



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



COUNCIL

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

1. CALL TO ORDER

Mayor Neil Belenkie will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, June 24, 2019

Recommendation:

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

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, June 10, 2019

Recommendation:

That the minutes from the Regular Council Meeting held June 10, 2019 be adopted.

4. DELEGATIONS AND PRESENTATIONS

4.1 Superintendent Annette Fellner, Officer in Charge, RCMP, Coquitlam Detachment, Introduction to Council

5. REPORTS

5.1 Lorna Dysart, Chief Administrative Officer, to provide a verbal report regarding the Village of Belcarra 2018 Annual Report

Recommendation:

That the Village of Belcarra 2018 Annual Report be received for information.

5.2 Lorna Dysart, Chief Administrative Officer, to provide a verbal report regarding information from S. Morden, Defero-West, Grant Writer, regarding Rural and Northern Communities Infrastructure Grants

Recommendation:

That the Infrastructure Grants report be received for information.

- 5.3** Bernie Serné, Superintendent of Public Works, report dated June 24, 2019 regarding Midden Road Closure to Traffic at Bedwell Bay Road – Barriers

Recommendation:

That Council approve the installation of 18 meters of new standard roadside barriers at a cost of \$2,500, for the closure to traffic on Midden Road at Bedwell Bay Road.

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

- 6.1** Councillor Liisa Wilder, report dated June 24, 2019 regarding Cement Stair Improvement on Marine Avenue at West Road on Bedwell Bay

Recommendation:

That a sign be installed near the Stairs on Marine Avenue at West Road, directing visitors towards the yellow gate which will indicate “Beach Access”; and That a metal barrier be installed at the bottom of the cement stairs on Marine Avenue at West Road at an approximate cost of \$500. together with two additional signs installed, one sign at the top of the cement stairs and one sign at the bottom of the stairs facing the beach which indicate “Private Access – Belcarra Residents Only”.

7. BYLAWS

- 7.1** **Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 539, 2019**

Recommendation:

That “Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 539, 2019” be adopted.

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 – 8.6 be received.

INFORMATION ITEMS

- 8.1** Lynn Embury-Williams, Executive Director, Wood WORKS! BC, dated June 1, 2019 regarding Nominations for the 2019 Community Recognition Awards
- 8.2** Honourable Marc Garneau, Minister of Transport, dated June 4, 2019 regarding the Addition of Bedwell Bay to the Designated Sewage Areas
- 8.3** Holly Foxcroft, Manager, Transit Network Management, TransLink, dated June 7, 2019 regarding Transit Service Performance Review
- 8.4** Sav Dhaliwal, Chair, Metro Vancouver Board, dated June 10, 2019 regarding Metro 2040 Land Use Designation Amendment Request from the City of Delta – MK Delta Lands Regional Growth Strategy Amendment Bylaw No. 1283, 2019 (full report available in the Village office)
- 8.5** Rebecca Bishop, Program Officer, UBCM, dated June 13, 2019 regarding 2017 CEPF: Emergency Social Services – ESS Equipment

- 8.6** Council Committee Meeting Minutes:
a) Tree Committee Meeting Minutes – May 22, 2019

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the June 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:

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public."

12. ADJOURNMENT

Recommendation:

That the June 24, 2019 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
June 10, 2019**



3.1

Minutes of the Regular Council Meeting for the Village of Belcarra held June 10, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

Mayor Neil Belenkie
Councillor Rob Begg
Councillor Bruce Drake
Councillor Carolina Clark
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, June 10, 2019

Moved by: Councillor Wilder
Seconded by: Councillor Drake

That the agenda for the Regular Council Meeting, June 10, 2019 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, May 13, 2019

Moved by: Councillor Drake
Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held May 13, 2019 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

**4.1 Water Capacity for Fire Protection Committee, Ian Devlin – Chair,
Tom Kim – Vice-Chair, Douglas Brain, Jim Chisholm, Martin Desbois, report
dated June 10, 2019 regarding the May 2019 Interim Report**

Chair Devlin provided a PowerPoint presentation outlining the Water Capacity for Fire Protection Committee (WCFPC) Interim Report to Council.

It was noted that the primary goal of the Committee is to assess the existing water system and its capabilities to support all fire-fighting efforts. Activities of the Committee included review of the Village records, meetings with staff with regard to the SCADA and a tour of the water supply, storage and distribution facilities. The Committee met with Chief Jay Sharpe of the Sasamat Volunteer Fire Department and Walt Bayless of WSP (OPUS). Committee members reviewed the Fire Underwriters Survey letter of 2010.

The WSCFP Committee made recommendations to Council regarding hiring an engineering consultant to assess the system and its capabilities plus fire sprinkler system requirements for new buildings and major renovations. The Committee made further recommendations with regard to the maintenance of log / data, alarms and alerts, and the writing of an operating manual for the SCADA system.

Mayor Belenkie thanked Chair Devlin and Committee members for their presentation and the work completed on behalf of the Village.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That Council direct staff to work with all appropriate parties to explore the recommendations as listed in Item 7 of the Water System Capacity for Fire Protection Committee, June 10, 2019, May 2019 Interim Report.

CARRIED

5. REPORTS

5.1 Lorna Dysart, Chief Administrative Officer, report dated June 10, 2019 regarding Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 539, 2019

Moved by: Councillor Drake
Seconded by: Councillor Clark

That the "Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 539, 2019" be read a first, second and third time.

CARRIED

5.2 Lorna Dysart, Chief Administrative Officer, report dated June 10, 2019 regarding Traffic Bylaw Enforcement Update

L. Dysart outlined the report. Discussion ensued with regard to Coquitlam Towing. There will be an education program for residents with signs posted prior to the commencement of towing.

Moved by: Councillor Drake
Seconded by: Councillor Clark

That the report from the Chief Administrative Officer dated June 10, 2019 regarding a Bylaw Enforcement Update be received for information.

CARRIED

Discussion ensued with regard to Coquitlam Towing staff and Bylaw Enforcement training.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That Coquitlam Towing be granted full approval to tow illegally parked vehicles in the Village of Belcarra; and

That specific Coquitlam Towing staff be approved as Bylaw Enforcement Officers.

CARRIED

Councillor Drake voted in opposition

5.3 Lorna Dysart, Chief Administrative Officer, verbal report regarding the New Website Launch

L. Dysart reported that the new Website is up and running. She advised that training has taken place with staff and the website consultants.

Moved by: Councillor Begg
Seconded by: Councillor Drake

That the verbal report regarding the New Website Launch be received for information.

CARRIED

5.4 Bernie Serné, Superintendent of Public Works, dated June 10, 2019 regarding the 2018 Drinking Water Quality Annual Report

B. Serné outlined the 2018 Drinking Water Quality Annual Report. It was noted that the annual report must be submitted to Fraser Health by June 30, 2019. Council asked pertinent questions. Discussion ensued.

Moved by: Councillor Wilder
Seconded by: Councillor Begg

That the 2018 Drinking Water Quality Annual Report be received for information.

CARRIED

5.5 Bernie Serné, Superintendent of Public Works, dated June 10, 2019 regarding Bus Stop Street Lighting, 2019 TRIPP Funding Grant

B. Serné outlined the report. Mayor Belenkie noted that TransLink will provide a 75 / 25 split on future funding. Discussion ensued.

Moved by: Councillor Clark
Seconded by: Councillor Drake

That Bus Stop Street Lighting, 2019 TRIPP Funding Grant report be received for information.

CARRIED

5.6 Bernie Serné, Superintendent of Public Works, verbal report regarding Watermain Armouring at the Midden

B. Serné provided information with regard to the delay in Armouring work at the watermain at the Midden. It was noted that the staff are waiting for approval from various levels of Government and First Nations.

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That the verbal report regarding Watermain Armouring at the Midden be received for information.

CARRIED

5.7 Bernie Serné, Superintendent of Public Works, report dated June 10, 2019 regarding Removal of Abandoned Improvements – Across the Road from the 4116 Marine Avenue Riparian Zone

B. Serné outlined the report. Discussion ensued with regard to the removal of the stairs.

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That the abandoned gate and stairway fronting 4116 Marine Avenue be removed; and
That the affected lands be allowed to return to their natural state.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

6.1 Mayor Belenkie, verbal update regarding the TransLink Municipal Proposal

Mayor Belenkie outlined discussion that has taken place with TransLink regarding the Aerocar service proposal. He noted that the proposed shuttle service would not go through Anmore. Specific shuttle service will be scheduled for school hour drop off and pick up. TransLink is considering this service as a pilot project. Discussion ensued.

6.2 Mayor Belenkie, verbal update on RCMP Risk Mitigation Planning

Mayor Belenkie reported that he and the Chief Administrative Officer had a meeting with the Officer in Charge (OIC) Annette Fellner of the RCMP. It was noted that the RCMP have not received confirmation on the jurisdiction of landing helicopters on private property. Mayor Belenkie has been in contact with the Anmore party organizers in an attempt to mitigate the risk to properties and resident safety if a party was proposed for Belcarra.

6.3 Councillor Clark, regarding Child Care Task Force Appointment

The letter received by the Village from the Child Care Task Force seeking a representative was outlined. Councillor Clark advised that she is pleased to accept the appointment on behalf of the Village.

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That Councillor Clark be appointed as the elected representative on the School District 43, Board of Education, Child Care Task Force for the Village of Belcarra

CARRIED

- 6.4 Councillor Wilder, verbal report regarding the Cement Stair Improvement in the amount of \$10,000 – Marine Avenue at West Road deferred at the Regular Council meeting on February 11, 2019.

Councillor Wilder provided a handout to Council and outlined the report. Council asked pertinent questions. Discussion ensued.

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the Cement Stair Improvement report be deferred to the Regular Council meeting scheduled for Monday, June 24, 2019; and

That the on table report from Councillor Wilder be posted on the June 24, 2019 Council Agenda.

CARRIED

7. **BYLAWS**

No items

8. **CORRESPONDENCE / PROCLAMATIONS**

Moved by: Councillor Clark

Seconded by: Councillor Drake

That correspondence items 8.1 to 8.10 be received.

CARRIED

INFORMATION ITEMS

- 8.1 Sasamat Volunteer Fire Department, Board of Trustees Meeting Minutes of April 18, 2019
- 8.2 Jonathan X. Coté, Mayor, City of New Westminster, letters dated a) May 8, 2019 and b) May 30, 2019 regarding E-Comm Board of Directors Designate – 2019-2020 Term
- 8.3 Dorothy Shermer, Corporate Officer, City of Port Moody, dated May 16, 2019 regarding E-Comm Board of Directors Designate – 2019-2020 Term (full report available at the Village Office)
- 8.4 Cheryl Papove, Belcarra Resident, dated May 11, 2019 regarding Midden Road Closure
- 8.5 Cherith & Colin Richardson, Lorraine & Lyndon Hanson, Cheryl & Bill Papove, Belcarra Residents, dated May 13, 2019 regarding New Parking Restrictions and Road Closure at Midden Road
- 8.6 Ralph Drew, 3772 Marine Avenue, dated May 15, 2019 regarding Long Term Debt versus Total Assessed Value
- 8.7 Neil Belenkie, Mayor, letter dated May 21, 2019 to Mayor & Council, City of Port Moody regarding Farrer Cove Road Access
- 8.8 Sav Dhaliwal, Chair, Metro Vancouver Board, dated May 24, 2019 regarding Transit-Oriented Affordable Housing Study Phase 2 – Key Findings (full report available at the Village Office)

8.9 Council Committee Meeting Minutes:

- a) Farrer Cove Committee Meeting Minutes – April 10, 2019
- b) Water System Capacity for Fire Protection Committee Meeting Minutes – April 16, 2019
- c) Tree Committee Meeting Minutes – April 17, 2019
- d) Revenue Generation Committee Meeting Minutes – April 23, 2019

8.10 Lisa Helps, Mayor, City of Victoria, letter dated May 29, 2019 to the Union of BC Municipalities (UBCM) requesting favourable consideration and resolutions of support to restore Provincial support for libraries.

9. NEW BUSINESS

No items.

10. PUBLIC QUESTION PERIOD

Martin Desbois, 3642 Bedwell Bay Road, queried with regard to the Black Cat Radar detector and when it will be used in the Village.

Penny Moen, 3845 Bedwell Bay Road, queried with regard to the burning ban and bonfires in the Village.

Sherry Chisholm, 4505 Belcarra Bay Road, queried with regard to work at the Midden and whether brush would be removed and replaced.

11. ADJOURNMENT

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That the June 10, 2019 Regular Meeting be adjourned at 9:38 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



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



2018 Annual Report

Between Forest and Sea



Table of Contents

Table of Contents.....2
 Open Letter from Council 3
 Village of Belcarra Mission Statement4
 Council & Council’s Vision4
 Citizen Involvement5
 Progress Report for 2018 & 2019 Objectives & Measures6
 Community Values 17
 Village of Belcarra Vision & Goals 15
 Statement of Property Tax Exemptions - 2018 19
 Our Commitment to Engaging Our Citizens..... 19
 2018 Annual Financial Statements.....20

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, - 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>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"> 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	Multi-Use Court <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 	Multi-Use Court <ul style="list-style-type: none"> Prioritize needed repairs and develop implementation and funding plan (phase works if reasonable) 	Multi-Use Court <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 	Multi-Use Court <ul style="list-style-type: none"> Consider forming a group of interested volunteers to review and consider options (no budget in 2019 for works) Village Hall Use <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	Replenish Supplies <ul style="list-style-type: none"> • Prepare inventory of current emergency services supplies and replenish identified needs 	Completed	Emergency Equipment <ul style="list-style-type: none"> • Update Emergency Services Equipment Laptop, Materials Council Committee <ul style="list-style-type: none"> • Facilitate creation of Community Group to lead Emergency Preparedness efforts 	Emergency Equipment <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) Wildfire Plan & Preparedness <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) Options: <ul style="list-style-type: none"> • Review and update Emergency Plan with Anmore Complete other key supporting plans: <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) Install Auto Flusher Re-Armour Watermain at Midden Inspect Tatlow Reservoir Water System Capacity for Fire Protection Committee Appointment 	
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 		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 Deport (WARD)					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Efficient and Effective WARD Deport 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		Staff	
Mayor Neil Belenkie	nbelenkie@belcarra.ca	Chief Administrative Officer Lorna Dysart ldysart@belcarra.ca	Superintendent of Public Works Bernie Serné bserne@belcarra.ca
Councillor Rob Begg rbegg@belcarra.ca	Councillor Bruce Drake bdrake@belcarra.ca	Administrative Services Asst. Paula Richardson prichardson@belcarra.ca	Public Works Operations Brad Smith bsmith@belcarra.ca
Councillor Carolina Clark cclark@belcarra.ca	Councillor Liisa Wilder lwilder@belcarra.ca	Accounting Clerk Connie Esposito cesposito@belcarra.ca	Public Works Operations Doug Bakker dbakker@belcarra.ca
		Building Inspector Paul Wiskar pwiskar@belcarra.ca	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



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

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.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

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
	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)	(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
	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.

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
	<u>\$ 1,213,178</u>	<u>\$ 1,172,217</u>

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	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
	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)

Introduction

The purpose of this document is to identify major federal and/or provincial local government infrastructure funding programs offered over the past five years that have excluded Metro Vancouver area municipalities as eligible applicants. Consideration of the key issues and impacts that this presents for Belcarra is also included.

Investing in Canada Infrastructure Program | Rural & Northern Communities Component

The Investing in Canada Infrastructure Program (ICIP) is a 10-year federal/provincial funding program. It is comprised of four key components or funding streams – Green Infrastructure¹; Community, Culture & Recreation; Public Transit and Rural & Northern Communities Component. The first intake of the Rural and Northern Communities component recently concluded on January 23, 2019. Municipalities with populations less than 25,000 and outside of the Metro Vancouver and/or Capital Regional District could apply for projects in a wide range of categories, including food security, transportation infrastructure, broadband, energy projects and health/education facilities. Communities could also apply for projects that met the desired outcomes of other ICIP components, including recreation/culture/community infrastructure, water/sewer/stormwater, disaster mitigation, public transit and/or environmental remediation projects. (Note – First Nations and non-profit organizations were also eligible)

Communities with populations less than 5,000 could apply for **up to 100%** of eligible project costs, while other ICIP components (Community, Culture and Recreation; Green Infrastructure) typically require a 27% funding commitment from the local government. While the program guide did not stipulate a funding cap, the program guide strongly encouraged applicants to consider phasing projects that exceeded 10% of the total funding envelope (\$95 million), which would indicate the program was generally intended to assist small communities with medium to larger-scale infrastructure projects. Announcements are expected at some point in the next few months (likely fall), and there should be at least one more intake to this program over the 10-year life of the ICIP program.

Gas Tax | Strategic Priorities Fund

There have been two intakes to this application-based program over the past five years – one in 2015 and one in 2017. In the most recent intake, all BC municipalities (including the Islands Trust and Okanagan Basin Water Board), except for those within the Metro Vancouver region², could apply for up to two capital projects and one ‘capacity building’ project. Applicants could request **up to 100%** of eligible project costs to a maximum of \$6 million– Project applications over \$6 million were still eligible, provided that the additional costs could be covered through other funding sources.

¹ Green Infrastructure has three sub-components: Environmental Quality (water, sewer, stormwater, soil/air pollution reduction); Clean BC (renewable energy, access to clean-energy transportation, improved energy efficiency of buildings and the generation of clean energy); and Adaptation, Resilience & Disaster Mitigation (no intake as of yet, so details to be confirmed)

² There is a component of the Gas Tax Fund that was only delivered in the Metro Vancouver region during the same period that the Strategic Priorities Fund was running – it is called the Greater Vancouver Regional Fund. From 2014-2018, the GVRF delivered approximately \$652.4 million in transportation investments that benefitted the Metro Vancouver Regional District and its member municipalities. Projects had to be regional transportation projects proposed for funding by the South Coast British Columbia Transportation Authority (TransLink) and approved by the Metro Vancouver Regional District Board.

Project categories for **capital projects** included local roads, solid waste, drinking water, wastewater, disaster mitigation, public transit, community energy infrastructure, local/regional airports, broadband connectivity, brownfield development and infrastructure related to recreation, tourism, culture and sport. For **capacity building projects**, asset management, long-term infrastructure planning and/or integrated community sustainability planning were eligible.

The total amount awarded in 2017 under the SPF program was just less than \$193 million; the total awarded in 2015 was a little over \$120m. Other communities in the 0-999 population category that received funding include:

Community	Project	Amount Awarded (2017)
Cache Creek	WWTP and Pump Station Upgrade	\$1,460,000
Cache Creek	Asset Management Plans for Water & Sewer	\$69,000
Canal Flats	OCP Review and Zoning Bylaw Update	\$110,000
Granisle	Water Treatment Plant Construction	\$5,067,300
Granisle	Asset Management Condition Assessment	\$312,000
Greenwood	Greenwood Street Infrastructure Renewal	\$1,782,267
Kaslo	Sewer System Expansion, Phase 1	\$910,000
Lytton	Water System Upgrade	\$1,539,923
McBride	Columbia Street Storm Sewer, Phase 3	\$944,970
Queen Charlotte	Transportation Network Upgrade (Roads)	\$4,070,210
Sayward	Asset Management	\$30,000
Stewart	Drinking Water System Upgrades	\$4,888,250
Sun Peaks	Sun Peaks Centre	\$6,000,000
Tahsis	Roadworks Replacement Project	\$3,510,980
Tahsis	OCP Renewal	\$50,000
Valemount	Integrated Asset Management Plan	\$165,000
Wells	Community Energy System	\$439,200
Wells	Economic Development Plan	\$58,000
Zeballos	East Side Effluent Management	\$35,245
TOTAL 2017		\$31,442,345

Community	Project	Amount Awarded (2015)
Granisle	Bioenergy District Heating System	\$637,000
Hazelton	Long-Term Asset Management Plan	\$58,700
Port Edward	Asset Management Plan	\$60,000
Sayward	Water Treatment Facility	\$2,922,750
Wells	Integrated OCP	\$77,107
Zeballos	Zeballos River Crossing	\$2,945,775
TOTAL 2015		\$6,701,332

BC Rural Dividend Fund

The BC Rural Dividend Fund has awarded approximately \$25 million over five application intakes spanning three years (2015-2018). Their sixth intake just opened on June 1st of 2019. Eligible applicants include local governments, First Nations and non-profit organizations from communities with a population of 25,000 or less, located outside of the Metro Vancouver and the Capital Regional District.

Project categories included:

Community Capacity Building – projects to build resources, capabilities and capacities of communities to deal with key economic challenges and changes; or to improve community services to support economic diversity, expand market accessibility and enhance quality of life to attract investment.

Workforce Development – projects that offer training and skills development opportunities, particularly for youth, so they stay in the community or return if they've left; or projects that help ensure resilience in the local workforce by attracting, retaining and training workers.

Community and Economic Development – projects that help rural communities to build a foundation for economic growth or improve community vibrancy; projects that implement strategies to support economic growth.

Business Sector Development – projects that increase new business creation, business growth and adaptability in the community; projects that allow communities to retain existing businesses and encourage their expansion.

The focus on economic development and business attraction/recruitment may present a bit of a challenge for Belcarra; however, projects that emphasized enhancing quality of life to attract investment, workforce development and/or to improve community vibrancy are eligible. If applying as a single applicant, local governments may apply for up to 80% of total eligible project costs, to a maximum of \$100,000. If applying with an eligible partner organization, local governments may apply for up to 60% of the project costs, to a maximum of \$500,000.

Other communities in the 0-999 population category that have received funding in the “single applicant” and “partnerships” categories during the first four intakes (round 5 not yet available online) include:

Community	Project	Amount Awarded
Alert Bay Intake 1	This project is phase 1 of the Tides of Change joint economic development strategy between the Village of Alert Bay and 'Namgis First Nations, and requires hiring of an economic development officer to coordinate and support priority projects.	\$239,580
Kaslo Intake 1	This project will assess surplus undeveloped lands, prioritize and optimize their potential value, position them for the investment community and market them to the development community.	\$69,118
Masset Intake 1	This project will establish a Haida Gwaii Higher Education Society satellite campus to the Village of Masset to strengthen community resiliency and to support the social, cultural, and economic viability on Haida Gwaii.	\$448,901
McBride Intake 1	This project will construct mountain biking trails for the McBride Peak and Teare Mountain Trail Network and includes a work-related training component.	\$100,000

Community	Project	Amount Awarded
Midway Intake 1	This project will involve the creation of a unique brand identity, consistent messaging and marketing tools for the purpose of business and tourism attraction for the Village of Midway.	\$11,858
New Denver Intake 2	The purpose of this project is to develop a foundational strategic regional economic development strategy, and associated implementation plan. The project will aim to hire a consultant to develop the strategy and a community liaison to provide a local-based community lens to the consultant.	\$21,608
Sayward Intake 1	The Village of Sayward's Campground and Pond Rehabilitation Project will enhance campsites with electricity and water and private landscaping to increase tourist accommodation in the area.	\$100,000
Greenwood Intake 2	The primary objective of this project is to develop a historic copper smelter site into a tourist attraction that will retain the charm of the smelter ruins, and be safe and interesting to the visitors.	\$77,312
Midway Intake 2	This project will support the design and engineering phase of the expansion and upgrade of the Midway Community Centre to a carbon neutral, net zero facility as a catalyst for future development and investment into the community.	\$93,840
Cache Creek Intake 2	This project will develop an economic development action plan, which will include community and stakeholder engagement, analyze the local economy, identify key opportunities to grow/diversify, and build a collaborative strategy linked to the implementation of the plan.	\$32,000
Canal Flats Intake 2	This project is intended to improve the Village of Canal Flats' capacity to implement economic and business development and attraction priorities and will also include three feasibility assessment projects to support development of targeted business opportunities.	\$100,000
Granisle Intake 2	Construction of a wheel chair accessible trail from the Memorial Park to the water front. Includes gently sloping rubberized and graveled paths and equipped with hillside seating.	\$100,000
Port Alice Intake 2	This project will complete necessary design and engineering work to support the development of two future economic development projects: (1) the purchase and redevelopment of an RV campground/restaurant; and (2) upgrades to the municipal marina.	\$80,000
Silverton Intake 2	The project involves work to modernize the Silverton Gallery which will allow for an increase in the number of events, performances and workshops that take place in the facility.	\$47,250
Valemount Intake 2	To develop a modern and comprehensive technology tool to assess the capacity, including support for value added manufacturing, of the newly acquired community forest area covering approximately 13,197 ha located in the Robson and Canoe Valleys.	\$100,000
Zeballos Intake 2	This project will complete the first phase of the Community Unity Trail by undertaking environmental assessments, and completing the engineered design to obtain trail authorizations.	\$91,720
McBride Intake 3	This project will complete Phase 2 of the construction of the McBride Mountain Trails Network. The project will create an additional 6.7 km loop of trails for the trail system, and includes marketing activities	\$100,000
Wells Intake 3	This project will support the development of a new Wells Creative Learning Centre through the completion of a public planning process, construction/engineering drawings, and building specifications. In addition, the project will complete a facility assessment and re-development plans for the current multi-purpose facility.	\$100,000

Community	Project	Amount Awarded
Greenwood Intake 4	This project will complete infrastructure improvements to the BC Copper Company Smelter Ruins site, develop site plans and structural designs, and work to designate the ruins as a heritage site.	\$71,400
New Hazelton Intake 4	This tourism marketing initiative will bring together the communities of Terrace, Kitimat, Hazelton, New Hazelton, Stewart, the Nisga'a Villages, and the unincorporated communities of the Regional District of Kitimat-Stikine to advertise the region as a unit, while promoting the highlights of each community.	\$100,000
Canal Flats Intake 4	This project will support the economic revitalization of downtown Canal Flats through the completion of three elements: (1) a visualization of a mixed-use cross section of the downtown; (2) an industrial land strategy; and (3) a hotel study.	\$80,000
Clinton Intake 4	This project will complete two trails in the Village of Clinton. Project activities include community engagement, collaboration with not-for-profit groups and First Nations, agreements for access to crown lands, and trail construction.	\$100,000
McBride Intake 4	This project is a two phased vegetation inventory to assess the capacity of the Community Forest. Project activities include a photo interpretation to provide forest inventory typing and a ground sampling plan to verify a new forest inventory.	\$100,000
Sayward Intake 4	This project will support the implementation of the first phase of the Sayward Working Waterfront Project (WWP). The project will include the design, construction and landscaping of the WWP Trail, gateway, lookout and rest areas, and parking lot.	\$100,000
Tahsis Intake 4	This project will support phase one, the feasibility assessment of the Community Unity Trail, linking the trailhead to the Little Zeballos River headwaters. The completed trail will accommodate a variety of users and will be marked with signage in Indigenous languages denoting important cultural and historical features as determined by First Nations partners.	\$200,000
TOTAL		\$2,664,587

Summary of Major Federal and/or Provincial Grant Opportunities, 2014-2019

Program	Focus Area	Total Program Value	Funding Maximum	Metro Van Muni's eligible?
New Building Canada Fund - Small Communities Component (2 intakes – 2014/2016)	Federal/provincial fund targeting municipal infrastructure (Sewer, water, roads, etc) for communities with populations <100k	Total funds awarded over 2 intakes - \$128,741,040	Up to 66% of eligible costs, no maximum specified.	Yes
Clean Water & Wastewater Fund (2016)	Federal/provincial fund targeting water, sewer and stormwater projects.	Total funds awarded - \$367,541,847	Up to 83% of eligible costs, no maximum specified	Yes
Gas Tax Strategic Priorities Fund (2 intakes – 2015 and 2017)	Federal application-based component of the Gas Tax Fund, targeting municipal infrastructure	Total funds awarded over 2 intakes - \$313m (approx.)	Up to 100% of eligible costs; municipalities could apply for up to 2 capital projects and 1 capacity building. 2017 intake specified funding max of \$6m per capital project.	No
Canada 150 Community Infrastructure Fund (2 intakes – 2015 and 2016)	Federal fund targeting improvements and/or expansions to existing community and cultural infrastructure	Total funds awarded over 2 intakes - \$92.4million in Western Canada (Manitoba, Sask, Alberta & BC)	Up to 75% of eligible costs, to a maximum of \$500,000.	Yes
Rural BC Dividend Fund (5 intakes between 2015-2018)	Provincial program targeting economic development	Total funds over 5 intakes – approx. \$25m	Up to 80% (max \$100k) for single applicant and up to 60% (max \$500k) for partnerships.	No
Investing in Canada Infrastructure Plan – Green Infrastructure (2018)	Federal/provincial fund targeting water, sewer, stormwater and soil/air pollutant reduction or remediation projects.	Total funds for first intake - \$243m Applications currently under review (closed Aug 29)	Up to 73.3% of eligible project costs, no maximum specified.	Yes (There will be at least 1 more intake to this program – timing not yet determined)
Investing in Canada Infrastructure – Community, Culture & Recreation (2019)	Federal/provincial fund targeting increased quality of or access to recreational, cultural or community infrastructure.	Total funds for first intake - \$135m. Applications currently under review (closed Jan 23)	Up to 73.3% of eligible project costs, no maximum specified.	Yes (There will be at least 1 more intake to this program – timing not yet determined)
Investing in Canada Infrastructure – Rural & Northern Communities (2019)	Federal/provincial fund targeting municipal and/or community infrastructure in rural/northern communities with populations less than 25k	Total funds for first intake - \$95m. Applications currently under review (closed Jan 23)	Up to 100% of eligible project costs, no maximum specified.	No
Investing in Canada Infrastructure – Clean BC Fund (NOW OPEN)	Federal/provincial fund targeting projects that support renewable energy, clean transportation, increased energy efficiency of buildings and/or clean energy generation.	Currently open/ accepting applications until March 27	Up to 73.33% of eligible costs	Yes

Regional Economic Support

The Province of BC has also established regional economic development trusts and crown corporations to serve their respective regional areas, all of which are outside of the Metro Vancouver and Capital regions. They were each capitalized with funding and mandated, in whole or in part, to stimulate economic development and diversification. Over time, each has developed its own distinct business model for distributing funds to meet community needs. These funds are not subject to federal/provincial stacking rules – this means that **communities in these regions are able to leverage these funds in combination with federal/provincial grants, to help (or completely) fulfill the local share of the project costs.**

The Regional Economic Trusts include the Northern Development Initiative Trust, the Island Coastal Economic Trust and the Southern Interior Development Initiative Trust. Grant-making crown corporations include the Nechako-Kitimaat Development Fund Society and the Columbia Basin Trust.

Community project investments to date (according to the organizations' websites) are as follows:

NDIT – nearly \$140m since 2005

ICET – over \$50m since 2006

SIDIT – over \$54m since 2006

NKDFS - \$10,808,876.00 since 1999

CBT – established in 1995; no sum total of investments to date readily available on the website; however, amount recorded as Total Delivery of Benefits (inclusive of all funding programs) for 2017/2018 was \$48,154,000.

Conclusion

The key issue for Belcarra (and other small communities within the Metro Vancouver region) is that over the past five years, the Village has been ineligible to apply for any of the major federal and/or provincial infrastructure programs offering 100% funding dollars.

For infrastructure programs that Village can apply to and that involve a local contribution (typically around one-third of eligible project costs), small communities outside of the Metro Vancouver region are often able to access regional trusts to help fulfil the local share of funding costs for major infrastructure projects. A comparable program is not available for Metro Vancouver communities, and communities are not typically allowed to use allocated Gas Tax funding (Community Works Funds) towards the local share. The Village therefore has limited options for covering the local share of the project costs, except through borrowing or where reserve funds may otherwise be available.

Belcarra has also been ineligible to apply for capacity building funding under the Gas Tax Strategic Priorities Fund (SPF). Asset management has been major area of focus for Belcarra in recent years – where the Village has had to apply for multiple, smaller-dollar funding programs to complete initiatives on an incremental basis, comparable-sized communities like Granisle and Valemount have been able to access much larger grants through the SPF program (\$312,000 and \$165,000, respectively) to complete asset management projects on a much more efficient, accelerated basis.

Lion's Bay, Bowen Island, Belcarra and Anmore are the only municipalities within the Metro Vancouver region with populations less than 5,000. The resource limitations and capacity/infrastructure needs of

these communities are vastly different from the large municipalities within the region, more closely resembling small communities elsewhere in the province with limited and predominantly residential tax bases. Access to infrastructure and capacity building programs offering 100% funding dollars would be of significant benefit to these communities.



COUNCIL REPORT



Date: June 24, 2019

From: Bernie Serné, ASCT, Superintendent of Public Works

Subject: **Midden Road Closure to Traffic at Bedwell Bay Road - Barriers**

Recommendation

That Council approve the installation of 18 meters of new standard roadside barriers at a cost of \$2,500, for the closure to traffic on Midden Road at Bedwell Bay Road.

Background

At the May 13, 2019 Council meeting, staff were directed to investigate utilizing planters to close Midden Road to traffic at Bedwell Bay Road as an alternative to roadside barriers. Three suppliers were contacted for quotes. Two suppliers provided planter quotes with the lowest quote at a cost of \$5,200. Additionally, a cost of \$500 would be required for a load of topsoil plus the purchase of, and the required installation of plants. Ongoing maintenance will be required for the planters if this option is chosen over the roadside barriers.

Staff have assessed the condition of Midden, Bedwell Bay and Belcarra Bay Roads. The 2017 Road Assessment Management report indicated these roads are the top three Belcarra roads in need of repair. The recent temporary closure of Midden Road has diverted all traffic onto Bedwell Bay Road. Increased traffic on this road has accelerated the degradation of the Bedwell Bay Road. Repairs will be required this year to prevent further damage. There is \$60,000 in the 2019 budget for the Midden Road repairs.

Options

Council may direct staff to:

1. Install 18 meters of planters at a cost of \$6,000.
2. Deep patch the failed sections of Bedwell Bay Road with the Midden Road budget of \$60,000, postponing an asphalt overlay for 5 years.



COUNCIL REPORT

Date: June 24, 2019

From: Councillor Liisa Wilder

Subject: Cement Stair Improvement on Marine Avenue at West Road on Bedwell Bay

Recommendation

That a sign be installed near the Stairs on Marine Avenue at West Road, directing visitors towards the yellow gate which will indicate "Beach Access"; and

That a metal barrier be installed at the bottom of the cement stairs on Marine Avenue at West Road at an approximate cost of \$500. together with two additional signs installed, one sign at the top of the cement stairs and one sign at the bottom of the stairs facing the beach which indicate "Private Access – Belcarra Residents Only".

Background

The *Cement Stair Improvement* on Marine Avenue at West Road on Bedwell Bay was an agenda item deferred at a regular Council meeting on June 3, 2019, for further public consultation at the June 24, 2019 Council meeting. \$10,000. was set aside in the budget for metal stairs to be modified and installed at the bottom of the existing concrete stairs (the "Stairs") to extend onto the beach. The metal stair extension would be submerged at high tide.

The Stairs were constructed by families back in the early 1970's, fronting the 4100 block at the west end of Marine Avenue. Old wooden stairs pre-dated the existing cement Stairs. Currently there is approximately a 3 ft. drop from the bottom concrete step to the ocean floor. The reason for the drop at the bottom of the cement Stairs was that, back in the day, it provided for a gangway that led out to a shared float.

Eventually, the *Highway Encroachment Agreement* ("HEA") for this stairway was rescinded. The Village took ownership of the Stairs constructed on Village property turning the Stairs into public access to Bedwell Bay. Previously, Public Works staff built a wooden handrail and bolted metal stairs onto the bottom of the cement Stairs for ease of access to the beach. The metal stairs eroded within a year and were subsequently removed as they became a safety/liability issue. It is noted that the Stairs themselves and the handrail to this day are still in good order and it is recommended they not be removed.

BEDWELL BAY ~ BEACH ACCESS

Close to the bottom of the Stairs, is a short path that leads towards the north beach access point.

A more ideal location for access to the beach area is approximately 100 m. (325 ft.) south of the Stairs, through the yellow gates that lead into the park.

Attachments:
Addendums 1.1 to 1.8

Google Maps 4100 BLOCK ~ MARINE AVE @ WEST ROAD

* approx. location of the cement stairs

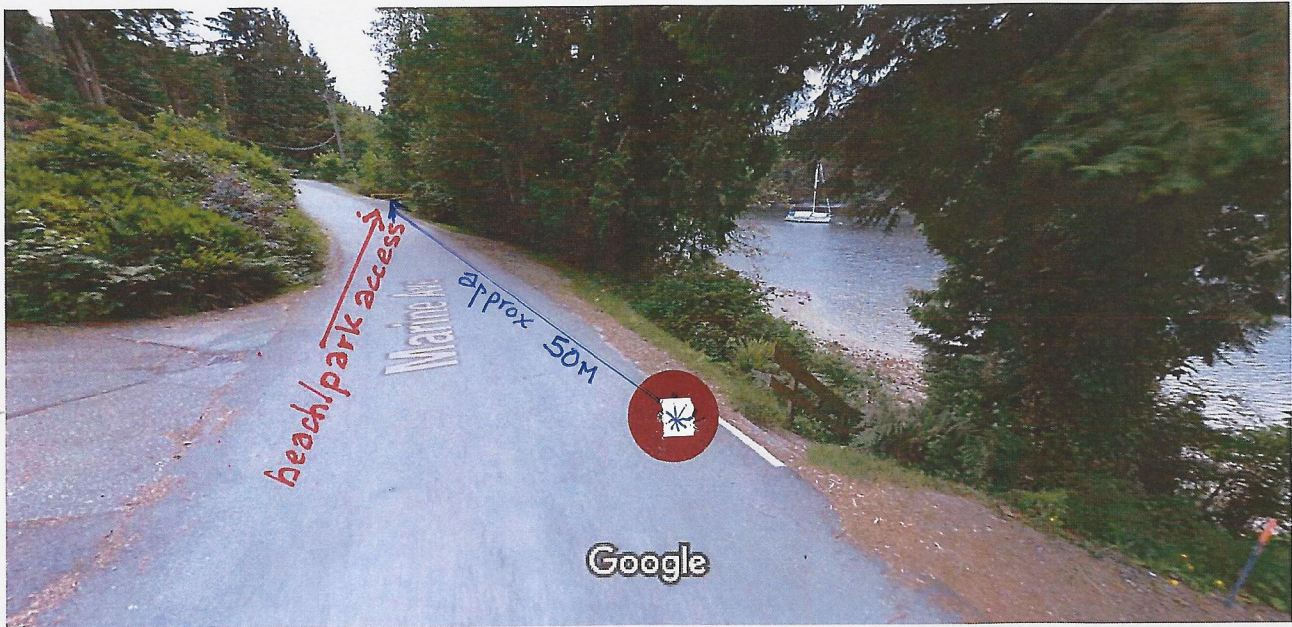


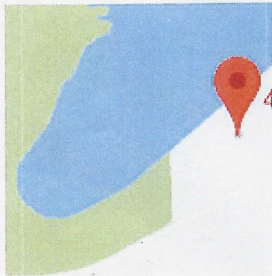
Image capture: Jun 2014 © 2019 Google

Belcarra, British Columbia

Google

Street View - Jun 2014

+ approx 50M from Stairs to park gate
+ " " 50M from park gate to top of trail



Addendum 1.1 ~ Report
Cement Stair Improvement on Marine Ave @ West Road
June 24, 2019



View of bottom of cement stairs Marine Ave @ West Rd.

Addendum 1.2 ~ Report
Cement Stair Improvement on Marine Ave @ West Road
June 24, 2019



Bedwell Bay beach access north of cement stairs



MARINE AVE @ WEST ROAD

● BEACH ACCESS APPROX 100M SOUTH OF CEMENT STAIRS



Beach Access in park ~ Marine Ave @ West Road
view from trail leading to beach
Access approx 100m south of cement stairs



Brauer Bar beach looking up @ trail access.
located approx 100m from cement stairs



Bedwell Bay Beach looking south from cement stairs
towards park access



Browell Bay beach looking north
from park access towards Stair access



VILLAGE OF BELCARRA
Waterworks Bylaw No. 456, 2012,
Amendment Bylaw No. 539, 2019



7.1

**An amendment bylaw to add an updated Local Service Area (LSA) map that includes
Metro Vancouver's parcel.**

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 539, 2019".
2. That the "Village of Belcarra Waterworks Bylaw No. 456, 2012," be amended:
 - a) By adding the following text to Section 2 – Definitions:
 - **Local Service Area** means the area established by the Establishment Bylaw and amended by "Waterworks Bylaw No. 456, 2012, Amendment Bylaw No. 539, 2019" to which the Municipality supplies the Water Service.
 - b) And adding the following text to Section 15 – Permitted Connections:
 - All Parcels within the Local Service Area, as shown on the map attached as Schedule B, may connect to the Water Service.
 - c) And adding an updated Local Service Area map that includes Metro Vancouver's parcel (PID 011-554-584) within the Local Service Area boundary as Schedule B.
3. That the updated Local Service Area map attached as Schedule B takes precedence over the Local Service Map shown as Schedule A in the "Water Supply and Distribution Local Area Service No. 1 Establishment and Loan Authorization Bylaw No. 413, 2008."

Read a First Time on June 10, 2019

Read a Second Time on June 10, 2019

Read a Third Time on June 10, 2019

ADOPTED by the Council on

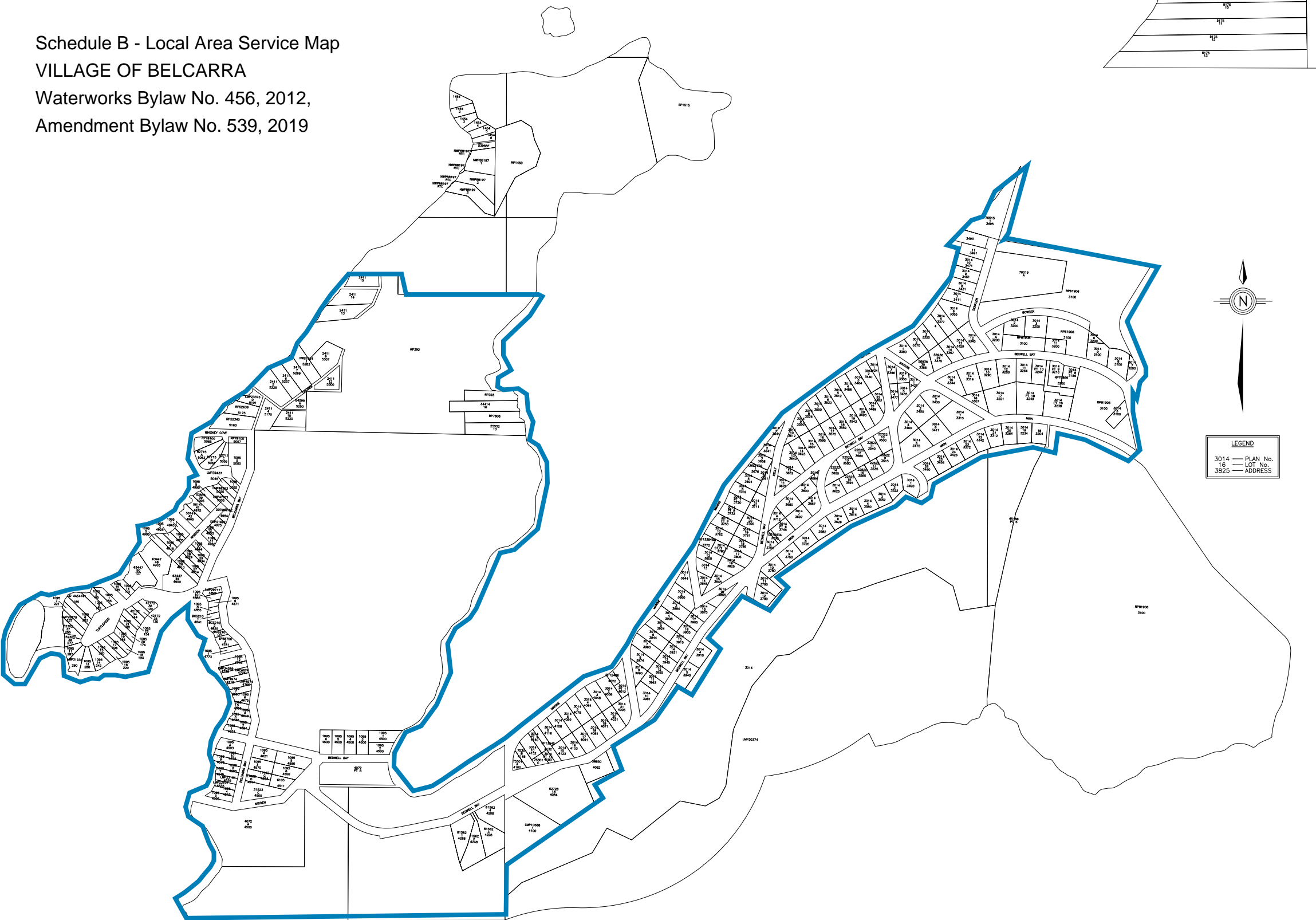
Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Waterworks Bylaw No. 456, 2012
Amendment Bylaw No. 539, 2019

Chief Administrative Officer

Schedule B - Local Area Service Map
VILLAGE OF BELCARRA
Waterworks Bylaw No. 456, 2012,
Amendment Bylaw No. 539, 2019



Canadian Wood Council
Conseil canadien du bois



FILE NO. 0230-01

RECEIVED
JUN 11 2019

June 1, 2019

Dear Mayor and Members of Council:

The 2019 Community Recognition Awards Call for Nominations is now open!

I invite your community to identify a recently completed civic building or structure with wood use (either architecturally or structurally), and submit your nomination for the 2019 Community Recognition Awards, to be presented at the UBCM convention in Vancouver this fall. The awards are presented annually to local governments that advocate for using wood in a local project, or through visionary initiatives that work toward building a community culture of wood. Wood use in public buildings brings pride to BC towns and cities, leaves a lasting legacy and celebrates BC's wood culture.

If you are thinking of a new project, there has never been a better time to take advantage of the many benefits wood has to offer.

Why wood? Wood is good!

Wood is also the best choice for the environment, as nothing can make a green building 'greener' than optimizing the use of wood, which has a smaller carbon footprint than other building materials. Wood also benefits occupants in the indoor environment. Research has shown people thrive when working and learning in beautiful and high-quality spaces finished with natural materials like wood.

What's new in the world of wood? Consider the advantages and possibilities.

Wood WORKS! BC and the Canadian Wood Council are here to offer our technical expertise, training and education to help your local government realize a lower carbon footprint, competitive building costs, and comfortable, high-performance and effective spaces for your community. Please call me if you are ready to move forward with a new civic project. I can provide information on the professional technical services Wood WORKS! BC offers to your project teams, FREE of charge.

The Wood WORKS! BC Community Recognition Awards program is your opportunity to showcase your community and a wood project that has brought pride to your citizens.

Submit your nomination today! www.wood-works.ca/bc

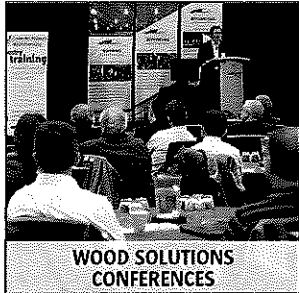
Regards,

Lynn Embury-Williams
Executive Director
Wood WORKS! BC
1 877 929 9663 – ext. 1
lembury-williams@wood-works.ca

PS Please note that nominations are only open to local governments and their projects. Projects must have been completed within the last three years and built in whole or part with local government funds. Self-nominations are accepted and encouraged.

Deadline for nominations: Friday, August 30, 2019

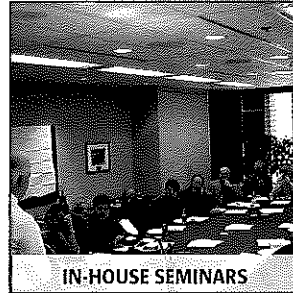
About Wood *WORKS!* BC



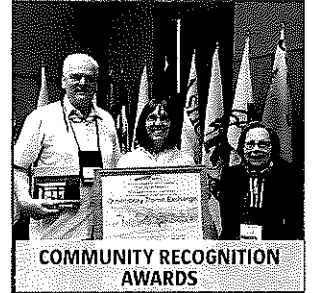
WOOD SOLUTIONS
CONFERENCES



WOOD DESIGN
LUNCHEON CONFERENCES



IN-HOUSE SEMINARS



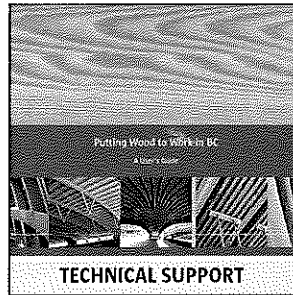
COMMUNITY RECOGNITION
AWARDS



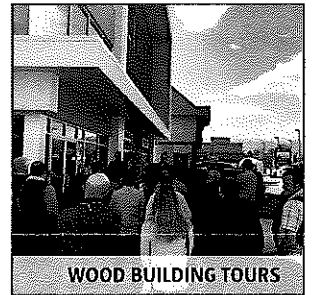
WORKSHOPS



WOOD DESIGN AWARDS



TECHNICAL SUPPORT



WOOD BUILDING TOURS

Wood *WORKS!* is a national industry-led program of the Canadian Wood Council, with a goal to support innovation and provide leadership on the use of wood products and building systems. Through conferences, workshops, seminars and case studies, Wood *WORKS!* provides education, training and technical expertise to building and design professionals and local governments involved with commercial, institutional and industrial construction projects throughout BC. For more than 20 years, Wood *WORKS!* BC has facilitated practical, efficient, versatile and cost-effective building and design solutions through the use of wood – the most sustainable, natural and renewable building material on Earth.

Wood *WORKS!* BC has also worked extensively with municipalities on projects ranging from fire halls to arenas to recreation centres. Wood *WORKS!* BC is a recognized resource to help BC communities build with wood and fulfill provincial aspirations to be the first and best customers of our forest products, and our expertise is available free of charge.

Wood *WORKS!* BC: Services to Local Governments

Free Technical Advice

- structural, fire, seismic, acoustic, envelope, architectural, building performance

Community Outreach

- local government liaison and wood design support
- provincial government consultation and collaboration
- industry association partnerships and consultation

Sourcing Wood Products and Building Systems

Professional Development/Liaison

- Architectural Institute of BC, Engineers and Geoscientists British Columbia, BC Housing, Building Officials Association of BC

High Performance Building Support

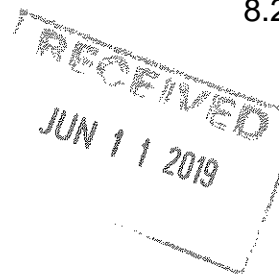
- advancing low embodied and low operational carbon buildings in your community

Minister of Transport



Ministre des Transports

Ottawa, Canada K1A 0N5



JUN 4 2019

FILE NO. 5280-21

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

Dear Ms. Dysart:

Thank you for providing me with a copy of your correspondence of April 18, 2019, regarding an application for the addition of Bedwell Bay to the Designated Sewage Areas, Schedule 2 of the Vessel Pollution and Dangerous Chemicals Regulations under the *Canada Shipping Act, 2001*.

I appreciate that you have provided additional information in support of the application. This information will be reviewed in addition to what you have already provided to Transport Canada.

While the application and review process is ongoing, we are committed to working with you. I invite you to contact Ms. Michele Fung, Acting Manager, Office of Boating Safety, at michele.fung@tc.gc.ca or 604-666-5022 regarding potential interim measures.

Thank you again for writing.

Yours sincerely,

The Honourable Marc Garneau, P.C., M.P.
 Minister of Transport

c.c. The Honourable Jonathan Wilkinson, P.C., M.P.
 Minister of Fisheries, Oceans and the Canadian Coast Guard

The Honourable Catherine McKenna, P.C., M.P.
 Minister of Environment and Climate Change

Mr. Fin Donnelly, M.P.
 Port Moody-Coquitlam

**TransLink**

400 - 287 Nelson's Court
New Westminster, BC V3L 0E7
Canada
Tel 778.375.7500

www.translink.ca

South Coast British Columbia
Transportation Authority

FILE NO. 0480-01

June 7, 2019

Mayor Neil Blenkie
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

RECEIVED

JUN / 7 2019

Your Worship,

At a previous meeting with you TransLink provided some information about ridership in the Village of Belcarra. At your request I am enclosing information that can be publicly shared about transit ridership in your municipality. This information derives from two different data repositories, one that is publicly available, and one that is not.

Annually, TransLink publishes the Transit Service Performance Review (TSPR) which includes route by route analysis of the performance of all of our bus, rail, and SeaBus services across our network. We have developed interactive dashboards, so members of the public can understand the services we provide, ridership on these services, and to maintain accountability to the Mayors' Vision. I encourage you to share this comprehensive data tool with your residents.

The second data source is from Compass card system. We use this data to help inform long-term investments in the future of our network. Analyzing information from our Compass system is resource intensive and we don't have the staff capacity to regularly provide this information in the same manner as the data that we provide in the TSPR. The information provided herein was in response to your request and is not something that we can habitually produce.

Should you require any additional information or clarification, you can contact me at holly.foxcroft@translink.ca or at 778-375-7876.

Sincerely,

Holly Foxcroft, Manager, Transit Network Management

TSPR Highlights

- Bus stops in Belcarra account for 6% of the 2018 stop activity (boardings + alightings) of the 182.
- Only 18% of boardings made within the Village of Belcarra are by Belcarra residents.

Transit Service Performance

The recently released 2018 Transit Service Performance Review provides information about the performance, cost, and ridership of the 182 that provides service to Belcarra. (NB: We have not included night trips on the 181 which serves Belcarra after 9pm.)

2018 Transit Service Performance Review – 182 Performance Highlights		
Performance	Measure	Rank out of 217 routes
Service Cost	\$809,000	139
Service Cost per Boarding	\$6.64	191
Boardings per Revenue Hour	11	196*
* Boardings are in the bottom 25 routes		

For the Village of Belcarra only:

- **Proportion of 182 Route Length:** Approximately 24% (4.6 of 19.5 km one-way) of the 182 route length is within Belcarra boundaries. Most of route is in Port Moody, with some in Anmore as well.
- **Proportion of 182 Stop Activity:** Bus stops in Belcarra account for 6% of the 2018 stop activity (boardings + alightings) of the 182.
- **Bus Boardings by Muni:** Belcarra has the fewest bus boardings at stops within the municipality, even less than for Mission or Lions Bay (includes 181 and 182) (both 2017 and 2018).

Transit Ridership

We have used Compass card data to derive ridership data related to transit use in Belcarra and by Belcarra residents. We found that 18% of transit boardings within Belcarra were made by Belcarra residents and 82% were made by other Metro Vancouver residents.

Of all 2018 boardings made by Belcarra residents 28% were in Belcarra, 41% were in Port Moody, 11% were in Vancouver, 9% were in Coquitlam, 5% were in Burnaby. About 6% were in other municipalities. On a daily basis, and on most days, the majority of Belcarra residents using transit have at least 1 boarding in a municipality that is not Belcarra.

Some of our customers still pay with cash. We are able to review fareboxes by route, but not by stop because the farebox is not linked to Compass. We have reviewed farebox percentage of total boardings and have found that both the 181 (5.90%) and 182 (6.84%) are largely consistent with the network average for cash fares, 5.45%.

Supporting Data

- We used Compass Card data to derive this ridership data.
- We were able to assume riders' municipality of residence with this information:

Any compass card with more than 4 travel days in one month, and with more than 50% of those days having the first boarding in one municipality, is assumed to belong to a resident of that municipality in that month.



JUN 10 2019

File: CR-12-01

Ref: RD 2019 May 24

file NO. 0470-01

Mayor Neil Belenkie and Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

Dear Mayor Belenkie and Council:

Re: Metro 2040 Land Use Designation Amendment Request from the City of Delta – MK Delta Lands Regional Growth Strategy Amendment Bylaw No. 1283, 2019

On February 12, 2019, the City of Delta submitted a request to Metro Vancouver to amend *Metro 2040: Shaping Our Future (Metro 2040)* for a 62.7 ha (155 ac) property located at 7969 Highway 91 Connector, by changing the regional land use designation from “Agricultural” to “Industrial” and to include the lands within the Urban Containment Boundary.

At its May 24, 2019 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolutions:

That the MVRD Board:

- a) *initiate the regional growth strategy amendment process for the City of Delta’s proposed regional growth strategy amendment for the property located at 7969 Highway 91 Connector;*
- b) *give first and second readings to “Metro Vancouver Regional District Regional Growth Strategy Amending Bylaw No. 1283, 2019”;*
- c) *direct staff to notify affected governments as per Metro Vancouver 2040: Shaping Our Future Section 6.4.2; and,*
- d) *direct staff to request additional information from City of Delta staff as laid out in the report dated March 15, 2019, entitled “Metro 2040 Land Use Designation Amendment Request from the City of Delta – MK Delta Lands”.*

As required in both the *Local Government Act* and *Metro 2040*, amendment processes include a notification period to allow all affected local governments to provide comment on the proposed amendment. Following the comment period, Metro Vancouver will review all comments received, and consider third and final reading of the amendment bylaw.

The proposed amendment is a Type 3 minor amendment to *Metro 2040*, which requires an amendment bylaw be passed by Metro Vancouver by a 50%+1 weighted vote. No regional public hearing is required. For more information on regional growth strategy amendment procedures,

29776477

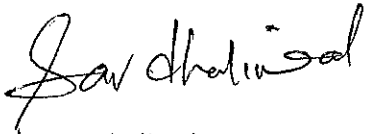
please refer to Sections 6.3 and 6.4 in *Metro 2040*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment regarding consistency with *Metro 2040* is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments by Friday, September 6, 2019. Comments can be provided via Council resolution.

As per MVRD Board resolution (d), Metro Vancouver staff will be in contact with City of Delta staff to request additional information, as laid out in the report dated March 15, 2019.

If you have any questions with respect to the proposed amendment, please contact Gord Tycho, Senior Planner, Regional Planning by email at Gordon.Tycho@metrovancover.org or by phone at 604-456-8805.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

SD/CM/NC/gt

Encl: Report dated May 15, 2019, titled "Metro 2040 Land Use Designation Amendment Request from the City of Delta – MK Delta Lands" (Doc #29622457)



June 13, 2019

Mayor Belenkie and Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC, V3H 4P8

RECEIVED
JUN 18 2019
FILE NO. D510-20-UBCM

RE: 2017 CEPF: Emergency Social Services – ESS Equipment

Dear Mayor Belenkie and Council,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$10,492.00. Based on this, a payment in the amount of \$10,492.00 will follow shortly by electronic funds transfer. This transfer represents full payment of the grant and is based on 100% of the total reported expenditure.

I would like to congratulate the Village of Belcarra for undertaking this project and responding to the opportunity to develop ESS capacity to increase the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at cepf@ubcm.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Bishop", is located below the "Sincerely," text.

Rebecca Bishop
Program Officer

cc: Lorna Dysart, CAO

The Community Emergency Preparedness Fund is funded by the Province of BC



VILLAGE OF BELCARRA
Tree Committee
Village Hall
Wednesday, May 22, 2019
Minutes



8.6 a)

Minutes of the Tree Committee for the Village of Belcarra, held Wednesday, May 22, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC

Members in Attendance

Begg, Mary – Vice Chair
Bramley, Les
Chapman, Sandra – Chair
Greig, Vicky
Struk, Deborah

Council in Attendance

Carolina Clark, Councillor

Staff in Attendance

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

1. Call to Order

The Chair called the meeting to order at 7:00 pm.

2. Approval of Agenda

2.1 Agenda for May 22, 2019

It was moved and seconded that the Agenda for May 22, 2019 be approved as circulated.

CARRIED

3. Adoption of Minutes

3.1 Minutes of April 17, 2019

It was moved and seconded that the Minutes from the meeting held April 17, 2019 be adopted.

CARRIED

4. Unfinished Business

4.1 Tree Trimming & Cutting in Belcarra Frequently Asked Questions (FAQ) Document

a) Chair Chapman opened discussion regarding the Belcarra Tree Bylaw vs Village practice. A Committee Member researched the Department of Fisheries and Oceans (DFO) jurisdiction regarding the riparian zone and permits required to remove trees. B. Serné noted that requests for any DFO enquires should be made through the Village office.

Discussion ensued with regard to trees on the foreshore where the removal may cause bank instability and changes to environmental provisions for shade and habitat.

It was noted that any amendments to the Tree Bylaw will be required to go to Council.

- b) The Frequently Asked Questions (FAQ) information document was reviewed. Discussion ensued with regard to clarity for the completed document.

Several topics were discussed including wording for whether permits are required, or not, for pruning, cutting, altering or removing trees.

M. Begg will revise the FAQ document and return to the Committee for review.

5. New Business

5.1 Tree Trimming Permit

- a) Possible recommendations for the Tree Permit Application

Committee members discussed the current Tree Permit Application. A possible change was indicated in the requirement for approaching neighbors within a 200 ft. radius to approaching only direct side neighbors. B. Serné noted that notice is required to allow neighboring residents the opportunity to speak on the matter of tree removal.

Discussion ensued with regard to removing the "Veto of One" objection policy in the Tree Permit Application. Further consideration may be given to forming a "group" to provide resolutions to Council with regard to Tree issues in the Village. Staff noted that the process for a report to Council is through staff. It was noted that a balanced approach with regard to viewsapes, tree protection and safety is the desired goal.

It was moved and seconded:

That a recommendation be made to Council to amend the policy regarding the Tree Trimming Permit as follows:

That the applicant only be required to approach direct side neighbours for tree removal and trimming; and

That the power of "Veto by One" (1) objection be removed; and

That the current application form be replaced with one which identifies a resolution process if there is an objection to the application and that a solution be proposed for Council to consider for a resolution process.

CARRIED

- b) Possible recommendations based on the information received April 23, 2019 regarding:

1. Riparian Rights & Public Foreshore Use in the Administration of Aquatic Crown Land
2. 2016 Riparian Areas Regulation Guidebook for Local Government
3. Applicable Regulations – Schedule F

Discussion ensued with regard to the current focus on knotweed removal by the Invasive Species Council. It was noted that ivy and laurel pose similar issues as these plants grow around trees and that removal is deemed

necessary to lessen the impact on trees. B. Serné advised that there is a casting method of invasive species removal that may be used near water which is costly. Chair Chapman noted that in conjunction with removal, there would need to be a planting of native species.

Committee members discussed a possible volunteer program to assist with removal of invasive species to reduce the cost to the Village. Further heavy equipment work would require hiring a contractor for removal of laurel trees, in particular, with care being given to keeping the bank stabilized in the riparian zone.

It was moved and seconded:

That the Committee recommend to Council that the current invasive species removal program taking place on the foreshore be expanded to include the removal of all types Ivy and Laurel.

CARRIED

It was moved and seconded:

That the following items be added to the final Tree Committee report to Council:

1. Recommend that Metro Parks be requested to enforce their bylaws with regard to no open flame barbecue or charcoal allowed in the park
2. Recommend the inclusion of the FireSmart Education
3. Recommend Riparian Education (FAQ)
4. Noting discrepancies in Bylaw 110
5. Providing a View Retention Policy for Village and private property

CARRIED

Committee members discussed the *Community Charter* and whether access to private land was acceptable. L. Dysart noted that this document provides the principles and fundamental powers of Municipal Governments. It was noted that the main goal for the Committee is resident safety. Village bylaws would require review to address viewscape issues.

It was moved and seconded:

That with regard to terms of reference on private property leave as status quo.

CARRIED

6. Next Steps

- a) Complete Tree Cutting Questions based on clarifications – Vice-Chair Begg will add clarifications from B. Serné and include Committee suggestions.
- b) The Committee decided that the approach to writing the final report to Council will be together as a group, with assistance from the Chief Administrative Officer.

7. Adjournment

The Chair declared the meeting adjourned at 8:22 pm.

Next meeting date: Wednesday, June 19, 2019

Certified Correct:



Lorna Dysart
Chief Administrative Officer



Sandra Chapman
Chair