



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA
Village Hall
December 2, 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 Tseil-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 Regular Council Meeting, November 21, 2024**

Recommendation:

That the minutes from the Regular Council Meeting held on November 21, 2024 be adopted.

- 4. PUBLIC INPUT (15 minutes)**

A period of fifteen (15) minutes will be made available on each Regular Council Meeting Agenda for members of the public to make submissions to Council. Any person wishing to speak during Public Input Period must so indicate by raising their hand. Each person will be permitted 2 minutes to comment on items presented on the agenda. A second opportunity to speak is permitted when all other interested parties have had an opportunity to provide their comments. Comments must be directed to the Chair of the meeting and not to individual members of Council. Public Input Period is a venue for submissions in the form of statements. Questions can be directed to Question Period at the end of the agenda.

5. DELEGATIONS

- 5.1 Presentation of Award by RCMP Officer in Charge, Superintendent Darren Carr, Coquitlam RCMP Detachment to Ryan Timm, Belcarra resident**

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**6.2 Reports****6.3 Recommendation to Receive Items on Consent****7. ITEMS REMOVED FROM THE CONSENT AGENDA****8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)****9. UNFINISHED BUSINESS****10. STAFF REPORTS**

- 10.1 Paula Richardson, Chief Administrative Officer and Eric White, Consultant, RWPAS, report dated December 2, 2024 regarding the Village of Belcarra Interim Housing Needs Report.**

Recommendation:

That the Interim Housing Needs Report be received into the record for information; and
That staff be directed to publish the Housing Needs Report on the Village website.

- 10.2 Stewart Novak, Manager, Municipal Services, report dated December 2, 2024 regarding Emergency Management Indigenous Engagement Implementation Activities**

Recommendation:

That the staff report dated December 2, 2024, titled "Emergency Management Indigenous Engagement Implementation Activities" be received into the record for information.

- 10.3** Ken Bjorggaard, Financial Consultant, report dated December 2, 2024 regarding a Local Government Infrastructure Planning Grant

Recommendations:

1. That the Village of Belcarra Council support the Village's grant application in the amount of \$10,000 under the Local Government Infrastructure Planning Grant Program to update the Village's storm water network data; and
2. That the Village of Belcarra's share (\$5,000) of the project costs come from the Village's Community Works Fund Reserve Fund.

11. BYLAWS

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- Sasamat Volunteer Fire Department Board of Trustees meeting – November 20
- French Aerospace Delegation Reception hosted by Invest Vancouver – November 21
- TransLink Mayors' Committee Meeting – November 28
- Metro Vancouver Board Meeting – November 29

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
REGULAR COUNCIL MEETING MINUTES
November 18, 2024



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

Council in Attendance

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

Staff in Attendance

- Paula Richardson, Chief Administrative Officer
- Stewart Novak, Manager, Municipal Services
- Amanda Seibert, Corporate Officer/Recording Secretary
- Jane Dreier, Clerk

Others in Attendance

- Ken Bjorgaard, Financial Consultant

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

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:01 pm

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, November 18, 2024

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting of November 18, 2024 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, November 4, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the minutes from the Special Council Meeting held on November 4, 2024 be adopted.

CARRIED

3.2 Regular Council Meeting, November 4, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held on November 4, 2024 be adopted.

CARRIED

4. PUBLIC INPUT

The Corporate Officer outlined the procedure for Public Input. There were no speakers.

5. DELEGATIONS AND PRESENTATIONS

No items

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

6.1.1 Ralph Drew and Ian Devlin, Belcarra residents, email dated November 3, 2024 regarding the Belcarra Water System Capital Works Plan.

6.1.2 Janet Roberson, Belcarra resident, email dated November 3, 2024 regarding the inclusion of pickleball lines in the redevelopment of the tennis court site.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the items on the Consent Agenda of the November 18, 2024 Village of Belcarra Regular Council Meeting be received into the record.

Councillor Ruzycki requested that Item 6.1.2 be removed from the Consent Agenda to allow for comment and discussion. Councillor Elworthy requested that Item 6.1.1 be removed from the Consent Agenda to allow for comment and discussion.

The Mayor called the question on the motion. Note that all items were removed for discussion.

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA

Note: The items removed from the Consent Agenda were discussed in the order of the requests from the members of Council.

6.1.2 Janet Roberson, Belcarra resident, email dated November 3, 2024 regarding the inclusion of pickleball lines in the redevelopment of the tennis court site.

Councillor Ruzycki commented on the request for the inclusion of pickleball lines and advised that Council has already considered this aspect.

6.1.1 Ralph Drew and Ian Devlin, Belcarra residents, email dated November 3, 2024 regarding the Belcarra Water System Capital Works Plan.

Councillor Elworthy commented on the report received from WSP by Council at the November 4, 2024 meeting as well as the presentation made by the WSP representatives. He thanked the writers of the email for their contribution and put forward that further detailed work will need to be done with regard to the deficiencies reported on in the water report.

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

No items

9. UNFINISHED BUSINESS

9.1 Motion by Councillor Clark (brought forward as a Notice of Motion at the Regular Council Meeting of November 4, 2024)

Councillor Clark provided an explanation on the motion she brought forward for discussion and outlined reasons on why she is advocating for a fire suppression system for the Village Hall.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That staff be directed to provide a report with a recommendation on the installation of a sprinkler system for the Village of Belcarra Hall.

MOTION TO DEFER

Moved by: Councillor Elworthy

Seconded by: Mayor Ross

That the motion directing staff to provide a report with a recommendation on the installation of a sprinkler system for the Village of Belcarra Hall be deferred to a Council Meeting in February, 2025.

CARRIED

Councillor Clark, Councillor Ruzycki voted in opposition

10. STAFF REPORTS**10.1** Ken Bjorgaard, Financial Consultant, report dated November 18, 2024 regarding Draft Long-Term (2025 – 2039) Financial Plan & Projected 2024 Year-End Budget Variances.

The Financial Consultant reviewed the report. He presented the Village's Draft Long-Term (2025 – 2039) Financial Plan (includes 2025 Budget) and the projected 2024 budget/actual variances. He highlighted the general operating funds and the operating funds for water and WARD and addressed the Village's capital funds. He also outlined scenarios for property taxes and utility rates for 2025.

The Financial Consultant answered questions and addressed concerns put forward by Council members.

MAIN MOTION

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That the following 2025 - 2029 financial plan/budget scenarios be brought forward for public consultation and feedback:

Property Taxes:

- **6% increase in property taxes in 2025;**
- **4% increase in property taxes in each year from 2026 to 2029 (all property tax increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle for 2026);**

Water User Fees:

- **7% increase in water user rates in 2025;**
- **5% increase in water user rate in 2026 to 2029 (all water rate increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle for 2026);**

Waste & Recycle Depot (WARD) User Fees:

- **20% increase in WARD user rates in 2025;**
- **15% increase in WARD user rates in 2026;**
- **4% increase in WARD user rate in 2027 to 2029 (all WARD rate increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle for 2026); and**

Option A - 4% increase in property taxes; 5% increase in water user rates (connected & unconnected); 20% increase in WARD user rates.

MOTION TO AMEND

Moved by: Councillor Elworthy
 Seconded by: Councillor Clark

That Option A be replaced with Option B with revised numbers of an 8% increase in property taxes; 7% increase in water user rates (connected & unconnected); 20% increase in WARD user rates.

AMENDMENT CARRIED

Mayor Ross, Councillor Wilder voted in opposition

Question on the Main Motion

The question was called on the Main Motion as amended.

MAIN MOTION AS AMENDED

That the following 2025 - 2029 financial plan/budget scenarios be brought forward for public consultation and feedback:

Property Taxes:

- 6% increase in property taxes in 2025;
- 4% increase in property taxes in each year from 2026 to 2029 (all property tax increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle for 2026);

Water User Fees:

- 7% increase in water user rates in 2025;
- 5% increase in water user rate in 2026 to 2029 (all water rate increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle for 2026);

Waste & Recycle Depot (WARD) User Fees:

- 20% increase in WARD user rates in 2025;
- 15% increase in WARD user rates in 2026;
- 4% increase in WARD user rate in 2027 to 2029 (all WARD rate increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle for 2026); and

Option B - with revised numbers of an 8% increase in property taxes; 7% increase in water user rates (connected & unconnected); 20% increase in WARD user rates.

CARRIED AS AMENDED

Mayor Ross, Councillor Wilder voted in opposition

- 10.2** Stewart Novak, Manager, Municipal Services, staff report dated November 18, 2024 regarding the purchase of a 2024 New Holland Power Star 90 Tractor plus attachments.

The Manager, Municipal Services reviewed the report. He advised on the price for a new tractor and outlines reasons for the move to fleet insurance. He also advised on the difference in the price originally quoted in the report and the one quoted in the revised staff recommendation.

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the purchase from Rollins Machinery Ltd of one (1) 2024 New Holland Power Star 90 Tractor plus an attachment of a Tiger RBM Three Point Hitch Boom Mower in the amount of \$216,407.50 (net of GST rebate) be approved; and further

That \$225,000 (includes cost of the tractor with attachments plus other costs to put unit into service) be added to the 2024 Capital Budget, with funding from the General Capital Reserve Fund, to facilitate this purchase; and

That the 2024 Budget/Financial Plan be amended accordingly.

CARRIED

- 10.3** Amanda Seibert, Corporate Officer, staff report dated November 18, 2024 regarding the Regular Council Meeting schedule for 2025 and the Acting Mayor schedule appointments for the 2024-2025 term.

The Corporate Officer reviewed the staff report. She advised that the proposed calendar generally followed an established pattern of council meetings being held every two weeks on a Monday of each month and that variations to the calendar were highlighted in the staff report.

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the 2025 Regular Council Meeting Calendar attached to the staff report dated November 18, 2024 be approved; and further

That the Acting Mayor schedule and appointments for December 2024 to November 2025 as attached to the staff report dated November 18, 2024 be approved

CARRIED

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

The Chief Administrative Officer read from the Letters Patent of the SVFD which require the appointment of trustees to the Board each year.

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That Mayor Ross, Councillor Clark and Councillor Wilder be appointed as the Village of Belcarra's three (3) Trustees to the Sasamat Volunteer Fire Department (SVFD) Board for the year 2025.

CARRIED

11. BYLAWS

11.1 Village of Belcarra Council Indemnity Bylaw No. 631, 2024

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

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That Village of Belcarra Council Indemnity Bylaw No. 631, 2024 be adopted.

CARRIED

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- Metro Vancouver Regional Parks Committee Meeting – November 6, 2024
- TransLink Mayors' Council Public Affairs & Governance Committee – November 6, 2024
- HAVAN CONNECT Municipal Dinner – November 6, 2024
- Metro Vancouver Climate Action Committee Meeting – November 7, 2024
- Coquitlam RCMP Officer-in-Charge Awards Ceremony – November 7, 2024
- Coquitlam, Burnaby, Port Moody, and Royal City Squadrons Remembrance Day Celebrations – November 11, 2024
- Crossroads Hospice Treasures of Christmas – November 16, 2024 attended with Councillor Wilder

Mayor Ross spoke on the passing of John Horgan and read thoughts as spoken by Evan Brown, an executive assistant on his initial interview for a position working with former Premier Horgan.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer reminded residents that the survey for the Active Transportation Network Plan will be open for feedback until November 29 at 11:59 pm. She reported that information on Metro Vancouver's 2025 Budget and Five-Year Financial Plan is available on the Village's website.

14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

No items

16. PUBLIC QUESTION PERIOD

Jim Chisholm, Belcarra resident, queried why the Village budget does not include the cost of the new fire halls.

The Financial Consultant advised that Metro Vancouver is responsible for all material related to the fire halls including the budget.

Penny Moen, Belcarra resident, advised that C.R.A.B. will be holding their Annual General Meeting on December 5, 2024 at 7:00 pm at Belcarra Village Hall with the doors opening at 6:30 pm.

17. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the November 18, 2024 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 10:17 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



COUNCIL REPORT

File: 1850-20-28

Date: December 2, 2024

From: Paula Richardson, Chief Administrative Officer and Eric White, Consultant, RWPAS Ltd.

Subject: **Village of Belcarra Interim Housing Needs Report**

Recommendation:

That the Interim Housing Needs Report be received into the record for information; and
That staff be directed to publish the Housing Needs Report on the Village website.

Purpose:

To provide the Village of Belcarra Interim Housing Needs Report (HNR) to Council, as required by legislation, at a public meeting and to publish the Interim HNR on a website that is publicly accessible.

Background:

At the Regular Council Meeting held on October 21, 2024, Belcarra Council was presented with the 5-year and 20-year Housing Needs data as calculated by the Housing Needs Report (HNR) Standardized Methodology, or HNR Method, as well as a description of the HNR Method. The HNR Method numbers were provided by Metro Vancouver. During this meeting, Council the following motion was passed by Council:

“That staff be directed to update the existing Village of Belcarra Housing Needs Assessment Report prior to January 1, 2025 to incorporate the most recent Housing Needs data provided by Metro Vancouver.”

The Village had previously completed a Housing Needs Report in 2021 in response to the initial HNR policies introduced in 2019. There is a noticeable difference in the key findings of the 2021 report compared to the figures calculated using the HNR Method in 2024. For most communities, the HNR Method will likely calculate a higher number of housing units needed than the housing needs identified in existing HNRs. As an example, the HNR Method accounts for suppressed household formation and the demand buffer, components which were typically excluded or ignored in previous HNRs. The HNR Method also uses BC Stats as the source for population projection, which will often be higher than projections used in existing reports. The demand buffer will be a major contributor to the higher numbers.

It should be noted that of the 6 components included in the HNR Method, Component C *Suppressed Households* and Component F *Additional Demand* (demand buffer) account for over 3/4 of the total housing need.

Suppressed Household Formation

Suppressed Household Formation (SHF) addresses those households that were unable to form between 2006 and the present due to a constrained housing environment. Households make decisions on housing based on the choices available to them; for example, young people may have difficulty moving out of their parents' homes to form households of their own, while others may choose to merge households with roommates due to lack of available and affordable housing supply.

It is possible that, in the Village of Belcarra specifically and in other similar municipalities, the number of Suppressed Households identified by the HNR Method are indicative of the preferences of these households rather than a shortage of housing types. That is, a multigenerational household living in a large, multiple bedroom home in Belcarra may do so more comfortably than that same household living in a small apartment elsewhere in the region, but both of these scenarios would be counted as a suppressed household or households by using the HNR Method.

Demand Buffer

For the purposes of HNRs, a demand factor based on a ratio of housing price to housing density is calculated for each applicable municipality. This factor is then multiplied by the sum of the housing units calculated for Components A (housing units to address extreme core housing need), B (housing units for persons experiencing homelessness), C (housing units to address suppressed household formation), and E (housing units to increase the rental vacancy rate) to determine the additional local housing demand.

Housing in Belcarra is exclusively in the form of large, single-family detached homes with secondary suites or coach houses which tend to be more expensive than regional averages and have relatively low density compared to other housing types. Because of this, the Village of Belcarra, along with the Villages of Anmore and Lions Bay, has the highest demand buffer ratio in Metro Vancouver at 1.45.

Conclusion

Based on discussions with the Ministry of Housing and Municipal Affairs, Village of Belcarra staff have been advised that there are no HNR exemptions in place nor any established processes to contest the findings of the HNR Method. Rather, staff have been encouraged to continue conversations with the Ministry throughout the next year to determine what steps are necessary to update the Village's OCP and Zoning Bylaw prior to the December 31, 2025 legislated deadline for those updates.

Municipalities are not required to meet, and there is no penalty for not meeting, the 5-year or 20-year housing needs projections. Instead, municipalities should update their Zoning Bylaw and Official Community Plan to ensure that the capacity to build the projected number of new homes is supported in these policies. Any necessary changes to the Zoning bylaw and OCP to create that capacity will be determined by Village of Belcarra staff.



Prepared by: Eric White, Planning Consultant
RWPAS Ltd.



Concurrence: Paula Richardson
Chief Administrative Officer

The following appendix is attached hereto:

Appendix A: 2025 Interim Housing Needs Report

Appendix A: 2025 Interim Housing Needs Report

In the fall of 2023, a comprehensive suite of legislation changed the local government planning and land use framework to enable local governments to deliver more housing, in the right places, faster. New requirements for local government Housing Needs Reports (HNRs) are a key part of these changes.

As a result of these changes, local governments must complete an Interim HNR by January 1, 2025, using the HNR Method to calculate the number of housing units needed over 5 and 20 years.

The information contained in this document in the form of an appendix to the existing HNR meets the provincial requirement for an Interim Housing Needs report. A Regular Housing Needs Report is required to be completed prior to December 31st, 2028, and then every five years thereafter.

Methodology

Requiring a standard method for calculating housing need in HNRs ('HNR Method') will ensure that all local governments produce robust, consistent, and comparable assessments of housing need.

The HNR Method estimates the total number of housing units required to address a community's current and anticipated housing needs over 5- and 20-year timeframes, based on publicly available data sources that can be applied to communities of various scales. It is composed of the following six components (Components A-F) of housing need, which are summed and rounded to the nearest whole number to determine the total 20-year housing need:

- A. The number of housing units for households in extreme core housing need
- B. The number of housing units for individuals experiencing homelessness
- C. The number of housing units for suppressed households
- D. The number of housing units for anticipated household growth
- E. The number of housing units required to increase the rental vacancy rate to 3%
- F. The number of housing units that reflects additional local housing demand (the "demand buffer"). This component is only included for municipalities. There is no requirement to apply the demand factor to regional district electoral areas.

The complete data and calculations for all six components are included at the end of this report.

Findings

The key findings obtained from using the HNR Method are presented in the table below:

2024 Interim Housing Needs Report (Standardized Methodology) Key Findings	
Summary of Results	Belcarra
Total 5-Year Housing Need (2026)	102
Total 20-Year Housing Need (2041)	366

Reduction of Housing Needs

Since receiving this most recent HNR data, Village of Belcarra Council has voted unanimously to update the existing HNR to incorporate these findings by way of an interim HNR . Village of Belcarra Staff, informed by discussions with the Ministry of Housing and Municipal Affairs, will determine what changes are needed, if any, to the existing Zoning Bylaw and Official Community Plan so that the capacity to meet the 5-year and 20-year Housing Need projections are supported by these policies. The Zoning Bylaw and OCP are required to be updated prior to December 31st, 2025.

Preferred Locations of New Housing

Wherever possible, new housing should be built in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation. The updated Zoning Bylaw and OCP should reflect this principle.

Attachment: 2024 Interim Housing Needs Report – Standardized Methodology Calculations for Village of Belcarra

2024 Interim Housing Needs Report - Standardized Methodology Calculations

Belcarra

Prepared by: Metro Vancouver Regional District, Regional Planning & Housing Services
Technical Guidelines: https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/hnr_method_technical_guidelines.pdf

2024 Interim Housing Needs Report (Standardized Methodology) Key Findings

Summary of Results	Belcarra
Total 5-Year Housing Need (2026)	102
Total 20-Year Housing Need (2041)	366

Initial Housing Needs Report (2021) Key Findings (for comparison purposes only)

Key Findings	Belcarra
2016 Total Households	253
Estimated Current Need (2021)	260
Anticipated Future Need (2026)	264

COMPONENT A: Housing units and extreme core housing need HNRR s. 17 (VHNRR s. 12)

Table 1: Extreme core housing need, Steps 1 and 2

Total Households	2006		2011		2016		2021		Average ECHN Rate
Owners	235		250		230		235		
Renters	20		20		20		30		
Extreme Core Housing Need	#	% of total	#	% of total	#	% of total	#	% of total	
Owners with a mortgage	n/a		n/a		n/a		0	0.0%	0.0%
Renters	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0.0%

Table 2: Extreme core housing need, Steps 3 and 4

Total Households	2021 Households	Average ECHN Rate	Households in ECHN
Owners		n/a	n/a
Owners with a mortgage	235	0.0%	0
Renters	30	0.0%	0
Total New Units - 20 years			0

COMPONENT B: Housing units and homelessness HNRR s. 18 (VHNRR s. 13)

Table 3: People experiencing homelessness, Steps 1, 2 and 3

Regional Population	Local Population		Regional PEH	Proportional Local PEH
	#	% of Region		
2,607,015	645	0.0%	11,392	3
Total New Units - 20 years				3

COMPONENT D: Housing units and anticipated household growth HNRR s. 20 (VHNRR s. 15)

Table 9: Anticipated household growth, Step 1

Regional District Projections	2021	2041	Regional Growth Rate
Households	1,043,315	1,580,744	51.5%

Table 10: Anticipated household growth, Steps 2, 3, 4 and 5

Growth Scenarios	Regional Growth Rate	Households		New Units
		2021	2041	
Local Household Growth	n/a	265	296	31
Regionally Based Household Growth	51.5%	265	n/a	137
Scenario Average				84
Total New Units - 20 years				84

COMPONENT E: Housing units and rental vacancy rate HNRR s. 21 (VHNRR s. 16)

Table 11: Rental vacancy rate adjustment, Steps 1, 2, 3 and 4

	Vacancy Rate (2021)	Occupied Rate	Renter Households	Estimated Number of Units
Target Vacancy Rate	3.0%	97.0%	30	31
Local Vacancy Rate*	1.4%	98.6%		30
Total New Units - 20 years				1

*Note: Used British Columbia's vacancy rate for "row/apartment" as per the HNR Method Technical Guidelines.

COMPONENT F: Housing units and demand (the “demand buffer”) HNRR s. 22 (VHNRR s. 17)

Table 12: Additional local housing demand, Steps 1 and 2

Component	Result
A Extreme Core Housing Need	0
B Persons Experience Homelessness	3
C Suppressed Household Formation	112
E Rental Vacancy Rate Adjustment	1
Total	115
Demand Factor	1.45
Total New Units - 20 Years	167

TOTAL 20-YEAR HOUSING NEED

Table 13: Total 20-year Housing Need

Component	Total Housing Need
A Extreme Core Housing Need	0
B Persons Experience Homelessness	3
C Suppressed Household Formation	112
D Anticipated Household Growth	84
E Rental Vacancy Rate Adjustment	1
F Additional Demand	167
Total New Units - 20 Years	366

TOTAL 5-YEAR HOUSING NEED

Table 14: Total 5-year Housing Need

Component	Total Housing Need
A Extreme Core Housing Need	0
B Persons Experience Homelessness	1
C Suppressed Household Formation	28
D Anticipated Household Growth	31
E Rental Vacancy Rate Adjustment	0
F Additional Demand	42
Total New Units - 5 Years	102

Component D: 5-Year Calculations

Table 9: Anticipated household growth, Step 1

Regional District Projections	2021	2026	Regional Growth Rate
Households	1,043,315	1,221,910	17.1%

Table 10: Anticipated household growth, Steps 2, 3, 4 and 5

Growth Scenarios	Regional Growth Rate	Households		New Units
		2021	2026	
Local Household Growth	n/a	265	282	17
Regionally Based Household Growth	17.1%	265	n/a	45
Scenario Average				31
Total New Units - 5 years				31



COUNCIL REPORT

Date: December 2, 2024

From: Stewart Novak, Manager, Municipal Services

Subject: **Emergency Management Indigenous Engagement Implementation Activities**

Recommendations:

That the staff report dated December 2, 2024, titled “Emergency Management Indigenous Engagement Implementation Activities” be received into the record for information.

Purpose:

To provide an update on Belcarra’s emergency management indigenous engagement requirement activities as per the Emergency and Disaster Management Act.

To provide an update on other emergency management activities.

Background:

On November 8, 2023 the new Emergency and Disaster Management Act was passed by the Provincial Government which resulted in significant changes to emergency planning.

On April 22, 2024 an overview of the changes to the new Emergency and Disaster Management Act (EDMA) was presented to Council highlighting some of the key changes which include:

1. Municipalities must engage indigenous peoples through consultation, engagement and cooperation in planning and implementation of emergency management protocol.
2. Municipalities may engage in multi-jurisdictional emergency management planning and response.

At the Regular Council meeting held on April 22, 2024 the following motion was passed:

“That staff exploration of opportunities for multi-jurisdictional emergency management planning and response with neighbouring municipalities be supported.”

Staff engaged in multiple meetings with our neighboring municipalities including Anmore, Port Moody, Coquitlam, and Port Coquitlam. Although there is interest in pursuing multi-jurisdictional emergency management planning, it was the general consensus between the municipalities that during the first phase of transition to the new EDMA regulations (with respect to indigenous engagement requirements), local municipalities intend to fulfill the indigenous engagement requirements separately.

Indigenous Engagement Requirements.

Consultation, engagement and cooperation with Indigenous peoples is a requirement of the new EDMA. The Province of British Columbia has provided 100% grant funding for municipalities to help develop and implement policies and agreements relating to the indigenous requirements. A summary report that documents engagement discussions is to be submitted to the Province by March 31, 2025 as part of the funding requirements.

Staff have retained KPMG Consulting Services to:

- Support communications and make best efforts to engage with Indigenous Government Bodies (IGBs) within the Village of Belcarra boundary to determine areas in the emergency plans that require consultation and cooperation.
- Conduct an engagement workshop to discuss, confirm, and document communication protocols to help local authorities to consult, engage, coordinate, and cooperate with, when, and how any phases of emergency management.
- Have documented agreements between the IGBs and Village of Belcarra on the protocols agreed to.
- Provide a final consultation summary report that documents engagement discussions and can be submitted to the province as part of the funding requirements.

A follow-up report will be provided to Council after completion of the project.

Other Emergency Management Activities.

Staff are receiving Level 1 Training in Emergency Support Services (ESS) through the RCMP who have been providing level 1 ESS services for Village of Belcarra to date.

Level 1 ESS focuses on smaller local events (1 to 2 family homes) where less than twelve people are impacted and forced to leave their homes for up to 72 hours.

The ESS program can provide referrals for food, lodging, clothing, as well as provisions for emotional support and family unification.

RCMP have given notice that they are transitioning out of the ESS program and are providing assistance in preparing Belcarra staff to take over the program in our community.

Belcarra staff continue to encourage residents to download the Alertable App onto their phones. This is a critical part Belcarra's emergency program which allows staff to instantly message residents of emergency situations, instructions, or even advisory notices.

The Alertable app can provide emergency information through the app itself or it can be programmed to send text messages or emails.

Mass evacuation circumstances: in the event of a large-scale evacuation where an emergency operations center is not feasible to establish within the municipal boundaries, a designated reception centre will be located at the Port Moody Recreation Centre parking lot. A memorandum of understanding has been formalized between Belcarra and Port Moody to provide the space.

Further information on emergency management will be provided in upcoming reports as the program develops.

Conclusion:

The staff report titled “Emergency Management Indigenous Engagement Implementation Activities” is provided for information to inform Council that KPMG Consulting has been retained to help develop and implement emergency management policies and agreements relating to emergency indigenous requirements which are to be finalized and submitted to the Province by March 31, 2025.

Indigenous engagement is a required function of the new Emergency and Disaster Management Act. The Province of BC has provided 100% funding for the municipality to engage and establish agreements between Belcarra and Indigenous Government Bodies.



Prepared by: Stewart Novak,
Manager, Municipal Services



Concurrence: Paula Richardson,
Chief Administrative Officer



COUNCIL REPORT

Date: December 2, 2024
From: Ken Bjorgaard, Financial Consultant
Subject: Local Government Infrastructure Planning Grant

Recommendations:

1. That the Village of Belcarra Council support the Village's grant application in the amount of \$10,000 under the Local Government Infrastructure Planning Grant Program to update the Village's storm water network data; and
2. That the Village of Belcarra's share (\$5,000) of the project costs come from the Village's Community Works Fund Reserve Fund.

Purpose:

The purpose of this report is to seek Council's support, in the form of a motion, for the Village of Belcarra's grant application under the Ministry of Municipal Affairs Local Government Infrastructure Planning Grant Program (Infrastructure Planning Grant Program).

Background:

The Infrastructure Planning Grant Program provides funding in support of asset management with the maximum grant being \$10,000 calculated at 100% of the first \$5,000 and 50% of spending beyond \$5,000. In other words, to take advantage of the maximum grant the total project cost would have to be \$15,000 with the local government share being \$5,000.

The Village of Belcarra needs to update its storm water network data in order to refine asset attribute data, along with risk and replacement cost values, in its asset management program. The data can also be used to update the Village's existing storm water hydraulic model.

The intake deadline for this next round of funding under Infrastructure Planning Grant Program is December 11, 2024. One of the stipulations in the Infrastructure Planning Grant Program application is a Council resolution indicating support for the proposed project.

It is recommended that the Village of Belcarra apply for an Infrastructure Planning Grant in the amount of \$10,000 for its storm water network project with the Village's share (\$5,000) of the project costs coming from its Community Works Reserve Fund.



Prepared by: Ken Bjorgaard
Financial Consultant



Concurrence: Paula Richardson,
Chief Administrative Officer



Ministry of
Municipal Affairs

PLEASE READ THE PROGRAM GUIDE before completing this Application Supplementary Form. An application for each project must be completed using the Local Government Information System (LGIS). The Application Supplementary Form and all other relevant documentation must be uploaded to the “Attachment” tab of the online application form in LGIS.

Applicants should be aware that information collected is subject to *Freedom of Information and Protection of Privacy Act* (FOIPPA).

This Application Supplementary Form is designed to be filled in electronically using word processing software. If you have any questions, please contact the Local Government Infrastructure and Finance Branch by phone at: 250 387-4060 or by email at: Infra@gov.bc.ca.

For Administrative Use Only

A. Applicant Information

Legal Name of Local Government: The Village of Belcarra
Project Title: Storm water collection network review and update

B. Project Information

<p>1. What are the main objectives of the project?</p> <p>The Village has made substantial progress with the capture of its infrastructure. However, major data gaps were identified with its storm water collection network.</p> <p>The goal of the project is to:</p> <ul style="list-style-type: none"> • Review and update the Village’s storm water network data, focusing on refining spatial accuracy, condition, material, and diameter. • Identify high priority assets using a risk assessment. • Update the Village’s Asset Management plan to reflect the proposed storm water updates. <p>This will help the Village to make informed management decisions and ensure that natural assets are being utilized in a sustainable and responsible manner.</p> <p>An open-source GIS and reporting application will be used to capture, analyse and report on natural capital assets.</p>
<p>2. What is the deliverable that will result from this project?</p> <p>Deliverables include:</p> <ol style="list-style-type: none"> a. An asset inventory and maps (in GIS format) of the Village’s storm water network b. Customised reports and maps to support staff and council to make informed asset management related decisions. c. A spreadsheet (generated from GIS) with all relevant asset inventory information to be used by staff for detailed analysis and reporting.
<p>3. If multiple applications are being submitted, this project is ranked as priority __ out of __ applications.</p> <p>Not applicable</p>
<p>4. Explain how this project integrates ecological services, resources recovery, and/or other initiatives to manage climate change in the community.</p>



Natural Asset Integration: Recognizing and leveraging natural assets, such as wetlands and riparian areas, which provide critical stormwater management services by storing and filtering water. This aligns with Village's initiative to include natural capital in its asset inventory.

Flood Risk Reduction: Enhancing stormwater capacity to handle more frequent and intense rainfall events due to climate change, minimizing risks to infrastructure and property.

Integrated Data Systems: Utilizing tools like GIS to monitor performance, identify bottlenecks, and plan improvements in real time.

5. Explain how this project will improve public health and safety / community wellness.

Flood Risk Reduction: Improved stormwater management systems, including increased capacity and natural drainage solutions, prevent localized flooding during heavy rainfall events. This reduces risks to homes, businesses, and essential infrastructure.

Erosion Control: Stabilizing banks and managing runoff prevents erosion, protecting public spaces, transportation routes, and properties near watercourses.

Recreational Water Safety: Enhancing stormwater treatment ensures safer water quality in local rivers and lakes, promoting recreational activities like swimming and fishing.

Vector-Borne Disease Prevention: Improved drainage reduces standing water, minimizing habitats for mosquitoes and other pests.

Emergency Preparedness: A robust stormwater system improves the community's ability to recover quickly from extreme weather events, enhancing safety during emergencies.

6. Explain how this project supports community sustainability goals and indicate how this project is integrated into the development or implementation of any long-term plans.

This project directly supports community sustainability goals by enhancing resilience to climate change, improving water quality, and promoting the use of green infrastructure. By integrating ecological services such as rain gardens and wetlands, the project fosters a sustainable approach to stormwater management, aligning with goals for environmental stewardship and resource efficiency.

Additionally, the project will incorporate into the Village's long-term plans. This ensures the stormwater network is maintained and adapted over time to meet evolving environmental challenges, aligning with broader municipal goals for sustainable growth, infrastructure reliability, and community wellness.

7. a) Will the project be developed in partnership or collaboration with any First Nations, organizations or/and local governments? Yes No

b) If yes, list the partners and describe their role in this project:

Not Applicable

8. a) Will (has) this project receive(d) any funding or in-kind contributions from a third party? Yes No

b) If yes, list the parties and describe their contributions:

Not applicable



9. a) Will there be any public consultation and/or participation?

Yes No

b) What consultation will occur, if any?

Not applicable

c) If consultation has occurred what was the outcome?

10. a) What is the population of the community?

Approx 650

b) What is the estimated population that will be served by this project?

Approx. 650

The Supplementary Application Form must be completed and submitted online using the [Local Government Information System](#) (LGIS). You must have a BCeID account to access the online application form. To set up your BCeID account, for assistance with completing the application form and program details, please refer to the [Program Website](#).

Full and Accurate Information: applicants are responsible for ensuring that full and accurate information is submitted to the Ministry of Municipal Affairs and any applicable supporting information has also been submitted. If a question in the Application Supplementary Form is not applicable to the project, provide a brief explanation of why it is not applicable.

Please ensure to upload all the required materials (refer to section 3.1.1 of the Infrastructure Planning Grant Program) under the “Attachment” tab of the online application in LGIS prior to submission as the form (including the attachment section) will be locked by the system post submission. Applications will not be assessed until the Application Supplementary Form is received by the Ministry of Municipal Affairs.

If you have any questions, please contact the Local Government Infrastructure and Finance Branch by phone at: 250 387-4060 or email at: Infra@gov.bc.ca