



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MEETING AGENDA**  
**Village Hall**  
**January 12, 2026**  
**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](http://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 Ruzicki  
Councillor Liisa Wilder

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1 Special Council Meeting, December 15, 2025**
  - 3.2 Regular Council Meeting, December 15, 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** Email dated January 6, 2026 from the Innovation, Science and Economic Development Canada providing information on an opportunity to nominate an educator for an award in the categories of Teaching Excellence, Teaching Excellence in Science, Technology, Engineering and Mathematics and Teaching Excellence in Early Childhood Education.

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

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

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

**8.1** Grants-In-Aid Program application dated December 21, 2025 from Janis Cleugh, co-founder, editor, reporter for the Freshet News, requesting a community grant from the Village of Belcarra in the amount of \$200 in support of a non-profit news co-operative.

**8.2** Grants-In-Aid Program application dated December 30, 2025 from Camila Parks, Heritage Woods After Grad 2025 Fundraising Coordinator, requesting a community grant in the amount of \$250 from the Village of Belcarra as a financial contribution to be used to support the costs of food, entertainment, decor, equipment rentals, and prizes for the Heritage Woods After Grad 2026 celebration.

**8.3** Grants-In-Aid Program application dated January 5, 2025 from Gurinder Mann, Executive Director, Communities Embracing Restorative Action (CERA) Society, requesting a community grant from the Village of Belcarra in the amount of \$353 for support of the Community Youth Justice Program 2026 Fiscal Year.

**9. UNFINISHED BUSINESS****10. STAFF REPORTS****10.1 Village of Anmore Official Community Plan Amendments**

Staff report dated January 12, 2026 by the Chief Administrative Officer providing information on proposed amendments to Village of Anmore Official Community Plan Bylaw No. 532, 2014 and recommending that a letter be provided to the Village of Anmore with comments on the proposed amendments.

**10.2 Bedwell Bay Upgrade Project – Preliminary Design**

Staff report dated January 12, 2026 by the Manager, Municipal Services providing an update on the Bedwell Bay Upgrade Project and recommending that the report be received into the record for information.

**11. BYLAWS****11.1 Village of Belcarra Board of Variance Bylaw No 636, 2025**

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

**12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS****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 15, 2025**



This meeting was held in Council Chambers

**Council in Attendance**

Mayor Jamie Ross  
Councillor Carolina Clark  
Councillor Joe Elworthy  
Councillor Janet Ruzicki  
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 5:01 pm

**2. APPROVAL OF THE AGENDA**

**2.1 Special Council Meeting, December 15, 2025**

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the agenda for the Special Council Meeting of December 15, 2025 be approved.**

**CARRIED**

**3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING**

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the December 15, 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(2)(b) The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government.**

**CARRIED**

**4. ADJOURNMENT**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

**That the December 15, 2025 Special Council Meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 5:05 pm

Certified Correct:

---

Jamie Ross  
Mayor

---

Amanda Seibert  
Corporate Officer



**VILLAGE OF BELCARRA  
SPECIAL COUNCIL MEETING MINUTES  
December 15, 2025**



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

**Council in Attendance**

Mayor Jamie Ross  
 Councillor Carolina Clark  
 Councillor Joe Elworthy  
 Councillor Janet Ruzicki  
 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**

Chi Chi Cai, Pooni Group  
 Angela Chau, Pooni Group

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

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, December 15, 2025**

Moved by: Councillor Clark  
 Seconded by: Councillor Elworthy

**That the agenda for the Regular Council Meeting of December 15, 2025 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, December 1, 2025**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That the minutes from the Special Council Meeting held on December 1, 2025 be adopted.**

**CARRIED**

**3.2 Regular Council Meeting, December 1, 2025**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That the minutes from the Regular Council Meeting held on December 1, 2025 be adopted.**

**CARRIED**

**4. PUBLIC INPUT**

Mayor Ross reviewed the procedure for Public Input.

Klaus Bever, Belcarra resident, expressed a desire to recognize the contributions of the Board of Variance volunteers who have retired and included an invitation to take out the retiring members of the Board in appreciation of the years of work they have put in.

Note: Councillor Wilder left the meeting at 7:06 pm.

**5. DELEGATIONS AND PRESENTATIONS**

No items

**6. ITEMS ON CONSENT AGENDA**

**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**

No items

**6.3 Recommendation to Receive Items on Consent**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

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

**CARRIED**

**7. ITEMS REMOVED FROM THE CONSENT AGENDA**

No items

Note: Councillor Wilder returned to the meeting at 7:06 pm.

**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.

The Chief Administrative Officer reviewed the request from Port Moody Secondary School AfterGrad. She provided information on the amount provided for grants for graduation events for schools in past years.

Moved by: Councillor Elworthy  
Seconded by: Councillor Clark

**That the 2026 Port Moody Secondary School AfterGrad event be supported with financial assistance in the amount of \$250.**

**CARRIED**

**9. UNFINISHED BUSINESS**

No items

**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.

The Chief Administrative Officer presented the report. She highlighted requirements to amend the OCP to meet Provincial legislative requirements, advised on communications with Provincial and outlined the next steps in the process. She introduced Chi Chi Cai, the planning consultant from Pooni Group.

Chi Chi Cai provided a summary of the housing needs report and responded to questions from Council members.

Moved by: Councillor Elworthy  
Seconded by: Councillor Clark

**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.**

CARRIED

#### **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.

The Chief Administrative Officer presented the report. She advised on the history on the draft Port Moody 2050 Official Community Plan, outlined the information provided in the plan and highlighted input provided by Belcarra staff in response to a request for comments by Port Moody.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**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.**

CARRIED

#### **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.

The Chief Administrative Officer presented the report. She provided information on work carried out on road ends to date and highlighted next steps to be taken to allow sale of Road End 13 in the first two quarters of 2026. She advised that a cost benefit analysis will be undertaken following the sale of the first road end.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

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

CARRIED

#### **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.

The Corporate Officer presented the report. She advised that background information is being provided on the process to appoint volunteers to the Board of Variance and the steps taken by the Village to recruit new volunteers and reported on the new appointments to the Board.

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

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

CARRIED

#### **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.

The Corporate Officer presented the report. She advised that the existing bylaw was adopted in 2007 and is outdated. She explained that the new bylaw will correspond with the latest Village zoning bylaw, and contains updated language, addresses changes in procedure and references to relevant sections of the *Local Government Act*.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

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

CARRIED

### **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

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That Village of Belcarra 5-Year (2026 – 2030) Financial Plan Bylaw No. 637, 2025 be adopted.**

CARRIED

#### **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

Moved by: Councillor Elworthy  
Seconded by: Councillor Clark

**That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 638, 2025 be adopted.**

CARRIED

### **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

The Mayor attended the following events:

- Dec 10: Tri-Cities Chamber of Commerce Holiday Luncheon
- Dec 11: TransLink Mayors Council meeting
- Dec 11: CRAB Annual General Meeting
- Dec 12: Metro Vancouver Board Meeting
- Dec 13: Santa Ships and Fireworks

Councillor Clark

Councillor Clark attended the Annual General Meeting of CRAB as well as the firework held in Belcarra Park. She expressed her appreciation for all the hard work carried out by the volunteers on CRAB to contribute to the event.

Councillor Wilder

Councillor Wilder attended the Tri-City Chamber of Commerce Holiday Luncheon which was being held to raise funds for SHARE as the charity of choice. She volunteered at the CRAB AGM as well as with the Santa Ships and the fireworks and shared that she has been volunteering as “Santa’s elf” for 22 years. She expressed her appreciation for everyone who also volunteered for the event.

### 13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

#### OPERATIONAL UPDATES

- Continue to clear catch basins and clean roads
- Removed a fallen tree from the road
- Dug out a drain trench on Kelly Avenue
- Field survey with ISL to pick up drainage information for capital projects
- Installed a water meter
- Calibrated the chlorine analyzer
- Purchased and received of 14' EOC trailer.
- Outfitted the trailer with shelves and electrical outlets.
- 1 Call Before You dig response
- Window decorations – with in-house talent by Sophie, a Belcarra staff member

## ADMINISTRATIVE UPDATES

The Chief Administrative Officer addressed questions posed at the last Council meeting as outlined below:

Question:

***Have we asked for a copy of the Tsleil-Waututh Emergency Management Plan?***

The Chief Administrative Officer advised that the Tsleil-Waututh Nation (TWN) has an Emergency Management Plan from 2009 available on their website. She also advised that similar to the Village's Emergency Management Plan, it is also slated for updates.

Question:

***What is the status and cost of the engineering report from design on the Village Hall sprinkler system?***

The Chief Administrative Officer noted that a motion was put forward on March 10, 2025 directing staff to provide a report with a recommendation on the installation of a sprinkler system for the Village of Belcarra Hall. She advised on work to be done in the future on the water system and fire flow review which will include a review of the history of the water system, Fire Underwriters Survey (FUS) guidelines, Bylaw specifications, Engineering Reports, Model results, and presentations from the water committee. She also advised that a comprehensive public report on the findings and the analysis will be provided in the new year and will include a recommendation on how best to move forward.

### 14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

No items

### 16. PUBLIC QUESTION PERIOD

The Corporate Officer outlined the procedure for Public Question Period.

Penny Moen, Belcarra resident, thanked Mayor and Council for the comments made in reference to the Santa Ships and the fireworks. She advised that the CRAB Annual General Meeting was held on December 11 and thanked those involved in making the event a success. She also advised that CRAB has added a new director.

Jim Chisholm, Belcarra resident, referred to the Port Moody OCP and asked whether it is appropriate at this point in time to ask that all new buildings be equipped with fire sprinklers in the future.

The Chief Administrative Officer advised that she will follow up on this request.

Klaus Bever, Belcarra resident, referred to the potential sale of a road end and queried on how staff intended to get a professional appraisal for the property being considered.

The Chief Administrative Officer advised that a complete appraisal for Road End 13 has been secured, however, details on the amount of the appraisal will not be disclosed at this time.

Klaus Bever, Belcarra resident, asked whether the property will be re-appraised considering the change in market circumstances.

The Chief Administrative Officer advised that a re-appraisal has not been discussed; however, she will follow up.

Ian Devlin, Belcarra resident referred to a letter received from Rick Glumac, MLA, providing options on the sale of waterfront lots. He asked for the status on that letter and queried as to why it is not referred to in the report provided.

Mayor Ross spoke to the history of the document.

The Chief Administrative Officer provided information on legal advice provided on the potential sale of waterfront lots.

Klaus Bever, Belcarra resident referred to a letter received on December 5 from Dorothy Shermer, Metro Vancouver. He asked how Council and members of Council who sit on the SVFD Board of Trustees will make decisions regarding proposals going forward.

The Chief Administrative Officer explained the next steps in the process of securing funding for the proposed firehalls.

Mr. Bever clarified that he was asking whether there was any enthusiasm on the part of the administration to ask for revision and review of the bylaw.

The Chief Administrative Officer advised on the timeline for requesting amendments to the bylaw related to the service review.

Council members commented on the service review and the proposal for the funding of future firehalls for Anmore and Belcarra.

Ian Devlin, Belcarra resident referred to sprinkler systems for housing and advised on a recommendation made by the Water Committee accepted by Council. He advised that Council had written a letter to the Province and had received a response. He asked whether such a letter exists and if so, on the status of the letter.

The Chief Administrative Officer advised that an update on any such documentation will be provided.

Jim Chisholm, Belcarra resident provided follow up information on steps taken in the past pertaining to the installation of sprinkler systems.

The Chief Administrative Officer advised she will follow up with both speakers.

**17. ADJOURNMENT**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

That the December 15, 2025 Regular Council Meeting be adjourned.

**CARRIED**

The meeting was adjourned at 8:30 pm

Certified Correct:

---

Jamie Ross  
Mayor

---

Amanda Seibert  
Corporate Officer

## 6.1.1

From: Prime Minister's Awards / Prix du premier ministre (IC) <[primeministersawards-prixdupremierministre@ised-isde.gc.ca](mailto:primeministersawards-prixdupremierministre@ised-isde.gc.ca)>

Sent: Tuesday, January 6, 2026 10:01:24 AM

To: Jamie Ross <[jross@belcarra.ca](mailto:jross@belcarra.ca)>

Subject: Last chance to nominate an educator/Dernière chance pour présenter la candidature d'un éducateur



The nomination period for the 2026 Prime Minister's Awards is almost over. All nominations must be submitted by January 14, 2026 (11:59 pm Pacific Standard Time). Don't miss out on the opportunity to recognize an outstanding educator.

The Prime Minister's Awards are a chance to celebrate educators for their leadership and exemplary education practices. Any person or group (i.e. parents, colleagues, principals, board members or students) can nominate educators in three different categories:

- Teaching Excellence
- Teaching Excellence in Science, Technology, Engineering and Mathematics
- Excellence in Early Childhood Education

[Download](#) your nomination form today.



## 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:
Janis Cleugh	Co-founder, editor, reporter



*1300 David Avenue, Port Moody, BC*

*Supporting After Grad 2026*

December 30, 2025

Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra, BC V3H 4P8

Attention: Amanda Seibert (via email at [aseibert@belcarra.ca](mailto:aseibert@belcarra.ca))

Dear Amanda / Village of Belcarra

Our busy parent-led committee is excited to prepare the **HWSS 2026 After Grad** event, held at Heritage Woods Secondary following the graduation dinner dance. We are reaching out to local community members, groups, and businesses to secure financial support for this special celebration.

Graduation is a major milestone, and our After Grad committee is committed to continuing the tradition of a **safe, inclusive, dry-grad event** for this year's cohort of **378 students**. Your generosity helps us provide food, entertainment, decorations, and prizes — ensuring an unforgettable and safe experience for all graduates.

The event will take place at **Heritage Woods Secondary** from **11 pm to 3 am on June 6, 2026**, immediately following the dinner dance.

We deeply appreciate the commitment of community organizations like yours to local initiatives and hope we can count on your support once again. Please contact me at your convenience to discuss how you can contribute to making this event truly memorable.

Thank you for your generous consideration.

Warm regards,  
**Camila Parks**

Fundraising Coordinator  
Heritage Woods Secondary After Grad 2026



## 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:  Heritage Woods After Grad 2025	CRA/Society Act Number (if applicable):
Contact Person:  Camila Parks	Phone Number & Email Address:
Address of Organization:  1300 David Avenue, Port Moody, BC V3H 5K6	
Mailing Address (if different than above):  [Redacted]	

#### SECTION 2 - GRANT REQUEST

Total grant amount being requested: \$ 250	[Redacted]
Cash funds being requested: \$ 250	[Redacted]
Value of In-Kind Assistance being requested (if applicable): \$ [Redacted]	

#### 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):

The requested funds will be used to support the costs of food, entertainment, décor, equipment rentals, and prizes for the Heritage Woods After Grad 2026 celebration, benefiting a large graduating class of approximately 378 students, an increase of nearly 100 students from the previous year.

The Heritage Woods After Grad is a Dry Grad event — a safe, sober, and inclusive celebration that provides graduates with a supervised environment to mark this important milestone. The event allows students to celebrate their achievements without the risks associated with alcohol or drug use, while encouraging positive social interaction, community connection, and healthy lifestyle choices.

By offering a well-organized and appealing alternative to unsupervised gatherings, the After Grad celebration helps reduce the likelihood of accidents, substance abuse, and other high-risk behaviours. In doing so, it contributes not only to the safety and well-being of graduating students, but also to the broader community, including families and local residents.

#### SECTION 4 - AUTHORIZED APPLICANT

Authorized Signature:  	Date: December 30, 2025
Name (please print):  Camila Parks	Title: Fundraising Coordinator



## 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.

<b>SECTION 1 - ORGANIZATION INFORMATION</b>	
Organization Name:	CRA/Society Act Number (if applicable):
Communities Embracing Restorative Action (CERA) Society	CRA Registration Number: 867932675RR0001
Contact Person: Gurinder Mann	Phone Number & Email Address: <a href="mailto:gmann@cerasociety.org">gmann@cerasociety.org</a> 604-710-9106
Address of Organization:	
CERA Society 644 Poirier St Coquitlam, BC V3J 6B1	
Mailing Address (if different than above): Same as above	

<b>SECTION 2 - GRANT REQUEST</b>	
Total grant amount being requested: \$ 353	
Cash funds being requested: \$ 353	
Value of In-Kind Assistance being requested (if applicable): \$	

<b>SECTION 3 – DESCRIPTION OF GRANT REQUEST</b>	
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):	
This funding will be used towards running restorative justice operations. We collaborate with the RCMP in addressing crime through restorative measures, and do serve the Village of Belcarra.	

<b>SECTION 4 - AUTHORIZED APPLICANT</b>	
Authorized Signature:	Date: January 5, 2025
	
Name (please print): Gurinder Mann	Title: Executive Director

**Grant Application to the  
Village of Belcarra  
For Support of the Community Youth Justice Program  
2026 Fiscal Year**

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

**Phone:** 604.931.3165 **Fax:** 604.931.3176 **Email:** [info@cerasociety.org](mailto:info@cerasociety.org)

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

**Contact Person:** Gurinder Mann, Executive Director

**Organizational Goals, Objectives and Activities**

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

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

These guiding principles acknowledge that:

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

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

**The Program has the following aims :**

**To Provide an Effective Alternative to the Court System**

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

*CERA's vision for a community based approach:*

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

**Some Relevant Outcomes Reported in CERA's Program Evaluation**

Participants were overwhelmingly satisfied with:

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

**Services Provided to the Community**

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

The intent of the conference is to:

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

The specific services provided by CERA include:

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

### **Fee Requested**

The fee requested for the provision of the above services to the Village of Belcarra in the 2026 fiscal year is **\$353.00**

### **Benefits to Community Resulting from the Services**

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

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

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

2. Cost-Effectiveness:
  - A highly conservative estimate is that it costs one tenth the expense to process a case through Restorative Justice as compared to the Criminal Justice System<sup>1</sup>.

---

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

3. Strengthened Community Capacity for Addressing Crime and Conflict:
  - Volunteer facilitators receive training and skill development in a variety of relevant areas: communication skills; cross cultural awareness; victim-offender mediation; maintaining confidentiality; report writing; etc.
  - Program participants learn skills in listening to other perspectives, acknowledging and legitimizing the harm caused, and collective problem solving.

4. Safer Communities through Restored Relationships:
  - 100% of accused youth referred to the CYJP, upon gaining a fuller understanding of the harm they caused, indicated that they would not commit future crimes.
  - Community members who participate in restorative processes are more likely to feel invested in the accused youth's success, and regularly serve to encourage the accused youth of his/her potential and opportunity for a new start.

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

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

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

### **Degree of Other Community Support and Sponsorship**

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

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

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

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

### **CERA's Relationship with Belcarra**

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

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



## COUNCIL REPORT

**Date:** January 12, 2026

**From:** Melony Burton, Chief Administrative Officer

**Subject:** **Village of Anmore Official Community Plan Amendments**

### Recommendation

That the staff report dated January 12, 2026 titled “Village of Anmore Official Community Plan Amendments” be received into the record for information, and further

That a letter be provided to the Village of Anmore with comments on proposed amendments to Official Community Plan Bylaw No. 532, 2014 as reflected in this report and received by Council into the record at the January 12, 2026 meeting.

### Purpose

This report provides information on the Village of Anmore Official Community Plan Amendments.

### Background

At the Regular Council meeting on October 7, 2025, the Village of Anmore Council endorsed a process to complete amendments to the Village of Anmore Official Community Plan Bylaw No. 532, 2014, to comply with the Local Government Act related to the Provincial housing legislation changes.

As part of the consultation process pursuant to Section 475 of the *Local Government Act*, the Village of Anmore is now seeking input from agencies and organizations whose interests may be affected by the proposed OCP amendments. A formal letter of referral was received on December 11, 2025 (Attachment 1). A 30-day review period was provided with comments requested by January 15, 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 A.

### Village of Anmore OCP Amendments

The Village of Anmore is updating its Official Community Plan (OCP) to meet new provincial housing legislation and ensure consistency with Metro Vancouver’s Regional Growth Strategy.

Information related to the proposed OCP amendments, process updates, as well as community engagement opportunities and materials can be viewed at: [Official Community Plan Update - Village of Anmore](#).

A Village of Anmore staff report dated November 28, 2025, provides details associated with the Provincial Housing Legislation changes, as well as updates to the Regional Context Statement associated with the adoption of Metro 2050 in 2023.

The staff report and related OCP Amendment documents are posted at: <https://anmore.com/wp-content/uploads/2025/12/2025-12-02-RTC-OCP-Updates.pdf>

Draft changes have been incorporated into the OCP with respect to text, policies and mapping. In addition, these changes include new development permit guidelines for intensive residential development, multi-family housing forms, steep slopes, as well as an updated Metro Vancouver Regional Context Statement. The amendments have been drafted with the intent of maintaining the current land use vision. It is stated that the existing land use vision can be reviewed and renewed as part of a future, complete, OCP update process.

It is noted that the draft changes should not be considered final at this time but rather a 'work in progress' as the Village receives input through the consultation process. The amending bylaw will be prepared following referral and engagement with the community.

A copy of the OCP with draft changes starts on page 64 of the document package link noted above. Areas of interest are highlighted below with new or revised OCP text shown in red:

p. 75:

#### *Provincial Housing Legislation*

*The Province of British Columbia in 2022 and 2023 made several amendments to the Local Government Act referred to as the Local Government Housing Initiatives which included new regulations regarding Small Scale Multi-Unit Housing, Proactive Planning, Development Finance Tools and Transit Oriented development areas. This suite of initiatives is aimed at increasing housing supply in BC communities. The province requires that municipalities review and update their Official Community Plans to ensure that statements maps and land use designations facilitate the number of housing units identified as being needed in each community's Housing Need Report.*

#### *Metro 2050 – Regional Growth Strategy*

*The Metro Vancouver region's Regional Growth Strategy, Metro 2050, was adopted on February 24, 2023. It is the regional federation's collective vision for how growth will be managed to support the creation of complete, connected, and resilient communities, while protecting important lands and supporting the efficient provision of urban infrastructure like transit and utilities. The Local Government Act stipulates that member jurisdictions must prepare and submit a regional context statement within two years of the adoption of a regional growth strategy*

*This 2025 amendment has been necessitated by the Provincial Housing Legislative amendments as well as the adoption of Metro 2050.*

p. 67

*In reflection of its semi-rural character, the Village of Anmore (“the Village”) aspires to slow growth, largely in step with the prevailing settlement pattern. Unlike its near neighbours – Port Moody and Coquitlam – the Village is not planning for significant change but remains open to innovative proposals and forms of “small density” development in suitable areas, such as the Hillside Residential designation where applicable.*

p.67

*Metro 2050 forecasts that over the next 30 years, Metro Vancouver will need to accommodate approximately one million more residents. A significant amount of this growth is anticipated to be focused in Urban Centres and Frequent Transit Development Areas. As a small rural community, Anmore is not expected to absorb a significant portion of this regional growth*

*The Metro Vancouver Regional Growth Strategy (Metro 2050) sets out land use policies intended to focus regional growth within urban service areas, supported by transportation networks, regional infrastructure and community services. Anmore is identified in the RGS as a rural community and is not expected to absorb a large proportion of regional population growth (0.2%), or be connected to regional services, as it is primarily outside the Urban Containment Boundary (UCB).*

p.76

*Even though Anmore is not expected to absorb a significant portion of regional growth, it is anticipated that by 2041 our current population of about 2,200 will almost double to an anticipated build-out population of approximately 4,000 residents. This overall growth threshold remains unchanged from earlier targets determined by the Village and Metro Vancouver. Further, it is anticipated that over the next 5 – 10 years and beyond, development activity in the Village will be limited to residential dwelling units.*

p.78

*With this level of growth, residents can expect that land currently held in large acreages will continue to be subdivided. New homes built on these parcels will accommodate an increase in the local population. With more households moving into Anmore, the demand for municipal services can also be expected to increase. Future service needs will partially be met by the Village, and some will be delivered sub-regionally or regionally, as is the case with all municipalities in Metro Vancouver. It is understood that a wider provision of municipal services is not envisioned over the duration of this Plan, consistent with an enhanced focus on financial sustainability and in keeping with the rural character of the Village.*

p.83

#### **SMALL SCALE MULTI-UNIT HOUSING (SSMUH)**

*As required by the Province, and a result of an amendment to the Anmore Zoning Bylaw, Small - Scale, Multi -Unit Housing (SSMUH) in the form of secondary suites is now permitted on single family lots across the village that had previously only allowed for single -detached residential. In addition to this requirement eligible properties can have between two to three units in various unique configurations depending on lot size. For example, a single detached home, secondary suite and coach house.*

### ***HOUSING NEEDS REPORT (HNR)***

*In April 2019, the Province of British Columbia introduced new legislation under Part 14 of the Local Government Act that required the completion of housing needs reports to assist communities to understand their current and future housing needs. The purpose of the 2024 Anmore HNR is to provide detailed analysis of community demographics, current housing supply and conditions with the goal of projecting housing needs to 2044 using the required calculation methodology prescribed by the Province.*

p.84

*As of 2024, municipalities are required to use the HNR Method, a standardized methodology, to complete a report every five years, which identifies the amount of housing needed over 5 and 20-year timeframes. A HNR was completed for Anmore in 2024 and endorsed by Council at that time. As such, the HNR identifies additional housing supply required to address community needs and gaps and identifies priority groups in need of greater housing options.*

*The Table below shows how these components of need are broken down into the different types of housing and includes 5 and 20 year housing needs.*

Component	5 Year Need	20 Year Need
Extreme Core Housing Need	0	0
Persons Experiencing Homelessness	5.23	10.47
Suppressed Household Formation	30.94	123.74
Anticipated Growth	129.84	425.09
Rental Vacancy Rate Adjustment	0.27	1.09
Additional Demand	49.02	196.09
Total New Units – 5 years	215	
Total New Units – 20 years		756

*A review of the Residential and Hillside Residential designated properties included on Schedules B1-B2 demonstrates that adequate capacity exists to accommodate the 5 to 20 year housing demand shown above.*

#### Village of Belcarra Commentary

The Village of Anmore OCP amendments are limited to the Provincial legislation and Metro Vancouver updates as opposed to a complete OCP update. As such, comments are restricted to the amendments rather than the OCP as a whole.

The proposed OCP amendments are consistent with Provincial legislation as well as regionally required updates to the Metro Vancouver Regional Context Statement to align with adoption of Metro 2050 in 2023. It is recognized that the Village of Anmore 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.

The Village of Belcarra shares the concerns of other municipalities in the region and across the Province with respect to the legislation, consultation and implementation process, proposed density increases required infrastructure, and a number of impacts and risks associated with the changes which have not been considered.

A letter dated November 28, 2025 to Premier David Eby, co-signed by 15 Metro Vancouver mayors, expressed collective concerns with the limited coordination and consultation by the province with local governments in developing Bills 44 and 47 (2023), the misalignment of province-wide requirements with the Metro Vancouver region's land use and infrastructure context and regional planning frameworks.

The letter requested that the Province of British Columbia:

- Repeal legislation concerning housing targets, transit-oriented areas (TOAs), and small-scale multi-unit housing (SSMUH); and
- Initiate consultation on legislative amendments that address the context and needs of Metro Vancouver municipalities.

A copy of the letter is provided as Attachment 2.

### **Next Steps**

Pending Council approval, a letter will be provided to the Village of Anmore with comments on the Official Community Plan Amendments, as reflected in this report and received by Council into the record at the January 12, 2026, regular Council meeting.



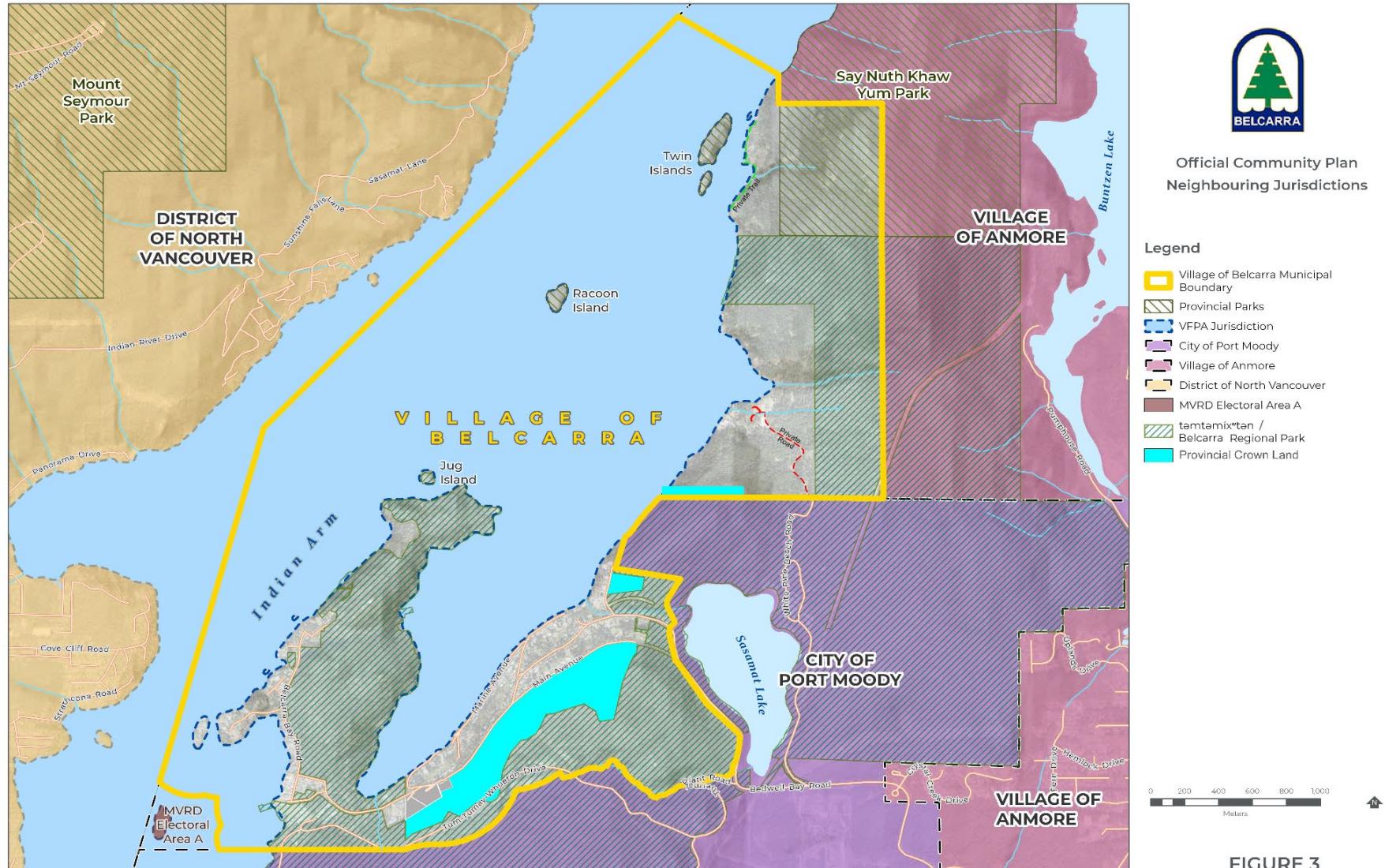
---

Prepared by: Melony Burton  
Chief Administrative Officer

### Appendix A: Map of Neighbouring Municipalities

Attachment 1: Village of Anmore OCP Amendments Referral Letter to Belcarra  
Attachment 2: Letter to Premier Eby – Repeal of Bill 44 and 47

## Appendix A – Map of Neighbouring Communities





December 11, 2025

Melony Burton  
Chief Administrative Officer  
Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra, BC V3H 4P8

**Re: Official Community Plan (OCP) Amendments – Section 475 Referral**

At the Regular Council Meeting on October 7, 2025, Council endorsed the process to complete amendments to the Official Community Plan to comply with the *Local Government Act* related to the Provincial housing legislation changes.

Council on December 5, 2025, received the attached report that includes:

1. November 7, Staff Report – Proposed Approach
2. Draft Working Copy of the OCP showing proposed changes
3. Draft Regional Context Statement
4. Draft Working Copy of the proposed Design Guidelines and Maps
5. Draft Engagement Framework Prepared by Lucent Quay Consulting

Council at the December 5, 2025 Regular Council meeting passed the following motions:

*THAT in relation to Village of Anmore official Community Plan Bylaw amendments included in the report dated November 28, 2025 associated with the Provincial Housing Legislation changes, as well as, updates to the Regional Context Statement associated with the adoption of Metro 2050 in 2023, Council will provide the following opportunities it considers appropriate for consultation with persons, organizations, or authorities it considers will be affected, including:*

- the municipalities of the Village of Belcarra and the City of Port Moody;
- School District 43;
- Affected First Nations as follows: Musqueam Nation, Kwikwetlem First Nation, Squamish Nation and Tsleil-Waututh Nation;
- TransLink
- the Greater Vancouver Regional District (Metro Vancouver)
- Vancouver Fraser Port Authority
- Fraser Health



- BC Ambulance; and
- RCMP

*AND THAT consultation in the OCP amendment process will include initial contact to apprise persons of the nature of the proposed amendment, and the Council will consider any comments received prior to proceeding to any public hearing;*

*AND THAT the proposed engagement framework dated November 20, 2025 prepared by Lucent Quay Consulting be endorsed.*

The Village of Anmore is seeking input from agencies and organizations whose interests may be affected by the proposed Official Community Plan (OCP) amendments.

For more details on the OCP Amendment, please review the documents posted at [anmore.com/2025-12-02-RTC-OCP-Updates](http://anmore.com/2025-12-02-RTC-OCP-Updates). Additional information related to the proposed OCP amendments, process updates, as well as community engagement opportunities and materials can be viewed at [anmore.com/official-community-plan-update](http://anmore.com/official-community-plan-update)

Please review this information and provide any comments or input to [josh.joseph@anmore.com](mailto:josh.joseph@anmore.com) by January 15, 2026.

If you have any questions, do not hesitate to reach out to Mr. Joseph or Tim Savoie, Planning Consultant at [timlsavoie@gmail.com](mailto:timlsavoie@gmail.com) .

Sincerely,

Josh Joseph  
Village Planner  
Village of Anmore



**CITY OF BURNABY**  
**OFFICE OF THE MAYOR**  
**MIKE HURLEY**  
**MAYOR**

November 28, 2025

The Honourable David Eby, K.C., M.L.A.  
Premier of British Columbia and President of Executive Council  
PO Box 9041 Stn Prov Govt  
Victoria, BC V8W 9E1

**VIA EMAIL:** [david.eby.MLA@leg.bc.ca](mailto:david.eby.MLA@leg.bc.ca); [premier@gov.bc.ca](mailto:premier@gov.bc.ca)

Dear Premier Eby:

**Repeal of Small-Scale Multi-Unit Housing, Housing Target Orders, and Transit-Oriented Areas Legislation**

This letter, co-signed by 15 Metro Vancouver mayors, expresses our collective concerns with the limited coordination and consultation by the province with local governments in developing Bills 44 and 47 (2023), the misalignment of province-wide requirements with the Metro Vancouver region's land use and infrastructure context and regional planning frameworks.

We respectfully request that the Province of British Columbia:

- Repeal legislation concerning housing targets, transit-oriented areas (TOAs), and small-scale multi-unit housing (SSMUH); and
- Initiate consultation on legislative amendments that address the context and needs of Metro Vancouver municipalities.

Key concerns include:

**Small-Scale Multi-Unit Housing (SSMUH)**

- Province-wide mandates do not reflect the local planning frameworks, geographic characteristics or market realities. In many areas, SSMUH is not financially viable and has triggered land speculation and has been disruptive to neighborhood cohesiveness.
- SSMUH may not optimize use of land or support efficient planning and servicing outcomes and may divert scarce resources to deliver on housing construction projects in the region.
- Compressed implementation timelines have diverted staff capacity away from locally tailored housing initiatives.
- Infrastructure cost implications are significant and current tools to recover these costs are inadequate. Member jurisdictions are analyzing the cost implications of infrastructure upgrades (e.g. water, sewer, transportation, parks) and will share findings.

## Housing Target Orders

- The targets attempt to hold municipalities accountable for factors outside their control. Success depends real estate market conditions, development activity, and broader economic trends.
- While Metro Vancouver member jurisdictions are approving projects representing thousands of units of housing, the permits to commence that construction are waiting for better financial conditions and improved consumer confidence before progressing. Local government cannot compel developers to initiate construction.

## Transit-Oriented Areas (TOA)

- The legislation imposes uniform density requirements that does not reflect the region's collaboratively developed land use framework.
- The TOA legislation limits municipalities' ability to plan for transit-oriented development that aligns with local infrastructure capacity and geographic conditions.
- The legislation did not consider how future alignment between regional transportation and land use plans will be achieved.

Over the past three years, Metro Vancouver municipalities have communicated our concerns about the impact of provincial legislation both individually and collectively. With further legislation introduced that may further erode the autonomy of local governments, we believe it is necessary to reiterate our concerns and respectfully request that the province initiate a consultation on any legislative amendments affecting Metro Vancouver municipalities and on future legislation that will address the needs outlined in this letter.

We share the province's commitment to increasing housing supply and affordability. Achieving these goals requires cooperation across all levels of government. Metro Vancouver jurisdictions have long supported complete communities and housing objectives alongside the infrastructure and amenities needed to create livable neighbourhoods. Our region's history of leadership and policy innovation should be leveraged to address the housing crisis through partnership and regionally responsive tools.

Thank you for your commitment to improving the lives of British Columbians. We look forward to a collaborative dialogue to develop mutually supported housing solutions for all our residents and communities.

Yours sincerely,



Mike Hurley  
Mayor – City of Burnaby



Brenda Locke  
Mayor – City of Surrey



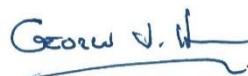
Malcolm Brodie  
Mayor – City of Richmond



Richard Stewart  
Mayor – City of Coquitlam



Eric Woodward  
Mayor – Township of Langley



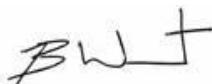
George V. Harvie  
Mayor – City of Delta



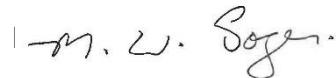
Dan Ruimy  
Mayor – City of Maple Ridge



Mike Little  
Mayor – District of North  
Vancouver



Brad West  
Mayor – City of Port Coquitlam



Mark Sager  
Mayor – District of West  
Vancouver



Meghan Lahti  
Mayor – City of Port Moody



Megan Knight  
Mayor – City of White Rock



Nicole MacDonald  
Mayor – City of Pitt Meadows



John McEwen  
Mayor – Village of Anmore



Ken Berry  
Mayor – Village of Lions Bay



Jamie Ross  
Mayor – Village of Belcarra

cc: Deputy Minister Shannon Salter, K.C., Deputy Minister to the Premier  
Co-Signed Mayors (above)

Encl: [MVRD Board Report titled "Regional Housing and Development Context – Emerging Issues and Metro Vancouver Initiatives" dated October 17, 2025 \(pg. 85\)](#)



## COUNCIL REPORT

**Date:** January 12, 2026

**From:** Stewart Novak, Manager Municipal Services

**Subject:** **Bedwell Bay Upgrade Project – Preliminary Design**

---

### **Recommendation**

That the staff report dated January 12, 2026, titled “Bedwell Bay Upgrade Project – Preliminary Design” be received into the record for information.

### **Purpose**

To provide Council with an update on the Bedwell Bay Upgrade Project and next steps.

### **Background**

The Bedwell Bay Upgrade Project (BBUP) is a key infrastructure project identified in the 2023-2026 Strategic Plan. The project is intended to improve road and pedestrian safety on Bedwell Bay Road from Main Avenue to the transit stop/community mailboxes east of Kelly Avenue.

A concept design and Class D cost estimate of \$1.72 million was presented to Council on September 23, 2024. The scope of work included road construction and widening, sidewalk, pavement rehabilitation, Kelly Avenue retaining wall replacement, streetlighting, and catch basin replacements.

In 2024, the Village engaged Bunt & Associates Engineering to develop an Active Transportation Network Plan (ATNP) with the objective of improving safety, connectivity, and accessibility for pedestrians and cyclists in Belcarra.

Further work on the BBUP was deferred to allow the ATNP to be developed and brought forward for public input and Council approval. This also allowed for recommendations from the ATNP to be considered and incorporated into the BBUP preliminary design.

### **Discussion**

The ATNP and drainage assessments have been used to make revisions to the scope of the BBUP scope. A preliminary design, schedule and Class C cost estimate for the project have also been prepared to support detailed design and construction of the project in 2026.

### ***Active Transportation Network Plan***

The ATNP for the Village of Belcarra is designed to enhance accessibility, safety, and connectivity within the community while aligning with broader objectives in the Official Community Plan (OCP). The ATNP was finalized in November 2025 and supports a key priority in the Strategic Plan to incrementally build out and maintain a path, trail, and road shoulder network. The ATNP also supports Mobility Policies on Active Transportation and Trails in the Official Community Plan.

The ATNP identified several key strategies and improvements for Bedwell Bay Road:

- **Safety Prioritization:** speed reduction measures such as reduced speed limits, radar signs and periodic RCMP enforcement
- **Walkable Shoulder:** continuous walkable/cyclable shoulder along Bedwell Bay Road from the Village entrance to Belcarra Bay Road
- **Enhanced Crosswalks:** pedestrian flashers and/or crosswalk lighting at key intersections to improve pedestrian visibility and safety
- **Minimalistic Design Approach:** strategies such as widening and clearing shoulders and painting lines to delineate space for walking and cycling
- **Phased Implementation:** breaking larger projects into manageable steps that align with Belcarra's budget and grant funding opportunities

These recommendations were taken to revise the scope of the BBUP and prepare a preliminary design.

### ***Drainage Improvements***

Drainage concerns in the 3600 block of Bedwell Bay Road prompted a study by WSP Canada Inc. in July 2024 which confirmed the presence of two aquifers and highlighted potential environmental considerations regarding water diversion. The study also supported recommendations from a 2017 drainage report by Opus International Consultants to reroute stormwater flows from a culvert crossing in the 3600 block of Bedwell Bay Road to the storm main on Kelly Avenue to effectively manage runoff and avoid impacts to private properties.

Staff have since scoped and recorded the existing storm main using a Pipe Vision Camera Recorder, and the BBUP design has been revised to include the installation of storm sewer main and catch basins to redirect drainage from the 3600 block of Bedwell Bay Road to Kelly Avenue.

Additional assessment of the drainage system in the project area is underway to confirm its capacity to manage the flow from all upstream catchment areas and account for future drainage improvements.

### ***Project Scope and Preliminary Design***

A preliminary design for the BBUP is included as Attachment 1. The recommendations from the ATNP and drainage assessments have been used to prepare a preliminary design for the Bedwell Bay Upgrade Project that includes:

- Pavement rehabilitation
- Drainage system improvements
- Kelly Avenue retaining wall replacement
- Road widening and walkable/cyclable shoulder
- Kelly Avenue crosswalk improvements - realignment and tie-in with walkable shoulders and combination streetlight/pedestrian flashing beacon

Roadway streetlighting and a sidewalk that were included in the original conceptual design were not supported recommendations in the ATNP and were therefore removed from the BBUP project scope. Replacement of the Main Avenue retaining wall and associated drainage work is planned as a 2027 capital project.

### ***Schedule***

The planned schedule for the BBUP is below:

- January 2026: Drainage system assessment and design
- February 2026: Detailed Design
- March 2026: Issue for Tender Design
- April 2026: Tender project
- May 2026: Award project
- Summer/Fall 2026: Construction

TransLink funding requirements specify that the project be constructed by December 2027.

### ***Cost Estimates and Funding***

A Class C cost estimate of \$1,740,180 for the preliminary design is included as Attachment 2. Cost savings from the reduced road widening and removal of the sidewalk and streetlights in the original conceptual design were reallocated to drainage and crosswalk improvements in the preliminary design. Further drainage improvements identified by the assessment in Q1, 2026 may result in additional project costs.

A preliminary/detailed design budget of \$100,000 and construction budget of \$1,200,000 are included in the 2026 capital budget. The project is eligible for 75% TransLink funding and staff are working with ICBC to secure additional Road Improvement Program funds in 2026.

Staff will bring forward an updated cost estimate and external funding contributions with the detailed design.

### **Next Steps**

Staff will continue working with ISL Engineering to advance the BBUP and will bring forward the detailed design and updated cost estimate once prepared.



---

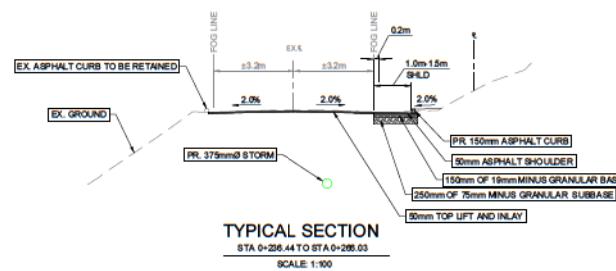
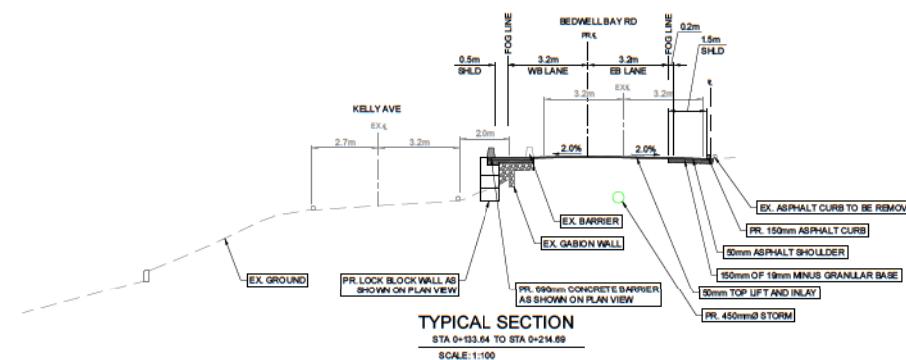
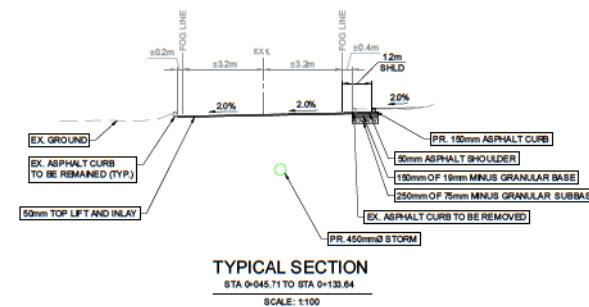
Prepared by: Stewart Novak,  
Manager, Municipal Services

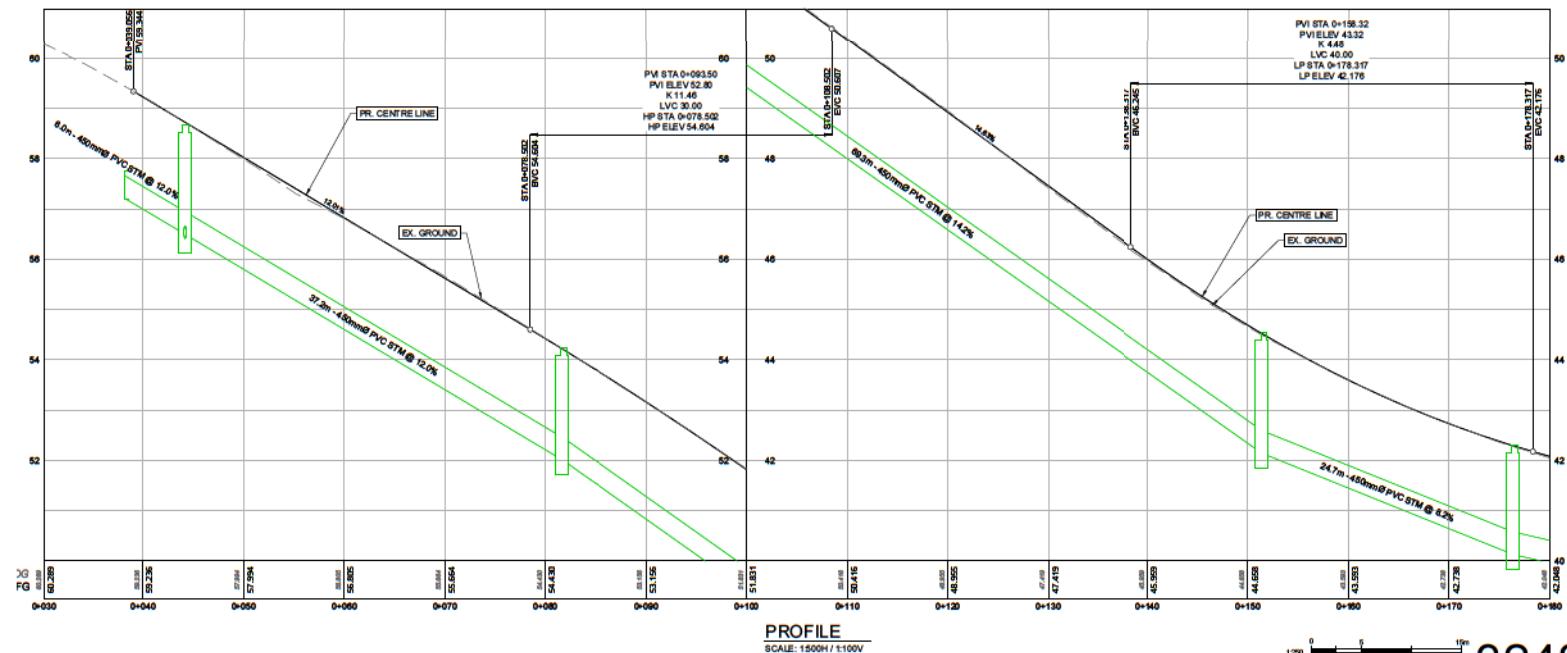
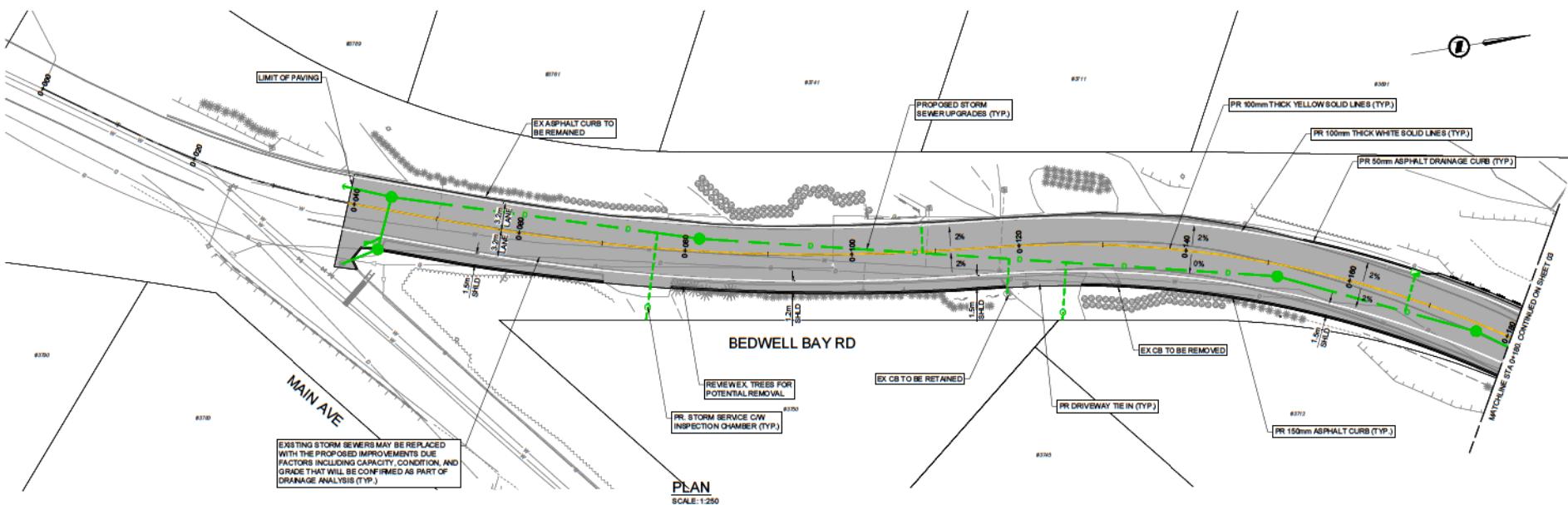


---

Reviewed by: Melony Burton,  
Chief Administrative Officer

Attachment 1 – BBUP Preliminary Design  
Attachment 2 – BBUP Preliminary Design Cost Estimate





REV NO.	REVISION DESCRIPTION	DATE	DRAWN	APPROD
A	CONCEPT DESIGN	2024/01/10	EH	MG
B	PRELIMINARY DESIGN	2024/01/10	EH	MG



VILLAGE OF  
BELCARRA

ROAD  
WORKS

STA 0+060 TO STA 0+210  
BEDWELL BAY RD

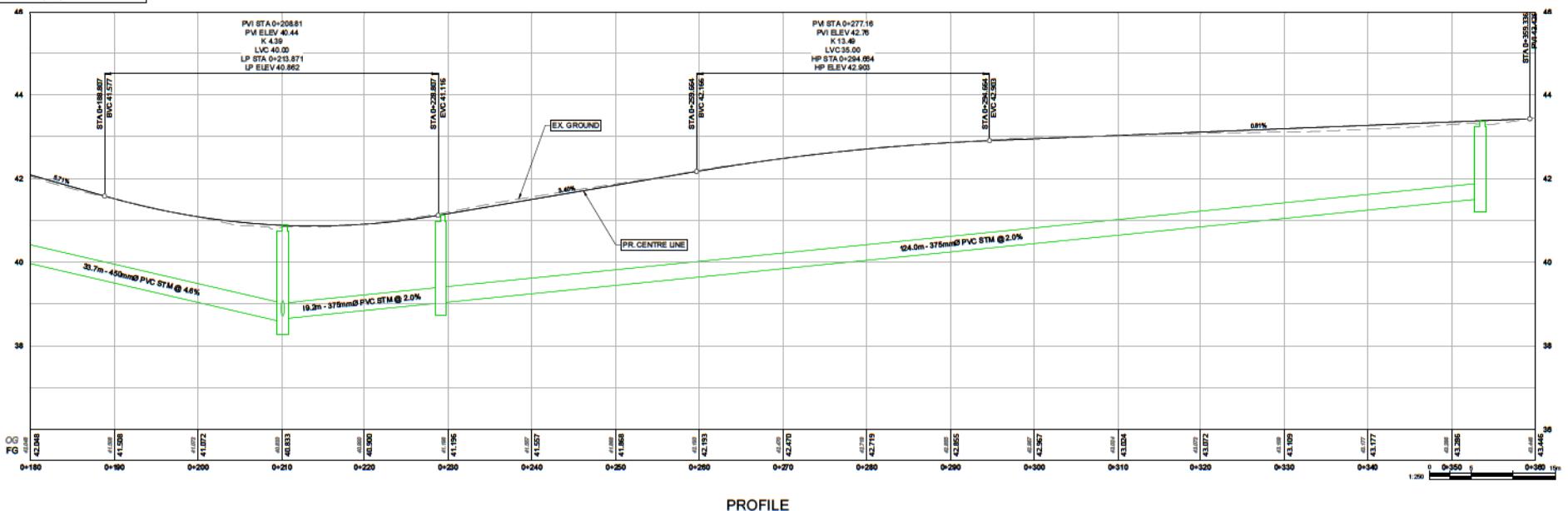
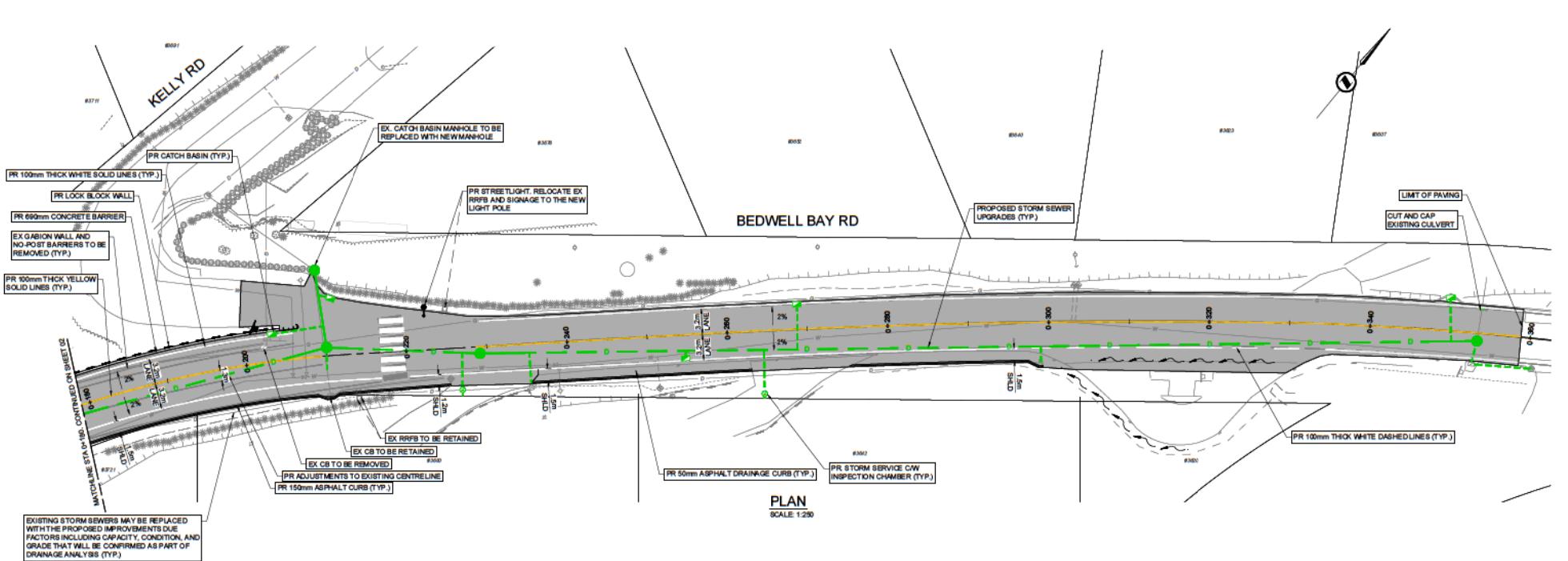


4501-3669 Herring Dr., Burnaby, B.C. V5C 4P6  
T: 604-526-2666 F: 604-526-2666

SCALE	AS SHOWN	CREATION DATE	FEB - 2025	DWG. NO.
02	02	02	02	02
OF	OF	OF	OF	OF
03	03	03	03	03

PLOT DATE January 7, 2026

REV. B



REV. NO.	REVISION DESCRIPTION	DATE	DRAWN	APPROD
A	CONCEPT DESIGN	2024/01/10	EH	MG
B	PRELIMINARY DESIGN	2024/01/10	EH	MG



ROAD  
WORKS

STA 0+190 TO STA 0+360  
BEDWELL BAY RD

PRELIMINARY DESIGN DESIGN NO. 32482

SCALE	AS SHOWN	CREATION DATE	FEB - 2025
DRAWN BY	EH	DESIGN BY	CJB
CHECKED BY	CJB	APPROVED BY	MG
PLOT DATE	January 7, 2026		

**Bedwell Bay Upgrade**  
 Village of Belcarra  
**CLASS C COST ESTIMATE**

ITEM NO.	MMCD Ref./ (Supplementary Contract Specifications)	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENDED AMOUNT
<b>1.00</b>	<b>01 55 00</b>	<b>TRAFFIC CONTROL, VEHICLE ACCESS AND PARKING</b>				
1.01	1.5.1	Traffic Control and Management	L.S	1	\$75,000.00	\$75,000.00
<b>2.00</b>	<b>03 30 53</b>	<b>CAST IN PLACE CONCRETE</b>				
2.01	1.4.1	CIP 690mm Concrete Barrier	lin.m	36	\$900.00	\$32,400.00
<b>3.00</b>	<b>03 40 01</b>	<b>PRECAST CONCRETE</b>				
3.01	1.4.2	Lock Block Wall incl. excavation and backfill	L.S	1	\$37,500.00	\$37,500.00
<b>4.00</b>	<b>31 11 01</b>	<b>CLEARING AND GRUBBING</b>				
4.01	1.4.3	Remove/Trim Existing Vegetation (Grass, Shrubs , Trees, etc.)	L.S	1	\$25,000.00	\$25,000.00
<b>5.00</b>	<b>31 24 13S</b>	<b>ROADWAY EXCAVATION, EMBANKMENT AND COMPACTION</b>				
5.01	1.8.4	Remove of Existing Gabion Wall, c/w off-site disposal and backfill	L.S	1	\$17,500.00	\$17,500.00
5.02	1.8.2, 1.8.5	Common Excavation - Off-Site Disposal, include Stripping & Top Soil Removal, Asphalts curbs, Driveway and Sidewalks	cu.m	167	\$200.00	\$33,400.00
5.03	1.8.7	Import Fill	cu.m	312	\$150.00	\$46,800.00
<b>6.00</b>	<b>32 01 16.7</b>	<b>COLD MILLING</b>				
6.01	1.5.1	Inlay milling (Up to 50mm)	sq.m	2,552	\$25.00	\$63,800.00
<b>7.00</b>	<b>32 11 16.1</b>	<b>GRANULAR SUB-BASE</b>				
7.01	1.4.2	75mm Granular Subbase - 250mm thick	tonne	48	\$80.00	\$3,840.00
<b>8.00</b>	<b>32 11 23</b>	<b>GRANULAR BASE</b>				
8.01	1.4.1	19mm Granular Base - 100mm thick	tonne	400	\$120.00	\$48,000.00
<b>9.00</b>	<b>32 12 16S</b>	<b>HOT-MIX ASPHALT CONCRETE PAVING</b>				
9.01	1.5.3/1.5.9	Upper Course #1 Asphalt Concrete (50mm thick) - Road + Shoulder	tonne	334	\$200.00	\$66,800.00
9.02	1.5.4	Extruded Asphalt Drainage Curb	lin.m	106	\$50.00	\$5,300.00
<b>10.00</b>	<b>32 17 23S</b>	<b>PAINTED PAVEMENT MARKINGS</b>				
10.01	1.5.3	Permanent Thermoplastic Pavement Markings and Signage	L.S	1	\$25,000.00	\$25,000.00
<b>11.00</b>	<b>32 31 21S</b>	<b>TOP SOIL AND FINISH GRADING</b>				
11.01	1.4.1	Topsoil - 150mm thick	cu.m	15	\$150.00	\$2,205.00
<b>12.00</b>	<b>32 92 19S</b>	<b>SODDING</b>				
12.01	1.8.1	Sodding	sq.m	98	\$20.00	\$1,960.00
<b>13.00</b>	<b>33 40 01S</b>	<b>STORM SEWERS</b>				
13.01	1.6.2	Storm Sewer DR35 PVC 450mm diameter	lin.m	171	\$1,400.00	\$239,400.00
13.02	1.6.2	Storm Sewer DR35 PVC 375mm diameter	lin.m	144	\$1,200.00	\$172,800.00
13.03	1.6.2	Storm Sewer DR35 PVC 250mm diameter	lin.m	7	\$1,000.00	\$7,000.00
13.04	1.6.2	Storm Sewer DR35 PVC 200mm diameter	lin.m	5	\$1,000.00	\$5,000.00
13.05	1.6.5	Storm Service - 150mm DR28 PVC	lin.m	26	\$800.00	\$20,800.00
13.06	1.6.5	Catchbasin Lead c/w tie-in - 200mm DR35 PVC (incl. Backfill & Permanent Trench Restoration)	lin.m	56	\$750.00	\$42,000.00
13.07	1.6.9	Tie-in to Existing Storm Sewer System	ea.	3	\$10,000.00	\$30,000.00
<b>14.00</b>	<b>33 44 01S</b>	<b>MANHOLES AND CATCHBASINS</b>				
14.01	1.5.2	Top Inlet Catchbasin	ea.	8	\$5,000.00	\$40,000.00
14.02	1.5.4	Remove Existing Catchbasin and Dispose Offsite	ea.	3	\$3,500.00	\$10,500.00
14.03	1.5.3	Adjust Existing Valve Box and Water Service Box	ea.	8	\$600.00	\$4,800.00
14.04	1.5.1.2	1050mm Storm Manhole (c/w Lid, Cover & Frame)	ea.	9	\$8,000.00	\$72,000.00
14.05	1.6.2	375mm Cap	ea.	1	\$750.00	\$750.00
14.06	1.6.2	150mm Cap	ea.	1	\$750.00	\$750.00
14.07	1.6.4	Inspection Chamber	ea.	4	\$2,000.00	\$8,000.00
<b>15.00</b>	<b>26 56 01</b>	<b>ROADWAY LIGHTING</b>				
15.01	1.9	Single Street Lighting	L.S	1	\$25,000.00	\$25,000.00

TOTAL COST (ROUNDED TO NEAREST \$1,000)	\$1,164,000.00
ENGINEERING 15% (DESIGN & CONSTRUCTION)	\$174,600.00
SUB-TOTAL	<b>\$1,338,600.00</b>
30% CONTINGENCY	\$401,580.00
TOTAL CLASS C COST ESTIMATE	<b>\$1,740,180.00</b>



**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 December 15, 2025

READ A SECOND TIME on December 15, 2025

READ A THIRD TIME on December 15, 2025

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