



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
VILLAGE HALL  
February 11, 2019  
7:00 PM**



**COUNCIL**

Mayor Neil Belenkie  
Councillor Rob Begg  
Councillor Carolina Clark  
Councillor Bruce Drake  
Councillor Liisa Wilder

**1. CALL TO ORDER**

Mayor Neil Belenkie will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, February 11, 2019**

**Recommendation:**

That the agenda for the Regular Council Meeting, February 11, 2019 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, January 28, 2019**

**Recommendation:**

That the minutes from the Regular Council Meeting held January 28, 2019 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

Superintendent Sean Maloney, Officer in Charge, Staff Sergeant, Joe Lew, NCO i/c Community Policing, Constable Zach Jenkins, Rural Section, RCMP, Coquitlam Detachment, regarding Superintendent Sean Maloney retirement from the RCMP

**5. REPORTS**

**5.1 Village of Belcarra 5–Year Financial Plan 2019 – 2023 Bylaw No. 531, 2019**

Nancy Gomerich, NG Consulting, report dated February 11, 2019 regarding the Village of Belcarra 5–Year Financial Plan 2019 – 2023 Bylaw No. 531, 2019

**Recommendation:**

That the 2019 – 2023 Financial Plan Report dated February 11, 2019 be received for information.

- 5.2 Lorna Dysart, Chief Administrative Officer, report regarding Council Indemnity Bylaw No. 529, 2019

**Recommendation:**

That “Village of Belcarra Council Indemnity Bylaw No. 529, 2019” be read a first, second and third time.

- 5.3 Lorna Dysart, Chief Administrative Officer, report dated February 11, 2019 regarding Minor Amendments to Village of Belcarra Zoning Bylaw – Metric Conversions and Definitions of Grade, Finished Grade, Natural Grade, and Average Grade

**Recommendation:**

That Amendment Bylaw No. 530, 2019 to amend Zoning Bylaw No. 510, 2018 be read a first and second time; and

That Council waive the requirement for a Public Hearing on this proposed amendment to the Zoning Bylaw.

- 5.4 Lorna Dysart, Chief Administrative Officer, report dated February 11, 2019 regarding Evangelical Laymen’s Church “Tea Room” Background Report

**Recommendation:**

That Council receive the Evangelical Laymen’s Church “Tea Room” Background Report dated February 11, 2019 for information; and

That Council authorize staff to work with the ELC toward a Temporary Use Permit (TUP) to enable the operation of a Tea Room on the ELC Lands for an initial period of three years with the possibility to renew for another three years; and

That Council authorize staff to work with Metro Vancouver Parks and other relevant stakeholders, including the City of Port Moody, to determine a suitable access arrangement for the ELC and its users.

- 5.5 Lorna Dysart, Chief Administrative Officer, report dated February 11, 2019 regarding Appointments to 2019 Council Committees

**Recommendation:**

That Committee members be appointed to the Council Committees listed below for a term of 1 year:

**Revenue Generation Committee (RGC):**

- Council Representative: Liisa Wilder
  - 1) Hirsch, Brian - Member
  - 2) Kim, Tom - Chair
  - 3) Moen, Penny – Member
  - 4) Sulcs, Maris – Vice Chair
  - 5) Sweet, Sharilyn – Member

**Water System Capacity for Fire Protection Committee (WSCFPC):**

- Council Representative – Rob Begg
  - 1) Brain, Douglas – Member
  - 2) Chisholm, Jim – Member
  - 3) Desbois, Martin – Member
  - 4) Devlin, Ian – Chair
  - 5) Kim, Tom – Member

**6. REPORTS FROM MAYOR AND PROJECT LEADS**

**7. BYLAWS**

No items presented.

**8. CORRESPONDENCE/PROCLAMATIONS**

No items presented.

**9. NEW BUSINESS**

**10. PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

**Recommendation:**

That the February 11, 2019 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
VILLAGE HALL  
January 28, 2019**



Minutes of the Regular Council Meeting for the Village of Belcarra held January 28, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

**Council in Attendance**

Mayor Neil Belenkie  
Councillor Rob Begg  
Councillor Carolina Clark  
Councillor Bruce Drake  
Councillor Liisa Wilder

**Staff in Attendance**

Lorna Dysart, Chief Administrative Officer  
Bernie Serné, Superintendent of Public Works  
Paula Richardson, Administrative Services Assistant

**Others in Attendance**

Nancy Gomerich, NG Consulting

**1. CALL TO ORDER**

Mayor Belenkie called the meeting to order at 7:00 pm.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, January 28, 2019**

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting, January 28, 2019 be amended by adding:

5.2 Late Report

Lorna Dysart, Chief Administrative Officer, report dated January 28, 2019 regarding Appointments to 2019 Council Committees

And be adopted as amended.

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, January 14, 2019**

Moved by: Councillor Clark

Seconded by: Councillor Begg

That the minutes from the Regular Council Meeting held January 14, 2019 be adopted

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS****4.1 Harriette Chang, Counsellor, School District No. 43 (SD43), Real Acts of Caring (RAC) and Leadership Students**

Harriette Chang introduced 8 Leadership Students from School District No. 43 who provided a PowerPoint presentation regarding Real Acts of Caring. Mayor and Council received flowers and cookies from the students.

Mayor Belenkie thanked the students for their presentation and provided Belcarra gifts to the students in appreciation.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That Council declare "February 10 – 16, 2019 as Real Acts of Caring Week in the Village of Belcarra".

**CARRIED**

**5. REPORTS****5.1 Lorna Dysart, Chief Administrative Officer, report dated January 28, 2019 regarding Water Servicing Extension Agreement with the District of North Vancouver**

L. Dysart outlined the report. Discussion ensued.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That Council approve the Belcarra Water Servicing Extension Agreement with the District of North Vancouver dated January 1, 2019; and

That the Mayor and Chief Administrative Officer sign the 10-year extension agreement.

**CARRIED**

**5.2 Lorna Dysart, Chief Administrative Officer, report dated January 28, 2019 regarding Appointments to 2019 Council Committees**

L. Dysart outlined the report and noted that each committee will self select leadership if a Chair or Vice – Chair has not been elected by voters.

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That Committee members be appointed to the Council Committees listed below for a term of 1 year:

**Belcarra Day Committee (BDC):**

- Council Representative: Bruce Drake
  - 1) Drake, Diana – Member
  - 2) Gary Glover – Member
  - 3) Jamieson, Maureen – Member
  - 4) Warren, Dave – CRAB Liaison

**Farrer Cove Committee (FCC):**

- Council Representative: Liisa Wilder
  - 1) Ashford, Brian – Member
  - 2) Carlsen, Larry – Vice Chair / Member
  - 3) Rodgers, Sy – Member
  - 4) Spence, Lynda – Member
  - 5) Bob Wilson – Member

**Tree Committee (TC):**

- Council Representative: Carolina Clark
  - 1) Begg, Mary - Any position
  - 2) Bramley, Les - Member
  - 3) Chapman, Sandra – Any position
  - 4) Greig, Vicky – Member
  - 5) Struk, Deborah – Member

**CARRIED****5.3** Nancy Gomerich, NG Consulting, presentation as follows:

- a) Corporate Strategic Plan Update
- b) 2019 Budget – Discussion Report

N. Gomerich discussed the Corporate Strategic Plan Update. She requested that Council prioritize the items for staff information.

Moved by: Councillor Clark

Seconded by: Councillor Begg

That Council prioritize the 10 Corporate Strategic Plan priorities for review by the Chief Administrative Officer and Staff.

**CARRIED**

N. Gomerich outlined the following 2019 Budget – Discussion Report items:

Waste and Recycle Depot (WARD) Fund

Discussion ensued with regard to Waste and Recycle fees for secondary suites and one 2019 Curb Side Chipping event will take place on March 4, 2019.

Water Fund

Discussion ensued with regard to water metering which will be a future consideration. Mayor Belenkie noted that an inspection of the Tatlow Reservoir is required. Discussion ensued with regard to designating funds collected for the Water Capital Reserve.

N. Gomerich noted that May 15, 2019 is the deadline for adoption of the Budget Bylaw.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That a \$100.00 tax be added to each parcel of land for the Water Capital Reserve.

**CARRIED**

General Fund

N. Gomerich outlined the General Fund Budget items including two new Trailers, the Building Inspector position, Bylaw Enforcement, the Drainage Study and the Use of Municipal Hall by residents.

L. Dysart outlined the amendment to Fees & Charges Bylaw No. 517, 2018 which includes costs incurred by the Building Inspector and Planning Consultants which may be charged back to developers.

Moved by: Councillor Begg

Seconded by: Councillor Clark

That a 36% increase be applied to Village Building Permit Fees; and  
That the Building Inspector and Planning Consultants continue to track expenses to charge back to developers.

**CARRIED**

Discussion ensued with regard to Bylaw Enforcement. L. Dysart noted that 2019 will better illustrate ticketing revenue as 2018 was the phase in for the first year of ticketing which commenced in August 2018.

Moved by: Councillor Drake

Seconded by: Councillor Begg

That the Bylaw Enforcement Services budget be increased by 1.43% for the 2019 Budget.

**CARRIED**

N. Gomerich outlined the BC Provincial Government move to eliminate the Medical Services Plan (MSP) and implement a new Health Tax. The change will require the Village to pay a one time MSP payment of \$5,552.00 in 2019.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That the one time expense for the Medical Services Plan (MSP) payment of \$5,552.00 in 2019 be funded from Surplus.

**CARRIED**

Public Works Trailer

Discussion ensued with regard to rental of two trailers; one trailer for Public Works staff and storage, and one trailer for office space and corporate records.

Moved by: Councillor Clark

Seconded by: Councillor Begg

That rental funding for 2 trailers be approved for a one year period.

**CARRIED**

Mayor & Council Benefits

N. Gomerich outlined options for Mayor and Council member benefits which they would pay.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the Mayor and Council member benefits be differed; and

That the Chief Administrative Officer report back on other options for Council benefit package providers

**CARRIED**

A five minute recess was called at 9:25 pm.

The meeting reconvened at 9:30 pm.

Village Liquor License – Resident Use of Hall

N. Gomerich outlined the results of research into a universal Liquor License for the Village Hall. The Village must apply for Special Event Liquor Licenses and provide an employee with a Serve It Right license to serve liquor. It was noted that a change in fob access to the Village Hall for all residents would result in a \$10,000.00 cost for new fobs.

Moved by: Councillor Begg

Seconded by: Councillor Clark

That the proposal for a universal Liquor License for the Village Hall and the purchase of additional fobs for new access system be deferred; and

That the Chief Administrative Officer report back on an alternate system.

**CARRIED**

Drainage Study

N. Gomerich outlined the December 2018 report with the estimated cost to complete the necessary work in the \$90,000.00 range with a proposal to divide the project into two phases to maximize grant options (FCM grant at 80%). Due to the demand for the FCM grants, staff are actively seeking other grant options.

Moved by: Councillor Drake

Seconded by: Councillor Begg

That the Drainage Study be approved in the amount \$50,000.00 with \$10,000.00 from Surplus and contingent on a \$40,000.00 grant from FCM or other sources.

**CARRIED**

Drainage Works

B. Serné, Superintendent of Public Works, outlined the top 5 priorities for culvert and catch basin repair. Discussion ensued.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That approval be granted for 2 catch basin improvements in the amount of \$6,000.00 at 4012 Marine Avenue and at the end of Young Road.

**CARRIED**



Website Maintenance

Mayor Belenkie noted that the cost for operation of the new website will be reduced from the original estimate.

Moved by: Council Drake

Seconded by: Council Clark

That website operation for 2019 be approved at \$1,500.00 per year.

**CARRIED**

Marine Avenue at West Road – Beach Access

B. Serné provided information regarding access to the beach at Marine Avenue and West Road using existing Public Works metal steps. Discussion ensued.

Moved by: Councillor Begg

Second by: Councillor Drake

That the Marine Avenue at West Road cement stair improvement in the amount of \$10,000.00 be approved for the implementation of metal steps.

**CARRIED**

Guard Rails

B. Serné provided an overview on Guard Rail installation in the Village. Discussion ensued.

Moved by: Councillor Begg

Seconded by: Councillor Clark

That Guard Rail installation be deferred; and  
That funding negotiations continue with TransLink.

**CARRIED**

Mayor Belenkie advised that he met with MP Fin Donnelly. Discussion included funding for the Village Water System, Bedwell Bay becoming a Designated Sewage Area and other Village priorities. Discussion ensued.

N. Gomerich will bring a report and the Budget Bylaw back to Council at the February 11, 2019 Regular Council meeting.

## **6. REPORTS FROM MAYOR AND PROJECT LEADS**

### **Update on SCADA – Weekend Events**

B. Serné provided an update on the issues on the SCADA that occurred on January 26 & 27, 2019.

The Village It provider, Sea to Sky, installed a new server for the SCADA the week of January 21, 2019 and decommissioned the existing server. This resulted with server issues over the weekend. Sea to Sky and OPUS staff worked with Public Works staff on the weekend to resolve the problem. Work is continuing with staff to resolve the issue. The SCADA is now operating manually. Discussion ensued.

Staff will update the Mayor and Council as needed.

The Chief Administrative Officer will prepare a letter to Sea to Sky outlining concerns of Council.

**Committee Election Meeting**

L. Dysart outlined the process for the Committee Election Meeting to be held on Monday, January 29, 2019. All candidates may present a 3 minute speech. Applications of any candidate not in attendance will be read. Residents in attendance will be given the opportunity to vote. Discussion ensued.

**7. BYLAWS**

No items presented.

**8. CORRESPONDENCE / PROCLAMATIONS**

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That correspondence item 8.1 to 8.3 be received.

**CARRIED**

**ACTION ITEMS**

- 8.1** Lisa Johnston, Heritage Woods Secondary School 2019 Grad Committee, dated October 17, 2018 regarding 2019 Dry Grad donation request

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council donate \$100.00 to the Heritage Woods Secondary School Dry After Grad Celebration and \$100.00 to the Port Moody Secondary School Dry After Grad Celebration.

**CARRIED**

**INFORMATION ITEMS**

- 8.2** Brock Macdonald, Chief Executive Officer, Recycling Council of British Columbia, dated January 11, 2019 regarding Recycling Council of British Columbia 45<sup>th</sup> Annual Zero Waste / Circular Economy Conference 2019

- 8.3** Matthew Borghese, Government and Community Relations Consultant, Communications and Public Affairs, Fraser Health, dated January 18, 2019 regarding Fraser Health: Work Starts on New Emergency Departments at Eagle Ridge Hospital

**9. NEW BUSINESS**

No items presented.

**10. PUBLIC QUESTION PERIOD**

No items presented.

**11. ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the January 28, 2019 Regular Meeting be adjourned at 10:50 pm.

**CARRIED**

Certified Correct:

---

Neil Belenkie  
Mayor

---

Lorna Dysart  
Chief Administrative Officer



## COUNCIL REPORT

**Date:** February 11, 2019  
**From:** Nancy Gomerich, NG Consulting  
**Subject:** 2019 – 2023 Financial Plan

---

### Recommendation

That the 2019 – 2023 Financial Plan Report dated February 11, 2019 be received for information.

### Purpose

To provide a summary of the Council Proposed 2019 – 2023 Financial Plan (the Plan) in support of the 2019 – 2023 Financial Plan Bylaw.

### Background

The Plan was developed in a number of open Council meetings over the months of December 2018 and January 2019. Formal public input into the Plan included input received at Town Hall meetings and during all council meetings where the Plan was discussed and finalized. Under the *Community Charter*, the Plan must be approved by Council, by bylaw, by May 15, 2019.

### Discussion

There are three changes in this Plan since the January 28, 2019 Council Meeting:

- Removal of the annual lease costs for the large office trailer of \$9,144.
- Addition of one-time capital costs of \$6,700. to modify the existing Public Works trailer.
- Addition of a water capital project carried forward from 2018: Water Main Armouring at the Park of \$28,000., funded from the Water Capital Reserve. This work is necessary water system maintenance. It was not completed in 2018 as the necessary permits were not obtained in order for the work to commence.

### Plan Summary

For fiscal 2019, the Plan would result in total municipal taxes and fees (WARD and Water) for the average home, excluding the water debt parcel charge, of \$3,506. for properties connected to the water system, or \$3,202. for properties not connected. This is an increase of \$263. or 8.12% for connected properties, or \$247. or 8.34% for not-connected properties. The average home is assessed at ~\$1.936M and decreased in assessed value over 2018, by 2.82%.

The primary reasons for the increase are as follows:

- Increased contribution to water capital reserves to fund future water capital works (\$119. per parcel, being responsible for 3.4% of the above stated increase),
- Increased funding to support planning and bylaw enforcement services,
- Increased funding to provide additional office space (trailer) for municipal operations and an increase in administrative support staffing (1 day every two weeks),
- Increased water purchase costs from the GVWD (of 5.8%), and
- Normal inflationary / cost increases (driving about 2% of the above stated increase),
- Less increased building permit revenue (36% fee increase, as required to offset related costs), and
- Less increased tax revenue due to growth.

Attachment A provides a summary of the proposed Village taxes and fees for the term of Plan for the average home. Attachment's B to F include a financial summary of the Plan by Fund, a complete listing of budgeted projects and capital expenditures, and related anticipated reserve, surplus and deferred revenue balances.

**Attachments:**

Attachment A – 2019-2023 Proposed Village Taxes & Fees

Attachment B – 2019-2023 Financial Plan Bylaw – General Fund

Attachment C – 2019-2023 Financial Plan Bylaw – WARD Fund

Attachment D – 2019-2023 Financial Plan Bylaw – Water Fund

Attachment E – 2019-2023 Capital Expenditures & Projects

Attachment F – 2019-2023 Reserve, Deferred Revenue & Surplus Balances

## Attachment A – 2019-2023 Proposed Village Taxes & Fees

TAX & FEE SUMMARY	2018	2019	2020	2021	2022	2023
Home Value (average home)	1,992,267	1,936,085	1,936,085	1,936,085	1,936,085	1,936,085
<b>Property Taxes</b>	2,061	2,172	2,216	2,260	2,305	2,351
<b>WARD Fee</b>	304	316	329	336	344	352
<b>Water - Connected</b>						
Water Fee - GVWD water costs	283	299	332	369	412	460
*Water Fee - Belcarra Costs	595	719	747	777	808	841
Total Water Fee	878	1,018	1,080	1,146	1,220	1,300
Water Parcel Tax	973	973	973	973	973	973
Total Water Fee & Parcel Tax	1,851	1,991	2,053	2,119	2,193	2,273
<b>Water - Not Connected Fee</b>						
Water Fee - GVWD water costs	0	0	0	0	0	0
*Water Fee - Belcarra Costs	591	714	743	773	804	836
Water Parcel Tax	973	973	973	973	973	973
Total Water Fee & Parcel Tax	1,564	1,687	1,716	1,746	1,777	1,809
<i>*Includes fees for capital works (put to reserve)</i>	103	222	235	255	273	296
<b>Total Taxes &amp; Fees (Connected)</b>	4,216	4,479	4,597	4,715	4,842	4,976
<b>Total Taxes &amp; Fees (Not Connected)</b>	3,929	4,176	4,260	4,342	4,425	4,511
<b>2018 FORECAST - Total Taxes &amp; Fees (Connected)</b>		4,310	4,412	4,513	4,617	
<b>2018 FORECAST - Total Taxes &amp; Fees (Not Connected)</b>		4,006	4,085	4,160	4,237	
		44.40%				
<b>Annual % and \$ Impact - ALL Taxes &amp; Fees</b>						
Property Taxes - % change	1.97%	5.38%	2.00%	2.00%	2.00%	2.00%
Property Taxes - \$ change	40	111	43	44	45	46
Refuse & Recycling Fee - % change	4.11%	4.00%	4.00%	2.25%	2.25%	2.25%
Refuse & Recycling Fee - \$ change	12	12	13	7	8	8
Water Connected Fee - Belcarra Costs - % chge	4.02%	20.79%	4.00%	4.00%	4.00%	4.00%
Water Connected Fee - GVWD Fee - % change	9.69%	5.83%	10.90%	11.00%	11.70%	11.60%
Water Connected Fee - % change (total)	5.78%	15.97%	6.03%	6.15%	6.48%	6.56%
Water Connected Fee - \$ change (total)	48	140	61	66	74	80
Water Parcel Charge	No Chg.	No Chg.	No Chg.	No Chg.	No Chg.	No Chg.
Water Not Connected Fee - % change (total)	4.05%	20.87%	4.00%	4.00%	4.00%	4.00%
Water Not Connected Fee - \$ change (total)	23	123	29	30	31	32
Water Parcel Charge	No Chg.	No Chg.	No Chg.	No Chg.	No Chg.	No Chg.
<b>All Taxes &amp; Fees</b>		<b>Increase incl. \$119 for Water Capital</b>				
Total - Connect EXCL. Parcel Tax - % Change	3.18%	8.12%	3.35%	3.26%	3.39%	3.46%
Total - Connect Fee Summary - % Change	2.43%	6.25%	2.62%	2.57%	2.69%	2.77%
<b>Total - Connect Fee Summary - \$ Change</b>	<b>100</b>	<b>263</b>	<b>117</b>	<b>118</b>	<b>127</b>	<b>134</b>
Total - Not Connect EXCL. Parcel Tax - % Chge.	2.60%	8.34%	2.64%	2.48%	2.48%	2.49%
Total - Not Connect Fee Summary - % Change	1.95%	6.28%	2.03%	1.91%	1.93%	1.94%
<b>Total - Not Connect Fee Summary - \$ Change</b>	<b>75</b>	<b>247</b>	<b>85</b>	<b>81</b>	<b>84</b>	<b>86</b>

## Attachment B – 2019-2023 Financial Plan Bylaw – General Fund

	2018	2019	2020	2021	2022	2023
<b>REVENUES</b>						
Municipal property taxes	687,463	732,714	750,938	769,787	789,108	808,914
Grants in lieu of taxes	10,765	10,927	11,091	11,257	11,426	11,597
Fees and charges						
Penalties & interest on fees and taxes	11,055	11,055	11,055	11,055	11,055	11,055
Permits and licences	73,000	97,600	97,600	97,600	97,600	97,600
Other	6,100	6,088	6,266	6,529	6,760	7,521
Interest income	11,000	25,000	25,000	25,000	25,000	25,000
Conditional operating transfers, other govt's	163,073	382,975	139,987	109,014	110,056	111,115
Unconditional transfers, other govt's	309,300	309,300	309,300	309,300	309,300	309,300
	1,271,756	1,575,658	1,351,236	1,339,541	1,360,305	1,382,102
<b>EXPENSES</b>						
Legislative	106,096	92,013	91,994	93,605	115,248	96,922
Administration (incl. Planning & Development)	708,092	742,036	706,596	677,262	688,210	700,012
Transportation	342,533	294,999	299,298	303,667	308,109	312,624
Amortization	109,000	118,000	118,000	118,000	118,000	118,000
	1,265,721	1,247,048	1,215,887	1,192,534	1,229,567	1,227,558
<b>ANNUAL SURPLUS / (DEFICIT)</b>	6,034	328,610	135,348	147,007	130,738	154,544
Add back: Amortization expense	109,000	118,000	118,000	118,000	118,000	118,000
Transfers from reserves for operations	20,000	-	-	-	20,000	-
Transfers (to)/ from surplus for operations	65,414	32,002	17,850	9,850	9,850	9,850
<b>CASH AVAILABLE FROM OPERATIONS</b>						
<b>FOR CAPITAL &amp; RESERVES</b>	200,448	478,612	271,198	274,857	278,588	282,394
General Fund loan to Water Fund - repayment	3,215	3,215	3,215	3,215	3,215	3,215
Transfers (to) non-statutory reserves	(54,500)	(54,500)	(54,500)	(54,500)	(54,500)	(54,500)
Transfers (to) statutory reserves for capital	(117,163)	(186,327)	(189,913)	(193,572)	(197,303)	(201,109)
Transfers from statutory reserves for capital	554,000	147,700	124,200	136,500	137,000	215,000
Capital expenditures	(586,000)	(388,700)	(154,200)	(166,500)	(167,000)	(245,000)
<b>FINANCIAL PLAN BALANCE</b>	0	0	0	0	0	0

## Attachment C – 2019-2023 Financial Plan Bylaw – WARD Fund

	2018	2019	2020	2021	2022	2023
<b>REVENUES</b>						
Recycle & refuse fees	110,260	115,766	120,357	123,043	125,789	128,596
Permits and licences	50	50	50	50	50	50
Interest income	600	700	700	700	700	700
	110,910	116,516	121,107	123,793	126,539	129,346
<b>EXPENSES</b>						
Public works allocation	27,109	27,372	27,809	28,254	28,707	29,168
Processing & hauling	41,384	52,800	54,358	55,962	57,615	59,316
Attendants & Other	33,773	26,313	26,839	27,376	27,923	28,482
Amortization	9,000	10,100	10,100	10,100	10,100	10,100
	111,266	116,584	119,106	121,693	124,346	127,067
<b>ANNUAL SURPLUS</b>	(356)	(68)	2,001	2,100	2,193	2,279
Add back: Amortization expense	9,000	10,100	10,100	10,100	10,100	10,100
Transfers (to)/ from surplus for operations	2,688	1,527	-	-	-	-
<b>CASH AVAILABLE FROM OPERATIONS FOR CAPITAL &amp; RESERVES</b>	11,332	11,559	12,101	12,200	12,293	12,379
Transfers (to) statutory reserves for capital	(11,332)	(11,559)	(12,101)	(12,200)	(12,293)	(12,379)
Transfers from statutory reserves for capital	15,000	5,000	5,000	5,000	5,000	36,000
Capital expenditures	(15,000)	(5,000)	(5,000)	(5,000)	(5,000)	(36,000)
<b>FINANCIAL PLAN BALANCE</b>	0	0	0	0	0	0



## Attachment D – 2019-2023 Financial Plan Bylaw – Water Fund

	2018	2019	2020	2021	2022	2023
<b>REVENUES</b>						
Water parcel taxes	233,498	233,498	233,498	233,498	233,498	233,498
Fees and charges	216,028	256,259	273,888	293,405	315,544	340,111
Interest income	1,400	1,400	1,400	1,400	1,400	1,400
Municipal Finance Authority debt actuarial	23,100	28,300	33,700	39,300	45,144	28,294
	474,026	519,457	542,486	567,603	595,586	603,302
<b>EXPENSES</b>						
Administration allocation	13,810	12,643	14,546	14,787	15,443	15,300
GVWD water purchases	68,002	74,676	84,904	96,950	111,311	127,780
Environmental monitoring & VPA lease	15,277	277	277	277	277	277
Public works allocation	80,822	81,556	82,900	84,268	85,660	87,077
Utilities	9,978	10,389	10,596	10,808	11,025	11,245
Watermains repair & maintenance	5,400	5,000	5,100	5,202	21,606	5,412
Station repair & maintenance	13,520	3,560	3,632	3,704	3,778	3,854
Reservoir repair & maintenance	1,050	6,071	1,093	1,115	1,550	1,581
Materials & equipment	8,768	8,728	8,808	8,890	8,973	9,058
Long-term debt interest (water system)	128,800	128,800	128,800	128,800	128,800	128,800
Amortization	158,000	159,000	159,000	159,000	159,000	159,000
	503,427	490,700	499,656	513,801	547,423	549,384
<b>ANNUAL SURPLUS / (DEFICIT)</b>	(29,401)	28,757	42,830	53,801	48,163	53,919
Add back: Amortization expense	158,000	159,000	159,000	159,000	159,000	159,000
Add back: Water meter inventory expense	4,728	4,728	4,728	4,728	4,728	4,728
Deduct out: Debt actuarial revenue	(23,100)	(28,300)	(33,700)	(39,300)	(45,144)	(28,294)
Transfers from reserves for operations	1,946	6,946	1,946	1,946	18,246	1,946
Transfers (to)/ from surplus for operations	26,800	-	-	-	-	-
<b>CASH AVAILABLE FROM OPERATIONS FOR CAPITAL &amp; RESERVES</b>	138,973	171,131	174,804	180,175	184,993	191,299
General Fund loan to Water Fund - repayment	(3,215)	(3,215)	(3,215)	(3,215)	(3,215)	(3,215)
Water debt principal repayment	(106,645)	(106,645)	(106,645)	(106,645)	(106,645)	(106,645)
Transfers (to) non-statutory reserves	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)
Transfers (to) statutory reserves for capital	(27,713)	(59,871)	(63,544)	(68,916)	(73,733)	(80,039)
Transfers from statutory reserves for capital	56,000	43,000	5,000	5,000	57,000	5,000
Capital expenditures	(56,000)	(43,000)	(5,000)	(5,000)	(57,000)	(5,000)
<b>FINANCIAL PLAN BALANCE</b>	0	0	0	0	0	0

## Attachment E – 2019-2023 Projects & Capital Expenditures

### Capital Expenditures

	2019	2020	2021	2022	2023
<b>ROADS, DRAINAGE &amp; TRAILS</b>					
Various Roads - Overlays & Minor Capital*	-	120,000	120,000	120,000	120,000
Catch Basin - 4012 Marine	3,000				
Catch Basin - End of Young	3,000				
Stair Improvements - Marine Ave	20,000				
Lighting - At 8 Bus Stops	200,000				
Marine Ave - Mill & Fill	30,000				
Midden Road - Overlay	60,000				
<b>Roads, Drainage &amp; Trails</b>	<b>316,000</b>	120,000	120,000	120,000	120,000
<b>MUNICIPAL HALL AND BUILDINGS</b>					
Public Works -Tailer (modifications/move)	9,200				
<b>Municipal Hall and Buildings</b>	<b>9,200</b>				
<b>EQUIPMENT</b>					
Radar Detection Equipment	4,000				
Emergency preparedness	30,000				
Tractor (replace)					69,000
Chip Bin (replace)		2,500			
Generator (replace)					26,000
Website	7,500				
Office computer systems	6,000	1,700	16,500	17,000	-
<b>Equipment</b>	<b>47,500</b>	4,200	16,500	17,000	95,000
<b>MUNICIPAL ROAD NETWORK (MRN)</b>					
Bedwell Bay - Various*		30,000	30,000	30,000	30,000
3600 Bedwell Bay - Culvert	16,000				
<b>Municipal Road Network (MRN)</b>	<b>16,000</b>	30,000	30,000	30,000	30,000
<b>TOTAL</b>	<b>388,700</b>	154,200	166,500	167,000	245,000

	2019	2020	2021	2022	2023
<b>WARD</b>					
Misc. Capital*	5,000	5,000	5,000	5,000	5,000
Bin A - Universal Compactor and Container					31,000
<b>TOTAL</b>	<b>5,000</b>	5,000	5,000	5,000	36,000

	2019	2020	2021	2022	2023
<b>WATER FUND</b>					
Water Main Armor at Park (rock replacement)	28,000				
Main Ave - Auto Flusher	10,000				
Scada replacement/upgrade				52,000	
Other Water Equipment	5,000	5,000	5,000	5,000	5,000
<b>TOTAL</b>	<b>43,000</b>	5,000	5,000	57,000	5,000

## **Attachment E – 2019-2023 Projects & Capital Expenditures (continued)**

### **Projects**

Projects are works that occur periodically or possibly just once and are financially significant enough that the work cannot be funded within existing budgets. Most Projects are funded from third-party grants and/or the Village's Surplus.

### **GENERAL FUND**

#### Drainage Study

- Broken into two phases to maximize grant opportunities
- 2019 \$50,000.; 2020 \$40,000.
- Funded with 80% grant funding and Village surplus

#### Wildfire Preparedness

- Removal of fuel from area generally behind municipal offices
- 2019 \$30,000.
- Funded with a \$25,000. grant and Village surplus

### **WATER FUND**

#### Tatlow Water Reservoir Inspection & Cleaning

- 2019 \$5,000.
- Funded from the Water capital reserve
- This work is completed about every five years

#### Underwater Mains Inspection

- 2022 \$16,300.
- Funded from the Water capital reserve
- This work is completed about every seven years

## Attachment F – 2019-2023 Reserve, Deferred Revenue & Surplus Balances

		Estimated 2018	2019	2020	2021	2022	2023
<b>RESERVES &amp; DEFERRED REVENUE, at Year-End</b>							
Capital Works - Water Fund		53,000	66,050	126,500	193,585	214,357	294,433
Capital Works - General Fund (excluding MRN)		320,200	338,003	389,923	434,154	482,533	456,944
Capital Works - General Fund - MRN		60,500	72,645	71,082	68,450	64,711	59,829
Capital Works - WARD Fund		11,300	18,150	25,685	33,471	41,506	18,478
Capital Works - Community Works Fund		275,000	330,045	391,691	454,570	518,706	584,125
Capital Works - Water Debt Deposit*		52,900	54,300	55,700	57,100	58,500	59,900
Capital Works - Multi-Purpose Courts		44,000	46,020	48,960	51,960	55,019	58,139
Operating Reserve (General Fund)		38,800	43,850	49,777	55,823	41,789	47,675
Water Debt Repayment		26,400	24,963	23,496	22,001	20,475	18,919
<b>SURPLUS / (DEFICIT), at Year-End</b>							
Water Fund		(51,000)	(51,000)	(51,000)	(51,000)	(51,000)	(51,000)
WARD Fund		62,000	60,473	60,473	60,473	60,473	60,473
General Fund		332,000	299,998	291,998	291,998	291,998	291,998
* Not accessible until water debt fully repaid		1,225,100	1,303,497	1,484,286	1,672,582	1,799,067	1,899,914
<b>Operating Reserve &amp; Surplus Target Balance</b>							
Total General Operating Reserve + Surplus		381,800	353,321	351,248	357,293	343,259	349,146
Policy 196 Target - 6 months normalized operating expenses**			743,616				
**Total Operating Expenses less Amortization, Drainage Study Project, and Wildfire Emergency Preparedness Project							



**VILLAGE OF BELCARRA  
5-Year Financial Plan 2019-2023  
Bylaw No. 531, 2019**



A bylaw to approve the 5 Year Financial Plan for the years 2019 – 2023 inclusive.

WHEREAS pursuant to the provisions of the *Community Charter* stating that a municipality must have a financial plan adopted annually, by bylaw, before the 15th of May in each year;

AND WHEREAS the Municipal Council has caused to be prepared a 5 Year Financial Plan for the period 2019 – 2023 inclusive;

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

1. This Bylaw shall be cited for all purposes as the “Village of Belcarra 5 Year Financial Plan 2019– 2023 Bylaw No. 531, 2019”.
2. Council hereby adopts the 5 Year Financial Plan for the years 2019 – 2023 inclusive, for each year of the plan, as set out in Schedules A and B, attached to and forming part of this bylaw.
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

---

Neil Belenkie  
Mayor

---

Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
Village of Belcarra 5 Year Financial  
Plan 2019– 2023 Bylaw No. 531, 2019

---

Chief Administrative Officer

Village of Belcarra 5 Year Financial Plan 2019– 2023 Bylaw No. 531, 2019

**Schedule A – Financial Plan**

	2019	2020	2021	2022	2023
<b>REVENUES</b>					
Municipal property taxes	732,714	750,939	769,787	789,108	808,914
Water parcel taxes	233,498	233,498	233,498	233,498	233,498
Grants in lieu of taxes	10,927	11,091	11,257	11,426	11,597
Fees and charges					
Recycle & refuse fees	115,766	120,357	123,043	125,789	128,596
Water fees	256,259	273,888	293,404	315,544	340,110
Penalties & interest on fees and taxes	11,055	11,055	11,055	11,055	11,055
Permits and licences	97,650	97,650	97,650	97,650	97,650
Other	6,088	6,266	6,529	6,760	7,521
Interest income	27,100	27,100	27,100	27,100	27,100
Conditional operating transfers, other govt's	382,975	139,987	109,014	110,056	111,115
Unconditional transfers, other govt's	309,300	309,300	309,300	309,300	309,300
Municipal Finance Authority debt actuarial	28,300	33,700	39,300	45,144	28,294
	2,211,631	2,014,830	2,030,936	2,082,430	2,114,750
<b>EXPENSES</b>					
Legislative	92,013	91,995	93,605	115,248	96,922
Administration (incl. Planning & Development)	742,036	706,596	677,262	688,210	700,012
Transportation	294,999	299,298	303,667	308,109	312,624
Recycle & refuse	106,484	109,006	111,593	114,246	116,967
Water system	202,900	211,856	226,001	259,623	261,584
Long-term debt interest (water system)	128,800	128,800	128,800	128,800	128,800
Amortization	287,100	287,100	287,100	287,100	287,100
	1,854,332	1,834,651	1,828,028	1,901,336	1,904,009
<b>ANNUAL SURPLUS / (DEFICIT)</b>	357,299	180,179	202,908	181,094	210,742
Add back: Amortization expense	287,100	287,100	287,100	287,100	287,100
Add back: Water meter inventory expense	4,728	4,728	4,728	4,728	4,728
Deduct out: Debt actuarial revenue	(28,300)	(33,700)	(39,300)	(45,144)	(28,294)
Transfers from reserves for operations	6,946	1,946	1,946	38,246	1,946
Transfers (to)/ from surplus for operations	33,529	17,850	9,850	9,850	9,850
<b>CASH AVAILABLE FROM OPERATIONS FOR CAPITAL &amp; RESERVES</b>	661,302	458,103	467,232	475,874	486,072
Water debt principal repayment	(106,645)	(106,645)	(106,645)	(106,645)	(106,645)
Transfers (to) non-statutory reserves	(55,900)	(55,900)	(55,900)	(55,900)	(55,900)
Transfers (to) statutory reserves for capital	(257,757)	(265,558)	(274,687)	(283,329)	(293,526)
Transfers from statutory reserves for capital	195,700	134,200	146,500	199,000	256,000
Capital expenditures	(436,700)	(164,200)	(176,500)	(229,000)	(286,000)
<b>FINANCIAL PLAN BALANCE</b>	0	0	0	0	0



## **Schedule B – Statement of Objectives and Policies**

### **Financial Plan Objectives and Policies for Funding Sources, distribution of Property Value Taxes, and Permissive Tax Exemptions:**

#### **A. Funding Sources**

Over the term of the plan funding sources, as defined in S(165)(7) of the Community Charter, are derived as shown in Table 1; amounts and proportions shown for fiscal 2019. Sources do not include transfers from Reserves or Surplus.

Table 1: Funding Sources, Fiscal 2019

Municipal property taxes	732,714	33.13%
Parcel taxes	233,498	10.56%
Fees	486,817	22.01%
Other sources	758,602	34.30%
	<hr/> 2,211,631	<hr/> 100.00%

Objective:

- Reduce dependency on taxation.

Policy:

- Recover revenues from User Fees where possible, rather than general taxation.
- Set User Fees to reflect full cost recovery (operating, capital and administrative/overhead costs).
- Adjust User Fees annually by at least the rate of inflation, subject to a review of fee revenues and related costs that supports a lesser increase.

#### **B. Distribution of Municipal Property Taxes Across Property Classes**

Over the term of the plan municipal property taxes are distributed across four property tax classes as shown in Table 2; proportions shown based on the fiscal 2018 Tax Roll.

Table 2: Distribution of Municipal Property Taxes, Fiscal 2019 (estimated)

Class 1 - Residential	719,818	98.24%
Class 2 - Utilities	1,172	0.16%
Class 6 - Business & Other	147	0.02%
Class 8 - Recreation/Non-Profit	11,577	1.58%
	<hr/> 732,714	<hr/> 100.00%

Objective:

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

Policy:

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

#### **C. Permissive Tax Exemptions**

Objective:

- Recognize the contributions of not-for-profit institutions that provide services and activities available to, and used primarily for, purposes or client groups which are clearly regional or broader in nature.

Policy:

- Full or partial permissive tax exemptions will be considered to encourage activities that:
  1. Are consistent with the quality of life (economic, social, and cultural) objectives of the Village
  2. Provide direct access and benefit to the public, and
  3. Would otherwise be provided by the Village.

Council Policy 176 provides additional details and requirements for Permissive Tax Exemptions.



## COUNCIL REPORT

**File:** 0530-01

**Date:** February 11, 2019  
**From:** Lorna Dysart, Chief Administrative Officer  
**Subject:** Council Indemnity Bylaw No. 529, 2019

### Recommendation

That "Village of Belcarra Council Indemnity Bylaw No. 529, 2019" be read a first, second and third time.

### Purpose

To present the "Village of Belcarra Council Indemnity Bylaw No. 529, 2019" for consideration.

### Background

At its regular Council meeting held July 17, 2013 Council passed a resolution stating that a review of Council's indemnity be performed on an annual basis following establishment of the Consumer Price Index (CPI) and that increases for Councillors based on the CPI and the Mayor's indemnity calculated at two times the Councillors' rate, be brought forward for consideration.

Since 2010, the Vancouver December CPI has been used to calculate Councils' indemnity. The table below reflects with current Councillor / Mayor Indemnities, as well as the proposed indemnities adjusted to reflect the Vancouver CPI for December 2018. If approved, the revised indemnities would be effective January 1, 2019.

Attached Bylaw No. 529, 2019 proposes an increased remuneration reflective of the Vancouver December 2018 CPI of 3.1%. In 2018, the Federal Government removed the one-third allowance for Council members for expenses incidental to the discharge of elected duties.

	Current Remuneration	Proposed Increase of 3.1% (2018 CPI)
Councillors	\$10,446.21	\$10,770.04

	Current Remuneration	Proposed Increase of two times the councilors' rate
Mayor	\$20,892.42	\$21,540.09

Council members remuneration is paid on a monthly basis.





**VILLAGE OF BELCARRA  
Council Indemnity  
Bylaw No. 529, 2019**



A bylaw to provide for the payment of an indemnity to  
Village of Belcarra Mayor and Councillors

**WHEREAS** the Municipal Council may, by bylaw, provide for the payment from annual general revenue, an indemnity to the Mayor and to each Councillor and provide that a portion thereof be paid as an allowance for expenses incidental to the discharge of the duties of office;

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

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Council Indemnity Bylaw No. 529, 2019".
2. During the period extending from January 1, in a given year, to the first Monday after the first day of December in a given year, the Mayor shall be paid the sum of \$21,540.09.
3. During the period extending from January 1, in a given year to the first Monday after the first day of December in a given year, each Councillor shall be paid the sum of \$10,770.04.
4. The indemnities provided for in Section 2 and 3 above shall be paid by the Chief Administrative Officer, calculated in equal monthly installments for the months of January through December without further order, save and except for the provisions of Section 5 hereof.
5. In the event of any member of Council being absent from three consecutive regular Council meetings, the indemnity 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.
6. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
7. This bylaw shall take force and come into effect as of January 1, 2019.

8. The "Village of Belcarra Council Indemnity Bylaw No. 514, 2018" is hereby repealed.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

---

Neil Belenkie  
Mayor

---

Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
Village of Belcarra Council Indemnity Bylaw No. 529, 2019

---

Chief Administrative Officer



## COUNCIL REPORT

**Date:** February 11, 2019

**From:** Lorna Dysart, Chief Administrative Officer

**Subject:** Minor Amendments to Village of Belcarra Zoning Bylaw – Metric Conversions and Definitions of Grade, Finished Grade, Natural Grade, and Average Grade

### Recommendation

That Amendment Bylaw No. 530, 2019 to amend Zoning Bylaw No. 510, 2018 be read a first and second time; and  
That Council waive the requirement for a public hearing on this proposed amendment to the Zoning Bylaw.

### Purpose

To correct the definition of Average Finished Grade, clarify definitions related to Grade, and to provide metric and imperial conversions throughout the bylaw.

### Background

On April 23, 2018, Council adopted Zoning Bylaw 510, 2018. The Zoning Bylaw was developed through 2017 – 2018 with the Zoning Advisory Committee and involved substantial review and consultation with the community.

As is typical following a substantial revision to a major bylaw document, subsequent to the adoption of the bylaw, minor clerical errors and housekeeping amendments have been identified. It was determined that the definition of “Average Finished Grade” erroneously included text that only applied to the definition of “Average Natural Grade.” It was also proposed that imperial measurements in addition to the metric measurements be included in the bylaw.

### Definitions Related to Grade

During the process of revising the Zoning Bylaw, text intended for the definition of Average Natural Grade was incorrectly included in the definition of Average Finished Grade.

The current definition of Average Natural Grade indicates that this calculation would be “taken at the time of enactment of this Bylaw.” This clause was incorrectly included in the Average Finished Grade definition. Average Finished Grade cannot be determined at the time of enactment of the bylaw; rather, it would be determined based on a proposed new building after development.

A proposed revision to the definition of Average Finished Grade was brought to Council on November 26, 2018. The proposed revision was not adopted, but rather referred back to a working group that proposed a new set of definitions related to Grade. The existing definitions and proposed definitions that emerged from the working group are summarized in the table below:

**Table 1. Current and Proposed Definitions Related to “Grade”**

<b>Current Definition</b>	<b>Proposed Definition</b>
<b>Grade</b> means the levels of finished ground adjoining each exterior wall of a building	<b>Grade</b> means the Elevation of the surface of the ground
<b>Average Finished Grade</b> means the average of elevations of each exterior wall of a proposed building taken at the time of enactment of this Bylaw (refer to General Regulation Section 206 for method of calculation)	<b>Grade, Finished</b> means the Grade after Development on a Lot
<b>Average Natural Grade</b> means the average of natural elevations at each exterior wall of a proposed building prior to construction and grading, taken at the time of enactment of this Bylaw (refer to General Regulation Section 206 for method of calculation)	<b>Grade, Natural</b> means the Grades on a Lot taken at the time of enactment of this Bylaw
	<b>Grade, Average</b> means with reference to a Building or Structure, the average of the Grades (Natural or Finished) around the perimeter of a Building or Structure as determined in accordance with Section 206 of this Bylaw

The calculation of Average Finished Grade and of Average Natural Grade are governed by General Regulation Section 206. As such, a revision to the text above is intended to correct and simplify the definitions only and would not impact the application of the bylaw or measurement of Average Finished Grade or Average Natural Grade. It is recommended that the proposed changes be adopted because they will clarify and correct the relevant definitions.

### Metric and Imperial Conversions

*(Please note: Council considered this section of the report on November 26, 2018. This item was deferred as a result of further discussions related to the definition of Grade).*

Per Section 301.9 (1) of the Zoning Bylaw, “in all cases, metric units (metres, square metres) shall be the determining measurements. Expressions in imperial units (feet, square feet) are intended for reference only.”

In cases where an existing measurement was provided in metric units, adding the imperial conversion will have no bearing on the interpretation of the bylaw.

In cases where a measurement was previously provided in imperial units only, by adding metric conversions to the bylaw, these figures would supersede previous imperial measurements. For example, Section 303.2 (b) currently reads:

- “One Duplex Residential Use on a lot greater than or equal to 2 acres.”

The proposed update would read:

- “One Duplex Residential Use on a lot greater than or equal to 8,094 sq m (2 acres).”

In this example, the measurement of 8,094 sq m would be the governing measurement (rather than 2 acres). All proposed changes would have no material impact on measurements throughout the bylaw.

*Council Discretion with Respect to Holding a Public Hearing*

Section 464 of the Local Government Act requires a local government to hold a Public Hearing on a Zoning Bylaw prior to adoption. A local government may waive the requirement to hold a Public Hearing if the Zoning Bylaw is consistent with the Official Community Plan in effect for the area that is subject to the Zoning Bylaw.

As the changes proposed to the Zoning Bylaw are intended to clarify definitions and are not expected to have a material impact on the interpretation of the Zoning Bylaw nor on its relationship to the Official Community Plan, it is recommended that Council waive the requirement for a Public Hearing on this matter.

If Council chooses to waive the requirement for a Public Hearing, the Village is still required to provide notification in advance of third reading in accordance with Section 467 of the Local Government Act.

**Attachments:**

**A. Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 530, 2019**



**VILLAGE OF BELCARRA  
Zoning Bylaw No. 510, 2018,  
Amendment Bylaw No. 530, 2019**



**An amendment bylaw to correct a clerical error in a definition, clarify definitions related to Grade, and to provide metric and imperial conversions throughout the Zoning Bylaw.**

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 530, 2019".
2. That the "Village of Belcarra Zoning Bylaw No. 510, 2018" be amended:
  - a) By removing the following text from Section 104 – Definitions:
    - **"Grade** means the levels of finished ground adjoining each exterior wall of a building;
    - **Average Finished Grade** means the average of elevations of each exterior wall of a proposed building taken at the time of enactment of this Bylaw (refer to General Regulation Section 206 for method of calculation);
    - **Average Natural Grade** means the average of natural elevations at each exterior wall of a proposed building prior to construction and grading, taken at the time of enactment of this Bylaw (refer to General Regulation Section 206 for method of calculation);"
  - b) And by adding the following text to Section 104 – Definitions:
    - **"Grade** means the Elevation of the surface of the ground;
    - **Grade, Average** means with reference to a Building or Structure, the average of the Grades (Natural or Finished) around the perimeter of a Building or Structure as determined in accordance with Section 206 of this Bylaw;
    - **Grade, Finished** means the Grade after Development on a Lot;
    - **Grade, Natural** means the Grades on a Lot taken at the time of enactment of this Bylaw;"
  - c) And by adding metric and imperial conversions throughout the bylaw.

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

---

Neil Belenkie  
Mayor

---

Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
Village of Belcarra Zoning Bylaw No. 510, 2018  
Amendment Bylaw No. 530, 2019

---

Chief Administrative Officer



## COUNCIL REPORT

**Date:** February 11, 2019  
**From:** Lorna Dysart, Chief Administrative Officer  
**Subject:** Evangelical Laymen's Church "Tea Room" Background Report

---

### Recommendation

That Council receive the Evangelical Laymen's Church "Tea Room" Background Report for information; and  
 That Council authorize staff to work with the ELC toward a Temporary Use Permit (TUP) to enable the operation of a Tea Room on the ELC Lands for an initial period of three years with the possibility to renew for another three years; and  
 That Council authorize staff to work with Metro Vancouver Parks and other relevant stakeholders, including the City of Port Moody, to determine a suitable access arrangement for the ELC and its users.

### Purpose

To provide Council with an update on the current state of the "Tea Room" on the Evangelical Laymen's Church (ELC) Lands (formerly Camp Howdy) in Farrer Cove, Belcarra.

### Background

The Evangelical Laymen's Church (ELC) has been operating a Tea Room and conducting related commercial operations on their property for a number of years. These uses are not permitted under the Belcarra Official Community Plan or Zoning Bylaw, nor has the Tea Room building received appropriate inspections and permitting to ensure compliance with the BC Building Code to ensure safe operations. A preliminary assessment by the Village Building Inspector has determined that there may be a number of areas of noncompliance with the BC Building Code.

The Village has engaged in a correspondence with the ELC, as well as other relevant stakeholders, with respect to the potential permitting of the Tea Room. In particular, Metro Vancouver Parks owns the property that provides vehicular access to the ELC Lands and has indicated that if the ELC wishes to continue commercial operations on their property, an alternative access route (not through Metro Parks Land) would be required.

The Village had begun discussions with Metro Vancouver Parks in May 2018 to determine whether an access agreement could be arranged. These conversations were paused in Fall of 2018 while the Village waited for confirmation that the agent operating on behalf of the ELC was authorized to act as such. The ELC has recently informally indicated to the Village that it intends to re-commence operations of the Tea Room starting in 2019. As such, the Village must determine how to approach working to secure access and authorize the use, or to enforce the existing bylaws and halt the operation of the Tea Room.

A timeline of key events and correspondence is outlined below.

***Timeline – Camp Howdy Lands Recent History and Correspondence Summary***

<b>1946</b>	YMCA acquires 76.5 acre property as well as other smaller properties in Farrer Cove
<b>1989</b>	Crown Land around Sasamat Lake granted to GVRD as part of Belcarra Regional Park
<b>2006</b>	YMCA land sold to ELC
<b>2016</b>	Commencement of “Tea Festival” events at ELC Lands
<b>February 26, 2018</b>	Letter from <b>Village of Belcarra to ELC</b> <ul style="list-style-type: none"> <li>- States that the Tea Room is not permitted by the Zoning Bylaw.</li> <li>- OCP amendment, rezoning, and an assessment of building code compliance are required to continue operating the Tea Room.</li> </ul>
<b>August 23, 2018</b>	Letter <b>from Village of Belcarra to ELC</b> <ul style="list-style-type: none"> <li>- Outlines requirements / steps for rezoning.</li> <li>- Indicates that rezoning is not guaranteed and that identifying a suitable access plan is a requirement.</li> <li>- Requests a Letter of Inquiry from the ELC outlining proposed operations, access, and parking intent.</li> </ul>
<b>September 4, 2018</b>	Letter from <b>ELC to Village of Belcarra</b> <ul style="list-style-type: none"> <li>- Indicates size, capacity, and proposed hours of operation for the tea room.</li> <li>- Indicates anticipated traffic volume is lower than under YMCA operation of the property.</li> <li>- Suggests, rather than rezoning, to consider Team Room to be equivalent to concession stands at Belcarra Park and White Pine Beach or as an accessory operation (e.g. a restaurant operating within a church).</li> </ul>
<b>September 5, 2018</b>	Request by Village for clarity on ownership of ELC Lands and request for agent authorization.
<b>January 2019</b>	Informal indication that ELC will re-commence operations of Tea Room in March 2019.

**Issues and Considerations**

There are a number of issues related to the ELC Lands that must be resolved to allow a Tea Room to operate. As outlined below, a Temporary Use Permit (TUP) may allow the operation of a Tea Room for up to six years (permits may be issued for up to three years, with a maximum of one renewal). Longer term operation of the Tea Room would require a rezoning of the property. A rezoning or a TUP would require an amendment to the Village Official Community Plan (OCP) as outlined below, and would require the Tea Room building to comply with the BC Building Code. Commercial use of the ELC Lands would also require an agreement with Metro Parks to permit users of the ELC Lands to pass through the park, or another suitable access arrangement (e.g. water access) to be identified.

***1. ELC Lands – current and future uses***

The ELC has been operating a Tea Room on their property without the appropriate permissions for a number of years. In response to a request by the Village, the ELC submitted a letter outlining some details related to the proposed operation of the Tea Room.

The ELC indicated that the Tea Room is approximately 500 sq ft with seating capacity for approximately 24 people. Proposed hours of operation would be Fridays and Saturdays from 11 am to 4 pm. The ELC



has indicated that they do not operate camps on their property, and therefore traffic volumes are lower than they were when the YMCA was the operator.

The ELC suggested that, rather than rezoning, the Tea Room should be considered in the same light as a concession stand at a beach or an accessory commercial use within a church. In their letter, the ELC indicated that they had no specific plans to make improvements to the Tea Room building. For operations to continue, a proper building code inspection will be required and the building must be brought into compliance with the BC Building Code.

The ELC operates an annual tea festival on their lands, has conducted commercial operations such as tea packaging, and has in the past rented their lands for film production and weddings. The Village should seek additional clarification on the ELC’s long-term plans for their property so the Village may determine appropriate steps to ensure compliance with Village policies and bylaws.

## ***2. Official Community Plan, Zoning Bylaw, and Temporary Use Permits***

### ***a. Rezoning***

The ELC Lands are currently zoned CI-1 – Civic Institutional by the Village of Belcarra Zoning Bylaw. The intent of the zone is to provide land for the purpose of accommodating facilities owned and operated by a government agency or non-profit organizations. Permitted uses are: Civic Use, Public Service Use, and Assembly Use. A Tea Room is a commercial use not permitted in the CI-1 zone. A rezoning would be required to permit a Tea Room to operate permanently. A rezoning would require an OCP amendment (see below).

### ***b. Temporary Use Permit (TUP)***

The process for issuing a Temporary Use Permit (TUP) is as follows:

1. Council identifies an area in the OCP where TUPs are allowed (e.g. ELC Lands, Civic Institutional Zones, or other geographic area).
2. Council identifies conditions for TUPs in that area (e.g. Council may limit the duration of TUPs, or provide other general conditions).
3. Council issues a TUP by resolution for a property within the area designated in the OCP, and may set specific conditions for that TUP (e.g. to permit limited commercial activity in the form of a Tea Room on the ELC Lands with maximum capacity of 24 people).

The Village may:

- Issue a TUP to allow a use not permitted by a Zoning Bylaw;
- Specify conditions for the temporary use;
- Allow and regulate the construction of buildings or structures for the temporary use; and
- Allow a temporary use for up to six years (a TUP may be issued for up to three years and may be renewed once).

A TUP cannot permit a use that is not permitted in the OCP. As such, a TUP would require an amendment to the OCP (see below).

### ***c. Official Community Plan (OCP) Amendment***

The Village of Belcarra Official Community Plan (OCP) states: “No commercial or industrial activities [excluding bed and breakfasts and home occupations] will be developed in the Village during the time period of this Plan” (3.1.2). The Local Government Act (Section 478) does not permit the Village to allow

a rezoning or TUP that does not align with the OCP. As such, an amendment to the OCP would be required to permit a rezoning or a TUP to allow the operation of a Tea Room at the ELC Lands.

An amendment to the OCP would not require a complete review of the OCP, but could specify a particular area or zone where temporary uses and / or commercial uses would be permitted. For example, the text **in bold** below could be added to the existing Section 3.1.2 of the Village’s OCP:

“3.1.2 Commercial / Industrial

- a) No commercial or industrial activities will be developed in the Village during the time period of this Plan.
- b) Notwithstanding Policy 3.1.2(a):
  - i) Home occupations shall be accommodated subject to specific regulations and will require a business license from the Village; **and**
  - ii) Bed and breakfast operations may be permitted subject to amendments to the Zoning Bylaw; **and**
  - iii) **One Restaurant use with a maximum capacity of 24 patrons is permitted on the Evangelical Laymen’s Church Lands at 3000 Camp Howdy Road, subject to specific regulations and will require a business license from the Village.”**

Additional regulations can be determined if Council chooses to contemplate an amendment to the OCP to permit this use.

### ***3. Metro Vancouver Parks – road access considerations***

There is currently no formal road access to Farrer Cove and the ELC Lands. The applicant, Metro Vancouver Parks, the City of Port Moody, and the Village would have to determine a suitable access arrangement to enable commercial access to the Tea Room.

The Metro Vancouver Parks land was granted by the Province of BC (Crown Grant) with restrictions that prevent commercial use of the property. If the property is used for purposes other than those for which it was intended, the land may revert back to Provincial ownership (this is known as a “reverter clause”). Metro Parks has indicated that they would not be willing to allow the use of their road to access a commercial property as they felt this could potentially trigger the reverter clause.

If Metro Vancouver Parks does not grant road access to the property, an alternate water-based access arrangement could potentially be determined to allow access to the Tea Room without crossing through Metro Vancouver lands.

As Belcarra Regional Park is located partly within the City of Port Moody, the City of Port Moody should be consulted to determine if any potential access agreements through the park impact Port Moody considerations.

### ***4. Community Input***

Aside from home-based businesses, the Village has no commercial uses, and has no commercially zoned land. A change of use of this nature would require consultation with Farrer Cove residents and the wider Village community. This consultation would provide the Village with relevant information to assess an OCP amendment and rezoning application and / or TUP. A Public Hearing is required to amend an OCP. A Public Hearing is typically required to amend a Zoning Bylaw.

### ***5. Compliance with the BC Building Code and Village of Belcarra Building Bylaw***

The Tea Room, as it has been operating, has not been assessed to determine compliance with the BC Building Code (BCBC2012). An application to permit this use must demonstrate how the Tea Room would be brought into compliance with the BC Building Code and Village of Belcarra Building and Plumbing Bylaw.

### ***6. Cost Implications***

The Village has indicated to the ELC that any costs associated with securing access and required roadway improvements would be borne by the applicant.

The Village of Belcarra Fees and Charges Bylaw was amended in 2018 to allow the Village to charge consultant and staff work for Planning, Land, and Development services back to applicants. As such, the Village expects to charge costs associated with this work back to the ELC.



## COUNCIL REPORT

**Date:** February 11, 2019

**From:** Lorna Dysart, Chief Administrative Officer

**Subject:** Appointments to 2019 Council Committees

---

### Recommendation

That Committee members be appointed to the Council Committees listed below for a term of 1 year:

#### **Revenue Generation Committee (RGC):**

- Council Representative: Liisa Wilder
  - 1) Hirsch, Brian - Member
  - 2) Kim, Tom - Chair
  - 3) Moen, Penny – Member
  - 4) Sulcs, Maris – Vice Chair
  - 5) Sweet, Sharilyn – Member

#### **Water System Capacity for Fire Protection Committee (WSCFPC):**

- Council Representative – Rob Begg
  - 1) Brain, Douglas – Member
  - 2) Chisholm, Jim – Member
  - 3) Desbois, Martin – Member
  - 4) Devlin, Ian – Chair
  - 5) Kim, Tom – Member

### Purpose

To have Committee members appointed to the Revenue Generation and Water System for Fire Protection Committee

### Background:

Council has established 5 Committees. Two Council Committees received more than 5 applications. A Committee Election meeting was held on January 29, 2019 in the Village Hall for the Revenue Generation Committee and the Water System for Fire Protection Committee. Applicants for the two Committees gave speeches and residents voted for the applicants they supported with the results as shown above.

Committee members will vote at the organizing meeting for the Chair of the WSCFPO Committee.