



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA
Village Hall
February 5, 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 February 5, 2024 be approved.

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, January 22, 2024

Recommendation:

That the minutes from the Special Council Meeting held January 22, 2024 be adopted.

3.2 Regular Council Meeting, January 22, 2024

Recommendation:

That the minutes from the Regular Council Meeting held January 24, 2024 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.

- No items

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** Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy Division, Ministry of Housing, letter dated December 21, 2023 notifying the Village of Belcarra of the allocation of \$153,143 from the Provincial Government for the implementation of the legislative changes to support housing initiatives, including small-scale multi-unit housing and proactive planning, development finance, and transit-oriented development
- 6.1.2** Sue McKortoff, Chair, Okanagan Basin Water Board, letter dated January 18, 2024 calling on a call for immediate action to prevent invasive mussel introduction to B.C. by the Federal and Provincial governments
- 6.1.3** Deborah Struk, Belcarra resident, letter dated January 23, 2024 regarding invasive species weed control methods and public input during a council meeting
- 6.1.4** Brian Hirsch, Belcarra resident, letter dated January 22, 2024 regarding Water Charges for Properties with Secondary Suites
- 6.1.5** Kandace Yost, Executive Assistant District of Sicamous, letter dated January 26, 2024 to Premier David Eby regarding support for Bill 34 and the Restricting Public Consumption of Illegal Substances Act

6.2 Reports

- No items

6.3 Recommendation to Receive Items on Consent

That the items on the Consent Agenda of the February 5, 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** Kristin Clause, Executive Director, Heritage BC, letter regarding Heritage Week, Layer by Layer, taking place from February 19-25, 2024 and requesting that the Provincial Government and local governments across BC make proclamations for Heritage Week.

Recommendation:

That the Village of Belcarra hereby proclaims February 19 – 25, 2024 as “Heritage Week”.

- 8.2** Shalan Kelly (She/Her) | BC Public Relations and Communications Adviser, BC Council, Girl Guides of Canada, email dated January 13, 2024 requesting support on behalf of the Girl Guides of Canada for girl empowerment in BC by lighting up in the colour blue on February 22, 2024.

Recommendation:

That the Girl Guides of Canada Guiding Lights Across BC., in celebration of World Thinking Day on February 22, 2024 be supported.

9. UNFINISHED BUSINESS

- No items

10. STAFF REPORTS

- 10.1** Sartaj Grewal, Building Official, staff report dated February 5, 2024, regarding a fire suppression system for Belcarra Municipal Hall

Recommendation:

That the staff report dated February 5, 2024 titled “Fire Suppression System for Belcarra Municipal Hall” be received into the record for information.

- 10.2** Paula Richardson, Chief Administrative Officer, staff report dated February 5, 2024 regarding CanadaHelps – Online Donation Platform

Recommendation:

That staff be directed to register with CanadaHelps to provide a platform for public donations to be made to the Village; and further

That the CanadaHelps donation page be advertised on the Village website and via the resident email notification list.

- 10.3** Paula Richardson, Chief Administrative Officer, report dated February 5, 2024 regarding quarterly updates on administrative and public works operational priorities and progress for the quarter ending December 31, 2023

Recommendation:

That the report dated February 5, 2024 titled “Quarterly Department Reports – For Quarter ending December 31, 2023” be received into the record for information.

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 adopted.

11.2 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

Recommendation:

That Village of Belcarra Blasting and Rock-breaking Regulation Bylaw No. 619, 2023 be adopted.

11.3 Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 622, 2024

A bylaw to amend fees and charges for services related to blasting and rock-breaking

Recommendation:

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 622, 2024

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

From the January 22, 2024 Closed Council Meeting

Item 4.1 Letter to Village of Anmore pertaining to the Sasamat Volunteer Fire Department service and next steps (see attached)

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- Metro Vancouver Climate Action Committee Meeting – January 11
- Mayors' Council Public Affairs & Governance Committee – January 24
- Metro Vancouver Board Meeting – January 26
- HAVAN Legends of Housing Dinner – January 31
- Council of Councils – to discuss recently introduced provincial housing legislation. The Honourable Ravi Kahlon, Minister of Housing will be attending the meeting and will field questions from the assembly – February 3

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

14. OTHER MATTERS DEEMED EXPEDIENT

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

16. PUBLIC QUESTION PERIOD

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

17. ADJOURNMENT



VILLAGE OF BELCARRA
SPECIAL COUNCIL MEETING MINUTES
January 22, 2024



This meeting was held in Council Chambers

Council in Attendance

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

Staff in Attendance

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

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

1. CALL TO ORDER

The meeting was called to order at 5:00 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, January 22, 2024

Moved by: Councillor Ruzycki
 Seconded by: Councillor Wilder

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

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Wilder
 Seconded by: Councillor Clark

That the January 22, 2024 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)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Section 90(2)(b) The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government.

CARRIED

4. ADJOURNMENT

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the January 22, 2024 Special Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 5:01 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
January 22, 2024**



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

Staff in Attendance

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

Others in Attendance

Tasha Murray, Invasive Species Council of Metro Vancouver
Matt Gibson, P.Eng., Senior Project Engineer, ISL Engineering and Land Services Ltd.

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1. CALL TO ORDER

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

The Corporate Officer provided information on the new Council Procedure Bylaw and outlined changes in procedure to be followed during Council Meetings.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, January 22, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting of January 22, 2024 be amended to deal with Item 5.0 Delegations prior to Item 4.0 Public Input and that the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, December 4, 2023

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

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

CARRIED

3.2 Regular Council Meeting, December 4, 2023

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

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

CARRIED

Note: Item 5.0 was dealt with prior to Item 4.0

4. PUBLIC INPUT

Colin Richardson, Belcarra resident, spoke in opposition to Item 10.1 on the agenda. He expressed concern with the recommendation and the impact of the proposed rate increase on existing and future accessory suites as well as on tenants. He spoke in favour of utilizing existing water meters to monitor water usage.

Rob Begg, Belcarra resident, spoke in opposition to Item 10.1 on the agenda. He questioned how the status of a suite, i.e. how many persons in it and whether or not it is rented out, would be determined. He commented on an issue at WARD and requested that users be charged by weight.

Jim Chisholm, Belcarra resident, referred to the water metering and asked whether a monitoring system purchased in the past has been test and whether it was functional.

The Public Works and Emergency Preparedness Coordinator clarified that the water monitor purchased in the past was not in use as it is outdated.

Rob Begg, Belcarra resident, spoke on the proposed paving of Marine Avenue and questioned whether all provincial and federal codes will be met prior to paving, in particular with group wharves. He also questioned whether long term parking on the side of Marine Avenue had been investigated as a partial cause for the sluffing on the roadside.

5. DELEGATIONS AND PRESENTATIONS

5.1 Real Acts of Caring (RAC)

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

Students from School District 43 gave a presentation on Real Acts of Caring (RAC). They advised that RAC Week is February 11-17, 2024 and that the focus this year is on mental health and wellness.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

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

CARRIED

6. ITEMS ON CONSENT AGENDA

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

Moved by: Councillor Elworthy
Seconded by: Councillor Clark

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

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA

No items

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.

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzyski

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.

CARRIED

9. UNFINISHED BUSINESS

No items

10. STAFF REPORTS

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

The Financial Consultant reviewed the report.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That the status quo for water user rates be maintained and that no extra water charges on those properties connected to the water system with secondary suites.

Council discussion ensued on the options provided in the staff report pertaining to water metering. It was the consensus of Council that a staff report providing information on a water metering and monitoring system be provided by the Public Works and Emergency Preparedness Coordinator at the March 11, 2024 Regular Council Meeting.

Moved by: Councillor Ruzycki

Seconded by: Councillor Wilder

That the motion for water user rates be deferred to the March 11, 2024 Regular Council Meeting.

CARRIED

- 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.

The Financial Consultant reviewed the report.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

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

CARRIED

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

The Financial Consultation reviewed the report.

Council discussion ensued on the reasoning and financial purpose of tax rate increases.

MAIN MOTION

Moved by: Councillor Elworthy

Seconded by: Councillor Wilder

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:

**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**

Council discussion continued on potential rate increases and the need to increase revenue for the Village of Belcarra.

MOTION TO AMEND

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That Scenario B for property tax and utility user rate increases be added to the Financial Sustainability Report to be presented to the public for feedback at the budget consultation session scheduled for February 5, 2024.

AMENDMENT CARRIED

Question on the Main Motion

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

MAIN MOTION AS AMENDED

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:

**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; OR**

**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.**

CARRIED AS AMENDED

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

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

CARRIED

- 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

The Financial Consultant reviewed the report. He advised that a status report will be provided on a quarterly basis.

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

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.

CARRIED

- 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.

The Public Works and Emergency Preparedness Coordinator introduced Tasha Murray with Invasive Species Council of Metro Vancouver to provide an overview.

Ms. Murray gave a PowerPoint presentation outlining the history of invasive plant management in Belcarra and the work done by the Invasive Species Council. She highlighted the high priority invasive species needing to be dealt with. She answered questions from Council related to the possible impact of chemical spraying on wells.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

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

CARRIED

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

The Public Works and Emergency Preparedness Coordinator introduced Matt Gibson with ESL. Mr. Gibson reviewed the report from EXP, described what was found through boring and outlined recommended options for work to be done on Marine Avenue. He answered questions put forward by Council.

The Public Works and Emergency Preparedness Coordinator outlined the options for the work and advised that Option 1 is recommended by staff. He also provided clarification around the question on federal and provincial codes as well as possible code violations on Marine Avenue.

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

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.

CARRIED

- 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.

The Building Official reviewed the report.

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

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

CARRIED

- 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.

The Corporate Officer reviewed the report. She advised on the staff recommendation to not add a new section to the bylaw pertaining to raptor conservation.

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

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.

CARRIED

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

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

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

CARRIED

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

Mayor Ross offered congratulations to Belcarra resident Dr. Isobel Côté and the team of Chantale Bégin, Lauren Shea and Noelle Helder, with Salty Science who participated in the 2023 Atlantic Challenge for finishing first in the women's class, fourth in the race with four persons per boat and seventh overall. The team finished the race in 38 days, 18 hours and 56 minutes. He advised that the team is also raising funds for marine conservation.

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

COUNCILLOR REPORTS

Councillor Wilder provided further details on the Salty Science team and its participation in the 2023 Atlantic Challenge. She advised that to date the team has raised \$252,000 toward their goal of \$500,000.

Councillor Ruzycki advised that she and other members of Council attended the opening of the Anmore Village Hall.

14. CHIEF ADMINISTRATIVE OFFICER REPORT

The Chief Administrative Officer advised that due to the current rollout of the Provincial Housing Legislation, first reading of the OCP Bylaw will be delayed. She also advised that the document will not be made public until presented to Council. She reported that a letter was received from the Ministry of Housing announcing that the Village of Belcarra has been allocated \$153,143 to support activities or projects local governments must undertake to meet the new legislative requirements supporting housing initiatives. The letter will be published on the next Regular Council Meeting agenda.

The Chief Administrative Officer addressed the upcoming tax rate review and outlined the role general property taxes and emergency reserves play in service provision for residents.

15. OTHER MATTERS DEEMED EXPEDIENT

No items.

16. NOTICES OF MOTION AND MATTERS FOR INTRODUCTION AT FUTURE MEETINGS

No items.

17. PUBLIC QUESTION PERIOD

Jim Chisholm, Belcarra resident, queried whether the old water meter monitoring system is functioning and if, with a change of batteries, that system can still be used.

The Public Works and Emergency Preparedness Coordinator provided information on status of the old water meter monitoring system. He advised that a report on the water metering system will be provided at a future Council meeting.

Deborah Struk, Belcarra resident, asked why knotweed was sprayed and not injected and why the Roundup was used as the spray is considered toxic. She expressed concern with the continued use of a subcontractor who had been hired to carry out the invasive species control work. She also asked if there was an update as to a date for the OCP Public Hearing.

The Chief Administrative Officer advised that Council will set a date for a public hearing following first reading of the OCP bylaw.

Rob Begg, Belcarra resident, queried if Marine Avenue has been surveyed as to where the road will go. He expressed concern on the confusion around lot lines, code issues on Marine Avenue related to group docks and patchwork being done on areas around the Village.

The Public Works and Emergency Preparedness Coordinator advised that surveying has been done by ISL and more surveying work is expected.

Ralph Drew, Belcarra resident, question sent in via email asking if laurel will be included on the invasive species list in the future.

The Public Works and Emergency Preparedness Coordinator advised that laurel is a low priority as an invasive species and therefore staff will not add it to work to be done in Belcarra in controlling invasive species unless otherwise directed by Council

Marcus S., Belcarra resident, question sent in via email asking if options have been presented or discussed on rehabilitation of 1/2 or 1/3 of the road width of Marine Avenue and stabilizing with geogrid or lock blocks.

The Public Works and Emergency Preparedness Coordinator advised that options were discussed and may be considered upon completion of surveys.

Rob Begg, Belcarra resident, queried whether the engineer working on Marine Avenue could be asked about the impact of larger vehicles parking on the edge of the road.

Deborah Struk, Belcarra resident, stated that it is unfortunate there is not a provision for paying municipal taxes allowing residents to choose to pay a higher tax rate should it be an affordable option.

18. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the January 22, 2024 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 10:17 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



VIA EMAIL

Ref: 63760

December 21, 2023

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

Dear Paula Richardson:

I am writing to notify you of the funding allocation for the Village of Belcarra from the \$51 million capacity funding for local government implementation of the legislative changes to support housing initiatives, including small-scale multi-unit housing and proactive planning, development finance, and transit-oriented development.

The Village of Belcarra will receive \$153,143 by the end of January 2024.

The funding formula reflects the different legislative requirements for municipalities and regional districts, and that smaller communities may need more financial assistance because they have fewer resources.

The funding formula includes a base amount and a per-capita amount (based on BC Stats 2023 estimates).

- For municipalities, the base amount is \$150,000, and the per-capita amount is \$4.39.
- For regional districts, the base amount is \$80,000 and the per capita amount is \$5.80.

This funding is intended to support activities or projects local governments must undertake to meet the new legislative requirements. Examples include updates to an existing zoning bylaw, parking bylaw, Official Community Plan (OCP), Official Development Plan (ODP), Development Cost Charge (DCC) bylaw, Development Cost Levy (DCL) or

.../2

Housing Needs Report (HNR), as well as the development of a new zoning bylaw, OCP, ODP, DCC, DCL or new amenity cost charge (ACC) bylaw. This funding can also be used to hire staff and/or consultants in support of these activities. More specific information on eligible projects, eligible project costs as well as the reporting requirements will be provided in the funding guidelines when the funding is distributed.

If you have any questions regarding the legislative changes or funding program, please contact Ministry of Housing staff at PLUM@gov.bc.ca or 250-387-3394.

Yours truly,



Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing

pc: Teri Collins, Deputy Minister, Ministry of Housing
Tracy Campbell, Executive Financial Officer, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Jessica Brooks, Executive Director, Ministry of Housing
Rebecca Penz, Director, Ministry of Housing

Right Honourable Justin Trudeau
Prime Minister of Canada
80 Wellington Street
Ottawa, Ontario K1A 0A2
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January 18, 2024

Honourable Diane Lebouthillier
Minister of Fisheries, Oceans and the Canadian Coast Guard
200 Kent St Station 15N100
Ottawa, Ontario K1A 0E6
DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca

Honourable Steven Guilbeault
Minister of Environment and Climate Change
Fontaine Building 12th Floor
200 Sacré-Coeur Blvd
Gatineau QC K1A 0H3
ministre-minister@ec.gc.ca

Honourable Dominic LeBlanc
Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs
269 Laurier Avenue West
Ottawa, Ontario K1A 0P8
ps.ministerofpublicsafety-ministredelasecuritepublique.sp@ps-sp.gc.ca

Re: CALL FOR IMMEDIATE ACTION TO PREVENT INVASIVE MUSSEL INTRODUCTION TO B.C.

Dear Prime Minister Trudeau and Ministers,

It has come to our attention that federal funding to support B.C.'s Invasive Mussel Defence Program may be reduced or cancelled this year, and further, that other funding partners are citing a lack of federal leadership as justification to cancel or reduce their funding. This is just as the threat of invasive mussels has dramatically increased, with a confirmed infestation in the transboundary Columbia Basin. In addition to the actions we called for in [our letter](#), dated Oct. 18, 2023 and which included a temporary moratorium on boats coming into B.C., we are calling for immediate, long-term federal funding assistance for the Province of B.C. to support invasive zebra and quagga mussels prevention efforts. The Government of Canada should provide funds to at least match provincial government efforts across the West, or plan for significant higher management costs in the near future.

In September, Idaho announced that quagga mussels had been found in the state's Snake River, a tributary of the Columbia River, less than a day's drive to the border of B.C. and Alberta. Idaho's pre-planned rapid response was to spread more than 116,000 litres of toxic copper chelate into Snake River, killing almost

seven tonnes of fish, and poisoning a 26 km stretch of the river. Wholesale killing of fish, invertebrates, amphibians, and plants in the river was considered better than letting these mussels take hold. We won't know until this coming spring if the treatment has worked. Also in September, Fisheries and Oceans Canada (DFO) declared zebra mussels were discovered in New Brunswick. And then in November, Parks Canada declared zebra mussels had spread another 100km west to Clear Lake in Manitoba's Riding Mountain National Park.

DFO has a mandate to sustainably manage fisheries, work with Indigenous communities to enable their continued prosperity from fish, ensure aquatic ecosystems are protected from negative impacts, and protect the environment when emergencies arise. If invasive mussels arrive in B.C., they will severely impact Pacific salmon by depleting the food web in their spawning and rearing habitats in the Fraser and Columbia River systems. First Nations in B.C. have spent decades restoring these systems and their salmon populations, and an infestation will undermine the recovery of these fisheries. Knock-on effects will be seen in marine environments, where reductions in Pacific salmon populations will reduce a key food source for Orcas and other marine species. Protecting B.C.'s freshwaters from invasive mussels is squarely within the mandate of DFO.

The Canada Border Services Agency also has a responsibility to enforce the prohibition against importation of invasive mussels under the federal Aquatic Invasive Species Regulations. While we applaud the work of border service officers to intercept infested watercraft at many land crossings, CBSA is not fulfilling its responsibility for enforcement. Instead, it relies on provincial inspectors to follow up and decontaminate high-risk watercraft once they are identified.

The new Canada Water Agency has a mandate to improve freshwater management in Canada by providing leadership, effective federal collaboration, and improved coordination and collaboration with provinces, territories, and Indigenous Peoples to proactively address national and regional transboundary freshwater challenges and opportunities. Invasive mussels represent one of the biggest national and regional transboundary threats, yet none of the [\\$750 million](#) allocated to the Canada Water Agency addresses this threat. The Great Lakes region alone will receive more than \$420 million in funding over 10 years to deal with issues such as algae blooms which have been exacerbated by invasive mussels. It would take only \$4 million/year allocated to B.C. invasive mussel inspections to protect the Canadian Columbia Basin, the Fraser Basin, Peace Region, and other major western river systems. The Province of B.C. already allocates over \$1 million/year to this program, but without federal and other partner funding, these efforts will likely fail.

In addition to the threat to Pacific salmon, these mussels are known to stimulate toxic algae blooms, killing migratory birds and contaminating drinking water. They hurt local economies, requiring ongoing maintenance to remove them from in-water infrastructure such as bridges and docks, as well as water systems used to deliver water for agriculture, domestic, industrial, and commercial use. And of course, they degrade the quality of the shoreline environment for human enjoyment.

We view it as unacceptable and unjustifiable, given all the resources and responsibilities of the federal government and your departments, that no federal funding has been allocated to protect freshwater ecosystems from the extreme threat of invasive mussels in Western Canada. Protecting the west from these



mussels is of national importance, and it will take federal leadership to meet this inter-provincial and transboundary threat.

Understanding that protection of freshwater ecosystems and prevention of invasive species falls within federal mandates, regulations, and laws, we hope your departments will work together to find the resources to properly support western provinces in this important work. This is truly a case where a small investment now will prevent massive costs for years to come.

Yours truly,

Sue McKortoff, Chair
Okanagan Basin Water Board

CC:

- British Columbia MPs
- British Columbia MLAs
- British Columbia Assembly of First Nations
- Okanagan Nation Alliance, Chiefs Executive Council
- Okanagan First Nations Chiefs and Councils
- B.C. Local Government Chairs and Mayors
- Pacific NorthWest Economic Region: Matt Morrison, Chief Executive Officer
- Invasive Species Council of B.C.: Gail Wallin, Executive Director
- B.C. Chambers of Commerce
- Thompson Okanagan Tourism Association
- Union of BC Municipalities
- Shuswap Watershed Council
- Okanagan and Similkameen Invasive Species Society

(Severed portions are shaded)

From: pilgrim land <[REDACTED]>

Sent: Tuesday, January 23, 2024 11:19 PM

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

Subject: Good Morning and an apology

Good Morning,

Last night, at the council meeting of Jan. 22, 2024, I said I was disappointed as no one on staff or council asked about spraying roundup on knotweed. I am sorry to have used those words directed at staff and council. I should not have, in that situation.

I was disappointed, but the disappointment was that we, in the gallery could not bring up the question. It is a huge disappointment the new bylaw that does not allow for the gallery to ask questions 'during' the meeting. Belcarra was prided with transparency and openness in council meetings. Mayor Neil Belenki is the one who put that procedure more openly into place. He saw the need for healthy dialogue.

It is scientifically known; roundup does not work on knotweed. That fact was brought up at a previous council meeting. Roundup is VERY toxic to our gardens, wildlife and our water table. Knotweed must be injected with bleach or high salt content. This was shared previously and I am guessing all staff and officials simply forgot to bring up that question to the Invasive Species Council.

This new 'muzzling' the gallery under the guise of streamlining meetings is not a good idea. What happened with the critical issue of roundup and using the services of Mr. Drinkwater is a prime example of issues not being able to be properly discussed and questioned. Taxpayers are deserving of truthful answers.

I would hope Belcarra would be able to be a place where open dialogue is encouraged. I hope council will realize this needs to change. Integrity and honesty is open to questions. A democracy should have integrity. So again, my disappointment was that I was not allowed to ask the question during the presentation.

Sincerely,

Mrs. Deborah Struk

To: Mayor & Council
cc CAO

From: Brian Hirsch, [REDACTED]

Freedom of Information &
Protection of Privacy Act
Section 22(1)

(Severed portions are shaded)

Water Charges for Properties with Secondary Suites

Item 10.1 January 22, 2024, Council Agenda

Mayor and Council are urged NOT to accept the recommendation to charge an additional rate of 40% to properties with accessory suites.

Rationale:

Like other utilities (such as hydro or natural gas), water consumption per household depends on how much the occupants use and not the building configuration.

To charge properties with accessory suites an additional 40% simply because they have an accessory suite is arbitrary, a blunt instrument, if you will, & a crude cash grab.

Illustrations (Using utility rates stated in the Report 10.1)

A family of, say, five (2 parents and 3 children) with an ageing grandparent living in a spare room- Water User charges \$1543.

With the 10.1 proposal in effect, the same family with a grandparent living in an accessory suite would be charged an additional 40% (\$617), \$2160?? **despite the same water consumption in both scenarios.**

Similarly, contrast a couple renting a room or two in their principal residence with a couple accommodating renters in an accessory suite. **The water consumption in both scenarios will be the same.**

What is more, a family of five will certainly use more water than a couple on an identical property.

Just because other jurisdictions use this crude surcharge method doesn't mean it is based on sound principles - it is not.

WARD

The 10.1 Proposal also refers to WARD.

WARD is also a utility and, like water consumption, is a function of the number of people residing on each property – people generate garbage and recyclables, whether there is an accessory suite on the property or not.

Doubling the WARD fee for properties with accessory suites must be revisited.

Council and staff need to develop an equitable formula to be applied to both water supply and WARD.

Mayor and Council have a duty to legislate and implement bylaws and policies that are fair, equitable AND applied equally to all Village residents at all times.

There is no rational justification for implementing this proposal 10.1.

Brian Hirsch.

From: Kandace Yost <kyost@sicamous.ca>
Sent: Friday, January 26, 2024 2:43 PM
To: premier@gov.bc.ca
Cc: mel.arnold@parl.gc.ca; greg.kyllo.MLA@leg.bc.ca; Mayor <canderson@sicamous.ca>
Subject: Re: Support for Bill-34

You don't often get email from kyost@sicamous.ca. [Learn why this is important](#)

Dear Premier,

Please find the attached correspondence sent on behalf of the District of Sicamous Council.



Kandace Yost, Executive Assistant
District of Sicamous | Box 219, 446 Main Street | Sicamous, BC V0E 2V0
t. 250-836-2477 f: 250-836-4314 email: kyost@sicamous.ca

I respectfully acknowledge that I work within the ancestral, traditional, and unceded territory of the Secwépemc Nation.

The information contained in this communication is confidential and intended only for the use of those to whom it is addressed. If you have received this communication in error, please notify me by telephone (collect if necessary) and delete or destroy any copies of it. Thank you.

District of Sicamous

446 Main Street
PO Box 219
Sicamous, BC
VOE 2V0

T: 250 836 2477
F: 250 836 4314
E: info@sicamous.ca
sicamous.ca



January 26, 2024

The Honourable David Eby, MLA
Premier of the Province of British Columbia
premier@gov.bc.ca

DELIVERED VIA EMAIL

Re: Support for Bill-34

Dear Premier,

District of Sicamous council would like to express its support for Bill 34 and the *Restricting Public Consumption of Illegal Substances Act*.

We are disappointed by the Supreme Court's decision to grant a temporary injunction against Bill-34, which would protect children and youth from being exposed to illicit drug use and impose fines on those who choose to use drugs openly in public parks, sports fields and beaches.

Council urges the Province to appeal the Supreme Court decision.

When decriminalization came into force, council saw that the pilot program lacked guardrails and undermined provincial legislation regulating the possession and consumption of alcohol, tobacco and cannabis in public spaces.

For Sicamous, it was important to ban drug use in our parks, aligning with existing prohibitions for smoking, alcohol and cannabis. We knew we had to keep parks safe and welcoming for families. Amending our parks regulation bylaw allowed the District to implement its own guardrails and we were pleased to see the Province taking a similar approach.

Public spaces should continue to be enjoyed and used for their intended purpose.

Decriminalization aims to reduce the stigma that prevents illicit drug users from accessing lifesaving supports and services. We fear decriminalization will not solve the toxic drug crisis. Many of us have either lost a friend or loved one from toxic drugs or know someone who has lost a friend or family member. The number of overdoses, the lives lost, in our Province is devastating.

Increased funding and immediate access to addiction supports and treatment beds are

needed to help individuals and families suffering from addiction.

When help is sought, and a glimmer of hope exists, it must be available at that moment for there to be healing and change.

Sincerely,

A handwritten signature in black ink, appearing to read 'Colleen Anderson', with a large, stylized loop at the end.

Colleen Anderson, Mayor
DISTRICT OF SICAMOUS

cc. Mel Arnold, MP North-Okanagan Shuswap
Greg Kylo, MLA Shuswap
B.C. Municipalities and Regional Districts



Dear Mayor and Council,

We are sending you this poster to celebrate Heritage Week, Layer by Layer, which takes place on February 19-25, 2024. Heritage Week is an annual event, established by the National Trust for Canada in 1973, that encourages Canadians to learn about and advocate for the heritage in their communities.

Heritage BC is a member-based non-profit that educates and builds awareness for heritage stewardship in the province, and every year we promote Heritage Week with posters, proclamations, and themed events to raise awareness for the importance of learning about our diverse heritage across the province.

As the leaders of your community, your initiative will play an important role in stewarding local heritage for future generations.

There are a few key things that you can do to promote awareness of and advocate for heritage.

- **Declare Heritage Week through a Municipal Proclamation**
Every year, the Provincial Government and local governments across BC make proclamations for Heritage Week, signaling the importance of the stewardship of heritage in this province. We have attached a template for your reference. Share your proclamation with us at info@heritagebc.ca.
- **Visit a Heritage Site, Museum, or Cultural Centre**
Consider a local government 'field trip' to a local heritage site, museum or heritage organization to learn more about your community's history. Your visit can have a lasting impact on a small not-for-profit, and signal the value they bring to the community as stewards of history and heritage.
- **Learn About the Basics of Local Heritage Conservation**
Local Governments have the capacity to conserve local heritage in all its forms through tools outlined in the Local Government Act. Familiarize yourself with these important tools by reading the free one-pagers on our website: heritagebc.ca/heritage-quick-studies.
- **Support Your Heritage Commission**
Heritage BC offers workshops and webinars for members of local heritage committees. These workshops help educate volunteers who care about heritage conservation, so they can make better informed decisions in their work.
- **Become a Member**
For \$100 a year, a Government Membership to Heritage BC provides all staff planners and associated committee members with free access to our on-demand and live webinars, as well as discounts for heritage workshops and our annual conference. Promoting continuing education will create a strong foundation for the protection of your community's unique heritage.

Have questions about what we do at Heritage BC? Learn more on our website, heritagebc.ca or reach out by email at info@heritagebc.ca. We would love to hear from you.

Thank you from all of us at Heritage BC!

Kirstin Clausen
Executive Director
604 417 7243
kclausen@heritagebc.ca

As a not-for-profit organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage.

From: BC PR & Communications Adviser <bc-prcomm@girlguides.ca>

Sent: Saturday, January 13, 2024 3:42 PM

Cc: BC Guiding Lights <bc-guidinglights@girlguides.ca>

Subject: Guiding Lights Across BC

Dear Mayor and Council,

On behalf of Girl Guides of Canada's British Columbia Council, I am writing to ask for your support for girl empowerment in BC on February 22 2024, by lighting up in the colour blue. Blue is the well-known colour of Girl Guides. Our members of all ages in BC have worn their blue Girl Guide uniforms with pride for many generations.

Best Regards,
Shalan Kelly

Shalan Kelly (She/Her) | BC Public Relations and Communications Adviser

BC Council, Girl Guides of Canada

bc-prcomm@girlguides.ca

I respectfully acknowledge that I live and work within the traditional and unceded territory of the Stz'uminus First Nation, whose heriatge we honour and respect.



To Whom it may concern,

February 22, is a special day for Girl Guides around the world. Here in Canada, Girl Guides celebrate World Thinking Day, a day of international friendship. It is an opportunity to speak out on issues that affect girls and young women globally, celebrate the founding of Girl Guides, and be connected to the 10 million members around the world who are part of the Guiding movement.

Here in British Columbia, we have thousands of girls and women who are members of Girl Guides of Canada. Our Girl Guide program is present in nearly every community across BC. Our girls/volunteers light up their communities year-round through leadership and community service. Girls typically participate in annual Thinking Day activities held on/around February 22. When the COVID-19 pandemic impacted the way we participate in usual gatherings, we developed an initiative to keep our communities and members connected by lighting up our communities blue. This event has been widely accepted by our members and communities, we are excited to announce we will be entering our fourth year of Guiding Lights across British Columbia.

For Thinking Day 2024, we will be celebrating in a way that brings our member and the public together : [Guiding Lights Across British Columbia](https://www.girlguides.ca/guidinglightsacrossbc). This community initiative will light up outdoor landmarks, bridges, buildings, stadiums, and other illuminated locations, with blue lights, in celebration of the sisterhood of Guiding across BC and beyond, on February 22. Participating locations and the Guiding Lights Poster can be found at: www.girlguides.ca/guidinglightsacrossbc

We will be encouraging our members, their families and members of the public to admire these lit-up sites in ways that share in the guiding spirit. Photos will be shared on social media, emailing our members with info about how to participate, and more.

Our Girl Guide members and broader network of supporters would be thrilled to have your landmarks lit up as part of Guiding Lights Across British Columbia, and to highlight your participation as part of this province-wide event. Please contact us at bc-prcomm@girlguides.ca to confirm your ability to participate in this February 22, 2024, activity.

Thank you for your support for Guiding in BC!



COUNCIL REPORT

File:

Date: February 5, 2024

From: Sartaj Grewal, Building Official

Subject: Fire Suppression System for Belcarra Municipal Hall

Recommendation:

That the staff report dated February 5, 2024 titled "Fire Suppression System for Belcarra Municipal Hall" be received into the record for information.

Purpose:

To provide Council with a preliminary quote for installation of a fire suppression system for Belcarra Municipal Hall.

Background:

Staff have received an update regarding the fire suppression system installation for the municipal hall. Upright Fire Protection Ltd. provided a detailed quote, outlining costs for both wet and dry systems. The wet system for the Village Hall totals \$42,700, while the dry system designated for the attic totals \$18,750, resulting in a comprehensive estimate of \$64,522.50. This encompasses all expenses including materials, labor, and associated drawings.

However, pending confirmation from the engineer, the necessity of the dry system for the attic remains to be determined. Additionally, ancillary costs such as a potential fire alarm panel installation and trenching of the parking lot for a larger water service line may impact the final expenditure.

In conjunction with obtaining design drawings, it's imperative for staff to engage a registered professional for compliance assurance. Before a sprinkler system is installed or altered, plans showing full details of the proposed sprinkler system and essential details of the building in which it is to be installed shall be drawn to an indicated scale. The company will provide a Schedule B, indicating adherence to NFPA 13 standards throughout design and installation. Furthermore, the professional will oversee periodic inspections during installation and conduct comprehensive functional testing upon completion.

The involvement of a registered professional is not merely regulatory; it underscores staff's commitment to safety, reliability, and compliance throughout the project. Our priority is to ensure the effective functionality of the fire suppression system, safeguarding the well-being of occupants within the municipal hall.

Consideration should be given to the possible future replacement of the Municipal Hall as well as the results of the upcoming water study prior to moving forward on this initiative.



Prepared by: Sartaj Grewal
Building Official



Concurrence: Paula Richardson,
Chief Administrative Officer



COUNCIL REPORT

File:

Date: February 5, 2024

From: Paula Richardson, Chief Administrative Officer

Subject: **CanadaHelps – Online Donation Platform**

Recommendation

That staff be directed to register with CanadaHelps to provide a platform for public donations to be made to the Village; and further

That the CanadaHelps donation page be advertised on the Village website and via the resident email notification list.

Purpose

The purpose of this report is to provide Council with information regarding CanadaHelps, an online platform that would enable the Village to collect donations.

Background

The Village of Belcarra is a registered charity with the Canada Revenue Agency and may accept donations from individuals, corporations, estates, etc. Donations may also be in the form of property if provided directly to the Village. The Village will set up an internal process for accepting donations for anyone who wishes to make a donation directly to the Village.

CanadaHelps is a charitable online platform that enables the donation of funds to a wide range of causes and organizations. It offers a convenient and secure way for individuals to support causes they care about. The platform provides a user-friendly interface that simplifies the donation process, making it easy for donors to contribute. Donors have the flexibility to choose one-time donations or set up recurring contributions to support charities on an ongoing basis.

CanadaHelps can assist the Village by serving as a platform to raise funds for specific projects or initiatives aimed at enhancing community infrastructure as well as fundraising that may foster a culture of philanthropy within the Belcarra community. Donations may be made for projects, such as a new firehall, general capital projects or a fundraising campaign may be launched for a special project in the Village.

CanadaHelps charges a transaction fee for processing donations made through its platform. The transaction fee typically ranges from 2% to 4% of the donation amount, see chart below. This fee covers the costs of credit card processing, transaction security, and administrative expenses. Anyone wishing to make a large donation would be encouraged to donate through the Village office to avoid the processing fees. The Canada Helps website notes the following:

“CanadaHelps is a non-profit organization. Our mission is to increase charitable giving, and it’s critical to our mission that we pass along as much as possible out of every dollar we collect.”

One Time Donations	4.0%
Monthly Donations	3.5%
Cause Fund Donations on UniteforChange.com	3.75%
Securities Donations*	2.0 – 3.0%*
Cryptocurrency Donations*	2.0 – 3.0%*

** 3% fee applies to donations less than \$10,000; 2.5% fee applies to donations between \$10,000-\$49,999; 2.25% fee applies to donations between \$50,000-\$99,999; 2% fee applies to donations \$100,000+*

CanadaHelps issues tax receipts for eligible donations which donors can use to claim tax credits. Donors receive a tax receipt for 100% of the value of their donation. The Village would receive the amount of the donation less the transaction fee, which would be automatically deposited in the Village bank account. The platform also provides reports on the donations collected over the period as well as a breakdown of the transaction fees to provide the service.



CanadaHelps Proudly Welcomes
Municipalities!

CanadaHelps has thousands of registered charities across Canada on the platform to support fund raising efforts. A few examples of the types of charities listed on CanadaHelps are food banks, medical & healthcare, education, environmental, social services, animal welfare, arts & culture, religious & faith-based charities. The following recognizable charities are also included:

- Sasamat Volunteer Fire Department
- The City of Rossland BC
- City of Prince George
- Coquitlam Search & Rescue
- Bowen Island Municipality
- City of Burnaby
- Royal Columbian Hospital Foundation
- ALS Society of BC
- BC Children's Hospital Foundation
- BC Cancer Foundation

Summary

CanadaHelps provides a user-friendly interface that simplifies the donation process, making it easy for donors to make contributions. It provides secure transactions, the issuance of tax receipts for eligible contributions, as well as reporting for the municipality. As a registered charity, the Village would benefit from advertising on the CanadaHelps platform as a means to collect donations from the community.



Prepared by: Paula Richardson
Chief Administrative Officer



COUNCIL REPORT

Date: January 22, 2024
From: Paula Richardson, Chief Administrative Officer
Subject: **Quarterly Department Reports – For Quarter ending December 31, 2023**

Recommendation

That the report dated January 22, 2024 titled “Quarterly Department Reports – For Quarter ending December 31, 2023” be received into the record for information.

Purpose

The purpose of this report is to provide the quarterly departmental updates for administration and public works for the quarter ending December 31, 2023.

Background

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


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

Second quarter reports are included in the appendices to keep Council apprised of work done from September 2023 to the end of December 2023 in the administrative and public works departments. As with the previous quarterly reports, these updates are not intended to be a duplication or repeat of updates already provided in the Strategic Priorities Work Plan status report.

The quarter ending December 31, 2023 has continued to be busy for both the Administration and Public Works Department with day to day work being carried out to ensure residents continue to have the municipal service they rely on. Several larger projects outside of the strategic plan have also been undertaken and completed.

Conclusion

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



Prepared by: Paula Richardson
Chief Administrative Officer

and



Prepared by: Stewart Novak
Public Works and Emergency
Preparedness Coordinator

The following appendices are attached hereto:

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

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

APPENDIX A

Quarterly Administration Report – For Quarter Ending December 31, 2023 Report date: February 5, 2024 (Completed by: CAO and Corporate Officer)			
Administrative Item	Progress or Status	Key Challenges	Comments
Attendance at various other agency meetings such as Ministry updates on Wildfire and drought and affordable housing	Ongoing	Time constraints	These meetings are attended by the CAO weekly and are usually 1 to 1.5 hours in length
Meetings with Planners and Metro Vancouver on various projects	Ongoing	Time constraints	
Attendance of meetings hosted by Provincial Government re: Bill 44, 47 and 35	Ongoing	Time constraints	These meetings are lengthy and very often include information which is targeted towards Planners; Belcarra's planning consultants have been asked to participate
Day to day CAO support for Mayor and members of Council	Ongoing	Time constraints	
Continued policy and bylaw work; development of new documents; review and update of older ones	Ongoing	Large number of bylaws and polices which require updating or new bylaws to adhere to new legislative regulations	Council approved
Development of policies page for the website; uploading of relevant policies	Ongoing	Working through older policies; decisions to be made on which are internal policies and which can be public	This work is ongoing; target date for the information to be on the website is mid-February; New policies are being developed to correspondence with new or existing bylaws
Update of bylaws page for the website; continued maintenance of bylaws index	Ongoing		This work is ongoing, and the page is updated regularly
Processing of Freedom of Information (FOI) and Protection of Privacy Requests	Ongoing		As of September 2023, there have been three FOI requests
Updating of the index of resident parking passes and guest passes	Ongoing		Updating expiry dates to parking passes as received

Administrative Item	Progress or Status	Key Challenges	Comments
Full reconciliation of 2023 outstanding parking tickets	Ongoing		Almost complete; work continues on consolidated with collections
Providing administrative support for various large projects i.e.. Financial sustainability	Complete	Large amount of work; learning curve; limited time	
Compiling material for the legislatively required Freedom of Information Privacy Management Program	Ongoing		Council approved funding for the project; a consultant will be brought on board in February 2024
Agenda management	Ongoing		Work on agendas and council meetings Involves all of admin staff
Processing Bylaw ticketing and parking permits	Ongoing		Along with Adjudication prep work for dispute of tickets
Government reporting, i.e. taxes, utilities, financial plan	Ongoing		Work on audit began in November 2023; in progress
Organizing of public hearing for OCP and dealing with all issues following cancellation of hearing	Complete		
Organizing meetings for the OCP Review Committee to review the OCP document as per Council direction; providing administration support at meetings as well as support for the planning consultant	Complete		
Updating Highway Encroachment Files for docks	Ongoing	Tracking agreement expiries & insurance documents	This work is being carried out by Belcarra's new administrative support person
Circulating and confirming attendance for Council on external meetings and events	Ongoing		This work is being carried out by Belcarra's new administrative support person
Managing Alertable Training	Completed	Time constraints	This was a priority item and was completed before year end.
Items for Closed Council meetings	Ongoing	Time consuming report preparation	Various items provided to Council in Closed meetings.

Prepare for and attend Intergovernmental Meeting with neighboring municipalities	Complete	Time	Mayor & CAO attended
ELC/Pooni Group meetings re: development application	Ongoing	Time consuming meetings	Work being conducted as per Council motion of November 6, 2023

APPENDIX B

Quarterly Public Works Report – For Quarter Ending December 31, 2023 Report date: February 5, 2024 (Completed by: Public Works and Emergency Preparedness Coordinator)			
Operational Item	Progress or Status	Challenges	Comments
▪ WARD operations	Status Normal		WARD was closed on Christmas Day and New Years Day
▪ Excavation and Fencing Around Tatlow Reservoir	Complete		The excavation around the reservoir was finished and the chain link fence installation was completed.
▪ Options for Addressing Water System Deficiencies	Pending		
▪ Marine Ave - Mill & Fill (Marine)	In progress (designing) – approved at the January 22, 2024 Council Meeting		The survey and design work is in place
▪ Bedwell Bay Upgrade Project (BBUP)	Complete		Surveying is complete; design options are in progress
▪ Bedwell Bay Road Culvert Replacement	Complete		Work completed in November 2023
▪ Watson Trail	Complete		Baffle removed; signs installed
▪ Crosswalk Beacons	Complete		
▪ Multi Use Court	In progress		Cleanup as part of Phase 1 is complete
▪ Road Sealing	Complete for the year		Yearly project

Operational Item	Progress or Status	Challenges	Comments
▪ GIS Mapping – Project lead by LandInFo Tech	Asset management reported on in the long-term financial plan		Approval from Council pending
▪ Municipal Water connection Permits	In progress		1 in progress
▪ Inspection & maintenance: <ul style="list-style-type: none"> ○ Fire Pump ○ Generators 	Ongoing		Fuel tanks polished
• Municipal Hall Sprinkler System	In progress		Report to be provided
• Tree trimming	Complete		Tree trimming carried out along Bedwell Bay Road
• Invasive Species Weed Control System	Complete		Work carried out by Invasive Species Council; complete for 2023
• Road safety preparation work	Ongoing	Parked cars blocking lanes during snow plowing.	Roads prepared for cold weather and snow



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 January 22, 2024

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



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 January 22, 2024

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
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READ A FIRST TIME on January 22, 2024

READ A SECOND TIME on January 22, 2024

READ A THIRD TIME on January 22, 2024

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



VILLAGE OF BELCARRA

"Between Forest and Sea"

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

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

belcarra@belcarra.ca • www.belcarra.ca



February 1, 2024

Via email:

Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

Re: Sasamat Volunteer Fire Department

Dear Mayor and Council:

I am writing as a follow up to our letter dated October 5, 2023, enquiring as to whether Anmore Council is interested in moving forward with discussing the modernization of the governance, cost apportionment and recovery structures, and administration of the Sasamat Volunteer Fire Department service (established by Supplementary Letters Patent dated January 10, 1980, as a service of Metro Vancouver).

Since its establishment, the SVFD has served our communities well. However, while much has changed in our communities over the past 43 years, the governance, cost apportionment and recovery structures, and administration of Metro Vancouver's service have not been updated to recognize those changes, resulting in inequities for both Belcarra and Anmore.

An example of an inequity created by the historical governance, cost apportionment and recovery structures, and administration, of Metro Vancouver's service is shown in the below table:

Year	Operation Costs (Apportioned on Relative Assessment)				Capital Costs (Apportioned in Equal Shares)				Capital Costs (Apportioned on Relative Assessment)			
	Belcarra	%	Anmore	%	Belcarra	%	Anmore	%	Belcarra	%	Anmore	%
2023	\$ 114,621.00	28.58%	\$ 286,448.00	71.42%	\$ 220,146.00	50.00%	\$ 220,146.00	50.00%	\$ 125,835.45	28.58%	\$ 314,456.55	71.42%
2022	\$ 83,165.00	27.87%	\$ 215,194.00	72.13%	\$ 179,970.00	50.00%	\$ 179,970.00	50.00%	\$ 100,315.28	27.87%	\$ 259,624.72	72.13%
2021	\$ 71,965.00	27.25%	\$ 192,089.00	72.75%	\$ 129,750.00	50.00%	\$ 129,750.00	50.00%	\$ 70,713.75	27.25%	\$ 188,786.25	72.75%
2020	\$ 66,291.00	27.43%	\$ 175,398.00	72.57%	\$ 46,050.00	50.00%	\$ 46,050.00	50.00%	\$ 25,263.03	27.43%	\$ 66,836.97	72.57%
2019	\$ 67,998.00	28.71%	\$ 168,830.00	71.29%	\$ 46,050.00	50.00%	\$ 46,050.00	50.00%	\$ 26,441.91	28.71%	\$ 65,658.09	71.29%
2018	\$ 69,386.00	30.29%	\$ 159,671.00	69.71%	\$ 46,050.00	50.00%	\$ 46,050.00	50.00%	\$ 27,897.09	30.29%	\$ 64,202.91	69.71%
2017	\$ 76,175.00	31.33%	\$ 166,958.00	68.67%	\$ 41,050.00	50.00%	\$ 41,050.00	50.00%	\$ 25,721.93	31.33%	\$ 56,378.07	68.67%
2016	\$ 65,244.00	31.06%	\$ 144,802.00	68.94%	\$ 33,550.00	50.00%	\$ 33,550.00	50.00%	\$ 20,841.26	31.06%	\$ 46,258.74	68.94%
2015	\$ 62,135.00	33.17%	\$ 125,201.00	66.83%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 18,906.90	33.17%	\$ 38,093.10	66.83%
2014	\$ 66,717.00	33.14%	\$ 134,608.00	66.86%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 18,889.80	33.14%	\$ 38,110.20	66.86%
2013	\$ 55,376.00	31.34%	\$ 121,312.00	68.66%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 17,863.80	31.34%	\$ 39,136.20	68.66%
2012	\$ 51,472.00	32.99%	\$ 104,545.00	67.01%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 18,804.30	32.99%	\$ 38,195.70	67.01%
2011	\$ 55,066.00	33.54%	\$ 109,128.00	66.46%	\$ 15,900.00	50.00%	\$ 15,900.00	50.00%	\$ 10,665.72	33.54%	\$ 21,134.28	66.46%
2010	\$ 45,523.00	33.71%	\$ 89,507.00	66.29%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 19,214.70	33.71%	\$ 37,785.30	66.29%
2009	\$ 42,312.00	33.71%	\$ 88,211.00	66.29%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 19,214.70	33.71%	\$ 37,785.30	66.29%
2008	\$ 41,129.00	32.42%	\$ 83,778.00	67.58%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 18,479.40	32.42%	\$ 38,520.60	67.58%
2007	\$ 40,218.00	33.68%	\$ 79,195.00	66.32%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 19,197.60	33.68%	\$ 37,802.40	66.32%
2006	\$ 44,109.00	35.73%	\$ 79,335.00	64.27%	\$ 28,903.00	50.00%	\$ 28,903.00	50.00%	\$ 20,654.08	35.73%	\$ 37,151.92	64.27%
2005	\$ 46,267.00	38.50%	\$ 73,917.00	61.50%	\$ 28,750.00	50.00%	\$ 28,750.00	50.00%	\$ 22,137.50	38.50%	\$ 35,362.50	61.50%
2004	\$ 39,572.00	39.11%	\$ 61,612.00	60.89%	\$ 33,500.00	50.00%	\$ 33,500.00	50.00%	\$ 26,203.70	39.11%	\$ 40,796.30	60.89%
	\$ 1,204,741.00		\$ 2,659,739.00		\$ 1,077,669.00	50.00%	\$ 1,077,669.00	50.00%	\$ 653,261.91		\$ 1,502,076.09	

As you can see from this table, over the years, the relative assessment between Belcarra and Anmore has changed from approximately 39.1%:60.9% in 2004 to approximately 28.6%:71.4% in 2023. In this context, the apportionment of capital costs on an equal basis (as opposed to on relative assessment) has resulted in an overall approximately 19.7% subsidization of capital costs by Belcarra residents in favour of Anmore residents.

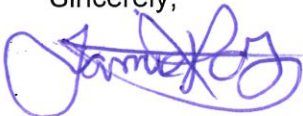
Belcarra Council believes that it is only fair and appropriate for Belcarra and Anmore to discuss the governance, cost apportionment and recovery structures, and administration of Metro Vancouver's service with a view to updating it to better reflect our current communities needs, and resolving the inequities created by continuing with the historical structure as those inequities will only be exacerbated in the future. Belcarra Council is agreeable to having these discussions facilitated by Metro Vancouver or another qualified entity or individual.

Belcarra Council would appreciate hearing by February 9, 2024, as to whether Anmore Council is interested in moving forward with a discussion of modernizing the governance, cost apportionment and recovery structures, and administration of Metro Vancouver's service.

Please be advised that, in the event that Anmore Council advises that it does not wish to move forward with a discussion of modernizing the governance, cost apportionment and recovery structures, and administration of Metro Vancouver's service or Anmore Council does not respond by February 9, 2024, Belcarra Council may initiate a formal service review under Division 6 of Part 10 of the *Local Government Act*.

Thank you in advance for your consideration of this matter.

Sincerely,



Jamie Ross
Mayor

cc: Belcarra Council
Anmore Council
Metro Vancouver