



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MEETING AGENDA
Village Hall
December 15, 2025
7:00 PM**



*This meeting is live streamed and recorded by the Village of Belcarra
To view the meeting click: [Village of Belcarra - YouTube](#)*

Note: This agenda is also posted on the Village's website at www.belcarra.ca

The purpose of a Council meeting is to enact powers given to Council by using bylaws or resolutions. This is the venue for debate of issues before voting on a bylaw or resolution.

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

COUNCIL

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

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1 Special Council Meeting, December 1, 2025**
 - 3.2 Regular Council Meeting, December 1, 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** Letter dated December 2, 2025 from Lianne Payne, IRSS Project Manager, on behalf of the National Truth and Conciliation Day Planning Committee extending appreciation for the Mayor's participation in the Tsleil-Waututh Nation Walk with Family and Friends event on September 30, 2025.

- 6.1.2** Letter dated December 5, 2025 from Dorothy Shermer, Corporate Officer, Metro Vancouver, providing information on a resolution passed at the November 28, 2025 Metro Vancouver Board of Directors meeting regarding the Sasamat Fire Halls replacement.

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

That the items on the Consent Agenda of the December 15, 2025 Village of Belcarra Regular Council Meeting be received into the record.

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

- 8.1** Application dated November 24, 2025 from Caryl Longden, Port Moody Secondary School AfterGrad, requesting \$500.00 from the Village of Belcarra as a financial contribution to be allocated to the organizing of a secure and substance-free AfterGrad event.

9. UNFINISHED BUSINESS**10. STAFF REPORTS****10.1 Housing Needs Report Update**

Staff report by Chi Chi Cai, Pooni Group and Melony Burton, Chief Administrative Officer dated December 15, 2025 providing information on the Official Community Plan (OCP) amendments required to meet Provincial legislation requirements and recommending that the OCP Plan be amended to include housing statements and policies to support the 5 and 20 year targets outlined in the report.

10.2 Port Moody 2050 - Draft Official Community Plan

Staff report by Melony Burton, Chief Administrative Officer dated December 15, 2025 providing information on the Draft *Port Moody 2050* Official Community Plan and recommending that a letter be provided to Port Moody with comments on the plan.

10.3 Road Ends Update

Staff report by Melony Burton, Chief Administrative Officer dated December 1, 2025 providing information on the road ends disposition and next steps.

10.4 Appointments to the Board of Variance

Staff report by the Corporate Officer dated December 15, 2025 providing information on appointments to the Board of Variance for a three (3) year term commencing January 1, 2026 and ending December 31, 2029.

10.5 Board of Variance Bylaw No 636, 2025

Staff report by the Corporate Officer dated December 15, 2025 providing information on a proposed updated Village of Belcarra Board of Variance Bylaw and recommending that Bylaw No. 636, 2025 be given three readings.

11. BYLAWS**11.1 Village of Belcarra 5-Year (2026 – 2030) Financial Plan Bylaw No. 637, 2025**

A bylaw to establish the 5-Year Financial Plan for the years 2026 – 2030 inclusive
Adoption

11.2 Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 638, 2025

A bylaw to amend fees and charges for services
Adoption

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

The following item was released from Closed Council status:

December 1, 2025

Item 4.1 2026 Board of Variance Appointments – resolution only

The appointment of Sandra Chapman and Fraser MacDonald to the Board of Variance for a three (3) year term commencing January 1, 2026, and ending December 31, 2029.

13. MAYOR AND COUNCILLOR REPORTS**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
December 1, 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

Melanie 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 5:00 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, December 1, 2025

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the agenda for the Special Council Meeting of December 1, 2025 be approved.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the December 1, 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)(a) Personal information about an identifiable individual who is being considered for a position appointed by the municipality.

CARRIED

4. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the December 1, 2025 Special Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 5:03 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
December 1, 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
Catherine Grisewood, Clerk

Others in Attendance

Ken Bjorgaard, Financial Consultant

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

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, December 1, 2025

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting of December 1, 2025 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, November 3, 2025

Moved by: Councillor Wilder

Seconded by: Councillor Elworthy

That the minutes from the Regular Council Meeting held on November 3, 2025 be adopted.

CARRIED

4. PUBLIC INPUT

Mayor Ross reviewed the procedure for Public Input.

There were no speakers.

5. DELEGATIONS AND PRESENTATIONS

No items

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

6.1.1 News release dated October 20, 2025 from Michael Ohnemus, Manager, Transit Network Management, TransLink providing information on enhanced transit services as part of seasonal Summer service changes in 2026.

6.1.2 Letter dated November 6, 2025 from Sherry Chisholm, Belcarra resident, pertaining to locations of a new firehall in Belcarra.

6.1.3 Letter dated November 6, 2025 from Sherry Chisholm, Belcarra resident, pertaining to possible overnight camping sites in Belcarra Park.

6.1.4 Email dated November 12, 2025 from the Prime Minister's Awards Office providing information on nominating an educator for a 2026 Prime Minister's Award.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the items on the Consent Agenda of the December 1, 2025 Village of Belcarra Regular Council Meeting be received into the record.

Councillor Ruzycki requested removal of item 6.1.3 and Councillor Wilder requested removal of Item 6.1.2 from the consent agenda to allow for discussion and comment.

With no further requests for removal of an item, the Mayor called the question on the motion.

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA

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

6.1.3 Letter dated November 6, 2025 from Sherry Chisholm, Belcarra resident, pertaining to possible overnight camping sites in Belcarra Park.

Councillor Ruzycki expressed concerns associated with the possibility of Metro Parks providing overnight camping sites in the park. Other members of Council echoed those concerns.

The Chief Administrative Officer noted that the high level Metro Vancouver camping study is looking at some potential sites, and there is a lot more work to do before moving ahead with most of those locations. She said Metro Vancouver staff have started building a planning process for Admiralty Heights, which is where camping was identified as possible in Belcarra. The planning process will include the entire area and will focus on more than just camping (trail development, cultural identification, restoration).

She said Metro Vancouver staff have confirmed that there will be planning and engagement, in particular to understand the issues and concerns with the proposed camping. Round 1 of public and interest holder engagement is anticipated for Q2/Q3 2026.

6.1.2 Letter dated November 6, 2025 from Sherry Chisholm, Belcarra resident, pertaining to locations of a new firehall in Belcarra.

Councillor Wilder spoke on the letter received from Sherry Chisholm and indicated that she felt the information provided is worth investigating.

The Chief Administrative Officer advised that staff will follow up on the information provided in the letter.

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

No items

9. UNFINISHED BUSINESS

No items

10. STAFF REPORTS**10.1 Financial Plan Bylaw - First 3 Readings**

Staff report dated December 1, 2025 by the Financial Consultant recommending that Village of Belcarra Five Year (2026 – 2030) Financial Plan Bylaw No. 637, 2025 be read a first, second and third time.

The Financial Consultant presented the report. He advised that the proposed bylaw reflects Council's direction and decision for the rates for property taxes and utilities and highlighted the schedules attached to the report.

Moved by: Councillor Ruzycki

Seconded by: Councillor Wilder

That Village of Belcarra Five Year (2026 – 2030) Financial Plan Bylaw No. 637, 2025 be read a first, second and third time.

CARRIED

10.2 Fees and Charges Bylaw Amendment - First 3 Readings

Staff report dated December 1, 2025 by the Financial Consultant recommending that Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 638, 2025 be read a first, second and third time.

The Financial Consultant presented the report. He advised that the proposed amendment bylaw is necessary to implement water rates and waste and recycling rates. He outlined the proposed rates.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 638, 2025 be read a first, second and third time.

CARRIED

10.3 2026 SVFD Board of Trustees Appointments

Staff report dated December 1, 2025 by the Corporate Officer providing information annual appointments to the Sasamat Volunteer Fire Department (SVFD) Board of Trustees and recommending that three members of Council be chosen to hold that office for the year 2026.

The Corporate Officer presented the report. She outlined the requirement to annually appoint three Council members to serve as trustees for the Village of Belcarra on the Sasamat Volunteer Fire Department Board of Trustees.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That three (3) members of Council be chosen to hold office at the Sasamat Volunteer Fire Department Board of Trustees for the year 2026.

Council discussion was held on the appointment of Council members to the Board. Mayor Ross, Councillor Clark and Councillor Wilder indicated that they are willing to continue to serve as trustees on the Board for the 2026 term.

When no more discussion was forthcoming, the Mayor called the question on the first motion.

CARRIED

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

That Councillor Clark, Councillor Wilder and Mayor Ross be appointed as the Village of Belcarra's three (3) trustees to the Sasamat Volunteer Fire Department Board of Trustees for the year 2026.

CARRIED

10.4 Active Transportation Network Plan – Final Report

Staff report dated December 1, 2025 by the Chief Administrative Officer providing information on the Active Transportation Network Plan Final Report.

The CAO noted presented the report. She noted that input provided to provided to staff on the Draft Report at the November 3, 2025 regular Council meeting, along with email correspondence from residents, was considered in preparing the final report. The revisions included the addition of Official Community Plan clauses specific to the ATNP, as well as minor corrections to trail names/locations and typos.

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the Active Transportation Network Final Report be received into the record for information.

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:

- November 5: Regional Parks Committee Mtg
- November 5: SVFD Board of Trustees Mtg – approved capital project to replace Fire Halls
- November 7: Air Quality and Climate Committee Mtg
- November 7: Mayors Committee Special Mtg
- November 8: Treasures of Christmas
- November 11: Remembrance Day Celebration
- November 13: Lunch with Leaders
- November 18: SHARE Smile Cookie Campaign
- November 26: Freshet News: Under the Stars Charity Event
- November 27: Zero Waste Conference
- November 28: MVRD Board – approved capital project to replace the Fire Halls

COUNCILLORS' REPORTS

Councillor Ruzycki

Councillor Ruzycki announced that the Vancouver Marine Mammal Rescue Society had won the 2025 Defender Service Award and received a vehicle and \$30,000 to support their mission. She thanked Councillor Wilder for her help in putting up congratulations on the Belcarra sign celebrating her father-in-law's 99th birthday.

Councillor Elworthy

Councillor Elworthy attended the Tri-City Kids Matter Community Table on November 20, 2025. He reported on the sessions he attended, the signing of an accord and the work on middle childhood matters. Councillor Elworthy also attended a meeting of the Tri-Cities Food Security Committee and encouraged Belcarra residents to be aware of food waste.

Liisa Wilder

Councillor Wilder attended the Nocturne: Under the Stars, a fashion benefit for Freshet News held on November 26, 2025.

Councillor Elworthy thanked Councillor Wilder for attending the event and indicated he will bring forward a notice of motion pertaining to a donation from the Village to the Freshet News.

Councillor Clark

Councillor Clark attended the November 5 SVFD Board of Trustees meeting. She outlined the concerns she raised at the meeting pertaining to the proposed construction budget for the Anmore and Belcarra fire hall.

Reminders

Councillor Ruzycki reminded residents that the CPKC Holiday Train will stop in Port Moody on Friday, December 20th with *The Bare Naked Ladies* performing.

Councillor Wilder reminded residents of CRAB Annual General Meeting and Holiday Social on Thursday, December 11th at 6:30 pm. She announced that on Saturday, December 13th, the Santa Ships will be in Belcarra Bay and that fireworks will be held in Belcarra Park.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

OPERATIONAL UPDATES

- Catch basin leaf clearing continues
- Street Sweeping
- Ditch Maintenance - Belcarra Bay Road
- Fallen tree on side of the road – cut up and chipped
- Water reservoir and service support - structure fire on Senkler Rd
- Water Samples
- Exercised water valves
- Flushed Tatlow Reservoir
- Meter box inspections
- Maintained pressure washing equipment
- Greased Machinery

- Deisel tank scrubbed
- Replaced electric outlets - municipal hall
- 3 Call Before You Dig reviews
- Replaced the No Parking sign at Village entrance – larger, more visible
- Delivered Bin E waste

ADMINISTRATIVE UPDATES

Records management works continues to organize the Village's digital records according to LGMA standards.

Staff from KPMG were at the hall from Monday to Thursday last week with staff supporting them to complete the interim audit. The work is ongoing off-site with continued staff support.

14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

Councillor Elworthy advised that he will be bringing forward a motion that Council consider a contribution to the Freshet News in the amount of \$200.

16. PUBLIC QUESTION PERIOD

Mayor Ross reviewed the procedure for Public Question Period

Sherry Chisholm, Belcarra resident, asked why the Village was not moving forward more rapidly on the sale of upland road ends to help pay for the new fire hall that must be built.

The Chief Administrative Officer advised that updates on road ends were provided at the last two Council meetings and that an open report is scheduled to be on the December 15 regular Council meeting agenda.

Sherry Chishold, Belcarra resident, queried whether a more open meeting will be held when the report comes forward.

The Chief Administrative Officer advised that the report will be presented at the next Council meeting.

Jim Chisholm, Belcarra resident, asked about the status and cost of the engineering report and design of the Village Hall sprinkler system.

The Chief Administrative Officer advised that staff will check on the status and provide an answer at the next meeting.

Ian Devlin, Belcarra resident, referred to the water use during the fire in Belcarra on Senkler Road and asked whether an analysis will be done using the SCADA system to determine the amount of water used and the volume of water left in the tank when the fire was extinguished.

The Chief Administrative Officer and the Manager, Municipal Services advised that in the future a meter being installed with the chlorination system will provide a more detailed analysis of water usage.

Sherry Chisholm, Belcarra resident, queried whether Mayor and Council are prepared to support and be enthusiastic about putting forward a proposal to Metro Vancouver Parks for use of a piece of park land, previously the tennis court site, for the location of the new fire hall.

Jim Chisholm, Belcarra resident, referred to the Emergency Preparedness Management Program and asked if the Village have asked for a copy of the program written for the Tsleil-Waututh. He indicated that he would like a copy of the Tsleil-Waututh document.

The Manager, Municipal Services referred to a presentation provided to Council at a previous meeting pertaining to the Emergency Preparedness Management Program

The Chief Administrative Officer requested clarification on the question in whether the resident was asking the Village has requested the Tsleil-Waututh Nation Emergency Management Plan.

Mr. Chisholm confirmed that this was his question. He expressed concern that the Nation has veto power over the Village's emergency management plan.

The Chief Administrative Officer referred to a presentation provided by KPMG at a previous meeting speaking to engagement and consultation with Tsleil-Waututh First Nation rather than approval of a Village plan by the Nation. She advised that the Village has not requested a specific plan from Tsleil-Waututh however can do so in the future.

Peter Boekhort, Belcarra resident, referred to a SVFD meeting where Metro representatives had indicated they wished to 'get shovels in the ground' for the proposed fire halls by Spring. He asked for confirmation on the statement.

The Chief Administrative Officer advised that the timeline seemed ambitious and outlined the general process involved in moving toward construction.

Peter Boekhort, Belcarra resident, asked about water diversion at WARD on the left hand side of the driveway and asked whether this was addressed.

The Chief Administrative Officer outlined the discussions held with the contractor. The Manager, Municipal Affairs spoke on the rain curbs installed at WARD during paving.

17. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the December 1, 2025 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 8:27 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



Tsleil-Waututh Nation

səlilwətał



6.1.1

Mayor Jamie Ross
Belcarra

December 2 2025

ʔəy̓ sweyəl [Good day] Mayor Jamie Ross,

As we near the end of this year, it is a time to reflect on how our work has been served by the good relations that have been built and are sustained together. On behalf of the National Truth and Reconciliation Day (NTRD) Planning Committee, I am extending our appreciation for your support and solidarity at the Tsleil-Waututh Nation Walk with Family and Friends event to commemorate Orange Shirt Day, the National Day for Truth and Reconciliation, on September 30, 2025.

Our səlilwətał (Tsleil-Waututh Nation) community felt uplifted by the support they received from the broader community as we walked in the sunshine to song and drumbeats, shared food, and listened to, witnessed, and honoured Survivors and their families, to acknowledge and heal the intergenerational impacts of Residential and Day Schools.

We look forward to continued engagement with you in this work in the future. Please share our appreciation with all those walking alongside you who played a part in making this such a successful day.

hay čxʷ qə [thank you],

Lianne Payne
IRSS Project Manager
on behalf of the NTRD Planning Committee

Excerpts from selilwetał Chief Justin George's words:

"Our Elders have a saying: "When the tide went out, the table was set." Today, the Inlet is no longer healthy, but our culture was never lost. We are taking our rightful place as equals, bringing our values in to all we do and honouring the resilience of our Ancestors and Elders today.

This ties to Orange Shirt Day as even though they endured the harshest abuse, our Elders are standing up, sharing the hard truths. This day is about us acknowledging their strength and creating a legacy of healing and growth for the next generations.

As Tsleil-Waututh People, we're a culture defined by love, family, and connections to the land and water. Within our ceremonies, there's amazing healing. Our culture is about uplifting one another, honouring what our Elders have taught us. Everyone has gifts and we are no better than or less than one another.

Orange shirts are a reminder of the past hurt and ongoing suffering across Turtle Island, but also an acknowledgement of where we are today. In the spirit of truth and reconciliation, it's an opportunity for us to come together in our collective strength and hold space for everyone to see their own gifts, to see where they belong."

Here are some links of the photos and media coverage:

- [Orange Shirt Day is a time for healing through culture - North Shore News](#)
- [Tsleil-Waututh Nation walk to honour residential school survivors - North Shore News](#)
- <https://twnation.ca/reconciliation-in-action-truth-and-reconciliation-commission-of-canada-calls-to-action/>

Board and Information Services
Tel. 604-604-432-6250 or via Email
BIS-Secretariat@metrovancover.org

December 5, 2025

File: CR-12-01
Ref: RD 2025 11 28

Amanda Seibert, Corporate Officer
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8
VIA EMAIL: aseibert@belcarra.ca

Dear Amanda Seibert:

SVFD Hall Replacement – Village of Anmore and Village of Belcarra

At its November 28, 2025 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) passed the following resolution:

That the MVRD Board approve a capital project to replace the Sasamat Fire Halls and direct staff to prepare all required bylaws to fund the replacement of the two existing SVFD Fire Halls in the Village of Anmore and the Village of Belcarra, with the total cost of both firehalls shared by the Village of Anmore and the Village of Belcarra at 50% each, per Metro Vancouver Regional District Sasamat Volunteer Fire Department Service Bylaw No. 1402, 2024.

The staff report is available as part of the November 28, 2025 [agenda package](#) on the Metro Vancouver Website, beginning on page 436. If you have any questions, please contact me by phone at 604-451-6530 or by email at Dorothy.Shermer@metrovancover.org.

Yours sincerely,



Dorothy Shermer
Corporate Officer

DS/sz

81179161

**VILLAGE OF BELCARRA****GRANTS-IN-AID PROGRAM APPLICATION FORM**

This application form is for non-profit organizations or groups who are applying for grant assistance under the Village's Grant-in-Aid Program. To ensure your application is given full consideration, please complete and return this application form when requesting funding assistance.

SECTION 1 - ORGANIZATION INFORMATION

Organization Name:	CRA/Society Act Number (if applicable):
Contact Person:	Phone Number & Email Address:
Address of Organization:	
Mailing Address (if different than above):	

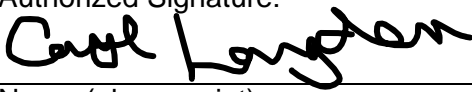
SECTION 2 - GRANT REQUEST

Total grant amount being requested: \$
Cash funds being requested: \$
Value of In-Kind Assistance being requested (if applicable): \$

SECTION 3 - DESCRIPTION OF GRANT REQUEST

Please describe how your organization would utilize the grant funds and how this funding would benefit the Village of Belcarra and/or its residents (attach additional page(s) if necessary):

SECTION 4 - AUTHORIZED APPLICANT

Authorized Signature: 	Date:
Name (please print):	Title:



COUNCIL REPORT

Date: December 15, 2025

From: Chi Chi Cai, Pooni Group and Melony Burton, Chief Administrative Officer

Subject: Housing Needs Report Update

Recommendation

That the Official Community Plan be amended to include housing statements and policies to support the 5 and 20 year targets outlined in the Village of Belcarra's 2024 Interim Housing Needs Report.

Purpose

This report provides information on the Official Community Plan (OCP) amendments required to meet Provincial legislation requirements outlined in the 2024 Interim Housing Needs Report (HNR). Additionally, it provides information on work carried out since the report was completed, communications with Provincial staff, and next steps.

Background

Under the Provincial Housing Statutes (Residential Development) Amendment Act, 2023, all local governments are required to update their OCP and Zoning Bylaw to align with their most recent Interim HNR. Interim HNRs were due by January 1, 2025 and housing targets were to be calculated using the Province's standard methodology.

Belcarra completed an Interim HNR in late 2024; a report was brought to Council on December 2, 2024 with the information (Attachment 1). The Interim HNR was submitted to the Province in 2025. Future HNR updates are due by December 31, 2028, and then every five (5) years thereafter.

Municipalities must review and ensure that their OCPs permit the number of housing units needed over 20 years, as determined by their HNR. The first OCP update is due December 31, 2025, and then every five (5) years thereafter. Zoning bylaws must also be reviewed and updated to permit the necessary land use and density to meet the 20-year housing identified in the OCP. In addition, all local governments are required to consider their most recent HNR when:

- Developing an OCP or regional context statement
- Amending an OCP in relation to housing statements, map designations, or policies

For the Village of Belcarra's (Village) 2024 Interim HNR, this means ensuring both the OCP and the Zoning Bylaw provide sufficient policy direction and land-use permissions to accommodate 102 new homes by 2026 (5-year target) and 366 homes by 2041 (20-year target). There are two important items to note with respect to these numbers:

1. The Village is not required to construct the housing units or demonstrate that housing units have been constructed. The Village is required to demonstrate that the OCP and the Zoning Bylaw have enough capacity for these homes to be built, should landowners choose to pursue that option (also referred to as "zoned capacity").
2. The 20-year housing target number is inclusive of the 5-year target: in total, the Village needs to demonstrate a total zoned capacity for 366 residential units.

Discussion

The Village's Zoning Bylaw and recently updated 2024 OCP address many of the HNR requirements. No changes to the Zoning Bylaw are anticipated. Some updates to the OCP are required to include statements and map designations for residential development and housing policies related to each class of housing need outlined in the HNR.

The following sections provide a summary of the OCP and Zoning requirements from the Interim HNR, analysis of the OCP and Zoning Bylaw, and the policy updates required for compliance.

Interim Housing Needs Report

The Interim HNR was calculated using the standardized HNR Calculation Method provided by the Province. In summary, the Village must demonstrate that there is sufficient zoned capacity within both the OCP and Zoning Bylaw to provide 102 homes in the next 5 years (by 2026) and a total of 366 homes by 2041.

Table 1: 2024 Interim Housing Needs Report (Summary)

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

** includes the 102 homes identified as a 5-year target.*

The Interim HNR also identifies specific types of housing for which zoned capacity must be created for the 5-year and 20-year targets, as outlined in Tables 2 and 3 below.

Table 2: 2024 Interim Housing Needs Report (5-year Targets)

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

Table 3: 2024 Interim Housing Needs Report (20-year Targets)

Component	Total Housing Need
A. Extreme Core Housing Need	0
B. Persons Experience Homelessness	3
C. Suppressed Household Formation	112
D. Anticipated Household Growth	84
E. Rental Vacancy Rate Adjustment	1
F. Additional Demand	167
Total New Units - 5 Years	366*

*5-year targets are captured in the 20-Year targets.

Policy Analysis

Official Community Plan Analysis

The Village's OCP has one Residential land use designation and three Special Study Area designations which anticipate residential intensification and development, as well as a series of policies, all of which support the goals and targets of the Interim HNR.

A list of the OCP Residential Land Uses is provided as Attachment 2 and a list of OCP policies is provided as Attachment 3

Some updates to the OCP are required to include statements and map designations for residential development and housing policies related to each class of housing outlined in the Interim HNR. These are discussed further in the Policy Updates section.

Zoning Bylaw Analysis

The Village's Zoning Bylaw has four (4) residential zones as outlined in Table 4.

Table 4: Zoning Bylaw Residential Zones

Zone	Residential Dwelling Permissions
One-Family Residential Zone (RS-1)	<u>Permitted Principal Uses</u> a) Single Family Residential Use AND <u>Permitted Accessory Uses</u> a) One (1) Accessory Secondary Suite Use or one (1) Accessory Coach House Use
Duplex or One or Two-House Zone (RM-1)	<u>Permitted Principal Uses</u> a) One Single Family Residential Use OR b) One Duplex Residential Use on a lot greater than or equal to 8,094 sq m (2 acres) OR c) Two Single Family Residential Uses on a lot greater than or equal to 8,094 sq m (2 acres) AND <u>Permitted Accessory Uses</u> a) One (1) Accessory Secondary Suite Use or one (1) Accessory Coach House Use per Principal Residential Use.
Farrer Cove South Zone (RM-2)	<u>Permitted Principal Uses</u> a) One Single Family Residential Use OR b) One Duplex Residential Use on a lot greater than or equal to 8,094 sq m (2 acres) OR c) Two Single Family Residential Uses on a lot greater than or equal to 8,094 sq m (2 acres) AND <u>Permitted Accessory Uses</u> a) One (1) Accessory Secondary Suite Use or one (1) Accessory Coach House Use per Principal Residential Use.
Duplex or Four-House Zone (RM-3)	<u>Permitted Principal Uses</u> a) One Duplex Residential Use OR

Zone	Residential Dwelling Permissions
	b) Two to four Single Family Residential Uses. <u>Permitted Accessory Uses</u> a) One (1) Accessory Secondary Suite or one (1) Accessory Coach House Use per Principal Residential Use.

The Zoning Bylaw permits either a Secondary Suite or a Coach House on all residential lots.

A zoned capacity analysis was initiated in May 2025, as summarized in the table and commentary below.

Table 5: Zoned Capacity Analysis

Metric	Housing Units
Maximum Allowable Units Under Existing Zoning Bylaw	718
Current Total Dwelling (including 71 secondary suites/coach houses)	393
Zoned Capacity (Available Units)	325
20-Year HNR Target (2041)	366
Shortfall in Zoned Capacity that can be addressed through the OCP Residential Special Study Areas	-41

Further analysis concluded the following:

1. The OCP has three Special Study Areas that anticipate future residential development, including potential subdivision to allow for more intensified residential development. Since these are currently large single parcels and have not been pre-emptively subdivided for reasons noted in #3 below, they are treated as one lot despite their significant development potential.
2. The Zoning Bylaw has a shortfall in current zoned capacity of 41 units. This includes the Special Study Areas, which can only be counted as a single property currently, despite plans for future residential intensification noted in the OCP.
3. The Village can meet both its 5-year and 20-year Interim HNR targets through zoned capacity of the current Zoning Bylaw and the OCP, subject to the following conditions:
 - a) the construction of a secondary road to provide access and egress to Village residents, and
 - b) the creation of a Wildfire Development Permit Area

It is not prudent to pre-designate or pre-zone the Special Study Areas for additional density until the conditions have been satisfied. They should continue to be treated as single parcels until the conditions have been satisfied. Once satisfied, land use and density on these sites will be revisited.

These two conditions arose out of the report findings from a qualified professional that was retained by the Village to assess wildfire risk (Attachment 4). The Village is particularly vulnerable to wildfire because it is in a rural, forested area and served by a volunteer fire department. The assessment evaluated the level of wildfire risk related to residential development in the Village per the existing Zoning Bylaw and OCP, as well as the HNR targets.

The wildfire risk assessment report has the following conclusion:

To adequately address wildfire risk and ensure safe, sustainable growth, any future densification in the Village of Belcarra - whether to meet the status quo (i.e., develop per the Zoning Bylaw permissions and OCP directions) or to meet the Housing Needs Report targets - will be contingent on the establishment of secondary road access and compliance with updated Development Permit Area (DPA) requirements, including FireSmart standards.

A letter was provided to the Province with this information on September 22, 2025 (Attachment 5). The Village CAO and Pooni Group representatives subsequently met with Provincial staff on October 23, 2025 to discuss next steps. Provincial staff were pleased with the progress made by the Village and had no concerns with their deliverables or timelines. Discussion took place regarding the OCP amendments to include housing statements and policies. Provincial staff indicated that these should be made in the short term with flexibility to extend beyond the December 31, 2025 deadline, if additional time is required.

Policy Updates

Municipalities must ensure their OCPs and Zoning Bylaws create enough zoned capacity to meet the 5- and 20-year Interim HNR targets, as well as subsequent HNR targets as the reports are updated. This includes statements, land use designations, zones, and housing policies related to each class of housing need outlined in the HNR.

Official Community Plan Updates

Provincial legislation requires the OCP to include Housing Policies that address each class of housing need included in the most recent HNR. The policies and OCP amendments required to support the Interim HNR, are outlined in Table 6.

Table 6: Housing Classes & Amendments to be Captured in OCP to Support the Interim HNR

Housing Class or OCP Section	OCP Response or Amendment (red text)
Affordable housing	<p>HCLU 5: Consider supporting duplex, triplex or fourplex forms of development in the RS-1 zone to encourage affordable housing where lot sizes are appropriate, the proposed building is similar in height and scale to the surrounding homes, sufficient parking is provided to meet the needs of the uses on the property, and the character of the Village is maintained.</p> <p>HCLU 10: Initiate negotiations with Metro Vancouver, Provincial authorities and the Tsleil-Waututh with the goal of identifying suitable Crown lands for future residential development as identified in the “1983 Village-GVRD Agreement Package”.</p> <p>Policy HCLU ##. Explore opportunities for affordable housing wherever feasible.</p>
Rental housing	<p>HCLU 10: Initiate negotiations with Metro Vancouver, Provincial authorities and the Tsleil-Waututh with the goal of identifying suitable Crown lands for future residential development as identified in the “1983 Village-GVRD Agreement Package”.</p> <p>Policy HCLU ##. Explore opportunities for rental housing wherever feasible, including through secondary suites, coach houses, and in principal dwellings.</p>
Special needs housing	<p>HCLU 10: Initiate negotiations with Metro Vancouver, Provincial authorities and the Tsleil-Waututh with the goal of identifying suitable Crown lands for future residential development as identified in the “1983 Village-GVRD Agreement Package”.</p> <p>Policy HCLU ##. Explore opportunities for special needs housing wherever feasible.</p>

Housing Class or OCP Section	OCP Response or Amendment (red text)
Seniors' housing	<p>HCLU 3: Consider siting relaxations and floor space exemptions to allow the renovation of existing homes to accommodate aging residents needing ramps, railings, chairlifts, elevators, etc., that facilitate aging-in-place and apply to developer-led new construction projects that include adaptive housing features.</p> <p>HCLU 6: Consider supporting a limited number of rezoning applications to support development for seniors independent living or that provides active play space for children or major trail connections, subject to obtaining a sewage disposal approval from the Fraser Health Authority.</p> <p>Policy HCLU ##. Explore opportunities for dedicated seniors' housing wherever feasible.</p>
Family housing	<p>HCLU 10: Initiate negotiations with Metro Vancouver, Provincial authorities and the Tsleil-Waututh with the goal of identifying suitable Crown lands for future residential development as identified in the "1983 Village-GVRD Agreement Package".</p> <p>Policy HCLU ##. Explore opportunities for family housing wherever feasible, acknowledging that a majority of the Village's current housing stock is geared towards families.</p>
Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness	<p>HCLU 10: Initiate negotiations with Metro Vancouver, Provincial authorities and the Tsleil-Waututh with the goal of identifying suitable Crown lands for future residential development as identified in the "1983 Village-GVRD Agreement Package".</p> <p>Policy HCLU ##. Explore opportunities for shelter housing wherever feasible.</p>

Housing Class or OCP Section	OCP Response or Amendment (red text)
Housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation	Policy HCLU ##. Wherever possible, new housing should be built near transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.
POLICY IM 1: Support an Official Community Plan planning process that is cyclical and repeated once every 5-10 years to stay aligned with the Housing Needs Report to ensure housing needs identified for a 20-year period can be accommodated.	POLICY IM 1: Support an Official Community Plan planning process that is cyclical and repeated once every 5 years to stay aligned with the Housing Needs Report to ensure housing needs identified for a 20-year period can be accommodated.
<p>Regional Context Statement</p> <p><u>Provide Diverse and Affordable Housing Choices</u></p> <p>A goal of the Belcarra community is to preserve low-density forms of housing and Belcarra's semi-rural character. Future residential development could occur on Crown land and some water access only properties if jurisdictional issues can be resolved by the municipality and legal road access to the latter can be created by the private land owners. As well, various residential housing forms, including secondary suites, coach houses, duplexes, triplexes, and fourplexes, are options that can accommodate future growth in the central part of the Village where water and transit services exist. New residential development will look a lot like existing residential development in terms of its form, character, and scale. The intent is to provide a mix of housing options to better meet community housing needs that make the most efficient use of municipal infrastructure while blending-in with the existing character of the Village (OCP, page 9).</p>	<p>Add: This includes exploring the following types of housing, where feasible: affordable housing, rental housing, special needs housing, seniors' housing, family housing, shelter housing, housing close to transportation infrastructure, and market housing.</p> <p>Of note, any future residential development in the Village is subject to the following conditions:</p> <ul style="list-style-type: none"> a) the construction of a secondary road to provide access and egress to Village residents, and b) the creation of a Wildfire Development Permit Area <p>This work is ongoing and updates will be made to this document as necessary.</p>

Housing Class or OCP Section	OCP Response or Amendment (red text)
<p>Regional Context Statement</p> <p><u>Support Sustainable Transportation Choices</u></p> <p>This OCP supports continued transit use (see Figure 7 – Transportation Map), promotes improved transit ridership, and encourages ride-sharing and ride-hailing opportunities. The OCP speaks to the development of bicycle and pedestrian pathway networks (see Figure 4 – Parks and Recreation Map), and promotes active transportation including walking, rolling, cycling, jogging, and the use of mobility devices such as wheelchairs, walkers, and strollers (OCP, page 9).</p>	<p>Add: Where possible, new housing should be built near transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.</p>
<p>Updated Housing Needs Section (OCP, page 17).</p>	<p>The Village of Belcarra is committed to meeting the needs of current and future residents. The statements and policies contained within this OCP demonstrate this commitment, as well as a desire to explore opportunities to support a range of housing types, tenures, and forms. This includes consideration for the following types of housing, where feasible: affordable housing, rental housing, special needs housing, seniors' housing, family housing, shelter housing, housing close to transportation infrastructure, and market housing.</p> <p>Of note, any future residential development in the Village is subject to the following conditions:</p> <ul style="list-style-type: none"> a) the construction of a secondary road to provide access and egress to Village residents, and b) the creation of a Wildfire Development Permit Area <p>This work is ongoing, and updates will be made to this document as necessary.</p>

Subsequent editorial and housekeeping updates will be required throughout the OCP to reflect the amended HNR language identified above.

Zoning Bylaw Updates

As discussed in Section 4.3, the Zoning Bylaw has sufficient capacity to meet 5-year and 20-year targets, subject to the following conditions:

- a) the construction of a secondary road to provide access and egress to Village residents
- b) the creation of a Wildfire Development Permit Area

Staff are working on implementing wildfire risk mitigation strategies, with a focus on assessing the feasibility of a secondary access road and establishing Wildfire Development Permit Areas. This work is ongoing, and Council will be kept informed through regular updates as progress is made. Once the conditions have been satisfied, the Zoning Bylaw will be reviewed and updated with maps to reflect the HNR targets.

Next Steps

Pending Council approval, an OCP amendment bylaw will be prepared and brought forward to Council for consideration.

Prepared by:



Chi Chi Cai
Senior Planner, Pooni Group



Melony Burton, Chief Administrative Officer

Attachment 1: Interim Housing Needs Report
Attachment 2: OCP Residential Land Use Designations
Attachment 3: OCP Policies that support the Interim HNR
Attachment 4: Wildfire Risk Assessment
Attachment 5: HNR Update Letter to Province



COUNCIL REPORT

File: 1850-20-28

Date: December 2, 2024

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

Subject: Village of Belcarra Interim Housing Needs Report

Recommendation:

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

Purpose:

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

Background:

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

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

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

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

Suppressed Household Formation

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

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

Demand Buffer

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

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

Conclusion

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

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



Prepared by: Eric White, Planning Consultant
RWPAS Ltd.



Concurrence: Paula Richardson
Chief Administrative Officer

The following appendix is attached hereto:

Appendix A: 2025 Interim Housing Needs Report

Appendix A: 2025 Interim Housing Needs Report

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

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

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

Methodology

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

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

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

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

Findings

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

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

Reduction of Housing Needs

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

Preferred Locations of New Housing

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

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

2024 Interim Housing Needs Report - Standardized Methodology Calculations Belcarra

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

2024 Interim Housing Needs Report (Standardized Methodology) Key Findings

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

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

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

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

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

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

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

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

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

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

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

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

Table 9: Anticipated household growth, Step 1

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

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

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

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

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

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

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

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

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

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

TOTAL 20-YEAR HOUSING NEED

Table 13: Total 20-year Housing Need

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

TOTAL 5-YEAR HOUSING NEED

Table 14: Total 5-year Housing Need

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

Component D: 5-Year Calculations

Table 9: Anticipated household growth, Step 1

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

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

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

ATTACHMENT 2: OCP RESIDENTIAL LAND USE DESIGNATIONS

Designation	Summary
Residential	<i>Residential areas are those that consist primarily of single-family homes, some with secondary suites and coach houses. The community expressed a desire to preserve these low-density forms of housing and Belcarra's semi-rural character. Residential zones already permit various housing forms, including secondary suites and coach houses, while some allow for more than one dwelling on a single property. However, the multi-unit opportunities are limited to the "boat access" only parts of the Village (RM-1 and RM-2). While new residential development is expected to look a lot like existing residential development in terms of its form, character, and scale the intent moving forward is to provide a wider mix of housing options that better meet the needs of aging residents, provide some more affordable housing for young families and renters while making the most efficient use of municipal infrastructure (OCP, page 45).</i>
Special Study Areas	<i>Beyond the incremental re-development of existing residential neighbourhoods there are two areas within the Village boundary that have been identified as having potential to create new housing opportunities. The first of these sites is Provincial Crown land identified as Area B of Parcel 48 and the Senkler Road East parcel in the 1983 Village-GVRD Agreement Package. These lands are estimated to be approximately 20 acres in Area B and 5 acres in Senkler Road East and could provide a sufficient number of building sites to meet foreseeable future housing needs even after accounting for topography, environmental sensitivities, service, and access requirements. These areas could provide an opportunity to build more diverse housing types and to accommodate some seniors friendly housing. The second area identified is Farrer Cove where there is substantial potential to create additional housing through subdivision of 15 large lots and possibly a portion of the ELC site. Development at either of these locations is complex and uncertain but warrant further study beyond the scope of the OCP (OCP, page 48).</i>
Future Residential: Special Study Area 1	<p>Note: Special Study Area 1 consists of 3 separate parcels designated "Residential" or "Future Residential".</p> <p><i>POLICY HCLU 10. Initiate negotiations with Metro Vancouver, Provincial authorities and the Tsleil-Waututh with the goal of identifying suitable Crown lands for future residential development as identified in the "1983 Village-GVRD Agreement Package" (OCP, page 49)</i></p>

Designation	Summary
Future Residential: Special Study Area 2	<i>POLICY HCLU 11. To encourage resident owners and ELC representatives to work together to develop a Subdivision Master Plan that considers alternate forms of housing and increased density in the Special Study Areas (OCP, page 50).</i>
Future Mixed Use: Special Study Area 3	<p><i>The lots owned by the ELC are designated and zoned for Civic and Institutional uses. In the past, the previous owners of this property have also proposed subdividing to create approximately 80 housing units. Current owners are using the property to support a tearoom and bakery and have plans for a commercial development on approximately 20% of the site. This proposed new commercial development will be accessed only by water. The designation of the ELC property as Special Study Area 3 will provide some flexibility as the owners have not indicated what they intend to do with the rest of the property. Given this uncertainty, it makes sense to allow for their participation with the adjacent Farrer Cove properties in resolving the road issue and allowing future consideration of residential development for the remaining lands (OCP, page 50).</i></p> <p><i>POLICY HCLU 11. Continue to consider the Evangelical Layman's Church proposed development and encourage the ELC owners to participate in the process to develop new road access and create a Subdivision Master Plan with the Farrer Cove residents (OCP, page 50).</i></p>

ATTACHMENT 2: OCP Policies that Support the Interim HNR

OCP Policy	Text	Page #
CC 9	Continue to encourage infill development through the construction of secondary suites, coach houses, duplexes, triplexes, and fourplexes.	32
CC 11	Reduce environmental risk by encouraging best practices for both septic (Type 1) and innovative (Type 2 & 3) sewage disposal systems.	32
FS 17	Support subdivision applications where the new parcels created can obtain approval for domestic water and sewage disposal from the Fraser Health Authority and meet subdivision standards.	44
FS 18	Continue to support the requirement that individual residential properties obtain a sewage disposal permit from the Fraser Health Authority as a prerequisite to obtaining a municipal building permit.	44
FS 19	Support the Fraser Health Authority's efforts to ensure that the nature and scale of development does not exceed the natural capacity of the land to absorb liquid waste where on-site sewage disposal systems are used.	44
HCLU 1	Consider supporting the development of residential homes and consider, on a case-by-case basis, site-specific subdivision of properties within areas designated 'Residential' on Figure 9 – Land Use Designations Map subject to sewage disposal approval by the Fraser Health Authority and other relevant conditions of development.	47
HCLU 2	Review the Zoning Bylaw and subdivision requirement to identify opportunities to create some smaller lots, smaller house sizes and more flexibility in the number of accessory uses permitted on each lot as generally described above and in policies HCLU 5 and 6 below.	47
HCLU 3	Consider siting relaxations and floor space exemptions to allow the renovation of existing homes to accommodate aging residents needing ramps, railings, chairlifts, elevators, etc., that facilitate aging-in-place and apply to developer-led new construction projects that include adaptive housing features.	47
HCLU 4	Consider allowing an additional coach house or secondary suite on the larger lots in the RS1 zone where sufficient on-site parking can be provided and a sewage disposal permit can be obtained from the Fraser Health Authority.	47
HCLU 5	Consider supporting duplex, triplex or fourplex forms of development in the RS-1 zone to encourage affordable housing where lot sizes are appropriate, the proposed building is similar in height and scale to the surrounding homes, sufficient parking is provided to meet the needs of the uses on the property, and the character of the Village is maintained.	47

HCLU 6	Consider supporting a limited number of rezoning applications to support development for seniors independent living or that provides active play space for children or major trail connections, subject to obtaining a sewage disposal approval from the Fraser Health Authority.	47
HCLU 7	Develop Design Guidelines for Low Density Multi-dwellings to ensure new housing fits into the neighbourhood and preserves and enhances the semi-rural character of Belcarra.	47
HCLU 8	Follow the “Parkland Acquisition Best Practices Guide” to exercise Council’s right to accept 5% of land proposed for subdivisions creating three or more lots or payment in lieu.	48
HCLU 9	Continue to ensure residential development provides adequate space for parking to avoid the need for on-street parking.	48
HCLU 10	Initiate negotiations with Metro Vancouver, Provincial authorities and the Tsleil-Waututh with the goal of identifying suitable Crown lands for future residential development as identified in the “1983 Village-GVRD Agreement Package”.	49
HCLU 11	To encourage resident owners and ELC representatives to work together to develop a Subdivision Master Plan that considers alternate forms of housing and increased density in the Special Study Areas.	50
HCLU 12	In the absence of a Subdivision Master Plan consider supporting reducing the minimum lot size to 0.5 acres (0.2 ha) subject to domestic water and sewage disposal approval by Fraser Health Authority.	50
HCLU 13	Where a new access road traverses a property within the Farrer Cove (South) area and in so doing would render the size of a lot in a future subdivision to be less than 0.50 acres (0.20 ha), Council may consider a site-specific rezoning application to accommodate the creation of such a lot.	50
HCLU 14	Exercise its discretion as to whether to accept land for park or payment-in lieu for subdivision applications involving the creation of three or more new lots in this Special Study Area.	50
FS 6	Consider allowing for modest residential growth and flexibility with respect to the use of residential land as a means to provide additional revenue to meet future financial obligations.	42

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September 10, 2025

Melony Burton, AScT, MBA

Chief Administrative Officer, Village of Belcarra

604-937-4100 | mburton@belcarra.ca

4084 Bedwell Bay Road | Belcarra, BC | V3H 4P8

Dear Ms. Burton;

RE: Opinion and Considerations of Future Housing Development in the Village of Belcarra

As requested, please find my opinion, answers to specific questions, and recommendations related to the future development and densification of the Village of Belcarra.

Statement of Qualifications

Bruce Blackwell

The opinions and discussion contained in the enclosed report are based on 36 years of experience as a practicing Forest Professional in British Columbia. I am the individual responsible for the opinions expressed in this report.

My education includes a Bachelor of Science in Forestry (BSF) and a Master of Science (MSc) from the University of British Columbia, with a specialization in Fire Science. My academic training has provided me with the opportunity to publish numerous research and contract reports related to fire management.

Specific work experience related to forest fire suppression, fire management, and forest ecology includes:

- Three years with the BC Ministry of Forests Provincial Rapattack Program,¹ specializing in fire suppression.
- Thirty-eight years as a Professional Forester working in forest fire ecology, prescribed fire, and fire management policy. I previously taught the fire component of Forestry 320

¹ [Rapattack – BC Wildfire Service](#)

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(Abiotic Disturbance) at the University of British Columbia for three years and have also developed and taught Applications of Fire in Ecosystem Restoration (RENr 8104) at the British Columbia Institute of Technology for twelve years.

My consultancy has included fire-related assignments throughout British Columbia on behalf of organizations that include the Ministry of Forests (MOF), Forest Practices Board, Ministry of Environment and Climate Change Strategy (MOECCS), Forest Professionals BC (FPBC), BC Hydro, the former BC Transmission Corp, Transport Canada, numerous forest tenure holders, local governments, the private sector, First Nations, KPMG, and PricewaterhouseCoopers. Additionally, my firm has completed fire-related assignments in Alberta, Yukon Territory, and the State of Alaska, U.S.

Work assignments have included detailed analyses of fire weather for prescribed burn prescriptions, fire history studies, prescribed fire prescriptions, and fire behaviour analyses. As part of the Firestorm 2003 Provincial Review, conducted by Gary Filmon, P.C., O.M.,² I was retained to assist in developing recommendations on fuel and forest management practices. I was responsible for developing the first approximation and subsequent versions of the Provincial Strategic Threat Analysis for the MOF BC Wildfire Service (BCWS), focusing on identifying communities at risk from wildfire in British Columbia. Additionally, I co-authored a report entitled “Forest Health, Fuels, and Wildfire: Implications for Long-Term Ecosystem Health” for the Forest Practices Board of BC (Gray and Blackwell 2005) and was the project lead for the development of a professional guidance document providing Interim Guidelines – Fire and Fuel Management for the FPBC (formerly the Association of BC Forest Professionals).³ The Forest Practices Board of BC also retained me to work on a special report on fire management in BC⁴ and to develop a wildfire risk management framework for the province with the BC

² Province of British Columbia. 2003. *FireStorm 2003 Provincial Review*. https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/wildfire-status/governance/bcws_firestormreport_2003.pdf?bcgovtm=f6286093f9-EMAIL_CAMPAIGN_2018_11_21_06_20

³ Association of BC Forest Professionals. 2013. *Interim Guidelines – Fire and Fuel Management*. http://member.abcfp.ca/web/Files/policies/Fire_Fuel_Management-Interim_Guidelines.pdf

⁴ Forest Practices Board. 2023. “Forest and Fire Management in BC: Toward Landscape Resilience” and companion “Practicing Landscape Fire Management – Technical Bulletin.” [Forest and Fire Management in BC: Toward Landscape Resilience - Forest Practices Board](#)

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Wildfire Services. A more detailed summary of my qualifications and experience is provided in my Curriculum Vitae in Appendix C: Bruce Blackwell Curriculum Vitae.

Instructions

I have been asked to review wildfire risk in the context of population and housing density changes that are expected to occur in the Village of Belcarra over the next twenty years, based on the Housing Needs Report (HNR) model applied by the Province of BC. It is the Village of Belcarra's understanding, based on discussion with the Ministry of Housing and Municipal Affairs, that HNR exemptions will be considered on a case-by-case basis, based on local context and expert opinions of qualified professionals. It is within this context and based on my professional qualifications to assess and determine wildfire risk, that I have prepared this report.

The current modelling estimates population growth of 1286 people, with an expected total number of units required to meet the HNR target estimated at 759.

This opinion highlights concerns related to wildfire risk, which is expected to increase within the Village if population growth and housing density continue to rise over the next twenty years, as projected by the province, without adequate wildfire-related planning and mitigation measures.

Opinion

The Village of Belcarra is a heavily forested community, with more than 20% of the community having a moderate to high wildfire threat, as outlined in the 2021 Community Wildfire Resiliency Plan (CWRP). This number may seem low, but 10% of the area is private land, and 59% of the area within the municipal boundary is mapped as water. As a proportion of the terrestrial land base, 20% of the area is considered high. Much of the private land is concentrated in the neighbourhoods of Coombe, Farrer Cove, and Woodhaven, and is close to or adjacent to the shoreline of Indian Arm. Surrounding these neighbourhoods, the community is heavily forested with dense second-growth stands of western hemlock, Douglas-fir, and western redcedar.

While steps are being taken to improve the community's resilience to wildfire, there is still much work to be done to improve the current wildfire risk profile.

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The most significant issue related to wildfires is the access and egress necessary for emergency response and evacuation. Currently, the community is limited to one-way in and one-way out evacuation. This evacuation route is complicated by additional traffic that feeds into the primary route from White Pine Beach, within Belcarra Regional Park, and the community of Anmore (Figure 1). During a busy summer weekend (during the height of the fire season), the traffic flow to this area sometimes causes significant traffic congestion through this corridor. Even at the current population and density, the evacuation and egress are deemed unsatisfactory for a large wildfire scenario. Moving emergency responders, large numbers of cars, and people through this corridor would be challenging at best and would likely result in gridlock. This situation would be further complicated by smoke and darkness if the fire were burning in the late evening or at night.

Any further densification of the community must consider the creation of secondary and safe access in and out of the community. Additionally, further growth should limit the number of dead-end roads and cul-de-sacs to facilitate access. Planning new access should reference the NFPA 1144 Standard for Reducing Structure Ignition Hazards from Wildland Fire for roadway width, turnaround sizes, and parking to ensure unimpeded emergency response. At the very least, more planning is required to establish community muster points and wildfire risk shelters in open areas, providing alternative safety measures in the event that people are trapped in the community.

The majority of the current building stock is not considered FireSmart, both in terms of the building materials used to construct existing homes and the vegetation footprint surrounding these homes. This building stock would have limited resistance to a catastrophic wildfire within or adjacent to the community (within a 2-km radius). The 2021 CWRP proposed a Development Permit Area (DPA) for the community, which was then drafted in 2022. The DPA underwent a public consultation process but was never implemented following community consultation. Further housing development in the community, without applying FireSmart standards, will only increase the wildfire risk profile of the community and expand the area of the wildland-urban interface (WUI). All new development should require that new construction meet FireSmart guidance, regardless of the location within the community, and that the Village should re-engage the community to adopt some form of DPA to reduce the current wildfire risk.

The CWRP recommended treatment of some hazardous fuels in and around specific neighbourhoods of the community. Remediation of forest prescription areas is included as an

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action item in Council's 2022-2026 Strategic Plan. Some work has been completed to date and additional work is planned for 2026. Work to date includes vegetation and tree removals to reduce fire fuels around the Village Hall, Tatlow Reservoir, and roads.

A prescription was developed for one treatment unit but has not yet been implemented. As part of any significant densification effort where hazardous fuels exist on private property, builders and developers should be required to mitigate these fuels as part of the future development process. This will contribute to risk reduction on private land and also help reduce overall wildfire risks within the community.

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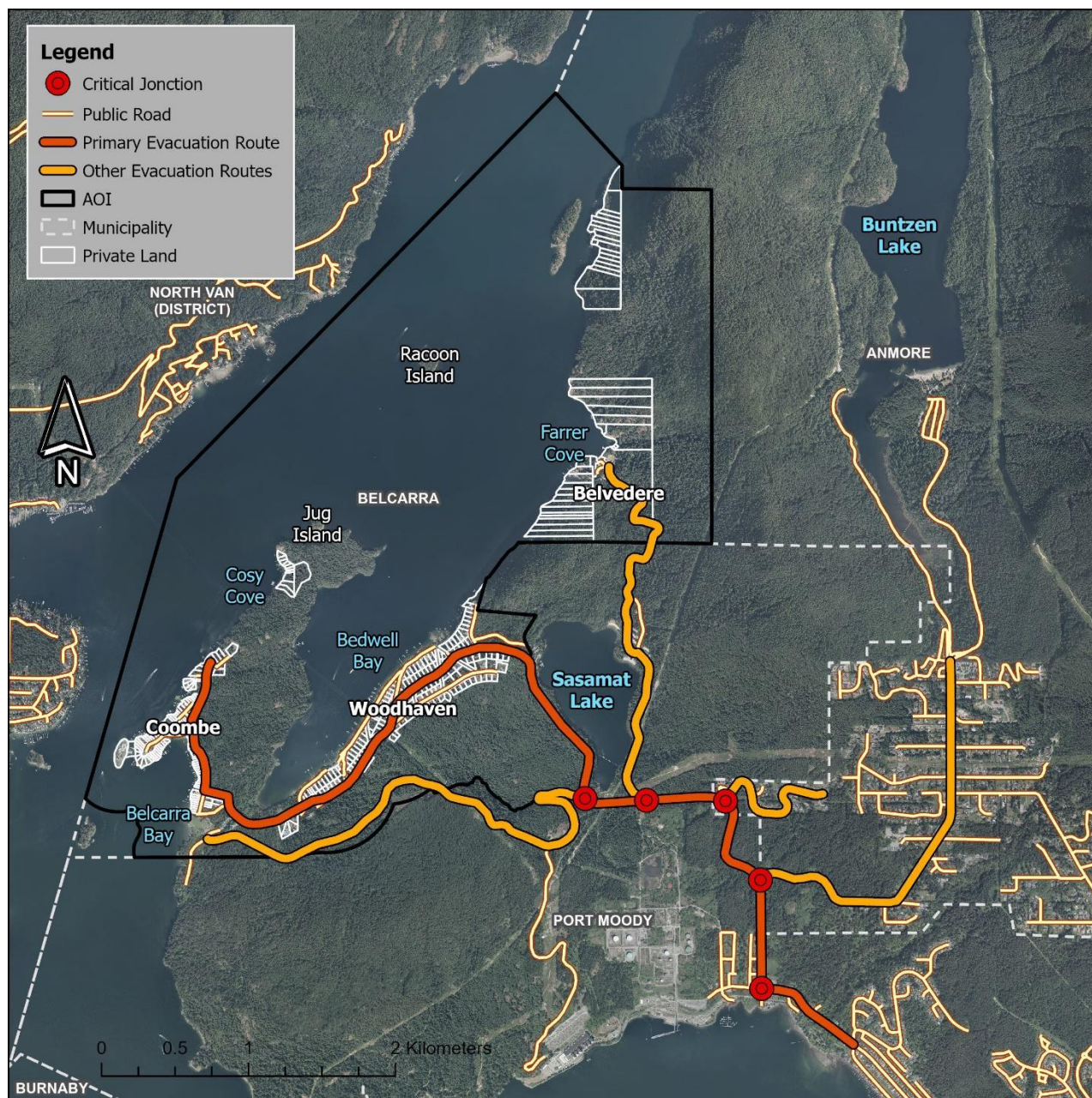


Figure 1. Primary access and egress to the community of Belcarra showing critical junctions for congestion and traffic build-up.

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Other considerations for future development and densification within the community should include restrictions on new homes on steep slopes, as well as those with high wind exposure and proximity to hazardous fuels.

One additional liability that should be considered, associated with further densification, is that insurance losses associated with wildfires have gone up substantially over the last 10 years (2014-2024), rising from roughly \$84 million (2003-2014) to \$706 million.⁵ Over the last 10 years, insurers in Canada have paid out over \$5 billion in wildfire-related claims.⁶ This has resulted in increased insurance rates in communities at risk for wildfires. Further development of houses and population growth, in the absence of proper mitigation as outlined above, is highly likely to result in higher insurance premiums similar to trends that have occurred in the U.S.

Based on this opinion, I was asked to address the following questions. The questions and responses to each question follow below:

1 - What is required to maintain the status quo in the Village? In other words, what kinds of fire safety measures are required for the Village to continue to develop per the Zoning Bylaw permissions?

To adequately address wildfire risk, any densification in the Village of Belcarra, whether to meet the existing Zoning Bylaw or a higher standard, requires secondary road access and Development Permit Area requirements (i.e., FireSmart) for identified high-risk areas.

2 - Currently, we have a shortfall of 41 units from Housing Needs Report (HNR) Targets. What is required to meet the HNR requirements? Is this something that we can achieve through fire smart and/or DPA updates or do access and egress constraints pose too much of a challenge?

To adequately address wildfire risk, any densification in the Village of Belcarra, whether to meet the existing Zoning Bylaw or a higher standard such as meeting HNR targets, requires secondary road access and Development Permit Area requirements (i.e., FireSmart) for identified high-risk areas.

⁵ Keller, Y. 2025. Beinsure Media. "Annual insured losses from wildfires in Canada increased to C\$706 mn." [Annual insured losses from wildfires in Canada increased to C\\$706 mn](#)

⁶ Crosby, J. 2024. Swiss Re. "Canadian wildfires: Exploring innovations in insurance response." [Canadian wildfires: Exploring innovations in insurance response | Swiss Re](#)

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3 - The 2024 OCP calls for densification in Belcarra, both through smaller minimum lot sizes and residential densification in Special Study areas. You have confirmed that you are not aware of any wildfire risk assessments associated with these OCP directions. What is required to meet the OCP requirements? Is this something that we can achieve through fire smart and/or DPA updates or do access and egress constraints pose too much of a challenge?

To meet the requirements outlined in the 2024 Official Community Plan (OCP) for the Village of Belcarra, particularly concerning wildfire risk assessment and mitigation, several critical steps should be considered before proceeding with densification initiatives. First and foremost, establishing secondary road access is crucial for facilitating safe evacuation and emergency response during wildfire events. Without adequate egress, any increase in population or housing density would exacerbate risk and potentially hamper emergency operations.

Additionally, a Wildfire Development Permit Area (DPA) should be implemented, with a particular emphasis on compliance with FireSmart standards. FireSmart guidelines provide a comprehensive suite of best practices for site selection, building design, landscaping, and ongoing maintenance, collectively serving to reduce wildfire vulnerability. Mandating these standards for all new home construction—especially in areas with heightened risk, such as those with steep slopes, high wind exposure, or proximity to hazardous fuels—is imperative.

Furthermore, a formal wildfire risk assessment was completed as part of the 2021 CWRP process and should be updated to inform these planning decisions. This assessment would involve evaluating the local fuel loads, topography, prevailing weather patterns, and current emergency infrastructure. The findings would help identify priority areas for mitigation and guide zoning updates, ensuring that development aligns with the community's overall resilience strategy.

Ultimately, the combination of improved emergency access, the adoption of FireSmart principles, and a locally grounded risk assessment will be crucial for meeting OCP requirements and safeguarding the community against increasing wildfire threats. Any move toward intensified land use or residential growth should be contingent on these measures, and a deliberate planning process—rooted in evidence and best practice—should precede further densification.

To adequately address wildfire risk, any densification in the Village of Belcarra, whether to meet the existing Zoning Bylaw or a higher standard, requires secondary road access and

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Development Permit Area requirements (i.e., FireSmart) for identified high-risk areas. I recommend that further planning related to these issues be undertaken before any further densification is approved.

In conclusion:

To adequately address wildfire risk and ensure safe, sustainable growth, any future densification in the Village of Belcarra - whether to meet the status quo (i.e., develop per the Zoning Bylaw permissions and OCP directions) or to meet the Housing Needs Report (HNR) targets - will be contingent on the establishment of secondary road access and compliance with updated Development Permit Area (DPA) requirements, including FireSmart standards.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce Blackwell". The signature is fluid and cursive, with the first name "Bruce" and last name "Blackwell" clearly distinguishable.

Bruce A. Blackwell MSc, RPBio, RPF
Blackwell Consulting Ltd.

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Appendix A: Bruce Blackwell Curriculum Vitae

Bruce A. Blackwell

#108-733 East 3rd Ave., North Vancouver, BC, V7M 1J6
Cell. (604) 351-1876 Bus. (604) 986-8346
Facsimile (604) 986-82461
E-mail: bablackwell@bablackwell.com
Website: <http://www.bablackwell.com/>

PROFILE

Bruce Blackwell established B.A. Blackwell & Associates Ltd. was established in 1988 and has provided integrated environmental and forestry consulting services to a diverse range of clients, including First Nations, government agencies, universities, and industry. Bruce is the Principal of the firm and has over 38 years of experience as a Professional Forester and 25 years as a Professional Biologist, holding a master's degree in forestry. Bruce provides a range of services that combine experience in forest and environmental management, ecology, and research. Specifically, Bruce has managed and completed projects related to fire management, ecosystem restoration, ecological mapping, forest health, strategic planning, silviculture, forest practice audits, and forest engineering. He fosters active liaison with his clients and peers to continue to update and develop his capabilities. Furthermore, Bruce is a recognized wildfire risk analyst and planning specialist in BC, having managed numerous innovative projects related to fire risk identification and mitigation for both the public and private sectors, on both large and small scales.

PROFESSIONAL AFFILIATIONS

Registered Professional Forester with the Association of BC Forest Professionals since 1987

Registered Professional Biologists with the College of Applied Biology since 1998

AWARDS

UBC Alumni Builder Award 2019

Awarded for long service to the Faculty of Forestry. The Alumni Builder Award recognizes a cross section of alumni representing all faculties who have significantly contributed to the University and enriched the lives of others, and in doing so, have supported UBC's mission of realizing the promise of a global community with shared ambition for a better world and an exceptional UBC.

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Distinguished Forest Professional 2016

Association of BC Forest Professionals - The Distinguished Forest Professional Award recognizes an individual for outstanding service to the profession of forestry for furthering the principles of the Association of BC Forest Professionals. It is the association's highest honour for a member. It typically recognizes significant contributions to the betterment of forestry over a substantial period or throughout the recipient's career.

EXPERIENCE

Detailed project summaries are provided below (Project Summary). General project experience has included:

Special Projects:

- Retained by the Ministry of Attorney General to act as an expert for HMTK – Lytton First Nation v BC Railway et al.
- Retained by the Forest Practices Board as an advisor and team author for a Special Report on Landscape Fire Management
- Currently working on a response plan to a large hemlock looper infestation in Stanley Park – documenting impacts, planning, and prescribing treatments for future implementation
- Qualified as an expert before the Forest Appeals Commission to testify on fire weather conditions, debris pile burning, and holdover fires, due diligence, all related to Tolko Industries Ltd. Appeal of a Determination issued following an investigation of four separate wildfires discovered in April 2016. [2019wfa002b.pdf \(bcfac.ca\)](http://www.bcfac.ca/2019wfa002b.pdf)
- Qualified as an expert before the Specific Claims Tribunal, File No. SCT-7005-13 – Huu-Ay-Aht First Nation v. Her Majesty the Queen in Right of Canada.
- Qualified as an expert before the Forest Appeals Commission to testify on wildfire hazard assessment and abatement, wildfire behaviour, prescribed fire, fire suppression, and fire management, all related to Anderson Pacific Forest Products' appeal of a fire hazard abatement order issued under the Wildfire Act - <http://www.fac.gov.bc.ca/wildfireAct/2017wfa003a.pdf>
- Qualified as an expert in the BC Supreme Court to testify on wildfire behaviour, prescribed fire, fire suppression, fire ecology, and fire management, all related to the Greer Creek Fire (2010) - <http://www.courts.gov.bc.ca/jdb-txt/sc/16/12/2016BCSC1261cor1.htm>
- Supported the Honorable Gary Filmon Q.C. in writing the Firestorm 2003 – Provincial Fire Review
- Coauthored a Special Report for the Forest Practices Board on Fire Risk and Forest Fuels
- Co-developed the Practice Guidance document for Fire and Fuels Management for the Association of BC Forest Professionals

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Forest Management:

- Experience developing comprehensive urban forest management strategies and ecosystem-based management plans for urban parks and other urban areas
- Expertise and experience applied to a diverse range of forestry projects including forest fire management, forest health, silviculture, forest engineering, and valuation in Alaska, Yukon Territory, BC, and Alberta
- Developed strategic plans and silviculture strategies
- Developed site plans, amendments, and assessments for various projects
- Assisted with development planning and layout
- Conducted numerous fertilization, foliar, and volume response trials and developed GIS-based landscape-level fertilization planning tools.

Forest Fire Management:

- Considered a provincial expert in fire and fuels management and has managed innovative projects related to fire risk identification and mitigation from the community and regional to the landscape level.
- Applied Wildfire Risk Management Systems in numerous applications in BC, Yukon, Alberta, and Alaska. Completed pilot wildfire risk assessment and strategy of the Vernon Fire Zone
- Completed wildfire risk assessments for BC Hydro and Transport Canada railways, and other utilities, community watersheds, community forests, and critical infrastructure.
- Developed over 120 Community Wildfire Protection Plans for various communities and regional districts across BC
- Developed and implemented various fuel management programs, including fuel management prescriptions across BC
- Has provided expert opinion for legal proceedings related to forest fire litigation
- Conducted reviews of policies, procedures, and bylaws relating to wildfire

Environmental Management:

- Expertise and knowledge of the regulatory and legislative environment in BC and Alberta
- Developed various environmental strategies and technical reports for multiple clients, including assisting clients in the development, approval, and permitting of larger or smaller resource projects
- Experience completing environmental baseline studies, expert advice on forestry issues related to oil and gas development, development and implementation of monitoring plans, and stakeholder consultation

Forest Ecology:

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- Has over 32 years of experience in the field of forest and fire ecology and its application to forest management, including 20 years of experience in field sampling for terrestrial ecosystem mapping

Ecological Restoration/Reclamation:

- Developed various ecosystem restoration plans and strategies throughout BC, including plans and strategies for mountain pine beetle restoration, grassland restoration, dry forest restoration, and the use of prescribed fire to restore ecosystems

Legal/Expert Opinion:

- Written expert opinion and testimony on issues related to wildfire and forest management, forest ecology, and timber valuation
- Experience providing support for Treaty negotiations
- Extensive experience preparing expert reports and forest valuations to support Specific Claims to the Aboriginal Affairs and Northern Development Canada

Extension:

- Extensive experience developing and delivering a range of training options such as courses, workshops, field guides, and professional presentations
- Experience with curriculum development and teaching post-secondary education at the University of British Columbia and British Columbia Institute of Technology

Media Appearances/ Interviews:

- Has provided media appearances and interviews speaking on forest management, urban forestry, and wildfire management to a range of media outlets, including Global News, CBC Radio, CKNW Radio, the Vancouver Sun, and the Globe and Mail

EDUCATION

Masters of Science, 1989, University of British Columbia. Faculty of Forestry. First Class Standing.

Program: Ecological effects of prescribed fire related to soils, vegetation, fuels, and the implications for operational forestry practices.

Thesis: Some ecological effects of operations used to convert densely stocked lodgepole pine stands into young pine plantations in west central British Columbia.

Bachelor of Science Forestry, Biology options. 1984, University of British Columbia. Faculty of Forestry.

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Program: Ecological aspects of natural resources management with courses covering silviculture, forest ecology, soils, wildlife management, range management, forest protection, and aquatic ecology.

Thesis: Relationships between the codes and indices of the Canadian Forest Fire Weather Index and slashburning-induced reduction of the forest floor.

ASSOCIATION, COMMUNITY, AND VOLUNTEER EXPERIENCE

Committee Chair of the Investigations Committee – Forest Professionals British Columbia 2018 - present.

President of the Western Forest Contractors Association – 2018 - 2022

Member of the Complaints Resolutions Committee, Association of BC Professional Foresters, 2015-2018

Organizing Committee Chair Association of British Columbia Forest Professionals (ABCFP) AGM - 2016

Program Chair ABCFP AGM Vancouver – 2015

Program Chair ABCFP AGM Vancouver – 2011

Member ABCFP Council Task Force on Natural Resource Professionals – 2011

Developed the ABCFP Position Paper Forest Fire in BC – How Policies and Practice Lead to Increased Fire Risk – 2005

Member of the Program Advisory Team for the Sustainable Resource Management and Ecosystem Restoration Programs at BCIT – 2013-present

Established the B.A. Blackwell and Associates Scholarship in Fire Science, UBC Faculty of Forestry – 2015

President Consulting Foresters of British Columbia – 2014-2016

Director of the Western Silviculture Contractors' Association – 2010-2017

Member CIF HAMPCO Committee Whistler – 2001

Member of the Vancouver Council, Canadian Institute of Forestry – 1999-2000

Member of the Canadian Institute of Forestry – 1983-present

Member of the Alpine Club of Canada – 1979-present

PUBLICATIONS

Gray, R.W. and **B.A. Blackwell**, 2008. Assessing wildfire hazard and developing hazard reduction prescriptions in the Wildland-Urban Interface. BC Forest Professional. 14(4):10-12.

Gray, R.W., and **B.A. Blackwell**, 2008. Fuel management strategies in 60-year-old Douglas-fir/ponderosa pine stands in the Squamish Forest District, British Columbia. USDA Forest Service Gen. Tech. Rep. PSW-GTR-189. 2008.

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- Beese, W.J., **B.A. Blackwell**, R.N. Green, and B.C. Hawkes. 2006. Prescribe burning impacts on some coastal British Columbia ecosystems. N.R.Can. Can. For. Serv. Pac. For. Cen. Victoria B.C. Information Report BC-X-403.
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VILLAGE OF BELCARRA

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September 22, 2025

Attention:

Lauren Goodland, Eric Nicholls, Shannon Lambie
Ministry of Housing and Municipal Affairs
Province of British Columbia

Via email: Lauren.Goodland@gov.bc.ca, Eric.Nicholls@gov.bc.ca, Shannon.Lambie@gov.bc.ca

RE: VILLAGE OF BELCARRA HOUSING NEEDS REPORT TARGETS – WILDFIRE RISK ASSESSMENT

Dear Ms. Goodland, Mr. Nicholls, and Ms. Lambie,

On April 24, 2025, you participated in a virtual meeting with planning representatives from the Pooni Group, on behalf of the Village of Belcarra, to discuss the Village's Housing Needs Report targets. During this meeting, Village representatives sought guidance on how to address the Special Study Areas identified in the Official Community Plan (OCP). You advised that the housing capacity calculations be finalized as a first step.

Since that time, staff have finalized the housing capacity analysis and determined that the Village can meet both its 5-year and 20-year Housing Needs targets through the combined zoned capacity of the current Zoning Bylaw and the OCP, subject to the following conditions:

- 1) the construction of a secondary road to provide access and egress to Village residents, and
- 2) the creation of a Wildfire Development Permit Area.

These two conditions arose out of the report findings from a qualified professional that was retained by the Village to assess wildfire risk. The Village is particularly vulnerable to wildfire as is located in a rural, forested area and served by a volunteer fire department. The assessment evaluated the level of wildfire risk related to residential development in the Village per the existing Zoning Bylaw and OCP, as well as the Housing Needs Targets.

The wildfire risk assessment report is attached and has the following conclusion:

To adequately address wildfire risk and ensure safe, sustainable growth, any future densification in the Village of Belcarra - whether to meet the status quo (i.e., develop per the Zoning Bylaw permissions and OCP directions) or to meet the Housing Needs Report (HNR) targets - will be contingent on the establishment of secondary road access and compliance with updated Development Permit Area (DPA) requirements, including FireSmart standards.

Staff are working on implementing wildfire risk mitigation strategies, with a focus on assessing the feasibility of a secondary access road and establishing Wildfire Development Permit Areas. This work is ongoing, and Council will be kept informed through regular updates as progress is made.

Please do not hesitate to contact me if you have any questions or would like to discuss.

Sincerely,



Melony Burton, Chief Administrative Officer
Village of Belcarra
604-937-4100
mburton@belcarra.ca

Attachment:

Belcarra Housing and Wildfire Considerations (Blackwell Consulting, Sept 2025)



COUNCIL REPORT

Date: December 15, 2025

From: Melony Burton, Chief Administrative Officer

Subject: **Port Moody 2050 - Draft Official Community Plan**

Recommendation

That a letter be provided to Port Moody with comments on the Draft *Port Moody 2050* Official Community Plan, as reflected in this report and received by Council into the record at the December 15, 2025, regular Council meeting.

Purpose

This report provides information on the Draft *Port Moody 2050* Official Community Plan. Areas of interest and relevance to the Village of Belcarra are highlighted along with commentary and linkages to the Belcarra Official Community Plan.

Background

Port Moody's Official Community Plan Bylaw, 2026, No. 3522, the draft update to the City's Official Community Plan (*Port Moody 2050*), received second reading on November 12, 2025. *Port Moody 2050* is now officially being referred to the Village of Belcarra for a 30-day review period prior to a public hearing being held, as is the City's standard practice at this stage of an Official Community Plan update. Comments are requested by January 9, 2026.

Discussion

The Village of Belcarra shares municipal boundaries with the City of Port Moody and the Village of Anmore. These municipalities, along with the City of Coquitlam and the City of Port Coquitlam, are referred to as the Northeast sub-region by Metro Vancouver. Belcarra also shares a municipal boundary with the Metro Vancouver Regional District (MVRD) Electoral Area 'A'. A map of the neighbouring jurisdictions is available in Appendix B.

As part of the consultation process pursuant to Section 475 of the *Local Government Act*, Port Moody is providing an update to the Village of Belcarra on the status of *Port Moody 2050* and providing an opportunity for input to be received. A formal letter of referral was received on November 26, 2025 and is available in Appendix A.

Information related to *Port Moody 2050*, the process, and next steps can be found on the [Engage Port Moody](#) web page. Detailed information relating to the Public Hearing, anticipated to be held in February 2026 will also be available in late January 2026 on the City's [Public Hearing and Planning Notices](#) web page.

Links to the *Draft Port Moody 2050 OCP* are provided below:

[Draft Port Moody 2050 Official Community Plan - November 2025](#)

[Draft Port Moody 2050 Official Community Plan Appendices - November 2025](#)

The Official Community Plan (OCP) for the City of Port Moody, *Port Moody 2050*, guides the long-range planning and continued evolution of the City and captures the community's principles, goals and vision for the future. The following excerpt describes the intended purpose and application of the plan.

The OCP is used in practice by Council and staff, where it is applied to a wide range of municipal decisions such as servicing, capital projects, financial planning, and when reviewing land use and development proposals. Residents of Port Moody, community groups, local businesses, and more can use the OCP to see where and how change may occur, staying both informed and involved in the City's future growth. Once adopted by Council, all bylaws and works undertaken by Council, greater boards and improvement districts must be consistent with the Plan. The OCP bylaw, however, does not commit Council, nor local or regional partners, to proceed with specific projects identified in the Plan. The OCP does not confer development entitlements to properties subject to the Plan but sets the vision and objectives to be realized through future growth and development.

Community Vision and Goals

Port Moody 2050 states that the Community Vision sets the foundation for the OCP. A clear, shared vision defines and brings meaning to what is important for the future of Port Moody and guides the goals, objectives, and policies of the Plan to inform decision making.



In 2050, Port Moody is a carbon neutral, resilient, inclusive, safe, and vibrant waterfront city of complete and connected neighbourhoods.



Port Moody has unique and complete neighbourhoods with diverse amenities within a 10-minute walk, connected by an active transportation network.



Port Moody is a friendly, walkable, healthy, and green community that values its natural environment, environmentally sensitive areas, heritage character and assets, parks and recreation areas.



As the City of the Arts, Port Moody's commitment to arts and culture brings residents together through social connectedness, mutual understanding and placemaking.

The Community Vision will be achieved through the following Community Goals:

- Climate Change
- Land Use Strategy
- **Natural Environment**
- **Parks, Open Space, Recreation**
- **Built Environment**
- **Transportation and Mobility**
- Economic Development
- Arts and Culture
- Heritage
- Community Well-Being and Resilience
- Community Infrastructure

The bolded *Port Moody 2050* Community Goals in the list above, of particular interest and relevance to Belcarra, are discussed in further detail below. The Community Goals of *Port Moody 2050* align closely with the following Belcarra OCP Strategic Goals:

- To be a steward of the natural environment.
- To be prepared for naturally occurring emergencies.
- To be connected to the region through strong inter-governmental relationships

There is also strong alignment and support in *Port Moody 2050* for the following key policy areas of Belcarra's OCP:

1. Natural Environment
2. Hazard Lands
3. Climate Change
4. Mobility

Details on the *Port Moody 2050* Community Goals of interest are provided below, along with the corresponding areas of the Belcarra OCP, which show strong alignment between the two plans.

Port Moody 2050: Natural Environment



Natural Environment

1. Protect, restore and strengthen natural areas so that ecosystems and species are more likely to adapt to the effects of a changing climate and help buffer the impacts.
2. Protect and enhance environmentally sensitive terrestrial and aquatic areas and biodiversity.
3. Promote incorporation of green infrastructure to create habitat and support biodiversity, improve connectivity and mitigate climate change impacts.
4. Strive to effectively and safely manage hazards in the natural environment as well as those resulting from the built environment.
5. Support community partnerships, outreach and public education to conserve and enhance the natural environment.

Several items in the list above relate to forested and natural areas which are shared with and valued by Belcarra, as noted by the guiding objectives of the Belcarra OCP:

The guiding objectives in the Belcarra OCP emphasize the importance of preserving the natural environment. Environmental policies promote the protection and stewardship of Conservation and Recreation lands and environmental systems and features throughout the municipality and emphasize environmental protection through partnerships with local, regional, provincial, federal and indigenous organizations.

Port Moody 2050 has the following Natural Environment Objectives related to trees and forested areas:

Objective 3: Create a healthy and diverse urban forest.

Healthy and diverse urban forests, which include trees on public and private property, are an important community resource. The urban forest is integral to the health and well-being of residents, plants, and animals and supports climate change resiliency. The urban forest has several co-benefits which include reduced air pollution, cooling, and biodiversity support, all of which contribute to quality of life. Port Moody's unique urban forest includes large, forested areas adjacent to residential development (where wildfire risk needs to be considered) as well as areas with very few trees and poor canopy cover (where urban heat island effects need to be considered).

The City's Urban Forest Management Strategy (UFMS) (2023) and future updates to the City's Tree Protection Bylaw are intended to maintain the City's green character, maximize the climate adaptation benefits of urban forests, address risks, and ensure the long-term resiliency of Port Moody's urban forest. The UFMS establishes a canopy cover target of 59% city-wide by 2050 and aims to sustain adequate ecosystem services for all residents by achieving a 31% canopy cover in each neighbourhood. The UFMS also contains priority actions for implementation. Trees provide protection to ecosystems from the damaging consequences of climate change, such as excessive heat, and flooding.

Similarly, the Belcarra OCP includes Natural Environment objectives and policies related to the forest and tree canopy:

Belcarra OCP - Natural Environment Policies: Tree Canopy

Belcarra is located within a temperate rainforest that is comprised of young broadleaf trees and mature coniferous trees. The forests surrounding the community contribute to its scenic beauty and unique character. Belcarra residents value the surrounding forests and natural views as important components for their health and well being. As the Village tree canopy matures, it is important to protect its semi-rural character and well-established view corridors. Significant portions of the tree canopy have been identified as ESA, including mature forests, woodlands, and young forests.

Belcarra OCP - Natural Environment Policy 17:

Support a balance between tree retention and view retention with regard to the policy pertaining to tree management on municipal land, except where Environmentally Sensitive Areas (ESAs) are involved, then tree retention should be prioritized

Port Moody 2050 includes Natural Environment objectives pertaining to wildlife, aquatic ecosystems and ecological integrity:

Objective 4: Facilitate and support wildlife management.

Port Moody is surrounded by nature and the City's network of parks and greenways plays a vital role in maintaining connectivity and ecological integrity. These areas provide important habitat for a variety of wildlife species and act as corridors and connections between Burrard Inlet Important Bird Area, marine shoreline, natural areas within the city, and undeveloped tracts of forest and habitat that extend to the mountains in the north. Prominent wildlife includes birds, bears, beavers, cougars, fish, coyotes, deer, and bats. As climate change and pressure on parks and green space continues to grow, strategies to reduce conflict and threats and to support coexistence will help effectively manage wildlife.

Objective 5: Protect and enhance aquatic ecosystems.

Port Moody's unique aquatic habitat includes many watercourses, riparian areas, and coastal and inland wetlands. These habitats provide important ecosystem services which include stormwater filtration and reduced flooding and erosion. These areas are also a source of biodiversity and provide breeding grounds and habitats for a variety of wildlife species.

Likewise, the Belcarra OCP has Natural Environment objectives and policies related to wildlife management and environmental protection.

Belcarra OCP - Natural Environment Policies: Wildlife Management

Belcarra is surrounded by natural beauty that is home to a variety of birds and wildlife. River otters and harbour seals frequent the water's edge while raccoons, cougars, bobcats, deer, and bears forage for food in the forest. A host of other species live, and travel through, the community's conservation and recreation areas and environmentally sensitive areas. It is the responsibility of every resident and visitor to respect the birds, aquatic life, and wildlife with whom we share our natural environment.

Belcarra OCP - Natural Environment Policies: Environmentally Sensitive Areas

Belcarra's natural beauty includes a collection of Environmentally Sensitive Areas (ESAs) that are part of a complex ecological system that includes a variety of plant and wildlife. The ESAs were designated by the Metro Vancouver Sensitive Ecosystem Inventory. Belcarra's ESAs include natural features like eelgrass beds, mature forests, wetlands, woodlands, and riparian areas.

Belcarra OCP - Natural Environment Policy 9:

Strive for net ecosystem gains when development occurs in environmentally sensitive areas through planning and development processes.

Belcarra OCP - Natural Environment Policy 13:

Require ecosystem restoration and improvement where possible.

Port Moody 2050 includes Urban Forest Policies that pertain to forest protection and wildfire risks:

14. Manage forest interface areas to improve species diversity and reduce risks from disease, wildfire, and windthrow by:

- a. managing in accordance with the City's Community Wildfire Protection Plan;*
- b. encouraging windthrow assessments for newly exposed and vulnerable forest edges;*
- c. utilizing tree species along forest interface areas are resistant to disease and windthrow;*
- d. considering ESA and habitat protection when mitigating windthrow and wildfire risk.*

15. Continue to protect private lands that possess significant environmental, urban forest or recreational value.

The 2019 *Community Wildfire Protection Plan* referenced in Port Moody 2050 addresses increased wildfire threat due to climate change. Recommendations outlined within the plan include both threat mitigation and adaptation solutions to sustain resilient natural environments and enhance public safety.

These align with Hazard Land Objectives and Policies in the Belcarra OCP regarding wildfire risk and emergency response planning:

The summer months are becoming hotter and drier while extreme weather events like thunderstorms are becoming more frequent. While lightning is a leading cause of wildfires in British Columbia human carelessness with fire is of special concern in Belcarra because of the large number of visitors attracted to the Provincial and Regional parks. Wildfire management is of critical importance to local residents as the community and adjacent areas are heavily forested.

Belcarra's natural setting, while tranquil, also exposes it to risks from hazard lands. Understanding and preparing for these hazards is critically important to ensure long term community stability. This includes emergency response planning and policies designed to respond to specific hazards including flooding, rise in sea level, steep slopes, and wildfire.

Belcarra OCP - Hazard Lands Policy 4

Consider development of an Interface Wildfire Development Permit Area Policy to protect the community from wildfires.

Belcarra OCP - Hazard Lands Policy 5

Collaborate with Anmore, Port Moody, Metro Vancouver, the Province of British Columbia, BC Hydro, and the Sasamat Volunteer Fire Department to develop a coordinated Emergency Response Plan to prepare for regional emergencies.

Belcarra OCP - Hazard Lands Policy 12

Encourage Metro Vancouver and the City of Port Moody to pursue preventative fire protection measures within Belcarra Regional Park, including the installation of hydrants along Tum-Tumay-Whueton Drive from existing Burrard Thermal Plant water mains.

Natural Environment - Belcarra Commentary

The *Port Moody 2050* Natural Environment Community Goal, and associated objectives and policies, show alignment with and mutual support for the same areas of interest as the Belcarra OCP with respect to the protection of the environment, wildlife, forests, and wildfire emergency. Comments provided on *Port Moody 2050* will note the alignments in these areas, along with relevant clauses from the Belcarra OCP.

Village of Belcarra staff are participating in a Metro Vancouver led initiative to explore coordinated emergency response efforts for small communities. The comments provided on *Port Moody 2050* will encourage Port Moody to participate in the same collaborative effort.

Additional comments will encourage Port Moody to work with Metro Vancouver to pursue preventative fire protection measures within Belcarra Regional Park and fire hydrants along Tum-Tumay-Whueton Drive.

Port Moody 2050: Parks, Open Space, Recreation



Parks, Open Spaces, and Recreation Facilities

1. Strive to protect and enhance the natural environment and biodiversity in parks to increase the capacity of natural areas to be adaptive and resilient to climate change.
2. Pursue inclusive, accessible and safe parks, open space, community facilities and services to meet the health, educational, recreation and cultural needs of all residents and strive for their equitable distribution across neighbourhoods.
3. Aim to expand parkland supply and provide a range of recreation facilities to serve existing and future residents and respond to evolving community needs.
4. Enhance and increase opportunities for public access to and enjoyment of the waterfront and support marine recreational opportunities.
5. Pursue a connected and accessible trail system that links parks, recreation and community centres, schools and key destinations.

The above listed items relate to the protection of the natural environment, as well as the provision of adequate parkland and open space. Both are of interest and relevance to Belcarra, which experiences pressures from an increasing demand for access to park space and natural areas as the population in the region grows.

The following Belcarra OCP policies reflect these interests and concerns:

Belcarra OCP - Natural Environment Policies (NE): Regional Conservation and Recreation Areas

Seventy percent of Belcarra is designated “Conservation and Recreation” by the Metro 2050 RGS. The “Conservation and Recreation” land use designation is intended to help protect significant ecological and recreation assets like wildlife management areas, ecological reserves, forests, wetlands, riparian areas, major parks and outdoor areas, and other ecosystems that may be vulnerable to climate change and natural hazard impacts.

Lands designated “Conservation and Recreation” include places like t̓əmtəmíxʷtən/Belcarra Regional Park and Say Nuth Khaw Yum/Indian Arm Provincial Park. The popularity of these major parks has grown significantly especially over the last few years. Part of this demand is caused by the lack of similar park spaces in other near-by communities that have been experiencing rapid population growth.

Belcarra OCP - Natural Environment Policy 9:

Support regional and local initiatives to acquire additional park land acquisition in the Northeast sub-region.

Port Moody 2050 also recognizes the demand for parks due to increasing population:

Port Moody has over 1,420 hectares (ha) of public green space, including a regional park, natural areas, school sites, and City-owned parks. Within this total, approximately 365 hectares are City-owned – 78% of which are natural area parkland and 22% actively managed for recreation and community use. This varied system provides a strong foundation, but as population grows and land becomes more constrained, demand on the actively managed parkland will intensify. Providing access to high-quality park experiences across all neighbourhoods will require creative, coordinated, and forward-looking approaches.

The following Port Moody 2050 objectives address park gaps and needs:

Objective 1: Protect and expand the park system to meet current and future community needs.

Port Moody’s parkland inventory includes 47 city-owned parks, covering 365 ha (79 ha being actively managed parkland), >60 km of trails and 56 park amenities. Natural areas make up 286 ha of all parkland in Port Moody, which consists of stream ravines, riparian areas, and other environmentally sensitive areas.

Metro Vancouver is responsible for the management of təmtə́míxʷtən/Belcarra Regional Park, which adds over 880 ha of natural area. While not managed by the City, it serves as a valuable park asset to Port Moody residents.

School District No. 43 sites in Port Moody, not including buildings and parking lots, are managed through a joint-use agreement and add another 16 ha of public open space with some recreational amenities like playgrounds, courts and fields.

The Parkland Strategy provides guidance on appropriate parkland standards to address both current gaps as well as future needs associated with anticipated population growth.

Other Port Moody 2050 objectives and policies target improved connectivity and access to parks:

Objective 4: Enhance connectivity of the park system through an integrated trail and greenway network.

A comprehensive network of trails and paths supports recreation and active transportation while contributing to community well-being, environmental health, and livability. Trails attract more participants than any other recreation activity in Port Moody and residents place a high priority on the development and maintenance of trails and paths. Specific improvements to the pedestrian and cycling networks are included in the City's Master Transportation Plan (2017) and Master Cycling Plan and the Regional Greenways 2050 Plan (2020). Additional recommendations to address the City's trail use needs are anticipated in the Trail Network Plan (forthcoming).

Trail and Greenway Network Policy 10:

Work with Metro Vancouver and other partners to connect Port Moody's trail and greenway network within the broader Regional Greenways system

The Regional Greenway Network referenced in *Metro Vancouver's Regional Greenways 2050 Plan* is a 30-year vision for recreational trails that support walking, cycling, and, where appropriate, horse riding. A map of the network is provided in Appendix C showing expansion of the Regional Greenways system to Belcarra Regional Park and Sasamat Lake. Further commentary on this connection is also provided in the Transportation and Mobility section.

Parks, Open Spaces and Recreation Facilities - Belcarra Commentary

The Parks, Open Spaces and Recreation Facilities goal, with its associated objectives and policies, show alignment with and mutual support for the same areas of interest as Belcarra's OCP. They acknowledge and address concerns raised regarding the demand for more park and natural space. Improved connectivity and active transportation infrastructure will also help to alleviate park related traffic congestion and parking issues. Comments provided on *Port Moody 2050* will note the alignments in these areas, along with relevant clauses from the Belcarra OCP.

Port Moody 2050: Built Environment



Built Environment

1. Provide a range of housing forms, sizes and tenures to meet the changing needs of a diverse population of varying ages, income levels, household types, accessibility and lifestyles.
2. Encourage higher density development that is well served by public transit, amenities, parks, pedestrian connections, cycling infrastructure, civic facilities, schools, and commercial and employment opportunities.
3. Encourage rental housing stock through the renewal of existing purpose built rental housing as well as creating new rental housing.
4. Strive to build new and retrofit existing housing to be climate ready and resilient.
5. Facilitate and develop partnerships to address local housing needs and advocate for senior government action to support housing affordability, tenant protections and equity.

The above listed items, and information below on the Overall Land Use Strategy, relate to housing and development in Port Moody, which may be of interest to Belcarra. Like other municipalities, Port Moody must meet Provincial Housing Legislation for additional housing:

Port Moody 2050 has been developed in compliance with provincial legislative requirements for growth in Transit-Oriented Areas and Small Scale Multi-Unit Housing, mandated 5-year housing targets and established 20-year housing needs, as well as Regional Growth Strategy requirements. The resulting employment, dwelling unit and population projections have been developed accordingly and are generally reflected in land use designations and policies of the Port Moody 2050 Official Community Plan. These include a projected 18,200 jobs, 32,300 dwelling units and a future population of 74,300.

In 2022 and 2023, the Provincial government passed a suite of initiatives and legislation primarily aimed at increasing housing supply in communities throughout B.C. During our process to update Port Moody 2050, our Official Community Plan (OCP), we considered how to incorporate these required changes, including how to explicitly address the provision of housing within the community over the short and longer term.

The Province requires that municipalities review and update their OCPs and Zoning Bylaws to ensure that statements, maps, and land use designations permit the number of housing units identified as needed in each community's unique Housing Needs Report.


Additionally, starting in 2025, OCPs across the province must be reviewed and updated regularly, to ensure they are in alignment with their Housing Needs Reports. While local governments can improve upon and create new policy during each of these updates, the required focus is on housing policy and how to account for the anticipated future housing needs within their communities over a 20-year horizon.

Port Moody's 2024 Interim Housing Needs Report identifies the five-year need as 3,063 new dwelling units and 20-year need as 9,796 new dwelling units.

Built Environment - Belcarra Commentary

Port Moody is under the same pressure to facilitate a growing population as other local governments in the region, in addition to Provincial Legislation that mandates housing supply increases. As they are subject to both Bill 44 and 47, Port Moody faces more considerable challenges than Belcarra. Bill 47 requires local governments to introduce additional density through Small-Scale Multi-Unit Housing (SSMUH) like secondary suites, townhomes, and duplexes on single-family lots. Bill 47 focuses on increasing density in communities surrounding transit hubs.

Transportation and Mobility



Transportation and Mobility

1. Focus new development in areas well-served by transit increasing access and efficiency in moving goods and people.
2. Create a walkable and bicycle friendly city by providing safe and attractive pedestrian and cycling connections between and within neighbourhoods.
3. Manage traffic congestion on major streets and intersections to increase safety and reduce the negative impacts of regional through-traffic on the livability of the City.
4. Collaborate with Metro Vancouver to find integrated regional solutions to transportation congestion and connection challenges.
5. Support the use of alternative and zero emission transportation options at the community level and in the City's operations.

The above noted items focus on mitigating traffic congestion from population growth and new development, while the statements below further address traffic related air quality:

Transportation choices are influenced by how we plan and build our community. Transportation is currently the dominant source of energy use and greenhouse gas (GHG) emissions in Port Moody. Developing a complete, connected, and compact community to enable easy access to daily needs is key to reducing these emissions. Related co-benefits include better air quality, reduced traffic and congestion, reduced energy usage, and improved community health and well-being.

Appropriate infrastructure investments and land use policy further support this transition to make alternative transportation modes attractive and reliable. Focusing growth in areas where residents can easily work, play and shop reduces reliance on vehicles and GHG emissions. Neighbourhoods that are safe and enjoyable for pedestrians and cyclists and are well connected by transit support a healthy, active, liveable, and sustainable transportation network for people of all ages and abilities while connecting residents and the region to the City's commercial areas, parks, trails, amenities, and neighbourhoods.

Natural Environment policies in the Belcarra OCP also relate to air quality and GHG reduction:

Belcarra OCP - Natural Environment Policies (NE): Air Quality

Air quality is a measure of how much pollution is in the air we breathe. Outdoor air quality depends on the type, and quantity, of pollutants in the air and weather (wind, precipitation, temperature). Belcarra is a coastal community surrounded by parks and conservation areas that contribute to good air quality. At the same time, Belcarra's semi-rural character and remote location require residents to use private vehicles to access daily necessities, employment and schools which compromise air quality. As well, both the regional and provincial parks draw significant numbers of visitors from outside the area who mostly arrive by private vehicles.

Belcarra OCP - Natural Environment Policy 31

Promote local active transportation measures to eliminate short vehicle trips to reduce transportation emissions.

Port Moody 2050 includes transportation related policies for improved connectivity to adjacent communities such as Belcarra.

Walkable/Bike Friendly Policy

5. Develop an integrated walkway network and expand the trail system to provide greater connectivity which links to areas across the City and provides pedestrian connections to adjacent communities and rapid transit stations.

Transit Oriented Communities Policy

6. Support the exploration of water-based transit connecting Port Moody to areas such as Belcarra, Deep Cove, and downtown Vancouver including the potential provision of a ferry terminal facility at or near Rocky Point Park.

The Belcarra OCP includes Natural Environment, Climate Change and Mobility policies to improve traffic management, parking and transit issues related to regional parks:

Belcarra OCP - Natural Environment Policy 32

Advocate for additional public transit services to reduce regional vehicle trips to təmtə́míxw̓tən/Belcarra Regional Park and Say Nuth Khaw Yum /Indian Arm Provincial Park

Belcarra OCP - Climate Change Policy 14:

Work with Metro Vancouver to develop the Regional Greenways Network through Belcarra.

Belcarra OCP - Climate Change Policy 15:

Advocate for more frequent transit service to regional park areas in the summer months to reduce vehicle emissions in Belcarra.

Belcarra OCP – Mobility Policy 31

Collaborate with Metro Vancouver, City of Port Moody, BC Parks, and TransLink to find solutions to traffic, congestion, and parking problems caused by visitors to təmtəmix̓w̓tən/Belcarra Regional Park and Say Nuth Khaw Yum/Indian Arm Provincial Park.

Belcarra OCP - Policy 32

Collaborate with Metro Vancouver, City of Port Moody and TransLink to optimize transit service to Belcarra and təmtəmix̓w̓tən/Belcarra Regional Park by providing improved alternatives to private vehicle use.

Belcarra OPC - Policy 41

Support efforts by Port Moody and Metro Vancouver to reduce peak summer-time use of private vehicles travelling to Belcarra Regional Park recreation areas (Sasamat Lake and Belcarra picnic grounds) and restrictions on parking along Bedwell Bay Road.

Transportation and Mobility - Belcarra Commentary

The Port Moody 2050 Transportation and Mobility Goal, and associated objectives and policies show alignment with and mutual support for the same areas of interest as Belcarra's OCP. They address population growth related traffic concerns along with improved connectivity and active transportation options to alleviate park related traffic congestion and parking issues. Comments provided on *Port Moody 2050* will note support for these efforts, along with relevant clauses from the Belcarra OCP.

Next Steps

Pending Council approval, a letter will be provided to Port Moody reflecting the comments in this report along with those provided by Council, on the *Port Moody 2050* OCP.



Prepared by: Melony Burton
Chief Administrative Officer

Appendix A: Port Moody Draft OCP Referral Letter to Belcarra
Appendix B: Map of Neighbouring Municipalities
Appendix C: Metro Vancouver Regional Greenway Map

Appendix A – Port Moody Draft OCP Referral Letter to Belcarra



100 Newport Drive, Port Moody, B.C., V3H 5C3, Canada
Tel 604.469.4500 Fax 604.469.4550
www.portmoody.ca

November 26, 2025

Melony Burton
Chief Administrative Officer
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8
Email: mburton@belcarra.ca

Dear Ms. Burton,

Re: Port Moody 2050: Draft Official Community Plan (November 2025)

On November 12, 2025, Port Moody's Official Community Plan Bylaw, 2026, No. 3522, the draft update to the City's Official Community Plan (*Port Moody 2050*), received second reading. *Port Moody 2050* is now officially being referred to the Village of Belcarra for a 30-day review period prior to a public hearing being held, as is the City's standard practice at this stage of an Official Community Plan update.

As part of the City of Port Moody's consultation pursuant to Section 475 of the *Local Government Act*, we wanted to update the Village of Belcarra on the status of *Port Moody 2050* and ensure that there is an additional opportunity for input to be received. Please see the enclosed links for access to the current draft Plan.

Additional information related to *Port Moody 2050*, the update process to date, and information on next steps can be found at [Engage Port Moody](#). Detailed information relating to the Public Hearing (currently anticipated to be held on Tuesday, February 3, 2026) will also be available in late January 2026 on the City's [Public Hearing and Planning Notices](#) web page.

Thank you for your continued attention to the City's Official Community Plan update process. If you would like to provide comments at this time, please submit them by January 9, 2026, via a response to the email that included this letter. Port Moody staff are also available to discuss the project with you at your convenience.

Please do not hesitate to contact me at mdepaoli@portmoody.ca or 604-897-8418 if you have any questions.

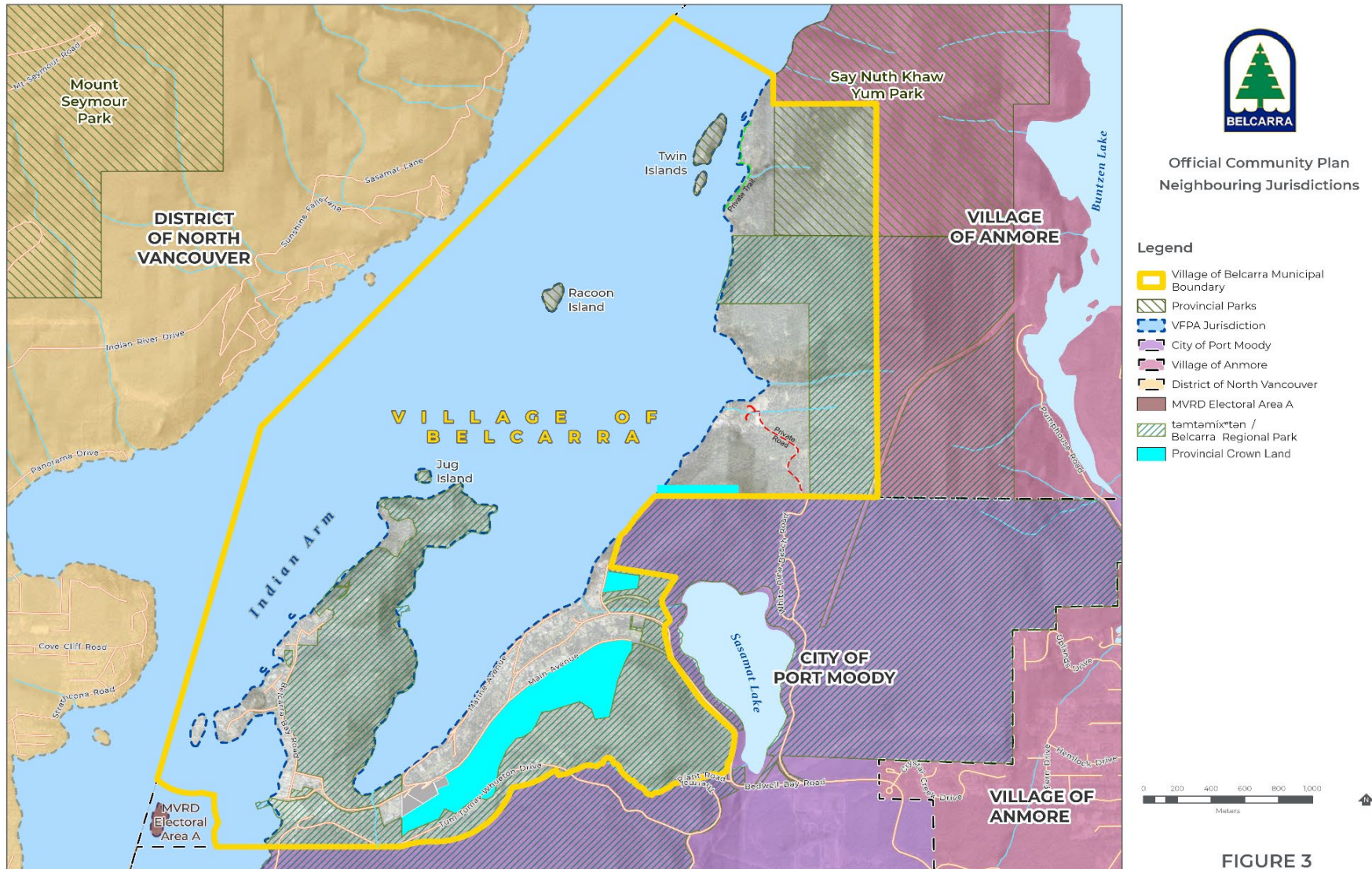
Sincerely,

A handwritten signature in black ink, appearing to read "M. De Paoli".

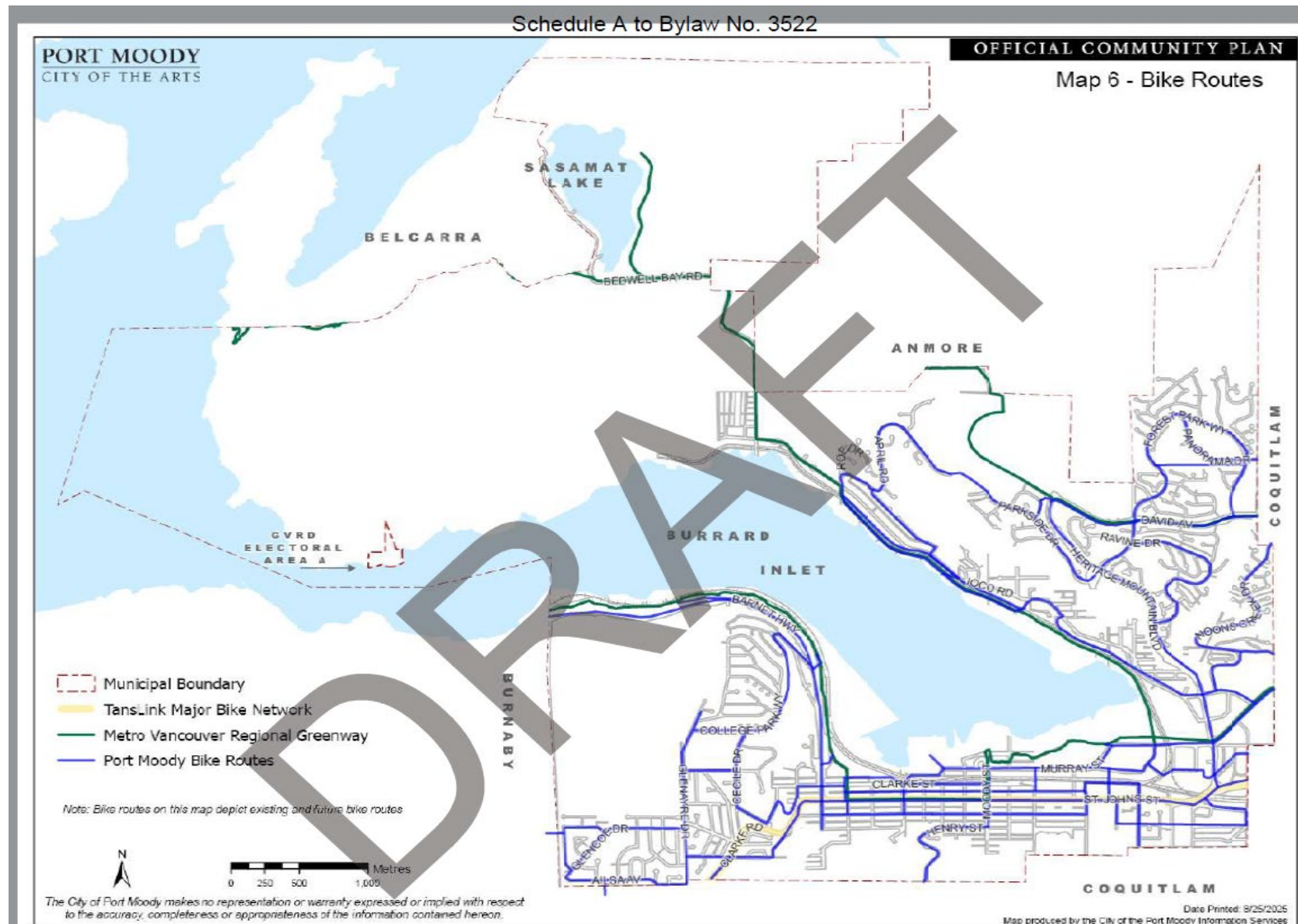
Mary De Paoli, RPP, MCIP
Manager of Policy Planning

Encl: [Draft Port Moody 2050 – Official Community Plan – November 2025](#)
[Draft Port Moody 2050 – Official Community Plan Appendices – November 2025](#)

Appendix B – Map of Neighbouring Communities



Appendix C – Metro Vancouver Regional Greenway





COUNCIL REPORT

Date: December 15, 2025

From: Melony Burton, Chief Administrative Officer

Subject: Road Ends Disposition Update

Recommendation

That the report dated December 15, 2025 titled 'Road Ends Disposition Update' be received into the record for information.

Purpose

This report provides information on the road ends disposition work and next steps.

Background

On November 18, 2019, the Revenue Generation Committee brought a report to Council recommending further exploration of seven (7) Village-owned road end properties (1, 2, 15 17, 20, 21 and 29). The Revenue Generation Committee identified these properties as priorities for further exploration based on a comprehensive list of road ends noted in a 2014 Road End Report prepared by North West Environmental. A map of Road Ends is provided in Attachment 1.

In July 2020, staff prepared a Land Disposition Policy for consideration by Council to facilitate the sale of Village-owned land, including road ends. However, in September 2020, with the defeat of the Official Community Plan and Zoning Bylaw amendments to permit the sale of Village-owned properties less than 0.5 acres in size, the work was put on hold, as all identified Road Ends identified were less than 0.5 acres in size.

From July 2020 to March 2024, no work was undertaken related to the disposition of Village-owned land. This work was reinitiated in March 2024 as the Village was exploring revenue generation options within the context of upcoming firehall upgrades and associated costs.

On April 2, 2024, staff presented an assessment of Village's Road Ends for Council's information, including any encumbrances and limiting factors for residential development and/or disposal. The assessment noted that all road end properties have varying degrees of encumbrance. Five properties with relatively minor encumbrances were identified for further assessment of residential development and disposition potential. Road Ends 2, 20 and 21 from the Revenue Generation Committee were short listed, along with Road Ends 10 and 13. Council directed staff to proceed with the assessment work for Road Ends 2, 20, 21, 10 and 13. A copy of the report is provided in Attachment 2.

On May 6, 2024, Council received a report from the Village's planning consultants (Pooni Group) on the road ends scope of work and next steps. A copy of the report is provided in Attachment 3. Council directed staff to research road end disposition and next steps for Road Ends 2, 20, 21, 10 and 13. Over the summer, staff carried out the research, developed a Land Disposition Policy, determined next steps and obtained legal counsel.

On September 23, 2024, a presentation was delivered to Council with updated information regarding the legal review, land disposition policy, and road end feasibility. Road End 10 was removed for further consideration as it provides an important road access connection. Council directed staff to proceed with steps to dispose of Road Ends 2, 13, 20, and 21. Road End 13 was selected as the first Village-owned site for disposition due to its residential development potential (size and location). A copy of the presentation is provided in Attachment 4.

On October 21, 2024, Land Disposition Policy No. 232 was brought forward to Council and approved.

Discussion

The following provides an overview of the survey and appraisal work, disposition considerations, policy implications and next steps to proceed with the sale of Road End 13.

An initial survey of Road End 13 was completed on January 27, 2025. The survey confirmed a number of encumbrances on the lot, including a rock retaining wall, trail with stairs, and driveway access to the neighbouring property.

An appraisal was completed on March 3, 2025 to determine the estimated market value of Road End 13.

Work carried out through Q2/Q3 2025 to confirm the land disposition policy process and implications is summarized below.

Land Disposition Policy: Right of First Refusal Process

- It is recommended that the Village offer Right of First Refusal (ROFR) to Neighbouring Owners, but there is no legal obligation to do so.
- If offered, public notification is required, and Neighbouring Owners have 30 days to submit an offer at market value.
- If no offers are received within 30 days, the Village may proceed with public disposition.
- The Village has the right to accept an offer at market value, whether from a Neighbouring Owner or a third party.

Policy Implications

Road End 13 is a 0.39-acres site that does not meet the existing 0.5-acre minimum lot size required for new residential lots in the RS-1 zone. An amendment to the Zoning Bylaw will be required to allow for development on a smaller minimum lot size. A smaller minimum lot size aligns with both the OCP policies and the existing community character. Recent work is underway to develop a new Comprehensive Development zone in support of a rezoning application in the Village which could allow development on a smaller lot that meets other applicable conditions. Staff anticipate this rezoning application to come forward in Q1/Q2 2026.

A summary of the work carried out in Q2/Q3 2025 to move the disposition of Road End 13 forward is provided below, along with outstanding steps.

Road End 13 Disposition Steps

1. Letter sent to neighbouring owners - **COMPLETE**
2. Conduct initial survey - **COMPLETE**
3. Conduct an appraisal – **COMPLETE**
4. Assign a Road Closure Bylaw Number – **COMPLETE**
4. Survey (Reference Plan) for Road Closure Bylaw – **COMPLETE**
4. Draft a Road Closure Bylaw – **IN PROGRESS**
5. Post notice to close road
6. Road Closure Bylaw to Council – first and second readings
7. Public Hearing – Road Closure Bylaw
8. Road Closure Bylaw – third reading and adoption
9. Raise title and register at Land Title Office
8. Right of first refusal offer to neighbouring owners
9. Complete sale*

*If neighbours decline to purchase land or offer inadequate purchase price:

9. Village registers a statutory right of way (SROW) over the road end that is being disposed of to allow the neighbouring landlocked landowner to use the SROW to access their lot.
10. Post notice to dispose road
11. Market the property

Next Steps

Staff will proceed with the road closure bylaw work and sale of Road End 13 in Q1/Q2, 2026. Of note, the sale of this, or any other road end, is dependent on market conditions, buyer demand, and development appeal, none of which are under the Village's control. The fact that a property is listed for sale does not guarantee its purchase, as demonstrated by the number of properties currently on the market within the Village.

After the sale, it is recommended that a summary report be prepared tallying all costs associated with the preparation and sale of Road End 13, in order to determine the actual revenue after costs for legal, planning, survey have been deducted. As the same costs will apply to preparing each

individual lot for sale, this information will be helpful in determining the potential revenue which can be realized from the sale of other lots.

Given the considerable effort to date invested in the exploration of road end dispositions, it would also be valuable to summarize the expenditures to date pursuing road ends as a revenue generation option. It is prudent to carry out this cost/benefit analysis to inform and guide how the Village moves forward with the sale of other road ends.

Prepared by:



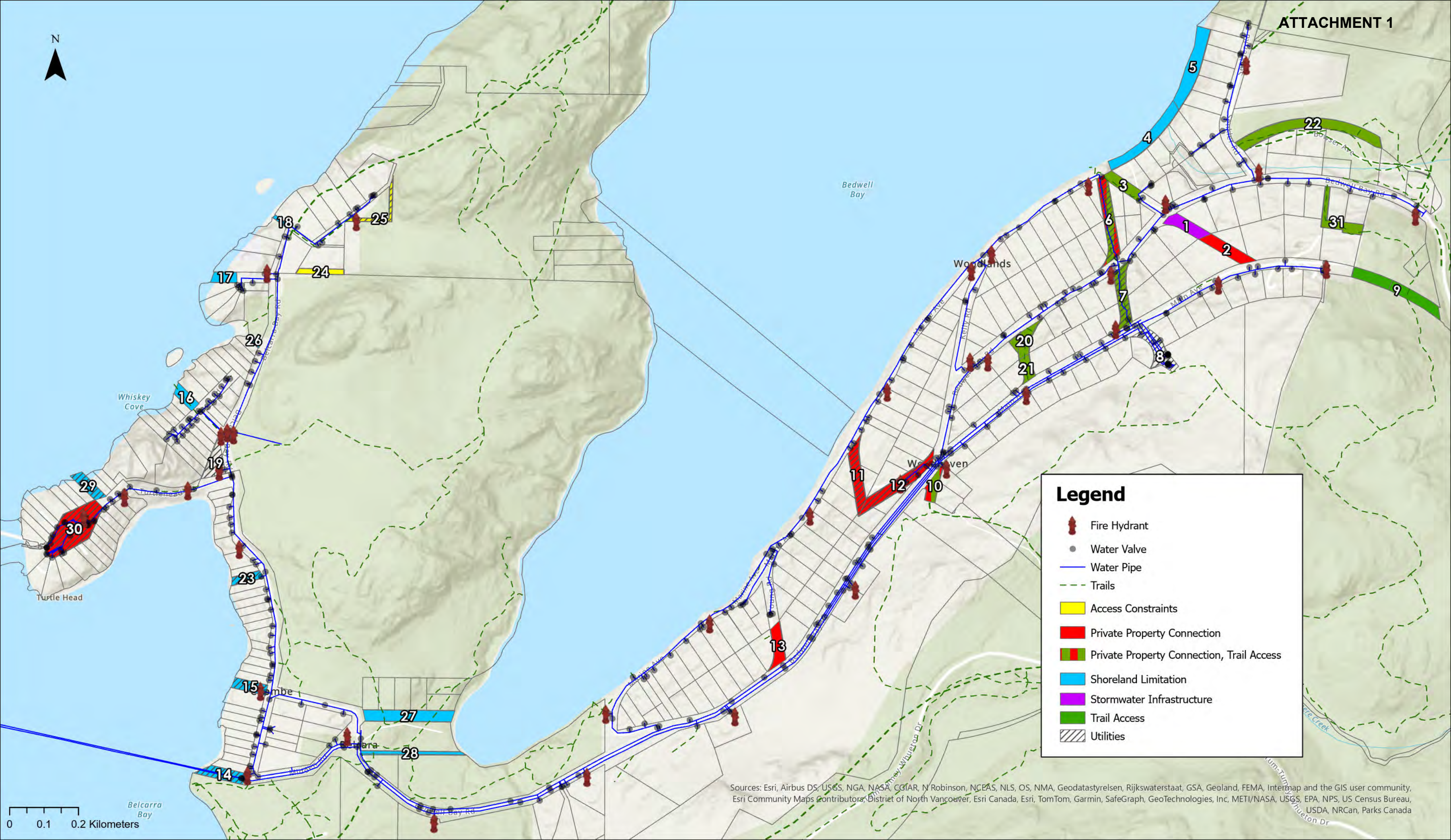
Melony Burton, Chief Administrative Officer

Attachment 1: Map of Road Ends

Attachment 2: Road Ends Update Report (April 2, 2024)

Attachment 3: Road Ends Disposition Report (May 6, 2024)

Attachment 4: Road Ends Update Presentation (September 23, 2024)



Legend

- Fire Hydrant
- Water Valve
- Water Pipe
- Trails
- Access Constraints
- Private Property Connection
- Private Property Connection, Trail Access
- Shoreland Limitation
- Stormwater Infrastructure
- Trail Access
- Utilities

Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Esri Community Maps Contributors, District of North Vancouver, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, NRCAN, Parks Canada



COUNCIL REPORT

Date: April 2, 2024

From: Paula Richardson, Chief Administrative Officer and Anika Bursey, Planning Consultant, Pooni Group

Subject: Road Ends Update

1.0 Recommendation

That staff be directed to determine the potential for the disposition of the Road Ends identified in Section 5.0 – Next Steps.

2.0 Purpose

The purpose of this report is to:

1. Provide an overview of each of the Village's Road Ends for Council's information.
2. Seek direction from Council on how to proceed with properties identified in Section 5.0.
3. Seek direction from Council regarding Next Steps as well as the development of a Land Disposition Policy.

3.0 Background

In the Fall of 2023, the draft Official Community Plan (OCP) garnered a considerable amount of feedback regarding the disposition of Road Ends. The Road End policies were removed from the OCP for Council to consider as a separate policy.

In response to concern from residents regarding the absence of Road Ends in the OCP, the Chief Administrative Officer provided the following verbal report at the Council meeting held on March 11, 2024:

"The absence of Road Ends policies in the OCP does not preclude the Village from creating a standalone Road Ends policy in the future. The legal effect of an OCP is that it requires all future bylaws and works undertaken by Council to be consistent with the plan: s.478(2) of the *Local Government Act*. It would be highly impractical for the OCP to have to contemplate every single policy area in order for Council to take action on an item. While bylaws and works must be consistent with the plan, if the plan is silent on an area (in this case the Road Ends) then there is no risk of inconsistency."

In 2014, the Village of Belcarra retained North West Environmental to conduct a detailed assessment of the Road Ends across the Village to understand opportunities and constraints. The outcome of this assessment can be found in Attachment 4.



On November 18, 2019, the Revenue Generation Committee brought a report to Council recommending further exploration of 7 surplus properties (“Road Ends”) located in the Village (#1, #2, #15, #17, #20, #21, #29). Council directed staff to survey and appraise the seven (7) properties and prepare a disposition plan. On February 10, 2020, Council approved funds to support staff in pursuing the disposition of between one (1) and three (3) parcels. In response, in June 2020, Pooni Group undertook a detailed analysis of the seven (7) road ends identified by the Revenue Generation Committee. As a follow-up to the June report, in July 2020 Pooni Group prepared a Land Disposition Policy for consideration by Council; the purpose of this Policy was to facilitate the sale of Road Ends.


Official Community Plan & Zoning Bylaw amendments for the sale of Road Ends were read a first and second time at the September 14, 2020 Council meeting and forwarded to Public Hearing on September 28, 2020. At the Council meeting held September 28, 2020, the Official Community Plan & Zoning Bylaw amendments were defeated. The June and July 2020 Council Reports can be found in Attachment 3.


4.0 Map Information



This map (included as Attachment 1) is intended to provide a visual summary of each of the Village's Road Ends and the associated land uses and/or challenges associated with selling the Road Ends; it was created using information from the 2014 and 2020 research. Please refer to Attachments 3 and 4 for more detailed information on each Road End.

Each map classification as identified in the map legend is described below:

Map Legend Classification	Description	Applicable Road End Numbers (#)	Additional Information
Stormwater Infrastructure 	Road End properties that contain stormwater drainage infrastructure, such as a ditch, gully or creek bed	1*	This road end contains a seasonal creek bed. *This property was selected by the Revenue Generation Committee but cannot be disposed of as it contains stormwater infrastructure.
Private Property Connection 	Road End properties that are currently being used to access a residential property.	2	Allows private driveway access, will landlock current residential property. Would require an easement if sold.

Map Legend Classification	Description	Applicable Road End Numbers (#)	Additional Information
		10	Allows private driveway access; would require an easement if sold
		11	Allows private driveway access; also has a storm main running the length of the property
		12	Allows private driveway access; also has a water main, hydrant and drainage catch basin
		13	Allows private driveway access from the north end of the property; would require easement if sold.
		30	Has all been developed as roadway, with multiple driveways accessing property; contains some municipal green space
Trail Access 	Road end properties that either contain or serve as an access point for a trail within the Village or Regional Park.	3	Lot 3 has a trail, crosses a creek on the north side; has 6 m width prior to dropping off to embankment; also used for groundwater management
		6, 7, 8	All properties contain municipal water infrastructure consisting of water mains; also contain trails and provide access to private driveways
		9, 10	These lots contain or provide access to regional trails; and provide access to private driveways

Map Legend Classification	Description	Applicable Road End Numbers (#)	Additional Information
		20, 21	These lots contain or provide access to local Village trails and are 0.22 ac.
		31	Lot 31 is part of Metro Parks trail system; this lot is too narrow to support residential development
		22	This property is part of a developed road to a Metro Vancouver Park (Sasamat Outdoor Centre)
Shoreland Limitation 	<p>Per the Community Charter (section 41.1), road-end properties with frontage on bodies of water can only be exchanged for land of at least equal benefit to the public.</p> <p>Section 75(1) of the Land Title Act requires all subdivisions to provide water access by highways 20m (approximately 66ft) wide to the adjacent body of water. Therefore, a 66ft wide road end cannot be further subdivided since it would not comply with the mandatory water access provisions of the Land Title Act. The 66ft wide road ends were dedicated on subdivision to satisfy the requirement for access to the inlet as required under the Land Title Act.</p>	4, 5, 14, 15*, 16, 17*, 18, 23, 26, 27, 28, 29*	*Lots 15, 17 & 29 were selected by the Revenue Generation Committee but cannot be disposed of as they are waterfront properties
		14, 15, 18, 23, 29	These lots also contain critical municipal utilities.

Map Legend Classification	Description	Applicable Road End Numbers (#)	Additional Information
Utilities 	These road end properties contain critical utilities, such as water mains, valves, or fire hydrants.	6, 7, 8, 12, 14, 15, 18, 19, 23, 25, 29, 30	Lot 8 provides access to Tatlow Tank and the main water distribution pipes for the Village; properties 6 and 7 contain pipes for the main water distribution system; property 14 is Midden Station for the DNV water crossing
Access Constraints 	Properties of irregular shape/size or that lack direct access from a road.	24	The sale of this property will require an easement through the adjacent property, limiting the building space on the lot.
		25	Narrow (6-meter wide), L-shaped lot.

5.0 Next Steps

As noted above, all Road End properties have varying degrees of encumbrance. Staff have identified five properties with relatively minor encumbrances that could merit 1) further exploration to determine if residential development is possible and/or suitable and 2) disposition potential. Please note that Road Ends #2, #20, and #21 were selected by the Revenue Generation Committee and surveyed as part of the report that was brought to Council in July 2020; Road Ends #10 and #13 have not been surveyed.

Road End	Key Considerations	Size
2	<ul style="list-style-type: none"> Refer to survey (Attachment 2a). Currently being used as driveway access for the property to the east. Option to sell to adjacent landowners could be explored. If the property were sold to a third party (not an adjacent landowner), an easement agreement would likely be required to maintain access for the adjacent property to the east. 	0.42 acre / 1,691 sq m

Road End	Key Considerations	Size
10	<ul style="list-style-type: none"> Currently being used as a driveway, providing primary access to the adjacent properties to the south. Primary opportunity to sell to adjacent landowners using the property for access, as selling the property with an easement agreement is not likely feasible given that the majority of the current Road End is being used as a driveway. Access to the regional trail would cease via this Road End; access would be provided via the existing trailhead 200m directly west, near the bus stop. 	0.29 acre / 1,182 sq m
13	<ul style="list-style-type: none"> Property access is from Young Road and is currently being used to access the adjacent property to the west. Option to sell to adjacent landowners could be explored. If the property were sold to a third party (not an adjacent landowner), an easement agreement would likely be required to maintain access for the adjacent property to the west. 	0.39 acre / 1,603 sq m
20	<ul style="list-style-type: none"> Refer to survey (Attachment 2b). Municipal trail used by Village residents connects Main Ave to Bedwell Bay Rd and the bus stop; follows the natural slope of the property. If the sale of this property were explored, the trail would likely need to be removed or altered (e.g. subject to slope steepness, the trail could be moved to either the east or west property line) to allow for sufficient developable area for a residential dwelling. 	0.22 acre / 893 sq m

Road End	Key Considerations	Size
21	<ul style="list-style-type: none"> Refer to survey (Attachment 2b). Municipal trail used by Village residents connects Main Ave to Bedwell Bay Rd and the bus stop; follows the natural slope of the property. If the sale of this property were explored, the trail would likely need to be removed or altered (e.g. subject to slope steepness, the trail could be moved to either the east or west property line) to allow for sufficient developable area for a residential dwelling. 	0.22 acre / 893 sq m

Should Council direct staff to explore the disposition of a property, the development of a Land Disposition Policy will be required, which would be brought forward to Council for comment and consideration before being adopted. All decisions to sell Village land, including sale price, would be approved by Council. Section 26 of the *Community Charter* requires the provision of public notice prior to the disposition of land or improvements.

In general, the sale of a Road End could follow the steps outlined below (which would be clearly outlined in the Land Disposition Policy and subject to Council direction):

1. Preliminary Survey to determine lot size, potential encroachments, etc;
2. Conduct an Appraisal to determine value;
3. Initiate a Reference Plan Survey;
4. Draft a Road Closure Bylaw;
5. Hold a Public Hearing;
6. Raise title and register at Land Title Office; and
7. Market and sell the property
8. Provide notice of disposition as per Section 26 of the *Community Charter* prior to final sale.

6.0 Strategic Plan and Financial Implications:

This project is not part of Council's Strategic Plan and may cause other work plan initiatives to be re-prioritized and moved to a later completion date. A budget for this work will be determined if Council directs staff to move forward on this initiative.

Funding for this project could potentially come from the monies recently received from the Province of BC (\$153,143) under the "Capacity Funding for Local Government Housing Initiatives" program; however, this would have to be confirmed. Should these funds be unavailable funding from other Village reserves could be utilized, with the reserve chosen being dependent upon the project budget.

For your information, under Subsection 188 (2) (e) of the Community Charter, money received from the sale of land and improvements, must be placed to the credit of a reserve fund for the purposes of paying any debt remaining in relation to the property and of acquiring land, improvements and other assets of a capital nature.

7.0 Conclusion:

Based on the mapping analysis undertaken, the information provided in both the 2014 and 2020 research documents (Attachments 3 & 4), and as noted in the table above, all Road Ends have features or regulations that pose challenges for disposition and future residential development.



Prepared by: Paula Richardson
Chief Administrative Officer



Prepared by: Anika Bursey, MCRP
Planning Consultant
Pooni Group

The following documents are attached hereto:

- Attachment 1 Map of Road Ends
- Attachment 2 Surveys for Lot No.'s 2, 20 and 21
- Attachment 3 Staff reports dated June 22, 2020 and July 20, 2020
- Attachment 4 North West Environmental Group Revenue Generation Options for Belcarra Roads – A Public Discussion Paper dated April 28, 2014
[\(click on link to view document\)](#)

MEMORANDUM

To: Paula Richardson
Client: Village of Belcarra
From: Pooni Group
Re: **Road Ends: anticipated work**

Date: May 1, 2024
Project: Road Ends
Project #: 2347

BACKGROUND

On April 2, Belcarra Council directed staff to determine the potential for the disposition of Road Ends #2, 10, 13, 20, 21. The purpose of the disposition is twofold: 1) to generate income for the Village for costs associated with the future firehall replacement and 2) to create more land suitable for residential development, increasing the number of homes in the Village (considering that the Village relies on septic systems and large scale redevelopment opportunities are limited).

Pooni Group has developed the following proposed project plan, which focuses on Road Ends Disposition research and next steps. This memo provides an overview of anticipated work and the associated costs, before initiating the work.

A. PROPOSED PROJECT PLAN FOR ROAD ENDS DISPOSITION

Tasks include:

1. **Legal Implications:** understand the legal context and precedents associated with the disposition of municipally owned waterfront properties. Anticipated work includes getting a legal opinion from the Village's legal counsel on the Community Charter, leasing road ends, and any other legal issues regarding Road End sales.
2. **Land Disposition Policy:** a draft Land Disposition Policy to facilitate the future disposition of the road ends. This would include an opinion from the Village's legal counsel on the draft policy.
3. **Road End Feasibility Research:** recommendations for each identified road end and associated next steps, which include: the feasibility of building a residential structure on site; any hindrances to residential development; Official Community Plan and Zoning Bylaw implications; and any further areas of exploration. For example, have we uncovered something that may be applicable for other road ends, outside of those 5 identified?
4. **Staff Report & Council Presentation:** findings will be summarized in a staff report and presentation to Council.

B. BUDGET

This work is anticipated to occur from approximately May to July. The total cost is \$7,750 (Anika Bursey: 40 hours @ \$125; Laura Beveridge: 10 hours @ \$275).



C. FUNDING OPPORTUNITIES

The following funding opportunities will be explored:

- Recovery through the potential sale of road ends
- Local Government Housing Fund
 - There is funding available from the Ministry of Housing to support the development of housing within municipalities. Ahead of initiating this work, the above project plan will be shared with the Ministry to confirm if it qualifies as “research specific to eligible projects” related to the Village’s “long-term financial plan.”



**VILLAGE OF
BELCARRA**

Road Ends Update

September 23, 2024

Recap

- April 2024:
 - Shared an overview of road ends in the Village, their varying encumbrances, and identified the road ends that were most-suitable for disposition based on a high-level analysis.
- May 2024:
 - Provided a workplan to support the disposition of 5 roads identified in April. This included:
 - Legal Review
 - Update the draft land disposition policy
 - Road end feasibility research and steps for disposition
 - Presentation to Council

Task Updates: Legal Review

Village's legal counsel reviewed questions about road end disposition. Two reports we're provided by Lidstone & Co. Findings from these reports include:

- Belcarra must ensure that access to adjacent properties is retained.
 - A statutory right of way (SROW) is the recommended method to maintain private lot access given that an SROW provides the Village with control over the access and securing it.
- Offering the right of first refusal to neighbouring property owners is recommended but not legally required.
- Waterfront road ends must be exchanged (or sold) for other access to the same body of water.
- Village would be able to sell road ends 20 and 21 without being required by law to reconstruct the trail.

Task Updates: Land Disposition Policy

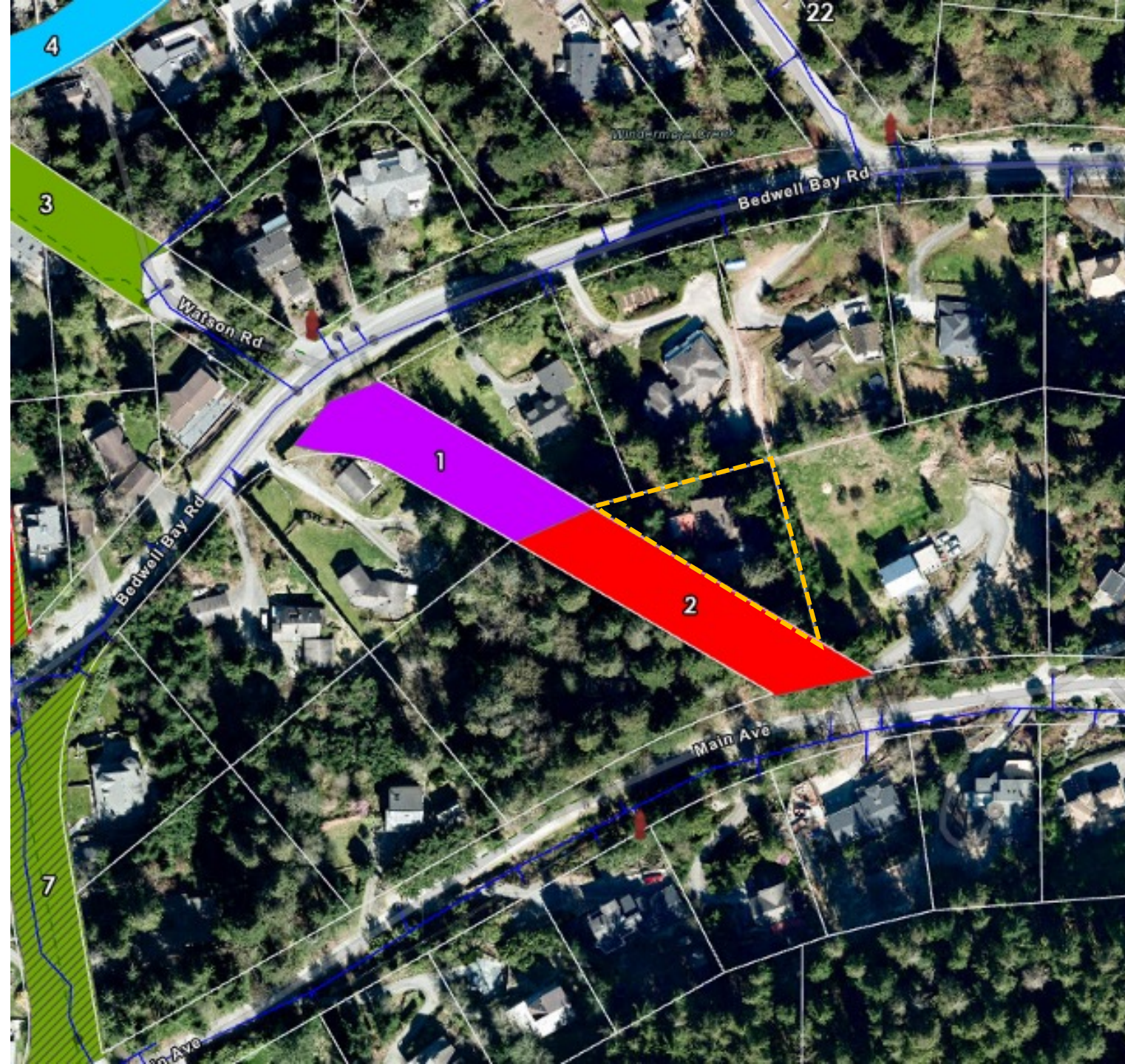
- Draft policy is largely unchanged from 2020
- Legal counsel has reviewed the policy and made minor changes
- Right of first refusal has been reintroduced based on the legal opinion
- Available in Appendix C

Task Updates: Road End Feasibility

- Road End #10 has been removed. Given the long-term vision to explore residential development of Lot 48 (as noted in the draft Official Community Plan), Road end #10 may serve as an important connection for road access.
- For Road Ends 2, 13, 20 & 21:
 - Updated survey and appraisal will be required prior to disposition

Road End #2

- A statutory right of way (SROW) will be required if the eastern property (in orange) owner is not interested in purchasing the road end.
- The SROW process is initiated by the Village, and an updated survey is required prior to establishing an SROW.
- Once the SROW is registered, the site survey is updated to include the SROW, and title is raised. A complete overview of this process is detailed in Section 5.0 of this report.



Road End #13

- A statutory right of way (SROW) will be required if the western property owner (in orange) is not interested in purchasing the road end.
- The SROW process is initiated by the Village, and an updated survey is required prior to establishing an SROW.
- Once the SROW is registered, the site survey is updated to include the SROW, and title is raised. A complete overview of this process is detailed in Section 5.0 of this report.



Road End #20/21

- Should Council wish to retain the public trail access through these lands, an SROW would need to be established, preferably along the eastern or western property line, to ensure maximum land development potential. Note that there is no legal obligation to retain this trail. Relocating the trail would involve the construction of a new trail in a steeper sloping portion of the parcels, at the Village's cost.
- According to the survey conducted in 2020, no SROW is required to maintain private property access, but there is currently a portion of driveway encroaching on Road End 20. This access would need to be revisited through another survey.

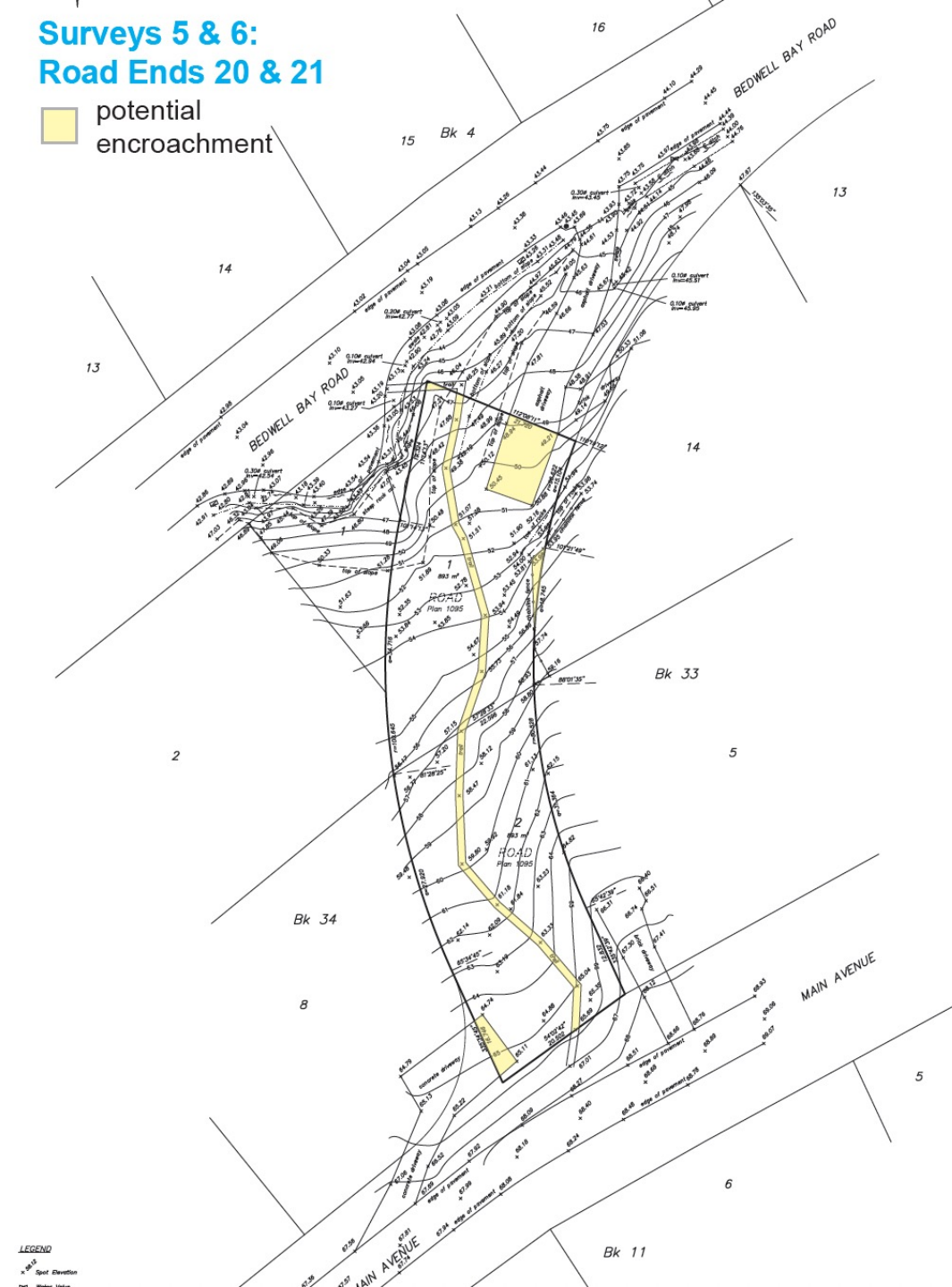


Road End #20/21

- Possible discrepancy between mapping and survey increases the importance of having properties re-surveyed
- Potential for a SROW requirement on road end 20

Surveys 5 & 6: Road Ends 20 & 21

potential
encroachment



Task Updates: Next Steps

- Survey and get appraisal for all road ends.
 - Pooni Group recommends using the same surveyor (Papove Land Surveyors) and appraiser (Garnet Wilson) that completed this work in 2020.
- Begin disposition process, which includes:
 1. Letter sent to neighbouring landowners advising of upcoming process and steps noted below
 2. Notice to close road
 3. Bylaw to close road
 4. Notice to dispose
 5. Professional appraisal of road end
 6. Right of first refusal offered to neighbouring landowners
 7. If landowners decline to purchase, Statutory Right of Ways registered on title
 8. Vesting estate in fee simple
 9. Raise Title



COUNCIL REPORT

Date: December 15, 2025
From: Amanda Seibert, Corporate Officer
Subject: **Appointments to the Board of Variance**

Recommendation

That the staff report dated December 15, 2025 titled “Appointments to the Board of Variance” be received into the record for information.

Purpose:

To provide information on the process undertaken in the recruitment of volunteers to serve as members on the Village of Belcarra Board of Variance and to highlight the appointment of two new members to the Board for a three (3) term commencing January 1, 2026 and ending December 31, 2029.

Background:

The Board of Variance is a statutory committee that has the power to grant minor variations in situations where compliance with the Zoning Bylaw respecting the siting, dimension or size of a building or structure would cause a person undue hardship. Board members are volunteers appointed by the Village of Belcarra Council for a three (3) year term. The three (3) year term is legislated under the *Local Government Act* as well as the Village’s Board of Variance Bylaw.

Discussion:

As of December 30, 2025, the terms of Paul Teichroeb and John Stubbs as members of the Board of Variance will expire which will create two vacancies on the three member Board. In the past, Council has typically chosen to re-appointment volunteers to the Board rather than advertise for new members as per staff recommendations. However, in the name of transparency and fairness, the decision to move forward with advertising for volunteers to serve for the next three year term was made.

The Chief Administrative Officer announced the intention to provide notice of the upcoming vacancies at the October 20, 2025 Council Meeting and following the meeting a notice advertising the positions was posted to the Village website, sent out via the resident group email list and placed into the Tri-Cities Dispatch, the Freshet News as well as the November edition of the Belcarra Barnacle. The notice was also posted to bus stops and at the Village Hall.

Conclusion:

A notice inviting residents to submit an application to serve on the Village of Belcarra Board of Variance was sent out the week of October 20, 2025 with a closing deadline of November 14, 2025. A reminder was published on the Village's website on November 7, 2025 and ads continued to run in both the Tri-Cities Dispatch and the Freshet News.

A total of two applications were received by the deadline.

Council appointed Sandra Chapman and Fraser MacDonald to the Board of Variance for the period of January 1, 2026 to December 31, 2029.



Prepared by: Amanda Seibert
Corporate Officer



Concurrence: Melony Burton,
Chief Administrative Officer



COUNCIL REPORT

Date: December 1, 2025

From: Amanda Seibert, Corporate Officer

Subject: Board of Variance Bylaw No. 636, 2025

Recommendation:

That Village of Belcarra Board of Variance Bylaw No. 636, 2025 be read a first, second and third time.

Purpose:

This report provides information on an updated Village of Belcarra Board of Variance Bylaw.

Background:

A local government that has adopted a Zoning Bylaw must establish a Board of Variance to allow for relief from certain provisions within that bylaw. On April 23, 2018, Village of Belcarra Council adopted Zoning Bylaw No. 510, 2018. The existing Board of Variance Bylaw No. 399, 2007, has not been updated since the adoption of the current Zoning Bylaw.

A new Board of Variance bylaw is being proposed to update language, address changes in procedure and incorporate references to sections of the *Local Government Act*.

Discussion:

A new Board of Variance Bylaw has been drafted to modernize the document. Highlights of the proposed changes include:

- Additions to the definitions section.
- Section 4 – addition of Technical Staff to provide technical support, review and advice
- Section 5 – updates to refer to the Village of Belcarra Fees and Charges Bylaw No. 517, 2018 rather than to a schedule attached to the bylaw.
- Section 6 – updates to follow the *Local Government Act* more closely and to add details which coincide with the procedure currently used by staff to provide notice of applications.
- Section 7 – added to provide direction on setting up an agenda and allowing for consistency throughout any staffing changes.
- Section 8 – added to define procedures based on lack of quorum of the Board.
- Sections 9 and 10 – added to better define conduct expected during a meeting and decisions made by the Board.

Next Steps

Pending Council approval of first three readings, Board of Variance Bylaw No. 636, 2025 will be brought forward for adoption at the next Council meeting.

Once Board of Variance Bylaw No. 636, 2025 is adopted, Board of Variance Bylaw No. 399, 2007 is considered repealed.



Prepared by: Amanda Seibert
Corporate Officer



Concurrence: Melony Burton
Chief Administrative Officer

Attachment A: Village of Belcarra Board of Variance Bylaw No. 636, 2025



**VILLAGE OF BELCARRA
Board of Variance
Bylaw No. 636, 2025**



A bylaw to establish and set the procedure for a Board of Variance

WHEREAS the Council of the Village of Belcarra has adopted “Village of Belcarra Zoning Bylaw No. 510, 2018” as amended from time to time;

AND WHEREAS pursuant to section 356 of the Local Government Act, there shall be established, by bylaw, a Board of Variance;

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

1. Citation

- 1.1 This Bylaw may be cited as the "Village of Belcarra Board of Variance Bylaw No. 636, 2025."

2. Repeal

Bylaw No. 399, cited as “Board of Variance Bylaw No. 399, 2007” and all amendments is hereby repealed.

2. Definitions

In this bylaw;

“**Board**” means the Board of Variance;

“**Chair**” means the Chair of the Board, as appointed under section 8.1 of this bylaw;

“**Council**” means the Council of the Village of Belcarra;

“**Hearing**” means a Board of Variance meeting;

“**Municipal Hall**” means the Village of Belcarra Municipal Hall located at 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8; and

“**Secretary**” means the person appointed as the Secretary to the Board pursuant to this bylaw; and

“**Staff Liaison**” means the Village employee responsible for providing technical support to the Board and applications.

2. Continuation and Jurisdiction

- 2.1 The Board of Variance for the Village of Belcarra, established by previous bylaws of the Village, is continued and will operate in the manner and to the extent set out in the *Local Government Act* and this Bylaw.
- 2.2 The Board shall hear and determine appeals on the grounds and to the extent set out in sections 901 and 902 of the *Local Government Act*.

3. Establishment

- 3.1 The Board is established pursuant to the *Local Government Act* and consists of three (3) members appointed by Council, for a term of three (3) years. Members may be reappointed for further terms, without limitation.
- 3.2 The Board is established to hear and determine applications on the grounds and to the extent set out in the *Local Government Act*.
- 3.3 The members of the Board shall elect one of their number to preside as Chair in January of each year. The Chair may appoint a member of the Board to act as Acting Chair to preside in the absence of the Chair. When the Chair or Acting Chair are not present, the remaining members shall elect a chair for that meeting.
- 3.4 Council may appoint a successor to finish the remainder of a term of office of a member that resigns, is removed from office by Council, or is otherwise unable to complete the term of office.
- 3.5 If Council has not approved a successor before or at the end of a member's term of office, that member's term of office continues until Council appoints a successor for that member.
- 3.6 No person who is a member of Village Council, an officer or employee of the Village or a member of any Village committee is eligible to be appointed or to sit as a member of the Board.
- 3.7 If a member of the Board ceases to hold office, the person's successor is to be appointed in the same manner as the member who ceased to hold office, and, until the appointment of the successor, the remaining members constitute the Board of Variance.
- 3.8 Council may rescind an appointment to the Board at any time.
- 3.9 Members of the Board must not receive compensation for their services as members but must be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

4. Administrative and Technical Support

4.1 Secretary to the Board

- 4.1.1 The Corporate Officer or their designate is appointed as the Secretary to the Board.

4.1.2 The Board's Secretary shall:

- a) provide members of the Board with a yearly schedule indicating the dates when appeals will be heard and the dates by which applications are to be submitted to the Corporate Officer for consideration at the next scheduled meeting;
- b) receive applications and notify members of the Board of the receipt of applications;
- c) cause notices of applications and Hearings of the Board to be delivered to the members of the Board as directed by the Board or its Chair at proper notifications are given in accordance with this Bylaw;
- (d) ensure proper notification is given to the applicant and all affected persons be it owners or tenants in accordance with the *Local Government Act* and this Bylaw;
- (e) prepare agendas of all applications to be considered at a Board Hearing, and mail or otherwise deliver the agendas to each member of the Board at least one week prior to the Hearing;
- (f) record the decisions of the Board and maintain minutes of Hearings and orders of the Board and ensure that after their adoption by the Board, the Hearing minutes are signed by the Chair and Secretary;
- (g) notify applicants and the Staff Liaison in writing of the decisions of the Board; and
- (h) maintain a record of the Board Hearing minutes which must be available for public inspection during normal Municipal Hall business hours.

4.2 Technical Support

4.1.1 Technical support shall be provided by the Building Official and/or other staff appointed by the Chief Administrative Officer.

4.1.2 The Building Official and/or other technical support representative(s) may:

- a) provide written comments to the Board on each application, which may address such matters as the intent of the Bylaw for which the variance is requested, site specific considerations, the degree of the proposed variance, other considerations under section 901(2) of the Local Government Act and changes in Planning matters or regulations which may affect the Board's consideration of the variance request; and
- b) attend the Board meetings and respond to any questions from the Board.

5. Application and Fee

5.1 A person may apply to the Board for a minor variance or an exemption to relieve hardship by submitting the following:

5.1.1 a completed application including:

- a) the minor variance or exemption requested;
- b) the grounds of hardship on which the application is brought; and
- c) the address to which all notices for the applicant may be mailed or otherwise delivered;

- 5.1.2 the required supporting documentation specified in the application form; and
- 5.1.3 the non-refundable application fee set out in Schedule 8 of Village of Belcarra Fees and Charges Bylaw No. 517, 2018. No application shall be received by the person duly authorized until payment of the fee is made.
- 5.2 All applications to the Board will be reviewed by the Staff Liaison. The Staff Liaison may request applicants to furnish further information as may be necessary for the proper understanding of the nature of the application.

6. Notice of Application Hearing

- 6.1 Notice of the Hearing of an application to the Board must be mailed or otherwise delivered no later than ten (10) calendar days prior to the date of the Hearing to the last known address of the following persons:
 - 6.1.1 the applicant requesting the variance(s)
 - 6.1.2 the owner(s) of the property that is the subject of the application, if different than the applicant; and
 - 6.1.3 The owner(s) and occupants of the lands adjacent to the land that is the subject of the application, including those across dedicated rights-of-way and highways.
- 6.2 The notice referred to in subsection 6.1 must include the following information:
 - 6.2.1 the location of the property including the street address of the land which is the subject of the application;
 - 6.2.2 the subject matter of the application;
 - 6.2.3 the time, date and place of the Hearing where the application will be heard;
 - 6.2.4 the place where, and the times and dates when copies of the application package may be inspected;
 - 6.2.5 instructions for submitting written comments regarding the application as well as for attendance at the Hearing in order to provide a verbal response to the application.
- 6.3 Any notice pursuant to this Part is deemed to have been validly given if sent by ordinary mail or otherwise delivered to the owners and tenants in occupation of affected lands at such addresses as appear on the last revised Assessment Roll or at such other addresses as such affected person may specify in writing.

7. Board Agenda

- 7.1 Not less than 7 days before the date set for the meeting of the Board, the Secretary shall:
 - 7.1.1 prepare an agenda package of all applications to be considered at the hearing, including
 - (a) the complete application packages, and
 - (b) any written comments submitted regarding the applications;

7.1.2 mail or email or otherwise make available a copy of the agenda to:

- (a) each Board member;
- (b) the Staff Liaison;
- (c) the applicants whose applications will be heard at the hearing

7.2 Any written comments received after the publication of the agenda, up until 7 days prior to the Hearing will be forwarded to those persons identified in subsection 7.1.2.

8. Board Hearing Procedures

8.1 At the first Hearing of each year the Board must elect one of their members as Chair for a one year period.

8.2 The Chair may appoint a member of the Board as Acting Chair to preside in the Chair's absence either for a single meeting or for a set period of time.

8.3 The Board may annually establish a schedule of Hearings, or hearings may be held at the Call of the Chair.

8.4 The Board may amend the schedule of Hearings by resolution.

8.5 The quorum of the Board is any two (2) members of the Board.

8.5.1 If a quorum is not present within fifteen minutes after the scheduled time of the meeting, the Staff Liaison will:

- a) Cancel the Hearing; and
- b) Reschedule the Hearing to hear the applications as soon as practicable, either by:
 - i. prior to cancelling the meeting, announcing the new hearing date, time, and location; or
 - ii. providing notice of the new hearing date as per section 6.

8.6 The Chair of the Board is entitled to vote on all matters coming before the Board.

8.7 Any Board member who abstains from voting is deemed to have voted in favor of the motion.

9. Conduct of Hearing

9.1 All Hearings of the Board are open to the public.

9.2 The Chair or Acting Chair shall open the Hearing.

9.3 The applicant and any other person who believes that their interest in property is affected by the application may make either oral or written submissions, or both, at the Hearing of the application and may be represented by a solicitor or agent.

- 9.4 The Applicant shall be afforded the first opportunity to present his evidence and arguments, and thereafter, evidence and arguments shall be presented in such sequence as the Chair may direct, until all parties have been afforded an opportunity to present their evidence and arguments.
- 9.5 Evidence given at a Hearing of the Board does not need to be under oath.
- 9.6 The Board shall not hear oral evidence, except at a regularly constituted Hearing of the subject matter of that evidence.
- 9.7 Before reaching a decision on an application, the Board may require that further information be supplied by the applicant and may adjourn the Hearing from time to time as the Board deems advisable.
- 9.8 Any Board member may view the property affected by the application and surrounding properties, which in their opinion are affected the application, and may enter such property with the permission of the owner.
- 9.9 The Hearing may be adjourned from time to time, as the Board may deem appropriate, to view the property or obtain additional information, and may be reconvened without further notice if the date, time, and location of the reconvened meeting is announced at adjournment. Failing an announcement of a reconvened meeting at adjournment, notice of the reconvened hearing must be given in accordance with Section 6 of this bylaw.

10. Decision of Board

- 10.1 At the conclusion of a Hearing, the Board may render its decision or may adjourn the application and render its decision at a subsequent Hearing. The decision of the Board shall be by a majority of those members present.
- 10.2 If the applicant or applicant's solicitor or agent is not present at the Hearing of the application, the Board may grant or deny an order in the absence of such person.
- 10.3 If an application is granted, the Board may set a time within which the lawful construction must be completed, failing which the exemption granted by the Board shall terminate and the provisions of the applicable bylaw or the Local Government Act, as applicable will apply.
- 10.4 Within 7 days, each decision of the Board must be mailed or otherwise delivered to the applicant, owner of the subject land; persons who provided written submissions to the Board and to the Village staff responsible for Building Inspection.
- 10.5 The Secretary will maintain a record of the Board's decisions which must be available for public inspection during normal Municipal Hall business hours.
- 10.6 A decision of the Board whether to grant a minor variance under section 542 of the *Local Government Act* is final.
- 10.7 The Board shall not, within six (6) months of the date of the decision of the Board, re-hear an application previously denied covering the identical grounds or principles upon which the Board has already rendered a decision

11. Severability

- 11.1 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

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

This is a certified a true copy of
Village of Belcarra Board of Variance Bylaw No. xxx, 2025

Chief Administrative Officer



VILLAGE OF BELCARRA
5-Year (2026 – 2030) Financial Plan
Bylaw No. 637, 2025



A bylaw to establish the 5-Year Financial Plan for the years 2026 – 2030 inclusive

WHEREAS pursuant to section 165 of the *Community Charter*, the Council shall, before the 15th of May in each year, before the annual property tax bylaw is adopted, adopt a financial plan;

AND WHEREAS the Municipal Council has caused to be prepared a 5-Year Financial Plan for the period 2026 – 2030 inclusive;

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

1. This Bylaw shall be cited for all purposes as the “Village of Belcarra 5-Year (2026 – 2030) Financial Plan Bylaw No. 637, 2025”.
2. Council hereby adopts the 5-Year Financial Plan for the years 2026 – 2030 inclusive, as set out in Schedules A, B and C, attached hereto and forming part of this bylaw.
3. This Bylaw shall come into effect on January 1, 2026.

READ A FIRST TIME on December 1, 2025

READ A SECOND TIME on December 1, 2025

READ A THIRD TIME on December 1, 2025

ADOPTED by the Council on

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

This is a certified a true copy of
Village of Belcarra 5-Year (2026 – 2030) Financial
Plan Bylaw No.637, 2025

Chief Administrative Officer

Schedule "A"

2026 - 2030 Financial Plan Summary

	2026	2027	2028	2029	2030
REVENUE					
Taxation (including grants in lieu)	(1,242,132)	(1,295,143)	(1,350,340)	(1,407,813)	(1,467,654)
Parcel taxes	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)
Sale of services & regulatory fees	(916,330)	(952,081)	(989,273)	(1,027,961)	(1,068,208)
Government transfers	(1,451,746)	(927,882)	(933,464)	(568,745)	(575,093)
Investment income	(159,280)	(162,632)	(166,058)	(169,559)	(173,137)
Actuarial income	(62,623)	(68,980)	(75,560)	(82,369)	(89,417)
Total Revenue	(4,099,728)	(3,674,335)	(3,782,312)	(3,524,064)	(3,641,126)
EXPENSES					
General government & fiscal services	272,060	249,364	254,711	260,203	296,127
Administration & human resources	356,375	365,639	375,162	384,960	395,039
Information technology	64,267	66,133	71,391	73,428	75,656
Support services (engineering, finance & planning)	227,405	152,419	214,856	157,334	159,856
Building inspection & bylaw enforcement	126,736	130,098	133,687	137,112	140,769
Public works & transportation	272,885	280,280	287,868	295,658	303,656
Major road network (MRN)	159,216	165,275	167,668	174,044	176,449
Fire & emergency services	6,159	6,283	6,408	6,536	6,666
Waste & recycle depot (WARD)	228,924	235,459	242,509	249,543	256,780
Water system	578,318	589,310	600,112	611,149	622,949
Amortization	409,135	429,339	450,547	472,811	496,182
Total Expenses	2,701,480	2,669,599	2,804,919	2,822,778	2,930,129
ANNUAL SURPLUS	(1,398,248)	(1,004,736)	(977,393)	(701,286)	(710,997)
RESERVES, DEBT & CAPITAL					
Tangible capital assets	2,069,005	964,679	1,073,504	268,504	213,512
Amortization	(409,136)	(429,339)	(450,546)	(472,812)	(496,182)
Repayment of debt (principal & actuarial)	181,625	187,982	194,562	201,371	208,419
Transfers from reserves	(1,289,232)	(591,625)	(760,450)	(270,450)	(245,741)
Transfers to reserves	790,440	813,673	847,237	897,421	949,326
Transfers to surplus	55,546	59,366	73,086	77,252	81,663
Total Reserves, Debt & Capital	1,398,248	1,004,736	977,393	701,286	710,997
FINANCIAL PLAN BALANCE	-	-	-	-	-

Schedule "B"
2026 - 2030 Capital Plan Summary

	2026	2027	2028	2029	2030	Totals
PLANNED CAPITAL EXPENDITURES						
<u>General Capital Plan</u>						
General & Information Technology	\$ 22,593	\$ 14,679	\$ 17,504	\$ 25,504	\$ 28,512	\$ 108,792
Public Works & Municipal Hall	200,000	122,000	71,000	5,000	5,000	403,000
Vehicles & Equipment	55,000	8,000	-	8,000	45,000	116,000
Transportation Infrastructure (Non-MRN)	85,000	85,000	300,000	160,000	105,000	735,000
Transportation Infrastructure (MRN)	1,300,000	500,000	500,000	-	-	2,300,000
Drainage	80,000	150,000	80,000	15,000	15,000	340,000
Parks & Recreation	50,000	10,000	-	-	-	60,000
Subtotal General Capital Plan	\$ 1,792,593	\$ 889,679	\$ 968,504	\$ 213,504	\$ 198,512	\$ 4,062,792
<u>Water Utility Capital Plan</u>	\$218,912	\$20,000	\$65,000	\$20,000	\$10,000	\$ 333,912
<u>Waste & Recycle Depot (WARD) Utility Water Capital Plan</u>	\$57,500	\$55,000	\$40,000	\$35,000	\$5,000	\$ 192,500
TOTAL PLANNED CAPITAL EXPENDITURES	\$ 2,069,005	\$ 964,679	\$ 1,073,504	\$ 268,504	\$ 213,512	\$ 4,589,204
PLANNED CAPITAL FUNDING						
<u>General Capital Plan</u>						
Canada Community-Building Fund Reserve	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 250,000
General Capital Reserve	132,593	221,679	288,504	40,504	43,512	726,792
Vehicle & Equipment Capital Reserve	70,000	73,000	5,000	13,000	50,000	211,000
Transportation Infrastructure Reserve	135,000	95,000	150,000	160,000	105,000	645,000
Growing Communities Fund Reserve	510,000	-	150,000	-	-	660,000
Climate Action Plan Funds	40,000	-	-	-	-	40,000
Grants	780,000	375,000	375,000	-	-	1,530,000
Subtotal General Capital Plan	\$ 1,792,593	\$ 889,679	\$ 968,504	\$ 213,504	\$ 198,512	\$ 4,062,792
<u>Water Utility Capital Plan</u>	\$ 60,870	\$ 20,000	\$ 65,000	\$ 20,000	\$ 10,000	\$ 175,870
Growing Communities Fund Reserve	158,042	-	-	-	-	158,042
Subtotal Water Utility Capital Plan	\$ 218,912	\$ 20,000	\$ 65,000	\$ 20,000	\$ 10,000	\$ 333,912
<u>Waste & Recycle Depot (WARD) Utility Water Capital Plan</u>	\$ 18,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 33,000
General Capital Reserve	30,000	-	-	-	-	30,000
Growing Communities Fund Reserve	9,500	50,000	40,000	30,000	-	129,500
Subtotal WARD Utility Capital Plan	\$ 57,500	\$ 55,000	\$ 40,000	\$ 35,000	\$ 5,000	\$ 192,500
TOTAL PLANNED CAPITAL FUNDING	\$ 2,069,005	\$ 964,679	\$ 1,073,504	\$ 268,504	\$ 213,512	\$ 4,589,204

Schedule “C” – Statement of Objectives and Policies

Financial Plan Objectives and Policies for Funding Sources, Distribution of Property Value Taxes, and Permissive Tax Exemptions

A. Funding Sources

Over the Village of Belcarra’s 5-year financial plan the funding sources, as defined in Section (165) (7) of the Community Charter, are as follows:

	2026	2027	2028	2029	2030
Operating Revenue Sources					
Property value taxation	38.0%	39.3%	39.6%	39.9%	40.3%
Parcel tax	8.2%	8.1%	7.9%	7.6%	7.3%
Fees	27.9%	28.9%	29.0%	29.2%	29.3%
Other sources*	26.0%	23.8%	23.5%	23.3%	23.0%
Proceeds from borrowing	0.0%	0.0%	0.0%	0.0%	0.0%
Totals	100.1%	100.1%	100.0%	100.0%	99.9%
Capital Revenue Sources					
Other sources - Reserves	60.4%	61.1%	65.1%	100.0%	100.0%
Other sources - Grants	39.6%	38.9%	34.9%	0.0%	0.0%
Other sources - Appropriated Surplus	0.0%	0.0%	0.0%	0.0%	0.0%
Proceeds from borrowing	0.0%	0.0%	0.0%	0.0%	0.0%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%

** Government transfers, investment income & actuarial on debt*

Objectives:

- Ensure that the Village’s services are sustained over the long-term by providing for core operations and future asset/infrastructure replacements and renewals.

Policy:

- Build up reserves to optimal levels through property tax and utility user fee increases (for water and the waste & recycle depot).
- Minimize external borrowing and create internal reserve sources of funding and financing.

B. Distribution of Municipal Property Taxes Across Property Classes

Over the term of the financial plan the distribution of municipal property taxes across the property tax classes is expected to be similar to 2025, as follows:

Distribution of 2025 Property Taxes

Property Classes	Property Tax Dollars Raised	% of Total Property Taxation
1 Residential	\$1,182,073	98.6%
2 Utilities	\$1,277	0.1%
3 Supportive Housing	\$0	0.0%
4 Major Industry	\$0	0.0%
5 Light Industry	\$0	0.0%
6 Business/Other	\$236	0.0%
7 Managed Forest Land	\$0	0.0%
8 Recreation/Non-Profit	\$15,042	1.3%
9 Farm	\$0	0.0%
Totals	\$1,198,628	100.0%

Objective:

- Maintain a consistent, proportionate relationship in the sharing of the tax burden amongst the tax classes.

Policy:

- Set tax rates in accordance with the tax class multiples set by the Province of BC.

C. Permissive Tax Exemptions

Objective:

- Recognize the contributions of non-profit organizations and groups which provide services and activities for the Community.

Policy:

- Full or partial permissive tax exemptions will be considered to encourage activities or services that:
 - are consistent with the quality of life (economic, social, and cultural) objectives of the Village;
 - provide direct access and benefit to the community, and
 - would otherwise be provided by the Village.
- Council Policy 176 provides additional details and requirements for Permissive Tax Exemptions.



**VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 638, 2025**



A bylaw to amend fees and charges for services

WHEREAS the Community Charter enables a local government to amend its bylaws from time to time;

AND WHEREAS the Village of Belcarra Council has deemed it necessary to amend its fees and charges bylaw;

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 638, 2025"
2. That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" be amended:

a) In Schedule 10 "Recycling and Garbage Collection and Removal" by

replacing:

"Authorized User (per parcel of real property improved or unimproved)	\$720.00 per annum
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Authorized User (non-resident)	\$720.00 per annum
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Accessory Suite (additional dwelling unit)	\$720.00 per annum
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With

"Authorized User (per parcel of real property improved or unimproved)	\$706.00 per annum
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Authorized User (non-resident)	\$706.00 per annum
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Accessory Suite (additional dwelling unit)	\$706.00 per annum
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b) In "Schedule 13 – Waterworks Fees" by

replacing:

"Basic Fee – Fire Protection (not connected to water system) (prorated upon date of permit)	\$1,280.00
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Use Fee – Domestic (connected to water system) (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$1,826.00
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with:

"Basic Fee – Fire Protection (not connected to water system) (prorated upon date of permit)	\$1,445.00
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Use Fee – Domestic (connected to water system) (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$2,061.00
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3. This bylaw shall take force and come into effect as of January 1, 2026.

READ A FIRST TIME on December 1, 2025

READ A SECOND TIME on December 1, 2025

READ A THIRD TIME on December 1, 2025

ADOPTED by the Council on

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

This is a certified a true copy of
Village of Belcarra Fees and Charges Bylaw
No. 517, 2018, Amendment Bylaw No. 638, 2025

Chief Administrative Officer