



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA**
Village Hall
May 12, 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 Minutes of the Special Council Meetings of March 31, 2025 and April 14, 2025

3.2 Minutes of the Regular Council Meeting of April 14, 2025

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** Office of the Minister of Housing and Municipal Affairs, letter dated March 31, 2025 advising of the approval of an infrastructure planning grant for a storm water collection network review and update in the amount of \$10,000.
- 6.1.2** Tony and Lynda Spence, letter dated April 10, 2025 regarding the Active Transportation Network Plan with reference to public road access to Farrer Cove.
- 6.1.3** School District No. 43 (Coquitlam), letter dated April 16, 2025 regarding School District No. 43 Capital Bylaw No. 3, Amendment No. 2.4 – 2025 (School Site Acquisition Charge Bylaw Amendment) setting school site acquisition charge rates.
- 6.1.4** Fraser Health, Medical Health Officer, letter dated April 14, 2025 regarding community preparedness for projected hot and smoky periods during summer 2025.
- 6.1.5** Metro Vancouver, email dated April 28, 2025 providing a copy of the Statutory Approval Certificate for the Sasamat Fire Service Conversion Bylaw.
- 6.1.6** BC Hydro, news release dated May 2, 2025 providing information on the online parking reservation system for Buntzen Lake.
- 6.1.7** Sherry Chisholm, letter dated May 5, 2025 regarding the consideration of the installation of a septic system on Midden Road by Metro Parks.

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

That the items on the Consent Agenda of the May 12, 2025 Village of Belcarra Regular Council Meeting be received into the record.

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

10. STAFF REPORTS**10.1 Waste and Recycle Depot Driveway (WARD) Exit Repair**

Staff report by the Manager, Municipal Services dated May 12, 2025 recommending the approval of a quote submitted by Burnaby Blacktop to repair the driveway exit at WARD in the amount of \$37,456.00 plus applicable taxes, the approval of funding in the amount of \$3,100.00 plus applicable taxes to replace the WARD gate sensors and the addition of a 15% contingency in the amount of \$6,084.75.

10.2 Belcarra Day 2025

Staff report by the Chief Administrative Officer dated May 12, 2025 providing information on the June 1, 2025 Belcarra Day event.

For information only

11. BYLAWS**Bylaws for Adoption****11.1 Village of Belcarra 2025 Tax Rates Bylaw No. 634, 2025**

A bylaw to set Tax Rates for the Year 2025

Adopt

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

Mayor Ross attended the following events:

- TransLink Mayors' Council Meeting – April 17
- Metro Vancouver Board Meeting – April 25
- LMLGA Annual Conference & AGM – April 29 to May 1
- TransLink Mayors' Council Meeting – April 30
- Belcarra Volunteer Appreciation – May 1
- Metro Vancouver Regional Parks Committee Meeting – May 7
- Metro Vancouver Air Quality and Climate Committee Meeting – May 9

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
March 11, 2025**



This meeting was held in Council Chambers

Council in Attendance

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

Staff in Attendance

Paula Richardson, Chief Administrative Officer

Others in Attendance

Dennis Back, 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.

Note: Councillor Wilder recorded minutes for the meeting.

1. CALL TO ORDER

The meeting was called to order at 5:04 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, March 11, 2025

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the agenda for the Special Council Meeting of March 11, 2025 be approved.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the March 11, 2025 special meeting of Council be closed pursuant to Sections 90(1) and 90(2) of the Community Charter as the subject matter being considered relates to the following:

Section 90(1)(c) Labour relations or other employee relations.

CARRIED

4. ADJOURNMENT

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

That the March 11, 2025 Special Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 5:05 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MEETING MINUTES
April 14, 2025**



This meeting was held in Council Chambers

Council in Attendance

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

Staff in Attendance

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

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

1. CALL TO ORDER

The meeting was called to order at 5:00 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, April 14, 2025

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the agenda for the Special Council Meeting of April 14, 2025 be approved.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the April 14, 2025 special meeting of Council be closed pursuant to Sections 90(1) and 90(2) of the *Community Charter* as the subject matter being considered relates to the following:

Section 90(1)(g) Litigation or potential litigation affecting the municipality.

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

CARRIED

4. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the April 14, 2025 Special Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 5:01 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
April 14, 2025**



This meeting was held in Council Chambers and live streamed at
[Village of Belcarra - YouTube](https://www.youtube.com/watch?v=...)

Council in Attendance

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

Council Absent

Councillor Carolina Clark

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

Asifa Hirji, CPA, CA, Lead Engagement Partner, KPMG
Ken Bjorgaard, Financial Consultant

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

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, April 14, 2025

Moved by: Councillor Wilder
Seconded by: Councillor Ruzyski

That the agenda for the Regular Council Meeting of April 14, 2025 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, March 31, 2025

Moved by: Councillor Ruzyski
Seconded by: Councillor Wilder

That the minutes from the Special Council Meeting held on March 31, 2025 be adopted.

CARRIED

3.2 Regular Council Meeting, March 31, 2025

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the minutes from the Regular Council Meeting held on March 31, 2025 be adopted.

CARRIED

4. PUBLIC INPUT

The Mayor reviewed the procedure for the Public Input session. There were no speakers

5. DELEGATIONS AND PRESENTATIONS

5.1 Asifa Hirji, CPA, CA, Lead Engagement Partner and Jordan Patterson, CPA, Senior Manager, KPMG, audit findings report for the Village of Belcarra for the year ended December 31, 2024.

The Auditor provided a summary of the audit report. She advised that the Village of Belcarra received a clean or unqualified report and that there were not outstanding items. She referred to one adjustment due to the receipt of a late invoice and advised that it was recognized as being in the wrong period. She also advised on changes made to the documentation involving the permitting process.

The Auditor answered questions put forward by Council. She thanked Village of Belcarra staff for their work in complying with the audit and wished the Chief Administrative Officer well in her retirement.

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the Village of Belcarra 2024 Audit Findings Report by KPMG LLP for the year ended December 31, 2024 be received into the record for information.

CARRIED

5.2 Ken Bjorgaard, Financial Consultant, report dated April 14, 2025, regarding Village of Belcarra 2024 Financial Statements

The Financial Consultant reviewed the report and provided an overview of the 2024 Financial Statements. He responded to questions from Council and noted that the Village has progressed to a more favourable financial position over the years.

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

- 1. That the report from the Financial Consultant dated April 14, 2025 and titled "2024 Financial Statements" be received into the record for information; and**
- 2. That the Village of Belcarra's draft 2024 financial statements be accepted.**

CARRIED

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

6.1.1 Jonathan Cote, Deputy General Manager, Regional Planning & Housing Development, letter dated April 9, 2025 regarding Metro 2050 Regional Affordable Rental Housing Target – Baseline Data

6.1.2 TransLink, information bulletin dated April 10, 2025, regarding Public Engagement opportunity on TransLink's 2025 Investment Plan. Open until April 24, 2025

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Ruzycki

Seconded by: Councillor Wilder

That the items on the Consent Agenda of the April 14, 2025 Village of Belcarra Regular Council Meeting be received into the record.

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA

No items

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

8.1 Janet Andrews, Secretary-Treasurer, New Westminster & District Labour Council, letter dated March 13, 2025 regarding Declaration of April 28, 2025 as the official "Day of Mourning for Workers Killed and Injured on the Job"

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

That Council declare April 28, 2025 as the official "Day of Mourning for Workers Killed and Injured on the Job"; and further

That Council observe one minute of silence on or before April 28, 2025.

CARRIED

8.2 Li-Jeen Broshko, KC, Corporate Secretary, E-Comm 9-1-1, letter dated March 26, 2025, requesting agreement for the re-nominations of Mayor Meghan Lahti, City of Port Moody and Councillor Nancy McCurrach, City of Port Coquitlam as the E-Comm Board of Directors for the 2025-2026 term.

Moved by: Councillor Ruzycki

Seconded by: Councillor Wilder

That the re-nominations of Mayor Meghan Lahti, City of Port Moody and Councillor Nancy McCurrach, City of Port Coquitlam for appointment to the E-Comm Board of Directors for the 2025-2026 term, as representatives for the Village of Belcarra, the City of Coquitlam, the City of New Westminster, the City of Port Coquitlam and the City of Port Moody, be supported.

CARRIED

9. UNFINISHED BUSINESS

No items

10. STAFF REPORTS

- 10.1** Paula Richardson, Chief Administrative Officer and Ken Bjorgaard, Financial Consultant, report dated April 14, 2025, regarding Status of Strategic Priorities Work Plan Initiatives and Key Infrastructure Projects as at March 31, 2025

The Financial Consultant reviewed the report. He highlighted items which have been completed and advised on the progress being made on outstanding projects. He advised on the addition of several projects to the strategic priorities plan which included potential land disposition and fire halls. He responded to questions from Council.

Moved by: Councillor Ruzycki

Seconded by: Councillor Wilder

That the report dated April 14, 2025 titled “Status of Strategic Priorities Work Plan Initiatives and Key Infrastructure Projects as at March 31, 2025” be received for information

CARRIED

- 10.2** Paula Richardson, Chief Administrative Officer, report dated April 14, 2025, regarding the quarterly department report for the quarter ending March 31, 2025.

The Chief Administrative Officer reviewed the staff report. She highlighted the additional tasks carried out by staff to assist the auditors and to prepare for repair work on the Tatlow Tank.

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That the report dated April 14, 2025, titled “Quarterly Department Reports – For Quarter ending March 31, 2025” be received into the record for information.

CARRIED

- 10.3** Ken Bjorgaard, Financial Consultant, report dated April 14, 2025, regarding the 2025 Tax Rates Bylaw

The Financial Consultant reviewed the report. He advised that the bylaw is being presented for three readings. He highlighted the schedule of the tax rates, general purposes and rates charged by Metro Vancouver.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

That Village of Belcarra 2025 Tax Rates Bylaw No. 634, 2025 be read a first, second and third time.

CARRIED

Councillor Ruzycki voted in opposition

11. BYLAWS

No items.

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items.

13. MAYOR AND COUNCILLOR REPORTS

The Mayor attended the following events:

- Metro Vancouver Regional Parks Committee Meeting – April 2
- Metro Vancouver Air Quality and Climate Committee Meeting – April 4
- Tri-City Chamber of Commerce Excellence Awards Gala 2025 – April 5
- Metro Vancouver Board Meeting – April 9

COUNCILLOR REPORTS

Councillor Ruzycki queried on work being done on a Metro Vancouver lot across the street from the park. The Manager, Municipal Services, advised that Metro Vancouver Parks was considering the placement of a septic system on that lot.

Councillor Elworthy commented on the April 9, 2025 Metro Vancouver Board Meeting and Metro Vancouver's work on cutting costs and the possible impacts on the Village of Belcarra.

Councillor Wilder reminded residents that CRAB is hosting their annual pancake breakfast on Easter Sunday and invited all to attend along with the easter egg hunt in the park.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer introduced a motion appointing the new Chief Administrative Officer and the administrative appointments required.

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That for the Village of Belcarra, Melony Burton be appointed as Chief Administrative Officer, Financial Officer, Approving Officer, and Secretary to the Board of Variance, effective April 24, 2025.

Signing Officer:

That, effective April 24, 2025, Melony Burton, as Chief Administrative Officer, be:

- 1) an authorized bank signing officer for the Village of Belcarra; and**
- 2) authorized to transfer funds by electronic funds transfer or fax transmission from the operating account to/or from the reserve accounts, the Municipal Finance Authority and the Province of BC.**

CARRIED

The Chief Administrative Officer highlighted the following information:

- 1) Starting April 21, TransLink is implementing modest increases to bus service levels on 35 routes around the region to help address overcrowding and improve convenience for customers. More seasonal service will be added to the 182 Moody Centre Station/Belcarra.
- 2) Metro Vancouver's Stage 1 Watering Restrictions come into effect May 1, 2025. A notice will be sent to residents and will be posted on the website with a link to further information.
- 3) FortisBC is announcing a Gas Advanced Metering Infrastructure Project. Fortis will be upgrading meters to an automated process starting on May 12 in Belcarra. Communication will be sent out directly to customers via bill inserts, e-bill notifications as well as advertising on the radio. For further information, please see the FortisBC website.

The Chief Administrative Officer provided the following statement:

"This is my last meeting, and I would just like to take the opportunity to say that it has been my privilege to work in Belcarra for almost 9 years and as I retire, I am excited to spend more time with my family, including my 4 grandsons. Thank you to those of you in the community that I know, those who I have worked with and all of the passionate residents who have kept me on my toes. It has been a pleasure to get to know so many. Lastly, it has been an honour to work with Council over the years and to the Belcarra staff, each and every one of you is a treasure and I will miss you all. I couldn't have done it without you. Cheers to Belcarra and many, many good memories."

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, thanked the Chief Administrative Officer for the work done over the years. He asked if a recent accident on Bedwell Bay Road which impacted access to the Village was covered by Alertable.

The Manager, Municipal Services advised that Village staff were in close contact with the SVFD Fire Chief during the incident and that an alternative access route was opened. He also advised that staff considered using Alertable however due to the short amount of time it took to clear the road, a decision was made not to do so.

Ian Devlin, Belcarra resident, wished the Chief Administrative Officer all the best in her retirement.

Note: Council presented the Chief Administrative Officer with a retirement gift and thanked her for her service to the Village and its residents.

17. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Ruzyski

That the April 14, 2025 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 8:13 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



March 31, 2025

Reference: 72644

His Worship Jamie Ross
Village of Belcarra
4084 Bedwell Bay Rd
Belcarra, BC V3H 4P8

Dear Mayor Ross and Councillors:

On behalf of the Province of British Columbia (province), I am pleased to advise you that your application under the *Local Government Grants Act* for an infrastructure planning grant has been conditionally approved for the following project:

Grant Description	Amount
Storm Water Collection Network Review and Update	\$10,000

Details of the terms and conditions attached to this grant will be dealt with in an agreement that will be forwarded to you by Ministry of Housing and Municipal Affairs' staff. This agreement must be signed and returned to the Ministry, indicating your acceptance of the terms and conditions. For questions related to this funding, please contact infra@gov.bc.ca.

The province welcomes the opportunity to support planning in the Village of Belcarra. We believe that early and ongoing planning is the best way to ensure that the environmental, social, and economic needs of your community will continue to be met in the years ahead.

Through your planning efforts, the province encourages you to find ways to use new technology to promote environmental excellence and sustainable service delivery.

Congratulations on your successful application and my best wishes with your infrastructure study.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ravi Kahlon', is written over a light gray rectangular background.

Ravi Kahlon
Minister of Housing and Municipal Affairs

April 10, 2025

Dear Mayor Ross and Council,

We are writing in response to the invitation by Council to comment on Belcarra's, "Active Transportation Network Plan, in particular your invitation to reflect and consider, "Creating connections and minimizing gaps in the existing network".

It is disappointing but not surprising to see that, once again, the Farrer Cove Community are not even mentioned in this latest report with regards to needed transportation improvements in Belcarra over the next 10 years.

It has now been exactly 30 years since Belcarra promised to support public road access to Farrer Cove. To quote the 1996 OCP:

"Discussion will be convened with the GVRD and the City of Port Moody with respect to exploring mechanisms to secure long term public road access to Farrer Cove (South), either by way of the existing alignment or an alternative routing. (Village of Belcarra (Belcarra North) OCP 1996, 4.3 Road Access)

Given the priorities and the timeline of the most recent Transportation Plan, it seems it will be 2036 before public road access to Farrer Cove will be once again considered.

In 2021, Belcarra taxpayers paid for a, "Belcarra Wildfire Resiliency Report", conducted by B.A. Blackwell and Associates. In the ensuing report, it was stated that,

"the number one priority in developing a safety plan for the Village of Belcarra and the surrounding area is to secure public road access to Farrer Cove."

In addition, the top emerging priority as identified in the 2024 Draft OCP by both the Belcarra Community and the OCP Committee through a community wide survey, a public open house, and a visioning workshop with the OCP Committee was "Emergency Preparedness". The second priority was "Infrastructure and Servicing" as it relates to Emergency Preparedness.

There have been fires in recent years throughout Belcarra, including Farrer Cove. We are all very grateful to the Sasamat Volunteer Firefighters who have donned equipment on numerous occasions to (so far) nip potential wildfires in the bud! With 700,000 visitors annually to White Pine Beach Park, the risk of wildfires has

increased exponentially, which puts the whole of the Village and Farrer Cove at risk.

We sincerely hope that it will not take a tragedy before Belcarra Council demonstrates real concern and active support for addressing the need for public road access to Farrer Cove.

Respectfully submitted.

Tony and Lynda Spence

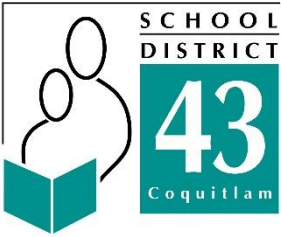


Freedom of Information &

Protection of Privacy Act

Section 22(1)

(Severed portions are shaded)



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

Learning for a Lifetime

April 16, 2025

VIA EMAIL

Raul Allueva, Chief Administrative Officer
City of Coquitlam
managersoffice@coquitlam.ca

Karen Elrick, Chief Administrative Officer
Village of Anmore
karen.elrick@anmore.com

Anna Mathewson, City Manager
City of Port Moody
amathewson@portmoody.ca

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

Rob Bremner, Chief Administrative Officer
City of Port Coquitlam
bremnerr@portcoquitlam.ca

Dear Chief Administrative Officers and City Managers:

**Re: Capital Bylaw No. 3, Amendment Bylaw No. 2.4 – 2025
(School Site Acquisition Charge Capital Bylaw Amendment)**

Please be advised that on April 15, 2025, the Board of Education adopted Capital Plan Bylaw No. 3, Amendment Bylaw No. 2.4 – 2025, which sets school site acquisition charge rates for School District No. 43 (Coquitlam). All municipalities within the district are required to begin collecting the charge based on the new rate as of June 15, 2025. Under this bylaw, the new rate is the same as the current rate.

For your reference, a bulletin outlining the amendment to the school site acquisition charge is provided for you to distribute to the public. A copy of the Capital Bylaw adopted by the Board of Education is also included for your reference.

Should you have any questions on the above, please contact me or Kimberley Wakil, Assistant Director, Finance, at 604-939-9201.

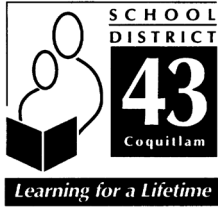
Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Randy Manhas
Secretary-Treasurer/CFO

Attach: SSAC Bulletin; Bylaw No. 2.4-2025

cc: Nita Mikl, Assistant Secretary-Treasurer
Ivano Cecchini, Executive Director-Facilities and Planning Services
Kimberley Wakil, Assistant Director, Finance



SCHOOL DISTRICT NO. 43 (COQUITLAM)

BULLETIN

NOTICE OF PENDING AMENDMENT TO SCHOOL SITE ACQUISITION CHARGES

Background

Part 14, Division 20, Sections 571 to 581 of the *Local Government Act* requires school districts and local governments to work together in planning for new schools, and in administering school site acquisition charges to fund the purchase of new school sites. The intent of the legislation is to assist school districts in acquiring school sites based on approved capital plans.

The School Site Acquisition Charge rates are set by the bylaw, which came into effect on November 1, 2004 (Bylaw No.1-2004). On April 15, 2025, the Board of Education for School District No. 43 adopted the current set rate for the school site acquisition charge based on the market value of the eligible school sites required and included in its five-year capital plan. (Amendment Bylaw No. 2.4-2025). The School Site Acquisition Charge rates are set by the amendment bylaw.

The School Site Acquisition Charges applies to all new residential development applications at either subdivision stage, for single family/duplex lots, or at Building Permit stage, for multiple family residential developments or for residential component of mixed-use developments. School Site Acquisition Charges will be collected by the City of Coquitlam, City of Port Coquitlam, City of Port Moody, Village of Belcarra and Village of Anmore pursuant to the *Local Government Act*.

Implementation and Grace Period:

The *Local Government Act* provides a grace period, following the adoption of the bylaw to allow pending applications to receive in-stream status. The implementation date for Municipalities to begin their collection of School Site Acquisition Charges from new applications based on the new rate will be June 15, 2025. Any submission of complete subdivision or building permit applications received in good order by the Municipality before June 15, 2025 (the implementation date) will have until June 15, 2026 (12 months grace) to register or receive final subdivision approval or building permit issuance based on the old rate. Under this by-law, the new rate is the same as the old rate.

Please note that, if the Building Permit is for a project that is proceeding in conjunction with a Rezoning application, Development Permit application, and/or Development Variance Permit application, the Rezoning by-law must be granted final reading and/or the respective permits must be issued by Council, before the building permit may be issued.

School site Acquisition Charge Rates

The amount of School Site Acquisition Charges payable with respect to a project is based on the density of the residential development and is calculated on a per unit basis. The charges are to be levied for the prescribed

'units per gross hectare' categories pursuant to BC Regulation 17/2000. The applicable rates are shown in the table below:

Prescribed Category of Eligible Development	Current Rate (per unit)
Low Density (<21 units / gross ha.)	\$1,000
Medium Low (21-50 units / gross ha.)	\$900
Medium (51 –125 units / gross ha.)	\$800
Medium High (126-200 units / gross ha.)	\$700
High Density (>200 units / gross ha.)	\$600

Collection of Charges:

All applications, which are subject to the charge, must pay the school site acquisition charge prior to a Municipality granting a final subdivision approval or issuing a building permit, authorizing construction.

The Local Government Act requires that the SSAC must be collected as follows:

- (a) At the same time as the development cost charge is paid;
- (b) If no development cost charge is payable, at the time of approval of subdivision if subdivision is required in respect to eligible development;
- (c) If neither (a) nor (b) applies, at the time that a building permit is issued in respect to eligible development.

Payment

A school site acquisition charge where required must be paid prior to the Municipality granting final subdivision approval which will create one or more new residential parcels or a building permit authorizing construction which would result in more than 3 residential units on an existing parcel.

Applicants required to pay School Site Acquisition Charges may, in full or in part, provide land in lieu of School Site Acquisition Charges provided that the School District No.43, the Municipality and the applicant agree on the provision of the land.

Exemptions

Although all new residential developments are subject to the School Site Acquisition Charge, there are some residentially oriented projects, such as hotels, not for profit housing, hospitals and community care facilities that qualify for exemption from the charge. Also, pursuant to the Local Government Act a building permit may be issued on an existing parcel with no school site acquisition charge payment required where after construction, alteration or extension, the parcel will contain 3 or fewer self-contained dwelling units.

A list of exemptions to the school site acquisition charge, pursuant to the Act and BC School Site Acquisition Charge Regulations is attached as an appendix to this bulletin.

- Appendix -

EXEMPTIONS FROM SCHOOL SITE ACQUISITION CHARGES

- (1) The following categories of eligible development are exempt from school site acquisition charges under Section 572 (1) of the *Local Government Act* and *BC School Site Acquisition Charge Regulations 17/2000*:
- a) hospitals as defined in Section 1 of the *Hospital Act*;
 - b) private hospitals or hospitals as defined in Section 5 (1) of the *Hospital Act*;
 - c) a hospital under paragraphs (c) to (e) of the definition of “hospital” in Section 1 of the *Hospital Insurance Act*.
 - d) bunkhouses or camp buildings;
 - e) hotels as defined in the *Residential Tenancy Act*;
 - f) community care facilities as defined in the *Community Care Facility Act*;
 - g) nonprofit housing, including facilities owned or operated by:
 - i. a society under the *Societies Act*, other than a member-funded society as defined in section 190 of that Act;
 - ii. a municipality or a regional district;
 - iii. a college designated under the *College and Institute Act*;
 - iv. a university or institute named in the *University Act*, *Royal Roads University Act*, *Institute of Technology Act*, *Technical University of British Columbia Act* or *University of Northern British Columbia Act*;
 - v. a school board or a francophone education authority under the *School Act*; or
 - vi. an authority under the *Independent School Act*;
 - h) a property for which financial assistance has been provided under the *Human Resource Facility Act* for nonprofit housing;
 - i) housing for elderly citizens for which a grant or other assistance has been given under Section 8.1 of the *Ministry of Lands, Parks and Housing Act*;
 - j) REPEALED BC Reg. 38/2010;
 - k) a non-profit housing cooperative under the *Cooperative Association Act*;
 - l) a private mental hospital as defined in Section 1 of the *Mental Health Act*.
- (2) Subsection (1) does not apply to an eligible development to which section 573 (4) of the *Local Government Act* applies.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO.43 (COQUITLAM)

CAPITAL BYLAW NO. 3, AMENDMENT BYLAW NO. 2.4-2025

(School Site Acquisition Charge Capital Bylaw Amendment)

A BYLAW BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 43 (COQUITLAM) (hereinafter called the "Board") to amend Capital Bylaw No. 2.3 – 2024, School Site Acquisition Charge Capital Bylaw, adopted on April 9, 2024. The School Site Acquisition Charge Capital Bylaw No. 3 sets the school site acquisition charges for the prescribed categories of eligible development pursuant to Part 14, Division 20, Sections 571 to 581 of the *Local Government Act* and British Columbia School Site Acquisition Charge Regulation 17/2000.

WHEREAS, School District No. 43 (Coquitlam) is an eligible school district pursuant to Part 14, Division 20, Sections 571 to 581 of the *Local Government Act* for which the Board has indicated an eligible school site requirement in its approved capital plan beginning in 2003;

AND WHEREAS, the Board has consulted with stakeholders and local governments and passed the 2025-26 Eligible School Site Proposal, incorporated in the school district's 2025-2029 Five Year Capital Plan submission to the Ministry of Education and Child Care;

AND WHEREAS, the Eligible School Site Proposal included in the 2025-2029 Five Year Capital Plan for School District No. 43 (Coquitlam) was submitted to the Ministry of Education and Child Care by the Board of Education;

AND WHEREAS, the Board is required to amend its School Site Acquisition Charge Capital Bylaw within 60 days of the Minister's acceptance of the Board's Capital Plan;

NOW THEREFORE, the Board of Education for School District No. 43 (Coquitlam) in open meeting assembled, ENACTS AS FOLLOWS:

1. "Eligible Development" means

- a) a subdivision of land in School District No.43 (Coquitlam), or
- b) any new construction, alteration or extension of a building in School District No.43 (Coquitlam) that increases the number of self-contained dwelling units on a parcel.

2. "School Site Acquisition Charge" is a charge collected by local government, for each new residential parcel to be created by subdivision and for new multiple family residential units to be constructed on an existing parcel, for the purpose of providing funds to assist school boards to pay the capital costs of meeting eligible school site requirements pursuant to Part 14, Division 20, Sections 571 to 581 of the *Local Government Act* and British Columbia School Site Acquisition Charge regulations.

3. Pursuant to Part 14, Division 20 of the *local government act*, the Board establishes the charges applicable to the prescribed categories of eligible development for the school district in accordance with the following formula:

$$SSAC = [(A \times B) / C] \times D$$

Where

SSAC = the school site acquisition charge applicable to each prescribed category of eligible development;

A = \$192,724,900(cost attributable to eligible development units);

B = 35% (set by Provincial regulation);

C = 29,245(Eligible development units projected for the 2025-2029 capital plan submission);
and

D = a factor set by Provincial Regulation for the prescribed categories of eligible development.

4. The charges applicable to the categories of eligible development as prescribed by British Columbia Regulation 17/2000 for the school district are set in the table below:

Prescribed Category of Eligible Development (BC Regulation 17/2000)	D = (Factor set by BC Regulation 17/2000)	School Site Acquisition Charge (per unit) SSAC = $[(A \times B) / C] \times D$
Low Density (less than 21 units / gross ha.)	1.25	\$1,000
Medium Low (21-50 units / gross ha)	1.125	\$900
Medium (51 -125 units / gross ha)	1.0	\$800
Medium High (126-200 units / gross ha)	0.875	\$700
High Density (greater than 200 units / gross ha)	0.75	\$600

5. The school site acquisition charge amendment does not come into effect until 60 days after the adoption day of this bylaw.

6. A school site acquisition charge is not payable if any of the following applies:

- (a) The eligible development is within a category that is exempt from school site acquisition charges pursuant to BC School Site Acquisition Charge Regulations;
- (b) A school site acquisition charge has previously been paid for the same eligible development unless, as a result of further subdivision or issuance of a building permit more eligible development units are authorized or will be created on a parcel;
- (c) Where a building permit is issued on an existing parcel, which after construction, alteration or extension, the parcel will contain three or fewer self-contained dwelling units.

7. This Bylaw shall be cited for all purposes as the "School District No.43 (Coquitlam) Capital Bylaw No. 3, Amendment Bylaw No. 2.4-2025 (Re: School Site Acquisition Charge Capital Bylaw Amendment)".

READ A FIRST TIME THE 15th DAY OF APRIL 2025

READ A SECOND TIME THE 15th DAY OF APRIL 2025

READ A THIRD TIME, PASSED AND ADOPTED THE 15th DAY OF APRIL 2025


Chair of the Board


Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original of School District No. 43 (Coquitlam) Capital Bylaw No. 3, Amendment Bylaw No. 2.4-2025, adopted by the Board the 15th DAY OF APRIL 2025


Secretary-Treasurer

April 14, 2025

Local Government Guidance and Updates for Summer 2025

Dear Community Leaders,

The risks of extreme heat and smoke continue to affect our whole community. Planning ahead is key to building resilience in the face of emergencies. To support your efforts, Fraser Health (FHA) is sharing our annual communication to assist with your planning.

We are aware that many of our local government partners are currently updating their official community plans due to new legislation. We are here to provide any information you may need to integrate health equity and climate resilience into your planning.

We continue to find that local governments are one of the most trusted sources of information on extreme weather and are often more familiar to the public than local health authorities. We continue to update and share resources that can assist in your messaging.

Highlights for 2025:

- As many local governments begin using Alertable or other local alert systems, we recommend including links to reliable heat information, such as our '[During a Heat Event](#)' webpage, alongside text messages when communicating with residents.
- Consider working with FHA's Home Health team on an emergency monitoring [centre](#) for vulnerable residents to enhance your current heat response. Contact tracey.demirbas@fraserhealth.ca for more information.
- As local governments design plans under the new Emergency and Disaster Management Act, Fraser Health can provide consultation on health aspects of planning.
- The BC Hydro Free A/C program will not be available to the public this year; however, referrals can be made through FHA Home Health or Mental Health and Substance Use Teams. The program [website](#) will be updated with the latest information, which city staff can share with residents.
- BC Heat Alert Response System (BC HARS):
 - The [BC HARS](#) system's thresholds and guidance remain largely unchanged. Evidence suggests that in spring/early summer, people may experience heat exhaustion or other health effects at temperatures up to 3° C lower than in mid to late summer. **Should our region experience heat early in the year, we encourage local governments to activate cooling plans if you have capacity.**
 - **Partners will be supported by EMCR to respond to an early summer heat event as if it was a heat warning.** As a reminder, most non-profit organizations that support vulnerable populations require local government partnerships for response funding.

New Resources:

- [Extreme heat and smoke guidance for Faith Leaders](#) (FH)
- [Wildfire Smoke postcard](#) for families and pregnant people (FH)
- Fact sheet on Extreme Heat for schools and childcare facilities (applicable to day camps) (FH) - [available soon](#)
- Factsheet on Wildfire Smoke for schools and childcare facilities (FH) - [available soon](#)
- Factsheet on Ventilation for schools and childcare (FH) - [available soon](#)
- [PreparedBC Heat guide](#) (Updated 2025)
- [PreparedBC Neighbourhood guide](#) (Updated 2025)
- [How to make DIY air cleaners](#) (multiple languages) (BC Lung Foundation)
- [Prepared Together for Extreme Heat](#) (Hey Neighbour Collective)
- [Wildfire smoke and outdoor event planning](#) (BCCDC)
- [Medications and Heat Interaction Guide](#) (Government of BC)
- [Public Health guidance for encampments \(BCCDC\)](#) (contains some information on extreme weather)

Additional Resources:

- Additional resources are now housed on the [Fraser Health Extreme Heat resources webpage](#) and [Wildfire Smoke webpage](#).
 - There is guidance for stratas, landlords, and businesses available.

The FHA Healthy Environments team continues to be dedicated to supporting local governments in developing or updating municipal heat and smoke response plans through data and evidence.

Some elements we recommend:

- Identify a designated point of contact between the local government or regional district and Fraser Health with respect to heat and wildfire smoke events.
- Begin seasonal planning with key partners such as first responders, your health authority, and non-governmental organizations in your area, with a focus on vulnerable populations.
- Create a phased or scalable response plan which could include responses such as opening/extending hours of cool/cleaner air spaces, expanding access to drinking water, and rescheduling outdoor events.
- [Window safety information](#) can be shared to prevent children from falling out of windows during the summer.
- Post and share air quality warnings and AQHI information from [Metro Vancouver](#) on your social media.
- **Prepare communication plans that can be activated in the event of heat or air quality alerts** to inform the public and key partners about the anticipated event, possible impacts, protective actions, and local government resources.
- Draft messaging is available from the [BC Government](#) and Fraser Health social media content can be amplified.
- [Check-in guides](#) can be promoted through social media channels or partners.
- Share cooling centre locations, where applicable, with non-governmental organizations and the public. City staff can post locations of cooling centres, water access points, or

4/14/2025

spray parks for the public on the BC Government [online portal](#). Please ensure that your teams upload and update locations ahead of and during each season.

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

- Updating or creating standards of maintenance bylaws for rentals, including heat and health guidance.
- Enhancing land use planning policies (e.g., urban forest and tree canopy cover) that reduce urban heat islands and support people's use of cool areas such as shaded parks.
- Increasing public amenities with energy efficient air conditioning and good air filtration.
- Working with housing providers and non-profit organizations to ensure that there are spaces where people who are unhoused or otherwise marginalized feel safe and welcome to access during extreme weather.
- Increasing permanent drinking water access points in public spaces.

We can provide [climate vulnerability maps](#) that spatially represent community vulnerability to four climate hazards (heat, smoke, ozone, and flooding) and associated GIS shapefile data. We can also provide sociodemographic data to help inform your long-term planning and emergency plans, in partnership with BCCDC. We are happy to discuss how health evidence may be integrated into your climate planning, to provide presentations regarding the health implications of heat and smoke, to assist in policy development, and to provide other guidance where possible.

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

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

Thank you for supporting health in your community.

Sincerely,



Emily Newhouse MD, CM, MPH, FRCPC
Medical Health Officer – Medical Director
Population and Public Health
Fraser Health

From: Dorothy Shermer <Dorothy.Shermer@metrovancover.org>
Sent: April 28, 2025 10:07 AM
To: Chair Hurley <chair@metrovancover.org>; john.mcewen@anmore.com; Jamie Ross <jross@belcarra.ca>
Cc: Ravi Chhina <Ravi.Chhina@metrovancover.org>; Brant Arnold-Smith <Brant.Arnold-Smith@metrovancover.org>
Subject: FW: Metro Vancouver Regional District - Statutory Approval Certificate Service Amendment Bylaw No. 1402

Good morning,

We received the Statutory Approval Certificate for the Sasamat Fire Service Conversion bylaw this morning. With that in place, we will be presenting the bylaw for adoption at the May 23, 2025 Board meeting. Thank you.

Dorothy Shermer
Director / Corporate Officer
Board & Information Services
t. 604-451-6530
c. 604-218-4094





Statutory Approval

Under the provisions of section _____ **349**

of the _____ **Local Government Act**

I hereby approve Bylaw No. _____ **1402**

of the _____ **Metro Vancouver Regional District**,

a copy of which is attached hereto.

Dated this Twenty-fifth day

of April, 2025

A handwritten signature in blue ink that reads "M. Dana".

Deputy Inspector of Municipalities

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 5(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 4 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.

Third reading rescinded this 28 day of February, 2025.

Read a third time as amended this 28 day of February, 2025.

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

Adopted this _____ day of _____, _____.

Mike Hurley, Chair

Dorothy Shermer, Corporate Officer

I hereby certify that the foregoing is a
true and correct copy.



Dorothy Shermer, Corporate Officer

BC Hydro News release

May 2, 2025

Reserved parking returns to Buntzen Lake for busy summer months

VANCOUVER: BC Hydro's free online parking reservation system returns to Buntzen Lake on May 15 for a fourth consecutive year. The reservation system has successfully reduced traffic congestion in Anmore by more than 90 per cent since its implementation and ensures emergency crews always have unobstructed access to the site.

"With more than 700,000 visitors each year, Buntzen Lake remains our busiest public use area and we are committed to helping as many visitors as possible enjoy the site safely," said Matt Wilson, Senior Vice-President of Safety at BC Hydro. "The parking reservation system has been instrumental in managing peak-season traffic, easing the strain on the surrounding community and making sure more people can access Buntzen Lake."

Starting May 14, drivers can visit bchydro.com/buntzen or use the Yodel app to reserve a parking spot. Passes are released daily at 7:00 a.m. for the following day, and visitors can choose a morning, afternoon or full-day pass. Drivers are encouraged to cancel their reservation if they are unable to attend, allowing others to secure a spot. Reservations are linked to vehicle license plates and mobile phone numbers and are non-transferable.

Visitors will need a user account to make reservations, which will be validated through a unique QR code on each parking pass. Drivers will need to present a screenshot or a printout of their QR code to be scanned at the Buntzen Lake gate. Those arriving without a reservation will not be able to enter and vehicles that have not left the parking lot by the time their pass expires, may be towed.

"Buntzen Lake's beautiful hiking trails, public beaches and swimming areas make it a popular summer destination for people and families from across Metro Vancouver and B.C.," said Rick Glumac, MLA for Port Moody-Burquitlam. "With the number of visitors increasing every year, the reservation system allows people to plan their visits and arrive knowing they'll have access to the site."

Introduced in 2022, the reservation system includes dynamic pass management, ensuring more passes are released throughout the day if cancellations are made. Visitors entering the park by foot, bike or public transit are not required to make reservations and do not need a reservation to access the site.

"The Buntzen Lake reservation system continues to play an important role in supporting safety and reducing traffic impacts in our community during the busy summer season," said John McEwen, Mayor of Anmore. "We value BC Hydro's ongoing efforts to review and refine the program to ensure it remains accessible and well-managed for all who come to enjoy the lake and its trails."

The online parking reservation system opens May 14, and parking reservations will be required to access the parking lot starting May 15 and will remain in effect until September 1. For more information, visit bchydro.com/buntzen.

Contact:

BC Hydro Media Relations

Email: media@bchydro.com

Phone: 604 928 6468

TO: Mayor and Council

May 5, 2025

FROM: Sherry Chisholm

SUBJECT: parks septic field plan

I am writing this letter to bring attention to the Mayor, Council and my fellow Villagers that Metro Parks are considering the installation of a septic system on the Midden Road, caretakers property for Belcarra Park.

The property is owned by the Park, however, it is not zoned as Park Land it is zone residential and it also includes a 100 foot buffer to the Park as agreed to by the Parks board and our Council many years ago.

Belcarra Park is approximately three times the size of Stanley Park so surely enough land can be found within the park to disperse their sewage rather than dispersing it in the residential area of the Village.

This property is zoned residential and should remain so and then be developed for a home that will continue the residential single family dwellings as has been the established norm in the area.

During any warm day the park is full of many hundreds of visitors and so there is a very large volume of septic sewage to be dispersed as opposed to a single family daily sewage disposal. The park will require a massive area as over the years the tri-city area population is expanding at a great rate and this is where the apartment dwellers come for their sunny day where there is space in beautiful Belcarra park.

I believe that before the planners at parks get too far into this plan they should be advised that although they own the lot it is zoned residential and is not suitable or zoned for park usage as a sewer disposal field.

My suggestion to parks is they might sell the lot so that some family can build their family dream home and with that kind of development it will fit in with the area and the Village gets taxes.

I AM ASKING FOR THE SUPPORT OF MAYOR, COUNCIL AND MY FELLOW VILLAGERS TO STOP THIS PROJECT FROM EVEN BEING CONSIDERED BY PARKS.

I HOPE COUNCIL WILL CLEARLY AND SOON INFORM PARKS THAT IS A ABSOLUTE NO TO THIS PROJECT.



COUNCIL REPORT

File:

Date: May 12, 2025

From: Stewart Novak, Manager, Municipal Services

Subject: **Waste and Recycle Depot Driveway Exit Repair**

Recommendation

That a quote of \$37,465.00 plus applicable taxes submitted by Burnaby Blacktop to repair the Waste and Recycle Depot (WARD) driveway exit,

And that \$3,100.00 plus applicable taxes be approved to replace the WARD gate sensors, and further

That a 15% contingency of \$6,084.75 be added for a total cost of \$46,649.75 plus tax.

Purpose

The purpose of this report is to provide information on quotes received for the repair of the driveway exit in Belcarra's WARD and to recommend approval of a quote received to implement the repair work.

Background

The exit lane of the WARD driveway at 4048 Bedwell Bay Road has become very uneven and showing signs of structural deterioration, particularly in the location of the gate exit. The road surface structure in this location has deteriorated causing the gate sensors under the road to malfunction.

A request for quotes was sent out to three contracting companies for work to include a full depth removal of up to 450mm including off site disposal, 250mm sub-base, 100mm base and 100mm of asphalt for single exit lane width calculated at 200 square meters.

- Burnaby Blacktop
- Palmieri Brothers Paving and Contracting
- Save On Blacktop

Upon reviewing quotes provided for the repair work on the driveway entrance, Burnaby Blacktop submitted the lowest quote. It is noted that Burnaby Blacktop have completed work for Belcarra on past projects, most recently the 2024 MRN road patch and repair work in various locations along Bedwell Bay Road. This project was completed on time, on budget and with high quality results.

Based on the quality of the work previously carried out by the company and that they submitted the lowest quote, staff recommend approval of a quote submitted by Burnaby Blacktop for the repair of the driveway entrance of WARD.

This project is expected to be completed by end of summer 2025.

Funding for repair work on WARD is budgeted in Belcarra's 2025 Capital Budget with a budget allocation of \$70,000.00.



Prepared by: Stewart Novak
 Manager, Municipal Services



Concurrence: Melony Burton
 Chief Administrative Officer



COUNCIL REPORT

File: 220-04

Date: May 12, 2025
From: Melony Burton, Chief Administrative Officer
Subject: Belcarra Day 2025

Recommendation

That the staff report dated May 12, 2025, titled "Belcarra Day 2025" be received into the record for information.

Purpose

The purpose of this report is to provide Council with information pertaining to Belcarra Day preparation and costs.

Background

The Belcarra Day event held at Belcarra Regional Park is a well-attended community event. Last year's event on June 9, 2024, included a barbeque hosted by Sasamat Volunteer Fire Department (SVFD), a train ride, pony rides, petting zoo, reptile exhibit, face painting, raffle prizes, children's craft table, and other activities.

The Community Recreation Association of Belcarra (CRAB) representatives organize the event. Village of Belcarra staff attend planning and budget meetings with CRAB, and work at the event.

A breakdown of the cost for Belcarra Day in previous years is noted below:

- 2017 – \$2,863.22 + staff time \$1,632.00 = \$4,495.22
- 2018 – \$3,975.29 + staff time \$2,418.00 = \$6,393.29
- 2019 – \$4,192.51 + staff time \$2,275.00 = \$6,467.51
- 2020 – 2022 – cancelled due to COVID
- 2023 – \$3,479.93 + staff time \$1,644.64 = \$5,124.57
- 2024 – \$5,134.98 + staff time \$2,240.67 = \$7,375.65

Cash received for the 2024 event totaled \$1,601.00 from barbeque tickets and candy sales. The contribution from CRAB was \$1767.00. The balance and total cost to the Village was \$4007.65, which came in below the \$6244.00 budgeted for the event. Raffle ticket proceeds totaling \$775.00 were donated to SVFD.

The Village and CRAB agreed to split the cost of Belcarra Day in 2025, with CRAB contributing up to \$2000.00 (excluding staff time). There is \$4000.00 budgeted in 2025 for the Village contribution, in addition to staff time.

To prepare for this year's Belcarra Day on June 1, 2025, communication between staff and CRAB representatives is ongoing with updates being provided on participants in the event. Meetings are also planned with Metro Vancouver Parks staff to ensure that everything runs smoothly this year.

The continuous work and organizing carried out by the CRAB representatives to host a successful event in 2025 is acknowledged and appreciated.



Prepared by: Melony Burton
Chief Administrative Officer



VILLAGE OF BELCARRA

2025 Tax Rates Bylaw No. 634, 2025



11.1

A Bylaw to set Tax Rates for the Year 2025

WHEREAS, pursuant to Section 197 of the *Community Charter*, the Council must, before the 15th day of May in each year, establish tax rates for municipal revenue and for amounts collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body, based on the assessed value of taxable land and improvements;

NOW THEREFORE, the Council of the Village of Belcarra enacts as follows:

1. This Bylaw may be cited for all purposes as "Village of Belcarra 2025 Tax Rates Bylaw No. 634, 2025".
2. The following rates are hereby imposed and levied for the year 2025:
 - a. for general municipal purposes on the assessed value of land and improvements taxable for general municipal purposes, those rates appearing in column A of Schedule "A" attached hereto and forming part of this bylaw;
 - b. for purposes of the Metro Vancouver Regional District (MVRD) – Sasamat Fire Department Operating, on the assessed value of land and improvements taxable for hospital purposes, those rates appearing in column B of Schedule "A" attached hereto and forming part of this bylaw.
 - c. for purposes of the Metro Vancouver Regional District (MVRD) – Sasamat Fire Department Capital, on the assessed value of land and improvements taxable for hospital purposes, those rates appearing in column C of Schedule "A" attached hereto and forming part of this bylaw.
 - d. for purposes of the Metro Vancouver Regional District (MVRD) – Other, on the assessed value of land and improvements taxable for hospital purposes, those rates appearing in column D of Schedule "A" attached hereto and forming part of this bylaw.
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

READ A FIRST TIME on April 14, 2025

READ A SECOND TIME on April 14, 2025

READ A THIRD TIME on April 14, 2025

ADOPTED by the Council on

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

This is a certified a true copy of
2025 Tax Rates Bylaw No.634, 2025

Chief Administrative Officer

Village of Belcarra
Schedule "A" of Bylaw No. 634 - 2025
Tax Rates (Dollars of Tax per \$1,000 of Taxable Value)

Property Classes	A General Municipal Purposes	B Metro Vancouver Regional District (MVRD) - Sasamat Fire Department Operating	C Metro Vancouver Regional District (MVRD) - Sasamat Fire Department Capital	D Metro Vancouver Regional District (MVRD) - Other	E = B + C + D Metro Vancouver Regional District - All
1 Residential	1.37946	0.15493	0.28186	0.05638	0.49317
2 Utilities	4.82811	0.54226	0.98651	0.19733	1.72610
3 Supportive Housing	1.37946	0.15493	0.28186	0.05638	0.49317
4 Major Industry	4.69016	0.52676	0.95832	0.19169	1.67677
5 Light Industry	4.69016	0.52676	0.95832	0.19169	1.67677
6 Business/Other	3.37968	0.37958	0.69056	0.13813	1.20827
7 Managed Forest Land	4.13838	0.46479	0.84558	0.16914	1.47951
8 Recreation/Non-Profit	1.37946	0.15493	0.28186	0.05638	0.49317
9 Farm	1.37946	0.15493	0.28186	0.05638	0.49317