



VILLAGE OF BELCARRA

"Between Forest and Sea"

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2017 Annual Report

Between Forest and Sea



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An Open Letter from Council to the Citizens of Belcarra

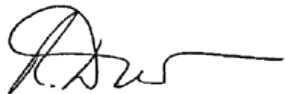
On behalf of Council, I am pleased to present the 2016 Annual Report for the Village of Belcarra. The report incorporates comprehensive financial statements as well as highlights of the Village's accomplishments over the past year.

Administrative Projects — During 2016, Belcarra staff reviewed and updated several municipal bylaws to reflect legislative and operating requirements including the 'Business Language and Contact Information Requirements' Bylaw, the updating of the 'Group Wharfage Constitution & Bylaws', and the amendment to the Village of Belcarra Zoning Bylaw 253, 1996, Amendment Bylaw 502, 2016, which included five public information sessions. In addition, public information meetings were held regarding the Village Trails System and Tennis Courts. Council also established the 'Zoning Advisory Committee', a committee of 17 volunteer residents, to undertake a detailed review of Belcarra's Zoning Bylaw. Belcarra staff also conducted public consultation in support of Belcarra's request to 'Transport Canada' to have Bedwell Bay declared a 'Designated Sewage Area'. Finally, staff changes during 2016 included the hiring of our new Administrative Assistant, Paula Richardson, and our part-time Building Inspector, Paul Wiskar.

Public Works Projects — During 2016, Public Works staff continued work on the 'Belcarra Drainage Study' and completed their mapping of all drainage culverts within the Village which was submitted to the Engineering Consultant for the next phase of work. Public Works maintenance of the roads through the snowy winter of 2016 was a particular challenge, and resulted in decision to acquire brine application equipment for future winters. In early 2016, the organics container was added at the 'Waste and Recycle Depot' (WARD) which, along with the diligence of WARD attendants, resulted in achieving a very respectable waste diversion rate of 61.7%.

Council welcomes comments from Belcarra residents on the 2016 Annual Report, and invites you to bring forward suggestions for developing goals and objectives for future years.

Thank you for your on-going support.



Ralph Drew
Mayor

Village of Belcarra Mission Statement

The Village of Belcarra's mission is to enhance the quality of life for citizens, visitors and future generations in our municipality and the region. We strive to live in harmony with each other and our environment, while providing opportunities for the advancement of economic, physical and social well-being.

Council & Council's Vision

Council

The Village of Belcarra is governed by an elected Council consisting of a Mayor and four Councillors. Council was elected on November 15, 2014 by the community for the four-year term from 2014-2018.

Council reviews and establishes budget levels for civic operations and capital expenditures. The Mayor chairs meetings of Council, is an ex-officio member of all Council committees, and all bodies to which Council has the right to appoint members.

Council meetings are held at the Village Hall. Regular council meetings are open to the public. Annually in December, Council adopts the schedule for the next year's regular Council meetings. The meeting schedule, agendas and minutes are available on the municipal website at www.belcarra.ca and from the municipal office.

Vision

Belcarra is a model municipal entity that works effectively to engage and respect the diverse interests of its citizens.

It offers simple and basic neighborhood opportunities to sustain and enrich our lives and reach our highest potential. We value and celebrate our municipality's natural west coast beauty as a source of pride worth protecting. We are actively involved in the social, environmental and political life of the region.

Belcarra is a clean, green, rural and sustainable municipality.

We recognize the importance of the natural beauty surrounding Belcarra and integrate environmental stewardship into our daily activities. We respect, preserve and enhance the health of the environment for present and future generations.

Citizen Involvement

Volunteers — Visible, Vital and Valuable to Belcarra

Volunteerism and community participation play an important part in building the spirit of our community.

Beginning with the dedicated efforts of Belcarra's two original ratepayer's associations that were successful in the incorporation of the municipality in 1979, our Sasamat Volunteer Fire Department (SVFD), our Community and Recreation Association of Belcarra (CRAB), and citizen committees, Belcarra residents have a long history of volunteer activities. In 2016, Council appointed a Zoning Advisory Committee to recommend changes to the Zoning Bylaw.

Belcarra is a strong community because of its many volunteers who support community projects and contribute to making our Village a strong, safe and healthy community. Belcarra volunteers give hope and friendship to those in need; help when asked and, more importantly; give help just because they can.

You will find volunteers involved in the fire department, emergency preparedness and block watch programs, environmental programs and recreational programs. The participation, commitment and contributions of Belcarra's residents are essential to the quality of life in our community.

The Village of Belcarra is a better place to live thanks to the tireless efforts of volunteers working throughout the community. It is with sincere appreciation that we say "thank you" to our volunteers who generously give assistance to make the Village a beautiful place to live, grow and prosper.

Progress Report for 2017, and 2018 & 2019 Objectives & Measures

Priority # 1 – Municipal Bylaws & Policies, Review/Update – 2018 FOCUS: ZONING BYLAW, HIGHWAY ENCROACHMENT AGREEMENTS, PARKING BYLAW					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019/2020 Plan
Ensure key municipal bylaws and policies meet legislative and operational requirements	Identify, prioritize and review and update municipal Bylaws and policies	<ul style="list-style-type: none"> Complete review and update of the Zoning Bylaw with the Zoning Advisory Committee and Planning Consultants <ul style="list-style-type: none"> - Prepare Draft and finalize with Council - Hold Public Hearing - Obtain Council approval 	<ul style="list-style-type: none"> Worked with Consultants and the Zoning Advisory Committee ("ZAC") to substantially complete Zoning Bylaw review and update 	<ul style="list-style-type: none"> Complete review and update of the Zoning Bylaw <ul style="list-style-type: none"> - Prepare Draft and finalize with Council - Hold Public Hearing - Zoning Bylaw No. 510, 2018 Adopted April 23, 2018 Complete review and update of Highway Encroachment Agreements Parking Bylaw review and update <ul style="list-style-type: none"> - Hire consultant - Update bylaw - Develop supporting policy/procedures Parking Bylaw & related Bylaws updated and to Council May 2018 	<ul style="list-style-type: none"> Possible NEW options include: <ul style="list-style-type: none"> - Tree Bylaw

Progress Report for 2017, and 2018 & 2019 Objectives & Measures

Priority # 2 – Public Safety – Non Vehicle Travel – 2018 FOCUS: TRAIL & ROADWAY IMPROVEMENTS					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019 /2020 Plan
<p>Improve non-vehicle (pedestrian, bike etc.):</p> <ul style="list-style-type: none"> - Safety on roadways - Trails 	<p>Increase driver awareness</p> <p>Identify and implement new and improved signage and/or physical roadway changes/additions</p> <p>Identify and implement new and improved trail options</p>	<p>New and improved signage and/or physical roadway changes/additions</p> <ul style="list-style-type: none"> • Establish budget for improvements <p>Identify and implement new and improved trail options</p> <ul style="list-style-type: none"> • Identify/Prioritize and complete possible improvements 	<ul style="list-style-type: none"> • Improved / additional road signage • Bedwell Bay Road cat eyes installed • Roads Asset Management Plan identified, prioritized and set budgets for all roads safety issues • Obtained cost estimates for priority trail improvements • Completed <ul style="list-style-type: none"> - Upper Tatlow - Phase I Watson 	<p>Address prioritized road safety concerns identified in the 2017 Asset Management Plan</p> <ul style="list-style-type: none"> • Develop recommendations for Roads Asset Management Plan • Complete priority trail works: <ul style="list-style-type: none"> - Middle Tatlow - Phase II Watson • Identify and apply for all possible grants to fund planned capital works in 2018 	<ul style="list-style-type: none"> • Develop Foreshore Access to Bedwell Bay

Progress Report for 2017, and 2018 & 2019 Objectives & Measure

Priority # 3 – Transportation Infrastructure – 2018 FOCUS: REFINE & IMPLEMENT TRANSPORTATION CAPITAL PLAN					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019 /2020 Plan
Infrastructure meets current and future community needs	Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan	<ul style="list-style-type: none"> Complete Roads Long Term Plan 	<ul style="list-style-type: none"> Plan completed and reviewed with Council 	<ul style="list-style-type: none"> Refine plan via obtaining geotech report on priority road works and retaining walls Develop prioritized 10 year funding plan Address prioritized safety concerns identified in the 2017 Asset Management Plan Implement recommended Crack Fill etc. maintenance programs detailed in the 2017 Asset Management Plan Identify and apply for all possible grants to fund planned capital works in 2018 	<ul style="list-style-type: none"> <i>To be determined</i>

Progress Report for 2017, and 2018 & 2019 Objectives & Measure

Priority # 4 – Recreation Infrastructure – 2018 FOCUS: MULTI USE COURT (TENNIS COURT)					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019 /2020 Plan
Infrastructure meets current and future community needs	Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan	Conclude operational status review and update with Metro Parks	<ul style="list-style-type: none"> Metro Vancouver Board approved Multi Use Court (Tennis Court) License October 27, 2017 for 25 years Reviewed court condition and obtained quotes for needed repairs and updates 	<ul style="list-style-type: none"> Prioritize needed repairs and develop implementation and funding plan (phase works if reasonable) 	<ul style="list-style-type: none"> <i>To be determined</i>

Progress Report for 2017, and 2018 & 2019 Objectives & Measures

Priority # 5 – Drainage Infrastructure – 2018 FOCUS: LONG TERM DRAINAGE CAPITAL PLAN					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019/2020 Plan
Drainage (and related) infrastructure meets community needs and provides protection from climate change related events	Update/Identify risks and requirements (maintenance & capital) to address drainage needs	<ul style="list-style-type: none"> Phase I - Terms of Reference for Proposal (RFP) - draft in process with Consultant Complete Drainage Study Phase I <ul style="list-style-type: none"> - Complete mapping and RFP - Issue and award RFP - Complete preliminary review of Study and identify next steps 	<ul style="list-style-type: none"> Phase I completed 	<ul style="list-style-type: none"> Draft and Issue RFP /w Consultant for Drainage Asset Mgmt Plan, to identify operating and capital needs /w focus on next 10 years Apply for grant funding for Plan Complete Drainage Long Term Plan Consider and address any Bylaw changes Phase 2 Stage 1 <ul style="list-style-type: none"> - Survey of existing infrastructure 	<ul style="list-style-type: none"> Phase 2 Stage 2 <ul style="list-style-type: none"> - Analyze & Prioritize Maintenance

Progress Report for 2017, and 2018 & 2019 Objectives & Measures

Priority # 6 – Emergency Preparedness – 2018 FOCUS: MONITOR BASIC SUPPLIES & PLAN FOR AN EMERGENCY PREPAREDNESS COMMUNITY GROUP					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019/2020 Plan
Ensure emergency plans and supplies are up to date and relevant in the event of an emergency	Identify and update the municipality's emergency supplies and review and update emergency plan	<ul style="list-style-type: none"> • Prepare inventory of current emergency supplies and replenish identified needs • Facilitate creation of Community Group to lead Emergency Preparedness efforts 	<ul style="list-style-type: none"> • Met with Consultant and purchased supplies 	<ul style="list-style-type: none"> • Continue monitoring inventory • Facilitate creation of Community Group to lead Emergency Preparedness efforts • Renew Satellite Phone and IMERS Radio System • Applying for a grant for additional equipment 	<p><i>To be determined</i> Options:</p> <ul style="list-style-type: none"> • Hire consultant to lead and facilitate process to review and update emergency plan • Complete other key supporting plans: <ul style="list-style-type: none"> - Geotechnical Hazard Mapping - Wildfire Assessment - Evacuation Plan • Hold Community Meeting

Progress Report for 2017, and 2018 & 2019 Objectives & Measures

Priority # 7 – Water Infrastructure – 2018 FOCUS: WATER METERING & LONG TERM WATER SYSTEM PLAN					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019/2020 Plan
Infrastructure meets current and future community needs	Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan			Using existing inventory data develop a high-level Asset Management Plan	<ul style="list-style-type: none"> <i>To be determined</i>
Increase benefiter/user pay component of water fee and encourage water conservation	Consider implementing community water metering	<ul style="list-style-type: none"> Complete update of meter information Communicate status of Project to community 	<ul style="list-style-type: none"> Basic update complete and high-level review of costs vs. benefits complete Complete 	<ul style="list-style-type: none"> Review 2018 Metro Vancouver study of water metering for region once complete Update water metering business case 	

Progress Report for 2017, and 2018 & 2019 Objectives & Measures

Priority # 8 – Operational Efficiency – 2018 FOCUS: RECORDS MANAGEMENT					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019/2020 Plan
Support and enhance operational efficiency and ensure legislative requirements are met	Establish and implement policy and procedures with respect to the retention, storage and disposal of municipal records	<ul style="list-style-type: none"> Identify Records Management needs and issues and develop a Plan to address, using contracted services Begin implementation of Plan (initial focus is to develop a records retention and destruction policy) 	Not completed	Complete initial project planning if time permits <ul style="list-style-type: none"> Determine requirements and budget for digitizing maps & plans 	<ul style="list-style-type: none"> Identify Records Management needs and issues and develop a Plan to address, using contracted services Begin implementation of Plan (initial focus is to develop a records retention and destruction policy) Digitize Maps/Plans

Progress Report for 2017, and 2018 & 2019 Objectives & Measures

The following Strategic Objectives are high priorities of Council that are currently being addressed within Village operations. They are included here due to their high priority nature and the desire to continue to more closely monitor and prioritize their on-going delivery.

Vegetation Management		
Objective	Strategy	2017 – 2019/2020
Management and reduction of invasive plants within municipal boundaries.	Implement a phased approach for invasive plant control using contemporary management techniques and education outreach	<ul style="list-style-type: none"> Continue to consult with Invasive Species Council of Metro Vancouver, and other relevant authorities, and implement annual recommendations for invasive plant removal and community education, within financial plan constraints

Waste and Recycle Depot (WARD)		
Objective	Strategy	2017 – 2019/2020
Meet Metro Vancouver's Zero Waste Initiative	Research and implement actions to meet Metro Vancouver's requirements to remove from the waste stream and recycle organic waste	<ul style="list-style-type: none"> Continue to monitor and fine-tune the Waste and Recycle Depot (WARD) and related community education. Educate residents on EPS (Styrofoam) recycling.

Community Values

Belcarra is a proud and unique community.

Belcarra recognizes our municipality's natural west coast beauty as a source of pride worth protecting. We treasure tradition in our community comprised in its welcoming character and accessible allure.

Belcarra is a model municipal entity that works effectively to engage and respect the diverse interests of its citizens.

Belcarra celebrates the diverse and active engagement of its citizens and the significance of its volunteerism. Belcarra offers simple and basic neighbourhood opportunities to sustain and enrich our lives. We are actively involved in the social, environmental and political life of the region.

Belcarra is a clean, green, semi-rural and sustainable municipality.

We recognize the importance of the natural beauty surrounding Belcarra and integrate environmental stewardship into our daily activities. We respect, preserve and enhance the health of the environment for present and future generations.

Corporate Values

The Village of Belcarra supports community engagement and advocates accessible and transparent local government administration.

We utilize clear, consistent and transparent decision-making processes, offering opportunities for input and guidance; embracing change while respecting tradition.

The Village of Belcarra fosters civic stability and security.

Our semi-rural setting provides a distinct perspective within the regional district, and the municipality seeks to represent the interests of those in similar environments while supporting economic, social and community consistency and sustainability. In endeavoring to preserve health and safety, we consider the needs and well-being of the community, our operations and our physical environment.

The Village of Belcarra promotes wellness and progression in the workplace.

We embrace principles which facilitate staff empowerment, development and succession opportunities, while striking a balance between home and work life.

Village of Belcarra Vision & Goals

We are committed to achieving social, environmental and economic sustainability. Given the value of our community's heritage and its diversification, we will harness **a balance between consistency and progression – enhancing the livability, health, safety and civic pride** for future generations of Belcarra.

Community Sustainability:

- Goal 1** Individuals and groups have a collective sense of belonging and contributing to the municipality, and have the opportunity to participate in the municipality's social, political, economic and cultural life.
- Goal 2** Volunteerism is an integral component of community sustainability and is encouraged.
- Goal 3** Individuals have access to the natural amenities of the area and feel safe and secure in doing so.

Environmental Sustainability:

- Goal 1** Awareness of environmental impacts results in active public participation in environmental improvements.
- Goal 2** Human activities and consumption are balanced with the environment's ability to absorb emissions and impacts.
- Goal 3** The health of residents is protected from environmental risks.

Governance:

- Goal 1** We are a model of open, accessible, democratic decision-making processes. We encourage and embrace dialogue encouraging residents to contribute their ideas, opinions, and energy to the well-being of the municipality.
- Goal 2** The municipality has appropriate legislative authority, financial tools and organizational structures and processes to undertake its responsibilities and achieve goals that support and enhance the municipality's quality of life within its financial capacity.
- Goal 3** Core Public services are appropriate for community needs, of high quality, well-coordinated and easy to access.
- Goal 4** The Village of Belcarra actively engages with other orders of government particularly regarding issues affecting the municipality.

Economic Sustainability:

- Goal 1** The Village of Belcarra has the necessary social, budgetary and physical infrastructure to ensure sustainability as a municipality.
- Goal 2** Long term financial planning with minimal debt financing, focused on maintaining and acquiring quality infrastructure.
- Goal 3** Projects and initiatives are evaluated against sustainability.

Statement of Property Tax Exemptions - 2017

In 2017, the Village of Belcarra Council provided no permissive property tax exemptions in accordance with Section 98 (2)(b) of the Community Charter.

Our Commitment to Engaging Our Citizens

The Village of Belcarra strives to keep its citizens informed and engaged through council meetings, public information meetings, and printed information. If you're looking for information, here are some resources:

Village Website

A significant amount of information can be found at www.belcarra.ca.

Council Meetings

Regular Council meetings are held on Mondays, commencing at 7:30 pm. The Council meeting schedule for the ensuing year is set annually each December and posted on the Village website. Council meeting agendas are posted on the public notice board at Municipal Hall and available on the website. Council meeting minutes are available on the website.

Public Information Meetings

From time to time, the Village hosts an information meeting to keep citizens informed or to present a topic that they'd like to get your comments on. Watch your mail box, the Belcarra Barnacle, the public notice board at Municipal Hall, or the Village website for Public Meeting information.

We would like to hear from you whenever you have suggestions or want more information. Contact us at **604-937-4100**.

Mayor and Council

Mayor Ralph Drew	rdrew@belcarra.ca
Councillor Bruce Drake bdrake@belcarra.ca	Councillor Jamie Ross jross@belcarra.ca
Councillor Jennifer Glover jglover@belcarra.ca	Councillor Perry Muxworthy pmuxworthy@belcarra.ca

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