



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
April 9, 2018
7:30 PM**



COUNCIL

Mayor Ralph Drew
Councillor Bruce Drake
Councillor Jennifer Glover
Councillor Perry Muxworthy
Councillor Jamie Ross

1. CALL TO ORDER

Mayor Ralph Drew will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, April 9, 2018

Recommendation:

That the agenda for the Regular Council Meeting, April 9, 2018 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, March 26 2018

Recommendation:

That the minutes from the Regular Council Meeting held March 26, 2018 be adopted.

4. DELEGATIONS AND PRESENTATIONS

4.1 2017 Audited Financial Statements

Brian Szabo, Partner, KPMG LLP, to provide a verbal presentation on the Audit Opinion.

4.2 Nancy Gomerich, NG Consulting, to provide a presentation on the 2017 Audited Financial Statement Report.

Recommendation:

That the 2017 Audited Financial Statements be approved.

4.3 Fire Chief Jay Sharpe, Sasamat Volunteer Fire Department (SVFD), regarding the SVFD 40th Anniversary Celebration on July 7, 2018 at Spirit Park in Anmore.

5. REPORTS

- 5.1** Nancy Gomerich, NG Consulting, report dated April 9, 2018 regarding the Village of Belcarra 2017 Financial Plan Bylaw Amendment.

- **Opportunity for Public Input**

Recommendation:

That the 2017 – 2021 Financial Plan Bylaw be amended for fiscal 2017 only; and
That the Village of Belcarra 5 – Year Financial Plan 2017 – 2021, Bylaw No. 506, 2017 Amendment Bylaw No. 522, 2018 be read a first, second and third time.

- 5.2** Lorna Dysart, Chief Administrative Officer, to provide a report regarding the Proposed BC Energy Step Code Deferral Amendment.

Recommendation:

That Zoning Bylaw No. 510, 2018, at third reading, be amended in Sections 302.10, 303.10, 304.10, 305.10, 401.10, 501.10, and 502.10, which address the new BC Energy Step Code, to defer enactment of these Sections as listed, which shall not come into force and effect until September 27, 2018; and
That the above Sections be deferred to Staff to determine an approach to engaging industry on BC Energy Step Code requirements introduced in Zoning Bylaw No 510, 2018.

- 5.3** Lorna Dysart, Chief Administrative Officer, to provide a verbal report regarding Zoning Bylaw 510, 2018.

Recommendation:

That Zoning Bylaw 510, 2018 be read a third time.

Or

That Zoning Bylaw 510, 2018 be amended by adding:

And be adopted as amended.

6. REPORTS FROM MAYOR AND PROJECT LEADS

- 6.1** **Mayor's Report – SVFD Celebrating its 40th Anniversary**

- 6.2** Councillor Muxworthy, Project Lead, report dated April 9, 2018 regarding WARD Upgrade Summary

Recommendation:

That the report from Councillor Muxworthy dated April 9, 2018 regarding WARD Upgrade Summary be received for information.

7. BYLAWS

7.1 Village of Belcarra Election Procedures Bylaw No. 515, 2018

Recommendation:

That the “Village of Belcarra Election Procedures Bylaw No. 515, 2018”, be adopted.

7.2 Village of Belcarra Fees and Charges Bylaw No. 517, 2018

Recommendation:

That the “Village of Belcarra Fees and Charges Bylaw No. 517, 2018”, be adopted.

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence item 8.1 to 8.6 be received.

ACTION ITEMS

- 8.1** Justin Bergamini, Administrative Support Assistant, Office of Senator Nancy Greene Raine, dated March 23, 2018 regarding Declaration of Saturday, June 2, 2018 as “National Health & Fitness Day” in the Village of Belcarra

Recommendation:

That Council declare Saturday, June 2, 2018 as “National Health & Fitness Day” in the Village of Belcarra

- 8.2** Jody Robertson, Corporate Secretary, E-Comm 911, dated March 29, 2018 regarding E-Comm Board of Directors Designate – 2018 – 2019 Term

Recommendation:

That Council support the nomination of Councillor Mary Trentadue from New Westminster for appointment to the E-Comm Board of Directors for the 2018 – 2019 term, as a representative for Belcarra, Coquitlam, New Westminster, Port Coquitlam and Port Moody.

INFORMATION ITEMS

- 8.3** Sasamat Volunteer Fire Department, Board of Trustees Meeting Minutes of March 21, 2018

- 8.4** Kevin Creery, Protective Services Planning Analyst, the Resort Municipality of Whistler, dated March 23, 2018 regarding 2018 Resolution – Collection of Unpaid Bylaw Fines

- 8.5** Greg Moore, Chair, Metro Vancouver Board, dated March 29, 2018 regarding Shaping Our Communities Engagement Initiative: Attitudes Towards Agricultural and Industrial Land Use Survey Results

- 8.6** Rob Malli, Chief Financial Officer & Executive Vice President, Finance & Corporate Services, TransLink, dated March 30, 2018 regarding Mayors’ Council on Regional Transportation (Full report available at the Village Office)

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the April 9, 2018 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 April 9, 2018 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
March 26, 2018**



Minutes of the Regular Council Meeting for the Village of Belcarra held March 26, 2018 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

Mayor Ralph Drew
Councillor Bruce Drake
Councillor Jennifer Glover
Councillor Perry Muxworthy
Councillor Jamie Ross

Council Absent

Councillor Perry Muxworthy

Staff in Attendance

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

1. CALL TO ORDER

Mayor Drew called the meeting to order at 7:32 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, March 26, 2018

Moved by: Councillor Drake
Seconded by: Councillor Glover

That the agenda for the Regular Council Meeting, March 26, 2018 be amended by adding:

Item 5.4 Nancy Gomerich, NG Consulting, report dated March 26, 2018 regarding Impact of New Payroll Tax and Changes to MSP

And be adopted as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, March 12, 2018

Moved by: Councillor Glover
Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held March 12, 2018 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items presented.

5. REPORTS**5.1 Lorna Dysart, Chief Administrative Officer, report dated March 26, 2018 regarding Fees and Charges Bylaw No. 517, 2018.**

L Dysart outlined the report noting that fees and charges have been compared closely with other small municipalities. Certain rates have been updated that are closely related to reflect an increase in costs and in staff time.

Moved by: Councillor Drake
Seconded by: Councillor Glover

That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" be read for a First, Second and Third time.

CARRIED

5.2 Lorna Dysart, Chief Administrative Officer, report dated March 26, 2018 regarding Election Procedures Bylaw No. 518, 2018.

L. Dysart outlined the report noting that one change to the *Local Government Act* was to BC municipal elections, which will now be held on the third Saturday in October. Mail Ballot voting has been added to the Election Procedure Bylaw. Persons who have a physical disability, illness or injury or persons who expect to be absent from the municipality at any other voting opportunity will qualify to vote by mail in ballot.

Moved by: Councillor Glover
Seconded by: Councillor Drake

That the "Village of Belcarra Election Procedures Bylaw No.518, 2018" be read for a First, Second and Third time.

CARRIED

5.3 Bernie Serné, Superintendent of Public Works, report dated March 26, 2018 regarding Proposed Offsite Works Fronting 3424 Marine Avenue

B. Serné outlined the report. Discussion ensued with regard to Proposed Storm Works, Relocation of Existing Water Services, Pathway Reconstruction, Proposed Driveway to Access Site and Landscaping on the property. A report will be brought back to Council with details related to work on the trail and other key items.

Moved by: Councillor Drake
Seconded by: Councillor Glover

That the proposed Offsite Works for property fronting 3424 Marine Avenue, Lot 1 Block 4 NWP 3014, dated March 8, 2018, submitted by Landmark Engineering and Planning Ltd. and the Key Plan dated February 16, 2018 be received for information; and

That Council approve in principle the proposed improvements on Municipal Right of Ways; and

That all the costs be borne by the property owners, Mary and Robert Begg, of 3424 Marine Avenue.

CARRIED

5.4 Nancy Gomerich, NG Consulting, report dated March 26, 2018 regarding Impact of New Payroll Tax and Changes to MSP

Mayor Drew outlined the report. Discussion ensued with regard to the Provincial Budget phase-out of MSP premiums and implementation of the new Payroll Tax.

Moved by: Councillor Ross
Seconded by: Councillor Glover

That the report from Nancy Gomerich, Financial Consultant dated March 26, 2018 regarding Impact of New Payroll Tax and Changes to MSP be received for information.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

No items presented.

7. BYLAWS

7.1 Village of Belcarra Waterworks Bylaw No. 456, 2012, Amendment Bylaw No. 516, 2018

Moved by: Councillor Drake
Seconded by: Councillor Ross

That the "Village of Belcarra Water Works Bylaw No. 516, 2018", be adopted.

CARRIED

8. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Ross
Seconded by: Councillor Glover

That correspondence item 8.1 – 8.11 be received.

CARRIED

ACTION ITEMS

8.1 Janet Andrews, Secretary – Treasurer, New Westminster & District Labour Council, dated March 8, 2018 regarding Declaration of April 28, 2018 as the "Official Day of Mourning for Workers Killed and Injured on the Job".

Moved by: Councillor Glover
Seconded by: Councillor Ross

That Council declare April 28, 2018 as the "Official Day of Mourning for Workers Killed and Injured on the Job" for the Village of Belcarra.

CARRIED

INFORMATION ITEMS

8.2 John Ward, Director of Legislative and Corporate Services, Deputy Chief Administrative Officer, City of Courtenay, letter to the Association of Vancouver Island and Coastal Communities dated February 13, 2018 regarding 2018 Resolution – Asset Management (full report available in the Village Office)

8.3 Cindy Graves, Corporate Officer, The Township of Spallumcheen, letter to David Allen, Chief Administrative Officer, City of Courtney dated February 22, 2018 regarding 2018 Resolution – Asset Management

- 8.4 Honourable Selina Robinson, Minister of Municipal Affairs & Housing, Wendy Booth, President, UBCM and Patti Bridal, President, LGMA, dated March 6, 2018 regarding Update on the Working Group on Responsible Conduct (full report available in the Village office)
- 8.5 Lucy Lobmeier, Secretary, BC Honours and Awards, Province of British Columbia, dated March 9, 2018 regarding Order of British Columbia – 2018 Call for Nominations
- 8.6 Janice Brown, Mayor, The Township of Spallumcheen, letter to Honorable John Horgan, Premier of British Columbia and Honorable Mike Farnworth, Minister of Public Safety and Solicitor General dated March 8, 2018 regarding Human Trafficking Task Force (full report available in the Village office)
- 8.7 Nicole Read, Mayor, City of Maple Ridge, letter to Honourable Carole James, Minister of Finance dated March 14, 2018 regarding Employer Health Tax
- 8.8 Greg Moore, Chair, Metro Vancouver Board, dated March 15, 2018 regarding Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Port Moody – Flavelle Mill Site (full report available in the Village office)
- 8.9 Cindy Fortin, Mayor, the District of Peachland, regarding letter to Honourable Selina Robinson, Minister of Municipal Affairs and Housing dated March 16, 2018 regarding Cannabis Sales Revenue Sharing
- 8.10 Ralph Drew, Mayor, letter to Robert Dick, Assistant Deputy Minister, Transport Canada, Pacific Region dated March 19, 2018 regarding Addition of Bedwell Bay to the Schedule of Designated Sewage Areas
- Mayor Drew provided history on the application to Transport Canada to add Bedwell Bay to the Designated Sewage Areas.
- 8.11 Zoning Advisory Committee, February 7, 2018, Unadopted Minutes

9. NEW BUSINESS

No items presented.

10. PUBLIC QUESTION PERIOD

Mary Begg, 3424 Marine Avenue, queried with regard to the cedar hedge on Tatlow Trail.

Mayor Drew advised that work is to be undertaken with an overview by the Superintendent of Public Works. A report will be brought back to Council.

Rob Begg, 3424 Marine Avenue, noted that there is an agreement with Colm Cole regarding relocation of the two water meter boxes at the Tatlow Trail location.

Jim Chisholm, 4505 Belcarra Bay Road, queried with regard to the Fees and Charges Bylaw. He further queried regarding fees for a water system hook up and the annual water fee. Mr. Chisholm requested consideration be given to not charging residents for these fees as an incentive for them to install fire sprinklers in residential homes.

Mayor Drew noted that water meter usage is being reviewed by Metro Vancouver and that a review of the National Building Code is now taking place. Considerable discussion ensued.

Moved by: Councillor Ross
Seconded by: Councillor Glover

That staff prepare a report to Council with the cost of eliminating Water Works Fees for “Service Connection Application and Inspection” and the “Annual Use Fee” for the first year as an incentive to install a fire sprinkler system in residential buildings.

CARRIED

Sherry Chisholm, 4505 Belcarra Bay Road, queried with regard to work at the berm on the Midden right of way.

11. ADJOURNMENT

Moved by: Councillor Drake
Seconded by: Councillor Glover

That the March 26, 2018 Regular Meeting be adjourned at 8:20 pm.

CARRIED

Certified Correct:

Ralph Drew
Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

Date: April 9, 2018

From: Nancy Gomerich, NG Consulting

Subject: **2017 Audited Financial Statement Report**

Recommendation for Consideration:

THAT the 2017 Audited Financial Statements be approved.

Purpose:

Under Canadian Audit Standards, Council approval of the 2017 Financial Statements is required.

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

Discussion:

This report is divided into three main sections:

1. Section A: Executive Summary

Provides a “one page” summary of the 2017 financial results and closing financial position.

2. Section B: Introduction

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

3. Section C: Financial Review

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

Attachment A: Financial Statements of Village of Belcarra, Year ended December 31, 2017

Section A: Executive Summary

Results of Fiscal Operations (see Statement of Operations)

Fiscal 2017 operations resulted in a deficit of \$180,686 (\$157,039 surplus in 2016), as compared to a budgeted annual deficit of \$79,945.¹ The annual deficit is 9.78% of 2017 budgeted operating expenses.

The annual deficit of \$180,686 is a negative variance (i.e. is worse than) budget by \$101,741 (\$79,945 - \$180,686). Summarized by Fund:

Fund	Annual (Deficit)/Surplus		Variance (Overbudget Amount)	
	2017 Budget	2017 Actual	\$	% *
General Fund	(57,109)	(96,497)	(39,388)	-3.12%
Water Fund	(20,883)	(71,517)	(50,634)	-10.66%
WARD Fund	(1,953)	(12,672)	(10,719)	-9.86%
TOTAL	(79,945)	(180,686)	(100,741)	5.45%
* \$ overbudget as a percentage of total budgeted expenses.				

The negative variance is primarily due to higher actual expenditures in a variety of areas, as compared to budget, most of which Council was made aware of, and approved during the fiscal year. The significant majority of the other negative variances resulted from the impacts of the application of accounting “rules”, and events that could not be predicted requiring expenditures mainly in the later part of the year.

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

General Fund

- Historically high building permit revenues, offset in full by unbudgeted building inspection costs;
- Higher grant revenues for MRN works and the roads asset management projects, offset in part by higher related operating expenses;
- Other higher expenses than budget, primarily for unanticipated legal expenses and public works equipment repairs;
- The impact of the application of accounting rules to set-up the new sick liability and to reflect the disposal of some tangible capital assets.

WARD Fund

- Higher WARD Fund expenses for materials processing and hauling due in part to an increase in volume for all materials, and particularly due to the cost to dispose of co-mingled recyclables (service started in mid 2016)

Water Fund

- Higher Water Fund expenses for water purchases due to a significant valve leak (repaired by year-end), higher standby work than budgeted, and unbudgeted work to clean and inspect the reservoir;

¹ The 2018 budget deficit is due primarily to the impact of the significant expenditure budgeted for the Zoning Bylaw work of \$207,000 (included in expenses) that is funded from prior years surplus (which is not included in revenue), in the financial statements.

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

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

Ending Accumulated Surplus, including both general surplus, reserves, and the Village's investment in its assets (tangible capital assets and inventory) was \$8.89M at the end of the year (Equal to: \$9.07M at the end of fiscal 2016 less the 2017 deficit of \$180,686).

In summary:

- \$395,000 is held as unappropriated surplus;
- \$383,000 as various non-statutory reserves;
- \$613,000 as various statutory reserves; and
- \$7.5M as the investment in tangible capital assets and inventory.

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

Council Policy 196 sets a target for unappropriated surplus at the greater of \$500,000 and six months normalized operating expenses, being about \$625,000. It is anticipated that the target level will be restored via budget surplus's in future years, which is by far the norm for the Village.

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

Conclusion

In conclusion, the Village's fiscal results reflect an exceptionally busy year for the Village, during which much was accomplished, including foundational work on the zoning bylaw and for roads long-term financial planning.

Overall the Village's financial position remains financially solid, providing a strong foundation from which, to both maintain, and improve upon, existing community services.

Section B: Introduction

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

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

1. Financial position, its assets, and liabilities at the end of the reporting period (Dec/31/2017); and
2. Changes in that financial position, its revenues and expenses in the year, and the extent to which it managed operations within the approved budget.

Overview of the Financial Statement Contents

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

1. Statement of Financial Position

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

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

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

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

2. Statement of Operations

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

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

3. Statement of Changes in Net Debt

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

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

4. Statement of Cash Flows

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

The change is broken down into four categories:

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

5. Notes to the Financial Statements

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

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

6. Individual Fund Schedules

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

Section C: Financial Review

C1: Statement of Financial Position

Financial Assets

	2017	2016
Cash	410,282	1,980,761
Investments	1,237,271	219,487
Accounts receivable	147,079	56,430
MFA debt cash deposit	51,945	50,951
	1,846,577	2,307,629

Financial assets are primarily cash or cash in the short-term. These funds, combined with the annual property tax and water utility taxes, are the Village's primary funding source, providing reliable and timely access to cash to fund on-going operations. The decrease over the prior year is due to lower surplus and reserves.

Liabilities

	2017	2016
Accounts payable & accrued liabilities	120,706	131,308
Performance bonds & refundable deposits	226,270	188,845
Deferred revenue	122,122	239,210
Long-term debt	3,858,135	3,984,098
	4,327,233	4,543,461

Accounts payable & accrued liabilities are short-term payables to vendors for various goods and services purchased, and staff salaries and benefits payable.

Performance bonds & refundable deposits represents/is a restriction on the use of received cash deposits, made primarily by residents, that are held by the Village as security for a wide variety of purposes, a large portion being related to building development. The increase over the prior year reflects the significant growth in building development in 2017.

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

- Residents who are on the Village's tax pre-payment plan (rec'd for 2018), and
- Metro Vancouver for the annual MRN operating grant that is unspent at year-end.

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

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

Non-Financial Assets

	2017	2016
Prepaid expenses	14,374	14,650
Inventory held for consumption	21,910	5,523
Tangible capital assets	11,336,897	11,288,870
	11,373,181	11,309,043

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

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

- TCA are amortized or expensed over the useful life of the asset with the above table value being the original historical cost of the asset (i.e. what the Village originally paid for the asset) less the amortized amount, referred to as the Net Book Value ("NBV").
- The most significant TCA investments, based on NBV, are the Water System Assets making-up almost \$9M of the \$11.3M NBV.

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

Inventory is made up entirely of water meters and supporting materials. The increase over the prior year reflects the purchase of new meters in the year.

Accumulated Surplus

	2017	2016
	8,892,525	9,073,211

Accumulated Surplus is the summary financial position number. It is the total of the organization's assets (financial and non-financial) less its liabilities (i.e. its net assets). The total change in Accumulated Surplus is equal to the 2017 deficit of \$181,000 as reported on the Statement of Operations.

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

	2017	2016
Unappropriated surplus	395,054	775,330
Non-statutory reserves	383,229	321,753
Statutory reserves	613,570	665,833
Investment in tangible capital assets (TCA) & inventory	7,500,672	7,310,295
Total	8,892,525	9,073,211

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

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

1. The **Investment in TCA and Inventory** represents the net assets that make up tangible capital assets and inventory, less related water debt. The tangible capital assets and inventory will be consumed to provide future services and the debt repaid by future revenues. The \$7,500,000 will not become cash in the normal course of operations, and accordingly will not be available to finance operations.
2. **Statutory reserves** represent cash/investments set aside to be used for specified purposes as defined in the related *Community Charter* sections and establishing bylaws. These funds can only be used for another purpose if the balance to the credit of the reserve “is greater than required for the purpose for which the (reserve) fund was established”.
3. **Non-statutory reserves** represent funds that have been set aside to be used for a specified purpose, but that purpose can be changed by Council, as determined appropriate.
4. **Unappropriated surplus** represents funds that have no specific identified future use. These funds serve as an important source of funding to finance significant projects that occur periodically, a source of contingency finances for unexpected expenses, and the primary means to finance operations until the tax revenues are collected mid-year.

C2: Statement of Operations

Revenues

	2017 Budget	2017 Actual	2016 Actual	Variance (2017 Actual to Budget)	
				\$	%
Municipal property taxes	670,439	670,628	652,324	189	0.03%
Water parcel taxes	233,498	233,498	233,498	0	0.00%
Receipts in lieu of taxes	10,712	10,554	22,577	(157)	-1.47%
Fees and charges					
Recycle & refuse	106,058	106,314	103,060	256	0.24%
Water services	193,796	192,749	186,799	(1,047)	-0.54%
Water connection fees	7,380	7,380	7,380	-	0.00%
Grants, conditional	157,706	248,241	51,105	90,535	57.41%
Grants, unconditional	309,300	309,396	307,693	96	0.03%
Permits and licences	29,750	77,056	46,409	47,306	159.01%
Interest and actuarial	31,200	45,313	29,170	14,113	45.23%
Other revenues	17,100	20,581	32,768	3,481	20.36%
	1,766,939	1,921,711	1,672,783	154,772	8.76%

Grants, conditional (operating transfers from other governments) are greater than budget due to higher MRN grants due to greater MRN work (capital and operating) than budgeted for, and about \$40,000 in grants for the asset management projects (only \$10,000 was budgeted for; the second phase of this work was approved during 2017).

Permits & licenses is greater than budget primarily due to historic building permit revenue of \$64,000 in 2017, being \$42,000 more than budgeted (Actual 2016-\$39,000; 2015-\$29,000; 2014-\$34,000; 2013-\$25,000).

Interest and actuarial, is greater than budget due to the investment of anticipated longer-term (3-5 years) reserves and surplus monies in the MFA Bond Fund; funds were primarily held in the bank in fiscal 2016. It is important to note the market value of the Bond fund is about \$17,000 less than the recorded/purchased value of the investment due to the recent and anticipated increase in interest rates. The recorded/purchased value has not been reduced to reflect the lower marker value. As the average term of the bonds in the fund is three years it is expected that the decline in market value is temporary, and will return to the recorded/purchased value as the fund bonds mature and are re-invested at the then prevailing interest rates.

Expenses

	2017 Budget	2017 Actual	2016 Actual	Variance (2017 Actual to Budget)	
				\$	%
General Government	887,334	1,036,058	612,143	(148,724)	-16.76%
Transportation	375,732	420,937	340,651	(45,205)	-12.03%
Recycle & refuse	108,661	119,746	111,478	(11,085)	-10.20%
Water system	475,157	525,655	451,472	(50,498)	-10.63%
	1,846,884	2,102,396	1,515,744	(255,512)	-13.83%

General Government expenses (refer to the *General Fund Schedule*, for details), are over-budget due mainly to:

- Unbudgeted support services costs for building inspection (\$55,500);
- Higher planning expenses for the roads asset management projects (\$41,000);
- Higher CAO and support staff costs (\$10,000), due in part to a busy year increasing time requirements, plus a one-time expense to set up the administration staff share of about ½ of the new sick liability (\$7,100); and
- Higher municipal hall operating costs including: higher legal costs (\$23,000) due to a variety of issues, audit (\$8,000) which was under-budgeted, security (\$4,700) to address system issues, and various office supplies in support of a busy year.
- Unbudgeted for loss on disposal of for the upgraded/replaced security system and parking lot serving the municipal hall (\$12,000). ²

General Government expenses include Planning and Support Services costs. These two cost centers tend to vary significantly from year to year as they include budgets to do work that is project based, is not repeated annually, and is often funded (in full or part) from reserves and/or grants. A summary of the actuals and budgets for these two cost centers are detailed in Attachment A.

Transportation expenses (refer to the *General Fund Schedule*, for details), are over-budget mainly due to:

- Unanticipated repairs on a number of public works vehicles/equipment (Tractor, Dump Truck and Mower) (\$23,000);
- Unbudgeted for loss on disposal of for upgraded/replaced roadways (\$12,000);² and
- Higher MRN road maintenance (\$10,000).

Recycle & refuse expenses (refer to the *WARD Schedule*, for details), are over-budget as a result of higher materials processing and hauling costs due in part to an increase in volume for all materials, and particularly due to the cost to dispose of co-mingled recyclables (service started in mid 2016);

² For clarity there was no cash loss for the disposals as they were not sold, just replaced; the “loss” refers to the remaining value of these assets in the books, that had to be removed due to the replacement.

Water expenses (refer to the *Water Fund Schedule*, for details), are over-budget mainly due to:

- Higher water purchases resulting primarily from a significant valve leak (repaired by year-end) (\$17,000);
- Higher standby work than budgeted (\$10,000);
- Unbudgeted work to clean and inspect the reservoir (\$12,000), and
- Higher programming and maintenance work on the SCADA system (\$8,000).

C3: Capital Expenditures

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

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

Attachment A: General Fund – Planning and Support Expenses

	Budget	Actual	Comments
Planning			
Zoning Bylaw Update	207,000	184,087	Address related Bylaw 502 and limited other work; almost complete at year-end.
Drainage Study	30,000	60,596	For Phase I of Study plus support costs from HY Consulting, legal, and separate report for Windermere Creek.
Asset Management	20,000	60,838	For Phase I (17,600) and Phase 2 (40,000) plus grant application work and other consulting (3,200). Phase 1 has confirmed grant funding of 8,900; Phase 2 grant confirmed for 29,600 (both accrued in 2017).
Other	10,000	315	Miscellaneous other planning work.
	267,000	305,835	
Support Costs			
Finance support services	39,099	41,892	Work for 2017 budget and strategic plan update, 2016 audit, 2018 budget and strategic plan update, long-term capital plan work, Audit RFP, 1 grant appl. & 2 grant claims, various other financial reports and work. Normally only one BUDGET done in a year.
Engineering services	10,564	5,723	Various misc. works.
Invasive species	5,000	4,579	Planned work completed.
Records management	10,000	0	Deferred to 2018
Building Inspection	0	55,504	Services not budgeted for; funded from higher, unbudgeted building permit revenue.
Other	7,000	1,807	
	71,663	109,505	

Attachment B: Capital Expenditures

	2017 Actual	Budget	Comments	
GENERAL FUND				
MUNICIPAL HALL DISABILITY ACCESS	0	2,500	Originally planned works significantly more expensive so project not done.	
MUNICIPAL HALL PARKING LOT OVERLAY	43,123	45,000		
OFFICE COMPUTER SYSTEMS	24,303	5,000	Works to replace/upgrade most staff office computers, server and backup system, hardware and software. Equipment was four and five years old.	*
PW SHOP GARAGE DOOR OPENER	2,340	2,500		
ENTRANCE REMOTE READER BOARD	0	20,000	Project will not proceed.	
MUNICIPAL HALL ENVELOPE REPAIR	42,846	200,000	Initial exploratory and immediate necessary repair work only; budget was a very high-level estimate.	
MUNICIPAL HALL SECURITY	5,892	0	Identified as a priority during the year (works as recommended by the RCMP).	*
BRINE/DEICING EQUIPMENT	10,508	41,000	Opted for a lower priced system.	
YOUNG RD TURN-A-ROUND AT TOP	4,746	25,000	Planning works only; deferred to 2018.	
TRAIL - WATSON RD/MARINE CONNECTOR	13,972	8,000		*
TRAIL - TATLOW	8,125	10,000		*
TENNIS COURT REPAIRS	0	10,000	Only works in 2017 were for tree/bush cleanup which was funded within operations.	
MARINE RD GRIND & FILL SLUMP AT YOUNG	0	15,000	Deferred to 2018.	
GUARD RAILS WEST, FOOT YOUNG, WATSON	16,180	9,800	Additional works completed to address primary safety issues.	*
KUBOTA SNOW PLOW ATTACHMENT	0	5,000	Project will not proceed.	
FLAIL MOWER HEAD REPLACEMENT	0	8,000	Deferred to 2018.	
MIDDEN RD TRIANGLE, ENGINEERING	6,326	0	Preliminary engineering to gain a better understanding of needs.	
ROADS OVERLAY & MINOR CAPITAL	0	25,000	"Place holder" account.	
MRN-BEDWELL BAY AT MAIN INTERS. REALIGNMENT	0	20,000	Needs addressed via operating expenditures.	
MRN-PAVE ENTRANCE TO SENKLER	73,466	0	Identified as a priority during the year.	*
MRN-PAVE SENKLER TO WATSON	31,117	0	Identified as a priority during the year.	*
MRN-ROAD WIDENING ENTRANCE TO WATSON	21,527	0	Identified as a priority during the year.	*
MRN - OVERLAY & MINOR CAPITAL-CONST CONTR	0	50,000	"Place holder" account.	
FIRE HYDRANTS	0	5,000	"Place holder" account.	
EMERGENCY PREPAREDNESS	1,723	6,000	Purchased emergency supplies; budget was a high-level estimate.	
	306,193	512,800		

Attachment B: Capital Expenditures (continued)

	2017 Actual	Budget	Comments	
WATER FUND				
WATERMAIN ARMOR AT PARK	0	18,000	Deferred to 2018.	
NEW WATER RESERVOIR, ENGINEERING	9,493	0	Identified as a priority during the year.	*
TATLOW ALTITUDE VALVE	24,143	0	Identified as a priority during the year.	*
OTHER WATER CAPITAL	0	4,000	"Place holder" account.	
	33,637	22,000		
WARD FUND				
DEPOT REFUNDABLES AREA	0	3,500	Determined was no longer required.	
DEPOT TOTE SHELTER	0	4,000	Determined was no longer required.	
DEPOT SECURITY	18,537	2,500	Primarily for a light stand/electrical.	*
OTHER WARD CAPITAL	0	5,000	"Place holder" account.	
	18,537	15,000		
TOTAL	358,366	549,800		
* Project was approved by Council either specifically or as part of the mid-year or 3Q Variance Report.				
In some cases the year end actual expense was higher than approved.				

Financial Statements of

VILLAGE OF BELCARRA

Year ended December 31, 2017

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 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 the financial position of the Village as at December 31, 2017, and the results of 2017 operations are in accordance with PSAS.

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

Mayor

Chief Administrative Officer

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council

We have audited the accompanying financial statements of the Village of Belcarra, which comprise the statement of financial position as at December 31, 2017, the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes and schedules, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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



Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village of Belcarra as at December 31, 2017, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Comparative Information

The financial statements of the Village of Belcarra as at and for the year ended December 31, 2016 were audited by another auditor who expressed an unmodified opinion on those financial statements on April 10, 2017.

Chartered Professional Accountants

MM-DD-YYYY

Burnaby, Canada

VILLAGE OF BELCARRA

Statement of Financial Position

December 31, 2017, with comparative information for 2016

	2017	2016
Financial Assets		
Cash	\$ 410,282	\$ 1,980,761
Investments (note 2)	1,237,271	219,487
Accounts receivable (note 3)	147,079	56,430
MFA debt reserve deposit (note 7)	51,945	50,951
	<u>1,846,577</u>	<u>2,307,629</u>
Liabilities		
Accounts payable and accrued liabilities (note 4)	120,706	131,308
Performance bonds and refundable deposits (note 5)	226,270	188,845
Deferred revenue (note 6)	122,122	239,210
Debt (note 7)	3,858,135	3,984,098
	<u>4,327,233</u>	<u>4,543,461</u>
Net Debt	(2,480,656)	(2,235,832)
Non-Financial Assets		
Tangible capital assets (note 8)	11,336,897	11,288,870
Prepaid expenses	14,374	14,650
Inventories held for consumption	21,910	5,523
	<u>11,373,181</u>	<u>11,309,043</u>
Accumulated surplus (note 9)	<u>\$ 8,892,525</u>	<u>\$ 9,073,211</u>

Commitments and contingencies (note 10)

See accompanying notes to financial statements.

Lorna Dysart
Chief Administrative Officer

VILLAGE OF BELCARRA

Statement of Operations

Year ended December 31, 2017, with comparative information for 2016

	2017 Budget (note 1(i) and note 14)	2017	2016
Revenue:			
Municipal property taxes	\$ 670,439	\$ 670,628	\$ 652,324
Water parcel taxes (note 13)	233,498	233,498	233,498
Receipts in lieu of taxes	10,712	10,554	22,577
Fees and charges:			
Recycle and refuse levy	106,058	106,314	103,060
Water levy	193,796	192,749	186,799
Water connection fees	7,380	7,380	7,380
Transfers from other governments, conditional	157,706	248,241	51,105
Transfers from other governments, unconditional	309,300	309,396	307,693
Permits and licences	29,750	77,056	46,409
Interest income and actuarial	31,200	45,313	29,170
Other revenues	17,100	20,581	32,768
	1,766,939	1,921,710	1,672,783
Expenses:			
General government	887,334	1,036,058	612,143
Transportation	375,732	420,937	340,651
Recycle and refuse	108,661	119,746	111,478
Water system	475,157	525,655	451,472
	1,846,884	2,102,396	1,515,744
Annual surplus (deficit)	(79,945)	(180,686)	157,039
Accumulated surplus, beginning of year	9,073,211	9,073,211	8,916,172
Accumulated surplus, end of year (note 9)	8,993,266	\$ 8,892,525	\$ 9,073,211

See accompanying notes to financial statements.

VILLAGE OF BELCARRA

Statement of Changes in Net Debt

Year ended December 31, 2017, with comparative information for 2016

	2017 Budget (note 1(i))	2017	2016
Annual surplus (deficit)	\$ (79,945)	\$ (180,686)	\$ 157,039
Acquisition of tangible capital assets	(549,800)	(358,337)	(42,249)
Amortization of tangible capital assets	276,000	286,187	276,286
Loss on disposal of tangible capital assets	-	24,123	4,476
Proceeds on sale of tangible capital assets	-	-	3,746
	(273,800)	(48,027)	242,259
Inventory acquired	-	(21,910)	-
Inventory consumed	-	5,523	3,549
Prepaid expenses consumed	-	276	277
	-	(16,111)	3,826
Change in net debt	(353,745)	(244,824)	403,124
Net debt, beginning of year	(2,235,832)	(2,235,832)	(2,638,956)
Net debt, end of year	\$ (2,589,577)	\$ (2,480,656)	\$ (2,235,832)

See accompanying notes to financial statements.

VILLAGE OF BELCARRA

Statement of Cash Flows

Year ended December 31, 2017, with comparative information for 2016

	2017	2016
Cash provided by (used in):		
Operating activities:		
Excess of revenues over expenses	\$ (180,686)	\$ 157,039
Items not involving cash:		
Amortization of tangible capital assets	286,187	276,286
Loss on disposal of tangible capital assets	24,123	4,476
Debt actuarial adjustment	(19,318)	(14,482)
	110,306	423,319
Changes in non-cash working capital:		
Decrease (increase) in accounts receivable	(90,649)	75,430
Increase in MFA debt cash deposit	(994)	(1,385)
Decrease in accounts payable and accrued liabilities	(10,602)	53,709
Increase in performance bonds and refundable deposits	37,425	17,645
Decrease (increase) in deferred revenue	(117,088)	43,646
Decrease in prepaid expenses	276	277
Increase (decrease) in inventory held for consumption	(16,387)	3,549
	(87,713)	616,190
Financing activity:		
Principal payments on debt	(106,645)	(106,645)
Investing activity:		
Increase in investments	(1,017,784)	(1,731)
Capital activities:		
Proceeds from sale of tangible capital assets	-	3,746
Acquisition of tangible capital assets	(358,337)	(42,249)
	(358,337)	(38,503)
Increase (decrease) in cash	(1,570,479)	469,324
Cash, beginning of year	1,980,761	1,511,450
Cash, end of year	\$ 410,282	\$ 1,980,761

See accompanying notes to financial statements.

VILLAGE OF BELCARRA

Notes to Financial Statements

Year ended December 31, 2017

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 follows 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, assets and liabilities have been eliminated.

(b) Cash:

Cash includes short-term highly liquid investments with maturity dates within three months of acquisition that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value.

(c) 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.

(d) 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.

(e) Non-financial assets:

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

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(e) Non-financial assets (continued):

(i) Tangible capital assets:

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

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

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

(ii) Contributions of tangible capital assets:

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

(iii) Arts and heritage assets:

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

(iv) Interest capitalization:

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

(v) 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.

(vi) Inventories held for consumption:

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

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(f) Revenue recognition:

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

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

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

(g) Expense recognition:

Expenses are recorded on the accrual basis and are recognized upon the receipt of goods or services. Interest expense on debenture and other debt is accrued.

(h) Budget reporting:

The budget figures reported in the statement of operations represent the 2017 component of Financial Plan (2017-2021) Bylaw, 2017, No. 506 adopted by the Village Council on April 24, 2017.

(i) Debt:

Debt is recorded net of cumulative payments to the Municipal Finance Authority ("MFA") and actuarial adjustments relating to the MFA's sinking fund. Payments made and cumulative actuarial adjustments are calculated such that, combined, they reduce the amount of the debt to nil at its maturity date.

(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.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(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 16).

(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:

	2017	2016
MFA bond funds	\$ 1,237,271	\$ -
MFA money market funds	-	219,487

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

3. Accounts receivable:

	2017	2016
Municipal property taxes and user fees	\$ 80,781	\$ 56,672
Trade accounts receivable	40,218	(242)
Goods and Services Tax	26,080	-
	\$ 147,079	\$ 56,430

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2017

4. Accounts payable and accrued liabilities:

	2017	2016
Trade accounts payables and accruals	\$ 61,272	\$ 67,631
MFA debt interest expense accrual	31,053	31,053
Payroll expenses	28,381	10,647
Goods and Services Tax	-	21,977
	<u>\$ 120,706</u>	<u>\$ 131,308</u>

5. Performance bonds and refundable deposits:

	2017	2016
Performance bonds	\$ 220,821	\$ 183,396
Refundable deposits	5,449	5,449
	<u>\$ 226,270</u>	<u>\$ 188,845</u>

6. Deferred revenue:

	Balance, Beginning of year	Contributions received	Restricted interest/ income	Revenue recognized	Balance, end of year
MIA grant (handicap access)	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
Major road network grant (a)	120,279	105,000	653	210,766	15,166
Property taxes paid in advance (b)	116,932	209,434	-	221,410	104,956
	<u>\$ 239,211</u>	<u>\$ 314,434</u>	<u>\$ 653</u>	<u>\$ 432,176</u>	<u>\$ 122,122</u>

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

Annually, the Village receives a grant from the Greater Vancouver Transit Authority ("GVTA") intended to cover the operating and maintenance costs of Bedwell Bay Road as it is designated as part of the Regions road network. Grants received in excess of actual costs 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, 2017

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. Principle payments and actuarial adjustments are netted against related debts. Details are as follows:

Bylaw number	Maturity Date	Interest Rate	Authorized	Principle payments and actuarial adjustments	2017	2016
413 & 432	2037	2.90%	\$ 4,441,330	\$ 583,205	\$ 3,858,135	\$ 3,984,098

Total interest expense on the debt for the year was \$128,799 (2016 - \$128,799).

As a condition of these borrowings, a portion of the debt proceeds is withheld by the MFA in a Debt Reserve Fund. 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 fund and contingent demand notes at December 31, 2017 are as follows:

	2017	2016
Cash deposit	\$ 51,945	\$ 50,951
Demand note	73,309	73,309

Principle payments made to the MFA sinking fund and actuarial adjustments on the outstanding debt over the next five years and thereafter are as follows:

	Total
2018	\$ 129,750
2019	134,940
2020	140,337
2021	145,951
2022	151,789
Future years	3,155,368
	\$ 3,858,135

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 is unused as at December 31, 2017.

VILLAGE OF BELCARRA

Notes to Financial Statements

Year ended December 31, 2017

8. Tangible capital assets:

	Land	Buildings	Vehicle Machinery & equipment	Office furniture equipment	WARD depot	Road network	Storm sewers	Water system	Assets under construction	2017 Actual	2016 Actual
Cost:											
Opening balance	\$ 329,318	\$ 361,247	\$ 264,935	\$ 100,407	\$ 140,723	\$2,490,283	\$ 343,526	\$9,658,564	\$ 7,731	\$ 13,696,735	\$ 13,665,493
Add: Additions	-	49,012	12,848	26,026	21,537	164,388	-	24,144	60,382	358,337	60,448
Less: Disposals	-	(21,994)	(9,427)	(13,777)	(5,070)	(53,487)	-	-	-	(103,725)	(29,206)
	329,318	388,265	268,356	112,656	157,190	2,601,184	343,526	9,682,708	68,143	13,951,346	13,696,735
Accumulated amortization:											
Opening balance	\$ -	\$ 191,433	\$ 193,438	\$ 47,513	\$ 55,759	\$ 784,990	\$ 269,232	\$ 865,499	\$ -	\$ 2,407,864	\$ 2,134,364
Add: Amortization	-	11,075	18,905	13,345	10,081	64,336	9,498	158,947	-	286,187	276,286
Less: Accumulated amortization on disposals	-	(14,744)	(4,826)	(13,777)	(5,070)	(41,185)	-	-	-	(79,602)	(2,785)
	-	187,764	207,517	47,081	60,770	808,141	278,730	1,024,446	-	2,614,449	2,407,865
Net book value, end of year	\$ 329,318	\$ 200,501	\$ 60,839	\$ 65,575	\$ 96,420	\$1,793,043	\$ 64,796	\$8,658,262	\$ 68,143	\$ 11,336,897	\$ 11,288,870

VILLAGE OF BELCARRA

Notes to Financial Statements

Year ended December 31, 2017

9. Accumulated surplus:

	General fund	WARD fund	Water fund	2017 Total	2016 Total
Reserves:					
Statutory (a)	\$ 580,561	\$ 2,379	\$ 30,630	\$ 613,570	\$ 665,833
Non-statutory (b)	303,210		80,019	383,229	321,755
Unappropriated surplus (deficit) (c)	382,163	66,949	(54,058)	395,054	775,328
	1,265,934	69,328	56,591	1,391,853	1,762,916
Investment in TCA and inventories (d)	2,594,636	96,420	4,809,616	7,500,672	7,310,295
Total for 2017	\$3,860,570	\$ 165,748	\$ 4,866,207	\$ 8,892,525	\$ 9,073,211

(a) Statutory reserves:

The following reserves were established 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.

	2017	2016
General Fund:		
Operating		
Multi-purpose courts	\$ 44,319	\$ 41,903
Election costs	10,093	5,020
Transportation capital	352,774	321,258
Buildings capital	115,871	145,086
Equipment capital	57,504	79,062
	580,561	592,329
Waste and Recycling Depot ("WARD") Fund:		
Refuse and recycling capital	2,379	9,693
Water Fund:		
Water capital	30,630	63,811
	\$ 613,570	\$ 665,833

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2017

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.

	2017	2016
General Fund:		
Community Works Fund	\$ 218,058	\$ 161,767
Strategic Communities Investment Advances	32,862	32,547
Climate change	52,290	46,746
	303,210	241,060
Water Fund:		
Water debt repayment	28,075	29,742
MFA cash deposit	51,945	50,951
	80,019	80,693
	\$ 383,229	\$ 321,755

(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 inventory less related debt. In the normal course of operations the tangible capital assets and inventory will not be available to finance operations, but will be consumed to provide services, and the debt will be repaid by future period revenues.

	2017	2016
Tangible capital assets	\$ 11,336,897	\$ 11,288,870
Inventories held for consumption	21,910	5,523
	11,358,807	11,294,393
Deduct: Debt	(3,858,135)	(3,984,098)
	\$ 7,500,672	\$ 7,310,295

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2017

10. Commitments and contingencies:

(a) Operating lease:

The Village leases a photocopier under an operating lease which expires in March 2019. Total annual commitments, net of applicable taxes, are approximately as follows:

2018	\$	4,168
2019		1,042
	\$	5,210

(b) Contingent liability:

The loan agreements with the Greater Vancouver Regional District and the Municipal Finance Authority provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the Authority's obligations in respect of such borrowing, the resulting deficiency becomes a joint and several liability of the City 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, 2016, the plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 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.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2017

11. Pension plan (continued):

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

The Village paid \$29,679 (2016 - \$31,211) for employer contributions while employees contributed \$25,664 (2016 - \$23,820) to the Plan in fiscal 2017.

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. 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:

	2017	2016
Province of British Columbia - school tax	\$ 777,543	\$ 733,020
Greater Vancouver Transit Authority	134,244	129,586
Greater Vancouver Regional District	141,564	121,155
Police Tax	92,282	77,673
BC Assessment and MFA	26,584	24,958
	<u>\$ 1,172,217</u>	<u>\$ 1,086,392</u>

13. Water parcel taxes:

Water parcel taxes are collected each year to pay the annual interest and principal debt payments on long-term 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.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2017

14. 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.

	2017 Budget	2017	2016
Surplus (deficit), statement of operations	\$ (79,945)	\$(180,686)	\$ 157,039
Adjustments for non-cash items:			
Add back: Amortization of tangible capital asset	276,000	286,187	276,286
Add back: Loss on disposal of tangible capital assets	-	24,123	4,476
Add back: Disposal proceeds	-	-	3,745
Add back: Inventory consumed	4,728	5,523	3,550
Deduct: Inventory acquired	-	(21,910)	-
Deduct: MFA actuarial interest	(18,200)	(19,318)	(14,482)
Adjustments for cash items that are not revenues or expenses, but are sources or uses of funds:			
Less: capital expenditures	(549,800)	(358,337)	(42,252)
Less: debt principal repayment	(106,645)	(106,645)	(106,645)
Net transfers for operating or capital purposes:			
From (to) statutory reserves	279,650	52,263	(158,146)
From (to) non-statutory reserves	(53,954)	(61,474)	(60,937)
From (to) unappropriated surplus	248,166	380,274	(62,634)
	\$ -	\$ -	\$ -

15. 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, 2017

16. 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, Community Planning & Development 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, and bylaw development, administration and enforcement.

Community Planning & Development Services – 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 (“WARD”) – This segment provides refuse and recycling collection (by resident drop-off) and disposal of refuse and various recyclable materials.

Water Fund (“Water system”) – This segment provides potable water services to the community.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2017

16. Segment reporting (continued):

	General government	Transpor- tation	Recycle & refuse	Water system	2017	2016
Revenues:						
Municipal property taxes	670,628	-	-	-	670,628	652,324
Water parcel taxes	-	-	-	233,498	233,498	233,498
Receipts in lieu of taxes	10,554	-	-	-	10,554	22,577
Fees and charges:						
Recycle and refuse	-	-	106,314	-	106,314	103,060
Water levy	-	-	-	192,749	192,749	186,799
Water connection	-	-	-	7,380	7,380	7,380
Transfers from other government	292,415	265,222	-	-	557,637	358,798
Other revenues	121,679	-	760	20,511	142,950	108,347
	1,095,276	265,222	107,074	454,138	1,921,710	1,672,783
Expenses:						
Salaries, wages and benefits	399,491	174,987	27,467	100,804	702,749	612,974
Contracted services	470,883	-	75,367	119,547	665,797	276,330
Supplies and other	131,553	138,799	6,831	17,558	294,741	216,879
Interest on debt	-	-	-	128,799	128,799	128,799
Amortization	22,280	94,879	10,081	158,947	286,187	276,286
Loss on disposal of TCA	11,851	12,272	-	-	24,123	4,476
	1,036,058	420,937	119,746	525,655	2,102,396	1,515,744
Annual surplus (deficit)	59,218	(155,715)	(12,672)	(71,517)	(180,686)	157,039

VILLAGE OF BELCARRA

Schedule 1 - General Fund

Year ended December 31, 2017, with comparative information for 2016

	2017 Budget	2017	2016
Revenue:			
Municipal property taxes	\$ 670,439	\$ 670,628	\$ 652,323
Receipts in lieu of taxes	10,712	10,554	22,577
Fees and charges	17,100	20,351	28,385
Permits and licences	29,700	77,011	46,379
Interest income	11,000	24,286	12,676
Small Community Investment Fund grant	252,000	252,071	250,449
Major Road Network grant	145,706	210,766	51,105
Community Works Fund grant	54,500	54,456	54,430
Other	14,800	40,375	2,814
	1,205,957	1,360,498	1,121,138
Expenses:			
General Government:			
Indemnities and benefits	61,197	62,292	61,136
Council other	6,848	3,981	9,101
Grants and projects	16,326	16,025	13,759
Salaries and benefits	277,040	294,309	268,402
Human resources	23,957	22,188	19,064
Information systems	34,062	30,417	35,978
Municipal hall	116,666	158,476	115,829
Planning	267,000	305,835	50,632
Support services	72,663	109,505	24,117
Interest and bank charges	3,700	3,783	3,795
Other	900	7,730	2,115
Administration allocation recovery	(12,025)	(12,614)	(10,840)
Amortization of tangible capital assets	19,000	22,280	19,055
Loss on disposal of tangible capital assets	-	11,851	-
	887,334	1,036,058	612,143
Transportation:			
Non-municipal road network:			
Salaries and benefits	287,457	288,063	283,434
Vehicles, equipment and supplies	34,831	57,839	33,429
Public works allocation recovery	(148,052)	(155,754)	(144,163)
Roads, bridges etc. (contracts)	23,219	22,347	20,486
Trails and public spaces	7,971	11,395	1,825
Municipal road network	75,706	84,656	51,105
Fire protection and emergency preparedness	4,600	5,240	4,558
Amortization of tangible capital assets	90,000	94,879	89,977
Loss on disposal of tangible capital assets	-	12,272	-
	375,732	420,937	340,651
	1,263,066	1,456,995	952,796
Annual surplus (deficit)	\$ (57,109)	\$ (96,497)	\$ 168,342

VILLAGE OF BELCARRA

Schedule 2 - Waste and Recycling Depot Fund

Year ended December 31, 2017, with comparative information for 2016

	2017 Budget	2017	2016
Revenue:			
Recycling and refuse fee	\$ 106,058	\$ 106,314	\$ 103,060
Permits and licences	50	45	30
Other fees and revenues	-	-	4,383
Interest income	600	715	627
	106,708	107,074	108,100
Expenses:			
Recycle and refuse:			
Public works allocation	26,568	27,467	24,622
Grant	-	-	3,624
Utilities	1,000	1,140	857
Labour contracts	31,272	30,144	24,357
Greenwaste promotion	-	-	46
Materials and equipment	2,113	5,691	7,524
Processing and hauling fees	38,708	45,223	36,970
	99,661	109,665	98,000
Amortization of tangible capital assets	9,000	10,081	9,002
Loss on disposal of tangible capital assets	-	-	4,476
	108,661	119,746	111,478
Annual deficit	\$ (1,953)	\$ (12,672)	\$ (3,378)

VILLAGE OF BELCARRA

Schedule 3 - Water Fund

Year ended December 31, 2017, with comparative information for 2016

	2017 Budget	2017	2016
Revenue:			
Water levy	\$ 193,796	\$ 192,749	\$ 186,798
Water parcel taxes	233,498	233,498	233,498
Water connection fees	7,380	7,380	7,380
MFA actuarial interest	18,200	19,318	14,482
Interest	1,400	1,193	1,386
	454,274	454,138	443,544
Expenses:			
Water system:			
Administration allocation	12,025	12,614	10,840
Water purchases from GVWD	58,821	75,287	56,246
Other (environmental monitoring and VPA lease)	277	276	276
Public works allocation	78,737	88,191	81,142
Utilities	6,379	7,075	6,414
Water mains repair and maintenance	15,350	19,513	-
Station repair and maintenance	3,500	3,245	-
Reservoir repair and maintenance	1,040	13,400	-
Scada system	3,500	11,346	145
Materials and equipment	8,728	6,962	9,357
Debt interest expense	128,800	128,799	128,799
	317,157	366,708	293,219
Amortization	158,000	158,947	158,250
	475,157	525,655	451,469
Annual deficit	\$ (20,883)	\$ (71,517)	\$ (7,926)



COUNCIL REPORT

Date: April 9, 2018
From: Nancy Gomerich, NG Consulting
Subject: 2017 Financial Plan Bylaw Amendment

Recommendation

That the 2017 – 2021 Financial Plan Bylaw be amended for fiscal 2017 only; and
 That the Village of Belcarra 5 – Year Financial Plan 2017 – 2021, Bylaw No. 506, 2017 Amendment Bylaw No. 522, 2018 be read a first, second and third time.

Purpose

To ensure that the 2017 expenditures are properly approved in accordance with the *Community Charter* and common-law requirements, and to comply with Council Policy 196 regarding when the Financial Plan must be amended.

Background

Although the *Community Charter* does not specifically state when an amendment to the Financial Plan (“the Plan”) is required, it is generally accepted that the Plan requires amendment if any of the bylaw line-items for expenditure and/or transfers from reserves or surplus, are (expected to) be exceeded. Ideally the bylaw would be amended in advance, or at a minimum, as soon as practical following such expenditures / transfers.

Amendments to the Financial Plan Bylaw are subject to all requirements applicable to the initial approval of the bylaw, including public consultation (S166).

Discussion

The proposed 2017 amendment is the actual revenues and expenses as detailed in the audited financial statements, along with other sources and uses of funds necessary to balance the Plan.

Attachment A compares the original 2017 budget to the 2017 proposed amendment (which, as stated, is actual revenues, expenses and sources and uses of funds for fiscal 2017).

See the separate “2017 Financial Statement Report” for an explanation of revenue, expense and capital expenditure variances.

Attachment A: 2017 Financial Plan – Budget and Actual

Attachment B: Village of Belcarra 5 – Year Financial Plan 2017 – 2021, Bylaw No. 506, 2017 Amendment Bylaw No. 522, 2018

Attachment A – 2017 Financial Plan – Budget and Actual

The “2017 Actual” column is the proposed Financial Plan bylaw amendment.

	2017 Budget	2017 Actual
REVENUES		
Municipal property taxes	670,439	670,628
Water parcel taxes	233,498	233,498
Receipts in lieu of taxes	10,712	10,554
Fees and charges		
Recycle & refuse	106,058	106,314
Water services	193,796	192,749
Water connection fees	7,380	7,380
Transfers/grants, conditional	157,706	248,241
Transfers/grants, unconditional	309,300	309,396
Permits and licences	29,750	77,056
Interest and actuarial	31,200	45,313
Other revenues	17,100	20,581
	1,766,939	1,921,711
EXPENSES		
General Government	887,334	1,036,058
Transportation	375,732	420,937
Recycle & refuse	108,661	119,746
Water system	475,157	525,655
	1,846,884	2,102,396
ANNUAL DEFICIT	(79,945)	(180,686)
Add back: Amortization and loss on disposal	276,000	310,340
Add back: Water meter Inventory use	4,728	5,522
Deduct out: Debt actuarial revenue	(18,200)	(19,318)
CASH AVAILABLE FROM OPERATIONS FOR CAPITAL AND RESERVES	262,528	296,545
Water debt principle repayment	(106,645)	(106,645)
Transfers (to) non-statutory reserves	(53,954)	(61,475)
Transfer (to) statutory reserves for capital	(198,150)	(179,994)
Transfer from statutory reserves for capital	477,800	232,256
Capital and inventory expenditures	(549,800)	(380,277)
TRANSFER FROM UNAPPROPRIATED SURPLUS	248,166	380,276
FINANCIAL PLAN BALANCE	-	-

Attachment A – 2017 Financial Plan – Budget and Actual (continued)

*Actual expenditures greater than budget; requires bylaw amendment.

**Actual transfer from surplus is greater than budget; requires bylaw amendment. Note that the transfer from surplus includes budgeted transfers (to)/from AND the amount necessary to balance the Financial Plan (i.e. provide funding for net expense/cash outflows, budget over-runs).

	Budget	Actual
Transfer (to)/from surplus for operations	(14,834)	90,319
Zoning Bylaw Project	207,000	184,087
Asset Management Project	0	23,363
Drainage Study	30,000	60,596
Water Meter Purchases	0	21,910
Records Management Project	10,000	0
Municipal Hall Exterior Repaint	6,000	0
Highway Encroachment Project	10,000	0
	248,166	380,274



**VILLAGE OF BELCARRA
5-Year Financial Plan 2017- 2021
Bylaw No. 506, 2017
Amendment Bylaw No. 522, 2018**



Attachment B

A bylaw to amend the 5 Year Financial Plan for the year 2017.

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

AND WHEREAS the Municipal Council may amend the 5 Year Financial Plan for the period 2017 – 2021 inclusive;

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

1. This Bylaw shall be cited for all purposes as the “Village of Belcarra 5 – Year Financial Plan 2017 – 2021 Bylaw No. 506, 2017 Amendment Bylaw No. 522, 2018”.
2. Council hereby amends Bylaw No. 506, 2017 – 5 Year Financial Plan 2017 – 2021, for the year 2017 only, by replacing the 2017 column as set out in Schedule A, attached to and forming part of this bylaw.
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by the Council on

Ralph Drew
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra 5 – Year Financial
Plan 2017– 2021 Bylaw No. 506, 2017
Amendment Bylaw No. 522, 2018

Chief Administrative Officer

Schedule A – Financial Plan

	2017
REVENUES	
Municipal property taxes	670,628
Water parcel taxes	233,498
Receipts in lieu of taxes	10,554
Fees and charges	
Recycle & refuse	106,314
Water services	192,749
Water connection fees	7,380
Transfers/grants, conditional	248,241
Transfers/grants, unconditional	309,396
Permits and licences	77,056
Interest and actuarial	45,313
Other revenues	20,581
	1,921,711
EXPENSES	
General Government	1,036,058
Transportation	420,937
Recycle & refuse	119,746
Water system	525,655
	2,102,396
ANNUAL DEFICT	(180,686)
Add back: Amortization and loss on disposal	310,340
Add back: Water meter Inventory use	5,522
Deduct out: Debt actuarial revenue	(19,318)
CASH AVAILABLE FROM OPERATIONS FOR CAPITAL AND RESERVES	296,545
Water debt principle repayment	(106,645)
Transfers (to) non-statutory reserves	(61,475)
Transfer (to) statutory reserves for capital	(179,994)
Transfer from statutory reserves for capital	232,256
Capital and inventory expenditures	(380,277)
TRANSFER FROM UNAPPROPRIATED SURPLUS	380,276
FINANCIAL PLAN BALANCE	-



COUNCIL REPORT

Date: April 9, 2018

From: Lorna Dysart, Chief Administrative Officer

Subject: Proposed BC Energy Step Code Deferral Amendment

Recommendations

That Zoning Bylaw No. 510, 2018, at third reading, be amended in Sections 302.10, 303.10, 304.10, 305.10, 401.10, 501.10, and 502.10, which address the new BC Energy Step Code, to defer enactment of these Sections as listed, which shall not come into force and effect until September 27, 2018; and

That the above Sections be deferred to Staff to determine an approach to engaging industry on BC Energy Step Code requirements introduced in Zoning Bylaw No 510, 2018.

Background

The Zoning Bylaw 510, 2018 put forward to Council by the Zoning Advisory Committee (ZAC) includes provisions to increase the energy efficiency of new home construction in the Village. The regulations introduced in the draft bylaw are based on the new BC Energy Step Code, which has been introduced to the BC Building Code and provides standardized metrics for municipalities to require higher energy efficiency standards in new construction.

The ZAC has proposed introducing a requirement for a 20% improvement or better in energy efficiency in new construction from current requirements under the Building Code. For most new construction in Belcarra, this will mean meeting “Step 3” of the Step Code.

Introducing higher energy standards in the Zoning Bylaw will allow the Village to begin addressing greenhouse gas reduction targets identified in the Official Community Plan. The goal of the Village is to reduce the carbon footprint of buildings by 33% by 2020 and by 80% by 2050. While the impacts on the Village’s carbon footprint have not been estimated, increasing the energy efficiency requirements of new construction will help to address this objective of the OCP.

Notification requirement

As part of the implementation of the BC Energy Step Code, the Energy Step Code Council requires municipalities to provide a six-month window between notifying the Step Code Council that a municipality intends to introduce additional requirements under the Step Code and enacting those requirements. This window is intended to provide sufficient time for industry to prepare for new requirements.

The Village notified the Step Code Council on March 27, 2018 that Village of Belcarra Council has given first and second reading to a bylaw that includes additional requirements under the Step Code. In order to meet the six-month notification requirement, provisions of the Bylaw dealing with the Step Code may not be enacted until September 27, 2018.

Staff recommend that Council amend the sections of the Bylaw dealing with the Energy Step Code to delay these provisions from coming into force until the end of the six-month notification window. This includes the “Sustainability” section of each district schedule, namely sections 302.10, 303.10, 304.10, 305.10, 401.10, 501.10, and 502.10.

Industry Consultation

The six-month notification period is intended to allow industry time to prepare for new requirements being introduced under the BC Energy Step Code. The extent and form of engagement is left up to individual municipalities adopting additional regulations under the Step Code. Staff recommend that Council refer the relevant sections of the Bylaw to Staff to determine an appropriate approach to industry engagement during this six-month period.



**VILLAGE OF BELCARRA
Zoning Bylaw
No. 510, 2018**



**A BYLAW TO REGULATE THE ZONING AND DEVELOPMENT OF REAL
PROPERTY WITHIN THE MUNICIPALITY**

WHEREAS the Local Government Act authorizes a local government to enact bylaws respecting zoning and certain other related developmental matters;

AND WHEREAS the Local Government Act also authorizes a local government to exercise these powers in a single bylaw;

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

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Section 100: Scope and Definitions

101 – TITLE

This Bylaw may be cited for all purposes as “Village of Belcarra Zoning Bylaw No. 510, 2018”.

102 – PURPOSE

The principal purpose of this Bylaw is to regulate development in the municipality for the benefit of the community as a whole.

103 – APPLICATION

No land, water surface, building or structure shall be used or occupied, and no building or structure or part thereof shall be erected, moved, altered or enlarged, unless in conformity with this Bylaw, except as otherwise provided for by statute.

104 – DEFINITIONS

In this Bylaw:

- **Accessory Building** means a building located on a parcel, the use of which building is incidental and ancillary to the principal permitted use of the land or buildings or structures located on the same parcel;
- **Accessory Coach House Use** means a separate dwelling unit that is completely contained within an Accessory Building and is subordinate to the principal Dwelling Unit on the same Lot;
- **Accessory Parking Use** means a Parking Use that is clearly incidental and ancillary to, the principal use of the land, buildings or structures located on the same parcel;
- **Accessory Single Family Residential Use** means a residential use accessory to a Civic, Assembly or Park Facility use consisting of one Dwelling Unit for the accommodation of an owner, operator, manager or employee on the same parcel as that on which the use occurs;
- **Accessory Secondary Suite Use** means a separate Dwelling Unit that is completely contained within the Principal Building and is subordinate to the principal Dwelling Unit on the same parcel;
- **Accessory Structure** means construction of any kind whether fixed to, supported by or sunk into land (e.g., Fences, Retaining Walls, Sewage System, storage sheds, swimming pools, platforms, display signs), and the use of which is incidental and ancillary to the principal permitted use of the land, or buildings or structures located on the same parcel;
- **Accessory Use** – see Permitted Accessory Use;
- **Approving Officer** means the Approving Officer appointed pursuant to the Land Title Act;
- **Alter** means any change to a building or structure that would result in an increase in floor area;

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- **Assembly Use** means a use providing for the assembly of persons for religious, charitable, philanthropic, cultural, private recreational or private educational purposes; includes churches, places of worship, auditoriums, youth centres, social halls, group camps, private schools, kindergartens, play schools, day nurseries and group day cares;
- **Average Finished Grade** means the average of elevations of each exterior wall of a proposed building taken at the time of enactment of this Bylaw (refer to General Regulation Section 206 for method of calculation);
- **Average Natural Grade** means the average of natural elevations at each exterior wall of a proposed building prior to construction and grading, taken at the time of enactment of this Bylaw (refer to General Regulation Section 206 for method of calculation);
- **Basement** means a Storey or Storeys of a building below the First Storey;
- **Berth** means an allotted place at a wharf or dock for a marine vessel;
- **Boat Launch (Cartop) Use** means a place for launching a boat or watercraft that can be easily transported on the roof of a car (e.g., canoes, kayaks, small rowboats, bass boats, sailboats, inflatable boats);
- **Building** means any structure and portion thereof, including affixed mechanical devices, that is used or intended to be used for the purpose of supporting or sheltering any use or occupancy;
- **Building Footprint** means the area of the lowest floor contained within the building's exterior walls measured from the exterior face of the exterior walls at the point the exterior walls are supported by the foundation;
- **Building Inspector** means the Building Inspector of the Village of Belcarra;
- **Building Setback** means the required minimum horizontal distance between a portion of a building or structure to a designated lot line;
- **Carport** means an open or partially enclosed structure attached to the Principal Building for the use of parking or for temporary storage of private motor vehicles;
- **Chief Administrative Officer** means the Chief Administrative Officer (CAO) of the Village of Belcarra;
- **Childcare, Family** means use of a Dwelling Unit for the care of not more than seven (7) children, licensed under the Community Care Facility Act;
- **Childcare, Group** means a use or facility providing for the care of more than seven (7) children in a group setting, licensed under the Community Care Facility Act, and includes a nursery school and pre-school;
- **Civic Use** means a use providing for public functions; includes municipal offices, schools, community centres, libraries, museums, parks, playgrounds, cemeteries, fire halls, and works yards;
- **Council** means the Council of the Village of Belcarra;
- **Derelict Vehicle** means a car, boat, truck or similar vehicle that has been abandoned.

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- **Development** means a change in the use of any land, building or structure, the carrying out of any building, engineering, construction or other operation, or the construction, addition or alteration of any building or structure;
- **Duplex Residential Use** means two Principal Residential Uses in a single building, situated side by side and sharing a common wall for a minimum of 10 metres (32.8 feet);
- **Dwelling Unit** means one or a set of habitable rooms used or intended to be used for the residential accommodation of one family and containing only one set of cooking facilities;
- **Elevation** means, with respect to the definition of Average Finished Grade and Average Natural Grade, a measurement of the height of land above an assumed datum;
- **Family** means:
 - a) one person alone, or two or more persons related by blood, marriage, adoption, or foster parenthood sharing one dwelling unit; or
 - b) not more than three unrelated persons sharing one Dwelling Unit;
- **Fence** means a type of screening consisting of a structure that is used to form a boundary or enclose an area, but excludes hedges, trees and other types of natural vegetation;
- **First Storey** means the uppermost Storey having its floor level not more than 2 metres (6.6 feet) above grade;
- **Floor Area Ratio** (FAR) means the figure obtained when the total Gross Floor Area of the buildings on a parcel is divided by the area of the parcel.
- **Garage** means an Accessory Building or a portion of a Principal Building that is used for the parking of one or more motor vehicles and is totally enclosed with a roof, walls, and one or more doors;
- **Grade** means the levels of finished ground adjoining each exterior wall of a building;
- **Gross Floor Area** means the total area of all floors of Principal Buildings and Accessory Buildings on a lot measured to the outermost surface of the exterior walls, less applicable floor area exclusions (refer to General Regulation Section 208 for floor areas excluded from Floor Area Ratio);
- **Guard** means a protective barrier around openings in floors at the open sides of stairs, landings, balconies, mezzanines, galleries, raised walkways or other locations to prevent accidental falls from one level to another. Such barrier may or may not have openings through it;
- **Height** (of a building or structure) means the vertical distance from the Average Natural Grade to the top of a flat roof or the vertical midpoint of a sloped roof (refer to General Regulation Section 204 for height regulations);
- **Highway** includes a public street, road, path, lane, walkway, trail, bridge, viaduct, thoroughfare and any other way, but specifically excludes private rights of way on private property;

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- **Home-Based Business Use** means an occupation or profession, including a Childcare (Family) Use, carried on by an occupant of the dwelling unit for consideration, which is clearly incidental and subordinate to the use of the parcel for residential purposes. Home Based Business Uses shall be subject to the provisions of Section 210;
- **Horticulture** means the use of land for growing grass, flowers, ornamental shrubs and trees;
- **Junk Yard** means any building or land used for the wrecking, salvaging, dismantling or disassembly of vehicles, vehicle parts, vehicle frames or vehicle bodies;
- **Land** means real property without improvements, and includes the surface of water;
- **Lane** means a highway more than 3.0 metres (9.8 feet) but less than 10 metres (32.8 feet) in width, intended to provide secondary access to parcels of land;
- **Lot** means any parcel, block, or other area in which land is held or into which it is subdivided, but does not include a highway;
- **Lot Area** means the total horizontal area within the lot lines of a lot. In the case of panhandle lot, the access strip shall not be included in the calculation of lot size;
- **Lot, Corner** means a lot which fronts on two or more intersecting streets;
- **Lot Coverage** means the total horizontal area at grade of all buildings or parts thereof, as measured from the outermost perimeter of all buildings on the lot, and expressed as a percentage of the total area of the lot;
- **Lot Depth** means the distance between the front lot line and the most distant part of the rear lot line of a parcel;
- **Lot Line, Exterior Side** means a lot line or lines not being the front or rear lot line, common to the lot and a street;
- **Lot Line, Exterior Forested Land** means a lot line or lines not being the front or rear lot line, common to the lot and Crown Lands or Regional Parks;
- **Lot Line, Front** means the lot line common to the lot and an abutting street. Where there is more than one lot line abutting a street, the shortest of these lines shall be considered the front. In the case of a Panhandle Lot, the front lot line, for the purpose of determining setback requirements, is at the point where the access strip ends and the lot widens;
- **Lot Line, Front Waterfront** means the lot line shared with the high water mark, where access to the lot is by water only or where no public access road exists;
- **Lot Line, Interior Side** means a lot line that is not a rear lot line and that is common to more than one lot or to the lot and a lane;
- **Lot Line, Rear** means the lot line opposite to and most distant from the front lot line. Where the rear portion of the lot is bounded by intersecting side lot lines, it shall be the point of such intersection;
- **Lot Line, Rear Waterfront** means, for parcels with road access, the lot line that is shared with the high water mark and that is opposite to and most distant from the front lot line;
- **Lot Width** means the mean distance between side lot lines, excluding access strips of Panhandle Lots;

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- **Minimum Lot Area** means the smallest area into which a parcel may be subdivided;
- **Municipality** means the Village of Belcarra;
- **Natural Boundary** means the visible high water mark on any watercourse where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark upon the soil of the bed of the watercourse a character distinct from that of the banks thereof, in respect to vegetation as well as in respect to the nature of the soil itself, and in cases where there is no visible high water mark shall mean the average high water mark;
- **Off-Street Parking** means the use of land for the parking of vehicles other than on a highway including the parking spaces and the maneuvering aisle;
- **Panhandle Lot** means any lot, the building area of which is serviced and gains street frontage through the use of a relatively narrow strip of land which is an integral part of the lot, called “the access strip”;
- **Parcel** – see Lot definition;
- **Park Facilities** means parks headquarter buildings, parks work area, public information and display booths, picnic shelters, playgrounds, interpretative centres, food services and concession buildings excluding a restaurant;
- **Parking Area** means a portion of a lot that is used to accommodate Off-Street Parking;
- **Parking Space** means the space for the parking of one vehicle either outside or inside a building or structure, but excludes maneuvering aisles and other areas providing access to the space;
- **Parking Use** means providing Parking Spaces for the temporary parking of vehicles where such use is the principal use of the parcel or building;
- **Passive Outdoor Recreation** means outdoor recreational activities, such as nature observation, hiking, and canoeing or kayaking, that require a minimum of facilities or development and that have minimal environmental impact on the recreational site;
- **Permitted Accessory Use** means a use combined with, but clearly and customarily incidental and ancillary to, a Permitted Principal Use of land, buildings or structures located on the same parcel;
- **Permitted Principal Use** means the principal permissible purpose for which land, or buildings may be used;
- **Premises** means the buildings and structures located on a parcel of land;
- **Principal Building** means the building for the principal use of the lot as listed under the permitted uses of the applicable zone;
- **Public Service Use** means a use providing for the essential servicing of the Village of Belcarra with water, sewer, electrical, telephone and similar services where such use is established by the Village, by another governmental body or by a person or company regulated by and operating under Federal and Provincial utility legislation, and includes broadcast transmission facilities;
- **Principal Residential Use** means the primary dwelling unit in a Residential Use.

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- **Residential Use** means a use providing for the accommodation and home life of a person or persons, and domestic activities customarily associated with home life including gardening, recreation, storage and the keeping of animals as household pets when such animals are normally kept within a dwelling unit and when such animals are not kept for financial gain;
- **Retaining Wall** means a structure erected to hold back or support a bank of earth;
- **Road** means the portion of a highway that is improved, designed, and ordinarily used for vehicular traffic;
- **Roof Drip Line** means the outermost projection of the roof beyond the exterior walls of the building and includes eaves, parapet structures, fascia boards, gutters and flashings;
- **Setback** – please see Building Setback;
- **Sewage System** building means any component of a sewage disposal system that contains mechanical devices or vents septic gases, whether located above or below grade;
- **Single Family Residential Use** means a residential use in a building which is used for only one Dwelling Unit, except where an Accessory Secondary Suite Use is developed, in which case the building may be used for two Dwelling Units;
- **Storey** means the space between a floor level and the ceiling above it;
- **Strata Lot** means a strata lot as created under the Condominium Act;
- **Street** means a public highway, road or thoroughfare which affords the principal means of access to abutting lots, but not lanes or walkways;
- **Subdivision** means the division of land into two (2) or more parcels, whether by plan, apt description, words, or otherwise;
- **Watercourse** means any natural or man-made depression with well defined banks and a bed of 0.6 metres (1.6 feet) or more below the surrounding land serving to give direction to or containing a current of water at least six (6) months of the year or having a drainage area of 2 square kilometers (200 hectares) or more upstream of the point under consideration;
- **Watershed Area** means the total natural upstream land drainage area above any point of reference;
- **Wharfage Facility, Group** means a wharf owned and operated by a Group Wharfage Association which is a group of four to six Village residents that is formed pursuant to the Society Act for the purpose of owning and operating a group wharfage facility. The maximum length for a group wharf is 18.5 metres (60.7 feet);
- **Wharfage Facility, Shared** means a wharf owned and operated by an individual or group of Village residents which will accommodate more than 3 boats;
- **Yard** means that portion of a parcel that may not be built upon as defined by the minimum setback requirements;
- **Zone** means a zoning district established by the Bylaw.

Section 200: General Regulations

201 – General Operative Clauses

- (1) No land, building or structure in any zone shall be used for any purpose other than that specified for the zone in which it is located in accordance with the Zoning Map.
- (2) No building or structure shall be constructed, sited, moved or altered unless it complies with the General Regulations of this Bylaw and all regulations and requirements specified for the zoning district in which it is located.
- (3) No building or structure shall be constructed, sited, moved, or altered unless its screening and landscaping requirements are provided as specified for the zone in which it is located in accordance with the Zoning Map, unless otherwise specified in this Bylaw.
- (4) No parcel shall be created by subdivision unless such parcel is equal to or greater than the minimum lot area and minimum lot width specified for the zone in which it is located in accordance with the Zoning Map, unless otherwise specified in this Bylaw.

202 – Prohibited Uses of Land, Buildings and Structures and Water

- (1) Unless a zone expressly provides otherwise, the following uses shall be prohibited in all zones;
 - a) A tent or trailer used for habitation, except as specifically permitted in this Bylaw;
 - b) The storage of derelict vehicles except if such a derelict vehicle is maintained in working order and is used for work on the lot, or is used for fire department training purposes;
 - c) A junk yard;
 - d) Uses which produce malodorous, toxic or noxious matter, or generate vibrations, heat, glare or radiation discernible beyond the boundaries of the lot.

203 – Public Service Uses

- (1) A Public Service Use shall only be permitted in the CI-1 zone;
- (2) Notwithstanding Section 203(1), a Public Service Use that is within a structure or a building of an area less than 5 square metres (53.8 square feet) and having a height less than 2 metres (6.6 feet) is permitted in any zone provided that the structure or building complies with all the applicable siting requirements of the zone in which the use is located.

204 – Height Regulations

(1) Measuring height:

- a) Height is measured from the Average Natural Grade.
- b) Height is measured up to:
 - i. the highest point of a building with a flat roof (for example, the top of the highest of the roof finish, parapet, or roof deck railing) (see Figure 1);
 - ii. the vertical midpoint between the top plate and the ridge of a hipped, gable, gambrel, or other sloped roof (see Figure 2);
 - iii. the deck line of a mansard roof; or
 - iv. the highest point of all other structures.

Figure 1. Height Measurement – Flat Roof

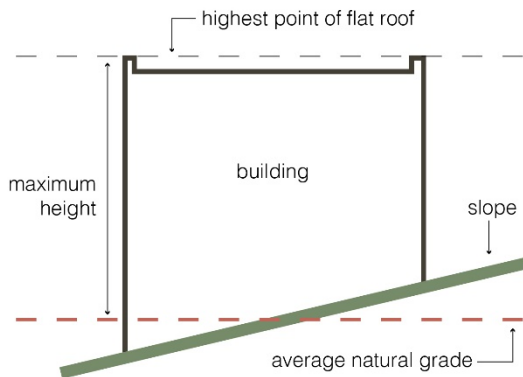
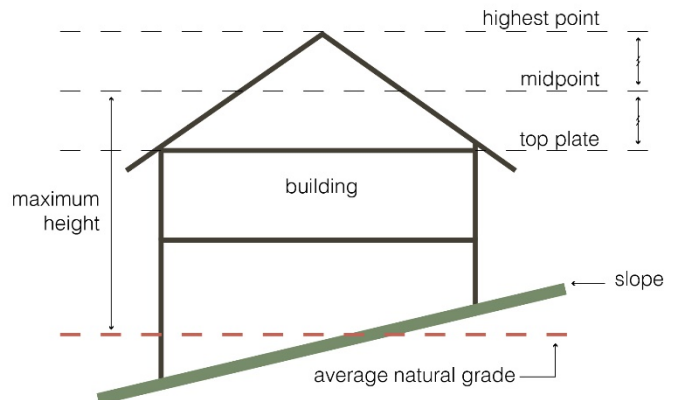


Figure 2. Height Measurement – Pitched Roof



- c) Where a roof is composed of a combination of pitched and flat elements, height is measured to the higher of:
 - i. the highest point of the flat roof, or
 - ii. the midpoint of a pitched roof as described above using the “projected” peak of the pitched roof as the highest point.
- d) A roof having a slope of less than 2 in 12 is considered to be a flat roof for purposes of this section.
- e) In calculating height, mechanical equipment and enclosures, and skylights over 0.6 metres (2.0 feet) in height, shall be included. Skylights less than 0.6 metres (2.0 feet) in height shall only be exempted if they are less than 3 metres (9.8 feet) in horizontal length.

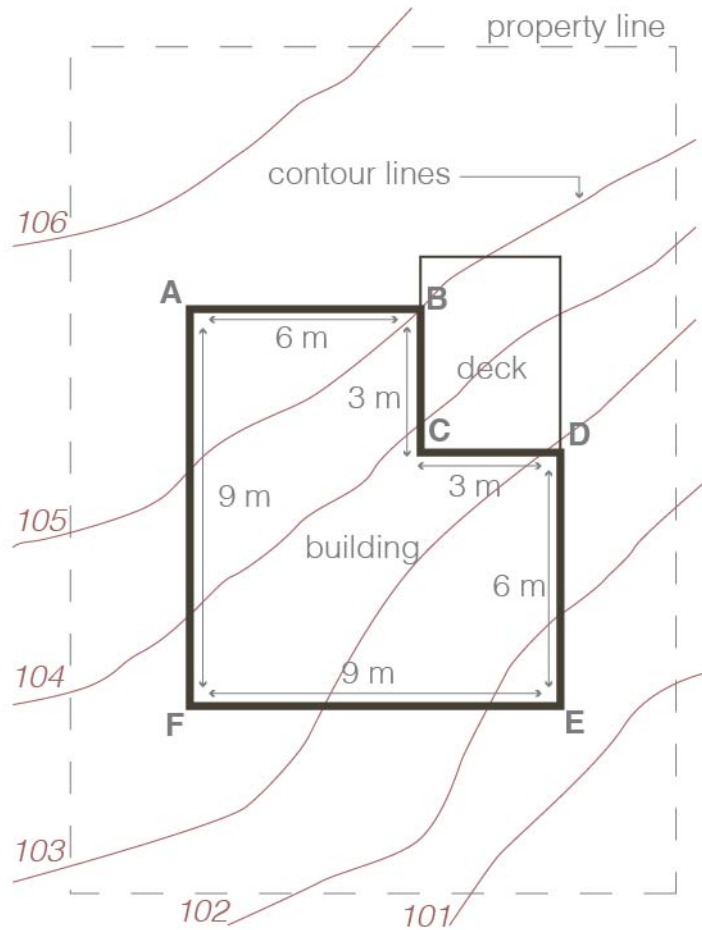
205 – Exceptions to Height Requirements

- (1) A chimney having no horizontal dimension greater than 1.2 metres (3.9 feet), fire department hose tower, water tank, flag pole, aerial or non-commercial receiving antenna or similar object not used for human occupancy are not subject to the height limitations of this Bylaw, provided that such structures when sited on a roof shall not occupy more than 10% of the roof area of a building.
- (2) Satellite dish antennae shall be subject to the requirements of Section 216.

206 – Average Grade (Natural and Finished) Calculations for Building and Structure Height or for Floor Area Ratio (FAR)

- (1) Average Grade (Natural and Finished) is measured around the perimeter of:
 - a) A building at or directly above the outermost projections of the exterior walls. Attached carports and decks are not considered in determining the perimeter of the building.
 - b) A structure that is not defined as a building.
- (2) To calculate the Average Grade (Natural and Finished) for the building (refer to Figure 3):
 - a) Calculate the average grade elevation for each wall section having a constant grade along the finished and natural wall section by dividing the grade elevation at each end by 2 $[(\text{grade 'x'} + \text{grade 'y')} \div 2 = \text{average}]$, then multiply this average grade elevation by the length of that wall section;
 - b) Add the resulting numbers for each section of wall;
 - c) Divide this total number by the total perimeter wall length of the building;
 - d) This will be the average grade, natural or finished.
- (3) Additional calculation points and sections are required along a wall if there is a significant change in elevation or grade slope along that length of the wall (for example, if it is level along half the wall and then drops significantly over the second half, there would be two average grade elevations on that section of wall).
- (4) Where the undisturbed ground level of natural grade cannot be ascertained because of existing landscaping, buildings or structures, and appears to have been significantly altered, the level of natural grade shall be determined by a British Columbia Land Surveyor at the cost of the property owner.
- (5) An example of calculating average grade is shown below (see Figure 3).

Figure 3. Calculation of Average Grade for Building and Structure Height



Example (based on Figure 3):

Wall Section	Average Grade (Natural & Finished)	Length	= Y
A – B	$(105.5 + 105.0) \div 2 = 105.25 \text{ m}$	x 6 m	= 631.50
B – C	$(105.0 + 104.0) \div 2 = 104.5 \text{ m}$	x 3 m	= 313.50
C – D	$(104.0 + 103.0) \div 2 = 103.5 \text{ m}$	x 3 m	= 310.50
D – E	$(103.0 + 101.5) \div 2 = 102.25 \text{ m}$	x 6 m	= 613.50
E – F	$(101.5 + 103.5) \div 2 = 102.5 \text{ m}$	x 9 m	= 922.50
F – A	$(103.5 + 105.5) \div 2 = 104.5 \text{ m}$	x 9 m	= 940.50
Totals:		36 m	= 3732

Total Y ÷ Total Perimeter Length = Average Grade

$$3732 \div 36 = 103.6 \text{ m}$$

The Average Grade is calculated to be 103.6 m.

207 – Exceptions to Siting Requirements

- (1) Where chimneys, cornices, headers, gutters, pilasters, sills, bay windows, window wells or ornamental features project beyond the face of a building, the minimum distance to an abutting lot line as permitted elsewhere in this Bylaw may be reduced by not more than 0.6 metres (2 feet) providing such reduction shall only apply to the projecting feature.
- (2) Where steps, eaves, sunlight control projections, canopies, balconies, or porches project beyond the face of a building, the minimum distance to an abutting front, rear or exterior lot line as permitted elsewhere in this Bylaw may be reduced by not more than 1.2 metres (3.9 feet) and the minimum distance to an interior side lot line as permitted in this Bylaw may be reduced by 0.6 metres (2 feet) provided such reduction shall apply only to the projecting feature.
- (3) An uncovered patio or terrace no greater than 0.6 metres (2 feet) above grade, which may be open or enclosed, may be sited in any portion of a lot except as otherwise provided for in this Bylaw.
- (4) An uncovered swimming pool may project into a front, side or rear yard provided that the pool shall not be constructed within 1.8 metres (5.9 feet) of a property line.
- (5) A retaining wall to a maximum height of 1.2 metres (3.9 feet) may be sited on any portion of a lot.
- (6) An access walkway with or without Guards less than 2 metres (6.6 feet) wide may be sited on any portion of a lot except as otherwise provided for in this Bylaw.

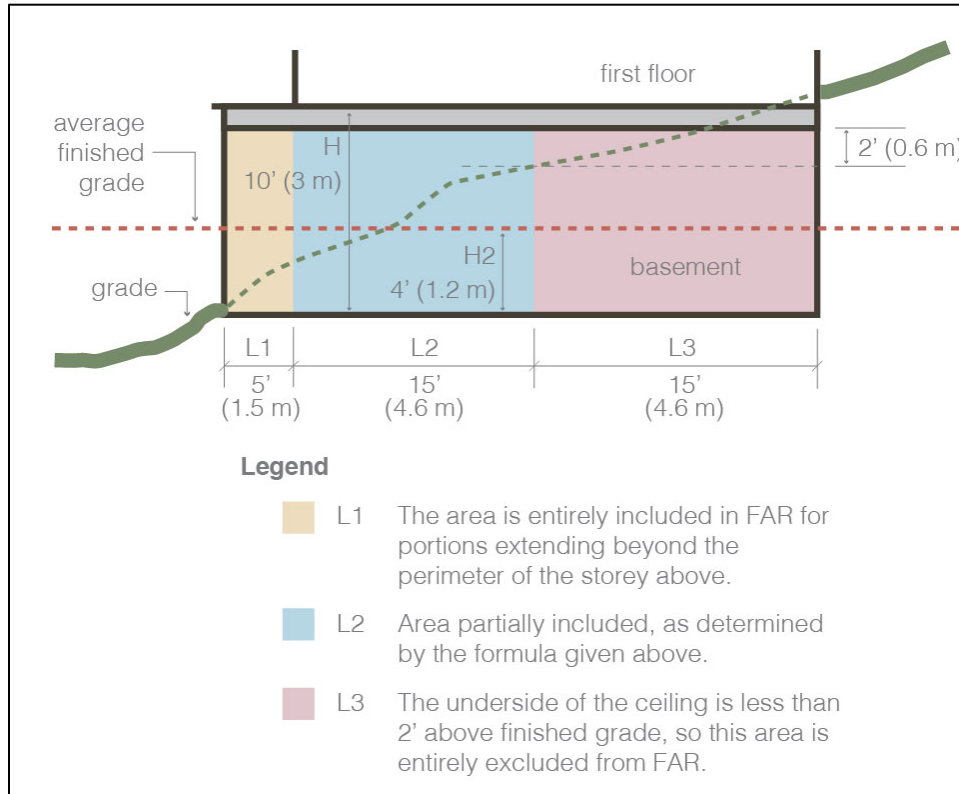
208 – Floor Area Exclusions

- (1) The following areas are excluded from Gross Floor Area calculations:
 - a) Garages up to 92.9 square metres (1,000 square feet). Any area exceeding 92.9 square metres (1,000 square feet) is included in Gross Floor Area (except as described in 208(1)(b)).
 - b) Basement space, including garages, below Average Finished Grade as shown in Figure 4 and outlined in the clause and calculation below:

The exempt percentage of the floor area in any basement level located directly below the building above, equal to the percentage of the basement volume below the Average Finished Grade. The percentage referred to in this clause is determined as follows:

$$\frac{\text{Average Finished Grade elevation} - \text{basement floor elevation}}{\text{Main floor elevation} - \text{basement floor elevation}} \times 100$$

Figure 4. Basement Floor Area Section



- c) Open balconies, decks, and other appurtenances (e.g., chimneys);
- d) Floors with a ceiling height of less than 2.1 metres (6.9 feet) (e.g., crawl space, attic);
- e) An Accessory Building used only for sewage disposal components; and
- f) Floor areas that are open to above (i.e., stairs) are only counted once.

209 – Size, Shape and Siting of Buildings & Structures

- (1) No more than one principal building may be sited on one lot, except as otherwise specified in this Bylaw.
- (2) No building or structure shall be constructed, reconstructed, sited, altered, or extended so as to cause any existing building or structure on the same lot to violate the provisions of this Bylaw.
- (3) The interior lot line setbacks of this Bylaw shall not apply to adjoining Strata Lots under a deposited plan pursuant to the Condominium Act with regard to a common wall shared by two or more units within a building.

210 – Home-Based Business Use

- (1) In any zone in which a Home-Based Business Use is permitted, the following conditions shall be satisfied:

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- a) The activities shall be conducted entirely within the principal building or accessory building except where such activity involves horticulture or a family day care.
- b) The Home-Based Business Use shall not involve external structural alterations to the dwelling unit or show any exterior indications that the dwelling unit is being utilized for any purpose other than that of a dwelling unit.
- c) The use shall not involve the storing, exterior to the building or buildings, of any materials used directly or indirectly in the processing or resulting from the processing or any product of such craft or occupation.
- d) The use may involve the display and the sale of a commodity that is produced on the premises, however in no case shall the retailing of the commodity be the primary Home-Based Business Use.
- e) The use within the principal building shall occupy no more than 20% of the floor area of the principal building, up to a maximum of 50 square metres (538.2 square feet).
- f) The use within one or more accessory buildings shall occupy a total of not more than 50 square metres (538.2 square feet).
- g) In no case shall the aggregate floor area of all buildings used for the Home-Based Business Use exceed 50 square metres (538.2 square feet) on a parcel of land.
- h) The total display area of any outdoor advertising sign shall not exceed 0.4 square metres (4.3 square feet).
- i) Not more than the equivalent of two full-time persons shall be engaged in a Home-Based Business Use, one of which shall be a resident of the dwelling unit.
- j) Home crafts or occupations shall not discharge or emit the following across lot lines:
 - i. odorous, toxic or noxious matter or vapours;
 - ii. heat, glare, electrical interference or radiation;
 - iii. recurring ground vibration;
 - iv. noise levels exceeding 45 decibels, except during the hours of 9:00 AM to 5:00 PM from Monday to Friday, in which case the noise levels shall not exceed 55 decibels.
- k) The use shall provide parking in accordance with the requirements in the applicable zone.

211 - Accessory Single Family Residential Use

- (1) An Accessory Single Family Residential Use shall:
 - a) be limited to one per lot;
 - b) have a minimum floor area of 75 square metres (807.3 square feet); and
 - c) where located within the same building as the principal use, be provided with a separate entrance.

212 – Accessory Buildings and Structures

- (1) Buildings and structures containing an accessory use are permitted in each zone, unless otherwise specified, provided that:
 - a) the principal use is being carried out on the parcel;
 - b) a building for the purpose of the principal use has been constructed on the parcel; or,
 - c) a building for the purpose of the principal use is in the process of being constructed on the parcel.
- (2) An accessory building or structure shall not contain a dwelling unit, except as provided for in this Bylaw.

213 – Accessory Secondary Suite Use

- (1) Not more than one Accessory Secondary Suite Use shall be permitted per Principal Residential Use;
- (2) An Accessory Secondary Suite Use must be located within a Principal Building;
- (3) The maximum allowable floor area of an Accessory Secondary Suite Use within a Principal Building is 40% of the dwelling up to a maximum of 90 square metres (968 square feet) of finished living space;
- (4) An Accessory Secondary Suite Use may be permitted provided that a Sewage Disposal Permit can be obtained from the responsible authority.

214 – Accessory Coach House Use

- (1) Not more than one Accessory Coach House Use shall be permitted per Principal Residential Use;
- (2) An Accessory Coach House Use must:
 - a) be located in an Accessory Building that is also used as a Garage; or
 - b) must be limited to one storey in height;
- (3) An Accessory Coach House Use shall not have a floor area that exceeds 92.9 square metres (1,000 square feet);
- (4) An Accessory Coach House Use may be permitted provided that a Sewage Disposal Permit can be obtained from the responsible authority;
- (5) Where an Accessory Building is used to accommodate an Accessory Coach House, the Accessory Coach House shall only occupy one storey of the Accessory Building.

215 – Setbacks from Watercourses

- (1) Notwithstanding the setback requirements specified in each of the zones, no building shall be constructed, reconstructed, sited, moved, extended, or located:
 - a) within 7.5 metres (24.6 feet) of the natural boundary of the sea, or any natural watercourse; nor
 - b) 15 metres (49.2 feet) of the natural boundary of Ray Creek, Sasamat Creek or Capon Creek;whichever is greater.
- (2) No area used for habitation shall be located within any building such that the underside of the floor system or top of the concrete slab is less than:
 - a) 3.5 metres (11.5 feet) Geodetic Survey of Canada datum for locations adjacent to the sea;
 - b) 1.5 metres (4.9 feet) above the natural boundary of the sea where a benchmark is not available; or
 - c) 1.5 metres (4.9 feet) above the natural boundary of Ray Creek, Sasamat Creek, Capon Creek or any other natural watercourse.
- (3) Section 215(2) shall not apply to:
 - a) a renovation of an existing building or structure used as a residence that does not involve an addition thereto; or an addition to a building or structure for residential use that would increase the size of the building or structure by less than 25% of the gross floor area existing at the date of adoption of Greater Vancouver Regional District Area B, Zoning Bylaw No. 47 (first bylaw containing flood-proofing conditions); and
 - b) that portion of a building or structure to be used as a carport or garage.
- (4) Where landfill is used to achieve the required elevation stated in Section 215(a) above, no portion of the landfill slope shall be closer than the distances in Sections 215(1)(a) and (b) from the natural boundary, and the face of the landfill slope shall be adequately protected against erosion from floodwaters.
- (5) Where a parcel of land is of such a size or shape or is so located that because of the requirements of this Bylaw, no usable site exists on the parcel for a building or structure otherwise permitted to be built thereon by other bylaws, enactments of the Province of British Columbia, and all other rules of law, an application for a development variance permit may be made by an owner of such a parcel for a reduction of such siting provisions from adjacent watercourses, following consultation with the Ministry of Environment as to recommended requirements for protection from flooding and erosion.

216 – Satellite Dish Antennae

- (1) A satellite dish antenna installed on the ground or the roof of a building shall be subject to the siting and height regulations for accessory building and structures for the zone in which it is located.

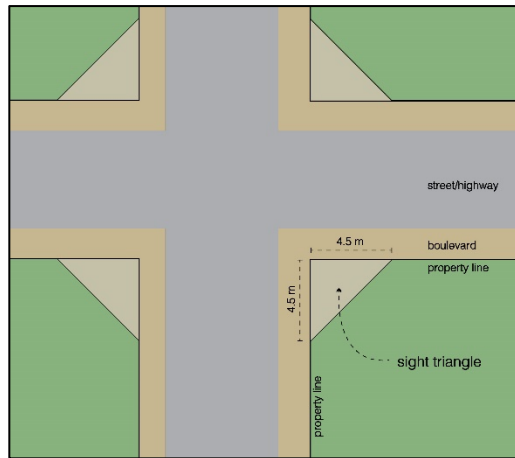
217 – Undersized Parcels

- (1) Parcels of land that are shown on a plan deposited in the Land Title Office prior to the adoption of this Bylaw, which have less than the minimum lot size requirement as established in the zone in which that parcel is situated, may be used for any use permitted in that zone, subject to all the regulations for that zone.
- (2) Section 217(1) shall not apply so as to allow a Duplex Residential Dwelling in the RM-1 or RM-2 zones.

218 – Obstruction of Vision – Traffic

- (1) On a corner parcel in any zone there shall be no obstruction to the line of vision between the heights of 1.0 metres (3.3 feet) and 3.0 metres (9.8 feet) above the established grade of a highway (excluding a lane) within the sight triangle, being a triangular area formed by extending a 4.5-metre (14.8-foot) boundary along the parcel lines from the point of the exterior corner intersection of the parcel lines and a line connecting these two points. The sight triangle is illustrated in Figure 5.

Figure 5. Sight Triangle



219 – Fences and Retaining Walls

- (1) Fences shall not exceed a height of 1.8 metres (5.9 feet) in the front yard or a height of 2 metres (6.6 feet) to the rear of the front face of a building;
- (2) A Retaining Wall or berm, including a Guard, shall not exceed a height of 2.4 metres (7.9 feet);
- (3) In cases where a Retaining Wall or berm is combined with a Fence or a Guard, the height shall not exceed 2.4 metres (7.9 feet) and shall be measured from the Grade of the Retaining Wall or berm to the top of the Fence or Guard.

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220 – Watershed Protection

- (1) No area shall be developed for public recreational use or access within a watershed or catchment area of any stream used as a potable water source under water license and shown on Schedule B Watershed Map which is attached hereto forming a part of this Bylaw and bearing the title “Schedule B Village of Belcarra Watershed Map.”

221 – Domestic Water Protection

- (1) Notwithstanding any other provision of this Bylaw, no building or any part thereof shall be constructed, reconstructed, moved, or extended within 15 metres (49.2 feet) of a stream in which a water license for domestic purposes has been issued pursuant to the Water Act, if such construction is to occur upstream from any portion of the stream which is subject to an existing license.

222 – Conversion of Buildings

- (1) Buildings may be converted, altered or remodelled for another use provided that:
 - a) the building is structurally suitable for such conversion in accordance with the Village of Belcarra “Building and Plumbing Code Administration Bylaw”; and
 - b) the converted building conforms to all the provisions and requirements prescribed for the intended use in the zone in which it is located.

223 – Temporary Buildings

- (1) A temporary building or structure may be erected or installed in conjunction with the permanent construction of a building or structure on the same lot.
- (2) In all cases, temporary buildings or structures shall be subject to the following regulations:
 - a) the application shall provide a letter of intent and undertaking to remove the temporary building, to the Building Inspector in support of an application for a building permit to erect a temporary building or structure;
 - b) the proposed temporary building or structure shall not constitute or cause a public hazard or public nuisance;
 - c) all permitted temporary buildings and structures shall conform with the regulations of the Village of Belcarra “Building and Plumbing Code Administration Bylaw”; and
 - d) temporary buildings or structures are removed from the site upon completion of the construction or upon written notice from the Village's Building Inspector prior to occupancy of the permanent building or structure.

224 – Off-Street Parking

- (1) When any development takes place on any site, off-street parking shall be provided and maintained in accordance with the regulations contained in this section and other pertinent sections of the Bylaw, and all required parking spaces shall be used exclusively for the parking of motor vehicles.
- (2) The off-street parking regulations specified for each zone shall not apply to buildings, structures or uses existing at the time of adoption of this Bylaw, except that:
 - a) off-street parking shall be provided and maintained for any addition to such existing building or structure, or any change or addition to such existing use;
 - b) off-street parking existing at the time of adoption of this bylaw shall not be reduced below the applicable off-street parking regulations of this section.
- (3) Off-street parking shall conform to the following requirements:
 - a) each parking space be not less than 2.7 metres (8.9 feet) wide, and 6 metres (19.7 feet) long;
 - b) the minimum width of maneuvering aisles be as follows:

Angle between Parking

Stall and Aisle

30° – 45°

45° – 60°

60° – 75°

75° – 90°

Width of Aisle

4.6 metres (15.1 feet)

5.5 metres (18.0 feet)

6.0 metres (19.7 feet)

7.3 metres (24.0 feet)

- c) parking areas to accommodate four or more vehicles shall have a surface which is continually dust free, with individual parking spaces, maneuvering aisles, entrances, and exits clearly marked.

225 – Sewage System Buildings

- (1) Notwithstanding the interior lot line setback requirements for Accessory Buildings and Accessory Structures within each of the zones of this Bylaw, a sewage system building shall not be located within:
 - a) 3.0 metres (9.8 feet) of an interior lot line; and
 - b) 6.0 metres (19.7 feet) of a principal building on an adjoining property in cases where said principal building precedes the construction of said Accessory Building or Accessory Structure.
- (2) Where an Accessory Building is only used for sewage disposal components:
 - a) the floor space of the Accessory Building shall be excluded from the calculation of the total floor space of all Accessory Buildings on the parcel; and
 - b) the Accessory Building shall not be included in the determination of the permitted number of Accessory Buildings permitted on the parcel.”

226 – Landscaping & Permeability Requirements

- (1) For new construction, on a parcel located in a residential zone a minimum of 30% of the total surface area of such parcel shall be fully landscaped and properly maintained in a permeable state.
 - a) Landscaped and permeable areas include those areas that are in their natural vegetative state, including stone outcroppings and natural rock terrain.
- (2) For the purposes of Section 226 (1), the following surfaces are not permeable:
 - a) buildings and structures;
 - b) asphalt;
 - c) concrete; and
 - d) grouted pavers.
- (3) For the purposes of Section 226 (1), water surfaces of structures designed to retain water, including swimming pools, reflecting pools, and ornamental ponds, are permeable.
- (4) The maximum driveway width shall be limited to 30 feet or no more than 50% of the total lot width, whichever is less.

Section 300: Zoning District Schedules

For the purpose of this bylaw the area incorporated into the Village of Belcarra is hereby divided into zoning districts as shown upon the plan entitled “Zoning Map of the Village of Belcarra” forming Schedule A of this Bylaw which, with all explanatory matter on it, accompanies and forms part of this bylaw.

The zoning districts, as shown on the Zoning Map, are as follows:

Section	Zoning District Name	Short Form
302	One Family Residential Zone	RS-1
303	Duplex or One or Two-House Zone	RM-1
304	Farrer Cove South Zone	RM-2
305	Duplex or Four-House Zone	RM-3
401	Civic Institutional	CI-1
501	Regional Park	P-1
502	Provincial Park	P-2
601	Rural	R-1
701	Marine 1	W-1
702	Marine 2	W-2
703	Marine 3	W-3

The requirements of each Zoning District Schedule as set out in Section 300 of this Bylaw shall be applied to areas designated on the Zoning Map with the corresponding alphanumeric symbol.

Section 301: Interpretation

301.1 Permitted Uses

- (1) The list of uses under the heading “Permitted Uses” in each of the zoning districts set out in this section shall be interpreted to mean the uses listed in that particular zoning district and no others shall be permitted.

301.2 Minimum Lot Area

- (1) Where a “Minimum Lot Area” regulation applies in a zoning district, the dimensions which follow such regulations are to be interpreted as:
 - a) the minimum dimensions permissible for a lot which is to be used as the site of buildings for the use specified therein; and
 - b) the minimum dimensions permissible for a new lot that is to be created by subdivision.

301.3 Minimum Lot Width

- (1) Where a “Minimum Lot Width” regulation applies in a zoning district, the dimensions which follow such regulations are to be interpreted as the minimum dimensions permissible for the width of a new lot, and where a percentage is used it shall mean the percentage of the perimeter of the new lot.

301.4 Maximum Heights

- (1) The specification of measurements for buildings, structures or accessory buildings under the general heading of “Maximum Height” in a zoning district schedule shall be interpreted as meaning the greatest height, as height is defined in this Bylaw, to which a building, structure or accessory building may be constructed on a lot which is designated on the Zoning Map (Schedule A) as being regulated by that schedule.

301.5 Minimum and Maximum Setbacks from Property Lines

- (1) The specification of measurements for front yard, side yard and rear yard under the general heading of “Minimum Building Setbacks” in a zoning district schedule shall be interpreted as defining the minimum distance permitted for buildings and structures (except fences) between the front, side or rear property line and the appropriate setback line on a lot which is designated on the Zoning Map as being regulated by that schedule; such setback areas constituting the front yard, side yard and rear yard respectively.
- (2) Where a use or structure is specifically referenced with a following measurement, it shall be interpreted as meaning that the minimum setback from a property line for that use or structure shall be the measurement specified.

301.6 Maximum Lot Coverage

- (1) Where a zoning district schedule includes a regulation entitled “Maximum Lot Coverage”, such regulation shall be interpreted as meaning that a lot which is designated on the Zoning Map as being regulated by that schedule may not have a lot coverage, as defined in this Bylaw, which exceeds the percentage specified.

301.7 Maximum Floor Area Ratio (FAR) or Maximum Gross Floor Area

- (1) Where a zoning district schedule includes a regulation entitled “Maximum Floor Area Ratio (FAR)” or “Maximum Gross Floor Area”, it shall be interpreted to mean that a lot in an area designated as being regulated by that zoning schedule may not have buildings erected on that lot that exceed the Maximum Gross Floor Area or Maximum Floor Area Ratio, as defined in this Bylaw.

301.8 Zoning District Boundaries

- (1) Where a zone boundary is designated as following a highway or a watercourse, the centre line of the highway or the natural boundary of the watercourse shall be the zone boundary.
- (2) Where a zone boundary does not follow a legally defined line, and where distances are not specifically indicated, the location of the boundary shall be determined by scaling from the Zoning Map by a surveyor.
- (3) Where a parcel is divided by a zone boundary, the areas created by such division shall be deemed to be separate lots for the purpose of determining the requirements of each zoning district.

301.9 Interpretation of Units of Measurement

- (1) In all cases, metric units (metres, square metres) shall be the determining measurements. Expressions in imperial units (feet, square feet) are intended for reference only.

Section 302: One-Family Residential Zone (RS-1)

302.1 Intent

This zone is intended to provide land solely for the purpose of single-family housing, as well as one accessory coach house or one secondary suite per lot.

302.2 Permitted Principal Uses

- a) Single Family Residential Use
- b) Properties with an existing Duplex at the time of enactment of this Bylaw shall be permitted to maintain that existing use

302.3 Permitted Accessory Uses

- a) Home-Based Business Use (subject to the requirements of Section 210)
- b) One (1) Accessory Secondary Suite Use (subject to the requirements of Section 213) or one (1) Accessory Coach House Use (subject to the requirements of Section 214)
- c) Accessory Parking Use

302.4 Floor Area and Floor Area Ratio (FAR)

- a) Maximum Gross Floor Area of all Principal and Accessory Buildings shall be limited to those determined by the calculations set out in the table below, excluding those areas listed in Section 208 of this Bylaw:

Lot Area	Maximum Gross Floor Area Calculation
0 – 1,208 sq m (0 – 13,003 sq ft)	$= (\text{Lot Area} \times 0.06) + 502 \text{ sq m}$
1,209 sq m – 2,137 sq m (13,014 sq ft – 23,002 sq ft)	$= (\text{Lot Area} \times 0.07) + 492 \text{ sq m}$
2,138 sq m – 4,738 sq m (23,013 sq ft – 51,000 sq ft)	$= (\text{Lot Area} \times 0.025) + 589 \text{ sq m}$
4,739 sq m – 8,083 sq m (51,010 sq ft - 87,005 sq ft)	$= (\text{Lot Area} \times 0.044) + 499 \text{ sq m}$
> 8,083 sq m (> 87,005 sq ft)	855 sq m (9,203 sq ft)

- b) In addition to (a), the Maximum FAR or Gross Floor Area for a Principal Building that exists or for which a building permit has been issued as of the enactment of this Bylaw shall be the FAR or Gross Floor Area at that time or the maximum allowable FAR or Gross Floor Area in subsection (a), whichever is greater.

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- c) A Principal Building shall have a Gross Floor Area of not less than 75 square metres (807.3 square feet) and have a building width of not less than 7.5 metres (24.6 feet).
- d) The maximum Gross Floor Area of all Accessory Buildings on a parcel shall not exceed 150 square metres (1,615 square feet) and the maximum building footprint of all Accessory Buildings on a parcel shall not exceed 92.9 square metres (1,000 square feet).
- e) (See also: Section 217 – Undersized Parcels).

302.5 Subdivision of Land

- a) Minimum lot area: 0.5 acres
- b) Minimum lot width: 10% of the perimeter of the lot

302.6 Site Coverage

- a) Maximum 40%

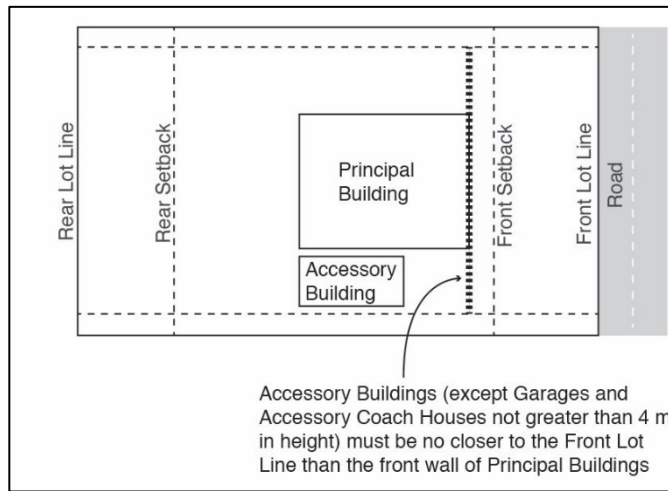
302.7 Minimum Building Setbacks

- a) Minimum building setbacks shall be in accordance with the following table:

Use	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line	Lot Line Exterior Forested Land
Principal Building	7.5 m (24.6 ft)	7.5 m (24.6 ft) ^(d)	3 m (9.8 ft)	1.5 m (4.9 ft)	3 m (9.8 ft)
Accessory Buildings and Accessory Structures	See ^(b)	1.5 m (4.9 ft) ^(d)	3 m (9.8 ft)	1.5 m (4.9 ft)	3 m (9.8 ft)

- b) No Accessory Building shall be located nearer to the Front Lot Line than the front wall of the Principal Building, except Garages and Accessory Coach Houses with a maximum height not greater than 4 metres (13 feet) above Average Natural Grade, which may be located nearer to the Front Lot Line than the front wall of the Principal Building, but not within 3 metres (9.8 feet) of the Front Lot Line (See Figure 6 for illustration).

Figure 6. Accessory Building Front Setback Illustration (RS-1)



- c) Notwithstanding (a), Fences and Retaining Walls may be built at the property line.
- d) Notwithstanding (a), in cases where the rear lot line is the high water mark, the minimum Rear Lot Line setback shall be 7.5 m (24.6 feet) for all Principal Buildings, Accessory Buildings, and Accessory Structures (see Section 215).

302.8 Buildings and Structures

- a) The maximum number and maximum height of Principal Buildings, Accessory Buildings, and Accessory Structures shall be in accordance with the following table:

	Maximum Number	Maximum Height
Principal Buildings	1	9.6 m (31.5 ft) ^(b)
Accessory Buildings	1 ^(f)	7 m (23.0 ft)
Accessory Structures	Not Applicable	3 m (9.8 ft) ^(e)

- b) No portion of the building shall be greater in height than 11.7 metres to be measured from the lowest finished grade adjacent to any exterior wall to the highest part of the building.
- c) The Roof Drip Line of any accessory building shall not at any point project into a required setback more than 60 centimetres (23.6 inches).
- d) All exterior perimeter of an accessory building shall rise vertically at 90 degrees from the foundation throughout the fullest vertical extension of the exterior wall.
- e) Maximum height of Fences and Retaining Walls are subject to Section 219.
- f) Where an Accessory Building is only used for sewage disposal components, the Accessory Building shall not be included in the determination of the permitted number of Accessory Buildings permitted on the parcel.

302.9 Off-Street Parking

- a) Off-street parking spaces shall be provided on the same lot as the use being served in accordance with the following requirements:
 - i. Minimum of 2 spaces per principal Single Family Residential Use;
 - ii. Minimum of 1 space per non-resident employee for Accessory Home-Based Business Use;
 - iii. Minimum of 1 space per Accessory Secondary Suite Use; and
 - iv. Minimum of 1 space per Accessory Coach House Use.

302.10 Sustainability

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

302.11 Special Conditions

- a) Signage
 - i. Signage shall be limited to that permitted pursuant to Section 210 (h) – Home Based Business use.

Section 303: Duplex or One or Two-House Zone (RM-1)

303.1 Intent

This zone is intended to permit the development of a Duplex Residential Use or two Single Family Residential Uses on residential land that is at least 2 acres (0.8 hectares) or the development of a Single Family Residential Use.

303.2 Permitted Principal Uses

- a) One Single Family Residential Use
- b) One Duplex Residential Use on a lot greater than or equal to 2 acres
- c) Two Single Family Residential Uses on a lot greater than or equal to 2 acres
- d) Properties with lot sizes less than 2 acres at the time of enactment of this Bylaw with an existing Duplex or Two Single Family Residential Uses shall be permitted to maintain that existing use.

303.3 Permitted Accessory Uses

- a) Home-Based Business Use (subject to the requirements of Section 210)
- b) One (1) Accessory Secondary Suite Use (subject to the requirements of Section 213) or one (1) Accessory Coach House Use (subject to the requirements of Section 214) per Principal Residential Use.
- c) Accessory Parking Use

303.4 Floor Area and Floor Area Ratio (FAR)

- a) Maximum Gross Floor Area of all Principal and Accessory Buildings shall be limited to those determined by the calculations set out in the table below, excluding those areas listed in Section 208 of this Bylaw:

Lot Area	Maximum Gross Floor Area Calculation
0 – 1,208 sq m (0 – 13,003 sq ft)	= (Lot Area x 0.06) + 502 sq m
1,209 sq m – 2,137 sq m) (13,014 sq ft – 23,002 sq ft)	= (Lot Area x 0.07) + 492 sq m
2,138 sq m – 4,738 sq m) (23,013 sq ft – 51,000 sq ft)	= (Lot Area x 0.025) + 589 sq m
4,739 sq m – 8,083 sq m (51,010 sq ft - 87,005 sq ft)	= (Lot Area x 0.044) + 499 sq m
> 8,083 sq m (> 87,005 sq ft)	855 sq m (9,203 sq ft)

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- b) In addition to (a), the Maximum FAR or Gross Floor Area for a Principal Building that exists or for which a building permit has been issued as of the enactment of this Bylaw shall be the FAR or Gross Floor Area at that time or the maximum allowable FAR or Gross Floor Area in subsection (a), whichever is greater.
- c) Where two houses are proposed on a single property greater than two (2) acres in area, the Maximum Gross Floor Area of each Principal Building and its associated Accessory Building shall be determined using the table above based on half the total lot area.
- d) Where two houses are proposed on a single property greater than two (2) acres in area, a separation of 3 m (9.84 ft) must be provided between the two buildings.
- e) A Principal Building shall have a Gross Floor Area of not less than 75 square metres (807.3 square feet) and have a building width of not less than 7.5 metres (24.6 feet).
- f) The maximum Gross Floor Area of all Accessory Buildings on a parcel shall not exceed 150 square metres (1,615 square feet) and the maximum building footprint of all Accessory Buildings on a parcel shall not exceed 92.9 square metres (1,000 square feet).
- g) (See also: Section 217 – Undersized Parcels).

303.5 Subdivision of Land

- a) Minimum lot area – 1.0 acre

303.6 Site Coverage

- a) Maximum 40%

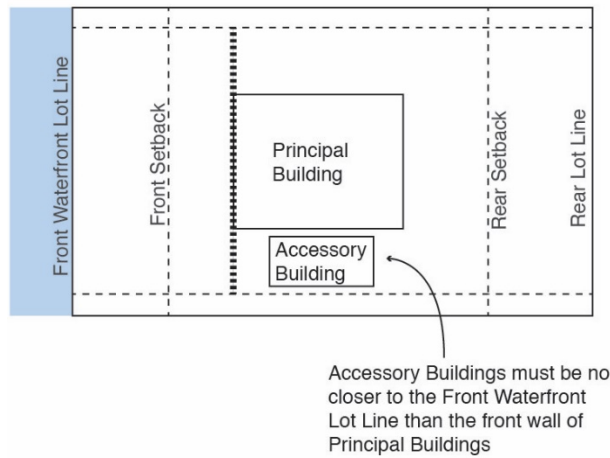
303.7 Minimum Building Setbacks

- a) Minimum building setbacks shall be in accordance with the following table:

Use	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line	Lot Line Exterior Forested Land
Principal Building	7.5 m (24.6 ft)	7.5 m (24.6 ft) (d)	3 m (9.8 ft)	1.5 m (4.9 ft)	3 m (9.8 ft)
Accessory Buildings and Accessory Structures	See(b)	1.5 m (4.9 ft) (d)	3 m (9.8 ft)	1.5 m (4.9 ft)	3 m (9.8 ft)

- b) No Accessory Building shall be located nearer to the Front Waterfront Lot Line than the front wall of the Principal Building. (See Figure 8 for illustration).

Figure 8. Accessory Building Front Setback Illustration (RM-1 front waterfront)



- c) Notwithstanding (a), Fences and Retaining Walls may be built at the property line.
- d) Notwithstanding (a), in cases where the Front Lot Line is the high water mark, the minimum Front Lot Line setback shall be 7.5 m (24.6 feet) for all Principal Buildings, Accessory Buildings, and Accessory Structures (see Section 215).

303.8 Buildings and Structures

- a) The maximum number and maximum height of Principal Buildings, Accessory Buildings, and Accessory Structures shall be in accordance with the following table:

	Maximum Number	Maximum Height
Principal Buildings	2	9.6 m (31.5 ft) ^(b)
Accessory Buildings	2	7 m (23.0 ft)
Accessory Structures	Not Applicable	3 m (9.8 ft) ^(e)

- b) No portion of the building shall be greater in height than 11.7 metres to be measured from the lowest finished grade adjacent to any exterior wall to the highest part of the building.
- c) The Roof Drip Line of any accessory building shall not at any point project into a required setback more than 60 centimetres (23.6 inches).
- d) All exterior perimeter of an accessory building shall rise vertically at 90 degrees from the foundation throughout the fullest vertical extension of the exterior wall.
- e) Maximum height of Fences and Retaining Walls are subject to Section 219.
- f) Where an Accessory Building is only used for sewage disposal components, the Accessory Building shall not be included in the determination of the permitted number of Accessory Buildings permitted on the parcel.

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303.9 Off-Street Parking

- a) Not Applicable.

303.10 Sustainability

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

303.11 Special Conditions

- a) Signage
 - i. Signage shall be limited to that permitted pursuant to Section 210 (h)
 - Home Based Business use.

Section 304: Farrer Cove South Zone (RM-2)

304.1 Intent

This zone is intended to permit the development of a Duplex Residential Use or two Single Family Residential Uses on residential land that is at least 2 acres (0.8 hectares) or the development of a Single Family Residential Use in Farrer Cove South.

304.2 Permitted Principal Uses

- a) One Single Family Residential Use
- b) One Duplex Residential Use on a lot greater than or equal to 2 acres
- c) Two Single Family Residential Uses on a lot greater than or equal to 2 acres
- d) Properties with lot sizes less than 2 acres at the time of enactment of this Bylaw with an existing Duplex or Two Single Family Residential Uses shall be permitted to maintain that existing use.

304.3 Permitted Accessory Uses

- a) Home-Based Business Use (subject to the requirements of Section 210)
- b) One (1) Accessory Secondary Suite Use (subject to the requirements of Section 213) or one (1) Accessory Coach House Use (subject to the requirements of Section 214) per Principal Residential Use.
- c) Accessory Parking Use

304.4 Floor Area and Floor Area Ratio (FAR)

- a) Maximum Gross Floor Area of all Principal and Accessory Buildings shall be limited to those determined by the calculations set out in the table below, excluding those areas listed in Section 208 of this Bylaw:

Lot Area	Maximum Gross Floor Area Calculation
0 – 1,208 sq m (0 – 13,003 sq ft)	= (Lot Area x 0.06) + 502 sq m
1,209 sq m – 2,137 sq m (13,014 sq ft – 23,002 sq ft)	= (Lot Area x 0.07) + 492 sq m
2,138 sq m – 4,738 sq m (23,013 sq ft – 51,000 sq ft)	= (Lot Area x 0.025) + 589 sq m
4,739 sq m – 8,083 sq m (51,010 sq ft - 87,005 sq ft)	= (Lot Area x 0.044) + 499 sq m
> 8,083 sq m (> 87,005 sq ft)	855 sq m (9,203 sq ft)

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- b) In addition to (a), the Maximum FAR or Gross Floor Area for a Principal Building that exists or for which a building permit has been issued as of the enactment of this Bylaw shall be the FAR or Gross Floor Area at that time or the maximum allowable FAR or Gross Floor Area in subsection (a), whichever is greater.
- c) Where two houses are proposed on a single property greater than or equal to two (2) acres in area, the Maximum Gross Floor Area of each Principal Building and its associated Accessory Building shall be determined using the table above based on half the total lot area.
- d) Where two houses are proposed on a single property greater than or equal to two (2) acres in area, a separation of 3 m (9.84 ft) must be provided between the two buildings.
- e) A Principal Building shall have a Gross Floor Area of not less than 75 square metres (807.3 square feet) and have a building width of not less than 7.5 metres (24.6 feet).
- f) The maximum Gross Floor Area of all Accessory Buildings on a parcel shall not exceed 150 square metres (1,615 square feet) and the maximum building footprint of all Accessory Buildings on a parcel shall not exceed 92.9 square metres (1,000 square feet).
- g) (See also: Section 217 – Undersized Parcels).

304.5 Subdivision of Land

- a) Minimum lot area – 1.0 acre

304.6 Site Coverage

- a) Maximum 40%

304.7 Minimum Building Setbacks

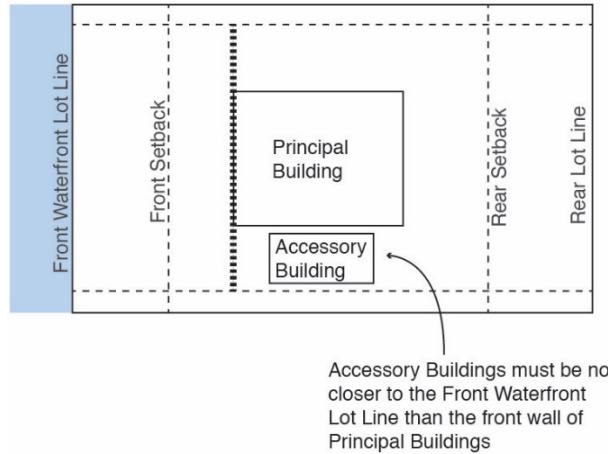
- a) Minimum building setbacks shall be in accordance with the following table:

Use	Front Waterfront Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
Principal Building	7.5 m (24.6 ft)	7.5 m (24.6 ft)	3 m (9.8 ft)	1.5 m (4.9 ft)
Accessory Buildings and Accessory Structures	See ^(b)	1.5 m (4.9 ft) ^(d)	3 m (9.8 ft)	1.5 m (4.9 ft)

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- b) No Accessory Building shall be located nearer to the Front Waterfront Lot Line than the front wall of the Principal Building. (See Figure 9 for illustration)

Figure 9. Accessory Building Front Setback Illustration (RM-2 front waterfront)



- c) Notwithstanding (a), Fences and Retaining Walls may be built at the property line.
- d) Notwithstanding (a), in cases where the Front Lot Line is the high water mark, the minimum Front Lot Line setback shall be 7.5 m (24.6 feet) for all Principal Buildings, Accessory Buildings, and Accessory Structures (see Section 215).

304.8 Buildings and Structures

- a) The maximum number and maximum height of Principal Buildings, Accessory Buildings, and Accessory Structures shall be in accordance with the following table:

	Maximum Number	Maximum Height
Principal Buildings	2	9.6 m (31.5 ft) ^(b)
Accessory Buildings	2	7 m (23.0 ft)
Accessory Structures	Not Applicable	3 m (9.8 ft) ^(c)

- b) No portion of the building shall be greater in height than 11.7 metres to be measured from the lowest finished grade adjacent to any exterior wall to the highest part of the building.
- c) The Roof Drip Line of any accessory building shall not at any point project into a required setback more than 60 centimetres (23.6 inches).
- d) All exterior perimeter of an accessory building shall rise vertically at 90 degrees from the foundation throughout the fullest vertical extension of the exterior wall.
- e) Maximum height of Fences and Retaining Walls are subject to Section 219.
- f) Where an Accessory Building is only used for sewage disposal components, the Accessory Building shall not be included in the determination of the permitted number of Accessory Buildings permitted on the parcel.

Village of Belcarra Zoning Bylaw No. 510, 2018

304.9 Off-Street Parking

- a) Not Applicable.

304.10 Sustainability

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

304.11 Special Conditions

- a) Signage
 - i. Signage shall be limited to that permitted pursuant to Section 210 (h)
– Home Based Business use.

Section 305: Duplex or Four-House Zone (RM-3)

305.1 Intent

This zone is intended to permit the development of a Duplex Residential Use or between two to four Single Family Residential Uses on residential land that is 1 acre (0.4 hectares) or more.

305.2 Permitted Principal Uses

- a) One Duplex Residential Use; or
- b) Two to four Single Family Residential Uses.

305.3 Permitted Accessory Uses

- a) Home-Based Business Use (subject to the requirements of Section 210)
- b) One (1) Accessory Secondary Suite Use (subject to the requirements of Section 213) or one (1) Accessory Coach House Use (subject to the requirements of Section 214) per Principal Residential Use.
- c) Accessory Parking Use

305.4 Floor Area and Floor Area Ratio (FAR)

- a) Maximum Gross Floor Area of all Principal and Accessory Buildings shall be limited to those determined by the calculations set out in the table below, excluding those areas listed in Section 208 of this Bylaw:

Lot Area	Maximum Gross Floor Area Calculation
4,046 sq m – 4,738 sq m (43,551 sq ft – 51,000 sq ft)	= (Lot Area x 0.025) + 589 sq m
4,739 sq m – 8,083 sq m (51,010 sq ft - 87,005 sq ft)	= (Lot Area x 0.044) + 499 sq m
> 8,083 sq m (> 87,005 sq ft)	855 sq m (9,203 sq ft)

- b) In addition to (a), the Maximum FAR or Gross Floor Area for a Principal Building that exists or for which a building permit has been issued as of the enactment of this Bylaw shall be the FAR or Gross Floor Area at that time or the maximum allowable FAR or Gross Floor Area in subsection (a), whichever is greater.
- c) A Principal Building shall have a Gross Floor Area of not less than 75 square metres (807.3 square feet) and have a building width of not less than 7.5 metres (24.6 feet).
- d) The maximum Gross Floor Area of all Accessory Buildings on a parcel shall not exceed 150 square metres (1,615 square feet) and the maximum building footprint of all Accessory Buildings on a parcel shall not exceed 92.9 square metres (1,000 square feet).

Village of Belcarra Zoning Bylaw No. 510, 2018

305.5 Subdivision of Land

- a) Minimum lot area – 1.0 acre
- b) Minimum lot width: 10% of the perimeter of the lot

305.6 Site Coverage

- a) Maximum 40%

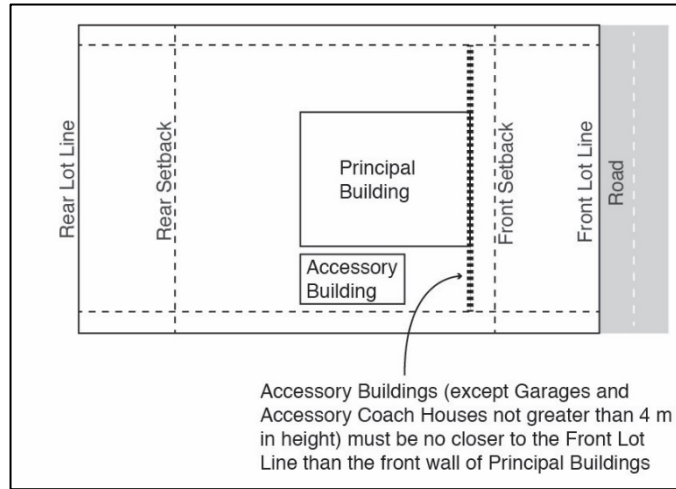
305.7 Minimum Building Setbacks

- a) Minimum building setbacks shall be in accordance with the following table:

Use	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
Principal Building	7.5 m (24.6 ft)	7.5 m (24.6 ft)	3 m (9.8 ft)	1.5 m (4.9 ft)
Accessory Buildings and Accessory Structures	See ^{(b)(c)(d)}	1.5 m (4.9 ft) ^(d)	3 m (9.8 ft) ^(d)	1.5 m (4.9 ft) ^(d)

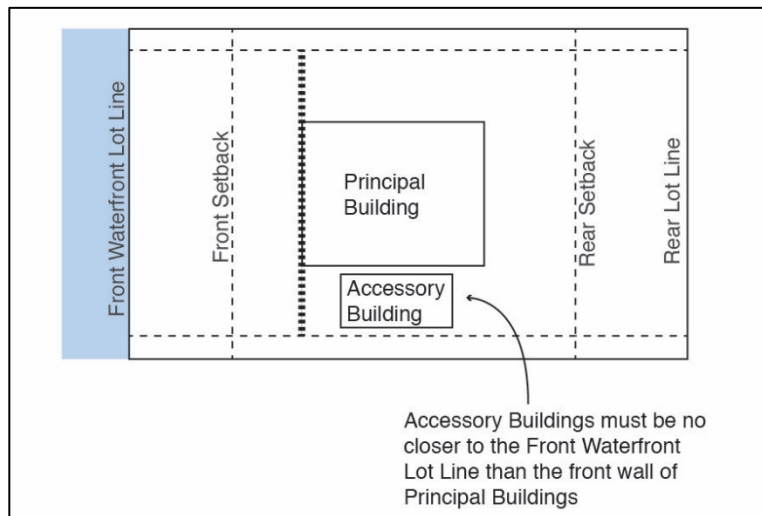
- b) For properties with public road access:
 - i. No Accessory Building shall be located nearer to the Front Lot Line than the front wall of the Principal Building, except Garages and Accessory Coach Houses with a maximum height not greater than 4 metres (13 feet) above Average Natural Grade, which may be located nearer to the Front Lot Line than the front wall of the Principal Building, but not within 3 metres (9.8 feet) of the Front Lot Line (See Figure 10 for illustration).

Figure 10. Accessory Building Front Setback Illustration (RM-3 no waterfront)



- c) For properties with no public road access:
- d) No Accessory Building shall be located nearer to the Front Waterfront Lot Line than the front wall of the Principal Building. (See Figure 11 for illustration).

Figure 11. Accessory Building Front Setback Illustration (RM-3 front waterfront)



- e) Notwithstanding (a), Fences and Retaining Walls may be built at the property line.
- f) Notwithstanding (a), in cases where the Front Lot Line is the high water mark, the minimum Front Lot Line setback shall be 7.5 m (24.6 feet) for all Principal Buildings, Accessory Buildings, and Accessory Structures (see Section 215).

305.8 Buildings and Structures

- a) The maximum number and maximum height of Principal Buildings, Accessory Buildings, and Accessory Structures shall be in accordance with the following table:

	Maximum Number	Maximum Height
Principal Buildings	4	9.6 m (31.5 ft) ^(b)
Accessory Buildings	4	7 m (23.0 ft)
Accessory Structures	Not Applicable	3 m (9.8 ft) ^(c)

- b) No portion of the building shall be greater in height than 11.7 metres to be measured from the lowest finished grade adjacent to any exterior wall to the highest part of the building.
- c) The Roof Drip Line of any accessory building shall not at any point project into a required setback more than 60 centimetres (23.6 inches).
- d) All exterior perimeter of an accessory building shall rise vertically at 90 degrees from the foundation throughout the fullest vertical extension of the exterior wall.
- e) Maximum height of Fences and Retaining Walls are subject to Section 119.
- f) Where an Accessory Building is only used for sewage disposal components, the Accessory Building shall not be included in the determination of the permitted number of Accessory Buildings permitted on the parcel.

305.9 Off-Street Parking

- a) Off-street parking spaces shall be provided on the same lot as the use being served in accordance with the following requirements:
- i. Minimum of 2 spaces per Duplex unit or per Single Family Residential Use
 - ii. Minimum of 1 space per non-resident employee for Accessory Home-Based Business Use
 - iii. Minimum of 1 space per Accessory Secondary Suite Use
 - iv. Minimum of 1 space per Accessory Coach House Use

305.10 Sustainability

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

Village of Belcarra Zoning Bylaw No. 510, 2018

305.11 Special Conditions

a) Signage

- i. Signage shall be limited to that permitted pursuant to Section 210 (h)
– Home Based Business use.

Section 400: Civic Institutional Zones

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Section 401: Civic Institutional (CI-1)

401.1 Intent

This zone is intended to provide land for the purpose of accommodating facilities owned and operated by a government agency or non-profit organizations.

401.2 Permitted Principal Uses

- a) Civic Use
- b) Public Service Use
- c) Assembly Use

401.3 Permitted Accessory Uses

- a) Accessory Single Family Residential Use
- b) Accessory Uses

401.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

401.5 Subdivision of Land

- a) Minimum lot area – Not Applicable
- b) Minimum lot width: 10% of the perimeter of the lot

401.6 Site Coverage

- a) Maximum 40%

401.7 Minimum Building Setbacks

Use	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
Principal Building	7.5 m (24.6 ft)	6 m (19.7 ft)	6 m (19.7 ft)	6 m (19.7 ft)
Accessory Buildings and Accessory Structures	7.5 m (24.6 ft)	6 m (19.7 ft)	6 m (19.7 ft)	6 m (19.7 ft)

401.8 Buildings and Structures

	Maximum Number	Maximum Height
Principal Buildings	1	10.7 m (35.1 ft)
Accessory Buildings and Accessory Structures	Not Applicable	4.5 m (14.8 ft)

401.9 Off-Street Parking

- (1) Off-street parking spaces shall be provided on the same lot as the use being served in accordance with the following requirements:
- a) Civic or Assembly Use – 1 space per 12 square metres (129.2 square feet) of gross floor area;
 - b) Public Service Use – no parking required;
 - c) Accessory Single Residential Use – 1 space.

401.10 Sustainability

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

401.11 Special Conditions

- (1) Signage
- Signs and other visual advertising devices shall be limited to either:
- a) a single unilluminated board or sign not exceeding 0.4 square metres (4.3 square feet) in area, placed flat against an exterior wall of a building;
 - b) a free-standing unilluminated board or sign not exceeding 0.4 square metres (4.3 square feet) in area; or
 - c) individual letters attached to the exterior wall of a building, each letter not exceeding 50 square centimetres in area.

Section 500: Park Zones

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Section 501: Regional Park (P-1)

501.1 Intent

This zone provides for the location, preservation and development of public land for park uses within Belcarra Regional Park.

501.2 Permitted Principal Uses

- a) Park Facilities
- b) Parking Area
- c) Passive Outdoor Recreation Use
- d) Boat Launch (Cartop) Use
- e) Single Family Residential Use

501.3 Permitted Accessory Uses

- a) Accessory Single Family Residential Use
- b) Accessory Uses
- c) Telecommunications equipment on that portion of Belcarra Regional Park identified on Schedule "A" attached hereto this bylaw and generally identified as Drawing(s) No. 3018-S7, 3018-A3, 3018-A3B and 3018-A1

501.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

501.5 Subdivision of Land

- a) Minimum lot area – Not Applicable
- b) Minimum lot width – Not Applicable

501.6 Site Coverage

Not Applicable

501.7 Minimum Building Setbacks

Use	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
Principal Building	7.5 m (24.6 ft) ^(a)	7.5 m (24.6 ft) ^(a)	7.5 m (24.6 ft) ^(a)	7.5 m (24.6 ft) ^(a)
Accessory Buildings and Accessory Structures	7.5 m (24.6 ft) ^(a)	7.5 m (24.6 ft) ^(a)	7.5 m (24.6 ft) ^(a)	7.5 m (24.6 ft) ^(a)

- a) In the case where the abutting property is zoned a Residential Zone, no building shall be located within 30 metres (98.4 feet) of the property line, except for a building used as an Accessory Single Residential Dwelling, which shall not be located within 7.5 metres (24.6 feet) of the property line.

501.8 Buildings and Structures

	Maximum Number	Maximum Height
Principal Buildings	Not Applicable	10.7 m (35.1 ft)
Accessory Buildings and Accessory Structures	Not Applicable	10.7 m (35.1 ft)

501.9 Off-Street Parking

- (1) Off-street parking spaces shall be provided on the same lot as the use being served in accordance with the following requirements:
- a) Park Facilities – 1 space per 50 square metres (4.6 feet) of Gross Floor Area.

501.10 Sustainability

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

Village of Belcarra Zoning Bylaw No. 510, 2018

501. 11 Special Conditions

(1) Watershed Protection

- a) Use and/or development of land zoned P-1 and P-2 shall be subject to Section 221 of this Bylaw – Watershed Protection.

Section 502: Provincial Park (P-2)

502.1 Intent

This zone is intended to apply to land within the Indian Arm Provincial Park.

502.2 Permitted Principal Uses

- a) Passive Outdoor Recreation Use

502.3 Permitted Accessory Uses

- a) Accessory Uses

502.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

502.5 Subdivision of Land

- a) Minimum lot area – Not Applicable
- b) Minimum lot width – Not Applicable

502.6 Site Coverage

Not Applicable

502.7 Minimum Building Setbacks

Not Applicable

502.8 Buildings and Structures

	Maximum Number	Maximum Height
Principal Buildings	Not Applicable	4 m (13.1 ft)
Accessory Buildings and Accessory Structures	Not Applicable	4 m (13.1 ft)

502.9 Off-Street Parking

Not Applicable

502.10 Sustainability

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

502.11 Special Conditions

- (1) The use of Accessory Buildings and Structures shall be limited to servicing and maintenance activities such as public washrooms;
- (2) Boat launching facilities shall not be permitted.

Section 600: Rural Zones

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Section 601: Rural (R-1)

601.1 Intent

This zone is intended to apply to land that is required for either the supply of domestic water to Village residents or for future park use.

601.2 Permitted Principal Uses

Not Applicable

601.3 Permitted Accessory Uses

Not Applicable

601.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

601.5 Subdivision of Land

Not Applicable

601.6 Site Coverage

Not Applicable

601.7 Minimum Building Setbacks

Not Applicable

601.8 Buildings and Structures

Not Applicable

601.9 Off-Street Parking

Not Applicable

601.10 Special Conditions

- a) Land within the Residential Zones may be used for the catchment, containment and diversion of water;
- b) Land within the Residential Zones shall remain undisturbed in a natural state;
- c) Land within the Residential Zones shall be subject to Section 221 of this Bylaw – Watershed Protection.

Section 700: Marine Zones

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Section 701: Marine 1 (W-1)

701.1 Intent

This zone provides for the development of water-oriented uses in compatibility with the adjacent residential uses and public recreation area.

701.2 Permitted Principal Uses

- a) Floats, wharves, piers and walkways necessary for practical access to property immediately abutting the foreshore except a Wharfage Facility (Group) and Wharfage Facility (Shared);
- b) Recreational vessel moorage;
- c) Marine parks.

701.3 Permitted Accessory Uses

Not Applicable

701.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

701.5 Subdivision of Land

Not Applicable

701.6 Site Coverage

Not Applicable

701.7 Minimum Building Setbacks

Not Applicable

701.8 Buildings and Structures

Not Applicable

701.9 Off-Street Parking

Not Applicable

701.10 Special Conditions

- (1) No commercial or industrial activity other than private residential boat chartering and water taxi operations shall take place on a float, wharf or pier.
- (2) All floats, wharves, piers and walkways must be located within the boundaries of water licence or sublicence of occupation granted or approved by the Vancouver Fraser Port Authority and, where applicable, the Village of Belcarra. Vessels navigating the harbour and their mooring, berthing, etc. are subject to the regulation and control of the Vancouver Fraser Port Authority.
- (3) No float or wharf shall extend any further distance from the shore than is necessary for boat access and in cases where the length may exceed 45 metres (147.6 feet), shall in no event extend beyond a point where there is more than 2.5 metres (8.2 feet) depth of water at extreme low Spring tides.
- (4) No section of a float or wharf shall exceed a width of 6 metres (19.7 feet), except for a maximum of 2 wharf fingers, each of which may have a length of no more than 7.5 metres (24.6 feet) and a width of no more than 1.2 metres (3.9 feet). (Note: No portion of an access walkway that connects a public road to a float or wharf shall exceed a width of 2 metres (6.6 feet).)
- (5) No building, shed or structure may be erected on any float or wharf in this zone other than necessary posts to carry lighting fixtures and the necessary wiring thereto together with such other posts, rails, and supports as may be necessary for safety.
- (6) Floats, wharves, piers and walkways shall be designed and constructed as to not impede pedestrian access along the public foreshore nor diminish public access to the beach.
- (7) Signage of wharfage facilities shall be restricted to improvements within the boundaries of a water license or lease, and signs shall not be situated on municipally administered lands.
- (8) Float homes and houseboats shall not be permitted.
- (9) All discharged effluent shall be from a certified treatment system that complies with the standards for sewage discharge into a marine environment as established by the responsible authority.
- (10) The maximum length of a wharf shall not exceed 17 metres (55.8 feet).

Section 702: Marine 2 (W-2)

702.1 Intent

This zone is intended to accommodate group wharfage facilities.

702.2 Permitted Principal Uses

- a) Wharfage Facility (Group);
- b) All uses permitted within the W-1 zone.

702.3 Permitted Accessory Uses

Not Applicable

702.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

702.5 Subdivision of Land

Not Applicable

702.6 Site Coverage

Not Applicable

702.7 Minimum Building Setbacks

Not Applicable

702.8 Buildings and Structures

Not Applicable

702.9 Off-Street Parking

Not Applicable

702.10 Special Conditions

- a) All uses shall comply with Section 701.10 of the Marine 1 (W-1) zone (Special Conditions), except for Section 701.10 (4).
- b) No section of a float or wharf shall exceed a width of 6 metres (19.7 feet), except for a maximum of 3 wharf fingers, each of which may have a length of no more than 7.5 metres (24.6 feet) and a width of no more than 1.2 metres (3.9 feet). (Note: No portion of an access walkway that connects a public road to a float or wharf shall exceed a width of 2 metres (6.6 feet).

Section 703: Marine 3 (W-3)

703.1 Intent

This zone is intended to accommodate shared wharfage facilities.

703.2 Permitted Principal Uses

- a) Wharfage Facility (Shared);
- b) All uses permitted within the W-1 zone.

703.3 Permitted Accessory Uses

Not Applicable

703.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

703.5 Subdivision of Land

Not Applicable

703.6 Site Coverage

Not Applicable

703.7 Minimum Building Setbacks

Not Applicable

703.8 Buildings and Structures

Not Applicable

703.9 Off-Street Parking

Not Applicable

703.10 Special Conditions

- a) All uses shall comply with Section 701.10 of the Marine 1 (W-1) zone (Special Conditions), except for Section 701.10 (4).
- b) No section of a float or wharf shall exceed a width of 6 metres (19.7 feet), except for a maximum of 3 wharf fingers, each of which may have a length of no more than 7.5 metres (24.6 feet) and a width of no more than 1.2 metres (3.9 feet). (Note: No portion of an access walkway that connects a public road to a float or wharf shall exceed a width of 2 metres (6.6 feet).

Section 800: Subdivision of Land

800.1 Regulation of Subdivision

- (1) The purpose of this Division is to regulate the minimum dimensions and area of parcels of land which may be created by subdivision.

800.2 Minimum Lot Size and Width

- (1) The size and width of a parcel to be created by subdivision and which may lawfully be used as the site for a building shall not be less than the minimum dimensions and area for the construction of buildings or dwellings, as set out in the minimum lot size and width statement in the applicable zoning district schedule, where such minimum area and width have been specified.

800.3 Minimum Frontage

- (1) No parcel of land in any proposed subdivision, excepting those parcels designated RM-1 or RM-2, shall have less than 10% of its perimeter fronting on a highway, in accordance with Section 512 of the Local Government Act. For parcels designated RM-1 or RM-2, the minimum frontage shall be 15 metres (49.2 feet). This regulation may be relaxed by the Council upon application by the property owner.
- (2) Notwithstanding Section 403(1), the minimum frontage for parcels of land in a cul-de-sac subdivision may be less than 10% of the perimeter of the parcel, provided that the minimum frontage is not less than 15 metres (49.2 feet) and the width of the lot is not less than 20 metres (65.6 feet) measured 10 metres (32.8 feet) back in a perpendicular manner from the front lot line.

800.4 Parcels Exempt from Minimum Lot Size Requirements

- (1) The consolidation of two or more parcels into a single parcel is permitted, notwithstanding that the consolidated parcel may not comply with the minimum parcel size requirement as specified in the zoning district in which the new parcel is situated.
- (2) The realignment of property lines to create new parcels may be permitted provided that:
 - a) the number of new parcels created by subdivision would be equal to or less than the number of parcels that existed prior to the subdivision, and;
 - b) the boundary change would not result in the creation of a parcel having less than 80% of the area of any of the original parcels.

800.5 Parcel Shape

- (1) Unless the pattern of existing subdivision precludes it, and unless it is impracticable, side lot lines shall be perpendicular or radial to the adjoining highway.
- (2) No panhandle lot shall be created where the access strip is narrower than 7.5 metres (24.6 feet).

Section 900: Severability and Enforcement

900.1 Severability of Bylaw

- (1) If any Division, Section, Subsection, Sentence, Clause or Phrase of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Bylaw.

900.2 Violations

- (1) Each person who contravenes any of the provisions of this Bylaw shall commit an offence against the Bylaw; and each day that such contravention continues shall constitute a separate offence.

900.3 Penalty

- (1) Each person who commits an offence against this Bylaw shall be liable on summary conviction to a penalty of up to \$5,000.00.

900.4 Entry

- (1) The Chief Administrative Officer (CAO) and the Building Inspector may enter at all reasonable times premises or lands subject to this Bylaw in order to ascertain whether the provisions of the Bylaw are being observed. Obstruction of the CAO or Building Inspector on entry, under this section, shall constitute an offence.

900.5 Administration

- (1) The Building Inspector or any other official who may be appointed by Council shall interpret and administer the provisions of this Bylaw.

Section 1000: Repeal and Effective Date

1001 – REPEAL OF PREVIOUS BYLAW

- (1) “Village of Belcarra Zoning Bylaw No. 253, 1996” and all amendments thereto are hereby repealed.

READ A FIRST TIME on March 12, 2018

READ A SECOND TIME on March 12, 2018

PUBLIC HEARING HELD on April 5, 2018

READ A THIRD TIME on

ADOPTED by the Council on

Ralph Drew
Mayor

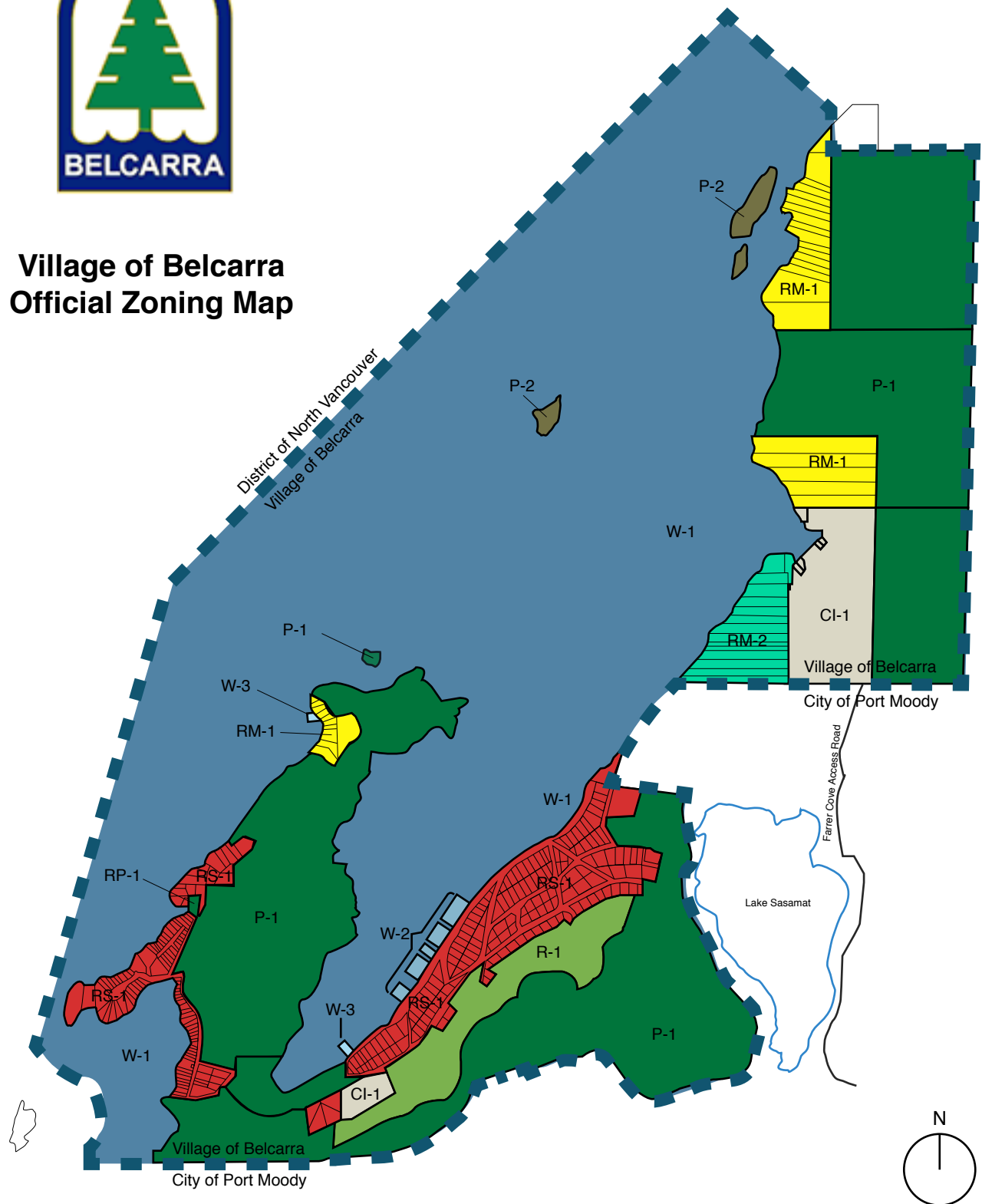
Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Zoning Bylaw
(Bylaw No. 510, 2018)

Chief Administrative Officer

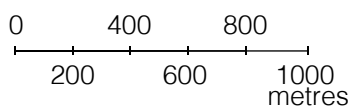


Village of Belcarra Official Zoning Map



Schedule A

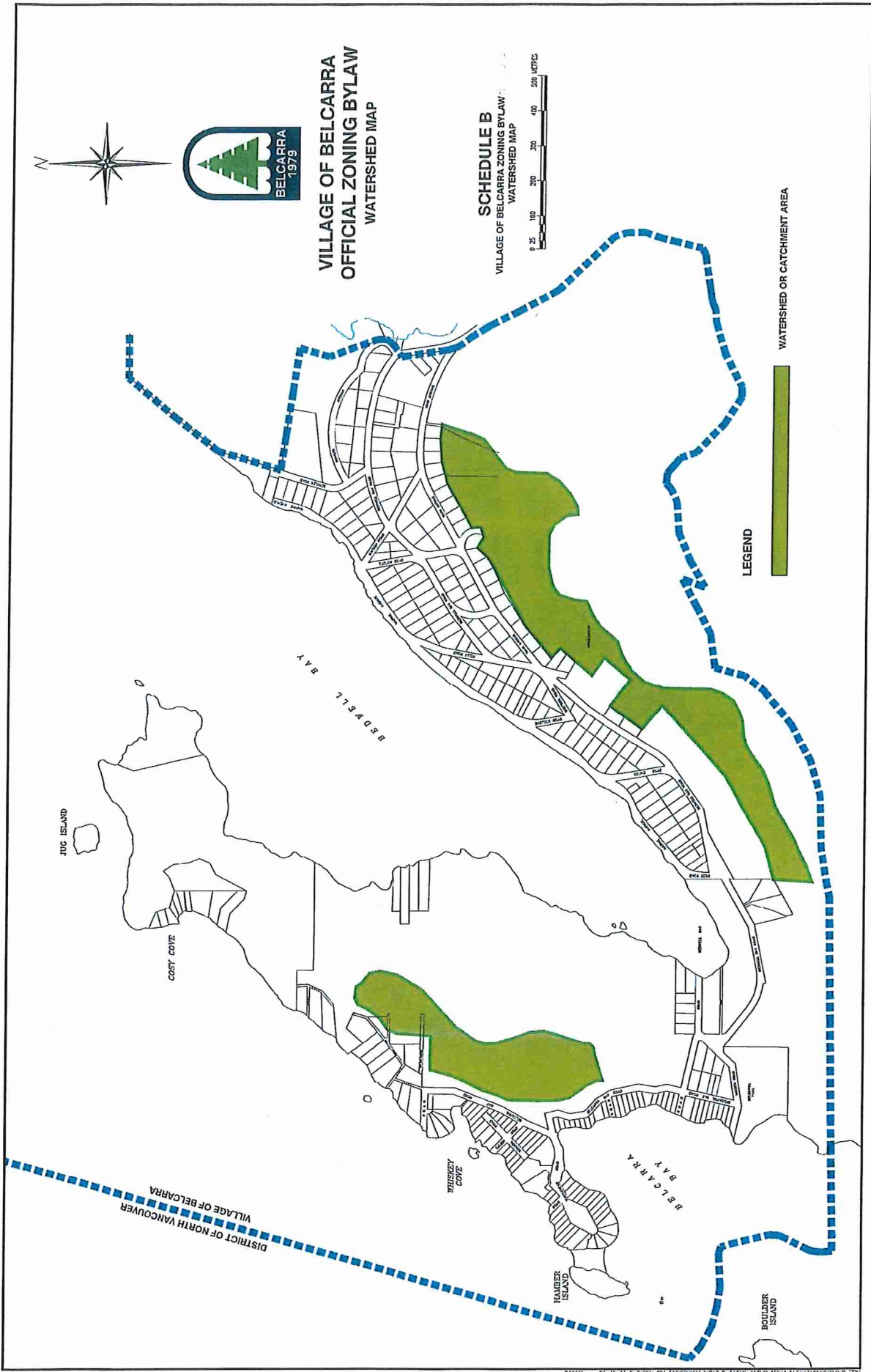
Village of Belcarra Zoning
Bylaw No 510, 2018
Consolidated Zoning Map



■ RS-1 - One Family Residential Zone	■ CI-1 - Civic Institutional
■ RM-1 - Duplex or One or Two-House Zone *	■ P-1 - Regional Park
■ RM-2 - Farrer Cove South Zone *	■ P-2 - Provincial Park
■ RM-3 - Duplex or Four-House Zone (not prezoned)	■ R-1 - Rural
■ W-1 Marine 1	■ W-2 - Marine 2
	■ W-3 - Marine 3

* RM-1 and RM-2 properties do not front on a public road; water access

Schedule B



Mayor's Report

SVFD Celebrating its 40th Anniversary

It's hard to believe that 2018 marks the 40th anniversary of the [Sasamat Volunteer Fire Department](#). Today, we have an excellent fire department that is both well-trained and well-equipped — but it wasn't always that way.

Forty years ago, the communities of Anmore and Belcarra were unincorporated rural areas that were part of Electoral Area 'B' of the 'Greater Vancouver Regional District' (GVRD), today known as the 'Metro Vancouver Regional District'. Fire insurance for home owners in the unincorporated areas was very expensive because they were surrounded by forest with no official fire protection — other than the provincial 'Ministry of Forests' — resulting in a fire insurance rating of Class '6', the same as Indian Reservations.

In 1976, Belcarra resident Verna Barrett, the new Director for Electoral Area 'B', recognized that our communities needed fire protection and decided to pursue creation of a volunteer fire department. It took considerable research and political skill to navigate the regulatory hurdles of the day. In September 1976, Verna Barrett established a 'Fire Committee' to investigate the feasibility of establishing a volunteer fire department. The committee consisted of herself and representatives from the 'Belcarra Ratepayers' Association', the 'Woodhaven–Bedwell Bay Property Owners Association', the 'Eaglecrest Farmers Institute' in Anmore, and the loco Townsite.

In October 1976, the GVRD Board gave three readings to a bylaw "to authorize the provision of fire protection services to a specified area within Electoral Area 'B', and further to provide for the acquisition of land and firefighting equipment, and the operation and maintenance of fire protection services". The Inspector of Municipalities approved the bylaw that December, and the GVRD placed advertisements in the local press advertising that a poll would to be held on January 22nd, 1977, at the loco Elementary School. The referendum passed with 251 votes in favour (75%) and 84 votes opposed, and on January 26th, 1977, the GVRD Board gave fourth reading of the bylaw.

In May 1977, the first organizational meeting of the SVFD volunteers was held at the loco Community Hall. About 30 volunteers were present and anxious to begin training, and the first of the volunteers started training at the Port Moody fire hall that same month. The volunteer fire fighters incorporated as an association under the 'Society Act', and on February 21st, 1978, the SVFD Board of Trustees appointed John Doerksen (Bedwell Bay) as SVFD Fire Chief with Norm Simpson (Anmore) and Dave Hunter (Belcarra) as Assistant Chiefs. The rest, as they say, is history.

The SVFD fire fighters association will be hosting a [community celebration](#) for all residents of Anmore and Belcarra on **Saturday, July 7th, at 'Spirit park' in Anmore**, located directly behind the Anmore municipal hall. The festivities will start at 3:00 pm and go until 11:00 pm. For kids, there will be a Bouncy Castle, kids versus Fire Department water fight, food trucks and ice cream. For the adults, there will be a 'Moody Ales' beer garden and a live band providing music.

Come and enjoy the day and celebrate an amazing 40 years of community fire protection!

**Ralph Drew
Mayor**

April 3, 2018



Sasamat Fire Department Personnel & Equipment — September 2017.



COUNCIL REPORT

File: 5360 – 01

Date: April 9, 2018
From: Perry Muxworthy, Councillor
Subject: WARD Upgrade Summary

Recommendation

That the report from Councillor Muxworthy dated April 9, 2018 regarding WARD Upgrade Summary be received for information.

Background

Green Waste Bin

Concern over weight of lids make it difficult for some residents to lift on their own. After consulting with manufacturer following options were identified.

Option 1:

Large lids could be fitted with a new spring to assist in lifting on 4 of the 8 lids. The cost would be approx. \$550. The new springs would slowly wear over time and result in same weight of lids. Also, manufacturer said installing 2 springs could make it difficult to close which could result in lid being left open which create an attraction for wildlife.

Option 2:

Continue with existing structure and remind concerned residents that they can use bin when Attendant is on hand to assist.

Recommendation

Option 2 for the time being and continue to monitor impact on residents. Instruct attendant to monitor use and collect concerns raised as well as provide extra support for residents needing assistance.

Styrofoam / Expanded Polystyrene (EPS) Collection:

The next phase in the Metro Vancouver waste reduction / recycling plan is to remove EPS from the waste stream. The goal is an 80% reduction. Therefore, there will be a surcharge on all garbage disposal fees containing 20% or more EPS beginning July 1, 2018.

Removing 80% of the EPS products in our garbage stream would have the benefit of reducing our environmental impact and save the Village fines on garbage disposal. Below are the options available to move forward:

Option 1:

Supply a 10 yd. bin dedicated to EPS only. The bin would need separate compartments to separate white and coloured EPS products as they have to be separated. The bin would need signage and there would need to be an education campaign to teach residents how to properly recycle EPS products. This includes no “packing peanuts” or

contaminated EPS products. As well, coloured and white EPS products need to be separated. If the bin is contaminated or not properly sorted then the bin would be costly to dispose of and could result in vendor refusing to pick up.

The bin would cost \$150 / per haul to dispose of. It is hard to predict how often the bin would need to be hauled as data is not available on the volume produced. Assuming the bin would need to be hauled 1 time per month the annual cost would be \$1,800 / year.

Option 2:

Educate residents on how to separate EPS products from their waste stream and deliver to designated depots (Return It by Trail Appliances) on their own. This option would reduce convenience to residents which could lead more EPS being put in our garbage stream resulting in fines and an increase in our impact on environment. The cost of fines for garbage containing 20% or more EPS is unknown at this time but certainly would be less than the \$1,800 year cost of option 1.

Recommendation:

Our goal is to reduce 80% of EPS products in our waste stream. At this point investing in a separate bin to sort our EPS products on our own would be costly and could result in increased environmental impact and cost if EPS are not sorted properly. There is no data on the amount of EPS material generated and cost to dispose of. Therefore, it is recommended that:

1. Begin an education campaign through the Village website, WARD Site and Barnacle to educate residents on what EPS products are and how to recycle properly.
2. Add signage at WARD to remind residents not to put EPS products in garbage stream and ask the Attendant to focus on monitoring and educating.
3. Inform and encourage residents to dispose of their EPS products responsibly at designated disposal sites.
4. Monitor success of this approach based on amount of EPS in our waste stream and cost to Village. Re-visit the success of this approach after 1 year and adjust strategies to reach our goal of 80% reduction.



**VILLAGE OF BELCARRA
ELECTION PROCEDURES
BYLAW NO. 515, 2018**



***A Bylaw to Provide for Determination of Various Procedures for the Conduct of
Local Government Elections and Other Voting.***

WHEREAS pursuant to the Local Government Act, the Council may, by Bylaw determine various procedures to be applied in the conduct of local government elections and other voting;

AND WHEREAS the Council desires to establish voting procedures and requirements under that authority;

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

1. Definitions

In this Bylaw:

“Election” means an election for the number of persons required to fill a local government office.

“General local election” means the Election held for Mayor and all Councillors of the municipality which must be held in the year 2018 and in every fourth year thereafter.

“General voting day” means:

- (a) for a general local election, the third Saturday of October in the year of the election;
- (b) for other elections, the date set under Section 52 of the Local Government Act, and
- (c) for other voting, the date set under Section 174 of the Local Government Act.

“Jurisdiction” means, in relation to an election, the municipality for which it is held.

“Local Government” means the Village of Belcarra.

2. Application

- 2.1 This Bylaw shall apply to all general local elections, elections, and other voting in the Village of Belcarra.

3. Register of Resident Electors

- 3.1 For the purposes of all local elections and submissions to the electors under Part 3 and 4 of the *Local Government Act*, the most current available Provincial list of voters prepared under the *Election Act*, shall become the register of resident electors on the 52nd day prior to the general voting day for such elections and submissions to the electors.

4. Access to Nomination Documents

- 4.1 As authorized under Section 89 of the *Local Government Act*, public access to nomination documents delivered to the Chief Election Officer will be made available for public inspection at the Village office during its regular office hours from the time of delivery until 30 days after the declaration of the election results. These documents will also be available on the Village of Belcarra website within the same time frame.

5. Additional General Voting Opportunities

- 5.1 The Council authorizes the Chief Election Officer to establish additional general voting opportunities for general voting day for each general local election, election, or other voting, and to designate the voting place and voting hours within the limits set out in Section 106 of the Local Government Act, for such voting opportunities.

6. Required Advance Voting Opportunities

- 6.1 As provided under Section 107 of the Local Government Act, the following advance voting opportunities are established for each general local election, election, or other voting, to be held in advance of general voting day for each general local election, election, or other voting;
- (i) advance voting opportunities will be available at the Village of Belcarra Municipal Office, 4084 Bedwell Bay Road, Belcarra, B.C;
 - (ii) advance voting opportunities will be held on the following date: the tenth (10th) day before each general local election, election, or other voting before each general local election, election or other voting;
 - (iii) the voting hours at these advance voting opportunities will be 8:00 a.m. to 8:00 p.m. inclusive; and
 - (iv) in accordance with Section 107(2) of the Local Government Act [population of jurisdiction of less than 5000] a second voting opportunity will not be held in Belcarra.

7. Mail Ballot Voting

- 7.1 As authorized under Section 110 of the *Local Government Act* and any regulations under Section 168 (*election regulations*), a local government may, by bylaw, permit voting to be done by mail ballot and, in relation to this, may permit elector registration to be done in conjunction with this voting.
- 7.2 The only electors who may be permitted to vote by mail ballot are:
- a) persons who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity; and
 - b) persons who expect to be absent from the Village of Belcarra on General Voting Day and at the times of all advance voting opportunities.
- 7.3 The following procedures for voting and elector registration must apply:
- a) sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of Section 126 of the *Local Government Act*;
 - b) a person exercising the right to vote by mail under the provisions of Section 110 may be challenged in accordance with, and on the grounds specified in Section 126 of the *Local Government Act*, until 4:30 pm two days before general voting day.
- 7.4 The time limits in relation to voting by mail ballot will be determined by the Chief Election Officer.
- 7.5 As provided in the *Local Government Act* a mail ballot, to be counted, must be received by the Chief Election Officer before the close of voting on general voting day.

8. Order of Names on Ballot

- 8.1 The order of names of candidates on the ballot will be determined in accordance with Section 116 of the *Local Government Act*.

9. Number of Scrutineers at Voting Places

- 9.1 As authorized under Section 120(3) of the *Local Government Act*, the number of scrutineers for each candidate that may attend at an election is 2 scrutineers for each ballot box in use.

10. Resolution of Tie Votes After Judicial Recount

- 10.1 If at the completion of a judicial recount, the results of the election cannot be declared because there is an equality of valid votes for 2 or more candidates, the results will be determined by lot between those candidates.

11. Citation

- 11.1 This Bylaw may be cited as "Election Procedures Bylaw No. 515, 2018".
- 11.2 "Village of Belcarra Election Bylaw No. 370, 2005" and all amendments thereto are repealed in the entirety.

12. Severability

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

Read a First Time on March 26, 2018

Read a Second Time on March 26, 2018

Read a Third Time on March 26, 2018

ADOPTED by the Council on

Ralph Drew
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Council Indemnity Bylaw No. 515, 2018

Chief Administrative Officer



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



A bylaw to establish fees and charges for services and information.

PART 1 Title

This bylaw may be cited as the “Village of Belcarra Fees and Charges Bylaw 517, 2018.”

PART 2 Severability

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

PART 3 Previous Bylaw Repeal

The “Village of Belcarra Fees and Charges Bylaw No. 463, 2013” and all amendments thereto are repealed in their entirety.

PART 4 Fees and Charges

The Village imposes fees for the provision of services and information as specified in Schedules 1 to 13 inclusive.

Fees or charges imposed under this Bylaw for the provision of services or information will supersede fees or charges imposed under other bylaws or for other same services or information.

Schedules

Schedule 1	General Administration	Page 3
Schedule 2	Building Permit and Inspection Services	Page 4-8
Schedule 3	Business Licence Fees	Page 9
Schedule 4	Finance and Taxes	Page 10
Schedule 5	Engineering, Public Works, Permits and Services	Page 11-12
Schedule 6	Fire Prevention Fees	Page 13
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Schedule 8	Planning, Land and Development Services	Page 15-16
Schedule 9	Filming Permits and Services	Page 17
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Schedule 11	Grow Operation, Health, Nuisance and Safety Fees	Page 19
Schedule 12	Animal Control Fees	Page 20
Schedule 13	Waterworks Fees	Page 21-22

Read a first time on March 26, 2018

Read a second time on March 26, 2018

Read a third time on March 26, 2018

Adopted by Council on

Ralph Drew
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Fees and Charges
Bylaw 517, 2018

Chief Administrative Officer

Schedule 1 – General Administration

<u>General Documents and Services</u>	
Description	Fee
Comfort letter preparation	\$100.00
Belcarra Historical Book (Between Forest and Sea)	\$30.00
Belcarra Pennant Flag	\$20.00
Faxes (Outgoing/Incoming) 1 to 6 pages	\$15.00
Faxes – each additional page over 6	\$ 2.00
Photocopies, reports, studies, bylaws, minutes	\$2.00 per page
Building Bylaw	\$50.00
Official Community Plan Bylaw	\$75.00
Zoning Bylaw	\$75.00
Resident Decal	\$20.00
Routinely Available Records	
Locating and retrieving a record	\$30.00 per ¼ hour
Producing a record manually	\$30.00 per ¼ hour
Preparing a record for disclosure and handling a records	\$30.00 per ¼ hour
Copying photographs	\$150.00 plus actual cost of reproduction a deposit of \$150.00 required prior to work being done
Routinely available records, written request	If a fee for provision of a record will exceed or is estimated to exceed \$50.00, the applicant must pay the Village a deposit of 50% (fifty per cent) of the fee or the estimated fee before the Village processes the application.

Schedule 2a – Building Permit and Inspection Services

Permit Fees and Inspection Services	
Description	Fee
Building Permit Application Fee , includes Plumbing Permit	\$75.00/Construction up to \$5,000.00 value
	\$85.00/Construction over \$5,000.00 value
Simple Buildings or Structures	
Construction up to \$5,000.00 of value	\$20.00/\$1,000.00 (minimum fee \$75.00)
Construction \$5,001.00 to \$20,000.00 of value	\$11.00/\$1,000.00 plus \$50.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$9.00/\$1,000.00 plus \$600.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$7.00/\$1,000.00 plus \$1,000.00 base fee
Construction \$500,001.00 and over of value	\$6.00/\$1,000.00 plus \$2500 base fee
In cases of repairs to simple buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
Complex Buildings	
Construction up to \$5,000.00 of value	\$15.00/\$1,000.00 (minimum fee \$75.00)
Construction \$5,001.00 to \$20,000.00 of value	\$12.00/\$1,000.00 plus \$50.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$9.00/\$1,000.00 plus \$100.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$7.00/\$1,000.00 plus \$205.00 base fee
Construction \$500,001.00 and over of value	\$5.00/\$1,000.00 plus \$885.00 base fee
In cases of repairs to complex buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
Professional Plan Certification	When a building permit is issued in reliance upon the certification of a registered professional that the design and plans submitted comply with the building code the permit fee is reduced by 5% of the fees payable up to a maximum of \$500.
Temporary Building or Structure	
0 to 56m ² area of building footprint	\$75.00
Greater than 56m ² area of building footprint	\$150.00

Schedule 2a – Building Permit and Inspection Services, continued

<u>Building Permit and Inspection Services</u>	
Description	Fee
Building or Structure Demolition	
0 to 56m ² area of building footprint	\$75.00
greater than 56m ² area of building footprint	\$150.00
Building or Structure Move or Relocation	
0 to 56m ² area of building footprint	\$135.00 minimum plus \$60.00 per hour Inspector Fees if inspection exceeds 2 hours
greater than 56m ² area of building footprint	\$310.00 plus \$350.00 per hour Inspector Fees if inspection exceeds 2 hours
Examination of a building	\$210.00 plus \$120.00 per hour Inspector Fees if inspection exceeds 2 hours
Disconnection of municipal services, if applicable	\$150.00
Swimming Pools or Retaining Structures	
Construction up to \$5,000.00 of value	\$15.00/\$1000.00 (minimum fee \$75.00)
Greater than \$5,000.00 of value	\$15.00/\$1000.00 plus \$250.00 base fee
Chimney, Fireplaces and Solid Fuel Appliances	
Fireplaces, solid fuel appliances	\$360.00/appliance
natural or propane gas fired heating devices requiring a vent connection to the outdoors, except hot water storage tanks	\$120.00/appliance
Each chimney and pre-fabricated chimney	\$40.00/chimney
Each hot water storage tank or boiler vent	\$40.00/vent
Excavation or Site Preparation	
Foundation excavation or site investigation	\$300.00 (deducted from Building Permit Fee if application approved)
Building Site Services	
Driveway access and off street parking	\$100.00
New or replacement underground water services	\$40.00/10 metres of pipe
New or replacement underground storm sewer pipe	\$40.00/10 metres of pipe
On site catch basin, oil interceptor, sump or connection to a municipal utility.	\$40.00 each

Schedule 2a – Building Permit and Inspection Services, continued

<u>Building Permit and Inspection Services</u>	
Description	Fee
Plumbing Permit & Fixture Fees	
Plumbing Permit Application Fee , if separate from a Building Permit	\$45.00
Municipal Water Connection	See Schedule 13
Fixture fee, as defined by Bylaw and the BC Building Code	\$20.00 each fixture (minimum fee \$75.00)
Water storage tanks, check valves, outdoor showers	\$20.00 each
Swimming pool supply, drainage backflow preventer	\$80.00/pool
No Fixture but installation of soil, waste or drainage pipe	\$40.00/10 metres of pipe
Fire Sprinkler Heads – first 50 heads, per head	\$3.00
<ul style="list-style-type: none"> Minimum fee 	\$50.00
<ul style="list-style-type: none"> each additional HEAD 	\$3.00
Building Permit Extension	\$1,000.00
Building Permit transfer to new property owner	\$480.00
Penalties	
Double Permit Fees for construction prior to issuance of a Building Permit	Permit Fee (x 2) (maximum of \$5,000.00)
STOP WORK order posting	\$360.00 per order
STOP WORK order re-posting due to unauthorized removal	\$240.00 per order
DO NOT OCCUPY order posting	\$240.00 per order
DO NOT OCCUPY order re-posting due to unauthorized removal	\$240.00 per order
Plan Review/Miscellaneous Inspection Fee	
Re-inspection fee for each inspection after the second consecutive inspection	\$60.00 per hour 3 rd inspection - \$120.00 per hour 4 th inspection - \$240.00 per hour 5 th inspection - \$360.00 per hour 6 th inspection – \$720.00 per hour
Building Inspector, inspection fee for undefined inspections	\$60.00 per hour
Emergency Inspections outside regular office hours	\$120.00 per hour
Plan review for a design modification after Building Permit issuance	\$120.00 per hour
Equivalency Report review	\$120.00 per hour

Schedule 2a – Building Permit and Inspection Services, continued

<u>Building Permit and Inspection Services</u>	
Description	Fee
Security Deposits (Cash, Cheque or Certified Cheque)	
Construction security deposit	0.75% constructed value
Temporary building security deposit	\$10.75 x constructed value
Move or relocate a building or structure - an additional security	\$20,000.00
Work near High Precision Network survey monuments	\$7,000.00
Secondary Suites	
Decommissioning – application fee	\$50.00
Decommissioning – inspection fee	\$100.00
Address Change	
Address Change - When an owner requests a new address	\$300.00

Schedule 2b – Building Permit and Inspection Services

<u>Building Department Documents & Services</u>	
Description	Fee
Building and Property Record Search	
Record Searches where it is determined by the Department Head that research could involve staff time in excess of 15 minutes	
<ul style="list-style-type: none"> • Building Permits (single family, duplex buildings, accessory suites, civic or institutional buildings) • Board of Variance rulings • Development Variance rulings 	
First Hour	\$100.00
	a deposit of \$200.00 required prior to work being done
Each additional 15 minutes or portion thereof	\$25.00
Building Plan Reproduction	
Offsite copying or larger than 279mm x 431mm (11" x 17")	\$150.00 plus actual cost of reproduction
	a deposit of \$150.00 required prior to work being done
File Notice on Title, pursuant to section 57 of the Community Charter	\$300.00
Cancel Notice on Title, pursuant to section 58 of the Community Charter	\$300.00
Property Title Search	\$75.00

Schedule 3 – Business Licence Fees

<u>Business Licence Category</u>	
Description	Fee
Home Occupation	
Arts and Crafts	\$100.00
Professional Services	\$100.00
Trades Person	\$100.00
Food Caterers	\$100.00
Unclassified	\$100.00
Special Event Permit	\$195.00
Non-Resident Business	
Media Service	\$100.00
Trades Person	\$100.00
Contractor	\$100.00
Unclassified	\$100.00

Note: Business Licence Fees are Pro Rated at 50% after July 31st

Schedule 4 – Finance and Taxes

<u>Finance, Taxes, Documents and Services</u>	
Description	Fee
Fee for returned cheque (NSF, Stop Payment, Dishonored cheque) or Electronic Fund Transfer (Tax Prepayment Plan)	\$100.00
Interest on Overdue Accounts Receivable	2% / month
Mortgage listing for bank per folio	\$50.00
Tax Certificate statement	\$75.00 per folio
Tax Certificate statement, same day service if request made before 3:00 pm	\$100.00 per folio
Tax bill reprints (per year requested)	\$50.00
Tax refund to owners, banks, mortgage companies, other third parties	\$100.00

Schedule 5 – Engineering, Public Works, Permits and Services

<u>Engineering/Public Works Documents and Services</u>	
Description	Fee
Map Photo Copy Fees	
215mm x 279mm (8 ½" x 11")	\$2.00
279mm x 355mm (11" x 14")	\$2.50
279mm x 431mm (11" x 17")	\$3.00
Offsite copying or larger than 279mm x 431mm (11" x 17")	\$80.00 plus actual cost of reproduction a deposit of \$80.00 required prior to work being done
Highway Encroachment Agreements	
Highway Encroachment Application or Renewal	\$400.00
Highway Encroachment Agreement annual fee (single wharf)	\$100.00
Highway Encroachment Agreement annual fee (group wharf)	\$200.00
Highway Encroachment Agreement annual fee (other uses)	\$3.00 per square foot, \$100.00 minimum fee
Midden Road Gate Access Agreement (refundable Deposit)	\$100.00
Permits	
Municipal Road Allowance Permit application, temporary use (less than 60 days)	\$100.00
Municipal Road Allowance Permit application, permanent use (more than 60 days)	\$200.00
Municipal Road Allowance Permit Tree Removal Security Deposit	Equal to contractor's quote including taxes, plus 25% of quote
(Amended as per Bylaw 475, 2014)	
Municipal Road Allowance Permit Security Deposit – Works within 20 feet from watermain, road, storm sewer or drainage area	\$1,500.00 plus 25%
Municipal Road Allowance Permit Security Deposit – Works greater than 20 feet from watermain, road, storm sewer or drainage area	\$500.00 plus 25%
Driveway Access Permit fee	\$100.00
Tree Cutting Permit (Bylaw 110)	\$200.00
Wharf Application fee	\$2,000.00

Schedule 5 – Engineering, Public Works, Permits and Services, continued

<u>Public Works Fees and Charges Rates</u>	
Municipal Inspection Fees	\$100.00/hour
Municipal Management (Amended as per Bylaw 475, 2014)	\$75.00/hour
Public Works Maintenance Worker (Amended as per Bylaw 475, 2014)	\$60.00/hour
Contract Compactor Operator	\$30.00/hour
Municipal dump truck	\$75.00/hour
Municipal snow plow	\$10.00/hour
Municipal salt spreader	\$15.00/hour
Municipal breaker	\$10.00/hour
Municipal tractor	\$100.00/hour
Municipal flail mower	\$25.00/hour
Municipal generator	\$25.00/hour
Municipal chain saw	\$25.00/hour
Municipal Deck Crane	\$10.00/hour
Municipal cement mixer	\$25.00/hour
Municipal air compressor & air tools	\$25.00/hour
Materials and supplies	Cost + 20%
Rental equipment	Rental Rate + 20%
Consultants	Consultant cost + 20%
Contractors	Cost + 20%

Note: Public Works Fees and Charges Rate – minimum 2 hours for municipal equipment and personnel. Personnel overtime @ 1.5x time after 8 hours, 2x time after 12 hours.

Schedule 6 – Fire Prevention Fees

<u>Fire Permit Application/Permit Fees</u>	
Description	Fee
Class "A" Permit	
Land clearing, large clean-up, Machine feed fires	\$500.00/max. 3 days
Class "B2" Permit	
Theatrical and Special event fire permits	\$100.00/Event
Class "B1" Permit	
Light clean-up fires, (during designated open burning periods)	\$25.00/max. 3 days
Class "C2" Permit	
Incinerator (during designated open burning periods)	\$25.00/max. 3 days
Class "C1a" Permit	
1 to 5 sites, camp fire permits during designated open burning periods, ceremonial fires & religious fires	\$25.00/burning period
Class "C1b" Permit	
More than 5 sites, camp fire permits during designated open burning periods, ceremonial fires & religious fires	\$50.00/burning period
Fire Watch Charges	
Sasamat Volunteer Fire Department Fire Watch	per SVFD Operating Guidelines
Other Agency Fire Watch	per Other Agency's charge out rate schedules

Schedule 7 – Municipal Property Rentals

<u>Permit to Use or Occupy Municipal Buildings or Lands</u>	
Description	Fee
Rental Application fee	\$200.00 (non-refundable)
Security deposit	\$800.00 min (or 4 times the rental rate)
Cancellation of an issued rental permit	75% of the rental fee
Disruption of Municipal Office use due to rental	\$200.00 per hour
Assembly hall / Council Chamber	\$300.00 per 8 hours + 4hr. set-up and clean-up
Assembly hall / Council chambers pre/post setup/clean-up	\$100.00 per additional hour.
Municipal Offices	N/A
Municipal parking lot (if not part of assembly hall booking)	\$300.00 for 4 hours
Public Works Yard	N/A
Public Works Building	N/A
Recycle Depot	\$1,000.00 for 4 hours + costs to supply temporary containers + 20 % overhead
Municipal property or leased lands not referenced above	\$1.00 per square meter per 24 hours
Clean-up or Repairs after Rental Use	
Janitorial services clean-up	\$200.00
Municipal staff clean-up	\$200.00 per hour per staff member
Contracted clean-up	Invoiced cost + 50% overhead
Damage repairs done by staff	Per Schedule 5
Contracted damage repair	Invoiced cost + 50% overhead
Contracted security	Invoiced cost + 50% overhead
Repair supplies or replacement items	Invoiced cost + 50% overhead
Use of municipal equipment	Per Schedule 5
Other contracted costs	Invoiced Cost + 50% overhead

Schedule 8 – Planning, Land and Development Services

Development Application Fees	
Description	Fee
Board of Variance application	\$475.00
Board of Variance application refund – if withdrawn prior to initiation of public notification process	85% of application fee
Board of variance application refund – if withdrawn after to commencement of public notification process and prior to Board Hearing	70% of application
Official Community Plan (OCP) Amendment	\$3,000.00
Zoning Amendment (1 – 10 lots)	\$3,000.00
Zoning Amendment (11 or more lots)	\$210.00 for each additional lot
Public Hearing advertising (payable at time of application)	\$800.00 refunded if application does not proceed to a Public Hearing
Public Hearing fee (payable at time of application)	\$800.00 refunded if application does not proceed to a Public Hearing
OCP, Zoning, Subdivision referral to Sasamat Volunteer Fire Department (SVFD)	Actual costs per SVFD Policy
Subdivision Applications	
Fee simple, Bareland Strata, Strata Conversion, base fee for 3 or fewer lots	\$1,600.00
Fee simple, Bareland Strata, Strata Conversion, base fee for 3 or fewer lots when proposed subdivision is water access only	\$2,500.00
Subdivision additional fee for every lot to be created beyond 3	\$85.00
Subdivision lot line adjustment/consolidation	\$700.00
Preliminary Layout Review Fee	Additional costs associated to the subdivision over and above the preliminary subdivision application fee due within 90 days subsequent to issuance of preliminary layout review.
Subdivision Preliminary Layout Review renewal or extension fee, without changes to the plan	\$350.00
Final subdivision approval	\$500.00 plus any additional costs associated to the subdivision over and above the preliminary subdivision application fee
Engineering services review and plan approval fee	3.5% of approved estimated costs of works and services
Development Variance Permit (DVP)	\$1,275.00

Schedule 8 – Planning, Land and Development Services, continued

<u>Planning, Land and Development Services</u>	
Description	Fee
Copy of a document registered on property title	\$100.00
Section 219 <i>Land Title Act</i> document registration	<p>\$500.00 for standard agreement</p> <p>or</p> <p>\$500.00 plus reimbursement of legal fees incurred where staff have to consult the Municipal Solicitor due to non-standard terms, complexity or site specific considerations</p> <p>and full reimbursement of survey costs and Land Title registration fees incurred by the Municipality.</p>
Section 219 <i>Land Title Act</i> document discharge	<p>\$200.00 for first two hours of research, including preparation and execution of the Form C by the Municipality</p> <p>and \$100.00 per hour or part of an hour in excess of two hours research under the above</p> <p>and full reimbursement of legal fees incurred where staff have to consult the Municipal Solicitor due to complexity.</p>

Schedule 9 – Filming Permits and Services

<u>Filming Permits and Services</u>	
Description	Fee
Community Filming application fee	\$350.00
Municipal Facility Filming application fee	\$350.00
Personnel	
Public Works labourer	Per Schedule 5
Others as required to facilitate permit	Per Schedule 5
Vehicles (per hour or part thereof):	
Public Works, Parks	Per Schedule 5
Municipal Truck	Per Schedule 5
Tractor	Per Schedule 5
Buildings and Land (per day or part thereof):	
Municipal Hall	Per Schedule 7
Hall Area	Per Schedule 7
Office Area	N/A
Public Works	N/A
Building	Per Schedule 7
Yard	Per Schedule 7
Belcarra Regional Park Gate Access	\$800.00

Note: It is recognized that use of Municipal facilities, personnel and equipment is dependent upon availability and may be withdrawn without notice or liability should the Municipality require.

Schedule 10 – Recycling and Garbage Collection and Removal

<u>Recycling and Garbage Collection and Removal</u>	
Description	Fee
Authorized User (per parcel of real property improved or unimproved)	\$304.00 per annum
Authorized User (non-resident)	\$304.00 per annum
Accessory Suite (additional dwelling unit)	\$304.00 per annum
Roadside Tree Chipping	
a) first 4 cubic metres (128 ft ³) of material	No charge
b) each additional 4 cubic metres (128 ft ³) of material metres of vegetation	\$25.00 each pile (maximum 3 piles or 12 cubic metres of vegetation)
Large Item Pickup pile items measuring 4' x 4' x 4' (64 cubic feet)	\$50.00 per pile (maximum 3 piles)
Unauthorized Dumping of Banned Material, Trade Waste, Hazardous Waste, Landscaping or Garden Waste	
Flat Rate Disposal	\$100.00 + Disposal costs
Municipal disposal of unauthorized material/waste	Per Schedule 5
Security Token Additional/replacement security	\$75.00 each
Reactivation of Deactivated Security Token	\$75.00 each
Reactivation on Replacement of Malfunctioning Security Token	No Charge

Schedule 11 – Grow Operation, Health, Nuisance and Safety Fees

<u>Grow Operation, Health, Nuisance and Safety Fees</u>	
Description	Fee
1. Each time the Village enters on a Parcel to inspect in the exercise of the Village's authority to regulate, prohibit or impose requirements under Grow Operation, Health, Nuisance and Safety Bylaw No 362, 2004 as amended, or another enactment, the Owner must pay the Village an administration and inspection fee of:	a) \$500.00
	b) an additional \$2,500.00 for a subsequent inspection undertaken if the Owner or occupier has failed to undertake action ordered by the Fire Chief, the Village or a person authorized under the Grow Operation, Health, Nuisance and Safety Bylaw No 362, 2004 as amended, to order the action
2. before confirmation is provided under Section 18(c) under Bylaw No 362, 2004 the Owner must pay to the Village	a) \$500.00 for the first inspection
	b) \$2,500.00 for an inspection with an architect or professional engineer to certify that the subject Building may be occupied under applicable enactments, if the Owner has not first engaged his or her own architect for that purpose
3. Special safety inspection paid prior to inspection	\$500.00
4. Re-occupancy Permit Inspection	\$500.00 per inspection
5. Re-occupancy Permit Issuance	\$500.00

Schedule 12 – Animal Control Fees

<u>Animal Control Fees</u>	
Description	Fee
Animal Impoundment - 1 st offence	\$200.00
Animal Impoundment - 2 nd offence	\$400.00
Animal Impoundment – 3 rd offence or subsequent offence	\$600.00
Animal Boarding costs per day or portion of day	Actual costs + \$200.00
Veterinary attention for an impounded animal	Actual cost + \$200.00

Schedule 13 – Waterworks Fees

<u>Waterworks Fees</u>	
Description	Fee
Water Service Connection Permit	
Service Connection Application and Inspection – domestic	\$750.00
Service Connection Application and Inspection – fire sprinkler system	\$750.00
Fire Hydrant Use Permit	
Fire Hydrant Use Permit Application	\$200.00
Fire Hydrant use fee	\$60.00 per day
Fire Hydrant reconnection fee – additional charge if permit needs to be extended and the holder fails to give 1 working day notice of the extension request to the municipality	\$200.00
Fire Hydrant Use Security Deposit (certified cheque or letter of credit)	\$2,000.00
Permit Application Refunds	
Refunds requested prior to Permit Issuance	\$50.00 processing fee deducted
Pressure Booster System	
Pressure Booster System Application and Inspection	\$500.00
Private Hydrant	
Private Hydrant Application and Inspection	\$500.00
Re-inspection Fee	
Re-inspection fee for each inspection after the second consecutive inspection	\$100.00 per hour
Service Call – After Hours	
Service Call – After Hours	\$300.00 each call
Service Disconnection	
Permanent Disconnection	\$1,000.00
To turn water off for Temporary Disconnection	\$150.00
Service Reconnection	
To turn water on after a Temporary Disconnection	\$150.00
Sprinkling Permit	
Sprinkling Permit Application	\$100.00
Sprinkling Permit – per day fee October 15 to May 1	\$50.00
Sprinkling Permit – per day fee May 1 to October 15	\$100.00

Schedule 13 – Waterworks Fees, continued

<u>Waterworks Fees</u>	
Use Fee	
Basic Fee – Fire Protection (prorated upon date of permit for Use Fee Domestic or Use Fee Fire Sprinkler System)	\$591.00
Use Fee – Domestic (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$878.00
Use Fee – Fire Sprinkler System (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$878.00
Use Fee Penalty and Interest	
Penalty on Unpaid Basic and Use Fee	10% of all portion unpaid after due date
Interest on Unpaid Basic and Use Fee and unpaid penalty after December 31	calculated at the rate and in the manner prescribed for tax in arrear or delinquent by the Lieutenant Governor in Council until paid or recovered
Water Meters	
Water Meter larger than 25 mm Application and Inspection	\$500.00



RECEIVED

MAR 23 2018

National Health & Fitness Day

FILE NO. 0630-01

Hello,

Congratulations for being one of the 303 communities across Canada which has proclaimed the first Saturday in June as, National Health and Fitness Day.

On behalf of Senator Nancy Greene Raine, I write to inquire about your community's plans for National Health and Fitness Day which, this year, is Saturday June 2nd.

I am contacting you on behalf of Senator Nancy Greene Raine, to inquire about your community's plans for National Health and Fitness Day – which is taking place Saturday June 2nd, 2018.

The goal of this initiative is to make Canada the Fittest Nation on Earth! We understand that to accomplish this goal we need the grassroots support of communities such as your own.

Many of the proclaimed communities mark the day by offering health and fitness related programming, and we are wondering if your community has begun planning any activities for the day.

If you are looking for ideas and resources, I encourage you to visit our website www.NHFDcan.ca.

We look forward to hearing about what plans you have in store for this year!

For more information contact me at 613-995-0307 or Marilyn McIvor at 613 402 5154.

Best regards,

Justin Bergamini

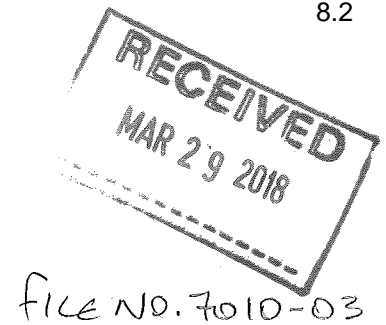
Administrative Support Assistant
Office of Senator Nancy Greene Raine

PS. Please Save the Date for the Annual National Health and Fitness Day Fun Run/Walk at 07:00 hours in Halifax, near the FCM meeting on Saturday, June 2. Join Senator Nancy Greene Raine, other Mayors and Councils, partners and friends for this scenic bit of physical activity.



March 29, 2018

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



Dear Mayor Drew and Council,

RE: E-Comm Board of Directors Designate — 2018-2019 Term

The Annual General Meeting (the "Meeting") of the Shareholders (Members) of E-Comm *Emergency Communications for British Columbia Inc.* ("E-Comm") will be held on Thursday, June 21, 2018 and, at that time, the Board of Directors will be appointed by the shareholders for the 2018-2019 term.

At present, City of New Westminster Councillor Mary Trentadue represents Coquitlam, Belcarra, New Westminster, Port Coquitlam and Port Moody on our Board of Directors. Pursuant to Section 4.2.1.5 of the E-Comm Members' Agreement, the above entities are entitled to designate one mutually-agreed upon individual for election to the Board of Directors of E-Comm. For the grouping's information we have attached a historical list of the directors nominated by your grouping.

The Board of E-Comm is focused on good governance and we are looking for effective directors for the benefit of all shareholders. An effective director will have competencies in many, or most, of the following areas: Knowledge of E-Comm or the public-safety industry, knowledge of the role of a board, analytical skills including financial acumen, leadership skills, good communication skills, sound judgment, high integrity and the ability to influence others.

The E-Comm Board of Directors meets five times per year and provides oversight of the business and affairs of the company. Two additional sessions are also held annually for strategic planning and board education. There are three standing committees of the board (Audit, Governance and Human Resources and Compensation), each meeting five times per year. Participation on committees is voluntary, but recommended.

Although shareholders are required to elect directors every year at our Annual General Meeting, there is no limit on the number of terms any one director can serve. Indeed, we believe that it is in all shareholders' best interest when a director can serve multiple terms.

Because your municipality/organization is among a designated group of Members, **we respectfully request that you confer with the others members of your grouping to establish a mutually-agreeable nominee prior to informing us of your nominee.** This will help to ensure a smooth nomination process.

We request that you advise the undersigned with written confirmation by May 18, 2018, of the name and contact information of your mutually-agreed upon nominee to the E-Comm Board.

A question/answer document is enclosed in this package and includes a sample motion confirming your nomination, if required.

Please note that nominating a director is a separate process from designating a representative to vote your shares at the Annual General Meeting (AGM) in June. As such, I will be contacting the Village of Belcarra again in May with information on the AGM and requesting that you designate one individual to attend the Annual General Meeting of the Shareholders for the purposes of voting the Village of Belcarra's shares.*

Yours truly,



Jody Robertson
Corporate Secretary

t | 604-215-4956
e | jody.robertson@ecomm911.ca

cc Councillor Mary Trentadue, City of New Westminster

*Our records indicate the following shares are held by the group to which you belong:

	Class A	Class B
Village of Belcarra	-	3
City of Coquitlam	2	1
City of New Westminster	1	1
City of Port Coquitlam	2	1
City of Port Moody	1	1

Attachment

2018-2019	(To be appointed June 21, 2018)
2017-2018	(Mary Trentadue, New Westminster)
2016-2017	(Mary Trentadue, New Westminster)
2015-2016	(Mary Trentadue, New Westminster)
2014-2015	(Diana Dilworth, Port Moody)
2013-2014	(Diana Dilworth, Port Moody)
2012-2013	(Diana Dilworth, Port Moody)
2011-2012	(Barrie Lynch, Coquitlam)
2010-2011	(Barrie Lynch, Coquitlam)
2009-2010	(Barrie Lynch, Coquitlam)
2008-2009	(Calvin Donnelly, New Westminster)
2007-2008	(Calvin Donnelly, New Westminster)
2006-2007	(Calvin Donnelly, New Westminster)
2005-2006	(Scott Young, Port Coquitlam)
2004-2005	(Jon Kingsbury, Coquitlam)
2003-2004	(Jon Kingsbury, Coquitlam)
2002-2003	(Joe Trasolini, Port Moody)
2001-2002	(Scott Young, Port Coquitlam)
2000-2001	(Jon Kingsbury, Coquitlam)
1999-2000	(Jon Baillie, Port Coquitlam)

File NO. 7200-02

**Sasamat Volunteer Fire Department
Board of Trustees**

Wednesday, March 21, 2018

7:00 – 9:00 PM

Anmore Village Hall

2697 Sunnyside Road, Anmore

Chair:	Councilor Darrell Penner	MV Board	P
Note Taker:	Diana Bennett	Metro Vancouver	P
Members:	Councilor Bruce Drake	Village of Belcarra	P
	Mayor Ralph Drew	Village of Belcarra	P
	Councilor Jennifer Glover	Village of Belcarra	A
	Mayor John McEwen	Village of Anmore	P
	Councilor Kim Trowbridge	Village of Anmore	P
	Councilor Paul Weverink	Village of Anmore	P
Staff:	Rob Nicholls	Metro Vancouver	P
	Fire Chief Jay Sharpe	Fire Chief	P
	District Fire Chief Dave Gregory	Anmore District Chief	A
	District Fire Chief Jol Drake	Belcarra District Chief	A

MINUTES

Call to order 7:14 pm

Item #	Item	Status
1.	<p><u>Approval of Agenda:</u></p> <p>MOTION: to approve the Agenda as distributed.</p> <p>Moved and seconded</p>	Carried
2.	<p><u>Housekeeping Items and Metro Vancouver Updates:</u></p> <p>WASP Sprinkler Protection System</p> <ul style="list-style-type: none"> Rob Nicholls wanted to share with this Board a product that has been promoted in the area where he lives. The single greatest threat to many in our communities is Wildland / Interface Fire This product is an easy to use sprinkling system that can be used by residents to protect their homes from windblown burning embers http://www.waspwildfire.com/the-wasp/wasp-gutter-mount-sprinkler-system/ <p>RCM SAR – Response; Belcarra/Boulder Island</p>	

**Sasamat Volunteer Fire Department
Board of Trustees**

March 21, 2018

Page 2

	<ul style="list-style-type: none">The SVFD can now officially task Royal Canadian Marine Search & Rescue boats to assist in response for water access communities and within Electoral Area A such as Bowyer, Boulder & Passage Island and Indian Arm. <p>MOTION: to receive the reported updates</p> <p>Moved and seconded</p>	CARRIED
3.	<p><u>Fire Chief's Report</u></p> <p>Equipment</p> <ul style="list-style-type: none">Engine 1 has an oil leak and was out of service for several days. <p>Halls and Grounds</p> <ul style="list-style-type: none">Both Fire Halls were inspected last year and no major deficiencies were found.Recently it was found that there has been a major water leak from the roof at Belcarra Fire Hall that has created a serious rot issue in one of the walls. Chief Sharpe is currently requesting submissions from contractors to fix the roof and wall.Mayor Drew recommends a contractor that is currently doing work in Belcarra and will share the name with Chief Sharpe. <p>Training</p> <ul style="list-style-type: none">A resident of Belcarra who is a City of Vancouver Fire Fighter has offered to assist with training on the new ladder truck. He has worked on these trucks for the past 10 years and knows them well. <p>Old Business</p> <ul style="list-style-type: none">An update for costs to join the Regional Radio System was distributed. Chief Sharpe suggested we wait for a couple of years before considering joining. <p>Reports and Information</p> <ul style="list-style-type: none">Call-outs as of March 10th<ul style="list-style-type: none">2 FIRES12 MESA1 MVI1 OtherThis is an average year so far. <p>MOTION: to receive the Fire Chief's Report</p> <p>Moved and seconded</p>	CARRIED

**Sasamat Volunteer Fire Department
Board of Trustees**

March 21, 2018

Page 3

4.	<p><u>New Business</u></p> <p>Recently acquired X-COV Quint – Update and Payment from Reserves</p> <ul style="list-style-type: none">• Metro Vancouver was the successful bidder on the City of Vancouver Quint that we were interested in purchasing.• The cost was only \$10,900.• The Quint required a CVSI Inspection before it could be registered and it passed with no problems.• The Pump was tested for UL Standard Certification. The pump will require only minimal work (approximately \$3000) to pass Certification.• The Ladder required non-destructive testing. Again, it will require only minimal work (approximately \$3000) to pass Certification.• Chief Sharpe and Rob Nicholls are moving forward with having these repairs done.• The most expensive repair may be painting depending on what is required. The truck looks to be in good shape. Quotes have not been received yet.• Because the truck was purchased but not budgeted for in the 2018 budget process, we need a resolution to go to the Metro Vancouver Board to authorize payment in the 2018 budget by lowering the contribution the Equipment Reserves. <p>MOTION: That the MVRD Board direct staff to purchase and certify a used Quint fire truck, up to \$50,000, using 2018 SVFD operating funds and reduce the 2018 contribution to the SVFD Equipment reserve by that amount.</p> <p>Moved and seconded</p> <p>Seismic Condition Assessment proposal, Fire halls</p> <ul style="list-style-type: none">• Discussion around the soliciting of proposals for the Seismic and Condition Assessments of the two fire halls. Chief Sharpe and Metro Vancouver reviewed the proposals and recommend awarding to Johnston Davidson. <p>MOTION: That the SVFD Board of Directors direct MV staff to enter into a contract as per the proposal dated February 25, 2018 with the successful proponent, Johnston Davidson, to prepare a report on the condition and needs assessment of the two fire halls located in the communities of Belcarra and Anmore.</p> <p>Moved and seconded</p>	<p>Carried</p> <p>Carried</p>
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**Sasamat Volunteer Fire Department
Board of Trustees**

March 21, 2018

Page 4

5.	<u>Next Meeting</u> <ul style="list-style-type: none">• Next meeting will be held on Thursday, July 5, 2018.	
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Meeting Adjourned at 8:30 pm


THE RESORT MUNICIPALITY OF WHISTLER

4325 Blackcomb Way
Whistler, BC Canada V0N 1B4
www.whistler.ca

TEL 604 932 5535
TF 1 866 932 5535
FAX 604 935 8109

Lower Mainland LGA
60-10551 Shellbridge Way
Richmond, BC V6X 2W9

File: 4700.50

FILE NO. 0450-01

Sent via email

March 23, 2018

Re: 2018 Resolution – Collection of Unpaid Bylaw Fines

Please be advised that the Resort Municipality of Whistler submits the following resolution for the 2018 LMLGA Annual General Meeting:

**Collection of unpaid bylaw fines
Resort Municipality of Whistler**

WHEREAS municipalities loses a significant amount of non-tax revenue annually because of unpaid bylaw fines;

AND WHEREAS non-tax revenue sources such as a bylaw fines help offset costs to municipal services and reduce the property tax burden on residents.

AND WHEREAS the current methods available to Municipalities for the collection of bylaw fines are slow, expensive and labor intensive;

AND WHEREAS the collection of bylaw fines with the cooperation of the Province and the Insurance Corporation of BC will ensure prompt payment of any unpaid bylaw fines;

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request that the Province and the Insurance Corporation of BC collect outstanding bylaw fines on behalf of municipalities at the time of auto insurance and/or driver's licence renewal.

The background report: Collection of unpaid bylaw fines is included for your information.

Thank you.

Original Signed on file

Kevin Creery
Protective Services Planning Analyst



REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: March 20, 2018 **REPORT:** 18-029
FROM: Corporate and Community Services **FILE:** 4700.50
SUBJECT: LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION – RESOLUTION
FOR CONSIDERATION – COLLECTION OF UNPAID BYLAW FINES

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Corporate and Community Services be endorsed.

RECOMMENDATION

That Council approve the draft resolution attached to this report as Appendix “A” to be sent to the Lower Mainland Local Government Association regarding the collection of unpaid bylaw fines; and

That Council endorse that a letter be sent to the Insurance Corporation of BC regarding the collection of unpaid bylaw fines in response to the Insurance Corporation of BC Rate Fairness Survey.

REFERENCES

Appendix “A” – Draft LMLGA 2018 resolution

“B” – Draft letter to ICBC Rate Fairness Survey

PURPOSE OF REPORT

The purpose of this Report is to provide Council with a proposed resolution to be submitted by the Resort Municipality of Whistler (RMOW) for consideration by the Lower Mainland Local Government Association (LMLGA) at their annual conference taking place May 9 to 11, 2018. Council is also asked to consider sending a proposed letter to the Insurance Corporation of BC (ICBC) regarding the collection of unpaid bylaw fines in response to the ICBC Rate Fairness Survey.

DISCUSSION

COLLECTION OF UNPAID BYLAW FINES

Staff have discussed the limited options available to local governments to collect unpaid bylaw fines during the development of the Bylaw Notice Enforcement Bylaw. Collection of unpaid bylaw fines is a significant issue for local governments in British Columbia. The Union of BC Municipalities (UBCM) has raised concerns in the past with the Province regarding collection of unpaid fines. The City of Vancouver has close to 6 Million dollars in unpaid fines as of 2016. Unpaid bylaw fines are an issue relevant to a number of local governments in British Columbia.

If bylaw fines are unpaid after 90 days, staff can send the unpaid fines to collection agencies. The collection agencies split the fines recovered by taking a percentage of the unpaid fine amount. There is no guarantee that the fines will be collected by a collection agency.

Under Sections 260 to 262 of the *Community Charter*, municipalities have broad authority to recover unpaid amounts, including prosecution and enforcement by civil court proceedings. Small claims court is an option as well and a payment hearing through the courts can be arranged to require a debtor to repay any unpaid bylaw fines. Staff can file payment hearing requests online but they still have to serve the debtor in person which adds to costs. These payment hearings have to be filed individually and this process takes 2-3 days of staff time to complete including attending the payments at the North Vancouver courts.

If a person has multiple parking tickets and does not pay their fines, bylaw staff can request that the vehicle is towed if the vehicle is parked on public property. The person would then owe the tow fee to recover their vehicle.

Staff would like to request that ICBC collect any unpaid bylaw fines on behalf of municipalities at the time of auto insurance or driver's licence renewal. This would lead to more bylaw fines being collected and would increase the non-tax revenue for the municipalities. A revenue sharing agreement with ICBC could be entered into where the revenue from collected unpaid bylaw fines would be shared between ICBC and the municipalities. This would ensure that there is some revenue generation for ICBC and also there would be no additional financial burden on ICBC with the proposed changes. Another option would be that ICBC charge an administration fee to cover costs that the debtor would pay at the time of insurance or driver's licence renewal.

ICBC currently has a "Rate Fairness" survey that the RMOW can provide comments regarding our above request. Staff has drafted a letter in Appendix B to suggest the above request as an official comment from the RMOW in the "Rate Fairness" survey.

The purpose of submitting this resolution to LMLGA and letter to ICBC is to collect any unpaid bylaw fines. The LMLGA conference is May 9-11, 2018 in Whistler. Deadlines for resolutions to LMLGA is March 23, 2018.

Based on the above, and in accordance with the LMLGA's submission requirements for resolutions, Staff have prepared a draft resolution for Council's consideration attached in Appendix A. A draft letter to ICBC from the Mayor is attached in Appendix B.

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Finance	Resort community partners work together to identify shared spending priorities, share resources, and leverage funds and financing opportunities.	There is an opportunity for an increase in non-tax revenue in collecting unpaid bylaw fines.

The draft resolution and letter to ICBC does not move our community away from any of the adopted Whistler2020 Descriptions of Success.

OTHER POLICY CONSIDERATIONS

None.

BUDGET CONSIDERATIONS

There are no budget considerations.

SUMMARY

Collecting unpaid bylaw fines through ICBC would help improve bylaw compliance and increase non-tax revenue. The purpose of submitting the LMLGA resolution and letter to ICBC is to collect unpaid bylaw fines owed to BC municipalities including the RMOW.

Respectfully submitted,

Kevin Creery

PLANNING ANALYST

PROTECTIVE SERVICES

For

Norm McPhail

GENERAL MANAGER OF CORPORATE AND COMMUNITY SERVICES

APPENDIX A – Draft LMLGA 2018 Resolution

COLLECTION OF UNPAID BYLAW FINES

WHEREAS municipalities lose a significant amount of non-tax revenue annually because of unpaid bylaw fines;

AND WHEREAS non-tax revenue sources such as a bylaw fines help offset costs to municipal services and reduce the property tax burden on residents;

AND WHEREAS the current methods available to Municipalities for the collection of bylaw fines are slow, expensive and labor intensive;

AND WHEREAS the collection of bylaw fines with the cooperation of the Province and the Insurance Corporation of BC will ensure prompt payment of any unpaid bylaw fines;

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request that the Province and the Insurance Corporation of BC collect outstanding bylaw fines on behalf of municipalities at the time of auto insurance and/or driver's licence renewal.



THE RESORT MUNICIPALITY OF WHISTLER

4325 Blackcomb Way
Whistler, BC Canada V0N 1B4
www.whistler.ca

TEL 604 932 5535
TF 1 866 932 5535
FAX 604 935 8109

ICBC Rate Fairness Survey
Sent via email:
citizenengagement@gov.bc.ca

March 20, 2018

David Eby
Attorney General of BC

Dear Minister Eby,

Thank you for the opportunity to comment on the ICBC Rate Fairness Survey.

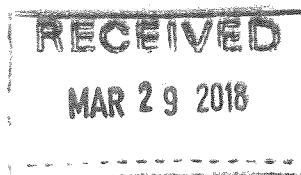
The Resort Municipality of Whistler (RMOW) would like to offer a solution to generate some additional revenue for the Insurance Corporation of BC (ICBC). Municipalities lose a significant amount of non-tax revenue annually because of unpaid bylaw fines. Non-tax revenue sources such as bylaw fines help offset costs to municipal services and reduce the property tax burden on residents. The collection of bylaw fines with the cooperation of the Province and the Insurance Corporation of BC will ensure prompt payment of any unpaid bylaw fines. We request that the Province and the Insurance Corporation of BC change legislation to allow ICBC to collect outstanding bylaw fines at the time of auto insurance or driver's licence renewal.

A revenue sharing agreement with ICBC where the collected unpaid bylaw fines would be shared between ICBC and the municipalities would be beneficial to each organization. In addition, ICBC could charge an administration fee to debtors to recover any costs associated with collecting unpaid bylaw fines.

Partnering with the Province and ICBC to recover unpaid bylaw fines would help generate some additional non-tax revenue for both ICBC and Municipalities to ensure rate fairness. We would be happy to discuss our request further with the Province and ICBC at your convenience.

Sincerely,

Mayor
Nancy Wilhelm-Morden
Resort Municipality of Whistler



Office of the Chair
Tel. 604-432-6215 Fax 604-451-6614

File: CR-12-02
Ref: RD 2018 Feb 23

MAR 29 2018

Mayor Ralph Drew and Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra BC V3H 4P8
VIA EMAIL: rdrew@belcarra.ca

file NO. 0470 - 01

Dear Mayor Drew and Council:

Re: Shaping our Communities Engagement Initiative: Attitudes towards Agricultural and Industrial Land Use Survey Results

At its February 23, 2018 regular meeting, the Board of Directors of the Metro Vancouver Regional District ('Metro Vancouver') received the survey results from the Shaping our Communities Engagement Initiative: Attitudes toward Agricultural and Industrial Land Use Survey. At the meeting, Board members recognized the value of the results and directed staff to forward the report to municipalities, the provincial Ministry of Agriculture, and other relevant agencies.

In the fall of 2017 the, "Attitudes towards Agricultural and Industrial Land Use Survey" was conducted as part of Metro Vancouver's Shaping our Communities Engagement Initiative, an overarching initiative comprising a number of outreach, education, and communications projects that inform the implementation of *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy.

The survey results provide insight into residents' perceived benefits of these two land uses, their awareness of local industrial and agricultural issues and their opinions on a variety of agricultural and industrial land use questions. The results of the "Attitudes towards Agricultural and Industrial Land Use Survey", as well as a copy of the staff report interpreting the results, are enclosed with this letter for your reference.

The survey found that Metro Vancouver residents support the continued protection of agricultural and industrial lands, although their awareness of various issues related to these land uses is generally low. The results demonstrate the need for more public education on agricultural and industrial land issues, in particular the need for additional clarity on what characteristics make lands well-suited or ill-suited for agricultural or industrial uses. These findings will be used to inform Metro Vancouver communication efforts and may be leveraged into future initiatives to educate the public about the benefits of protecting the supply of agricultural and industrial lands and the importance of *Metro 2040's* policies.

24711471

We hope the survey results will be of use to your local government and that they help to inform your research, communications, and policy development activities with regards to the protection of agricultural and industrial lands.

If you would like a copy of the full weighted data tables please contact Erin Rennie, Senior Regional Planner, by email at erin.ennie@metrovancover.org or by phone at 778-452-2690. Staff are also happy to present these findings to your local government or to answer any questions at your convenience.

Yours truly,

A handwritten signature in black ink, appearing to be 'GM' with a stylized flourish.

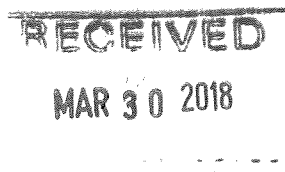
Greg Moore
Chair, Metro Vancouver Board

GM/CM/RQ/er

cc: Neal Carley, General Manager, Parks, Planning and Environment
Erin Rennie, Senior Regional Planner, Parks, Planning and Environment

Encl: Report dated January 15, 2018, titled "Shaping our Communities Engagement Initiative: Attitudes towards Agricultural and Industrial Land Use Survey Results" (Doc #24208139)

24711471



TransLink
 400 - 287 Nelson's Court
 New Westminster, BC V3L 0E7
 Canada
 Tel 778-375-7500
 www.translink.ca

March 30, 2018

South Coast British Columbia
 Transportation Authority

Mayors' Council on Regional Transportation

FILE NO. 0480-01

Dear Mayors,

Attached is TransLink's 2017 Statutory Report, which reports on how TransLink performed against the 2017 year of the Update to Phase One of the 10-Year Vision, 2017-2026 Investment Plan; TransLink's audited financial statements; and reports on a number of other items required by TransLink's legislation (SBCTA ACT). The report was today approved by the TransLink Board of Directors at its open board meeting, and will be posted to the TransLink website in the coming week.

A few highlights:

- Reported a \$96.2 million surplus
- Ridership grew by 5.8 percent in 2017
- Transit Revenue grew by \$49 million
- Implemented the largest service increase since 2009
- Even with growing ridership, customer transit service complaints decreased by 4 per cent and customer satisfaction levels increased to 7.7 out of 10.

Investors need to choose where to put their funds and they've chosen TransLink. In 2017, we maintained double-A credit rating and successfully raised another \$200 million through the bond market. As Canada's only transportation agency to raise funds directly through Canadian debt capital markets, we have raised \$1.53 billion since 2010, with money going towards better transit, roads and bridges.

The full document is attached for your reference.

If you have any questions, I would be pleased to discuss them further.

Sincerely,

Rob Malli

Chief Financial Officer and Executive Vice President, Finance and Corporate Services

Enclosure