



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA
Village Hall
July 8, 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, June 17, 2024

Recommendation:

That the minutes of the Special Council Meeting held June 17, 2024 be adopted.

3.2 Regular Council Meeting, June 17, 2024

Recommendation:

That the minutes from the Regular Council Meeting held June 17, 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

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 Councillor Katie Neustaeter, Deputy Mayor, City of Kamloops, letter dated June 11, 2024 requesting support from BC municipalities regarding downloading of costs on municipalities by other levels of government.

6.1.2 Ravi Kahlon, Minister of Housing, letter dated June 14, 2024 regarding the deadline for local government to amend zoning bylaws to complete with the new Small Scale Housing (SSMUH) legislation.

6.1.3 Sherry Chisholm, Belcarra resident, letter dated June 22, 2024 regarding issues in the Village of Belcarra including the Fire Department, the water system and repairs to roads.

6.1.4 Ralph Drew, Belcarra resident, email dated June 22, 2024 concerning perspectives regarding the Sasamat Volunteer Fire Department.

6.1.5 Rob Begg, Belcarra resident, email dated June 25, 2024 regarding instances of municipal abusive power in the community.

6.1.6 Rob Begg, Belcarra resident, email dated June 25, 2024 regarding low attendance at Council meetings.

6.1.7 Klaus Bever, Belcarra resident, email dated June 28, 2024 regarding safety on Bedwell Bay Road.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

That the items on the Consent Agenda of the July 8, 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** Claudia Chan, Manager of Digital Strategy, Municipal Insurance Association of B.C. (MIABC), email dated June 21, 2024 regarding MIABC's 37th Annual General Meeting scheduled for September 17, 2024 and the appointment of voting delegates.

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

- 10.1** Stewart Novak, Public Works & Emergency Preparedness Coordinator, staff report dated July 8, 2024 regarding Marine Avenue Road Repair, Design & Estimate

Recommendation

That ISL Engineering's detailed design and class B cost estimate for the Marine Avenue Road repair be approved; and

That staff proceed to Request for Proposal (RFP) for the final cost estimates; and

That the 2024 capital budget for the Marine Avenue Road project be increased by \$217,811 to \$468,222 (\$250,411 + \$217,811) with the additional funding for the \$217,811 coming from the Community Works Reserve Fund; and further

That the 2024 – 2028 Financial Plan be amended accordingly.

- 10.2** Ken Bjorgaard, Financial Consultant, report dated July 8, 2024 regarding the 2024 – 2034 Community Works Funding Agreement with UBCM

Recommendation:

That the Mayor and Chief Administrative Officer be authorized to execute the 2024 - 2034 Community Works Fund Agreement under the Administrative Agreement on the Canada Community-Building Fund.

- 10.3** Ken Bjorgaard, Financial Consultant, report dated July 8, 2024, regarding the Draft Active Transportation Network Plan (ATNP) Request for Proposals

Recommendation:

That the report dated July 8, 2024 titled "Draft Active Transportation Network Plan (ATNP) Request for Proposals" be received into the record for information.

- 10.4** Paula Richardson, Chief Administrative Officer and Ken Bjorgaard, Financial Consultant, report dated July 8, 2024 regarding the status of the Strategic Priorities Work Plan Initiatives as at June 30, 2024

Recommendation:

That the report dated July 8, 2024 titled “Status of Strategic Priorities Work Plan Initiatives as at June 30, 2024” be received into the record for information.

- 10.5** Paula Richardson, Chief Administrative Officer staff report dated July 8, 2024 regarding the quarterly departmental reporting for the quarter ended June 30, 2024

Recommendation

That the report dated July 8, 2024 titled “Quarterly Department Reports – For Quarter ending June 30, 2024” be received into the record for information.

- 10.6** Amanda Seibert, Corporate Officer, staff report dated July 8, 2024 regarding the Village of Belcarra Privacy Policy – Corporate Policy No. 231, 2024.

Recommendation:

That Village of Belcarra Privacy Policy - Corporate Policy No. 231, 2024 be approved.

11. BYLAWS

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- RCMP “E” Division, Lower Mainland District (LMD) Mayors’ Forum – June 19
- Metro Vancouver Regional Parks Committee Tour 2024 – June 21
- TransLink Mayors’ Council Meeting – June 27
- Metro Vancouver Regular and Special Board Meetings – June 28

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
June 17, 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
Stewart Novak, Public Works & Emergency Preparedness Coordinator
Amanda Seibert, Corporate Officer/Recording Secretary

Others in Attendance

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, June 17, 2024

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the agenda for the Special Council Meeting of June 17, 2024 be approved.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the June 17, 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)(e) The disposition of land or improvements if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Section 90(1)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

4. ADJOURNMENT

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the June 17, 2024 Special Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 5:02 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
June 17, 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

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, June 17, 2024

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting of June 17, 2024 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, June 3, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the minutes from the Special Council Meeting held on June 3, 2024 be adopted.

CARRIED

3.2 Regular Council Meeting, June 3, 2024

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held on June 3, 2024 be adopted.

CARRIED

4. PUBLIC INPUT

The Chief Administrative Officer reminded residents that public input pertaining to the Official Community Plan Bylaw brought forward at the April 8, 2024 Public Hearing will not be considered.

Penny Moen, Belcarra resident and CRAB representative, took the opportunity to speak on Belcarra Day held on May 9, 2024. She commented that the event was well attended and very successful. She thanked all the volunteers as well as Village staff for their participation. She reminded all of the next CRAB event which is Potluck in the Park scheduled for September.

5. DELEGATIONS AND PRESENTATIONS

No items

6. ITEMS ON CONSENT AGENDA**6.1 Correspondence**

6.1.1 Mayor Kermit Dahl, City of Campbell River, letter dated May 28, 2024 expressing concern with the Provincial Government's recent management of forest practices.

6.1.2 Michael Ohnemus, Manager, Transit Network Management, Transportation Planning & Policy Division, email dated June 5, 2024 providing information on TransLink's summer seasonal changes.

6.1.3 George V Harvie, Chair, Metro Vancouver Board, letter dated June 10, 2024 regarding the 2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver.
See link below:

["2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver"](#)

6.1.4 George V. Harvie, Chair, Metro Vancouver Board, letter dated June 10, 2024 regarding a 2020 Update on the tree canopy cover and impervious surface within *Metro 2050's* Urban Containment Boundary.

6.1.5 George V. Harvie, Chair, Metro Vancouver Board, letter dated June 11, 2024 regarding Metro Vancouver Tree Regulation Toolkit. *See link below:*
["Metro Vancouver Tree Regulation Toolkit – Second Edition" dated March 2024](#)

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Ruzyski

Seconded by: Councillor Elworthy

That the items on the Consent Agenda of the June 17, 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)

No items

9. UNFINISHED BUSINESS

No Items

10. STAFF REPORTS

- 10.1** Paula Richardson, Chief Administrative Officer staff report dated June 17, 2024 regarding consent to replacement of Recreational Waterfront Licence Agreement No. BEL 116-00336F-001 with BEL No. 116-00336F-005 and Highway Encroachment Agreement Fronting Marine Avenue adjacent to 3411 Senkler Road and 3431 Senkler Road.

The Chief Administrative Officer reviewed the report. She provided background on the property owners requests for a highway encroachment agreement, their application to build a tram to the existing dock and the request to the Port for a shared dock.

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

- 1. That the Mayor and Chief Administrative Officer be authorized to execute Recreational Waterfront Licence Agreement No. BEL116-00336F-005 between the Vancouver Fraser Port Authority, and Paul & Karen Margaret Degraaf with the Village of Belcarra as Consenting Party, for a waterlot fronting Marine Avenue, adjacent to PID 001-997-874 (3411 Senkler Road) reflecting a change to add upland property PID 001-997-882 (3431 Senkler Road); and**
- 2. That the issuance of a Highway Encroachment Agreement to Paul & Karen Margaret Degraaf authorizing permission to encroach, occupy and maintain a tram on municipal lands fronting property located at Marine Avenue adjacent to PID 001-997-882 (3431 Senkler Road), be approved; and further**

3. **That the Mayor and Chief Administrative Officer be authorized to execute a Highway Encroachment Agreement for a ten-year term beginning on the date of execution subject to the approval of a building permit and inspection of a tram encroaching on Village of Belcarra property adjacent to PID 001-997-882 (3431 Senkler Road).**

CARRIED

- 10.2 Amanda Seibert, Corporate Officer, staff report dated June 17, 2024 regarding the 2023 Annual Report for the Village of Belcarra

The Corporate Officer reviewed the staff report. She outlined details of the 2023 Annual Report including the audited financial statements and reported that no comments or questions on the report were received from the public.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That the 2023 Annual Report be received as required by the *Community Charter*.

CARRIED

11. **BYLAWS**

No items

12. **RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS**

From the Closed Council Meeting of June 3, 2024

Item 4.1 Release of information in relation to the Sasamat Volunteer Fire Department

13. **MAYOR AND COUNCILLOR REPORTS**

Mayor Ross attended the following events:

- Belcarra Day – June 9, 2024
- TWN Burrard Inlet Eelgrass Symposium – June 10
- TransLink Joint ECP and Board Recruitment Committee Meeting - June 12
- Mayors' Council Public Affairs & Governance Committee - June 12
- Metro Vancouver Climate Action Committee Meeting - June 13

He acknowledged National Indigenous Day coming up on June 21 and put forward congratulations to all the Belcarra Graduates of 2024.

Mayor Ross commented on the tragedy of the collapse of the Iron Workers Memorial Bridge and the ceremony honoring the workers who did not return home on that day and their families.

Councillor Elworthy commented on the news of the collapse of the bridge and the impact of that incident on the labour movement and a focus on safety.

Councillor Ruzycki attended Belcarra Day and commented on the success of the event. She acknowledged the milestone birthday of Jim Chisholm, a long time Belcarra resident.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative acknowledged National Indigenous Day and advised on the history and the significance of the day for Indigenous First Nation, Inuit and Metis People.

She reminded residents to watch for pedestrian traffic and to be aware of the advance warning beacon at the crosswalk at the top of Kelly Road. She stressed that drivers need to be aware of this beacon and to slow down upon approach when the lights are flashing. She also encouraged all residents to register for the Alertable App.

The Chief Administrative Officer advised that lines on Belcarra Bay Road were recently repainted.

14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

No items

16. PUBLIC QUESTION PERIOD

The Chief Administrative Officer reiterated her comments that input pertaining to the Official Community Plan Bylaw brought forward at the April 8, 2024 Public Hearing will not be considered.

Ian Devlin, Belcarra resident, commented on the 2023 Annual Report and requested the addition of the names of two Official Community Plan Review Committee members in the section on committees.

The Corporate Officer advised that the names will be added to the final report.

17. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the June 17, 2024 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 7:30 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



June 11, 2024

B.C. Municipalities and Regional Districts

CR-6871

RE: Support for Downloading Costs on Municipalities

Dear Municipalities of BC,

Kamloops City Council recently received a report titled "The Financial Impacts of Higher-Level Government Policy Change" at a May 28, 2024, Council meeting. The report highlighted a number of significant costs that have been downloaded to the municipality due to changes in policies or lack of Provincial action. It is attached for your reference.

Next steps are necessary in order to create a call to action for all provincial party leaders in British Columbia as the election approaches.

It is also crucial that we bring these costs to the attention of our constituents as they grapple with significant increases to taxation at the local level and seek to bring responsibilities and associated costs back into appropriate scope for all levels of Canadian government. We are therefore urging fellow municipalities in British Columbia to perform a similar evaluation of the costs of higher-level government policy changes on your communities so that we can effectively bolster the advocacy already happening through UBCM in concrete terms.

Through our collective strength, and as one unified voice committed to seeing positive change in our communities, we can make a difference for the citizens who have chosen to make British Columbia home.

Sincerely,

Councillor Katie Neustaeter
Deputy Mayor, City of Kamloops

cc: Council
David Hallinan, Corporate Services Director, City of Kamloops



June 14, 2024

Ref. 68598

Dear Mayors and Chairs:

As you know, last fall, we passed legislation requiring local governments to update their zoning bylaws to make it easier to build Small Scale Multi-Unit Housing (SSMUH), like town homes, multiplexes, and laneway houses. These changes support our government's work to tackle the housing crisis and build more homes faster. We know local governments in BC have been working hard to comply.

I would like to remind you that the deadline for local governments to amend their zoning bylaws to comply with the new SSMUH requirements is fast approaching. All local governments are required to notify the Minister of Housing that they have amended their bylaws in accordance with the SSMUH requirements in Bill 44: *Housing Statutes (Residential Development) Amendment Act, 2023*, legislation by June 30, 2024. Direction on notification can be found on the Ministry website [here](#).

While the compliance date for zoning bylaw amendments is June 30, 2024, the requirements must be applied to all zones that met the definition in the legislation of a restricted zone on the date the legislation came into force, which was December 7, 2023. In preparing, amending, or adopting a zoning bylaw to permit the use and density required by the SSMUH legislation, a local government must consider any applicable guidelines for SSMUH, including the Provincial Policy Manual and Site Standards and any subsequent policy bulletins issued by the Province. These guidelines were developed to ensure that SSMU projects are viable so more homes will be available in our communities for people. Current and future resources can be found online at: [Local government housing initiatives - Province of British Columbia](#). Of note, the legislation also states that local governments must not unreasonably prohibit or restrict the use or density of use required by Bill 44 for SSMUH.

.../2

I would also like to remind you that the Province encourages local governments to allow for strata-titled SSMUH at every opportunity. This will increase opportunities for home ownership while still adding to the supply of rental housing in the secondary rental market.

Similarly, policy recommendations for parking contained in the [Provincial Policy Manual and Site Standards](#) highlight the influence of onsite vehicular parking requirements on the viability of SSMUH housing forms. Local governments should seek to minimize parking requirements when updating their zoning bylaws, and where appropriate, consider removing parking requirements for residential zones altogether.

Finally, if you have applied for an extension to the compliance date for the SSMUH requirements, please be assured the Ministry of Housing is processing applications, and decisions will be communicated as they are made. Local governments that have applied for an extension for part of their community are still required to adopt an amended zoning bylaw for all areas for which they have not requested an extension by June 30, 2024.

I look forward to our continued work together to ensure that all British Columbians have access to the homes that they need.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ravi Kahlon', is positioned above the printed name and title.

Ravi Kahlon
Minister of Housing

pc: Chief Administrative Officers
City Managers

June 22, 2024

To: Mayor, councillors and Villagers

From: Sherry Chisholm THE CONCERNED TAXPAYER

I am motivated to write this letter as I see amalgamation looming in the not too distant future. The mayor and council have done nothing to improve or fix our financial problem.

We need to prioritize our immediate needs.

1. An upgraded firehall as is required by law AND COMMON SENSE.
2. An upgraded water system which requires the dead-end pipes be looped back to system and chlorination system installed. I am not suggesting more water storage at this time because of the cost, however, that is something that must be kept in mind for a future date.
3. Some of our roads need repairs and shoring up along Marine Avenue is urgently needed.

We are probably going to lose our Fire Department (first responders to medical call outs) unless we continue with the present 50/50 agreement. I would suggest that we must honor the present agreement and at some time in the future consider a new agreement that may be based on the per property fee for both Anmore and Belcarra tax payers. This seems to me to be a more fair arrangement. Now is not the time to negotiate a new deal during the present negotiations for both new halls. Belcarra has very few fire department volunteers and we cannot go on our own so our present coverage is threatened. We must pay now to keep the service and after we honor our present agreement we can then talk about a more fair payment deal for costs.

I also suggest that young families need to STEP UP and serve the fire department and possibly the Metro Vancouver Park Staff need to be encouraged to join the department. The staff are in the park all day and maybe it's time the Park pitched in to help our volunteer attendance at fire call-outs.

The water system needs upgrading .. on this issue there is no arguing.

Marine Avenue needs work .. once again there is no arguing.

There is no question or arguing that the Village NEEDS MONEY. We already have a large long term debt from the original water system and that will last another 15 years I think. Let us not go for another costly, 25 year loan. WE CAN PAY UP FRONT. Sell a few UPLAND unused road ends. Some folks fear they will lose the use of the road end by their property. This I understand and have some sympathy, however, for the MAJORITY of residents it means no great tax increase or long term interest rate charges. I see only the two ways to pay for our requirements. Long term loan or sell a few unused road ends.

OUR COUNCIL AND MAYOR MUST START ACTING NOW AND NOT JUST SIT IDLE WHILE THE TAXPAYERS ARE TALKING AMALGAMATION OR LONG TERM DEBT. NO OTHER MIUNICIPALITY WILL TAKE ON OUR DEBT. WE THE TAXPAYERS OF BELCARRA WILL BE RESPONSIBLE TO PAY OUR OWN DEBTS EVEN IF WE ARE ABLE TO AMALGAMATE WITH ANOTHER COMMUNITY.

From: Ralph Drew [REDACTED]

(Severed portions are shaded)

Sent: Saturday, June 22, 2024 2:06 PM

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

Subject: Perspectives regarding the Sasamat Fire Protection Service

Dear Mayor & Council,

Re: Perspectives regarding the Sasamat Fire Protection Service

First and foremost, the SVFD is an essential public safety service that is highly valued by the municipalities of Anmore and Belcarra, and the residents of both villages want to see this service continue to serve the collective interests of their communities.

Second, the SVFD is a service function of *Metro Vancouver* that is administered by a Board of Trustees and each Trustee has a fiduciary responsibility to act in the best interests of the SVFD fire protection service. Political interests should not, and must not, take precedence over the public safety interests of the specified fire protection area which are the responsibility of the Board of Trustees.

Last year Mayor McEwen wrote a letter suggesting that Anmore Council wanted to redevelop or replace the Anmore Fire Hall on its own initiative, independent of the SVFD Board of Trustees. However, the Anmore Fire Hall is not owned by the Village of Anmore; rather, it is held in trust by *Metro Vancouver* as an asset of the **Sasamat Fire Protection Service**. In addition, Mayor McEwen seems to have forgotten that 50% of all SVFD assets are also “owned” by Belcarra (as one of the two members of SVFD) which includes all buildings, vehicles and equipment. As a consequence, not only was Mayor McEwen's letter not authorized by the SVFD Board of Trustees, but the letter was also contrary to the actual ownership of the Anmore Fire Hall. Such a unilateral letter by Mayor McEwen was not in the best interests of the **Sasamat Fire Protection Service** which is the responsibility of all Trustees!

Third, the **Sasamat Fire Protection Service** has successfully and reliably provided fire protection service for 47 years (since 1977) and has operated under the current funding formula for the past 35 years (since 1989). Over that timeframe, there have been many changes, not the least of which is population growth — Anmore now has more than three times the population of Belcarra.

Earlier this year, the SVFD Board of Trustees unanimously voted to proceed with the planning and design for the replacement of the fire halls in Anmore and Belcarra. This is a positive first step in a process that will unfold over the next two or three years.

However, the matter of the current cost-sharing formula is long overdue for review. It is important to note that Division 6 of Part 10 of the Local Government Act was designed to address such a service revue that provides a dispute resolution process which can include the provision of mediators or arbitrators, if required.

For the past 47 years, our communities have been blessed with an effective fire protection service that is the envy of other small communities throughout the Province. It's in everyone's best interest that we make adjustments and continue to focus on the meaning of a public safety service.

Regards,
Ralph Drew

From: Rob Begg [REDACTED]
Sent: Tuesday, June 25, 2024 5:47 PM
To: Paula Richardson <prichardson@belcarra.ca>
Cc: belcarrabarnacle@gmail.com
Subject: Municipal Abuse of power

Robert Begg
3424 Marine Ave.

June 25, 2024

The Mayor, Council and CAO
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

Dear Mayor, Council and CAO

I am writing to express my deep concern regarding instances of municipal abusive power in our community. It has come to my attention that certain actions and policies enacted by our local government are not only detrimental to the well-being of our residents but also undermine the fundamental principles of transparency, accountability, and fairness.

The lack of transparency in our municipal decision-making processes is concerning. Closed-door meetings, inadequate public notice, and insufficient opportunities for community input have become all too common. This opacity breeds suspicion and reduces public confidence in our local government. Decisions that affect our daily lives, from knee jerk bylaws to budget allocations, must be made openly and with genuine public participation.

Furthermore, there are reports of selective bylaw enforcement and regulatory actions that disproportionately target marginalized villagers. This selective enforcement creates an atmosphere of fear and inequality, where certain groups feel unjustly persecuted while others appear to be above the law. Such practices are not only morally wrong but also legally questionable and socially divisive.

The concentration of power within a few individuals or groups exacerbates these issues. When power is centralized, it becomes easier for abuses to occur and harder for checks and balances to be maintained. Ensuring a more democratic and participatory approach to governance can help mitigate these risks and restore faith in our local institutions.

To address these concerns, I urge the municipality to take immediate action. First, there should be a comprehensive review of current practices to ensure they are used solely for genuine public purposes. Second, the municipality must commit to greater transparency by holding open meetings, providing ample notice and access to information, and actively soliciting community feedback. Third, an independent oversight body should be established to investigate allegations of selective enforcement and other abuses of power.

By taking these steps, we can begin to rebuild trust between our government and the community it serves. Municipal officials have a duty to uphold the principles of justice, equality, and accountability. It

is only through vigilant oversight and active civic engagement that we can ensure these principles are respected and protected.

Thank you for your attention to this critical matter. I look forward to your response and to working together towards a more equitable and transparent local government.

Sincerely,

Robert Begg

-----Original Message-----

From: Rob Begg [REDACTED]
Sent: Friday, June 28, 2024 6:45 AM
To: Amanda Seibert <ASEibert@belcarra.ca>
Cc: belcarrabarnacle@gmail.com
Subject: Low attendance at council meetings

MAYOR AND COUNCIL

The implications of nobody attending council meetings can have various negative consequences:

1. Lack of Community Input:
 - Without community attendance, there's a risk of missing valuable input and perspectives from residents. This can result in decisions being made without a comprehensive understanding of community needs and concerns.
2. Reduced Accountability:
 - Attendance at council meetings is a way for residents to hold elected officials accountable. If nobody attends, there's a potential lack of oversight, and officials may operate with less scrutiny, potentially leading to decisions that don't align with community interests.
3. Limited Transparency:
 - Council meetings serve as a platform for transparency in decision-making. A lack of attendance may contribute to reduced transparency, leaving residents uninformed about key issues, policies, and decisions affecting their community.
4. Difficulty in Establishing Priorities:
 - Council meetings are forums for discussing and prioritizing community issues. Without attendance, it becomes challenging to identify and address the most pressing concerns, hindering effective governance and resource allocation.
5. Ineffective Communication:
 - Council meetings are a means of communication between local government and the community. If nobody attends, there's a breakdown in this communication channel, making it difficult for officials to convey important information and for residents to express their opinions.
6. Democracy and Civic Engagement:
 - Low attendance can be indicative of reduced civic engagement. For a healthy democracy, it's crucial that residents actively participate in local governance. When attendance is low, the democratic process is weakened, and decision-making may not truly reflect the will of the people.

To address these implications, efforts should be made to encourage sincere community participation creating an environment that fosters civic engagement not that of special interest groups. private agendas and or personal gain.

Rob

(Severed portions are shaded)

From: Dayna & Klaus Fitzbever <[REDACTED]>
Sent: Friday, June 28, 2024 6:44 AM
To: Jamie Ross <jross@belcarra.ca>; Paula Richardson <prichardson@belcarra.ca>
Subject: Safety on Bedwell Bay Road.

To Mayor Jamie Ross and Belcarra Council,

I want to draw your attention to comments made by Village staff at the Regular Meeting of Belcarra Council on June 17, 2024.

Chief Administrative Officer, Paula Richardson, reported that many cars are speeding through the crosswalk at the top of Kelly Avenue and that this was unsafe and of great concern.

Public Works Superintendent, Stewart Novak, spoke in support of Paula Richardson's comments and concerns.

What efforts will Council make to address staff's concerns and further improve safety on Bedwell Bay Road?

Klaus Bever
[REDACTED]

From: Claudia Chan <cchan@miabc.org>
Sent: Friday, June 21, 2024 3:10 PM
To: Paula Richardson <prichardson@belcarra.ca>
Subject: MIABC Voting Delegate

You don't often get email from cchan@miabc.org. [Learn why this is important](#)

Hi Paula,

The Municipal Insurance Association of BC's (MIABC's) 37th Annual General Meeting (AGM) is scheduled to take place on Tuesday, September 17th in Vancouver in conjunction with the UBCM Convention. Each member's council (or board as the case may be) decides who will act as the voting delegate on behalf of the member at the AGM. At the AGM, voting delegates will:

- Hear reports from the MIABC Board Chair and Committee Chairs
- Vote on resolutions
- Elect Board Directors

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), the following voting delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or alternates, **please forward a resolution of your Council/Board directing these changes to miunes@miabc.org no later than Monday, August 2, 2024.** The voting delegate's duties include:

- Reviewing resolutions
- Gathering feedback from their council or board
- Attending the AGM

Every year, several weeks before the MIABC's Annual General Meeting (AGM), we send voting delegates a copy of the AGM booklet. This booklet provides background information and details on the resolutions to be voted on at the meeting. The resolutions concern the terms of our property and liability insurance programs and our governing document, the Reciprocal Insurance Exchange Agreement. This year the AGM Booklet with future voting information will be distributed on Tuesday, August 16th, 2024.

Voting Delegate: Mayor Jamie Ross
Email address: jross@belcarra.ca

Alternate #1: Councillor Liisa Wilder
Email address: lwilder@belcarra.ca

Alternate #2:
Email address:

Best Regards,



Claudia Chan (She/Her/Hers)

Manager of Digital Strategy and Technology

Tel: 604.449.6345 | Fax: 604.683.6244 | cchan@miabc.org

Municipal Insurance Association of B.C.

200 - 429 West 2nd Ave.

Vancouver, BC V5Y 1E3

www.miabc.org





COUNCIL REPORT

File: 5400-20-03

Date: July 8, 2024

From: Stewart Novak, Public Works & Emergency Preparedness Coordinator

Subject: Marine Avenue Road Repair, Design & Estimate

Recommendation

That ISL Engineering's detailed design and class B cost estimate for the Marine Avenue Road repair be approved; and

That staff proceed to Request for Proposal (RFP) for the final cost estimates; and

That the 2024 capital budget for the Marine Avenue Road project be increased by \$217,811 to \$468,222 (\$250,411 + \$217,811) with the additional funding for the \$217,811 coming from the Community Works Reserve Fund; and further

That the 2024 – 2028 Financial Plan be amended accordingly.

Purpose

Council has approved a motion to repair a stretch of road between 3960 block and 3700 block of Marine Avenue which shows significant distress features in the form of large depressions/cracks in the asphalt pavement generally along the north edge of the roadway (water side).

Background

On January 22, 2024, Council approved a motion to repair and repave Marine Avenue between the 3960 block and 3700 block at a class 'D' cost estimate of \$250,410.60 (including a 20% contingency).

EXP Geotechnical Engineering presented four options for consideration (Appendix 'B') and upon review, Council choose to move forward with Option 1.

Option 1 includes asphalt removal and replacement with added granular base layer and replace with 150 mm of granular base compacted followed by 80 mm compacted asphalt.

- | | |
|--|--------------|
| • Estimated cost for Option 1 is \$101,889.20 plus 20% contingency | \$122,267.04 |
| • Additional cost to provide a complete repave of the road | \$128,143.56 |
| • Total noted in the recommendation | \$250,410.60 |

In July 2024, ISL Engineering's Class B cost estimate (attached in Appendix 'A') totalled::

• Tender Price Estimate	\$354,730.00
• Contingency of 20%	\$70,946.00
• Sub Total	\$425,676.00
• GST @ 5%	\$21,283.80
• Total Price Including GST	\$446,959.80

Staff also recommend additional funding of \$22,345.00 for fees to allow ISL Engineering to finalize detailed design, create RFP documents and construction services including management and inspect of the job scope to completion. The addition of this fee will bring the total price estimate for the project to **\$469,304.80**

ISL Engineering advises that the main reasons for the increase in costs since January 22, 2024 are constructability issues that arose during the preliminary and detailed design process due to variable asphalt and excavation depths that would cause decreased onsite production and efficiency, and result in increased costs. Due to the constructability issues and the lack of existing base material, ISL has proposed full depth reclamation which is a process where the existing pavement is recycled to create a new, improved base material and road surface. While this option is more expensive, it eliminates the constructability issues, results in a full road repave, and improves the road structure in all areas rather than just the depressed areas.

Pending approval of Council, the next steps in the process would involve staff submitting the RFP documents onto BC Bid in order to receive price quote offers.

Financial Implications & Comments (as per the Financial Consultant)

The 2024 capital budget for this project is \$250,411 with \$160,411 of the funding coming from the Community Works Reserve Fund and \$90,000 from the Climate Action Plan monies. Year-to-date \$20,201 has been expended on engineering for this project which leaves a remaining budget of \$230,210.

As per the above background information, additional funds of \$217, 811 (\$425,676 + \$22,345 - \$230,210) are needed to complete this project, which includes the contingency, and which is exclusive of the GST rebate.

It is recommended that the additional funding come from the Community Works Reserve Fund. Annual Community Works Fund monies will continue to flow from the Federal Government based on the renewal of the Community Works Funding Agreement.

This project has a sizable contingency of \$70,946 or 20%. It is important that the use of these contingency funds be tightly controlled, and that any contingency related work receive prior approval before the actual work occurs and costs are incurred.

Alternate Option:

An alternate option is to forego the complete repave of the road and instead just repair the depressions as per Option 1 which includes asphalt removal and replacement with added granular base layer with full depth removal of the existing distressed asphalt and sand fill as required to reinstate with 80mm of new asphalt pavement and 150mm of granular base course.

ISL Engineering advises: Due to the small spot repair nature of the work, variable asphalt thicknesses, and variable excavation depths, an accurate estimation has been difficult to provide, however the potential cost savings could be significant without the complete repave. Although the depressions would be repaired the road would still have a significant number of patches and trench cuts where water could penetrate the base materials over time and contribute to further deterioration.

Conclusion:

On January 22, 2024 Council passed a motion to repair a portion of Marine Avenue which is currently in poor condition and listed as a priority in Belcarra's strategic plan. ISL Engineering brought forward a class 'D' cost estimate of \$250,410.60 to repair the slumping portions and to carry out a full repaving of the road between 3960 and 3700 block of Marine Avenue.

Upon completion of the detailed design work, the Class 'B' cost estimate is determined to be \$446,959.80 for the RFP price estimate including a 20% contingency and 5% tax.

An additional \$22,345.00 is required for ISL Engineering fees to finalize detailed documents, create RFP documents and construction services. The all-inclusive estimate for required funding totals \$469,304.80.



Prepared by: Stewart Novak,
Public Works and
Emergency Preparedness Coordinator



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendices are hereby attached:

Appendix A - ISL Class B Estimate and Drawings
Appendix B - January 22, 2024 staff report

Appendix A to Item 10.1

UNIT PRICE CONTRACT

Form of Tender - Appendix 1

Village of Belcarra - Marine Avenue Road Rehabilitation
IFT Cost Estimate
Roadworks

SCHEDULE OF QUANTITIES AND PRICES - TENDER

(See paragraph 5.3.1 of the Instructions to Tender - Part II)

(All prices and Quotations including the Contract Price shall include all Taxes)

TENDER SUMMARY SHEET

AMOUNT

1.0 MARINE AVENUE REHABILITATION

\$	354,730.00

TENDER PRICE	\$	354,730.00
Contingency (20%)	\$	70,946.00
Sub-Total	\$	425,676.00
GST @ 5%	\$	21,283.80

TENDER PRICE plus GST	\$	446,959.80
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1.0 MARINE AVENUE REHABILITATION

ITEM NO.	MMCD REF.	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	AMOUNT
MMCD 31 23 01 - EXCAVATING, TRENCHING, AND BACKFILLING						
1.01	1.10.9S	Overexcavation "unsuitable material", Off Site Disposal c/w crushed granular base backfill (Optional)	Cubic Metre	100	\$250.00	\$ 25,000.00
MMCD 31 24 13 - ROADWAY EXCAVATION, EMBANKMENT AND COMPACTION						
1.02		Common Excavation	Cubic Metre	120	\$120.00	\$ 14,400.00
MMCD 32 01 16.7 - COLD MILLING						
1.03	1.5.1S	50mm Keyed-In Butt Joint	Square Metre	30	\$60.00	\$ 1,800.00
MMCD 32 01 16.8 - FULL DEPTH RECLAMATION						
1.04	1.5.1	Full Depth Reclamation to Max Depth 200mm Incl. Subgrade prep, grading, compaction, proof rolling	Square Metre	2100	\$20.00	\$ 42,000.00
1.05	1.5.1	Full Depth Reclamation to Max Depth 300mm Incl. Subgrade prep, grading, compaction, proof rolling	Square Metre	1000	\$30.00	\$ 30,000.00
MMCD 32 11 23 - GRANULAR BASE						
1.06	1.4.1	19mm Crushed Granular Base - Road, shoulders & driveways (Optional)	Tonne	800	\$70.00	\$ 56,000.00
MMCD 32 12 13.1 - ASPHALT TACK COAT						
1.07	1.5.1	Ashphalt Tack Coat	Square Metre	3420	\$1.50	\$ 5,130.00
MMCD 32 12 16 - HOT-MIX ASPHALT CONCRETE PAVING						
1.08	1.5.1	Machine Laid MMCD Upper Course #1 - Roadway	Tonne	670	\$180.00	\$ 120,600.00
1.09	1.5.1	Hand Laid MMCD Upper Course #2 - Driveways, aprons, shoulders	Square Metre	320	\$100.00	\$ 32,000.00
MMCD 33 44 01 - MANHOLES AND CATCHBASINS						
1.10		Adjust Manhole or Catchbasin	Each	7	\$2,000.00	\$ 14,000.00
1.11		Adjust Valve Box	Each	8	\$600.00	\$ 4,800.00
1.12		Adjust Water Service Box	Each	15	\$600.00	\$ 9,000.00
TENDER PRICE (to be carried forward to the summary sheet)						\$ 354,730.00



COUNCIL REPORT

File:

Date: January 22, 2024

From: Stewart Novak, Public Works & Emergency Preparedness Coordinator

Subject: Marine Avenue Road Repair

Recommendation

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

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

That the draft 2024 budget be amended accordingly.

Purpose

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

Background

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

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

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

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

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

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

EXP brought forward four options for repairing depressions:

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

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

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

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

Strategic Work Plan Implications

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

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

Financial Implications & Comments (as per the Financial Consultant)

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

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

Conclusion

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

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

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



Prepared by: Stewart Novak
Public Works and Emergency Preparedness Coordinator



Concurrence: Paula Richardson
Chief Administrative Officer

The following appendix is attached hereto:

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



December 13, 2023

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

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

via email: Mgibson@islengineering.com

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

Dear Mr. Gibson;

1. Introduction

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

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

2. Site Conditions and Project Description

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

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

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

3. Subsurface Conditions

3.1 Geotechnical Drilling and Subsurface Exploration

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

275, 3001 Wayburne Drive, Burnaby, BC V5G 4W3 | CANADA
t: +1.604.874.1245 | exp.com

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

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

The following sections provide details on the field exploration program.

3.1.1 Dynamic Cone Penetration Test (DCPT)

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

3.1.2 Auger Testholes

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

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

3.2 Laboratory Tests

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

3.2 Subsurface Soil Conditions

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

Table 1: Generalized Stratigraphy

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

3.3 Groundwater Conditions

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

3.4 Asphalt Pavement

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

Table 2: Summary of Approximate Asphalt Thickness

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

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

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

4. Discussion and Opinion/Recommendations

4.1 General

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.6 Pre-construction Condition Survey

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

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

4.7 Compaction Equipment

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

4.8 Field Review

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

5. Closure

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

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

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

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

EXP Services Inc.

Reviewed by:



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

Ben Weiss, P.Eng.
Senior Geotechnical Engineer

EXP Services Inc.

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

\\exp\data\VAN\WCA-23010445-A0\60 Execution\62 Reports\Rpts\EXP RE 2023-12-13 Geo Rpt V-Belcarra Rd Rehab FINAL.docx



INTERPRETATION & USE OF STUDY AND REPORT

1. STANDARD OF CARE

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

2. COMPLETE REPORT

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

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

3. BASIS OF THE REPORT

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

4. USE OF THE REPORT

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

5. INTERPRETATION OF THE REPORT

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

6.0 ALTERNATE REPORT FORMAT

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

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

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



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2023 - 5:17pm



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

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

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

TITLE: TESTHOLE LOCATION PLAN		
DATE	SCALE:	DWG NO.

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

275, 3001 Wayburne Drive, Burnaby, BC V5G 4W3 | CANADA
t: +1.604.874.1245 | exp.com

Bottom of hole at 3.0m.






EXP Services, Inc.

RECORD OF TESTHOLE : TH23-01

PAGE 1 OF 1

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

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

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

Note:

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

Bottom of hole at 3.0m.



EXP Services, Inc.

RECORD OF TESTHOLE : TH23-02

PAGE 1 OF 1

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

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

DEPTH (m)	STRATA	SOIL DESCRIPTION	ELEV. DEPTH (m)	SAMPLES			SPT N VALUE BLOWS/0.3m ▲	POCKET PEN. (kPa) ⊙	FINES CONTENT (%) □
				NUMBER	TYPE	RECOVERY %	20 40 60 80	100 200 300 400	20 40 60 80
							DYNAMIC CONE BLOWS/0.3m ▨	FIELD VANE SHEAR (kPa)	PLASTIC & LIQUID LIMIT MOISTURE CONTENT
						20 40 60 80	Peak ● 40 80 120 160 Remold ○	PL MC LL 20 40 60 80	
1		ASPHALT 130 mm	9.9						
		SILTY SAND, trace to some gravel, medium grained sand, dark brown to red brown, damp to dry, compact to loose, (FILL)	0.1				11		
						8			
						3			
			8.8			4			
2		SAND, some silt, some gravel, coarse grained sand, brown, damp to dry, dense to very dense	1.2	S4	AU		32		
							100+		
				S5	AU				
3		SILTY SAND, trace gravel, medium grained sand, grey, damp to dry, dense to very dense	7.6						
			2.4						
				S6	AU				
			7.0						

Note:

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

Bottom of hole at 3.0m.



EXP Services, Inc.

RECORD OF TESTHOLE : TH23-03

PAGE 1 OF 1

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

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

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

Note:

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

Bottom of hole at 3.0m.




EXP Services, Inc.

RECORD OF TESTHOLE : TH23-04

PAGE 1 OF 1

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

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

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

Note:

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

Bottom of hole at 3.0m.



EXP Services, Inc.

RECORD OF TESTHOLE : TH23-05

PAGE 1 OF 1

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

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

DEPTH (m)	STRATA	SOIL DESCRIPTION	ELEV. DEPTH (m)	SAMPLES			SPT N VALUE BLOWS/0.3m ▲	POCKET PEN. (kPa) ⊙	FINES CONTENT (%) □	
				NUMBER	TYPE	RECOVERY %	20 40 60 80	100 200 300 400	20 40 60 80	
							DYNAMIC CONE BLOWS/0.3m ▨	FIELD VANE SHEAR (kPa) Peak ● Remold ○	PLASTIC & LIQUID LIMIT MOISTURE CONTENT PL MC LL	
							20 40 60 80	40 80 120 160	20 40 60 80	
1	ASPHALT 100 mm	5.9		S14	AU	14				
	SAND, some gravel, medium grained sand, fill, grey, damp to dry, compact, (FILL)	0.1								
	ASPHALT 125 mm	5.6			27					
		0.4								
	SILTY SAND, trace gravel, medium grained sand, red brown, damp to dry, loose, (FILL)	5.5						4		
		0.5								
					7					
				S15	AU	3				
			4.5			3				
		SILTY SAND, trace gravel, medium grained sand, red brown to light brown, damp to dry, loose, (FILL)	1.5			4				
2				S16	AU	4				
						4				
						4				
			3.3							
3	SILTY SAND, trace gravel, fine grained sand, grey, damp to dry, very dense	2.7				100+				
		3.0	S17	AU						

Note:

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

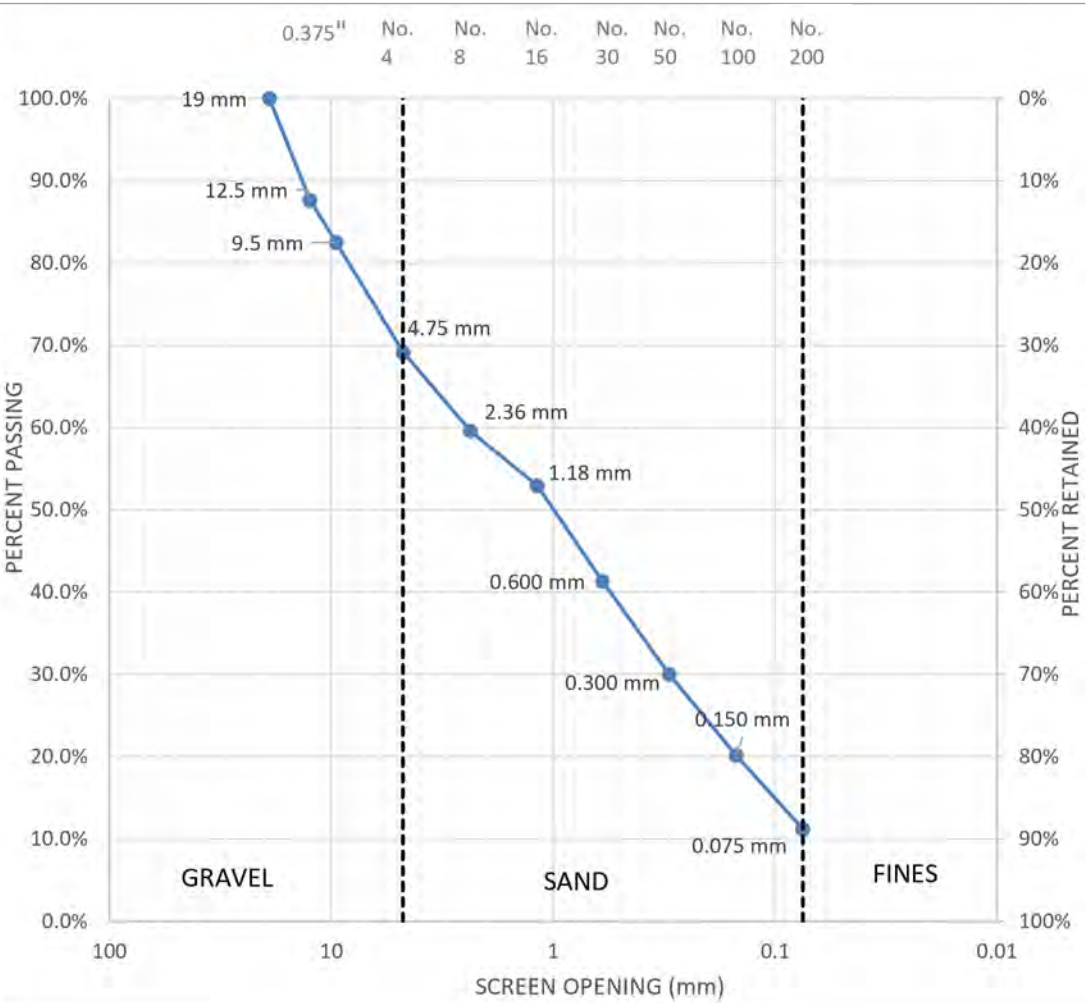
Bottom of hole at 3.0m.

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



		SIEVE ANALYSIS		275 - 3001 Wayburne Drive	EXP Services Inc.

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



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

Comments:

Prepared by: 

Nicolas Zhou
Lab Technician

Reviewed by: 

James Burrows, EIT
Lab Manager

ASTM C136/C117

Burnaby, BC V5G 4W3

Telephone (604) 874-1245



"Reporting of these test results constitutes a testing service

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

request."

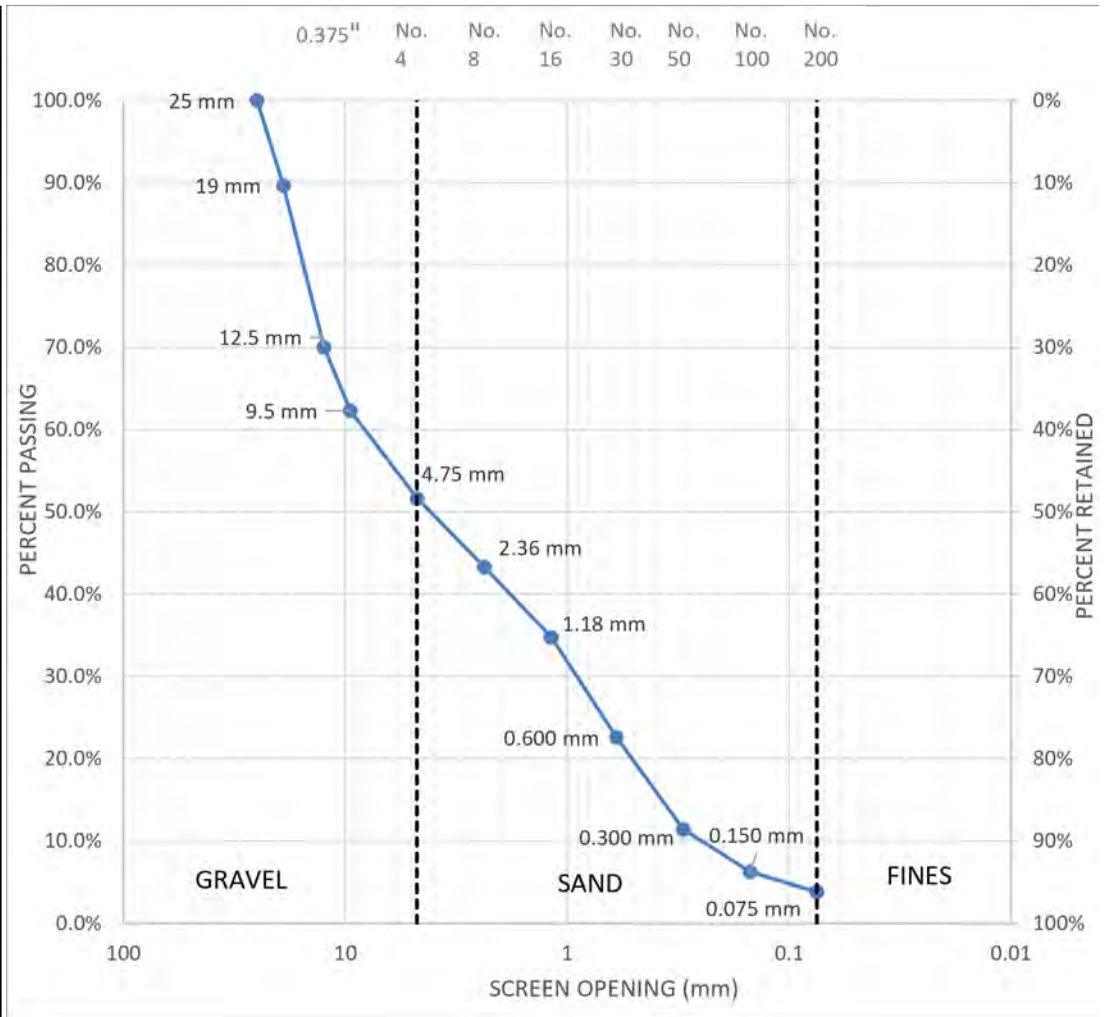
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9001:2015
REGISTERED

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



	SIEVE ANALYSIS	275 - 3001 Wayburne Drive	EXP Services Inc.

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



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

Comments:

Prepared by:

Nicolas Zhou
Lab Technician

Reviewed by:

James Burrows, EIT
Lab Manager

ASTM C136/C117

Burnaby, BC V5G 4W3

Telephone (604) 874-1245



"Reporting of these test results constitutes a testing service

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

request."

ISO
9001:2015
REGISTERED



COUNCIL REPORT

Date: July 8, 2024

From: Ken Bjorgaard, Financial Consultant

Subject: **2024 – 2034 Community Works Funding Agreement with UBCM**

Recommendation:

That the Mayor and Corporate Officer be authorized to execute the 2024 - 2034 Community Works Fund Agreement under the Administrative Agreement on the Canada Community-Building Fund.

Purpose:

The purpose of this report is to seek support for entering into and executing the 2024 – 2034 Community Works Funding Agreement (Agreement) with the Union of British Columbia Municipalities (UBCM).

Report:

The Community Works Funding program has been renewed for the next 10 years and to continue to receive funding under the program the Village needs to sign off on the attached Agreement. As noted within the Agreement the program funding can be used for the following purposes:

SCHEDULE B - Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation infrastructure
2. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
3. Short-line rail – railway related infrastructure for carriage of passengers or freight
4. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
5. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities

6. Public transit – infrastructure which supports a shared passenger transport system which is Community Works Fund Agreement Belcarra – Agreement 24-0015-CWF-00 Community Works Fund (CWF) 10 available for public use
7. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems
8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems
9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
10. Community energy systems – infrastructure that generates or increases the efficient usage of energy
11. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: • the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or; • the construction of local government public parks and publicly-owned social housing.
12. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))
13. Recreational Infrastructure – recreational facilities or networks 14. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage 15. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes
16. Resilience – Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
17. Fire halls – fire halls and fire station infrastructure – including fire trucks
18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Under the previous agreement the Village received funding of \$62,973 for the 2023/2024 fiscal period. Under the renewed agreement, the Village of Belcarra will receive the following fiscal year funding:

Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
\$ 65,633 \$	\$ 65,633 \$	\$ 65,633 \$	\$68,258	\$ 68,258



Prepared by: Ken Bjorgaard
Financial Consultant



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendices are attached hereto:

- Appendix A: Letter dated June 21, 2024 from Brant Felker Manager, CCBF Program Services,
Re: 2024-2034 Canada Community-Building Fund Agreement
- Appendix B: 2024-2034 Community Works Fund Agreement Under The Administrative
Agreement on the Canada Community-Building Fund



June 21, 2024

Paula Richardson
Chief Administrative Officer
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

SENT VIA E-MAIL: prichardson@belcarra.ca

Dear Paula Richardson:

RE: 2024-2034 CANADA COMMUNITY-BUILDING FUND AGREEMENT

Please find enclosed the 2024-2034 Community Works Fund Agreement between the Village of Belcarra and the Union of BC Municipalities. As part of the renewed Canada Community-Building Fund Agreement, the CWF will continue to provide dedicated and predictable funds to each local government in British Columbia for investments in local infrastructure and capacity-building priorities.

In order to receive your first CWF payment for the 2024/25 funding year, please review the Agreement, sign, and return to ccbf@ubcm.ca.

Once we have received the Agreement, we will return an executed version for your records.

Please also include a Council resolution authorizing the Mayor and Corporate Officer to sign on behalf of your local government.

We have provided a program guide, an information sheet, and estimated funding for the first five years of the program on our UBCM CCBF [website](https://www.ubcm.ca/ccbf).

If you have any questions, please email us at ccbf@ubcm.ca or call us at 250-356-5134.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Felker".

Brant Felker
Manager, CCBF Program Services

2024-2034 COMMUNITY WORKS FUND AGREEMENT

under the

**ADMINISTRATIVE AGREEMENT
ON THE CANADA COMMUNITY-BUILDING FUND**

This Agreement made as of _____, 202__,

BETWEEN:

Village of Belcarra (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act RSBC 2006, c.1*, as represented by the President (the "UBCM")

1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM.

2. SCHEDULES

The following annexes and schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

Schedule A:	Ultimate Recipient Requirements
Schedule B:	Eligible Project Categories
Schedule C:	Eligible and Ineligible Expenditures
Schedule D:	Program Reporting
Schedule E:	Communications Protocol
Schedule F:	Asset Management
Schedule G:	Housing Report

3. ROLE OF UBCM

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- a) receive CCBF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- b) report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and

- c) fulfill other roles and responsibilities as set out in the Agreement.

4. CONTRIBUTION PROVISIONS

- 4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.
- 4.2 Payments under section 4.1 are subject to UBCM receiving sufficient CCBF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the Prior Agreement.
- 4.3 Annual allocation is based on a formula set out in section 1.1 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$32,816, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and between November 15, 2024 and March 31, 2025.
- 4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 1.1 of Annex B of the Agreement due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.
- 4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

5. USE OF FUNDS BY LOCAL GOVERNMENT

- 5.1 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

6. COMMITMENTS OF THE LOCAL GOVERNMENT

- 6.1 The Local Government shall:
 - a) Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
 - b) Comply with all requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).

- c) Continue to strengthen the development and implementation of asset management best practices over the course of the Agreement, in accordance with Schedule F.
- d) Invest, in a distinct account, Community Works Fund funding it receives from UBCM in advance of it paying Eligible Expenditures.
- e) With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on International Trade and applicable international trade agreements, and all other applicable laws.
- f) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within (5) years of the date of completion of the Eligible Project.
- g) Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of CWF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.
- h) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada and UBCM. Keep proper and accurate accounts and records relevant to the CWF program for a period of at least six (6) years after the termination of this Administrative Agreement.
- i) Ensure your actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Local Government, or between Canada and a Third-Party.
- j) Ensure that the Local Government do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada.
- k) Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from CCBF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
- l) Ensure that the Local Government will not, at any time, hold the Government of Canada, British Columbia, or UBCM, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Local Government, Third Parties or any other person or entity may suffer in relation to any matter related to CCBF funding or an Eligible Project and that the Local Government will, at all times, compensate the Government of Canada, British Columbia, or UBCM, its officers, servants, employees, and agents for any claims or losses of any kind that any of the Local Government may suffer in relation to any matter related to CCBF funding or an Eligible Project.
- m) Agree that any CCBF funding received will be treated as federal funds for the purpose of other federal infrastructure programs.
- n) Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Administrative Agreement, will extend beyond such

expiration or termination.

7. TERM

This Community Works Fund Agreement will be effective as of April 1, 2024 and will be in effect until March 31, 2034 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any CCBF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2034 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

8. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

9. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

10. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

11. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

12. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

Any notice to UBCM will be addressed to:

Executive Director

525 Government Street

Victoria, British Columbia

V8V 0A8

Email: ccbf@ubcm.ca

Any notice to the Local Government will be addressed to:

The Corporate Officer at the place designated as the Local Government office.

SIGNATURES

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

Village of Belcarra

UNION OF BC MUNICIPALITIES

Original signed by:

Original signed by:

Mayor

Corporate Officer

Corporate Officer

General Manager, Victoria Operations

Signed by Village of Belcarra on the _____ day
of _____, 202__.

The Community Works Fund Agreement have been
executed by UBCM on the _____ day of
_____, 202__.

Schedule A – Definitions

“Affordable Housing” means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Ultimate Recipient.

“Administrative Agreement or Agreement” means the 2024-2034 Administrative Agreement on the Canada Community-Building Fund in British Columbia and UBCM.

“Asset Management” means an integrated process, bringing together skills, expertise, and activities of people; with information about a community’s physical and natural assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

“Canada Community-Building Fund” (CCBF) means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Chief Financial Officer” means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

“Community Works Fund” means the fund provided from the Canada Community-Building Fund to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

“Community Works Fund Agreement” means this Agreement made between UBCM and Local Government.

“Contract” means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Core Housing Need” means a household living in an unsuitable, inadequate or unaffordable dwelling and cannot afford alternative housing in their community.

“Eligible Expenditures” means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

“Eligible Projects” means projects as described in Schedule B (Eligible Project Categories).

“Funding Agreement” means an agreement between British Columbia and UBCM and an Ultimate Recipient setting out the terms and conditions of the CCBF funding to be provided to the Ultimate Recipient, containing, at a minimum, the elements in Schedule A (Ultimate Recipient Requirements).

“Gender Based Analysis Plus” (GBA Plus or GBA+) is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives. The “plus” in GBA Plus acknowledges that GBA Plus is not just about differences between biological (sexes) and socio-cultural (genders). GBA Plus considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives. Conducting a GBA Plus analysis involves considering all intersecting identity factors as part of GBA Plus, not only sex and gender. GBA+ is a priority for the Government of Canada.

“Housing Needs Assessment” means a report informed by data and research describing the current and future housing needs of a municipality or community according to guidance provided by Canada.

“Housing Report” means the duly completed housing report to be prepared and delivered by British Columbia and UBCM to Canada annually by September 30, as described in Schedule G (Housing Report).

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

“Infrastructure” means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

“Local Government” means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

“Oversight Committee” means the committee established to monitor the overall implementation of this Administrative Agreement as outlined in section 7 (Oversight Committee) of this Administrative Agreement.

“Party” means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

“Previous Agreements” means any agreements between Canada, British Columbia and UBCM for the purposes of administering the Gas Tax Fund or Canada Community-Building Fund (CCBF).

“Prior Community Works Fund Agreement” means the 2014-2024 Community Works Fund Agreement between this Local Government and the UBCM.

Third Party means any person or legal entity, other than Canada, British Columbia and UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

“Sustainable Service Delivery” means ensuring that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible

manner), do not compromise the ability of future generations to meet their own needs. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

“Ultimate Recipient” means this Local Government

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government.
- (iii) TransLink, BC Transit, and Islands Trust

“Unspent Funds” means funds that have not been spent towards an Eligible Project or eligible costs in accordance with this Agreement or the Previous Agreements prior to the effective date of this Agreement.

SCHEDULE B - Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation infrastructure
2. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
3. Short-line rail – railway related infrastructure for carriage of passengers or freight
4. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
5. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
6. Public transit – infrastructure which supports a shared passenger transport system which is

available for public use

7. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems
8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems
9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
10. Community energy systems – infrastructure that generates or increases the efficient usage of energy
11. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or;
 - the construction of local government public parks and publicly-owned social housing.
12. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))
13. Recreational Infrastructure – recreational facilities or networks
14. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage
15. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes
16. Resilience – Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
17. Fire halls – fire halls and fire station infrastructure – including fire trucks
18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

SCHEDULE C - Eligible and Ineligible Expenditures

1. Eligible Expenditures

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of infrastructure and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
 - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
 - iii. training directly related to asset management planning; and
 - iv. long-term infrastructure plans.
- c) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c) the arrangement is approved in advance and in writing by UBCM.

2. Ineligible Expenditures

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
 - i. highways;
 - ii. regional and local airports;
 - iii. short-line rail;

- iv. short-sea shipping;
 - v. disaster mitigation;
 - vi. broadband connectivity;
 - vii. brownfield redevelopment;
 - viii. cultural infrastructure;
 - ix. tourism infrastructure;
 - x. sport infrastructure; and
 - xi. recreational infrastructure.
- c) Fire Hall project expenditures incurred before April 1, 2021;
 - d) Fire Truck purchases as stand-alone expenditures and expenditures under the Resilience Infrastructure category before April 1, 2024;
 - e) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
 - f) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
 - g) purchase of land or any interest therein, and related costs;
 - h) legal fees;
 - i) routine repair or maintenance costs; and
 - j) costs associated with healthcare infrastructure or assets.

SCHEDULE D - Program Reporting

Ultimate Recipient Reporting

Ultimate Recipient requirements for program reporting under the CWF consist of the submission of an Annual Expenditure Report, and an outcomes report, which will be submitted to UBCM for review and acceptance. The reporting year is from January 1 to December 31. In addition to overall program reporting, specific asset management reporting and housing reporting obligations are described in Schedule F and G.

1. Ultimate Recipient Annual Expenditure Report

The Ultimate Recipient will provide UBCM an Annual Expenditure Report by June 1 of each year for the prior calendar year reporting which will include the following elements: unique project identifier, project title, project description, investment category, project start date, project end date, geo-location, total project cost, CCBF funding spent, closing balance, output indicator, and where applicable, a housing indicator and an outcomes indicator. A reporting template will be provided by UBCM.

The Annual Expenditure Report may also include a communications and signage report, and confirmation by the Ultimate Recipient's CFO that expenditures are eligible use of funds in accordance with the terms and conditions of this Agreement.

2. Audited Financial Report

The Ultimate Recipient must submit an Audited Financial Statement to British Columbia in order to receive funds in each reporting year.

2.1 Independent Audit or Audit Based Attestation:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by UBCM, as to:

- a) the accuracy of the information submitted in the Financial Report Table; and
- b) that CCBF funding and Unspent Funds, and any interest earned thereon, were expended for the purposes intended.

2.2 Ultimate Recipient audit:

UBCM and Canada may perform an audit or of an Ultimate Recipient annually.

3. Housing Report

By September of 30 each year British Columbia and UBCM will provide to Canada a report on housing as outlined in Schedule G (Housing Report).

4. Outcomes Report

By March 31 of each year, British Columbia and UBCM will provide to Canada an outcomes report that will outline the following program benefits:

- a) beneficial impacts on communities of completed Eligible Projects, supported by specific outcomes examples in communities;
- b) the impact of CCBF as a predictable source of funding;
- c) progress made on improving Local Government planning and asset management, including development or update of Housing Needs Assessments; and
- d) a description of how CCBF funding has alleviated housing pressures tied to infrastructure gaps and contributed to housing supply and affordability outcomes (further details on this requirement may be found in Schedule G – Housing Report).

The outcomes report will present a narrative on how each program benefit is being met. A template and guidance document will be provided by Canada.

SCHEDULE E – Communications Protocol

In support of transparency and accountability of the CCBF, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to the Parties and Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with our joint accountability to Canadians. Compliance with this protocol will inform the timing and flow of any CCBF funding and is critical to meeting our joint commitment to transparency.

1. Purpose

- 1.1 The Communications Protocol applies to all communications activities related to any CCBF funding, including annual allocations and the identification and communication of projects under this Administrative Agreement. Communications activities may include, but are not limited to: public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2 Through collaboration, Canada, British Columbia and UBCM agree to work to ensure consistency in the communications activities meant for the public. This will include the importance of managing the delivery of communications activities based on the principle of transparent and open discussion.
- 1.3 Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this communication protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada.

2. Joint communications approach

- a. British Columbia and UBCM agree to work in collaboration with Canada to develop a joint communications approach to ensure visibility for the program, the provision of upfront project information and planned communications activities throughout the year.

Canada will provide a “Communications Approach” template to be completed by British Columbia and UBCM. This approach will then be reviewed and approved by Canada as well as British Columbia and UBCM.

This joint communications approach will have the objective of ensuring that proactive communications activities are undertaken each year to communicate the annual allocations and key projects, as identified in the communications approach, located in both large and small communities by using a wide range of communications tools to ensure local visibility.

To accomplish this, Canada, British Columbia and UBCM agree to establish a communications subcommittee that will meet biannually. This committee will review and approve a communications plan at the beginning of each year.

- b. Canada, British Columbia and UBCM will work together on the initial annual joint communications approach, which will be finalized and approved by Canada's Co-Chair and British Columbia and UBCM agree that achievements under the joint communications approaches will be reported to the

Oversight Committee once a year.

- c. Through the communications subcommittee, British Columbia and UBCM agree to assess, with Canada, the effectiveness of communications approaches on an annual basis and, as required, update and modify the joint communications approach, as required. Any modifications will be brought to Canada's Co-Chair, British Columbia's Co-Chair and UBCM's Co-Chair, as appropriate for approval.
- d. If informed of a communications opportunity (ex. milestone event, news release) by an Ultimate Recipient, Canada, British Columbia and UBCM agree to share information promptly and coordinate participation in alignment with section 4.3, 4.5 and 5.2 of this communications protocol.
- e. Canada, British Columbia and UBCM agree to ensure the timely sharing of information, products (ex. news releases, media advisories), and approvals in support of communications delivery.

3. Inform Canada on allocation and intended use of CCBF funding for communications planning purposes

- 3.1 British Columbia and UBCM to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. Canada, British Columbia and UBCM will each agree, in this joint communications approach, on the date this information will be provided. Through the creation of a sub-committee, Canada, British Columbia and UBCM will be required to enact a communications approach that will be assessed bi-annually through the sub-committee mechanism.

In this agreement the information will include, at a minimum:

- Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; expected project outcomes including housing (if applicable); federal contribution; anticipated start date; anticipated end date; and a status indicator: not started, underway, completed.

Canada will link to the UBCM's CCBF website where this information will be accessible to the general public.

- 3.2 British Columbia and UBCM agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada.
- 3.3 Canada, British Columbia and UBCM each agree that their joint communications approach will ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements (see 4.2 for full definition) for Eligible Projects.

4. Announcements and media events for Eligible Projects

- 4.1 At Canada's request, Canada, British Columbia and UBCM agree to coordinate an announcement regarding annual allocations of CCBF funding.

- 4.2 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. ground breaking ceremonies, completions).
- 4.3 Key milestones events and announcements (such as ground breaking ceremonies and grand openings) may also be marked by media events and announcements, news releases, or through other communications activities. Ultimate recipients, Canada, British Columbia and UBCM will have equal visibility through quotes and will follow the [Table of Precedence for Canada](#).
- 4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of British Columbia and UBCM, as appropriate, Canada and the Ultimate Recipient.
- 4.5 The requester of a media event or an announcement will provide at least 15 working days' notice to other parties of their intention to undertake such an event or announcement. An event will take place at a mutually agreed date and location. British Columbia and UBCM, and, as appropriate, Canada and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. If communications is proposed through the issuing of a news release (with no supporting event), Canada requires at least 15 working days' notice and 5 working days with the draft news release to secure approvals and confirm the federal representative's quote.
- 4.6 For media events, each participant will choose its own designated representative. UBCM and Ultimate Recipients are responsible for coordinating all onsite logistics.
- 4.7 British Columbia and UBCM shall not unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.
- 4.8 The conduct of all joint media events, announcements for project funding, and supporting communications materials (ex. News releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 4.9 All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of the parties.
- 4.10 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 4.11 Canada, British Columbia and UBCM and Ultimate Recipients agree to ensure equal visibility in all communications activities.

5. Program communications

- 4.1 Canada, British Columbia, UBCM and Ultimate Recipients may include messaging in their own communications products and activities with regard to the CCBF.

- 4.2 The party undertaking these activities will recognize the funding of all contributors.
- 4.3 The conduct of all joint events and delivery of supporting communications materials (ex. News releases) that support program communications (ex. Such as intake launches) will follow the [Table of Precedence for Canada](#).
- 4.4 Canada, British Columbia and UBCM agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, British Columbia and UBCM or Ultimate Recipients, or, if web-based, from linking to it.
- 4.5 Notwithstanding Section 4 of Schedule E (Communications Protocol), Canada retains the right to meet its obligations to communicate to Canadians about the CCBF and the use of funding.

6. Operational communications

- 6.1 British Columbia, UBCM or the Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 6.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable.
- 6.3 British Columbia, UBCM and the Ultimate Recipient will share information as available with Canada should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada, British Columbia and UBCM will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

7. Communicating success stories

- 7.1 British Columbia and UBCM to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including, but not limited to Eligible Project success stories, including the positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

8. Advertising campaigns

- 8.1 Canada, British Columbia, UBCM or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of this Administrative Agreement. In the event of such a campaign, the sponsoring party or Ultimate Recipient agrees to inform the other parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

9. Digital Communications, Websites and webpages

- 9.1 Where British Columbia and UBCM produce social media content to provide visibility to CCBF programs or projects, they shall @mention the relevant Infrastructure Canada official social media account.
- 9.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable. The Canada wordmark or digital sign must link to Canada’s website, at www.infrastructure.gc.ca. The guidelines for how this recognition is to appear and language requirements are published on Canada’s website, at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

10. Project signage

- 10.1 Unless otherwise approved by Canada, British Columbia, UBCM or Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.
- 10.2 Where British Columbia, UBCM or an Ultimate Recipient decides to install a sign, a permanent plaque or other suitable marker recognizing their contribution with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.
- 10.3 British Columbia, UBCM or the Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.
- 10.4 British Columbia and UBCM to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approaches.

11. Communication Costs

- 11.1 The eligibility of costs related to communication activities that provide public information on this Administrative Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).

SCHEDULE F – Asset Management

Canada, British Columbia and UBCM agree that the measures contained in the Previous Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Ultimate Recipients in British Columbia and UBCM to enhance their community's sustainability.

Under the previous Agreement (2014-2024), local governments in BC demonstrated a commitment to improving asset management practices within their respective communities. As awareness and knowledge has grown, asset management practices and culture has matured. However, as noted in the *2022 Status of Asset Management in BC Report*, while moving in the right direction, there remains significant gaps and priority areas where local governments need to improve if they are to realize the full benefits of asset management.

Using the results from the *2022 Status of Asset Management in BC Report* as a guide, the Oversight Committee will develop and approve Asset Management Commitments, over the duration of this Agreement for ultimate recipients, consistent with the Asset Management for Sustainable Service Delivery: A BC Framework. Asset Management BC will be asked to provide expertise and input where appropriate.

All Ultimate Recipients will be required to meet the Asset Management Commitments. Asset Management Commitments may vary depending on whether the Ultimate Recipient is; a Local Government, a non-local government entity, Translink, and/or BC Transit. Asset Management Commitments will focus on strengthening asset management capacity over the term of the Agreement while continuing to recognize the varying capacities of Ultimate Recipients and the range of ongoing asset management activities.

The Oversight Committee will consider Asset Management Commitments under the following areas;

- Reporting on continuous improvement of Asset Management practices over the duration of the Agreement, including reporting through the Ministry of Municipal Affairs Local Government Data Entry (LGDE) System,
- Development and implementation of Long-term Financial Plans
- Ongoing Asset Management education and training, and
- Implementing asset management performance measurement.

SCHEDULE G – Housing Report

1. Housing Needs Assessments

- 1.1 By March 31, 2025, or as otherwise agreed upon by Canada and British Columbia, municipalities with a 2021 Census population of 30,000 or more are required to complete and make available to Canada a Housing Needs Assessment (HNA) prepared in accordance with provincial legislation and additional details provided, as agreed to by Canada and British Columbia, which together align with the information requirements, spirit and intent of the federal Housing Needs Assessment template and the guidance document.
- 1.2 HNAs should be used by British Columbia and UBCM in preparing the Project-Level Housing Report and the Housing Narrative in the CCBF Outcomes Report in order to identify housing pressures related to infrastructure. HNAs should also be used by municipalities to prioritize infrastructure projects that support increased housing supply where it makes sense to do so.
- 1.3 HNAs must be made publicly available on the municipal website and municipalities are to provide links to the page where the HNAs are posted to Canada for all Ultimate Recipients in their jurisdiction that have a 2021 Census population of 30,000 or more.
- 1.4 A separate HNA Guidance Document has been provided by Canada.

2. Project-Level Housing Report

By September 30 of each year, starting in 2025, British Columbia and UBCM will provide Canada a Housing Report in an electronic format deemed acceptable by Canada consisting of the following:

2.1 Methodology

British Columbia and UBCM will provide a description of the process used to collect data and information presented in the Housing Report. The methodology section should include the following information:

- Scope of the report and related rationale.
- Reporting process used to collect data from Ultimate Recipients.
- Identification of baseline data and other data sets used for the purposes of the report and which data has been excluded.
- How performance indicators were assessed in British Columbia.

2.2 Municipalities Identified for Project-Level Reporting

Criteria for Project-Level Reporting

Municipalities with a population of 30,000 or more, outside of the Metro Vancouver Region, that have housing pressures that can be addressed through closing infrastructure gaps or building capacity where it makes sense to do so, must:

- be included in Table 1 (below); and,
- provide project-level data on housing requirements to British Columbia and UBCM, for inclusion in the Housing Report that will be submitted by British Columbia and UBCM to Canada.

HNA and project-level reporting requirements can also be applied to other municipalities as agreed to by Canada, British Columbia and UBCM. Municipalities that do not meet these criteria may additionally be included at the discretion of British Columbia and UBCM, but are not required by Canada to include project-level data in the annual Housing Report.

British Columbia and UBCM will be expected to summarize project-level information from the municipalities identified by the above criteria to report to Canada annually.

The following table (**Table 1**) is to be used as a template to identify municipalities required to provide project-level reporting and to identify housing pressures related to infrastructure needs. Housing pressures should be consistent with needs and pressures identified by Ultimate Recipients in their HNAs. British Columbia and UBCM will provide an aggregate of this table to Canada in their annual Housing Report.

Ultimate Recipient	Project Level Reporting Criteria	Key Infrastructure-Related Housing Pressures
<i>Name of the municipality</i>	<i>Identify which criteria as noted above applies</i>	<i>Identify key housing gaps and needs that are related to infrastructure</i>

Table 1: Ultimate Recipients Identified for Project Level Reporting

2.3 Project-Level Housing Outcomes

For municipalities required to provide project-level reporting, British Columbia and UBCM are required to collect project-level data on housing outcomes and to complete the table below (Table 2) on an annual basis.

Table 2 is intended to link the housing pressures identified in Table 1 and in HNAs with outcomes supported by CCBF projects that can help Ultimate Recipients to address their specific housing pressures. More specifically, Table 2 is to be completed by Ultimate Recipients outlined in Section 1.2. It will include a subset of the projects from the above project list and this subset represents projects with housing outcomes.

Project ID	Ultimate Recipient	Project Title	Project Description	Investment Category	Housing Outcomes and Indicators
<i>As provided in program reporting (Schedule D)</i>	<i>As provided in Table 1</i>	<i>As provided in program reporting (Schedule D)</i>	<i>Provide a brief description of the project</i>	<i>Indicate which CCBF category the project falls under</i>	<i>Identify key housing outcomes and indicators (section 2.3) that will be used to measure success.</i>

Table 2: Project-Level Reporting on Housing Outcomes

2.3.1 Housing Outcome Indicators

For each of the projects listed in Table 2, British Columbia and UBCM shall report on the following core indicators, as relevant to each investment category.

- # of housing units supported or preserved; and
- # of affordable housing units supported or preserved.

Units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development (e.g., building social housing as part of brownfield remediation category, may include new units directly supported by CCBF funding).

3. Housing Narrative in the CCBF Outcomes Report

By March 31st each year, starting in 2026, British Columbia and UBCM shall provide Canada with a narrative report on program-level housing outcomes. This narrative report will be aligned with and incorporated into the annual CCBF Outcomes Report.

The housing narrative should outline how CCBF has supported housing supply and affordability pressures within British Columbia and UBCM's jurisdiction, over the reporting period, and measures taken between British Columbia, UBCM and Ultimate Recipients to improve housing supply and improve housing affordability for Canadians. It should also align with identified needs within Ultimate Recipients Housing Needs Assessments once they have been developed.

Further, British Columbia and UBCM must include in their Outcomes Report a narrative assessment of measures they have taken to improve housing outcomes through CCBF funded infrastructure projects. This should include:

- How Ultimate Recipients have prioritized specific infrastructure investments, where it made sense to do so, that support an increased supply of housing (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for affordable housing);
- How Ultimate Recipients are utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- Any measures taken to preserve and/or increase supply and mix of affordable housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and

This housing narrative must also include responses to the following questions:

- How many or what percentage of projects from the total CCBF project list contribute to an increase in housing supply and how many housing units were supported or preserved (as outlined in 2.3.1)?
- What percentage of total housing units supported or preserved are affordable?
- How many communities have published a new Housing Needs Assessment or an updated one within the last 5 years?

For further information and details on the housing narrative portion of the Outcomes Report please refer to the Housing Report Template and Guidance document.

4. Assessment of the Housing Reports and Compliance

4.1 Assessment of Housing Reports

Both the project-level housing report and the housing narrative on program-level housing outcomes will be assessed against the Government of Canada's Evaluation Framework as well as HNAs.

4.2 Compliance

Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this Schedule may affect the timing and flow of any CCBF funding that may be transferred by Canada. Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for British Columbia, UBCM or Ultimate Recipient for future Infrastructure Canada programs.



COUNCIL REPORT

Date: July 8, 2024

From: Ken Bjorgaard, Financial Consultant

Subject: Draft Active Transportation Network Plan (ATNP) Request for Proposals

Recommendation:

That the report dated July 8, 2024 titled "Draft Active Transportation Network Plan (ATNP) Request for Proposals" be received into the record for information.

Purpose & Background:

The purpose of this report is to present the Draft Active Transportation Network Plan (ATNP) Request for Proposals for Council's information prior to its issuance.

One of Council's goals within their overall strategic plan is to "Steward Our Community & It's Natural Environment" and one of the key priorities in realizing this goal is to "incrementally build out and maintain a multi-use path, trail, and road shoulder (MTRS) network."

The Village's draft Official Community Plan (OCP) Policy M 8., identifies the need to develop an Active Transportation Plan, and other OCP policies are related to active transportation, such as, the build out of a more inclusive and complete active transportation network and to make active transportation a more attractive choice for short trips within the community and to access nature.

The Village's ATNP is aimed at achieving the above strategic goal and OCP vision.

Report:

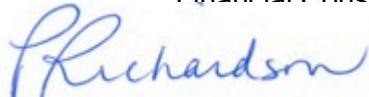
The Village's approved 2024 budget includes \$75,000 to complete an ATNP, with 50% of new grant funding and 50% from the Village's Climate Action Program funds. A grant application, with TransLink's assistance, was sent to the Province of BC for 50% in new grant funding; however, the grant was denied. TransLink subsequently approved a grant for the 50% share of new grant funding.

An Active Transportation Network Plan (ATNP) Request for Proposals (RFP) has now been drafted to initiate this project. The RFP wording is based on the information and data in the original grant application. An ATNP is needed with identified projects before being able to apply for actual construction or project grants to build-out or enhance an active transportation network.

The RFP to be issued is being presented to Council for information prior to the start of the process. A key component of a successful submission as noted in the RFP will be a robust stakeholder consultation and public engagement plan.



Prepared by: Ken Bjorgaard
Financial Consultant



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendix is hereto attached:

Appendix A: Draft Active Transportation Network Plan (ATNP) Request for Proposals



DRAFT
VILLAGE OF BELCARRA
REQUEST FOR PROPOSALS
Active Transportation Network Plan (ATNP)

Date of Issuance

July 10, 2024

Request for Proposals

The Village of Belcarra (Village) is seeking Proposals to complete an Active Transportation Network Plan (ATNP or Project). Proposals will be received via email to prichardson@belcarra.ca (Paula Richardson, Chief Administrative Officer) and to kbjorgaard@belcarra.ca (Ken Bjorgaard, Village of Belcarra Financial Consultant & Project Lead), up until 4:00 pm, Wednesday, July 31, 2024. Inquiries regarding this request can be directed to Mr. Bjorgaard by phone (604-996-0276) or by email (kbjorgaard@belcarra.ca).

The Village of Belcarra is not bound to accept the lowest price or any Proposal of those submitted and may negotiate with any proponent as to terms and pricing.

Strategic Plan & Official Community Plan

One of Council's goals within their overall strategic plan is to "Steward Our Community & It's Natural Environment" and one of the key priorities in realizing this goal is to "incrementally build out and maintain a multi-use path, trail, and road shoulder (MTRS) network."

The Village's Draft Official Community Plan (OCP) Policy M 8., identifies the need to develop an Active Transportation Plan, and other OCP policies are related to active transportation, such as, the build out of a more inclusive and complete active transportation network and to make active transportation a more attractive choice for short trips within the community and to access nature.

The Village's ATNP is aimed at achieving the above strategic goal and the OCP vision.

Context

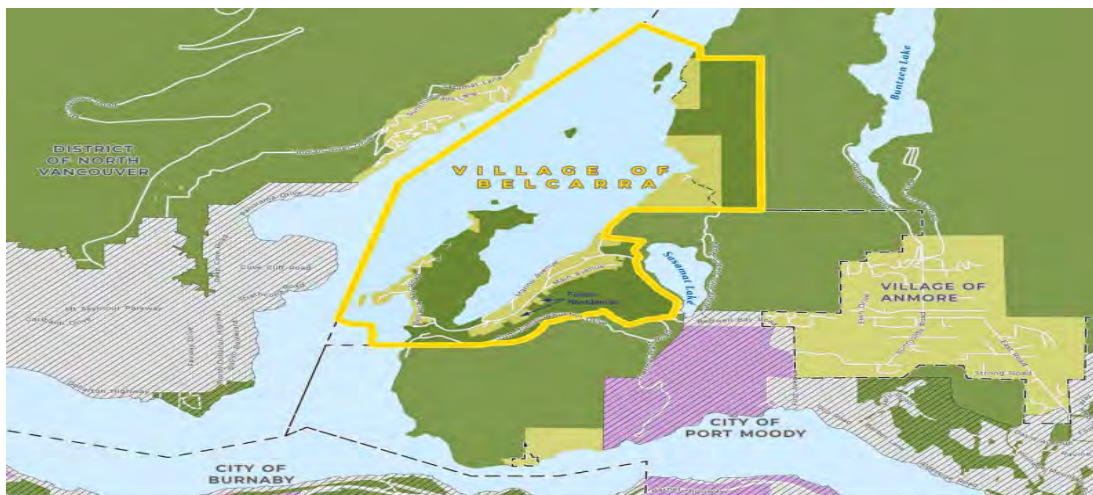
The Village of Belcarra is located on the eastern shore of Indian Arm about 1.5 km north of Burrard Inlet. Belcarra is a unique community surrounded by nature, within Metro Vancouver, and a short 10-minute drive to Port Moody and a 45-minute drive from downtown Vancouver.

The Village has approximately 700 residents and is surrounded by təmtəmx̱w̱tən/Belcarra Regional Park and Say Nuth Khaw Yum Provincial Park (Indian Arm Provincial Park). Belcarra lies in a spectacular natural setting within a larger urban context. Surrounding təmtəmx̱w̱tən/Belcarra Regional Park provides ready access to popular walking, hiking and biking trails, and water activities at both a sea water beach and a freshwater lake. Belcarra is a popular regional destination for hikers, scuba divers and water skiers. Please see maps below for the Village's municipal boundaries and its regional context.

The Village is entirely residential with its municipal office, community hall and public works yard as the centre piece of municipal government and gathering place for Village residents.



Municipal boundaries



Regional Context

Overall ATNP Goals

The ATNP will map out the Village's existing and proposed active transportation network and will prioritize active transportation (AT) options which align with local, regional and provincial objectives related to active transportation. The ATNP will also include a prioritized implementation plan to guide future capital spending and related grant applications.

Through site visits, engagement with the community and review of background documents and data, the chosen proponent needs to document the existing active transportation network, identify gaps and constraints and develop network options. The options will have to be cognizant of the site constraints, address network gaps, and be constructible and cost effective.

The ATNP will identify the main destinations and land uses within the community, and provide a strategic context which aligns with other community goals, such as those in the Official Community Plan (OCP), and with regional plans, provincial and federal AT and road safety strategies, and the recommendations within the BC AT Design Guide.

ATNP Goals & Background Information

Links to Major Destinations and Trail Systems

There are several major regional destinations within Belcarra and outside Belcarra that the ATNP can provide access to, including təmtəx'w̓tən/Belcarra Regional Park and Say Nunth Khaw Yum (Indian Arm) Provincial Park (includes Sasamat Lake and White Pine Beach that experience considerable parking challenges during the summer months). The ATNP can also provide access to current trail systems, including Cosy Cove, Jug Island Beach and those on the west side of Buntzen Lake including the Diez Vistas Trail, and to the Belcarra Paddling Centre.

Transportation Routes

TransLink's 182 bus which provides regular year-round service into the Belcarra Village Centre has added service during the summer season to support increased ridership to recreational destinations. TransLink's 181 bus provides limited service into Belcarra Village Centre, while the 150 bus provides seasonal service to White Pine Beach at Sasamat Lake. Walking and cycling improvements could support access to transit in Belcarra.

As part of wider active transportation improvements in the surrounding municipalities, active transportation upgrades could in the future facilitate trips between Belcarra and the Port Moody SkyTrain stations.

In terms of roads, the primary routes in the area are Bedwell Bay Road and Tum Tumay Whueton Drive. Upgrades along these routes could also support access to loco Road in Port Moody, the Alderside Road bike route and Shoreline Trail bike route.

There is an isolated area of Belcarra known as Farrer Cove. Currently the few properties in the Farrer Cove area are only accessible by boat and restricted access through the təmtəx'w̓tən/Belcarra Regional Park located in Port Moody. BC Hydro has a separate rough, private access road to the Farrer Cove area to service their power line.

HUB Cycling Connection

HUB Cycling's Tri-Cities Local Committee recently conducted a cycling accessibility ride within Belcarra and identified numerous locations in the community that require AT upgrades.

HUB Cycling's Tri-Cities Local Committee has also identified significant accessibility issues caused by maze gates, parking in bike lanes, the need for wider and separated facilities and better surfaces.

Economic Benefits

The planning and construction of a coordinated active transportation network will support the local economy through construction jobs, but importantly, will provide safe access to and from the community including for employment, socializing, tourism, shopping trip purposes, and nature. By supporting safe low-cost transportation options, those on lower incomes will have improved access to jobs, and transportation cost burdens will be reduced, potentially further allowing personal income to be spent in the local community rather than supporting automobile purchase and operating costs.

Investment in AT has numerous other economic benefits, including reduced auto related network costs, mitigating climate change and the unwanted economic effects of that, reduced health care costs from a more physically active community, reduction in collisions costs, reduced impacts of air pollution, the positive tourism benefits, and increased retail sales through better accessibility.

Safety

At this time there is limited active transportation infrastructure in Belcarra, thus anybody walking or rolling must share a rural roadway with motor vehicles, which is uncomfortable for most. This deters the option to travel actively. A lack of safe facilities forces people to drive or take transit which can be costly and inconvenient. By finding practical opportunities for infrastructure (that is comfortable for most people) along key routes, the ATNP can provide a foundation for investment and open discussions with neighbouring communities about connecting facilities and support a safe and equitable transportation system.

The ATNP will address the safety concerns associated with active transportation in the community, both based on data and perceptions. From 2018 to 2022 there were two collisions involving pedestrians and no collisions involving cyclists recorded by ICBC. The plan needs to look at improvements to those problem locations (Bedwell Bay Road/Midden Road and Belcarra Bay Road/Turtlehead Road) but also explore the factors that influence safety. For example, there may be zero cycling collisions because few people feel it's safe enough to cycle.

The ATNP needs to use existing or new traffic data to identify suitable facility types that are comfortable for most, and where gaps exist, this will inform the need for upgraded infrastructure to enable most people in the community the option to travel actively. Furthermore, community engagement will ask the community about their safety concerns and level of comfort using the existing network as well as facility types and routes they would feel most comfortable using.

TransLink & Other Jurisdictions

Bedwell Bay Road, within the Village of Belcarra, is part of TransLink's Major Road Network (MRN), and the Village Centre is identified within TransLink's WITT (Walking Infrastructure to Transit) allocated and competitive municipal funding eligibility area and much of the Village's roadways west of Sasamat Lake lie within TransLink's BICCS (Bicycle Infrastructure Capital Cost Sharing) allocated municipal funding eligibility area as an area of high cycling potential.

There are also several BC Hydro rights-of-way through the community that may provide opportunities for active mode connections. Port Moody lies directly adjacent to the Belcarra boundary, and to leave Belcarra, some parts of Bedwell Bay Road also lie within both Port Moody and the Village of Anmore's jurisdictions. Thus a continuous active travel network to and from Belcarra to major destinations will require coordination with these neighbouring jurisdictions as well as TransLink given the MRN status.

Other Requirements

Stakeholder Consultation and Public Engagement

Stakeholder consultation and public input and buy-in are key to a successful, practical and implementable ATNP in Belcarra. The successful proponent will outline a robust public engagement process and a process for stakeholder coordination and input.

It is envisioned that the ATNP would have two phases of engagement to gain public and elected official support. The first phase would seek ideas for improvement that would be considered in the development of the ATNP. In the second phase, the draft ATNP would go back to the public and each option and related recommendation would be subject to public input to gauge community support. The community should also be asked to prioritize the AT options.

Assuming all ATNP recommendations are strongly supported, implementation will thus be informed by community priorities as well as other technical, financial, policy and project alignment considerations.

Data Collection

Subject to budget constraints, data collection should likely include traffic volumes and speeds to inform facility type selection. Other baseline indicators can be established from Census data and TransLink Trip Diary information, and bus stop boarding and alighting to inform connectivity for transit trips.

Long-term data collection recommendations should be provided in the ATNP to support monitoring efforts, and these should consider potential active modes counts at key locations, being cognizant that increases can be generated by people from other routes as well. Monitoring should also take into account other modes, and demographic and socioeconomic changes such as increased population, land use changes, or the price of gasoline can also impact volumes.

More informative interview or demographic observational surveys should be provided which over time can help to build a better understanding of the user experience of modern infrastructure and determine if the type of people traveling actively is changing.

Monitoring

The ATNP needs to include a monitoring strategy to inform the success of the plan. This should include ongoing review of readily available transportation trend data from the Census and Trip Diary survey as they become available to monitor factors such as mode share, trip length, and trip purpose. The Village will also monitor progress of infrastructure projects against the plan recommendations, observing and recording completed projects, length of new facility types, number of new crossings or upgrades as a few examples.

As the transportation sector is in a state of change at this time, and as design guidance, technology and political direction continues to evolve, the ATNP will be updated to reflect new emerging trends.

Resources

The following resource information is provided.

- Official Community Plan (OCP) [DRAFT - 2024 Official Community Plan - Village of Belcarra](#)
- HUB Your Cycling Connection [HUB Cycling | HUB Cycling: Bike Events, Education, Action in Metro Vancouver \(bikehub.ca\)](#)
- HUB Cycling Accessibility Assessment Ride May 10, 2023 PDF. Assessment ride of təmtə́míxw̓tən/Belcarra Regional Park and Village of Belcarra
- Ortho and OSM versions of the present Roads & Pedestrian Walkways Transportation Network for Belcarra and surrounding area
- OSM version of Pedestrian Walkways Transportation Network for Belcarra and surrounding area
- Ortho and OSM versions of the condition ratings of the Roads & Pedestrian Walkways Transportation Network for Belcarra and surrounding area

Village of Belcarra

The Village of Belcarra staff will be available to provide information and to accompany the successful proponent in the field as needed. The Village Project Lead will also be available to answer other questions or to provide direction throughout the Project.

Schedule

The proposed schedule is as follows:

Date	Milestones
July 10, 2024	Issuance of Request for Proposals
July 31, 2024	Request for Proposals closes

By August 9, 2024	Selection of successful proponent
By October 31, 2024	Completion of project work and final deliverables

Proposal Format and Information

Each Proposal needs to include the following information in the order listed:

1. Contact information

Proponent's legal name, address and telephone number. The contact information, including the email address, of the proponent's project lead and if different the individual to be contacted in respect of the submission.

2. Project Team and Experience

Identify all proposed team members and their respective roles in the ATNP, as well as their charge-out rates.

3. Similar Projects & Approach

Outline three (3) similar Projects that you have completed and the outcomes achieved. Please provide your general methodology for completing Projects of this nature, additional reference materials and source documentation resources to be used, additional information needed, and any other relevant and/or unique attributes of your approach.

4. Deliverables

A clear outline of the proponent's understanding of the deliverables required for this Project.

5. Assistance

Any assistance needed from Village staff or contractors other than that outlined in this Request for Proposals document.

6. Schedule & Meetings

Confirmation of proposed schedule (see above) to complete the Project (or alternate dates as provided by the proponent) and proposed meetings needed over the life of the Project.

7. Work Plan

A work plan showing phases of the Project and the key tasks in each phase, with the number of hours and dollars budgeted for each phase and task, including a clear outline of the how the Village's Objectives, Goals and Requirements will be met within the work plan.

8. Summarized All-inclusive Fee Quote

The proposed overall fee which includes the work plan budget and any other costs (travel time & expenses, office/staff expenses, disbursements, etc.), with taxes calculated and shown separately.

9. Value Added

The proponent may also identify separate work and related pricing on additional requirements they feel would benefit the Village to realize its Objectives, Goals and Requirements.

10. References

Provide three (3) references with relevant contact information that can be contacted by the Village.

11. Signature & Confidentiality

The proposal should be signed by a person that has the authority to bind the proponent to the proposal terms and a statement by the same person that the proponent agrees that any material of a confidential nature pertaining to the Project that is disclosed to the proponent will be kept confidential by the proponent and its employees and/or subcontractors.



COUNCIL REPORT

Date: July 8, 2024

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

Subject: Status of Strategic Priorities Work Plan Initiatives as at June 30, 2024

Recommendation:

That the report dated July 8, 2024 titled "Status of Strategic Priorities Work Plan Initiatives as at June 30, 2024" be received into the record for information.

Purpose:

After Council's Strategic Plan and related Work Plan were adopted, staff indicated that there would be regular quarterly reporting as to the status of the Strategic Priorities Work Plan Initiatives. The purpose of this report is to apprise Council of the status of the Strategic Priorities Work Plan Initiatives (Work Plan) as at June 30, 2024.

Report:

The attached shows the status or progress of all Strategic Priorities Work Plan Initiatives. In the "Status Report June 30, 2024" column the completed projects are noted. Council's Strategic Plan and related Work Plan are due to be reviewed and updated at an upcoming meeting, based on emerging projects and other priorities. The attached status report is provided in the interim.

Attachment:

- Appendix "A" – Status of Strategic Priorities Work Plan Initiatives as at June 30, 2024.

Prepared by: Paula Richardson,
Chief Administrative Officer

Prepared by: Ken Bjorgaard,
Financial Consultant

APPENDIX “A” – STATUS OF STRATEGIC PRIORITIES WORK PLAN INITIATIVES AS AT JUNE 30, 2024

MANAGING OUR ASSETS & INFRASTRUCURE						
We will manage and safeguard our assets and infrastructure						
Asset Management Program						
OUTCOMES/MEASURES OF ACHIEVEMENT						
<ul style="list-style-type: none">▪ Functioning ongoing asset management program▪ Complete inventory of assets broken down into asset components with respective estimated remaining useful life of major components▪ All assets and infrastructure recorded in GIS system▪ Multi-year condition assessment schedule as identified through asset management program▪ Completion of condition assessments for key infrastructure on a yearly basis						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Complete review and undertake field work to provide breakdown of asset components (including remaining useful lives) and update GIS system accordingly	Contractor(s)	By Sept. 2024 and updated annually	SoF - within existing annual \$30K asset management budget with funding coming from Community Building Fund with approved grant	Part of overall project budget (includes \$25K UBCM grant) which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	Financial Consultant	Project has been completed. Project was completed by LandInfo Technologies. COMPLETE
2. Complete 5-year condition assessment schedule for assessing key assets and update annually	Contractor(s) and Public Works & Emergency Preparedness Coordinator	By Sept. 2023 and updated annually by Sept. of each year	SoF - within existing annual \$30K asset management budget with funding coming from Community Building Fund	Part of overall project budget (includes \$25K UBCM grant) which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	CAO	Project has been completed with condition assessment schedule included in Asset Management Report. COMPLETE
3. Complete annual condition assessments	Contractor(s)	By Sept. of each year starting in 2024	SoF - within existing annual \$30K asset management budget with funding coming from Community Building Fund		Public Works & Emergency Preparedness Coordinator	Work will start in 2024 based on the above condition assessment schedule.

MANAGING OUR ASSETS & INFRASTRUCTURE
We will manage and safeguard our existing assets and infrastructure
Renewal of Existing Infrastructure & Assets
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> ▪ Long-term infrastructure/asset renewal and replacement schedule for existing assets based on asset management results including drainage systems, roads, water and WARD ▪ Completion of priority infrastructure projects including drainage and roads (see Key Project Lists)

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Complete long-term financial estimates and plan for infrastructure/asset replacements (based on asset management and condition assessment results)	Contractor(s)	By Sept. 2024	ABR - part of additional \$20K to come from Community Building Fund		Public Works & Emergency Preparedness Coordinator	Project is complete with minor updates to be provided based on any new information/data. Asset Management information has been incorporated into long-term financial plan estimates. COMPLETE
2. Update long-term financial estimates and plan for infrastructure/assets renewal annually	Contractor(s)	Annually by August of each year starting in 2025	ABR – part of additional \$20K to come from Community Building Fund		Public Works & Emergency Preparedness Coordinator	The updates will start in 2024 for the 2025 budget cycle.
3. Integrate long-term infrastructure/asset replacement plan into long-term financial plan	Financial Consultant	Annually by September of each year starting in 2024	ABR – part of additional \$20K to come from Community Building Fund		CAO	This work has been completed and will be updated each year based on latest infrastructure/asset replacement data. COMPLETE
4. Tender and complete priority infrastructure projects identified including drainage and roads priorities (see Key Project Lists)	Contractor (Project Manager) Public Works & Emergency Preparedness Coordinator	Annually	Project based budgets and ABR to be determined with funding from existing reserve funds and Growing Communities Fund (\$759,000 initial balance)	Funds to be added to capital budgets for project management	CAO	Based on the report which was forwarded to Council on the progress of the priority infrastructure projects for 2023, the work is on track; work for Marine Avenue is in progress

MANAGING OUR ASSETS & INFRASTRUCURE

We will manage and safeguard our existing assets and infrastructure

Water System Improvements

OUTCOMES/MEASURES OF ACHIEVEMENT

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

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

MANAGING OUR ASSETS & INFRASTRUCURE We will manage and safeguard our existing assets and infrastructure						
Waste & Recycle Depot (WARD) Improvements						
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> Formal review of WARD services and infrastructure completed Options for changes in services and service levels outlined including cost control options Plan, budget and schedule for changes to WARD services and infrastructure 						

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Complete WARD service review including review of current service provider and the option of utilizing Recycle BC to save costs	Public Works & Emergency Preparedness Coordinator	By June of 2025	N/A	Need to provide for cost stability and certainty into the future	CAO	Project will occur by 2025 before agreement with service provider expires in 2026.
2. Review of WARD infrastructure to match services provided	Public Works & Emergency Preparedness Coordinator	By June of 2025	N/A		CAO	Project will occur by 2025 before agreement with service provider expires in 2026.
3. Recommendations and approvals related to service changes and infrastructure needed	Public Works & Emergency Preparedness Coordinator	By June of 2025	Project based budgets based on results of review; ABR to be determined for any additional capital and operating costs		CAO	Project will occur by 2025 before agreement with service provider expires in 2026.
4. Implementation of any approved changes including provision for changes in financial plan	Public Works & Emergency Preparedness Coordinator & Financial Consultant	By June of 2026	N/A		CAO	Project will occur by 2026 before agreement with service provider expires in 2026.

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT We will care for our Community and value its natural environment						
Managing our Natural Assets						
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> Inventory and mapping of our natural assets, e.g. tree canopies, wetland, riparian areas, etc., completed Plan and budget for maintaining tree canopies Ongoing tree trimming and maintenance program 						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Completed inventory and mapping of natural assets and include in GIS system	Contractor(s)	By April 2024	ABR to be determined with funding from Climate Action Program funds	\$40K of funding available annually for 3 years. Will also be applying for a grant to complete this project	Public Works & Emergency Preparedness Coordinator	Project has been completed and is part of Asset Management Plan. LandInfo Technologies completed the project. COMPLETE
2. Council report on ongoing budget needs for tree management program	Public Works & Emergency Preparedness Coordinator	By June 2024	ABR to be determined with adjustment in annual operating budget being made		CAO	A report will be provided in 2024.
3. Operational plan to implement tree trimming and maintenance plan	Public Works & Emergency Preparedness Coordinator	By September 2024	N/A		CAO	Results from above will be incorporated into the 2025 budget cycle.

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Finalize OCP and conduct public hearing	Contractor(s)	By July 2023 Early 2024	SoF - \$20,000 in 2023 budget. Funding is from the Community Building Fund	Need to provide for review and update of OCP in long-term financial plan every 5 years	CAO	OCP has undergone public hearing and 2nd and 3rd readings. COMPLETE
2. Adopt OCP and implement the same into daily operations	CAO	Adoption by Sept. 2023 March 2024 and implementation by Nov. 2023 October 2024	N/A		CAO	The OCP received first and second reading on June 3, 2024 and has been sent to Metro Vancouver; awaiting response
3. Prioritization of OCP action items and completion of action items	CAO	Ongoing	ABR to be determined	And additional spending to come forward as spending packages in budgeting process	CAO	Ongoing implementation and prioritization plan will be put in place once the OCP is adopted.
4. Ongoing monitoring of OCP and its effect on the community	CAO	Ongoing	N/A	Annual reports to be forwarded to Council	CAO	Ongoing monitoring plan will be put in place once the OCP is adopted.

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT We will care for our Community and value its natural environment						
Multi-Use Path, Trail and Road Shoulder (MTRS) Network						
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> Mapping and plan for multi-use paths/trails/road shoulder enhancement (MTRS) network within the community completed Funding for incremental buildout of MTRS network secured including grants Ongoing maintenance program for MTRS implemented Incremental construction of new MTRS as per plan and as funding allows 						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Complete mapping of existing MTRS network and include in GIS system	Contractor(s)	By September 2023	ABR – \$10,000 from Community Building Fund and/or other grants	Community Building Fund needs to be substantially used by 2024	Public Works & Emergency Preparedness Coordinator	Project has been completed and is part of the Asset Management Plan. LandInfo Technologies completed the project. COMPLETE
2. Create plan for incremental build out of MTRS network including budget requirements	Contractor(s)	By October 2023 2024	ABR – \$37,500 from Community Building Fund and/or other grants	Community Building Fund needs to be substantially used by 2024	CAO	The grant application to the Province for the Active Transportation Plan (Plan) was not successful; however, TransLink has decided to fund 50% of the budgeted project costs (\$75,000). RFP has been drafted for Council's approval.
3. Complete funding applications for new MRTS and secure grant funding	Grant Writer	Ongoing	ABR to be determined	Applications for next round of TransLink funding are due in the fall of 2023	Financial Consultant	See above grant application. The Active Transportation Plan will lead to a list of prioritized projects that will be used to apply for actual project or infrastructure grants through TransLink, etc.
4. Include budgets for maintaining existing MTRS network in long-term financial plan	Financial Consultant	Annually	ABR to be determined and to be included in annual operating budget		CAO	Funding is included in the long-term financial plan to maintain the network and will be re-visited each year. COMPLETE
5. Build out MTRS network including prioritized sections	Public Works & Emergency Preparedness Coordinator	Annually as approved	ABR to be determined and dependent upon grants obtained	Any new MTRS should include budget for ongoing maintenance	CAO	Budgets will be included in annual financial plan once the above Active Transportation Plan is completed and approved.

STEWARDED OUR COMMUNITY & ITS NATURAL ENVIRONMENT We will care for our Community and value its natural environment						
Re-Development of Tennis Court Site						
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> Plan and budget for amenities at the Tennis Court site in place Agreement with Metro Vancouver on plan and related amenities finalized Construction of amenities completed 						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Report to Council on amenity options for tennis court site including associated budget implications and any First Nation requirements	CAO	By October 2023 June 2024 Fall 2024	N/A	Any First Nation requirements to be addressed	CAO	Removed brush & worked with Invasive Species Council to remediate site. A report will be coming forward in the Fall of 2024 on amenity options for site.
2. Decision on amenities and budget for tennis court site	Council	By March July 2024 Fall 2024	ABR to be determined with funding from Community Building Fund	Community Building Fund needs to be substantially used by 2024	CAO	Dependent upon the timing of the above noted report.
3. Presentation of tennis court site plan to Metro Vancouver and finalization of agreement on site improvements	Mayor & CAO	Pending above	N/A	Any First Nation requirements to be addressed	CAO	Dependent upon the timing of the above noted report.
4. Construction of tennis court site amenities	Contractor(s) and Public Works & Emergency Preparedness Coordinator	By June October 2025	Based on approved budget(s) with additional operating costs to be provided for in financial plan		CAO	Dependent upon the timing of the above noted report.

FISCAL MANAGEMENT & FINANCIAL SUSTAINABILTY We will operate in a fiscally responsible and financial sustainable manner						
Fiscal Management						
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> Up and running Finance Committee Regular fiscal updates to Council and the community Council input into annual, long-term financial plans including capital review 						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Create & approve Terms of Reference for a Finance Committee and start Committee meetings	Financial Consultant	By July of 2023 with quarterly meetings thereafter	N/A	Corporate Officer to set out meeting schedule	CAO	Project completed; Finance Standing Committee meetings are ongoing. COMPLETE
2. Complete fiscal updates and present to Council	Financial Consultant & Accounting Clerk	For the periods ending June and September of each year with the reports to be finalized by the end of the month following each of these periods	Within existing operating budget		CAO	Regular fiscal updates are being provided as scheduled. COMPLETE
3. Finance Committee to review and approve long-term capital and operating plans	Financial Consultant	By September of each year as part of the financial planning process	N/A	Plans to be presented at Finance Committee meetings	CAO	2024 – 2028 (5-year) financial plan and longer-term plan to 2038 have been completed and can be updated annually or as needed when major spending initiatives are under consideration. COMPLETE

FISCAL MANAGEMENT & FINANCIAL SUSTAINABILITY We will operate in a fiscally responsible and financial sustainable manner						
Financial Sustainability						
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> Long-term (15-year) operating and capital financial plans completed and updated annually Integration of infrastructure renewal/replacement plans with long-term financial plans Formal grant writing resources and process in place Ongoing grant applications submitted 						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Create long-term (15 years) financial planning model with integration to infrastructure and capital plans (based on asset management results)	Financial Consultant	By October of 2023 with updates each year thereafter	SO F - \$20K budgeted for this component - to come from UBCM grant	Part of overall project budget (includes \$25K UBCM grant) which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	CAO	Work on the integrated model has been completed and is easily updateable. COMPLETE
2. Produce report for Council and community based on long-term financial plan which also addresses financial sustainability	Financial Consultant	By October of 2023 with updates each year thereafter	SO F - \$25K budgeted for this component to come from Community Building Fund	Part of overall project budget which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	CAO	Community Financial Sustainability report was completed and recommendations within the report have been approved by Council for implementation. COMPLETE
4. Secure grant writing resource, provide list of grant targets and start application process	Financial Consultant & Grant Writer	Ongoing	ABR to be determined with grant resource to be charged to projects if possible	Ongoing database or list of eligible grant programs to be set up and maintained	CAO	A grant tracking system has been implemented and grants are being applied for. Other parties are being used as needed to support the grant writing process. COMPLETE

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Review and update emergency management plan	Contractor(s) and Public Works & Emergency Preparedness Coordinator	By June of 2024	ABR to be determined with funding coming from grant	Will apply for grant	CAO	Working with other municipalities to develop next steps.
2. Implement mass notification system	Public Works & Emergency Preparedness Coordinator	By October of 2023	Budget estimated at \$2,000 per year SoF existing operating budget	To be implemented n conjunction with Anmore	CAO	Project has been completed and mass notification (alerting) system is in place. COMPLETE
3. Complete Inventory of emergency supplies replenishment same as needed	Public Works & Emergency Preparedness Coordinator	By August of 2024	ABR estimated at \$15,000 with funding source to be determined		CAO	Project is in progress and will be completed in 2024.

EMERGENCY MANAGEMENT & PREPAREDNESS						
We will make public safety a priority						
Fire Safety including Wildfire Management						
OUTCOMES/MEASURES OF ACHIEVEMENT						
<ul style="list-style-type: none">Fire safety & resiliency plan finalizedWildfire prescriptive zones created and incrementally implementedInclusion of Metro Vancouver Sasamat fire service tax requisition on tax notices						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Complete fire safety & resiliency plan	Contractor and Public Works & Emergency Preparedness Coordinator	By June 2023	SoF existing UBCM grant	Completed with grant funds	CAO	COMPLETE
2. Create and maintain wildfire prescriptive zones including development planning area	Contractor and Public Works & Emergency Preparedness Coordinator	By June 2023 2024	SoF existing UBCM grant	\$5,000 to spent on public education from grant funds	CAO	Prescription area mapping has been completed. Development planning area was submitted and completed by B.A. Blackwell & Associates. Further work will be conducted in 2024 dependent on the adoption of the OCP
3. Remediation of forest prescription areas	Contractor(s) and Public Works & Emergency Preparedness Coordinator	Ongoing	ABR to be determined to address ongoing wildfire management. Goal is to fund with 100% grant funding if possible	To be completed with grant funding (to be applied for)	CAO	Further UBCM grants will be applied for to implement remediation.
4. Annual Metro Vancouver tax requisition for Sasamat fire service showing on tax notices	Accounting Clerk & Financial Consultant	By May of each year starting in 2024	N/A		CAO	Changes have been made to the tax notice and separate tax rates are included on the notice. COMPLETE

COMMUNICATION & COMMUNITY ENGAGEMENT We will place a priority on communicating with our citizens, staff and partners	
Communication & Community Engagement	
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> ▪ New protocol for community/public input and engagement at Council meetings in place ▪ Communication protocol for interaction between CAO, staff & Council formalized ▪ Communication strategy in place for engaging the public on key issues on an ongoing basis including the use of social media ▪ Implementation and monitoring of communication strategy 	

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Procedures for Community input & engagement at Council meetings written into updated Council Procedure bylaw	Corporate Officer	By September of 2023	N/A		CAO	New Council Procedure bylaw was adopted on December 4, 2023. COMPLETE
2. Write and adopt internal communications protocols	Corporate Officer	By October of 2023 2024	N/A		CAO	Project has not started.
3. Write, approve, implement and monitor communications strategy including social media presence	Contractor(s)	By October of 2024	N/A		CAO	Project has not started.
4. Hold townhall meetings to engage with citizens on topics of interest and to provide community updates	Corporate Officer	Starting in 2023	N/A	Format for meetings including topics to be approved by Council	CAO	A presentation was held on July 15 th 2023, on the Wildfire DPA; presented by B.A. Blackwell & Associates. Other townhall meeting topics will be presented for consideration.

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Develop and adopt Policy on Council versus Administrative Policies/Procedures	Corporate Officer	By October of 2023 2024	N/A		CAO	Draft policy was provided to Council on November 20, 2023 and further information/background was requested.
2. Develop, adopt and implement updated procurement policy	Financial Consultant	By October of 2023 June 2024	N/A		CAO	Draft policy and report are substantially complete and will go forward to the Finance Standing Committee.
3. Develop, adopt and implement updated Human Resources policy	CAO	By September of 2023	N/A		CAO	Human resources policy developed and adopted and is being implemented COMPLETE
4. Develop, adopt and implement updated Council Procedure bylaw	Corporate Officer	By September of 2023	N/A		CAO	Council Procedure bylaw developed, adopted and implemented. COMPLETE
5. Conduct and document annual policy reviews including updating policies as needed	Corporate Officer	Annually by December 31 st of each year starting in 2024	N/A		CAO	Review of policies is ongoing; a new privacy policy was completed and will be presented to Council at the July 8, 2024 Council Meeting.

<div> <div>OPERATIONAL PRIORITIES & STRATEGIES</div> <div>We will operate efficiently and effectively to provide value and service to our community and residents</div> </div>						
Operational Reporting & Updates						
<div> <div>OUTCOMES/MEASURES OF ACHIEVEMENT</div> <div> <ul style="list-style-type: none"> Quarterly Council reports on public works operational priorities and progress including capital projects Quarterly Council reports on administration operational priorities and progress Quarterly updates on the status of Council's Strategic Priorities and Goals </div> </div>						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Complete reporting templates	CAO	By July of 2023	N/A		CAO	<div>Templates have been finalized (see below).</div> <div>COMPLETE</div>
2. Produce reports starting with the quarter ending August 31st, 2023	<div>Corporate Officer (Administration reports)</div> <div>Public Works & Emergency Preparedness Coordinator (Public Works reports)</div>	Reports to be submitted by the end of each month following quarter ends	N/A		CAO	<div>All reports have been completed and are on schedule.</div> <div>COMPLETE</div>

OPERATIONAL PRIORITIES & STRATEGIES We will operate efficiently and effectively to provide value and service to our community and residents						
Human Resources Planning						
OUTCOMES/MEASURES OF ACHIEVEMENT <ul style="list-style-type: none"> ▪ Clear human resources plan for staff resource needs in short, medium & long-term ▪ Plan and terms for engaging external resources (consultants & contractors) to supplement staff ▪ Implementation of human resource plan including budgeting for resources as approved 						
ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Council report and recommendations on staff resources	CAO	By September 2023 2024	N/A		CAO	Project delayed due to OCP.
2. Council report on consulting resources and recommendations including engineering, finance planning, information technology, etc.	CAO	By September 2023 2024	N/A		CAO	Report will be provided in 2024.
3. Implementation of Human Resources plan including budgeting approved resources & undertaking request for proposals (RFPs) for outside resources as needed	CAO	By March 2024 December 2024	ABR to be determined and to be provided for within long-term operating financial plan		CAO	Based on results from above.

OPERATIONAL PRIORITIES & STRATEGIES

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

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

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report June 30, 2024
1. Develop and implement staff training programs to make best use of existing programs and technology	CAO & Public Works & Emergency Preparedness Coordinator	By October of 2023 2024 & ongoing	ABR to be determined with any changes to be considered as part of 2024 budget		CAO	Formal training program needs to be established; in part based on staff reviews.
2. Implement e-commerce capabilities for payments, look-ups, email responses, etc.	Financial Consultant & Accounting Clerk	By May of 2024	ABR to be determined with any changes to be considered as part of 2024 budget		CAO	Project has not started yet.
3. Review of website content and maintenance and plan for future use	Corporate Officer & Accounting Clerk	By June of 2024	ABR to be determined with any changes to be considered as part of 2025 budget		CAO	Project has not started yet.
4. Conduct system review with IT provider to ensure maximum protection for Village system	CAO & Corporate Officer	By March of 2024	ABR to be determined with any changes to be considered as part of 2025 budget		CAO	Project has not started yet.
5. Create longer term budgets for IT hardware and software replacements	IT provider & Corporate Officer & Accounting Clerk	By September of 2024	ABR to be determined with any changes to be considered as part of 2025 budget	No additional budget required	CAO	Project has been completed as part of long-term financial plan. COMPLETE
6. Complete review of document management system options and provide recommendations	Contractor(s)	By September of 2024	ABR to be determined with any changes to be considered as part of 2025 budget		CAO	Project has not started yet.



COUNCIL REPORT

Date: July 8, 2024
From: Paula Richardson, Chief Administrative Officer
Subject: **Quarterly Department Reports – For Quarter ending June 30, 2024**

Recommendation

That the report dated July 8, 2024 titled “Quarterly Department Reports – For Quarter ending June 30, 2024” 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 June 30, 2024.

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

Third quarter reports are included in the appendices to keep Council apprised of work done from April 2024 to the end of June 2024 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 June 30, 2024 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. This quarter included tax season and accounting staff spent much time working through taxes and assisting those who required help with the more detailed aspects of payment. Several larger projects outside of the strategic plan have come to the forefront during the third quarter which have required staff time and attention.

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 June 30, 2024

Appendix B: Quarterly Public Works Report – For Quarter Ending June 30, 2024

APPENDIX A to Item 10.5

Quarterly Administration Report – For Quarter Ending June 30, 2024 Report date: July 8, 2024 (Completed by: CAO and Corporate Officer)			
Administrative Item	Progress or Status	Key Challenges	Comments
Attendance at various other agency meetings such as Metro Vancouver Parks Advisory Cttee & Regional Administrators Advisory Cttee, NG-911, Tsleil Waututh Nation, Vancouver Port Authority & RCMP/CAO Forum	Ongoing	Time constraints	These meetings are attended by the CAO; there are frequently more meetings added
Day to day CAO support for Mayor and members of Council	Ongoing	Time constraints	
Organizing of UBCM Meeting Requests with Provincial Ministers and/or staff	Ongoing	Time consuming	Meetings have been booked; work will begin on discussion documents for attending Council members to take to meetings
Attendance of meetings hosted by Provincial Government re: Housing Legislation	Ongoing	Time constraints	These meetings are lengthy and very often include information which is targeted towards Planners; CAO attends meetings along with Belcarra's planning consultants
Meetings with Planner and a Planner with expertise in ACC's and DCC's as per Provincial Legislation	Complete	Time constraints	Ongoing discussions with planning consultants and ACC/DCC planner
Policy Project Work	Ongoing; policy page placed on website with relevant policies; as per the February 20, 2024 Council Meeting, work continues on a comprehensive policy review	Detailed work; legal requirements to be considered; involvement of other staff in review of existing policies which may need revision or repeal in which case new policies will have to be written	This work is ongoing; the project is extensive and due to other projects with higher priority, it is worked on in increments by the Corporate Officer;

Administrative Item	Progress or Status	Key Challenges	Comments
Continued work on bylaws; development of new documents; review and update of older ones	Ongoing	Large number of bylaws which require updating or new bylaws to adhere to new legislative regulations	Council approved
Update of bylaws page for the website; continued maintenance of bylaws index	Ongoing		This work is ongoing, and the page is updated regularly as new bylaws are created or existing bylaws are amended
Development of the 2023 Annual Report	Complete as part of a legislative requirement	Time consuming; other projects put aside to work on the annual report to meet legislative deadline	This is an interesting yearly project; consideration can be given to outsourcing this work in the future or to invest in software which is designed for development of such documents to allow for efficiencies.
Processing of Freedom of Information (FOI) and Protection of Privacy Requests	Ongoing		For the quarter ending June 30, 2024 there have been no FOI requests
Compiling material for the legislatively required Freedom of Information Privacy Management Program	Ongoing	This is a large project and requires concentrated amounts of time working with the consultant as well as working through material the consultant has flagged for review and updating	Work continues in conjunction with a consultant to bring the Village into compliance; online educational workshops are planned for staff as well as members of Council in the next quarter; the website is being gradually updated to meet legislative requirements; a new privacy policy has been completed for Council approval
Agenda management	Ongoing	Time consuming and is all encompassing each week prior to an agenda	Ongoing work on agendas and council meetings Involves all of admin staff
Providing continued support for various administrative tasks (Clerk position)	Ongoing	working on new tasks being delegated to the position	Filing, answering phone, dealing with public, assists Mayor, bylaw ticketing and collections, miscellaneous assistance for other office staff

Administrative Item	Progress or Status	Key Challenges	Comments
Processing bylaw infraction ticketing and related questions, payments, collections and adjudication work for dispute of tickets	Ongoing	Time consuming; interactions with the public area occasionally unsettling dependent on approach of person(s) receiving a bylaw infraction ticket	Staff involved: Accounting Clerk, Admin Assistant, Bylaw Enforcement Officer
Processing resident parking passes, guest passes, construction permit parking	Ongoing		Updating expiry dates to parking passes as received; forms have been updated to include registration of contractors etc.
Taxes 2024	Due date July 2, 2024	Time consuming; front desk and phone very busy during this time period for staff involved with taxes	Tax notices sent out, collection and payments continue
Government reporting, i.e. taxes, utilities, financial plan	Ongoing		
Continued work on moving the Official Community Plan Bylaw toward adoption	Ongoing	Time consuming for all staff members to ensure appropriate process is followed	Final report for 2 nd and 3 rd reading was provided in June; waiting for decision from Metro Vancouver on the Regional Context Statement
Updating Highway Encroachment Files for docks	Ongoing	Tracking agreement expiries & insurance documents	This work is being carried out by Belcarra's administrative support person
Circulating and confirming attendance for Council on external meetings and events	Ongoing		This work is being carried out by Belcarra's administrative support person
Items for Closed Council meetings	Ongoing	Time consuming report preparation and meetings with legal counsel	Various items are provided to Council in Closed meetings

Administrative Item	Progress or Status	Key Challenges	Comments
ELC/Pooni Group meetings re: development application	Ongoing	Time consuming meetings; large volume of correspondence with back and forth between planners, proponent and staff	Work being conducted as per Council motion of November 6, 2023.
Road Ends	Ongoing	Time consuming; there continues to be a large amount of work required which is not part of the strategic plan; details and legal aspects are the priority for road ends work	Planning consultants have been engaged to continue work on investigating the sale of road ends; staff continue to be involved in all aspects of the investigation and regular/daily communication takes place on the subject
Farrer Cove Access Route Follow up	Ongoing	Time consuming; work done in collaboration with a consultant who provided a report on the topic	Staff gathered information for consultant on access route to Farrer Cove; this is a very complex issue and staff has spent hours per week on background work
Fire Protection Bylaw and Policy	In progress	Time; this is a larger project which requires input from the SVFD Fire Chief	A new Fire Protection Bylaw has been written in conjunction with the Fire Chief; the bylaw will be presented to Council at an upcoming meeting.
Updating of the Village's website	In progress	Time consuming, learning curve for new processes	Updates to the background aspect of the website continue; the CAO and Corporate Officer attended training with the goal of having increased efficiency with less reliance on the website designer

Administrative Item	Progress or Status	Key Challenges	Comments
Obtaining legal advice on various topics	Ongoing	Time consuming; there are legal questions that need to be addressed; background information to be gathered and provided; meetings are held with legal to review material allowing staff to provide appropriate answers	Questions and concerns are raised by Council and residents which require legal viewpoints to give appropriate answers, many of these topics fall outside of the strategic plan parameters
Sasamat Volunteer Fire Department – Anmore/Belcarra Agreement	Ongoing	Time consuming	There is a large, complex scope of work involved in this topic; discussions with legal counsel continue; updates provided to Council; public notification provided to residents;
Co-hosting of Belcarra Day with CRAB (June 9)	Complete	Having time to fully dedicate to CRAB representatives in meetings to plan Belcarra Day	Staff appreciate the work done by CRAB and therefore wish to extend as much time as possible to allow for meetings needed for the planning of the event; staff also attend Belcarra Day to assist as required.

APPENDIX B to Item 10.5

Quarterly Public Works Report – For Quarter Ending June 30, 2024 Report date: July 8, 2024 (Completed by: Public Works and Emergency Preparedness Coordinator)			
Operational Item	Progress or Status	Challenges	Comments
▪ WARD operations	Status Normal	Exit lane shows signs of structural pitting. Will bring forward a report with recommendations.	Planning to repair broken pavement along fence line.
▪ Annual spring chipping	Completed April 22 & 23, 2024	Some residents were unaware of the chipping date.	Will do more advertising of the chipping date in 2025.
▪ Options for Addressing Water System Deficiencies	Work in progress. Report pending.		Preliminary discussions have taken place with WSP. A specialist has been assigned to file by WSP.
▪ Marine Ave - Mill & Fill (Marine)	In progress (designing) – approved at the January 22, 2024 Council Meeting		Detailed design & pricing pending.
▪ Bedwell Bay Upgrade Project (BBUP)	In progress. Concept design being developed for review.		Supporting grant funding has been approved.
▪ Bedwell Bay Rd. Guard Rails	Complete		TransLink grant funding project Completed.
▪ Road Line and crosswalk painting.	Completed		MRN maintenance
▪ Purchase of Pipevision 300' scope	Complete		To be used as part of our storm drain documentation and maintenance plan
▪ GIS Mapping – Mycivitas & Mergin Maps programs by Land Info Tech	Scoping & video condition assessment of culverts		Ongoing

Operational Item	Progress or Status	Challenges	Comments
▪ Municipal Water connection Permits	In progress		1 in progress
▪ Hydrological study, Bedwell Bay Road	Study complete		Currently being reviewed prior to engineer signing off.
▪ Road crack sealing	Completed		Now part of staff's annual road maintenance program.
▪ Belcarra Day	Completed		Event held in June, Public Works staff provided support the week prior & at the Sunday event.
▪ Strathcona Quarterly Inspection & Servicing	Completed		Public Works inspection.
▪ Hydrant Flushing	Completed		Annual flushing completed
▪ Responding to complaints & meeting with residents	Ongoing	Issues may require immediate assistance which changes the work plan for the day.	
▪ Bylaw Enforcement	Ongoing	Educating residents on bylaw regulations; continuing to issue tickets for bylaw violations	

Meeting Attendance Emergency Preparedness & Public Works Coordinator

- RTAC – TransLink Regional Transportation Advisory Committee
- TPSC – TransLink Transportation Planning Sub Committee
- CVWG – TransLink Commercial Vehicle Working Group
- REAC – Metro Regional Engineers Advisory Committee – Water Sub Committee
- REPC – Metro Regional Emergency Planning Committee
- IPREM – BC Integrated Partnership for Regional Emergency Management
- LGCAP – Local Government Climate Action Program
- EMCR – Southwest Emergency Management Partners – Seasonal Hazard Preparedness
- EMBC – Emergency Management BC – Northeast Sector Emergency Management Committee



COUNCIL REPORT

Date: July 8, 2024
From: Amanda Seibert, Corporate Officer
Subject: Privacy Policy - Corporate Policy No. 231, 2024

Recommendation

That Village of Belcarra Privacy Policy - Corporate Policy No. 231, 2024 be approved.

Purpose

To present an up-to-date privacy policy supporting the development, implementation and maintenance of Village policies, procedures, standards and guidelines as required by the *Freedom of Information and Protection of Privacy Act* under a Privacy Management Program.

Background

On February 1, 2023, two amendments to the *Freedom of Information Act and Protection of Privacy Act* (the Act) were enacted. Section 36.2 of the Act requires BC public bodies to develop a Privacy Management Program (PMP).

Staff have been working through various documentation to bring the Village into compliance with the legislative requirements and develop a complete privacy management program.

As part of the ongoing work, existing Village of Belcarra Privacy Policy No. 209, 2018 was reviewed. Due to the age of the policy, and recent changes to the Act and its requirements of public bodies, Privacy Policy – Corporate Policy No. 231, 2024 was developed following guidelines provided by the Provincial Government, the Information and Privacy Commissioner's Office and using policies from other municipalities which have already established privacy management programs as a template. Policy No. 209, 2018 will be repealed under the new policy.

Village staff are working toward completing the requirements of the legislation. Much of the work in implementing a privacy management program is done as part of an administrative function, however, Council will be asked to approve policies and bylaws as necessary. Council has adopted Bylaw No. 616, 2023 to appoint a Privacy Head and set fees and has approved the use of a consulting group with privacy expertise to assist staff when necessary.

Strategic Alignment:

The proposed policy is one more step completed in the development of a privacy management program in order to bring the Village of Belcarra into legislative compliance adhering to requirements under the Act. The work done to develop the proposed policy falls under the Policies, Procedures & Bylaws section of Council's Strategic Plan.

Summary

The Freedom of Information and Protection of Privacy Act sets out the access and privacy rights of individuals as they relate to the public sector and sets out legislative requirements for public bodies. The purpose of the Village of Belcarra Privacy Policy - Corporate Policy No. 231, 2024 is to provide a framework for how the Village will operate to ensure personal information is managed in accordance with the Act and to ensure that all Village employees are aware of the rights, duties, and obligations that apply under the Act with respect to the protection of personal privacy and requests for access to records in the custody or control of the Village.



Prepared by: Amanda Seibert,
Corporate Officer



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendix is attached hereto:

Appendix A: Village of Belcarra Privacy Policy – Corporate Policy No. 231, 2024



VILLAGE OF BELCARRA
CORPORATE POLICY NO. 231



TITLE: Privacy Policy

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

1. Purpose:

The Village of Belcarra (the Village) is committed to ensuring the protection and security of all personal information that it collects, uses, maintains, and discloses in the course of carrying out its responsibilities. The Village offers services including but not limited to, bylaw enforcement including ticketing for violations of bylaws, garbage and recycling, parking permits, land development, resident notifications, roads, water and taxes. To deliver these services the Village needs to collect, use and disclose differing types of personal information.

The Village is subject to the *Freedom of Information and Protection of Privacy Act* (the Act). The purpose of this policy is to provide a framework for how the Village will operate to ensure personal information is managed in accordance with the Act and to ensure that all Village employees are aware of the rights, duties, and obligations that apply under the Act with respect to the protection of personal privacy and requests for access to records in the custody or control of the Village.

2. Scope:

- 2.1 This policy applies to personal information that the Village collects, uses or discloses in any form (including verbal, electronic or written personal information).
- 2.2 This policy does not apply to the RCMP. This is a separate public body under the Act.
- 2.3 The Act and the regulations under it will prevail over this policy.
- 2.4 This policy does not create any legal rights, benefits, duties, obligations or requirements of any kind. Among other things, this policy does not limit or otherwise affect the authority, powers, duties or functions of the Village under the Act.

3. Definitions:

“The Act” means the *Freedom of Information and Protection of Privacy Act (British Columbia)* as may be amended or replaced from time to time;

“Commissioner” means the Information and Privacy Commissioner for the Province of British Columbia;

“employee” means an employee of the Village, including a volunteer or service provider;

“personal information” means recorded information about, or can be related to, an identifiable individual. It includes any information that can be linked to an individual or used to identify directly or indirectly an individual. Individuals, for this purpose, include prospective, current, and former customers, employees, and others with whom the Village has a relationship. Most information collected by the Village about an individual is likely to be considered personal information if it can be attributed to an identified individual.

“privacy” means the right and obligation of individuals to control the flow of their personal information, including the collection, use and disclosure of that information.

“privacy breach” means the unauthorized access to personal information or the unauthorized collection, use, disclosure or disposal of personal information.

“Privacy Officer” means the Corporate Officer or delegate who is responsible for being the primary contact for privacy-related matters and in supporting the Village’s compliance with the Act.

“records” mean any paper or electronic media which is used to store or record information as broadly defined under the Act. At the Village, this includes all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email, and correspondence.

“service provider” means a person or organization retained under a contract to perform services for the Village.

“Village” means the Village of Belcarra

4. Collection of Personal Information

The Village is committed to protecting the privacy of individuals whose personal information it collects, uses, shares, and retains, and expects all employees to follow responsible information management practices to ensure that the Village fully complies with its legal obligations.

4.1 The Village may collect personal information for such uses included but not limited to as follows:

- a) where the collection is expressly authorized under an Act, including the *Community Charter* (British Columbia) and the *Local Government Act* (British Columbia), or is authorized under Village bylaws;
- b) for the purpose of its services, programs and activities in allowing the identification of preferences and needs of residents
- c) for the purpose of planning or evaluating Village activities, services and programs to ensure a high standard of service;
- d) for law enforcement purposes, including enforcement of Village bylaws;
- e) at presentations, ceremonies, performances, or similar events, that are open to the public and where individuals voluntarily appear, which include but are not limited to: public events such as open Council meetings, public hearings or Council committee meetings; annual events such as festivals, Canada Day celebrations, etc. The information collected may include photographs and/or video recordings of those attending;
- f) employee personal information required to maintain the employer/employee relationship and to satisfy government requirements;
- g) work experience and educational information related to professional qualifications;

- h) home contact information when required to maintain contact with residents
 - i) for verification of identify
 - j) to enroll an individual in a program; or
 - k) to send out information to residents
- 4.2 The Village may collect personal information directly from individuals but may also collect information from another source if an individual has consented to the Village doing so. The Village may also collect personal information from another source as permitted under the Act, including in these cases:
- a) where another law allows the Village to do so including, but not limited to, collection of personal information from ICBC for bylaw enforcement or from BC Assessment for property taxation purposes;
 - b) for law enforcement, for a court proceeding, to collect a debt or fine, or to make a payment;
 - c) where personal information is necessary for the Village to deliver, or evaluate, a common or integrated program or activity;
 - d) where personal information is necessary to establish, manage or terminate an employment relationship between the Village and an individual;
 - e) if personal information may be disclosed to the Village under Part 3 of the Act;
 - f) where the Village collects personal information for the purpose of determining an individual's suitability for an honour or award
- 4.3 The Village limits collection of personal information to what is necessary for the purposes for which it is collected. The Village collects personal information by fair and lawful methods.
- 4.4 Personal information will be retained only for as long as necessary for fulfillment of the purposes for which it was collected or was required or permitted by law.
- 5. Use and Disclosure of Personal Information**
- 5.1 The Village will only use or disclose personal information for the purpose for which it was collected, except with the individual's consent or as required or permitted by the Act or other laws.
- 5.2 The Village may also use or disclose personal information for another purpose if an individual has identified the information and consented to the Village's other use.
- 5.3 The Village may use personal information for a purpose for which the information can be disclosed to the Village under Part 3 of the Act.
- 5.4 The Village may also disclose a person's personal information:
- a) if the individual has identified the information and consent in writing to its disclosure;
 - b) to an employee or service provider if the information is necessary for the employee's or service provider's duties, for delivery of a common or integrated activity or for planning or evaluating a program or activity;

- c) If the information is made publicly available in British Columbia by a law that authorizes or requires it to be made public, including but not limited to the publication of minutes of recordings of open Council meetings including public hearings that contain personal information, such as the names and contact information of individuals appearing before Council or who made submissions to Council. Related examples include the images of individuals and the sound of their voices, and what they say at an open meeting;
- d) to a public body or law enforcement agency to assist in a specific investigation or a law enforcement proceeding;
- e) to a person's union representative who is making an inquiry, but only where the employee has given the representative written authority to make the inquiry;
- f) to legal counsel for the Village for the purpose of legal advice or the use in legal proceedings involving the Village;
- g) to a member of the Legislative Assembly who has been asked by the individual to help resolve a problem whereby written consent has been made;
- h) to other branches of government or its contracted service providers, only as authorized by the Act or other laws; or
- i) as otherwise permitted or required under Part 3 of the Act.

5.5 All information provided at open meetings of Council, or its Committees, is considered to be public. By providing information, including personal information, to the Village for that purpose, an individual is considered to have consented to that information being available to the public, including through posting on the Village's website. This information is part of the public record and cannot be removed or changed. However, if an individual can establish to the Village's reasonable satisfaction that the individual has legitimate personal safety concerns for themselves or immediate family members, the Village will permit the individual to submit correspondence to Council or a Committee in confidence and will not make their name or contact information public. That information will, however, be retained in the Administration Office of the Village.

6.0 Collection of Personal Information

- 6.1 The Act deems that an individual has consented to the collection, use or disclosure of personal information about that individual if, at the time the consent is deemed to be given, the purpose would be considered obvious to a reasonable person. In such circumstances, the Village will collect, use, disclose or retain personal information without obtaining a written or verbal consent to do so.
- 6.2 Where required by the Act, the Village will provide the individual with a notice, in a form the individual can reasonably be considered to understand, that it intends to collect, use disclose, or retain the individual's personal information for clearly specified purposes, by either:
- (a) obtaining the express consent of the individual; or
 - (b) providing the individual with the opportunity to decline within a reasonable time to have his or her personal information collected, used, disclosed or retained for the stated purposes.
- 6.3 On request by the individual, the Village will provide the position name or title and the contact information for an officer or employee of the organization who is able to answer the individual's questions about the collection of personal information.

- 6.4 Upon giving reasonable notice to the organization, an individual may withhold or withdraw consent to the collection, use, disclosure or retention of personal information about the individual at any time.
- 6.5 If the individual's decision to withhold or withdraw consent restricts the ability of the Village to provide a particular service or product, the Village will explain the situation to assist the individual in making the decision.
- 6.6 In addition to any exceptions permitted under the Act, the Village may collect, use, disclose or retain personal information with an individual's knowledge or consent in the following circumstances:
 - (a) when the collection, use, or disclosure of personal information is permitted or required by law;
 - (b) in an emergency that threatens the individual's life, health or personal security;
 - (c) when the personal information is available from a public source;
 - (d) when the Village requires legal advice from a lawyer;
 - (e) for the purposes of collecting a debt;
 - (f) to protect the Village against fraud; or
 - (g) to investigate an anticipated breach of an agreement or a contravention of the law.

7. Accuracy and Correction of Personal Information

- 7.1 The Village will make every reasonable effort to ensure that personal information the Village uses to make a decision directly affecting a person is accurate and complete.
- 7.2 If an individual believes there is an error or omission in their personal information collected by the Village, they may request the correction of the information in writing to the Corporate Officer who is the designated *Freedom of Information and Protection of Privacy* Head or Privacy Officer. The Privacy Officer or designate, is responsible for, as appropriate, correcting the information or annotating the information, in accordance with the requirements of the Act.
- 7.3 If a correction is made, the Village will notify any other public body or third party to whom It has provided the incorrect information during the one-year period before the correction was requested.
- 7.4 If the personal information is not inaccurate or incomplete and therefore the Village decides not to correct the information, the requested change on the information as well as why the Village did not correct the information as requested will be noted.
- 7.4 If the information is subject to interpretation or is an opinion, such as a performance evaluation, the Village may not change the record, however, the individual's correction request will be noted in the file.
- 7.5 This section does not apply to corrections to contact information.

8. Security of Personal Information

- 8.1 The Village protects personal information by ensuring security safeguards appropriate to the sensitivity of the information are in place. Such security safeguards may include passwords, encryption, secured storage etc. Reasonable security arrangements will be made to protect personal information against such risks as unauthorized access, collection, use and disclosure.
- 8.2 The Village will use contractual measures to protect personal information that it discloses to service providers, with those measures varying according to the nature and sensitivity of the personal information. All service providers will be required not to use or disclose personal information other than for the purpose of performing services for the Village.
- 8.3 All Village employees are required and have a duty to protect the privacy and security of personal information collected and used by them as part of their ongoing employment responsibilities. The management and safekeeping of such information is the responsibility of all employees. All employees are required to use and disclose personal information used and compiled only in accordance with this policy.

9. Retention of Personal Information

- 9.1 Any personal information that is no longer required for either administrative, financial, legal, or historical purposes shall be securely destroyed in a confidential manner when permitted or required by the applicable records retention schedules.
- 9.2 Personal Information will be retained for specified periods where required by law. The Act requires that any personal information that is used by the Village for the making of a decision that directly affects an individual is to be retained by the Village for at least one year after being used.

10. Access to Information

- 10.1 Any individual can make a request for access to records in the Village's custody or control. All such requests must be made in writing and must be directed to the Privacy Officer at foi@belcarra.ca. Employees are not authorized to release records in response to an access request without the written authorization or approval of the Village's Privacy Officer and every written request for access to information will be directed to the Privacy Officer. As access requests are governed by strict time limits set out in the Act, access requests must be date stamped and referred to the Privacy Officer promptly.
- 10.2 For formal access requests, the Act allows for a response thirty (30) business days starting on the day the request is received. This time can also be extended under the Act. In some cases, the Village may require under the ACT to refuse access to Personal Information and a written response will be provided in such a situation.

11. Access to Personal Information

- 11.1 An individual can make a written request that the Village disclose a copy of that individual's own personal information by contacting the Privacy Officer. An individual has a right to access their personal information, subject to the exceptions set out in the Act.

- 11.2 Upon reasonable notice, the Village will allow an individual to access and review their personal information collected by the Village.'
- 11.3 Upon request, the Village will inform an individual how their personal information is used and to whom it has been disclosed, if applicable.
- 11.4 As per Section 10.2, the Village will make requested information available within 30 business days or provide written notice of an extension where additional time is required to fulfill the request. Also, as per Section 10.2, if a request is refused in full or in part, the Village will notify the individual in writing, providing the reasons for refusal and the recourse available to the individual.
- 11.5 Identification verification will be required prior to disclosure of a person's personal information to ensure that the requestor is the individual whose information is being requested.
- 11.6 If any employee of the Village would like a copy of their own employee personal information the employee must do so directly through the Chief Administrative Officer.

12. Privacy Complaints and Breaches

- 12.1 Procedures for responding to a privacy breach are outlined in Appendix A of this policy.

13. Roles and Responsibilities

- 13.1 Under Village of Belcarra Freedom of Information and Protection of Privacy Bylaw No. 616, 2023:
- (a) The Privacy Officer is designated as the *Freedom of Information and Protection of Privacy* Head for the purposes of the *Act*.
 - (b) In the absence of the Privacy Officer, the Chief Administrative Officer shall act as the Head.
 - (c) The Accounting Clerk is designated as the FOI Coordinator. The Coordinator is hereby authorized to exercise responsibility for the overall management of *Freedom of Information and Protection of Privacy* functions on behalf of or in the absence of the Head.
- 13.2 Employees, volunteers and service providers are responsible for securing and protecting Personal Information in the custody and control of the Village.

14. Authority to Act

- 14.1 The Privacy Officer is delegated responsibility and authority for ensuring compliance with this policy and the *Act*.

15. Review

- 15.1 This policy replaces Village of Belcarra Corporate Policy No. 209, 2018 which is hereby repealed. Privacy Corporate Policy No. 231, 2024 will be reviewed by the Privacy Officer at least every two (2) years.

APPENDIX A: Administrative Procedure for Managing Privacy Breaches

Purpose:

This Administrative Procedure (the “procedure”) for Managing Privacy Breaches describes the appropriate and immediate action to be taken by the Village of Belcarra employees if a real or suspected privacy breach occurs.

When a breach occurs that is suspected or known to compromise the physical safety of an individual or individuals, the RCMP shall be contacted in an emergency capacity.

1. Privacy Complaints and Breaches

- 1.1 Any complaints about a Privacy-related matter under this policy or under the Act must be made to the Village in writing addressed to the *Freedom of Information and Protection of Privacy* Head/Privacy Officer.
- 1.2 The Village will consider a complaint, including a breach of privacy and will disclose the outcome to the individual in writing. Reasonable and timely cooperation with the Village’s work is expected. The Village reserves the right to not proceed with a complaint should a complainant fail to cooperate with the process.
- 1.3 An individual may seek advice from the Office of the Information and Privacy Commissioner for British Columbia at info@oipbc.bc.ca and if appropriate, file a written complaint with that office.

The Village staff shall, wherever they can, attempt to work through issues directly with persons, to their satisfaction.

2. Reporting a Suspected or Confirmed Privacy Breach

- 2.1 Any Village of Belcarra employee who becomes aware of a possible breach of privacy involving personal information in the custody or control of the Village will immediately inform the Privacy Officer. If the breach is suspected to be digital-related, the Privacy Officer will immediately inform the IT provider.
- 2.2 Reporting a suspected privacy breach to the Privacy Officer and the IT provider are strongly encouraged even if uncertain that a breach has occurred, including but not limited to:
 - a) Clicking on an unsafe link;
 - b) Opening a corrupted file; and
 - c) Downloading a document from an unknown source.

3. Requirement to Notify

- 3.1 Upon notice of a privacy breach, the Privacy Officer must be contacted, in writing, without reasonable delay.

3.2 The Privacy Officer, shall, without reasonable delay

3.1.1 notify an affected individual if the privacy breach could reasonably be expected to result in significant harm to the individual, including:

- a) identity theft or significant bodily harm,
- b) humiliation,
- c) damage to reputation or relationships,
- d) loss of employment, business or professional opportunities,
- e) financial loss,
- f) negative impact on a credit record, or
- g) damage to, or loss of, property

3.1.2 notify the Commissioner if the privacy breach could reasonably be expected to result in significant harm referred to in subsection 3.1.1 above.

4. Notification Procedures

4.1 Direct Notification for Affected Individuals

4.1.1 Notifications must include the following information:

- a) the name of the public body;
- b) the date on which the privacy breach came to the attention of the public body;
- c) a description of the privacy breach, including, if known:
 - i) the date on which or the period during which the privacy breach occurred, and
 - ii) a description of the nature of the personal information involved in the privacy breach
- d) confirmation that the Commissioner has been or will be notified of the privacy breach;
- e) contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;
- f) a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individual;
- g) a description of steps, if any, that the affected individual could take to reduce the risk of harm that could result from the privacy breach.

4.2 Indirect Notifications for Affected Individuals

4.1.2 A notification may be given to an affected individual in an indirect manner if:

- a) the public body does not have accurate contact information for the affected individual,
- b) the head of the public body reasonably believes that providing the notice directly to the affected individual would unreasonably interfere with the operations of the public body, or

- c) the head of the public body reasonably believes that the information in the notification will come to the attention of the affected individual more quickly if it is given in an indirect manner.

4.1.3 If a notification must be given in an indirect manner, the notification must

- a) be given by public communication that can reasonably be expected to reach the affected individual, and
- b) contain the following information:
 - i) the name of the public body;
 - ii) the date on which the privacy breach came to the attention of the public body;
 - iii) a description of the privacy breach including, if known, the date on which or the period during which the privacy breach occurred, and a description of the nature of the personal information involved in the privacy breach.
- c) confirmation that the Commissioner has been or will be notified of the privacy breach;
- d) contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;
- e) a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individual;
- f) a description of steps, if any, that the affected individual could take to reduce the risk of harm that could result from the privacy breach.

4.3 Notifications – Commissioner

4.1.3 A notification under section 36.3 (2)(b) of the Act must be given to the Commissioner in writing and must include the following information:

- a) the name of the public body;
- b) the date on which the privacy breach came to the attention of the public body;
- c) a description of the privacy breach including, if known,
 - i) the date on which or the period during which the privacy breach occurred,
 - ii) a description of the nature of the personal information involved in the privacy breach, and
 - iii) an estimate of the number of affected individuals;
- d) contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;
- e) a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individuals.

4.4 Not Required to Notify

4.4.1 The head of a public body is not required to notify an affected individual under subsection (4.5) if notification could reasonably be expected to

- a) result in immediate and grave harm to the individual's safety or physical or mental health, or
- b) threaten another individual's safety or physical or mental health.

4.5 Disregarding Requests

4.5.1 If the Privacy Head asks, the Commissioner may authorize the public body to disregard a request if

- a) a request is frivolous or vexatious,
- b) a request is for a record that has been disclosed to the applicant or that is accessible by the applicant from another source, or
- c) responding to the request would unreasonably interfere with the operations of the public body because the request
 - i) is excessively broad, or
 - ii) is repetitious or systematic.