



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA
Village Hall
January 27, 2025
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, December 2, 2024 - Public Consultation Session, Draft 2025 – 2039 Financial Plan

Recommendation:

That the minutes from the Special Council Meeting held on December 2, 2024 be adopted

3.2 Regular Council Meeting, November 18, 2024 and December 2, 2024

Recommendation:

That the motion from the December 2, 2024 Regular Council Meeting adopting Regular Council Meeting minutes dated November 21, 2024 be repealed; and

That the minutes from the Regular Council Meetings held on November 18, 2024 and December 2, 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**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** School District No. 43 (Coquitlam), Randy Manhas, Secretary-Treasurer/CFO, letter dated November 28, 2024 announcing the election of Michael Thomas as Chair of the Board of Education and the acclaiming of Craig Woods as Vice Chair.
- 6.1.2** Union of British Columbia Municipalities, Councillor Trish Mandewo, President, letter dated December 16, 2024 regarding the Canada Community-Building Fund and the second Community Works Fund Payment to the Village of Belcarra for 2023/2024 in the sum of \$32,816.
- 6.1.3** Independent Contractors and Businesses Association, Chris Gardner, President and CEO, letter dated January 7, 2025 regarding the protection of taxpayers from overspending on local government construction.
- 6.1.4** Port of Vancouver, Mandy Ellis, Senior Advisor, Municipal Relations, email and fact sheet dated January 8, 2025 providing information on navigation aids to enhance marine traffic and fluidity in eastern Burrard Inlet.
- 6.1.5** Ralph Drew, Belcarra resident, email dated January 13, 2025 regarding SVFD cost sharing and the implementation of a ‘Simon Fraser Formula’
- 6.1.6** Port of Vancouver, Mandy Ellis, Senior Advisor, Municipal Relations, email and additional information dated January 15, 2025 regarding the Port Authority’s Private Residential Dock Program.
- 6.1.7** John Willms, Belcarra resident, email dated January 17, 2025 regarding Village of Belcarra Corporate Policy No. 232, use of municipal land and the sale of road ends.
- 6.1.8** Sasamat Volunteer Fire Department (SVFD) Board of Trustees, minutes of the Regular Meeting of September 5, 2024

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

That the items on the Consent Agenda of the January 27, 2025 Village of Belcarra Regular Council Meeting be received into the record for information.

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

- 8.1** Metro Vancouver, Dorothy Shermer, Corporate Officer, letters dated a) December 13, 2024 and b) December 9, 2024 requesting approval by resolution of Sasamat Volunteer Fire Department Service Conversion Bylaw No. 1402, 2024. *Note that the letter dated December 13, 2024 addresses corrections to the bylaw originally provided with a letter dated November 9, 2024.*

Recommendation:

That the Council of the Village of Belcarra:

- a) consent to the adoption of *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024* on behalf of the electors, with corrections noted by Metro Vancouver's Corporate Officer in their letter dated December 13, 2024; and
 - b) direct staff to notify the Metro Vancouver Regional District Board of its consent.
- 8.2** Communities Embracing Restorative Action (CERA) Society, Gurinder Mann, Executive Director, email dated December 22, 2024 regarding a Request for a Community Grant for the Community Youth Justice Program.

Recommendation:

That a Community Grant in the amount of \$353.00 to the Communities Embracing Restorative Action (CERA) Society for support of the Community Youth Justice Program 2025 Fiscal Year be authorized.

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

- 10.1** Ken Bjorgaard, Financial Consultant, report dated January 27, 2025 regarding the 2025-2029 Financial Plan and Related Property Tax & Utility Rate Increases

Recommendation:

That the Village's 2025 – 2029 Financial Plan Bylaw and 2025 Utility Rates Bylaw (Fees & Charges Bylaw Amendment) be prepared on the following basis:

Property Taxes:

- 8% 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 in 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 in 2026);

Waste & Recycle Depot (WARD) User Fees:

- 20% increase in WARD user rates in 2025;
- 15% increase in WARD user rate in 2026 and 4% increases 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 in 2026).

- 10.2** Paula Richardson, Chief Administrative Officer and Ken Bjorgaard, Financial Consultant, report dated January 27, 2025 regarding the Strategic Plan Update

Recommendation:

That the report titled “Strategic Plan Update” dated January 27, 2025 be received into the record for information.

- 10.3** Paula Richardson, Chief Administrative Officer, report dated January 27, 2025 regarding the quarterly department report for the quarter ending December 31, 2024.

Recommendation:

That the report dated January 27, 2025 titled “Quarterly Department Reports – For Quarter ending December 31, 2024” be received into the record for information.

- 10.4** Sartaj Grewal, Building Official, report dated January 27, 2025 regarding a potential remedial action requirement for Lot A Section 31 Township 39 New Westminster District Plan EPP93027

Recommendation:

WHEREAS Division 12 of Part 3 of the *Community Charter* authorizes Council to impose a remedial action requirement on the owner of a building or structure which is in a hazardous condition, including a requirement to demolish or remove the building or structure or to otherwise deal with it in accordance with the directions of Council or a person authorized by Council;

AND WHEREAS Division 12 of Part 3 of the *Community Charter* authorizes Council to declare a building or other structure to be a nuisance and so dilapidated or unclean as to be offensive to the community, and to impose a remedial action requirement on the owner of such a building or structure, including a requirement to demolish or remove the building or structure or to otherwise deal with it in accordance with the directions of Council or of a person authorized by Council;

AND WHEREAS Chloe Dubois-Garbuio, James Daniel Rockwell, and James Lee Middleton (the “Owners”) are the registered owners of the property more particularly described as Lot A Section 31 Township 39 New Westminster District Plan EPP93027, PID: 031-121-101 (the “Property”);

AND WHEREAS section 17 of the *Community Charter* provides that the authority of Council to require that something be done includes the authority to direct that, if a person subject to the requirement fails to take the required action, the Village may fulfill the requirement at the expense of the person;

AND WHEREAS Council passed a previous resolution for a remedial action requirement on the Property on January 22, 2022 [the “2022 Remedial Action Requirement”], which has not been carried out by the Owners within 30 days of receiving notice, or at all;

NOW THEREFORE, be it resolved:

- THAT Council hereby consider that the building materials and rubbish located on the Property constitute a matter or thing that is so dilapidated or unclean as to be offensive to the community, and that therefore the building materials and rubbish located on the Property are a nuisance within the meaning of sections 74(1)(d) and 74(2) of the *Community Charter*;
- THAT within thirty (30) days of receiving a copy of this resolution, the Owner of the Property is required to remove all building materials and rubbish from the Property and dispose of them in a safe manner;
- THAT the Owners may request that Council reconsider the terms of this Resolution by providing the Village with written notice within 14 days of the date on which notice of this Resolution is sent to the Owners under section 77 of the *Community Charter*
- THAT in the event the Owner has not performed the Remedial Action requirement within thirty days after notice of this resolution is delivered to the Owner, the Village may, by its own staff or by a contractor engaged by the Village, enter the Property and perform the Remedial Action requirement, and the Village may recover the expense of doing so from the Owner, together with costs and interest, in the same manner as municipal taxes in accordance with sections 17, 258, and 259 of the *Community Charter*.

If a person with notice of this resolution wishes to request reconsideration of these requirements by Council, written notice of this request must be provided to the Corporate Officer within 14 business days of that person receiving notice of this resolution.

10.5 Stewart Novak, Manager, Municipal Services, report dated January 27, 2025 regarding a water meter pilot project and a grant funding opportunity for the purchase of water meters

Recommendation:

That Council support the Village’s application for a British Columbia Water Meter Pilot Project (Project) grant, with the Village’s portion of the Project (estimated at \$6,753.63) being funded from the General Capital Reserve Fund.

- 10.6** Stewart Novak, Manager, Municipal Services, report dated January 27, 2025 regarding the purchase of two portable offices

Recommendation

That a 6' x 10' portable field office be purchased for the Waste and Recycle Depot at the cost of \$24,480.00 plus GST with funds for the purchase provided for in the Village's 2025 capital budget; and

That a used 10' x 24' portable field office be purchased to replace the rented 10' x 24' office currently being used as Belcarra's Building Department Office at a cost of \$25,910.00 plus applicable taxes, with funding coming from the General Capital Reserve Fund.

- 10.7** Paula Richardson, Chief Administrative Officer, report dated January 27, 2025 regarding an extension to an agreement for financial consulting services

Recommendation:

That an extension of the agreement for financial consulting services with K&E Business Services Inc. for a further two-year term be approved; and

That the Chief Administrative Officer be authorized to sign a letter of extension.

11. BYLAWS

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- CRAB Annual General Meeting – December 5, 2024
- Metro Vancouver Mayors' Meeting re 2025 Metro Vancouver Standing Committees – December 11, 2024
- Tri-Cities Chamber of Commerce Holiday Luncheon – December 12, 2024
- Provincial State Memorial Service for Former Premier John Horgan – December 15, 2024
- CRAB Annual Santa Ships & Fireworks – December 21, 2024
- TransLink Mayors' Council Public Affairs Committee Meeting – January 22, 2025
- Metro Vancouver Special MVRD Board Meeting – January 23, 2025

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
PUBLIC CONSULTATION SESSION
DRAFT 2025 – 2039 FINANCIAL PLAN
December 2, 2024



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Council in Attendance

Mayor Jamie Ross
 Councillor Carolina Clark
 Councillor Joe Elworthy
 Councillor Janet Ruzycki (participating via Zoom)
 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

The meeting was called to order at 6:00 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting and Public Consultation Session, December 2, 2024

Moved by: Councillor Wilder
 Seconded by: Councillor Clark

That the Agenda for the Special Council Meeting for the Public Consultation Session on the draft 2025 – 2039 Financial Plan of December 2, 2024 be approved.

CARRIED

3. REPORTS

3.1 Ken Bjorgaard, Financial Consultant, presentation of the draft 2025 – 2039 Financial Plan (including the 2025 budget) and other financial information

The Financial Consultant gave a presentation outlining the draft 2025-2039 Financial Plan including the 2025 budget. He highlighted the cost of maintaining services and setting aside funds for the future. He spoke on the benefits of long-term financial planning. He advised on the different options for property tax increases and outlined the impact of these rate increases depending on the option.

4. PUBLIC INPUT AND QUESTION PERIOD

The Corporate Officer outlined the procedure for public input and question period.

The Mayor called for speakers on first call.

Jim Chisholm, Belcarra resident, queried when a line item will be added to the financial statements for the fire halls.

Mayor Ross advised that work for funding for the fire halls is in progress in conjunction with the Village of Anmore and Metro Vancouver and that a line item will be added at the appropriate time.

Klaus Bever, Belcarra resident, referred to General Capital Costs projected year-end 2024 budget of \$1.03 million and expenditures of \$486,353, leaving an excess of 52.8% of the capital budget. He expressed concern that the Village is raising more capital that it has the ability to spend as the previous budget year was similar.

The Financial Consultant advised that financial capital plans are done using the best information available. He referred to circumstances under which projects may not proceed in a given year and advised that eventually the money going into reserves will be used for the projects which it was designated for.

Irene Vanderspek, Belcarra resident referred to the financial capital plan and asked why money has not been put aside in the last six years for a firehall.

The Financial Consultant advised that it is the role of Metro Vancouver to put money aside for the fire halls as the fire halls in the Sasamat Fire Service are a service of Metro Vancouver.

Irene Vanderspek, Belcarra resident, expressed concern that although the Village of Anmore has put aside money to pay for a firehall, Belcarra has not.

The Financial Consultant advised that Metro Vancouver has a reserve for the firehall. He spoke on increased development in the Village of Anmore and the potential to use DCC's implemented by Metro Vancouver to pay for a portion of the firehalls in the future.

Mayor Ross indicated that the firehalls were not the focus of the public consultation session.

The Mayor called for speakers on second call.

Jim Chisholm, Belcarra resident, requested a figure for how much money has been put into the reserves for the fire halls.

Mayor Ross reiterated that the public consultation meeting was not for a discussion on the firehalls.

Klaus Bever, Belcarra resident, referred to overbudgeting of 52.8% in the last taxation year as well as the previous year and asked how many years of overbudgeting is appropriate before Council and tax planning could consider an alternative approach.

The Financial Consultant provided an explanation of the budgeting process and the impact to taxes of being underbudget in capital in a given year.

Klaus Bever, Belcarra resident, queried what level of WARD operating costs would equal or exceed the costs of contracting those services out. He asked at what point will it be cheaper to hire people to do waste management rather than the municipality doing it.

The Financial Consultant indicated that Council's strategic plan included direction to investigate different delivery models for WARD.

5. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the December 2, 2024 Special Council Meeting and Public Consultation Session be adjourned.

CARRIED

The meeting was adjourned at 6:32 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



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



VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
December 2, 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 (participated via Zoom)
 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
 Eric White, Consultant, RWPAS

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, December 2, 2024

Moved by: Councillor Clark
 Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting of December 2, 2024 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, November 21, 2024

Moved by: Councillor Wilder

Seconded by: Councillor Clark

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

CARRIED

4. PUBLIC INPUT

Mayor Ross outlined the procedure for Public Input.

Penny Moen, Belcarra Resident, reminded residents that C.R.A.B.'s annual general meeting is scheduled for Thursday, December 4 at 6:30 pm at the Village Hall. She advised that the meeting opens at 6:30 pm and that Isabelle Cote will be presenting as the keynote speaker at 7:00 pm. She encouraged all to come out and enjoy the evening.

5. DELEGATIONS AND PRESENTATIONS

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

Superintendent Carr presented an Officer in Charge's Certificate of Appreciation to Belcarra resident Ryan Timm for his actions in running into a house engulfed in flame to rescue a resident unable to exit the dwelling on their own and saving the life of that resident.

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

No items

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

No items

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 and Eric White, Consultant, RWPAS, report dated December 2, 2024 regarding the Village of Belcarra Interim Housing Needs Report.

The Chief Administrative Officer introduced Eric White, Consultant, RWPAS. The consultant gave a presentation providing details on an interim housing needs report. He addressed concerns over a significant increase in growth targets and advised that there is no process in place currently to contest findings for smaller communities such as Belcarra. He outlined the next steps in the process which include updates to the Village's Zoning Bylaw and Official Community Plan prior to December 31, 2025.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

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.

CARRIED

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

The Manager, Municipal Services reviewed the report. He advised that staff are continuing to work with neighbouring communities and indigenous peoples on emergency planning. He also advised on ESS training for staff provided by the RCMP and encouraged residents to download the Alertable App.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

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

CARRIED

A discussion was held in reference to a recent incident of a tree down in the Port Moody/Anmore area which caused a power outage and created a need for Belcarra residents to reroute using a little known route belonging to the Village of Anmore. It was asked whether the Alertable App can be used to alert residents of road closures and incidences in the neighbouring municipalities, whether the route can be posted on the Belcarra website and whether agreements can be pursued with neighbour municipalities on the sharing of emergency alerts.

The Chief Administrative Officer advised on jurisdiction of various municipalities with respect to emergency notifications and that discussions will have to be held with Port Moody and Anmore on alerts of emergencies which impact Belcarra residents being issued to Belcarra.

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

The Financial Consultant reviewed the report. He advised that staff will be working with LandInfo Tech to complete the grant application on behalf of the Village.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

- 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.**

CARRIED

11. BYLAWS

No items

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items

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

COUNCILLORS' REPORTS

Councillor Clark attended a meeting of the Sasamat Volunteer Fire Department Board of Trustees and commented on the presentation provided by Liberty Group. She thanked the editor of the Belcarra Barnacle for the summary of the Board Meeting.

Councillor Elworthy expressed concern with procedure and minutes provided by Metro Vancouver with respect to meetings of the Board of Trustees of the Sasamat Volunteer Fire Department pertaining to a service review.

Councillor Wilder reminded residents of the Greater Vancouver Coats for Kids Campaign and encouraged all to drop donations off at the Village Hall or to call her for pick up.

Councillor Elworthy attended a meeting of the Tri-Cities Food Council and encouraged residents to engage with the group. He advised that the representatives of the Tri-Cities Food Council are interested in presenting to Belcarra Council.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer advised that School District No. 43 announced that the Board of Education elected Michael Thomas as Chair of the Board and acclaimed Craig Woods as Vice Chair of the Board at the November 26, 2024 Board Meeting. She reported that the Port of Vancouver has installed 3 buoys at the southern portion of Bedwell Bay in support of the protection of eelgrass habitat.

The Chief Administrative Officer also advised on the following:

- Village of Belcara Office Christmas closure – noon on December 24 and reopening on Thursday, January 2. The 24-hour emergency phone is available anytime. Public Works staff will be working.
- WARD will be closed December 25 & 26 – Christmas Day & Boxing Day and on January 1 – New Year's Day.

14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

No items

16. PUBLIC QUESTION PERIOD

Klaus Bever, Belcarra resident, referred to a recent road closure and power outage in the Village which corresponded with an evening Council meeting. He expressed concern that although the Village Hall had power due to a generator, no alert was sent out to residents on the road closure or the blackout. He requested that for safety and future planning, that a process be put in place so that residents can be quickly notified of road closures, no matter where they occur in the Tri-Cities area.

Klaus Bever, Belcarra resident, requested that Sasamat Volunteer Fire Department Trustees encourage Metro Vancouver to place meeting recordings as well as minutes on-line as soon as possible and expressed concern that the recording for a meeting held on September 5, 2024 is not yet available.

Councillor Wilder advised that due to audio and visual difficulties, the September 5, 2024 meeting was not recorded.

Dana Fitz, Belcarra resident, referred to an emergency route discussion earlier in the meeting and indicated that a map outlining the route spoken about could be added to an issue of the Belcarra Barnacle.

The Chief Administrative Officer advised that the route in question belongs within the Village of Anmore boundaries and that discussions will have to be held with Anmore to ascertain how access can be provided to Belcarra residents in the future in the case of an incident which limits entrance to the Village.

17. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Elworthy

That the December 2, 2024 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 8:03 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



1080 Winslow Avenue, Coquitlam, BC Canada V3J 0M6 • Phone: 604-939-9201

November 28, 2024

Mayor Jamie Ross & Council
Village of Belcarra

Via email: jross@belcarra.ca

Dear Mayor & Council,

On behalf of School District No. 43 (Coquitlam) I am pleased to announce that the Board of Education elected Michael Thomas as Chair of the Board and acclaimed Craig Woods as Vice Chair of the Board at the November 26th Board meeting.

Contact information is below:

Chair: Michael Thomas
Phone: 604-715-7320
Email: mithomas@sd43.bc.ca

Vice Chair: Craig Woods
Phone: 778-231-9663
Email: crwoods@sd43.bc.ca

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

A handwritten signature in black ink, appearing to read 'Randy Manhas', written over a light blue rectangular background.

Randy Manhas
Secretary-Treasurer/CFO

cc: Board of Education
Patricia Gartland, Superintendent/CEO

December 16, 2024

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

Dear Mayor Jamie Ross and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2024/2025**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2024/2025. An electronic transfer of \$32,816 is expected to occur in December 2024. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

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

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

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

Sincerely,



Councillor Trish Mandewo
UBCM President

PC: Vacant CFO, Chief Financial Officer



January 7, 2025

RE: Protecting Taxpayers from Overspending on Local Government Construction

Dear Mayor and Council:

The Independent Contractors and Businesses Association (ICBA) is Canada's largest construction association and a leading industry organization in British Columbia, with more than 4,500 member and client companies. ICBA's B.C. corporate members account for approximately 85% of the province's construction sector – representing more than 190,000 jobs. Construction itself is one of the biggest B.C. industries, directly generating almost 8% of GDP. ICBA also owns and manages a rapidly growing employee health and dental benefits business which currently supports more than 300,000 Canadians.

Apart from advocating for the interests of construction companies and contractors, ICBA is a principled voice for free enterprise and the benefits of a competitive, market-based economy. Unlike many other business associations, ICBA receives no funding from governments at any level. We believe that competition and choice for consumers and taxpayers is by far the best way to deliver value-for-money and create the conditions for a thriving economy.

ICBA is writing to you and other B.C. local government bodies to share our views on the topic of public sector procurement. At a time when large numbers of British Columbians are facing affordability challenges, many small and mid-sized businesses are struggling to survive, and the B.C. government is running record budget deficits, we believe it is **important for municipal leaders to commit to open, fair and transparent procurement practices** across all domains of local and regional government activity. This includes the regular purchase of goods and services to operate local government as well as procurement that is tied to capital spending and the development and maintenance of infrastructure assets.

When municipalities pay for goods, services and capital projects, they do so on behalf of all taxpayers in the community. **Municipal policymakers have an obligation to adopt prudent fiscal policies and to ensure the best possible value-for-money when expending taxpayer dollars. Competitive procurement policies are a vital part of delivering on this fundamental obligation.**

Across Canada, local government expenses amounted to \$220 billion in 2022, with the main components of expenditures consisting of purchases of goods and services, employee compensation, subsidies and grants, interest payments on debt, and the depreciation of fixed capital (Statistics Canada, Table 10-10-0015-01). In the same year, total local government revenues were \$225 billion, of which the largest shares were grants/payments from other levels of government and revenues derived from taxes on property.

In the past few years, the B.C. government has undertaken a significant fraction of its capital projects under the "Community Benefits Agreement" (CBA) framework adopted in 2018. Under this policy, a provincial Crown Corporation (British Columbia Infrastructure Benefits Inc. – BCIB) contracts for the employees required to build certain public sector infrastructure and other capital projects. It does so through an agreement with a group of 19 trade unions that are part of the broader Building Trades Union (BTU) alliance. All employees working on CBA projects must be (or become) members of an affiliated BTU.

This very unusual arrangement dilutes the important relationship that exists between an employer and its employees across the rest of the B.C. private sector.

The province's CBA policy has the effect of restricting bidding on projects covered by the scheme. This is especially problematic given that about 85% of the people working in the B.C. construction industry are not BTU members nor employed by contractors which are covered by BTU collective agreements. **Fewer bidders means less pressure to ensure competitive costs and excellence in project delivery.** Many ICBA members will not bid on public sector projects covered CBAs because of the extra bureaucracy and administrative complexity involved and also because they do not wish to give up control and management oversight of their own workforce – as is the normal practice in Canadian business.

As demonstrated by academic research, **restricted bidding translates into higher costs for taxpayers** and the users of infrastructure services established via CBA-type arrangements.¹ Cost over-runs and unexpected delays are a common theme with CBA projects.² The net result is hundreds of millions of dollars of additional costs imposed on the B.C. taxpayers and delays in project delivery.

It is sometimes argued that restrictive tendering policies like CBAs are necessary to support local hires, apprenticeships, and pensions. In a labour shortage like B.C. construction is facing, our companies do everything they can to hire and keep local workers. ICBA is the single largest sponsor of trades apprentices in British Columbia, and open shop contractors train 82% of all apprentices in the province. When it comes to financial security, ICBA contractors and their employees utilize RRSPs, bonus programs, and profit-sharing initiatives, providing flexible and effective solutions tailored to their workforce, rather than being restricted to union-controlled pension plans.

For local governments, the lesson from B.C.'s failed experiment with CBAs is clear. **Municipal and regional government projects should be developed and managed using open, competitive procurement.** Restrictive tendering should be avoided in all areas of local government activity – capital projects, but also the day-to-day procurement of goods and services. Municipalities should not discriminate against B.C. businesses and their employees based on factors such as particular union affiliations.

If you have any questions or wish to engage ICBA in a conversation on this, or any, construction issue, please feel free to contact me directly at chris@icba.ca.

Sincerely,

INDEPENDENT CONTRACTORS AND BUSINESSES ASSOCIATION



Chris Gardner

President and CEO, ICBA

¹ Brian Dijkema and Morley Gunderson, "Restrictive Tendering: Protection for Whom?" January 2017, CARDUS.

² Renze Nauta, "Benefits for Whom? Assessing British Columbia's Community Benefits Agreements," CARDUS September 2024.

From: Ellis, Mandy <Mandy.Ellis@portvancouver.com>

Sent: January 8, 2025 3:04 PM

To: Paula Richardson <prichardson@belcarra.ca>

Cc: Connie Esposito <cesposito@belcarra.ca>; Horsford, Naomi
Naomi.Horsford@portvancouver.com>

Subject: Sharing: New navigation aids to enhance marine traffic safety and fluidity in eastern Burrard Inlet

Good afternoon Paula,

I am writing on behalf of the Vancouver Fraser Port Authority to inform you of our latest work to optimize the Second Narrows navigation channel for safer and more efficient cargo ship movements in eastern Burrard Inlet. More information about the project is available in the fact sheet attached.

The port authority commissioned the installation of new navigation aids in the Second Narrows waterway. This work includes erecting two solar-powered range lights and a sector light off Berry Point and illuminating the pillars of the Second Narrows Rail Bridge. Installation will take place from mid-January to mid-April 2025.

Increasing ship transit safety and capacity through the Second Narrows

Once operational, the new navigation aids will provide the level of situational awareness required to enable large ships ready to move to berth or to an anchorage in eastern Burrard Inlet to transit through the Second Narrows waterway at night. By doing so, eastbound transit capacity in this key trade area of the Port of Vancouver will increase by up to 38%. The new navigation aids will also:

- Strengthen transit safety for more than 500 vessels calling terminals in eastern Burrard Inlet annually
- Provide greater transit flexibility and fluidity to large ships moving through the Second Narrows waterway
- Alleviate the demand for daytime transits under the Second Narrows Rail Bridge and associated congestion
- Reduce dwell times at anchor and related social and environmental impacts for ships bound for eastern Burrard Inlet terminals

This waterway optimization initiative builds on comprehensive risk and site assessments conducted in collaboration with the Canadian Coast Guard, Pacific Pilotage Authority and BC Coast Pilots. It is part of the port authority's [Active Vessel Traffic Management \(AVTM\) Program](#) and ongoing work to enhance navigational safety, ship traffic fluidity, and throughput capacity at the Port of Vancouver to accommodate growing trade.

If there are any questions or interest in having the port authority provide an update on the AVTM Program, please don't hesitate to let us know. To learn more about the AVTM program, visit portvancouver.com/avtm.

Warm regards,

Mandy Ellis (she/her)

Senior advisor, municipal relations



Vancouver Fraser Port Authority

100 The Pointe, 999 Canada Place

Vancouver, B.C. Canada V6C 3T4

C: 236.877.8517 portvancouver.com

The Vancouver Fraser Port Authority's Vancouver offices sit on the traditional territory of the x?m??k??y??m (Musqueam), S?wx_wú7mesh (Squamish), and s?lilw?ta? (Tsleil-Waututh) Nations.

Enhancing marine safety in the Second Narrows to accommodate growing trade



As part of its federal mandate to facilitate Canada's trade, the Vancouver Fraser Port Authority collaborates with industry stakeholders and port users to optimize ship movements at the Port of Vancouver for greater fluidity, cargo capacity, and overall supply chain efficiency.

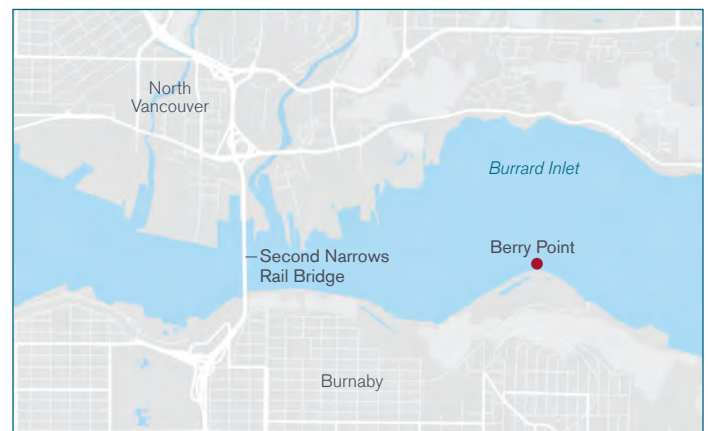
Central to this work is streamlining ship transits to and from the 23 marine terminals in Burrard Inlet to help reduce dwell times at anchor and port congestion and related impacts on neighbouring communities and the environment. By doing so, the port authority is enhancing the reliability of the maritime supply chain at the Port of Vancouver and ensuring it continues to efficiently accommodate growing demands.

New navigation aids in eastern Burrard Inlet

Building on the ongoing optimization of commercial ship traffic in Burrard Inlet enabled by the [Active Vessel Traffic Management Program](#), the port authority is further enhancing navigational safety in the Second Narrows shipping channel by installing new navigation aids. This work, to be completed in 2025, includes:

- Installing two solar-powered range lights and a sector light near Berry Point
- Illuminating the pillars of the Second Narrows Rail Bridge

Through visual cues, these new navigation aids will assist ship captains and pilots in maintaining their course when moving through the Second Narrows waterway and improve transit safety for ships calling terminals in eastern Burrard Inlet. They will also provide the necessary safety measures for ships ready to take on cargo to move through the Second Narrows beyond daylight hours, increasing transit fluidity and flexibility in this key trade corridor.



Second Narrows waterway at Berry Point, where the range lights and sector light will be installed

What are range lights?

Range lights provide spatial reference points to cargo ships transiting through confined waters such as the Second Narrows waterway. Captains and pilots use these visual markers to centre ships within navigational channels and maintain safe courses. Because their glow is only visible to large ships in transit, range lights are non-disruptive to surrounding communities and ecosystems.



About the Second Narrows navigation channel

Located in the heart of the Port of Vancouver's inner harbour, the Second Narrows waterway runs under the Second Narrows Rail Bridge and connects the western and eastern parts of Burrard Inlet. Hundreds of cargo ships calling the seven marine terminals in eastern Burrard Inlet transit through the Second Narrows every year, making this navigation channel a key trade corridor for commodities such as petroleum products, potash, sulphur, lubricants, and sea salt, as well as for the local and national economies. Stringent safety procedures and requirements are in place in this busy waterway, including mandatory tug escorts and supervision from highly trained local marine pilots, to ensure all commercial ships can move through these waters safely and efficiently.

Enabling safer and more efficient goods movement by ships

Once installed, the navigation aids at Berry Point and the Second Narrows Rail Bridge will help:



Strengthen marine safety
for the benefit of all port users and local communities



Improve the efficiency and reliability of the flow of goods
through enhanced ship traffic fluidity



Alleviate the demand for daytime ship transits
in the busy Second Narrows and associated port congestion



Reduce the need to anchor and associated dwell times
for ships calling marine terminals in eastern Burrard Inlet

For more information

Learn more about how the port authority is increasing ship traffic fluidity and optimizing key trade corridors within the Port of Vancouver, including the Second Narrows.



Visit our website:
portvancouver.com/marine-operations/avtm



Email our team:
avtm@portvancouver.com

About the Vancouver Fraser Port Authority

The Vancouver Fraser Port Authority is the federal agency responsible for the shared stewardship of the Port of Vancouver. Our mandate is to facilitate Canada's trade objectives, ensuring goods are moved safely through the Port of Vancouver while protecting the environment and considering local communities.

[Learn more](#) 



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Optimizing supply chains through
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From: Ralph Drew [REDACTED]

Sent: January 13, 2025 11:24

To: jross@belcarra.ca <jross@belcarra.ca>; Carolina Clark <cclark@belcarra.ca>; Liisa Wilder <lwilder@belcarra.ca>; jruzycki@belcarra.ca <jruzycki@belcarra.ca>; jelworthy@belcarra.ca <jelworthy@belcarra.ca>; Paula Richardson <prichardson@belcarra.ca>

Subject: Re SVFD Cost Sharing -- Time to re-instate the "Simon Fraser Formula"

Mayor Ross & Belcarra Councillors,

Re SVFD Cost Sharing -- Time to re-instate the "Simon Fraser Formula"

In the early years of the SVFD, cost sharing was based on what was called the "**Simon Fraser Formula**" which was **the pro rata average of both population and assessment base:**

- Today, about sixty percent (60%) of the annual SVFD callouts are due to **medical emergencies** (including motor vehicle accidents) which are directly related to population and demographics;
- The balance of annual SVFD callouts is mostly due to protection of **buildings and other capital assets** which are measured as the taxable assessment base of each municipality.

At the time SVFD was formed 47 years ago, the communities of Anmore and Belcarra endeavoured to find a "magic formula" for cost sharing. Although not perfect, the "**Simon Fraser Formula**" worked in the beginning and warrants re-examination at this important juncture.

Thank you for your consideration...

Ralph Drew

From: Ellis, Mandy

Sent: January 15, 2025 1:20 PM

To: Paula Richardson <prichardson@belcarra.ca>; jross@belcarra.ca; Connie Esposito <cesposito@belcarra.ca>

Cc: Horsford, Naomi <Naomi.Horsford@portvancouver.com>; McLellan, Candace <Candace.McLellan@portvancouver.com>

Subject: Sharing: Update on the port authority's Private Residential Dock Program

Good afternoon,

I am writing to share some information about changes made to the port authority's Recreational Dock Program and how these changes may impact members of your community. This update is for your awareness as we know that community members have reached out to their elected representatives in the past about our Recreational Dock Program.

The Vancouver Fraser Port Authority is the federal agency that oversees the lands and waters that make up the Port of Vancouver, which include the waters (and some lands) adjacent to the residential properties along Burrard Inlet, including Indian Arm and Port Moody Arm.

Waterfront property owners who have, or want to build, a private dock immediately in front of their existing residence are required to enter into a formal licence agreement with the port authority prior to installing a dock within the port authority's jurisdiction.

Name change:

We have changed the name of the program from "Recreational Dock Program" to "Private Residential Dock Program" (or Private Dock Program, in short), to more aptly reflect the use of the docks within our jurisdiction. Docks within Burrard Inlet are not recreational in the sense that anyone can use them, they are for the exclusive use of the upland property owner.

This information was communicated to dock owners in early December 2024, and the port authority website has been updated accordingly.

Compliance:

Private dock owners are required to have a licence agreement with the port authority. A moratorium on private docks was lifted in June 2020 and new guidelines and an updated licence precedent were announced. The updated licences reflect the port authority's current licencing standards and best practices, clarify the rights and obligations of licensees and include provisions to adequately protect the environment and ensure navigational safety. The port authority began issuing updated licence agreements in October 2021.

As part of our efforts to ensure equity and consistency for all dock users, a notification process will be launched in January 2025 to ensure that all private residential docks meet the same standards and guidelines and that licence agreements are signed and returned in a timely manner. Should a licence agreement remain unsigned at the end of this notification process, we will begin a compliance process which could result in the issuance of administrative monetary penalties and/or temporary removal of dock access. In extreme situations where a private dock owner refuses to obtain a license for their dock, our enforcement actions could involve removal of non-compliant docks or legal remedies sought in court.

Where can dock owners receive more information?

Private dock owners can visit <https://www.portvancouver.com/permits-landing-page> to learn more about the Private Dock Program. Should they have additional questions, we would ask them to direct all the questions to our real estate team:

- Email: realestateinfo@portvancouver.com
- Telephone: 604.665.9215

Should you have any questions or would like to schedule a meeting to discuss these changes further, please don't hesitate to reach out, and we will schedule a time.

Kind regards,

Mandy Ellis (she/her)

Senior advisor, municipal relations



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Port Authority

Canada

Vancouver Fraser Port Authority

100 The Pointe, 999 Canada Place
Vancouver, B.C. Canada V6C 3T4

C: 236.877.8517 portvancouver.com

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FAQ

Private Residential Dock Program (Private Dock Program)

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General

Why does the port authority manage private docks?

The Vancouver Fraser Port Authority is the federal agency that oversees the lands and waters that make up the Port of Vancouver, which include the waters adjacent to the residential properties along Burrard Inlet, including Indian Arm and Port Moody Arm. The port authority’s mandate under the *Canada Marine Act* includes promoting safe navigation and environmental protection within its jurisdiction. Private docks can impact the marine environment by degrading sensitive intertidal habitat, affecting marine vegetation and introducing pollutants.

Waterfront property owners who have, or want to build, a private dock immediately in front of their existing residence are required to enter into a formal licence agreement with the port authority prior to installing a dock within the port authority’s jurisdiction.

Program name change

Why did the name of the Recreational Dock Program change?

The Vancouver Fraser Port Authority changed the name of the Recreational Dock Program to the Private Residential Dock Program (Private Dock Program) as the name more aptly reflects the use of the docks within our jurisdiction. Docks within Burrard Inlet are not recreational in the sense that anyone can use them, they are for the exclusive use of the upland property owner.

Do I need a new licence if my licence was issued before the name change?

No, the change in the program's name does not impact the licence agreement.

Private dock licence agreement

Why was the private dock licence agreement updated?

The port authority's previous private dock program had remained unchanged for decades. It became necessary to modernize our private dock licence agreements to:

- Reflect the port authority's current licencing standards and best practices
- Clarify the rights and obligations of licensees
- Include provisions to adequately protect the environment and ensure navigational safety

When did the port authority start rolling out the updated licence agreement?

The port authority started rolling out updated licence agreements in October 2021.

In response to feedback shared by private dock owners in 2023, the port authority made several language updates to the licence agreement to clarify the scope of the environmental responsibility of licensees and when the port authority may exercise termination rights.

All licences issued as of September 2023 have the updated language.

Licence term

Does the licence term last into the 2040s

Yes, if the licence agreement remains in good standing. The licence agreement has an initial 10-year term and can be renewed for another 10 years if the licensee regularly pays the licence charge and complies with the terms of the licence agreement. We expect that licensees will be able to reapply for another licence in the early 2040s.

Can a renewal be denied (now or in the future)?

There may be circumstances where renewal is not possible, including when the licence agreement is not in good standing or the dock is in a state of disrepair.

How does the updated licence term differ from the previous one?

The 10-year term of the updated licence agreement is consistent with the term of the previous licence agreement. For context, from 1993 until 2008, the licence agreements had a 10-year term with an option to request a second term, granted at the port authority's discretion. During the moratorium, which began in 2008, licences were renewed for two-year terms.

The port authority lifted the moratorium in 2020 and in 2021 started re-issuing 10-year licences, which provide both licensees and the port authority with the stability of a long-term agreement. If in good standing, the licence agreements can be renewed for a second 10-year term.

Are licences the same for every private dock owner?

The licence agreements for individual private residential docks are generally the same except for the amount of the licence charge, which is dependent on the zone in which the dock is located.

In addition, language regarding specific Parcel A areas (see the [Encroachments](#) section below for additional information) may differ depending on individual circumstances. Shared docks follow the same standard licence agreement as individual docks with some additional language.

Transfer of licences

Can I transfer my licence if I sell my home?

Yes. The licence can be transferred if you sell your home. Please contact the port authority real estate team by email at realestateinfo@portvancouver.com.

Are there any scenarios when a licence transfer may not be possible?

There may be circumstances where a transfer is not possible, including when the licence agreement is not in good standing, or the dock is in a state of disrepair. Please contact the port authority real estate team by email at realestateinfo@portvancouver.com.

Licence termination

Section 8.3 of the agreement speaks to termination of the licence – what does this mean?

There are certain circumstances where a licence may be terminated by one of the parties (i.e., the licensee or the port authority) during the term.

Licensees who wish to terminate their licence must provide **30-days'** notice to the port authority and will be required to remove their private dock structures. Prior to removing a private dock, licensees will need to obtain a Project and Environmental Review (PER) permit to undertake the work. For more information, please visit the [PER web page](#).

The licence agreement was further updated (in September 2023) to clarify that:

A) the port authority can only terminate the licence **immediately**

- i.) if the licensee is in default under the licence agreement; or
- ii.) if the port authority is legally required to do so (for example, by another governmental decision maker or a court); and

B) the port authority can terminate the licence to fulfill its mandate under the *Canada Marine Act*, which includes promoting safe navigation and environmental protection within its jurisdiction. However, in those circumstances, the port authority is required to provide **15-months'** notice to the licensee.

This updated language has been included in all licence agreements issued after September 2023.

What if I don't want a licence anymore?

Licensees are entitled to terminate their private dock licences at any time by providing 30-days' notice. Licensees will be required to remove their private dock structures if the licence is terminated. Prior to removing a private dock, licensees will need to obtain a Project and Environmental Review (PER) permit to undertake the work. For more information, please visit the [PER web page](#).

Shared licence: if one party opts to terminate, may the remaining party retain the licence?

Shared private dock licences are reviewed slightly differently than single private dock licences. Should you have specific questions regarding shared dock licences, please reach out directly to our real estate team: realestateinfo@portvancouver.com. They will be able to provide additional information and advice in relation to your specific situation.

If a licence is not renewed, will access to the water lot be lost?

If a licence is not renewed, the property owner would still have the ability to access the water from all points of their property frontage. However, no improvements or dock structure would be allowed, and former licensees will be required to remove their private dock structures. Prior to removing a private dock, licensees will need to obtain a Project and Environmental Review (PER) permit to undertake the work. For more information, please visit the [PER web page](#).

Should a future property owner wish to install a private dock, they would need to apply for a licence and meet the requirements of the [Private Residential Dock Guideline for Burrard Inlet](#) prior to installing a new dock.

Environmental considerations and responsibility

What environmental responsibilities were added to the updated licence?

Private dock licences reflect current environmental standards including better protection measures for the local marine environment. In some circumstances, a licensee may be required to complete a benthic debris assessment or remediate spill and contamination within the licence area. These environmental responsibilities are standard for in-water infrastructure throughout the port authority's jurisdiction.

The port authority amended clause 12.3 of the agreement in September 2023 to clarify licensees are **only** responsible for the remediation of spills and contamination caused by the licensee or the licensee's invitees. The wording in the licence agreement has been updated as follows:

The Licensee shall be responsible for any remediation, clean up, or restoration required due to contamination resulting from oil spills, fuel spills, or any other unreasonable form of environmental contamination of the Licence Area caused or contributed to by the Licensee or the Licensee's invitees.

What is a benthic debris assessment and why has a benthic debris clause been added to the licence?

A benthic debris assessment is an evaluation of the underwater conditions performed by a professional. It documents the condition of the sea floor and any material or debris that may need to be removed.

The benthic debris assessment clause is now a standard provision in licences issued by the port authority for all in-water infrastructure and is in line with current environmental requirements.

How do you know whether I'm responsible for a spill or contamination?

It is important that all spills and contamination be cleaned up and reported to ensure the protection of our shared natural environment.

Language has been added to the spills clause to clarify that licensees are **only** responsible for the remediation of spills and contamination caused by the Licensee or the Licensee's invitees.

Should you see a spill or are worried about contamination, we would ask you to report it by calling the Canadian Coast guard or our marine operations centre (see details in the answer below).

What happens in the event of a spill from a commercial vessel?

Private dock licensees are not responsible for the remediation of spills caused by commercial vessels. Contamination and spills caused by commercial vessels are to be cleaned up by the polluter (i.e., the vessel operator) or by the response organization it hires with oversight from the Canadian Coast Guard.

All agencies will respond to or redirect calls to the correct agency depending on the incident reported and the location.

How to report marine pollution:

- Canadian Coast Guard: 1.800.899.8852
- Canadian Coast Guard Maritime Communications and Traffic Services: 250.363.6333 or VHF Channel 16
- Port authority operations centre at 604.665.9086 or email harbour_master@portvancouver.com

How is debris managed in Burrard Inlet and what is the responsibility of private dock owners in removing debris?

Debris, both human-made and naturally occurring (e.g., logs, trees, other large floating objects), is common on the coast. The port authority will typically identify or remove debris when it presents a navigational hazard.

The port authority does not remove debris from licenced areas, such as the zones occupied by private docks, the beach or the intertidal zone. Licensees are therefore responsible for the removal of debris in proximity to their private dock.

How to report floating hazardous debris:

- Canadian Coast Guard Maritime Communications and Traffic Services: 250.363.6333
- When reporting hazardous debris, please include the following information:
 - A picture of the debris (if possible)
 - The location of the debris
 - The direction in which the debris is drifting
 - The time at which the debris was spotted
 - Your contact information (name and phone number)

When is debris considered a navigational hazard?

When the port authority or the Canadian Coast Guard are determining what constitutes a navigational hazard, the following are considered:

- Location of the debris in relation to ships, obstructions, aids to navigation, navigation channels and other ship traffic patterns
- Navigational difficulty in the vicinity of the debris
- Depth of water over the obstruction, fluctuation of the water level, and other hydrologic characteristics in the area
- Draft, type, and density of ship traffic or other marine activity in the vicinity of the debris

- Physical characteristics of the debris
- Possible movement of the debris
- Prevailing and historical weather conditions
- Length of time that the debris has been in existence
- History of vessel incidents involving the debris

Encroachments

What is an encroachment and why does the licence reference them?

The term "encroachment" refers to the use of land and water within the port authority's jurisdiction without permission. Examples of encroachments include a retaining wall, shed, or pool on federal lands and within federal waters managed by the port authority built without permission.

Since the inception of the private dock program in 1993, licensees have not been permitted to build other structures within their licence area. Private dock licences are issued for the purpose of building and maintaining private dock structures only.

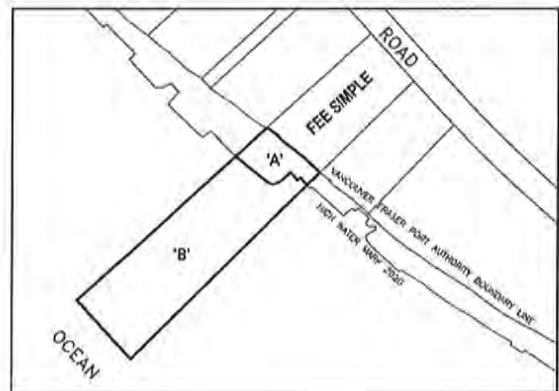
The wording of Clause 14 ensures that licensees are aware the licence does not extend to encroachments and that they may be required to enter into an agreement covering the unauthorized encroachment or remove the encroachment in the future. This wording existed in the old licence agreement and is largely unchanged in the updated licence agreement.

What does Parcel A refer to and why is it noted on my licence?

Parcel A refers to 'land' within the port authority's jurisdiction, as opposed to Parcel B which is the 'waterlot' within the port authority's jurisdiction. "Encroachments" are improvements on Parcel A.

Parcel A is adjacent to an owner's property (i.e., fee simple land). Not all licences reference Parcel A land because it does not always apply.

Should Parcel A land be listed on your licence agreement you are not required to do anything with existing encroachments on this land at this time.



Are private dock owners required to remove encroachments (now or in 2040)?

Private dock licences are issued for the purpose of building and maintaining private dock structures only. There are some unique historical situations relating to encroachments that the port authority will address on a case-by-case basis.

At this time, the port authority does not require licensees and other waterfront property owners to do anything with existing encroachments.

Can I buy the land I am encroaching on?

No. As per our federal mandate as a Canada Port Authority, the Vancouver Fraser Port Authority manages the federal lands and waters that make up the Port of Vancouver in support of national trade objectives, while

protecting the environment and considering local communities. We do not have unfettered authority to dispose of or sell federal lands.

Does the port authority have a plan to deal with encroachments?

The port authority does not have an encroachment policy and does not require licence holders to remove encroachments at this time.

The wording of Clause 14 ensures that licensees are aware the licence does not extend to encroachments and that they may be required to enter into an agreement covering the unauthorized encroachment or remove the encroachment in the future. This wording existed in the previous licence agreement and is largely unchanged in the updated licence agreement.

Should an encroachment policy be established, licence holders may be required to enter into a formal licence agreement with the port authority.

Licence cost

Why is the cost of the private docks program increasing?

As part of the port authority's private dock program update, we developed a new charge structure, effective June 2020. Our approach is to set licence charges that align with fair market value. The annual charge for a private dock licence had not increased since 1993 and by 2020 it no longer reflected fair market value. The licence charges for current licensees who had licences prior to 2020 will not increase until July 1, 2025.

Those who have installed a new private dock since 2020 or who have registered a previously unlicensed dock have been paying the new charge since their licence agreement was signed.

How was the new licence charge determined?

As part of our work to develop the new guidelines, in 2019, the port authority requested an updated third-party appraisal valuation to determine market pricing for private moorage water lot tenures. The appraisal compared current values for water lot tenures across Canada and the U.S.

The appraisal considered current available market information and private moorage rental approaches in other jurisdictions. Based on this research, three distinct zones of market influence along Burrard Inlet were identified, primarily based on land and water access points. The corresponding revised licence charge is based on the appraised market value of waterlots in each zone.

Is the licence charge determined by property value?

The licence charge is not calculated based on the value of the upland property, but instead based on the fair market value of the waterlot tenures along Burrard Inlet.

When licences come up for renewal in the 2030s will the cost go up?

As with all rental rates and licence charges, an appropriate review will be undertaken to identify fair market values at that time.

What services are provided to private dock licensees and what is the charge associated with the licence used for?

Revenues generated from the program offset internal administrative costs and resources related to real estate, planning, environment, engineering and legal departments at the port authority. Regular activities associated with the implementation of this program in the past include:

- Project and Environmental Review application review and compliance, monitoring and enforcement of construction
- New and existing license documentation, title searches and registration
- Day-to-day communications and regular monitoring activities with private dock owners

What is the charge structure for private dock licences?

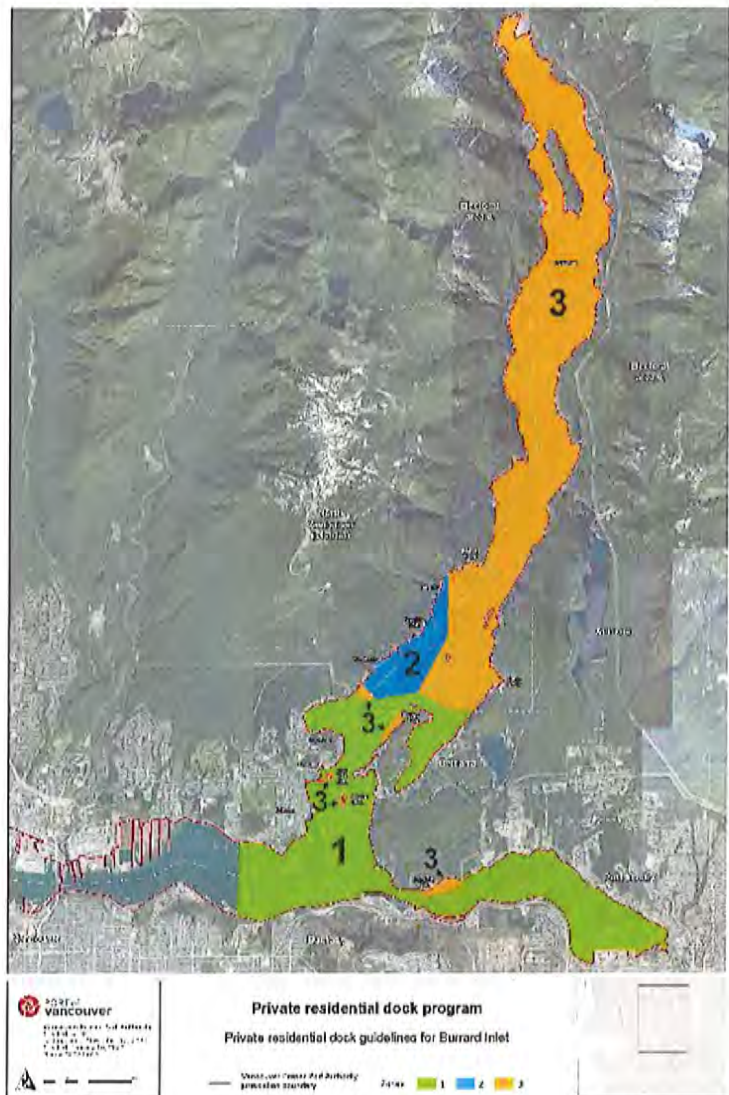
We have identified three distinctive charge zones based primarily on land and water access points.

Zone 1 – Burrard Inlet with road access
(District of North Vancouver, Belcarra, Port Moody)
Charge: \$2,000 plus GST per year

Zone 2 – District of North Vancouver – rural lots
(Woodlands, Sunshine Falls, Cascade)
Charge: \$1,200 plus GST per year

Zone 3 – Indian Arm and water access-only lots
(South end Woodlands, Brighton Beach, north to Camp Howdy, Cosy Cove, Carraholly Point, Grey Rock Island, Boulder Island in Electoral Area A)
Charge: \$600 plus GST per year

For shared docks, the annual charge will be split between the number of users. For example, if your dock is in zone 1 and there are four users, the individual cost per user will be \$500 per year plus GST.



Role of First Nations in the private dock program

Who manages the private dock program in Burrard Inlet?

The port authority manages the private dock program in Burrard Inlet. As part of the Project and Environmental Review process (PER), the port authority consults with First Nations on applications for new private docks and/or upgrades and significant repairs.

The port authority created the [Private Residential Dock Guideline for Burrard Inlet](#) for all new applications for private docks located in Burrard Inlet (including the Port Moody Arm). These guidelines establish clear design and environmental criteria for new or existing docks and ensure that private dock construction and use do not negatively affect the environment, navigational safety, cultural heritage or the surrounding community.

Does the licence respect Aboriginal or treaty rights?

The private dock licences do not provide for exclusive use of the foreshore and are not intended to adversely affect any Aboriginal or treaty rights. If you are an Indigenous person who has been issued a private dock licence and have questions relating to your dock, please contact us by email at realestateinfo@portvancouver.com.

New private docks

Why are new private docks not allowed in some areas?

The port authority's updated guideline identifies [21 important environmental areas](#) in Burrard Inlet that require additional oversight and protection. These include areas with fish and fish habitat or within or near intertidal zones, conservation areas, cultural areas and estuaries. These areas provide food and shelter for wildlife and marine mammals living in Burrard Inlet.

To help preserve and protect the integrity of these sites and their ecosystems, no new private docks or major repairs to existing docks are allowed in these areas at this time.

What is the status of private docks in Bedwell Bay?

While the port authority lifted the moratorium for new private dock development in Burrard Inlet in June 2020, we continue to restrict applications for new docks in Bedwell Bay. This continuing restriction is due to potential impacts that new dock development in the area may pose on the environment. Located within Bedwell Bay is one of the largest remaining eelgrass beds in Burrard Inlet that provides important habitat and also has cultural significance for First Nations groups.

Project and Environmental Review (PER) permit

What is the Project and Environmental Review (PER) process and what does it have to do with private docks?

The port authority administers a Project and Environmental Review (PER) process to ensure all projects and activities within our jurisdiction meet applicable standards and minimize environmental and community impacts.

The level of review and supporting materials required for each project is based on potential project-related impacts, with category A reviews being the least complex and category D reviews being the most complex. For

private docks, most maintenance, servicing and minor repair activities will likely fall into category A, while major repairs such as pile or float replacements and new private dock projects will likely fall into category B.

Is a PER permit required for maintenance work on private docks?

Yes. Most private dock maintenance and repair activities will likely require a category A Project and Environmental Review permit.

Do I need a PER permit to remove my private dock?

Yes. For dock removal, a Category B PER permit will be required prior to undertaking work to remove your dock.



Private Residential Dock licence process

Factsheet

Private Residential Dock Program (Private Dock Program in short)

The Vancouver Fraser Port Authority is the federal agency that oversees the lands and waters that make up the Port of Vancouver, which include the waters adjacent to residential properties along Burrard Inlet, including Indian Arm and Port Moody Arm. Waterfront property owners who have a private dock immediately in front of their residence are required to enter into a licence agreement with the port authority.

If I want to keep my dock, what do I need to do?

Complete and return your licence agreement to the port authority.

How do I complete my licence agreement?

- Sign the licence agreement in the presence of a notary public or lawyer. Once the notary public or lawyer has witnessed your signature, they will sign as an officer in Item 8 of Form C, and will need to print their name, title and address beneath their signature.
- Return the **original signed Form C – Charge - General Instrument Part 1** (page 1 and 2 of the licence agreement) by mail to the following address:

Vancouver Fraser Port Authority
100 The Pointe, 999 Canada Place
Vancouver, B.C. Canada V6C 3T4
Attention: Katarina Stoyko

- Include the following documents with the **original signed Form C – Charge - General Instrument Part 1:**
 - Certificate of insurance in accordance with the terms of Section 15.1 of the licence agreement
 - Cheque or online banking payment payable to "Vancouver Fraser Port Authority" in the amount of \$630.00 (inclusive of GST) representing:
 - The port authority's documentation fees for preparation of the licence agreement in the amount of \$367.50 (inclusive of GST)
 - Land Title Office registration fees of \$262.50 (inclusive of GST)
 - For online banking, please enter "Vancouver Fraser Port Authority" as a payee in the bill payment section of your online banking site. Then add your six-digit customer number as the payee account; your six-digit customer number will be stated in the port authority's original

correspondence enclosing the new licence agreement. Please contact realestateinfo@portvancouver.com if you have any questions about online banking.

What happens next?

The port authority will register the licence agreement in the Land Title Office and will forward a fully registered copy in due course.

If I no longer want my dock, what do I need to do?

If you no longer want a private dock in front of your residence, please notify the port authority's Real Estate Department by email at realestateinfo@portvancouver.com. After you have notified the Real Estate Department, you will be required to obtain a project and environmental review (PER) permit from the port authority's PER Department prior to removing your dock structure. The PER Department will guide the removal process.

How do I apply for a PER permit?

Applications for project permits must be made through our online portal: eper.powerappsportals.com/

Prior to making your application, please review the port authority's permit and technical guidelines, which will assist you in applying for a **category B PER permit**. The port authority's permit and technical guidelines can be found here: portvancouver.com/project-and-environmental-review

General information about the PER process can be found here: portvancouver.com/permits-landing-page

If you need additional information or guidance on how to apply for a PER permit, including assistance determining which category of PER permit to apply for, please reach out to our PER team at per@portvancouver.com or 604.665.9047.

How much does a PER permit cost?

Category B PER permit fees depend on whether consultation with First Nations is required:

- No consultation: \$525 (\$500 plus GST)
- With consultation: \$2,626 (\$2,500 plus GST)

You may be instructed to provide supporting information describing how the removal will be conducted. This information may have costs associated with it, which are the responsibility of the PER applicant.

How long does it take for a permit to be reviewed?

Category B permits have an estimated review timeline of between 10 and 60 business days, depending on the complexity of the application and if consultation is required.

I don't have a licence agreement, but I need one for a PER permit – how can I get one?

If you do not have a valid licence agreement with the port authority, you will be required to obtain a short-term licence agreement from the Real Estate department for the duration of the dock removal.

Where can I get additional information or support?

If you need guidance or advice, please reach out to the Real Estate team at realestateinfo@portvancouver.com or the PER team at per@portvancouver.com.

From: John Willms [REDACTED]
Sent: January 17, 2025 6:47 AM
To: Connie Esposito <cesposito@belcarra.ca>
Subject: ATT. Mayor, Councillors, CAO

Jan. 11/25

The recent passing of the Village of Belcarra Corporate Policy #232 in my opinion is just Smoke and Mirrors for the residents of our Village. It was set up by council when the news of the need for two firehalls was required and pressure from the residents came when they realized that the Village of Belcarra had not had the fortitude to establish a financial fund to pay for these firehalls. Many Villagers have wanted to sell some of the road ends that would bring in monies to pay for some of these much needed projects to no avail. The private use of public properties in this Village has run rampant and those enabled residents that use these properties do not want their privileges sold. Even if the odd road end was chosen to be sold, the old guard would oppose this move and it will be years before any road end will come up for sale.

The main reasons that selling of these road ends should take place is that the Village has turned a blind eye to the private use of public property and for some enabled residents who have permission to use some of these properties they do not pay fees or taxes on these uses. This now makes it difficult for these multi million dollar plus properties to be sold. There are bylaws for these uses but are ignored by the Village. These uses should be surveyed and sold or leased to the Residence at market value based on a square foot bases. Everyone should be treated equally.

John Willms

**SASAMAT VOLUNTEER FIRE DEPARTMENT (SVFD)
BOARD OF TRUSTEES MEETING**

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, September 5, 2024 in person and via Teams.

MEMBERS PRESENT:

Chair, Councillor Darrell Penner, Port Coquitlam
Councillor Carolina Clark, Belcarra
Mayor John McEwen, Anmore
Mayor Jamie Ross, Belcarra
Councillor Paul Weverink, Anmore
Councillor Liisa Wilder, Belcarra (via Teams)
Councillor Kim Trowbridge, Anmore

STAFF PRESENT:

Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, Metro Vancouver
Brant Arnold-Smith, Program Manager, Protective Services and Emergency Management, Metro Vancouver
Amie Hadley, Office Supervisor, Corporate Safety, Protective Services and Emergency Management, Metro Vancouver
Ravi Chhina, Deputy CAO Operations, Metro Vancouver
Dorothy Shermer, Director, Board and Information Services, Metro Vancouver
Linda Sabatini, Director, Financial Operations, Metro Vancouver

GUESTS PRESENT:

Scott Zukiwsky, Vice President, Liberty Construction Group

1. ADOPTION OF THE AGENDA

1.1 September 5, 2024 Regular Meeting Agenda

Item 3.3 moved up to 3.1 to allow presentation from Liberty Construction Group to proceed first.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda with changes made at its regular meeting scheduled for September 5, 2024.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 March 14, 2024 Regular Meeting Minutes

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes for its regular meeting held March 14, 2024 as circulated.

CARRIED

3. REPORTS FROM COMMITTEE OR STAFF

3.1 Fire Hall Conceptual Drawings – Liberty Construction Group

Scott Zukiwsky shared a presentation on screen.

Scope of work to be completed beginning of October.

Discussion followed with questions from Trustees on what will be included in the new facilities.

Chief Sharpe confirmed that the training grounds will be moved to the Public Works Yard.

Trustees emphasized the importance of having areas at both halls where volunteers can socialize and decompress following an incident. It was also noted that preference would be for separate living quarters and not dorms.

Chief Sharpe would like to see the project by Liberty Construction finalized and a budget produced prior to being distributed to Trustees.

It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information the status update of the conceptual drawing of the two fire halls.

CARRIED

3.2 SVFD Service Review

Metro Vancouver staff provided a verbal update on the process of a service review initiated under s. 257 of the *Local Government Act*.

To make changes to the cost apportionment, the Board must adopt a service establishing bylaw. The bylaw can only be adopted with the consent of 2/3 of participating areas, in this case, both Anmore and Belcarra must agree to the terms.

A preliminary service review must be conducted within 120 days from the date it was initiated, and as such, the first meeting must be held no later than October 17, 2024.

Should either party wish to withdraw from the continued service, it would be necessary to adopt and repeal a service establishing bylaw.

Discussion followed on what the potential costs would be for a service review. This would be dependent on the points of disagreement and whether external legal is required.

At the preliminary service review, the scope can be limited to discuss only certain points of the disagreement. The province can also provide a financial analyst. Discussion ensued between Trustees on what type of split Belcarra would be looking for and what would influence this. Also discussed were the potential downsides of a service review.

Ravi Chhina confirmed that MV will recommend working towards adopting a Service Establishing Bylaw at the first meeting. MV as staff will continue to seek approval from the Trustees and will move forward with building the fire halls until told otherwise.

Mayor McEwen put forward a motion that would see Belcarra responsible for bearing the costs as the initiators of a service review.

It was MOVED and SECONDED

That the SVFD Board of Trustees establish that the cost of drafting of the Service Establishing Bylaw be split 50/50 as it relates to the original letters patent; and that the cost of a service review be fully covered by Belcarra as the initiators of the review.

CARRIED

Mayor Ross and Councillors Clark and Wilder voting against.

3.3 Loan Authorization Bylaw and Budget Planning for SVFD Capital Facilities

Linda Sabatini presented a report regarding the borrowing process and budget impacts for the construction of the new fire halls.

SVFD as a Metro Vancouver function would follow the borrowing process through the Municipal Finance Authority of British Columbia (MFA).

The overall borrowing process was discussed with the entire process looking at between 4-6 months.

Requires adoption from MV Board and certification from the province.

Three bylaws must be in place to borrow money, and the estimated costs must be included in the MV budget.

Linda Sabatini reviewed figures 1-3 detailing the Bylaw Procedures that would be required.

Attachment 2 of the report includes the household tax impact and estimated annual debt servicing costs for each of the Villages.

It was MOVED and SECONDED

That the SVFD Board of Trustees receive for information the report titled “Borrowing Process and Budget Impact for the Construction of New Fire Halls”.

CARRIED

3.4 2025 Draft Budget – Sasamat Fire Protection Service

Brant Arnold-Smith reviewed the draft 2025-2029 Financial Plan.

There was a slight decrease in the 2025 budget due to absence of a one-time increase in contributions in 2024 to the Communications Capital Reserve Fund and Emergency Equipment Reserve Fund.

Work is ongoing with communication with BC Hydro for yearly funding.

There was agreement by Trustees that the Capital Facility Reserve yearly contribution should increase to \$400,000.

It was MOVED and SECONDED

That the SVFD Board of Trustees authorize an increase in the yearly contribution to the Capital Facility Reserve to \$400,000.

CARRIED

It was MOVED and SECONDED

That the SVFD Board of Trustees endorse the 2025 – 2029 Financial Plan for the Sasamat Fire Protection Service as presented in the report dated September 5, 2024 titled “2025 – 2029 Financial Plan – Sasamat Fire Protection Service”.

CARRIED

3.5 2024 SVFD Quarterly Work Plan Update

Report was provided.

It was MOVED and SECONDED

That the SVFD Board of Trustees endorse the Work Plan as presented in the report dated September 3, 2024 titled “2024 SVFD Quarterly Work Plan Update”.

CARRIED

3.6 Fire Chief’s Report

Manpower – Currently 39 responders.

Equipment – Continue to train on new Engine 3. Most members have now signed off to drive it. Further work on Tender 2 replacement has been put on hold. Old Engine 3 went 3 cycles at auction, has been purchased by Hawkins Lake Volunteer Fire Department.

Halls and Grounds –Tarmac at Anmore Hall in front of Rescue 5 bay has now been repaired.

Training – 5 new recruits in training.

Reports and Information – Antenna replacement has made a noticeable difference in reception.

Jay to report back to Trustees regarding the current review of the stipends paid to the volunteers.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 5, 2024, titled "SVFD Fire Chief's Report".

CARRIED

4. INFORMATION ITEMS

None

5. OTHER BUSINESS

None

6. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of September 5, 2024.

CARRIED

(Time: 9:08 p.m.)

Board and Information Services
Tel. 604-451-6530 or via Email
BIS-Secretariat@metrovancover.org

December 13, 2024

File: CR-12-01
Ref: RD 2024 11 29

Paula Richardson, Chief Administrative Officer
Village of Belcarra
4084 Bedwell Road
Belcarra, BC V3H 4P8
VIA EMAIL: prichardson@belcarra.ca

Dear Paula Richardson:

Sasamat Volunteer Fire Department Service Conversion Bylaw No. 1402, 2024

I am writing further to my letter of the same subject dated December 9, 2024. It has come to my attention that there are two incorrect section references contained within *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024*. The errors are as follows:

- In section 6, references to subsection 4(d) and (e) should be replaced with references to subsections 5(d) and (e); and
- In section 10, the reference to section 3 should be replaced with a reference to section 4.

In the event that both the Village of Anmore and the Village of Belcarra give participating area approval to Bylaw No. 1402 with the corrections noted above, third reading of the Bylaw will be rescinded to allow for the corrections prior to adoption.

A revised sample resolution is set out below for your convenience:

“THAT the Council of the Village of Belcarra:

- a) consent to the adoption of *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024* on behalf of the electors, with corrections noted by Metro Vancouver’s Corporate Officer in their letter dated December 13, 2024; and
- b) direct staff to notify the Metro Vancouver Regional District Board of its consent.”

72827852

If you have any questions with respect to the proposed bylaw, please contact me by email at Dorothy.Shermer@metrovancover.org or by phone at 604-451-6530.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Dorothy Shermer', with a long horizontal flourish extending to the right.

Dorothy Shermer
Corporate Officer

Board and Information Services
Tel. 604-451-6530 or via Email
BIS-Secretariat@metrovancover.org

December 9, 2024

File: CR-12-01
Ref: RD 2024 11 29

Paula Richardson, Chief Administrative Officer
Village of Belcarra
4084 Bedwell Road
Belcarra, BC V3H 4P8
VIA EMAIL: prichardson@belcarra.ca

Dear Paula Richardson:

Sasamat Volunteer Fire Department Service Conversion Bylaw No. 1402, 2024

At its November 29, 2024 regular meeting, the Board of Directors of Metro Vancouver Regional District (Metro Vancouver) considered the attached report dated November 15, 2024, titled “Sasamat Volunteer Fire Department Service Conversion Bylaw No. 1402, 2024,” and passed the following resolution:

That the MVRD Board:

- a) *give first, second, and third readings to Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024;*
- b) *direct staff to seek participating area approval from the Village of Anmore and the Village of Belcarra for Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024 per section 342(2)(c) of the Local Government Act; and*
- c) *direct staff to, once participating area approval has been obtained, submit Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024 to the Inspector of Municipalities for approval.*

Per section 346 of the *Local Government Act*, the Village of Belcarra may give participating area approval by consenting on behalf of the electors to adoption of the proposed bylaw and notifying the Board of its consent. I respectfully request that this matter be included on an upcoming Council agenda for Council consideration. Please provide a response in the form of a Council resolution to my attention by Wednesday, February 5, 2025.

72370520

A sample resolution is set out below for your convenience:

“THAT the Council of the Village of Belcarra consent to the adoption of *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024* on behalf of the electors, and direct staff to notify the Metro Vancouver Regional District Board of its consent.”

Once participating area approval has been obtained from both the Village of Amore and the Village of Belcarra, *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024* will be forwarded to the Inspector of Municipalities for consideration of approval.

If you have any questions with respect to the proposed bylaw, please contact me by email at Dorothy.Shermer@metrovancover.org or by phone at 604-451-6530.

Yours sincerely,



Dorothy Shermer
Corporate Officer

DS/mp

- cc: Ravi Chhina, Deputy Chief Administrative Officer, Operations, Human Resources, and Corporate Services
- Encl: 1. Report dated November 15, 2024 titled “Sasamat Volunteer Fire Department Service Conversion Bylaw No. 1402, 2024”
2. *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024*

To: MVRD Board

From: Ravi Chhina, Deputy Chief Administrative Officer, Operations, Human Resources, and Corporate Services

Date: November 15, 2024 Meeting Date: November 29, 2024

Subject: **Sasamat Volunteer Fire Department Service Conversion Bylaw No. 1402, 2024**

RECOMMENDATION

That the MVRD Board:

- a) give first, second, and third readings to *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024*;
 - b) direct staff to seek participating area approval from the Village of Anmore and the Village of Belcarra for *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024* per section 342(2)(c) of the *Local Government Act*; and
 - c) direct staff to, once participating area approval has been obtained, submit *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024* to the Inspector of Municipalities for approval.
-

EXECUTIVE SUMMARY

On June 19, 2024, the Village of Belcarra initiated a Service Review of the Sasamat Volunteer Fire Department (SVFD) Service under the *Local Government Act* (the *Act*), with the goal of updating the capital cost apportionment and recovery structures of the SVFD Service. The Sasamat Volunteer Fire Department Service is operating as a continued service authorized by Supplementary Letters Patent (SLPs). Before any changes can be made to a continued service, a service conversion bylaw must be adopted. At the preliminary meeting for the Service Review held on September 27, 2024, all participants of the Service Review agreed that a service conversion bylaw should be drafted as soon as possible based on the existing terms set out in the SLPs. The draft bylaw is now being presented for consideration of three readings, referral to participating areas for approval, and subsequent referral to the Inspector of Municipalities for approval.

PURPOSE

To present *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024* for consideration of three readings and referral for participating areas approval and the Inspector of Municipalities for approval.

BACKGROUND

On June 19, 2024, the Village of Belcarra initiated a Service Review of the Sasamat Volunteer Fire Department (SVFD) Service under section 357 of the *Act*, with the goal of updating the capital cost apportionment and recovery structures of the SVFD Service.

The authority for the MVRD to operate the SVFD comes from a series of Supplementary Letters Patent (SLP) granted between 1980 and 1989. In 2000, all SLP service authorities were extinguished by legislation; however, continued services were specifically authorized by section 341(2) of the *Act*. The SVFD is such a continued service. In order to make changes to a continued service, a board must first adopt a service conversion bylaw.

A preliminary meeting was held on September 27, 2024 to discuss the scope of the Sasamat Volunteer Fire Department Service Review. The MVRD was represented by Board Chair Mike Hurley; the Village of Anmore was presented by Mayor John McEwen; and the Village of Belcarra was represented by Mayor Jamie Ross. All parties agreed that a service conversion bylaw should be drafted based on the existing terms set out in the SLP, and presented to the Board for consideration of adoption as soon as possible. *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024* is presented in Attachment 1 for consideration.

Service Conversion Bylaw

Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024 transposes the existing terms of the Supplementary Letters Patent to a service establishment bylaw format. Legislative references were updated and anachronisms removed. No significant alterations were made with the exception of the addition of a clause regarding maximum requisition, which is required content for establishing bylaws per section 339(1)(e) of the *Act*.

The proposed maximum requisition is \$1.25 per \$1,000. This proposed maximum requisition amount is based on accommodating the highest expected capital cost for the replacement of the fire halls, and increased operating and other capital or financing costs, over the next 20 years. As the SVFD budget and the associated requisition must be annually approved by Anmore and Belcarra representatives on the Board, the participating areas retain control of annual requisition amounts, which must fall below the maximum requisition set out in the bylaw.

Next Steps

Before *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024* can be adopted, it must receive approval from two-thirds of participating areas and from the Inspector of Municipalities. As the only two participating areas, the Village of Anmore and the Village of Belcarra must both provide approval. The council of each municipality may provide consent on behalf of the electors. Once both councils have notified the MVRD of their consent, the bylaw can be forwarded to the Inspector of Municipalities for approval. Once the Inspector of Municipalities approves the bylaw, it can be adopted by the Board.

ALTERNATIVES

1. That the MVRD Board:
 - a) give first, second, and third readings to *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024*;
 - b) direct staff to seek participating area approval from the Village of Anmore and the Village of Belcarra for *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024* per section 342(2)(c) of the Local Government Act; and
 - c) direct staff to, once participating area approval has been obtained, submit *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024* to the Inspector of Municipalities for approval.

2. That the Board received the report dated November 15, 2024 titled “Sasamat Volunteer Fire Department Service Conversion Bylaw No. 1402, 2024” for information.

FINANCIAL IMPLICATIONS

There is no financial implication associated with the adoption of the *Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024*.

CONCLUSION

The Sasamat Volunteer Fire Department (SVFD) Service is operating as a continued service authorized by Supplementary Letters Patent (SLPs). The SVFD Service is currently undergoing a Service Review with the goal of considering updating the capital cost apportionment and recovery structures of the SVFD Service. Before any changes can be made to a continued service, a service conversion bylaw must be adopted. A service conversion bylaw has now been drafted, and is being presented for consideration of three readings, referral to participating areas for approval, and subsequent referral to the Inspector of Municipalities for approval. Alternative 1 is recommended.

ATTACHMENTS

1. Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024.

METRO VANCOUVER REGIONAL DISTRICT
BYLAW NO. 1402
A bylaw to convert the continued Sasamat Fire Service

WHEREAS:

- A. By Division X Supplementary Letters Patent approved and ordered August 2, 1979 (the “**1979 SLP**”), the Metro Vancouver Regional District (formerly the Greater Vancouver Regional District, the “**MVRD**”) was authorized to undertake the function of Fire Regulation with Electoral Areas B and C as participating member municipalities;
- B. Pursuant to Letters Patent approved and ordered August 22, 1979, the municipality of “Village of Belcarra”, formerly part of Electoral Area B of the MVRD, was incorporated;
- C. By Division XI Supplementary Letters Patent approved and ordered January 10, 1980 (the “**1980 SLP**”):
 - (1) the MVRD was authorized to undertake the function of Fire Protection within the Village of Belcarra and that portion of Electoral Area B defined in the 1980 SLP as participating member municipalities; and
 - (2) the 1979 SLP was amended to exclude from the Division X – Fire Protection function of the MVRD those parts of Electoral Areas B and C participating in the Division XI – Fire Protection function of the MVRD;
- D. Pursuant to Letters Patent approved and ordered November 19, 1987, the municipality of “Village of Anmore”, formerly part of Electoral Area B of the MVRD, was incorporated;
- E. By Supplementary Letters Patent approved and ordered March 10, 1989:
 - (1) the 1979 SLP was amended to exclude the Village of Anmore from the Division X – Fire Protection function of the MVRD; and
 - (2) the function of Division XI Fire Protection granted by the 1980 SLP was renamed Division XX Fire Protection (the “**Service**”) and revised to, among other things, include only the member municipalities of the Village of Anmore and the Village of Belcarra as participants;
- F. The Service is a continued service and may, by bylaw adopted by the MVRD Board, be converted to a service exercised under the authority of an establishing bylaw pursuant to section 341 of the *Local Government Act*;
- G. The Village of Belcarra and the Village of Anmore, being the only two participating members of the Service, have requested that the Service be converted to one exercised under the authority of an establishing bylaw, as contemplated by this Bylaw; and
- H. Participating area approval of this Bylaw has been obtained in accordance with section 342(2)(c) of the *Local Government Act*.

NOW THEREFORE the Board of the Metro Vancouver Regionals District enacts as follows:

Citation

1. This Bylaw may be cited as the “Metro Vancouver Regional District Sasamat Fire Service Conversion Bylaw No. 1402, 2024”.

Conversion of Service

2. The Service is hereby converted to and established as a fire suppression, fire prevention and emergency response service exercised under the authority of an establishing bylaw as the “**Sasamat Fire Service**”.

Participating Areas

3. The participating areas for the Sasamat Fire Service are the Village of Anmore and the Village of Belcarra (the “**Participating Areas**”).

Service Area

4. The service area for the Sasamat Fire Service is all land within the municipal boundaries of the Participating Areas.

Cost Recovery

5. The annual costs for the Sasamat Fire Service may be recovered by one or more of the following:
 - (a) property value taxes imposed in accordance with Part 11, Division 3 [*Requisition and Tax Collection*] of the *Local Government Act*;
 - (b) parcel taxes imposed in accordance with Part 11, Division 3 [*Requisition and Tax Collection*] of the *Local Government Act*;
 - (c) fees and charges imposed by bylaw under section 397 [*imposition of fees and charges*] of the *Local Government Act*;
 - (d) revenues raised by other means authorized under the *Local Government Act* or another Act; and
 - (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

Cost Apportionment

6. The costs of the Sasamat Fire Service after deducting the revenues (if any) received under subsections 4(d) and (e) above and except as set out in section 7 below, shall be apportioned between the Participating Areas by the method established by section 380(2)(a) of the *Local Government Act*.
7. The annual cost of contributions to any capital reserve fund pertaining to the Sasamat Fire Service and the servicing of outstanding debt shall be shared equally (50:50) by the Participating Areas.

Maximum Requisition

8. Pursuant to section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the Sasamat Fire Service is the amount yielded by applying the rate of \$1.25 per each \$1,000 of the net taxable value of land and improvements in the service area.

Board of Trustees

- 9. The Board of the MVRD has by *Greater Vancouver Regional District Sasamat Volunteer Fire Department Administration and Regulation Bylaw No. 1204, 2014* established, and shall continue by bylaw provide for, a board of trustees for the administration and operation of the Sasamat Fire Service and associated appointments and voting rules.

Services outside Service Area Permitted by Agreement

- 10. Notwithstanding section 3 of this Bylaw, the Sasamat Fire Service may provide fire suppression, fire prevention and / or emergency response services outside of the service area where the MVRD has entered into an agreement for such purpose, consistent with section 332 of the *Local Government Act*.

Read a first, second, and third time this ____ day of _____, _____.

Approved by the Inspector of Municipalities this ____ day of _____, _____.

Adopted this ____ day of _____, _____.

Mike Hurley, Chair

Dorothy Shermer, Corporate Officer

METRO VANCOUVER REGIONAL DISTRICT
BYLAW NO. 1402
A bylaw to convert the continued Sasamat Fire Service

WHEREAS:

- A. By Division X Supplementary Letters Patent approved and ordered August 2, 1979 (the “**1979 SLP**”), the Metro Vancouver Regional District (formerly the Greater Vancouver Regional District, the “**MVRD**”) was authorized to undertake the function of Fire Regulation with Electoral Areas B and C as participating member municipalities;
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- F. The Service is a continued service and may, by bylaw adopted by the MVRD Board, be converted to a service exercised under the authority of an establishing bylaw pursuant to section 341 of the *Local Government Act*;
- G. The Village of Belcarra and the Village of Anmore, being the only two participating members of the Service, have requested that the Service be converted to one exercised under the authority of an establishing bylaw, as contemplated by this Bylaw; and
- H. Participating area approval of this Bylaw has been obtained in accordance with section 342(2)(c) of the *Local Government Act*.

NOW THEREFORE the Board of the Metro Vancouver Regionals District enacts as follows:

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2. The Service is hereby converted to and established as a fire suppression, fire prevention and emergency response service exercised under the authority of an establishing bylaw as the “**Sasamat Fire Service**”.

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3. The participating areas for the Sasamat Fire Service are the Village of Anmore and the Village of Belcarra (the “**Participating Areas**”).

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7. The annual cost of contributions to any capital reserve fund pertaining to the Sasamat Fire Service and the servicing of outstanding debt shall be shared equally (50:50) by the Participating Areas.

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10. Notwithstanding section 3 of this Bylaw, the Sasamat Fire Service may provide fire suppression, fire prevention and / or emergency response services outside of the service area where the MVRD has entered into an agreement for such purpose, consistent with section 332 of the *Local Government Act*.

Read a first, second, and third time this 29 day of November, 2024.

Approved by the Inspector of Municipalities this _____ day of _____, _____.

Adopted this _____ day of _____, _____.

Mike Hurley, Chair

Dorothy Shermer, Corporate Officer

**Grant Application to the
Village of Belcarra
For Support of the Community Youth Justice Program
2025 Fiscal Year**

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

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

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

Contact Person: Gurinder Mann, Executive Director

Organizational Goals, Objectives and Activities

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

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

These guiding principles acknowledge that:

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

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

The Program has the following aims :

To Provide an Effective Alternative to the Court System

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

CERA's vision for a community based approach:

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

Some Relevant Outcomes Reported in CERA's Program Evaluation

Participants were overwhelmingly satisfied with:

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

Services Provided to the Community

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

The intent of the conference is to:

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

The specific services provided by CERA include:

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

Fee Requested

The fee requested for the provision of the above services to the Village of Belcarra in the 2025 fiscal year is \$353.00

Benefits to Community Resulting from the Services

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

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

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

2. Cost-Effectiveness:

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

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

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

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

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

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

Degree of Other Community Support and Sponsorship

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

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

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

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

CERA's Relationship with Belcarra

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

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



COUNCIL REPORT

Date: January 27, 2025
From: Ken Bjorgaard, Financial Consultant
Subject: 2025 – 2029 Financial Plan and Related Property Tax & Utility Rate Increases

Recommendation:

That the Village's 2025 – 2029 Financial Plan Bylaw and 2025 Utility Rates Bylaw (Fees & Charges Bylaw Amendment) be prepared on the following basis:

Property Taxes:

- 8% 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 in 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 in 2026);

Waste & Recycle Depot (WARD) User Fees:

- 20% increase in WARD user rates in 2025;
- 15% increase in WARD user rate in 2026 and 4% increases 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 in 2026).

Purpose:

The purpose of this report is to seek Council's direction as to which property tax and utility rate increases to bring forward in the form of Financial Plan and Utility Rates Bylaws for first three readings and subsequent adoption. Public budget consultation took place on December 2, 2024 and minutes from that meeting are provided as part of the agenda package.

Report:

The following options were presented to the public on December 2, 2024. Public feedback was received at the meeting and subsequently two options are being presented as follows:

Option A - 6% increase in property taxes, 7% increase in water user rates (for those connected & unconnected to the water system), and 20% increase in WARD user rates in 2025

Option B - 8% increase in property taxes, 7% increase in water user rates (for those connected & unconnected to the water system), and 20% increase in WARD user rates in 2025

The difference in the two Options is a 6% versus an 8% tax increase. The monetary impacts of these two Options on an average assessed value home (**\$2,553,462**) in Belcarra as well as a higher assessed value home (**\$5,000,000**) are provided in the tables below.

2025 Increases in Municipal Property Taxes, User Rates and Parcel Tax Based on Different % Increases

Based on Estimated Average Value Home in 2023 adjusted to Market value to 2024 = \$2,553,462

		Option A (6% increase in property taxes, 7% increase in water user rates, 20% increase in WARD user rates)			Option B (8% increase in property taxes, 7% increase in water user rates, 20% increase in WARD user rates)		
FOR AVERAGE ASSESSED VALUE RESIDENTIAL CLASS PROPERTY	2024 Actual	\$ Levies	% Increase	\$ Increase	\$ Levies	% Increase	\$ Increase
<u>For Homes Connected to Water System</u>							
Property Taxes	3,314	3,513	6.0%	199	3,579	8.0%	265
Water User Fee (connected to water system)	1,852	1,982	7.0%	130	1,982	7.0%	130
Water Parcel Tax	1,110	1,110	0.0%	0	1,110	0.0%	0
Waste & Recycle Depot (WARD) User Fee	560	672	20.0%	112	672	20.0%	112
Total Property Taxes, User Rates & Parcel Tax	6,836	7,277	6.5%	441	7,343	7.4%	507
<u>For Homes Not Connected to Water System</u>							
Property Taxes	3,314	3,513	6.0%	199	3,579	8.0%	265
Water User Fee (not connected to water system)	1,298	1,389	7.0%	91	1,389	7.0%	91
Water Parcel Tax	1,110	1,110	0.0%	0	1,110	0.0%	0
Waste & Recycle Depot (WARD) User Fee	560	672	20.0%	112	672	20.0%	112
Total Property Taxes, User Rates & Parcel Tax	6,282	6,684	6.4%	402	6,750	7.4%	468

2025 Increases in Municipal Property Taxes, User Rates and Parcel Tax Based on Different % Increases

Based on Higher than Average Value Home = \$5,000,000

		Option A (6% increase in property taxes, 7% increase in water user rates, 20% increase in WARD user rates)			Option B (8% increase in property taxes, 7% increase in water user rates, 20% increase in WARD user rates)		
FOR AVERAGE ASSESSED VALUE RESIDENTIAL CLASS PROPERTY		\$ Levies	% Increase	\$ Increase	\$ Levies	% Increase	\$ Increase
	2024 Actual						
For Homes Connected to Water System							
Property Taxes	6,489	6,878	6.0%	389	7,008	8.0%	519
Water User Fee (connected to water system)	1,852	1,982	7.0%	130	1,982	7.0%	130
Water Parcel Tax	1,110	1,110	0.0%	0	1,110	0.0%	0
Waste & Recycle Depot (WARD) User Fee	560	672	20.0%	112	672	20.0%	112
Total Property Taxes, User Rates & Parcel Tax	10,011	10,642	6.3%	631	10,772	7.6%	761
For Homes Not Connected to Water System							
Property Taxes	6,489	6,878	6.0%	389	7,008	8.0%	519
Water User Fee (not connected to water system)	1,298	1,389	7.0%	91	1,389	7.0%	91
Water Parcel Tax	1,110	1,110	0.0%	0	1,110	0.0%	0
Waste & Recycle Depot (WARD) User Fee	560	672	20.0%	112	672	20.0%	112
Total Property Taxes, User Rates & Parcel Tax	9,457	10,049	6.3%	592	10,179	7.6%	722

Staff are seeking Council's final direction as to the property tax and utility rate increases to implement for 2025. Council's decisions will be reflected in a 2025 – 2029 Financial Plan Bylaw and an amended Fees & Charges Bylaw which will come forward for first three readings and subsequent adoption.



Prepared by: Ken Bjorgaard
Financial Consultant



Concurrence: Paula Richardson,
Chief Administrative Officer



COUNCIL REPORT

Date: January 27, 2025

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

Subject: Status of Strategic Priorities Work Plan Initiatives and Key Infrastructure Projects as at December 31, 2024

Recommendation:

That the report dated January 27, 2025 titled "Status of Strategic Priorities Work Plan Initiatives and Key Infrastructure Projects as at December 31, 2024" be received for information.

Purpose:

Staff report quarterly as to the status of Council's Strategic Plan and related Work Plan. The purpose of this report is to apprise Council of the status of the Strategic Priorities Work Plan Initiatives (Work Plan Initiatives) as at December 31, 2024, as well as the Key Infrastructure Projects that staff are working on.

Report:

Attached Appendix "A" shows the status or progress of all of Council's Work Plan Initiatives, as at December 31, 2024. The initiatives listed include Council's recently adopted changes. In addition, attached Appendix "B" provides an update on the Key Infrastructure Projects which staff are working on. Staff look forward to making further progress in 2025 on Council's priorities including their Key Infrastructure Projects.

Summary

It is recognized that Council's goals can only be achieved when the priorities and outcomes are clear, and the necessary resources are assigned. Staff will continue to work towards achieving Council's priorities.

Prepared by: Paula Richardson,
Chief Administrative Officer

Prepared by: Ken Bjorgaard
Financial Consultant

The following appendices are attached hereto:

- Appendix "A" – Status of Strategic Priorities Work Plan Initiatives as at December 31, 2024 (includes updated Strategic Priorities)
- Appendix "B" - Update on Key Infrastructure Projects

**APPENDIX "A" – STATUS OF STRATEGIC PRIORITIES WORK PLAN INITIATIVES AS AT DECEMBER 31, 2024
(INCLUDES UPDATED PRIORITIES)**

MANAGING OUR ASSETS & INFRASTRUCTURE 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 December 31, 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 Manager, Municipal Services	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		Manager, Municipal Services	The asset management plan is reviewed as needed to determine whether condition assessments need to occur. COMPLETE

MANAGING OUR ASSETS & INFRASTRUCTURE

We will manage and safeguard our existing assets and infrastructure

Renewal of Existing Infrastructure & Assets

OUTCOMES/MEASURES OF ACHIEVEMENT

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 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		Manager, Municipal Services	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		Manager, Municipal Services	The Financial Plan is being updated annually. COMPLETE
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) Manager, Municipal Services	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	See progress reports forwarded to Council on infrastructure projects; Marine Avenue is in completion stage. Paving is complete; work being done on deficiencies & shoulder touch-up's.

MANAGING OUR ASSETS & INFRASTRUCTURE

We will manage and safeguard our existing assets and infrastructure

Road Ends & Firehalls

OUTCOMES/MEASURES OF ACHIEVEMENT

- Identification of Road End properties that can be sold
- Sale of Road End property(ies)
- Solution for new Firehalls including an equitable cost sharing arrangement

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2024
<p>1. Potential Development of Road Ends – the focus is on creating sellable road end lots to pay for Capital projects such as a new firehall and to place the Village in a more favorable fiscal position</p>	<p>CAO and Contractor(s)</p>	<p>By June of 2025</p>	<p>ABR of up to \$20,000 from Financial Stabilization Reserve</p>	<p>Only most sellable lot(s) would be pursued with any sales proceeds from first sales funding development work.</p>	<p>CAO</p>	<p>In progress Land Disposition Policy approved October 21, 2024. Consultants continuing work as approved by Council.</p>
<p>2. Investigation of new firehalls including the current cost sharing arrangement</p>	<p>CAO and Contractor(s)</p>	<p>By June of 2025</p>	<p>ABR of up to \$20,000 from Financial Stabilization Reserve</p>	<p>The Village's interests need to be protected by undertaking financial due diligence and in communicating financial implications to residents.</p>	<p>CAO</p>	<p>In progress Updates will be provided as they become available.</p>

MANAGING OUR ASSETS & INFRASTRUCTURE

We will manage and safeguard our existing assets and infrastructure

Water System Improvements

OUTCOMES/MEASURES OF ACHIEVEMENT

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 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	Manager, Municipal Services	The excavation, fencing, and chlorination system design is complete; permitting in progress through Fraser Health.
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	Manager, Municipal Services	Work on this aspect of the project is complete. COMPLETE
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	Manager, Municipal Services	Report provided to Council on November 4, 2024 with cost estimates and recommendations within the report on budget' no Council decision made in fourth quarter.
4. Provide for water system improvements in long-term financial plan	Financial Consultant	By October 2023-2024 Ongoing	N/A	Projects to be completed as per long-term financial plan	CAO	Construction of Chlorination System at reservoir is included in 2025 Budget. Any other water system improvements will be included in the Financial Plan as decisions are made and information becomes available.
5. Complete water metering business case	Contractor(s)	By September 2024 2025	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	This item will require significant staff involvement and has been deferred as noted. The deferment was part of the Strategic Priorities update.
6. Complete review of Belcarra Park water charges	Financial Consultant	By October 2023 2025	Within existing operating budget		CAO	History of charges in agreements with Metro Vancouver have been researched and a meeting needs to be set up with Metro Vancouver to discuss options.

MANAGING OUR ASSETS & INFRASTRUCTURE

We will manage and safeguard our existing assets and infrastructure

Waste & Recycle Depot (WARD) Improvements

OUTCOMES/MEASURES OF ACHIEVEMENT

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2024
1. Complete WARD service review including review of current service provider and the option of utilizing Recycle BC to save costs	Manager, Municipal Services & Contractor(s)	By June of 2025	ABR of up to \$15,000 from Financial Stabilization Reserve	Need to provide for cost stability and certainty into the future	CAO	This project has been accelerated, as the Village is at risk with its current service provider. This was part of the Strategic Priorities update.
2. Review of WARD infrastructure to match services provided	Manager, Municipal Services & Contractor(s)	By June of 2025	Part of ABR above	As above.	CAO	As above.
3. Recommendations and approvals related to service changes and infrastructure needed	Manager, Municipal Services	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	Manager, Municipal Services & Financial Consultant	By June of 2026	N/A		CAO	Project will occur by 2026 before agreement with service provider expires in 2026.

STEWARDED OUR COMMUNITY & ITS NATURAL ENVIRONMENT

We will care for our Community and value its natural environment

Managing our Natural Assets

OUTCOMES/MEASURES OF ACHIEVEMENT

- Inventory and mapping of our natural assets, e.g. tree canopies, wetland, riparian areas, etc., completed
- Plan and budget for maintaining tree canopies
- Ongoing tree trimming and maintenance program

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 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	Manager, Municipal Services	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	Manager, Municipal Services	By June 2024 Spring 2025	ABR to be determined with adjustment in annual operating budget being made		CAO	A report will be provided in 2025.
3. Operational plan to implement tree trimming and maintenance plan	Manager, Municipal Services	By September 2024 Ongoing	N/A		CAO	Results from above will be incorporated into the 2026 budget cycle.

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT

We will care for our Community and value its natural environment

Official Community Plan (OCP)

OUTCOMES/MEASURES OF ACHIEVEMENT

- Final OCP adoption
- OCP implemented into daily operations
- Ongoing monitoring of the OCP as a tool to guide development and growth

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 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	Ongoing	N/A		CAO	The OCP was adopted on October 7, 2024. Implementation into daily operations will follow as required.
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	The OCP was adopted in October of 2024; as above, work will be carried out on an ongoing basis as items on the new OCP come forward.
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 into place in 2025.

STEWARDED 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

- Mapping and plan for multi-use paths/trails/road shoulder enhancement (MTRS) network within the community completed
- Funding for incremental buildout of MTRS network secured including grants
- Ongoing maintenance program for MTRS implemented
- Incremental construction of new MTRS as per plan and as funding allows

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 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	Manager, Municipal Services	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 June 2025	ABR – \$37,500 from Community Building Fund and/or other grants	Community Building Fund needs to be substantially used by 2024	CAO	Bunt & Associates are on track to complete the Active Transportation Network Plan (ATNP) by spring of 2025. TransLink is providing a 50% grant for the project (total project cost is \$75,000).
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. 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	Manager, Municipal Services	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

- Plan and budget for amenities at the Tennis Court site in place
- Agreement with Metro Vancouver on plan and related amenities finalized
- Construction of amenities completed

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 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 Spring 2025	N/A		CAO	Ongoing work, staff meeting with other agencies. Report provided to Council re: consultant request. Staff gathering information to provide to Council as per direction.
2. Decision on amenities and budget for tennis court site	Council	By March July 2024 See above	ABR to be determined with funding from Community Building Fund	Community Building Fund needs to be substantially used by 2024	CAO	Dependent upon the timing of the above noted report.
3. Presentation of tennis court site plan to Metro Vancouver and finalization of agreement on site improvements	Mayor & CAO	By June September 2024 See above	N/A	Any First Nation issues to be addressed	CAO	Dependent upon the timing of the above noted report.
4. Construction of tennis court site amenities	Contractor(s) and Manager, Municipal Services	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

- Up and running Finance Committee
- Regular fiscal updates to Council and the community
- Council input into annual, long-term financial plans including capital review

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 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 SUSTAINABILTY

We will operate in a fiscally responsible and financial sustainable manner

Financial Sustainability

OUTCOMES/MEASURES OF ACHIEVEMENT

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 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

EMERGENCY MANAGEMENT & PREPAREDNESS

We will make public safety a priority

Emergency Planning & Management

OUTCOMES/MEASURES OF ACHIEVEMENT

- Emergency management plan updated including consideration of climate change implications
- Mass notification system in place
- Inventory and replenishment of emergency supplies completed

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2024
1. Review and update emergency management plan	Contractor(s) and Manager, Municipal Services	By June of 2024 Spring 2025	ABR to be determined with funding coming from grant	Will apply for grant	CAO	Continuing to work with other municipalities to develop next steps; working with RCMP and Provincial agencies on future emergency management and ESS planning
2. Implement mass notification system	Manager, Municipal Services	By October of 2023	Budget estimated at \$2,000 per year SoF existing operating budget	To be implemented in 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	Manager, Municipal Services	By August of 2024 Ongoing	ABR estimated at \$15,000 with funding source to be determined		CAO	Project is in progress and will be completed in Spring 2025

EMERGENCY MANAGEMENT & PREPAREDNESS

We will make public safety a priority

Fire Safety including Wildfire Management

OUTCOMES/MEASURES OF ACHIEVEMENT

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2024
1. Complete fire safety & resiliency plan	Contractor and Manager, Municipal Services	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 Manager, Municipal Services	Ongoing	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 2025 with the adoption of the OCP.
3. Remediation of forest prescription areas	Contractor(s) and Manager, Municipal Services	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

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 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. Hold Community information meetings to inform citizens as needed	Corporate Officer	Ongoing	N/A	Format for meetings including topics to be approved by Council	CAO	Item updated as part of Strategic Priorities update. Meeting will be held as issues arise. COMPLETE

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

- Differentiation between Administrative and Council policies/procedures with a policy
- Rewrite, adopt and implement key policies, procedures & bylaws
- Monitoring of key policies, procedures & bylaws to gauge effectiveness and compliance
- Annual review of a least ten (10) impactful policies, procedures & bylaws on a rotating basis

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2024
1. Develop, adopt and implement updated procurement policy	Financial Consultant	By October of 2023 June 2025	N/A		CAO	Draft policy and report were presented to the Finance Standing Committee; however, discussion of the policy was not finalized and another meeting will be arranged in 2025 to ensure a fulsome review draft policy.
2. 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
3. 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
4. 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; 60% of the policies have been reviewed as of Dec 31, 2024; a report on repeal of outdated policies will be provided in 2025; a new land disposition policy was approved by Council

OPERATIONAL PRIORITIES & STRATEGIES

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

Operational Reporting & Updates

OUTCOMES/MEASURES OF ACHIEVEMENT

- Quarterly Council reports on public works operational priorities and progress including capital projects
- Quarterly Council reports on administration operational priorities and progress
- Quarterly updates on the status of Council’s Strategic Priorities and Goals

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2024
1. Complete reporting templates	CAO	By July of 2023	N/A		CAO	Templates have been finalized (see below). <p style="text-align: center;">COMPLETE</p>
2. Produce reports starting with the quarter ending August 31 st , 2023	Corporate Officer (Administration reports) Manager, Municipal Services (Public Works reports)	Reports to be submitted by the end of each month following quarter ends	N/A		CAO	All reports have been completed and are on schedule. <p style="text-align: center;">COMPLETE</p>

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

- Clear human resources plan for staff resource needs in short, medium & long-term
- Plan and terms for engaging external resources (consultants & contractors) to supplement staff
- Implementation of human resource plan including budgeting for resources as approved

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2024
1. Council report and recommendations on staff resources	CAO	By September 2023 2024 Spring 2025	N/A		CAO	Project delayed due to delay in the approval of the OCP.
2. Council report on consulting resources and recommendations including engineering, finance planning, information technology, etc.	CAO	By September 2023 2024 Spring 2025	N/A		CAO	Report will be provided in 2025.
3. Implementation of Human Resources plan including budgeting approved resources & undertaking request for proposals (RFPs) for outside resources as needed	CAO	By March-December 2024 Spring 2025	ABR to be determined and to be provided for within long-term operating financial plan		CAO	Based on results from above.

OPERATIONAL PRIORITIES & STRATEGIES

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

Information Systems & Technology

OUTCOMES/MEASURES OF ACHIEVEMENT

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

ACTIONS TO ACHIEVE RESULTS	Assigned Human Resources	Expected Completion Date	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	VoB Project Sponsor	Status Report December 31, 2024
1. Develop and implement staff training programs to make best use of existing programs and technology	CAO & Manager, Municipal Services	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 which are being developed.
2. Implement e-commerce capabilities for payments, look-ups, email responses, etc.	Financial Consultant & Accounting Clerk	By May of 2024 To be determined	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 Work is ongoing	ABR to be determined with any changes to be considered as part of 2025 budget		CAO	Work is ongoing.
4. Conduct system review with IT provider to ensure maximum protection for Village system	CAO & Corporate Officer	By March of 2024 Work is ongoing	ABR to be determined with any changes to be considered as part of 2025 budget		CAO	Work is ongoing.
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 and is part of long-term financial plan. COMPLETE
6. Complete review of document management system options and provide recommendations	Contractor(s)	By September of 2024 To be determined	ABR to be determined with any changes to be considered as part of 2025 budget		CAO	Project has not started yet.

Appendix “B” - Update on Key Infrastructure Projects (not all-inclusive) – page 1 of 2

Project Category	Project Description	Year(s) Planned	Financial Plan/Funding	Status/Comments
Water System	Complete engineering report and work on water reservoir Chlorination system Design	By July 2024	Budget in 2024 of \$46,000 for design; funded from community Works Reserve	Completed design and cost estimate
Water System	Water Chlorination System Construction	2025	Budget of \$175,000 in 2025 for Water Chlorination System construction funded from Growing Communities Reserve Funds	Targeted for completion in 2025
Water System	Engineering report and recommendations on options for addressing firefighting water deficiencies including risk factors and budgets	By September 2024	Budget in 2024 of \$30,000 options; funded from Water Capital Reserve.	Complete
Water System	Final decision(s) on projects and budgets for addressing water deficiencies in part based on risk tolerance	By October 2024 Spring 2025	To be determined	Decision needed based on options report shown above; Strategic Planning meeting to be scheduled for discussion and to move towards a decision
Paving	Marine Avenue – engineering & paving	2024 - 2025	Amended total project budget in 2024 is \$468,222; unused budget will be carried forward to 2025 to completed unfinished work.	In completion stage; paving complete; work continues on deficiencies and road shoulder touchups
Paving	Belcarra Bay Rd (from stop sign to Turtlehead Rd) + possible drainage design	2026	Budgeted in 2026 at \$287,500 with funding coming from Transportation Infrastructure Reserve	Project not slated to start until 2026
Paving	Belcarra Bay Rd (from Turtlehead Rd to Whiskey Cove Lane)	2028	Budgeted in 2028 at \$200,000 with funding coming from Transportation Infrastructure Reserve	Project not slated to start until 2028
Trails	Three (3) Trails from Marine Avenue to Beach (3440 Marine – wooden stairs down to beach; 3750 Marine – divers’ trail; 3924 Marine – cement staircase	2025	Budgeted in 2024 at \$50,000 with funding coming from Transportation Infrastructure Reserve	Projects dependent on receipt of Active Transportation Plan

Appendix “B” - Update on Key Infrastructure Projects (not all-inclusive) – page 2 of 2

Project Category	Project Description	Year(s) Planned	Financial Plan/Funding	Status/Comments
Re-Development of Tennis Court Site	Amenities at site to be determined	2025	Not budget yet; scope & cost to be determined	Preliminary work on options is scheduled for 2025.
Road Barriers & Flashing Beacons	Belcarra Bay Rd – part of Major Road Network (MRN)	2024	Remaining project budgeted for in 2024 for \$53,429; 75% TransLink grant & 25% Community Works Reserve	Complete
Engineering	Bedwell Bay Upgrade Project ^{(1) (2)} (BBUP) See below for project work plan	2023 - 2024	\$65K engineering concept design for the project; 50% to 75% grant funded from TransLink	Design concept work is complete
Gabion Wall	BBUP ^{(1) (2)} Kelly Avenue	2025-2029	\$100,000 budget in 2025 for preliminary and detailed design. Budgeted at \$316,250 per year for 4 years (2026 - 2029) ; 65% budgeted TransLink grant funding and 35% Growing Communities Reserve funding. TransLink has only committed to 1 year or \$207,000 of funding at this point	All pending design and budget approval
Gabion Wall	BBUP ^{(1) (2)} Main Avenue	2025 - 2029		
Drainage	BBUP ^{(1) (2)} Kelly Avenue (catch basins & minor road repairs/paving)	2025 - 2029		
Path	BBUP ^{(1) (2)} Bedwell Bay Rd from Kelly to Main (may be constructed as part of drainage, gabion wall and paving on Kelly Ave. and may entail a water pipe replacement) – Subject to potential TransLink discussions & funding)	2025 – 2029		

1. Bedwell Bay Upgrade Project (BBUP) includes all items in orange

2. Kelly Avenue gabion wall, drainage, road repairs and path projects are all linked and are subject in part to determining further information about scope & cost including grant availability from TransLink beyond 2024



COUNCIL REPORT

Date: January 27, 2025
From: Paula Richardson, Chief Administrative Officer
Subject: **Quarterly Department Reports – For Quarter ending December 31, 2024**

Recommendation

That the report dated January 27, 2025 titled “Quarterly Department Reports – For Quarter ending December 31, 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 December 31, 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

Fourth quarter reports are included in the appendices to keep Council apprised of work done from October 2024 to the end of December 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 December 31, 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 receive the municipal service they rely on. This quarter included the beginning of audit work with staff preparing for year end. Work continues on road ends as per an addition to the strategic plan in November. Work on the preparation of municipal lands for possible disposition has continued. Work was also started on a records management system with the task of reviewing and updating the Village’s electronic folder system.

Conclusion

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



Prepared by: Paula Richardson
Chief Administrative Officer

and



Prepared by: Stewart Novak
Public Works and Emergency
Preparedness Coordinator

The following appendices are attached hereto:

Appendix A: Quarterly Administration Report – For Quarter Ending December 31, 2024

Appendix B: Quarterly Public Works Report – For Quarter Ending December 31, 2024

APPENDIX A to Item 10.3

Quarterly Administration Report – For Quarter Ending December 31, 2024 Report date: January 27, 2025 (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, SVFD Trustees Meeting and UBCM Conference	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	
Provincial Housing Legislation	Ongoing	Monitoring legislation deadlines	Housing Needs Update Report completed; short term rental accommodation registry will be enacted in early 2025
Policy Project Work	Ongoing	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; work continues on a comprehensive policy review; the project is extensive and due to other projects with higher priority, it is worked on in increments by the Corporate Officer;
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
Processing of Freedom of Information (FOI) and Protection of Privacy Requests	Ongoing		For the quarter ending December 31, 2024 there have been no FOI requests

Administrative Item	Progress or Status	Key Challenges	Comments
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; a certification program for online training for staff commenced in late December; updating of documents to bring them into meet legislative compliance continues
As per the above FOI Management Program, update of all forms within the file system to adhere to legislative standards; as many forms as possible on the website were made fillable	Ongoing	The work on forms is one aspect of the FOI management program and is detailed work	As of the fourth quarter of 2024, most forms have been updated; digitization of forms online is to follow
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
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.
Audit 2024 & Year End	In progress	Accounting Clerk is focused on providing audit required material while balancing everyday duties	Working with staff from KPMG to gather relevant documentation

Administrative Item	Progress or Status	Key Challenges	Comments
Government reporting, i.e. taxes, utilities, financial plan	Ongoing		Work carried out on the financial plan and property taxes; public consultation held December 2, 2024; report to be submitted to Council at the first meeting in January 2025
Continued work on moving the Official Community Plan Bylaw toward adoption	Complete	Time consuming for all staff members to ensure appropriate process is followed	The OCP Bylaw was adopted on October 7, 2024
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
Road Ends	Ongoing	Time consuming; there continues to be a large amount of work required with legal aspects forming a priority for road ends work	Added to Council's Strategic Plan in Nov 2024; planning consultants 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
Land Disposition Policy	Complete		Policy approved on October 21, 2024; staff are moving forward in conjunction with planning consultation on potential disposition of municipally-owned properties

Administrative Item	Progress or Status	Key Challenges	Comments
Sale of Waterfront Properties	Ongoing	Organizing meetings with agencies such as Municipal Affairs and the local MLA.	Meeting arranged with local MLA for first quarter of 2025; staff have corresponded with Municipal Affairs staff on the topic; legal counsel continues to be involved
Farrer Cove Access Route Follow up	On hold	Time consuming	A report was provided by a consultant on June 3, 2024; this continues to be a complex situation and staff continues to deal with requests and issues as they come forward
Fire Safety Act Virtual Session hosted by the Office of the Fire Commissioner	In progress	Time to attend sessions to review the new Fire Safety Act	One session on the new Fire Safety Act was attended; work on the Fire Prevention and Regulation Bylaw has begun in order to incorporate changes
Updating of the Village's website	Ongoing	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
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

Administrative Item	Progress or Status	Key Challenges	Comments
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
TUP Extension for ELC	Complete	Continuing to work with ELC to ensure that the TUP stipulations are followed	The TUP was approved by Council on October 21, 2024
Active Transportation Network Plan (ATNP)	Ongoing	Time to put aside to participate in meetings and add input	The website was updated to add information on ATNP; several meetings with the consultant to review project progress were held; survey complete
Tennis Court Site	Ongoing	Time Consuming	Staff continues to investigate costs for various scenarios; vendors with experience to submit estimates were contacted
Records Management System	In Progress	Working through existing electronic records to set a base for an updated system; a consultant with expertise in records management systems will be required	Requests for recommendations for consulting companies were sent to other municipal records managers; feedback received; requests for time and cost estimates sent out to consultants in last quarter of 2024;

APPENDIX B to Item 10.3

Quarterly Public Works Report – For Quarter Ending December 31, 2024 Report date: January 27, 2024 (Completed by: Manager, Municipal Services)			
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.	Repair broken pavement along fence line. Complete Additional paving work required on exit lane.
▪ Ward Operations	Bin A & Bin C compressor buttons to be replaced.		Bin A & Bin C compressor buttons to be replaced. Complete
▪ Options for Addressing Water System Deficiencies	Work in progress. Report pending.		Report to be brought forward on Nov. 4, 2024 council meeting. WSP in attendance Complete
▪ Marine Ave - Mill & Fill (Marine)	In progress (designing) – approved at the January 22, 2024 Council Meeting		Complete. Contract awarded to Save On Paving. Work in progress & nearly final
▪ Bedwell Bay Upgrade Project (BBUP)	In progress. Concept design being developed for review.		2025 TransLink Grant funding application submitted
▪ Bedwell Bay Rd. Guard Rails	Complete		TransLink grant funding project complete. Application for TransLink funding renumeration submitted.
▪ Road Line and crosswalk painting.	Complete		MRN maintenance
▪ MRN Road repairs	Complete		Yearly road maintenance repairs. Total of 7 repairs
▪ Road crack sealing	Complete		Scheduled for May 2025

Operational Item	Progress or Status	Challenges	Comments
▪ Roadside ditching	2024 - Complete.	Now budgeted to be a yearly occurrence	2025 – will be ditching Bedwell Bay Road
▪ GIS Mapping – Mycivitas & Mergin Maps programs by Land Info Tech	Complete for 2024. Scoping & video condition assessment of culverts	Now being scheduled as a yearly occurrence	Ongoing
▪ Municipal Water connection Permits	In progress		1 complete 1 in progress
▪ Tree Cutting Permits	2024 – all permits have been completed		0 in progress
▪ Road Use Permits	2024 – all short-term permits are complete		0 in progress
▪ ESS Training	Ongoing		Attended training facilitated by the RCMP
▪ Purchase of New Holland Tractor and Flail Mower	New Holland Powerstar 90 Tractor purchased and delivered	Waiting for delivery of flail mower	Flail mower to be delivered in February; tractor will be sent back to Rollings for installation of mower
▪ Dutchman Reservoir Graffiti	Complete	Paint over graffiti on the reservoir tank.	Complete
▪ Strathcona Quarterly Inspection & Servicing	Ongoing	Repair leaking meter.	Leak repair complete. Latch sensor to be repaired.
▪ Tatlow Reservoir	Ongoing		Low water level set to 76%
▪ Tatlow Reservoir	Complete	Scada system repair required. High Priority	New Scada Pack Installed & programmed.
▪ Hydrant Flushing	2024 Complete	Next flushing scheduled for April 2025	Annual flushing for 2024 Complete
▪ Responding to complaints & meeting with residents	Ongoing	Issues may require immediate assistance which changes the work plan for the day.	

Operational Item	Progress or Status	Challenges	Comments
▪ Bylaw Enforcement	Ongoing	WARD issues: excessive volume, contaminated product being dumped, construction waste being dumped	Educating residents on bylaw regulations; continuing to issue tickets for bylaw violations
▪ Tennis Court Site	Ongoing	Time Consuming	Staff are in the process of receiving cost estimates to rebuild multi-use court
▪ Cold Patching Roads	Seasonal		Belcarra Bay Road
▪ Extra work on catch basins & culverts	Ongoing	Dealing with atmospheric storm impacts	Locations have been documented where culverts are exceeding limits; the priority timing of culvert replacements will be amended
▪ Shouldering Pot Holes	Seasonal		Bedwell Bay Road
▪ Winter Prep	Complete		Changed all trucks to winter tires; prepared and installed salt spreader and plow
▪ Install Christmas Lights at entrance to the Village	Seasonal	Needs to have permanent power installed to this location	

Meeting Attendance By Municipal Services Manager

- ATNP – Belcarra Active Transportation Network Planning Group
- Budget – 2025 Capital Budget Meetings
- KPMG – Indigenous Engagement Planning Requirements Meetings
- RTAC – TransLink Regional Transportation Advisory Committee
- TPSC – TransLink Transportation Planning 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
- RCMP - Emergency Social Services
- Metro Vancouver – Miscellaneous meetings
- Waste Connections Meetings re: WARD



COUNCIL REPORT

Date: January 27, 2025

From: Sartaj Grewal, Building Official

Subject: **Potential Remedial Action Requirement re Lot A Section 31 Township 39 New Westminster District Plan EPP93027**

Recommendation:

WHEREAS Division 12 of Part 3 of the *Community Charter* authorizes Council to impose a remedial action requirement on the owner of a building or structure which is in a hazardous condition, including a requirement to demolish or remove the building or structure or to otherwise deal with it in accordance with the directions of Council or a person authorized by Council;

AND WHEREAS Division 12 of Part 3 of the *Community Charter* authorizes Council to declare a building or other structure to be a nuisance and so dilapidated or unclean as to be offensive to the community, and to impose a remedial action requirement on the owner of such a building or structure, including a requirement to demolish or remove the building or structure or to otherwise deal with it in accordance with the directions of Council or of a person authorized by Council;

AND WHEREAS Chloe Dubois-Garbuio, James Daniel Rockwell, and James Lee Middleton (the "Owners") are the registered owners of the property more particularly described as Lot A Section 31 Township 39 New Westminister District Plan EPP93027, PID: 031-121-101 (the "Property");

AND WHEREAS section 17 of the *Community Charter* provides that the authority of Council to require that something be done includes the authority to direct that, if a person subject to the requirement fails to take the required action, the Village may fulfill the requirement at the expense of the person;

AND WHEREAS Council passed a previous resolution for a remedial action requirement on the Property on January 22, 2022 [the "2022 Remedial Action Requirement"], which has not been carried out by the Owners within 30 days of receiving notice, or at all;

NOW THEREFORE, be it resolved:

- THAT Council hereby consider that the building materials and rubbish located on the Property constitute a matter or thing that is so dilapidated or unclean as to be offensive to the community, and that therefore the building materials and rubbish located on the Property are a nuisance within the meaning of sections 74(1)(d) and 74(2) of the *Community Charter*;
- THAT within thirty (30) days of receiving a copy of this resolution, the Owner of the Property is required to remove all building materials and rubbish from the Property and dispose of them in a safe manner;

- THAT the Owners may request that Council reconsider the terms of this Resolution by providing the Village with written notice within 14 days of the date on which notice of this Resolution is sent to the Owners under section 77 of the *Community Charter*
- THAT in the event the Owner has not performed the Remedial Action requirement within thirty days after notice of this resolution is delivered to the Owner, the Village may, by its own staff or by a contractor engaged by the Village, enter the Property and perform the Remedial Action requirement, and the Village may recover the expense of doing so from the Owner, together with costs and interest, in the same manner as municipal taxes in accordance with sections 17, 258, and 259 of the *Community Charter*.

If a person with notice of this resolution wishes to request reconsideration of these requirements by Council, written notice of this request must be provided to the Corporate Officer within 14 business days of that person receiving notice of this resolution.

Purpose:

To provide a report to Council outlining the continuous breach of the Good Neighbour Bylaw by property owners at Lot A Section 31 Township 3 New Westminster District Plan EPP90327 and to outline steps to take for property cleanup through remedial action using powers provided to Council under Part 3, Division 12 of the *Community Charter* (Remedial Action Requirements).

Background:

The proposed remedial action requirement relates to storage of rubbish and building materials located on lands legally described as PID: 031-121-101, Lot A Section 31 Township 39 New Westminster District Plan EPP93027 (the "Property"). The registered owners of the Property are James Daniel Rockwell, James Lee Middleton and Chloe Arielle Elyse Dubois-Garbuio (the "Owners"). The Owners also lease the adjacent foreshore from the Vancouver Fraser Port Authority for the purpose of constructing and maintaining the dock.

The Property is a water access only lot on the mainland opposite Twin Island. The Property is in the RM-1 (Duplex or One or Two-House Zone) but does not contain any houses.

The Owners of the Property were previously given notice of the 2022 Remedial Action Requirement on February 1, 2022, which required the removal of a modified tent and shelter from the Property. The letter dated February 1, 2022 which contains the Council resolution that imposed the 2022 Remedial Action Requirement is attached as Appendix A to this report. On May 31, 2022, Village staff determined the 2022 Remedial Action Requirement had been complied with. However, the Property was and is still being used to store rubbish and building materials.

Chronology:

On June 6, 2022, a report was presented to Council stating that the Owners had satisfied the 2022 Remedial Action Requirement. In this report it states that the Owners are aware the Property cannot be used to store materials without a residence or a building permit application submitted to the Village. This report is attached as Appendix B.

On December 2, 2022, the Village received a conceptual building footprint from the Owners via email.

On March 10, 2023, Village staff followed up with the Owners via email seeking an update regarding their efforts to submit a building permit application. The Owners stated that they were in the process of obtaining a water sample and survey.

On April 14, 2023, the Owners inquired via email if a trailer on a permanent foundation would comply with the Village Zoning Bylaw. The owner was informed that a trailer on a permanent foundation would not comply with the Village Zoning Bylaw.

On May 11, 2023, the Owners sent a link via email to a tiny home inquiring if it complied with Village Zoning bylaws. Staff informed the Owner that the model they had sent, CSA Z241, is considered a temporary structure under the BC Building Code. Staff also provided the Owner with a link to the documentation. Staff informed the Owner that the only tiny home standard that is considered permanent and compliant with the BC Building Code and the Village Zoning Bylaw is the CSA Z240 MH.

On July 29, 2023, the Owners sent another tiny home plan (CSA Z240 RV) that does not comply with the BC Building Code and the Village Zoning Bylaw. Staff informed the Owners again that this standard is noncompliant and informed them of the standard that is compliant with the same documentation staff had provided them with on May 11, 2023. The Village's correspondence with the Owners is attached as Appendix C.

On October 8, 2024 a complaint was received pertaining to the state of the property.

On October 8, 2024, a letter from the Village of Belcarra was sent to the Owners via email and registered mail, stating that the property is in contravention of the Good Neighbor Bylaw. The letter provided 14 days for clean up of the Property as per the Good Neighbor Bylaw. This letter is attached as Appendix D.

On October 23, 2024, staff inspected the Property and confirmed the accumulation of discarded and rubbish materials with some materials partially underwater. Photographs that were taken during this inspection are attached as Appendix E.

On December 4, 2024, the Village's solicitor mailed a letter to the Owners demanding that they remove the building materials, rubbish and debris from the property immediately, and informing them that the Village would move to enforce against the Property if compliance was not achieved by January 15, 2025. This letter is attached as Appendix F.

On January 16, 2025, Village staff attended the Property in order to determine whether the Owners had brought it into compliance with the Village's bylaws. Village staff determined that building materials and rubbish remained on site in contravention of the Village's bylaws. Photographs that were taken during this inspection are attached as Appendix G.

Alternatives/Options

1. That Council declare the Property to be a nuisance by virtue of the dilapidated and unclean conditions on site, such that the Property is offensive to the community, and impose the remedial action requirement as identified in the recommendations of this report;
2. That Council direct staff to enforce the Good Neighbour Bylaw and seek compliance from the Owners in an alternative manner, such as through the issuance of bylaw offence notices or filing a petition for injunctive relief in the BC Supreme Court;
3. That Council take no action at this time.

Analysis

Storage of materials is not a permitted use in the RM-1 Zone, so Village staff are recommending that the rubbish and building materials be completely removed. Village staff will estimate the cost and timing of this removal work if contractors are used.

Process for Imposing a Remedial Action Requirement

A remedial action requirement is a remedy provided under sections 72-80 of the *Community Charter* to deal with a variety of matters, including nuisances. The power is exercised by resolution in response to circumstances identified by statute and not necessarily a specific bylaw. Pursuant to section 74 of the *Community Charter*, Council may declare that a matter or thing that is “in or about” a building or other structure to be a nuisance, or it may declare that a thing that Council considers to be “so dilapidated or unclean as to be offensive to the community” to be a nuisance.

If Council identifies such a nuisance, the Council may make an order requiring an owner or occupier to remove or demolish the thing, alter it, bring it up to a standard specified by bylaw or otherwise deal with it as directed by Council. Council must also specify a time by which the subject person must complete the work, which must be, in most cases, at least thirty days following the subject person is served with the resolution. Notice of the resolution must be given to the owners, occupiers and certain chargeholders as prescribed by section 77 of the *Community Charter*. This notice must include advising that the subject person may request Council reconsideration of the remedial action requirement within 14 days and warning that if the subject person does not comply with the requirement, the Village may perform the requirement at the subject person’s expense. Council may authorize such an action in default as part of the original remedial action requirement resolution or by resolution at a later date. If the subject person does not pay the invoiced costs of doing the work, those costs may be added to the taxes for the property on which the work was done.

Legal Review

This report has been reviewed by the Village's solicitors with respect to compliance with division 12 of Part 3 of the *Community Charter* (remedial action requirements).

Conclusion

Staff has reported that the Owners of Lot A Section 31 Township 39 New Westminster District Plan EPP93027 have repeatedly breached the Good Neighbour Bylaw and Village Zoning Bylaw and despite Village staff efforts to assist them in bringing their property into compliance by obtaining a building permit, the Owners have not done the work required to bring the property into compliance. This report recommends that remedial action requirements be approved.



Prepared by: Sartaj Grewal,
Building Official



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendices are hereby attached:

- Appendix A: Letter dated February 1, 2022 containing the Council resolution imposing the 2022 Remedial Action Requirement
- Appendix B: Staff report dated June 6, 2022 regarding the Remedial Action Requirement Site Inspection with attached photographs
- Appendix C: Email dated July 4, 2023 regarding a Tiny-Homes Alternative proposed by the Owner
- Appendix D: Letter dated October 8, 2024 from the Village of Belcarra stating that the property is in contravention of the Good Neighbor Bylaw
- Appendix E: Photographs taken during October 23, 2024 inspection
- Appendix F: Letter dated December 4, 2024 from Village's solicitor re immediate removal of building materials, rubbish and debris
- Appendix G: Photographs taken during January 16, 2025 inspection



VILLAGE OF BELCARRA

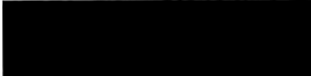
"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8
TELEPHONE 604-937-4100 FAX 604-939-5034
belcarra@belcarra.ca • www.belcarra.ca



February 1, 2022

Chloe Dubois-Garbuio



James Daniel Rockwell



James Lee Middleton



VIA REGISTERED MAIL

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

(Severed portions are shaded)

Dear Sirs and Madam:

Re: PID: 031-121-101, Lot A Section 31 Township 39 New Westminster District Plan EPP93027 (the "Property")

Please be advised that the Council of the Village of Belcarra (the "Village") adopted the following resolution imposing a remedial action requirement on James Daniel Rockwell, James Lee Middleton and Chloe Arielle Dubois-Garbuio (collectively the "Owners") in relation to the above Property:

"That Council adopt resolutions 1 to 7 inclusive, in the report dated January 24, 2022, regarding Potential Remedial Action Requirement re Lot A Section 31 Township 39 New Westminster District Plan EPP93027, as follows:

- 1) That Council of the Village of Belcarra shall receive the report of the Building Official dated January 24, 2022 regarding the modified tent structure (the "Modified Tent") and the shelter constructed using an overturned boat hull (the "Shelter") on land legally described as PID: 031-121-101, Lot A Section 31 Township 39 New Westminster District Plan EPP93027 (the "Property") and shall note the concerns, as stated in the report and its attachments, that:
 - (a) the Modified Tent has panels that are attached to the roof and supported in a structurally unsound manner;
 - (b) the Modified Tent contains a wood-stove; and
 - (c) the Modified Tent and the Shelter are both in a dilapidated condition and vulnerable to collapse, including under heavy snow; and
- 2) That Council, under the authority provided by sections 72 and 73 of the *Community Charter*, finds the Modified Tent, the Shelter to be in and to create an unsafe condition; and
- 3) That Council, under the authority provided by sections 72 and 74 of the *Community Charter*, declares the Modified Tent and the Shelter to be a nuisance, including because they are each so dilapidated and unclean so as to be offensive to the community; and
- 4) That Council hereby requires the registered owners of the Property and occupiers of the adjacent foreshore, James Daniel Rockwell, James Lee Middleton and Chloe Arielle Elyse Dubois-Garbuio, (the "Owners") to demolish and remove the Modified Tent and the Shelter no later than 90 days after the day that notice of this resolution has been sent to the Owners in accordance with Section 77(1) of the *Community Charter*; and

- 5) That Council further requires the Owners to:
 - (a) apply for and obtain all permits necessary to demolish and remove the Modified Tent and the Shelter; and
 - (b) ensure that all waste, debris and discarded materials be removed from the Property and the adjacent foreshore be disposed of at an appropriate waste disposal facility; and
- 6) That Council directs Village staff to send the notice to all affected persons as required by section 77 of the *Community Charter*; and
- 7) That if the Owners fail to fulfill this remedial action requirement in the time required, that Council hereby authorizes Village staff to fulfill the remedial action requirement at the Owners' expense by:
 - (a) retaining a contractor in accordance with the Village's procurement policy;
 - (b) posting a notice on the Modified Tent and the Shelter advising that the Village will be demolishing those structures in no fewer than 7 days from the date the notice is posted;
 - (c) together with the contractor, entering onto the Property and performing the work required by this remedial action requirement; and
 - (d) seeking recovery of the cost of acting on the Owners' default in accordance with section 17 [*municipal action at defaulter's expense*] and section 258 [*special fees may be collected as property taxes*] of the *Community Charter*."

Please also find enclosed a copy of the unadopted minutes at the January 24, 2022 meeting and all the material before Council when it imposed the remedial action requirement.

By this letter you are being given notice of a remedial action requirement that was imposed pursuant to Division 12 of Part 3 of the *Community Charter*. As a person subject to the requirement and an owner of the lands where the remedial action is to be carried out, you may request that the Village Council reconsider the remedial action requirement in accordance with section 78 of the *Community Charter*. Such a request must be made in writing and delivered to the Village (attn: Chief Administrative Officer) within 14 days of the date on which this notice letter was served.

Should the Owners fail to perform the remedial action requirement by the date specified for compliance in the above resolution, then under section 17 of the *Community Charter* the Village may enter the Property and perform the requirement in default at the Owners' expense. If unpaid, the invoiced costs of the Village may be added to the taxes for the Property.

Sincerely,



Lorna Dysart
Chief Administrative Officer

cc Michael Moll, Young Anderson
Sartaj Grewal, Building Official

Enclosures:

1. Council Report from Lorna Dysart, Chief Administrative Officer and Sartaj Grewal, Building Official dated January 24, 2022
2. Excerpt of Belcarra Council Meeting unadopted minutes of January 24, 2022
3. Additional email information from Chloe Dubois-Garbuio provided to Council by the CAO, dated January 24, 2022



COUNCIL REPORT

Date: June 6, 2022

From: Sartaj Grewal, Building Official

Subject: Remedial Action Requirement Site Inspection – Lot A, Twin Island

Recommendation:

That the Remedial Action Requirement Site Inspection – Lot A, Twin Island report, dated June 6, 2022, be received for information.

Purpose:

The purpose of this report is to present to Council the findings of the site inspection conducted on May 31, 2022.

Background:

A Remedial Action Requirement was imposed on the owners of the property, Lot A Section 31 Township 39 New Westminster District Plan EPP93027, PID:031- 121-101, requiring the owners of the property are to remove the Modified Tent and Shelter by May 30, 2022.

Site Visit:

At the time of the inspection, it was clear that the site had gone through extensive cleaning of debris and materials on site that had previously attributed to the unsightliness of the property. The modified tent and shelter have been taken down, in their place are tarps covering building materials that the owners intend to use when constructing their new home. The storage of these materials is not easily visible from the water and have been neatly stored at the rear of the property. The owners are aware that under the Village of Belcarra Zoning Bylaws, the main purpose of the property cannot be to store building materials, however, the owners have been in consistent contact with the Building Department with the intention to apply for a building permit soon. Surveyors were on-site during my visit preparing topographic surveys which are required when applying for a building permit.

Any rubbish previously viewed such as tires, Styrofoam, and charred wood have been removed from the property completely.

Attachment:

- Photos from site inspection, May 31, 2022

Attachment: Remedial Action Requirement Site Inspection – Lot A, Twin Island
Photos from site inspection, May 31, 2022



Photos from site inspection, May 31, 2022



Photos from site inspection, May 31, 2022



Photos from site inspection, May 31, 2022



Photos from site inspection, May 31, 2022



APPENDIX C to Item 10.4

From: [Sartaj Grewal](#)
To: [Chloe Dubois](#)
Cc: [Paula Richardson](#)
Subject: RE: Tiny Home Follow Up
Date: July 4, 2023 2:08:00 PM
Attachments: [Tiny-Homes-Alternative-to-Conventional-Housing.pdf](#)

Hi Chloe,

The proposed tiny home would not meet standards. However, it seems that the only difference between a CSA Z240 MH tiny home (which is permitted) and a CSA Z240 RV tiny home is that the latter is on a trailer/wheels. Perhaps the tiny home company can install the proposed model on a permanent foundation?

As per our last email conversation, tiny homes built to the CSA Z240 MH standard are considered permanent dwellings. Please see page 51 of the attached document from BC Housing for clarification.

Thanks,

Sartaj Grewal

Building Official

Village of Belcarra

Tel: 604-937-4100 Fax: 604-939-5034

Email: sgrewal@belcarra.ca

Website: www.belcarra.ca

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 Please consider the environment before printing this email.

From: Chloe Dubois [REDACTED]
Sent: Thursday, June 29, 2023 6:28 PM
To: Sartaj Grewal <sgrewal@belcarra.ca>
Cc: Paula Richardson <prichardson@belcarra.ca>
Subject: Tiny Home Follow Up

Freedom of Information &
Protection of Privacy Act

Section 22(1)

(Severed portions are shaded)

Hi Sartaj,

Please see attached, a quote that I received from the tiny home company. If this meets the Village requirements, I would get the quote reissued.

This model is CSA Z240 RV (or CSA Z241 for Park Models) approved. Can you confirm that this meets the needs of the Village of Belcarra please? If this does, I will finish completing the building permit.

For further information, the company can be found here:

<https://www.minttinyhousecompany.com/>

<https://www.minttinyhousecompany.com/>

Thanks, Chloe



VILLAGE OF BELCARRA

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belcarra@belcarra.ca • www.belcarra.ca



October 8, 2024

Chloe Dubois-Garbuio



James Daniel Rockwell



James Lee Middleton



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

(Severed portions are shaded)

To whom it may concern:

Re: PID:031- 121-101, Lot A Section 31 Township 39 New Westminster District Plan EPP93027– Contravention of Good Neighbor Bylaw

A complaint was received regarding your property at PID:031- 121-101, Lot A Section 31 Township 39 New Westminster District Plan EPP93027.

The property is in contravention to Part 5 of the *Good Neighbor Bylaw No 361, 2004*, as consolidated, which is available for review on the Belcarra Website www.belcarra.ca.

Section 5.1.3 states;

No Owner may allow a parcel owned by the Owner to become or remain unsightly.

Section 5.1.4 states;

Without limiting subsections 5.1.1, 5.1.2 or 5.1.3:

(h) except when specified as a permitted use in the Zoning Bylaw, no Owner of a parcel may cause, allow or permit the accumulation of building materials on the parcel for more than 15 days unless:

- (i) the Owner is in possession of a valid building permit in respect of the parcel; or***
- (ii) the building materials are stored in a closed building or structure such that they are not visible from another parcel, highway or other public place;***

Section 5.2.2 states;

Without limiting the generality of subsection 5.2.1, every Owner of a parcel must:

- (a) remove from the parcel any unsightly accumulation of discarded materials, rubbish of any kind or graffiti;***
- (b) prevent the infestation of the parcel by noxious or destructive insects;***
- (c) clear the parcel of noxious or destructive insects;***
- (d) clear the parcel of brush, noxious weeds listed in Schedule "A", and of grass in excess of 30 centimetres in length;***

Re: PID:031- 121-101, Lot A Section 31 Township 39 New Westminster District Plan EPP93027--
Contravention of Good Neighbor Bylaw
Page 2 of 2

As per previous correspondence, the lot cannot be used for storage of any items or for building materials unless the Village receives a building permit application. The Village has not received a building permit application to date.

Failure to comply with this request by October 22, 2024 will result in further action by the Village.

Regards,



Sartaj Grewal
Building Official

cc: P. Richardson, Chief Administrative Officer



OCTOBER 23, 2024



OCTOBER 23, 2024



OCTOBER 23, 2024



OCTOBER 23, 2024



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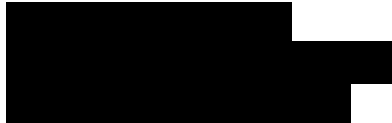
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DELIVERED VIA EMAIL AND COURIER

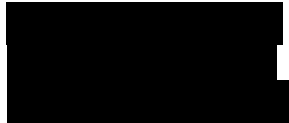
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(Severed portions are shaded)

December 4, 2024

Chloe Dubois-Garbuio



James Daniel Rockwell



James Lee Middleton



Dear Ms. Dubois, Mr. Rockwell, and Mr. Middleton,

**Re: Compliance – Good Neighbour Bylaw no. 361, 2004
Our File No. 00161-0209**

We are lawyers for the Village of Belcarra. As you are aware, the Village is of the view that your property, which is legally described as Lot A Section 31 Township 39 New Westminster District Plan EPP93027, with PID: 031-121-101 (the "Property"), is in contravention of the Village's Good Neighbour Bylaw. The contravention results from the storage of rubbish, debris, and building materials on the Property and on the foreshore of the Property. It is not the first time that your Property has been in contravention of the Village's bylaws, as it has previously been the subject of a remedial action requirement that was imposed by Council.

In a letter dated October 8, 2024, the Village informed you of this contravention, and stated that the storage of building materials is prohibited unless the Village has received a building permit application in relation to the Property. The Village has clearly communicated to you the kinds of structures that may be suitable for construction on the Property, and yet you have failed to submit a valid building permit application.

We therefore demand that you remove the building materials that are on the Property, together with other rubbish and debris, immediately. The Village is in the process of preparing a report recommending that Council impose another remedial action requirement, which, as you know, may be performed by the Village at your expense. The Village is also considering other tools for obtaining your compliance, including seeking a court order requiring you to bring the Property into compliance with the Good Neighbour Bylaw.

If you have not brought the Property into compliance with the Good Neighbour Bylaw by January 15, 2025, then the Village will proceed with enforcement.

The Village expects your immediate attention to this matter.

Yours truly,

YOUNG ANDERSON

A handwritten signature in dark ink, appearing to read 'Nathan Ruston', with a stylized, flowing script.

Nathan Ruston
Barrister & Solicitor
ruston@younganderson.ca

NR/nr



JANUARY 16, 2025



JANUARY 16, 2025



JANUARY 16, 2025



JANUARY 16, 2025



JANUARY 16, 2025



JANUARY 16, 2025



JANUARY 16, 2025





COUNCIL REPORT

File: 5600-00

Date: January 27, 2025
From: Stewart Novak, Manager, Municipal Services
Subject: **Water Meter Pilot Project, Meter Purchase Grant Funding Opportunity**

Recommendation

That Council support the Village's application for a British Columbia Water Meter Pilot Project (Project) grant, with the Village's portion of the Project (estimated at \$6,753.63) being funded from the General Capital Reserve Fund.

Purpose

The purpose of the report is to provide Council with information on a pilot project providing grant funding for water metering projects in smaller communities throughout BC, with specific focus on the single-family residential sector.

Belcarra's objective would be to replace old meters, install new readers and computer programming to establish a pay per water usage as apposed to flat rate billing system.

Background

The Water Meter Pilot Project assists smaller British Columbia water service providers with implementing water metering projects.

Metering, if implemented correctly, can reduce community water demand, improve fairness in water billing, improve customer service, support effective water planning, advance utility financial and asset management performance, and support climate change resiliency.

The Provincial Government, through the Ministry of Housing and Municipal Affairs, is investing \$50 million in this pilot project commencing in 2025.

Smaller water systems in BC may have limited capacity to implement water metering and related conservation activities. The pilot project will assist selected communities with the cost and process of procuring and installing meters, and then with using the resulting data.

Communities invited to participate will receive funding for purchase and installation of water meters and support with procurement on matters such as understanding meter technology options and developing local requests for proposals.

The first objective of the pilot project is to increase the rate of water metering in smaller BC communities with specific focus on the single-family residential sector.

Participating water service providers will be expected to collect water production and consumption data and other information throughout the pilot project. They will also be required to actively participate in both an adjunct research project and a community of practice.

The intent of the pilot project is to have participating communities become partners in helping the Provincial Government pursue the ultimate goals of the project which are as follows:

- improve understanding of the impact water metering can have on reducing community water demand.
- improve understanding of the impact water metering can have on reducing non-revenue water including leakage in distribution systems;
- develop best practices for water metering in the following areas: procurement, project implementation, rate setting and customer billing, water consumption data management, customer engagement, system loss management, and supporting conservation projects; and
- use the results of the project to create and share information and best practices.

The deadline for the application intake is January 30, 2025 at 2 pm PT.

The value of Belcarra's proposed estimated funding application totals \$343,671.95 which accounts for:

- Installing 270 new ultrasonic water meters, radio modules and antenna.
- Meter reading equipment and belt clip transceiver.
- Compatible software.
- 20% contingency

Belcarra's proposed contribution totals \$6,753.68 which accounts for:

- Software service agreement (reoccurring)
- Software implementation, validation and training.

The total value of the project amounts to \$350,425.63. An amendment to the budget is required to account for project funding.

Applications submitted before the deadline may be reviewed as they are received and those that meet the selection criteria set out in Section 5 may be moved to pre-approval stages. Projects with funding requests under the expected average of \$2.4 million may be prioritized for pre-approval. Pre-approval will be limited and all projects submitted before the application deadline will be reviewed.

This grant funding opportunity and pilot project comes prior to the Village developing a formal business case to move residents into a billing for water usage system, however if Belcarra were to be selected for the pilot project system, it could save Village residents the full cost of the purchase and installation of a new metering and billing system.

The implications of being selected for the pilot project are as follows:

- a commitment in principle to pay the applicant share of the eligible costs, ineligible costs, cost overruns and ongoing operating and other costs associated with water metering;
- a commitment that appropriate staff will actively participate in the adjunct research pilot project and community of practice;
- a commitment to provide information, including but not limited to water production and consumption data, to the research project administrator in the format and data interval specified by the Ministry; and
- an amendment to Belcarra's Water Works Bylaw No. 456, 2012 prior to metered billing commencement.

Financial Implications:

The Village's 2025 – 2029 Financial Plan includes a small \$50,000 capital budget in 2026 – 2027 to implement universal water meters. This grant will be beneficial and the Village's portion (\$6,753.63) can come from the Water Capital Reserve Fund.

Conclusion:

Staff recommend that Council approve a motion of support to apply for a British Columbia Water Meter Pilot Project and grant funding program. Belcarra's total grant funding package will be valued at \$350,425.63 with Belcarra paying \$6,753.63 out of the total cost and the grant funding program paying the remainder of \$343,671.95.

If the Village is selected as a recipient of grant funding, the project provides funds to purchase and install water meters, water readers and programming which will allow the installation of a pay per water usage billing system for Belcarra at a reduced cost to residents.

As part of the agreement, Belcarra staff will be required to provide monthly billing and usage data to the Provincial pilot project.



Prepared by: Stewart Novak,
Manager, Municipal Services



Concurrence: Paula Richardson,
Chief Administrative Officer



COUNCIL REPORT

File:

Date: January 27, 2025
From: Stewart Novak, Manager, Municipal Services
Subject: Purchase of Two Portable Offices

Recommendation

That a 6' x 10' portable field office be purchased for the Waste and Recycle Depot at the cost of \$24,480.00 plus GST with funds for the purchase provided for in the Village's 2025 capital budget; and

That a used 10' x 24' portable field office be purchased to replace the rented 10' x 24' office currently being used as Belcarra's Building Department Office at a cost of \$25,910.00 plus applicable taxes, with funding coming from the General Capital Reserve Fund.

Purpose

The purpose of the report is to provide information on the intent to purchase a portable office to be stationed at the Waste and Recycle Depot (WARD) and to purchase a replacement portable field office for the Building Department.

Background

WARD Portable Field Office:

Belcarra's Waste and Recycling Depot employs one full time person as the WARD attendant, who also serves as the municipal bylaw officer. Currently the WARD Attendant/Bylaw Officer shares an office space in the Public Works office trailer.

Previously in 2022, Belcarra had a camper style trailer stationed at WARD which was used as office space for the attendant. The trailer was decommissioned due to unsatisfactory environmental readings inside the trailer.

Staff believe that the most efficient office location for the attendant is at the WARD facility so they can directly monitor activities to ensure products are disposed of in the proper manner (including the proper sorting of recyclables) while doing paperwork and other duties associated with the position.

Belcarra's 2025 Capital Budget has allocated \$30,000.00 for the purchase of portable office space at WARD.

Staff are recommending the purchase of a 6' x 10' Field Office, complete with 4-foot slider windows, heating, and an air conditioning unit. The portable office is in new condition but is a previously used unit.

This office can be purchased, delivered, and leveled at the price of \$24,480 plus GST.

Building Department Portable Office:

Belcarra's Building Department office, which is a 10' x 24' portable field office and is located in the municipal hall parking lot has been rented for the past six (6) years at a cost of \$607.00 per month.

As there are no long-term plans for major renovations of the municipal hall or new construction proposals in place to accommodate a new Building Department office, staff recommend purchasing the existing portable office or purchasing an office of similar value.

Staff believe the existing portable office is in good shape showing no signs of decay and believe it reasonable to assume that the office will last fifteen more years without serious issues.

Cost to purchase the existing unit is \$31,000.00 plus GST.

An alternate quote was received for a used 10' x 24' portable field office trailer totaling \$25,910.00 plus GST. This price includes delivery and set-up, as well as a metal staircase. An electrician will be contracted through Belcarra's operational budget to install electrical hook-up.

It is recommended that the Village proceed with replacing the current Building Department Portable Office with the used one shown above.

Comments from Financial Consultant:

A capital budget of \$30,000 is included in the Village's draft 2025 budget for the purchase of a WARD Portable Office.

It is recommended that funding for a Building Department Portable Office come from the General Capital Reserve Fund (projected balance of approximately \$1.1 million at the end of 2024). Should Council approve the purchase of a Building Department Portable Office it will be included in the upcoming 2025 – 2029 Financial Plan Bylaw and the operating cost savings (the \$607 per month) from the current office lease would result in an equivalent increased transfer to capital reserves for future capital expenditures.

Conclusion:

Staff recommend the purchase of a 6' x 10' portable field office at WARD which will provide the attendant space for an office. The portable office, complete with 4' sliding window will be located so that the attendant can view ongoing WARD activities while completing office paperwork.

The purchase price of a 6' x 10' portable field office, quoted at \$24,480 plus GST, is currently allocated Belcarra's 2025 Capital Budget.

Quotes are provided for purchase of the existing 10' x 24' Building Department Office and for an office of comparable value to give Council the opportunity to save taxpayer money over long-term budgeting.

- The current monthly rental cost for the Building Department portable field office is \$607 per month.
- The cost to purchase the existing office is \$31,000 plus GST.
- The cost to purchase a used 10' x 24' mobile field office from another provider is \$25,910 plus GST.

If the Village purchases the used Building Department Field Office, it will be included in the upcoming 2025-2029 Financial Plan bylaw and therefore will not require a budget amendment.



Prepared by: Stewart Novak,
Manager, Municipal Services



Concurrence: Paula Richardson,
Chief Administrative Officer



COUNCIL REPORT

File:

Date: January 27, 2025
From: Paula Richardson, Chief Administrative Officer
Subject: **Agreement for Financial Consulting Services**

Recommendation:

That an extension of the agreement for financial consulting services with K&E Business Services Inc. for a further two-year term be approved; and

That the Chief Administrative Officer be authorized to sign a letter of extension.

Purpose:

This report is to advise Council that the agreement for financial consulting services has expired and to request a two-year letter of extension to allow K&E Business Services Inc. to continue work with the Village.

Background:

On July 29, 2019, the Village published a Request for Proposal (RFP) for financial consulting services on the Civic Info website as well as the Village of Belcarra website. K&E Business Services Inc. was the chosen proponent.

On October 1, 2019, a five-year agreement for financial consulting services was signed between the Village of Belcarra and K&E Business Services Inc. The agreement has now expired. At this time, staff would like to offer an extension of the agreement for financial consulting services for a further two-year term. The current contract notes the following:

“1. Term of Service Delivery

The term of this Agreement commences on October 1, 2019, and may be terminated by either Party for any reason or no reason, with two (2) months of prior written notice to the other Party.”

The 2025 rate for the financial consultant is \$150.00 per hour which equates to 3.45% of the previous 2024 rate.

Conclusion:

Staff are bringing forward a request for an extension of the current agreement for financial consulting services with K&E Business Services Inc. for a further 2-year term. If approved, the CAO will send a letter engaging the company to continue working with the Village in providing financial consulting services.

Prepared by: Paula Richardson
 Chief Administrative Officer