



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA
Village Hall
May 21, 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

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, May 6, 2024

Recommendation:

That the minutes of the Special Council Meeting held May 6, 2024 be adopted.

3.2 Regular Council Meeting, May 6, 2024

Recommendation:

That the minutes from the Regular Council Meeting held May 6, 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. Any person wishing to speak during Public Input Period must so indicate by raising their hand. Each person will be permitted 2 minutes to comment on items presented on the agenda. A second opportunity to speak is permitted when all other interested parties have had an opportunity to provide their comments. Comments must be directed to the Chair of the meeting and not to individual members of Council. Public Input Period is a venue for submissions in the form of statements. Questions can be directed to Question Period at the end of the agenda.

5. DELEGATIONS**5.1 Vancouver Fraser Port Authority Presentation**

- Jennifer Natland, Vice President, Real Estate
- Naomi Horsford, Municipal Executive Liaison

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 Laurel Grimm, Director of Corporate Affairs, District of Logan Lake, letter dated May 6, 2024 to The Honourable David Eby, Premier, indicating support for Bill-34 and the Restricting of Consumption of Illegal Substances Act.

6.1.2 Fraser Health, letter dated May 9, 2024 regarding community preparedness for projected hot and smoky periods during summer 2024.

6.1.3 Lynsay Pacey, Program Officer, Union of BC Municipalities (UBCM), letter dated May 9, 2024 regarding the approval of a \$25,000 grant in response to the Village of Belcarra's 2023 (Spring) Asset Management Planning Program - Development of an Integrated Long-term Financial/Asset Management Plan project.

6.2 Reports**6.3 Recommendation to Receive Items on Consent**

That the items on the Consent Agenda of the May 21, 2024 Village of Belcarra Regular Council Meeting be received into the record.

7. ITEMS REMOVED FROM THE CONSENT AGENDA**8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)****9. UNFINISHED BUSINESS****10. STAFF REPORTS**

10.1 Ken Bjorgaard, Financial Consultant, report dated May 21, 2024 regarding Comparative 2024 & 2023 Property Tax Levies

Recommendation:

That the report dated May 21, 2024 titled "Comparative 2024 & 2023 Property Tax Levies" be received into the record for information.

- 10.2** Paula Richardson, Chief Administrative Officer, staff report dated May 21, 2024 regarding the next steps in meeting the requirements in the new Provincial Housing Legislation.

Recommendation:

That the Short-Term Rental Accommodation and Bed & Breakfast Accommodation Policy No. 210 amendment to increase the fine for operating without a valid Business License to \$3,000 per day be approved; and further

The Village of Belcarra Business Licence Bylaw No. 227, 1995, Amendment Bylaw No. 628, 2024 be read a first, second and third time.

- 10.3** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated May 21, 2024 regarding the purchase of a new tractor in 2025 rather than 2024 in conjunction with a flail mower attachment.

Recommendation:

That the capital budget allocation of \$160,000 for a new tractor be moved forward to 2025; and further

That the capital budget for the new tractor be increased from \$160,000 to \$260,000 to account for price increases and the addition of a flail mower attachment with funding coming from the general capital reserve fund.

- 10.4** Paula Richardson, Chief Administrative Officer, verbal report regarding a donation to Eagle Ridge Hospital Foundation.

Recommendation:

That a donation of \$300.00 to the Eagle Ridge Hospital Foundation be approved.

11. BYLAWS

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

13. MAYOR AND COUNCILLOR REPORTS

Mayor attended the following events:

- Parks Committee – May 8
- Climate Action Committee – May 9
- Metro Mayors' Committee – May 10
- Port Coquitlam May Day Breakfast – May 11
- Tsleil-Waututh Nation Welcome Pole Brushing Ceremony - təmtəmíxʷtən/Belcarra Park – May 15
- Metro Mayors' Committee – May 16
- Metro Vancouver Board Budget Workshop – May 17

Reminder:

- FIRESMART HANDS-ON WORKSHOP – Metro Vancouver in collaboration with Sasamat Volunteer Fire Department
- Date: Saturday, May 25, 2024
- Time: 10am – Noon
- Location: Belcarra Regional Park, by the tæmtæmíxʷtæn/Belcarra Park picnic area dock

13.1. CHIEF ADMINISTRATIVE OFFICER 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. A person wishing to make a submission will be limited to two (2) minutes and the submission must be in the form of a question. A second opportunity to ask a follow up or new question is permitted if no one else is waiting to participate. Questions, including follow up questions, must be directed to the Chair of the meeting and not to individual members of Council or staff. If a question(s) to staff arises during Public Question Period, the question(s) must be addressed to the Chair and the Chair can request clarification from staff.

The total session is limited to 20 minutes and will be completed by 11:00 pm unless extended with approval of Council through an affirmative vote.

17. ADJOURNMENT



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MEETING MINUTES
May 6, 2024**



This meeting was held in Council Chambers

Council in Attendance

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

Staff in Attendance

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

Others in Attendance

Ken Bjorgaard, Financial Consultant

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

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 4:59 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, May 6, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the agenda for the Special Council Meeting of May 6, 2024 be approved.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the May 6, 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)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

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

CARRIED

Note: Councillor Wilder joined the meeting at 5:00 pm

4. ADJOURNMENT

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the May 6, 2024 Special Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 5:00 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
May 6, 2024**



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

Council in Attendance

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

Staff in Attendance

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

Others in Attendance

Ken Bjorgaard, Financial Consultant

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

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, May 6, 2024

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the agenda for the Regular Council Meeting of May 6, 2024 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, April 22, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the minutes from the Regular Council Meeting held on April 22, 2024 be adopted.

CARRIED

4. PUBLIC INPUT

Lynda Spence, Belcarra resident, indicated she wished to ask a procedural question. It was advised that she wait for Question Period. She thanked the volunteers working at Pub Night.

Penny Moen, Belcarra resident, took the opportunity to put forward that a great time was had by all at Pub Night with much participation by volunteers and the community. She advised that \$530 had been raised for the Sasamat Volunteer Fire Department.

5. DELEGATIONS AND PRESENTATIONS

No items

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

6.1.1 Trans Mountain, information notice on the decommissioning and removal of Pier 61 at Westridge Marine Terminal.

6.1.2 George V. Harvie, Chair, Metro Vancouver Board, letter dated April 18, 2024 regarding a final report and regional model policy framework resulting from an Inclusionary Housing Policy Review.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the items on the Consent Agenda of the May 6, 2024 Village of Belcarra Regular Council Meeting be received into the record for information.

Mayor Ross advised that he would like to have Item 6.1.3 removed for discussion.

No other requests were put forward for removal of items and the Mayor called the question on the motion.

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA

- 6.1.3** Mayor George V. Harvie, Mayor John McEwen, Mayor Jamie Ross, Mayor Mike Hurley, Mayor Ken Berry, Mayor Nicole MacDonald, Mayor Brad West, Mayor Malcolm Brodie, Mayor Ken Sim, Mayor Mark Sager, Mayor Megan Knight, Mayor Meghan Lahti, letter dated April 24, 2024 to the Honourable Arif Virani, Ministry of Justice and Attorney General of Canada putting forward an urgent appeal for denial of parole for Robert Pickton and requesting a reassessment of Canada's parole and sentencing framework for prolific offenders and mass murders.

Mayor Ross advised on the background of the letter signed by himself and mayors from other municipalities and on his reason for signing the letter.

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

- 8.1** Li-Jeen Broshko, KC, Corporate Secretary, E-Comm 9-1-1, letter dated March 27, 2024 requesting agreement for the re-nominations of Mayor Meghan Lahti, City of Port Moody and Councillor Nancy McCurrach, City of Port Coquitlam as the E-Comm Board of Directors for the 2024-2025 term.

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the re-nominations of Mayor Meghan Lahti, City of Port Moody and Councillor Nancy McCurrach, City of Port Coquitlam for appointment to the E-Comm Board of Directors for the 2024-2025 term, as representatives for the Village of Belcarra, the City of Coquitlam, the City of New Westminster, the City of Port Coquitlam and the City of Port Moody, be supported.

CARRIED

9. UNFINISHED BUSINESS

- 9.1** Motion by Councillor Ruzycki (brought forward as a Notice of Motion at the Regular Council Meeting of April 22, 2024)

Councillor Ruzycki spoke on the proposed motion.

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That staff be directed to explore an encroachment policy for the municipal lands within the boundaries of the Village of Belcarra to deal with existing encroachments and/or all private use of municipal lands; and further

That staff review other municipal encroachment policies and agreements.

CARRIED

Councillor Elworthy voted in opposition

10. STAFF REPORTS

- 10.1** Paula Richardson, Chief Administrative Officer, report dated May 6, 2024 regarding the next steps in the disposition of road ends as presented by Pooni Group.

The Chief Administrative Officer reviewed the report. She advised on the costs to carry out further work to be done to prepare road ends for potential sale and to investigate any encumbrances which may occur.

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

That the scope of work estimate in the amount of \$7,750.00 for next steps in the disposition of road ends as provided by Pooni Group in the memorandum dated May 1, 2024 be approved.

CARRIED

- 10.2** Paula Richardson, Chief Administrative Officer, report dated May 6, 2024 regarding Belcarra Day 2024.

The Chief Administrative Officer reviewed the report. She acknowledged the work done by the CRAB representatives and advised on funding contributed by CRAB.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

That the staff report dated May 6, 2024 titled “Belcarra Day 2024” be received into the record for information.

CARRIED

11. BYLAWS

- 11.1 2024 Tax Rates Bylaw No. 625, 2024**
A bylaw to set tax rates for the year 2024

Moved by: Councillor Elworthy

Seconded by: Councillor Wilder

That Village of Belcarra 2024 Tax Rates Bylaw No. 625, 2024 be adopted.

CARRIED

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- Metro Vancouver Board meeting – April 26
- Business Excellence Awards Gala – April 27
- Vancouver Port Authority Burrard Inlet Mayors' Committee – Annual Meeting – April 29
- Lower Mainland Local Government Association Conference – May 1-3

Mayor Ross acknowledged the National Day of Mourning held on April 28, 2024 honouring the lives of those lost or injured in the workplace.

COUNCILLOR REPORTS

Councillor Wilder attended the Lower Mainland Local Government Association (LMLGA) Conference held in Whistler along with Mayor Ross. She reported on the events and workshops held at the conference. Councillor Wilder also attended Pub Night hosted at the Belcarra Village Hall, the annual Hike for Hospice and a tour of the Sasamat Outdoor Centre.

Councillor Ruzycski attended the Coquitlam RCMP's annual Volunteer Recognition Event with Councillor Wilder and participated in a tour of the Sasamat Outdoor Centre.

Mayor Ross reminded all of Mother's Day on May 12.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer advised that Metro Vancouver is holding a FireSmart hands-on workshop designed for water access properties in collaboration with the Sasamat Volunteer Fire Department. The invitation has been extended to all Belcarra residents. The workshop is scheduled for May 25, 2024 at the təmtəmíxʷtən/Belcarra Regional Park picnic area dock. She also advised that bears have been out at WARD.

The Public Works and Emergency Preparedness Coordinator provided an update on concerns that there may have been a bear in one of the containers at WARD. He advised that it is bear season and that a mother bear and two cubs were seen at WARD. He stated that staff were dispatched in a response to a concern that a bear cub was in one of the compost bins and reported that staff did not find a bear in a bin.

14. OTHER MATTERS DEEMED EXPEDIENT

No Items

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

No items

16. PUBLIC QUESTION PERIOD

Linda Spence, Belcarra resident, asked about procedure related to deferral of a motion. She queried why those affected by the reason for a deferment could not have an opportunity for further consultation. She provided her submission to the Corporate Officer who read the question out loud.

The Corporate Officer advised on the procedure related to a motion to defer.

Klaus Bever, Belcarra resident, asked whether there has been a change in the process on how incoming correspondence is received by the Village and referred to a letter sent on April 11 which has not yet been on a Council agenda.

It was noted that correspondence is handled according to policy.

17. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That the May 6, 2024 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 8:06 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

May 6, 2024

File: 4900.03

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

Delivered *Via Email*

Dear Premier Eby:

Re: Support for Bill-34

District of Logan Lake Council at the April 2, 2024 Regular Meeting, passed the following resolution:

"THAT Council send a letter in Support for Bill-34 and the Restricting of Consumption of Illegal Substances Act."

The District of Logan Lake supports Bill-34 and believes this is a necessary step in addressing the ongoing crisis of drug addiction and overdose in our community. By restricting public consumption of illegal substances, we can create a safer and more welcoming environment for all residents, including children and families.

We feel that public spaces should be freely enjoyed by all community members and used for their intended purpose. While Council acknowledges that no person should feel compelled to engage in substance abuse alone and privately, but this should not come at the expense of degrading our public spaces.

Yours truly,



Laurel Grimm
Director of Corporate Affairs

LG/sv

B.C. Municipalities and Regional Districts
Dan Albas, MP Central Okanagan-Similkameen-Nicola
Jackie Tegart, MLA Fraser-Nicola
District of Hudson's Hope

May 9, 2024

Local Government Guidance: 2024 is Projected to be a Hot and Smoky Summer

Dear Community Leaders,

There is potential for 2024 to be a very hot and smoky summer. As we have experienced in the past years, extreme heat and wildfire smoke events can have devastating health impacts. These impacts are expected to worsen without adaptation and mitigation measures. Building enhanced resilience to these events requires an all-of-society approach, with many organizations working to minimize negative impacts on our communities. This is why we are sharing our yearly summer communication to assist in preparation.

Local governments are one of the most trusted sources of guidance and information on extreme weather, often ahead of health authorities. **Fraser Health Authority (FHA) is asking partners to update their plans, act in the case of extreme weather events, and promote, and share messaging and resources we and our partners, such as BC Centre for Disease Control (BCCDC), have developed to help keep residents safe.**

Highlights for this year:

- **BC Heat Alert Response System (BC HARS):**
 - The updated [BC HARS](#) is similar to last year. However, recent evidence suggests that higher temperatures earlier in the year can be particularly dangerous because people have not yet had the time to acclimatize to warmer summer temperatures. In spring/early summer, people may experience heat exhaustion or other health effects at temperatures up to 3° C lower than in mid to late summer.
 - The BC HARS system's thresholds remain unchanged. However, **should our region experience heat early in the year, we encourage local governments to activate cooling plans if you have capacity. Partners will be supported by EMCR to respond to an early summer heat event as if it was a heat warning.**
- **Cooling Map Portal:**
 - In 2023, the BC Government created an [online portal](#) to allow all local governments to post locations of cooling centres, water access points, or spray parks for the public. Please ensure that your teams upload and update locations.
 - **Please contact your regional [Emergency Management and Climate Readiness \(EMCR\) office](#) for more information.**
- **BC Air Quality Health Index (AQHI):**

- BC residents may not be familiar with the Air Quality Health Index (AQHI). It provides local air quality ratings, including messages to help people make decisions about outdoor activities.
- Since air quality can change quickly, the AQHI can provide important guidance for activities and events in addition to air quality alerts issued by Metro Vancouver and BC Ministry of Environment.
- **Please post and share AQHI updates and information on your social media.**
- **Resources:**
 - Factsheet on [Wildfire Smoke and Pregnancy \(BCCDC\)](#)
 - Factsheet on [Medications and Heat Interaction Guide](#) (Government of BC) (Government of BC)
 - Factsheet on [Extreme Heat Preparedness for Those Who Use Substances \(Toward the Heart\)](#)
 - Information on [BC Hydro Free Cooling Program for Income-Qualified Residents](#)
 - Information on Window Safety: [How to Prevent Children Falling Out of Windows](#)
 - Updated: [Summer Heat, Smoke and Health: Recommended Actions for Owners and Managers of Rental and/or Strata Housing](#) (FHA/VCH)(FHA/VCH)
 - [Cooling Shelter Guidance for local governments and non-profits](#) (VCH) (VCH)
 - [Guidance for Outdoor Events for Smoke and Heat](#) (VCH) (VCH)
 - [Policy Tools for Cooler Spaces \(VCH\)](#)spaces (VCH)
 - Video: [How to Make Do-It-Yourself \(DIY\) Air Cleaners](#)
 - Video: [How to Keep Your Home Cool](#)
 - Video: [Developing a Check-in System](#)

The FHA Healthy Environments team continues to be dedicated to supporting your local government in developing or updating municipal heat and smoke response plans. Some elements we recommend including are:

- **A designated point of contact between the local government or regional district and Fraser Health** with respect to heat and wildfire smoke events.
- Pre-season planning with key partners, including first responders, your health authority, and non-governmental organizations in your area, with a focus on susceptible populations.
- **A phased or scalable response plan** that can be tailored to the given situation and could include responses such as opening cool/cleaner air spaces, expanding access to drinking water in public spaces, expanding hours of air-conditioned facilities, rescheduling events, etc.
- **Communication plans to be activated in the event of heat or air quality alerts** to inform the public and key partners about the anticipated event, possible impacts, protective actions, and local government resources.
 - Draft messaging is available from the [BC Government](#). Fraser Health also creates social media content, which can be amplified before and during events through your channels.
 - [Check-in guides](#) can be promoted through social media channels or partners.
 - Staff and partner organizations who work with residents who are not comfortable with English can connect residents to extreme weather checks provided by [MOSAIC](#) (most Lower Mainland communities).

- Cooling centre locations, where applicable, can be shared with non-governmental organizations and the public to help ensure spaces are well-used, especially if advertised ahead of season.
- **Window safety information** is available that can be shared with the public to prevent children from falling out of windows during the hot summer.

Most funding for extreme heat preparedness in your communities require local governments to be partners/applicants. Partnering with organizations already connected to susceptible residents can be effective in expanding your reach.

Long-term heat and wildfire smoke adaptation strategies can include:

- Amending or creating **standards of maintenance by-laws to require adequate air conditioning/cooling and enhanced air filtration** for parts or all of a building. Please contact FHA for more information.
- **Enhancing Land use planning policies (e.g., urban forest and tree canopy cover) that reduce urban heat islands** and support people's use of cool areas such as shaded parks.
- Increasing **public amenities with energy efficient air conditioning and good air filtration.**
- Working with housing providers and non-profit organizations to ensure that there are spaces where people who are unhoused or otherwise marginalized feel safe and welcome to access during extreme weather, ideally in areas people are already located.
- Increasing permanent drinking water access points in public spaces.

As part of our own response to heat and wildfires, FHA has undertaken several initiatives, including seasonal readiness planning for health authority programs and facilities, developing resources, assisting in policy development, collaborative projects, and monitoring, and providing support to local partners.

In addition, over the last several years, we have worked with researchers at the University of British Columbia (UBC) and at Vancouver Coastal Health (VCH) to develop [climate vulnerability maps](#) that spatially represent community vulnerability to four climate hazards (heat, smoke, ozone, and flooding). We are happy to discuss how these maps and other health evidence may be integrated into your climate planning, to provide presentations regarding the health implications of heat and smoke, to assist in policy development, and to provide other guidance where possible.

If you are interested in engaging with us, please contact your Medical Health Officer or the Healthy Environment team at healthybuitenvironment@fraserhealth.ca.

Thank you for supporting health in your community.

Sincerely,



Maulik Baxi MBBS, MPH, FRCPC, Dip. ABPM
Medical Health Officer – Medical Director
Abbotsford, Mission



Ariella Zbar MD, CCFP, MPH, MBA, FRCPC
Medical Health Officer – Executive Medical Director
Surrey



Jing Hu MB, MSc, Ph.D., FRCPC
Medical Health Officer – Medical Director
Chilliwack, Hope, Agassiz/Harrison



Emily Newhouse MD, CM, MPH, FRCPC
Medical Health Officer – Medical Director
Delta, Langley, and White Rock



Cheryl Young BHSc, MD, CCFP, MPH, FRCPC
Medical Health Officer – Medical Director
Pitt Meadows, Maple Ridge, Port Moody, Coquitlam, Port Coquitlam, Anmore, Belcarra

Additional Extreme Heat Resources:

Extreme Heat	Description
Public Education Resources	
Fraser Health Extreme Heat Webpage	Resources for the public, community partners and health professionals regarding extreme heat.
Toward the Heart – Harm Reduction Resources	Harm reduction for those who use substances, including making a cool kit, supporting people with mental health challenges and those who use substances.
Fan FAQ and Infographic	New evidence about potential risks of fans from FHA.
Heat Preparation for Seniors and People with Chronic Illnesses (FHA/VCH) *multiple languages	Information on why seniors and people with chronic illnesses are more vulnerable to heat and what to do to protect them.
PreparedBC Extreme Heat Guide (Government of BC) *multiple languages	Information to help the public understand the risks of extreme heat and create plans to prepare and respond to protect their health.
Health Checks During Extreme Heat (NCCEH) *multiple languages	Guidance for the public on how to do in-person or remote check-ins on vulnerable people, including identification, questions to ask, and actions to take.
Extreme Heat Infographic (FHA/VCH) *multiple languages	General heat illness guidance and how to minimize and respond if someone is experiencing heat exhaustion or heat stroke.
Intact Centre on Climate Adaption - Apartment and Condo Heat Protection	Information to assist the public with cooling options for their homes.

Fact sheet: Staying Healthy in the Heat	Three one-page infographics: “Signs and Symptoms,” “Who’s at Risk” and “Safety Tips.”
Brochure: Protect Yourself From Extreme Heat	Heat related illness and actions individuals can take to prepare for extreme heat.
Window Fall Infographic *multiple languages	Actions that individuals can take to prevent window falls.
Heat Response Planning	
Developing a Municipal Heat Response Plan: A Guide for Medium Sized Municipalities	In-depth information on the development of a municipal heat response plan including pre-season preparation and implementation.
Interior Health - Heat Alert and Response Planning for Interior BC Communities (Jul 2020)	A user-friendly BC resource for Heat Alert and Response Planning.
How to be a Heat/Smoke Healthy Business Leader (FHA)	Guidance for businesses to provide relief to the public (FHA encourages sharing through business licensing).
Pet-Related Guidance for Extreme Heat Shelters and Businesses	Information on health considerations for allowing pets in cooling shelters.
Intact Centre on Climate Adaption - Apartment and Condo Heat Protection	Information to assist the public with cooling options for their homes.
Intact Centre on Climate Adaptation - Irreversible Extreme heat: Protecting Canadians and Communities from a Lethal Future (2022)	Guide for action that individuals, property owners, managers, and communities can take to mitigate the risks of extreme heat events including 1) planning and behavioural changes, 2) working with nature, and 3) improving buildings and public infrastructure.
BC Housing: Planning Resources	BC housing heat response planning resources.
AARP - Do-It-Yourself Project: Help Someone Stay Cool in Extreme Heat	Resources for promoting neighbours to check on one another during extreme heat events by the American Association of Retired Persons (AARP).
Primer for Organizations Supporting those Experiencing Homelessness	Resources for supporting people experiencing homelessness during extreme heat events.
WorkSafe BC - Heat Stress	Resources on how to protect outdoor works during extreme heat.
Wildfire Smoke during Heat Events	Smoke and heat events often happen at the same time. This resource offers information about how people can protect themselves in these situations.
Regional Heat Alerts	
Weather App	Weather app for Android and IOS devices.
Public Weather Alerts for Canada and How to Use Public Weather Alert Maps and Tables	Weather alerts across Canada; how to interpret the different weather alerts.

Additional Wildfire Smoke and Air Quality Resources

Wildfire Smoke and Air Quality	Description
Public Education Resources	
Prepare for the Worst: 10 Steps to Prepare for Wildfire Smoke (BCCDC)	Article from BCCDC scientists to help the public prepare for the health impacts of smoke.
Fraser Health Air Quality and Wildfires Page	Resources related to the public health impacts of poor air quality and wildfires.
Wildfire Smoke Response Planning (BCCDC)	In-depth information for the public with fact sheets regarding wildfire smoke and health.
Wildfires and Your Health	Information and links to resources from HealthLink BC for before, during and after a wildfire (including stress and trauma).
Smoke Infographics (FHA/VCH) *multiple languages	General information on smoke health impacts and what can be done to mitigate them.
Monitoring	
BC Air Quality Subscription Service Metro Vancouver Air Quality Advisories	Subscribe to receive emails when Smoky Sky Bulletins (outside of Metro Vancouver) or Air Quality advisories are issued (Metro Vancouver).
FireWork Environment Canada Daily Smoke Forecast Maps	Wildfire smoke forecast map for Canada.
BC Air Quality <ul style="list-style-type: none"> • Air Quality Health Index (AQHI) • BC Particulate Matter (PM2.5) Data • Smoky Skies Bulletins • Metro Vancouver Air Quality Advisories (email) 	Contains air quality information. Note that the AQHI and particulate matter data is not available for all communities. The Smoky Skies Bulletins are issued when there is a higher likelihood of smoke in a region.
BC Wildfire Service App	Interactive wildfire map.
Response	
Clean Air Shelters	A quick guide to clean air shelters.
Guidance for Cleaner Air Spaces During Wildfire Smoke Events	In-depth guide on how to identify buildings for clean air spaces and how to equip them once identified.
Evidence Review: Home and Community Clean Air Shelters to Protect Public Health During Wildfire Smoke Events	In-depth considerations regarding home clean air shelters (HCASs) and community clean air shelters (CCASs).
WorkSafe BC Health and Safety Resources for the Wildfire Season	WorkSafe BC information to protect workers.
BCCDC - Guidance for BC Public Health Decision Makes during Wildfire Smoke Events (2014)	This guidance provides BC-specific guidance about tools for situational awareness (smoke and health surveillance) and summarizes the evidence for effectiveness of intervention measures to protect public health.

<u>BC Health and Smoke Exposure (HASE) Coordination Committee Guideline (2021)</u>	This guideline describes how the Health Wildfire Smoke Response Coordination Group will support regional response to a wildfire smoke event in BC.
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May 9, 2024

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

Reference: AP8060

RE: 2023 (Spring) Asset Management Planning Program – Development of an Integrated Long-Term Financial/Asset Management Plan

Dear Mayor Ross and Council,

Thank you for providing a final report and financial summary for the above-noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$25,000. Based on this, a payment in this amount will follow shortly by electronic funds transfer. This transfer represents full payment of the grant and is based on 50% of the total reported expenditure to the approved grant maximum.

I would like to congratulate the Village of Belcarra for undertaking this project and responding to the opportunity to advance asset management practice in your local government.

The 2024 intake deadlines are May 10th and September 27th.

If you have any questions, please contact Local Government Program Services at 250-356-7123 or lgps@ubcm.ca.

A handwritten signature in black ink, appearing to read 'L Pacey', is positioned above the typed name.

Lynsay Pacey
Program Officer

cc: Paula Richardson, CAO

The Asset Management Planning program is funded by the Province of BC



COUNCIL REPORT

Date: May 21, 2024
From: Ken Bjorgaard, Financial Consultant
Subject: Comparative 2024 & 2023 Property Tax Levies

Recommendation:

That the report dated May 21, 2024 titled "Comparative 2024 & 2023 Property Tax Levies" be received into the record for information.

Purpose:

The purpose of this report is to apprise Council of the property tax levies from the various taxing authorities which will be reflected on the 2024 tax notices, and to compare the 2024 levies with those from 2023.

Report:

The following comparative 2024 and 2023 property levies, including the respective increases, are provided for information.

Taxing Authorities	2024 Tax Levy	2023 Tax Levy	% Increase from 2023 to 2024	Comments
BC Assessment Authority	\$29,956	\$27,336	9.6%	
Metro Vancouver Regional District	\$406,134	\$374,826	8.4%	Includes Sasamat Volunteer Fire Department & other tax levies
Municipal Finance Authority	\$170	\$160	6.3%	
Province of BC Police Taxes	\$121,756	\$112,818	7.9%	
Province of BC Regular School Taxes	\$899,941	\$826,362	8.9%	Extra school taxes on residential properties with assessed values > \$3 million; The additional tax rate is: 0.2% on the residential portion assessed between \$3 million and \$4 million 0.4% on the residential portion assessed over \$4 million
Province of BC Extra School Taxes	\$397,749	\$344,740	15.4%	
TransLink	\$231,021	\$176,299	31.0%	
Village of Belcarra	\$1,099,237	\$995,667	10.4%	Per approved increase of 10% and new construction of 0.4%
Total Property Tax Levies	\$3,185,964	\$2,858,209	11.5%	

The above 2024 tax levies will be distributed among the various assessed value properties in Belcarra and reflected on tax notices. In addition, the Village's water parcel tax (\$1,110.44), water user fee (connected) (\$1,852.00), water user fee (not connected) (\$1,298.00), and WARD user fee (\$560.00) will show up on tax notices.



Prepared by: Ken Bjorgaard
Financial Consultant



Concurrence: Paula Richardson,
Chief Administrative Officer



COUNCIL REPORT

File: 0410-06

Date: May 21, 2024

From: Paula Richardson, Chief Administrative Officer

Subject: **New Provincial Housing Legislation – Next Steps Update**

- **Short-Term Rental Accommodation and Bed & Breakfast Accommodation Policy No. 210 Amendment**
- **Village of Belcarra Business Licence Bylaw No. 227, 1995, Amendment Bylaw No. 628, 2024**

Recommendation

That the Short-Term Rental Accommodation and Bed & Breakfast Accommodation Policy No. 210 amendment to increase the fine for operating without a valid Business License to up to \$3,000 per day, be approved; and further

That Village of Belcarra Business Licence Bylaw No. 227, 1995, Amendment Bylaw No. 628, 2024, be read a first, second and third time.

Purpose

To advise on the next steps required in the new Provincial Housing Legislation related to Bill 35, Short-Term Rental Accommodation Act.

Background

On February 20, 2024, Pooni Group provided a report to Council with regard to the new Provincial Housing Legislation (Bill 35, 44, 46, 47). The report provided a high-level summary of each bill, their applicability to the Village of Belcarra, and the action items required of the Village to fulfill the Provincial requirements.

The Short-Term Rental Accommodations Act (STRAA) received Royal Ascent on October 26, 2023. The BC Government website notes the following:

“The goal of the STRAA and associated amendments to the *Local Government Act*, *Community Charter*, and the *Vancouver Charter*, is to strengthen tools to support local government enforcement of short-term rental bylaws, return short-term rentals to the long-term housing market, and establish a provincial role in the regulation of short-term rentals.

Fines that local governments may use for bylaw enforcement are increased, as follows:

- Maximum fines for regional district bylaw offences prosecuted under the Offence Act will be increased to \$50,000.
- Maximum fines local governments may issue under the Bylaw Enforcement Ticket Regulations have been increased from \$1,000 to \$3,000 per infraction per day.

Local governments are not responsible for enforcing the provincial legislation in their community, including the provincial principal residence requirement. The Province will enforce the legislation through the provincial compliance unit.

Short-term rental platforms must record and maintain any short-term rental information provided to them and disclose that information to the Minister of Housing. This information may be shared with local governments. The Province expects that data will be provided by platforms at specified intervals, and the Province and local governments will be able to use this information to support enforcement of their respective laws

Short-term rental platforms will be required to remove listings that do not have valid local government business licences, when requested by the local government, and must not post listings that do not include a valid provincial registry number. These new accountability measures will ensure that properties listed on short-term rental platforms have the requisite local and provincial approvals to operate.”

Please click on the link for further information on the Provincial Short Term Rental Policy [STRPolicyGuidance2023.pdf \(gov.bc.ca\)](#)

The Short-Term Rental Accommodation and Bed & Breakfast Accommodation Policy 210 and Business Licence Bylaw No. 227, 1995, Amendment Bylaw No. 628, 2024, have been amended to include the changes in fines noted above. Staff will bring forward a new Municipal Ticket Information Bylaw to an upcoming Council meeting to address any and all changes related to fees.

Effective May 1, 2024, in areas where the principal residence requirement applies, the Province requires that short-term rentals will be limited to a host’s principal residence and either a secondary suite or accessory dwelling unit (ADU) for most types of accommodation. The Village’s Policy is compliant with this requirement as noted below:

“2. Application Process and Business Licensing

- 2.3 Applicants for a Business Licence for STRA and/or B&B will be required to provide a Land Title Office Title Certificate **and provide a declaration that they will maintain the property as their principal residence** while operating a STRA and/or B&B use on the property.”

No further action is required on the part of the Village with regard to the Short-Term Rental Accommodation Act. Staff will review the Provincial registry data when it is made available to support the enforcement of Provincial and local regulations related to registration and licensing.



Prepared by: Paula Richardson
Chief Administrative Officer

The following appendices are attached hereto:

- Appendix A Short-Term Rental Accommodation and Bed & Breakfast Accommodation Policy No. 210 Amendment
- Appendix B Village of Belcarra Business Licence Bylaw No. 227, 1995, Amendment Bylaw No. 628, 2024



VILLAGE OF BELCARRA
CORPORATE POLICY NO. 210



Title: Short Term Rental Accommodation and Bed & Breakfast Accommodation

ISSUED BY: CAO	APPROVED BY: COUNCIL	DATE: JANUARY 27, 2020
REVISED BY: CAO	APPROVED BY: COUNCIL	DATE: MARCH 22, 2021
REVISED BY: CAO	APPROVED BY: COUNCIL	DATE: MAY 25, 2021
REVISED BY: CAO	APPROVED BY:	DATE:

Purpose

1. The Policy outlined below describes how the Village will review Business Licence applications for a Short Term Rental Accommodation (STRA) and Bed & Breakfast Accommodation (B&B) home based businesses, to provide clarity for staff, Elected Officials, and property owners.

Policy

2. Application Process and Business Licensing

- 2.1. A STRA and / or B&B Use is a Home Based Business Use. All STRA and / or B&B Uses shall require a Business Licence issued by the Village. Business licences are valid for a one year period from January 1 to December 31. Licences must be renewed annually to remain valid. Licences issued after July 31 of a calendar year will be prorated at one half of the fee for the full year.
- 2.2. The decision to grant a Business Licence for STRA and / or B&B is delegated to the Chief Administrative Officer.
- 2.3. Applicants for a Business Licence for STRA and / or B&B will be required to provide a Land Title Office Title Certificate and provide a declaration that they will maintain the property as their principal residence while operating a STRA and / or B&B use on the property.
- 2.4. Applicants should identify which dwelling unit will be rented as STRA and / or B&B if there is more than one dwelling unit on the property.
- 2.5. Owners must provide the Village with proof of insurance for the intended use, including business general liability for a limit of not less than two million (\$2,000,000) dollars per occurrence with respect to third party liability claims for bodily injury, property damage, personal injury, or death with a specific rider acknowledging the use of all or part of the property as a STRA and / or B&B. Such insurance must stay in force and not be amended, cancelled or allowed to lapse during the term of the Business Licence.

- 2.6. Decisions regarding the granting of a Business Licence for a STRA and / or B&B will take into consideration the following:
- 2.6.1. Complaint history regarding a STRA and / or B&B at the property;
 - 2.6.2. Previous bylaw infractions or violations of this policy at that address which is known to the Village;
 - 2.6.3. Potential impact on neighbouring properties;
 - 2.6.4. Inspection by the Building Inspector
 - 2.6.5. Occupancy and safety considerations related to the property (e.g. is the dwelling unit or room proposed for STRA and / or B&B legally occupied);
 - 2.6.6. All other provisions of this policy; and
 - 2.6.7. All other provisions of related regulations, bylaws, and policies.
- 2.7. Fees shall be charged for a Business Licence pursuant to Schedule 3 of the Belcarra Fees and Charges Bylaw.

3. Location of Use

- 3.1. A Short Term Rental Accommodation and / or Bed & Breakfast Accommodation Use may be permitted in either the Principal Dwelling Unit or in an Accessory Dwelling Unit (either an Accessory Secondary Suite or Accessory Coach House), or in part of a unit (i.e. one or more bedrooms within a Dwelling Unit). For a typical lot, with a Single Family Residential Use and an Accessory Secondary Suite Use or Accessory Coach House Use, the STRA and / or B&B Use may be permitted in *either* the principal and secondary units, or part of either unit, but not in both.
- 3.2. For a property with two principal Dwelling Units, one STRA and / or B&B Use may be permitted per set of principal and accessory units (i.e. each set of principal / secondary units may have one STRA or B&B Use).

4. Owner Occupancy

- 4.1. The property used for Short Term Rental and / or Bed & Breakfast Accommodation must be the principal residence of the business operator. The business operator must also be the/an owner of the property.
- 4.2. The resident / owner is not required to be on the property while the property is being used for STRA.
- 4.3. A home may be rented as a Bed and Breakfast where up to three rooms in the house are rented to separate tenants on a short term basis. The owner must reside on site (in either the Principal or Accessory Dwelling) while the Bed and Breakfast is in operation if more than one separate booking is made at one time.
- 4.4. Four example scenarios are provided below:
- 1. Owner A lives on their property year round but plans to travel for a month. During this time Owner A rents out their home for Short Term Rental Accommodation Use.
 - 2. Owner B lives on their property year round but has unused bedrooms and plans to rent out a room in the Principal Dwelling unit from time-to-time. Owner B will share common space within their home with guests. Up to three rooms may be rented out under a single STRA booking (e.g. to a customer that requires two or three rooms for their family).

3. Owner C has a coach house on their property and plans to list it year round for guests to stay on a short term basis. Owner C rents out their home for Short Term Rental Accommodation use.
4. Owner D has three spare bedrooms in their house and rents each spare bedroom out to separate tenants on a short term basis, as long as sufficient on-site parking is available. Owner D resides on the site while short term tenants are staying on their property. Owner D rents out bedrooms in their home for Bed & Breakfast use.

5. Length of Stay

- 5.1. Short Term Rental and / or Bed & Breakfast Accommodations are permitted for a maximum stay of 30 nights per stay.
- 5.2. The minimum length of stay is 2 nights.

6. Parking and Bylaw Compliance

- 6.1. A property used for STRA and / or B&B must comply with all other provisions of the Belcarra Zoning Bylaw.
- 6.2. Legal non conforming buildings may, at the discretion of the Village, be permitted to operate an STRA and / or B&B Use.
- 6.3. Parking shall be required as outlined in the Belcarra Zoning Bylaw.
- 6.4. All parking for STRA must be provided on the property (i.e. street parking may not be used to address parking requirements).
- 6.5. If adequate parking is not provided, the Village may decline to issue a Business Licence for a STRA and / or B&B.

7. Notification

- 7.1. Operators of STRA and / or B&B in the Belcarra must identify a contact who can be reached at any times (including evenings and nights) in the event of emergency.
- 7.2. The name and telephone number of the emergency contact shall be provided to the Village at the time of an application for a Business Licence. The Village shall be notified if the name or telephone number for the emergency contact changes.
- 7.3. The name and contact information for the owner and the emergency contact shall be mailed or otherwise delivered, by the applicant and at the expense of the applicant, to all properties abutting the subject property in any direction.
- 7.4. The Business Licence must be posted in the Dwelling Unit used for the STRA and / or B&B pursuant to Section 7 of the Business Licence Bylaw.
- 7.5. The Village of Belcarra Business Licence number must be posted in any advertising or listing of the STRA and / or B&B.

8. Noise and Nuisance

- 8.1. STRA and / or B&B operators shall be responsible for notifying their guests, in any listings, to respect the quiet, residential, and rural nature of the Village.
- 8.2. STRA and / or B&B operators shall be liable for any violation of the Belcarra Noise Bylaw.

9. Enforcement

- 9.1. This policy shall be enforced as provided under the Belcarra Zoning Bylaw, Noise Bylaw, Business Licensing Bylaw, or other regulations as applicable. For example, the Business Licence Bylaw, Section 14.5 states “anyone operating a Short Term Rental Accommodation (STRA) or Bed & Breakfast (B&B) without a valid Business License may be subject to a fine of up to **\$3,000.00** at the discretion of the Village of Belcarra Chief Administrative Officer.”
- 9.2. Provisions of the Zoning Bylaw, Noise Bylaw, Business Licensing Bylaw, or other Village of Belcarra Bylaw shall take precedence over provisions of this policy.
- 9.3. Operators found to be not in compliance with this policy may have their Business Licences rescinded without refund, or may not have their Business Licence renewed, at the discretion of the Chief Administrative Officer.
- 9.4. The Village will take reasonable steps to investigate and evaluate contraventions of this Policy and other applicable Village regulations related to a Short Term Rental and / or Bed & Breakfast Accommodation on a complaint basis.



VILLAGE OF BELCARRA
Business Licence Bylaw No. 227, 1995,
Amendment Bylaw No. 628, 2024



A bylaw to amend fines for offences related to Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B).

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Business Licence Bylaw No. 227, 1995 Amendment Bylaw No. 628, 2024".

2. That the "Village of Belcarra Business Licence Bylaw No. 227, 1995" be amended:

a) By replacing the following text under **Section 14. Offences**:

"14.2 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 or refrains from doing anything required 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, and is guilty of a separate offence each day that a violation continues or exists."

"14.5 Notwithstanding Section 14.2, anyone operating a Short Term Rental Accommodation (STRA) or Bed & Breakfast (B&B) without a valid Business License may be subject to a fine of up to **\$1,000.00** per day, per offence, at the discretion of the Village of Belcarra Chief Administrative Officer."

b) With the following text:

"14.2 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 or refrains from doing anything required by a provision of this bylaw, is guilty of an offence and is liable, upon summary conviction, to a fine not exceeding **\$50,000** and not less than \$2,500, and is guilty of a separate offence each day that a violation continues or exists."

"14.5 Notwithstanding Section 14.2, anyone operating a Short Term Rental Accommodation (STRA) or Bed & Breakfast (B&B) without a valid Business License may be subject to a fine of up to **\$3,000.00** per day, per offence, at the discretion of the Village of Belcarra Chief Administrative Officer."

**Village of Belcarra Business Licence Bylaw No. 227, 1995,
Amendment Bylaw No. 628, 2024**

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

This is a certified a true copy of
Village of Belcarra Business Licence Bylaw No. 227, 1995
Amendment Bylaw No. 628, 2024

Chief Administrative Officer



COUNCIL REPORT

Date: May 21, 2024
From: Stewart Novak, Public Works and Emergency Preparedness Coordinator
Subject: **New-Holland Tractor and Flail Mower Replacement**

Recommendations

That the capital budget allocation of \$160,000 for a new tractor be moved forward to 2025; and further

That the capital budget for the new tractor be increased from \$160,000 to \$260,000 to account for price increases and the addition of a flail mower attachment, with funding coming from the general capital reserve fund.

Purpose

The purpose of this report is to provide information on a request to purchase a new tractor in 2025 rather than 2024.

Background

The Village of Belcarra owns a 2008 New-Holland TN70DA tractor with a front-end loader and hydraulic mowing attachment (flail mower).

The New-Holland tractor is an essential piece of equipment used regularly for flail mowing boulevards, loading soil and gravel, loading the salt spreader for winter plowing and a variety of public works activities.

Due to its exposure and use of salts during the winter months, heavy rust has developed on the tractor's chassis, wheels, and loader. Salt exposure also impacts electrical components of the tractor which reduces the reliability of the machine at crucial times.

Staff believe the overall size of the existing New-Holland tractor is adequate for many of its job duties, however, it is significantly underpowered for running a new flail mower attachment which now will require a minimum of 75 to 110 horsepower to run. Belcarra's tractor provides only 60 horsepower.

In 2021 the tractor's flail mower attachment broke down and could not be repaired. As a result, Council approved the purchase a used flail mower at the cost of \$30,607 which included the cost of fitting the mower onto the tractor. The mower was purchased during COVID restrictions which impaired the flow of heavy equipment crossing into Canada from the USA and resulted in limited selection and inflated prices. Staff purchased the only used flail mower that could be found, which came from Cubex in Winnipeg.

Working with the existing flail mower has been challenging because the design of the attachment does not work well with the tractor and the flail mower breaks down routinely.

Belcarra's 2008 New-Holland tractor is scheduled for replacement in 2024, with a budgeted replacement cost of \$160,000, with the funding coming from the Village general capital reserve fund.

Preliminary price estimates based on desired specifications indicate a possible shortfall in Belcarra's capital funding, however, Belcarra has become a member of the Canoe Procurement Group of Canada which may provide up to 22% discounted rates on capital item purchases.

Preliminary estimates:

1a	Massey Ferguson 4x4, 130 HP tractor Canoe Procurement discount @ 22% Belcarra's cost	\$170,460.25 -\$37,501.25 \$132,959.00
1b	McConnel Power Arm Flail Mower Canoe Procurement discount @ 15% Belcarra's cost	\$93,987.65 -\$14,098.15 \$79,889.50
1c	Tire Levy	\$100.00
	Combined total	\$212,948.00 plus tax
2a	Kubota 4x4, 114 HP tractor Canoe Procurement discount @ 22% Belcarra's cost	\$217,947.16 -\$47,948.37 \$169,998.78
2b	McConnel Power Arm Flail Mower Canoe Procurement discount @ 15% Belcarra's cost	\$93,987.65 -14,098.15 \$79,889.50
2c	Tire Levy	\$140.00
	Combined Total	\$250,028.29 plus tax

Strategic Implications

Staff work to ensure that the size and functionality of individual vehicle and equipment units are aligned with the required uses and will review this each time equipment is renewed to ensure it continues to efficiently meet the needs of the Village.

Staff will also extend individual unit life cycles through appropriate initial outfitting, regular maintenance and repair, and responsible operating practices.

Staff considers industry recommended standard useful lives to budget for fleet unit replacements, but also considers multiple factors prior to initiating replacement, including current mechanical condition and reliability, amount of use, severity of conditions, and other factors which may allow extending the equipment life or could require accelerated replacement.

As part of Belcarra's strategic planning, LandInfo Tech have developed an asset management dashboard program for the Village and have logged their assets and assigned life expectancies and replacement dates onto the view table.

The program table lists a 12-year replacement cycle for the tractor and flail mower and shows it is currently due for replacement. Twelve years is in line with other municipal policies. For example, Port Moody's policy lists 8 to 12 years for a tractor and flail mower. Belcarra's New-Holland tractor is currently 16 years old.

Belcarra's tractor is also used for tasks other than simply flail mowing. As previously stated, it is used in the wintertime to load salt which significantly reduces life expectancy, however due to some significant repair work completed on the tractor in 2022 staff believe that the use of the tractor could be extended into 2025 without undue risk of additional breakdowns.

Disbursement of assets:

It is believed that Belcarra could receive between \$18,000 and \$26,000 for the tractor and flail mower at auction which would reduce the impact of purchasing a new tractor and flail mower.

Another consideration would be to keep the old tractor and use it exclusively to load salt in the wintertime, which may dramatically extend the life of the new tractor.

Summary

Belcarra's New-Holland flail mowing tractor is scheduled for replacement in 2024 and has a budget allocation of \$160,000 for the purchase of a new tractor.

It is staff's recommendation to delay the purchase of a new tractor until 2025 and increase the budget to \$260,000 to accommodate for price increases and a new flail mower attachment at that time.

Belcarra's tractor is a key piece of machinery used in the summertime for flail mowing, shouldering roads with sand and gravel, and loading salt into the trucks during the wintertime. Replacement of the 2008 New-Holland tractor will reduce breakdown costs and increase reliability, helping to ensure operational tasks are completed as scheduled.



Prepared by: Stewart Novak
Public Works and Emergency
Preparedness Coordinator



Concurrence: Paula Richardson,
Chief Administrative Officer