any party except EXP. The Client warrants that EXP's instruments of professional service will be used only and exactly as submitted by EXP.

The Client recognizes and agrees that electronic files submitted by EXP have been prepared and submitted using specific software and hardware systems. EXP makes no representation about the compatibility of these files with the Client's current or future software and hardware systems.



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2023 - 5:17pm



EXP Services Inc.
275-3001 Wayburne Drive
Burnaby, BC V5G 4W3
Telephone: 604-874-1245
Fax: 604-874-2358
www.exp.com

DFTR. PDL	REVISIONS		
	No.	DESCRIPTION	DATE
DSGN.			
CHK.			

CLIENT	ISL ENGINEERING
PROJECT	MARINE AVENUE ROAD REHABILITATION BELCARRA, B.C.
PROJECT NO.	

TITLE: TESTHOLE LOCATION PLAN		
DATE	SCALE:	DWG NO.



Appendix A Testhole Soil Logs (TH2301 through TH23-05) and Sieve Analysis Reports

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Bottom of hole at 3.0m.



EXP Services, Inc.

RECORD OF TESTHOLE : TH23-01

PAGE 1 OF 1

PROJECT NUMBER WCA-23010445-A0
PROJECT NAME Marine Avenue Road Rehabilitation
DRILLING DATE 2023-10-30
DRILLING CONTRACTOR Southland Drilling Co. Ltd.
DRILLING METHOD Solid Stem Auger
EQUIPMENT TYPE Truck Mounted Auger Drill
LOGGED BY AA CHECKED BY RM

CLIENT ISL Engineering
PROJECT LOCATION 3720 to 3960 Marine Avenue, Belcarra
BOREHOLE LOCATION ZONE: 9 N: 5463082 E: 506605
ELEVATION 13.00m (approximate)
GROUND WATER DEPTHS: ∇ AT TIME OF DRILLING ---
 ∇ AT END OF DRILLING ---
 ∇ AFTER DRILLING ---

DEPTH (m)	STRATA	SOIL DESCRIPTION	ELEV. DEPTH (m)	SAMPLES			RECOVERY %	SPT N VALUE BLOWS/0.3m ▲	POCKET PEN. (kPa) ⊙	FINES CONTENT (%) □
				NUMBER	TYPE			20 40 60 80	100 200 300 400	20 40 60 80
								DYNAMIC CONE BLOWS/0.3m ▣	FIELD VANE SHEAR (kPa) ● ○ Peak Remold	PLASTIC & LIQUID LIMIT MOISTURE CONTENT PL MC LL
		ASPHALT 100 mm	12.9							
		SILTY SAND, some gravel, medium grained sand, brown, moist, compact, (FILL)	0.1	S1	AU			23		
			12.7							
		SILTY SAND, trace to some gravel, medium grained sand, dark brown to brown, moist, loose to very loose, (FILL)	0.3					6		
								2		
1				S2	AU			3		
			11.8							
		SILTY SAND, trace gravel, medium grained sand, grey, damp to dry, very dense	1.2					60		
								100+		
2								100+		
				S3	AU					
3			10.0							

Note:

- 1) No groundwater seepage encountered during drilling
- 2) Dynamic Cone Blows from 1.8m to 2.1m depth was 100+ for 280mm

Bottom of hole at 3.0m.



EXP Services, Inc.

RECORD OF TESTHOLE : TH23-02

PAGE 1 OF 1

PROJECT NUMBER WCA-23010445-A0
PROJECT NAME Marine Avenue Road Rehabilitaion
DRILLING DATE 2023-10-30
DRILLING CONTRACTOR Southland Drilling Co. Ltd.
DRILLING METHOD Solid Stem Auger
EQUIPMENT TYPE Truck Mounted Auger Drill
LOGGED BY AA CHECKED BY RM

CLIENT ISL Engineering
PROJECT LOCATION 3720 to 3960 Marine Avenue, Belcarra
BOREHOLE LOCATION ZONE: 9 N: 5463001 E: 506550
ELEVATION 10.00m (approximate)
GROUND WATER DEPTHS: ▽ AT TIME OF DRILLING ---
▽ AT END OF DRILLING ---
▽ AFTER DRILLING ---

DEPTH (m)	STRATA	SOIL DESCRIPTION	ELEV. DEPTH (m)	SAMPLES			SPT N VALUE BLOWS/0.3m ▲	POCKET PEN. (kPa) ⊙	FINES CONTENT (%) □
				NUMBER	TYPE	RECOVERY %	20 40 60 80	100 200 300 400	20 40 60 80
							DYNAMIC CONE BLOWS/0.3m ▣	FIELD VANE SHEAR (kPa) ● ○ Peak Remold	PLASTIC & LIQUID LIMIT MOISTURE CONTENT PL MC LL
1		ASPHALT 130 mm	9.9						
		SILTY SAND, trace to some gravel, medium grained sand, dark brown to red brown, damp to dry, compact to loose, (FILL)	0.1				11		
							8		
							3		
2			8.8				4		
		SAND, some silt, some gravel, coarse grained sand, brown, damp to dry, dense to very dense	1.2	S4	AU		32		
							100+		
				S5	AU				
3			7.6						
		SILTY SAND, trace gravel, medium grained sand, grey, damp to dry, dense to very dense	2.4						
				S6	AU				
			7.0						

Note:

- 1) No groundwater seepage encountered during drilling
- 2) Dynamic Cone Blows from 1.5m to 1.8m depth was 100+ for 230mm

Bottom of hole at 3.0m.



EXP Services, Inc.

RECORD OF TESTHOLE : TH23-03

PAGE 1 OF 1

PROJECT NUMBER WCA-23010445-A0
PROJECT NAME Marine Avenue Road Rehabilitaion
DRILLING DATE 2023-10-30
DRILLING CONTRACTOR Southland Drilling Co. Ltd.
DRILLING METHOD Solid Stem Auger
EQUIPMENT TYPE Truck Mounted Auger Drill
LOGGED BY AA CHECKED BY RM

CLIENT ISL Engineering
PROJECT LOCATION 3720 to 3960 Marine Avenue, Belcarra
BOREHOLE LOCATION ZONE: 9 N: 5462904 E: 506491
ELEVATION 11.00m (approximate)
GROUND WATER DEPTHS: ▽ AT TIME OF DRILLING ---
▽ AT END OF DRILLING ---
▽ AFTER DRILLING ---

DEPTH (m)	STRATA	SOIL DESCRIPTION	ELEV. DEPTH (m)	SAMPLES			SPT N VALUE BLOWS/0.3m ▲	POCKET PEN. (kPa) ⊙	FINES CONTENT (%) □
				NUMBER	TYPE	RECOVERY %	20 40 60 80	100 200 300 400	20 40 60 80
							DYNAMIC CONE BLOWS/0.3m ▣	FIELD VANE SHEAR (kPa) ● ○ Peak Remold	PLASTIC & LIQUID LIMIT MOISTURE CONTENT PL MC LL
1		ASPHALT 180 mm	10.8						
		SILTY SAND, trace to some gravel, medium grained sand, grey to dark brown, damp to dry, compact to loose, (FILL)	0.2				10		
							12		
							5		
				S7	AU		5		
2		SILTY SAND, trace gravel, medium grained sand, yellow brown, moist, loose to compact, (FILL)	9.8						
			1.2				5		
				S8	AU				
							2		
							15		
3		SAND, some gravel, coarse grained sand, grey, moist, very dense	8.9						
			2.1				70		
							100+		
				S9	AU				
			8.0						

Note:

- 1) No groundwater seepage encountered during drilling
- 2) Dynamic Cone Blows from 2.4m to 2.7m depth was 100+ for 150mm

Bottom of hole at 3.0m.




EXP Services, Inc.

RECORD OF TESTHOLE : TH23-04

PAGE 1 OF 1

PROJECT NUMBER WCA-23010445-A0
PROJECT NAME Marine Avenue Road Rehabilitaion
DRILLING DATE 2023-10-30
DRILLING CONTRACTOR Southland Drilling Co. Ltd.
DRILLING METHOD Solid Stem Auger
EQUIPMENT TYPE Truck Mounted Auger Drill
LOGGED BY AA CHECKED BY RM

CLIENT ISL Engineering
PROJECT LOCATION 3720 to 3960 Marine Avenue, Belcarra
BOREHOLE LOCATION ZONE: 9 N: 5462799 E: 506424
ELEVATION 18.00m (approximate)
GROUND WATER DEPTHS: ▽ AT TIME OF DRILLING ---
▽ AT END OF DRILLING ---
▽ AFTER DRILLING ---

DEPTH (m)	STRATA	SOIL DESCRIPTION	ELEV. DEPTH (m)	SAMPLES			RECOVERY %	SPT N VALUE BLOWS/0.3m ▲	POCKET PEN. (kPa) ⊙	FINES CONTENT (%) □
				NUMBER	TYPE			20 40 60 80	100 200 300 400	20 40 60 80
								DYNAMIC CONE BLOWS/0.3m ▨	FIELD VANE SHEAR (kPa) ● ○ Peak Remold	PLASTIC & LIQUID LIMIT MOISTURE CONTENT PL MC LL
							20 40 60 80	40 80 120 160	20 40 60 80	
1		ASPHALT 75 mm	17.9							
		SILTY SAND, trace gravel, medium grained sand, brown, damp to dry, loose, (FILL)	0.1							
			17.7	S10	AU			11		
		SILTY SAND, trace gravel, medium grained sand, red brown to yellow brown, damp to dry, loose, (FILL)	0.3					7		
							6			
							6			
							1			
					S11	AU				
				16.5						
			SILTY SAND, trace gravel, fine grained sand, light brown, damp to dry, loose to compact, (FILL)	1.5					5	
2							23			
			15.9					50		
		SILTY SAND, some gravel, coarse grained sand, grey, damp to dry, very dense	2.1	S12	AU			100+		
3										
				S13	AU					
			15.0							

Note:

- 1) No groundwater seepage encountered during drilling
- 2) Dynamic Cone Blows from 2.4m to 2.7m depth was 100+ for 230mm

Bottom of hole at 3.0m.



EXP Services, Inc.

RECORD OF TESTHOLE : TH23-05

PAGE 1 OF 1

PROJECT NUMBER WCA-23010445-A0
PROJECT NAME Marine Avenue Road Rehabilitation
DRILLING DATE 2023-10-30
DRILLING CONTRACTOR Southland Drilling Co. Ltd.
DRILLING METHOD Solid Stem Auger
EQUIPMENT TYPE Truck Mounted Auger Drill
LOGGED BY AA CHECKED BY RM

CLIENT ISL Engineering
PROJECT LOCATION 3720 to 3960 Marine Avenue, Belcarra
BOREHOLE LOCATION ZONE: 9 N: 5462737 E: 406376
ELEVATION 6.00m (approximate)
GROUND WATER DEPTHS: ∇ AT TIME OF DRILLING ---
 ∇ AT END OF DRILLING ---
 ∇ AFTER DRILLING ---

DEPTH (m)	STRATA	SOIL DESCRIPTION	ELEV. DEPTH (m)	SAMPLES			SPT N VALUE BLOWS/0.3m ▲	POCKET PEN. (kPa) ⊙	FINES CONTENT (%) □
				NUMBER	TYPE	RECOVERY %	20 40 60 80	100 200 300 400	20 40 60 80
							DYNAMIC CONE BLOWS/0.3m ▨	FIELD VANE SHEAR (kPa) ● Peak ○ Remold	PLASTIC & LIQUID LIMIT MOISTURE CONTENT PL MC LL
						20 40 60 80	40 80 120 160	20 40 60 80	
1	ASPHALT 100 mm	5.9		S14	AU	14			
	SAND, some gravel, medium grained sand, fill, grey, damp to dry, compact, (FILL)	0.1							
		5.6			27				
	ASPHALT 125 mm	0.4							
	SILTY SAND, trace gravel, medium grained sand, red brown, damp to dry, loose, (FILL)	5.5							
		0.5							
			S15	AU	3				
			4.5			3			
	SILTY SAND, trace gravel, medium grained sand, red brown to light brown, damp to dry, loose, (FILL)	1.5							
2			S16	AU	4				
			3.3			4			
3	SILTY SAND, trace gravel, fine grained sand, grey, damp to dry, very dense	2.7			100+				
		3.0						S17	AU

Note:

- 1) No groundwater seepage encountered during drilling
- 2) Dynamic Cone Blows from 2.7m to 3.0m depth was 100+ for 280mm

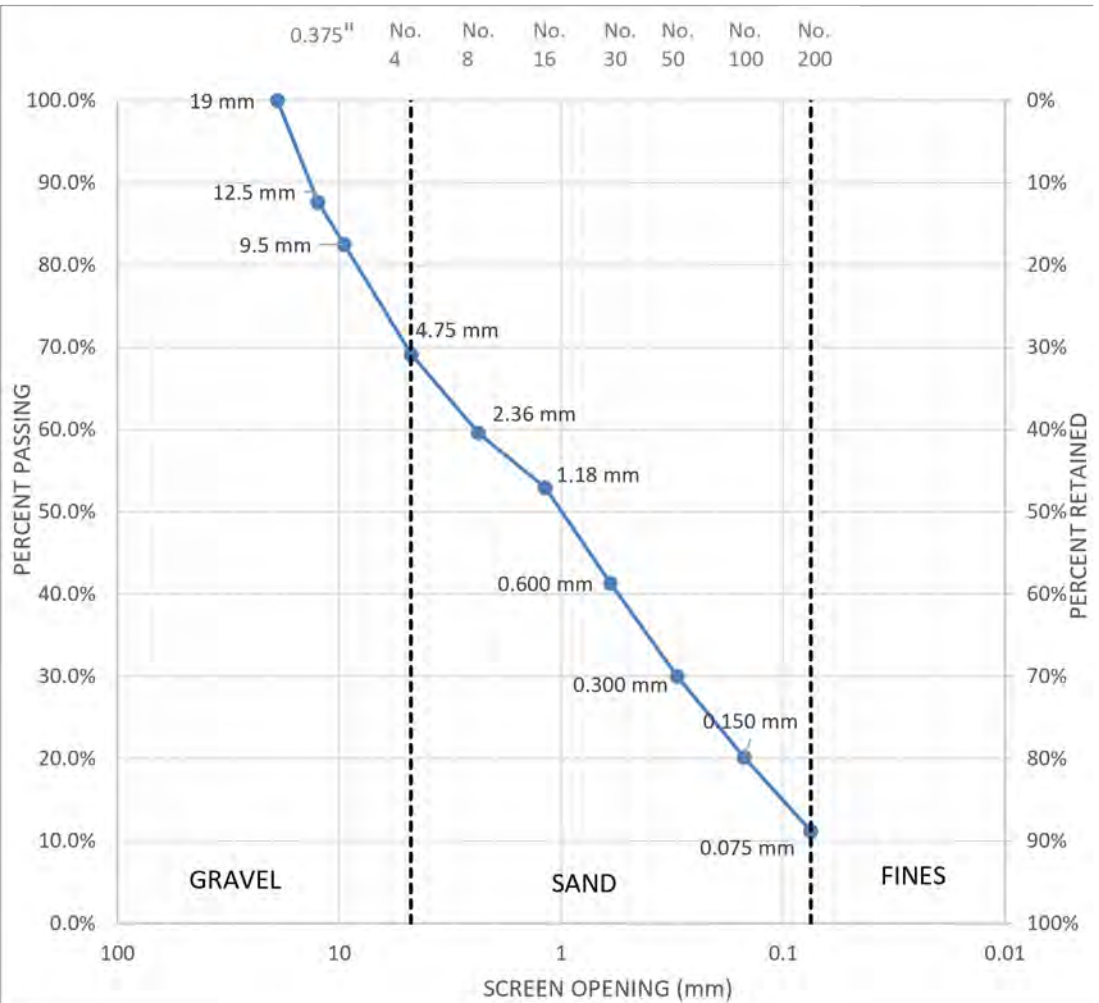
Bottom of hole at 3.0m.

CLIENT	ISL ENGINEERING AND LAND SERVICES LTD.	PROJECT IBER NU	WCA-23010445-A0
PROJECT	VILLAGE OF BELCARRA - MARINE AVENUE ROAD	SAMPLE DATE	2023-10-30
ADDRESS	3960 - 3720 MARINE AVENUE, PORT MOODY, BC	TEST DATE	2023-11-21
SAMPLE INFORMATION			
SAMPLE DESCRIPTION	SAND, GRAVELLY, SOME SILT	METHOD	WASHED
IN-SITU MOISTURE	17.7%	SAMPLED BY	AA
MATERIAL SOURCE	NATIVE	TESTED BY	DG/JT
SAMPLE LOCATION	TH23-01, S1 @ 0.5 FT	REPORT NO.	1



		SIEVE ANALYSIS	275 - 3001 Wayburne Drive EXP Services Inc.

SCREEN OPENING	PARTICLE SIZE	PERCENT PASSING
100.0 mm	4"	
90.0 mm	3.5"	
75.0 mm	3"	
50.0mm	2"	
37.5 mm	1.5"	
25.0 mm	1"	
19.0 mm	0.75"	100.0%
16.0 mm	0.63"	
12.5 mm	0.5"	87.6%
9.5 mm	0.375"	82.5%
4.75 mm	No. 4	69.1%
2.36 mm	No. 8	59.6%
2.00 mm	No. 10	
1.18 mm	No. 16	52.9%
850 µm	No. 20	
600 µm	No. 30	41.3%
425 µm	No. 40	
300 µm	No. 50	30.0%
180 µm	No. 80	
150 µm	No. 100	20.1%
75 µm	No. 200	11.2%



CONSTITUENT	GRAVEL	SAND	FINES (SILT & CLAY)		WORK ORDER NO:	2023-499
PERCENTAGES	30.9%	57.9%	11.2%	Distribution:	Arnel Abello, EXP	Rajesh Manandhar, EXP

Comments:

Prepared by:

Nicolas Zhou
Lab Technician

Reviewed by:

James Burrows, EIT
Lab Manager

ASTM C136/C117

Burnaby, BC V5G 4W3

Telephone (604) 874-1245



"Reporting of these test results constitutes a testing service

only. Engineering interpretation or evaluation of test results is provided only on written

request."

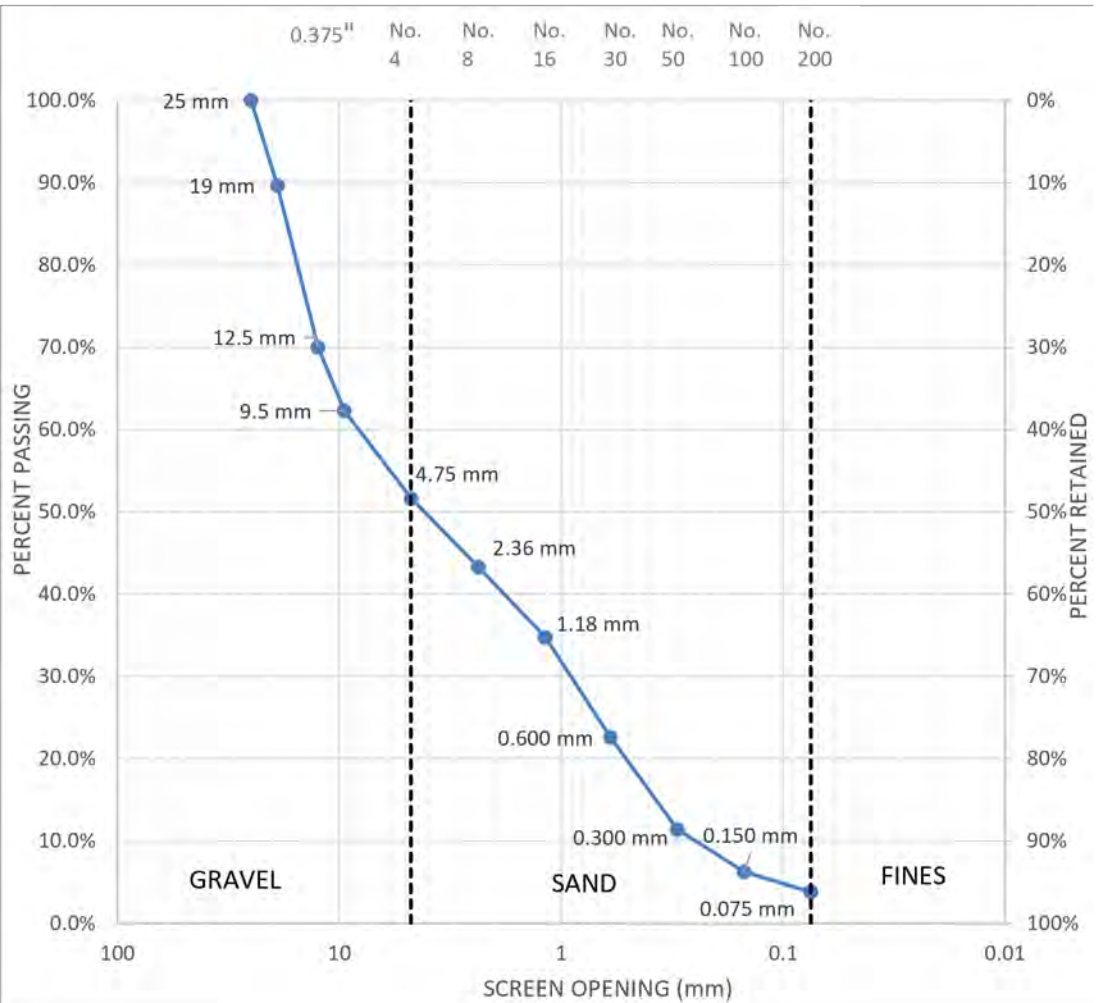
ISO
9001:2015
REGISTERED

CLIENT	ISL ENGINEERING AND LAND SERVICES LTD.	PROJECT IBER NU	WCA-23010445-A0
PROJECT	VILLAGE OF BELCARRA - MARINE AVENUE ROAD	SAMPLE DATE	2023-10-30
ADDRESS	3960 - 3720 MARINE AVENUE, PORT MOODY, BC	TEST DATE	2023-11-21
SAMPLE INFORMATION			
SAMPLE DESCRIPTION	GRAVEL AND SAND, TRACE SILT	METHOD	WASHED
IN-SITU MOISTURE	4.8%	SAMPLED BY	AA
MATERIAL SOURCE	NATIVE	TESTED BY	DG/JT
SAMPLE LOCATION	TH23-05, S14 @ 1 FT	REPORT NO.	2



	SIEVE ANALYSIS	275 - 3001 Wayburne Drive	EXP Services Inc.

SCREEN OPENING	PARTICLE SIZE	PERCENT PASSING
100.0 mm	4"	
90.0 mm	3.5"	
75.0 mm	3"	
50.0mm	2"	
37.5 mm	1.5"	
25.0 mm	1"	100.0%
19.0 mm	0.75"	89.7%
16.0 mm	0.63"	
12.5 mm	0.5"	70.0%
9.5 mm	0.375"	62.3%
4.75 mm	No. 4	51.6%
2.36 mm	No. 8	43.3%
2.00 mm	No. 10	
1.18 mm	No. 16	34.8%
850 µm	No. 20	
600 µm	No. 30	22.6%
425 µm	No. 40	
300 µm	No. 50	11.4%
180 µm	No. 80	
150 µm	No. 100	6.3%
75 µm	No. 200	3.8%



CONSTITUENT	GRAVEL	SAND	FINES (SILT & CLAY)	WORK ORDER NO:	2023-499
PERCENTAGES	48.4%	47.8%	3.8%	Distribution: Arnel Abello, EXP Rajesh Manandhar, EXP	

Comments:

Prepared by:

Nicolas Zhou
Lab Technician

Reviewed by:

James Burrows, EIT
Lab Manager

ASTM C136/C117

Burnaby, BC V5G 4W3

Telephone (604) 874-1245



"Reporting of these test results constitutes a testing service

only. Engineering interpretation or evaluation of test results is provided only on written

request."

ISO
9001:2015
REGISTERED



COUNCIL REPORT

Date: January 22, 2024
From: Sartaj Grewal, Building Official
Subject: **Water Service Connection – Fire Sprinkler Systems Only**

Recommendation

That the report dated January 22, 2024 titled “Water Service Connection – Fire Sprinkler Systems Only” be received into the record for information.

Purpose

To provide information regarding requirements for residential homes to connect to the municipal water service for fire sprinklers only.

Background

Council received a query regarding requirements for residential homes to connect to the municipal water system for fire sprinklers only while maintaining the use of a well for all other purposes.

As per Village of Belcarra Waterworks Bylaw No. 456, 2012 consolidated to include Amendment Bylaw No. 540, 2019, Part 5 – Required Connections to Water Systems, the following section 16(b) applies to the use of sprinkler systems for residential homes:

Extent of Connection

16. An Owner, except those subject to section 17, may choose to connect to the Water System such that either:
 - (b) the Water Service will be used only for the supply of water for an interior fire sprinkler system on the Parcel.

Section 17, as referenced in section 16 shown above, specifies parcels within the Local Area Service which must connect to the Waterworks and be provided with water from the Water Service. An excerpt highlighting section 17 is attached as Appendix A.

In order to connect a residential fire sprinkler system to the municipal water system, a homeowner must complete a Water Service Connection Application and the associated documents attached with the application. The homeowner must also complete the checklist included in the application package. The fee for the Service Connection Application and Inspection of a residential fire sprinkler system is \$750.00.

On March 27, 2023, Council voted to adopt Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 607, 2023 which set the use fee for domestic water (connected to the water system) at \$1,566.00 annually (pro-rated as of one month after the first day of the month in which the connection permit is issued). This rate is reviewed and set annually.

Summary

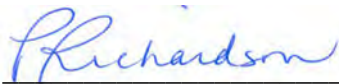
In the Village of Belcarra, homeowners using wells on their properties as the main source of water for their homes can connect to the municipal water system for provision of water for residential sprinkler systems unless parcels are subject to Section 17 of Amendment Bylaw No. 540, 2019.

Fees for the application to and the continued use of the water system are:

- Service Connection Application and Inspection – fire sprinkler system only - \$750.00
- Use Fee – Domestic (**connected to water system**) (pro-rated as of one month after the first day of the month in which the connection permit is issued) - \$1566.00 (adjusted annually)



Prepared by: Sartaj Grewal
Building Official



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A: Village of Belcarra Waterworks Bylaw No. 456, 2012 consolidated to include Amendment Bylaw No. 540, 2019, Part 5 – Required Connections to Water Systems, Section 17 – Required Connections

Appendix B: Schedule 13, Waterworks Fees, of Village of Belcarra Fees and Charges Bylaw No. 517, 2018 consolidated to include Amendment Bylaw No. 607, 2023

Village of Belcarra Waterworks Bylaw No. 456, 2012, Amendment Bylaw No. 540, 2019, Part 5
– Required Connections to Water Systems, Section 17 – Required Connections

17. Owners of the following Parcels within the Local Area Service must connect to the Waterworks and be provided with water from the Water Service:
- (a) Parcels which obtain water from a private shared well on another Parcel and which have no registered easement for that water supply;
 - (b) Parcels which obtain water from a private shared well on another Parcel which have a registered easement for that water supply, and the owner of the Parcel on which the private shared well is located chooses to connect to the Water Service;
 - (c) Parcels which obtain water from a well on Municipal land;
 - (d) Parcels which obtain water from a group, community or private well or water source located on Crown lands;
 - (e) Parcels which obtain water from a private water source located off-premise on GVRD park lands;
 - (f) Parcels which obtain water from a private water source which is subject to the provisions of the *Water Act*, whether or not licensed under the *Water Act*;
 - (g) vacant Parcels on which new development is permitted to be constructed pursuant to a building permit issued under the Building and Plumbing Bylaw;
 - (h) Parcels which are re-developed as that term is defined in the Building and Plumbing Bylaw;
 - (i) Parcels whose water supply fail to meet pre-treatment potable testing parameters as defined in the Building and Plumbing Bylaw.
 - (j) Parcels in respect of which a transfer of ownership is registered in the Land Title Office after the date of adoption of Waterworks Amendment Bylaw No. 495, 2015. (January 11, 2016)

Schedule 13 – Waterworks Fees

<u>Waterworks Fees</u>	
Description	Fee
Water Service Connection Permit	
Service Connection Application and Inspection – domestic	\$750.00
Service Connection Application and Inspection – fire sprinkler system	\$750.00
Fire Hydrant Use Permit	
Fire Hydrant Use Permit Application	\$200.00
Fire Hydrant use fee	\$60.00 per day
Fire Hydrant reconnection fee – additional charge if permit needs to be extended and the holder fails to give 1 working day notice of the extension request to the municipality	\$200.00
Fire Hydrant Use Security Deposit (certified cheque or letter of credit)	\$2,000.00
Permit Application Refunds	
Refunds requested prior to Permit Issuance	\$50.00 processing fee deducted
Pressure Booster System	
Pressure Booster System Application and Inspection	\$500.00
Private Hydrant	
Private Hydrant Application and Inspection	\$500.00
Re-inspection Fee	
Re-inspection fee for each inspection after the second consecutive inspection	\$100.00 per hour
Service Call – After Hours	
Service Call – After Hours	\$300.00 each call
Service Disconnection	
Permanent Disconnection	\$1,000.00
To turn water off for Temporary Disconnection	\$150.00
Service Reconnection	
To turn water on after a Temporary Disconnection	\$150.00
Sprinkling Permit	
Sprinkling Permit Application	\$100.00
Sprinkling Permit – per day fee October 15 to May 1	\$50.00
Sprinkling Permit – per day fee May 1 to October 15	\$100.00

Schedule 13 – Waterworks Fees, continued

<u>Waterworks Fees</u>	
Use Fee	
Basic Fee – Fire Protection (not connected to water system) (prorated upon date of permit for Use Fee Domestic) (Amended as per Bylaw No. 607, 2023)	\$1,098.00
Use Fee – Domestic (connected to water system) (pro-rated as of one month after the first day of the month in which the connection permit is issued) (Amended as per Bylaw No. 607, 2023)	\$1,566.00
Use Fee Penalty and Interest	
Penalty on Unpaid Basic and Use Fee	10% of all portion unpaid after due date
Interest on Unpaid Basic and Use Fee and unpaid penalty after December 31	calculated at the rate and in the manner prescribed for tax in arrear or delinquent by the Lieutenant Governor in Council until paid or recovered
Water Meters	
Water Meter larger than 25 mm Application and Inspection	\$500.00



COUNCIL REPORT

Date: January 22, 2024

From: Amanda Seibert, Corporate Officer

Subject: **Blasting and Rock-breaking Regulation Bylaw No. 619, 2023**
 • **Blasting and Rock-breaking Guidelines related to Raptor Conservation Fees and Charges Amendment Bylaw No. 622, 2024**

Recommendation

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

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 622, 2024 be read a first, second and third time.

Purpose

To provide further information on regulations for Blasting and/or Rock-breaking in response to questions related to raptor conservation and to bring forward amendments to the Fees and Charges Bylaw No. 517, 2018 to account for fees related to blasting and rock-breaking regulations.

Background

At the December 4, 2023 Regular Council Meeting, it was the consensus of Council that further information be provided on the inclusion of limitations on Blasting or Rock-breaking to account for raptor conservation prior to giving third reading to the proposed Blasting and Rock-breaking Regulation Bylaw. Such a section was included in a bylaw approved by the District of West Vancouver Council in 2021. Based on information provided by staff, Council has the option to either amend the bylaw at third reading or to give third reading to the bylaw as presented.

Staff reviewed the *Provincial Guidelines for Raptor Conservation during Urban and Rural Land Development in British Columbia (Guidelines for Raptor Conservation)* referred to in the District of West Vancouver bylaw along with pages from a companion document titled "Develop with Care". Both documents are provided by the Provincial Government and are meant as guidelines to encourage best practice for raptor conservation for any given location.

The *Provincial Guidelines for Raptor Conservation* refer to Section 34 of the *Wildlife Act* which protects raptors and most other birds in British Columbia and reads as follows:

A person commits an offense if the person, except as provided by regulation, possesses, takes, injures, molests or destroys

- (a) *a bird or its egg,*
- (b) *the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or*
- (c) *the nest of a bird not referred to in paragraph (b) when the nest is occupied by a bird or its egg.*

Subsection 34(b) provides protection year-round to the nests of raptor birds whether the nests are active or not.

The section for consideration as an addition to the proposed bylaw is as follows:

5.3.3 The Building Official may withhold issuing a Blasting Permit or Rock-breaking Permit until the end of the nesting season, if the subject property is within the buffer area of a nest of a protected wildlife species, specifically raptor birds, as defined by the Provincial Guidelines for Raptor Conservation during Urban and Rural Land Development in British Columbia (2013), or may specify as a condition of a Permit that Blasting or Rock-breaking must not occur except on or after a date specified in the Permit.

It is important that Council consider the following implications prior to the addition of such a section to the proposed Blasting and Rock-breaking Regulation Bylaw:

- The Building Official has indicated that should section 5.3.3 be added, applications for a Blasting Permit and/or a Rock-breaking Permit will require additional wording indicating that as part of the permitting process, application areas will have to be checked for nests prior to the issuance of any permit.
- As per the *Guidelines for Raptor Conservation*, if Blasting or Rock-breaking is regulated based on whether it impacts nesting season, the work of a Qualified Environmental Professional (QEP) able to accurately identify native bird species may be required prior to a permit being issued. Surveys will have to be conducted to ascertain whether nests are in the vicinity prior to a Blasting Permit or a Rock-breaking Permit being issued. This type of requirement will add to the time it will take to obtain a permit as well as increase cost for the property owner. It will also add to staff time, as the findings of the QEP will have to be verified.
- Local government is well within legislative parameters to regulate, prohibit and impose requirements as per section 8(3)(d) of the *Community Charter*, which speaks specifically to regulation of firecrackers, fireworks and explosives. However, staff have confirmed with legal counsel that language on regulating possible impacts on raptor bird nesting falls under provincial and federal legislation including the *BC Wildlife Act*. Therefore, should the Village's proposed bylaw be challenged in court, precedence has been set whereby the Court requires ministerial approval of a bylaw or the section may be severed/voided should the local government bylaw regulate an issue which another level of government has authority over. In order to ensure no issue arises on Council's regulatory abilities in the proposed bylaw, it is seen to be in the better interest of the Village to not include the section in the bylaw or to seek ministerial approval if it is included. Seeking ministerial approval is not recommended as this additional step will delay the adoption of the bylaw.

- Staff has done a comparison of blasting-related bylaws in various BC municipalities. Out of 25 municipalities of varying population levels, only the District of West Vancouver has a section pertaining to withholding a Blasting Permit or a Rock-breaking Permit until the end of nesting season of a protected wildlife species. It should be noted that the District maintains an inventory of active bald eagle nests and works with partners to monitor these nests which allow property owners and/or developers to view whether or not work falls within 100 metres of a known eagle's nest. Availability of this type of data may help alleviate the time and cost of a property owner applying for a permit and having to contract a QEP.

Conclusion

The proposed Blasting and Rock-breaking Regulation Bylaw No. 619, 2023 is a comprehensive bylaw. Staff have incorporated aspects into the bylaw which address issues that arose during blasting work done in the Village in the past and have reviewed the bylaws of numerous other municipalities to ensure that as many elements as possible are included in the one proposed for the Village. Legal opinion was also sought on the more extensive sections of the bylaw to ensure that legislative parameters are met.

It is the decision of Council to incorporate a section on regulating Blasting and/or Rock-breaking during bird nesting season of raptor birds, however, staff does not recommend the addition of such a section at this time in order to mitigate the impact to property owners who are applying to undertake Blasting or Rock-breaking activities as well as to ensure that the bylaw will not require ministerial approval or can be challenged in court based on this section should ministerial approval not be received.

Should Council opt to amend the bylaw to include wording referring to bird nesting regulation the recommended motion can be amended to read as follows:

That Village of Belcarra Blasting and Rock-breaking Regulation Bylaw No. 619, 2023 be amended with the addition of section 5.3.3; and

That Village of Belcarra Blasting and Rock-Breaking Regulation Bylaw No. 619, 2023 be read a third time as amended; and further

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 622, 2024 be read a first, second and third time.

Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 622, 2024 is an amendment to "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" and reflects the results of Council's direction to implement a Blasting and Rock-breaking Regulation Bylaw. Staff is requesting three readings to allow both bylaws to move forward concurrently for adoption.



Prepared by: Amanda Seibert
Corporate Officer



Reviewed by: Sartaj Grewal
Building Official



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendices are attached hereto:

- Appendix A – Village of Belcarra Blasting and Rock-breaking Regulation Bylaw No. 619, 2023 as amended at second reading
- Appendix B – Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 622, 2024
- Appendix C – Comparison of BC Municipalities with Blasting Bylaws with Bird Nesting Restrictions



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:
 - a) indemnify and defend the Village from all claims and damages related to or arising from the Blasting;
 - b) waive all claims for contribution and indemnity against the Village for losses related to or arising from the Blasting; and
 - c) 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

- a) 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
- b) Authority for Blasting under a Blasting Permit expires:
 - i. ten (10) working days after issuance of the Blasting Permit, and;
 - ii. fifteen (15) working days after issuance of the Blasting Permit.
- c) Authority for Rock-breaking under a Rock-breaking Permit expires fifteen (15) working days after issuance of the Permit for Rock-breaking.
- d) 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.

5.10 Penalty

- 5.10.1 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.
- 5.10.2 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 December 4, 2023

READ A SECOND TIME on December 4, 2023

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
Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 622, 2024**



A bylaw to amend fees and charges for services

WHEREAS the Community Charter enables a local government to amend its bylaws from time to time;

AND WHEREAS the Village of Belcarra Council has deemed it necessary to amend its fees and charges bylaw;

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 622, 2024"
2. That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" be amended as follows:

a) In Schedule 2a – "Building Permit and Inspection Services"

adding:

"Blasting Permit Fee	\$250.00 per permit
----------------------	---------------------

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 Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 622, 2024"

Chief Administrative Officer

**Comparison of BC Municipalities with Blasting Bylaws
– Bird Nesting Restrictions**

Municipality	Bylaw No.	Blasting Permit	Bird Nesting Restrictions
Abbotsford	1941-2010	Yes	No
Burnaby	138	Yes	No
Campbell River	1874	Yes	No
Colwood	272	Yes	No
Highlands	67	Yes	No
Invermere	1346	Yes	No
Metchosin	4750	Yes	No
Nanaimo	Addressed in Noise Bylaw No. 4750	No	No
North Cowichan	3255	Yes	No
North Vancouver	2643	Yes	No
Parksville	Addressed in Noise Bylaw No. 1432	No	No
Peachland	701	Yes	No
Port Coquitlam	2961	Yes	No
Prince Rupert	2524	Yes	No
Rossland	2460	Yes	No
Saanich	6821	Yes	No
Sechelt	458	Yes	No
Sooke	72	Yes	No
Squamish	188	Yes	No
Surrey	2551	Yes	No
Terrace	Addressed in Noise Bylaw No. 1051	No	No
Victoria	06-008	Yes	No
West Vancouver	4024	Yes	Yes
West Kelowna	71	Yes	No
Penticton	2016-16	Yes	No



**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 December 4, 2023

READ A SECOND TIME on December 4, 2023

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