



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA**
Village Hall
July 21, 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 Minutes, July 7, 2025

3.2 Regular Council Meeting Minutes, July 7, 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**6.1 Correspondence**

- 6.1.1** Sasamat Fire Department, Jay Sharpe, Fire Chief, notification dated July 16, 2025 advising of an open burning ban to be put into effect at 12:01 am, Thursday, July 17, 2025.

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

That the items on the Consent Agenda of the July 21, 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 Budget Variance Report – Q2 Results to June 30, 2025**

Staff report by Ken Bjorgaard, Financial Consultant dated July 21, 2025 recommending that the report titled “Budget Variance Report – Q2 Results to June 30, 2025” be received into the record for information.

10.2 Strategic Plan and Key Infrastructure Projects – Q2 2025 Status Report

Staff report by the Chief Administrative Officer dated July 21, 2025 recommending that the report titled “Strategic Plan and Key Infrastructure Projects – Q2 2025 Status Report” be received into the record for information.

10.3 West Road Recreation (Tennis Court) Site Remediation

Staff report by the Chief Administration Officer dated July 21, 2025 recommending the release of a resolution from the July 7, 2025 Closed Council Meeting pertaining to the termination of the current licence agreement with Metro Vancouver for the West Road Recreation Site.

10.4 Marine Avenue Line Painting and Signage

Staff report by the Manager, Municipal Services dated July 21, 2025 recommending a budget of \$2,500 to add parking signage and paint curb lines on the west (waterfront) side of Marine Avenue between the addresses of 3732 and 3974 Marine Avenue be approved.

11. BYLAWS

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- July 10: Electoral A and Small Communities Committee Meeting
- July 10: PoCo Community Foundation Croquet
- July 15: Tri-City Chamber of Commerce Meeting

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
July 7, 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

Melony Burton, 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 5:03 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, July 7, 2025

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the agenda for the Special Council Meeting of July 7, 2025 be amended to add the following sections to the resolution to move into a Closed Council Meeting:

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

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

That the agenda for the Special Council Meeting of July 7, 2025 be approved as amended.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

That the July 7, 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)(e) Disposition of land or improvements if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

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

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

CARRIED

4. ADJOURNMENT

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

That the July 7, 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
REGULAR COUNCIL MEETING MINUTES
July 7, 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 Carolina Clark
Councillor Joe Elworthy
Councillor Janet Ruzycki
Councillor Liisa Wilder

Staff in Attendance

Melony Burton, Chief Administrative Officer
Stewart Novak, Manager, Municipal Services
Amanda Seibert, Corporate Officer/Recording Secretary
Jane Dreier, Clerk

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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, July 7, 2025

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting of July 7, 2025 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, June 23, 2025

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held on June 23, 2025 be adopted.

CARRIED

4. PUBLIC INPUT

Mayor Ross advised on the procedure for the Public Input session.

5. DELEGATIONS AND PRESENTATIONS

No items

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)

8.1 Coquitlam Search and Rescue, Tracy Crawford, Fundraising Manager, Grant-in-Aid Program Application dated June 18, 2025 requesting a grant in the amount of \$500.00.

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

That a Community Grant in the amount of \$1000.00 to the Coquitlam Search and Rescue be authorized.

CARRIED

Mayor Ross and Councillor Elworthy voted in opposition

9. UNFINISHED BUSINESS

No items

10. STAFF REPORTS

10.1 Appointment of 2026 Chief Election Officer and Deputy Chief Election Officer

Staff report by the Chief Administrative Officer dated July 7, 2025 recommending that Lisa Zwarn be appointed as Chief Election Officer and that Connie Esposito be appointed as Deputy Election Officer for the Village of Belcarra's 2026 general local election.

The Chief Administrative Officer presented the report. She highlighted the background of Lisa Zwarn in terms of the Chief Election Officer position and the experience provided by Connie Esposito through appointment as Deputy Election Officer for past elections.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That pursuant to Section 58 (1) of the *Local Government Act*, Lisa Zwarn be appointed Chief Election Officer for conducting the October 17, 2026, Village of Belcarra general election with power to appoint other election officials as required for the administration and conduct of the 2026 local general election; and further

That Connie Esposito be appointed Deputy Chief Election Officer for the October 17, 2026, Village of Belcarra general local election.

CARRIED

10.2 Active Transportation Network Plan – Engagement Results

Staff report by the Chief Administrative Officer dated July 7, 2025 recommending the receipt of the report titled “Active Transportation Network Plan – Engagement Results” into the record for information and that input provided by Council at the July 7, 2025 Regular Council meeting be considered in the drafting of the final report on the Active Transportation Network Plan.

The Chief Administrative Officer presented the report. She spoke on the work done by the consultant in terms of public engagement and advised on feedback received from residents on the plan. She requested feedback from Council which will then be considered as part of the final report.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That the report dated July 7, 2025, titled “Active Transportation Network Plan – Engagement Results” be received into the record for information; and further

That input provided to staff at the July 7, 2025, Regular Council meeting regarding the Active Transportation Network Plan be considered in drafting the final report.

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:

- Thurs, June 26 – TransLink Mayors' Council Meeting
- Friday, June 27 – Metro Vancouver Board Meeting
- Friday, June 27 - Sasamat Volunteer Fire Department Service Review – Discussion of Proposed Approach
- Wednesday, July 2 – Metro Vancouver Regional Parks Committee Meeting
- Friday, July 4 – Metro Vancouver Air Quality and Climate Committee Meeting

Councillor Ruzycki

Councillor Ruzycki commented on an article in the Vancouver Sun showcasing local Belcarra resident Sandi Saunier, who specializes providing tattoo services for breast cancer survivors.

She advised on a situation she encountered with an abandoned newborn seal and commented on the professionalism and expert process carried out by the Marine Mammal Rescue Society in the rescue of the seal.

Councillor Wilder

Councillor Wilder attended the Annual General Meeting for E-Comm 911 on June 25, 2025. She commented on the substantial improvements in E-Com over the last year.

Mayor Ross

Mayor Ross commented on the article on Sandi Saunier and the work she does. He also commented on seal rescues carried out by residents in the past..

Councillor Elworthy

Councillor Elworthy attended a meeting of the Tri-Cities Food Council on June 26, 2025. He advised that Jennnifer McKinnon, the Executive Director of the Coquitlam Chamber of Commerce has joined the council. He also advised on discussions held regarding food waste management.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT**OPERATIONAL & ADMINISTRATIVE UPDATES**

- Quarterly variance and strategic plan reporting is underway
- Newspaper box – staff followed up with Janis Cleugh from the UCI News Cooperative after the June 26 Council meeting regarding placement of newspaper boxes at the Village Hall and bus stops and asked if UCI will be providing the boxes; Janis is going to confirm in the Fall.
- WARD paving – complete; the gate requires replacement due to parts being discontinued; as a result, a system upgrade is now underway
- Watermain and hydrant flushing is complete
- Crack sealing will be starting soon
- Drainage inventory work will be starting soon

14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

No items

16. PUBLIC QUESTION PERIOD

Dave Warren, Belcarra resident, commented on the Active Transportation Network Plan – Engagement Results report and felt that the general consensus among residents on the plan is to maintain the current status. He asked how the report is being interpreted by Council and queried whether subcommittees will be formed or whether follow up work will be done by the consultants.

Mayor Ross advised that the work will go back to the consultant to prepare a report which will be presented to Council for consideration.

The Chief Administrative Officer confirmed that staff will provide direction to the consultant to prepare the draft report consistent with comments from the staff report, public engagement results, and Council which all supported maintenance of the existing network and a preference for low low-cost, minimal-impact improvements.

17. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the July 7, 2025 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 7:57 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



Sasamat Fire Department

To: Distribution
From: Jay Sharpe, Fire Chief
CC: Anmore & Belcarra Fire Stations
Date: July 16th, 2025
Re: Open Fire Burning Ban

Open Burning Ban, Effective July 17th 2025

Based on the Fire Hazard Synopsys and the long term forecast from Metro Vancouver Fire Weather Information an Open Fire Ban will be put into effect at 12:01 am Thursday July 17th, 2025.

All Open Fires including Camp Fires and outdoor wood burning appliance fires will be prohibited within the Village of Anmore and the Village of Belcarra.

No open fires permitted.

Jay Sharpe

Fire Chief, LAFC

Sasamat Fire Department



COUNCIL REPORT

Date: July 21, 2025
From: Ken Bjorgaard, Financial Consultant
Subject: Budget Variance Report – Q2 Results to June 30, 2025

Recommendation

That the report dated July 21, 2025 titled “Budget Variance Report – Q2 Results to June 30, 2025” be received into the record for information.

Purpose

This budget variance report for the second quarter period ending June 30th provides actual 2025 results year-to-date, estimated year-end results and estimated budget/actual variances. The year-end estimates are derived from an extrapolation of revenues and expenditures to date and from other information known at this particular point in time.

Background

The Village of Belcarra *Financial Plan – Amendment, Monitoring & Control Policy No. 195* states that ‘the Financial Officer will prepare a Report to Council, for periods ending June, September and December, comparing and analyzing the approved budget with actuals to date (Budget Variance Report).’

Discussion

A summary of budget/actual variance results and an explanation of the major variances follows. Overall, the Village is projected to meet its 2025 budget targets in the Water and WARD Operating Funds, and lower projected interest earnings are impacting the General Operating Fund. It should be noted that it is early in the fiscal year, and that other, unexpected monetary impacts could still materialize before year-end.

A detailed budget review of all of the Village’s operating and capital funds is provided in the following appendices:

- Appendix A – General Operating Fund Budget Review
- Appendix B – Water Operating Fund Budget Review
- Appendix C – Waste & Recycle Depot (WARD) Operating Fund Budget Review
- Appendix D – Capital Budget Review

General Operating Fund Summary

Overall less funds are projected to be transferred to reserves and surplus (4.5% reduction), for the most part based on lower interest earnings.

General Operating Fund						
	A	B	C	D = C-A	E = D/A	
Description	2025 Budget	Actual Year-to-Date June 30, 2025	Estimated 2025 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues ¹	\$1,828,272	\$1,591,935	\$1,788,797	(\$39,475)	-2.2%	Lower interest earnings projected
Regular Operating Expenses ¹	\$1,496,572	\$778,580	\$1,489,993	(\$6,579)	-0.4%	
Allocation of Centralized Support Costs to MRN, Water & WARD	\$(350,237)	\$(185,970)	\$(352,228)	(\$1,991)	-0.6%	
Transfers to General Reserves & Surplus ²	\$681,937	Not applicable	\$651,032	(\$30,905)	-4.5%	Lower reserve transfers resulting from lower interest earnings

¹ Not including one-time project revenues & expenses

² Exclusive of Community Works Funds transfer of \$65,633

Water Operating Fund Summary

Water reserve and surplus transfers are projected to be on budget, including the water capital reserve transfer, based on net revenue and expense estimates.

Water Operating Fund						
	A	B	C	D = C-A	E = D/A	
Description	2025 Budget	Actual Year-to-Date June 30, 2025	Estimated 2025 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues	\$505,291	\$495,926	\$504,676	(\$615)	-0.1%	
Regular Operating Expenses ¹	\$410,758	\$184,404	\$409,324	(\$1,434)	-0.3%	
Transfers to Reserves & Surplus	\$94,533	Not applicable	\$94,241	(\$292)	-0.3%	Overall reserve & surplus transfers are on track with budget based on projected net revenues/expenses

¹ Does not include parcel tax revenue/expense difference of \$1,111

Waste & Recycle Depot (WARD) Operating Fund Summary

The projected transfer to WARD surplus is projected to be higher than budget (32.5% higher). Any surplus generated in WARD would go towards paying off the \$25,000 internal loan which was set up on 2024.

Waste & Recycle Depot (WARD) Operating Fund						
	A	B	C	D = C-A	E = D/A	
Description	2025 Budget	Actual Year-to-Date June 30, 2025	Estimated 2025 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues	\$247,163	\$245,580	\$246,316	(\$847)	-0.3%	
Regular Operating Expenses	\$234,840	\$104,472	\$229,984	(\$4,856)	-2.1%	Reduced tipping fees, municipal rate reduction & cardboard separation are resulting in lower expenses
Transfer to Surplus	\$12,323	Not applicable	\$16,332	\$4,009	32.5%	Transfer to surplus is projected to be higher than budget based on the above expense reduction

Capital Summary

The detailed projections (Appendix “D”) show which capital projects are expected to occur by year-end. Capital projects are for the most part on track for completion in 2025.

Capital Funds						
	A	B	C	D = C-A	E = D/A	
Description	Amended 2025 Budget	Actual Year-to- Date June 30, 2025	Estimated 2025 Year- End Balance	Projected Year- End/Budget \$ Variances	Projected Year- End/Budget % Variances	Explanations/Comments
General Capital Expenditures	\$563,226	\$103,943	\$293,763	(\$269,463)	-47.8%	See detailed project listing in Appendix “D”
Water Capital Expenditures	\$298,250	\$65,130	\$295,130	(\$3,120)	-1.0%	See detailed project listing in Appendix “D”
WARD Capital Expenditures	\$100,000	\$38,665	\$85,000	(\$15,000)	-15%	See detailed project listing in Appendix “D”

Summary

This budget review halfway through the fiscal year indicates that the Village of Belcarra is on track to meet its budget targets in the Water and WARD Operating Funds. The General Operating Fund is experiencing lower projected reserve transfers due to lower interest earnings. Staff will continue to monitor revenues and expenses on a monthly basis for the balance of the year, in order to meet budget targets. The next formal budget review to be presented is for the third quarter period ending September of 2025.



Prepared by: Ken Bjorgaard
Financial Consultant



Concurrence: Melony Burton,
Chief Administrative Officer

- Appendix A: General Operating Fund Budget Review
- Appendix B: Water Operating Fund Budget Review
- Appendix C: Waste & Recycling Depot (WARD) Operating Fund Budget Review
- Appendix D: Village of Belcarra – Capital Budget Review

Appendix "A" - General Operating Fund Budget Review
Projected Variances Between 2025 Budget & Year-End Estimates Based on Results as at June 30, 2025

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	2025 Budget	Actual Year-to-Date June 30, 2025	Estimated 2025 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
Municipal Taxes	(1,190,672)	(1,198,625)	(1,198,625)	(7,953)	0.7%	Additional new construction revenue generated
1% Utility Taxes	(12,000)	(12,284)	(12,284)	(284)	2.4%	
Penalties & interest (on taxes)	(12,760)	(9,107)	(15,372)	(2,612)	20.5%	More properties subject to late payment penalties
Bylaw Tickets & Business Licenses	(33,784)	(15,889)	(33,089)	695	-2.1%	
Planning & Building Permit Fees	(74,633)	(13,425)	(63,425)	11,208	-15.0%	Slower building activity with year-end revenue being dependent on progress with existing files including those from 2024
Small Community Investment Fund (SCIF) Grant	(261,000)	(261,000)	(261,000)	0	0.0%	
School Tax Administration Grant	(3,453)	0	(3,525)	(72)	2.1%	
Interest Earnings	(213,832)	(68,505)	(182,505)	31,327	-14.7%	Market interest rates lower than projected
Other Revenue	(26,138)	(13,100)	(18,972)	7,166	-27.4%	Lower filming revenue - more work being retained in USA
TOTAL REGULAR OPERATING REVENUES	(1,828,272)	(1,591,935)	(1,788,797)	39,475	-2.2%	
<u>REGULAR OPERATING EXPENSES</u>						
<u>Council, Legislative Services & Grants</u>						
Indemnities & Benefits	97,229	50,041	97,330	101	0.1%	
Council Conventions, Travel & Other	14,575	4,327	15,902	1,327	9.1%	
Strategic Planning	0	0	0	0	0.0%	
Grants	3,700	2,128	3,303	(397)	-10.7%	
Meetings, Events & Appreciation	10,100	4,277	6,577	(3,523)	-34.9%	
Subtotal Council, Legislative Services & Grants	125,604	60,773	123,112	(2,492)	-2.0%	
<u>Administration & Support Services</u>						
Administration	405,190	206,667	454,636	49,446	12.2%	Recruitment costs & salary/benefit changes
Human Resources	16,348	11,760	16,660	312	1.9%	
Information Systems	75,133	50,594	81,269	6,136	8.2%	Software licence cost increases
Legal & Audit	108,000	70,339	94,339	(13,661)	-12.6%	Lower legal costs; more work being completed in-house
Municipal Hall Operations & Maintenance	114,700	66,557	97,359	(17,341)	-15.1%	Lower office and maintenance costs
Planning	45,000	37,503	44,503	(497)	-1.1%	
Finance, Engineering, Website & Environmental Contracts	105,500	48,766	92,116	(13,384)	-12.7%	Lower Finance support costs; more work being completed in-house
Building, Plumbing & Bylaw Services	164,568	77,866	169,858	5,290	3.2%	
Other	3,000	1,655	3,405	405	13.5%	
Subtotal Administration & Support Services	1,037,439	571,707	1,054,145	16,706	1.6%	
<u>Public Works & Road Network</u>						
Public Works	229,066	103,591	224,735	(4,331)	-1.9%	
Vehicles & Equipment	48,075	35,773	49,423	1,348	2.8%	
Roads, Bridges, Storm Sewers etc. (Non-MRN)	26,788	2,297	19,139	(7,649)	-28.6%	Cost savings on crack sealing with purchase of equipment and in-house labour; cost savings on invasive species identification
Trails & Public Spaces	10,500	(841)	3,659	(6,841)	-65.2%	Reduced capacity for maintenance due to high volume of capital work
Subtotal Public Works & Road Network	314,429	140,820	296,956	(17,473)	-5.6%	
<u>Fire & Emergency Operations</u>						
Fire Protection	5,100	0	3,000	(2,100)	-41.2%	Planned for Q3/Q4
Emergency Preparedness	3,000	36	2,036	(964)	-32.1%	Planned for Q3/Q4
Subtotal Fire & Emergency Operations	8,100	36	5,036	(3,064)	-37.8%	
<u>Interest & Banking</u>	11,000	5,244	10,744	(256)	-2.3%	
TOTAL REGULAR OPERATING EXPENSES	1,496,572	778,580	1,489,993	(6,579)	-0.4%	
<u>Allocation of Centralized Support Costs to MRN, Water & WARD</u>	(350,237)	(185,970)	(352,228)	(1,991)	0.6%	
SURPLUS BEFORE ONE-TIME & IRREGULAR REVENUE/EXPENSES, ADJUSTMENTS & TRANSFERS	(681,937)	(999,325)	(651,032)	30,905	-4.5%	

Appendix "A" - General Operating Fund Budget Review
Projected Variances Between 2025 Budget & Year-End Estimates Based on Results as at June 30, 2025

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	2025 Budget	Actual Year-to-Date June 30, 2025	Estimated 2025 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
Major Road Network (MRN)						
TransLink MRN Grant	(148,927)	(63,500)	(141,674)	7,253	-4.9%	
Roads, Bridges, Storm Sewers etc. (MRN)	148,927	62,506	141,674	(7,253)	-4.9%	
Net MRN	0	(994)	0	0	0.0%	
<u>ONE-TIME & IRREGULAR REVENUES/TRANSFERS & EXPENSES</u>						
Emergency Management Program Grant	(19,561)	0	(19,561)	0	0.0%	
Emergency Management Program Expenses	19,561	12,840	19,561	0	0.0%	
Housing Initiatives Grant	0	0	(95,542)	(95,542)	>100.0%	Projected to use balance of grant funds before year-end
Housing Initiatives Expenses	0	5,940	95,542	95,542	>100.0%	Projected to use balance of grant funds before year-end
Climate Action Program Grant (for ATNP)	(18,750)	0	(18,750)	0	0.0%	
Active Transportation Network Plan (ATNP) Grant	(18,750)	0	(18,750)	0	0.0%	
Active Transportation Network Plan Expenses	37,500	27,164	37,500	0	0.0%	
Transfer from Stabilization Reserve (Privacy Program)	(6,500)	0	(6,500)	0	0.0%	
Privacy Program Expenses	6,500	0	6,500	0	0.0%	
Records Management Grant	0	(8,480)	(8,480)	(8,480)	>100.0%	New grant received
Records Management Expenses	0	5,118	8,480	8,480	>100.0%	New program expenditures based on above grant
TOTAL ONE-TIME & IRREGULAR REVENUES/EXPENSES	0	42,582	0	0	0.0%	
<u>ADJUSTMENTS NON-CASH ITEMS (Amortization)</u>						
Amortization Offset	(178,680)	0	(178,680)	0	0.0%	
Amortization Expense	178,680	0	178,680	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>REVENUES TO BE TRANSFERRED TO RESERVES & SURPLUS</u>						
Community Works Grants	(65,633)	0	(65,633)	0	0.0%	
Transfer to Community Works Reserve	65,633	0	65,633	0	0.0%	
Transfer to Stabilization Reserve	71,173	0	71,173	0	0.0%	
Transfer to General Capital Reserve	166,070	0	163,360	(2,710)	-1.6%	Less funds available for transfer to reserve
Transfer to Vehicle & Equipment Reserve	94,898	0	94,898	0	0.0%	
Transfer to Transportation Infrastructure Reserve	142,347	0	142,347	0	0.0%	
Transfer of Interest to General Fund Reserves	192,449	0	164,254	(28,195)	-14.7%	Market interest rates lower than projected resulting in less funds available for reserves
Transfer to Surplus	15,000	0	15,000	0	0.0%	
TOTAL TRANSFERS (NET OF RELATED REVENUES)	681,937	0	651,032	(30,905)	-4.5%	Overall less funds available for transfer to reserves
BALANCE	0	(957,737)	0	0	0.0%	

Appendix "B" - Water Operating Fund Budget Review
Projected Variances Between 2025 Budget & Year-End Estimates Based on Results as at June 30, 2025

	2025 Budget	Actual Year-to-Date June 30, 2025	Estimated 2025 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<u>REGULAR OPERATING REVENUES</u>						
<u>Fees & Charges</u>						
Water Annual User Fees	(493,041)	(494,426)	(494,426)	(1,385)	0.3%	
Water System Connection Fees & Interest Income	(12,250)	(1,500)	(10,250)	2,000	-16.3%	Market interest rates lower than projected
TOTAL REGULAR OPERATING REVENUES	(505,291)	(495,926)	(504,676)	615	-0.1%	
<u>REGULAR OPERATING EXPENSES</u>						
Administration (cost allocation)	188,778	100,183	189,747	969	0.5%	
Water Purchases & Delivery	120,840	37,766	121,000	160	0.1%	
Environmental Monitoring, Lease & Radio License & Scada	15,211	11,410	16,687	1,476	9.7%	Additional Scada costs
Public Works	63,196	29,677	61,677	(1,519)	-2.4%	
Water Reservoir	1,148	151	1,148	0	0.0%	Budget required for reactive repairs and maintenance
Water Systems	21,585	5,217	19,065	(2,520)	-11.7%	Planned work in Q3/Q4 and budget for reactive maintenance and repairs
TOTAL REGULAR OPERATING EXPENSES	410,758	184,404	409,324	(1,434)	-0.3%	
DEFICIT (SURPLUS) BEFORE DEBT, ADJUSTMENTS & TRANSFERS	(94,533)	(311,522)	(95,352)	(819)	0.9%	
<u>PARCEL TAX & DEBT EXPENSES</u>						
Parcel Tax	(267,617)	(266,506)	(266,506)	1,111	-0.4%	
Transfer from Water Debt Repayment Reserve	(1,946)	0	(1,946)	0	0.0%	
Long-Term Debt Interest Expense	150,561	75,281	150,561	0	0.0%	
Debt Principle Payment	119,002	0	119,002	0	0.0%	
TOTAL PARCEL TAX & DEBT EXPENSES	0	(191,225)	1,111	1,111	>100.0%	
<u>ADJUSTMENTS NON-CASH ITEMS</u>						
Debt Actuarial Revenue	(56,482)	0	(56,482)	0	0.0%	
Debt Actuarial Offset	56,482	0	56,482	0	0.0%	
Amortization Offset	(146,447)	0	(146,447)	0	0.0%	
Amortization Expense	146,447	0	146,447	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>REVENUES TO BE TRANSFERRED TO RESERVES & SURPLUS</u>						
Transfer to MFA Cash Deposit Reserve	1,234	0	1,234	0	0.0%	
Transfer to Vehicle & Equipment Reserve	1,224	0	1,200	(24)	-2.0%	
Transfer to Water Capital Reserve	87,075	0	86,807	(268)	-0.3%	Reserve transfer is projected to be close to the budget
Water Accumulated Surplus	5,000	0	5,000	0	0.0%	
TOTAL TRANSFERS TO RESERVES & SURPLUS	94,533	0	94,241	(292)	-0.3%	
BALANCE	0	(502,747)	0	0	0.0%	

Appendix "C" - Waste & Recycle Depot (WARD) Operating Fund Budget Review
Projected Variances Between 2025 Budget & Year-End Estimates Based on Results as at June 30, 2025

	2025 Budget	Actual Year-to-Date June 30, 2025	Estimated 2025 Year-End Balance	Projected Year-End/Budget Variances		Explanation of Major Variances & Comments
				\$'s	%	
<u>REGULAR OPERATING REVENUES</u>						
Waste & Recycling Annual Fee	(246,127)	(245,280)	(245,280)	847	-0.3%	
Tags, Permits & Licences	(1,036)	(300)	(1,036)	0	0.0%	
TOTAL REGULAR OPERATING REVENUES	(247,163)	(245,580)	(246,316)	847	-0.3%	
<u>REGULAR OPERATING EXPENSES</u>						
Administration (cost allocation)	94,564	50,274	95,218	654	0.7%	
Public Works Support	6,971	3,274	6,908	(63)	-0.9%	
Depot Operations	50,664	23,423	50,357	(307)	-0.6%	
Hauling, Chipping & Electronic Waste Disposal Contracts	82,641	27,501	77,501	(5,140)	-6.2%	Reduced tipping fees - municipal rate reduction and cardboard separation
TOTAL REGULAR OPERATING EXPENSES	234,840	104,472	229,984	(4,856)	-2.1%	
DEFICIT (SURPLUS) BEFORE ADJUSTMENTS & TRANSFERS	(12,323)	(141,108)	(16,332)	(4,009)	32.5%	
<u>ADJUSTMENTS NON-CASH ITEMS</u>						
Amortization Offset	(8,280)	0	(8,280)	0	0.0%	
Amortization Expense	8,280	0	8,280	0	0.0%	
TOTAL ADJUSTMENTS NON-CASH ITEMS	0	0	0	0	0.0%	
<u>TRANSFERS TO (FROM) RESESRVES & SURPLUS</u>						
Transfer to Surplus	12,323	0	16,332	4,009	32.5%	Overall surplus transfer is projected to be over budget
TOTAL TRANSFERS FROM SURPLUS	12,323	0	16,332	4,009	32.5%	
BALANCE	0	(141,108)	0	0	0.0%	

Appendix "D" - Village of Belcarra - Capital Budget Review
Projected Variances Between 2025 Budget & Year-End Estimates Based on Results as at June 2025

	2025 Amended Budget	Revenue/ Expenses to June 2025	Year-End Projected Balances	Projected Variances		Explanation/Comments
				\$'s	%	
GENERAL CAPITAL						
Revenue (Funding from Reserves & Grants)	(563,226)	0	(293,763)	269,463	-47.8%	
Expenses						
COMP SRVRS & PERIPHERALS	14,400	9,710	12,210	(2,190)	-15.2%	
ATCO TRAILER	31,000	32,050	32,050	1,050	3.4%	
MUNICIPAL HALL AIR CONDITIONING SYS	20,000	16,200	16,200	(3,800)	-19.0%	Modifications made to achieve cost efficiencies
MARINE AVE MILL & FILL	212,826	27,138	33,969	(178,857)	-84.0%	Budget carry forward to 2025 was higher than needed as more work was completed in 2024.
ROAD REHAB (INCL POTHOLE REPAIRS)	30,000	0	30,000	0	0.0%	Planned for Q3 2025
SHOULDERING BOULEVARDS	15,000	0	15,000	0	0.0%	Planned for Q3 2025
BEDWELL BAY UPGRADE PROJ DES	100,000	0	100,000	0	0.0%	Planned for Q3/Q4 2025
SENKLER BRIDGE WING WALL REPAIR	20,000	9,334	9,334	(10,666)	-53.3%	Cost savings due to use of in-house staff and small contractor
CATCH BASIN ON SALISH RD	20,000	0	20,000	0	0.0%	Planned for Q3/Q4 2025
PUBLIC WORKS EQUIPMENT	25,000	9,511	25,000	0	0.0%	Other equipment on order (e-battery blower
CREEK SURVEYS (RIPARIAN AREAS)	20,000	0	0	(20,000)	-100.0%	Planned for 2026
TRAIL SYSTEM IMPROVEMENTS	5,000	0	0	(5,000)	-100.0%	Planned for 2026
TRAIL IMPROVEMENTS (MARINE)	50,000	0	0	(50,000)	-100.0%	Planned for 2026
Total Expenses	563,226	103,943	293,763	(269,463)	-47.8%	
WATER CAPITAL						
Revenue (Funding from Reserves)	(298,250)	0	(295,130)	3,120	-1.0%	
Expenses						
NEW WATER METER FOR LEAK DET (Tatlow)- Mats & Equ	30,000	0	30,000	0	0.0%	Planned for Q3/Q4 2025
WATER EQUIPMENT - Materials & Equip	15,000	0	15,000	0	0.0%	Planned for Q3/Q4 2025
SCADA SYSTEM-Contracts	10,000	0	10,000	0	0.0%	Planned for Q3/Q4 2025
WATER CHLORIN SYS CLASS B DES-Contracts	175,000	0	175,000	0	0.0%	Planned for Q3/Q4 2025
TATLOW/DUTCHMAN RES REPAIRS-Contracts	68,250	65,130	65,130	(3,120)	-4.6%	
Total Expenses	298,250	65,130	295,130	(3,120)	-1.0%	
WARD CAPITAL						
Revenue (Funding from Reserves)	(100,000)	0	(85,000)	15,000	-15.0%	
Expenses						
WARD MOBILE OFFICE	30,000	0	30,000	0	0.0%	Original proposal unsupported. Staff to propose alternate use of funds.
REPAVE TARMAK AREA-Contracts	70,000	38,665	55,000	(15,000)	-21.4%	Paving and repair area smaller than expected
Total Expenses	100,000	38,665	85,000	(15,000)	-15.0%	



COUNCIL REPORT

Date: July 21, 2025
From: Melony Burton, Chief Administrative Officer
Subject: Strategic Plan and Key Infrastructure Projects – Q2 2025 Status Report

Recommendation:

That the report dated July 21, 2025, titled “Strategic Plan and Key Infrastructure Projects – Q2 2025 Status Report” be received into the record for information.

Purpose:

The purpose of this report is to provide an update to Council on the status of the Strategic Plan and Key Infrastructure Projects for the second quarter as of June 30, 2025.

Background

The Strategic Plan provides goals, objectives and actions to meet Council strategic priorities over the four year term from 2023-2026. Quarterly updates are provided to Council on the items in the plan and associated key infrastructure projects.

Discussion

The progress and status of Strategic Plan items for the second quarter of the year as of June 30, 2025, are included in Attachment A. The status of Key Infrastructure Projects associated with the plan is included in Attachment B.

Updates on administrative and operational items are included in the Strategic Plan update in Attachment A under the strategic priorities of Communication and Community Engagement as well as Operational Priorities and Strategies. Other administrative and operational updates are being provided through staff reports and CAO reports to Council on a regular basis. This approach allows for more efficient, timely and comprehensive reporting; the large number and type of daily operational and administrative activities are best reported as they occur, while progress reports on larger, longer term strategic initiatives are better suited to quarterly updates.

The Village has made exceptional progress on this ambitious Strategic Plan and has much to be proud of. Council and staff have worked diligently to move things ahead, as noted by the ‘complete’ and ‘in-progress’ status of several items.

Council's strategic priorities are achieved when the goals and objectives are clear, and the necessary timelines and resources are assigned. These are referenced in Council's strategic priorities document as 'providing the resources to get the job done' and 'aligning human resources with strategic priorities.' Of note, there are a large number of strategic projects assigned to two Village staff in the Strategic Plan – the Manager of Municipal Services and the Chief Administrative Officer. As Project Managers, they are responsible for managing the scope, schedule, and budget of projects to ensure their successful delivery. The Project Manager also acts as the primary point of contact for all communication with contractors, consultants and staff. Collectively, project management requires a considerable amount of time and effort which should be taken into consideration with the volume and scheduling of project work on top of other operational work and responsibilities.

Carrying too many projects in a small organization with limited resources can compromise the ability to deliver both core services and strategic initiatives. For example, project scope, schedule and budget impacts can result in less oversight, poorer quality or value, higher costs, and missed deadlines. Core service delivery impacts can result in poor customer service or insufficient time to carry out planned operations and maintenance work. Of further consideration is the stress placed on staff tasked with delivering strategic projects on top of day-to-day operations. As committed, we want to set staff up for success with the adequate time, capacity and resources to deliver projects and core services on time, on scope and on budget.

As we move into the next capital and strategic planning cycles, we will aim to move forward at a pace that is sustainable and right sized for the community. This supports the successful delivery of projects and services to meet Belcarra's needs, while getting the most out of money spent, and minimizing tax increases. In the interim, we will stay focused on the delivery of committed items by considering requests that do not align with current operational activities and strategic priorities for the next planning cycle, aside from time sensitive opportunities and emergencies.

Staff are dedicated to the delivery of strategic plan items in 2025 and 2026 and look forward to reporting on further progress with the next quarterly report.



Prepared by: Melony Burton,
Chief Administrative Officer

Attachment A: Strategic Plan – Q2 Status to June 2025

Attachment B: Key Infrastructure Projects – Q2 Status to June 2025

ATTACHMENT A – STRATEGIC PLAN STATUS AS OF JUNE 30, 2025

MANAGE AND RENEW OUR ASSETS & INFRASTRUCTURE						
We will manage and safeguard our assets and infrastructure						
Asset Management Program						
<ul style="list-style-type: none">▪ Develop and implement an asset management program▪ Inventory assets and estimate remaining useful life of major components▪ Record all assets and infrastructure in GIS system▪ Develop a condition assessment schedule▪ Complete assessments for key infrastructure on a yearly basis						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Complete review and undertake field work to provide breakdown of asset components and useful lives. Update GIS system accordingly.	Manager, Municipal Services	Financial Consultant	SoF - existing annual \$30K asset management budget, grant funding from Community Building Fund, and \$25K UBCM grant	Part of project which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	Sept 2024 and annual updates	Complete
2. Complete 5-year condition assessment schedule for assessing key assets and update annually.	Manager, Municipal Services	Consultant CAO	SoF - existing annual \$30K asset management budget, grant funding from Community Building Fund, and \$25K UBCM grant Fund	Part of project which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	Sept 2023 and annual updates	Complete and Ongoing
3. Complete annual condition assessments	Manager, Municipal Services	Consultant	SoF - existing annual \$30K asset management budget, grant funding from Community Building Fund, and \$25K UBCM grant	Part of project which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	Sept 2024 and annual updates	Complete and Ongoing

MANAGE AND RENEW OUR ASSETS & INFRASTRUCURE						
We will manage and safeguard our existing assets and infrastructure						
Renew Key Infrastructure & Assets						
<ul style="list-style-type: none">▪ Develop long-term infrastructure/asset renewal and replacement schedule for existing assets▪ Complete priority infrastructure projects (see Key Project Lists)						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Complete long-term financial estimates and plan for infrastructure/asset replacements (based on asset management and condition assessment results)	Manager, Municipal Services	Contractor(s) CAO	ABR - part of additional \$20K to come from Community Building Fund		Sept 2024	Complete
2. Update long-term financial estimates and plan for infrastructure/assets renewal annually	Manager, Municipal Services	Contractor(s)	ABR – part of additional \$20K to come from Community Building Fund		Aug 2024 and annual updates	Complete and ongoing
3. Integrate long-term infrastructure/asset replacement plan into long-term financial plan	CAO	Financial Consultant	ABR – part of additional \$20K to come from Community Building Fund		Sept 2024 and annual updates	Complete and ongoing
4. Tender and complete priority infrastructure (see Key Project List)	Manager, Municipal Services	Contractor(s)	Project based budgets and ABR to be determined with funding from existing reserve funds and Growing Communities Fund (\$759k initial balance)	Project Management funds to be added to capital budgets	Sept 2024 and annual updates	Ongoing

MANAGING AND RENEW OUR ASSETS & INFRASTRUCURE We will manage and safeguard our existing assets and infrastructure						
Water System Improvements						
<ul style="list-style-type: none"> Assessment and work on water reservoir Define clear options to address water system deficiencies Budget and schedule water system changes to address deficiencies Complete business case for universal water metering Review of water charges for Belcarra Regional Park 						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Complete engineering report and work on water reservoir	Manager, Municipal Services	Consultant	SoF - \$30K Water Engineering Capital Budget, \$45K Water Capital Budget for excavation and fencing around reservoir. ABR for additional chlorination design work to be determined	Capital budgets of \$20K in 2024 and \$20K 2025 for Water System Engineering reallocated to actual project work	Q4, 2025	Excavating and Fencing – Complete Interior inspection and lining repair – Complete Chlorination system design & permitting - Complete Chlorination system installation – RFP in progress
2. Engineering report and recommendations on options for addressing water system deficiencies including risk factors and budgets	Manager, Municipal Services	Consultant	ABR – to be determined with funding from Community Building Fund	Capital budgets of \$20K in 2024 and \$20K 2025 for Water System Engineering reallocated to actual project work	Sept 2024	Complete
3. Final decision(s) on projects and budgets for addressing water deficiencies in part based on risk tolerance	Manager, Municipal Services	CAO	Project based budgets and ABR with funding from Growing Communities Fund (\$759k initial balance)	Council decision(s) required. Budgets should include engineering and project management costs	Q4, 2025	In progress Council report on November 4, 2024 with cost estimates and recommendations
4. Provide for water system improvements in long-term financial plan	CAO	Financial Consultant	N/A	Projects to be completed as per long-term financial plan	Q4, 2025	In progress Construction of reservoir chlorination system in 2025. Other improvements to be included in Financial Plan as decisions are made.
5. Complete water metering business case	CAO	Manager, Municipal Services	SoF - \$40K capital budget for universal water metering in 2024 ABR for additional capital and operating costs	Need to generate same revenue with meters as without meters	2026	This item requires significant staff resources. Initial grant funding application was unsuccessful.
6. Complete review of Belcarra Park water charges	CAO	Financial Consultant	Within existing operating budget	History of charges in agreements with Metro Vancouver have been researched.	Q4, 2025	In progress

MANAGING OUR ASSETS & INFRASTRUCTURE

We will manage and safeguard our existing assets and infrastructure

Waste & Recycle Depot (WARD) Improvements

- Review WARD services and infrastructure
- Outline 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	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Complete WARD service review including review of current service provider and the option of utilizing Recycle BC to save costs	Manager, Municipal Services	Consultant(s) CAO	ABR of up to \$15,000 from Financial Stabilization Reserve	Further discussions with Recycle BC pending. RFP for new service delivery contract to be undertaken.	Q4, 2025	In progress
2. Review of WARD infrastructure to match services provided	Manager, Municipal Services	Consultant(s) CAO	Part of ABR above	Recommendation by Waste Connections to separating cardboard from mixed recyclables – in progress.	Q4, 2025	In progress
3. Recommendations and approvals related to service changes and infrastructure needed	Manager, Municipal Services	CAO	Project based budgets based on results of review. ABR to be determined for any additional capital and operating costs	Before agreement with service provider expires in April of 2026.	Q1, 2026	Pending completion of above items.
4. Implementation of any approved changes including provision for changes in financial plan	CAO	Financial Consultant	N/A	Before agreement with service provider expires in April of 2026.	Q2, 2026	Pending completion of above items.

MANAGING OUR ASSETS & INFRASTRUCURE
We will manage and safeguard our existing assets and infrastructure
Road Ends & Firehalls
<ul style="list-style-type: none"> Plan for firehall replacements Review existing cost sharing agreement Explore funding sources and strategies

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report as of June 30, 2025
1. Review existing fire hall cost sharing agreement and plan for fire hall replacements	CAO	CAO and Consultant(s)	ABR of up to \$20,000 from Financial Stabilization Reserve		Q4, 2025	In progress
2. Explore development and sale of road ends to fund firehalls and other capital projects	CAO	CAO and Consultant(s)	ABR of up to \$20,000 from Financial Stabilization Reserve	Only most sellable lot(s) will be pursued with any sales proceeds from first sales funding development work. Land Disposition Policy approved October 21, 2024. Consultants continuing work as approved by Council.	Q4, 2025	In progress
3. Identify other funding sources and strategies	CAO	Financial Consultant	N/A		2026	Pending completion of above items

*Added to 2023-2026 Strategic Plan in 2024

<div> <div>STEWARDED OUR COMMUNITY & ITS NATURAL ENVIRONMENT</div> <div>We will care for our community and value its natural environment</div> </div>						
Managing our Natural Assets						
<div> <ul style="list-style-type: none"> Inventory and map natural assets Plan and budget for maintaining tree canopies Develop tree trimming and maintenance program </div>						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report as of June 30, 2025
1. Complete inventory and mapping of natural assets (e.g. tree canopies, wetland, watercourses, riparian areas) and include in GIS system	Manager, Municipal Services	Contractor(s)	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	April 2024	COMPLETE
2. Council report on ongoing budget needs for tree management program	Manager, Municipal Services	CAO	ABR to be determined with adjustment in annual operating budget being made		Q4, 2025	Planned work
3. Operational plan to implement tree trimming and maintenance plan	Manager, Municipal Services	CAO	N/A	Assessed and removed 8 trees around Tatlow Reservoir with a fall and impact risk	2026	Planned work

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT						
We will care for our community and value its natural environment						
Official Community Plan (OCP)						
<ul style="list-style-type: none">▪ Final OCP adoption▪ Implement OCP▪ Monitor OCP as a tool to guide development and growth						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report as of June 30, 2025
1. Finalize OCP and conduct public hearing	CAO	Contractor(s)	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	Q1, 2024	Complete
2. Adopt OCP and implement the same into daily operations	CAO	CAO	N/A		Oct 2024	Complete and ongoing
3. Prioritization of OCP action items and completion of action items	CAO	CAO	ABR to be determined Spending requests and approvals with budgeting planning process	OCP items will be identified and prioritized in 2027-2030 Council Strategic Priorities and 2027-2023 Strategic Plan	2026/2027	In progress
4. Ongoing monitoring of OCP and its effect on the community	CAO	CAO	N/A		Oct 2024	Complete and ongoing

STEWARDED OUR COMMUNITY & ITS NATURAL ENVIRONMENT We will care for our community and value its natural environment						
Path, Trail and Road Shoulder Network						
<ul style="list-style-type: none"> ▪ Map and plan for path/trail/road shoulder network expansion ▪ Secure funding for incremental buildout of the network ▪ Maintain existing network ▪ Incrementally build out network 						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report as of June 30, 2025
1. Complete mapping of existing network and include in GIS system	Manager, Municipal Services	Consultant	ABR – \$10,000 from Community Building Fund		Sept 2023	Complete
2. Create plan for incremental build out of network including budget requirements	CAO	Consultant(s)	ABR – \$37,500 from Community Building Fund. \$37,500 from TransLink	Active Transportation Network Plan (ATNP): <ul style="list-style-type: none"> • Development in 2024/2025 • Public Engagement report in July 2025 • Draft final report in Sept/Oct 2025 • Final report by end of 2025 	Q4 2025	In progress
3. Complete funding applications for network projects and secure grant funding	CAO	Manager, Municipal Services Financial Consultant	ABR to be determined	TransLink funding applications due annually in the fall List of projects in ATNP can be used to support grant applications	2026	Pending completion of above items
4. Include budgets for maintaining existing network in long-term financial plan	CAO	Financial Consultant	ABR to be determined and to be included in annual operating budget	Funding is included in the long-term financial plan to maintain the network and is reviewed each year.	Q3, 2024 and annually with capital and operational budgeting	Complete and ongoing
5. Build out network including prioritized sections	CAO	Manager, Municipal Services	ABR to be determined and dependent upon grants obtained	New assets to include budget for ongoing maintenance	Annually, as approved	Pending completion of above items

<div> <div>STEWARDED OUR COMMUNITY & ITS NATURAL ENVIRONMENT</div> <div>We will care for our community and value its natural environment</div> </div>						
Tennis Court Site Redevelopment						
<ul style="list-style-type: none"> Asses, plan and budget for Tennis Court site redevelopment Agreement with Metro Vancouver for redevelopment plan Redevelopment construction 						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report as of June 30, 2025
1. Report to Council on amenity options for tennis court site including associated budget implications and any First Nation requirements	CAO	Consultant	N/A	Report in July 2025	Q3, 2025	In progress
2. Decision on amenities and budget for tennis court site	CAO	Consultant	ABR to be determined	Decision in July 2025	Q3, 2025	In progress
3. Redevelopment site plan and agreement with Metro Vancouver	CAO	Consultant	N/A		Q3, 2025	In progress
4. Redevelopment construction	CAO	Contractor(s)	Based on approved budget(s) with additional operating costs included in financial plan		2026	Pending completion of above items

FISCAL MANAGEMENT & FINANCIAL SUSTAINABILTY We will operate in a fiscally responsible and financial sustainable manner						
Fiscal Management						
<ul style="list-style-type: none"> ▪ Establish a Finance Committee ▪ Provide regular fiscal updates to Council and the community ▪ Council input into annual, long-term financial plans including capital review 						
ACTIONS	Project Manager	SUPPORTING Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report March 31, 2025
1. Create and approve Terms of Reference for a Finance Committee	CAO	Financial Consultant Corporate Officer	N/A		July 2023	Complete
2. Complete fiscal updates and present to Council	CAO	Financial Consultant Accounting Clerk	N/A	Quarterly operating and capital variance reporting	July and Sept 2024 and annual updates	Complete and ongoing
3. Review and approve long-term capital and operating financial plans	CAO	Financial Consultant Accounting Clerk	N/A	5-year financial plan and long-term plan updated annually.	Sept 2024 and annual updates	Complete and ongoing

FISCAL MANAGEMENT & FINANCIAL SUSTAINABILTY We will operate in a fiscally responsible and financial sustainable manner						
Financial Sustainability						
<ul style="list-style-type: none"> ▪ Long-term (15-year) operating and capital financial plans completed and updated annually ▪ Integration of infrastructure renewal/replacement plans with long-term financial plans ▪ Formal grant writing resources and process in place ▪ Ongoing grant applications submitted 						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Create long-term financial planning model (15 years) with integration of infrastructure and capital plans based on asset management results	CAO	Financial Consultant	SO F - \$20K budgeted for this component from UBCM grant \$25K includes \$25K UBCM grant) which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	Integrated model is complete and kept updated.	Oct 2023 and annual updates	Complete and ongoing
2. Produce report for Council and community based on long-term financial plan which also addresses financial sustainability	CAO	Financial Consultant	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.	Community Financial Sustainability report was completed and recommendations within the report have been approved by Council for implementation.	Oct 2023 and annual updates	Complete and ongoing
4. Secure grant writing resource, provide list of grant targets and start application process	CAO	Financial Consultant Staff	AB R to be determined with grant resource to be charged to projects if possible	Establish and maintain list of eligible grant programs. Implement grant tracking system and apply for grants as they become available.	Q2, 2025	Complete and ongoing

EMERGENCY MANAGEMENT & PREPAREDNESS						
We will make public safety a priority						
Emergency Planning & Management						
<ul style="list-style-type: none">▪ Update emergency management plan▪ Mass notification system▪ Inventory and replenishment of emergency supplies						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Review and update emergency management plan	Manager, Municipal Services	Consultant CAO	ABR to be determined with funding coming from grant \$42,000 grant provided for EDMA work with First Nations	Emergency Management agreement between First Nations and Belcarra	Q4, 2025	In progress
2. Implement mass notification system	Manager, Municipal Services	CAO	SoF existing operating budget Budget estimated at \$2,000 per year	Alertable system is in place	Oct 2023	Complete
3. Complete inventory of emergency supplies replenishment same as needed	Manager, Municipal Services	CAO	ABR estimated at \$15,000 with funding source to be determined	Consider purchase of new trailer and equipment suitable for a mobile EOC station.	2026	In progress

EMERGENCY MANAGEMENT & PREPAREDNESS						
We will make public safety a priority						
Fire Safety including Wildfire Management						
<ul style="list-style-type: none">▪ Complete fire safety & resiliency plan finalized▪ Creation and implementation of wildfire prescriptive zones▪ Inclusion of Metro Vancouver Sasamat fire service tax requisition on tax notices						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Complete fire safety & resiliency plan	Manager, Municipal Services	Consultant CAO	SoF existing UBCM grant		June 2023	Complete
2. Create and maintain wildfire prescriptive zones including development planning area	Manager, Municipal Services	Consultant CAO	SoF existing UBCM grant \$5,000 to spent on public education from grant funds		Ongoing	Complete
3. Remediate forest prescription areas	Manager, Municipal Services	Contractor(s) CAO	ABR to be determined to address ongoing wildfire management. Review grant funding opportunities	Vegetation and tree removals to reduce fire fuels around Village Hall, Tatlow Reservoir and roads completed.	2026	In progress
4. Annual Metro Vancouver tax requisition for Sasamat fire service showing on tax notices	CAO	Accounting Clerk Financial Consultant	N/A		May 2024	Complete

COMMUNICATION & COMMUNITY ENGAGEMENT

We will place a priority on communicating with our citizens, staff and partners

Communication & Community Engagement

- New protocol for community/public input and engagement at Council meetings
- Communication protocol for interaction between CAO, staff & Council
- 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	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Procedures for Community input & engagement at Council meetings written into updated Council Procedure bylaw	Corporate Officer	CAO	N/A	Council Procedure Bylaw adopted on Dec 4, 2023	Dec 2023	Complete
2. Communication protocol for CAO, staff and Council	CAO	Corporate Officer	N/A		Q2, 2025	Complete
3. Hold Community information meetings to inform citizens as needed	CAO	Corporate Officer	N/A	Meetings held as needed and approved by Council.	Ongoing	Complete

<div> <div>OPERATIONAL PRIORITIES & STRATEGIES</div> <div>We will operate efficiently and effectively to provide value and service to our community and residents</div> </div>						
Policies, Procedures & Bylaws						
<div> <div>▪ Review and update policies, procedures and bylaws on an ongoing basis</div> </div>						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Develop, adopt and implement updated procurement policy	CAO	Financial Consultant	N/A	Draft policy and report were presented to the Finance Standing Committee. New CAO to review.	Q4, 2025	In progress
2. Develop, adopt and implement updated Human Resources policy	CAO	N/A	N/A		Sept 2023	Complete
3. Develop, adopt and implement updated Council Procedure bylaw	Corporate Officer	CAO	N/A	Council Procedure adopted on Dec 4, 2023	Dec 2023	Complete
4. Conduct and document annual policy reviews including updating policies as needed	Corporate Officer	CAO	N/A	New Records Management Policy approved in March 2025. Review of other policies is in progress.	Dec 2024 and reviewed annually	Complete and ongoing

<div> <div>OPERATIONAL PRIORITIES & STRATEGIES</div> <div>We will operate efficiently and effectively to provide value and service to our community and residents</div> </div>						
Operational Reporting & Updates						
<div> <div> <div>▪ Quarterly reports on status of Strategic Plan items</div> <div>▪ Quarterly reports on status of operational and administrative activities</div> </div> </div>						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Complete reporting templates	CAO	CAO	N/A		July 2023	Complete
2. Complete quarterly reports on status of Strategic Plan items	CAO	Corporate Officer Manager, Municipal Services	N/A	Quarterly reports submitted by the end of each month following quarter ends	Sept 2023 and quarterly updates	Complete and ongoing
3. Complete quarterly reports on administrative and operational activities	CAO	Corporate Officer Manager, Municipal Services	N/A	Quarterly reports on administrative and operational items included in Strategic Plan Regular updates on other operational and administrative activities provided through staff and CAO reports to Council.	Sept 2023 and quarterly updates	Complete and ongoing

OPERATIONAL PRIORITIES & STRATEGIES
We will operate efficiently and effectively to provide value and service to our community and residents
Human Resources
<ul style="list-style-type: none"> Assess staff resource needs in short, medium & long-term Assess and plan for external resources (consultants & contractors) Budgeting and Implementation budgeting for resources as approved

ACTIONS TO ACHIEVE RESULTS	VoB Project Sponsor	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Council report and recommendations on staff resources	CAO	N/A	N/A	Assessment of existing conditions by new CAO for 6-12 months	2026	In progress
2. Council report on consulting resources and recommendations including engineering, finance planning, information technology, etc.	CAO	N/A	N/A		2026	Planned work
3. Implementation of Human Resources plan including budgeting approved resources and undertaking request for proposals (RFPs) for external resources as needed	CAO	Financial Consultant	ABR to be determined and to be provided for within long-term operating financial plan		2027-2030	Planned work

OPERATIONAL PRIORITIES & STRATEGIES We will operate efficiently and effectively to provide value and service to our community and residents						
Information Systems & Technology						
<ul style="list-style-type: none"> ▪ Secure and stable information systems with protection from threats ▪ E-commerce capability implementation ▪ Budget for IT system replacements and improvements including hardware and software ▪ Plan for content and maintenance of Village website ▪ Review document management system 						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Develop and implement staff training programs to make best use of existing programs and technology	CAO	Manager, Municipal Services	ABR reviewed with annual budget planning process	Training and support provided as needed. Staff assessments in Q2-Q4, 2025. Training and support plans will be developed based on staff and organizational needs.	2026	In progress
2. Implement e-commerce capabilities for payments, lookups, email responses, etc.	CAO	Financial Consultant, Accounting Clerk	ABR reviewed with annual budget planning process		2026	Planned work
3. Review of website content and maintenance and plan for future use	Corporate Officer	Accounting Clerk, CAO	ABR reviewed with annual budget planning process		2026	In progress
4. Conduct system review with IT provider to ensure maximum protection for Village system	CAO	IT Consultant Corporate Officer	ABR reviewed with annual budget planning process		2026	In progress
5. Create longer term budgets for IT hardware and software replacements	CAO	IT Consultant, Financial Consultant	ABR reviewed with annual budget planning process		Sept 2024	Complete
6. Complete review of document management system options and provide recommendations	Corporate Officer	Consultant, CAO	SoF existing MAIBC grant for \$10,000	Records Management Bylaw and Policy approved in March 2025. External support secured. Work is underway.	Q4, 2026	In progress

ATTACHMENT B - Key Infrastructure Projects Q2 Status Update as of June 30, 2025

Project Category	Project Description	Financial Plan/Funding	Comments	Planned Completion Date	Status
Water Reservoirs	Complete engineering report and work on water reservoir (excavation and fencing)	Budget in 2024 for \$30K Water Engineering Capital Budget \$45K Water Capital Budget for excavation and fencing around reservoir.	Capital budgets of \$20K in 2024 and \$20K 2025 for Water System Engineering reallocated to construction	July 2024	Complete
Water Reservoirs	Tatlow interior inspection and lining repair	\$68,250 budget approved on Feb 10 2025	Capital budgets of \$20K in 2024 and \$20K 2025 for Water System Engineering reallocated to construction	Q1, 2025	Complete
Water Reservoirs	Chlorination system design	Budget in 2024 of \$46,000 for design; funded from community Works Reserve		Q2, 2024	Complete
Water Reservoirs	Chlorination System Construction	Budget of \$175,000 in 2025 for Water Chlorination System construction funded from Growing Communities Reserve Funds		Q4, 2025	In progress
Water System	Engineering report and recommendations on options to address water system deficiencies including risk factors and budgets	Budget in 2024 of \$30,000 options; funded from Water Capital Reserve.		Sept 2024	Complete
Water System	Final decision(s) on projects and budgets for addressing water deficiencies in part based on risk tolerance	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	Q4, 2025	In progress
Paving	Marine Avenue – Design	Amended total project budget of \$468,222 approved.	Design and cost estimate	2024 - 2025	Complete
Paving	Marine Avenue - Construction	Unused budget above was carried forward to 2025 to finalize project including deficiencies.		Q1, 2025	Complete
Paving	Belcarra Bay Rd (from stop sign to Turtlehead Rd) + possible drainage design	Budgeted in 2026 at \$287,500 with funding from Transportation Infrastructure Reserve		2026	Planned work

ATTACHMENT B - Key Infrastructure Projects Q2 Status Update as of June 30, 2025

Project Category	Project Description	Financial Plan/Funding	Comments	Estimated Completion Date	Status
Paving	Belcarra Bay Rd (from Turtlehead Rd to Whiskey Cove Lane)	Budgeted in 2028 at \$200,000 with funding coming from Transportation Infrastructure Reserve		2028	Planned work
Trails	Three (3) Trails from Marine Avenue to Beach (3440 Marine – wooden stairs down to beach; 3750 Marine – divers' trail; 3924 Marine – cement staircase)	Budgeted in 2024 at \$50,000 with funding coming from Transportation Infrastructure Reserve	Pending completion of Active Transportation Plan in 2025	2026-2028	Planned Work
Tennis Court Site	Tennis Court Site Redevelopment	No approved budget; scope & cost to be determined	Assessment, plan, budget and agreement for Tennis Court site redevelopment	Q3, 2025	In progress
Road Barriers & Flashing Beacons	Belcarra Bay Rd	Project completed with 75% TransLink grant funding & 25% Community Works Reserve funding	Part of Major Road Network (MRN)	2024	Complete
BBUP	Bedwell Bay Upgrade Project - Design	\$65K engineering concept design for the project; 50% to 75% grant funded from TransLink. \$100,000 budget in 2025 for preliminary and detailed design.	Concept Design completed in 2024 Detailed design informed by Active Transportation Network Plan	Q4, 2025	In progress
BBUP	Bedwell Bay Rd - Kelly to Main	Budgeted at \$316,250 per year for 4 years (2026 -2029) 65% budgeted TransLink grant funding and 35% Growing Communities Reserve funding. TransLink has committed to 1 year of funding to date (\$207k)	May include a watermain replacement; subject to TransLink discussions and funding	2026-2029	Planned Work
BBUP	Kelly Avenue – gabion wall		May be constructed with Bedwell Bay Rd – subject to TransLink discussions and funding	2026-2029	Planned Work
BBUP	Kelly Avenue – catch basins, minor road repairs/paving		May be constructed with Bedwell Bay Rd – subject to TransLink discussions and funding	2026-2029	
BBUP	Main Avenue – gabion wall			2026 - 2029	



COUNCIL REPORT

Date: July 21, 2025
From: Melony Burton, Chief Administrative Officer
Subject: **West Road Recreation (Tennis Court) Site Remediation**

Recommendation

WHEREAS Section 91 of the *Community Charter* permits a municipal council to release to the public information from a closed (in-camera) meeting when it is determined that disclosure is no longer harmful to the public interest;

AND WHEREAS Council met in a closed meeting on July 7, 2025, pursuant to Section 90(1)(e) [the acquisition, disposition or expropriation of land] and/or Section 90(1)(k) [negotiations and related discussions respecting the provision of a municipal service], to consider matters relating to the remediation of the West Road Recreation (Tennis Court) site;

AND WHEREAS Council has determined that the disclosure of the decisions and discussions related to the West Road Recreation (Tennis Court) Site Remediation from the July 7, 2025 Closed Council meeting is now appropriate and in the public interest;

NOW THEREFORE BE IT RESOLVED:

That release of the following resolution from the Closed Council Meeting held on July 7, 2025 be authorized:

That the current license agreement with Metro Vancouver for the West Road Recreation Site be terminated with the understanding that a new license or agreement for the space can be considered in the future, and further

That the proposal from Metro Vancouver to restore the West Road Recreation (Tennis Court) site to passive regional park space and manage the area as part of təmtə́míxʷtən/Belcarra Regional Park be accepted.

BE IT ALSO RESOLVED

That funds received in the amount of \$15,321 for the demolition of the tennis courts be returned from the Village of Belcarra to the Community Recreation Association of Belcarra (CRAB).

Purpose

This report provides information regarding termination of the current license agreement for the West Road Recreation (Tennis Court) site and acceptance of a proposal from Metro Vancouver to restore the site to passive regional park space and manage the area as part of təmtə́míxʷtən/Belcarra Regional Park.

Background

The tennis courts have been unusable since before the extension agreement was signed in 2017. The condition of the site has continued to deteriorate, and Metro Vancouver has received public complaints about the lack of maintenance for many years.

The Village is in breach of the current agreement due to the deteriorated condition, and responsible for repairing the site. The existing hard surface asphalt courts have failed and the costs to renew or repair the site to an acceptable condition are both considerable. As an alternative to repair, redevelopment options were also explored and found to be cost prohibitive.

In addition to the deteriorated condition, breach of agreement, and high costs of repair or redevelopment, there are other concerns posed with retaining and/or redeveloping the site. The site has slope stability issues and has high potential archaeology which requires investigation and consultation, both of which are likely to result in delays and costs. Due to the considerable challenges, staff have been working in partnership with Metro Vancouver to address the remediation of the West Road Recreation Site (Tennis Court) site at təmtə́míxʷtən/ Belcarra Regional Park.

Discussion

The Village of Belcarra received a proposal from Metro Vancouver which was taken forward to Council by staff in a Closed Council meeting on July 7, 2025. In their proposal, Metro Vancouver assumes full responsibility and costs for cleaning up the site, restoring it to a passive regional park space (i.e. trails, picnic tables, vegetation management), and managing the area as part of təmtə́míxʷtən/Belcarra Regional Park. The proposal includes termination of the current license agreement between the Village and Metro Vancouver. However, there is flexibility to enter into a new license or agreement for the space in the future, should the Village desire. Metro Vancouver has little interest in developing the site as they are also challenged with high redevelopment costs, slope stability, and archaeology issues. In addition, there is no public parking available and access for non-residents is limited to pedestrian access from nearby Belcarra Regional Park.

Council supported a staff recommendation to accept Metro Vancouver's proposal, as it offers an opportunity to clean up a visually unappealing site at no cost to the Village, while creating a passive park space that benefits the public and Belcarra residents. It also addresses the existing breach of agreement and avoids the high costs and risks associated with redeveloping the site.

The Village received funds in the amount of \$15,321.32 from CRAB in July 2007 for the demolition of the tennis courts. As the work is no longer proposed on behalf of the Village, it is proposed that the funds be returned to CRAB once the agreement with Metro Vancouver has been finalized.

Financial Impact

Subject to approval, funds in the amount of \$15,321 received for the demolition of the tennis courts will be returned from the Village of Belcarra to CRAB.





COUNCIL REPORT

Date: July 21, 2025

From: Stewart Novak, Manager, Municipal Services

Subject: **Marine Avenue Line Painting and Signage**

Recommendation

That a budget of \$2,500 to add parking signage and paint curb lines on the west (waterfront) side of Marine Avenue between the addresses of 3732 and 3974 Marine Avenue, be approved

Purpose

The purpose of this report is to provide Council with information and a recommendation for the creation of additional parking space on the recently paved section of Marine Avenue.

Background

The Marine Avenue Road rehabilitation project, located between 3732 and 3990 Marine Avenue, was completed in December 2024. The scope of the project was to repair severely slumping and cracked sections of the road primarily on the low (waterfront) side of the road. The scope of work included milling the entire road, reshaping and compacting 600 tonnes of gravel, laying 550 tonnes of asphalt, and installing 540 lineal meters of asphalt curb.

The effects of the repair improved road grade lines by reducing high points of the road and building up low points, some sections built up as much as 15 to 20 centimeters in height along the southwest (waterfront) side of the road. The work improved road conditions but reduced shoulder width, which impacted parking along the waterfront side.

Staff presented a report titled 'Marine Avenue Road Repair Summary' at the regular Council meeting on March 31, 2025, regarding completion of the project. Council members raised concerns about impacted parking spaces, namely regarding the reduced shoulder width and lack of defined parking space on the southwest (waterfront) side which may result in residents parking unsafely or receiving parking tickets. Since that time, staff have evaluated options to address the concerns which are discussed in the section below.

Discussion

Three options were considered to create additional parking space on the recently paved section of Marine Avenue:

- Widening the road shoulder on the west side
- Widening the road shoulder on the east side
- Painting white curb lines and adding parking signage

Widening the road shoulder on the west (waterfront) side of the road was considered but the costs are expected to be high. The steep bank on the west side requires significant volumes of fill to build up the road shoulder. Additionally, considerable permitting and design costs are anticipated for environmental approvals.

Widening the road shoulder on the east (inland) side of the road was also considered. Additional parking spaces could be created by culverting sections of open ditch. However, costs for this option are also relatively high and require environmental approvals.

A third option to create additional parking space is to paint a curb line on the west side of the road, 15 to 20 centimeters from the curb, to allow residents to park with their tires on the road inside of the painted line.

The Village of Belcarra's *Traffic and Parking Regulation, Bylaw No. 518, 2018* states:

Section 32. Impoundment of Vehicles: An Enforcement Officer may remove, detain, or impound a vehicle, and subsequently cause it to be taken to a place of storage; or take the vehicle into custody and cause it to be detained after finding a vehicle standing or parked in any of the following manners:

(v) With a tire parked on any paved portion of any municipal road, street, lane or highway. If the road shoulder is paved, the white painted line separating the municipal road, street, lane or highway from the road shoulder shall be considered the paved portion of a road.

A white road curb line will provide extra width and create additional safe parking space along the waterfront road shoulder. The addition of parking signage is also recommended to define permitted parking spaces along Marine Avenue. The addition of white curb lines and parking signage is a simple and cost-effective way to create additional parking space on Marine Avenue.

Staff recommend approving a budget of \$2,500 to add parking signage and paint a white curb line on the west (waterfront) side of Marine Avenue between the addresses of 3732 and 3974.

Financial Implications

The project costs of \$2,500 can be funded from capital Non-MRN Road Rehabilitation and Pothole repair budget which has a current balance of \$30,000.



Prepared by: Stewart Novak
Manager, Municipal Services



Concurrence: Melony Burton
Chief Administrative Officer