



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA**
Village Hall
January 26, 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

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 Regular Council Meeting, January 12, 2026

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**5.1 Real Acts of Caring (RAC)**

A presentation by Harriette Chang, Counsellor and Leadership Students, School District 43 (SD43) and students with a request that February 8 to February 14, 2026 be declared “Real Acts of Caring (RAC) Week” in the Village of Belcarra

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 12, 2026 from Patrice Mathieu, Director General, Census Management Office, Statistics Canada, Government of Canada, providing information on how to apply for supervisory and non-supervisory positions needed to help Canadian residents complete census questionnaires in May 2026.

6.1.2 Letter dated January 20, 2026 from Mike Hurley, Chair, Metro Vancouver Boards, requesting consultation on proposed *Metro 2050* amendment options in response to a letter from three South of the Fraser Mayors.

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

That the items on the Consent Agenda of the January 26, 2026 Village of Belcarra Regular Council Meeting be received into the record.

7. ITEMS REMOVED FROM THE CONSENT AGENDA**8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)****9. UNFINISHED BUSINESS****10. STAFF REPORTS****10.1 Private Residential Docks Update**

Staff report dated January 26, 2026 by the Chief Administrative Officer providing information received from the Vancouver Fraser Port Authority on changes to the Private Residential Docks program.

Presentation by Jennifer Natland, Vice President, Properties & Environment, Vancouver Fraser Port Authority

10.2 Council Remuneration Bylaw

Staff report dated January 26, 2026 by the Chief Administrative Officer and the Financial Consultant providing information on annual cost of living increases for Council and introducing Council Remuneration Bylaw No. 639, 2026 and recommending that the proposed bylaw be read a first, second and third time.

10.3 Tatlow Reservoir Chlorination System – Contract Award

Staff report dated January 26, 2026 by the Manager, Municipal Services providing information on the Tatlow Reservoir Chlorination System project award and installation, requesting that \$100,000 of additional funds be allocated to the project from the Water Capital Reserve and that the 2026-2030 Financial Plan be amended accordingly.

10.4 Strategic Plan and Key Infrastructure Projects – Q4 2025 Status Report

Staff report dated January 26, 2026 by the Chief Administrative Officer providing an update on the status of the Strategic Plan and Key Infrastructure Projects for the fourth quarter as of December 31, 2025.

11. BYLAWS**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
REGULAR COUNCIL MEETING MINUTES
January 12, 2026**



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 Ruzycki
 Councillor Liisa Wilder – participated via Zoom

Staff in Attendance

Melony Burton, Chief Administrative Officer
 Stewart Novak, Manager, Municipal Services
 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

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, January 12, 2026

Moved by: Councillor Clark
 Seconded by: Councillor Ruzycki

That the agenda for the Regular Council Meeting of January 12, 2026 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, December 15, 2025

Moved by: Councillor Clark
 Seconded by: Councillor Ruzycki

That the minutes from the Special Council Meeting held on December 15, 2025 be amended to indicate that Councillor Ruzycki was absent and that the minutes be adopted as amended.

CARRIED

3.2 Special Council Meeting, December 15, 2025

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

That the minutes from the Special Council Meeting held on December 15, 2025 be amended to indicate that Councillor Ruzycki was absent and that the minutes be adopted as amended.

CARRIED

4. PUBLIC INPUT

Mayor Ross outlined the procedure for Public Input.

There were no speakers.

5. DELEGATIONS AND PRESENTATIONS

No items

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

6.1.1 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

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the items on the Consent Agenda of the January 12, 2026 Village of Belcarra Regular Council Meeting be received into the record.

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA

No items

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

8.1 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.

The Corporate Officer presented the application. She advised that the Freshet News is a non-profit co-operative.

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

That the Freshet News be supported with a community grant in the amount of \$200.

CARRIED

8.2 Grants-In-Aid Program application dated December 30, 2025 from Camila Parks, Heritage Woods After Grad 2026 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.

The Corporate Officer presented the application. She advised that the Village has provided grants to Heritage Woods Secondary School in 2018-2025 for \$100-\$250.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That the 2026 Heritage Woods Secondary School After Grad 2026 celebration be supported with a community grant in the amount of \$250.

CARRIED

8.3 Grants-In-Aid Program application dated January 5, 2026 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.

The Corporate Officer presented the application. She advised that the Village has provided grants to CERA from 2013-2025 for \$353.00 with an anomaly for 2021 request for \$500. She also advised that CERA had not made a request for a grant in 2019 or 2020.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

That the Communities Embracing Restorative Action (CERA) Society representing the Community Youth Justice Program be supported for the 2026 fiscal year with a community grant of \$353.00

CARRIED

9. UNFINISHED BUSINESS

No items

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.

The Chief Administrative Officer presented the report. She outlined the information provided by the Village of Anmore.

She advised that the proposed amendments are consistent with provincial legislation as well as regionally required updates to align with the adoption of Metro 2050. She referred to a letter sent to Premier David Eby co-signed by Metro Vancouver Mayors expressing concern with Bills 44 and 46, requesting repeal of the bills as well as an initiation of consultation with municipalities.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

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.

CARRIED

10.2 Bedwell Bay Road Upgrade Project

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

The Manager, Municipal Services presented the report. He provided an update on the Bedwell Bay Road upgrade project, highlighting the concept plan, the Class D cost estimate and the development of a comprehensive active transportation network strategy which was incorporated into the plan.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

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

CARRIED

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

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That Village of Belcarra Board of Variance Bylaw No. 636, 2025 be adopted.

CARRIED

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items

13. MAYOR AND COUNCILLOR REPORTS

The Mayor did not attend any events since the December 15, 2025 regular Council meeting.

Councillor Clark wished all a happy 2026 and thanked everyone who helped to organize the Santa Ships parade and the fireworks.

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

- Electrical work – EOC trailer set up
- Trenching on Bedwell Bay Road Shoulder
- Catch basin and culvert clearing
- Windstorm clean up
- Dead tree removals and tree chipping
- Chipper servicing
- In-house truck maintenance and repairs
- Road salting
- Removed hydrant double check valve and hoses on Senkler
- Hydrant use permit and set up
- Meter Box installation inspection
- Purchased new lids for Meter Boxes

ADMINISTRATIVE UPDATES

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

Question:

Will Road End 13 will be re-appraised to consider potential changes in market circumstance since the original appraisal.

The Chief Administrative Officer advised that appraisal reports are valid for 6 months to a year and therefore the Village's appraisal report of Road End 13 is within this time frame. She also advised that staff have requested that the appraiser review the report to determine if an update is required.

Question

What is the status of a letter received from Rick Glumac, MLA, providing options on the sale of waterfront lots and why was the letter not referred to in the staff report provided.

The Chief Administrative Officer advised on the letter presented and questions posed to MLA Rick Glumac. She also advised that in a response from the MLA, the Village was advised to seek legal council on the matter.

The Chief Administration Officer referred to a question posed in a letter from residents inquiring about the definition of "providing access to the ocean" and reported that the legal advice received by the Village stated that the definition of "access to water" meant having the highway extend to the high water mark, no matter the elevation and that access is not defined as physical entry/touching the water.

14. OTHER MATTERS DEEMED EXPEDIENT

No items

15. NOTICES OF MOTION AND MATTERS FOR INTRODUCTION AT FUTURE MEETINGS**16. PUBLIC QUESTION PERIOD**

Mayor Ross outlined the procedure for the Public Question period.

17. ADJOURNMENT

Moved by: Councillor
Seconded by: Councillor

That the January 12, 2026 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 7:57 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

From: Census / Recensement (STATCAN) <statcan.census-recensement.statcan@statcan.gc.ca>

Sent: January 12, 2026 7:06 AM

To: Jamie Ross <jross@belcarra.ca>

Subject: Statistics Canada is hiring across Canada for the 2026 Census! / Statistique Canada embauche du personnel partout au Canada pour le Recensement de 2026!

(La version française suit.)

Hello,

I am pleased to inform you that the next Census of Population will take place in May 2026. To carry out this important work, Statistics Canada is hiring approximately 32,000 people across Canada to help residents complete their census questionnaires.

The census provides valuable data for planning local services and creates meaningful employment. These jobs give residents the chance to support their community, while earning income and building skills.

Applications are now being accepted for supervisory and non-supervisory positions across the country. For more information, please visit census.gc.ca/jobs.

I am seeking your municipality's support in raising awareness about these job opportunities. Your help will directly contribute to the success of the 2026 Census.

How you can help us spread the word:

- Encourage your constituents to apply for census jobs at census.gc.ca/jobs.
- Share resources in our [Community Supporter Toolkit](#), including posters, web images, social media content, and articles.
- Engage on social media and share posts using the hashtag #2026Census.

If you have any questions, please contact [Census Communications](#).

Thank you in advance for supporting the 2026 Census.

Patrice Mathieu

Director General, Census Management Office

Statistics Canada / Government of Canada

Office of the Chair
Tel. 604-432-6215 or via Email
CAOAdministration@metrovancouver.org

January 20, 2026

File: CP-11-01
Ref: RD 2025 11 28

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

VIA EMAIL: jross@belcarra.ca; cclark@belcarra.ca; jelworthy@belcarra.ca; jruzycki@belcarra.ca;
lwilder@belcarra.ca

Dear Mayor Jamie Ross and Council:

**Consultation on Proposed *Metro 2050* Amendment Options
in Response to South of the Fraser Mayors' Request**

On November 28, 2025, the Metro Vancouver Regional District (MVRD) Board of Directors directed staff to initiate consultation on potential amendments to *Metro 2050*, the Regional Growth Strategy, in response to a letter to the Board Chair from three South of the Fraser Mayors. These municipalities have expressed that the current amendment framework is limiting their ability to accommodate the region's growing demand for housing, employment lands, and essential services.

In June 2025, the mayors of Surrey, Langley Township, and Delta submitted a joint letter outlining policy changes they believe are necessary to better support growth and development south of the Fraser. Informed by this request and subsequent discussions with municipal staff and the MVRD Board, Metro Vancouver has developed four amendment options for consideration. These options focus on improving flexibility for making adjustments to the Urban Containment Boundary and streamlining the amendment process while maintaining the integrity of regional growth management objectives.

The proposed amendment options are:

1. Type 3 amendment: Add new Special Study Areas in the requesting municipalities.

Currently, *Metro 2050* does not allow the addition of new Special Study Areas (SSAs). SSAs are designated locations where future regional land use changes are anticipated but require further study before an amendment can proceed. This amendment would allow Surrey, Langley Township, and Delta to identify a limited number of new SSAs for inclusion in *Metro 2050*, enabling future land use changes in these areas to be considered under a lower voting threshold.

81367363

2. **Type 1 amendment: Re-Classify amendments to lands with a Rural regional land use designation from Type 2 to Type 3 amendments.**
Lower the voting threshold for designation changes from Rural to Industrial, Employment, or General Urban.
3. **Type 1 amendment: Expand amendment opportunities for properties adjacent to the Urban Containment Boundary.**
Lower the voting threshold for changes from Agricultural or Rural to General Urban or Employment, provided that the sites (a) are contiguous with the Urban Containment Boundary; (b) are outside the Agricultural Land Reserve and ecologically sensitive areas; (c) can be serviced with existing or committed infrastructure; and (d) support compact, transit-oriented, complete communities.
4. **Type 3 amendment: Expand use of the flexibility clause (6.2.7) for properties adjacent to the Urban Containment Boundary.**
Allow regional land use designations on sites contiguous to the Urban Containment Boundary to be changed without a *Metro 2050* amendment, if the change satisfies criteria outlined in the current flexibility clause (i.e. site size and cumulative usage).

Under *Metro 2050*, Type 1 amendments require a 50%+1 weighted vote of the MVRD Board plus unanimous acceptance by all affected local governments to pass. Type 3 amendments require a 50%+1 weighted vote of the MVRD Board to pass after an opportunity for comment from all affected local governments. More details about these amendment types is contained in Part F of *Metro 2050 (Implementation)* and in the [Regional Growth Strategy Amendments Implementation Guide](#).

The MVRD Board cannot give initial readings to a *Metro 2050* amendment bylaw that affects local governments without first consulting with them. As an agency with a statutory role in the Regional Growth Strategy amendment process, we are seeking your feedback on these options, as detailed in the enclosed staff report. At this stage, we are not requesting formal consideration of any bylaw; all feedback received through this consultation will be summarized and provided directly to the Metro Vancouver Regional District Board when it considers the initial readings of any draft *Metro 2050* amendment bylaws. If the MVRD Board grants initial readings to any bylaw at that meeting, a formal referral and comment period of at least 60 days will be initiated.

To meet this timeline, we request that you provide any comments by **March 20, 2026**. Staff would be pleased to meet with your staff or present to your Council or Board to discuss the proposed options in more detail. To arrange this, or should you have any questions, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, Regional Planning and Housing Services, by phone at 604-432-6391 or by email at jonathan.cote@metrovancouver.org.

Thank you for your attention to this matter and for your continued collaboration in shaping the region's growth.

Enclosed is a copy of the aforementioned staff report for your reference.

Yours sincerely,



Mike Hurley
Chair, Metro Vancouver Boards

MH/JC/ms

cc: Melony Burton, Chief Administrative Officer, Village of Belcarra
Amanda Seibert, Corporate Officer, Village of Belcarra
Jerry Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNeil, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver

Encl: [MVRD Board Report dated November 14, 2025, titled "Proposed Metro 2050 Amendment in Response to South of the Fraser Mayors' Request" \(pg. 407\)](#)

81367363



COUNCIL REPORT

Date: January 26, 2026
From: Melony Burton, Chief Administrative Officer
Subject: Private Residential Docks Update

Recommendation

That the report dated January 26, 2026, titled 'Private Residential Docks Update' be received into the record.

Purpose

This report provides information received from the Vancouver Fraser Port Authority on changes to the Private Residential Docks program.

Background

The Vancouver Fraser Port Authority (VFPA) is the federal agency that oversees the lands and waters that make up the Port of Vancouver, which include the waters (and some lands) adjacent to the residential properties along Burrard Inlet, including Indian Arm and Port Moody Arm. Waterfront property owners who have, or want to build, a private dock immediately in front of their existing residence are required to enter into a formal licence agreement with VFPA prior to installing a dock within the port authority's jurisdiction.

Discussion

On August 18, 2025, the Village of Belcarra received information from the Vancouver Fraser Port Authority regarding updates to the Private Residential Dock Program and how upcoming changes may impact community members. The information is summarized in this report and further details on the program are provided in a presentation by VFPA staff at the January 26, 2026 Regular Council meeting.

Name Change

The name of the program has been changed from "Recreational Dock Program" to "Private Residential Dock Program" (or Private Dock Program), to reflect the use of the docks within port authority jurisdiction. Docks within Burrard Inlet included in the program are not recreational in the sense that anyone can use them, they are for the exclusive use of the upland property owner. This information was communicated to dock owners in early December 2024, and the VPFA website was updated accordingly.

Licensing

A moratorium on private docks was lifted in June 2020, and new guidelines and an updated licence precedent were announced. The updated licences reflect VFPA current licencing standards and best practices, clarify the rights and obligations of licensees, and include provisions to adequately protect the environment and ensure navigational safety.

All private docks within VPFA jurisdiction require a licence issued by their real estate team. VPFA began issuing updated licence agreements in October 2021 and the wording of these licences were slightly changed for clarity in fall 2023.

For Bedwell Bay, a draft head licence agreement is currently being finalized with the Village of Belcarra. Once finalized, the Village will issue sublicences to groups and individual dock owners.

Notification and Compliance

As part of the efforts to ensure equity and consistency for all dock users, VPFA launched a notification process in September 2025, to ensure that all private residential docks meet the same standards and guidelines and that licence agreements are signed and returned in a timely manner.

Should a licence agreement remain unsigned at the end of this notification process, VFPA will begin a compliance process that could result in the issuance of administrative monetary penalties and/or temporary removal of dock access. In extreme situations where a private dock owner refuses to obtain a license for their dock, enforcement actions could involve removal of non-compliant docks or legal remedies sought in court.

Additional Information

Additional information is provided in the Private Dock Factsheet (Attachment 1) and Private Dock Factsheet Frequently Asked Questions (Attachment 2) documents in the appendices. Private dock owners can also visit the website to learn more about the program or contact the real estate team: <https://www.portvancouver.com/business-and-projects/permits#private-docks>

New Docks

VFPA has indicated that applications for new docks in Bedwell Bay continue to be restricted at this time due to high environmental sensitivities in the area. However, the Village of Belcarra CAO has met with VFPA and Tsleil-Waututh First Nation staff to discuss opportunities to facilitate new docks while enhancing environmental education and efforts, and there are plans to continue those discussions in 2026.

Prepared by:



Melony Burton
Chief Administrative Officer

Attachment 1: Private Dock Factsheet
Attachment 2: Private Dock Frequently Asked Question (FAQ)



Private Residential Dock licence process

Factsheet

Private Residential Dock Program (Private Dock Program in short)

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

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

Complete and return your licence agreement to the port authority.

How do I complete my licence agreement?

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

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

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

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

What happens next?

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

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

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

How do I apply for a PER permit?

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

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

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

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

How much does a PER permit cost?

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

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

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

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

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

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

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

Where can I get additional information or support?

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

FAQ

Private Residential Dock Program (Private Dock Program)

Contents

General	1
Program name change	1
Private dock licence agreement	2
Licence term	2
Transfer of licences	3
Licence termination	3
Environmental considerations and responsibility	4
Encroachments	6
Licence cost	7
Role of First Nations in the private dock program	8
New private docks	9
Project and Environmental Review (PER) permit	9

General

Why does the port authority manage private docks?

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

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

Program name change

Why did the name of the Recreational Dock Program change?

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

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

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

Private dock licence agreement

Why was the private dock licence agreement updated?

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

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

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

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

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

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

Licence term

Does the licence term last into the 2040s?

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

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

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

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

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

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

Are licences the same for every private dock owner?

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

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

Transfer of licences

Can I transfer my licence if I sell my home?

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

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

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

Licence termination

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

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

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

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

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

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

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

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

What if I don't want a licence anymore?

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

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

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

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

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

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

Environmental considerations and responsibility

What environmental responsibilities were added to the updated licence?

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

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

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

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

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

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

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

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

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

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

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

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

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

How to report marine pollution:

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

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

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

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

How to report floating hazardous debris:

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

When is debris considered a navigational hazard?

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

- Location of the debris in relation to ships, obstructions, aids to navigation, navigation channels and other ship traffic patterns
- Navigational difficulty in the vicinity of the debris
- Depth of water over the obstruction, fluctuation of the water level, and other hydrologic characteristics in the area
- Draft, type, and density of ship traffic or other marine activity in the vicinity of the debris
- Physical characteristics of the debris
- Possible movement of the debris
- Prevailing and historical weather conditions
- Length of time that the debris has been in existence

- History of vessel incidents involving the debris

Encroachments

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

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

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

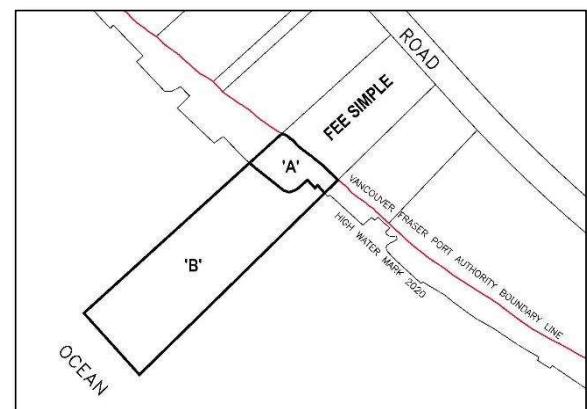
The wording of Clause 14 ensures that licensees are aware the licence does not extend to encroachments and that they may be required to enter into an agreement covering the unauthorized encroachment or remove the encroachment in the future. This wording existed in the old licence agreement and is largely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

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

Parcel A refers to ‘land’ within the port authority’s jurisdiction, as opposed to Parcel B which is the ‘waterlot’ within the port authority’s jurisdiction. “Encroachments” are improvements on Parcel A.

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

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



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

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

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

Can I buy the land I am encroaching on?

No. As per our federal mandate as a Canada Port Authority, the Vancouver Fraser Port Authority manages the federal lands and waters that make up the Port of Vancouver in support of national trade objectives, while protecting the environment and considering local communities. We do not have unfettered authority to dispose of or sell federal lands.

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

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

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

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

Licence cost

Why is the cost of the private docks program increasing?

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

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

How was the new licence charge determined?

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

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

Is the licence charge determined by property value?

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

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

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

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

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

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

What is the charge structure for private dock licences?

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

Zone 1 – Burrard Inlet with road access (District of North Vancouver, Belcarra, Port Moody)

Charge: \$2,000 plus GST per year

Zone 2 – District of North Vancouver – rural lots

(Woodlands, Sunshine Falls, Cascade)

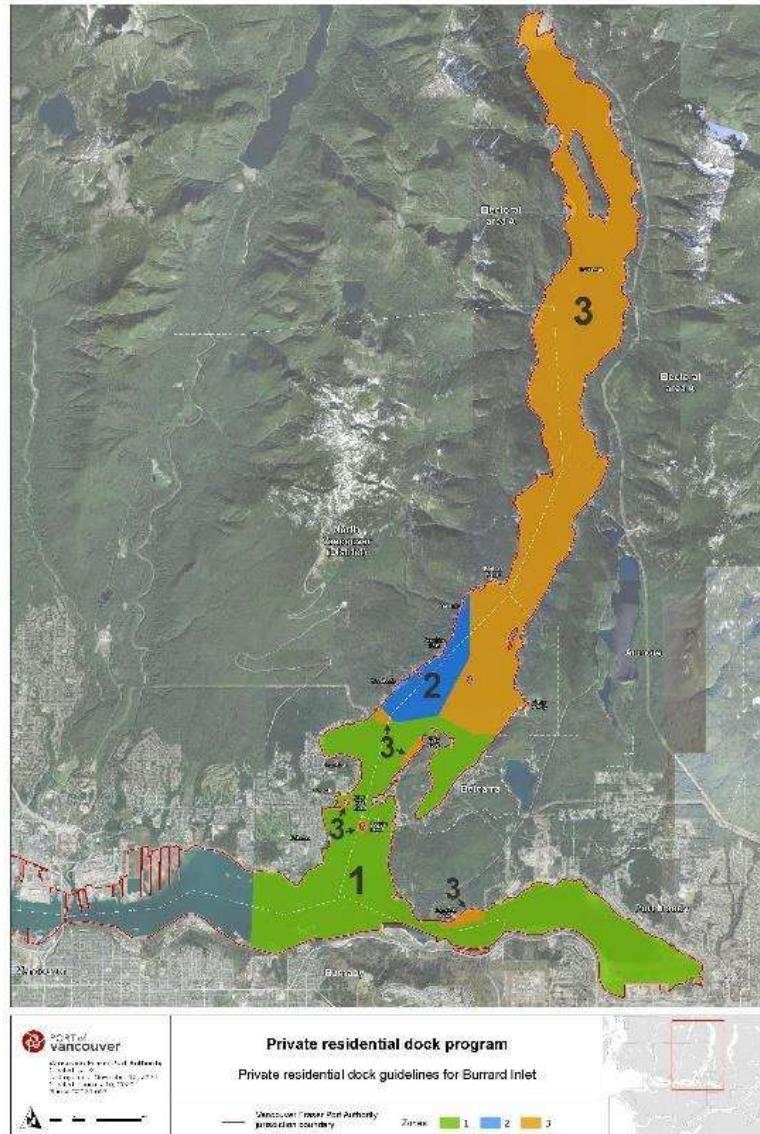
Charge: \$1,200 plus GST per year

Zone 3 – Indian Arm and water access-only lots

(South end Woodlands, Brighton Beach, north to Camp Howdy, Cosy Cove, Carraholly Point, Grey Rock Island, Boulder Island in Electoral Area A)

Charge: \$600 plus GST per year

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



Role of First Nations in the private dock program

Who manages the private dock program in Burrard Inlet?

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

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

Does the licence respect Aboriginal or treaty rights?

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

New private docks

Why are new private docks not allowed in some areas?

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

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

What is the status of private docks in Bedwell Bay?

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

Project and Environmental Review (PER) permit

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

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

The level of review and supporting materials required for each project is based on potential project-related impacts, with category A reviews being the least complex and category D reviews being the most complex. For private docks, most maintenance, servicing and minor repair activities will likely fall into category A, while major repairs such as pile or float replacements and new private dock projects will likely fall into category B.

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

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

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

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



COUNCIL REPORT

Date: January 26, 2026
From: Melony Burton, Chief Administrative Officer & Ken Bjorgaard, Financial Consultant
Subject: Council Remuneration Bylaw

Recommendation

That Village of Belcarra Council Remuneration Bylaw No. 639, 2026 be read a first, second and third time.

Purpose

This report provides information on annual cost of living increases for Council and introduces the Council Remuneration Bylaw No.639, 2026 for the first three readings. A copy of the bylaw is available in Attachment 1.

Background

Annual cost of living increases for non-unionized government positions in the region are typically based on Vancouver Consumer Price Index (CPI) increases from Statistics Canada for the previous year. Statistics Canada advises using the 12-month percent change for CPI for purposes like wage indexation and pension adjustments.

Discussion

According to data from Statistics Canada, the average Vancouver CPI increase for the 12-month period ending December was 2.1%.

The proposed bylaw enacts this increase for Council with the monetary impacts as follows:

	2025 Council Indemnities	2026 Council Indemnities	\$ Change	% Change
Mayor	\$25,710.36	\$26,250.28	\$539.92	2.1%
Councillors	\$12,855.24	\$13,125.20	\$269.96	2.1%

Next Steps

Any difference between remuneration paid and remuneration owing for the period from January 1, 2026 to the date of the bylaw adoption shall be paid retroactively as soon as practicable following adoption of the bylaw.

Prepared by:



Ken Bjorgaard,
Financial Consultant



Melony Burton
Chief Administrative Officer

Attachment 1: Village of Belcarra Council Remuneration Bylaw No. 639, 2026



**VILLAGE OF BELCARRA
Council Remuneration
Bylaw No. 639, 2026**



A Bylaw to Set Remuneration and Provide for Cost of Living Adjustments to the Village of Belcarra Mayor and Councillors

WHEREAS the Council of the Village of Belcarra wishes to provide by bylaw, the remuneration and annual cost-of-living adjustments based on changes in the Consumer Price Index for elected officials

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

1. Citation

This bylaw may be cited as "**Council Remuneration Bylaw No 639, 2026.**"

2. Repeal

Village of Belcarra Council Indemnity Bylaw No. 631, 2024 and all amendments thereto are hereby repealed.

3. Interpretation

In this bylaw:

"CPI" means the Consumer Price Index for Vancouver, BC / All-items, as published by Statistics Canada.

"Council member" means the Mayor and each Councillor of the Village of Belcarra.

4. Council Remuneration

Effective January 1, 2026, annual remuneration shall be paid as follows:

- i. Mayor: the gross sum or \$2196.52 monthly (\$26,250.28 per year)
- ii. Each Councillor: the gross sum of \$1,098.27 monthly (\$13,125.20 per year)

5. Absences

The remuneration provided for in Section 4 shall be paid by the Chief Administrative Officer, save and except for the following provision:

In the event of any member of Council being absent from three consecutive regular Council meetings, the remuneration that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.

5. Annual CPI Adjustment

- i. Beginning January 1, 2026, and on January 1 of each subsequent year, the remuneration set out in Section 4 shall be adjusted by the percentage change in the CPI.
- ii. The CPI adjustment shall be calculated using the average CPI for the twelve months ending on December 31 of the preceding year.
- iii. Where the CPI change is negative, council remuneration shall remain unchanged for that year.

6. Retroactive Application for 2026

Despite the date of adoption of this bylaw, the remuneration amounts and CPI adjustment provided for in Sections 4 and 5 are effective January 1, 2026.

Any difference between remuneration paid and remuneration owing for the period from January 1, 2026 to the date of adoption shall be paid retroactively as soon as practicable following adoption of this bylaw.

7. Severability

If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions.

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



COUNCIL REPORT

Date: January 26, 2026,
From: Stewart Novak, Manager, Municipal Services
Subject: **Tatlow Reservoir Chlorination System – Contract Award**

Recommendations:

That \$100,000 of additional funds be allocated to the Tatlow Reservoir Chlorination System project with funding from the Water Capital Reserve and that the 2026-2030 Financial Plan be amended accordingly.

Purpose

The purpose of this report is to provide information on the Tatlow Reservoir Chlorination System project award and installation.

Background

The Tatlow Reservoir currently operates between 76% and 95% capacity to maintain water circulation and prevent stagnation, ensuring chlorine residual levels remain above the minimum requirement of 0.2 mg/L. In 2024 the average chlorine residual at discharge was 0.53 mg/L.

Public concerns regarding water availability for firefighting prompted requests to maintain the reservoir at maximum capacity. However, staff had concerns that maintaining the reservoir at its maximum water level could introduce risk and negatively impact drinking water quality. Upon routine inspection and consultation with staff, Fraser Health echoed the concerns of staff and issued an inspection report recommending chlorination equipment be installed to support higher reservoir water levels.

On September 2023, Council directed staff and WSP Canada Incorporated (WSP) to provide a detailed design and cost estimate for a chlorination system. A chlorination system installed at Tatlow Station will allow the reservoir to maintain its full capacity while also maintaining safe chlorine residual levels, improving operational control and compliance with the Drinking Water Protection Act.

A detailed design brief prepared by WSP in June 2024 provided an estimate of \$173,900. The project was approved in the 2025 Financial Plans with a budget of \$175,000 funded from the Growing Communities Fund. A water meter for the Tatlow Reservoir was also identified for inclusion with the project scope and approved in the 2026 Financial Plan for \$30,000 funded from the Water Capital Reserve. The total approved funds for the project are currently \$205,000.

Following completion of the detailed design brief, a permit application was submitted to Fraser Health along with a copy of the detailed plans and assurance that operational readiness will include staff training, formalized procedures and emergency response planning. The permit approval from Fraser Health was received on April 29, 2025.

WSP was subsequently retained for \$60,000 to provide engineering support through the design and installation phases of the project. A portion of the funds were used for design in 2025 (\$17,000) and the remaining funds were carried over to complete the engineering work in 2026.

Discussion

Through the remainder of 2025, staff worked with WSP to develop an 'Invitation to Tender' package for the installation of a new chlorination system for the Tatlow Reservoir to be equipped with a pad-mounted prefabricated chlorination kiosk, metering pump, chlorine analyzer, de-chlorinator for sampling, and submersible mixer. The scope includes decommissioning of the existing seismic valve and installation of a flow meter in the existing vault as well as integration with the Village's SCADA system.

Substantial Performance of the work is anticipated on or before 80 working days, subject to provisions of the Contract Documents for adjustments to the contract time. All installed equipment is to be calibrated and undergo system performance acceptance tests prior to commissioning. The Contractor to provide two sets of manuals to the Village for approval at least 30 days prior to the start of the commissioning period.

An Invitation to Tender was issued to the BC-Bid website on November 5, 2025, and closed on December 5, 2025. At the time of the tender closing only one contractor had submitted a bid which was considerably over the approved budget for the project. The tender was subsequently terminated and the Village entered into negotiations with the single bidder, Drake Excavating Ltd, to determine if sufficient scope and cost reductions could be achieved without compromising the integrity of the project. As a result of these negotiations, a revised cost estimate of \$223,000 was submitted by Drake Excavating Ltd.

A summary of the funding and costs are shown below:

Chlorination System Installation	\$175,000
Water Meter for leak detection	<u>\$30,000</u>
Total Project Funds	\$205,000
Less Engineering Costs (WSP)	- \$60,000
Remaining Funds for Installation	\$145,000
Installation Cost (Drake)	\$223,000
Contingency	\$22,000
Additional Funds Required:	\$100,000

Staff are requesting an additional \$100,000 for award of the project to Drake Excavating Ltd. with 10% contingency funds to install the Tatlow Reservoir Chlorination System.

Next Steps

Subject to Council approval, staff will award the project to Drake Excavating Ltd in the amount of \$223,000 and proceed with the installation of the Tatlow Chlorination System

Prepared by:



Stewart Novak,
Manager, Municipal Services



Melony Burton,
Chief Administrative Officer



COUNCIL REPORT

Date: January 26, 2026

From: Melony Burton, Chief Administrative Officer

Subject: Strategic Plan and Key Infrastructure Projects – Q4 2025 Status Report

Recommendation:

That the report dated January 26, 2026, titled “Strategic Plan and Key Infrastructure Projects – Q4 2025 Status Report” be received into the record for information.

Purpose:

The purpose of this report is to provide an update to Council on the status of the Strategic Plan and Key Infrastructure Projects for the fourth quarter as of December 31, 2025.

Background

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

Discussion

The progress and status of Strategic Plan items for the fourth quarter of the year as of December 31, 2025, are included in Attachment A. The status of Key Infrastructure Projects associated with the plan is included in Attachment B.

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

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

Council's strategic priorities are achieved when the goals and objectives are clear, and the necessary timelines and resources are assigned. These are referenced in Council's strategic priorities document as 'providing the resources to get the job done' and 'aligning human resources with strategic priorities.' Carrying too many projects in a small organization with limited resources can compromise the ability to deliver both core services and strategic initiatives. As committed, we want to set staff up for success with the adequate time, capacity and resources to deliver projects and core services on time, on scope and on budget.

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

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



Prepared by: Melony Burton,
Chief Administrative Officer

Attachment A: Strategic Plan – Q4 Status to December 2025

Attachment B: Key Infrastructure Projects – Q4 Status to December 2025

ATTACHMENT A – STRATEGIC PLAN STATUS AS OF DECEMBER 31, 2025

MANAGE AND RENEW OUR ASSETS & INFRASTRUCTURE We will manage and safeguard our assets and infrastructure						
Asset Management Program						
▪ Develop and implement an asset management program ▪ Inventory assets and estimate remaining useful life of major components ▪ Record all assets and infrastructure in GIS system ▪ Develop a condition assessment schedule ▪ Complete assessments for key infrastructure on a yearly basis						
ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report Dec 31, 2025
1. Complete review and undertake field work to provide breakdown of asset components and useful lives. Update GIS system accordingly.	Manager, Municipal Services	Financial Consultant	SoF - existing annual \$30K asset management budget, grant funding from Community Building Fund, and \$25K UBCM grant	Part of project which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	Sept 2024 and annual updates	Complete
2. Complete 5-year condition assessment schedule for assessing key assets and update annually.	Manager, Municipal Services	Consultant CAO	SoF - existing annual \$30K asset management budget, grant funding from Community Building Fund, and \$25K UBCM grant Fund	Part of project which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	Sept 2023 and annual updates	Complete and Ongoing
3. Complete annual condition assessments	Manager, Municipal Services	Consultant	SoF - existing annual \$30K asset management budget, grant funding from Community Building Fund, and \$25K UBCM grant	Part of project which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	Sept 2024 and annual updates	Complete and Ongoing

MANAGE AND RENEW OUR ASSETS & INFRASTRUCTURE

We will manage and safeguard our existing assets and infrastructure

Renew Key Infrastructure & Assets

- Develop long-term infrastructure/asset renewal and replacement schedule for existing assets
- Complete priority infrastructure projects (see Key Project Lists)

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report Dec 31, 2025
1. Complete long-term financial estimates and plan for infrastructure/asset replacements (based on asset management and condition assessment results)	Manager, Municipal Services	Contractor(s) CAO	ABR - part of additional \$20K to come from Community Building Fund		Sept 2024	Complete
2. Update long-term financial estimates and plan for infrastructure/assets renewal annually	Manager, Municipal Services	Contractor(s)	ABR – part of additional \$20K to come from Community Building Fund		Aug 2024 and annual updates	Complete and ongoing
3. Integrate long-term infrastructure/asset replacement plan into long-term financial plan	CAO	Financial Consultant	ABR – part of additional \$20K to come from Community Building Fund		Sept 2024 and annual updates	Complete and ongoing
4. Tender and complete priority infrastructure (see Key Project List)	Manager, Municipal Services	Contractor(s)	Project based budgets and ABR to be determined with funding from existing reserve funds and Growing Communities Fund (\$759k initial balance)	Project Management funds to be added to capital budgets	Sept 2024 and annual updates	Ongoing

MANAGING AND RENEW OUR ASSETS & INFRASTRUCTURE

We will manage and safeguard our existing assets and infrastructure

Water System Improvements

- Assessment and work on water reservoir
- Define clear options to address water system deficiencies
- Budget and schedule water system changes to address deficiencies
- Complete business case for universal water metering
- Review of water charges for Belcarra Regional Park

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report Dec 31, 2025
1. Complete engineering report and work on water reservoir	Manager, Municipal Services	Consultant	SoF - \$30K Water Engineering Capital Budget, \$45K Water Capital Budget for excavation and fencing around reservoir. SoF - Capital budgets of \$20K in 2024 and \$20K 2025 for engineering reallocated to actual project work SoF - \$175k for Chlorination System from Growing Communities Fund; \$30k for Water Meter from Water Capital Reserve	Excavating and Fencing complete Interior inspection and lining repair - complete Chlorination system design & permitting - complete Chlorination system installation - RFP in Q4, 2025	Q2, 2026	In progress
2. Engineering report and recommendations on options for addressing water system deficiencies including risk factors and budgets	Manager, Municipal Services	Consultant	ABR – to be determined with funding from Community Building Fund. Capital budgets of \$20K in 2024 and \$20K 2025 for Water System Engineering reallocated to actual project work.	Nov 2024 report with cost estimates and recommendations.	Q4, 2024	Complete
3. Decision(s) on projects and budgets for addressing water deficiencies in part based on risk tolerance	Manager, Municipal Services	CAO	Project based budgets and ABR with funding from Growing Communities Fund (\$759k initial balance)	Review of engineering report results and recommendations. Staff report on scheduling and budgeting.	Q2, 2026	In progress
4. Provide for water system improvements in long-term financial plan	CAO	Financial Consultant	N/A	Improvements to be included as decisions are made on scope, scheduling and budget.	Q3, 2026	Planned work
5. Complete water metering business case	CAO	Manager, Municipal Services	SoF - \$40K capital budget for universal water metering in 2024 ABR for additional capital and operating costs	Requires significant staff resources. Initial grant funding application was unsuccessful.	Q4, 2026	Planned work
6. Complete review of Belcarra Park water charges	CAO	Financial Consultant	Within existing operating budget	Increase water charge to Metro Vancouver from residential user rate to park rate.	Q2, 2026	In progress

MANAGING OUR ASSETS & INFRASTRUCTURE

We will manage and safeguard our existing assets and infrastructure

Waste & Recycle Depot (WARD) Improvements

- Review WARD services and infrastructure
- Outline options for changes in services and service levels outlined including cost control options
- Plan, budget and schedule for changes to WARD services and infrastructure

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report Dec 31, 2025
1. Complete WARD service review including review of current service provider and the option of utilizing Recycle BC to save costs	Manager, Municipal Services	Consultant(s) CAO	ABR of up to \$15,000 from Financial Stabilization Reserve	Before agreement with service provider expires in April of 2026.	Q1, 2026	Planned Work
2. Review of WARD infrastructure to match services provided	Manager, Municipal Services	Consultant(s) CAO	Part of ABR above		Q1, 2026	Planned Work
3. Recommendations and approvals related to service changes and infrastructure needed	Manager, Municipal Services	CAO	Project based budgets based on results of review. ABR to be determined for any additional capital and operating costs		Q1, 2026	Planned Work
4. Implementation of any approved changes including provision for changes in financial plan	CAO	Financial Consultant	N/A		2026	Planned Work

MANAGING OUR ASSETS & INFRASTRUCTURE

We will manage and safeguard our existing assets and infrastructure

Road Ends & Firehalls

- Plan for firehall replacements
- Review existing cost sharing agreement
- Explore funding sources and strategies

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report as of Dec 31, 2025
1. Review existing fire hall cost sharing agreement and plan for fire hall replacements	CAO	CAO and Consultant(s)	ABR of up to \$20,000 from Financial Stabilization Reserve	Service review in progress. Design/construction schedule and delivery approach in development.	Q4, 2025	Complete
2. Explore development and sale of road ends to fund firehalls and other capital projects	CAO	CAO and Consultant(s)	ABR of up to \$20,000 from Financial Stabilization Reserve	Only most sellable lot(s) will be pursued with any sales proceeds from first sales funding development work. Update report provided in Q4, 2025.	2026	In progress
3. Identify other funding sources and strategies	CAO	Financial Consultant	N/A	Metro Vancouver financing, levy and grant options.	2026	Planned work

*Added to 2023-2026 Strategic Plan in 2024

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT

We will care for our community and value its natural environment

Managing our Natural Assets

- Inventory and map natural assets
- Plan and budget for maintaining tree canopies
- Develop tree trimming and maintenance program

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report as of Dec 31, 2025
1. Complete inventory and mapping of natural assets (e.g. tree canopies, wetland, watercourses, riparian areas) and include in GIS system	Manager, Municipal Services	Contractor(s)	ABR to be determined with funding from Climate Action Program funds	\$40K of funding available annually for 3 years. Will also be applying for a grant to complete this project	April 2024	Complete
2. Council report on ongoing budget needs for tree management program	Manager, Municipal Services	CAO	ABR to be determined with adjustment in annual operating budget being made	Risk assessment and removal of high fall risk trees. Identification and treatment of high fire risk trees on Bedwell Bay Rd	Q4, 2026	Planned work
3. Operational plan to implement tree trimming and maintenance plan	Manager, Municipal Services	CAO	N/A	ATNP includes objectives to clear roadside shoulders. Identification and removal of vegetation encroaching on road shoulders that reduces visibility and walkable space.	Q4, 2026	Planned work

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT

We will care for our community and value its natural environment

Official Community Plan (OCP)

- Final OCP adoption
- Implement OCP
- Monitor OCP as a tool to guide development and growth

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report as of Dec 31, 2025
1. Finalize OCP and conduct public hearing	CAO	Contractor(s)	SoF - \$20,000 in 2023 budget. Funding is from the Community Building Fund	Need to provide for review and update of OCP in long-term financial plan every 5 years	Q1, 2024	Complete
2. Adopt OCP and implement the same into daily operations	CAO	CAO	N/A		Oct 2024	Complete and ongoing
3. Prioritization of OCP action items and completion of action items	CAO	CAO	ABR to be determined Spending requests and approvals with budgeting planning process	OCP items will be identified and prioritized in 2027-2030 Council Strategic Priorities and Strategic Plan.	2026/2027	Planned work
4. Ongoing monitoring of OCP and its effect on the community	CAO	CAO	N/A		Oct 2024	Complete and ongoing

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT

We will care for our community and value its natural environment

Path, Trail and Road Shoulder Network

- Map and plan for path/trail/road shoulder network expansion
- Secure funding for incremental buildout of the network
- Maintain existing network
- Incrementally build out network

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report as of Dec 31, 2025
1. Complete mapping of existing network and include in GIS system	Manager, Municipal Services	Consultant	ABR – \$10,000 from Community Building Fund		Sept 2023	Complete
2. Create plan for incremental build out of network including budget requirements	CAO	Consultant(s)	ABR – \$37,500 from Community Building Fund. \$37,500 from TransLink	Active Transportation Network Plan (ATNP): <ul style="list-style-type: none"> • Development in 2024/2025 • Public Engagement report in July 2025 • Draft final report in Nov 2025 • Final report in Dec 2025 	Q4 2025	Complete
3. Complete funding applications for network projects and secure grant funding	CAO	Manager, Municipal Services Financial Consultant	ABR to be determined	TransLink funding applications due annually in the fall. List of projects in ATNP can be used to support future grant applications	Q4, 2024 and annually	Complete and ongoing
4. Include budgets for maintaining existing network in long-term financial plan	CAO	Financial Consultant	ABR to be determined and to be included in annual operating budget	Funding is included in the long-term financial plan to maintain the network and is reviewed each year.	Q3, 2024 and annually with capital and operational budgeting	Complete and ongoing
5. Build out network including prioritized sections	CAO	Manager, Municipal Services	ABR to be determined and dependent upon grants obtained	New assets to include budget for ongoing maintenance.	Q2, 2026 and annually, as approved	In progress

STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT

We will care for our community and value its natural environment

Tennis Court Site Redevelopment

- Asses, plan and budget for Tennis Court site redevelopment
- Agreement with Metro Vancouver for redevelopment plan
- Redevelopment construction

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report as of Dec 31, 2025
1. Report to Council on amenity options for tennis court site including associated budget implications and any First Nation requirements	CAO	Consultant	N/A	Report in July 2025	Q3, 2025	Complete
2. Decision on amenities and budget for tennis court site	CAO	Consultant	ABR to be determined	Decision in July 2025	Q3, 2025	Complete
3. Redevelopment site plan and agreement with Metro Vancouver	CAO	Consultant	N/A	Rehabilitation of site to natural area by Metro Vancouver. Future lease option for Village.	Q3, 2025	Complete
4. Redevelopment construction	CAO	N/A	N/A	By Metro Vancouver	2026	By Metro Vancouver

FISCAL MANAGEMENT & FINANCIAL SUSTAINABILITY

We will operate in a fiscally responsible and financial sustainable manner

Fiscal Management

- Establish a Finance Committee
- Provide regular fiscal updates to Council and the community
- Council input into annual, long-term financial plans including capital review

ACTIONS	Project Manager	SUPPORTING Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Dec 31, 2025
1. Create and approve Terms of Reference for a Finance Committee	CAO	Financial Consultant Corporate Officer	N/A		July 2023	Complete
2. Complete fiscal updates and present to Council	CAO	Financial Consultant Accounting Clerk	N/A	Quarterly operating and capital variance reporting	July and Sept 2024 and annual updates	Complete and ongoing
3. Review and approve long-term capital and operating financial plans	CAO	Financial Consultant Accounting Clerk	N/A	5-year financial plan and long-term plan updated annually.	Sept 2024 and annual updates	Complete and ongoing

FISCAL MANAGEMENT & FINANCIAL SUSTAINABILITY

We will operate in a fiscally responsible and financial sustainable manner

Financial Sustainability

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

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report Dec 31, 2025
1. Create long-term financial planning model (15 years) with integration of infrastructure and capital plans based on asset management results	CAO	Financial Consultant	SoF - \$20K budgeted for this component from UBCM grant \$25K includes \$25K UBCM grant which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	Integrated model is complete and kept updated.	Oct 2023 and annual updates	Complete and ongoing
2. Produce report for Council and community based on long-term financial plan which also addresses financial sustainability	CAO	Financial Consultant	SoF - \$25K budgeted for this component to come from Community Building Fund Part of overall project budget which includes asset management, condition assessments, long-term financial plan & financial sustainability report.	Community Financial Sustainability report was completed and recommendations within the report have been approved by Council for implementation.	Oct 2023 and annual updates	Complete and ongoing
4. Secure grant writing resource, provide list of grant targets and start application process	CAO	Financial Consultant Staff	ABR to be determined with grant resource to be charged to projects if possible	Establish and maintain list of eligible grant programs. Implement grant tracking system and apply for grants as they become available.	Q2, 2025	Complete and ongoing

EMERGENCY MANAGEMENT & PREPAREDNESS

We will make public safety a priority

Emergency Planning & Management

- Update emergency management plan
- Mass notification system
- Inventory and replenishment of emergency supplies

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report Dec 31, 2025
1. Review and update emergency management plan	Manager, Municipal Services	Consultant CAO	ABR to be determined with funding coming from grant \$82,000 grant provided for EDMA work with First Nations	Emergency Management – Indigenous Consultation. Oct 2025 report and presentation. Small Communities Emergency Mgmt Coordination – consultation in progress (MV lead).	Q4, 2026	In progress
2. Implement mass notification system	Manager, Municipal Services	CAO	SoF existing operating budget Budget estimated at \$2,000 per year	Alertable system is in place	Oct 2023	Complete
3. Complete inventory of emergency supplies replenishment same as needed	Manager, Municipal Services	CAO	SoF grant funding of \$33k from Community Preparedness Fund.	Purchase of new trailer and equipment to establish an emergency operations centre.	Q1, 2026	In progress

EMERGENCY MANAGEMENT & PREPAREDNESS

We will make public safety a priority

Fire Safety including Wildfire Management

- Complete fire safety & resiliency plan finalized
- Creation and implementation of wildfire prescriptive zones
- Inclusion of Metro Vancouver Sasamat fire service tax requisition on tax notices

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report Dec 31, 2025
1. Complete fire safety & resiliency plan	Manager, Municipal Services	Consultant CAO	SoF existing UBCM grant		June 2023	Complete
2. Create and maintain wildfire prescriptive zones including development planning area	Manager, Municipal Services	Consultant CAO	SoF existing UBCM grant of \$5,000 for public education	Identified forest prescription areas and fire fuel load reduction targets	Ongoing	Complete
3. Remediate forest prescription areas	Manager, Municipal Services	Contractor(s) CAO	ABR to be determined to address ongoing wildfire management. Review grant funding opportunities	Annual vegetation and tree removals to reduce fire fuels around Village Hall, reservoir and roads – complete and ongoing. Apply for grant funding in 2026 for fire fuel reduction activities.	Q4, 2026	In progress
4. Annual Metro Vancouver tax requisition for Sasamat fire service showing on tax notices	CAO	Accounting Clerk Financial Consultant	N/A		May 2024	Complete

COMMUNICATION & COMMUNITY ENGAGEMENT

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

Communication & Community Engagement

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

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report Dec 31, 2025
1. Procedures for Community input & engagement at Council meetings written into updated Council Procedure bylaw	Corporate Officer	CAO	N/A	Council Procedure Bylaw adopted on Dec 4, 2023	Dec 2023	Complete
2. Communication protocol for CAO, staff and Council	CAO	Corporate Officer	N/A		Q2, 2025	Complete
3. Hold Community information meetings to inform citizens as needed	CAO	Corporate Officer	N/A	Meetings held as needed and approved by Council.	Ongoing	Complete

OPERATIONAL PRIORITIES & STRATEGIES

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

Policies, Procedures & Bylaws

- Review and update policies, procedures and bylaws on an ongoing basis

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report Dec 31, 2025
1. Develop, adopt and implement updated procurement policy	CAO	Financial Consultant	N/A	Draft policy and report were presented to the Finance Standing Committee. New CAO to review.	Q3, 2026	Planned work
2. Develop, adopt and implement updated Human Resources policy	CAO	N/A	N/A		Sept 2023	Complete
3. Develop, adopt and implement updated Council Procedure bylaw	Corporate Officer	CAO	N/A	Council Procedure adopted on Dec 4, 2023	Dec 2023	Complete
4. Conduct and document annual policy reviews including updating policies as needed	Corporate Officer	CAO	N/A	New Records Management Policy approved in March 2025. Review of other policies is in progress.	Dec 2024 and reviewed annually	Complete and ongoing

OPERATIONAL PRIORITIES & STRATEGIES

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

Operational Reporting & Updates

- Quarterly reports on status of Strategic Plan items
- Quarterly reports on status of operational and administrative activities

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report June 30, 2025
1. Complete reporting templates	CAO	CAO	N/A		July 2023	Complete
2. Complete quarterly reports on status of Strategic Plan items	CAO	Corporate Officer Manager, Municipal Services	N/A	Quarterly reports submitted by the end of each month following quarter ends	Sept 2023 and quarterly updates	Complete and ongoing
3. Complete quarterly reports on administrative and operational activities	CAO	Corporate Officer Manager, Municipal Services	N/A	Quarterly reports on administrative and operational items included in Strategic Plan Regular updates on other operational and administrative activities provided through staff and CAO reports to Council.	Sept 2023 and quarterly updates	Complete and ongoing

OPERATIONAL PRIORITIES & STRATEGIES

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

Human Resources

- Assess staff resource needs in short, medium & long-term
- Assess and plan for external resources (consultants & contractors)
- Budgeting and Implementation budgeting for resources as approved

ACTIONS TO ACHIEVE RESULTS	VoB Project Sponsor	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report Dec 31, 2025
1. Council report and recommendations on staff resources	CAO	N/A	N/A	Assessment of existing conditions by new CAO for 6-12 months	2026	In progress
2. Council report on consulting resources and recommendations including engineering, finance planning, information technology, etc.	CAO	N/A	N/A	Less reliance on external consultants with staff support and development to complete more work in-house.	2026	In progress
3. Implementation of Human Resources plan including budgeting approved resources and undertaking request for proposals (RFPs) for external resources as needed	CAO	Financial Consultant	ABR to be determined and to be provided for within long-term operating financial plan		2027-2030	Planned work

OPERATIONAL PRIORITIES & STRATEGIES

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

Information Systems & Technology

- Secure and stable information systems with protection from threats
- E-commerce capability implementation
- Budget for IT system replacements and improvements including hardware and software
- Plan for content and maintenance of Village website
- Review document management system

ACTIONS	Project Manager	Supporting Resources	Source of Funds (SoF) or Additional Budget Requirements (ABR)	Comments	Expected Completion Date	Status Report Dec 31, 2025
1. Develop and implement staff training programs to make best use of existing programs and technology	CAO	Manager, Municipal Services	ABR reviewed with annual budget planning process	Training and support provided as needed. Staff assessments in progress. Training and support plans will be developed based on staff and organizational needs.	2026	In progress
2. Implement e-commerce capabilities for payments, lookups, email responses, etc.	CAO	Financial Consultant, Accounting Clerk	ABR reviewed with annual budget planning process		2026	Planned work
3. Review of website content and maintenance and plan for future use	Corporate Officer	Accounting Clerk, CAO	ABR reviewed with annual budget planning process		2026	In progress
4. Conduct system review with IT provider to ensure maximum protection for Village system	CAO	IT Consultant	ABR reviewed with annual budget planning process		2026	Complete
5. Create longer term budgets for IT hardware and software replacements	CAO	IT Consultant, Financial Consultant	ABR reviewed with annual budget planning process		Sept 2024	Complete
6. Complete review of document management system options and provide recommendations	Corporate Officer	Consultant, CAO	SoF existing MAIBC grant for \$10,000	Records Management Bylaw and Policy approved in March 2025. External support secured. Work is underway.	Q4, 2026	In progress

ATTACHMENT B - Key Infrastructure Projects Q4 Status Update as of December 31, 2025

Project Category	Project Description	Financial Plan/Funding	Comments	Planned Completion Date	Status
Water Reservoirs	Complete engineering report and work on water reservoir (excavation and fencing)	Budget in 2024 for \$30K Water Engineering Capital Budget \$45K Water Capital Budget for excavation and fencing around reservoir.	Capital budgets of \$20K in 2024 and \$20K 2025 for Water System Engineering reallocated to construction	Q3, 2024	Complete
Water Reservoirs	Tatlow interior inspection and lining repair	\$68,250 budget approved on Feb 10 2025	Capital budgets of \$20K in 2024 and \$20K 2025 for Water System Engineering reallocated to construction	Q1, 2025	Complete
Water Reservoirs	Chlorination system design	Budget in 2024 of \$46,000 for design; funded from community Works Reserve		Q2, 2024	Complete
Water Reservoirs	Chlorination System Construction	Budget of \$175,000 in 2025 for Water Chlorination System construction funded from Growing Communities Reserve Funds	RFP development in Q3, 2025. RFP issued in Q4, 2025. Installation in Q1, 2026.	Q2, 2026	In progress
Water System	Engineering report and recommendations on options to address water system deficiencies including risk factors and budgets	Budget in 2024 of \$30,000 options; funded from Water Capital Reserve.		Q3, 2024	Complete
Water System	Final decision(s) on projects and budgets for addressing water deficiencies in part based on risk tolerance	To be determined	Review of engineering report results and recommendations. Staff report on scheduling and budgeting.	Q2, 2026	In progress
Paving	Marine Avenue – Design	Amended total project budget of \$468,222 approved.	Design and cost estimate	2024	Complete
Paving	Marine Avenue - Construction	Unused budget above was carried forward to 2025 to finalize project including deficiencies.		Q1, 2025	Complete
Paving	Belcarra Bay Rd (from stop sign to Turtlehead Rd) + drainage	Budgeted in 2026 at \$287,500 with funding from Transportation Infrastructure Reserve	Drainage works in 2026. Detailed design in 2027. Road rehabilitation in 2028.	2026-2028	Planned work

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

Project Category	Project Description	Financial Plan/Funding	Comments	Estimated Completion Date	Status
Paving	Belcarra Bay Rd (from Turtlehead Rd to Whiskey Cove Lane)	Budgeted at \$200,000 with funding coming from Transportation Infrastructure Reserve	Turnaround paving and design in 2027. Road rehabilitation in 2029.	2027-2029	Planned work
Trails	Three (3) Trails from Marine Avenue to Beach (3440 Marine – wooden stairs down to beach; 3750 Marine – divers' trail; 3924 Marine – cement staircase	Budgeted in 2024 at \$50,000 with funding coming from Transportation Infrastructure Reserve	Pending completion of Active Transportation Plan in 2025	Q3, 2026	Planned Work
Tennis Court Site	Tennis Court Site Redevelopment	Rehabilitation costs by Metro Vancouver. \$15k for rehabilitation work returned to CRAB.	Rehabilitation to natural area by Metro Vancouver. Future lease option for Village.	Q3, 2025	Complete
Road Barriers & Flashing Beacons	Belcarra Bay Rd	Project completed with 75% TransLink grant funding and 25% Community Works Reserve funding	Part of Major Road Network (MRN)	2024	Complete
BBUP	Bedwell Bay Upgrade Project - Design	\$65K engineering concept design for the project and \$100,000 budget in 2025 for preliminary and detailed design. 50% grant funded from TransLink.	Detailed design in Q1, 2026. Construction in Q3/Q4 2026	Q4, 2026	In progress
BBUP	Bedwell Bay Rd - Kelly to Main road and drainage works	Budgeted at \$1.2M with 75% TransLink grant funding and 25% Growing Communities Reserve funding.	Detailed design in Q1, 2026. Construction in Q3/Q4 2026	Q4, 2026	In progress
BBUP	Kelly Avenue – gabion wall	Budgeted at \$500k with 75% TransLink grant funding and 25% Growing Communities Reserve funding.	Detailed design in Q1, 2026. Construction in Q3/Q4 2026	2027	In progress
BBUP	Main Avenue – gabion wall	Budgeted at \$500k with 75% TransLink grant funding and 25% Growing Communities Reserve funding.	Detailed design in Q1, 2026 Construction in 2027	2027	Planned Work