



VILLAGE OF BELCARRA

"Between Forest and Sea"

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2018 Annual Report

Between Forest and Sea



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An Open Letter from Council to the Citizens of Belcarra

On behalf of Council I am pleased to present the 2018 Annual Report for the Village of Belcarra.

2018 was a year of change for Belcarra with the election empowering three new Councillors, plus a re-elected Councillor and a new Mayor to help lead the Village. Unprecedented change in 35+ years.

In the past two months since the election, the new Council has been working hard to generate the data, systems and processes necessary to responsibly move the Village forward. Areas of priority include:

- Accessible and respectful Council.
 - Monthly Town Hall meetings.
 - Friday afternoon coffee with Mayor.
- A new website to act as the primary source of information and communication from Council.
- Completion of the infrastructure audits to support financial planning.
- 100% transparent financial reporting will be published on the new website.
- Recorded videos of Council meetings to be posted on the new website.
- Creation of 5 Committees to advise Council on topics residents selected as priorities:
 - Revenue Generation (How the Village can generate more revenue)
 - Water System (for improved fire protection and expanded potable access)
 - Farrer Cove
 - Tree Trimming
 - Belcarra Day
- Seeking a new Regional funding model from Metro Vancouver and TransLink.
- Improving resident safety (slower traffic, safer areas to walk and bike).
- And much more...

Our new Council is excited to share the updates of our work, receive ongoing feedback from residents and support the next phase of Belcarra's future together.

Thank you for your ongoing support.



Neil Belenkie
Mayor

Village of Belcarra Mission Statement

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

Council & Council's Vision

Council

The Village of Belcarra is governed by an elected Council consisting of a Mayor and four Councillors. Council was elected on October 20, 2018 by the community for the four-year term from 2018-2022.

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

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

Vision

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

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

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

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

Citizen Involvement

Volunteers — Visible, Vital and Valuable to Belcarra

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

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

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

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

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

Belcarra Council appointed 5 Committees in 2019:

- Belcarra Day Committee (BDC)
- Farrer Cove Committee (FCC)
- Revenue Generation Committee (RGC)
- Tree Committee (TC)
- Water System Capacity for Fire Protection Committee (WSCFPC)

Progress Report for 2018, and 2019 & 2020 Objectives & Measures

Priority #1 – Municipal Bylaws & Policies, Review/Update – 2019 FOCUS: ZONING BYLAW, HIGHWAY ENCROACHMENT AGREEMENTS, PARKING BYLAW					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Ensure key municipal bylaws and policies meet legislative and operational requirements	Identify, prioritize and review and update municipal Bylaws and policies	<p>Zoning Bylaw</p> <ul style="list-style-type: none"> Complete review and update of the Zoning Bylaw <ul style="list-style-type: none"> - Prepare Draft and finalize with Council - Hold Public Hearing - Obtain Council approval <p>Highway Encroachment</p> <ul style="list-style-type: none"> Complete review and update of Highway Encroachment Bylaw & Agreements <p>Parking</p> <ul style="list-style-type: none"> Parking/MTI Bylaw review and update <ul style="list-style-type: none"> - Hire consultant - Update bylaw - Develop supporting policy/procedures 	<p>Zoning Bylaw</p> <ul style="list-style-type: none"> Zoning Bylaw adopted by Council <p>Highway Encroachment</p> <ul style="list-style-type: none"> Reviewed and updated the Highway Encroachment Bylaw & Agreements <p>Parking</p> <ul style="list-style-type: none"> Parking/Municipal Ticketing Bylaw completed Bylaw Enforcement and a ticketing system were implemented 	<p>Tree Bylaw</p> <ul style="list-style-type: none"> Review and update the Tree Bylaw, policies etc., with a focus on tree trimming and hazardous trees Tree Committee appointed <p>Farrer Cove Road Policy</p> <ul style="list-style-type: none"> Identify, assess and recommend opportunities to improve access to, and transportation within; Consider current Village policy for private road maintenance Farrer Cove Committee appointed <p>Short Term Rentals</p> <ul style="list-style-type: none"> Consider amendments to the Zoning Bylaw to allow short-term rentals in the Village 	<p>OCP Update/Review</p> <ul style="list-style-type: none"> Complete this work after development and review of the Infrastructure Long-Term Asset Management Plans As a first step, complete a high-level review to identify the level of work and potential changes to be considered A Bylaw be considered to require sprinklers as mandatory in new construction and large renovations

Progress Report for 2018, and 2019 & 2020 Objectives & Measures

Priority #2 – Public Safety – Non-Vehicle Travel – 2018 FOCUS: TRAIL & ROADWAY IMPROVEMENTS					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020 /2021 Plan
<p>Improve non-vehicle travel (pedestrian, bike etc.):</p> <ul style="list-style-type: none"> - Safety on roadways - Trails 	<p>Increase driver awareness</p> <p>Identify and implement new and improved signage and/or physical roadway changes/additions</p> <p>Identify and implement new and improved trail options</p>	<p>Safety Concerns</p> <ul style="list-style-type: none"> • Address prioritized road safety concerns identified in the 2017 Asset Management Plan <p>Trail Work</p> <ul style="list-style-type: none"> • Complete priority trail works: <ul style="list-style-type: none"> - Middle Tatlow - Phase II Watson <p>Grant Funding</p> <ul style="list-style-type: none"> • Identify and apply for all possible grants to fund planned capital works in 2018 	<p>Safety Concerns</p> <ul style="list-style-type: none"> • See Transportation Infrastructure – Priority #3 for Results <p>Trail Work</p> <ul style="list-style-type: none"> • Completed work on middle Tatlow and Phase II of Watson Trails <p>Grant Funding</p> <ul style="list-style-type: none"> • See Transportation Infrastructure – Priority #5 for Results 	<p>Resident Only Parking</p> <ul style="list-style-type: none"> • Investigate and consider implementation of Resident only parking in the Village, including related Parking Bylaw amendments <p>Speed Management</p> <ul style="list-style-type: none"> • Identify and consider various speed management options in key locations <p>Bus Stop & Mail Box Lighting</p> <ul style="list-style-type: none"> • Consider installing lighting at Bus Stops/Mail Boxes, if grant funding is available 	<p>Bedwell Bay Road Sidewalks</p> <ul style="list-style-type: none"> • Consider options <p>Trails</p> <ul style="list-style-type: none"> - Handrail Installation (Middle & Lower Tatlow)

Progress Report for 2018, and 2019 & 2020 Objectives & Measures

Priority #3 – Transportation Infrastructure: 2018 FOCUS: REFINE & IMPLEMENT TRANSPORTATION CAPITAL PLAN					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Infrastructure meets current and future community needs	Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan	<p>Retaining Wall & Priority Roads Study</p> <ul style="list-style-type: none"> Refine plan via obtaining geotech report on priority road works and retaining walls <p>Roads Asset Mgmt. Plan</p> <ul style="list-style-type: none"> Develop prioritized 10-year funding plan <p>Safety Concerns</p> <ul style="list-style-type: none"> Address prioritized safety concerns identified in the 2017 Asset Management Plan 	<p>Retaining Wall & Priority Roads Study</p> <ul style="list-style-type: none"> Geotech Report on 2 retaining walls completed Geotech Report on road base at various locations completed <p>Roads Asset Mgmt. Plan – Completed 2017</p> <p>Safety Concerns</p> <ul style="list-style-type: none"> Addressed the following concerns: <ul style="list-style-type: none"> Item: Potholes, road edge, corner failures & shoulder drop-offs – addressed some Item: Catch basin failure (Young Road) – Deferred to 2019 Item: Steep slopes with no roadside barriers, <ul style="list-style-type: none"> Did 3-year plan to do, & obtained 50% grant funding 	<p>Retaining Wall Study</p> <ul style="list-style-type: none"> Staff to investigate next steps and report back to Council; Identified wall at Kelly as the priority <p>Roads Asset Mgmt. Plan</p> <ul style="list-style-type: none"> Review the 2017 Roads Asset Management Plan (10-year plan) and develop supporting funding plan Note: Midden Road is identified in this Plan as a priority <p>Grant Funding</p> <ul style="list-style-type: none"> Identify and apply for all possible grants to fund planned capital works in 2019 <p>Roadside Shouldering at:</p> <ul style="list-style-type: none"> Bedwell Bay Road & Belcarra Bay Road 	<ul style="list-style-type: none"> Additional Installation of Road Side Barriers as per Roads Asset Management Plan Close Midden to Non-residential Traffic <p>Paving as required:</p> <ul style="list-style-type: none"> Bedwell Bay Road Belcarra Bay Road

Progress Report for 2018, and 2019 & 2020 Objectives & Measures

Priority #3 – Transportation Infrastructure (continued)					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
		<p>Crack Sealing Program</p> <ul style="list-style-type: none"> Implement crack sealing maintenance program as per the 2017 Asset Management Plan <p>Grant Funding</p> <ul style="list-style-type: none"> Identify and apply for all possible grants to fund planned capital works in 2018 	<p>Safety Concerns continued:</p> <ul style="list-style-type: none"> Items for review and follow up: Power pole within paved road surface; Blind corner; Private staircase at road edge; and cross-walk signage – Reviewed and updated signage etc. for visibility <p>Crack Sealing Program</p> <ul style="list-style-type: none"> Completed crack sealing work as recommended <p>Grant Funding</p> <ul style="list-style-type: none"> Identified and received approval for: <ul style="list-style-type: none"> 3 year Guard Rail plan (50% grant; \$63,000) Retaining wall & road base Geotech Report (80% grant; \$11,450) 	<ul style="list-style-type: none"> Young / Marine repair Catch Basin Bedwell Bay Road Cross Culvert repair Center Line Painting for Bedwell Bay Road 	

Progress Report for 2018, and 2019 & 2020 Objectives & Measures

Priority #4 – Recreation Infrastructure & Community Events – 2018 FOCUS: MULTI USE COURT (TENNIS COURT)					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Recreation Infrastructure meets current and future community needs	<p>Multi-Use Court</p> <ul style="list-style-type: none"> Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan 	<p>Multi-Use Court</p> <ul style="list-style-type: none"> Prioritize needed repairs and develop implementation and funding plan (phase works if reasonable) 	<p>Multi-Use Court</p> <ul style="list-style-type: none"> Staff Report on court status and likely works (including costs) completed. Deferred to the 2019 budget process due to identified cost of upgrade 	<p>Multi-Use Court</p> <ul style="list-style-type: none"> Consider forming a group of interested volunteers to review and consider options (no budget in 2019 for works) <p>Village Hall Use</p> <ul style="list-style-type: none"> Identify and consider options for community use for social purposes 	<i>To be determined</i>

Progress Report for 2018, and 2019 & 2020 Objectives & Measures

Priority #5 – Drainage Infrastructure – 2018 FOCUS: LONG TERM DRAINAGE CAPITAL PLAN					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Drainage (and related) infrastructure meets community needs and provides protection from climate change related events	Update/Identify risks and requirements (maintenance & capital) to address drainage needs	<p>Drainage Study</p> <ul style="list-style-type: none"> Draft and Issue RFP /w Consultant for Drainage Asset Mgmt. Plan, to identify operating and capital needs /w focus on next 10 years Apply for grant funding for Plan <p>Drainage Asset Mgmt. Plan</p> <ul style="list-style-type: none"> Complete Drainage Long Term Plan Consider and address any Bylaw changes 	<p>Drainage Study</p> <ul style="list-style-type: none"> RFP issued; single response significantly above budget so not awarded Applied for 80% FCM Grant but was not approved <p>Drainage Plan</p> <ul style="list-style-type: none"> Staff to identify and report on prioritized list of drainage works that are aware of for funding consideration <p>Drainage Asset Mgmt. Plan</p> <ul style="list-style-type: none"> Not completed as required info. not available 	<p>Drainage Plan</p> <ul style="list-style-type: none"> Apply for available grant funding for Plan Draft and issue RFP with Consultant for Drainage Asset Mgmt Plan, to identify operating and capital needs with focus on next 10 years, ONLY IF obtain grants Staff to identify situations where surface water from private properties is flowing onto municipal roads, and address as required <ul style="list-style-type: none"> Grind Asphalt to divert water Ditching of Bedwell Bay and Belcarra Bay Roads 	<p>Drainage Asset Mgmt. Plan</p> <ul style="list-style-type: none"> Complete Plan Consider and address any Bylaw changes <p>Ditching Bedwell Bay – Major Road Network (MRN) Road</p>

Progress Report for 2018, and 2019 & 2020 Objectives & Measures

Priority #6 – Emergency Preparedness – 2018 FOCUS: MONITOR BASIC SUPPLIES & PLAN FOR AN EMERGENCY PREPAREDNESS COMMUNITY GROUP					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Ensure emergency plans and supplies are up to date and relevant in the event of an emergency	Identify and update the municipality's emergency supplies and review and update emergency plan	<p>Replenish Supplies</p> <ul style="list-style-type: none"> • Prepare inventory of current emergency services supplies and replenish identified needs 	Completed	<p>Emergency Equipment</p> <ul style="list-style-type: none"> • Update Emergency Services Equipment Laptop, Materials <p>Council Committee</p> <ul style="list-style-type: none"> • Facilitate creation of Community Group to lead Emergency Preparedness efforts 	<p>Emergency Equipment</p> <ul style="list-style-type: none"> • Update equipment with funding from grants to fund various emergency equipment (e.g. radio batteries, satellite phone and EOC supplies) <p>Wildfire Plan & Preparedness</p> <ul style="list-style-type: none"> • Fuel Management: <ul style="list-style-type: none"> - Apply for possible grant funding - Renew Community Wildfire Protection Plan - Complete initial removal work (behind Village Hall and Fire Hall) <p>Options:</p> <ul style="list-style-type: none"> • Review and update Emergency Plan with Anmore <p>Complete other key supporting plans:</p> <ul style="list-style-type: none"> - Geotechnical Hazard Mapping - Fuel Management work

Progress Report for 2018, and 2019 & 2020 Objectives & Measures

Priority #7 – Water Infrastructure – 2018 FOCUS: WATER METERING & LONG TERM WATER SYSTEM PLAN					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Infrastructure meets current and future community needs	Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan	Water Asset Mgmt. Plan <ul style="list-style-type: none"> Using existing inventory data develop a high-level Asset Management Plan 	Water Asset Mgmt. Plan <ul style="list-style-type: none"> Inventory and long-term plan updated, and high-level review done with Council 	Water Asset Mgmt. Plan <ul style="list-style-type: none"> Using existing inventory data, develop a high-level Asset Management Plan (include. timing and funding plan) 	
Increase benefiter/user pay component of water fee and encourage water conservation	Consider implementing community water metering	Water Metering <ul style="list-style-type: none"> Review Metro Vancouver study of water metering for region once complete Update water metering business case 	Water Metering <ul style="list-style-type: none"> Not done as Study not completed Obtained additional cost and option info but, business case not updated as waiting on Metro Study 	<ul style="list-style-type: none"> Install Auto Flusher Re-Armour Watermain at Midden Inspect Tatlow Reservoir Water System Capacity for Fire Protection Committee Appointment 	Water Metering <ul style="list-style-type: none"> Review Metro Vancouver study of water metering for the region Update water metering business case Complete a Water Fire Flow Study

Progress Report for 2018, and 2019 & 2020 Objectives & Measures

Priority #8 – Operational Efficiency / Revenue Generation – 2018 FOCUS: RECORDS MANAGEMENT					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Support and enhance operational efficiency and identify revenue generation options	Establish and implement bylaw changes, policy and procedures to support improved operational efficiencies and generation of new revenues	Records Management <ul style="list-style-type: none"> • Complete initial project planning if time permits 	Not completed	Shared Resources with Other Local Governments <ul style="list-style-type: none"> • Work with other local governments to share information and resources, addressing common issues/works collectively when possible Revenue Generation <ul style="list-style-type: none"> • Council Committee to identify new opportunities for revenue 	Records Management <ul style="list-style-type: none"> • Identify needs and develop a Plan • Begin implementation • Digital Plans / Maps

Progress Report for 2018, and 2019 & 2020 Objectives & Measures

Priority # 9 – Community Communication and Involvement & Advocacy					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Residents actively involved in Village decision making leading to better, community understood and supported decisions	<p>Pro-actively seek opportunities to involve and engage with residents.</p> <p>Open, transparent decision making.</p> <p>Provide residents with required background information</p>	N/A	N/A	<p>Pro-Active Communication</p> <ul style="list-style-type: none"> • With residents: <ul style="list-style-type: none"> - Mayor's Meetings - Town Halls - Council Meetings - New website - Group Citizen Email Notification <p>Council Committee(s) Formation:</p> <ul style="list-style-type: none"> • Establish Council Committees consider/lead various community issue discussions, reporting back to Council • Continue to Advocate for a Designated Sewage Area with Federal Government <p>Port Authority</p> <ul style="list-style-type: none"> • Consider advocacy on behalf of community • Work with the Port on a Designated Anchorage Area 	<i>To be determined</i>

Progress Report for 2018, and 2019 & 2020 Objectives & Measures

Priority # 10 – Waste & Recycling Depart (WARD)					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Efficient and Effective WARD Depart Operation that meets community needs	Review current operation and consider alternatives	Change in operation regarding WARD Attendant	WARD Operations <ul style="list-style-type: none"> • Hired one WARD Attendant • Use of Checkmate App for working alone legislation 	WARD Operations <ul style="list-style-type: none"> • Review current operation and consider alternatives • Recycle BC – Consider Contract • Review Styrofoam Hauling • WARD Attendant also doubles as Bylaw Enforcement Officer 	Review Garbage Hauling Contract - September 2020

Community Values

Belcarra is a proud and unique community.

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

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

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

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

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

Corporate Values

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

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

The Village of Belcarra fosters civic stability and security.

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

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

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

Village of Belcarra Vision & Goals

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

Community Sustainability:

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

Environmental Sustainability:

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

Governance:

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

Economic Sustainability:

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

Statement of Property Tax Exemptions - 2018

In 2018, the Village of Belcarra Council provided no permissive property tax exemptions in accordance with Section 98 (2)(b) of the Community Charter.

Our Commitment to Engaging Our Citizens

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

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

Join the Village Master Email List: Notices of importance are emailed out to all residents who sign up for this valuable information tool. See the website for the appropriate form to complete.

Council Meetings

Regular Council meetings are held on specific Mondays, commencing at 7:00 pm. The Council meeting schedule for the ensuing year is set annually each December and posted on the Village website. Council meeting agendas are posted on the public notice board at Municipal Hall and available on the website. Council meeting minutes are available on the website.

Public Information Meetings

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

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

Mayor and Council

Mayor Neil Belenkie nbelenkie@belcarra.ca

Councillor Rob Begg rbegg@belcarra.ca
Councillor Bruce Drake bdrake@belcarra.ca

Councillor Carolina Clark cclark@belcarra.ca
Councillor Liisa Wilder lwilder@belcarra.ca

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Plumbing Inspector
Ovy Harpa
Contact Village Office

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



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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.

KPMG LLP

Chartered Professional Accountants

Vancouver, Canada

April 24, 2019

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)	3,727,134	3,858,135
	<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	16,019	21,910
	<u>11,344,209</u>	<u>11,373,181</u>
Accumulated surplus (note 9)	\$ 8,851,801	\$ 8,892,525

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
	<u>1,856,690</u>	<u>1,802,827</u>	<u>1,921,710</u>
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
	<u>1,880,412</u>	<u>1,843,551</u>	<u>2,102,396</u>
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	<u>\$ 8,868,803</u>	<u>\$ 8,851,801</u>	<u>\$ 8,892,525</u>

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)	(11,752)	(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

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.

(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

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 (continued):

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.

(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.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(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.

(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).

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(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.

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

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

5. Performance bonds and refundable deposits:

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

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

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

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
	<u>372,887</u>	<u>303,210</u>
Water Fund:		
Water debt repayment	26,590	28,074
MFA cash deposit	53,075	51,945
	<u>79,665</u>	<u>80,019</u>
	<u>\$ 452,552</u>	<u>\$ 383,229</u>

(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
	<u>11,328,711</u>	<u>11,358,807</u>
Deduct: Debt	(3,727,134)	(3,858,135)
	<u>\$ 7,601,577</u>	<u>\$ 7,500,672</u>

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.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2018

11. Pension plan (continued):

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.

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
	<hr/>	<hr/>
	\$ 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
	<u>1,086,487</u>	<u>129,406</u>	<u>112,779</u>	<u>474,155</u>	<u>1,802,827</u>	<u>1,921,710</u>
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
	<u>883,825</u>	<u>374,063</u>	<u>115,169</u>	<u>470,494</u>	<u>1,843,551</u>	<u>2,102,396</u>
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	374,063	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
	<u>110,910</u>	<u>112,779</u>	<u>107,074</u>
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
	<u>102,266</u>	<u>105,265</u>	<u>109,665</u>
Amortization of tangible capital assets	9,000	9,904	10,081
	<u>111,266</u>	<u>115,169</u>	<u>119,746</u>
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
	<u>474,025</u>	<u>474,155</u>	<u>454,138</u>
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
	<u>345,425</u>	<u>310,946</u>	<u>366,708</u>
Amortization of tangible capital assets	158,000	159,548	158,947
	<u>503,425</u>	<u>470,494</u>	<u>525,655</u>
Annual surplus (deficit)	\$ (29,400)	\$ 3,661	\$ (71,517)