



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
VILLAGE HALL  
February 25, 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 25, 2019**

**Recommendation:**

That the agenda for the Regular Council Meeting, February 25, 2019 be approved as circulated.

**3. ADOPTION OF MINUTES**

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

**Recommendation:**

That the minutes from the Regular Council Meeting held February 11, 2019 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

**5. REPORTS**

**5.1 Nancy Gomerich, NG Consulting, report dated February 25, 2019 regarding the following:**

**a) 2019 – 2023 Financial Plan**

**Recommendation:**

That the 2019 – 2023 Financial Plan Report be received for information.

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

**Recommendation:**

That the Village of Belcarra 5 Year Financial Plan 2019 – 2023 Bylaw No. 531, 2019 be read a first, second and third time.

**c) Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment  
Bylaw No. 532, 2019**

**Recommendation:**

That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 532, 2019 be read a first, second and third time.

**5.2** Lorna Dysart, Chief Administrative Officer, to provide a report dated February 12, 2019 regarding Residential Only Parking within Village

**Recommendations:**

A) That the report from the Chief Administrative Officer related to implementing "Residential Only Parking" within the Village be received.

B) That the Village of Belcarra Traffic and Parking Regulation Bylaw No. 518, 2018 Amending Bylaw No. 533, 2019 be read a first, second and third time.

C) That the Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018 Amending Bylaw No. 534, 2019 be read a first, second and third time.

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

**7. BYLAWS**

**7.1 Village of Belcarra Council Indemnity Bylaw No. 529, 2019**

**Recommendation:**

That "Village of Belcarra Council Indemnity Bylaw No. 529, 2019" be adopted.

**8. CORRESPONDENCE/PROCLAMATIONS**

**Recommendation:**

That correspondence items 8.1 to 8.3 be received.

**ACTION ITEMS**

**8.1** Belcarra Barnacle Society, letter dated February 20, 2019 regarding 2019 Community Grant Request

**Recommendation:**

That the Belcarra Barnacle Society 2019 request for a Grant in the amount of \$1,500.00 be approved.

**INFORMATION ITEMS**

**8.2** Steven Kozuki, Executive Director, Forest Enhancement Society of British Columbia, letter dated February 6, 2019 regarding Forest Enhancement Society of BC January 2019 Accomplishments Report (full report available in the Village office)

**8.3** Rob Fleming, Ministry of Education, copy of letter to the Chair, School District #43 and Mayor Vagramov, Port Moody dated February 21, 2019 regarding a request for a facilitator to assist the Coquitlam Board of Education and the City of Port Moody relating to two potential school sites for a revised School Site Acquisition Charges (SSAC) system for the Coquitlam School District.

- 9. NEW BUSINESS**
- 10. PUBLIC QUESTION PERIOD**
- 11. RESOLUTION TO CLOSE MEETING**
- 12. ADJOURNMENT**

**Recommendation:**

That the February 25, 2019 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
VILLAGE HALL  
February 11, 2019**



Minutes of the Regular Council Meeting for the Village of Belcarra held February 11, 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**

Superintendent Sean Maloney, Officer in Charge, RCMP  
Staff Sergeant Joe Lew, RCMP  
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, February 11, 2019**

Moved by: Councillor Drake  
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting, February 11, 2019 be amended by adding:

**Item 8.1** Maris Sulcs, 3910 Bedwell Bay Road, letter dated February 10, 2019 regarding Proposed Budget, Parking and March Chipping Event.

And be adopted as amended.

**CARRIED**

**3. ADOPTION OF MINUTES****3.1 Regular Council Meeting, January 28, 2019**

Councillor Wilder provided an amendment.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held January 28, 2019 be amended as follows (Amendment in **Bold**):

Page 6: Marine Avenue at West Road – Beach Access

“That the Marine Avenue at West Road cement stair improvement in the amount of \$10,000.00 be **deferred for Public Consultation.**”

And be adopted as amended.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS****4.1 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

Mayor Belenkie welcomed Superintendent Sean Maloney and Staff Sergeant Joe Lew of the RCMP to the Village.

Superintendent Sean Maloney advised that he is retiring from the RCMP and will be changing careers to work with the Department of Fisheries and Oceans. He noted that he has enjoyed working with the Village Council, staff and residents. It was noted that Staff Sergeant Joe Lew is also retiring. Corporal Neil Roemer has returned to active duty and Constable Burton will officially join the Rural Unit on February 25, 2019.

Mayor Belenkie presented a gift to Superintendent Maloney and wished both Superintendent Maloney and Staff Sergeant Lew congratulations on their respective retirements.

**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

N. Gomerich outlined the report as follows:

**Tax & Fee Summary – Main Drivers****2019 Major Drivers for Tax & Fee Increases**

- Inflation / Cost Increases – Budget 0 – 2%
- Salaries & Benefits – tied to the Region – about 2%

**Waste and Recycle Depot (WARD)**

- Increased Hauling & Disposal costs
- Inclusion of 1 Curbside Pickup event in budget

**Water Fund**

- Funding for future capital (increase of \$119 in 2019)
- GVWD water rates

## General Fund

- Increased funding to support Planning and Bylaw Enforcement services
- Increased funding to provide additional office space for municipal operations, and an increase in administrative support staffing
- Less increased building permit revenue (36% fee increase, to be done to offset related costs)
- Less increased tax revenue due to growth

N. Gomerich provided an overview of Reserves, surplus & Deferred Revenue. Graphs were provided illustrating the following:

- Municipal Tax Increases per Year
- Total Surplus & Reserves / Total Population
- Total Surplus & Reserves / Total Operating Expenses

N. Gomerich outlined other Tax & Fee Drivers including:

- Other Government Property Taxes (BCAA, Metro Vancouver, TransLink, MFA, School District 43, Police (RCMP)), which represent approximately one half of a resident tax bill.
- Taxable Assessment – Assessed Value is set by the BC Assessment Authority

Considerable discussion ensued with Council and residents.

Moved by: Councillor Begg

Seconded by: Councillor Clark

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

**CARRIED**

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

L. Dysart outlined the report. Discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Begg

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

**CARRIED**

**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

L. Dysart outlined the report. She noted that the definitions required clarification and that the Imperial measurements were added to the Zoning Bylaw for ease of use.

Moved by: Councillor Begg

Seconded by: Councillor Clark

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.

**CARRIED**

**5.4** Lorna Dysart, Chief Administrative Officer, report dated February 11, 2019 regarding Evangelical Laymen's Church (ELC) "Tea Room" Background Report

L. Dysart outlined the report. Discussion ensued with regard to road access to Evangelical Layman's Church (ELC) property, possible amendments to the OCP and continued meetings with Metro Parks and the City of Port Moody.

L. Dysart noted the Temporary Use Permit would provide time for continued work with ELC towards providing the Tea Room service. An amendment to the Consolidated Fees & Charges Bylaw No. 517, 2018 provides for charging staff time for various applications.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

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.

**CARRIED**

Councillor Begg voted in Opposition

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

L. Dysart outlined the report and noted the Committee Election Meeting held on January 29, 2019 was well attended. Discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Clark

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

**CARRIED**

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

Mayor's Report regarding Belcarra TransLink bus route by moving the Bus Stop from Midden Road to Belcarra Bay Road

Mayor Belenkie outlined the change in the Bus Route to protect Midden Road from further heavy bus traffic.

Moved by: Councillor Begg

Seconded by: Councillor Wilder

That Council approve a change to the Belcarra TransLink bus route by moving the Bus Stops by Midden Road to Belcarra Bay Road; and

That the route follow the Belcarra Bay Road designated MRN; and

That staff advise TransLink of the change.

**CARRIED**

**7. BYLAWS**

No items presented.

**8. CORRESPONDENCE / PROCLAMATIONS**

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That correspondence item 8.1 be received.

**CARRIED**

**INFORMATION****8.1 Maris Sulcs, 3910 Bedwell Bay Road**, dated February 10, 2019, regarding Proposed Budget, Parking and March Chipping Event.

This item was discussed during Budget discussions. It was noted that Bylaw Enforcement for parking is a service for residents.

**9. NEW BUSINESS****Public Works**

Councillor Begg commended Public Works staff for the exceptional service they are providing with snow removal and winter road maintenance. Belcarra roads are in good condition. Councillor Begg is the Council contact for Public Works. Bernie Serné is to be advised of Public Works matters.

**Speculation Tax**

Mayor Belenkie advised that he will be speaking to the Honourable Carol James, Minister of Finance and Deputy Premier, with regard to the Speculation Tax.

**Designated Anchorage Area**

Mayor Belenkie noted that the District of North Vancouver may expand their Designated Anchorage Area that will include Deep Cove. Traffic will be pushed into Bedwell Bay. Approval of the Designated Anchorage Area will be required by the Port of Vancouver. Designated Anchorage Areas have been created in False Creek and Port Moody. A staff report will be brought forward to Council on this matter.



Bole Exhibit

Councillor Drake noted that the Bole exhibit at the entrance to the Village occasionally requires new signage for events such as the CRAB Pub Night. The annual cost may be around \$300.00 which is covered by Council.

**10. PUBLIC QUESTION PERIOD**

Sy Rodgers, 1080 Farrer Cove, commented on the dedication of the new Council and the engagement with the community.

**11. ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the February 11, 2019 Regular Meeting be adjourned at 9:15 pm.

**CARRIED**

Certified Correct:

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Neil Belenkie  
Mayor

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Lorna Dysart  
Chief Administrative Officer



## COUNCIL REPORT

**Date:** February 25, 2019  
**From:** Nancy Gomerich, NG Consulting  
**Subject:** 2019 – 2023 Financial Plan

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### **Recommendation for Consideration:**

That the 2019 – 2023 Financial Plan Report 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, January & February 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:**

#### 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

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

<b>TAX &amp; FEE SUMMARY</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
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>

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

	2018	2019	2020	2021	2022	2023
<b>REVENUES</b>						
Municipal property taxes	687,463	732,713	750,938	769,786	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	1,575,657	1,351,235	1,339,540	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	677,261	688,210	700,011
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	1,247,047	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 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	137,700	124,200	136,500	137,000	215,000
Capital expenditures	(586,000)	(378,700)	(154,200)	(166,500)	(167,000)	(245,000)
<b>FINANCIAL PLAN BALANCE</b>	0	0	0	0	0	0

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

	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

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

	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



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

### 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	10,000				
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>306,000</b>	120,000	120,000	120,000	120,000
<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>378,700</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



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

### **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

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

		Estimated 2018	2019	2020	2021	2022	2023
<b>RESERVES &amp; DEFERRED REVENUE, at Year-End</b>							
Capital Works - Water Fund		53,000	<b>66,050</b>	126,500	193,585	214,357	294,433
Capital Works - General Fund (excluding MRN)		320,200	<b>348,103</b>	400,225	444,662	493,251	467,876
Capital Works - General Fund - MRN		60,500	<b>72,645</b>	71,082	68,450	64,711	59,829
Capital Works - WARD Fund		11,300	<b>18,150</b>	25,685	33,471	41,506	18,478
Capital Works - Community Works Fund		275,000	<b>330,045</b>	391,691	454,570	518,706	584,125
Capital Works - Water Debt Deposit*		52,900	<b>54,300</b>	55,700	57,100	58,500	59,900
Capital Works - Multi-Purpose Courts		44,000	<b>46,020</b>	48,960	51,960	55,019	58,139
Operating Reserve (General Fund)		38,800	<b>43,850</b>	49,777	55,823	41,789	47,675
Water Debt Repayment		26,400	<b>24,963</b>	23,496	22,001	20,475	18,919
<b>SURPLUS / (DEFICIT), at Year-End</b>							
Water Fund		(51,000)	<b>(51,000)</b>	(51,000)	(51,000)	(51,000)	(51,000)
WARD Fund		62,000	<b>60,473</b>	60,473	60,473	60,473	60,473
General Fund		332,000	<b>299,998</b>	291,998	291,998	291,998	291,998
* Not accessible until water debt fully repaid		1,225,100	<b>1,313,598</b>	1,494,588	1,683,091	1,809,785	1,910,847
<b>Operating Reserve &amp; Surplus Target Balance</b>							
Total General Operating Reserve + Surplus		381,800	<b>353,322</b>	351,248	357,294	343,260	349,146
Policy 196 Target - 6 months normalized operating expenses**			<b>743,616</b>				
**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**

5.1 (b)



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

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Neil Belenkie  
Mayor

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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

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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	808,913
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	2,014,829	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	677,261	688,210	700,011
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	1,834,650	1,828,028	1,901,335	1,904,008
<b>ANNUAL SURPLUS / (DEFICIT)</b>	357,299	180,179	202,908	181,094	210,741
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	486,071
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	185,700	134,200	146,500	199,000	256,000
Capital expenditures	(426,700)	(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.



**VILLAGE OF BELCARRA**  
**Fees and Charges Bylaw No. 517, 2018**  
**Amendment Bylaw No. 532, 2019**



5.1 c)

A bylaw to amend fees and charges for services and information

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

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 532, 2019"

2. That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" be amended:

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

**replacing:**

"Authorized User (per parcel of real property improved or unimproved)	\$304.00 per annum
Authorized User (non-resident)	\$304.00 per annum
Accessory Suite (additional dwelling unit)	\$304.00 per annum"

**with:**

"Authorized User (per parcel of real property improved or unimproved)	\$316.00 per annum
Authorized User (non-resident)	\$316.00 per annum
Accessory Suite (additional dwelling unit)	\$316.00 per annum"

b) In "Schedule 13 – Waterworks Fees" by

**replacing:**

"Basic Fee – Fire Protection (prorated upon date of permit for Use Fee Domestic or Use Fee Fire Sprinkler System)	\$591.00
Use Fee – Domestic (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$878.00
Use Fee – Domestic (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$878.00"

**with:**

"Basic Fee – Fire Protection (prorated upon date of permit for Use Fee Domestic or Use Fee Fire Sprinkler System)	\$714.00
Use Fee – Domestic (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$1,018.00
Use Fee – Domestic (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$1,018.00"

- c) In Schedule 2 “Building Permit and Inspection Services” by  
replacing all schedules (2a and 2b) with the following schedules:

**Schedule 2a – Building Permit and Inspection Services**

<b>Permit Fees and Inspection Services</b>	
<b>Description</b>	<b>Fee</b>
<b>Building Permit Application Fee</b> includes Plumbing Permit	\$102.00/Construction up to \$5,000.00 value
	\$116.00/Construction over \$5,000.00 value
<b>Simple Buildings or Structures</b>	
Construction up to \$5,000.00 of value	\$27.00/\$1,000.00 (minimum fee \$102.00)
Construction \$5,001.00 to \$20,000.00 of value	\$15.00/\$1,000.00 plus \$68.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$12.00/\$1,000.00 plus \$816.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$10.00/\$1,000.00 plus \$1,360.00 base fee
Construction \$500,001.00 and over of value	\$8.00/\$1,000.00 plus \$3,400.00 base fee
In cases of repairs to simple buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
<b>Complex Buildings</b>	
Construction up to \$5,000.00 of value	\$20.00/\$1,000.00 (minimum fee \$102.00)
Construction \$5,001.00 to \$20,000.00 of value	\$16.00/\$1,000.00 plus \$68.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$12.00/\$1,000.00 plus \$136.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$10.00/\$1,000.00 plus \$279.00 base fee
Construction \$500,001.00 and over of value	\$7.00/\$1,000.00 plus \$1,204.00 base fee
In cases of repairs to complex buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
<b>Professional Plan Certification</b>	When a building permit is issued in reliance upon the certification of a registered professional that the design and plans submitted comply with the building code the permit fee is reduced by 5% of the fees payable up to a maximum of \$680.00
<b>Temporary Building or Structure</b>	
0 to 56m <sup>2</sup> area of building footprint	\$102.00
Greater than 56m <sup>2</sup> area of building footprint	\$204.00



**Schedule 2a – Building Permit and Inspection Services, continued**

<b>Building Permit and Inspection Services</b>	
<b>Description</b>	<b>Fee</b>
<b>Building or Structure Demolition</b>	
0 to 56m <sup>2</sup> area of building footprint	\$102.00
greater than 56m <sup>2</sup> area of building footprint	\$204.00
<b>Building or Structure Move or Relocation</b>	
0 to 56m <sup>2</sup> area of building footprint	\$184.00 minimum plus \$82.00 per hour Inspector Fees if inspection exceeds 2 hours
greater than 56m <sup>2</sup> area of building footprint	\$422.00 plus \$476.00 per hour Inspector Fees if inspection exceeds 2 hours
Examination of a building	\$286.00 plus \$163.00 per hour Inspector Fees if inspection exceeds 2 hours
Disconnection of municipal services, if applicable	\$204.00
<b>Swimming Pools or Retaining Structures</b>	
Construction up to \$5,000.00 of value	\$20.00/\$1000.00 (minimum fee \$102.00)
Greater than \$5,000.00 of value	\$20.00/\$1000.00 plus \$340.00 base fee
<b>Chimney, Fireplaces and Solid Fuel Appliances</b>	
Fireplaces, solid fuel appliances	\$490.00/appliance
natural or propane gas fired heating devices requiring a vent connection to the outdoors, except hot water storage tanks	\$163.00/appliance
Each chimney and pre-fabricated chimney	\$54.00/chimney
Each hot water storage tank or boiler vent	\$54.00/vent
<b>Excavation or Site Preparation</b>	
Foundation excavation or site investigation	\$408.00 (deducted from Building Permit Fee if application approved)
<b>Building Site Services</b>	
Driveway access and off street parking	\$136.00
New or replacement underground water services	\$54.00/10 metres of pipe
New or replacement underground storm sewer pipe	\$54.00/10 metres of pipe
On site catch basin, oil interceptor, sump or connection to a municipal utility.	\$54.00 each



**Schedule 2a – Building Permit and Inspection Services, continued**

<b>Building Permit and Inspection Services</b>	
<b>Description</b>	<b>Fee</b>
<b>Plumbing Permit &amp; Fixture Fees</b>	
<b>Plumbing Permit Application Fee</b> , if separate from a Building Permit	\$61.00
<b>Municipal Water Connection</b>	See Schedule 13
Fixture fee, as defined by Bylaw and the BC Building Code	\$27.00 each fixture (minimum fee \$102.00)
Water storage tanks, check valves, outdoor showers	\$27.00 each
Swimming pool supply, drainage backflow preventer	\$109.00/pool
No Fixture but installation of soil, waste or drainage pipe	\$54.00/10 metres of pipe
Fire Sprinkler Heads – first 50 heads, per head	\$4.00
• Minimum fee	\$68.00
• each additional HEAD	\$4.00
<b>Building Permit Extension</b>	\$1,360.00
<b>Building Permit transfer to new property owner</b>	\$653.00
<b>Penalties</b>	
Double Permit Fees for construction prior to issuance of a Building Permit	Permit Fee (x 2) (maximum of \$6,800.00)
STOP WORK order posting	\$490.00 per order
STOP WORK order re-posting due to unauthorized removal	\$326.00 per order
DO NOT OCCUPY order posting	\$326.00 per order
DO NOT OCCUPY order re-posting due to unauthorized removal	\$326.00 per order
<b>Plan Review/Miscellaneous Inspection Fee</b>	
Re-inspection fee for each inspection after the second consecutive inspection	\$82.00 per hour 3rd inspection - \$163.00 per hour 4th inspection - \$326.00 per hour 5th inspection - \$490.00 per hour 6th inspection – \$979.00 per hour
Building Inspector, inspection fee for undefined inspections	\$82.00 per hour
Emergency Inspections outside regular office hours	\$163.00 per hour
Plan review for a design modification after Building Permit issuance	\$163.00 per hour
Equivalency Report review	\$163.00 per hour

**Schedule 2a – Building Permit and Inspection Services, continued**

<b>Building Permit and Inspection Services</b>	
<b>Description</b>	<b>Fee</b>
<b>Security Deposits (Cash, Cheque or Certified Cheque)</b>	
Construction security deposit	0.75% constructed value
Temporary building security deposit	\$10.75 x constructed value
Move or relocate a building or structure - an additional security	\$20,000.00
Work near High Precision Network survey monuments	\$7,000.00
<b>Secondary Suites</b>	
Decommissioning – application fee	\$68.00
Decommissioning – inspection fee	\$136.00
<b>Address Change</b>	
Address Change - When an owner requests a new address	\$408.00

**Schedule 2b – Building Permit and Inspection Services**

<b>Building Department Documents &amp; Services</b>	
<b>Description</b>	<b>Fee</b>
<b>Building and Property Record Search</b>	
Record Searches where it is determined by the Department Head that research could involve staff time in excess of 15 minutes <ul style="list-style-type: none"> <li>• Building Permits (single family, duplex buildings, accessory suites, civic or institutional buildings)</li> <li>• Board of Variance rulings</li> <li>• Development Variance rulings</li> </ul> First Hour	\$136.00 a deposit of \$272.00 required prior to work being done
Each additional 15 minutes or portion thereof	\$34.00
<b>Building Plan Reproduction</b>	
Offsite copying or larger than 279mm x 431mm (11" x 17")	\$204.00 plus actual cost of reproduction a deposit of \$204.00 required prior to work being done
File Notice on Title, pursuant to section 57 of the Community Charter	\$408.00
Cancel Notice on Title, pursuant to section 58 of the Community Charter	\$408.00
Property Title Search	\$102.00

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

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Neil Belenkie  
Mayor

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Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
Village of Belcarra Fees and Charges Bylaw  
No. 517, 2018, Amendment Bylaw No. 532, 2019

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Chief Administrative Officer



## COUNCIL REPORT

File: 5460-01

**Date:** February 12, 2019  
**From:** Lorna Dysart, Chief Administrative Officer  
**Subject:** Residential Only Parking within Village

### Recommendations:

1. That the report from the Chief Administrative Officer related to implementing "Residential Only Parking" within the Village be received.
2. That the Village of Belcarra Traffic and Parking Regulation Bylaw No. 518, 2018 Amending Bylaw No. 533, 2019 be read a first, second and third time.
3. That the Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018 Amending Bylaw No. 534, 2019 be read a first, second and third time.

### Purpose:

The purpose of this report is to introduce various bylaw changes to authorize the introduction of a "Residential Only Parking" Program for the Village of Belcarra.

### Background:

At a recent meeting Council directed the Chief Administrative Officer to prepare a report for Council with related bylaw amendments regarding "Residential Only Parking" within the Village.

By way of history, over past years the Village of Belcarra has experienced non-resident parking issues related to overflow parking demands for Belcarra Regional Park and visitors to waterfront areas. This has created considerable inconvenience for residents and has posed safety concerns on many roadways within the Village. Implementation of the new Traffic and Parking Bylaw and the Notice Enforcement Bylaw in 2018 enabled staff to enforce parking offenders by issuing tickets for violations. The new parking program in 2018 brought considerable success but parking infractions still continue by visitors, especially during the busy summer months.

In order to strengthen the ability of staff to manage this parking dilemma, it is being recommended that the Village embark on a "Residential Only Parking" program that would prohibit the parking of vehicles at any time on any highway, shoulder, lane or boulevard within the Village boundaries without first obtaining a parking permit in accordance with Traffic and Parking Bylaw No. 518, 2018. It is recommended that two parking permits be issued to each residence upon request which will enable them to park their vehicles on the street if they have visitors.

Parking permits would not be transferable and would be registered to a specific vehicle. Special Use Permits will be issued for extenuating situations requiring ongoing parking for visitors of residents. These permits would be for specific vehicles and, like residential parking permits, will not be transferrable. Temporary commercial deliveries would be permitted under the Traffic and Parking Bylaw and construction parking for delivery and workers are covered by filing of a Traffic Management Plan under the Building Bylaw. Council has directed that parking provisions be made available for scuba divers allowing them to access Indian Arm and Bedwell Bay on the North side of Whiskey Cove Lane and West side of Marine Avenue near 3641 Marine Avenue. This may be accommodated by issuing individual Special Use Permits. Staff will arrange specified signage for these areas.

In order to enact the new "Residential Only Parking" program it is necessary to make amendments to the Traffic and Parking Bylaw No. 218, 2018 and Bylaw Notice Enforcement Bylaw No. 520, 2018. These amending bylaws are attached to this report and submitted for Council consideration.

Implementation of the Resident Only Parking program will require informing all residents of the new program and explaining the process for making application for resident parking permits. Staff will develop an overview of the new "Residential Only Parking" program in the form of a media release for distribution to Village residents and placement on the Village website.

Staff will arrange for preparation of appropriate "Residential Only Parking" signage to be placed at the entrance to the Village and other appropriate locations.

In addition to normal scheduled parking patrols for summer visitor demand, staff will continue enforcing parking infractions on a complaint basis. There may be additional enforcement required with the introduction of the new program which will be off-set by additional ticket revenue. Additional administrative time will be involved in setting up the new residential permit program.

Attachments:

1. Traffic and Parking Regulation Bylaw No. 518, 2018 Amending Bylaw No. 533, 2019
2. Bylaw Notice Enforcement Bylaw No. 520, 20118 Amending Bylaw No. 534, 2019



**VILLAGE OF BELCARRA**  
**Traffic and Parking Regulation Bylaw 518, 2018**  
**Amending Bylaw No. 533, 2019**



**A Bylaw to amend the Traffic and Parking Regulation Bylaw No. 518, 2018**

WHEREAS the Council of the Village of Belcarra deem it expedient to amend the Traffic and Parking Regulation Bylaw No. 518, 2018;

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

1. This Bylaw may be cited as "Village of Belcarra Traffic and Parking Regulation Bylaw No. 518, 2018 Amending Bylaw No. 533, 2019".
2. That "Village of Belcarra Traffic and Parking Regulation Bylaw No. 518, 2018" be amended by deleting Section 33 in its entirety and replace with the following Section 33:

**SECTION 33 Regulated Parking**

- (a) All highways in the Village are hereby designated as regulated parking zones and traffic control devices may be placed from time to time to indicate such regulations or restrictions.
- (b) No parking of vehicles shall be permitted at any time on any highway, shoulder, lane or boulevard within the Village boundaries without first obtaining a parking permit under Sections 30 or unless otherwise permitted under other sections of this bylaw.
3. If a portion of this bylaw is held invalid by the 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

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**Neil Belenkie**  
**Mayor**

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**Lorna Dysart**  
**Chief Administrative Officer**

This is a certified a true copy of  
 Village of Belcarra Bylaw Traffic and Parking Regulation Bylaw 518, 2018  
 Amending Bylaw 533, 2019

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Chief Administrative Officer



**VILLAGE OF BELCARRA**  
**Bylaw Notice Enforcement Bylaw No. 520, 2018**  
**Amending Bylaw No. 534, 2019**



**A Bylaw to amend the Bylaw Notice Enforcement Bylaw No. 520, 2018**  
**(Bylaw Notice Dispute Adjudication Registry)**

WHEREAS the Council of the Village of Belcarra deem it expedient to amend the Bylaw Notice Enforcement Bylaw No. 520, 2018;

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

1. This Bylaw may be cited as the "The Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018 Amending Bylaw No. 534, 2019".
2. That "Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018" shall be amended by inserting a new penalty Section 33 (b) after Section 31 in Schedule A – Designated Bylaw Contraventions and Penalties as follows:

Under the Section Heading - Traffic and Parking Regulation Bylaw No. 518, 2018 insert the following:

"Section 33 (b) Description Parking Zone Restrictions

- A.1. Penalty \$80;
- A.2. Early Payment Penalty \$50;
- A.3. Late Payment Penalty \$120;
- A.4. Compliance Agreement Available – No"

3. If a portion of this bylaw is held invalid by the 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, subsections, 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**

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**Lorna Dysart**  
**Chief Administrative Officer**

This is a certified a true copy of  
 Village of Belcarra Bylaw Notice Enforcement Bylaw 520, 2018  
 Amending Bylaw 534, 2019

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Chief Administrative Officer



**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 February 11, 2019

READ A SECOND TIME on February 11, 2019

READ A THIRD TIME on February 11, 2019

ADOPTED by the Council on

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Neil Belenkie  
Mayor

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Lorna Dysart  
Chief Administrative Officer

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

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Chief Administrative Officer



# The Belcarra Barnacle

8.1

4084 Bedwell Bay Road Belcarra, B.C. V3H 4P8

February 20th 2019

To: Belcarra Village Council

From: Belcarra Barnacle

Re: Request for \$1500 for Belcarra Barnacle

The Belcarra Barnacle enjoyed another great year in 2018. This year we are celebrating 40 years of serving the community, Belcarra residents continue to contribute photographs and articles while our advertisers support us by renewing their advertisements and new advertisers continue to seek us out.

One of the reasons for the Barnacle's success is the fact that we manage the proportion of advertisements to articles, ensuring the Barnacle is always worth reading. CRAB events are announced and featured throughout the year as well as BlockWatch & SVFD updates. The Village of Belcarra averages two pages per issue communicating with residents. We continue to provide upcoming community events, including columns by residents pertaining to local interest. The Belcarra Barnacle strives to feature resident input, the children even have their own pages.

Every effort is made to include new residents and introduce them to the community. Our colourful centre pages are dedicated to the wonderful lifestyle that Belcarra Village enjoys and that the Barnacle delights in highlighting, in order to foster and support community spirit. The printed copies continue to disappear very quickly from the bus stops, we also have an online presence wherein we feature the Belcarra Barnacle in full colour.

Financially, the Belcarra Barnacle entered the year 2019 with money in the bank. We met all outgoing expenses and advertisers brought in an amount of \$4640.00 in 2015.

This is a direct result of the time and effort contributed by the incredible volunteers at the Belcarra Barnacle, who put in a good number of hours every issue to ensure that the residents of Belcarra can enjoy a community-specific read and be advised of upcoming events.

In 2019 we plan on using of the \$1500.00 that we are requesting from Council to cover additional printing costs due to the increase in the cost of paper and the fact that the Barnacle's page count per issue is increasing.

The Belcarra Barnacle thanks the Village of Belcarra for continuing to support our community newspaper!

Respectfully submitted:

**Belcarra Barnacle Volunteers:**

Michele Babineau, Nora Boekhout, Clive Evans, Bonni Marshall, Michelle Montico, Sandra Reitchel, Deborah Struk & Isabel Wilson.

Attached: Year End Income and Expenses for 2018.

# **BELCARRA BARNACLE YEAR END ACCOUNTS FOR 2018**

\$

## **INCOME**

Advertisements	4,580.00
Village of Belcarra subsidy	1,500.00
Interest	0.00
Mail subscriptions	0.00

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\$ **6,080.00**

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## **EXPENSES**

Printing	5519.71
Operating expenses	227.18
Bank charges	32.50
Donations to SVFD	225.00

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\$ **6,004.39**

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**INCOME OVER EXPENSES**      \$      **75.61**

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## **ASSETS**

Cash at Bank	2,375.17
Accounts outstanding	915.00
Computer laptop	160.74

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\$ 3,450.91  
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**LIABILITIES**

Paid advertisements	2,924.00
Equity	476.91
Office expenses, prizes etc.	50.00

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\$ 3,450.91  
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February 6, 2019

Mayor Neil Belenkie  
Belcarra (Village)  
4084 Bedwell Bay Road  
Belcarra, BC V3H 4P8



**Re: Forest Enhancement Society of B.C. Jan 2019 Accomplishments Report**

Dear Mayor Neil Belenkie and Council,

British Columbians are concerned about climate change along with other environmental, safety, and economic concerns. They want to know specifically what their governments are doing to protect communities from wildfire risk, improve wildlife habitat, fight climate change, expand the bio-economy, and enhance B.C.'s forests. The enclosed Forest Enhancement Society of B.C. (FESBC) Accomplishments Report shows the huge amount of work underway in a vast number of communities across rural British Columbia. Citizens and governments alike will be pleased to see real-life local projects that are happening close to where they live.

FESBC achieves this work by granting funds provided by the Province of British Columbia and the Government of Canada to third parties who implement projects and treatments on the land base. It is likely there have been projects in and around your community being delivered by people who live in your local area. When the opportunity arises, please thank these people and our governments for assisting B.C. and Canada in achieving our shared vision of enhanced forest resilience for the lasting benefit of British Columbia's environment, wildlife, forest health, and communities. If you are one of the local governments who are directly involved in delivering projects in your area, please accept our gratitude.

There is a wide diversity in project proponents, from community forests to municipalities to government agencies, and others. The largest group funded is the 30% of the projects that have First Nations participation (49 projects valued at \$44 million). In many cases, it is a First Nation who is the lead agency that envisions, plans, and delivers these projects. When the opportunity arises, please help us to express our gratitude to these First Nations along with the other delivery organizations actively at work in your area.

If you and your Councillors are interested in further information, please visit our website, [www.fesbc.ca](http://www.fesbc.ca), send me an email, or give me a call.

Steven F Kozuki, RPF  
Executive Director, FESBC  
Office Phone: 1.778.765.0938  
Email: [skozuki@fesbc.ca](mailto:skozuki@fesbc.ca)

(29) MC - 7



February 21, 2019

Ref: 204525

Barb Hobson, Chair  
Board of School Trustees  
School District No. 43 (Coquitlam)  
550 Poirier Street  
Coquitlam BC V3J 6A7  
**Email: bhobson@sd43.bc.ca**

Mayor Rob Vagramov  
City of Port Moody  
100 Newport Drive  
Port Moody BC V3H 5C3  
**Email: rvagramov@portmoody.ca**

Dear Chair Hobson and Mayor Vagramov:

I am writing in response to a letter from Chris Nicolls, Secretary-Treasurer, School District No. 43 (Coquitlam) requesting the appointment of a facilitator to assist the Coquitlam Board of Education and City of Port Moody with resolving matters regarding two potential school sites for a revised School Site Acquisition Charges (SSAC) system for the Coquitlam School District.

As you may be aware, the *Local Government Act* provides for a consultative process whereby a board of education and local government must work together to determine the demand for new or expanded school sites. This demand is specifically in response to student enrolment growth being generated by new residential development in the school district. The Act lays out an expectation that all reasonable efforts will be made by the parties to reach agreement on the matter, such that the board may make a proposal regarding eligible school site requirements as part of its Five-Year Capital Plan submission to the Ministry of Education.

It is my understanding that the City of Port Moody has notified the School District that Council objects to two school sites included in the latest eligible school sites proposal: namely, new elementary school sites to serve Anmore/Port Moody and for the Port Moody waterfront area

Where a local government objects to a proposed eligible school site(s), a dispute resolution mechanism is provided under the Act. Section 574 (8) requires the Minister of Education to appoint a facilitator to assist the board of education and local government to reach agreement on the proposed school site requirements for the school district.

I am therefore appointing Graham Farstad, Principal, Arlington Group Planning and Architecture Inc., to act as a facilitator to assist the Coquitlam Board of Education and City of Port Moody in reaching agreement on the eligible school site requirements for the Coquitlam School District. By way of background, Graham Farstad served as City Planner for the City of New Westminster (1988-1991) and City of Prince George (1978-1988), and as School Trustee for Prince George School District (1981-1985). As a consultant, he specializes in community and land-use planning for municipalities, regional districts and senior government. He has been involved in a variety of complex projects requiring public engagement and consensus building, including an SSAC facilitation with the Richmond School District and City of Richmond.

.../2



Mr. Farstad will meet independently with representatives from the School District and the City to gather information to assist in a subsequent joint-facilitation meeting. He will be contacting each party shortly regarding the earliest scheduling of these meetings. To reiterate, the intention of these meetings is to reach an agreement on the proposed eligible school site requirements for the Coquitlam School District. I fully expect the upcoming meetings will lead to a successful resolution related to the two school sites in-question.

If differences between the parties do remain unresolved despite the assistance of the facilitator, section 574(10) of the *Local Government Act* requires the facilitator to make a report to the Minister of Municipal Affairs and Housing, and the Minister of Education. That report would set out the nature of the disagreements between the parties and make recommendations as to an appropriate resolution. This report would become part of the Board's latest Five-Year Capital Plan submission to the Ministry of Education. The recommendations would then be given due consideration regarding the approval of the proposed eligible school site requirements, which are the basis for calculating SSACs for new residential development in the School District.

In closing, I would like to thank everyone for their cooperation and professionalism while participating in the upcoming facilitation process. The collection of SSAC is an important endeavour for public education, as it ensures that the capital costs for purchasing needed school sites in growing areas are appropriately shared between government and residential developers. Equally important is the benefit to local communities as school districts and local government work together to improve long-term planning for public schools. Given this broader context, I am looking forward to an expedient resolution of these matters in the Coquitlam School District.

Sincerely,



Rob Fleming  
Minister

pc: Honourable Selina Robinson Minister of Municipal Affairs and Housing  
Tara Faganello, A/Deputy Minister, Ministry of Municipal Affairs and Housing  
Joel Palmer, Executive Director, Capital Management, Ministry of Education  
Mayor John McEwen, Village of Anmore  
Mayor Neil Belenkie, Village of Belcarra  
Mayor Richard Stewart, City of Coquitlam  
Mayor Brad West, City of Port Coquitlam  
Juli Halliwell, Chief Administrative Officer, Village of Anmore  
Lorna Dysart, Chief Administrative Officer, Village of Belcarra  
Peter Steblin, City Manager, City of Coquitlam  
Kristen Dixon, Chief Administrative Officer, City of Port Coquitlam