



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
April 24, 2019
7:00 PM**



COUNCIL

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

REVISED

1. CALL TO ORDER

Mayor Neil Belenkie will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, April 24, 2019

Recommendation:

That the agenda for the Regular Council Meeting, April 24, 2019 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, April 8, 2019

Recommendation:

That the minutes from the Regular Council Meeting held April 8, 2019 be adopted.

4. DELEGATIONS AND PRESENTATIONS

4.1 Farrer Cove Committee, Brian Ashford, Chair, Larry Carlsen, Vice-Chair, Sy Rogers, Lynda Spence, Bob Wilson

Recommendation:

That Council direct staff to work with all appropriate parties with respect to exploring mechanisms to secure long-term legal access to Farrer Cove.

8:00 pm 4.2 Brandon Ma, Partner and Andrew Bordinon, Senior Manager, KPMG LLP, regarding Village of Belcarra Audit report

4.3 Nancy Gomerich, NG Consulting, report dated April 24, 2019 regarding 2018 Financial Statement Report

Recommendation:

That the 2018 Financial Statements be approved.

5. REPORTS

- 5.1** Nancy Gomerich, NG Consulting, report dated April 24, 2018 regarding 2019 Annual Tax Rates Bylaw No. 536, 2019.

Recommendation:

That “Village of Belcarra 2019 Annual Tax Rates Bylaw No. 536, 2019” be read for a First, Second and Third time.

- 5.2** Nancy Gomerich, NG Consulting, report dated April 24, 2019 regarding 2019 Financial Support Costs – Forecast Budget Overage

Recommendation:

That the 2019 Financial Support Costs – Forecast Budget Overage report dated April 24, 2019 be received for information.

- 5.3** Lorna Dysart, Chief Administrative Officer, report dated April 24, 2019 regarding Metro Vancouver Regional District Water Connection Request

Recommendation:

That Staff be authorized to provide Metro Vancouver with an interim water supply to enable the Belcarra Park Picnic Area to open and to provide a permanent water service as outlined in the Metro Vancouver Regional District Water Connection Request report; and

That the Village of Belcarra Water Servicing Agreement with the Metro Vancouver Regional District (Parks) dated April 25, 2019 be approved; and

That the Mayor and Chief Administrative Officer be authorized to sign the Agreement (**Attachment A**).

- 5.4** Lorna Dysart, Chief Administrative Officer, report dated April 24, 2019 regarding Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 537, 2019 – Temporary Use Permits

Recommendation:

That the Village of Belcarra Fees & Charges Bylaw No. 517, 2018 Amendment Bylaw No. 537, 2019 be read a first, second and third time.

- 5.5** Lorna Dysart, Chief Administrative Officer, report dated April 24, 2019 regarding Evangelical Laymen’s Church “Tea Room” Background Report (TUP Application #TUP-2019-01)

Recommendation:

That the report dated April 24, 2019 regarding the Temporary Use Permit (TUP) Application for Evangelical Laymen’s Church be received for information; and
That the Evangelical Laymen’s Church be permitted to host bread and tea gatherings in April, May, and June 2019, while a TUP application is reviewed, subject to safety considerations being met; and

That staff be directed to process an OCP amendment to enable Temporary Use Permits in the Village; and

That staff be directed to consider a rezoning application and OCP amendment for the Evangelical Laymen’s Church Lands should an application be received; and
That Metro Vancouver, the City of Port Moody, and the Village of Anmore be provided with copies of this report.

- 5.6 Lorna Dysart, Chief Administrative Officer, report dated April 24, 2019 regarding Belcarra Wildfire Protection Plan Information Report

Recommendation:

That the Belcarra Wildfire Protection Plan Information Report dated April 24, 2019 be received for information.

- 5.7 Lorna Dysart, Chief Administrative Officer, report regarding Village of Belcarra Fees & Charges Bylaw No. 517, 2018 Amendment Bylaw No. 538, 2019 – Film Permit Fees

Recommendation:

That the Village of Belcarra Fees & Charges Bylaw No. 517, 2018 Amendment Bylaw No. 538, 2019 be read a first, second and third time.

- 5.8 Bernie Serné, Superintendent of Public Works, verbal report dated April 24, 2019 regarding Village of Belcarra Wildlife Vector Control (Bear) Bylaw No. 535, 2019

Recommendation:

That the Village of Belcarra Wildlife Vector Control (Bear) Bylaw No. 535, 2019 be read a first, second and third time.

- 5.9 Bernie Serné, Superintendent of Public Works, report dated April 24, 2019 regarding Drainage Study Phase 2

Recommendation:

That Council endorse Phase 2 of the Drainage Study; and
That Council direct staff to apply for a Union of British Columbia Municipalities (UBCM) Asset Management Planning Program (AMPP) grant opportunity for up to \$15,000 for Phase 2 of the Drainage Study estimated at \$50,000; and
That Council direct staff to apply for an 80% grant (\$28,000) on the remainder, from the Federation of Canadian Municipalities (FCM) Asset Management Program when it becomes available for the Phase 2 of the Drainage Study; and
That the Village of Belcarra commit to conducting the following activities in its proposed project submitted to UBCM - AMPP:

- Data Collection
- Reporting
- Site Visits
- Inspection of culvert to complete drainage asset inventory and condition assessments.

- 5.10 Bernie Serné, Superintendent of Public Works, report dated April 24, 2019 regarding Public Access to the Village Hall

Recommendation:

That Council approve the purchase of new FOBs for the Village Hall for total cost of \$5,700; and
That staff put measures in place to provide security for the remainder of the building at a cost of \$1,650.

- 5.11 Bernie Serné, Superintendent of Public Works, report dated April 24, 2019 regarding Bus Route Relocation Off Midden Road

Recommendation:

That Council approve the cost of \$5,500 to relocate the shelter and construct 2 bus pads at the cost of \$34,500.

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

- 6.1 Mayor Belenkie, verbal report regarding an alternative Transit Service for the Village than TransLink.

- 6.2 Councillor Clark, follow up to Town Hall Meeting held March 21, 2019

Recommendation:

That Council approve the installation of approximately 15 signs at Midden Road, Bedwell Bay Road and Belcarra Bay Road; and

That staff contact Metro Vancouver Parks to request installation of a new, more detailed sign to replace the current signage at the Belcarra Park Thermal Plant that states “parking and access only” for Belcarra Park, Jug Island and all trails.

7. BYLAWS

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 to 8.7 be received.

ACTION ITEMS

- 8.1 Crystal Dunahee, President, Child Find BC, dated April 17, 2019 regarding Proclamation for National Missing Children’s Month and Missing Children’s Day

Recommendation:

That Council proclaim May as Missing “Children’s Month” and May 25, 2019 as “Missing Children’s Day” in the Village of Belcarra

INFORMATION ITEMS

- 8.2 Tri-Cities Pride Society, Board of Directors, dated April 2, 2019 regarding Support in Aiding Our Communities.
- 8.3 Michael Morden, Mayor, City of Maple Ridge, dated April 5, 2019 regarding support for a resolution regarding the Erosion of Democratic Elected Government
- 8.4 Neil Belenkie, Mayor, Village of Belcarra, dated April 9, 2019 regarding letter to the City of Port Moody Mayor & Council regarding the David Avenue Connector
- 8.5 John McEwen, Mayor, Village of Anmore, dated April 10, 2019 regarding letter to the City of Port Moody Council regarding the Future of the David Road Right of Way and the Possibility of Removing the Road Right of Way
- 8.6 Sav Dhaliwal, Chair, Metro Vancouver Board, dated April 15, 2019 regarding the 2018 Regional Parking Study – Key Findings (full report available in the Village Office)

8.7 Council Committee Meeting Minutes as follows:

- a) Farrer Cove Committee Meeting Minutes – March 13, 2019
- b) Water System Capacity for Fire Protection Committee Meeting Minutes – March 19, 2019
- c) Tree Committee Meeting Minutes – March 20, 2019

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the April 24, 2019 Regular meeting of Council be closed pursuant to the Community Charter Section 90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (g) litigation or potential litigation affecting the municipality."

12. ADJOURNMENT

Recommendation:

That the April 24, 2019 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
April 8, 2019**



Minutes of the Regular Council Meeting for the Village of Belcarra held April 8, 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

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, April 8, 2019

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting, April 8, 2019 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, March 11, 2019

Moved by: Councillor Wilder
Seconded by: Councillor Drake

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

CARRIED

3.2 Special Council Meeting, April 3, 2019

Moved by: Councillor Clark
Seconded by: Councillor Drake

That the minutes from the Special Council Meeting held April 3, 2019 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items presented.

5. REPORTS**5.1** Lorna Dysart, Chief Administrative Officer, Verbal Report regarding an amendment to the Council Meeting schedule to change the Council Meeting from Monday, April 29, 2019 to Wednesday, April 24, 2019

L. Dysart outlined the report. Discussion ensued with Council.

Moved by: Councillor Clark

Seconded by: Councillor Begg

That Council approve an amendment to the Council Meeting schedule to change the Council Meeting from Monday, April 29, 2019 to Wednesday, April 24, 2019.

CARRIED

5.2 Lorna Dysart, Chief Administrative Officer, report dated April 8, 2019 regarding Memo from the District of North Vancouver Chief Administrative Officer to the Belcarra Chief Administrative Officer regarding Belcarra Water Supply Scenarios

L. Dysart outlined the report.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council receive for information the memo dated March 1, 2019 from the District of North Vancouver Chief Administrative Officer to the Belcarra Chief Administrative Officer regarding Belcarra Water Supply Scenarios.

CARRIED

5.3 Bernie Serné, Superintendent of Public Works, report dated April 8, 2019 regarding West Road and Bedwell Bay Road – Guard Rails and Signage Request

B. Serné outlined the report. Discussion ensued with Council asking pertinent questions.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That staff install a hazard marker near the intersection of West Road and Bedwell Bay Road at a cost of approximately \$400.00.

DEFEATED

Mayor Belenkie, Councillors Begg, Clark, Drake and Wilder voted in opposition.

5.4 Bernie Serné, Superintendent of Public Works, report dated April 8, 2019 regarding Village of Belcarra Wildlife Vector Control (Bear) Bylaw No. 535, 2019

B. Serné outlined the report. Considerable discussion ensued. L. Dysart advised that the maximum fine under the Wildlife Act is \$500.00.

Moved by: Councillor Clark

Seconded by: Councillor Begg

That the report dated April 8, 2019 regarding Village of Belcarra Wildlife Vector Control (Bear) Bylaw No. 535, 2019 be referred to staff to bring back to Council with revisions as discussed.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

Mayor Belenkie answered questions from the gallery with regard to:

- The TransLink bus route change scheduled for May 1, 2019 with the new bus stop being located near the Jug Island Trail entrance.

Councillor Wilder provided a verbal report as follows:

- Farrer Cove Committee:
 - Is preparing a report for the April 24, 2019 Council meeting
 - Council will be invited on a walking tour of Farrer Cove
 - Would like to be kept up to date on the Evangelical Laymen's Church development
- Revenue Generation Committee:
 - Will revisit the Road Ends report with a view to revenue generation

6.1 Councillor Clark, Summary of Town Hall Meeting held March 21, 2019 regarding Resident Only Parking

Councillor Clark provided a verbal report as follows:

- Well attending considering it was Spring Break
- She toured Lions Bay & Anmore to view signage in both communities
- Consideration was given to seasonal parking enforcement
- There were 4 votes who wanted Resident Only Parking
- Suggested that the Bylaw Officer tour the Village more often especially as the weather gets better

Discussion ensued with regard to:

- The possibility of Coquitlam Towing removing vehicles illegally parked in the Village
- The effectiveness of a single sign at the entrance to the Village designating Resident Only Parking
- Whether one sign at the entrance to the Village would provide for legal ticketing for parking infractions
- The potential for a second Town Hall meeting to be more widely advertised

L. Dysart noted that new stickers have been ordered for resident vehicles with a numbered system.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That Resident Only Parking be referred back to staff to validate the number of signs required relating to safety, service and with the anticipated cost.

CARRIED

6.2 Councillor Drake, Belcarra Day Committee, Feather Flags & Belcarra's 40th Anniversary

Councillor Drake provided an update on the Belcarra Day Committee as follows:

- Thomas the Train has not yet been confirmed by Art Knapp
- The purchase of Feather Flags for both Belcarra Day and at the entrance to the Village Office to celebrate the 40th Anniversary of Belcarra

Barbara Shelley created four banners for the 25th Anniversary of the Village. The Village recently purchased a banner for the Coquitlam parade and a flag to hang under the Canadian flag at the Village office which may be used for the Belcarra Day display.

Moved by: Councillor Begg
Seconded by: Councillor Wilder

That the banner purchased for the Coquitlam parade be used for the Belcarra Day display.

CARRIED

7. BYLAWS

No items presented.

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Begg
Seconded by: Councillor Clark

That correspondence items 8.1 to 8.13 be received.

CARRIED

ACTION ITEMS

- 8.1** Janet Andrews, Secretary – Treasurer, New Westminster & District Labour Council, dated March 11, 2019 regarding the Declaration of April 28, 2019 as the official “Day of Mourning for Workers Killed and Injured on the Job”

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That Council declare April 28, 2019 as the official “Day of Mourning for Workers Killed and Injured on the Job”.

CARRIED

- 8.2** Suzana Cardoso, Development Assistant, Eagle Ridge Hospital Foundation, dated March 18, 2019 regarding Eagle Ridge Hospital Foundation (ERHF) Silent Auction Request

Moved by: Councillor Drake
Seconded by: Councillor Clark

That Council donate an auction prize valued at \$300 to the Evening of Caring Gala; and
That a ticket for one Council member and their guest be purchased if requested.

CARRIED

INFORMATION ITEMS

- 8.3** Lisa Helps, Mayor, City of Victoria, copies of letters dated March 6, 7 & 13, 2019 to Premier John Horgan requesting favourable consideration and resolutions of support which have been forwarded for Endorsement at the Union of BC Municipalities (UBCM) Convention as follows:
- a) The Extension of Vacancy Taxation Authority to Local Governments
 - b) Provincial Universal School Food Program
 - c) Permanent Residents to Vote in BC Municipal Elections
 - d) Safer Drug Supply to Save Lives in British Columbia
 - e) Observed Inhalation Sites for Overdose Prevention

- 8.4 Lisa Helps, Mayor, City of Victoria, a copy of a letter dated March 7, 2019 to BC Municipalities and Regional Districts Requesting favourable consideration and resolutions of support for Recovering Municipal Costs Arising from Climate Change which, has been forwarded for Endorsement at the Union of BC Municipalities (UBCM) Convention
- 8.5 Lisa Helps, Mayor, City of Victoria, a copy of a letter dated March 13, 2019 to Union of BC Municipalities (UBCM) Members Requesting favourable consideration and resolutions of support for Shifting Investment to Low-Emission Transportation which will be forwarded for Endorsement at the Union of BC Municipalities (UBCM) Convention
- 8.6 Charlotte Dawe, Conservation & Policy Campaigner, Wilderness Committee, dated March 14, 2019 regarding Support for the Creation of the South Okanagan – Similkameen National Park Reserve (Full report available at the Village Office)
- 8.7 Gene Sobolewski, Mayor, Bonnyville, Alberta, dated March 18, 2019 regarding an Invitation to Join the Coalition of Canadian Municipalities for Energy Action
- 8.8 Mike Hurley, Mayor, City of Burnaby, copy of a letter to Honourable Carole James dated March 19, 2019 regarding Property Assessment and Taxation Systems (Full report available at the Village Office)
- 8.9 Mayor Phillip Germuth, District of Kitimat, dated March 25, 2019 regarding a Request for Local Governments to Support C.O.R.E.Y Motorcycle Safety
- 8.10 Tracey Takahashi, Deputy Corporate Officer, City of Port Moody, dated March 27, 2019 regarding Support for a “Greenhouse Gas Limits for New Buildings” Resolution (Full report available at the Village Office)
- 8.11 Council Committee Meeting Minutes as follows:
- a) Water System Capacity for Fire Protection Committee Meeting Minutes – February 19, 2019
 - b) Farrer Cove Committee Meeting Minutes – February 20, 2019
 - c) Revenue Generation Committee Meeting Minutes – February 26, 2019
 - d) Tree Committee Meeting Minutes – February 27, 2019
- 8.12 Squamish Nation, Memorandum dated April 3, 2019 regarding Squamish Nation’s Governance Structure, Designated Council Representatives, and Communications Protocol
- 8.13 Brian and Carol Hirsch, Belcarra Residents, dated April 3, 2019 regarding Submission to Council regarding Short Term Rentals

9. NEW BUSINESS

No items presented.

10. PUBLIC QUESTION PERIOD

John Snell, 3535 Main Avenue, queried with regard to the 2016 Designated Sewage Area application to the Federal Government.

Discussion ensued with regard to:

- The change of the Department Manager contact at the Federal Department of Transportation and a request to re-submit the application
- The difficulty in ticketing boats who do not comply

Moved by: Councillor Drake

Seconded by: Councillor Begg

That Council direct staff to approach the Ministry of Transportation and include Fin Donnelly, Member of Parliament in the correspondence; and

That staff request that former Mayor Ralph Drew be requested to assist in the process.

Jim Chisholm, 4505 Belcarra Bay Road, queried with regard to residential sprinklers.

It was noted that a report on this item will appear on the April 24, 2019 Council Agenda.

11. ADJOURNMENT

Moved by: Councillor Clark

Seconded by: Councillor Begg

That the April 8, 2019 Regular Meeting be adjourned at 8:44 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



REVISED - COUNCIL REPORT

File: 0360-20-FCC

Date: April 24, 2019

From: Farrer Cove Committee – Brian Ashford-Chair, Larry Carlsen-Vice-Chair, Sy Rogers, Lynda Spence, Bob Wilson

Subject: Farrer Cove Committee Progress Report

Recommendation:

That Council direct staff to work with all appropriate parties with respect to exploring mechanisms to secure long-term legal access to Farrer Cove.

Background:

After three Committee Meetings and numerous committee discussions, the Farrer Cove Committee has identified the most important issue facing Farrer Cove – legal access to Farrer Cove connecting directly to Belcarra Village.

The Committee is submitting a progress report to advise Council that Committee members unanimously recommend that a legal access route to Farrer Cove be explored utilizing the Farrer Cove Hydro right of way linking into Belcarra (hereafter, known as the North-South Connector). This decision is based on the Committee's research and evaluation, as well as previous studies, and is the same route as stated in the 2011 OCP and the 1997 OCP:

"6.3 Belcarra North Road Access: Facilitate discussions with the appropriate parties with respect to exploring mechanisms to secure long-term legal road access to Farrer Cove (South)."

(As taken from Bylaw 435, 2011 OCP, and Bylaw 252, 1997 OCP)

Legal access would make a road to Farrer Cove possible. A road could then be explored if legal access was attained. A legal road would mean that safety and other concerns, some of which are listed below, would be addressed. Without a road the current status quo conditions will continue.

1. Direct access for fighting wildfires in Farrer Cove and the surrounding forest which have become regular occurrences.
2. Second emergency access and exit route for Belcarra residents and other visitors in the event of emergencies such as medical trauma, fire, and earthquake, as well as access for water rescue in Farrer Cove.
3. Allow for a timely and safe access to the Farrer Cove Community, including north shore water access properties, for fire, ambulance, and police services, public/school buses, and power/communication lines.

4. Shortest route is the existing Hydro right of way, which has no other use, and is already maintained for Hydro and Telus servicing. A road would allow for better access to, and management of, the power/communication lines.
5. Possible future upgrades for Farrer Cove in terms of fire hydrants, a more secure source of potable and fire-fighting water, natural gas, and communication upgrades such as fibre optics – all safety issues which would improve livability for Farrer Cove residents. The Community currently relies on surface water supply.
6. A physical connection to the main Village area of Belcarra allowing for a more united and stronger community - “Community Building”.
7. Take Farrer Cove resident and visitor traffic away from White Pine Beach Park.

The proposed North-South Connector route involves crossing approximately 565 metres of Belcarra Regional Park land within Port Moody.

The Committee is asking Council to work with all appropriate parties with respect to exploring mechanisms to secure long-term legal access to Farrer Cove.

Respectfully submitted, Brian Ashford, Larry Carlsen, Sy Rodgers, Lynda Spence, Robert Wilson

Attachments (7):

1. 1997 OCP, sections 2.2, 3.2, 4.2, pages 5,7,10
2. Potential Route Plan
3. 2011 OCP, Transportation Policies, 3.3.1(e), page 8, and OCP map Schedule B.
4. 2011 OCP, Implementation, 6.3, Belcarra Road North Access, page 17.

2.0 BELCARRA NORTH'S VISION FOR THE FUTURE


2.1 GENERAL

As an Official Community Plan is intended to provide a generalized "course of action" regarding future land use and development, a key element of the Plan is a broad vision of the future. The function of this Plan is not to *predict* the future, but rather to establish the "kind of future" that the community wants for itself, and then use this vision to *influence* future actions and development. Again, it is important to distinguish between a zoning bylaw which *regulates* development and an Official Community Plan which *guides* future development.

2.2 ELEMENTS OF THE VISION

The fundamental aim of the community's vision is to retain the semi rural character of the area. The major reason people choose to live and enjoy the recreational opportunities in the area is because of its natural setting.

(As amended by Bylaw 383, 2006)

 Farrer Cove (South) will be provided with public road access and therefore will experience an increase in development activity; particularly the Camp Howdy lands. Other properties may be subdivided depending upon the availability of approved water supply and sewage disposal. Farrer Cove (North) and the Twin Islands area will rely on water access only and therefore new development will be minimal. Although these areas are physically isolated from the rest of the Village, maintaining a link with the community is important.

(As amended by Bylaw 383, 2006)

Another important theme is the promotion of environmentally sensitive growth and development. People who live in Belcarra North do so because of the natural environment and the opportunities it offers for the enjoyment of the outdoors. Protection of the area's natural amenities, including the watershed, is essential to maintaining the quality of life for its residents. **(As amended by Bylaw 383, 2006)**

The two (2) goals - retention of the semi-rural character and protection of the natural environment – form the basis for Belcarra North's vision of the future. All proposals, be they large or small, will be measured against this vision to ensure that future changes work towards achieving this vision and not against it.

(As amended by Bylaw 383, 2006)

3.1.3 Civic Institutional


- a) Due to its isolated location, public facilities such as schools, fire halls, works yard, etc. shall not be developed in the area during the time frame of this Plan.
- b) No major upgrading of B.C. Hydro's transmission line is anticipated during the time frame of this Plan. **(As amended by Bylaw 383, 2006)**

3.1.4 Regional Park

- a) Pursuant to Section 992 of the *Municipal Act*, the Village will require money to be deposited with the Village for future park land acquisition in lieu of the 5% land requirement, as a condition of subdivision approval.
- b) Within the time frame of the Plan, no local park development will be undertaken by the Village.
- c) The portion of Belcarra Regional Park within Belcarra North shall be designated Regional Park on the Land Use Plan. Use of the land within this portion of Belcarra Regional Park shall be restricted to passive recreational pursuits such as hiking trails. As part of the Camp Howdy development proposal, approximately 16 ha (40 acres) will be transferred to the GVRD to be included within Belcarra Regional Park. Notwithstanding that Belcarra Regional Park caters to passive recreational pursuits in Belcarra North, a portion of the park land will be reserved to enable the YMCA to continue to operate a day camp facility. The dedication of this land as park will satisfy the 5% park land dedication requirement specified in Section 3.1.4(a).
(As amended by Bylaw 383, 2006)
- d) The block of Crown land immediately north of Belcarra Regional Park shall be considered for future park use and therefore has been designated Future Park. This land may eventually be included within Indian Arm Provincial Park.

3.2 ACCESS AND SERVICING POLICIES

3.2.1 Road Access

- 
- (a) The primary vehicular access to Farrer Cove (South) will no longer be provided through White Pine Beach. A new public road will be provided to access the area, including the Camp Howdy lands and the other properties in Farrer Cove (South), the general alignment of which is conceptually identified on Schedule B. Notwithstanding that a portion of this road passes through Belcarra Regional Park that is within the City of Port Moody, the Village expects that it would be responsible for the ongoing maintenance of the new road. Accordingly, agreements will be entered into between the three parties.
(As amended by Bylaw 383, 2006)
 - (b) The design of the new Farrer Cove Road and its connection with Senkler Road will be undertaken so as to minimize impact on the existing residents along Senkler Road. **(As amended by Bylaw 383, 2006)**

3.3.6 Wildland Interface Protection (As amended by Bylaw 383, 2006)

- a) The preparation of a Wildland Interface Protection Plan will be required for major developments such as the one proposed for the Camp Howdy lands. The Plan shall address forest fire protection measures such as: non-combustible roofing and siding material, green spaces and landscape vegetation, perimeter protection buffers, evacuation routes and water supplies. **(As amended by Bylaw 383, 2006)**
- b) Zoning Bylaws and / or restrictive covenants will establish specific requirements for building within Wildland Interface areas and will be implemented during the subdivision and/or building permit approval process. **(As amended by Bylaw 383, 2006)**

4.0 IMPLEMENTATION

4.1 ZONING BYLAW

The G.V.R.D. Zoning Bylaw that was in effect when Belcarra Village North became part of the Village will need to be replaced. An amendment to the Village of Belcarra Zoning Bylaw No. 85 will be enacted so that the area can be governed with the same bylaw as the rest of the Village. Some new zoning provisions to implement the policies of this Plan will be required, particularly related to permitting more than 1 single family dwelling on a property.

4.2 ROAD ACCESS

* The Village will facilitate discussions with the appropriate parties with respect to exploring mechanisms to secure long term legal road access to Farrer Cove (South).

4.3 GREEN ZONE LANDS

In the G.V.R.D. Livable Region Strategic Plan, Belcarra Regional Park and the Crown land to the north has been included with the Green Zone. All the other land in Belcarra North has been designated "Area Under Municipal Consideration" on the basis that G.V.R.D. was informed that an OCP was being prepared for the area.

Consistent with Schedule A – Land Use Plan, the G.V.R.D. will be requested to designate the non-Green Zone lands as Urban, the classification that G.V.R.D. utilizes for non-Green Zone land in the Strategic Plan.

4.4 WATERSHED MAPPING

Mapping will be undertaken of the watersheds for creeks that are used as a source of domestic water supply. Such mapping will be undertaken in consultation with appropriate government agencies, particularly GVRD Parks and the Ministry of Environment, Lands and Parks. The waterfront policies of the Plan may be updated after the mapping exercise has been conducted.

3.0 Policies and Actions

3.2.6 Port Metro Vancouver

Recognizing that all physical works in the foreshore require the approval of Port Metro Vancouver, the Village shall request the Port Metro Vancouver to respect the policies and regulations of the Village when granting licenses, and to refer all applications to the Village in situations where the Village is the upland owner.

3.3 TRANSPORTATION POLICIES

3.3.1 Road Network

- a) The roads system as shown on Schedule B - Circulation System Map, will function as the road network that is required to handle vehicular traffic over the next 5 to 10 year period.
- b) Bedwell Bay Road will continue to function as the major collector route for Village residents.
- c) Tum-tumay-whueton Drive will continue as the major access road for Belcarra Regional Park picnic and staging area.
- d) Other than minor upgrading and improvements of the existing road system, no new roads will be developed by the Village within the time frame of this Plan.
- e) The Village supports new public road access to the southern portion of Farrer Cove within Belcarra North, recognizing that the existing road through Belcarra Regional Park will continue as the access for this area until a new road is constructed. The general alignment of a new road is conceptually identified on Schedule B.

Since a portion of this road passes through Belcarra Regional Park and the City of Port Moody, the Village acknowledges that the road will not be constructed until agreements are entered into amongst the Village, Metro Vancouver, Port Moody and the Crown that address such issues as: road alignment, road design, ownership, and operation and maintenance.

The capital costs to develop a new road to municipal standards, including the potential upgrading of the bridge across Windermere Creek and the potential upgrading of the Senkler Road / Bedwell Bay Road intersection, will not be borne by the Village but by other third parties such as the owners and developers of Belcarra North properties.

The design of the new Farrer Cove Road and its connection with Senkler Road will be undertaken so as to minimize impact on the existing residents along Senkler Road.

- f) The existing access road from White Pine Beach to Camp Howdy will be retained in its existing gravel surface condition, its primary use for access by emergency and service vehicles.
- g) Use of municipal road allowances by private individuals shall be subject to Council Policy.

3.3.2 Path Network

- a) Pedestrian and bike paths may be constructed on undeveloped rights-of-way or on new roads to provide for safe and alternative pedestrian and bike movements throughout the Village and to help reduce greenhouse gas emissions subject to their need for other municipal purposes.
- b) Rights-of-way within or adjacent to Belcarra Regional Park will only be developed for trails with the mutual agreement of the Village and Metro Vancouver.
- c) The two parts of Marine Avenue will continue to be joined by footpath at Young Road.
- d) Council will aim to see the path system through the headlands of Bedwell Bay integrated into the general path system.

6.0 Implementation

6.1 Bylaws

Review Zoning and Subdivision Bylaws to ensure consistency with the Official Community Plan.

6.2 Agency Liaison

- a) Liaise with all government agencies with regards to implementing regulatory bylaws and procedures.
- b) Continue to maintain liaison with the Vancouver Port Corporation regarding all matters related to the sustainability of the Bedwell Bay.
- c) Continue to maintain an ongoing liaison with Metro Vancouver regarding the development of Belcarra Regional Park.



6.3 Belcarra North Road Access

Facilitate discussions with the appropriate parties with respect to exploring mechanisms to secure long term legal road access to Farrer Cove (South).

6.4 Trail Committee

Form a committee of residents to assist the Village in enhancing the trail network within the community.

6.5 Municipal Lands Tree Policy

Review the *Tree Management Policy – Public Lands* with the intent of striking a balance between tree retention and view retention.

6.6 Alternative Housing Design Guidelines

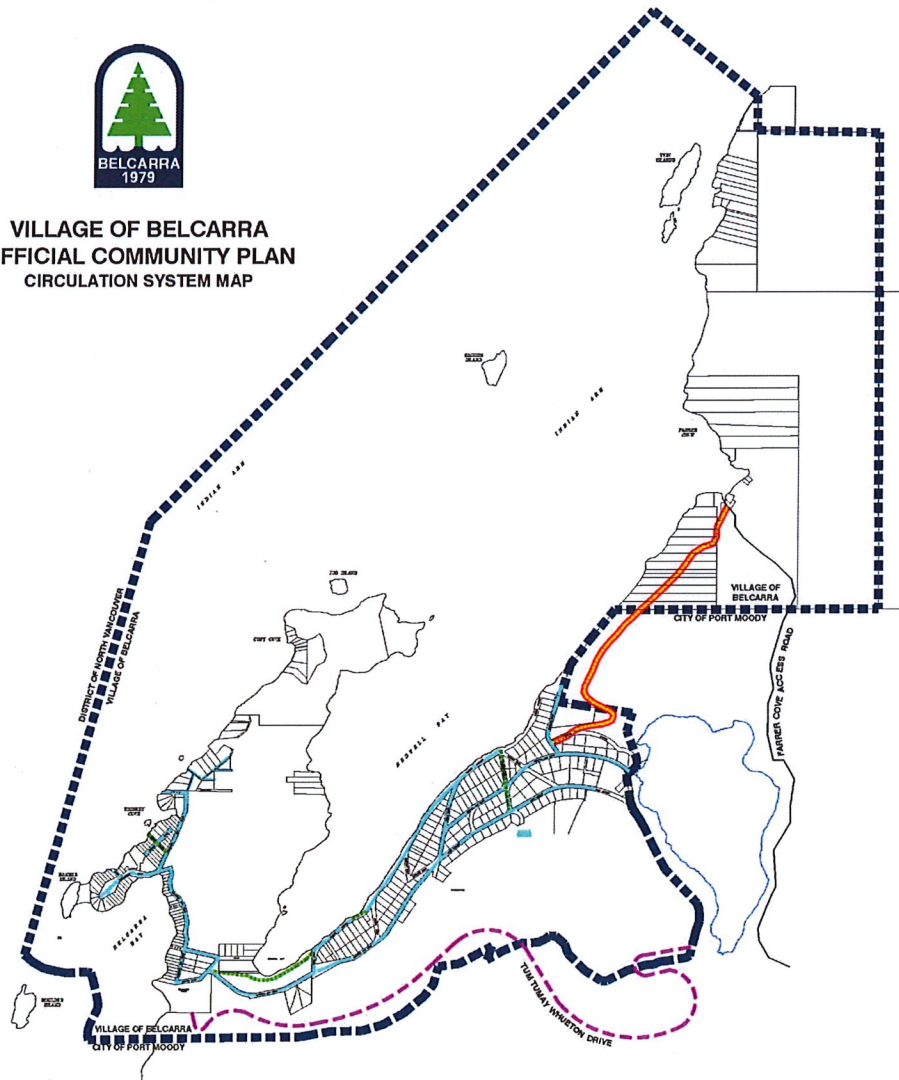
Prepare a series of guidelines that demonstrate Council's intentions regarding the alternative housing proposals referenced in Policy 3.1.1(c).

6.7 Monitoring

Monitor development activity and community changes within the Village to determine whether the OCP policies and designations are still relevant or require change. The plan should be subject to a major review every 5 - 10 years.



**VILLAGE OF BELCARRA
OFFICIAL COMMUNITY PLAN
CIRCULATION SYSTEM MAP**



**SCHEDULE B
OF VILLAGE OF BELCARRA
OFFICIAL COMMUNITY PLAN DESIGNATION**

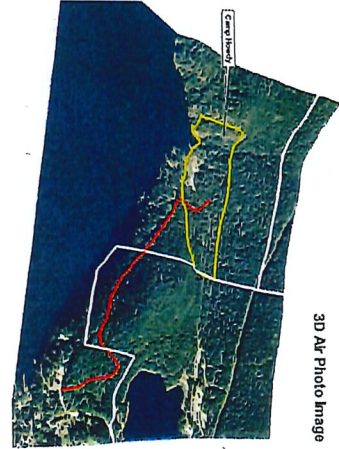
LEGEND

-  EXISTING DEVELOPED ROADS
-  EXISTING PATHS
-  PROPOSED FARRER COVE ACCESS ROAD



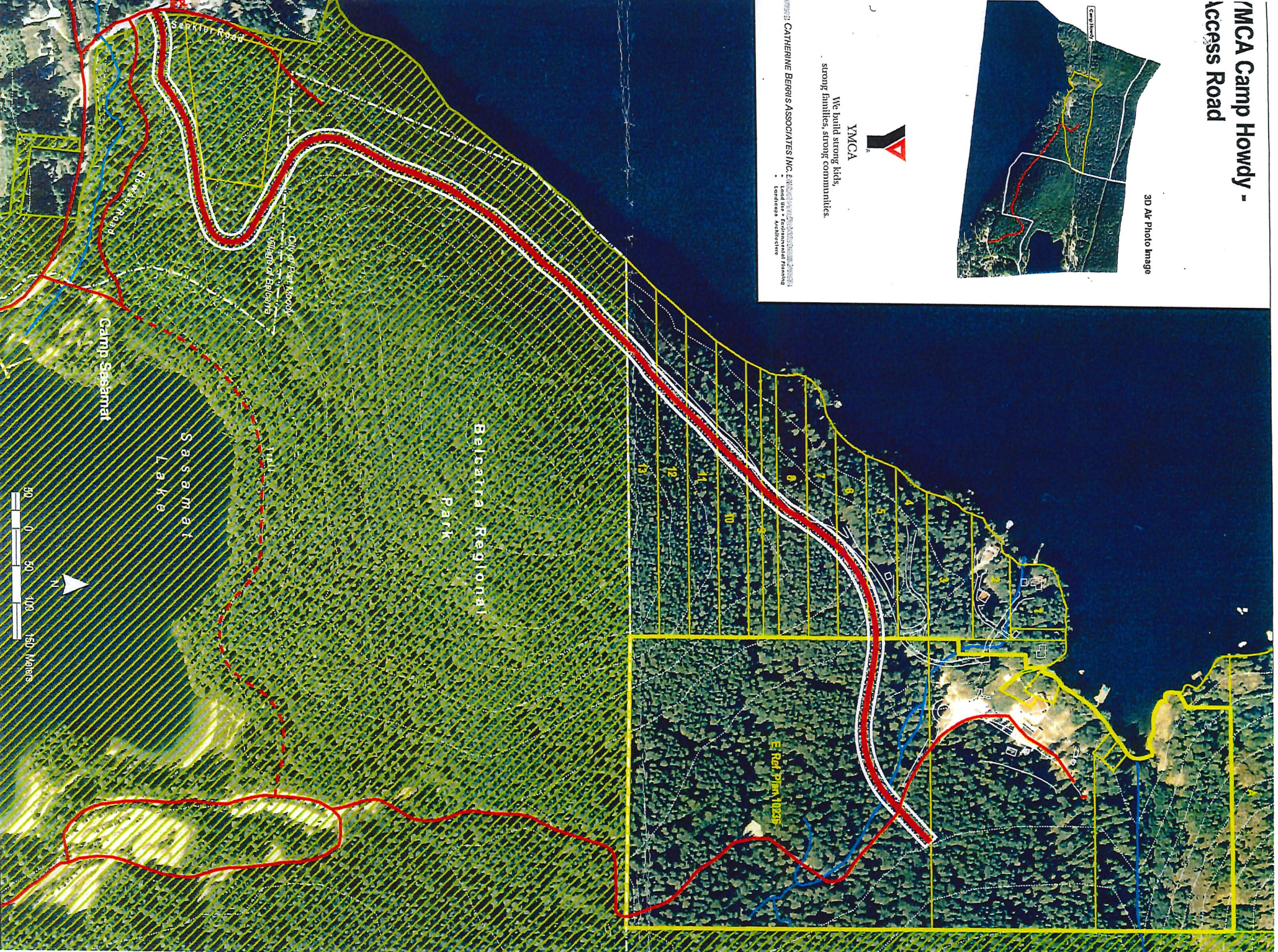
YMCA Camp Howdy - Access Road

3D Aerial Photo Image



We build strong kids,
strong families, strong communities.

BY: CATHERINE BERRIS ASSOCIATES INC. LANDSCAPE ARCHITECTS
11111 111th Avenue, Suite 11111, Richmond, BC V6V 1K1
Tel: 604.273.1111 Fax: 604.273.1112
catherine@berris.ca www.berris.ca





Village of Belcarra

**Audit Findings Report for the year
ended December 31, 2018**

KPMG LLP

April 17, 2019 for presentation on April 24, 2019

kpmg.ca/audit

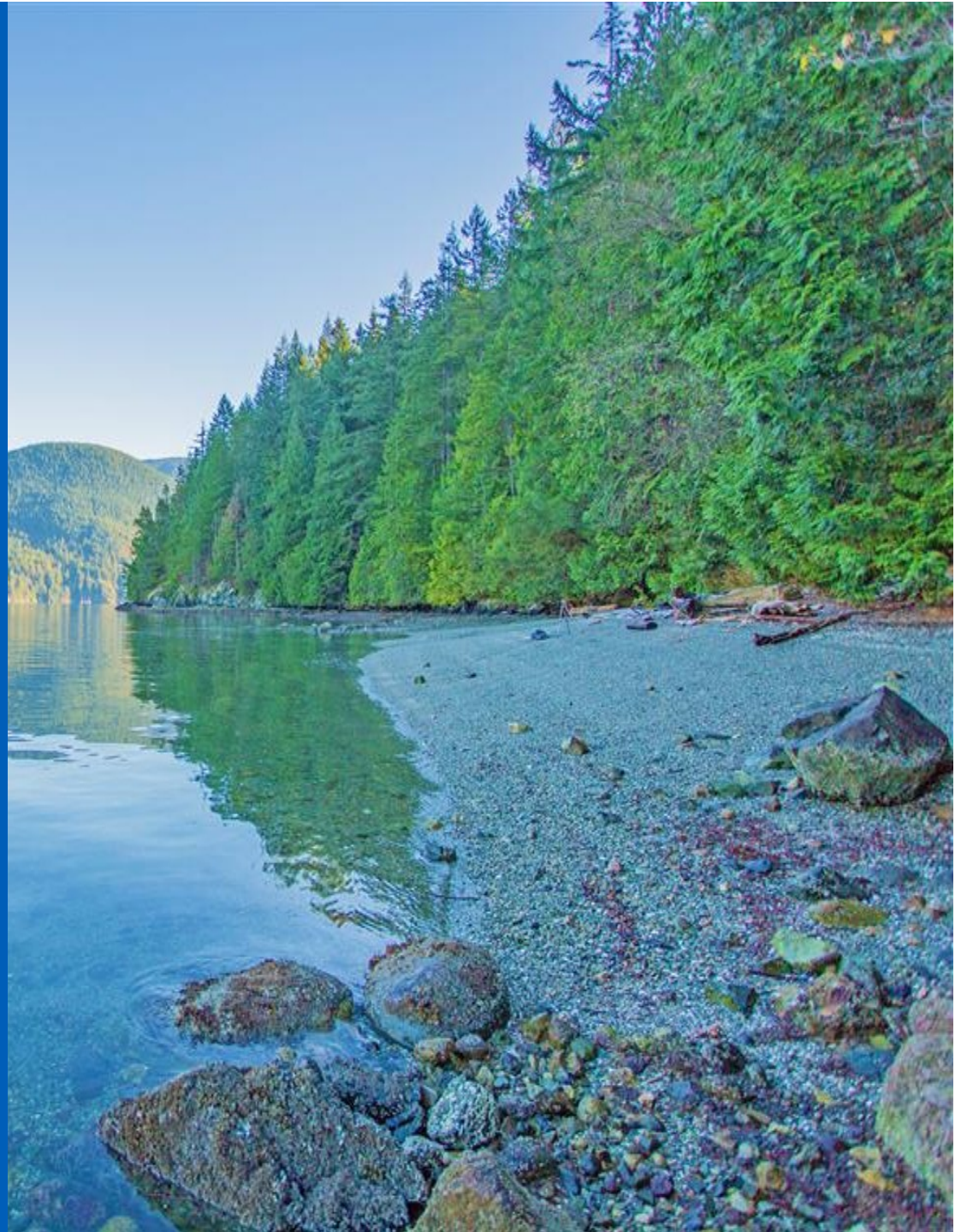


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The contacts at KPMG in connection with this report are:

Brandon Ma, CPA, CA

Engagement Partner

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bjma@kpmg.ca

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Senior Manager

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andrewbordignon@kpmg.ca

This Audit Findings Report should not be used for any other purpose or by anyone other than those charged with governance. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Summary of audit findings



Purpose of this report

The purpose of this Audit Findings Report is to assist you, as a member of Council, in your review of the results of our audit of the financial statements of the Village of Belcarra (the “Village”) as at and for the year ended December 31, 2018.

This Audit Findings Report builds on the Audit Plan previously communicated to you dated January 14, 2019.



Changes from the Audit Plan

There have been no significant changes regarding our audit plan from the Audit Planning Report previously presented to you.



Finalizing the audit

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- Completing our discussions with Council;
- Obtaining the signed management representation letter;
- Obtaining evidence of Council’s acceptance of the financial statements; and,
- Completing subsequent event review procedures up to the date of Council’s acceptance of the financial statements.

We will update Council on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures. Our auditors’ report will be dated upon the completion of any remaining procedures.



Summary of audit findings (continued)



Areas of audit focus

Our audit is risk-focused. We have not identified any significant risks. However, as part of our audit, we identified areas of audit focus which include:

- Tangible capital assets
- Legal claim

We are satisfied that our audit work has appropriately dealt with these areas of focus.

See page 4 for more details.



Adjustments and differences

Adjustments and differences identified during the audit have been categorized as “Corrected adjustments” or “Uncorrected differences”. These include disclosure adjustments and differences.

We identified one difference that remain uncorrected. Professional standards require that we request of management and Council that all identified adjustments or differences be corrected. We have already made this request of management. Based on both qualitative and quantitative considerations, management have decided not to correct the differences, and represented to us that the uncorrected differences – individually and in the aggregate – are, in their judgment, not material to the financial statements. We concur with management’s representation and accordingly, the differences have no effect on our auditors’ report.

We identified one adjustment that was communicated to management and subsequently corrected in the financial statements.

See Appendix 2.

Summary of audit findings (continued)



Significant accounting policies and practices

We have reviewed the financial reporting impact of the new accounting standards effective for the Village's 2018 fiscal year end with no issues noted. There have been no other initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

The presentation and disclosure of the financial statements are, in all material respects, in accordance with Canadian public sector accounting standards. Misstatements, including omissions, if any, related to disclosure or presentation items are in the management representation letter.



Control and other observations

In accordance with professional standards, we are required to communicate to Council any control deficiencies that we determined, individually or in the aggregate, to be significant.

We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.

See page 7 for more details.



Independence

We confirm that we are independent with respect to the Village within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation from January 1, 2018 up to the date of this report.



Current developments

There have been no significant updates to the current developments included in our Audit Plan previously provided to Council, but we have included in our Appendices information relating to TCA benchmarking, and Federal and BC Budget updates that may be relevant for the Village.



Areas of audit focus and results

We highlight our significant findings in respect of areas of audit focus as identified in our Audit Plan, as well as any additional areas of audit focus identified.

Area of audit focus	Why is it significant?	Our response and significant findings
Tangible capital assets	Tangible capital assets acquired or constructed are recorded at cost and are amortized over their estimated useful life.	<ul style="list-style-type: none">- We performed substantive testing over significant additions and disposals during the year.- We performed analytical procedures to understand the change in tangible capital assets relative to the prior year. We corroborated all significant variances noted by reviewing supporting documentation. <p>No issues were noted in our audit testing.</p>
Legal claim	The Village was named as a defendant in a claim in December 2017.	<ul style="list-style-type: none">- We discussed legal claims with management as well as reviewed legal invoices and Council meeting minutes.- We obtain written confirmation from the Village's external legal counsel and noted that the claim is insured with the Municipal Insurance Association of British Columbia ("MIA") and the Village's exposure is limited to the deductible amount of \$2,500.- Management and the Village's external legal counsel have determined that the outcome of this claim cannot be reasonably determined. However, as the Village's exposure is limited to the deductible amount with the MIA, no further provision has been recorded. <p>No issues were noted in our audit testing.</p>





Audit risks

Professional requirements

Fraud risk from management override of controls.

Why is it significant?

This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.

Our audit approach

Our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- Testing of journal entries and other adjustments;
- Performing a retrospective review of significant estimates; and
- Evaluating the business rationale of significant unusual transactions.

There were no significant issues noted in our testing.

Significant accounting policies and practices

The following items relate to the qualitative aspects of accounting practices of the Village:



Significant accounting policies

- There were no changes to the critical accounting policies and practices.
- There were no changes in significant accounting policies.
- The Village has appropriately implemented the new accounting standards for Related Party Disclosures, Inter-Entity Transactions, Assets, Contingent Assets and Contractual Rights.
- There were no significant accounting policies in controversial or emerging areas.
- There were no issues noted with the timing of the Village's transactions in relation to the period in which they are recorded.
- There were no issues noted with the extent to which the financial statements are affected by a significant unusual transaction and extent of disclosure of such transactions.
- There were no issues noted with the extent to which the financial statements are affected by non-recurring amounts recognized during the period and extent of disclosure of such transitions.



Significant accounting estimates

- There were no issues noted with management's identification of accounting estimates.
- There were no issues noted with management's process for making accounting estimates.
- There were no indicators of possible management bias.
- There were no significant factors affecting the Village's asset and liability carrying values.



Significant disclosures

- There were no issues noted with the judgments made, in formulating particularly sensitive financial statement disclosures.
- There were no issues noted with the overall neutrality, consistency, and clarity of the disclosures in the financial statements.
- There were no significant potential effects on the financial statements of significant risks, exposures and uncertainties.



Control and other observations



As your auditors, we are required to obtain an understanding of internal control over financial reporting (“ICFR”) relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

Our understanding of ICFR was for the limited purpose described in the preceding paragraph and was not designed to identify all control deficiencies that might be significant deficiencies and other control deficiencies have been identified. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing and extent of audit procedures performed, as well as other factors.

In accordance with professional standards, we are required to communicate to Council any control deficiencies that we identified during the audit and have determined to be material weaknesses or significant deficiencies in internal control over financial reporting. **No significant deficiencies in ICFR have been identified.**

However, we have identified areas where opportunities exist for improvements to processes and provided recommendations in our Management Letter attached as Appendix 3.

Additionally, typical of organizations your size, we draw to the Council’s attention the fact that, due to the limited number of employees at the organization, the weaknesses arising from a lack of segregation of duties is difficult to avoid. As a result, constant diligence and review of financial information by the Council is necessary.

Appendices



Appendix 1: Required communications



Appendix 2: Management representation letter



Appendix 3: Management letter



Appendix 4: Other information



Appendix 5: Audit quality and risk management



Appendix 6: British Columbia Municipality TCA Data Visualizations



Appendix 7: 2019 BC Budget Summary



Appendix 8: 2019 Federal Budget Summary



Appendix 1: Required communications



In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit.

These include:



Auditors' Report

The conclusion of our audit is set out in our draft auditors' report attached to the financial statements.



Management representation letter

In accordance with professional standards, a copy of the management representation letter is provided to Council in Appendix 2.



Independence

In accordance with professional standards, we have confirmed our independence.

Appendix 2: Management representation letter



MANAGEMENT REPRESENTATION LETTER

KPMG LLP
PO Box 10426
777 Dunsmuir Street
Vancouver, BC V7Y 1K3

April 24, 2019

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the Village of Belcarra's ("the Entity"):

- financial statements as at and for the period ended December 31, 2018, and
- Home Owner Grant Treasurer/Auditor Certificate (hereinafter referred to as "financial information") for the period ended December 31, 2018.

We also confirm our understanding that your engagement was for the purpose of forming an independent reasonable assurance conclusion on management's statement of compliance with subsection 2 and 3 of section 124 of Part 8 of the School Act (hereinafter referred to as "subject matter information") of the Entity for the period ended December 31, 2018.

Audit of the financial statements

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated October 18, 2017 including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements, such as all financial records and documentation and other matters, including:
 - (i) the names of all related parties and information regarding all relationships and transactions with related parties; and
 - (ii) the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Mayor and Council and committees of the Mayor and Council that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.

- e) providing you with additional information that you may request from us for the purpose of the engagement.
- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that management, and others within the entity, did not intervene in the work the internal auditors performed for you.

Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
all information in relation to fraud or suspected fraud that we are aware of that involves management, employees who have significant roles in internal control over financial reporting or other where such fraud or suspected fraud could have a material effect on the financial statements.
 - b) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - c) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - d) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Subsequent events:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

- 8) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

Misstatements:

- 11) The effects of the uncorrected misstatements described in [Attachment II](#) are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- 12) We approve the corrected misstatements identified by you during the audit described in [Attachment II](#).

Other information:

- 13) We confirm that the final version of the 2018 Annual Report will be provided to you when available, and prior to issuance by the Entity, to enable you to complete your audit procedures in accordance with professional standards.

Non-SEC registrants or non-reporting issuers:

- 14) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002). We also confirm that the financial statements of the Entity will not be included in the consolidated financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Audit of the financial information

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated October 18, 2017, including for:
 - a) the preparation of the financial information and believe that the financial information has been prepared in accordance with the relevant financial reporting framework.
Significant interpretations, if any, related to the financial provisions of the relevant financial reporting framework are appropriately disclosed in the financial information.
 - b) determining that the basis of accounting is an acceptable basis for the preparation of the financial information in the circumstances.
 - c) providing you with all information of which we are aware that is relevant to the preparation of the financial information, such as all financial records and documentation and other matters, including:
 - (i) the names of all related parties and information regarding all relationships and transactions with related parties; and
 - (ii) the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Council and committees of Council that may affect the financial information. All significant actions are included in such summaries.
 - d) providing you with unrestricted access to such relevant information.
 - e) providing you with complete responses to all enquiries made by you during the engagement
 - f) providing you with additional information that you may request from us for the purpose of the engagement.
 - g) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.

- h) such internal control as we determined is necessary to enable the preparation of financial information that is free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
 - i) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial information.
- 2) We acknowledge that this financial information:
- i) is not general-purpose financial information.
 - ii) may not comply with, or may not satisfy, the Entity's incorporating or other governing legislation.
 - iii) is solely for the information and use of the addressee and is not intended to be, and should not be, used by anyone other than the specified users or for any other purpose.
 - iv) is not intended for distribution to anyone other than the specified users.
- 3) We acknowledge that should we extend the distribution beyond the specified users, you accept no responsibility for the distribution or use of the financial information and the report thereon.

Internal control over financial reporting:

- 4) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting relevant to the preparation of the financial information of which we are aware.

Fraud & non-compliance with laws and regulations:

- 5) We have disclosed to you:
- a) the results of our assessment of the risk that the financial information may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves management, employees who have significant roles in internal control over financial reporting or others where such fraud or suspected fraud could have a material effect on the financial information.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial information, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial information.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial information.

Subsequent events:

- 6) All events subsequent to the date of the financial information and for which the relevant financial reporting framework requires adjustment or disclosure in the financial information have been adjusted or disclosed in the financial information.

Related parties:

- 7) We have disclosed to you the identity of the Entity's related parties.
- 8) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 9) All related party relationships and transactions/balances have been appropriately accounted for in the financial information and disclosed to you and disclosed in the financial information.

Estimates:

- 10) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Reasonable assurance over compliance with School Act

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 11) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated October 18, 2017, for:
 - a) the preparation of the subject matter information. We believe that the subject matter information is appropriate.
 - b) evaluating or measuring the subject matter information against the applicable criteria, including that all relevant matters are reflected in the subject matter information. We believe the applicable criteria is suitable.
 - c) providing you with all relevant information of which we are aware that is relevant to the preparation of the subject matter information such as all records, and documentation and other matters, including the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Council and committees of Council that may affect the subject matter information, and access to such relevant information
 - d) providing you with additional information that you may request from us for the purpose of the engagement including, when applicable, any changes in the Entity's operations since the date of our last assurance report on the subject matter information
 - e) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain evidence
 - f) such internal control as we determined is necessary to enable the preparation of the subject matter information that is free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud
 - g) ensuring that all transactions have been recorded and are reflected in the subject matter information
 - h) providing you with written representations that you are required to obtain under your professional standards and written representations that you determined are necessary
 - i) informing you of any documents, prior to their release, that contained the subject matter information and your assurance report thereon as of the date of this letter.

Internal control over subject matter information

- 12) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over the subject matter information of which management is aware.

Fraud & non-compliance with laws and regulations:

- 13) We have disclosed to you:
 - a) all information in relation to fraud or suspected fraud that we are aware of and that affects the subject matter information and involves; management, employees who have significant roles

- in internal control related to the preparation and presentation of the subject matter information, or others, where the fraud could have a material effect on the subject matter information
- b) all information in relation to allegations of fraud, or suspected fraud, affecting the subject matter information communicated by employees, former employees, analysts, regulators, or others.
 - c) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing the underlying subject matter information.
 - d) all known actual or possible litigation and claims whose effects should be considered when preparing the underlying subject matter information

Subsequent events:

- 4) All events subsequent to the date of the subject matter information and for which the applicable criteria requires adjustment or disclosure to the subject matter information have been adjusted or disclosed.

Estimates:

- 5) Measurement methods and significant assumptions used by us in making estimates included in the subject matter information are reasonable.

Yours very truly,

VILLAGE OF BELCARRA

By: Lorna Dysart, Chief Administrative Officer

Cc: Mayor and Council

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Related parties

In accordance with Canadian public sector accounting standards a *related party* is defined as:

- Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management and immediate family members.

In accordance with Canadian public sector accounting standards a *related party transaction* is defined as:

- A related party transaction is a transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party, regardless of whether any consideration is exchanged. The parties to the transaction are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.

Attachment II – Summary of Audit Misstatements Schedules

Summary of Uncorrected Audit Misstatements

	Annual Surplus effect	Financial position		
		Assets	Liabilities	Opening Accumulated Surplus
Description	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)
To record the prior period impact of salaries expense that was paid in the current year when it was earned in the prior year.	\$10,946	-	-	(\$10,946)

Summary of Corrected Audit Misstatements

	Annual Surplus effect	Financial position		
		Assets	Liabilities	Opening Accumulated Surplus
Description	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)
To record an accrual for salaries payable as at year end.	(\$10,164)	-	\$10,164	-

Appendix 3: Management letter





KPMG LLP
PO Box 10426 777 Dunsmuir Street
Vancouver, BC V7Y 1K3
Canada
Tel (604) 691-3000
Fax (604) 691-3031

MANAGEMENT LETTER

Ms. Lorna Dysart
Chief Administrative Officer
Village of Belcarra
4084 Bedwell Bay Rd
Belcarra, BC V3H 4P8

April 17, 2019

Dear Ms. Dysart:

In planning and performing our audit of the financial statements of the Village of Belcarra ("the Village") for the year ended December 31, 2018, we obtained an understanding of internal control over financial reporting (ICFR) relevant to the Entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR. Accordingly, we do not express an opinion on the effectiveness of the Entity's ICFR.

Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies or other control deficiencies have been identified. As a result, any matters reported below are limited to those deficiencies in ICFR that we identified during the audit. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

Refer to the Appendices for the definitions of various control deficiencies.

Significant Deficiencies

We did not identify any control deficiencies that we determined to be significant deficiencies in ICFR.

Other control deficiencies

Refer to Appendix B for identified control deficiencies that we determined to be other control deficiencies in ICFR that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention.



Village of Belcarra
April 17, 2019

Management's responses

Management's responses have not been subjected to the audit procedures applied in the audit, and accordingly, we express no opinion on them.

Use of letter

This letter is for the use of management and those charged with governance in carrying out and discharging their responsibilities and should not be used for any other purpose or by anyone other than management and those charged with governance.

KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this letter has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Yours very truly,

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

Appendix A

Terminology	Definition
Deficiency in Internal Control ("control deficiency")	<p>A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.</p> <p>A deficiency in design exists when (a) a control necessary to prevent, or detect and correct, misstatements in the financial statements is missing; or (b) an existing control is not properly designed so that, even if the control operates as designed, the control is unable to prevent, or detect and correct, misstatements in the financial statements.</p> <p>A deficiency in operation exists when a properly designed control does not operate as designed or the person performing the control does not possess the necessary authority or competence to perform the control effectively.</p>
Significant Deficiency in Internal Control ("significant deficiency")	<p>A significant deficiency in internal control is a deficiency, or combination of deficiencies, in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.</p>

Appendix B

OTHER CONTROL DEFICIENCIES IDENTIFIED IN THE CURRENT YEAR

1. Allocation of public work costs for the Major Road Network (“MRN”) grant

We noted that management’s allocation of public work costs, such as salaries & benefits, related to the MRN grant lacks proper documentation. There is no support readily available for the determination of the allocation, and the allocation has not been recently reviewed to ensure any changes that may have occurred since the original allocation was determined are reflected. As a result, allocated costs towards the MRN grant may not be reflective of actual costs.

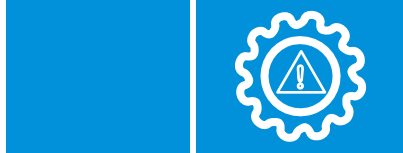
Recommendation:

We recommend that management develop a formal policy to allocate costs and to determine a process to validate that the allocation is reasonable on an annual basis.

Management response:

Management agrees with the recommendation to develop a formal policy to support the allocation.

Appendix 4: Other information



Documents containing or referring to the audited financial statements

We are required by our professional standards to read only documents containing or referring to audited financial statements and our related auditors' report that are available through to the date of our auditors' report. The objective of reading these documents through to the date of our auditors' report is to identify material inconsistencies, if any, between the audited financial statements and the other information. We also have certain responsibilities, if on reading the other information for the purpose of identifying material inconsistencies, we become aware of an apparent material misstatement of fact.

We are also required by our professional standards when the financial statements are translated into another language to consider whether each version, available through to the date of our auditors' report, contains the same information and carries the same meaning.

Appendix 5: Audit quality and risk management



KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarizes the six key elements of our quality control system.

Visit our [Audit Quality Resources page](#) for more information including access to our most recent [Audit Quality Report](#).

Other controls include:

- Before the firm issues its audit report, the Engagement Quality Reviewer reviews the appropriateness of key elements.
- Technical department and specialist resources provide real-time support to audit teams in the field.

We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.

We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.

We do not offer services that would impair our independence.



All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.

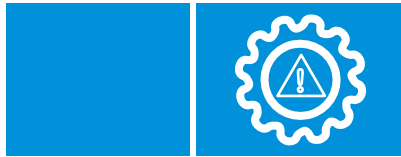
The processes we employ to help retain and develop people include:

- Assignment based on skills and experience;
- Performance evaluation;
- Development and training; and
- Appropriate supervision and coaching

We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.

Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

Appendix 6: British Columbia Municipality TCA Data Visualizations



Attached are data visualizations relating to TCA benchmarking with other local governments in Metro Vancouver and other local governments in a similar population range in BC. These data visualizations are based on publicly available data sets and reflect the historical financial information in the financial statements.

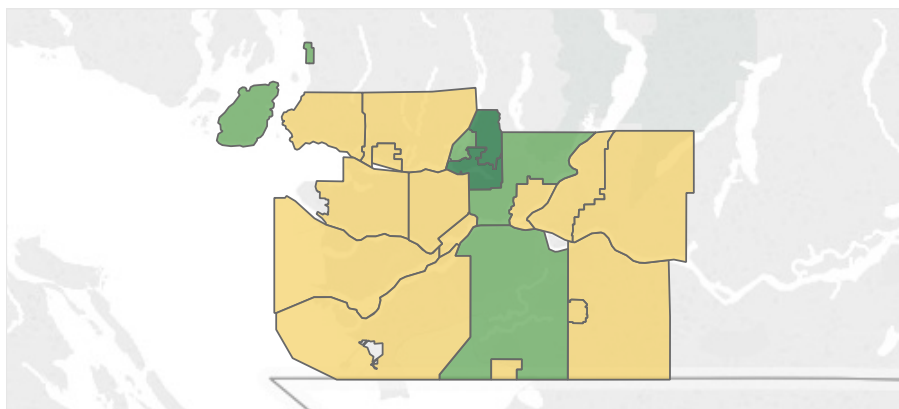
British Columbia Municipality TCA Benchmarking



Regional District
Metro Vancouver

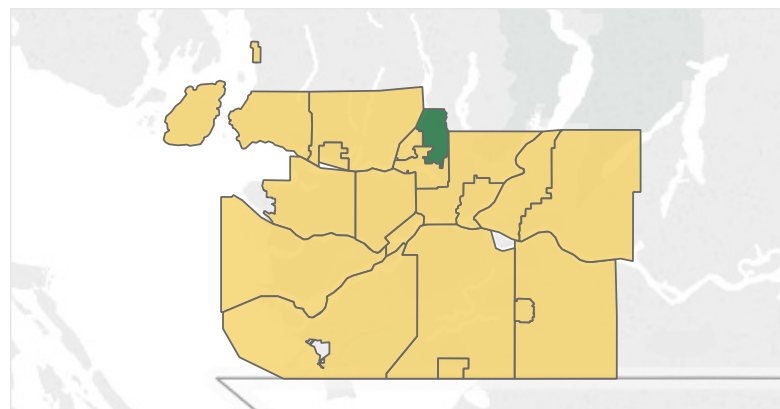
Population Range
All

Tangible Capital Assets per Capita



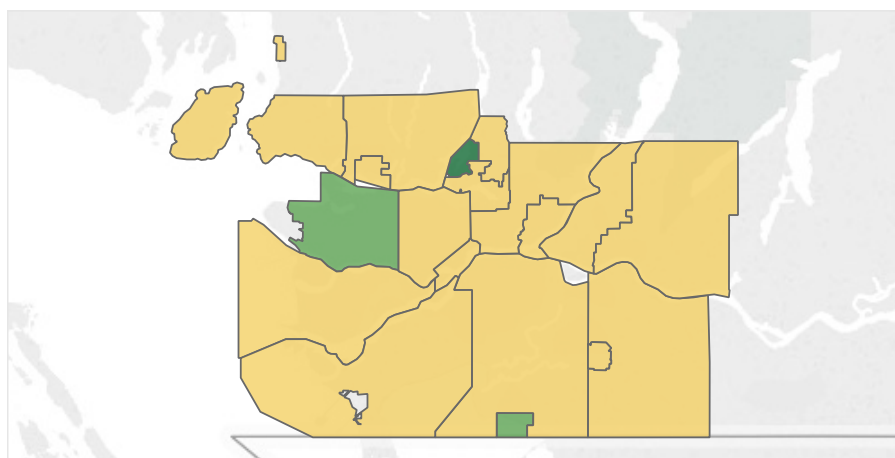
5,397 26,722

Additions per Capita



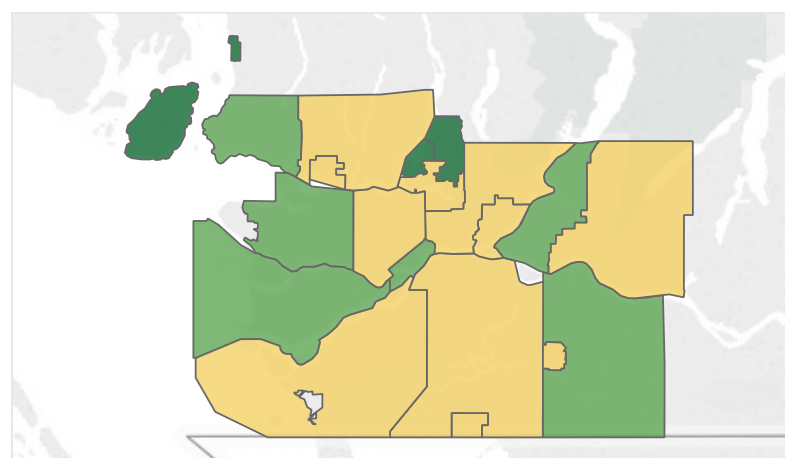
267 4,942

Debt to Tangible Capital Assets



0.0000 0.3408

Amortization per Capita



195.3 445.1

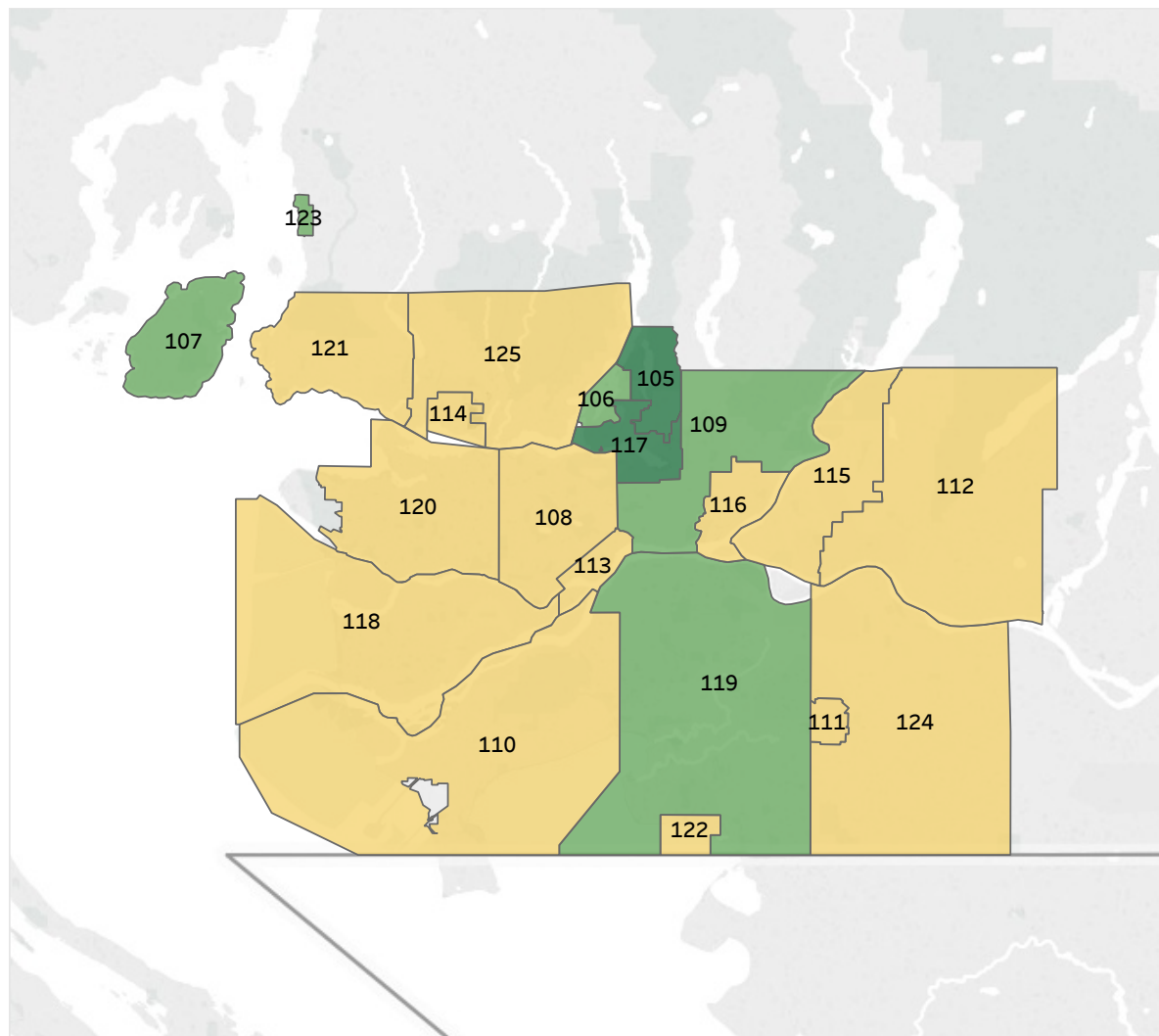
British Columbia Municipality TCA Benchmarking



Tangible Capital Assets per Capita

Regional District
Metro Vancouver

Population Range
All



Municipality

105	Village of Anmore
106	Village of Belcarra
107	Bowen Island Municipality
108	City of Burnaby
109	City of Coquitlam
110	City of Delta
111	City of Langley
112	City of Maple Ridge
113	City of New Westminster
114	City of North Vancouver
115	City of Pitt Meadows
116	City of Port Coquitlam
117	City of Port Moody
118	City of Richmond
119	City of Surrey
120	City of Vancouver
121	District Municipality of West Vancouver
122	City of White Rock
123	Village of Lions Bay
124	Township of Langley
125	The Corporation of the District of North Vancouver

5,397  26,722

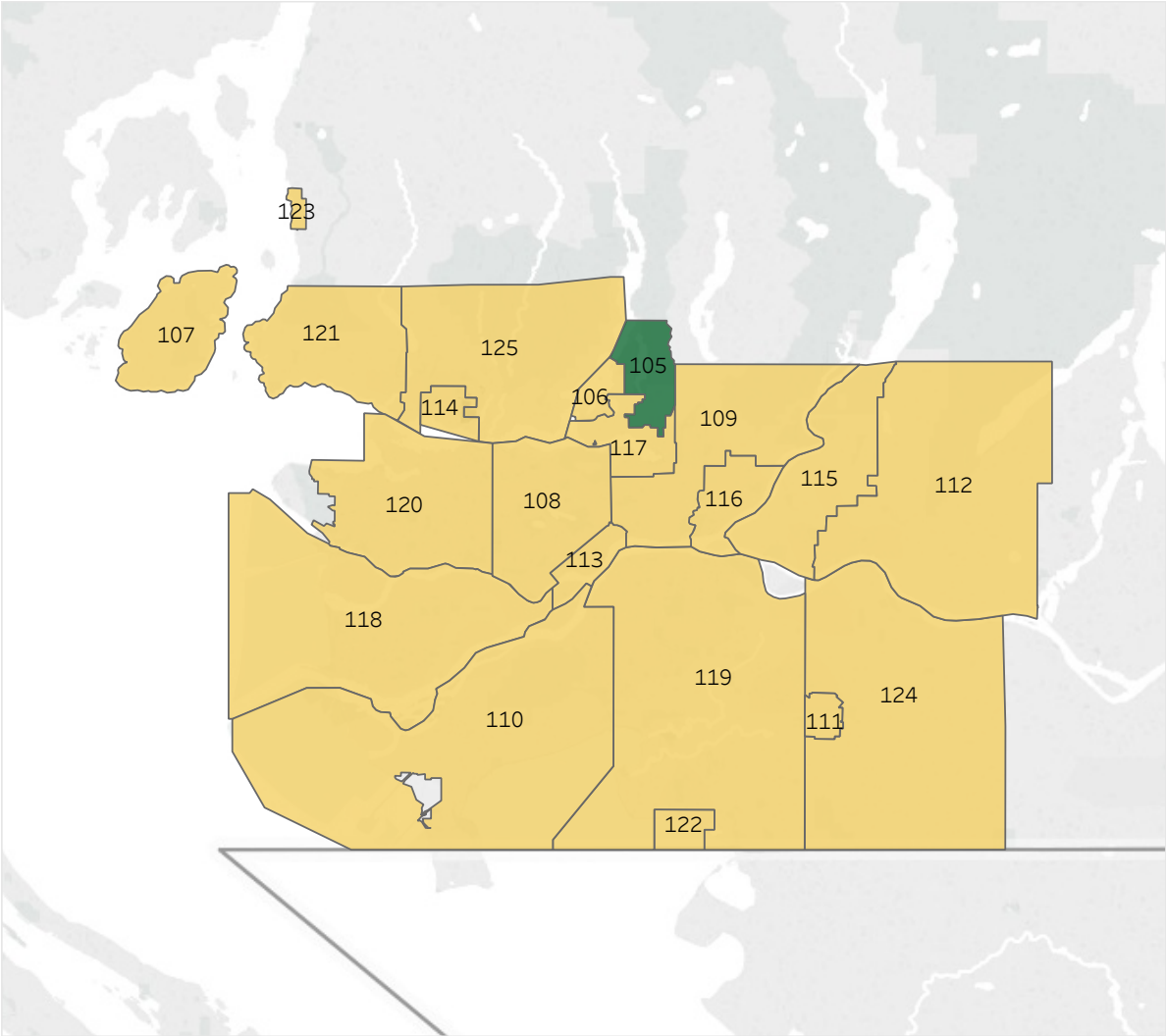
British Columbia Municipality TCA Benchmarking



Additions per Capita

Regional District
Metro Vancouver

Population Range
All



Municipality	
105	Village of Anmore
106	Village of Belcarra
107	Bowen Island Municipality
108	City of Burnaby
109	City of Coquitlam
110	City of Delta
111	City of Langley
112	City of Maple Ridge
113	City of New Westminister
114	City of North Vancouver
115	City of Pitt Meadows
116	City of Port Coquitlam
117	City of Port Moody
118	City of Richmond
119	City of Surrey
120	City of Vancouver
121	District Municipality of West Vancouver
122	City of White Rock
123	Village of Lions Bay
124	Township of Langley
125	The Corporation of the District of North Vancouver



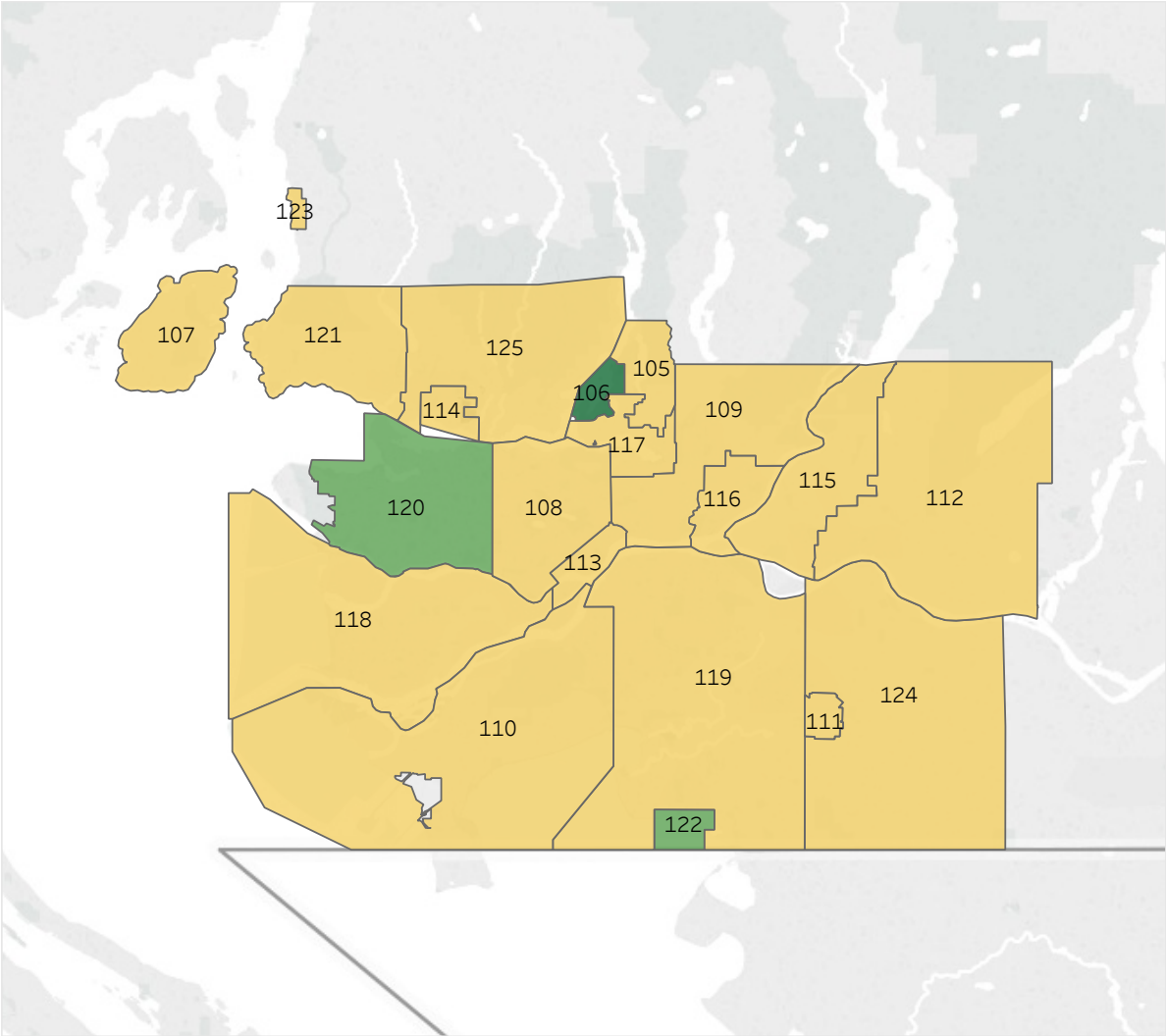
British Columbia Municipality TCA Benchmarking



Debt to Tangible Capital Assets

Regional District
Metro Vancouver

Population Range
All



Municipality

105	Village of Anmore
106	Village of Belcarra
107	Bowen Island Municipality
108	City of Burnaby
109	City of Coquitlam
110	City of Delta
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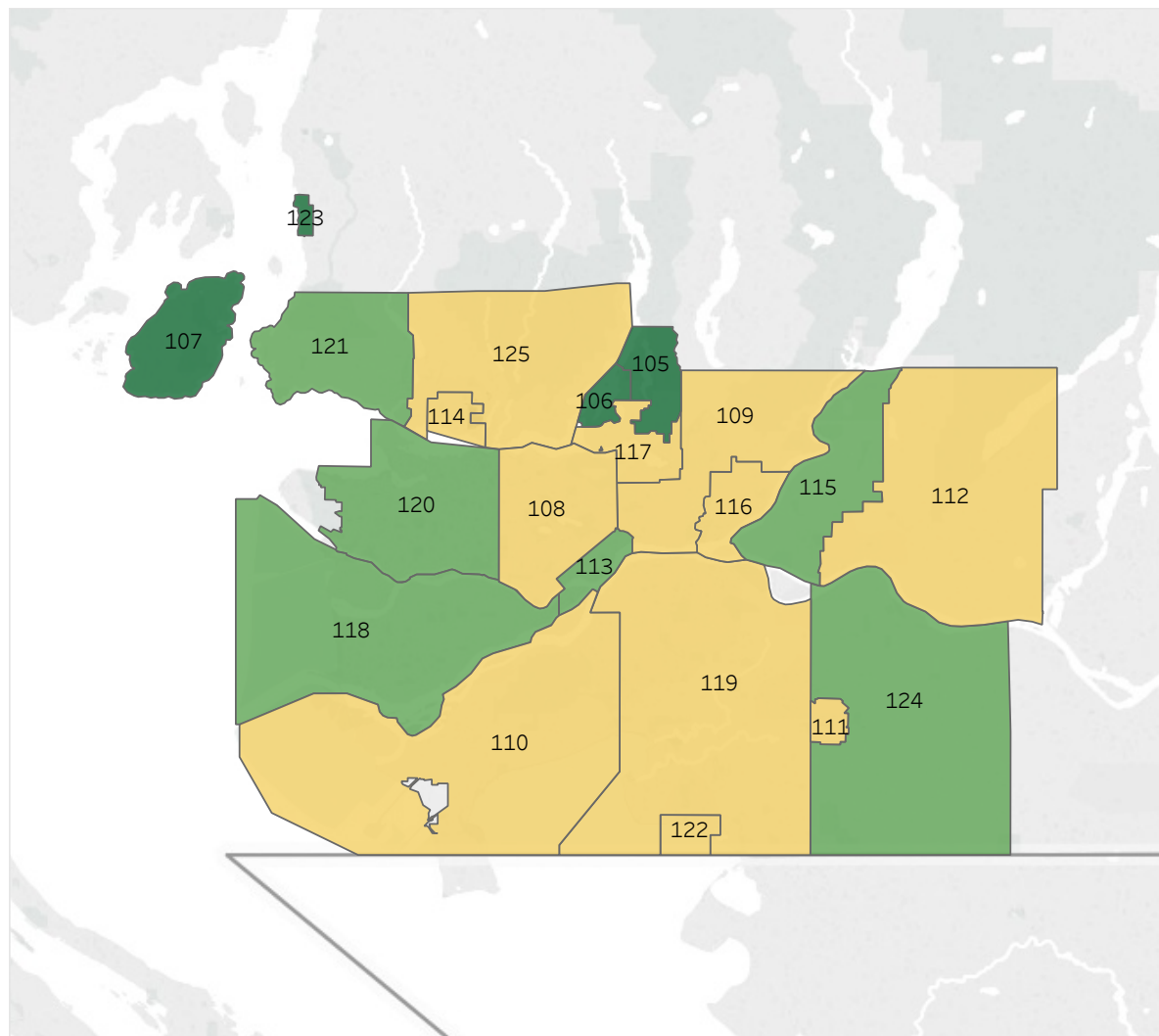
British Columbia Municipality TCA Benchmarking



Amortization per Capita

Regional District
Metro Vancouver

Population Range
All



Municipality

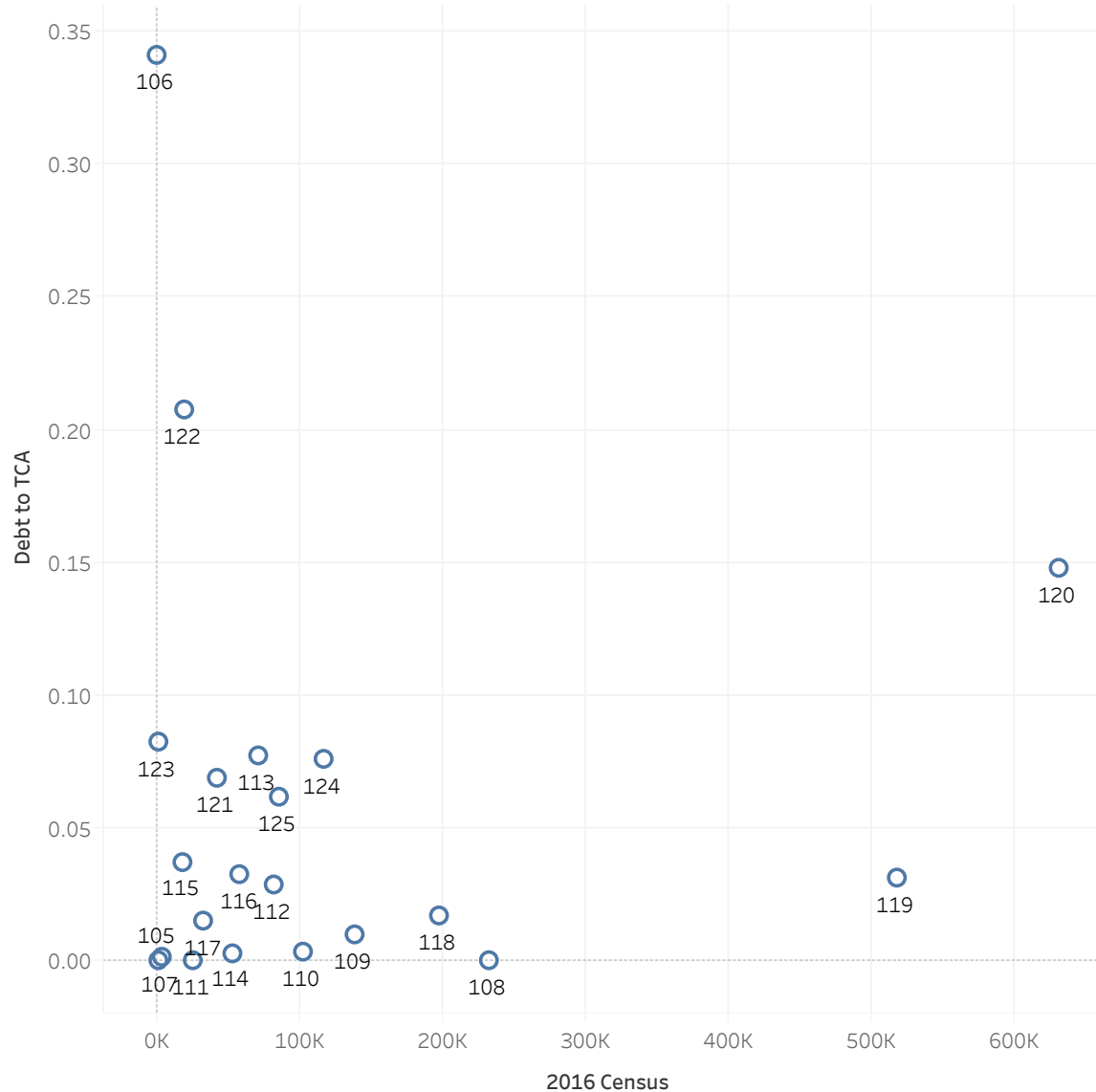
105	Village of Anmore
106	Village of Belcarra
107	Bowen Island Municipality
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124	Township of Langley
125	The Corporation of the District of North Vancouver



British Columbia Municipality TCA Benchmarking



Debt to Tangible Capital Assets per Capita



Regional District

Metro Vancouver

Population Range

All

105	Village of Anmore
106	Village of Belcarra
107	Bowen Island Municipality
108	City of Burnaby
109	City of Coquitlam
110	City of Delta
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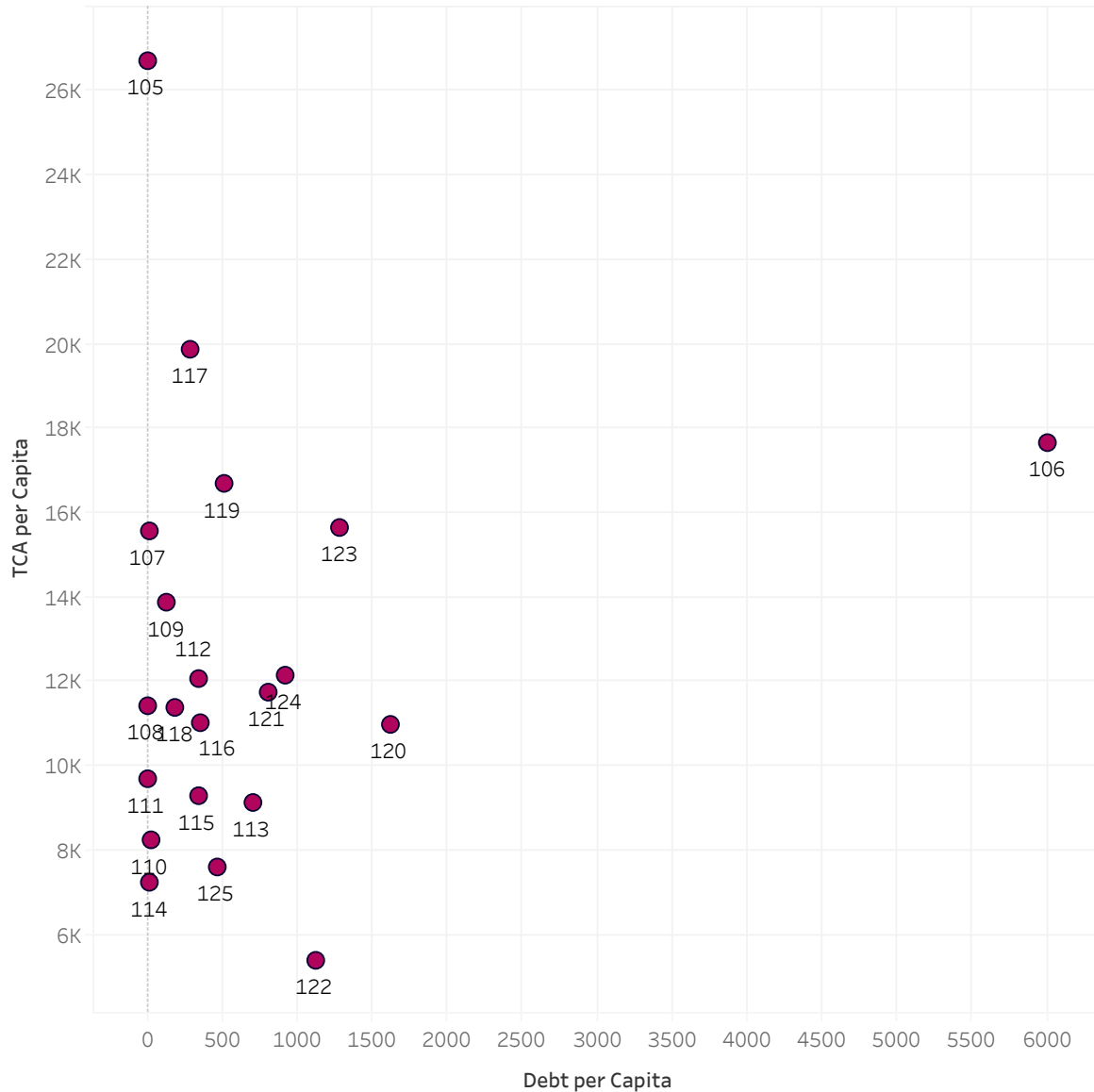
British Columbia Municipality TCA Benchmarking



Tangible Capital Assets per Capita to Debt per Capita

Regional District
Metro Vancouver

Population Range
All



105	Village of Anmore
106	Village of Belcarra
107	Bowen Island Municipality
108	City of Burnaby
109	City of Coquitlam
110	City of Delta
111	City of Langley
112	City of Maple Ridge
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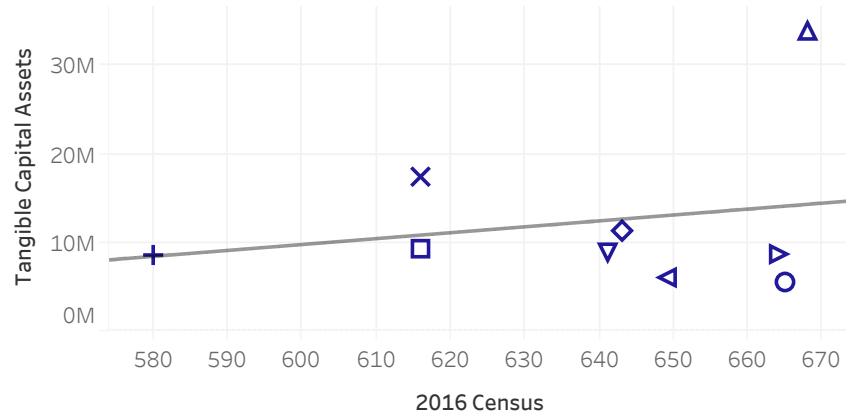
British Columbia Municipality TCA Benchmarking



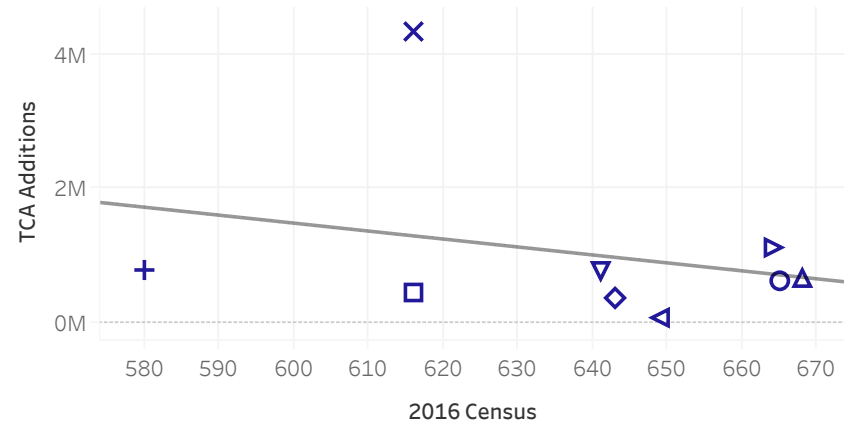
Regional District
All

Population Range
500-750

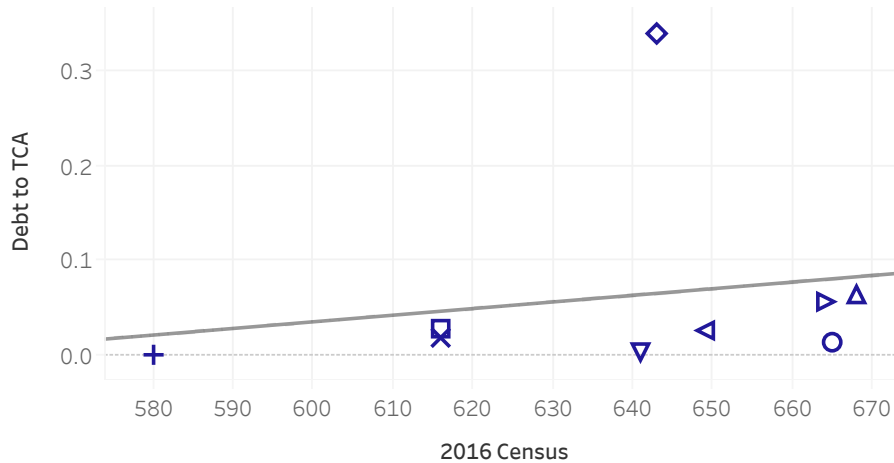
Tangible Capital Assets per Capita



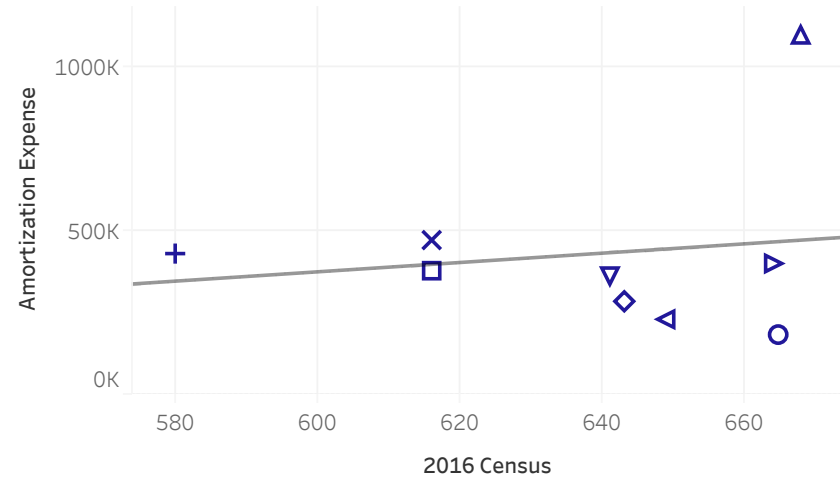
Additions per Capita



Debt to Tangible Capital Assets per Capita



Amortization per Capita



Municipality

○ City of Greenwood

□ Corporation of the Village of McBride

+ District of New Hazelton

× Sun Peaks Mountain Resort Municipality

◇ Village of Belcarra

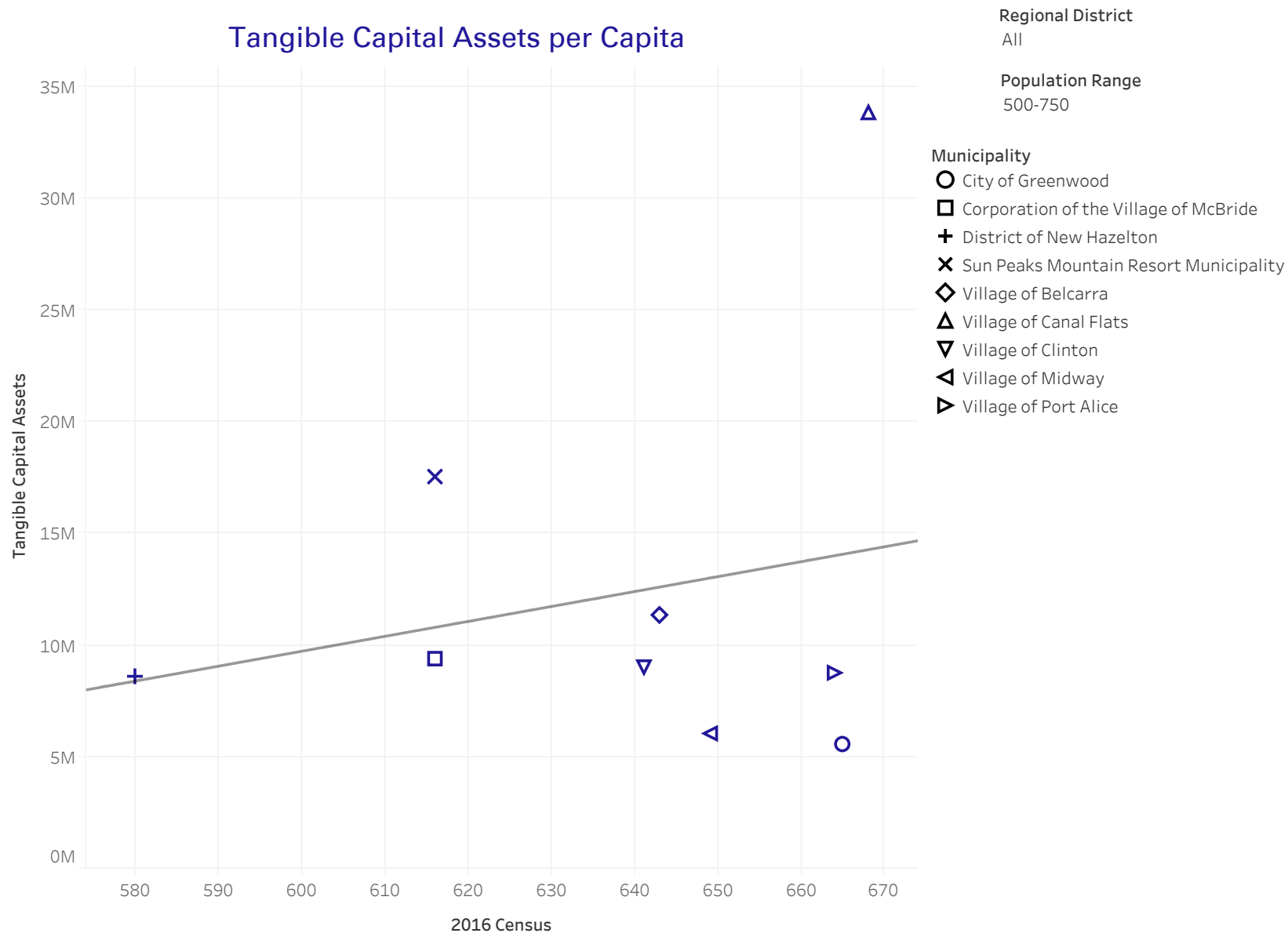
△ Village of Canal Flats

▽ Village of Clinton

◁ Village of Midway

▷ Village of Port Alice

British Columbia Municipality TCA Benchmarking



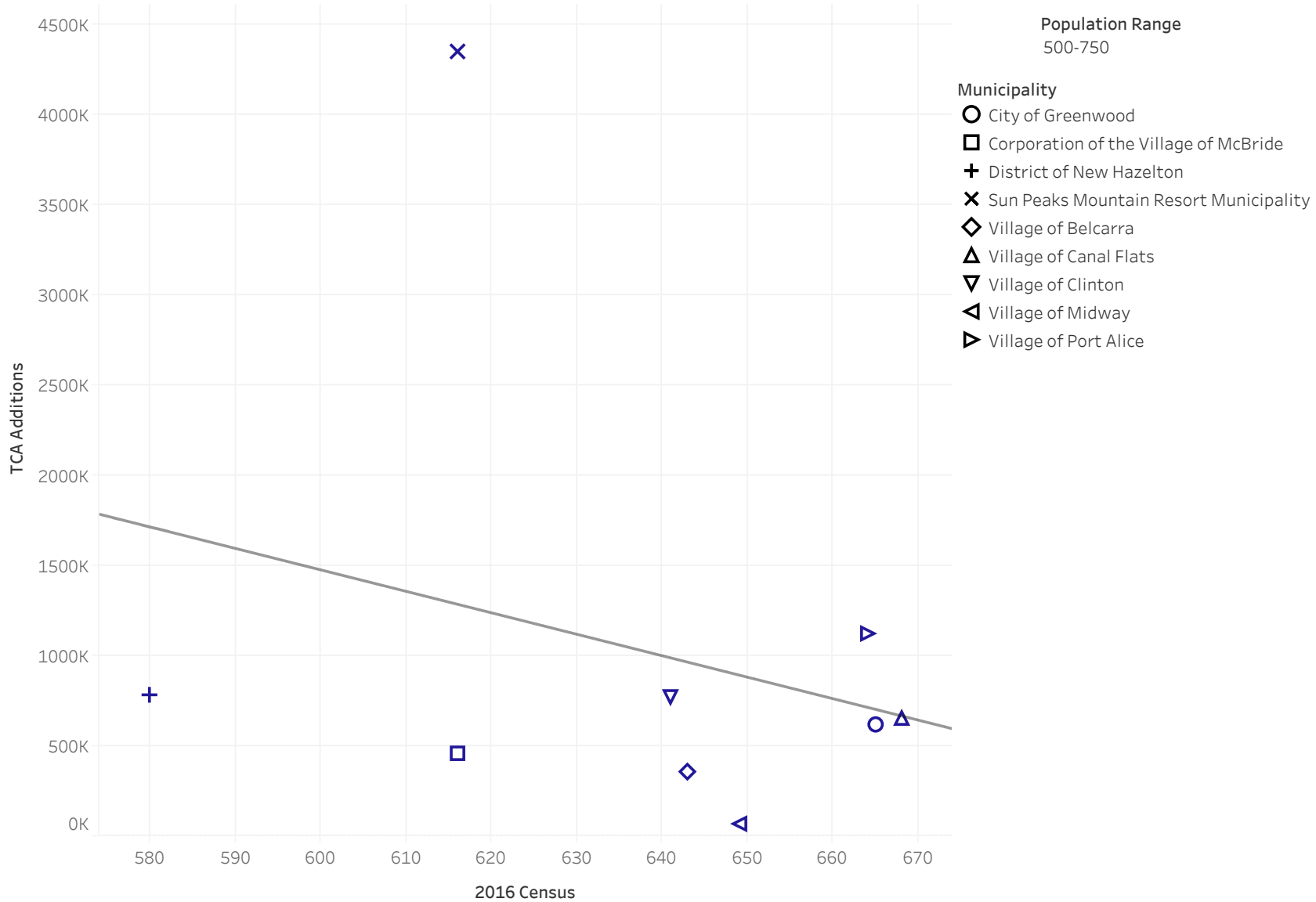
British Columbia Municipality TCA Benchmarking



Additions per Capita

Regional District
All

Population Range
500-750



British Columbia Municipality TCA Benchmarking



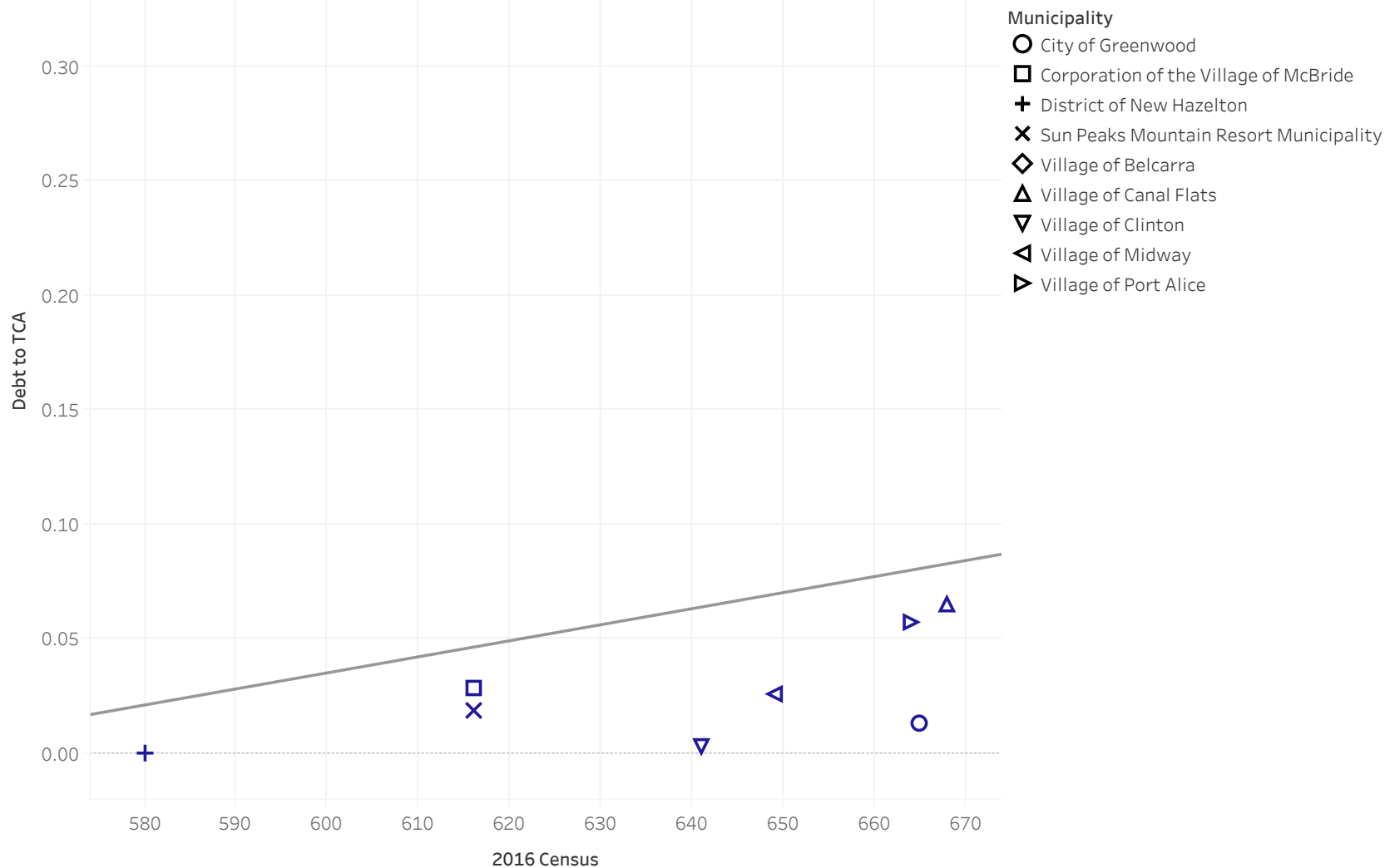
Debt to Tangible Capital Assets per Capita

Regional District

All

Population Range

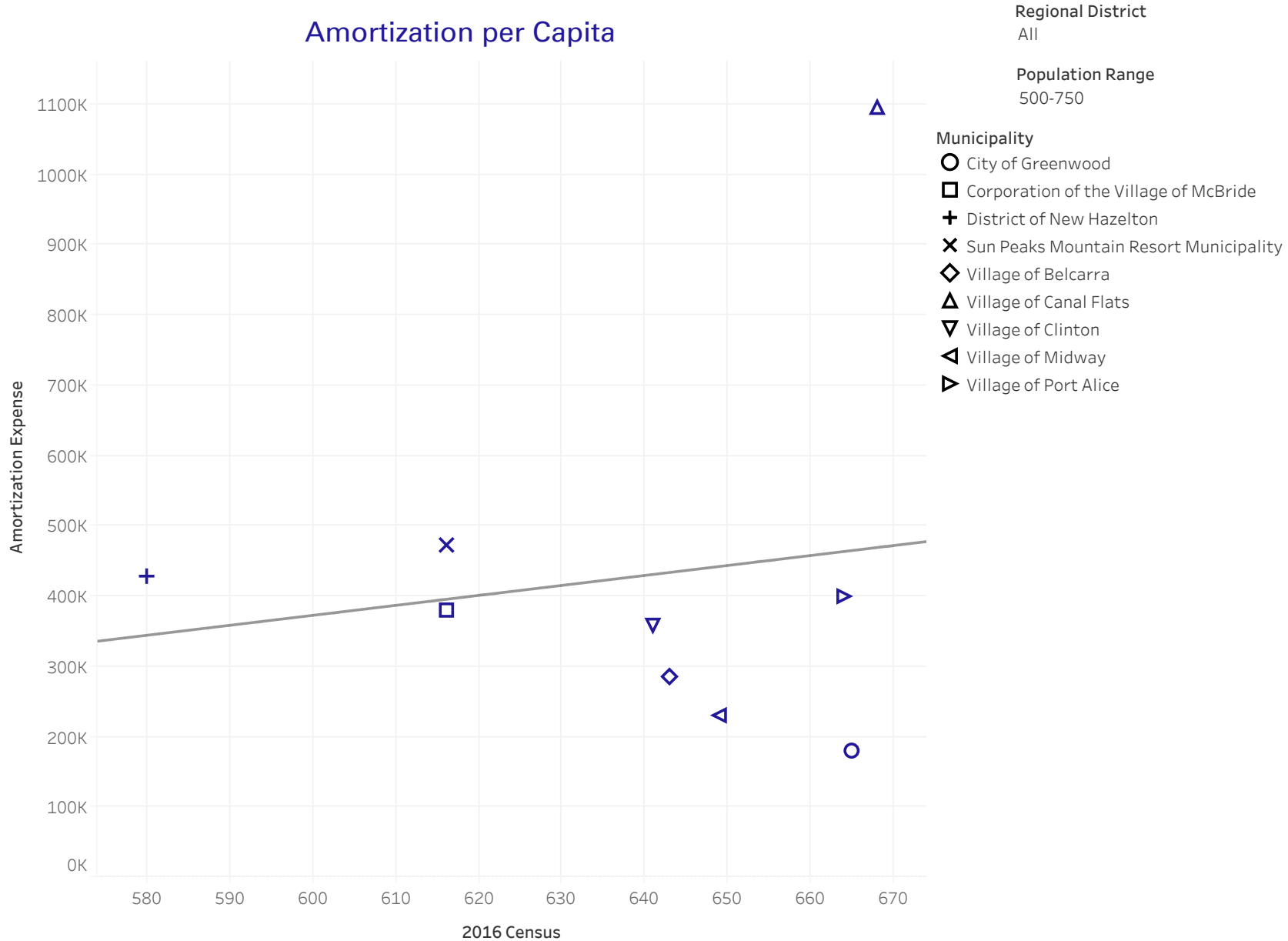
500-750



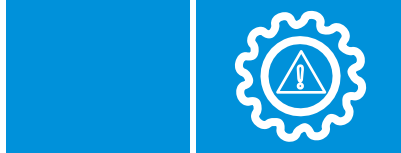
British Columbia Municipality TCA Benchmarking



Amortization per Capita



Appendix 7: 2019 BC Budget Summary



On February 19, 2019, Finance Minister Carole James presented Budget 2019 - Making Life Better - a budget building on commitments made in 2018 and introducing new investments that may result in additional access to funding, new priorities, grant and economic development opportunities for local governments. A summary of the potentially most impactful elements of Budget 2019 to local governments in BC follows:

1) Commitment to CleanBC – potential operating and capital grants and bylaw activity to implement and monitor new requirements

- a) \$902M investment over 3 years in numerous areas including cleaner transportation options, charging and hydrogen fueling stations, energy efficiency in homes and buildings, a net-zero building code, reduction in carbon emissions, increasing carbon tax relief, solid waste management programs and providing indigenous and remote locations with access to clean energy sources.

2) Full elimination of MSP premiums – implications to budgeting, funding and payment of employer health tax (EHT) beginning in 2019

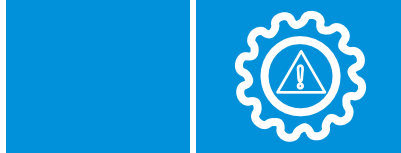
- a) EHT revenue is projected to rise from \$0.5 billion in 2018/19 to \$1.9 billion in 2019/20 reflecting the full year impact of the January 1, 2019 effective date. Over the next two years, revenue growth is expected to average 4.0% annually consistent with employee compensation income growth.

3) Housing and Homelessness – potential cost implications to local governments, potential funding through or expected by Housing Corporations

- a) Building on Budget 2018's 30 point housing plan, additional measures announced include:
 - i) \$76M investment in land acquisition and services to enhance modular homes for people in need
 - ii) \$38M investment to accelerate grants to housing providers to reduce borrowing costs
 - iii) \$10M investment in supported rent banks to provide housing security for renters who need an immediate, short-term loan to prevent unnecessary eviction during financial crisis
 - iv) Province-wide homeless count in 2020.

- 4) Health Care – partnership opportunities and related cost implications; potential funding requests through Hospital Districts**
 - a) \$1.3B investment to improve health services and patient outcomes by building, renovating and expanding hospitals.
 - b) \$74M investment to improve access to mental health care for children and youth.
 - c) \$30M investment to help tackle BC's drug overdose crisis.
 - d) New integrated mental health and addictions services including programs in schools, family care and day treatment.
- 5) Wildfire management – grant availability, along with potential new requirements to be implemented in order to be eligible**
 - a) \$111M investment over three years to increase wildfire response and control capacity.
 - b) \$60M investment in Community Resiliency Investment Program to reduce wildfire risk.
 - c) \$13M investment in forest reforestation funding in areas damaged by disease and wildfire.
- 6) LNG Communities – capital grant availability**
 - a) \$100M investment for Northern Capital and Planning Grant to help local governments along LNG corridor meet current and future infrastructure needs.
- 7) Reconciliation – ongoing relationship-building opportunities**
 - a) Revenue sharing of \$3B over 25 years shared with BC First Nations, resulting in \$250k-\$2M available annually from gaming activities. Funding will be developed by the First Nations Gaming Commission distributed based on base funding, population and geography.
 - b) Pledge to implement the UN Declaration on the Rights of Indigenous Peoples.
- 8) Transportation – potential implications to cost sharing, route planning, affordability, and related bylaw requirements**
 - a) \$21M investment to expand handyDART services to support commuters in BC.
 - b) \$9M investment over three years to modernize the taxi industry to enable ride-hailing in BC.
- 9) Resort Municipality Initiative – capital grant availability for certain local governments**
 - a) \$39M investment over three years to fund infrastructure projects.
- 10) Cannabis Excise Tax – no budgeted transfers to local government**
 - a) On March 1, 2019, the Province will receive its first transfer of the federal excise tax from the federal government. There is no estimate of federal transfers to the Province for 2019/20, nor any budget of transfers to local governments.

Appendix 8: 2019 Federal Budget Summary



The 2019 federal budget was delivered by Finance Minister Bill Morneau on March 19, 2019. The budget anticipates a \$14.9 billion deficit for 2019, and forecasts deficits of \$19.8 billion for 2020 and \$19.7 billion for 2021. Budget 2019 – Investing in the Middle Class introduced a number of proposals which are of interest to local governments in BC.

One-time Gas Tax Fund transfer

The Government is continuing to invest in infrastructure and announced a one-time transfer of \$2.2 billion through the federal Gas Tax Fund to provide infrastructure funds to municipalities and First Nation Communities. This results in gas tax funding in 2019 being doubled, with BC's allocation being approximately \$278.6 million. In BC, the federal Gas Tax Fund is administered by the Union of British Columbia Municipalities through the Administrative Agreement on the Federal Gas.

The top-up funds are earmarked for three project categories – Productivity and Economic Growth; Clean Environment; and Strong Cities and Communities. In a post-budget interview on March 20th, Minister Morneau explained that this one-time top-up will not become an annual item.

Federation of Canadian Municipalities (FCM)

There were a number of proposed investments that will be delivered through FCM:

- \$350 million for Collaboration on Community Climate Action to provide financing to retrofit and improve energy efficiency of large community buildings and to fund pilot and demonstration projects.
- \$300 million for Community EcoEfficiency Acceleration to provide financing for local government initiatives to support home energy efficiency retrofits, such as replacing furnaces or installing renewable energy technologies.
- \$300 million for Sustainable Affordable Housing Innovation to provide financing for energy efficiency in affordable housing developments.
- \$60 million in 2018-19 for Municipal Asset Management Capacity Fund to help support skills training in small communities relating to infrastructure asset management

High-Speed Internet Connectivity

Up to \$1.7 billion over 13 years, starting in 2019-20, will be invested into the Universal Broadband Fund to help support initiatives for high-speed internet in rural, remote and northern communities. The Government has also partnered with Canada Infrastructure Bank (Bank) to finance the high-speed internet infrastructure. The Bank will invest \$1 billion over 10 years and seek to find an additional \$2 billion in private sector investments.

Housing Affordability

Housing affordability was a focal point in the 2019 federal budget with a number of measures proposed to increase housing affordability.

These include support for first-time home buyers:

- Implementing a First-Time Home Buyer Incentive (Incentive) which is a shared equity mortgage program with Canada Mortgage and Housing Corporation (CMHC) funding 5 per cent (for purchase of an existing home) or 10 per cent (for purchase of a newly constructed home) of the home purchase price. CMHC will provide up to \$1.25 billion over 3 years under the program. The Incentive is only available to first-time home buyers with less than \$120,000 annual household income. With a limit of four times annual household income, the amount of the CMHC insured mortgage and Incentive is capped at \$480,000.
- Increasing the Home Buyers' Plan (HBP) withdrawal limit to \$35,000. The HBP allows a first-time buyer to withdraw funds from their Registered Retirement Savings Plan to purchase or build a home without taxes payable on the withdrawal.

The Government also launched a new \$300 million Housing Supply Challenge. Local governments and other stakeholders can apply for funding on proposals of new ways to break down barriers that limit the creation of new housing. Applications will be evaluated based on merits.

Skills Training

More than \$1.7 billion over five years, and \$586.5 million per year, is proposed to establish a new Canada Training Benefit to help Canadians get skills and training. The Canada Training Benefit will consist of

- A new non-taxable Canada Training Credit that accumulates a credit balance of \$250 per year, up to a lifetime limit of \$5,000, for eligible workers between the ages of 25 and 64 to help with the cost of training fees. The accumulation of the credit is available for workers with earnings between \$10,000 and \$150,000 per year.
- A new Employment Insurance Training Support Benefit to provide income support when an individual requires time to take off work, expected to be launched in late 2020. The benefit will provide up to four weeks of income support, every four years, paid at 55 per cent of a person's average weekly earnings.

Reconciliation

Advancing reconciliation and taking the next step in the ongoing path toward a better future for Indigenous Peoples was a major component of the budget. Highlights include:

- \$1.4 billion over 7 years to forgive all outstanding comprehensive claim negotiation loans and to reimburse Indigenous governments that have already repaid these loans
- \$78.9 million over 7 years, starting in 2019-20, and \$13.7 million per year ongoing to fund Indigenous surveys.
- \$48.0 million over 2 years, starting in 2019-20, to build governance capacity by directly supporting First Nations communities in greatest need obtain the expertise, advice and tools required to govern their communities and deliver critical programs and services.
- \$126.5 million in 2020–21 to establish a National Council for Reconciliation and endow it with initial operating capital

Other Items

- \$672 million over five years and \$34.7 million per year ongoing provided to the RCMP to support policing operations, including amounts for specific measures including law enforcement at the border, enhanced federal policing capacity, money laundering, transportation security, and national economic security.
- \$1.18 billion over five years to support implementation of the Border Enforcement Strategy.
- \$151.23 million over five years and \$9.28 million per year ongoing provided to strengthen Canada's ability to respond to emergencies and natural disasters and improve emergency management in Canada, including in Indigenous communities,

For other 2019 federal budget and tax-related highlights, check out KPMG's TaxNewsFlash at <https://home.kpmg/ca/en/home/insights/2019/03/2019-federal-budget-highlights.html>

The Government's 2019 federal budget website is <https://www.budget.gc.ca/2019/home-accueil-en.html>



kpmg.ca/audit



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KPMG member firms around the world have 174,000 professionals, in 155 countries.

The independent member firms of the KPMG network are affiliated with KPMG International, a Swiss entity. Each KPMG firm is a legally distinct and separate entity, and describes itself as such.

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COUNCIL REPORT

Date: April 24, 2019
From: Nancy Gomerich, NG Consulting
Subject: 2018 Financial Statement Report

Recommendation

That the 2018 Financial Statements be approved.

Purpose

Under Canadian Audit Standards, Council approval of the 2018 Financial Statements is required.

This report provides an overview of the Financial Statements, which should be read in conjunction with a review of the audited statements.

Discussion

This report is divided into three main sections:

1. Section A: Executive Summary

Provides a “one page” summary of the 2018 financial results and closing financial position.

2. Section B: Introduction

Details the purpose, objectives, and limits of the financial statements and describes the major components thereof.

3. Section C: Financial Review

- a. C1 – Statement of Financial Position: Provides an overview of the Village’s assets, liabilities and closing net assets (Accumulated Surplus).
- b. C2 – Statement of Operations: Provides an overview, and explanation of budget to actual variances, for revenues, expenses and the reported annual surplus on a combined fund basis.
- c. C3 – Capital Expenditures: Details capital expenditures and funding sources.

Section A: Executive Summary

Results of Fiscal Operations (see Statement of Operations)

Fiscal 2018 operations resulted in a deficit of \$40,724 (\$180,686 deficit in 2017), as compared to a budgeted annual deficit of \$23,722. The annual deficit is 2.17% of 2018 budgeted operating expenses.

The annual deficit of \$40,724 is a negative variance (i.e. is worse than) budget by \$17,002 (\$40,724 - \$23,722). Summarized by Fund:

	Annual (Deficit)/Surplus		Variance (Over)/Under Budget)	
	2018 Budget	2018 Actual	\$	% *
General Fund	6,034	(41,995)	(48,030)	-3.79%
Water Fund	(29,400)	3,661	33,061	6.57%
WARD Fund	(356)	(2,390)	(2,035)	-1.83%
TOTAL	(23,722)	(40,724)	(17,002)	-0.90%

* \$ (over)/under budget as a percentage of total budgeted expenses.

The negative variance is due to a variety of factors where actual results varied from budget, both for revenues and expenses. Where actual expenditures were higher than budget, Council was informed of, and approved, these expenses, in most cases, in advance of the expenditure. The latter was done via the 2018 Financial Forecast Report in September, and by various other staff reports provided during the fiscal year.

A summary of the most significant variances (from budget) are:

General Fund (See Attachment A to this Report, and Schedule 1 in the Financial Statements)

- Lower building permit revenues, offset almost fully by lower inspection costs;
- Lower grant revenues for MRN works (less work required), and the Drainage Study (grant application not approved), offset almost fully by lower related operating expenses;
- Higher interest revenue, mainly due to the fact that the interest on the reserves was not budgeted for in 2018; interest earned is comparable (although higher) to fiscal 2017;
- Higher General Government expenses than budget, primarily for unanticipated legal expenses and election costs, and the write-off of the 2012 roof unamortized value that was substantially replaced in the year; and
- Lower Transportation expenses due to lower required work in the year, and fact that a significant amount of “periodic” work was done in fiscal 2017.

WARD Fund (See Attachment B to this Report and Schedule 2 in the Financial Statements)

- Higher WARD Fund expenses for materials processing and hauling due in part to an increased gas costs and volume of materials; and
- Almost fully offsetting lower WARD Depot Attendant costs, resulting from the refining of the level-of-service decision for the depot.

Water Fund (See Attachment C to this Report and Schedule 3 in the Financial Statements)

- Lower/nil expenses for environmental monitoring works (\$15,000) and periodic maintenance on the Strathcona Valve Chamber (\$10,000), that were ultimately not required.

The higher actual net expenditures (annual deficit) over budget in the General and WARD Funds, will be funded from the respective funds surplus balances, which have been built up in prior years due to budget surpluses/positive variances.

Financial Position at Year End (see Statement of Financial Position)

Ending Accumulated Surplus, including both general surplus, reserves, and the Village's investment in its assets (tangible capital assets and inventory) was \$8.85M at the end of the year (Equal to: \$8.89M at the end of fiscal 2017 less the 2018 deficit of \$40,724).

In summary:

- \$275,000 (2017-\$395,000) is held as unappropriated surplus;
- \$453,000 (2017-\$383,000) as various non-statutory reserves;
- \$523,000 (2017-\$614,000 as various statutory reserves; and
- \$7.6M (2017-\$7.5M) as an investment in tangible capital assets and inventory.

Most of the surplus and reserve balance is readily accessible as cash; the investment in tangible capital assets and inventory will not be cash in the normal course of operations, but will be consumed in future periods in support of service delivery.

Council Policy 196 sets a target for unappropriated surplus at the greater of \$500,000 and six months normalized operating expenses, being about \$740,000. It is anticipated that the target level will be restored via budget surplus's in future years, which is by far the norm for the Village.

Refer to Note 9 to the Financial Statements for a detailed explanation and break-down of the various components of Accumulated Surplus.

Conclusion

Overall the Village's financial position has been maintained very similar to fiscal 2017. While there are reasons higher reserve and surplus levels are desirable, the Village's financial position is solid and provides a good foundation from which, to both maintain, and improve upon, existing community services.

Section B: Introduction

These Financial Statements are general purpose financial statements prepared in accordance with recognized accounting standards (Public Sector Accounting Board). They provide highly summarized financial information that gives primarily a historical perspective. *They do not, nor are they intended to, provide information on the organization's operational efficiency, effectiveness or its ability to sustain operations into the future, although they do provide limited insights.*

The key information provided in the financial statements is information about the organization's:

1. Financial position, its assets, and liabilities at the end of the reporting period (Dec/31/2018); and
2. Changes in that financial position, its revenues and expenses in the year, and the extent to which it managed operations within the approved budget.

Overview of the Financial Statement Contents

The Financial Statements ("FS") include four statements, with additional supporting information provided in three fund schedules and the notes to the FS. The four statements and their primary purpose are as follows:

1. Statement of Financial Position

This statement details the organization's assets, liabilities, and resulting net assets (i.e. assets less liabilities), referred to as Accumulated Surplus, at year end.

- Accumulated Surplus is simply what is "left over" as equity (equal to assets less liabilities) to the organization after its liabilities are fully satisfied or paid off.

Assets are broken down into two categories: financial and non-financial assets.

- Financial Assets are cash, or items that will be turned into cash, and that will be used to finance operations or pay down debt, in the normal course of operations.
- Non-Financial Assets are assets that will NOT be turned into cash in the normal course of operations. Non-Financial Assets include tangible capital assets, inventory and prepaids, and they will be used or consumed to provide the organization's services.

2. Statement of Operations

This statement details the organization's actual, budget, and prior year revenues and expenses for the fiscal period.

The resulting annual surplus/(deficit) explains the change in the organization's Accumulated Surplus (as shown on the above Statement of Financial Position) over the prior year. The total of all past annual surpluses/(deficits) equals the total Accumulated Surplus less any initial assets contributed when the Village was first incorporated.

3. Statement of Changes in Net Debt

This statement explains the change in the Statement of Financial Position's net debt or financial assets.

- Net Debt is the organization's total Financial Assets less its Liabilities.
- Net Financial Assets result when the organization's total Financial Assets are greater than its total Liabilities. Net Financial Assets are the net assets (that are, or will be, cash) that the organization has available to finance future operations, after satisfying all existing liabilities at year-end.
- Net Debt results when the organization's total Liabilities are greater than its total Financial Assets. Net Debt is the net liabilities that the organization must satisfy with future revenues, before providing for the future operations.

4. Statement of Cash Flows

This statement explains the change in the Statement of Financial Position's cash and cash equivalents (i.e. short term investments), detailing the sources and uses of the organization's cash.

The change is broken down into four categories:

1. operating,
2. capital,
3. investing, and
4. financing transactions.

5. Notes to the Financial Statements

Supporting the information provided in the above four statements are the Notes to the Financial Statements, which provide:

1. additional information about specific numbers on the four statements,
2. a summary of significant accounting policies, and
3. details of any future financial commitments and/or contingencies, and other information determined to be of material significance to the reader of the statements.

6. Individual Fund Schedules

The individual Fund Schedules provide a breakdown of the Statement of Operations revenues and expenses for each Fund.

Section C: Financial Review

C1: Statement of Financial Position

Financial Assets

	2018	2017
Cash	740,629	410,282
Investments	959,426	1,237,271
Accounts receivable	97,095	147,079
MFA debt cash deposit	53,075	51,945
	1,850,225	1,846,577

Financial assets are primarily cash or cash in the short-term. These funds, combined with the annual property tax and water utility and WARD fees, are the Village's primary funding source, providing reliable and timely access to cash to fund on-going operations. Although total reserve and surplus decreased in the year, financial assets remained fairly stable in 2018 as compared to 2017, due to higher payables at year end.

Investments The market value of the investments, in the Municipal Finance Authority Bond Fund, is about \$22,500 less than the recorded/purchased value of the investment due in increases in interest rates. The recorded/purchased value has not been reduced to reflect the lower market value. As the average term of the bonds in the fund is three years it is expected that the decline in market value is temporary, and will return to the recorded/purchased value as the fund bonds mature and are re-invested at the then prevailing interest rates.

Liabilities

	2018	2017
Accounts payable & accrued liabilities	195,646	120,706
Performance bonds & refundable deposits	245,256	226,270
Deferred revenue	174,597	122,122
Long-term debt	3,727,134	3,858,135
	4,342,633	4,327,233

Accounts payable & accrued liabilities are short-term payables to vendors for various goods and services purchased, and staff salaries and benefits payable. Higher at 2018 year-end due to higher trade payables (for new truck purchase, \$109,000).

Performance bonds & refundable deposits represents/is a restriction on the use of received cash deposits, made primarily by residents, that are held by the Village as security for a wide variety of purposes. A large portion is related to building development. The increase over the prior year reflects the significant growth in building development in the past few years.

Deferred revenue represents/is a restriction on the use of received cash from:

- Residents who are on the Village's tax pre-payment plan (rec'd for 2019), and
- Metro Vancouver for the annual MRN operating grant that is unspent at year-end.

The increase over the prior year is entirely due to an increase in the MRN funds unspent at year-end.

Long-term debt is the remaining debt for the installation of water services to the community, scheduled to be fully repaid in October of 2037.

Non-Financial Assets

	2018	2017
Prepaid expenses	15,498	14,374
Inventory held for consumption	16,019	21,910
Tangible capital assets	11,312,692	11,336,897
	11,344,209	11,373,181

Non-financial assets, in the normal course of operations, will be used/consumed to provide Village services and are unlikely to be sold/converted to cash.

Tangible capital assets ("TCA") are physical assets with a useful life greater than one year.

- TCA are amortized or expensed over the useful life of the asset with the above table value being the original historical cost of the asset (i.e. what the Village originally paid for the asset) less the amortized amount, referred to as the Net Book Value ("NBV").
- The most significant TCA investments, based on NBV, are the Water System Assets making-up almost \$8.5M of the \$11.3M NBV.

Prepaid expenses represent the pre-payment of the sixty (60) year Vancouver Port Authority lease for the water system.

Inventory is made up entirely of water meters and supporting materials. The decrease over the prior year reflects the use of meters in the year (no purchases made in 2018).

Accumulated Surplus

	2018	2017
	8,851,801	8,892,525

Accumulated Surplus is the summary financial position number. It is the total of the organization's assets (financial and non-financial) less its liabilities (i.e. its net assets). The total change in Accumulated Surplus is equal to the 2018 deficit of \$40,724 as reported on the Statement of Operations.

Accumulated Surplus is broken down into four categories of net assets that detail how the Village intends to use them to deliver future services, as detailed below.

	2018	2017
Unappropriated surplus	274,594	395,054
Non-statutory reserves	452,552	383,229
Statutory reserves	523,078	613,570
Investment in tangible capital assets (TCA) & inventory	7,601,577	7,500,672
Total	8,851,801	8,892,525

Refer to Note 9 to the Financial Statements for an explanation of each of these four categories.

In summary, the key points conveyed in the breakdown of Accumulated Surplus are:

1. The **Investment in TCA and Inventory** represents the net assets that make up tangible capital assets and inventory, less related water debt. The tangible capital assets and inventory will be consumed to provide future services and the debt repaid by future revenues. The \$7.6M will not become cash in the normal course of operations, and accordingly will not be available to finance operations.
2. **Statutory reserves** represent cash/investments set aside to be used for specified purposes as defined in the related *Community Charter* sections and establishing bylaws. These funds can only be used for another purpose if the balance to the credit of the reserve “is greater than required for the purpose for which the (reserve) fund was established”.
3. **Non-statutory reserves** represent funds that have been set aside to be used for a specified purpose, but that purpose can be changed by Council, as determined appropriate.
4. **Unappropriated surplus** represents funds that have no specific identified future use. These funds serve as an important source of funding to finance significant projects that occur periodically, a source of contingency finances for unexpected expenses, and the primary means to finance operations until the tax revenues are collected mid-year.

C2: Statement of Operations

Revenues

	2018 Budget	2018 Actual	2017 Actual	Variance (2018 Actual to Budget)	
				\$	%
Municipal property taxes	687,462	690,237	670,628	2,775	0.40%
Water parcel taxes	233,498	233,498	233,498		0.00%
Grants in lieu of taxes	10,765	10,977	10,554	212	1.96%
Fees and charges:					
Recycle and refuse fee	110,260	111,560	106,314	1,299	1.18%
Water services fee	208,647	207,056	192,949	(1,591)	-0.76%
Water connection fee	7,380	8,115	7,380	735	9.96%
Transfers, restricted	163,073	83,709	248,241	(79,363)	-48.67%
Transfers, unrestricted	309,300	312,263	309,397	2,963	0.96%
Permits and licences	73,050	69,652	77,055	(3,398)	-4.65%
Interest income	13,000	33,117	25,994	20,117	147.52%
MFA actuarial	23,100	24,356	19,318	1,256	5.44%
Other revenues	17,155	18,287	20,582	1,132	12.07%
	1,856,690	1,802,827	1,921,710	(53,862)	-2.90%

Transfers, restricted (grants from other governments) vary significantly from year to year depending on the value of the works and applicable grant program funding share. 2018 transfers for: 80% FCM Asset Management Drainage Study Grant (Budget \$40,000; Actual \$0) + 50% UBCM Asset Management Grant (\$15,000 Budget; \$11,250 Actual) + MRN Grant (\$108,000 Budget; \$72,300). The Drainage Study grant was not approved and the lower MRN Grant was due primarily to lower actual works than budgeted.

Interest is greater than budget as interest on reserves was not budgeted for. Higher returns reflect higher interest rates in 2018.

Expenses

	2018 Budget	2018 Actual	2017 Actual	Variance (2018 Actual to Budget)	
				\$	%
General government	836,468	883,825	1,036,058	(47,356)	-5.66%
Transportation	429,253	374,063	420,937	55,190	12.86%
Recycling and refuse	111,266	115,169	119,746	(3,903)	-3.51%
Water services	503,425	470,494	525,655	32,931	6.54%
	1,880,412	1,843,551	2,102,396	36,862	1.96%

General Government expenses (refer to the Attachment A, for details), are over-budget due mainly to:

- Higher election costs (\$7,500). Budget was estimated based on the previous election actual costs which required less work than the current election.
- Higher council conference and events costs (\$8,000) due primarily to two elected officials attending the budgeted conference and the unbudgeted long-time Mayor's retirement event.
- Lower net planning and support services expenses (\$14,250). See Attachment A for a detailed break-down of these expenses.
- Higher CAO and support staff costs (\$11,200), due primarily to a busy year increasing time requirements;
- Higher legal costs (\$23,600) due to a variety of issues; and
- Unbudgeted for loss on disposal (net book value write-off) for the substantial replacement of the Municipal Hall roof (\$9,400). ¹

Transportation expenses (refer to the Attachment A, for details), are under-budget mainly due to lower roads maintenance work, primarily due to significant work, which is not done on an annual basis, occurring in the prior year.

Water expenses (refer to the Attachment C, for details), are under-budget mainly due to:

- Budgeted Environmental Works anticipated to be required (related to environmental remedial works required as part of the water system installation), that were not required (\$15,000);
- Budgeted periodic maintenance work on the Strathcona Valve Chamber that was not required (\$10,000);
- Lower overall system maintenance works overall. This work can vary significantly from year to year.

¹ For clarity there was no cash loss for the disposals as they were not sold, just replaced; the "loss" refers to the remaining value of these assets in the books, that had to be removed due to the replacement.

C3: Capital Expenditures

Because capital expenditures are not expensed until they are consumed, with the proxy for the annual consumption being amortization expense, details of the budgeted and actual expenditures are not readily apparent in the financial statements. Limited information on capital expenditures is contained in the Statement of Net Debt and the Schedule of Tangible Capital Assets.

A break-down of capital expenditures by fund, along with a brief explanation on the budget variance is detailed in Attachment E.

Attachment A: General Fund (Schedule 1 in the Financial Statements)

	2018 Budget	2018 Actual	2017 Actual	Explanations of Significant Variances
REVENUE				
Municipal property taxes	687,462	690,237	670,628	Increase in 2018 over 2017 due to rate increase and growth/new construction.
Grants in lieu of taxes	10,765	10,977	10,554	
Major Road Network OMR transfer - restricted	76,073	56,389	210,766	Grant lower due to lower actual maintenance and rehabilitation works in the year.
Major Road Network capital transfer - restricted	32,000	15,870	-	Budget higher as initially anticipated 100% grant funding but only obtained 50%.
UBCM transfer - restricted	15,000	11,450	-	Grant for Roads Asset Management work.
FCM transfer - restricted	40,000	-	37,475	2017 grant for Roads Asset Management work. 2018 Grant budgeted for Drainage Study was not approved.
Small Community Investment Fund transfer - unrestricted	252,000	251,678	252,071	
Community Works Fund transfer - unrestricted	54,500	57,147	54,456	
Other transfers - unrestricted	2,800	3,438	2,870	School tax grant.
Building permits	65,000	55,691	63,864	Reflects increased building activity; can vary significantly from year to year.
Other permits and licences	8,000	13,846	13,146	
Interest income	11,000	30,883	24,286	Higher than 2017 due to higher rates. Lower than budget as interest on reserves was not budgeted for.
Other revenues	17,155	18,287	20,382	
	1,271,755	1,215,893	1,360,498	
EXPENSES				
General Government (continued):				
Council indemnities & benefits	63,420	63,455	62,292	
Council other	6,230	10,534	3,981	Mayor and Councillor attended planned annual conferences, but budget set for only one.
Election	20,000	27,497	-	Set budget was too low.
Grants and projects	16,447	20,925	16,025	Higher costs than prior year and budget due mainly to unbudgeted event for long-time Mayors retirement.
Salaries and benefits	290,042	301,229	294,309	Over-budget mainly due to increased time required to address work demands.
Human resources	24,197	20,678	22,188	Lower staff training and convention attendance.
Information systems	38,687	42,580	30,417	Higher system costs to address various security issues and key operational requirements.
Legal	17,000	40,564	39,983	Higher legal to address various issues.
Audit	16,500	15,612	28,728	Lower than 2017 due to Audit RFP and new auditors (change shows up in 2018)
Municipal hall	79,871	81,190	89,765	

Attachment A: General Fund (Schedule 1 in the Financial Statements) continued

	2018 Budget	2018 Actual	2017 Actual	Explanations of Significant Variances
EXPENSES (continued)				
General Government (continued):				
Planning	125,200	115,009	305,835	See Attachment D
Support services	125,747	121,689	109,505	See Attachment D
Interest and bank charges	3,700	4,279	3,783	
				2018 contains a recovery of interest and penalties expensed in 2017 in anticipation of Revenue Canada charge on incorrectly filed GST returns, that were ultimately not charged (so reversed in 2018).
Other	957	(4,269)	7,730	
Administration allocation recovery	(13,810)	(13,463)	(12,614)	
Amortization of tangible capital assets	22,280	26,878	22,280	
Loss on disposal of tangible capital assets	-	9,438	11,851	2018 is the undepreciated 2012 Municipal Hall roof install cost, that was substantially replaced in 2018.
	836,468	883,825	1,036,058	
Transportation:				
Non-major road network:				
Salaries and benefits	296,113	291,211	288,063	
Vehicles, equipment and supplies	35,179	30,363	57,839	Lower repairs due to significant works in prior year.
Public works allocation recovery	(150,699)	(144,567)	(155,754)	
				Higher than prior year due to "one-time" works as per the 2017 Roads Asset Management Plan in 2018; Underbudget as these works came in at about 1/2 the budgeted amount.
Roads, bridges etc. (contracts)	73,240	37,427	22,347	Lower trail mtnc. and tree removal costs due to works done in prior year.
Trails and public spaces	7,981	4,126	11,395	Lower works required in 2018.
Major road network	76,073	56,389	84,656	
Fire protection and emergency preparedness	4,646	2,836	5,240	
Amortization of tangible capital assets	86,720	92,863	94,879	
Loss on disposal of tangible capital assets	-	3,415	12,272	2018 is the undepreciated value of the Kubota which was replaced in the year.
	429,253	374,063	420,937	
	1,265,721	1,257,888	1,456,995	
ANNUAL SURPLUS / (DEFICIT)	6,034	(41,995)	(96,497)	

\$ Under/(Over) Budget: (48,030)
% of Total Budgeted Expenses: -3.79%

Attachment B: Waste & Recycling Depot Fund (Schedule 2 in the Financial Statements)

	2018 Budget	2018 Actual	2017 Actual	Explanations of Significant Variances
REVENUE				
Recycling and refuse fee	110,260	111,560	106,314	Increase in 2018 over 2017 due to rate increases.
Permits and licences	50	115	45	
Interest income	600	1,104	715	
	110,910	112,779	107,074	
EXPENSES				
Public works allocation	27,109	25,883	27,467	
Utilities	(1,500)	1,008	1,140	Budget incorrectly set as a revenue.
Depot attendants	30,273	19,752	24,802	Lower costs due to lower attendant hours in 2018 over 2017 and budget.
Curbside chipping	1,000	4,981	5,342	Curbside chipping costs (2 events) not budgeted for in either 2017 or 2018.
Materials and equipment	4,000	3,502	5,691	
Processing and hauling fees	41,384	50,139	45,223	Higher due to volume increases in transportation and disposal/tipping fees.
	102,266	105,265	109,665	
Amortization of tangible capital assets	9,000	9,904	10,081	
	111,266	115,169	119,746	
ANNUAL SURPLUS / (DEFICIT)	(356)	(2,390)	(12,672)	
\$ Under/(Over) Budget:		(2,035)		
% of Total Budgeted Expenses:		-1.83%		

Attachment C: Water Fund (Schedule 3 in the Financial Statements)

	2018 Budget	2018 Actual	2017 Actual	Explanations of Significant Variances
REVENUE				
Water service fee	208,647	207,055	192,948	Increase in 2018 over 2017 due to rate increases.
Water parcel taxes	233,498	233,498	233,498	No change in number of parcels or rate.
Water connection fees	7,380	8,115	7,380	Budgeted for 12 connections; Actual was 11, but at higher fee for 10 (\$750 vs \$615).
MFA actuarial interest	23,100	24,356	19,318	Actuarial interest increases as more debt payments are made (as increases balance earning interest held by MFA prior to making third-party debt repayments).
Interest	1,400	1,130	994	Is ONLY interest earned on the MFA Water Debt deposit held as security by MFA as the Fund has only nominal cash to invest (ie surplus and reserves almost nil).
	474,025	474,155	454,138	
EXPENSES				
Administration allocation	13,810	13,463	12,614	
Water purchases from GVWD	68,002	67,491	75,287	Water budget set based on expected historical water usage and known water purchase rates from the GVWD. 2017 was higher due to use of water for fire and significant system water leak that was located and fixed near the end of 2017.
Environmental monitoring and VPA lease	15,277	566	276	Budget included \$15,000 for expected environmental works and monitoring, however inspection did not require any further works.
Public works allocation	80,822	77,872	88,191	
Utilities	6,443	6,154	7,075	
Water mains repair and maintenance	5,400	151	19,513	Budget is a contingency budget for possible required watermain repairs.
Station repair and maintenance	13,520	6,742	3,245	Budgeted 10,000 for "one-time" maintenance work on the Stranthcona Valve Chamber, which was ultimately not required, PLUS higher than budgeted work on the Tatlow Pump Station.
Reservoir repair and maintenance	1,050	-	13,400	Given significant works in mid 2017, no work expected in 2018.
Scada system	3,535	2,474	11,346	Variety of Scada work to address a number of system issues completed in 2017, completed only minor works in 2018.
Materials and equipment	8,766	7,234	6,962	
Debt interest expense	128,800	128,799	128,799	
	345,425	310,946	366,708	
Amortization of tangible capital assets	158,000	159,548	158,947	
	503,425	470,494	525,655	
ANNUAL SURPLUS / (DEFICIT)	(29,400)	3,661	(71,517)	
\$ Under/(Over) Budget:		33,061		
% of Total Budgeted Expenses:		6.57%		

Attachment D: General Fund – Planning and Support Expenses

Planning: Third party costs for various non-capital, periodic/one-time, projects:			
	2018 Budget	2018 Actual	
Zoning Bylaw Update	40,000	43,280	Final costs for the Zoning Bylaw review and update.
Drainage Study	50,000	0	Work was dependant on a 80% FCM grant which was not approved, thus the work was not started.
Asset Management	30,000	21,650	Work for geotech assessment of retaining walls and priority roads. \$11,250 is funded by an approved UBCM Planning Grant. Work complete.
Bylaw Enforcement	5,000	9,668	Work to set up a bylaw ticketing and enforcement process. Work complete.
Planning consultation/services	0	39,684	Work for various planning consulting and support services as required; Council approved spending upto \$5,000 per month in mid 2018; work was not budgeted for.
Other	200	728	
	125,200	115,009	
Support Services: Third party costs for various, typically on-going/annual support services:			
Human resouces (mostly contract CAO)			
Finance support services	39,490	49,132	Work for: 2019 Budget and Strategic Plan update (part), 2017 audit preparation/year-end work and Ministry financial information filings, 2017 Annual Report Progress Report, Actuary Request for Quotation, Mid-Year Financial Forecast Report, New Council orientation and related information reports, grant claims, and other financial work and reports.
Engineering support services	10,670	0	Contingency budget for various engineering services.
Invasive species removal contract	5,050	2,682	Planned work completed.
Building Inspector Services	63,467	58,168	
Plumbing Inspector Services	↓	1,604	
Bylaw Enforcement Services	0	9,058	For new bylaw enforcement work not budgeted for. Cost includes about 4,500 for initial set-up costs (tickets, uniform etc.).
Other	7,070	1,046	Contingency budget for other support services.
	125,747	121,689	

Attachment E: Capital Expenditures

	2018 Actual	2018 Budget	Comments
GENERAL FUND - CAPITAL EXPENDITURES			
ROADS, DRAINAGE & TRAILS			
Trail - Watson Rd. / Marine Connector	17,197	22,000	Planned work complete.
Trail - Tatlow	14,983	20,000	Planned work complete.
Sasamat Creek - Remove Old Logging Bridge	5,852	15,000	Planned work complete.
Multi-purpose Courts - Various	0	40,000	Based on staff report detailing costs for various improvements, Council deferred work for consideration in a future year.
Young Road - Turn-a-round at Top - Roadwork	7,584	60,000	Tender came in significantly over-budget, deferred for consideration in a future year.
Young Road - Turn-a-round at top - Stormsewer	0	30,000	
Roads, Drainage & Trails	45,615	187,000	
MUNICIPAL HALL AND BUILDINGS			
Municipal Hall - Security	6,491	10,000	Planned work complete.
Municipal Hall - Building Repair	43,894	200,000	Building repair is complete; budget was a high-level contingency budget.
Municipal Hall - Bathrooms/Hall Painting/Misc	1,950	10,000	Work deferred to future year given other work priorities.
Municipal Hall and Buildings	52,336	220,000	
EQUIPMENT			
Emergency preparedness	0	10,000	Work deferred to a future year given other work priorities.
Kubota (replace)	25,220		Existing Kubota required replacement mid-year; approved by Council resolution in year.
Flair Mower Head (replace)	6,994	8,000	
3T Pickup Truck (new)	105,503	120,000	Truck purchase; approved by Council resolution in year.
Telephone System (replace)	4,272	4,000	
Office computer systems	5,947	5,000	
Equipment	147,935	147,000	
MUNICIPAL ROAD NETWORK (MRN)			
Bedwell Bay - Guard Rails (4 locations)	28,780	32,000	Planned work complete. Funded by 50% TransLink Grant.
Municipal Road Network (MRN)	28,780	32,000	
TOTAL	274,666	586,000	

Attachment E: Capital Expenditures (continued)

	2018 Actual	2018 Budget	Comments
WATER FUND - CAPITAL EXPENDITURES			
Water Meters - Purchase	0	24,000	Purchased in prior year (2017).
Water Main Armor at Park (rock replacement)	3,175	28,000	Required permits not obtained so work deferred to 2018.
Other Water Equipment	0	4,000	Contingency budget.
TOTAL	3,175	56,000	

	2018 Actual	2018 Budget	Comments
WARD FUND - CAPITAL EXPENDITURES			
R&R SITE - Misc. Capital	0	5,000	Contingency budget.
R&R SITE - Refundables Area	0	3,500	Determined not required.
R&R SITE - Tote Container Shelter	0	4,000	Determined not required.
R&R SITE - Site Security Items	0	2,500	Completed in prior year (2017).
TOTAL	0	15,000	

Financial Statements of

VILLAGE OF BELCARRA

Year ended December 31, 2018

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The accompanying financial statements of the Village of Belcarra ("Village") have been prepared by management in accordance with Canadian Public Sector Accounting Standards ("PSAS"). Preparation and fair presentation of the financial statements is the responsibility of the Village.

Village Council ensures management fulfills its responsibilities for financial reporting, budgeting and internal controls by approving bylaws and policies, reviewing variance reports and financial statements, and having discussions with the Village's auditors in a closed meeting.

The audit firm of KPMG LLP, appointed by Council, has expressed its opinion that the financial statements prepared by management fairly present, in all material respects, the financial position of the Village as at December 31, 2018, and the results of 2018 operations are in accordance with PSAS.

The Village maintains a system of internal and administrative controls designed to provide reliable and accurate financial information and to ensure assets of the Village are appropriately accounted for and adequately safeguarded. Expenditures and revenues are analyzed regularly by finance staff and updates are provided to Council at the end of the 2nd, 3rd and 4th quarters, and as required.

Mayor

Chief Administrative Officer

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of the Village of Belcarra

Opinion

We have audited the financial statements of the Village of Belcarra (the "Village"), which comprise:

- the statement of financial position as at December 31, 2018
- the statement of operations for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- and notes and schedules to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2018, and its results of operations, its changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vancouver, Canada

[Date]

VILLAGE OF BELCARRA

Statement of Financial Position

December 31, 2018, with comparative information for 2017

	2018	2017
Financial assets		
Cash	\$ 740,629	\$ 410,282
Investments (note 2)	959,426	1,237,271
Accounts receivable (note 3)	97,095	147,079
MFA debt reserve deposit (note 7)	53,075	51,945
	<u>1,850,225</u>	<u>1,846,577</u>
Liabilities		
Accounts payable and accrued liabilities (note 4)	195,646	120,706
Performance bonds and refundable deposits (note 5)	245,256	226,270
Deferred revenue (note 6)	174,597	122,122
Debt (note 7)	<u>3,727,134</u>	<u>3,858,135</u>
	<u>4,342,633</u>	<u>4,327,233</u>
Net debt	(2,492,408)	(2,480,656)
Non-financial assets		
Tangible capital assets (note 8)	11,312,692	11,336,897
Prepaid expenses	15,498	14,374
Inventories held for consumption	<u>16,019</u>	<u>21,910</u>
	<u>11,344,209</u>	<u>11,373,181</u>
Accumulated surplus (note 9)	<u>\$ 8,851,801</u>	<u>\$ 8,892,525</u>

Commitments and contingencies (note 10)

Contractual rights (note 15)

See accompanying notes to financial statements.

Lorna Dysart
Chief Administrative Officer

VILLAGE OF BELCARRA

Statement of Operations

Year ended December 31, 2018, with comparative information for 2017

	2018 Budget (notes 1(h) and note 16)	2018	2017
Revenue:			
Municipal property taxes	\$ 687,462	\$ 690,237	\$ 670,628
Water parcel taxes (note 14)	233,498	233,498	233,498
Grants in lieu of taxes	10,765	10,977	10,554
Fees and charges:			
Recycle and refuse fees	110,260	111,560	106,314
Water service fees	208,647	207,056	192,949
Water connection fees	7,380	8,115	7,380
Transfers from other governments, restricted	163,073	83,709	248,241
Transfers from other governments, unrestricted	309,300	312,263	309,397
Permits and licences	73,050	69,652	77,055
Interest income	13,000	33,117	25,994
Actuarial income	23,100	24,356	19,318
Other revenues	17,155	18,287	20,382
	1,856,690	1,802,827	1,921,710
Expenses:			
General government	836,468	883,825	1,036,058
Transportation	429,253	374,063	420,937
Recycle and refuse	111,266	115,169	119,746
Water system	503,425	470,494	525,655
	1,880,412	1,843,551	2,102,396
Annual deficit	(23,722)	(40,724)	(180,686)
Accumulated surplus, beginning of year	8,892,525	8,892,525	9,073,211
Accumulated surplus, end of year	\$ 8,868,803	\$ 8,851,801	\$ 8,892,525

See accompanying notes to financial statements.

VILLAGE OF BELCARRA

Statement of Changes in Net Debt

Year ended December 31, 2018, with comparative information for 2017

	2018 Budget (notes 1(h) and note 16)	2018	2017
Annual deficit	\$ (23,722)	\$ (40,724)	\$ (180,686)
Acquisition of tangible capital assets	(633,000)	(277,841)	(358,337)
Amortization of tangible capital assets	276,000	289,193	286,187
Loss on disposal of tangible capital assets	-	12,853	24,123
	(357,000)	24,205	(48,027)
Prepaid expenses (acquired) consumed	-	(1,124)	276
Inventories held for consumption acquired	-	(16,019)	(21,910)
Inventories held for consumption consumed	-	21,910	5,523
	-	4,767	(16,111)
Change in net debt	(380,722)	(1,588)	(244,824)
Net debt, beginning of year	(2,480,656)	(2,480,656)	(2,235,832)
Net debt, end of year	\$ (2,861,378)	\$ (2,492,408)	\$ (2,480,656)

See accompanying notes to financial statements.

VILLAGE OF BELCARRA

Statement of Cash Flows

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operating activities:		
Annual deficit	\$ (40,724)	\$ (180,686)
Items not involving cash:		
Amortization of tangible capital assets	289,193	286,187
Loss on disposal of tangible capital assets	12,853	24,123
Debt actuarial adjustment	(24,356)	(19,318)
	236,966	110,306
Changes in non-cash working capital:		
Decrease (increase) in accounts receivable	49,984	(90,649)
Increase in MFA debt reserve deposit	(1,130)	(994)
Increase (decrease) in accounts payable and accrued liabilities	74,940	(10,602)
Increase in performance bonds and refundable deposits	18,986	37,425
Increase (decrease) in deferred revenue	52,475	(117,088)
Decrease (increase) in prepaid expenses	(1,124)	276
Decrease (increase) in inventories held for consumption	5,891	(16,387)
	436,988	(87,713)
Financing activity:		
Principal payments on debt	(106,645)	(106,645)
Investing activity:		
Decrease (increase) in investments	277,845	(1,017,784)
Capital activity:		
Acquisition of tangible capital assets	(277,841)	(358,337)
Increase (decrease) in cash	330,347	(1,570,479)
Cash, beginning of year	410,282	1,980,761
Cash, end of year	\$ 740,629	\$ 410,282

See accompanying notes to financial statements.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

The Village of Belcarra (the "Village") is incorporated under the Local Government Act of British Columbia. The Village's principal activities include the provision of local government services to residents, businesses and visitors of the incorporated area.

1. Significant accounting policies:

The Village prepares its financial statements in accordance with Canadian Public Sector Accounting Standards as prescribed by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada, including the following significant policies:

(a) Basis of presentation:

The financial statements present the resources and operations including all accounts and funds of the Village. All inter-fund transactions have been eliminated.

(b) Investments:

Investments are recorded at cost. When there has been a loss in value of the investment that is other than a temporary decline, the investment is written down and recognized as a loss in the statement of operations. Accrued interest is included in accounts receivable. Discounts and premiums arising on purchase are amortized on a straight-line basis over the period to maturity.

(c) Government transfers:

Restricted transfers from government are deferred and recognized as revenue as the related expenditures are incurred or the stipulations in the related agreement are met. Unrestricted transfers are recognized as revenue when received or receivable, provided the amount to be received can be reasonably estimated and collection is reasonably assured.

(d) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of goods and services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(e) Non-financial assets (continued):

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of tangible capital assets, excluding land, is amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - years
Buildings and facilities	15 to 50
Vehicles, machinery and equipment	2 to 20
Office furniture and equipment	5 to 10
Recycling depot	10 to 15
Roads and sidewalks	15 to 75
Storm sewer infrastructure	30 to 80
Water system infrastructure	10 to 100

Annual amortization is charged commencing when the asset is available for use. Assets under construction are not amortized until the asset is put into productive use.

When events or circumstances indicate that a tangible capital asset no longer has any long term service potential, the net carrying amount is written down to the residual value of the asset. No write-downs were determined to be necessary during the current year.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(ii) Arts and heritage assets:

Arts and heritage assets are not recorded as assets in these financial statements as stipulated by PSAB standards.

(iii) Interest capitalization:

The Village does not capitalize interest costs associated with the acquisition or construction of tangible capital assets.

(iv) Leased tangible capital assets:

Leases that transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(v) Inventories held for consumption:

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(f) Revenue recognition:

Revenue is recognized when it is earned and measurable. Unearned amounts are reported on the statement of financial position as deferred revenue, performance bonds, or deposits.

Annual taxation revenues are recognized in the year they are levied, calculated using the approved tax rates in the annual tax rates bylaw.

Property taxes imposed by other taxing authorities are not included as taxes for municipal purposes.

(g) Expense recognition:

Expenses are recorded on the accrual basis and are recognized upon the receipt of goods or services. Interest expense on debt is recorded on an accrual basis in accounts payable and accrued liabilities.

(h) Budget reporting:

The budget figures reported in the statement of operations and statement of changes in net debt represent the 2018 component of Financial Plan (2018-2022) Bylaw, 2017, No. 512 adopted by the Village Council on December 11, 2017.

(i) Debt:

Debt is recorded net of related sinking fund balances held by the Municipal Finance Authority of BC ("MFA").

(j) Employee future benefits:

The Village and its employees make contributions to the Municipal Pension Plan. The Municipal Pension Plan is a multi-employer contributory defined benefit pension plan. These contributions are expensed as incurred.

The Village also accrues sick leave. The liability relating to these benefits is actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The liability under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn the future benefits.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(k) Use of accounting estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Significant areas requiring the use of management estimates relate to the determination of the useful lives of tangible capital assets for amortization, valuation of receivables, accrued sick and other post-employment benefits and provision for contingencies. Adjustments, if any, will be reflected in the financial statements in the period of settlement or change in the amount of the estimate.

(l) Segment disclosures:

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information to achieve the objectives of the standard. The Village has provided definitions of segments as well as presented financial information in segmented format (note 18).

(m) Contaminated sites:

Contaminated sites are a result of contamination being introduced into air, soil, water, or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. A liability for contaminated sites is recognized net of any expected recoveries when a site is not in productive use and the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The Village is directly responsible or accepts responsibility;
- (iv) It is expected that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site. The Village has no liability for contaminated sites as at year-end.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

2. Investments:

	2018	2017
MFA short term bond fund	\$ 959,426	\$ 1,237,271

The market value of investments as at December 31, 2018 is \$936,961 (2017 - \$1,220,243). In 2018, the Village recorded a write-down totaling \$nil (2017 - \$4,082).

3. Accounts receivable:

	2018	2017
Municipal property taxes and user fees	\$ 31,755	\$ 80,781
Trade accounts receivable	28,989	40,218
Goods and services tax	36,351	26,080
	\$ 97,095	\$ 147,079

4. Accounts payable and accrued liabilities:

	2018	2017
Trade accounts payables and accruals	\$ 132,923	\$ 61,272
MFA debt interest expense accrual	31,053	31,053
Payroll expenses	31,670	28,381
	\$ 195,646	\$ 120,706

5. Performance bonds and refundable deposits:

	2018	2017
Performance bonds	\$ 239,807	\$ 220,821
Refundable deposits	5,449	5,449
	\$ 245,256	\$ 226,270

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

6. Deferred revenue:

	Balance, beginning of year	Contributions received	Restricted interest income	Revenue recognized	Balance, end of year
Municipal Insurance Association	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
Major road network grant (a)	15,166	108,000	697	(56,389)	67,474
UBCM Grant	-	11,450	-	(11,450)	-
Major road network capital grant	-	15,870	-	(15,870)	-
Property taxes paid in advance (b)	104,956	202,290	1,379	(203,502)	105,123
	\$ 122,122	\$ 337,610	\$ 2,076	\$ (287,211)	\$ 174,597

(a) Major road network ("MRN") grant:

Annually, the Village receives a grant from the South Coast British Columbia Transportation ("TransLink") intended to cover the operating and maintenance costs of Bedwell Bay Road as it is designated as part of the MRN. Grants received in excess of actual costs incurred are carried forward for use in future years.

(b) Property taxes paid in advance:

Property tax overpayments and advance payments by property owners who choose to participate in the Village's Tax Prepayment Plan are carried forward for use in future years.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

7. Debt:

The Village obtained debt instruments through the MFA pursuant to security issuing bylaws under authority of the Community Charter to finance capital expenditures for the installation of a potable water system serving most of the Village. Principal payments and actuarial adjustments included in sinking fund assets managed by MFA are netted against related debts. Details are as follows:

Bylaw number	Maturity Date	Interest Rate	Authorized	Sinking fund assets	2018	2017
413	2037	2.90%	\$ 4,441,330	\$ 714,196	\$ 3,727,134	\$ 3,858,135

Total interest expense on the debt for the year was \$128,799 (2017 - \$128,799).

As a condition of these borrowings, a portion of the debt proceeds is withheld by the MFA in a debt reserve deposit. The Village has also executed a demand note in connection with the debt. These demand notes are contingent in nature and are not reflected in the accounts. The details of the debt reserve deposit and contingent demand notes at December 31 are as follows:

	2018	2017
Debt reserve deposit	\$ 53,075	\$ 51,945
Demand note	73,309	73,309

Future principal payments, net of estimated actuarial adjustments on the sinking fund asset, on the outstanding debt over the next five years and thereafter are as follows:

	Total
2019	\$ 134,939
2020	140,338
2021	145,951
2022	151,789
2023	151,861
Future years	2,996,256
	\$ 3,727,134

The Village has a revolving credit facility of \$230,000, payable on demand, bearing interest at the lender's prime rate of interest per annum and is not collateralized. The revolving credit facility was unused as at December 31, 2018 and 2017.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

8. Tangible capital assets:

	Land	Buildings & facilities	Vehicle machinery & equipment	Office furniture & equipment	Recycling depot	Road & sidewalks	Storm sewer infrastructure	Water system infrastructure	Assets under construction	2018 Total	2017 Total
Cost:											
Opening balance	\$ 329,318	\$ 388,265	\$ 268,356	\$ 112,656	\$ 157,190	\$2,601,184	\$ 343,526	\$9,682,708	\$ 68,143	\$ 13,951,346	\$ 13,696,734
Add: Additions, net of transfers	-	95,181	137,717	10,219	-	66,811	-	-	(32,087)	277,841	358,337
Less: Disposals	-	(12,005)	(11,706)	(2,966)	-	-	-	-	-	(26,677)	(103,725)
	329,318	471,441	394,367	119,909	157,190	2,667,995	343,526	9,682,708	36,056	14,202,510	13,951,346
Accumulated amortization:											
Opening balance	-	187,764	207,517	47,081	60,770	808,141	278,730	1,024,446	-	2,614,449	2,407,864
Add: Amortization	-	12,886	12,732	16,133	9,904	68,530	9,460	159,548	-	289,193	286,187
Less: Accumulated amortization on disposals	-	(2,567)	(8,291)	(2,966)	-	-	-	-	-	(13,824)	(79,602)
	-	198,083	211,958	60,248	70,674	876,671	288,190	1,183,994	-	2,889,818	2,614,449
Net book value, end of year	\$ 329,318	\$ 273,358	\$ 182,409	\$ 59,661	\$ 86,516	\$1,791,324	\$ 55,336	\$8,498,714	\$ 36,056	\$ 11,312,692	\$ 11,336,897

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

9. Accumulated surplus:

	General fund	Waste & Recycling Depot fund	Water fund	2018 Total	2017 Total
Reserves:					
Statutory (a)	\$ 453,332	\$ 13,848	\$ 55,898	\$ 523,078	\$ 613,570
Non-statutory (b)	372,887	-	79,665	452,552	383,229
Unappropriated surplus (deficit) (c)	264,663	62,993	(53,062)	274,594	395,054
	1,090,882	76,841	82,501	1,250,224	1,391,853
Investment in TCA and inventories (d)	2,730,816	86,517	4,784,244	7,601,577	7,500,672
	\$ 3,821,698	\$ 163,358	\$ 4,866,745	\$ 8,851,801	\$ 8,892,525

(a) Statutory reserves:

The Village establishes statutory reserves by bylaw in accordance with the Community Charter and their use is restricted by the related bylaw and legislation. In the normal course of operations, these funds will be used to finance the future services or capital works for which they have been appropriated. The Village has established the Operating reserve and Capital reserve.

	General fund	Waste & Recycling Depot fund	Water fund	2018 Total	2017 Total
Operating:					
Multi-purpose courts	\$ 32,018	\$ -	\$ -	\$ 32,018	\$ 44,319
Election costs	-	-	-	-	10,093
	32,018	-	-	32,018	54,412
Capital:					
Transportation	411,043	-	-	411,043	352,774
Buildings	86,255	-	-	86,255	115,871
Equipment	(75,984)	-	-	(75,984)	57,504
Refuse and recycling	-	13,848	-	13,848	2,379
Water	-	-	55,898	55,898	30,630
	421,314	13,848	55,898	491,060	559,158
	\$ 453,332	\$ 13,848	\$ 55,898	\$ 523,078	\$ 613,570

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

9. Accumulated surplus (continued):

(b) Non-statutory reserves:

The following reserves are accumulated surplus that has been set aside by decision of Council for a specified purpose. In the normal course of operations, these funds will be used to finance the future services or capital works for which they have been appropriated.

	2018	2017
General Fund:		
Community Works Fund	\$ 279,398	\$ 218,058
Strategic Communities Investment Advances	33,420	32,862
Climate change	60,069	52,290
	372,887	303,210
Water Fund:		
Water debt repayment	26,590	28,074
MFA cash deposit	53,075	51,945
	79,665	80,019
	\$ 452,552	\$ 383,229

(c) Unappropriated surplus (deficit):

Unappropriated surplus (deficit) is the amount of accumulated surplus remaining after deducting the other appropriated surplus balances. It is available to temporarily finance operations until planned revenues (i.e. property taxes, fees, grants etc.) are received, or for other operating or capital purposes as determined by Council, to the extent that it is available.

(d) Investment in tangible capital assets and inventories:

Investment in tangible capital assets and inventories is equal to the book value of the tangible capital assets and inventories held for consumption less related debt. In the normal course of operations the tangible capital assets and inventories held for consumption will not be available to finance operations, but will be consumed to provide services, and the debt will be repaid by future period revenues.

	2018	2017
Tangible capital assets	\$ 11,312,692	\$ 11,336,897
Inventories held for consumption	16,019	21,910
	11,328,711	11,358,807
Deduct: Debt	(3,727,134)	(3,858,135)
	\$ 7,601,577	\$ 7,500,672

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

10. Commitments and contingencies:

(a) Operating lease:

The Village leases a photocopier under an operating lease which expires in March 2019. The total remaining commitment, net of applicable taxes, is approximately \$1,042.

(b) Contingent liability:

The loan agreements with the Greater Vancouver Regional District ("GVRD"), Greater Vancouver Water District ("GVWD"), Greater Vancouver Sewerage and Drainage District ("GVWSDD"), and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect of such borrowing, the resulting deficiency becomes a joint and several liability of the Village and the other parties. Management does not consider payment under this contingency to be likely and therefore no liability has been recorded.

(c) Third party claims:

There is a lawsuit and claim pending by and against the Village. The outcome of this claim is undeterminable and it is the opinion of management that final determination of this claim will not materially affect the financial statements of the Village.

11. Pension plan:

The Village and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The Village paid \$32,541 (2017 - \$29,679) for employer contributions while employees contributed \$28,580 (2017 - \$25,664) to the plan in fiscal 2018.

The next valuation will be as at December 31, 2018, with results available in 2019.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

11. Pension plan (continued):

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

12. Employee future benefits:

The Village provides certain post-employment benefits, compensated absences, and termination benefits to its employees. These benefits include accumulated non-vested sick leave. Accrued benefit liability is included in accounts payable and accrued liabilities.

	2018	2017
Accrued benefit obligation, beginning of year	\$ 11,100	\$ 8,800
Current service cost	2,800	2,000
Interest cost	400	300
Benefits paid	-	-
Actuarial (gain) loss	-	-
Accrued benefit obligation, end of year	14,300	11,100
Unamortized actuarial (loss) gain	-	-
Accrued benefit liability, end of year	\$ 14,300	\$ 11,300

Actuarial gains and losses are amortized over the expected average remaining service period of the related employee group commencing the year after the gain or loss arises. A full update to the actuarial valuation of the accrued benefit liability was performed to determine the Village's accrued benefit obligation as at December 31, 2017 and extrapolated to December 31, 2018. Actuarial assumptions used to determine the Village's accrued benefit obligation are as follows:

	2018	2017
Discount rate	2.8%	2.8%
Expected future inflation rate	2.5%	3.0%
Expected wage and salary range increases	2.0 %	2.0%
Expected average remaining service period	6 years	6 years

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

13. Collections for other governments:

The Village collects certain taxation revenue on behalf of other government bodies. These funds are excluded from the Village's financial statements as they are not revenue of the Village. Such taxes collected and remitted to other government bodies during the year are as follows:

	2018	2017
Province of British Columbia - school tax	\$ 800,731	\$ 777,543
TransLink	143,313	134,244
Greater Vancouver Regional District	143,438	141,564
Police tax	98,309	92,282
BC Assessment and MFA	27,387	26,584
	\$ 1,213,178	\$ 1,172,217

14. Water parcel taxes:

Water parcel taxes are collected each year to pay the annual interest and principal debt payments on debt incurred by the Village for the potable water system construction project. The water parcel tax commenced with the first debt payment requirement in 2013, and will continue for the twenty-five year term of the related debt (note 7), provided the debt is not otherwise repaid.

The water parcel charge is adjusted annually and is charged to all taxable parcels that benefit from the construction of the potable water system, with the exception of those parcels that have paid the water parcel charge in full, as defined in the Village of Belcarra Water Supply and Distribution Local Area Service No. 1 Establishment and Loan Authorization Bylaw No. 413, 2008.

15. Contractual rights:

The Village's contractual rights arise from rights to receive payments under grant and other agreements. However, the revenue from these agreements is difficult to quantify and has not been recorded.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

16. Budget:

Legislatively, the budget must balance planned revenue sources with planned expenditures or use of funds (referred to as the balanced budget requirement). The table below demonstrates how the legislative requirement for a balanced budget has been met.

	2018 Budget	2018	2017
Annual surplus (deficit), statement of operations	\$ (23,722)	\$ (40,724)	\$(180,686)
Adjustments for non-cash items:			
Add back: Amortization of tangible capital asset	276,000	289,193	286,187
Add back: Loss on disposal of tangible capital assets	-	12,853	24,123
Add back: Inventory consumed	-	21,910	5,523
Deduct: Inventory acquired	-	(16,019)	(21,910)
Deduct: MFA actuarial interest	(23,100)	(24,356)	(19,318)
Adjustments for cash items that are not revenues or expenses, but are sources or uses of funds:			
Less: capital expenditures	(633,000)	(277,841)	(358,337)
Less: debt principal repayment	(106,645)	(106,645)	(106,645)
Net transfers for operating or capital purposes:			
From statutory reserves	463,791	90,492	52,263
To non-statutory reserves	(55,900)	(69,323)	(61,474)
From unappropriated surplus	102,576	120,460	380,274
	\$ -	\$ -	\$ -

17. Comparative information:

Certain components of the comparative information have been reclassified to conform to the financial statement presentation adopted in the current year.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

18. Segment reporting:

The Village is a diversified municipal government that provides a variety of services to its citizens such as community planning & development, roads transportation network, refuse and recycling collection and disposal, and potable water services. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass, and financial information are as follows.

General Fund – General Government and Transportation.

General Government – Services provided to operate the Village government such as: finance and administrative services (property taxation administration and collection, human resources, reception, records management, legal, audit, information systems support etc.), mayor and council support and expenses, community events and grants, services necessary to operate and maintain the Municipal Hall and the Public Works Yard, bylaw development, administration and enforcement and services provided to update and maintain the Official Community Plan, Zoning Bylaw and related documents and bylaws, and building and other related inspections and approvals.

Transportation – These services comprise the Public Works department that provides a number of services including maintenance of the road and drainage/storm sewer networks, snow removal, and trail maintenance.

Waste and Recycling Depot Fund – This segment provides refuse and recycling collection (by resident drop-off) and disposal of refuse and various recyclable materials.

Water Fund – This segment provides potable water services to the community.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

18. Segment reporting (continued):

	General Fund (Schedule 1)		Waste & Recycling Depot Fund (Schedule 2)	Water Fund (Schedule 3)	2018	2017
	General government	Transpor- tation				
Revenue:						
Municipal property taxes	\$ 690,237	\$ -	\$ -	\$ -	\$ 690,237	\$ 670,628
Water parcel taxes	-	-	-	233,498	233,498	233,498
Grants in lieu of taxes	10,977	-	-	-	10,977	10,554
Fees and charges:						
Recycle and refuse fees	-	-	111,560	-	111,560	106,314
Water service fees	-	-	-	207,056	207,056	192,949
Water connection fees	-	-	-	8,115	8,115	7,380
Transfers from other governments	266,566	129,406	-	-	395,972	557,638
Interest income and Other revenues	118,707	-	1,219	1,130	121,056	123,431
Actuarial	-	-	-	24,356	24,356	19,318
	1,086,487	129,406	112,779	474,155	1,802,827	1,921,710
Expenses:						
Salaries, wages and benefits	410,402	186,465	25,883	91,335	714,085	702,749
Contracted services	282,471	-	74,872	69,269	426,612	665,797
Supplies and other	154,636	91,320	4,510	21,543	272,009	294,741
Interest on debt	-	-	-	128,799	128,799	128,799
Amortization	26,878	92,863	9,904	159,548	289,193	286,187
Loss on disposal of TCA	9,438	3,415	-	-	12,853	24,123
	883,825	374,063	115,169	470,494	1,843,551	2,102,396
Annual surplus (deficit)	\$ 202,662	\$ (244,657)	\$ (2,390)	\$ 3,661	\$ (40,724)	\$ (180,686)

VILLAGE OF BELCARRA

Schedule 1 - General Fund

Year ended December 31, 2018, with comparative information for 2017

	2018 Budget	2018	2017
Revenue:			
Municipal property taxes	\$ 687,462	\$ 690,237	\$ 670,628
Grants in lieu of taxes	10,765	10,977	10,554
Major Road Network operating transfer	76,073	56,389	210,766
Major Road Network capital transfer	32,000	15,870	-
UBCM transfer	15,000	11,450	-
FCM transfer	40,000	-	37,475
Small Community Investment Fund transfer	252,000	251,678	252,071
Community Works Fund transfer	54,500	57,147	54,456
Other transfer	2,800	3,438	2,870
Building permits	65,000	55,691	63,864
Other permits and licences	8,000	13,846	13,146
Interest income	11,000	30,883	24,286
Fees and charges	17,155	18,287	20,382
	1,271,755	1,215,893	1,360,498
Expenses:			
General government:			
Council indemnities and benefits	63,420	63,455	62,292
Council other	6,230	10,534	3,981
Election	20,000	27,497	-
Grants and projects	16,447	20,925	16,025
Salaries and benefits	290,042	301,229	294,309
Human resources	24,197	20,678	22,188
Information systems	38,687	42,580	30,417
Legal	17,000	40,564	39,983
Audit	16,500	15,612	28,728
Municipal hall	79,871	81,190	89,765
Planning	125,200	115,009	305,835
Support services	125,747	121,689	109,505
Interest and bank charges	3,700	4,279	3,783
Other	957	(4,269)	7,730
Administration allocation recovery	(13,810)	(13,463)	(12,614)
Amortization of tangible capital assets	22,280	26,878	22,280
Loss on disposal of tangible capital assets	-	9,438	11,851
	836,468	883,825	1,036,058
Transportation:			
Non-major road network:			
Salaries and benefits	296,113	291,211	288,063
Vehicles, equipment and supplies	35,179	30,363	57,839
Public works allocation recovery	(150,699)	(144,567)	(155,754)
Roads, bridges etc. (contracts)	73,240	37,427	22,347
Trails and public spaces	7,981	4,126	11,395
Major road network	76,073	56,389	84,656
Fire protection and emergency preparedness	4,646	2,836	5,240
Amortization of tangible capital assets	86,720	92,863	94,879
Loss on disposal of tangible capital assets	-	3,415	12,272
	429,253	370,063	420,937
Annual surplus (deficit)	\$ 6,034	\$ (41,995)	\$ (96,497)

VILLAGE OF BELCARRA

Schedule 2 - Waste and Recycling Depot Fund

Year ended December 31, 2018, with comparative information for 2017

	2018 Budget	2018	2017
Revenue:			
Recycling and refuse fee	\$ 110,260	\$ 111,560	\$ 106,314
Permits and licences	50	115	45
Interest income	600	1,104	715
	110,910	112,779	107,074
Expenses:			
Recycle and refuse:			
Public works allocation	27,109	25,883	27,467
Utilities	(1,500)	1,008	1,140
Depot attendants	30,273	19,752	24,802
Curbside chipping	1,000	4,981	5,342
Materials and equipment	4,000	3,502	5,691
Processing and hauling fees	41,384	50,139	45,223
	102,266	105,265	109,665
Amortization of tangible capital assets	9,000	9,904	10,081
	111,266	115,169	119,746
Annual deficit	\$ (356)	\$ (2,390)	\$ (12,672)

VILLAGE OF BELCARRA

Schedule 3 - Water Fund

Year ended December 31, 2018, with comparative information for 2017

	2018 Budget	2018	2017
Revenue:			
Water service fees	\$ 208,647	\$ 207,056	\$ 192,949
Water parcel taxes	233,498	233,498	233,498
Water connection fees	7,380	8,115	7,380
MFA actuarial interest	23,100	24,356	19,318
Interest	1,400	1,130	993
	474,025	474,155	454,138
Expenses:			
Water system:			
Administration allocation	13,810	13,463	12,614
Water purchases from GVWD	68,002	67,491	75,287
Environmental monitoring & VPA lease	15,277	566	276
Public works allocation	80,822	77,872	88,191
Utilities	6,441	6,154	7,075
Water mains repair and maintenance	5,400	151	19,513
Station repair and maintenance	13,520	6,742	3,245
Reservoir repair and maintenance	1,050	-	13,400
Scada system	3,535	2,474	11,346
Materials and equipment	8,768	7,234	6,962
Debt interest expense	128,800	128,799	128,799
	345,425	310,946	366,708
Amortization of tangible capital assets	158,000	159,548	158,947
	503,425	470,494	525,655
Annual surplus (deficit)	\$ (29,400)	\$ 3,661	\$ (71,517)



VILLAGE OF BELCARRA
2019 Annual Tax Rates
Bylaw No. 536, 2019



5.1

A bylaw to set Tax Rates for 2019

WHEREAS pursuant to the provisions of the Community Charter a municipality must, by bylaw adopt a financial plan, before the 15th of May in each year;

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

AND WHEREAS pursuant to the provisions of the Community Charter, a Council must, by bylaw, and before the 15th of May in each year, impose property value taxes for the year by establishing tax rates for:

- a) municipal funding for the Year 2019 of the Five-Year Financial Plan; and
- b) to meet taxing obligations for the Year 2019 in relation to the Greater Vancouver Regional District.

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

1. This Bylaw may be cited for all purposes as “Village of Belcarra 2019 Annual Tax Rates Bylaw No. 536, 2019”.
2. Council does hereby impose and levy the rates for the Year 2019 for each property class appearing on Schedule “A”, 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
2019 Annual Tax Rates Bylaw 536, 2019

Lorna Dysart, Chief Administrative Officer

SCHEDULE “A”

2019 Rates Established by Council
(Dollars of Tax/\$1000 assessed value)

Taxation Class	General Municipal Purposes	Regional District Purposes
Class 1 Residential	1.12191	0.21377
Class 2 Utilities	3.92669	0.74830
Class 6 Business/Other	2.74868	0.52374
Class 8 Recreational/Non-Profit	1.12191	0.21377



COUNCIL REPORT

Date: April 24, 2019

From: Nancy Gomerich, NG Consulting

Subject: **2019 Financial Support Costs – Forecast Budget Overage**

Recommendation

That the 2019 Financial Support Costs – Forecast Budget Overage report dated April 24, 2019 be received for information.

Purpose

To provide Council with advance notice that the 2019 Financial Support Budget (for NG Consulting services costs) will very likely be over budget for fiscal 2019, in the range of \$13,000 to \$26,000.

While the over-budget amount can be funded by available surplus, it is very important that Council be informed of this likelihood, so that they can take any action they determine appropriate.

Background

NG Consulting has been providing financial support services to the Village since 2010.

Services currently include:

- Development of the Five Year Financial Plan, related reports, presentations and bylaws;
- Annual Corporate Strategic Plan update and related Annual Report Progress Report;
- Various year-end work, including preparation for the annual audit;
- Completion of the required annual Ministry and Other Government filings;
- June and September Financial Forecast Reports (compares budget to estimated actual for year);
- Development and review of various financial policies and bylaws;
- Q&A and provision of financial information on an on-going basis, as requested;
- Work/reports/support on various financial topics, as requested

While the last few years have seen an increase in financial support time, due to a variety of factors, the hourly rate was also increased from \$125 to \$140. The NG Consulting hourly rate to all other NG Consulting customers is currently \$155 per hour, but has been maintained at a lower rate for the Village in recognition of the long service history (since 2010).

A summary for the past five (5) years of budgeted and actual expenses for financial support services are as follows:

	2014	2015	2016	2017	2018	Total
Budget	38,330	38,712	39,099	39,099	39,490	
Actual	18,745	29,121	15,871	41,892	49,132	
Under/(Over) Budget	19,585	9,591	23,228	(2,793)	(9,642)	39,969

2019 Financial Support Budget and Forecast:

While it is an unusual year, as part of the 2019 budget work and the 2020 budget work will occur in the 2019 budget year, *it is anticipated that by year-end the financial support budget will be significantly over-budget, in the range of \$13,000 to \$26,000:*

- 2019 budget for financial support: \$39,885.
- 2019 budget used/expended to April 4, 2019 inclusive: \$31,600.
- Estimated cost of 2019 work remaining*: \$21,200 (151 hrs) to \$33,800 (241 hrs)
- Total 2019 actual and estimated costs: \$52,800 to \$65,500

* Work remaining for 2019:

Work the must be completed in 2019:

- Complete audit work, reports and presentation (10-15 hours)
- Annual Ministry financial filings (5 hours)
- Draft 2019 Tax Rate Bylaw (1 hour)
- 2020 budget development - can vary significantly, but if do the long-term capital plan (see below, in advance) believe will be on the lower end of estimate (50-100 hours)
- Various Q&A and minor other work, as requested/required including overseeing work of the finance staff employee (20-30 hours)

Work that may be completed in 2019 ("Optional Work"):

- Long-term capital plan development/finalization (25-40 hours)
- Finalize/update financial history/graphic information (10-20 hours)
- September Forecast (Budget: Actual Variance) Report (30 hours)

Options to minimize/reduce Financial Services Support Costs:

1. Only require a single 2019 Forecast (Budget:Actual) Report, in September.
2. Where possible, do not require a formal written report; information to be provided verbally, or via delivery of a PowerPoint presentation.
3. Prioritize and limit financial work and information requests, as much as possible.
4. Do not complete all, or some, of the "Optional Work", as detailed above.

Items 1 to 3 inclusive are recommended.

Item 4 is not recommended. At this time, it is recommended that all of the "Optional Work" be targeted for completion in 2019 or early 2020, as I believe it is in the best interest of the Village to do so.



COUNCIL REPORT

File: 5600-06-MetroVan

Date: April 24, 2019

From: Lorna Dysart, Chief Administrative Officer

Subject: Metro Vancouver Regional District Water Connection Request

Recommendation

That Staff be authorized to provide Metro Vancouver with an interim water supply to enable the Belcarra Park Picnic Area to open and to provide a permanent water service as outlined in the Metro Vancouver Regional District Water Connection Request report; and
 That the Village of Belcarra Water Servicing Agreement with the Metro Vancouver Regional District (Parks) dated April 25, 2019 be approved; and
 That the Mayor and Chief Administrative Officer be authorized to sign the Agreement (**Attachment A**).

Purpose

To present the request by Metro Vancouver to connect to the Village of Belcarra water system and the proposed fees associated to this request to Council for consideration, and to recommend that Metro Vancouver be allowed to hook up to the Village water system in the interim.

Background

In August 2018, the Village of Belcarra (Village) received an application from Metro Vancouver seeking permission to connect two parcels of land (PID 011-554-584 and PID 018-353-347) to the Village Water System located within the Local Area Service (LAS) within the Village. These parcels are known collectively as the Belcarra Park Picnic Area.

The LAS is defined in the *Water Supply and Distribution Local Area Service No. 1 Establishment and Loan Authorization Bylaw No. 413, 2008*, and attached to this report as **Attachment B**. As shown in **Attachment B**, PID 018-353-347 is located within the established LAS, while half of PID 011-554-584 is located within the LAS (portion north of Bedwell Bay Road), and the other half (south of Bedwell Bay Road) is located outside of the LAS.

An amendment to the *Village of Belcarra Waterworks Bylaw No. 456, 2012* (the “Waterworks Bylaw”), may need to be prepared and enacted to allow Metro Vancouver’s connection to the waterworks located within the Village. In any event, this amendment is straight forward and always has been anticipated.

Metro Vancouver would not have been subject to a parcel tax at the time the *Village Water Supply and Distribution Local Area Service No. 1 Establishment and Loan Authorization Bylaw No. 413, 2008* was established in 2008. Metro Vancouver chose not to connect at that time and has not made any contributions to the works since then. Therefore, a connection fee should be implemented calculated from 2008, but based on 2018 dollars.

Proposed Fees

The Village has undertaken a review of the request to determine the most equitable approach to allowing Metro Vancouver to make the connection, including a fee structure to cover the connection fee, and an annual water utility fee.

The Village is proposing the following fees to be charged to Metro Vancouver in order to facilitate the request to connect to the Village's water system and for on-going usage of the system:

- Connection fee (one-time charge) - \$43,195
- Water utility fee (annual charge for 2019) - \$3,200

Connection fee

The initial, one-time Connection Fee represents the appropriate share of the costs of designing and constructing the waterworks system, permit fee, and a portion of the legal and consulting fees incurred by the Village in the processing the connection request – see Table 1 below for a breakdown of fees:

Table 1. Connection fee breakdown

Connection Fee (one-time)	
Capital cost for tax exempt parcels	\$34,245
Permit fee	\$750
Legal costs	\$6,600
Consulting costs	\$1,600
TOTAL	\$43,195

The design and construction costs are based off of the Capital Cost Charge for Tax Exempt Parcels established in 2013 and adjusted to reflect 2018 dollars. Certain parcels located within the LAS are assessed by BC Assessment to be tax exempt and have not contributed to the general taxation that funded the Village's water system and are not subject to a parcel tax by the Village for the repayment of capital costs. Tax exempt parcels may still connect to the water system and are charged a connection fee, which captures a portion of the capital costs.

The permit fee is based on the current charge the Village puts on residential lots for the installation of a water meter, pressure testing, and associated administrative costs.

The connection fee will be charged as a condition of payment and authorization to connect to the Village's water system. Metro Vancouver has agreed to these terms and fees.

Water Utility Fee

The Water Utility Fee is to be charged on an annual basis and is based on the City of Coquitlam's 2019 metered utility rates for commercial uses of \$37.50 per quarter and \$0.8108 per cubic meter. Metro Vancouver estimates that the Belcarra Park Picnic Area used approximately 3,034 cubic meters of water in 2016 and 3,416 cubic meters in 2017, which equates to a charge of approximately \$3,000 in 2017. The Water Utility Fee can be adjusted annually based on the previous year's usage.

Meeting with Metro Vancouver & the Sasamat Fire Department

A meeting was held on April 4, 2019 with Fire Chief Jay Sharpe, Sasamat Volunteer Fire Department (SVFD), Steve Schaffrick & Stephanie Harrison, Metro Vancouver Parks, Richard White, RWPAS Ltd., and Lorna Dysart & Bernie Serné, Village of Belcarra. The intent of the meeting was to discuss Metro Park's fire suppression plan and Belcarra's fire service plan for Belcarra Park, including identification of potential infrastructure upgrades.

The SVFD is supportive of the Metro Vancouver Park initiative to enhance fire protection within the Park through the installation of a water main and hydrants, and upgrades to the existing water line that extends from the reservoir on Tum-Tumay Whueton Drive. Metro Vancouver has agreed to the SVFD request for additional fire protection infrastructure including provision of the following:

- One (1) fire hydrant connected to Belcarra's water main to be located on the east corner of Tum-Tumay Whueton Drive as it enters the parking lot;
- The supply outlets for the yard hydrants on the reservoir system will be compatible to the 4" supply connections used by SVFD;
- Review the possibility to add a connection at the reservoir that the SVFD could connect to in the event of a fire off of Tum-Tumay Whueton Drive; and
- A Standard Operating Procedure (SOP) will be in place to control water usage in the park during an emergent event in the Village where hydrants are being used by the fire department. The SOP will include maintenance of the hydrants to conform to current standards established within the Village.

See letter from the Fire Chief attached as **Attachment C** & letter from Metro Vancouver attached as **Attachment D**.

Next Steps

If Council approves the recommendations as stated above, and the attachments provided in this report, the next steps would generally be as follows:

1. Provide Metro Vancouver with the agreement for execution (**Attachment D**), and the Village prepares an amendment, if needed, to the *Waterworks Bylaw No. 456, 2012*
2. Council approves and executes the agreement and, if needed, gives the amendment to the *Waterworks Bylaw* the requisite readings and adoption
3. Metro Vancouver upgrades and/or installs the required fire protection infrastructure*
4. Metro Vancouver pays the connection fee & water utility fee
5. Once Metro Vancouver is connected, the Village is to address any further amendments needed to the *Waterworks Bylaw No. 456, 2012*

Attachments:

- A. Agreement between the Village of Belcarra and Metro Vancouver setting out the terms & conditions of their connection to the Village system
- B. *Village of Belcarra Water Supply and Distribution Local Area Service No. 1 Establishment and Loan Authorization Bylaw No. 413, 2008*
- C. Letter from Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department dated April 17, 2019
- D. Letter confirming SVFD's requests from Metro Vancouver dated April 15, 2019



VILLAGE OF BELCARRA
WATER SERVICING AGREEMENT



This Agreement is dated for reference the ____ day of _____, 2019.

BETWEEN:

VILLAGE OF BELCARRA

4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

(the “**Village**”)

AND:

METRO VANCOUVER REGIONAL DISTRICT

Metrotower III, 4730 Kingsway,
Burnaby, BC V5H 0C6

(the “**Regional District**”)

WHEREAS:

- A. The Regional District is the owner in fee simple of two parcels of land within the Village of Belcarra and legally described as:

PID 011-554-584

THE FRACTIONAL WEST HALF OF THE SOUTH EAST QUARTER
OF SECTION 23 IN THE FRACTIONAL TOWNSHIP WEST OF
TOWNSHIP 39 NEW WESTMINSTER DISTRICT EXCEPT: FIRSTLY:
PART SUBDIVIDED BY PLAN 78497 AND SECONDLY: PART ON
STATUTORY RIGHT OF WAY PLAN 27123 (the “**Bole House
Parcel**”), and

PID 018-353-347

LOT A DISTRICT LOT 229 GROUP 1 NEW WESTMINSTER
DISTRICT PLAN 4072 (the “**Picnic Area**”)

(the Bole House Parcel and the Picnic Area are hereafter collectively referred to
as the “**Lands**”);

- B. The Regional District currently utilizes an existing water system on the Lands, but due to a number of power outages which have resulted in, and continue to result in insufficient disinfection of water from the current water system, and an increasing number of resulting boil water advisories being issued, the Regional District has requested that the Lands be connected to the water distribution system owned by the Village (the “**Water System**”), and which services the local service area established by the Village of Belcarra Water Supply and Distribution Local Area Service No. 1 Establishment and Loan

Authorization Bylaw No. 413, 2008 (the “**Local Service Area**”), and be supplied with water from the Water System in accordance with the Village of Belcarra Waterworks Bylaw No. 456, 2012 (the “**Waterworks Bylaw**”);

- C. The Village is prepared to allow the connection of the Lands to the Village System to provide water to the Regional District on the terms and conditions set out in this Agreement;
- D. The Regional District has authorized the execution of this Agreement by a resolution duly passed on the ____ day of _____;
- E. The Village has authorized the execution of this Agreement by a resolution duly passed on the ____ day of _____;

NOW THEREFORE In consideration of the terms and conditions set out below, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by both parties, the parties covenant and agree as follows:

1.0 Connection & Connection Fee

1.1 The Regional District agrees to pay to the Village, in exchange for the Village permitting the Lands to connect to the Water System, the following amounts:

- (a) a total connection fee of \$_____, which amount represents the Village calculation of an appropriate share of the costs of designing and constructing the Water System; and
- (b) an amount equal to \$_____, as a contribution towards legal fees or consultant fees incurred by the Village in association with the Regional District’s request to connect to the Water System and the preparation of this Agreement

(collectively the “**Connection Fee**”).

1.2 Following payment of the Connection Fee, the Regional District shall be permitted to connect the Lands to the Water System provided that the Regional District complies with all connection requirements under the Waterworks Bylaw and any additional requirements of the Village.

1.3 Notwithstanding Section 1.1, the Regional District and Village obligations under this Agreement are subject to the satisfaction of the following condition precedent:

- (a) On or before _____, 2019, if deemed necessary by the Village, in their absolute discretion, the Village Council will have passed an amendment to the Waterworks Bylaw to allow the Regional District’s connection to the Water System.

In consideration of \$10.00 non-refundable paid by the Village to the Regional District and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Regional District, the Regional District agrees to remain bound by the terms and conditions of this Agreement while it remains subject to the Condition Precedent under this section. If the Village does not give the Regional District notice of its satisfaction or waiver of any of the condition precedent, within the time provided herein, this Agreement will be at an end.

1.4 The Regional District acknowledges and agrees that:

- (a) the Regional District shall only be permitted to connect to the Water System in accordance with the Waterworks Bylaw and the requirements of the Village, including by paying all fees and charges required to be paid under the Waterworks Bylaw for connection to the Water System (which fees and charges are in addition to the Connection Fee);
- (b) the Regional District and the Lands shall be subject to the Regional District's ordinary jurisdiction respecting the Water System;
- (c) the Regional District acquires no special or extraordinary rights with respect to the Water System by virtue of this Agreement or payment of the Connection Fee; and
- (d) in exercising its discretion under this section, the Village may treat the Regional District differently from others who receive water from Water System due to the fact that the Regional District has requested this Agreement for the purpose of obtaining permission to connect their Lands to the Water System for non-residential uses.

2.0 Further Agreements

- 2.1 The Regional District and the Village shall execute such further agreements, authorities and assurances as may be necessary to give effect to their covenants herein.

3.0 Delivery of Notices

- 3.1 All notices and other communications with respect to this Agreement shall be given or made in writing and may be delivered personally or sent by pre-paid registered mail as follows:

- (a) To the Village:

Attention: Chief Administrative Officer
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC, V3H 4P8
Facsimile number (604) 939-5034;

(b) To the Regional District:

Attention: _____
Metro Vancouver Regional District
Metrotower III, 4730 Kingsway,
Burnaby, BC V5H 0C6

or at such other address or in care of such other officer or person as the parties may advise the other party by notice in writing.

3.2 The date of receipt of any such notice shall be deemed to be:

- (a) the date of delivery, if delivered personally; or
- (b) five days after the date of mailing in Canada, if mailed; or

4.0 No Effect on Powers

4.1 This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the Village under any common law or statute, bylaw or other enactment, nor does it create, or is the parties' intention to create, any implied obligations regarding such discretion, rights, duties or powers;
- (b) relieve the Regional District from complying with any common law or any statute, bylaw or other enactment, including in relation to the construction and use of the Regional District Infrastructure or Additional Infrastructure.

5.0 Agreement Binding

5.1 This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

6.0 Amendment

6.1 No amendment, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein shall be of any force or effect unless the same is reduced to writing duly executed by all parties hereto in the same manner and with the same formality as this Agreement.

7.0 Waiver

7.1 An alleged waiver of any breach of this Agreement is effective only if it is an express waiver in writing of that breach. A waiver of a breach of this Agreement does not operate as a waiver of any other breach of this Agreement.

8.0 Assignment

- 8.1 This Agreement and any right or benefit hereunder may not be assigned by any party without the prior express written consent of the other party.

9.0 Severability

- 9.1 If any part of this Agreement is for any reason held to be invalid by a decision of a court with the jurisdiction to do so, the invalid portion is to be considered severed from the rest of this Agreement and the decision that it is invalid shall not affect the validity or enforceability of the remainder of this Agreement. Interpretation

10.0 Interpretation

- 10.1 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this agreement;
- (c) the term “enactment” has the meaning given to it under the *Interpretation Act* (British Columbia) on the reference date of this Agreement;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced from time to time, unless otherwise expressly provided;
- (f) reference to a particular numbered section, or to a particular lettered schedule, is, unless otherwise expressly provided, a reference to the correspondingly numbered section or lettered schedule of this Agreement;
- (g) all Schedules to this Agreement form an integral part of this Agreement;
- (h) subject to the Force Majeure Clause, time is of the essence; and
- (i) where the word "including" is followed by a list, the contents of the list are not intended to limit or otherwise affect the generality of the expression preceding the word "including".

11.0 Counterparts

- 11.1 This Agreement may be executed in any number of counterparts and delivered by e-mail, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, provided that any party delivering this Agreement by e-mail shall also deliver to the other party an originally executed copy of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date below.

Executed the _____ day of _____, 2019.

VILLAGE OF BELCARRA

by its authorized signatories:

Mayor

Chief Administrative Officer

METRO VANCOUVER

by its authorized signatories:

Board Chair

Corporate Officer



VILLAGE OF BELCARRA
Water Supply and Distribution
Local Area Service No. 1 Establishment and
Loan Authorization Bylaw No. 413, 2008



A bylaw to establish a local area service for the purpose of providing water services for the special benefit of the local area service "Water Supply and Distribution Local Area Service No. 1" and to authorize borrowing to provide for financing the construction of a water supply and distribution system.

WHEREAS pursuant to the provisions of Part 7, Division 5 of the *Community Charter*, the Council of the Village of Belcarra is empowered by bylaw to undertake any work or service coming within the powers of the municipality for the special benefit of a part of the municipality;

AND WHEREAS to provide for the financing of construction of a water supply and distribution system to serve the Water Supply and Distribution Local Area Service No. 1 it is necessary to borrow a sum not exceeding three million twenty thousand nine hundred and twenty-six (\$3,020,926.00) Dollars, which is the amount of debt intended to be created by this bylaw;

AND WHEREAS the maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five (25) years;

AND WHEREAS the provisions of Section 213 of the *Community Charter* have been complied with;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

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

1. This bylaw shall be cited as "Village of Belcarra Water Supply and Distribution Local Area Service No. 1 Establishment and Loan Authorization Bylaw No. 413, 2008".
2. The portion of the Village of Belcarra, more particularly described in Schedule A attached hereto and as shown outlined in heavy dark line on the plan contained in Schedule A, to be known as "Water Supply and Distribution Local Area Service No. 1", shall be the area of the Village of Belcarra benefited by the services hereinafter set forth, which area is hereinafter referred to as the "benefiting area".
3. The Village of Belcarra is hereby authorized to provide, operate, maintain and to undertake and carry out, or cause to be carried out a water supply and distribution service and to do all things necessary in connection therewith for the special benefit of the benefiting area.
4. The Village of Belcarra is hereby authorized to borrow upon the credit of the Village of Belcarra, a sum not exceeding three million twenty thousand nine hundred and twenty-six dollars (\$3,020,926.00) for the purpose of constructing a water supply and distribution system in accordance with plans available in the municipal hall for the special benefit of the Benefiting Area, and the maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five (25) years.

5. The entire costs of the service provided pursuant to the authorization of this bylaw shall be borne by the benefiting area and shall be raised by Council, and for that purpose the Council may levy and impose a parcel tax within the benefiting area, pursuant to Section 211 of the Community Charter.
6. Should the sums recovered through the levy of a parcel tax at any time be insufficient to meet the costs of the service, the Council may levy and impose a property value tax within the benefiting area on land and improvements over and above all other rates sufficient to meet such deficit in the same manner and time as other general municipal levies.
7. The Council may, by bylaw, merge this benefiting area with any other local area service created to provide water supply and distribution services, whether contiguous or not, for the purpose of providing, consolidating or completing necessary services for such merged areas.
8. 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.
9. This bylaw shall take effect on the date of its adoption by Council.

READ A FIRST TIME on December 8, 2008.

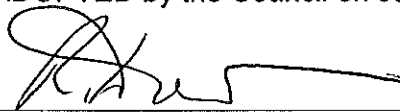
READ A SECOND TIME on December 8, 2008.

READ A THIRD TIME on December 8, 2008.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES on April 29, 2009.


ELECTOR ASSENT received on January 4, 2010.

ADOPTED by the Council on January 11, 2010.


Mayor Ralph E. Drew


Lynda Floyd
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Water Supply and Distribution Local Area Service No. 1
Establishment and Loan Authorization Bylaw No. 413, 2008


Chief Administrative Officer



Sasamat Volunteer Fire Department

2690 East Road, Anmore, BC, V3H 3C8

Ph. 604-469-0349; Fax 604-469-0349

Fire Chief, Jay S. Sharpe, 604-765-2944

Jay.sharpe@anmore.com

April 17th, 2019

To: Lorna Dysart

From: Chief Jay Sharpe, Sasamat Volunteer Fire Department (SVFD)

Re: Update: Belcarra Park – SVFD water supply connections for fire protection.

As a follow up on my letter to you dated April 5th, 2019, District Chief Colin Richardson and I toured Belcarra Park specifically to review the hydrant placements. During this tour we determined that our original requirement for two hydrants is not required. We feel that one fire hydrant located on the east corner of Tum-Tumay Whueton Dr. as it enters the parking lot will be all that is necessary.

The requests for the standpipe connections on the reservoir water line has not changed.

Yours truly

Jay Sharpe, Fire Chief, LAFC
Sasamat Fire Department

c.c. Lorna Dysart, C. Richardson

Regional Parks, Central Area Office
Tel. 604-520-6442 Fax 604-520-3520

April 15, 2019

File: PA-02-02-BEL

Ms. Lorna Dysart, Chief Administrative Officer
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8
Via email: ldysart@belcarra.ca

Dear Ms. Dysart:

Re: Sasamat Volunteer Fire Department Water Supply Connections for Fire Protection


The purpose of this letter is to provide a response to the requests made by the Sasamat Fire Department at the Thursday, April 4, 2019 meeting, and their follow up letter.

First, I would like to thank you for coordinating the meeting with the Sasamat Fire Department, Metro Vancouver and the Village of Belcarra to review the municipal water connection. In response to the Sasamat Fire Department's letter, I offer the following:

1. In respect to the request to install fire hydrants on the municipal water line in the park, and further correspondence with Jay Sharpe, Fire Chief, after the meeting, Metro Vancouver will install one hydrant close to the concession stand.
2. The supply outlets for the yard hydrants on the reservoir system will be compatible to the 4" supply connections used by SVRD. We will also review the possibility to add a connection at the reservoir that the Sasamat Fire Department could connect to in the event of a fire off of Tum-Tumay Whueton Drive.
3. A Standard Operating Procedure will be in place to control water usage in the park during an emergent event in the Village where hydrants are being used by the fire department. The Standard Operating Procedure would include maintenance of the hydrants to conform to current standards established within the Village.

If you have any questions, please contact me by phone at 604-520-6442 or by email at steven.schaffrick@metrovancover.org.

Sincerely,



Steven Schaffrick
Division Manager, Parks Central Area Office

SS/MR/ss

cc: Jay Sharpe, Fire Chief, LAFC, Sasamat Fire Department

29310400



COUNCIL REPORT

Date: April 24, 2019

From: Lorna Dysart, Chief Administrative Officer

Subject: Village of Belcarra Fees & Charges Bylaw No. 517, 2018 Amendment Bylaw No. 537, 2019 – Temporary Use Permits

Recommendation

That the Village of Belcarra Fees & Charges Bylaw No. 517, 2018 Amendment Bylaw No. 537, 2019 be read a first, second and third time.

Purpose

To establish application fees for Temporary Use Permits (TUPs) as follows:

- A fee of \$1,500 per application for TUPs, with a fee of \$3,000 for Commercial TUPs; and
- A TUP renewal fee of \$500, with a TUP renewal fee of \$1,000 for Commercial TUPs.

Background

The Village of Belcarra Official Community Plan (OCP) provides direction to ensure the Village is economically sustainable and maintains its autonomy through sound financial and governance decisions (Section 2.2, Village of Belcarra OCP).

An application for a TUP (TUP-2019-01) was received March 28, 2019. Background on that application is included as a separate item on Council's agenda. At the time of the application, no TUP fee existed in the Fees and Charges Bylaw. As the process for a TUP is similar to a rezoning, a \$3,000 fee (the fee for a rezoning application) was applied to that application.

The proposed update to the Fees and Charges Bylaw is intended to ensure TUPs are acknowledged in the Bylaw and that fees are set to support cost recovery associated with Village staff time, consultant time, and expenses involved in reviewing the technical aspects of TUP proposals.

Temporary Use Permit Fees

The Local Government Act (Sections 492 and 493) enables municipalities to define areas where TUPs are permitted, to issue TUPs, and to set conditions for TUPs. TUPs allow for a use of land on a temporary basis which would not otherwise be permitted in the Village's Bylaws.

The Village has received an application for a TUP and a fee has not yet been established in the Village's Fees and Charges Bylaw. Staff recommend revising Schedule 8 – Planning, Land and Development Services in the Bylaw to include an application fee in order to recover costs associated with TUP applications.

A review of twelve other municipalities of various scales reveals a range of TUP fees between \$600 and \$5,000. Based on the range of fees observed, Staff recommend an application fee of \$1,500. A fee on the lower end of this range is recommended because the Village will charge its expenses, including staff and consultant time, back to applicants. No additional charges for staff or consultant time were identified for TUPs in the other municipalities whose bylaws were reviewed. Whistler charges back staff and consultant time for other types of applications, but not for TUPs. A separate fee is recommended for Commercial TUPs to support cost recovery and the economic sustainability of the Village.

As is the case with other types of applications under Schedule 8 of the Fees and Charges Bylaw (e.g. zoning amendment application, board of variance application, subdivision application), Village staff time, consultant time, and expenses incurred by the Village will be charged back to applicants. The purpose of the application fee is to cover Village expenses that may not be captured by charging back time and expenses. This could include application intake, filing, and other incidental and administrative tasks.

Staff also recommend that a renewal fee be established. Renewal fees are typically lower, given that the renewal process generally will require fewer Village resources than the initial application. Based on rates observed in other municipalities, a rate of \$500 is recommended. A Commercial TUP renewal fee of \$1,000 is recommended. Expenses (including staff and consultant time) would also be charged for renewals if additional technical assessment is required.

Attachments:

- A. Summary of TUP Fees in comparable municipalities
- B. Proposed Village of Belcarra Fees & Charges Bylaw No. 517, 2018 Amendment Bylaw No. 537, 2019

A. Attachment A. Summary of TUP Fees in comparable municipalities

Municipality	Fee Breakdown
District of North Vancouver	Total fee = \$1,780
Village of Lions Bay	Application Fee = \$250 Permit Fee = \$1,000 Inspection Fee for Short Term Rentals = \$250 for two inspections TUP Renewal Application Fee = \$750
Village of Anmore	No fee established
District of West Vancouver	TUP (approved by Council) = \$5,000 TUP (approved by Director of Planning) = \$3,500 Minor amendment to existing Temporary Use Permit = \$1,650 Renewal of Permit = \$1,000
City of Port Moody	Temporary Use Permit = \$3,875
City of Delta	Temporary Use Permit = \$2,000 Temporary Use Permit Renewal = \$1,000
Township of Langley	Application fee = \$3,000
District of Maple Ridge	Temporary Commercial and Industrial Use Permit Application = \$2,103
City of Coquitlam	Temporary Industrial and Commercial Use Permit Application = \$2,686.83 Renewal = \$1,343.42
City of Richmond	Application Fee = \$2,360 Renewal = \$1,184
City of White Rock	Temporary Use Permit (including renewal and amendment) = \$2,040
Resort Municipality of Whistler	Temporary Use Permit application = \$600 Renewal = \$250 (Staff/consultant time not charged for TUPs)



**VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018,
Amendment Bylaw No. 537, 2019**



An amendment bylaw to establish a fee for a Temporary Use Permit application.

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

NOW THEREFORE the Village of Belcarra enacts as follows:

1. That this bylaw be cited for all purposes as the “Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 537, 2019”
2. That the “Village of Belcarra Fees and Charges Bylaw No. 517, 2018” be amended:
 - a) By adding the following text to Section 8 – Planning, Land and Development Services after “Development Variance Permit (DVP)”:

Temporary Use Permit (excluding Commercial TUP)	\$1,500
Temporary Use Permit – Commercial use	\$3,000
Temporary Use Permit Renewal (excluding commercial TUP)	\$500
Temporary Use Permit Renewal – Commercial use	\$1,000

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 Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 537, 2019

Chief Administrative Officer



COUNCIL REPORT

Date: April 24, 2019
From: Lorna Dysart, Chief Administrative Officer
Subject: Evangelical Laymen's Church "Tea Room" Background
 Report (Temporary Use Permit Application #TUP-2019-01)

Recommendation

That the report dated April 24, 2019 regarding the Temporary Use Permit (TUP) Application for Evangelical Laymen's Church be received for information; and
 That the Evangelical Laymen's Church be permitted to host bread and tea gatherings in April, May, and June 2019, while a TUP application is reviewed, subject to safety considerations being met; and
 That staff be directed to process an OCP amendment to enable Temporary Use Permits in the Village; and
 That staff be directed to consider a rezoning application and OCP amendment for the Evangelical Laymen's Church Lands should an application be received; and
 That Metro Vancouver, the City of Port Moody, and the Village of Anmore be provided with copies of this report.

Purpose

To inform Council that a Temporary Use Permit Application has been received from the Evangelical Laymen's Church (ELC) for a Tea Room in Farrer Cove, Belcarra.

To request that Council provide direction to the ELC with respect to operation of the Tea Room prior to a Temporary Use Permit being approved.

To inform Council that a Letter of Intent has also been received outlining plans for a future rezoning for a four-storey conference centre on the ELC Lands.

To request initial Council direction on key considerations for review of a potential rezoning application for the ELC Lands.

To inform Council that separate OCP amendments would be required to permit Temporary Use Permits and to enable a larger commercial rezoning of the ELC Lands.

Tea Room Background

On February 11, 2019 Village of Belcarra Council passed the following motion:

“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.”

Subsequent to the above motion being passed, Village of Belcarra staff and planning consultants met with representatives of the ELC to discuss a Temporary Use Permit (TUP) application for the Tea Room. A TUP application was received March 28, 2019. A copy of the Letter of Intent for the TUP is included in **Attachment A**.

The Village is currently reviewing the application and will bring a report to Council with a recommendation on the proposed TUP at a later date. Council will have the opportunity to vote to approve the application, not approve the application, or approve the application with conditions. An amendment to the OCP to enable TUPs will also be required at that time.

As indicated above, Council has directed staff to process the TUP application. For clarity, staff are now requesting Council direct staff to process an OCP amendment at the same time, enabling TUPs to be authorized in the Village. Currently TUPs are not addressed by the Village OCP. Should a rezoning application be received in the future, a separate amendment to the OCP will be required, as outlined below.

As part of the review of the TUP application, the applicants have been notified that they must conduct a Public Information Meeting to share details of the proposal with the public and provide an opportunity for input. Village staff have sent correspondence to the applicant outlining requirements for a Public Information Meeting (PIM). The PIM is scheduled for May 11, from 2:00 pm to 5:00 pm (drop in) on the ELC Lands. Notification in the Tri-Cities news will be required 3-10 days in advance of the PIM, a site sign will be required, and notification will be required to all Belcarra residents including residents of Farrer Cove, at the applicant's expense. If timing permits, a notice should also be posted in the Belcarra Barnacle. Additional notices will be posted on the Village website, a group email sent and at the Municipal Hall. A shuttle will be provided from the Ioco school at 1st Avenue and Ioco Road from 1:45 pm to 5:15 pm, operating every 30 minutes.

The Village will also continue to liaise with external stakeholders such as Metro Vancouver Parks and Port Moody. Those parties will be notified that an application has been received and may provide input for staff and Council consideration. The applicant has been notified that a Temporary Use Permit will require a suitable access agreement to be arranged, which would likely require the use of a Metro Parks road that falls within Port Moody. Metro Vancouver has indicated that it would be able to support some form of a shuttle bus to the ELC Lands through White Pine Beach for this year, but would not support an increase of vehicle traffic through the park and on the access road. Village Staff will seek to meet with Metro Vancouver and ELC representatives to determine a suitable access arrangement for the duration of the TUP prior to bringing a recommendation on the TUP application back to Council. Representatives from Metro Vancouver and Port Moody will be invited to attend the PIM as observers.

Options for Consideration

The ELC has indicated that it intends to re-commence Tea Room operations starting in April 2019. The Tea Room is not currently permitted under zoning or the Village OCP and a full independent building code review by Village staff has not yet been conducted. As such, the operation of the Tea Room is not permitted.

Council may consider two options in the event that the Tea Room is re-opened prior to the issuance of a TUP as outlined below.

Option 1: That the Evangelical Laymen's Church be permitted to host bread and tea gatherings in April, May, and June 2019, while a TUP application is reviewed, subject to safety considerations being met:

Council has authorized staff to work with the applicant toward a TUP which would bring the Tea Room into compliance with Village regulations. Council could authorize the ELC to host gatherings and the Village could defer enforcement of the regulations for April, May and June, while TUP review is underway, to enable the Tea Room to continue operations during this process. If the TUP application is rejected by Council and Tea Room operations were to continue, the Village could bring enforcement action against the operators at that time.

The operation of any unauthorized use can pose potential safety risks. The ELC's architect has indicated that the existing facility complies with BC Building Code 2012. An independent Code review has not been conducted by the Village at this time. Any ongoing operation of the Tea Room would require safety considerations, including compliance with the Code, be met.

Option 2: That the Evangelical Laymen's Church be advised not to operate a Tea Room on its property until safety standards and compliance with Village regulations can be met:

If Council pursues Option 2 and the Tea Room is reopened without applicable permits, Village staff may enforce the regulations set out in the Zoning Bylaw, the Building and Plumbing Bylaw, and the Official Community Plan.

The penalty for a violation of the Building and Plumbing Bylaw is between \$2,500 to \$10,000 each day the violation continues or exists (Section 160).

The penalty for a violation of the Zoning Bylaw is up to \$5,000 each day the violation continues or exists (Section 900.2 and 900.3).

The processing of a TUP application could proceed concurrently with enforcement action.

Conference Centre Background

In addition to short-term plans to bring the ELC's Tea Room into compliance with Village of Belcarra regulations through a TUP, the ELC has submitted a letter expressing intent to apply to rezone 10 acres of the property for commercial use, including a 4-storey building with a conference hall, offices, and meeting rooms, as well as permanent operation of the Tea Room. An estimated square footage for the proposed conference hall has not yet been indicated. A copy of the letter of intent for the rezoning of the property is included in **Attachment B**.

Please note that a rezoning application has not yet been received. However, the ELC has indicated to Village staff that the development of a conference centre is a near-term objective and that a rezoning application should be anticipated soon.

The creation of a conference centre on the ELC Lands would be a significant departure from existing land use in the Village of Belcarra. The Village currently has no commercially-zoned land, and very few commercial uses are permitted under the Village's existing OCP (e.g. home-based businesses). A rezoning would require significant review as well as robust engagement with Village residents and other stakeholders. Concerns previously identified, including but not limited to those concerns related to access, would need to be addressed as part of the rezoning as well. Village staff recommend that Council authorize staff to consider a rezoning application and OCP amendment should an application be received.

An OCP amendment to permit a commercial conference centre and permanent Tea Room would be a more substantial undertaking than an amendment to permit TUPs in the Village. As such, Village staff recommend that each OCP amendment be undertaken in a separate process. This will enable the TUP application to be processed more expeditiously while rezoning considerations associated with the conference centre are identified.

Attachments:

- A. Letter of Intent for 8 Corners Tea Room TUP at Camp Howdy
- B. Letter of Intent for Rezoning of Camp Howdy
- C. Report to Council, February 11, 2019 – Evangelical Laymen's Church "Tea Room" Background Report

To:

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

From:

Evangelical Layman's Church of Canada (Vancouver)
3000 Camp Howdy Road
Belcarra BC V3H 5B6

Attn: Mr. Dan Watson, Brook Pooni Associates & Ms. Lorna Dysart, Chief Administration Officer, Village of Belcarra

Re: Letter of Intent for 8 Corners Tea Room TUP at Camp Howdy

I am pleased to write this letter of intent with excitement for our plans for the future of Camp Howdy in the community.

It is our intention to create valued events and operate to be an integral part of the community.

We have been creating some excitement through our annual tea festival, bread and tea workshops, and the tea room. We are operating these events with the mindset of creating minimal impact on traffic and our surrounding environment. For example, we have included a shuttle service during the festival. We have built a 4000 sq. ft. dock, so that people with boats can arrive by water.

We have eliminated weddings and most corporate retreats to concentrate our focus on activities and events that are more community oriented.

We will continue to work with all sectors of the government such as Metro Vancouver, The Village of Belcarra, and the health department, the ministry of Environment regarding sewage, the Fire department, and VPA.

We would like to propose the following which will allow us to continue to do what we have been doing, as well as to create a few more events throughout the year.

Proposal: Temporary Use Permit (TUP) for 8 Corners Tea Room

Desired opening: April 2019

Current Zoning: CI – Civic Institutional

Current operations:

- Church gatherings on Tuesdays (7pm-11pm), Wednesdays (7-11pm), Saturdays (2-11pm), and Sundays (11am-7pm)
- About 5 workshops a year (bread and tea workshops usually on Saturdays: 9am-9pm)
- Annual tea festival (the 2nd and the 3rd weekends in July consisting of 2 Fridays, 2 Saturdays, 2 Sundays: 11am-7pm)
- During the tea festival, Shuttle service (every 30 minutes from the school on loco and 1st Avenue) plus on-site parking (100+ spaces) when the park gate is not closed; boat access (at 4000 sq. ft. dock) is also welcome
- Renting out to movie companies (usually 2-3 times a year)
- 2 gospel conferences (usually March and August: Monday-Friday: 8pm-11pm)
- About 2 children's camps (usually in March and August)

Proposed Tea Room Operation:

The following is the situation at present (no site improvements are planned for the Tea Room except new paint)

- 500 sq. ft. space with about 24 seating capacity
- Compliant to the BC Building Code 2012
- Obtained Health Permit, clearance from Ministry of Environment regarding sewage, clearance from Fire Department, and clearance from VPA
- Planned hours of operation: Fridays and Saturdays (11am-4pm); open more days and longer hours in Summer (weather permitting)
- shuttle service proposed from gate when gate is closed
- on-site parking (100+ spaces available) and boat access (at 4000 sq. ft. dock) welcome
- During the proposed process, we would like to continue operating the Tea Room starting early April 2019.

Note: Most functions are closed during winter months.



To:

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

From:

Evangelical Layman's Church of Canada (Vancouver)
3000 Camp Howdy Road
Belcarra BC V3H 5B6

Attn: Mr. Dan Watson, Brook Pooni Associates & Ms. Lorna Dysart, Chief Administration Officer, Village of Belcarra

Re: Letter of Intent for Rezoning of Camp Howdy

I am pleased to write this letter of intent with excitement for our plans for the future of Camp Howdy in the community.

It is our intention to create valued events and operate to be an integral part of the community.

We have been creating some excitement through our annual tea festival, bread and tea workshops, and the tea room. We are operating these events with the mindset of creating minimal impact on traffic and our surrounding environment. For example, we have included a shuttle service during the festival. We have built a 4000 sq. ft. dock, so that people with boats can arrive by water.

We have eliminated weddings and most corporate retreats to concentrate our focus on activities and events that are more community oriented.

We will continue to work with all sectors of the government such as Metro Vancouver, The Village of Belcarra, and the health department, the ministry of Environment regarding sewage, the Fire department, and VPA.

We would like to propose the following which will allow us to continue to do what we have been doing, as well as to create a few more events throughout the year.

Proposal: Partial zoning change to commercial (10 acres) & permanent opening of 8 Corners Tea Room

Current Zoning: CI – Civic Institutional

Current operations:

- Church gatherings on Tuesdays (7pm-11pm), Wednesdays (7-11pm), Saturdays (2-11pm), and Sundays (11am-7pm)
- About 5 workshops a year (bread and tea workshops usually on Saturdays: 9am-9pm)
- Annual tea festival (the 2nd and the 3rd weekends in July consisting of 2 Fridays, 2 Saturdays, 2 Sundays: 11am-7pm)
- During the tea festival, Shuttle service (every 30 minutes from the school on loco and 1st Avenue) plus on-site parking (100+ spaces) when the park gate is not closed; boat access (at 4000 sq. ft. dock) is also welcome
- Renting out to movie companies (usually 2-3 times a year)
- 2 gospel conferences (usually March and August: Monday-Friday: 8pm-11pm)
- About 2 children's camps (usually in March and August)

Proposed Long-term Site Improvements:

A 4-storey building with a conference hall, offices, and breakout rooms (replacing about 5 cabins on the hill beside the office building OR under the man grass area), and the permanent rezoning to allow for the operation of the 8 Corners Tea Room.

(This would allow us to open Sunday services to the surrounding communities to enjoy nature while worshipping God, including a few more conferences per year (gospel and others), and a few health and history seminars a year.)

Proposed Tea Room Operation:

The following is the situation at present (no site improvements are planned for the Tea Room except new paint)

- 500 sq. ft. space with about 24 seating capacity
- Compliant to the BC Building Code 2012
- Obtained Health Permit, clearance from Ministry of Environment regarding sewage, clearance from Fire Department, and clearance from VPA
- Planned hours of operation: Fridays and Saturdays (11am-4pm); open more days and longer hours in Summer (weather permitting)
- shuttle service proposed from gate when gate is closed
- on-site parking (100+ spaces available) and boat access (at 4000 sq. ft. dock) welcome
- During the proposed process, we would like to continue operating the Tea Room from April.

Note: Most functions are closed during winter



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

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

File: 7200-01

Date: April 24, 2019
From: Lorna Dysart, Chief Administrative Officer
Subject: Belcarra Wildfire Protection Plan Information Report

Recommendation

That the Belcarra Wildfire Protection Plan Information Report dated April 24, 2019 be received for information.

Purpose

Considerable interest has been expressed by Council and members of the community concerning the potential Wildfire season, particularly after the major wildfires that have occurred in the Province and even in the more temperate Coastal Region (Harrison Lake, Sechelt) in the past few years.

Background

Staff have undertaken some initial research on this topic since the Province and Federal governments both provide advice and funding to assist communities (First Nations and municipalities) in preventing and also preparing to respond to wildfire events.

The Wildfire Prevention Office for the Coastal Fire Centre has been contacted. Our Wildfire Prevention Officer referred us to a report was prepared by the Greater Vancouver Regional District in 2007 for several Metro municipalities. The Village of Belcarra took advantage of this project and the resultant 2007 Community Wildfire Protection Plan may be accessed at http://www.belcarra.ca/reports/2007_Community_Wildfire_Protection_Plan.pdf

This report comes with analysis of the wildfire threats in Belcarra and nearby with recommendations on actions that may be taken to reduce fire potential, to enhance safety and to mitigate damage.

The Union of BC Municipalities (UBCM) has also been contacted. The UBCM has a variety of programs available at the local level. Some communities are undertaking a variety of awareness and preparedness events on May 4, 2019 which has been named “Community Fire Preparedness Day” in the Province of British Columbia.

UBCM administers a variety of programs, on behalf of the Province, to support enhanced preparedness and a number of applicant communities will receive funding to carry out these projects in the near future. Financial support will again be available later in 2019 or 2020. The Village will monitor these programs and projects and apply for similar funding in the coming months.



COUNCIL REPORT

Date: April 24, 2019

From: Lorna Dysart, Chief Administrative Officer

Subject: Village of Belcarra Fees & Charges Bylaw No. 517, 2018 Amendment Bylaw No. 538, 2019 – Film Permit Fees

Recommendation

That the Village of Belcarra Fees & Charges Bylaw No. 517, 2018 Amendment Bylaw No. 538, 2019 be read a first, second and third time.

Purpose

To amend the Fee Schedule for Film Permits to remove the flat application fees, to introduce daily fees, and to add an additional location fee for Film Permits.

Background

The Village of Belcarra Official Community Plan (OCP) provides direction to ensure the Village is economically sustainable and maintains its autonomy through sound financial and governance decisions (Section 2.2, Village of Belcarra OCP).

Proposed changes to the Fees and Charges Bylaw are outlined below to support cost recovery associated with the services provided by the Village.

Film Permit Fees

Updates are proposed to the Fees and Charges Bylaw No. 517, 2018 to increase filming fees, to ensure that filming does not negatively impact residents and addresses financial sustainability goals of the Village. The proposed changes include removing the existing one-time application fees and establishing daily filming fees in their place. The proposed updates will allow the Village to recover additional costs when filming takes place over multiple days. A fee for additional locations is proposed as well.

The proposed changes are based on a review of comparable fees charged in other municipalities. A summary of these fees is included in Attachment A of this report.

The proposed changes are also informed by discussions with Creative BC, an agency established by the provincial government to assist with the growth and development of BC's creative industries. Creative BC recommended that the Film Permit fees be broken down and clearly defined to ensure that they are reasonable and based on cost-recovery. This is the practice generally in place under the existing bylaw.

Each municipality reviewed has a different breakdown of filming fees. Some municipalities charge a one-time application fee, and others charge a daily film permit fee. When a daily fee is charged, it is often in lieu of a one-time application fee, not in addition to an application fee.

Whether a municipality charges a daily fee or a one-time application fee, all municipalities reviewed charge additional fees based on the specific circumstances of the application. These fees address street closures, parking, municipal property rentals, fees for additional locations, and use of municipal personnel, for example. The Village's current fee structure for additional items is in line with the charges in the other municipalities that were reviewed.

The review of other municipalities indicates that the daily permit fee can range from \$130 to \$300. One-time application fees range from \$100 to \$750. Given that a range of additional charges apply at different rates in each municipality, a direct comparison is not possible.

Belcarra's current Bylaw charges a one-time application fee of \$350 for filming in the community or at municipal facilities, in addition to additional costs such as Municipal Hall rental and personnel time. To support recovery of costs in line with a given film's number of days of filming, a change from the existing \$350 application fee to a \$350 daily film permit fee is recommended. This rate would put Belcarra on the high end of the daily fee spectrum based on municipalities reviewed.

The proposed \$350 daily rate would allow the Village to cover costs incurred while remaining close to the fee range of comparable municipalities. Belcarra has issued between 1-5 film permits per year since 2013. The majority of film permits were issued for one day. The longest period of filming for a single permit was 8 days. Under the proposed change, the same rate would be captured for single-day film permit applications. With the introduction of a daily permit fee, the Village would see additional revenue in cases where filming takes place over multiple days.

An additional \$100 per location per day fee is also proposed. This would generate additional revenue where filming takes place in multiple locations in the Village. A \$100 rate is in line with the fee charged for additional locations in other municipalities.

The total charges applied for filming in the Village would continue to include the other existing provisions in the Village of Belcarra's Fees and Charges Bylaw Section 9 – Filming Permits and Services, including costs associated with use of Village of Belcarra personnel, vehicles, buildings, and land.

Attachments:

- A. Summary of filming fees in comparable municipalities
- B. Proposed Village of Belcarra Fees & Charges Bylaw No. 517, 2018 Amendment Bylaw No. 538, 2019

Lorna Dysart, Chief Administrative Officer
 Village of Belcarra Fees & Charges Bylaw No. 517, 2018 Amendment Bylaw No. 538, 2019 – Film Permit Fees
 April 24, 2019
 Page 3 of 4

Attachment A. Film Permit Fees in Comparable Municipalities

**Please note the table below is a summary. Most bylaws provide a more detailed breakdown of additional fees that apply to film permits based on individual circumstances.*

Municipality	Fee Breakdown
Village of Belcarra (existing bylaw)	Application Fee = \$350 Personnel = \$30 - \$100 or at cost Vehicles (per hour or part thereof) = \$10/hr-75/hour Buildings and Land (per day or part thereof) = Vary for hourly, per day or at cost = \$200-\$1,000 Belcarra Regional Park Gate Access = \$800
District of North Vancouver	Location Permit Fee = \$250 per location Street Filming = \$170 Park Fees = \$350 - \$1,550 Prep/Wrap Fee = \$225 - \$500 per day Staff/Services = \$56 - \$170 Commercial Media Fee = \$310 per day Parking = \$62 - \$280
Village of Lions Bay	Filming Application Fee = \$250 Filming Fee per day = \$300 Filming in Parks per day = \$500 Parking fees per day = \$25 - \$100 Municipal Staff/Services = \$40/hour to \$100/hour Fireworks permit = \$100
Village of Anmore	Filming per day within Village = \$200 per day to a max of \$1,000 Additional Location = \$100 per day to a max of \$500 Municipal properties/facilities = \$200 - \$250
City of Pitt Meadows	Film Permit Application = \$300 Municipal Staff = Per hour recovery of wages and benefits Municipal Facility = \$2,000 Right of Way and Dike Usage = \$150/block or parking lot/day Municipal Park/Sports Field = \$500/day - \$1,500/day
District of West Vancouver	Application Fee = \$400 + 20% Administrative Fee (20% of the total invoice excluding application fee) + + Business Licence Fee = \$400 + 20% of invoice + Business Licence Filming in Parks = \$1,150 per day Commercial Media in Parks = \$410 per day Prep/Wrap Fee in Parks = \$575 per day Lunch Area in Parks = \$250 per day Parking Fees in Parks = \$500-\$1000 per day Municipal Properties/Facilities = \$1,000 to \$2,550 per day Prep and Wrap = \$500-\$1,275 Municipal staff/services = \$84/hr-\$140 hourly Parking = \$55-\$300 per day Closures = Sidewalk/Lane \$200 per day Closures = Street/Alley \$100 per day Municipal Staff/Services = \$15/hr - \$200/hr

City of Port Moody	First 2 days of filming = \$350 Per day after = \$130 (to a max of \$1,500)
Township of Langley	Application Fee = \$100 Business License = \$127.50 Parks/Recreational/ Municipal Facilities/highways/Airport day and half day rates = \$159 - \$2,488 Staff costs = At cost Filming Administration Fee = 15% (max \$500)
District of Maple Ridge	Film Permit Application per location = \$208 After 6 locations = \$52 Municipal properties/facilities = \$416 Other Municipal Location = To be Determined Municipal Staff 2x current collective agreement rate if outside of staff hours Prep/wrap fee = 50% of location fee
City of Coquitlam	Film Permit Fee = \$225 Additional Fee for Multiple locations = \$100 Business License Fee = \$160 Municipal Properties/Facilities/Services/Staff = \$75 - \$1,200 per day or hour Prep/wrap fee = 50% of location fee Administrative fee = 10% of total fees charged
City of Port Coquitlam	Film Permit Fee = \$750 Film Permit fee (student) = \$10 Municipal Property/Facilities = \$150 - \$3,000 per day Municipal Staff/Services = Billed at cost
City of North Vancouver	Film Permit Fee = \$215 Each additional location = \$100 Youth in Film= \$250 Commercial Media = \$225 Electrical Permit = \$102 (per location) Electrical Annual Permit fee = \$230 Municipal Staff/Services/Equipment = \$50 - \$350 Municipal Properties/Facilities = \$250 - \$3,000 per day
City of Richmond	Application for Filming Agreement = \$110 Film production business license = \$127.00 Street Use Fee / 30m (100ft) = \$54.50 per day Municipal Properties/Facilities = \$532 - \$3,185 per day
City of White Rock	Application Fee & 1 day of filming = \$300 Additional Days = \$100 per day Municipal Staff = At Cost Municipal Properties/Facilities = \$54.50 - \$1,100 per day



**VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018,
Amendment Bylaw No. 538, 2019**



An amendment bylaw to establish a fee to include a Film Permit per day fee.

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

NOW THEREFORE the Village of Belcarra enacts as follows:

1. That this bylaw be cited for all purposes as the “Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 538, 2019”
2. That the “Village of Belcarra Fees and Charges Bylaw No. 517, 2018” be amended as follows:
 - a) In Schedule 9 – Filming Permits and Services

replacing:

Community Filming application fee	\$350.00
Municipal Facility Filming application fee	\$350.00

with:

Community Filming Permit Fee (per day)	\$350.00
Municipal Facility Filming Permit Fee (per day)	\$350.00

adding:

Additional Location fee	\$100.00
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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 Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 538, 2019

Chief Administrative Officer



**VILLAGE OF BELCARRA
WILDLIFE AND VECTOR CONTROL (BEAR)
BYLAW NO. 535, 2019**



**A BYLAW FOR THE PREVENTION OF WILDLIFE ATTRACTANTS AND VECTOR
CONTROL AGAINST THE SPREAD OF DISEASES**

WHEREAS pursuant to Part 2, Div. 1, Sec 8 (3) (k), and Part 3 (Div. 6 (47)) of the *Community Charter*, Council for the Village of Belcarra has authority to regulate in relation to animals;

AND WHEREAS the Council for the Village of Belcarra considers that it is desirable to protect the health of the public by requiring Owners and occupiers of property in the Village to prevent their property from becoming infested by vectors that may spread disease;

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

1. Citation

1.1 This bylaw may be cited as the “Wildlife and Vector Control Bylaw No. 535, 2019”

2. Severability

2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsequent, paragraph, subparagraph, clause or phrase.

3. Definitions

3.1 In this bylaw:

“**Attractant**” means any substance which could reasonably be expected to attract Wildlife or does attract Wildlife including but not limited to household refuse, kitchen waste, food products, beverage containers, barbecue grills, pet food, bird feed, diapers, grease barrels, fruit, oil and other petroleum products, antifreeze and other chemical products;

“**Village**” means the Village of Belcarra;

“**Owner**” means any person who is the registered owner, or owner under agreement, of real property, and includes any person in actual or apparent possession of real property under a lease, licence or other agreement with another owner;

“**Parcel**” means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway;

“**Pathogen**” means an organism capable of causing disease in humans, animals or plants;

“**Property**” means any parcel of land in the Village;

“**Receptacle**” means a household, light commercial, municipal, yard waste or special receptacle;

“Vector” means a carrier organism that is capable of transmitting a pathogen from one facility, waste source, product or organism to another facility, waste source, product or organism including but not limited to mice, rats and mosquitoes;

“Vermin” means a Vector such as rodents including but not limited to rats and mice and insects including but not limited to mosquitoes, fleas, cockroaches, or wasps;

“Wildlife” means birds and any mammal not normally domesticated, including but not limited to bears, bobcats, cougars, coyotes, foxes, racoons, deer and skunks;

“Wildlife Resistant Container” means a solid waste container and device whose material and construction is of sufficient strength and design so as to prevent access by Wildlife during storage and which has been accepted as such by the Wild Safe BC;

“Wildlife Resistant Enclosure” means a fully enclosed structure consisting of walls, roof and door(s) made of sufficient design and strength so as to prevent access by Wildlife and for clarity includes garage, shed or other structure that is inaccessible to Wildlife.

4. Prohibitions

4.1 No Owner or Occupier of Property within the Village shall cause, permit or allow a nuisance to be caused by the presence of Wildlife or Vectors on that Property.

4.2 No Owner or Occupier of Property shall cause, permit or allow:

- a. any building or improvement;
- b. any brush, weeds or other growths;
- c. any standing water; or
- d. any other condition on that Property to provide food, shelter, or breeding conditions;

that could attract Wildlife or a Vector.

4.3 Except as provided in section 4.4, no person shall knowingly or willingly feed, or in any manner provide or furnish access to food, garbage or any other edible substance, to any Wildlife.

4.4 Bird feeders must be suspended on a cable or other device and in such a manner that they are inaccessible to Wildlife other than birds. The area below a bird feeder shall be kept free of the accumulation of seed and debris from the bird feeder at all times.

4.5 Every Owner or Occupier of Property within the Village shall ensure that:

- a. bee hives are inaccessible to Wildlife;
- b. grease containers are inaccessible to Wildlife;
- c. outdoor refrigerators or freezers are inaccessible to Wildlife;
- d. dairy products and proteins are not put into compost piles;
- e. garbage and organic containers are inaccessible to Wildlife; and
- f. wildlife resistant Receptacles that are stored outside on the property are locked or in a Wildlife Resistant Enclosure.

4.6 Every Owner or Occupier of Property within the Village shall prevent or cause to be prevented the infestation by Vermin or other destructive insects or animals.

5. Offence and Penalty

- 5.1 Every person who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this bylaw, is guilty of an offence and is liable to the penalties imposed under this bylaw, and is guilty of a separate offence each day that a violation continues to exist.
- 5.2 Every person who commits an offence is liable for a fine of up to \$500.00 and not exceeding the maximum allowed by the Local Government Bylaw Notice Act.

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 true copy of Village of Belcarra
Wildlife and Vector (Bear) Control Bylaw No. 535, 2019

Chief Administrative Officer



COUNCIL REPORT

Date: April 24, 2019 **File No.** 1220-20-201705

From: Bernie Serné, ASCT, Superintendent of Public Works

Subject: Drainage Study Phase 2

Recommendation

That Council endorse Phase 2 of the Drainage Study; and
 That Council direct staff to apply for a Union of British Columbia Municipalities (UBCM) Asset Management Planning Program (AMPP) grant opportunity for up to \$15,000 for Phase 2 of the Drainage Study estimated at \$50,000; and
 That Council direct staff to apply for an 80% grant (\$28,000) on the remainder, from the Federation of Canadian Municipalities (FCM) Asset Management Program when it becomes available for the Phase 2 of the Drainage Study; and
 That the Village of Belcarra commit to conducting the following activities in its proposed project submitted to UBCM - AMPP:

- Data Collection
- Reporting
- Site Visits
- Inspection of culvert to complete drainage asset inventory and condition assessments.

Background

An initial Drainage Study was completed by Associated Engineering Service Limited in March 1984. The study looked at the existing drainage, ditches, streams and shorelines. By determining the ultimate land use and rainfall intensities, calculations were performed to establish drainage capacities and future improvements.

In the Corporate Plan 2015 – 2018, one of the priorities established was for a Drainage Study with a budget of \$30,000.

In June 2017, HY Engineering sent out a Request For Proposals (RFP) for The Village of Belcarra Drainage Study. The Drainage Study was concentrated on preparing a new Intensity-Duration Frequency (IDF) curves, considering climate change and calculate the subsequent flows using the Rational Method.

Based on the feedback from several companies that received the RFP, concern was expressed that the budget was too low to provide a study that addressed the needs and requirements of the Village. Council approved increasing the Drainage Study funding to \$45,000.

At the July 14, 2017 Council Meeting, OPUS International Consultants (Canada) was awarded the Drainage Study. OPUS presented the Drainage Study results at the January 8, 2018 Council Meeting.

OPUS' recommendation from the Drainage Study, as a next-step was to consider completing data collection for the drainage assets, including aging culverts. Approximately 11% of the modelled culverts and approximately 40% of the modelled stormwater mains were missing diameter information. Further study would facilitate investment decisions such as the design and implementation of a piped network to replace the open channel system in Belcarra. The intent of the Drainage Study is for Asset Management for Belcarra.

Conclusion

Completion of the Drainage Study, as per the Asset Management Plan, is an important part of municipal planning. The Drainage Study, and the Village will be in a better position to prioritize repairs and upgrades.



COUNCIL REPORT



Date: April 24, 2019
From: Bernie Serné, ASCT, Superintendent of Public Works
Subject: **Public Access to the Village Hall**

Recommendation

That Council approve the purchase of new FOBs for the Village Hall for total cost of \$5,700; and
 That staff put measures in place to provide security for the remainder of the building at a cost of \$1,650.

Background

Staff has been asked to report to Council on providing after hour access to the Village Hall for residents.

There are 2 options to provide access to the Hall;

1. **New FOB access.** Each resident requiring access would need to exchange their existing WARD FOB. A door reader and new keypad would be required to open the door and to turn off the alarm. The door would always remain locked but may be opened from the inside of the Hall. For new FOB access, the Village would have to install:
 - door reader \$700
 - new keypad \$1,400 and
 - 300 FOBs at \$11 each - \$3,600
 Overall total of \$5,700
2. **Current FOB with Key access.** The Waste and Recycle Depot (WARD) FOB can be used to disarm the alarm and a key can be used to open the door. The cost per key is \$18 for 300 keys for a total of \$5,400

The follow items were recently updated in the Village Hall:

- lockable kitchen cabinets and Community Recreation Association of Belcarra (CRAB) room door keys \$100
- FOB information and programming \$100
- relocate security camera \$450
- alarm server door \$150

The follow item is still required to be completed:

- install secure server doors \$850

Overall total cost: \$1,650

Presently the Village Hall is being used during the day by staff for meetings, accessing the kitchen and as an office for the Building Inspector. Council, CRAB and staff have a key to unlock/lock the Hall door and use their existing WARD FOB to disarm/arm the alarm.

At the March 11, 2019 Council Meeting, concerns about securing the Hall were discussed such as: locking the kitchen cupboards and CRAB storage room door, installing a server room door alarm and upgrade. These items will need to be resolved for option 1 or 2. Other concerns are: responsibility for the cleaning and locking up of the Hall at the end of use.

Main items to consider for providing access to the Hall are:

- Securing the Hall
- Unlocking and locking the door
- Disarming and arming the security system
- Security of the office and municipal records
- Security of the server room where all the Village electronic equipment is stored

Conclusion

The Village is running out of the current FOBs and is only able to obtain new FOBs, which are incompatible with the existing alarm system keypad. Over time as the after hour access to the Hall increases the new FOB access may be required.



COUNCIL REPORT



Date: April 24, 2019
From: Bernie Serné, ASCT, Superintendent of Public Works
Subject: **Bus Route Relocation Off Midden Road**

Recommendation

That Council approve the cost of \$5,500 to relocate the shelter and construct 2 bus pads at the cost of \$34,500.

Background

Council has suggested that relocating the Bus Route off Midden road would reduce the wear-and-tear on the road. The Community Shuttle (bus) is approximately the weight of a loaded pickup truck, travels over the route back and forth approximately every half hour from 5:30 to 9:00 Monday to Friday and approximately hourly on weekends and holidays.

The two existing bus stops are the most used stops in the Village which may can be attributed to park users. These bus stops are the only option for transit riders to go to the picnic area of Belcarra Park.

Coast Mountain Bus Company has requested that any relocated bus stops in conjunction with rerouting are to be built to present-day standards.

Staff looked at the condition of Midden Road and the two adjoining roads. The 2017 Road Assessment Management report noted these roads are the top three in need of repair. Rerouting the bus off Midden Road may require Bedwell Bay Road to be deep patched repaired as portions of the road are failing.

Conclusion

The cost of relocating the 2 bus stops is \$34,500, plus \$5,500 to relocate the existing shelter from Belcarra Bay Road to Bedwell Bay Road eastbound.

Options

Relocate the 2 bus stops by Midden and Belcarra Bay Roads and deep patch the failed sections of Bedwell Bay Road at the cost of \$130,000, and postponing an asphalt overlay for 5 years.

Child Find BC

BRITISH COLUMBIA

RECEIVED
APR 18 2019

Serving British Columbia Since 1984
Provincial Toll Free: 1.888.689.3463 www.childfindbc.com

April 17, 2019

FILE NO. 0630-01

Victoria Office
2722 Fifth Street, 208
Victoria, BC V8T 4B2
(250) 382-7311
Fax (250) 382-0227
Email:
childvicbc@shaw.ca

"A charitable non-profit organization working with searching families and law enforcement to reduce the incidence of missing and exploited children."

*A Missing Child is
Everyone's
Responsibility*



Dear Mayor and Councilors,

Re: Proclamation for National Missing Children's Month and Missing Children's Day

I write today on behalf of Child Find British Columbia. Child Find BC requests that your local government proclaim May as Missing Children's Month and May 25th as missing Children's Day.

Child Find BC provides "ALL ABOUT ME" ID Kits with child finger printing and photos, to at no cost to families and Child Find BC hosts these Child Find ID Clinics throughout BC. Child Find BC provides education, including public speakers, literature and tips for families to assist them in keeping all of our children safe.

We hope that you will raise this proclamation for consideration to your Council and your community at your next meeting.

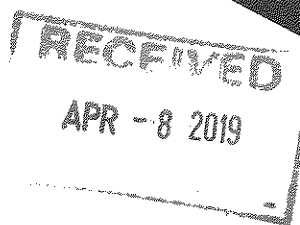
Most recent reporting from the RCMP show that over 8,000 cases of missing children were reported in British Columbia and over 45,000 cases in Canada. Through the support of municipal governments like yours we are able to educate and bring awareness to thousands of BC families on this important issue.

Thank you so much for your consideration of this request and your continuing commitment to Community Services in BC and the children and families of BC. If you have any questions regarding this request please contact the Child Find BC office at 1-888-689-3463.

Yours truly,

Crystal Dunahee President, Child Find BC

If you or your organization would like to host an "All About Me" ID clinic, have an idea for an event in your community or would like literature and information on becoming a member and supporter of Child Find BC, please call us at 1-888-689-3463.



April 2nd, 2019

Mayor & Council,
4084 Bedwell Bay Road
Belcarra BC
V3H 4P8

file NO 0230-01

Mayor Neil Belenkie & Council,

We write to you as the Board of Directors of the *Tri-Cities Pride Society*. We are a not-for-profit organization that aims to build a more inclusive Tri-Cities through dedicated advocacy and overarching support. We organize community events and resources that aim to build community and dismantle barriers; by strengthening our communities we strive to make a safer and more inclusive place in which to live and conduct business.

The Tri-Cities Pride Society (TCPS) has been operating since September 2017. Our society has conducted events aiming to increase social connections, protect youth from discrimination, and help show our communities' diverse composition.

We would like to extend our support to all of you in aiding our communities. Please do not hesitate to contact us for input or aid. Our board has a variety of backgrounds, from academic research to independent business, and as such is more than capable of aiding in any aspect of your purview.

We hope to hear from you all.

Best regards,

Tri-Cities Pride Society
Board of Directors

778 881 4635

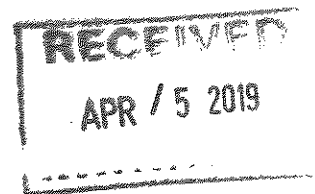
about@tricitypride.ca

<http://tricitypride.ca>





Office of the Mayor



April 5, 2019

File No. 0450-01

Member Municipalities
c/o Union of BC Municipalities
Suite 60 - 10551 Shellbridge Way
Richmond, BC V6X 2W9

Dear UBCM Member Municipalities:

I am writing on behalf of Maple Ridge City Council to inform you of recent action taken by the Province of British Columbia that undermines the authority granted to municipal governments, and request that you pass a resolution to be forwarded to Premier Horgan and the Union of BC Municipalities (UBCM) expressing concern for the impact this action has on the roles defined for local government within the Community Charter (CC) and the Local Government Act (LGA).

By way of background, I share with you the recent experience of the City of Maple Ridge, where on two separate occasions, we have been subjected to the Province's unilateral action to bypass local government autonomy and public process, inconsistent with our local zoning.

In May 2018, the Province of BC made application to the City of Maple Ridge to rezone provincially-owned properties on 11749 & 11761 Burnett Street (as referenced in Item 1108 of the May 22, 2019 Council Meeting Report) to build purpose built supportive housing. Citizens attended a public meeting hosted by local MLAs and presented a 10,000 name petition against this application citing several considerations that made the site unsuitable including its proximity to a daycare, two schools, a seniors centre, and that the proposed model itself was inadequate to meet the complex mental health and addiction support services required, particularly persons coming from a camp environment. Following the public process, the City rejected the application. The Provincial Government responded to this decision by taking unilateral action to install housing through the Rapid Response to Homelessness (RRH) program on a nearby provincially-owned site on Royal Crescent, next to senior and low income housing, without any local consultation citing emergency measures were needed to ensure camp closure, which did not happen.

Since this Council took office in November 2018, we have taken swift and deliberate steps to address mental health and housing problems in our community, especially with regard to the ongoing presence of the St. Anne Camp that was first established in May 2017. We have endeavored to open positive channels of communication with the Province of BC to deliver a workable plan that addresses immediate and long term housing needs in our community, while respecting the views that have been clearly stated by local citizens. This began with post-election meetings in October 2018 with our local MP, MLAs, Fraser Health Authority, BC Housing and related non-profit service providers followed by Council's development of a Strategic Plan which includes direction to establish a Community Safety Plan as a major tenet of this work. These steps have been followed up most recently with a meeting in Victoria on February 25, 2019 with Ministers we felt needed to be present to assist us in our plan, that being Ministers of Health, Mental Health and Addictions, Poverty and Housing to discuss a broad range of problems including housing affordability, delivery of addiction and mental health services, community safety, and how we can move forward on these matters in Maple Ridge.

/2

City of Maple Ridge

11995 Haney Place, Maple Ridge, British Columbia V2X 6A9 CANADA

Telephone: 604-463-5221 • Fax: 604-467-7329 • Email: enquiries@mapleridge.ca • www.mapleridge.ca

On Monday, March 4, just one week after that meeting, I received a phone call from the Housing Minister demanding that the City deliver a "Social Housing Plan" within five days to address short and long term needs, including providing immediate housing to facilitate the closure of the St. Anne Camp. Council immediately passed a resolution and then delivered on this request in seven days, with all related resolutions from Council to demonstrate our willingness and commitment to collaborate for a mutually beneficial outcome. The Plan was immediately rejected by the Province. The Province cited the unsuitability of the City's chosen property, despite City staff's assessment that the site could accommodate immediate housing needs to achieve camp closure. One week later, Minister Robinson announced publicly that RRH housing would be installed on Burnett Street, at the same location local residents and the previous Council had already rejected through the usual local application process.

Maple Ridge Council is gravely concerned by this second instance of the Provincial Government overriding local autonomy. The initial 53 housing units installed on Royal Crescent did not end the St. Anne Camp as promised by the Province, with units populated by both camp residents and other homeless individuals identified by BC Housing as a regional housing provider. In five months' time, the facility has experienced two deaths, and seen few moving forward as evidenced by statistics provided by the operator. Increasing crime at this location, the St. Anne Camp, and all other low barrier facilities in Maple Ridge indicates that the chosen model is not suitable to help people in a very serious state of poor mental health often coupled with significant substance misuse problems. Moreover, we have seen that other communities working to address closure of camps experienced similar results (e.g. Nanaimo, Victoria, Surrey and now Maple Ridge).

The emphasis that has been placed on low barrier housing in Maple Ridge, which includes approximately 950 rental supplements for untreated persons mostly suffering from substance misuse and mental health problems, has eliminated most of our affordable housing stock that is critical for people on low income, veterans, seniors, single parents and persons with disabilities. Furthermore, ongoing criminal activity has overtaxed all front line resources. These are real and significant local concerns that have been swept aside by the Province's action.

What our community needs is a comprehensive health care facility focusing on mental and physical health, addictions recovery, and services to move people forward to a better place in their lives. We asked for this as part of our Social Housing Plan to the Province, a Plan which recognizes that local governments' role is to make decisions in the best interest of local residents. By acting unilaterally, the Province has imposed regional priorities at the expense of Maple Ridge citizens, and taken away our Council's ability to represent the best interests of our community.

We therefore ask you, our fellow local governments, to consider the ramifications of this unilateral action by the Province of BC to overrule municipal land use regulations and dispense with public consultation and collaboration with local government. In our view, it sets a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia, and could have repercussions for a wide range of sensitive matters that municipalities might consider, such as a waste incineration plant, a prison, a communication tower, etc. For projects such as these, it is particularly important that senior government initiatives go through proper process including site assessment and suitability evaluation, and for the Province of BC to respect the authority that has been granted to local governments to carry out due public process and represent the best interests of their communities in order to ensure approval.

UBCM Member Municipalities

April 5, 2019

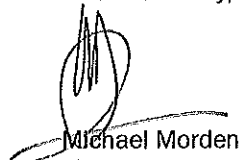
Page 3

We appreciate that initiatives such as the RRH program may or may not be suitable in your community. Local government holds the authority and responsibility of making the right decisions based on a balance of all interests and weighing local and regional needs, while working with our senior government partners.

Enclosed you will find a proposed resolution that is strictly about the importance of local government autonomy. We ask that you consider passing this resolution and forward a copy to Premier Horgan and the UBCM to let them know that local governments require the Province of BC to respect local democracy and work collaboratively with us to move forward on projects and programs of mutual concern that balance the interests of all BC residents.

Thank you for your consideration of this important matter.

Yours sincerely,



Michael Morden
Mayor

Attach: Sample Resolution
Sample Letter to Premier Horgan

cc: Maple Ridge Council



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



April 9, 2019

Mayor & Council
Port Moody City Hall
100 Newport Drive
Port Moody, BC V3H 5C3

Dear Mayor & Council:

RE: David Avenue Connector

As the weather begins to warm in 2019, our region has already been faced with its first major forest fire in Squamish, BC. We sincerely hope that this is not foreshadowing of our upcoming fire season and are concerned for the safety of everyone.

Belcarra is aware of your Council's ongoing discussions regarding the David Avenue Connector. Will you please consider the following in your assessment for the future of this potential road:

In the last four years, we have watched wildfires consume Fort McMurray and significant parts of California. Almost 100 lives were lost, thousands of homes were destroyed and there were billions of dollars in damage. These fires remind us that the question is not "if" we will face our own catastrophic wildfire, but "when".

Belcarra is a municipality with 300 homes and approximately 700 residents. In the hot summer months (wildfire season), our population swells to include thousands of visitors to Belcarra Park, Bedwell Bay, local hiking trails and most significantly, Sasamat Lake. The entire area is quite literally overrun with visitors from the lower mainland.

In the past 8 years, the Sasamat Volunteer Fire Department has fought major fires at the Buntzen PowerStation, Twin Islands, Farrer Cove, Anmore and Belcarra. We will see more fires and we will not be able to control them all.

There are only two escape routes for the thousands of people visiting this region: Ioco Road and Sunnyside/East Road. There is no question that these two small roads will not be sufficient for visitors and residents to escape, and fire-fighting resources are limited to respond to a major wildfire.

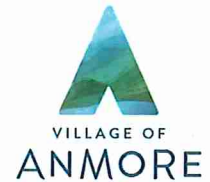
Fort McMurray and California taught us that despite the many exit routes available (both major arteries and local roads), almost one hundred people died trying to escape the wildfires. Everything must be done by our municipalities to prevent a similar tragedy here.

The David Avenue Connector route would undoubtedly save lives in the event of a wildfire or natural disaster. Please consider allowing this route to remain an option for a future safe exodus from this isolated region.

Thank you,

Neil Belenkie
Mayor, Belcarra

cc Premier John Horgan
Minister Selina Robinson



April 10, 2019

Port Moody Council
City of Port Moody
100 Newport Drive
Port Moody, BC
V3H 5C3

VIA EMAIL: council@portmoody.ca

Dear Mayor and Council,

The Village of Anmore has been following your discussions regarding the future of the David Road right of way and the possibility of removing the road right of way. The Village would like to express its concerns regarding the possible impacts of removing the right way.

The right of way was established to ensure that there would be options for improvements to the access for Belcarra and Anmore. Over the last several years there has been sustained growth in park use at both Sasamat and Buntzen Lakes – this demand is only projected to grow as the demand for parks will only increase as the regional population grows.

Additionally, Anmore envisions itself to continue to grow and evolve as a community. The loss of this access will only place additional demands on loco Road and East Road. Neither of these roads are necessarily equipped to absorb this increased demand. In particular, there has been concerns raised about the increased traffic on loco Road. Given that loco Road is an MRN road and that is not going to change – it would seem short sighted to the residents along loco Road, Anmore and Belcarra to give up an additional option for access.

The Village of Anmore is an active participant in emergency planning and one of the issues we are addressing is how to evacuate residents and visitors in the case of an emergency, such as a wildfire. Multiple accesses provide more options and increased capacity to move people quickly to safety. Again, the removal of the David road right of way forecloses one option to protect people's safety.



The Village of Anmore is going to grow and the residents and visitors to Anmore all must travel through Port Moody – it would seem to be short sighted to remove a viable road right of way and place without giving a thorough consideration and honest consideration of how your neighbours are going to move through your City.

The Village Anmore respectfully requests that you maintain the road right of way for the extension of David Road and that we continue to have open and clear dialogue between our communities to ensure that all of our needs are met in the way that benefits all residents of our communities.

Yours sincerely,



John McEwen, Mayor

T 604 469 9877

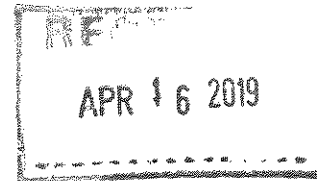
john.mcewen@anmore.com

Office of the Chair
 Tel. 604 432-6215 Fax 604 451-6614

APR 15 2019

File: CR-12-01
 Ref: RD 2019 Mar 29

Mayor Neil Belenkie and Council
 Village of Belcarra
 4084 Bedwell Bay Road
 Belcarra, BC V3H 4P8



FILE NO. 0470-01

Dear Mayor Belenkie and Council:

Re: The 2018 Regional Parking Study – Key Findings

On behalf of the Metro Vancouver Board of Directors, I am pleased to provide you with the enclosed copy of The 2018 Regional Parking Study – Key Findings for your reference.

At its March 29, 2019 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolutions:

That the MVRD Board:

- a) receive for information the report dated February 15, 2019, titled "The 2018 Regional Parking Study – Key Findings"; and*
- b) write letters to share the key findings of the 2018 Regional Parking Study and Technical Report to the Mayors' Council on Regional Transportation, the TransLink Board of Directors, and the Councils of member jurisdictions.*

The 2018 Regional Parking Study is a major planning research initiative that was co-led by TransLink and Metro Vancouver. The Study provides timely information to local municipal planning and engineering staff as a consideration for municipal parking bylaw updates, rezoning and development reviews, developing neighbourhood and corridor plans, and street parking management efforts.

Parking is a cross-cutting policy issue in *Metro Vancouver 2040: Shaping Our Future (Metro 2040)*, the regional growth strategy, the *Regional Affordable Housing Strategy*, and TransLink's *Regional Transportation Strategy*. *Metro 2040* encourages municipalities to establish or maintain reduced residential and commercial parking provision in Urban Centres and Frequent Transit Development Areas. *The Regional Affordable Housing Strategy* advocates for parking supply reductions to improve the financial viability of new rental housing development. And, the *Regional Transportation Strategy* recognizes parking management as a form of transportation demand management.

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For more information, please visit metrovanancouver.org and search “Regional Parking Studies”.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sav Dhaliwal'. The signature is fluid and cursive, with the first name 'Sav' being more prominent.

Sav Dhaliwal
Chair, Metro Vancouver Board

SD/NC/rk

Encl: Report dated February 15, 2019 titled, “The 2018 Regional Parking Study – Key Findings”
(Doc# 28594978)

To: Regional Planning Committee

From: Raymond Kan, Senior Planner, Regional Planning

Date: February 15, 2019 Meeting Date: March 8, 2019

Subject: **The 2018 Regional Parking Study – Key Findings**

RECOMMENDATION

That the MVRD Board:

- a) receive for information the report dated February 15, 2019, titled “The 2018 Regional Parking Study – Key Findings”; and
 - b) write letters to share the key findings of the 2018 Regional Parking Study and Technical Report to the Mayors’ Council on Regional Transportation, the TransLink Board of Directors, and the Councils of member jurisdictions.
-

PURPOSE

To communicate the 2018 Regional Parking Study key findings and seek MVRD Board approval to distribute the key findings of the 2018 Regional Parking Study and Technical Report to TransLink and Metro Vancouver’s member jurisdictions.

BACKGROUND

The 2018 Regional Parking Study (the Study) was co-led by TransLink and Metro Vancouver to expand the knowledge base of multi-residential (apartment) parking supply and demand in different areas of the region. Preliminary observations from the three phases of data collection were presented to the Regional Planning Committee over three meetings in 2018, and to staff advisory committees. The key findings of the Study have now been finalized and are ready for distribution.

THE REGIONAL PARKING STUDY

The 2018 Regional Parking Study is an update to the 2012 Apartment Parking Study, which was the first regional study of apartment parking supply and demand in Metro Vancouver and, at the time, the largest study ever undertaken in Canada and the United States. In general, these studies provide timely information and data to municipal planning and engineering staff as a consideration during parking bylaw updates, as well as rezoning and development permit reviews. Depending on the type of development, improving the match between supply and demand can also support housing affordability objectives.

Residential parking is a cross-cutting policy issue in *Metro Vancouver 2040: Shaping Our Future (Metro 2040)*, the regional growth strategy, and TransLink’s *Regional Transportation Strategy*. *Metro 2040* encourages municipalities to establish or maintain reduced residential and commercial parking provision in Urban Centres and Frequent Transit Development Areas, while the *Regional Transportation Strategy* recognizes parking management as a form of transportation demand management.

Components of the 2018 Regional Parking Study

The Study collected data on 73 apartment sites across the region during the Fall/Winter 2017, and comprises three components: a Parking Facility Survey, Street Parking Survey, and Household Survey.

Parking Facility Survey

The purpose of the Parking Facility Survey was to capture parking utilization at peak times in a selection of apartment sites throughout the region. Access to 73 apartment sites was granted by the respective strata councils and/or property management companies. Surveyors entered parking facilities to complete the counts generally after 11:00pm on weeknights (i.e. Monday – Thursday) to ensure that the highest parking utilization was being captured. The surveyors also collected information on: the number of residential and visitor parking stalls; the number of parked vehicles; the presence of secured bicycle parking; and the presence of dedicated plug-in electric vehicle chargers.

Street Parking Survey

The 2012 study recognized that a more holistic and systems-based approach toward on-site and street parking is warranted. It was also noted that a limitation of the initial study was the lack of quantitative information on street parking utilization. The purpose of the Street Parking Survey as part of this latest iteration of the Study was to capture parking utilization on the streets within walking distance (~200 metres) of the surveyed apartment sites. Surveys were undertaken on weekdays (i.e. Monday – Thursday) between 6:30pm-8:30pm and 10:00pm-12:00am, and on Saturdays between 6:30pm-8:30pm.

Household Survey

The purpose of the voluntary Household Survey was to obtain additional contextual information about the residents who live in the participating apartment buildings, such as: vehicle ownership; whether they own or rent their dwelling unit and parking stall(s); visitor parking patterns; bicycle parking conditions; interest in purchasing plug-in electric vehicles; willingness to forgo a parking stall; and basic demographic information. Approximately 1,500 completed surveys, both online and hard copy, were returned out of 11,000 households in the survey area.

Project Advisory Group

In addition to consulting with the Regional Planning Advisory Committee and the Regional Transportation Advisory Committee on the Study's scope in 2017, Regional Planning established a Project Advisory Group as a means for local jurisdiction representatives to shape the scope and to review the data analysis. The Project Advisory Group comprised a self-selected group of planners and engineers representing nine local jurisdictions with an interest or expertise in parking issues. The multidisciplinary composition of the Project Advisory Group was in keeping with parking being a cross-cutting issue affecting many aspects of community planning and engineering in the region. The Project Advisory Group has shown interest in TransLink and Metro Vancouver staff to continue to convene the group on a regular basis to address and share knowledge around parking policies and management going forward.

Engagement

A key lesson learned from the 2012 study was the need to engage regularly with staff from member jurisdictions and the Regional Planning Committee. The feedback received has been useful in helping to shape the scope, conduct of the analysis, and the interpretation of the findings of the Study.

Regional Planning staff presented preliminary observations of the component parts of the Study to the following committees in 2018:

- Preliminary Observations of Parking Facility Survey:
 - Regional Planning Advisory Committee – May 11, 2018
 - Regional Planning Committee – June 8, 2018
 - City of Burnaby planning staff – June 21, 2018
 - Regional Transportation Advisory Committee – June 27, 2018
 - Housing Committee – July 13, 2018 (information item; no presentation)
- Preliminary Observations of Street Parking Survey:
 - Regional Planning Advisory Committee – July 13, 2018
 - Regional Transportation Advisory Committee – July 26, 2018
 - Regional Planning Committee – September 7, 2018
- Preliminary Observations of Household Survey
 - Regional Planning Advisory Committee – October 19, 2018
 - Regional Transportation Advisory Committee – November 29, 2018
 - Regional Planning Committee – October 5, 2018

Key Findings

The key findings of the 2018 Regional Parking Study are consistent with those in the 2012 study, with some new insights about street parking. Member jurisdictions and the housing development community will be encouraged to review and engage in a dialogue about the key findings and technical report (Attachment) to supplement local data and contexts as appropriate. It is anticipated that the findings and data will: inform the review of apartment rezoning and development applications; municipal parking bylaw reviews; considering the impacts and needs of rental housing projects; the preparation of area and neighbourhood plans; and street parking management efforts.

The key findings are:

1. For both rental and strata buildings, apartment parking supply exceeds use across the region.

Supporting information (based on the Parking Facility Survey and Household Survey):

- For strata apartment buildings, parking supply exceeds utilization by 42 percent;
- For market rental apartment buildings, parking supply exceeds utilization by 35 percent;
- For mixed tenure and mixed rental apartment buildings, parking supply exceeds utilization by 41 percent;
- Parking supply exceeds utilization in strata and rental apartment buildings across the region;

- Parking supply appears to be declining for newer strata and market rental apartment buildings;
- Small strata or market rental units (0 or 1 bedroom units, or unit less than 800 sq.ft.) tend to have at most 1 parked vehicle per unit;
- The smallest market rental units (0-bedroom units or units less than 600 sq.ft.) have the largest oversupply of parking.

2. Apartment parking supply and use is lower for buildings closer to frequent transit.

Supporting information (based on the Parking Facility Survey and Household Survey):

- For strata apartment buildings, parking utilization near frequent transit (bus or SkyTrain) ranges 0.86 – 0.97 vehicles per unit, compared to 1.09 for buildings further away;
- For market rental sites, parking utilization near transit (bus or SkyTrain) ranges 0.35 – 0.72 vehicles per unit, compared to 0.99 for sites further away from the FTN;
- Parking supply is lower in buildings close to frequent transit;
- Small strata or rental units (0 or 1 bedroom units) tend to be most responsive to proximity to frequent transit, followed by 2 bedroom units.

3. Transit use is generally higher where apartment parking use is lower, especially for rental buildings.

Supporting information (based on the Parking Facility Survey and transit data):

- Transit boardings (bus boardings within 400 metres of the apartments; SkyTrain/SeaBus boardings within 800 metres of the apartments) are higher when apartment residential parking utilization is lower;
- The relationship is stronger for rental apartment sites, than for strata sites.

4. Street parking is complex in mixed-use neighbourhoods. Some of the factors contributing to street parking use include: visitors to non-residential land uses in the evenings; apartment visitors on weekends, holidays, and special occasions; and some apartment residents parking on a nearby street.

Supporting information (based on the Street Parking Survey):

- Generally, street parking utilization is higher in the evenings (weekday or Saturday) than on a weekday late night;
- Out of 65 surveyed street networks, 7 networks experienced high street parking utilization in at least two of the three surveyed time periods. The exceedances typically occur in the evenings. Nearby non-residential trip generators, such as parks, restaurants, and other commercial uses appear to be one factor;
- Apartment visitors typically encounter greater difficulty finding a parking space in the apartment parking facility or nearby street on weekends, holidays, and special occasions;
- Where households reported parking on a nearby street, they typically park within a five-minute walk of their apartment building;

- For rental sites where residential parking is not included in the rent, both apartment residential parking supply and utilization are lower compared to sites where parking is included in the rent. For the former, nearby street parking utilization is also higher, but does not exceed the 85 percent threshold.

5. The design and capacity of bicycle parking facilities in apartment buildings appear to discourage use by many residents.

Supporting information (based on the Household Survey):

- About one-third of bicycle-owning households do not use their building's secured bicycle parking facility. The rate of usage is consistent across different building ages. The most frequently cited concerns were risk of damage to or loss of the bicycles, crowded facilities, and adverse perceptions of safety and convenience.

The technical report (Attachment) also contains a 'Looking Ahead' section, which outlines some of the issues, challenges, and opportunities associated with parking regulation and management that haven't been explored as part of the Study. These future considerations include: the implications of ride-hailing on curb management and parking requirements; the opportunities and challenges of shared parking facilities; trends in increasing personal and commercial vehicle sizes; and accessibility needs with an aging population. These issues and others may be explored during the forthcoming updates to the *Regional Transportation Strategy and Metro 2040*.

TransLink and Regional Planning will continue to work with the Project Advisory Committee to develop a summary booklet for the Regional Parking Study.

ALTERNATIVES

1. That the MVRD Board:
 - a) receive for information the report dated February 15, 2019, titled "The 2018 Regional Parking Study – Key Findings"; and
 - b) write letters to share the key findings of the 2018 Regional Parking Study and Technical Report to the Mayors' Council on Regional Transportation, the TransLink Board of Directors, and the Councils of member jurisdictions.
2. That the MVRD Board receive for the information the report dated February 15, 2019, titled "The Regional Parking Study – Key Findings" and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications associated with either alternative. In 2017, a memorandum of understanding was signed between TransLink and Metro Vancouver setting the project scope, roles, and responsibilities. TransLink is the majority funder of the Regional Parking Study at approximately \$100,000 and is responsible for managing the consultant contract. Metro Vancouver contributed \$20,000 out of the 2017 MVRD Board-approved Regional Planning budget. All the data analysis and report writing were completed by project staff with guidance provided by the Project Advisory Group.

REGIONAL GROWTH MANAGEMENT IMPLICATIONS

Parking is both a land use and transportation issue. Regional Planning will continue to look for opportunities to undertake research for the benefit of member jurisdictions, including incorporating the study findings in regional planning efforts, such as the Lougheed Corridor Land Use and Monitoring Study and the *Metro 2040* policy reviews. As requested by the Project Advisory Group, TransLink and Regional Planning staff will continue to convene the group on a regular basis to address and share knowledge around parking policies and management going forward.

SUMMARY / CONCLUSION

The 2018 Regional Parking Study is a major planning research initiative that was co-led by TransLink and Metro Vancouver. The Study's findings are consistent with those of the 2012 study, with some new insights about street parking. While the Study's key findings are not exhaustive, the key findings and technical report provide timely information to local municipal planning and engineering staff as a consideration for municipal parking bylaw updates, rezoning and development reviews, developing area and neighbourhood plans, corridor planning efforts, and street parking management efforts. Depending on the type of development, improving the match between supply and demand can also support housing affordability objectives.

Regional Planning has engaged and consulted extensively on the project scope and draft analysis with the Project Advisory Group, comprising local jurisdiction planners and engineers, as well as the Regional Planning Advisory Committee, Regional Transportation Advisory Committee, and the Regional Planning Committee.

The Regional Parking Study provides information to inform ongoing dialogues about integrated land use and transportation, housing affordability, and neighbourhood livability. Given the interest in parking in general, a subsequent deliverable will be a summary booklet to articulate the technical information in a more readily accessible manner. For the reasons of advancing the key findings and technical report to practitioners and policymakers, staff recommend Alternative 1.

Attachment: Regional Parking Study Technical Report

Reference: [Regional Parking Studies Webpage](#)

The 2018 Regional Parking Study

Technical Report

Prepared by TransLink and Metro Vancouver
March 2019

Executive Summary

The 2018 Regional Parking Study is the second regional-scale apartment parking study to be undertaken in the Metro Vancouver region. In a metropolitan area where six out of 10 new housing units built are in apartment buildings, the availability of timely data to inform appropriate apartment parking requirements is likely to continue. An excessive supply of parking represents an inefficient use of land and capital resources, especially in Urban Centres and areas along the Frequent Transit Network, and a missed opportunity to reflect evolving transportation choices and to reduce the cost of housing construction. The Regional Parking Study, a collaborative effort between TransLink and Metro Vancouver, draws out patterns to expand the knowledge base of practitioners and policymakers in member jurisdictions and the development community.

Many of the patterns are consistent with expectations and reflect the success that the region has had in coordinating land use and transportation decisions. The findings also reveal opportunities to 'right size' the amount of parking in apartment buildings for both motorized vehicles and bicycles, and highlight the opportunity to treat on-site and on-street parking as a system.

The findings of the 2018 Regional Parking Study largely corroborate those in the 2012 Apartment Parking Study, and includes new insights about street parking supply and utilization. Apartment parking supply remains excessive relative to observed utilization. Apartment buildings close to frequent transit, whether or bus or SkyTrain, have lower parking supply and utilization. The lower rates of parking utilization are associated with higher transit use as measured by the number of bus boardings near the buildings, and this relationship is stronger for rental apartment sites.

Street parking is inherently complex in mixed-use neighbourhoods. Some of the factors contributing to street parking use include visitors to non-residential land uses, such as restaurants, shops, and parks; apartment visitors on weekends, holidays, and special occasions; and some apartment residents parking on the street. Even with these factors, only a handful of surveyed street networks experienced persistently high street parking utilization.

Finally, the 2018 Regional Parking Study highlights a challenge that remains unchanged from the 2012 Study. The design and capacity of current bicycle parking facilities in apartment buildings are discouraging their use by many residents.

Looking ahead, practitioners and policymakers should be mindful of evolving mobility choices, technology, and consumer preferences, and the potential implications for vehicle ownership, parking demand, and parking requirements in apartment buildings, on streets, and in other building structures. TransLink and Metro Vancouver will continue to look for opportunities to undertake and support research related to parking in accordance to regional policies, and to support the efforts of member jurisdictions to coordinate land use and transportation decisions.



**VILLAGE OF BELCARRA
Farrer Cove Committee
Village Hall
March 13, 2019
Minutes**



Minutes of the Farrer Cove Committee for the Village of Belcarra, held Wednesday, March 13, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra BC.

Members in Attendance

Ashford, Brian - Chair
Carlsen, Larry – Vice Chair
Rodgers, Sy
Spence, Lynda
Wilson, Bob

Council in Attendance

Liisa Wilder, Councillor

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Connie Esposito, Recording Clerk

1. Call to Order

Brian Ashford called the meeting to order at 7:00 pm.

2. Approval of the Agenda

It was moved and seconded that the Agenda for March 13, 2019 be approved as circulated.

CARRIED

3. Adoption of the Minutes

It was moved and seconded that the Minutes of the meeting held February 20, 2019 be amended as follows:

- Add under the first bullet of 4 c) "...communication with all Farrer Cove **and Belcarra** residents...";
- Delete the last bullet under 4 c);
- Under the heading 'Committee members discussed the following'- Delete the third bullet;
- Change Electoral Area A to Electoral Area **B**;
- Delete the sentence following Electoral Area B.

And adopted as amended.

CARRIED

4. Lorna Dysart, Chief Administrative Officer, provided a verbal report regarding the Committee Process Overview

Committee member queries which are to be directed to Lorna Dysart, Chief Administrative Officer.

5. Unfinished Business

No items.

6. New Business

- a) Maps/Road Options – Discussion and identify information that is needed

Committee members summarized the details of discussions regarding:

- Review of a May 2002 document pertaining to the Camp Howdy proposal;
- Potential road access route options;
- Past history of how Port Moody acquired the land surrounding Farrer Cove;
- A review of available maps that detailed the boundaries of the surrounding municipalities.

Discussion ensued relative to other topics including:

- How to ascertain who has jurisdiction over Metro Vancouver Parks and its roads;
- The influences on roads of various ministries including Highways, Forestry and Metro Vancouver Parks and how their potential involvement may assist in the pursuit of legal road access;
- Further research into how boundaries were established.

Lorna Dysart noted that:

- Port Moody may be an important stakeholder for road access;
- There is a reverter clause between Metro Vancouver Parks and the Province stating that the Park and access to it must remain for non-commercial purposes;
- Questions for Metro Vancouver Parks should be emailed to L.Dysart.

Committee members discussed six potential road access options with additional information to be obtained.

- b) Commercial use of Evangelical Laymen's Church (ELC) property and road

Discussion ensued relative to:

- The potential ELC application with the Village for a Temporary Use Permit;
- Farrer Cove residents would like to be part of the discussion;
- Councillor Wilder will take the Committee request to Council regarding the ELC application for a Temporary Use Permit.

c) Historic GVRD Report

It was noted that the dates included in the report were very useful.

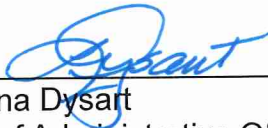
7. Next Steps

Discussion ensued relative to:

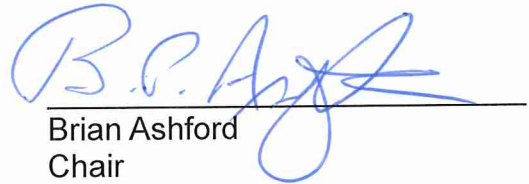
- Communication with Belcarra residents on options the Committee is reviewing;
- The benefits of a tour of Farrer Cove.

8. Adjournment

The Chair declared the meeting adjourned at 8:55 pm.



Lorna Dysart
Chief Administrative Officer



Brian Ashford
Chair



**VILLAGE OF BELCARRA
Water System Capacity for Fire
Protection Committee
Village Hall
March 19, 2019
Minutes**



Minutes of the Water System Capacity for Fire Protection Committee for the Village of Belcarra, held Tuesday, March 19, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra BC.

Members in Attendance

Brain, Douglas
Chisholm, Jim
Desbois, Martin
Devlin, Ian - Chair
Kim, Tom – Vice-Chair

Council Member in Attendance

Rob Begg, Councillor

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Connie Esposito, Recording Clerk

Also in Attendance

Sasamat Volunteer Fire Department Fire Chief, Jay Sharpe

1. Call to Order

The Chair called the meeting to order at 7:00 pm.

2. Approval of the Agenda

2.1 Agenda for March 19, 2019

It was moved and seconded:

That the Agenda for March 19, 2019 be approved as circulated.

CARRIED

3. Adoption of the Minutes

Minutes of February 19, 2019

It was moved and seconded:

That the Minutes of the meeting held February 19, 2019 be adopted.

CARRIED

It was noted that draft minutes from Committee meetings will be circulated to the Chair for review prior to official distribution with the Agenda.

4. Delegation

4.1 Chief Jay Sharpe, Sasamat Volunteer Fire Department

Chair Devlin welcomed Chief Jay Sharpe to the meeting and noted that input by the Fire Chief regarding the two 2017 fires in Belcarra would be beneficial for Committee members.

Chief Jay Sharpe commented regarding:

- Various methods for calculating fire flow;
- He distributed a 2014 document titled 'Evaluation of Fire Flow Methodologies' that proposed 19 different methods of determining fire flow;
- The Fire Underwriter's Survey (FUS) offers guidelines for public fire protection;
- The Belcarra fire rating improved from a 3B to a 3A when potable water was brought into the Village;
- The main objective of the SVFD when dealing with the Turtlehead fire was to contain the fire;
- The Senkler fire was more manageable and contained to the roof structure;
- The outcomes of the Turtlehead and Senkler Road fires would not have been different given additional resources;
- A minimum standard for fire flow rates is required for fire insurance;
- SVFD pumper trucks are at flow rates consistent with industry standards;
- Real time data on flow rates and reservoir levels are provided by Belcarra staff;
- The main objective of fire fighting is to manage risk;
- Fire fighting in the forest would require assistance from the Province;
- Size of homes is a factor in fire fighting where internal and/or external sprinklers would be of great assistance.

Discussion ensued relative to:

- The BC Building Code as a possible avenue for information;
- Other resources from which to ascertain optimal fire flow and water supply levels;
- Availability of volunteer fire fighters in responding to fire calls;
- Availability and ownership of the fire hydrant at Sasamat Lake;
- Current water supply and fire flow levels of the Belcarra water supply;
- Current sprinkler regulations;
- Dutchman Creek storage capacity and usefulness;
- The potential for availability of water supply at 60L per second.

5. Unfinished Business

No items presented.

6. New Business

- a) Discussion on proposed revision to Water Committee deliverables

Chair Devlin proposed that two items listed in the Terms of Reference be brought forward to Council for amendment:

- a) Remove the cost analysis under the Cost and Benefits section as Committee members are not skilled to provide this information; and
- b) Analysis of fighting wildfires is a separate topic which should be handled by other committees.

- 1) Summary of March 7 tour of Village of Belcarra water supply system

Chair Devlin and Committee members thanked Bernie Serne and Public Works staff for the water supply system tour and information provided.

- 2) Suggested list of issues:

- o Objectives of the Committee Report to Council
- o Design basis of water supply system and fire protection
- o April 2017 Turtlehead fire event and lessons learned
- o August 2017 Senkler fire event and lessons learned
- o Water supply for fire protection improvements after 2017 fire events
- o Review of fire flow requirements
- o Conclusions
- o Prioritized recommendations

Committee members discussed the contents of the report provided to Committee members and will request confirmation from Council that the report will meet the Committee objectives.

- 3) Discussion of communication protocol with Village staff

Chair Devlin noted that communication with the CAO and Village Staff is required through the Chair due to limited staff time and resources.

L. Dysart noted that email requests are recommended so as to allow staff time to process and respond.

- 4) Walt Bayless, Project Manager – Infrastructure, wsp (OPUS) will attend the April Water Committee meeting

Chair Devlin confirmed the attendance of Walt Bayless from OPUS at the next Committee meeting. He suggested that Committee members compile a list of questions to be provided to the Chair in advance of the meeting.

- 5) Task assignment to Committee members

Committee members approved the following list of assignments for each Committee member as follows:

- o Objectives of Report – Ian Devlin
- o Design basis of water supply system and fire protection – key deliverables – Martin Desbois
 - o Pipe flow
 - o Tank volume
- o April 2017 Turtlehead fire event and lessons learned – Doug Brain

- August 2017 Senkler fire event and lessons learned – Doug Brain
- Water supply for fire protection improvements after 2017 fire events – Martin Desbois
- SCADA Review – Tom Kim
- Review of fire flow requirements – key deliverables – Martin Desbois/Jim Chisholm/Tom Kim
 - System flows for fire fighting
- Conclusions – All Committee Members
- Prioritized recommendations – All Committee Members

6) Target date and format of presentation to Council

It was noted that:

- Committee members proposed that a report may be ready for the end of May
- L. Dysart noted that staff will assist with the format of the final presentation.

Committee members queried regarding:

- Tatlow reservoir system and how volume is measured;
- Pressure is an issue when filling the Tatlow reservoir;
- The District of North Vancouver agreement with the Village of Belcarra;
- Concern for potential of water restrictions by the District of North Vancouver.

7. Next Steps

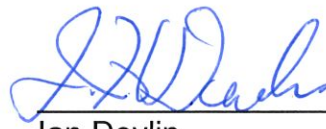
Additional discussion ensued relative to the respective roles of Committee members.

8. Adjournment

The Chair declared the meeting adjourned at 8:59 pm.



Lorna Dysart
Chief Administrative Officer



Ian Devlin
Chair



**VILLAGE OF BELCARRA
Tree Committee
Village Hall
Wednesday, March 20, 2019
Minutes**



Minutes of the Tree Committee for the Village of Belcarra, held Wednesday, March 20, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC

Members in Attendance

Begg, Mary – Vice Chair
Bramley, Les
Greig, Vicky

Members Absent

Chapman, Sandra – Chair
Struk, Deborah

Council in Attendance

Carolina Clark, Councillor

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Paula Richardson, Administrative Services Assistant

1. Call to Order

Mary Begg, Vice Chair called the meeting to order at 7:00 pm.

2. Approval of Agenda

2.1 Agenda for March 20, 2019

It was moved and seconded that the Agenda for March 20, 2019 be approved as circulated.

CARRIED

3. Adoption of Minutes

3.1 Minutes of February 27, 2019

It was moved and seconded that the Minutes from the meeting held February 27, 2019 be adopted.

CARRIED

4. Unfinished Business

No items presented.

5. New Business

Committee members discussion included:

- a) Riparian Areas Regulation 376 / 2004
 - Trees in the riparian zone
 - Riparian area is protected by the Department of Fisheries (DFO)

b) Environmental Protection and Management Regulation 200 / 2010

- The process for removal of dangerous trees
- Consideration of eliminating permit costs for removal of dangerous trees on residential property as an incentive
- The Village tree removal application
- The development of a fuel management program
- Recruiting resident volunteers to assist with fuel management clearing
- Village staff will contact Parks staff for any tree issues on Park property
- Fireguard Community programs which are set up in Rural BC communities
- Mapping the Village trails in a grid to identify the location in case of fire
- North Vancouver is working to manage fuel on Crown Land, 10 m around homes and 30 m into the surrounding forest to make a fire break around the community
- Reporting hazardous trees to the Village office where they will be assessed and removed if proven hazardous
- Residential view issues must go to Council for approval before tree removal
- Crossover items between the Tree Committee and the Water System Capacity for Fire Protection Committee
- The firm guidelines for regulations that are contrary to the BC Building Code
- Incentives for installing sprinklers in residences for fire safety (Delta Municipality) reduced house insurance costs
- Inviting an arborist to speak at a future Tree Committee meeting

c) Invasive Plants Regulation 18 / 2004

- The plants included on the Invasive Species list
- The prevalence of ivy and laurel in Belcarra
- Invasive species clippings may be disposed of in the organics bin at the Waste and Recycle Depot
- The OCP includes a section on tree trimming and invasive species

Resident Education

- Education for residents on the proper disposal of clippings and the possibility of fines for illegal disposal
- Development of a Frequently Asked Questions (FAQ) page for the website
- An article may be written for the Barnacle, posting at the bus stops and distributed by the resident email list to provide educational information for residents on FireSmart issues
- Links for FireSmart information on the website
- Enrol a volunteer in the FireSmart training program with a view to holding a workshop at a Town Hall meeting

The Superintendent of Public Works noted that the flail mower is used to control roadside brushing. He suggested that trimming ivy back, on trees, a meter in height and a meter around a tree. This action will cause the ivy to die and fall off above the cutting line on its own. B. Serné noted that Public Works would work with volunteers to remove large amounts of cleared material.

L. Dysart noted that a Fuel Management Grant application was submitted unsuccessfully due to an information requirement from a qualified forester. This work will take place to submit an application for the next grant opportunity. Metro Parks staff will be contacted to obtain information on their dangerous tree policy.

6. Next Steps

Next meeting date: Wednesday, April 17, 2019

7. Adjournment

The Vice Chair declared the meeting adjourned at 8:10 pm.

Certified Correct:



Lorna Dysart
Chief Administrative Officer



Sandra Chapman
Chair