



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
April 6, 2020
7:00 PM**



This meeting is being held via Zoom Teleconference and will be recorded.

Meeting details as follows:

Click link to join meeting: <https://zoom.us/j/295293454> Meeting ID: 295 293 454

REVISED

COUNCIL

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

1. CALL TO ORDER

Mayor Neil Belenkie will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, April 6, 2020

Recommendation:

That the agenda for the Regular Council Meeting, April 6, 2020 be revised by adding:

Item 8.12 Deborah Struk, Belcarra Resident, email dated April 3, 2020
regarding Sale of Road Ends

Item 8.13 Sherry Chisholm, Belcarra Resident, letter dated April 3, 2020
regarding Information

And be approved as amended.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, March 9, 2020

Recommendation:

That the minutes from the Regular Council Meeting held March 9, 2020 be adopted.

4. DELEGATIONS AND PRESENTATIONS

4.1 Brandon Ma, Partner, Audit and Andrew Bordignon, Senior Manager, KPMG LLP,
regarding Village of Belcarra Audit report

- 4.2 Ken Bjorgaard, Financial Consultant, report dated April 6, 2020 regarding 2019 Financial Statement Report

Recommendation:

That the Village of Belcarra 2019 Draft Financial Statements be approved.

5. REPORTS

- 5.1 Ken Bjorgaard, Financial Consultant, report dated April 6, 2020 regarding 5-Year Financial Plan 2020-2024 Bylaw No. 559, 2020

Recommendation:

That the Village of Belcarra 5-Year Financial Plan 2020-2024 Bylaw No. 559, 2020 be read a first, second and third time.

- 5.2 Ken Bjorgaard, Financial Consultant, report dated April 6, 2020 regarding Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 561, 2020

Recommendation:

That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 561, 2020" be read a first, second and third time.

- 5.3 Lorna Dysart, Chief Administrative Officer, report dated April 6, 2020 regarding Ongoing Planning Studies

Recommendation:

That the report regarding Ongoing Planning Studies dated April 6, 2020 be received for information.

6. REPORTS FROM MAYOR AND PROJECT LEADS

7. BYLAWS

- 7.1 **Village of Belcarra Council Indemnity Bylaw No. 544, 2020**

Recommendation:

That the "Village of Belcarra Council Indemnity Bylaw No. 544, 2020" be adopted.

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 – 8.13 be received.

INFORMATION ITEMS

- 8.1 Jonathan Cote, Mayor, City of New Westminster, letter dated March 3, 2020 regarding E-Comm Board of Directors Nominees
- 8.2 Blanka Zeinabova, Deputy City Clerk, City of Burnaby, letter dated March 6, 2020 regarding letter to UBCM Member Municipalities regarding 2020 UBCM Resolutions (full report available in the Village office)
- 8.3 Jonathan Cote, Mayor, City of New Westminster, letter dated March 9, 2020 to the Right Honorable Justin Trudeau, Prime Minister of Canada regarding National Pharmacare Program

- 8.4 Kennedy Stewart, Mayor, City of Vancouver, letter dated March 13, 2020 to Mayor & Council of the District of West Vancouver regarding Discriminatory Covenants, Language and Encumbrances on Land Titles
- 8.5 Lyn Hall, Mayor, City of Prince George, letter dated March 24, 2020 regarding UBCM Resolution – Sharing Payments from Opioid Class Action Lawsuit
- 8.6 Jerry Muir, Community Relations Manager, Lower Mainland, BC Hydro, letter dated April 2, 2020 regarding BC Hydro Response to COVID-19
- 8.7 John Willms, Belcarra Resident, email dated March 10, 2020 regarding Rebuttal to Ralph Drew's Letter
- 8.8 John Willms, Belcarra Resident, letter dated March 26, 2020 regarding Village Concerns
- 8.9 Sherry Chisholm, Belcarra Resident, letter dated March 24, 2020 regarding Sale of Road Ends
- 8.10 Shannon & Don Wightman, Belcarra Resident, email dated March 30, 2020 regarding Sale of Road Ends
- 8.11 Ralph Drew, Belcarra Resident, email dated April 3, 2020 regarding Letter to Belcarra Council regarding Objectivity of Councillors
- 8.12 Deborah Struk, Belcarra Resident, email dated April 3, 2020 regarding Sale of Road Ends
- 8.13 Sherry Chisholm, Belcarra Resident, letter dated April 3, 2020 regarding Information

9. NEW BUSINESS**10. PUBLIC QUESTION PERIOD****11. ADJOURNMENT****Recommendation:**

That the April 6, 2020 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
March 9, 2020**



Minutes of the Regular Council Meeting for the Village of Belcarra held March 9, 2020 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

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

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Stewart Novak, Public Works & Emergency Preparedness Coordinator
Paula Richardson, Municipal Coordinator

Also in Attendance

Ken Bjorgaard, Financial Consultant, K&E Business Services (departed at 8:17 pm)
Chris Boit, Engineering Consultant, ISL Engineering & Land Services (arrived at 7:00 pm and departed at 8:17 pm)

1. CALL TO ORDER

Mayor Belenkie called the meeting to order at 6:00 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, March 9, 2020

Moved by: Councillor Wilder
Seconded by: Councillor Begg

That the agenda for the Regular Council Meeting, March 9, 2020 be revised by adding:

Item 8.5 Ralph Drew, Belcarra Resident, email dated March 9, 2020 regarding Applicants for the Official Community Plan (OCP) Review Committee

And be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, February 24, 2020

Moved by: Councillor Begg
Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held February 24, 2020 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS**4.1 Tree Committee – Report to Council**

Item moved to follow Agenda Item 5.3

5. REPORTS**5.1 Lorna Dysart, Chief Administrative Officer & Ken Bjorgaard, Financial Consultant,** report dated March 9, 2020 regarding Council Indemnity Bylaw No. 544, 2020

K. Bjorgaard outlined the report.

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That “Village of Belcarra Council Indemnity Bylaw No. 544, 2020” be read a first, second and third time.

CARRIED

Councillor Clark voted in opposition

5.2 Lorna Dysart, Chief Administrative Officer, report dated March 9, 2020 regarding Short Term Rental Accommodation and Bed & Breakfast

L. Dysart outlined the report. Discussion ensued.

Don Reid, resident, provided a document dated March 9, 2020 with comments and questions regarding a Proposal to Define STRA as a Home-Based Business.

Council members discussed various aspects of the Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) policy and associated bylaws.

Moved by: Councillor Drake

Seconded by: Councillor Begg

That Short Term Rental Accommodation and Bed & Breakfast Accommodation Corporate Policy No. 210, Item 5 “Length of Stay” be amended as follows:

“5.2 The minimum length of stay is 2 **nights.**”

CARRIED

Moved by: Councillor Begg

Seconded by: Councillor Clark

That the Short Term Rental Accommodation and Bed & Breakfast Accommodation Corporate Policy No. 210 and Amendment Bylaws No. 556, 557& 558, 2020 be **DEFERRED..**

CARRIED

Staff will prepare a subsequent report for Council with regard to the input received.

Chris Boit arrived at the meeting.

5.3 Ken Bjorgaard, Financial Consultant, report dated March 9, 2020 regarding 2020 – 2024 Financial Plan Scenarios

K. Bjorgaard outlined the 3 scenarios proposed by Council and detailed in the report.

Chris Boit outlined the expected timeline for construction of a new water reservoir, with the total cost being estimated at \$3.835 million (including contingency). He noted that any money spent prior to the award of grant funding would be ineligible for federal grant funding.

K. Bjorgaard noted that there is an option to pay the water debt in full with the Municipal Finance Authority (MFA) in 2022. The next opportunity to pay off the water debt is in 2027. Partial payment of the water debt is not acceptable. Full payment of the water debt would be permitted every 5 years.

Mayor Belenkie provided information regarding the building of a reservoir in Lions Bay.

Councillor Clark declared a Conflict of Interest with regard to specific Road Ends and left the meeting at 7:23 pm.

Council discussed the proposed sale of Road Ends and the potential for those funds being used to offset the cost of a new water reservoir.

Councillor Clark returned to the meeting at 7:27 pm.

Further discussion ensued with Council regarding the cost of maintaining roads, the need for a new Fire Hall and an Asset Management Plan.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That the 2020 – 2024 Financial Plan Bylaw be brought forward to reflect Scenario C “2020 – 2024 Financial Plan including a Water Reservoir in 2020, a Fire Hall in 2022 & Funding of \$350,000 for Infrastructure Deficit (from taxation) Over 3 Years (2021, 2022 & 2023)”, with amendments to include a Water Reservoir at a value of \$3.835 million, funded by the sale of one Road End lot for \$2 million and 73% grant funding.

CARRIED

4.1 Tree Committee report

Sandra Chapman, Chair of the Tree Committee, introduced Committee members, Mary Begg – Vice Chair, Les Bramley and Deborah Struk plus Council representative, Councillor Clark. Committee member Vicki Greig was unable to attend.

S. Chapman provided a PowerPoint presentation as follows:

- The Tree Committee Terms of Reference
- Challenges
- Potential Items for posting on the Village Website
- Council Action Items
- Grant Applications
- Curbside Tree Chipping – Fuel Removal Service
- Riparian Zones
- Tree Trimming Permit
- Dangerous Trees
- New Tree Bylaw
- View Retention

Discussion ensued with regard to various aspects of the Tree Committee report.

Mayor Belenkie noted that when staff bring back a report, costs associated with the recommendations will be included. Mayor Belenkie thanked Committee members for their work on behalf of the Village and for the thorough report.

Moved by: Councillor Clark
Seconded by: Councillor Drake

That Council direct staff to prepare a report regarding a Bylaw and / or policy and required actions with regard to the Tree Committee Report dated March 9, 2020.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

7. BYLAWS

- 7.1 a) "Village of Belcarra Community Works Gas Tax Reserve Fund Establishment Bylaw No. 546, 2020";**
b) "Village of Belcarra Financial Stabilization Reserve Fund Establishment Bylaw No. 547, 2020";
c) "Village of Belcarra General Capital Reserve Fund Establishment Bylaw No. 548, 2020";
d) "Village of Belcarra Land Sale Reserve Fund Establishment Bylaw No. 549, 2020";
e) "Village of Belcarra Parkland Acquisition Reserve Fund Establishment Bylaw No. 550, 2020";
f) "Village of Belcarra Transportation Infrastructure Reserve Fund Establishment Bylaw No. 551, 2020";
g) "Village of Belcarra Vehicle & Equipment Reserve Fund Establishment Bylaw No. 552, 2020";
h) "Village of Belcarra Water Capital Reserve Fund Establishment Bylaw No. 553, 2020"
i) "Village of Belcarra Capital Reserve Fund Transfer Bylaw No. 554, 2020";
j) "Village of Belcarra Operating Reserve Fund Transfer Bylaw No. 555, 2020".

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That Bylaws No. 546, 547, 548, 549, 550, 551, 552, 553, 554, and 555, 2020 be adopted.

CARRIED

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That correspondence items 8.1 to 8.5 be received.

CARRIED

INFORMATION ITEMS

- 8.1** Richelle Foulkes, Community Health Specialist, Healthy Living / Healthier Communities, letter dated February 14, 2020 regarding Fraser Health Tri-Cities Healthier Communities Partnership (TC HCP), Update to Councils and Partners on Key Community Health Issues from July – December 2019

- 8.2 Heather Skipworth, Committee Treasurer, Port Moody Secondary School Parent After Grad Committee, email dated November 4, 2020 regarding Thank you for the Donation to the PMSS 2020 After Grad
- 8.3 Maja Tait, UBCM President & Claire Moglove, Chair, Resolutions Committee, UBCM, letter dated March 4, 2020 regarding UBCM Resolutions Process
- 8.4 Wayne Clogg, Board Chair, Forest Enhancement Society of BC, letter dated March 2, 2020 regarding Forest Enhancement Society of BC Accomplishments Update (full report available at the Village office)
- 8.5 Ralph Drew, Belcarra Resident, email dated March 9, 2020 regarding Applicants for the Official Community Plan (OCP) Review Committee

Moved by: Councillor Clark

Seconded by: Councillor Drake

That all Council Committee meetings be recorded and posted on the Village website.

CARRIED

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

Sherry Chisholm, 4505 Belcarra Bay Road, queried with regard to her letter dated February 18, 2020 being included in the Belcarra Barnacle.

11. ADJOURNMENT

Moved by: Councillor Clark

Seconded by: Councillor Begg

That the March 9, 2020 Regular Meeting be adjourned at 9:10 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

Village of Belcarra

Audit Findings Report
for the year ended
December 31, 2019

KPMG LLP

DATED APRIL 1, 2020 FOR DISCUSSION AT
THE COUNCIL MEETING ON APRIL 6, 2020

kpmg.ca/audit

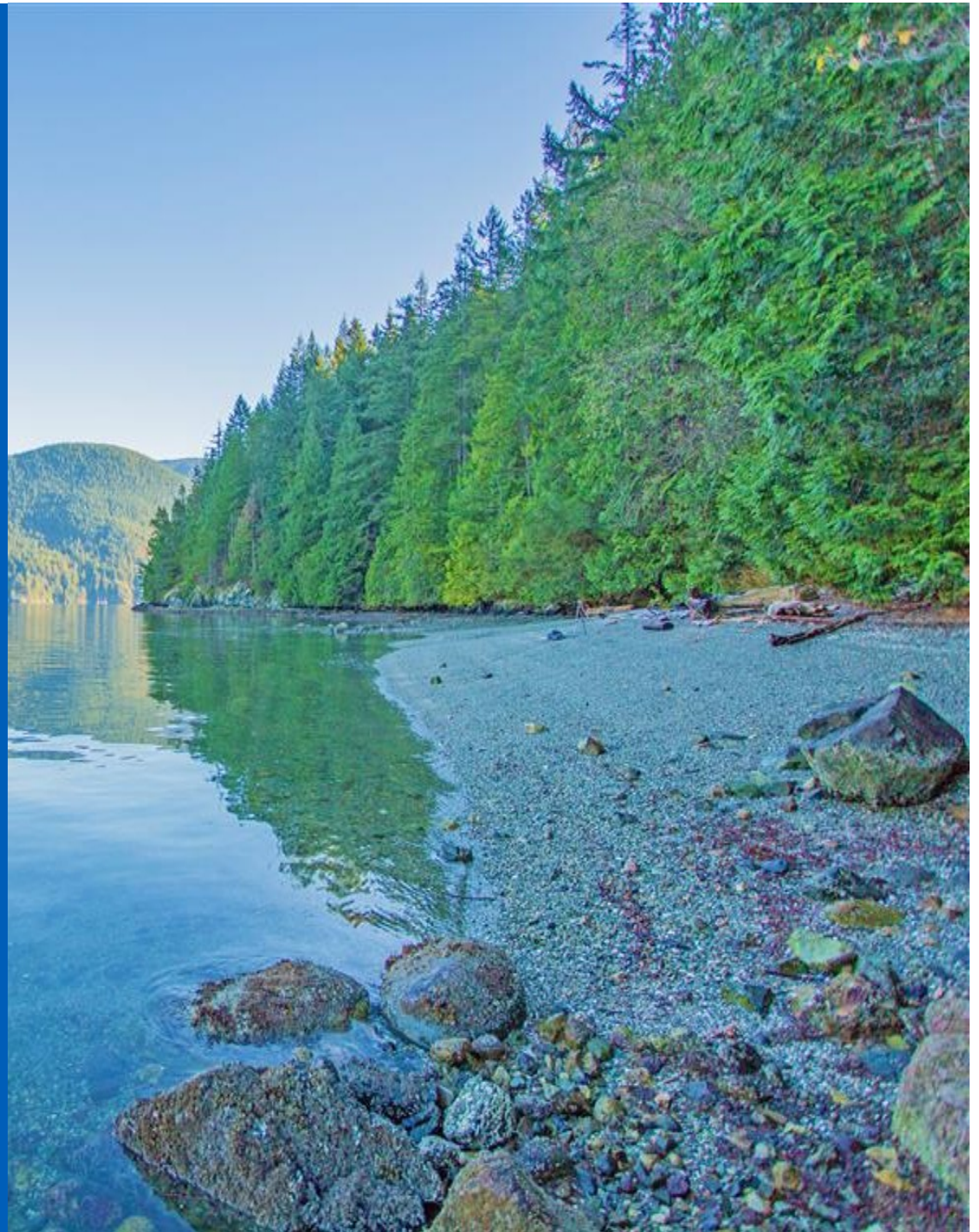


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At the end of the day, we measure our success from the **only perspective that matters – yours**.



The contacts at KPMG in connection with this report are:

Brandon Ma, CPA, CA

Engagement Partner

Tel: (604) 691-3562

bjma@kpmg.ca

Andrew Bordignon, CPA, CA

Senior Manager

Tel: (604) 455-4017

andrewbordignon@kpmg.ca

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Executive summary



Purpose of this report

The purpose of this Audit Findings Report is to assist you, as a member of Council, in your review of the results of our audit of the financial statements of the Village of Belcarra (the “Village”) as at and for the year ended December 31, 2019.

This Audit Findings Report builds on the Audit Planning Report dated January 3, 2020 that was previously communicated to you.



Changes from the Audit Plan

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

In addition to the planned audit procedures, we also considered the impact of COVID-19 on the financial statements. See page 4 for further details.



Finalizing the audit

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

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

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





Executive summary (continued)



Areas of audit focus

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

- Subsequent event – impact of COVID-19 on the financial statements and operations
- Tangible capital assets
- Payroll and other operating costs
- Legal claim

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

See page 4 to 6 for more details.



Adjustments and differences

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

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

We did not identify differences that remain uncorrected in the financial statements.

See Appendix 3.



Executive summary (continued)



Significant accounting policies and practices

There was no financial reporting impact of the new accounting standard PS 3430 *Restructuring Transactions* effective for the Village's 2019 fiscal year. There have been no other initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

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



Control and other observations

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

We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting. We have provided our observations and recommendations on other control deficiencies.

See page 8 and Appendix 4 for more details.



Independence

We confirm that we are independent with respect to the Village within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation from January 1, 2019 up to the date of this report.



Current developments

There have been no significant updates to the current developments included in our Audit Plan previously provided to Council.



Areas of audit focus and results

We highlight our findings in respect of areas of audit focus as identified in our Audit Planning Report. In addition to the planned audit procedures, we also considered the impact of COVID-19 on the financial statements.

Area of audit focus	Background
Subsequent events - impact of COVID-19 on the financial statements and operations.	Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant impact on the economy, governments, businesses, and communities. As such enhanced subsequent events procedures are warranted.

Our audit approach

There are two types of subsequent events, with the accounting treatment dependent on the categorization as follows:

- Events that provide future evidence of conditions that existed at the financial statement date. For these conditions, the financial statements should be adjusted for measurable impact to the assets, liabilities, revenues and expenditures.
- Events that are indicative of conditions that rose subsequent to the financial statement date. For these conditions, disclosures, at a minimum, should include a description of the event and an estimate of the financial impact, when practicable or a statement that an estimate cannot be made.

The COVID-19 outbreak is considered to be the second type for organizations with a December 31 year-end. Note 17 of the financial statements includes disclosure describing the nature of the event, and that an estimate of the financial impact of the outbreak cannot be made at this time.

We inquired with management about the impact of COVID-19 on the Village and its operations. Management does not anticipate short-term cash flow issues as a result of reserves held.

See page 9 for further details on COVID-19 resources.

Areas of audit focus and results (continued)

Area of focus	Why?	Our response and significant findings
Tangible capital assets	Tangible capital assets represent a significant portion of assets for the Village.	<ul style="list-style-type: none"> – We performed substantive testing over all additions during the year. – We performed a reasonability assessment of amortization expense recorded. – We performed analytical procedures to understand the change in tangible capital assets relative to the prior year. We corroborated all significant variances noted by reviewing supporting documentation. – We proposed an adjustment that was corrected by management to record certain tangible capital asset additions as expenses as these items/amounts should not be capitalized under the accounting standards.
Payroll and other operating costs	The Village incurs payroll and other operating costs which are significant expenses of the Village's operations.	<ul style="list-style-type: none"> – We updated our understanding of the processes and controls over the payroll and procurement process, including consideration of the impact of a new financial consultant during the year. – We performed analytical procedures to understand the change in payroll and other operating expenses relative to the prior year. We corroborated all significant variances noted by reviewing supporting documentation.
Legal claim	The Village was named as a defendant in a claim in December 2017.	<ul style="list-style-type: none"> – We discussed legal claims with management as well as reviewed legal invoices and Council meeting minutes. – We obtain written confirmation from the Village's external legal counsel and noted that the claim is insured with the Municipal Insurance Association of British Columbia ("MIA") and the Village's exposure is limited to the deductible amount of \$2,500. – Management and the Village's external legal counsel have determined that the outcome of this claim cannot be reasonably determined. As the Village's exposure is limited to the deductible amount with the MIA, no further provision has been recorded by management.



Areas of audit focus and results (continued)

Professional requirements	Why is it significant?
Fraud risk from management override of controls.	This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.

Our audit approach
<p>Our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:</p> <ul style="list-style-type: none">– Testing of journal entries and other adjustments;– Performing a retrospective review of significant estimates; and– Evaluating the business rationale of significant unusual transactions. <p>There were no issues noted in our testing.</p>

Significant accounting policies and practices

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



Significant accounting policies

- There were no changes to the critical accounting policies and practices.
- Section 3430 Restructuring Transactions is effective for the Village's 2019 fiscal year. There was no impact on the financial statements from the adoption of the new accounting standard.
- There were no other changes in significant accounting policies.
- There were no significant accounting policies in controversial or emerging areas.
- There were no issues noted with the timing of the Village's transactions in relation to the period in which they are recorded.
- There were no issues noted with the extent to which the financial statements are affected by a significant unusual transaction and extent of disclosure of such transactions.
- There were no issues noted with the extent to which the financial statements are affected by non-recurring amounts recognized during the period and extent of disclosure of such transactions.



Significant accounting estimates

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



Significant disclosures

- There were no issues noted with the judgments made, in formulating particularly sensitive financial statement disclosures.
- There were no issues noted with the overall neutrality, consistency, and clarity of the disclosures in the financial statements.
- There were no significant potential effects on the financial statements of significant risks, exposures and uncertainties.
- There was a subsequent events note disclosure describing the nature and impact of COVID-19 included in the financial statements.



Control and other observations



In accordance with professional standards, we are required to communicate to the Council any control deficiencies that we identified during the audit and have determined to be material weaknesses or significant deficiencies in ICFR.

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

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

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

However, we have identified areas where opportunities exist for improvements to processes and provided recommendations in our Management Letter attached as Appendix 4.

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

Resources in Response to COVID-19 Pandemic

Summary	Link
<p>Please visit our COVID-19 website for resources regarding the topics below. This site is being <u>updated daily</u> based on information being released by Federal, Provincial and Municipal news releases.</p> <ul style="list-style-type: none">— Business continuity guide— Immediate actions to take— Medium to long-term actions— Tax considerations and a summary of Federal and Provincial programs— Legal considerations— Financial reporting and audit considerations— Global perspectives	COVID-19 Alerts (Live Link)



British Columbia Municipality TCA Data

As part of the audit, there are certain key ratios and trends that we look at to assess audit risk and likelihood of error and/or misstatement. We share these ratios with the Council and management and welcome any questions. The underlying data used in preparing the key ratios and trends noted below was obtained from the 2018 annual reports made publicly available by municipalities.

See following pages for results.

We note that there has not been a significant change in respect of the Village's ratios and trends. As the Village continues to make principal repayments on its debt and acquire tangible capital assets, its ratio of debt to tangible capital asset per capital will continue to decrease.



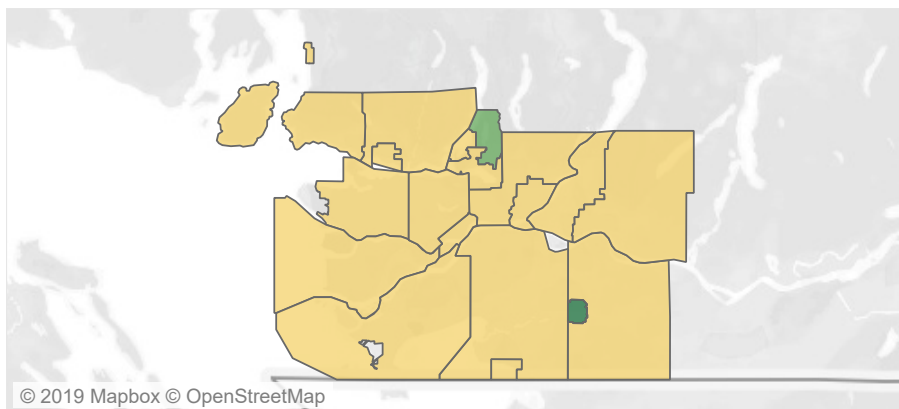
British Columbia Municipality TCA Benchmarking



Regional District
Metro Vancouver

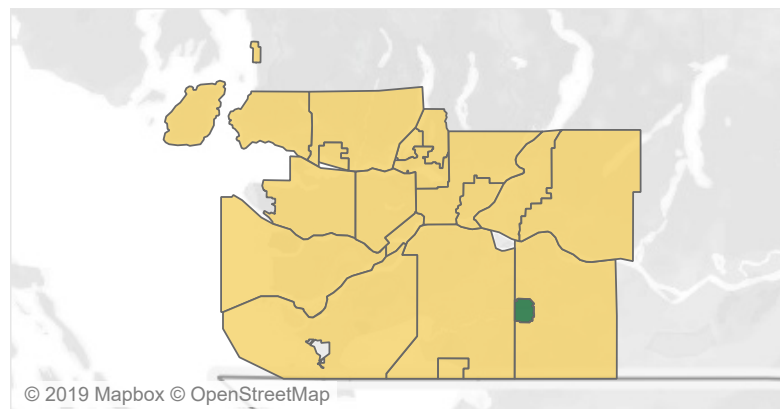
Population Range
All

Tangible Capital Assets per Capita



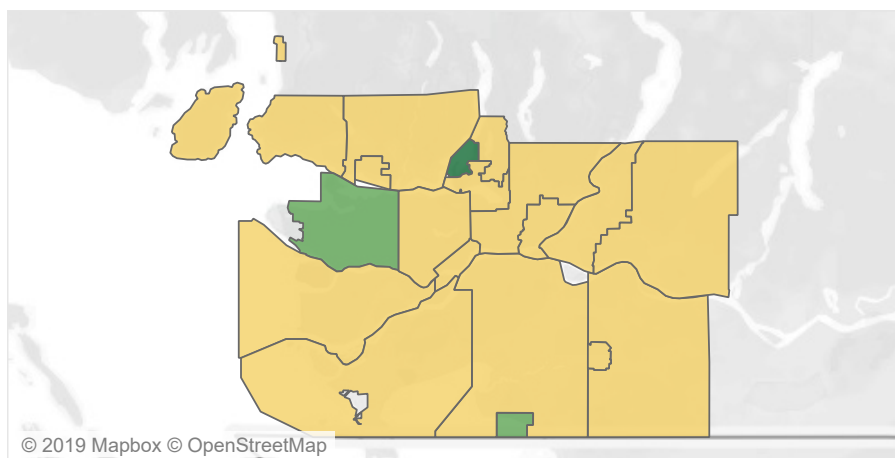
2,199 61,608

Additions per Capita



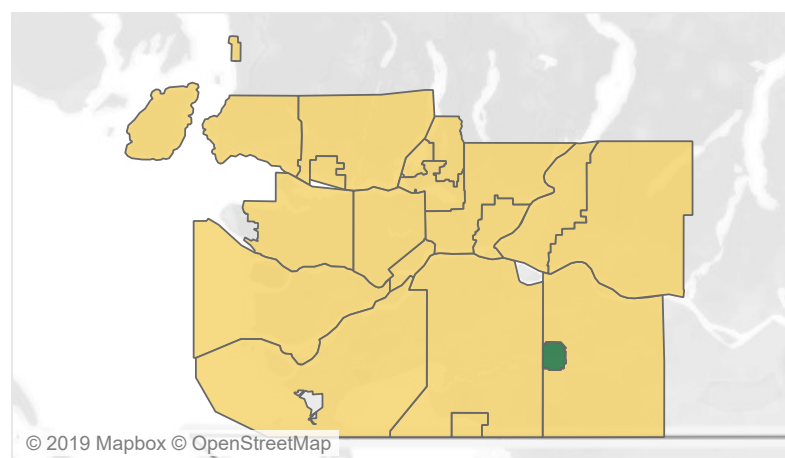
115 8,790

Debt to Tangible Capital Assets



0.0000 0.3301

Amortization per Capita



48 1,363

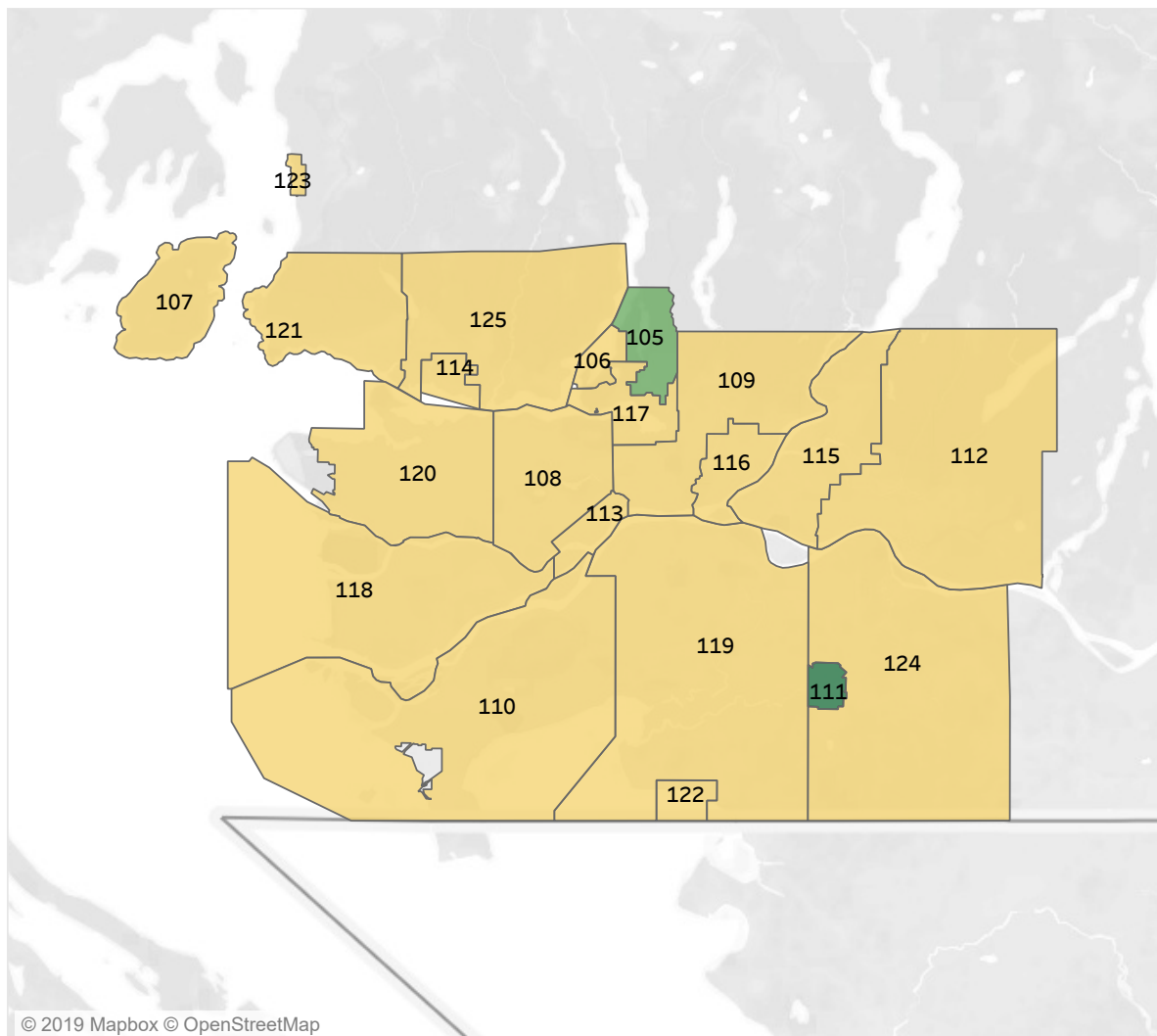
British Columbia Municipality TCA Benchmarking



Tangible Capital Assets per Capita

Regional District
Metro Vancouver

Population Range
All



Municipality

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

2,199  61,608

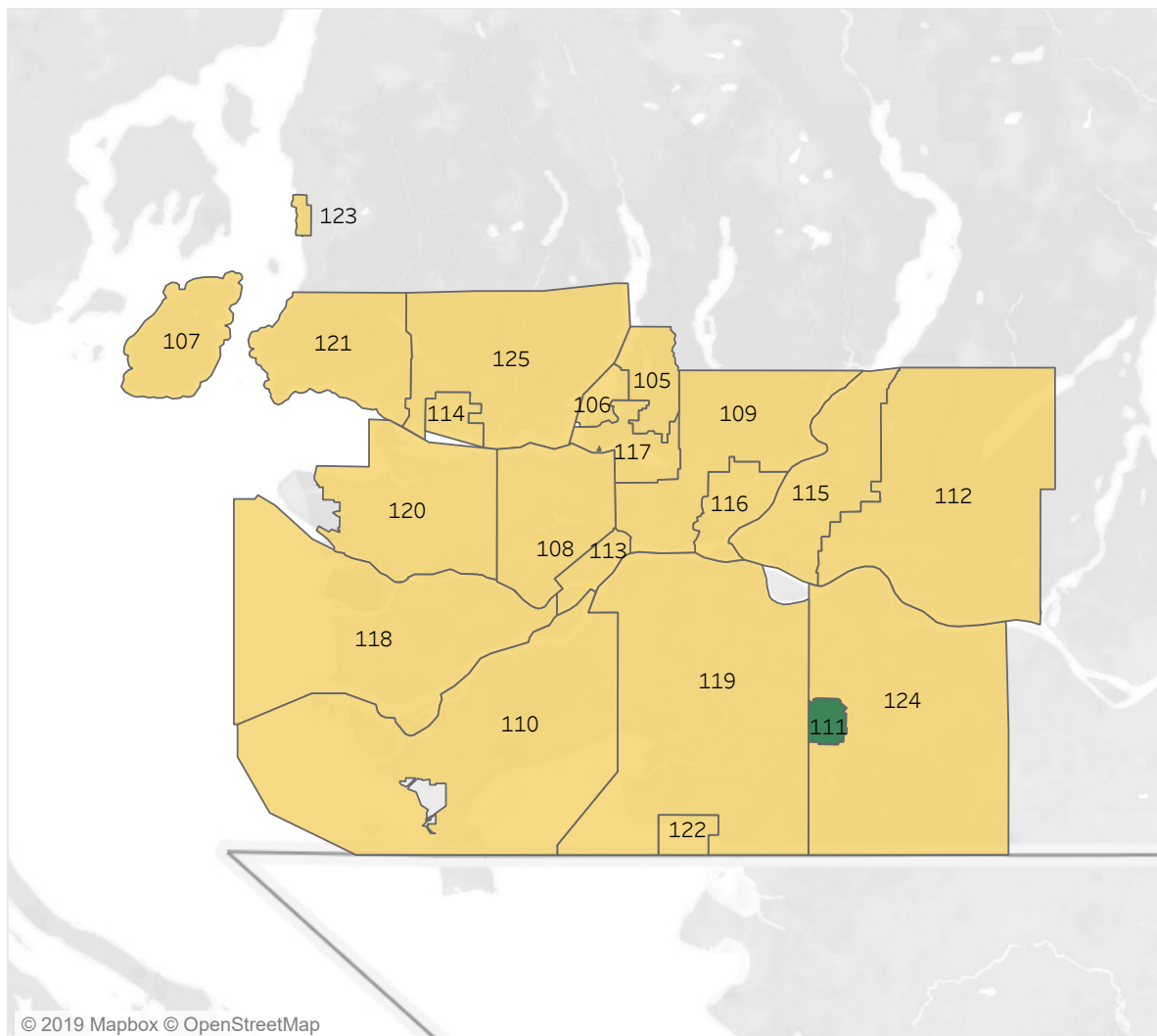
British Columbia Municipality TCA Benchmarking



Additions per Capita

Regional District
Metro Vancouver

Population Range
All



Municipality

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

115 8,790

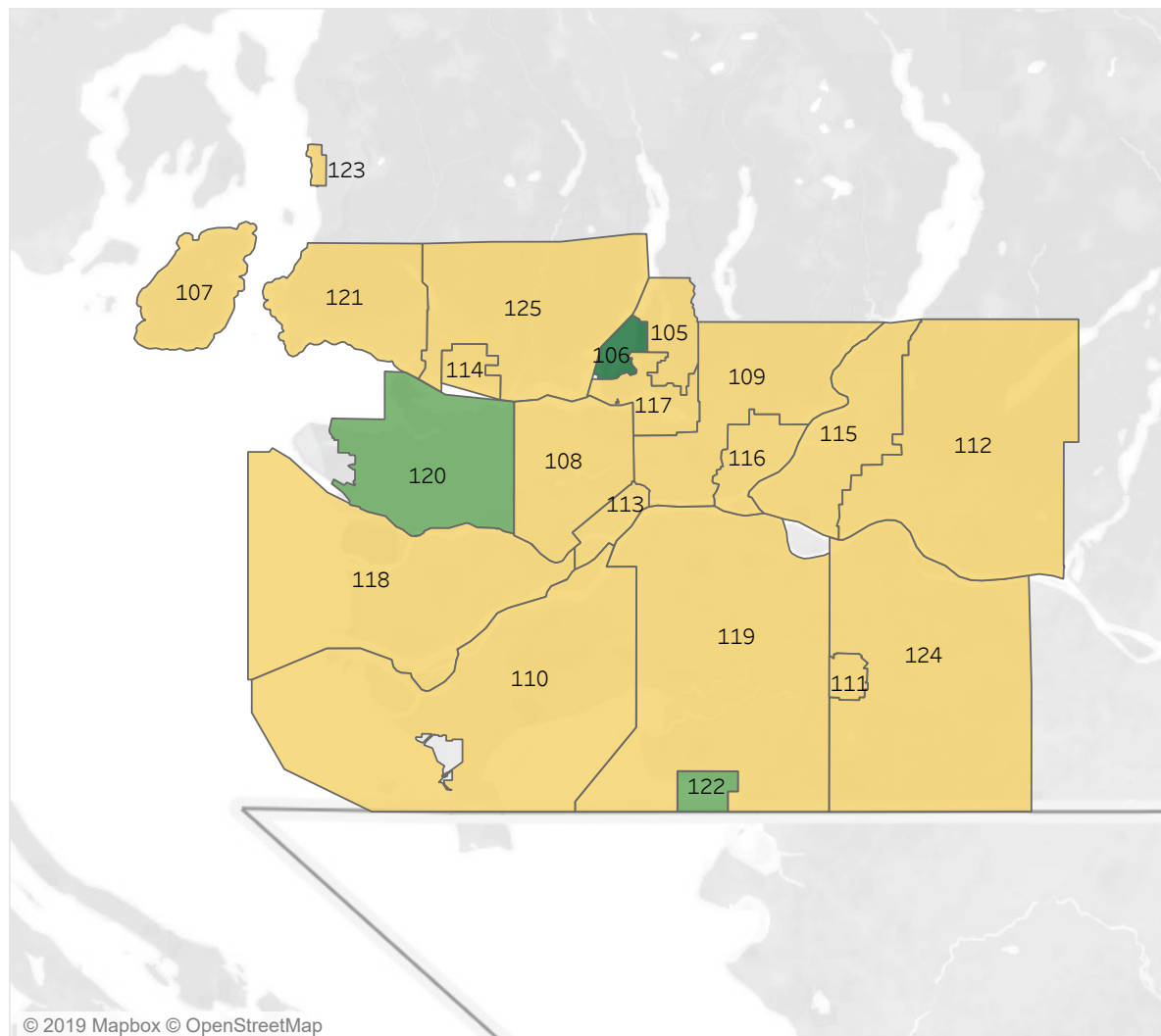
British Columbia Municipality TCA Benchmarking



Debt to Tangible Capital Assets

Regional District
Metro Vancouver

Population Range
All



Municipality

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

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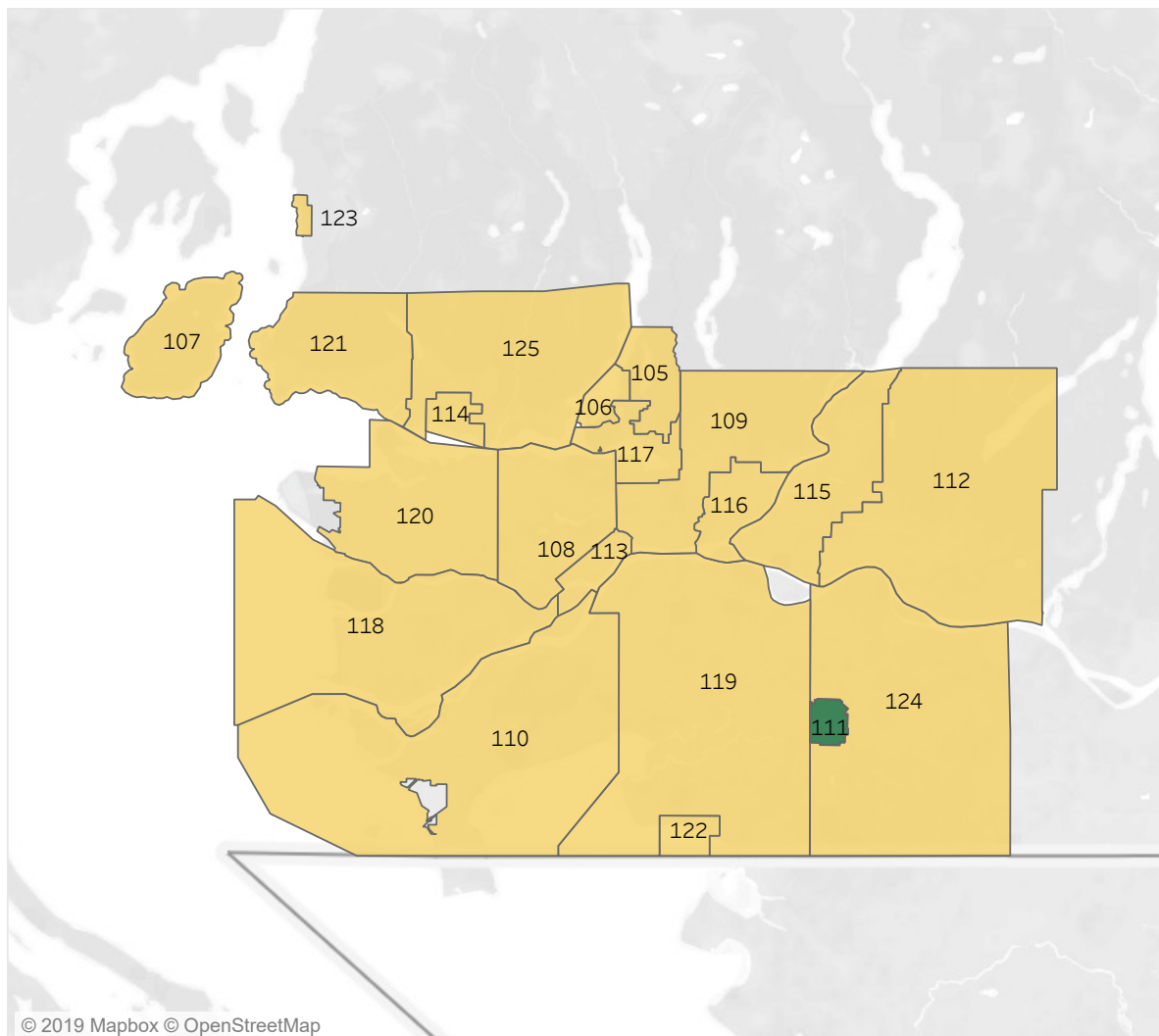
British Columbia Municipality TCA Benchmarking



Amortization per Capita

Regional District
Metro Vancouver

Population Range
All



Municipality

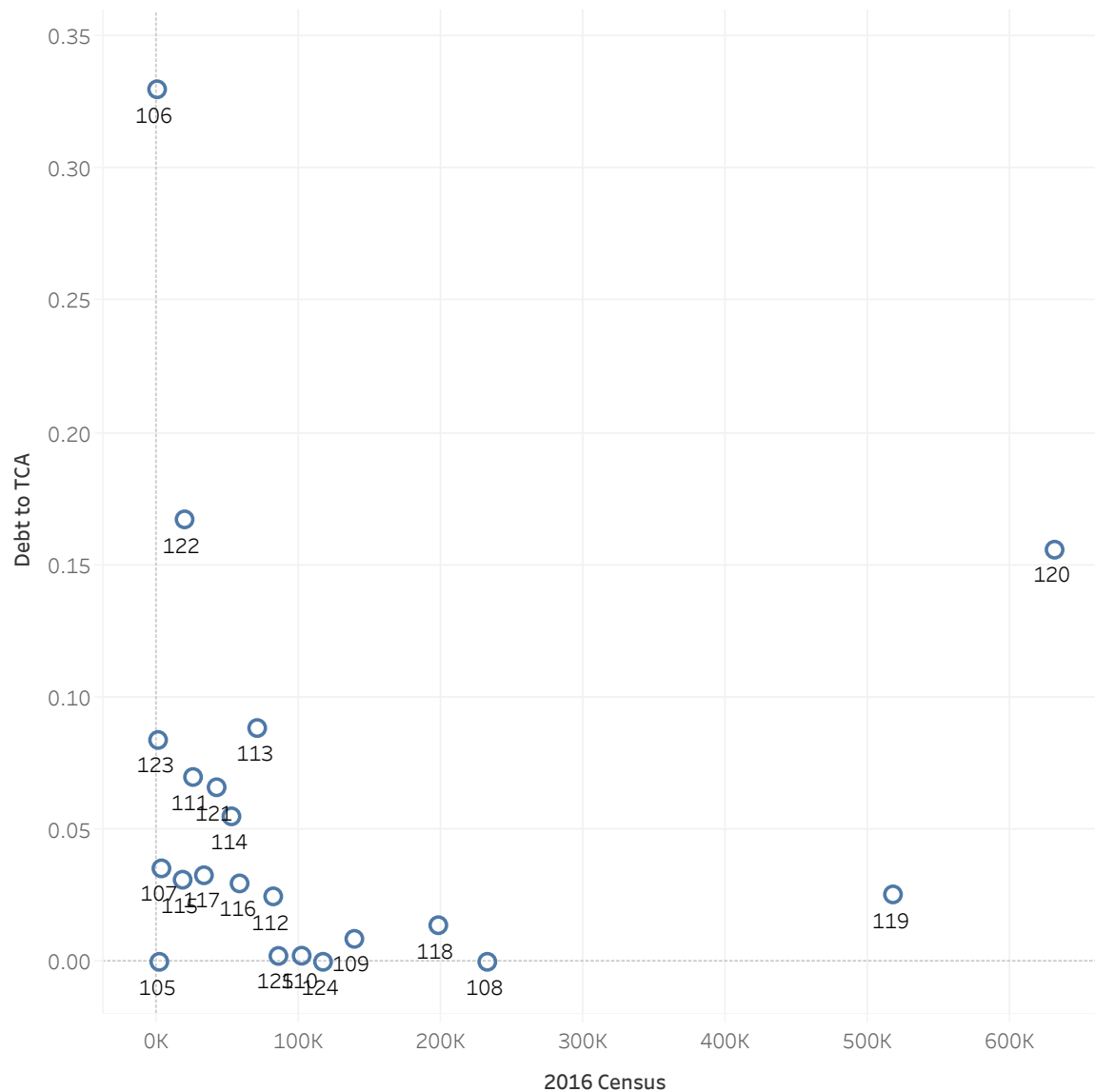
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106	Village of Belcarra
107	Bowen Island Municipality
108	City of Burnaby
109	City of Coquitlam
110	City of Delta
111	City of Langley
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120	City of Vancouver
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122	City of White Rock
123	Village of Lions Bay
124	Township of Langley
125	The Corporation of the District of North Vancouver

48 1,363

British Columbia Municipality TCA Benchmarking



Debt to Tangible Capital Assets per Capita



Regional District

Metro Vancouver

Population Range

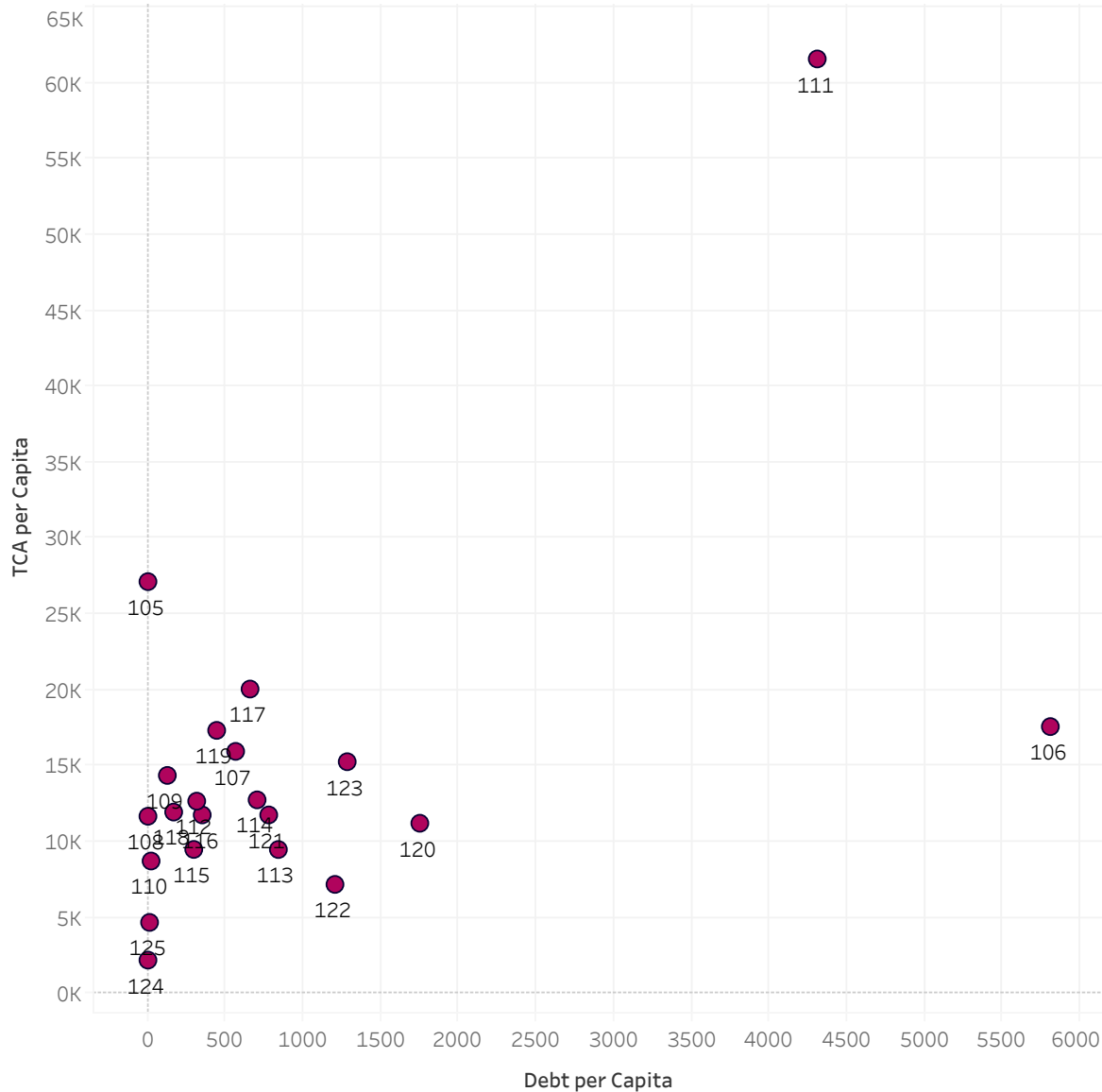
All

105	Village of Anmore
106	Village of Belcarra
107	Bowen Island Municipality
108	City of Burnaby
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110	City of Delta
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122	City of White Rock
123	Village of Lions Bay
124	Township of Langley
125	The Corporation of the District of North Vancouver

British Columbia Municipality TCA Benchmarking



Tangible Capital Assets per Capita to Debt per Capita



Regional District

Metro Vancouver

Population Range

All

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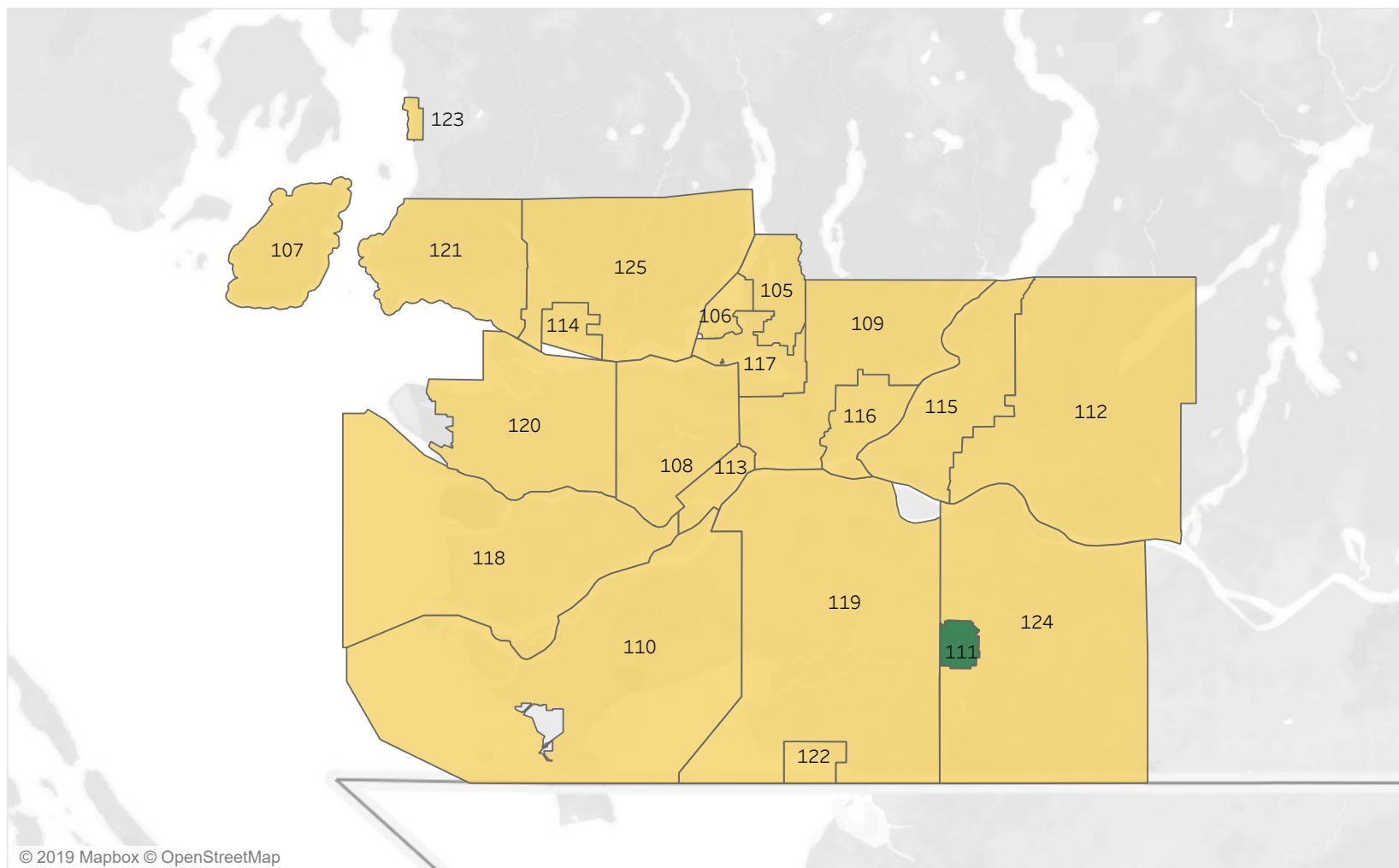
British Columbia Municipality TCA Benchmarking



Regional District
Metro Vancouver

Additions per Capita

Population Range
All



Additions per Capita



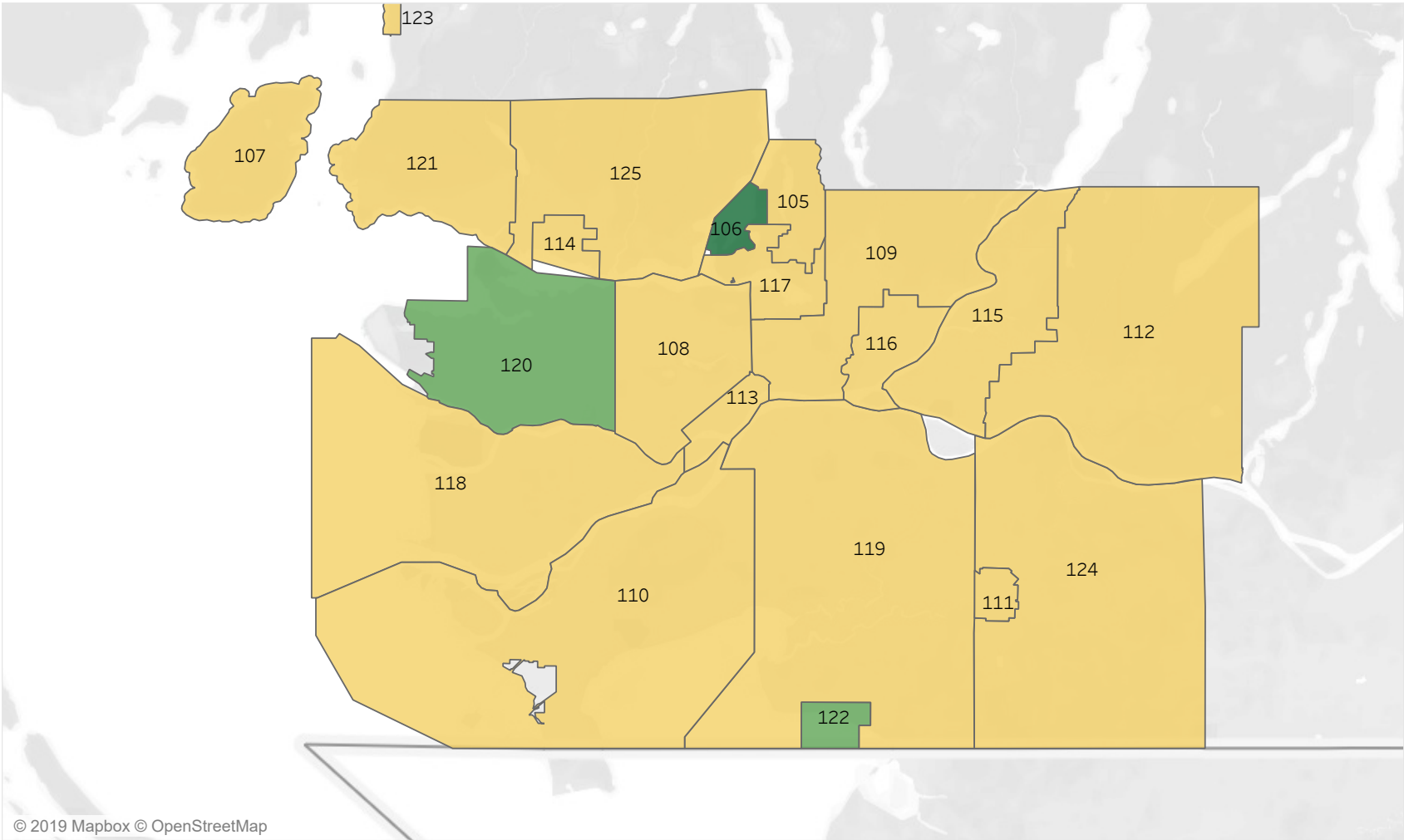
British Columbia Municipality TCA Benchmarking



Regional District
Metro Vancouver

Debt to Tangible Capital Assets

Population Range
All



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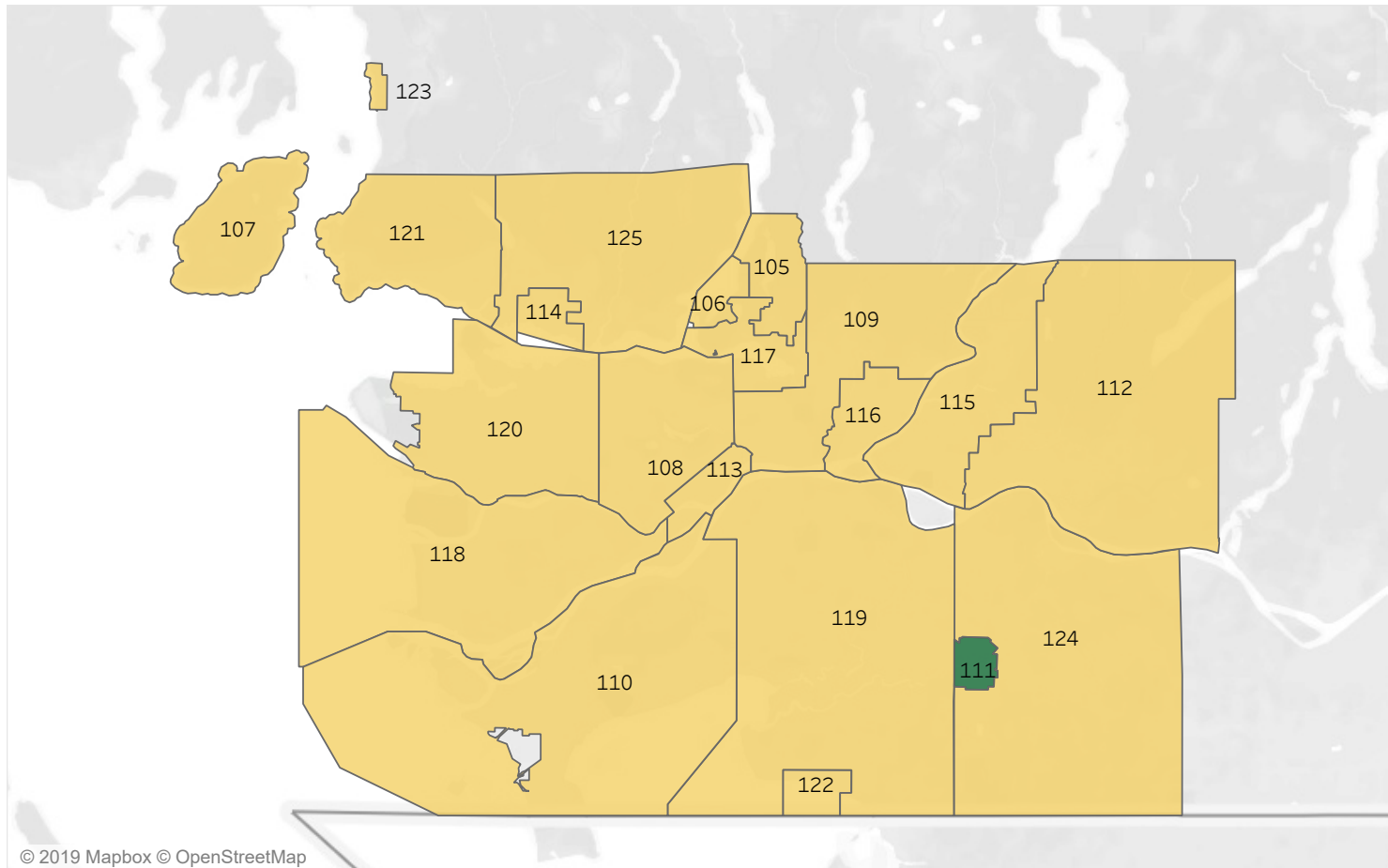
British Columbia Municipality TCA Benchmarking



Regional District
Metro Vancouver

Amortization per Capita

Population Range
All



Amortization per Capita





Appendices



Appendix 1: Required communications



Appendix 2: Audit quality and risk management



Appendix 3: Management representation letter



Appendix 4: Management letter



Appendix 1: Required communications



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



Auditors' Report

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



Management representation letter

In accordance with professional standards, a copy of the management representation letter is provided to Council in Appendix 3.



Independence

In accordance with professional standards, we have confirmed our independence on page 3.

Appendix 2: Audit quality and risk management



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

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

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

Other controls include:

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

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

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

We do not offer services that would impair our independence.



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

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

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

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

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

Appendix 3: Management representation letter



MANAGEMENT REPRESENTATION LETTER

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

April 6, 2020

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements of the Village of Belcarra's ("the Entity") as at and for the year ended December 31, 2019.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

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

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated October 18, 2017 including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Council and committees of Council that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.
 - f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
 - g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
 - h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.

- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

Internal control over financial reporting:

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

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, short sellers, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
 - f) We have disclosed to you all information regarding investigations into possible fraud and/or non-compliance or suspected non-compliance with laws and regulations, including illegal acts, that we have undertaken at our discretion and completed, including the results of such investigations, and the resolution of the matters, if any, identified in such investigations.

Subsequent events:

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

Related parties:

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

Estimates:

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

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.

- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

Misstatements:

- 11) We approve the corrected misstatements identified by you during the audit described in [Attachment II](#).

Other information:

- 12) We confirm that the final version of the 2019 Annual Report will be provided to you when available, and prior to issuance by the Entity, to enable you to complete your audit procedures in accordance with professional standards.

Non-SEC registrants or non-reporting issuers:

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

Yours very truly,

VILLAGE OF BELCARRA

By: Lorna Dysart, Chief Administrative Officer

Cc: Mayor and Council

Attachment I – Definitions

Materiality

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

Fraud & error

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

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

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

Attachment II – Summary of Audit Misstatements Schedules

Summary of Corrected Audit Misstatements

	Annual Surplus effect	Financial position		
Description	Increase (Decrease)	Assets Increase (Decrease)	Liabilities Increase (Decrease)	Accumulated Surplus Increase (Decrease)
To record the incorrect capitalisation and depreciation of costs which did not meet the definition for tangible capital assets	(\$16,784)	(16,784)	-	(\$16,784)

Appendix 4: Management letter





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

MANAGEMENT LETTER

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

April 1, 2020

Dear Ms. Dysart:

In planning and performing our audit of the financial statements of the Village of Belcarra ("the Village") for the year ended December 31, 2019, we obtained an understanding of internal control over financial reporting (ICFR) relevant to the Entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR. Accordingly, we do not express an opinion on the effectiveness of the Entity's ICFR.

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

Refer to Appendix A for the definitions of various control deficiencies.

Significant deficiencies

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

Other control deficiencies

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



Village of Belcarra
April 1, 2020

Management's responses

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

Use of letter

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

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

Yours very truly,

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font. Below the signature is a horizontal line that starts under the 'K' and ends under the 'P', with a small upward tick at the end.

Chartered Professional Accountants

Appendix A

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



Appendix B

OTHER CONTROL DEFICIENCIES IDENTIFIED IN THE CURRENT YEAR

1. Bank reconciliations

During our audit, we noted that the Village's bank balance does not reconcile to the general ledger balance on a monthly basis by an immaterial amount of \$600. Not fully reconciling the bank balance, even for a low dollar value amount, increases the risk that errors and irregularities will not be identified and increases the potential for misappropriation of funds.

Recommendation:

We recommend that management identify and fully resolve reconciling items each month to ensure the accuracy of the general ledger balances on a consistent basis and at year-end.

Management response:

Management agrees with the recommendation and noted that it will investigate and resolve the immaterial difference.

2. Additions to tangible capital assets

During our audit, we noted that management did not complete a thorough review of additions to tangible capital assets. As a result, certain purchases that did not meet the tangible capital asset criteria were capitalized. Lack of consistent review may result in errors or omissions going undetected or not being detected in a timely manner and could lead to a misstatement in the Village's financial information.

Recommendation:

We recommend that a formal review of additions to tangible capital assets be adopted to ensure that accounting information is reviewed on a timely basis.

Management response:

Management agrees with the recommendation to develop a formal policy to address the above issue.

OTHER CONTROL DEFICIENCIES IDENTIFIED IN PREVIOUS YEARS

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

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

Recommendation:

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

Management response:

In 2018, management agreed with the recommendation to develop a formal policy to support the allocation.

In the current year, management indicated that it is still in the process of developing a system to address the above issue.



kpmg.ca/audit



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

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

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COUNCIL REPORT

File:

Date: April 6, 2020
From: Ken Bjorgaard, Financial Consultant
Subject: **2019 Financial Statements**

Recommendation

That the Village of Belcarra 2019 Draft Financial Statements be approved.

Purpose

The purpose of this report is to present the Village of Belcarra Draft 2019 Financial Statements (see attached) for Council approval. The Financial Statements are supported by a preliminary audit opinion which is also attached. In accordance with audit standards, Council is required to approve the Financial Statements before the Auditors issue their final Audit Report. A summary of the Village of Belcarra 2019 Financial Results and Financial Position follows.

Executive Summary

The Village of Belcarra draft 2019 Financial Statements are attached for approval. Key highlights of the Village 2019 financial position and results are as follows:

- The Village annual surplus on an accrual basis was \$144,000 for 2019 (includes amortization expense for tangible capital assets and other accruals);
- At the end of 2019, the Village unrestricted accumulated cash surplus in all operating funds (general, water & waste and recycle) totaled \$339,762 (an increase of \$65,168 over 2018);
- Reserve fund balances increased by \$189,087 in 2019 to \$1,164,717; and
- Long-term debt decreased by \$136,219, from \$3,727,134 to \$3,590,915.

A comparative summary (between the 2019 and 2018 year-ends) of the various surplus, reserve and investment in the tangible capital asset and inventory accounts, including the respective increases and decreases, is shown below.

Comparative Surplus, Reserve & Investment in Tangible Capital Assets & Inventories Balances

	As at December 31, 2019	As at December 31, 2018	Increase / (decrease)
<u>Unrestricted Operating Surpluses</u>			
General operating surplus	257,338	264,663	(7,325)
Waste & recycle operating surplus	52,649	62,993	(10,344)
Water operating surplus	29,775	(53,062)	82,837
Total Unrestricted Operating Surpluses	339,762	274,594	65,168
<u>Reserve Funds</u>			
General capital	590,476	491,060	99,416
General operating	88,353	125,507	(37,154)
Community works gas tax	406,933	279,398	127,535
MFA cash deposit	54,311	53,075	1,236
Water debt repayment	24,644	26,590	(1,946)
Total Reserve Funds	1,164,717	975,630	189,087
<u>Investment in Tangible Capital Assets</u>			
Tangible capital assets	11,068,888	11,312,692	(243,804)
Less debt	(3,590,915)	(3,727,134)	136,219
Total Investment in Tangible Capital Assets	7,477,973	7,585,558	(107,585)
<u>Inventories Held for Consumption</u>	13,349	16,019	(2,670)
<u>Total Accumulated Surplus</u>	8,995,801	8,851,801	144,000

For the year ended December 31, 2019, the Village had an annual surplus \$144,000 versus a budgeted surplus of \$357,298 on its Statement of Operations. Explanations of the significant variances that contributed to this difference is shown below.

2019 Actual/Budget Variances

	2019 Budget	2019 Actual	\$ Variance	% Variance	<u>Explanation of Significant Variances</u>
Revenue:					
Municipal property taxes	\$ 732,712	\$ 734,049	1,337	0.18%	
Water parcel taxes	233,498	234,471	973	0.42%	
Grants in lieu of taxes	10,927	11,693	766	7.01%	
Fees and charges:					
Recycle and refuse fees	115,766	115,640	(126)	-0.11%	
Water service fees	247,259	247,408	149	0.06%	
Water connection fees	9,000	37,995	28,995	322.17%	One-time funds received from Metro Vancouver for Belcarra Park water connection.
Transfers from other governments, restricted	382,975	74,128	(308,847)	-80.64%	Major grants not received for asset management (\$65K in operations) and bus stop lighting (\$200K in capital).
Transfers from other governments, unrestricted	309,300	370,679	61,379	19.84%	Additional gas tax payment received .
Permits and licences	97,650	114,011	16,361	16.75%	First year of implementation of parking bylaw & tickets. Significant number of tickets issued and collected.
Interest income	27,100	36,381	9,281	34.25%	Higher cash balance and interest rates.
Actuarial income	28,300	29,574	1,274	4.50%	
Other revenues	17,144	50,870	33,726	196.72%	Recovery of one-time fees related to planning project.
Subtotal Revenue	2,211,631	2,056,899			
Expenses:					
General government	889,513	908,787	19,274	2.17%	Additional planning, legal & finance support costs with extra legal/planning costs partially recovered (see Other revenues above); additional staff hours.
Public Works & Transportation	357,356	376,506	19,150	5.36%	Higher amortization costs than budgeted for and additional wages.
Recycle and refuse	116,584	123,280	6,696	5.74%	Higher processing/hauling fees & wage costs.
Water system	490,700	504,326	13,626	2.78%	Additional allocation of public works costs.
Subtotal Expenses	1,854,333	1,912,899			
Annual surplus	\$ 357,298	\$ 144,000			

Background

Audit Opinion

The Village external auditors have concluded in their audit opinion that the Village 2019 Financial Statements are presented fairly, in all material respects.

Statement of Financial Position (see page 1 within the financial statements)

The Statement of Financial Position, which is similar to a balance sheet, summarizes the Village assets and liabilities, the net of which results in accumulated surplus. The components of accumulated surplus are detailed in Note 9 within the financial statements. Accumulated surplus is comprised of unrestricted cash surpluses, reserve funds and the Village investment in inventory and tangible capital assets (i.e. funds spent to date on capital infrastructure, facilities, equipment, etc., less debt owing on the assets).

The assets in the Statement of Financial Position are broken down into two categories as follows:

- Financial assets - includes assets which are available to discharge existing liabilities, and excludes assets that are held for use in the provision of services. Examples include cash, receivables and investments.
- Non-financial assets - includes assets that are held for use in the provision of municipal services and generally have useful lives that extend beyond one year. An example is tangible capital assets, such as roads, water and sewer infrastructure, that are used to provide municipal services.

The liabilities include accounts payable and accrued liabilities, performance bonds and deposits deferred revenue, and long-term debt. Details of the Village deferred revenues are shown in Note 6 within the Financial Statements.

At the end of 2019, the Village had net debt of \$2,116,942, which means that the Village liabilities were greater than its financial assets. The Village also had non-financial assets of about \$11.1 million at the end of 2019, which includes the historical cost of tangible capital assets less accumulated amortization. The Village net debt together with its non-financial assets contributed to its overall accumulated surplus position of approximately \$9 million at the end of 2019 (see Note 9 within the financial statements for a detailed breakdown of the accumulated surplus).

Statement of Operations and Accumulated Surplus (see page 2 within the financial statements)

This statement, which is similar to an income statement, summarizes the Village revenues and expenses for the year, the net of which results in the accrual-based annual surplus for the year of \$144,000. Revenues totaled \$2,056,899 in 2019 while expenses totaled \$1,912,899, the difference being the annual surplus. The annual surplus is added to the prior year's accumulated surplus, to arrive at the ending accumulated surplus for the year. The ending accumulated surplus position reflected in this statement of \$8,995,801 corresponds with the accumulated surplus shown on the Statement of Financial Position.

Statement of Change in Net Debt (see page 3 within the financial statements)

This statement adjusts the annual surplus for transactions involving non-financial assets, to arrive at the decrease in net debt for the year. The decrease in net debt is then added to the net debt at the beginning of the year to arrive at the year-end balance for net financial debt. The Village net debt at the end of 2019 was \$2,116,942, which corresponds with the net debt figure in the Statement of Financial Position.

Statement of Cash Flows (see page 4 within the financial statements)

This statement summarizes the sources and uses of cash over the year, under the operating, financing, investing and capital categories. The change in cash is reflected in the final cash position shown, which reconciles with the cash balance shown on the Statement of Financial Position. The Village cash balance at the end of 2019 was \$928,481.

Notes to the Financial Statements (see pages 5 - 21 within the financial statements)

The Notes to the Financial Statements reflect significant accounting policies and the details of certain amounts shown in the Statement of Financial Position and in the Statement of Operations. The notes which correspond to specific line items in the Statement of Financial Position and in the Statement of Operations are cross referenced on these statements. For example, a detailed breakdown of the accounts receivable balance shown in the Statement of Financial Position is reflected in Note 3.

Note 7 – Long-Term Debt (see page 10 within the financial statements)

Note 7 reflects the principal amount of long-term debt owing (all is water utility debt). The Village had \$3,590,915 of external long-term debt outstanding at the end of 2019 and principal repayments and actuarial adjustments on long-term debt will range between approximately \$140,000 and \$164,000 per year over the next 5 years.

Note 8 – Tangible Capital Assets (see page 11 within the financial statements)

Note 8 reflects the historical cost of tangible capital assets and the change in the balance of these assets as a result of additions, write-offs and amortization expense. Amortization is the public sector equivalent of depreciation which is commonly used in the private sector. The Village had \$14,264,988 (historical cost) of tangible capital assets at the end of 2019 with accumulated amortization of \$3,196,100, for a net book value of tangible capital assets of about \$11,068,888. The comparative 2018 tangible capital asset numbers are also shown in this Note.

Note 9 – Accumulated Surplus (see pages 12 & 13 within the financial statements)

Note 9 details the composition of accumulated surplus which includes the general, water and waste & recycle depot surpluses, the various reserve funds and the Village's investment in tangible capital assets and inventory. The total accumulated surplus shown in the Note is \$8,995,801, which corresponds with the accumulated surplus in the Statement of Financial Position.

Note 18 – Segment Disclosure (see pages 17 - 21 within the financial statements)

Note 18 shows revenues and expenses for the year broken down into departmental/functional areas (i.e. segments). The net revenues and expenses for all of the departmental/functional areas balance to the Statement of Operations and the annual surplus. Descriptions of the services/functions included in each segment can be found in this Note.

Financial Statements of

VILLAGE OF BELCARRA

And Independent Auditors' Report thereon

Year ended December 31, 2019

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

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

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

The audit firm of KPMG LLP, appointed by Council, has expressed its opinion that the financial statements prepared by management fairly present, in all material respects, the financial position of the Village as at December 31, 2019, and the results of 2019 operations in accordance with PSAS.

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

Mayor

Chief Administrative Officer

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of the Village of Belcarra

Opinion

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

- the statement of financial position as at December 31, 2019
- the statement of operations for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- and notes and schedules to the financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2019, and its results of operations, its changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

We also:

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

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

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

Chartered Professional Accountants

Vancouver, Canada

April 6, 2020

VILLAGE OF BELCARRA

Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
Financial assets:		
Cash	\$ 928,481	\$ 740,629
Investments (note 2)	983,653	959,426
Accounts receivable (note 3)	96,222	97,095
MFA debt reserve deposit (note 7)	54,311	53,075
	<u>2,062,667</u>	<u>1,850,225</u>
Liabilities:		
Accounts payable and accrued liabilities (note 4)	113,392	195,646
Performance bonds and refundable deposits (note 5)	236,655	245,256
Deferred revenue (note 6)	238,647	174,597
Debt (note 7)	3,590,915	3,727,134
	<u>4,179,609</u>	<u>4,342,633</u>
Net debt	(2,116,942)	(2,492,408)
Non-financial assets:		
Tangible capital assets (note 8)	11,068,888	11,312,692
Prepaid expenses	30,506	15,498
Inventories held for consumption	13,349	16,019
	<u>11,112,743</u>	<u>11,344,209</u>
Accumulated surplus (note 9)	\$ 8,995,801	\$ 8,851,801
Commitments and contingencies (note 10)		
Contractual rights (note 15)		
Subsequent events (note 17)		

See accompanying notes and schedules to financial statements.

Lorna Dysart
Chief Administrative Officer

VILLAGE OF BELCARRA

Statement of Operations

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget (Notes 1(h) and 16)	2019	2018
Revenue:			
Municipal property taxes	\$ 732,712	\$ 734,049	\$ 690,237
Water parcel taxes (note 14)	233,498	234,471	233,498
Grants in lieu of taxes	10,927	11,693	10,977
Fees and charges:			
Recycle and refuse fees	115,766	115,640	111,560
Water service fees	247,259	247,408	207,056
Water connection fees	9,000	37,995	8,115
Transfers from other governments, restricted	382,975	74,158	83,709
Transfers from other governments, unrestricted	309,300	370,649	312,263
Permits and licences	97,650	114,011	69,652
Interest income	27,100	36,380	33,117
Actuarial income on debt	28,300	29,574	24,356
Other revenues	17,144	50,871	18,287
	2,211,631	2,056,899	1,802,827
Expenses:			
General government	889,513	908,788	883,825
Transportation	357,536	376,506	374,063
Recycle and refuse	116,584	123,280	115,169
Water system	490,700	504,325	470,494
	1,854,333	1,912,899	1,843,551
Annual surplus (deficit)	357,298	144,000	(40,724)
Accumulated surplus, beginning of year	8,851,801	8,851,801	8,892,525
Accumulated surplus, end of year	\$ 9,209,099	\$ 8,995,801	\$ 8,851,801

See accompanying notes and schedules to financial statements.

VILLAGE OF BELCARRA

Statement of Changes in Net Debt

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget (Notes 1(h) and 16)	2019	2018
Annual surplus (deficit)	\$ 357,298	\$ 144,000	\$ (40,724)
Acquisition of tangible capital assets	(426,700)	(74,808)	(277,841)
Amortization of tangible capital assets	287,100	306,282	289,193
Loss on disposal of tangible capital assets	-	12,330	12,853
	217,698	387,804	(16,519)
Prepaid expenses acquired	-	(15,008)	(1,124)
Inventories held for consumption acquired	-	(13,349)	(16,019)
Inventories held for consumption consumed	-	16,019	21,910
Change in net debt	217,698	375,466	(11,752)
Net debt, beginning of year	(2,492,408)	(2,492,408)	(2,480,656)
Net debt, end of year	\$ (2,274,710)	\$ (2,116,942)	\$ (2,492,408)

See accompanying notes and schedules to financial statements.

VILLAGE OF BELCARRA

Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operating activities:		
Annual deficit	\$ 144,000	\$ (40,724)
Items not involving cash:		
Amortization of tangible capital assets	306,282	289,193
Loss on disposal of tangible capital assets	12,330	12,853
Actuarial income on debt	(29,574)	(24,356)
	433,038	236,966
Changes in non-cash operating working capital:		
Decrease in accounts receivable	873	49,984
Increase in MFA debt reserve deposit	(1,236)	(1,130)
Increase (decrease) in accounts payable and accrued liabilities	(82,254)	74,940
Increase (decrease) in performance bonds and refundable deposits	(8,601)	18,986
Increase in deferred revenue	64,050	52,475
Increase in prepaid expenses	(15,008)	(1,124)
Decrease in inventories held for consumption	2,670	5,891
	393,532	436,988
Financing activity:		
Principal payments on debt	(106,645)	(106,645)
Investing activity:		
Decrease (increase) in investments	(24,227)	277,845
Capital activity:		
Acquisition of tangible capital assets	(74,808)	(277,841)
Increase in cash	187,852	330,347
Cash, beginning of year	740,629	410,282
Cash, end of year	\$ 928,481	\$ 740,629

See accompanying notes and schedules to financial statements.

VILLAGE OF BELCARRA

Notes to Financial Statements

Year ended December 31, 2019

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

1. Significant accounting policies:

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

(a) Basis of presentation:

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

(b) Investments:

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

(c) Government transfers:

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

(d) Non-financial assets:

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

(i) Tangible capital assets:

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

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

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(e) Non-financial assets (continued):

(i) Tangible capital assets (continued):

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

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

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

(ii) Natural resources, works of arts, and cultural and historic assets:

Natural resources, works of arts, and cultural and historic assets are not recorded as assets in these financial statements.

(iii) Interest capitalization:

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

(iv) Leased tangible capital assets:

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

(v) Inventories held for consumption:

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

(f) Revenue recognition:

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

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

Property taxes imposed by other taxing authorities are excluded from the Village's taxation revenue.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(g) Expense recognition:

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

(h) Budget reporting:

The budget figures reported in the statement of operations and statement of changes in net debt represent the 2019 component of Financial Plan (2019-2023) Bylaw, 2019, No. 531 adopted by the Village Council on March 11, 2019.

(i) Debt:

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

(j) Employee future benefits:

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

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

(k) Use of accounting estimates:

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

(l) Segment disclosures:

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

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(m) Contaminated sites:

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

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

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

2. Investments:

	2019	2018
MFA short-term bond fund	\$ 983,653	\$ 959,426

The market value of investments as at December 31, 2019 is \$966,427 (2018 - \$936,961).

3. Accounts receivable:

	2019	2018
Municipal property taxes and user fees	\$ 14,970	\$ 31,755
Trade accounts receivable	51,790	28,989
Goods and services tax	29,462	36,351
	\$ 96,222	\$ 97,095

4. Accounts payable and accrued liabilities:

	2019	2018
Trade accounts payables and accruals	\$ 45,208	\$ 132,923
MFA debt interest expense accrual	31,053	31,053
Payroll accrual	37,131	31,670
	\$ 113,392	\$ 195,646

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2019

5. Performance bonds and refundable deposits:

	2019	2018
Performance bonds	\$ 231,331	\$ 239,807
Refundable deposits	5,324	5,449
	<u>\$ 236,655</u>	<u>\$ 245,256</u>

6. Deferred revenue:

	Balance, beginning of year	Contributions received	Restricted interest income	Revenue recognized	Balance, end of year
Municipal Insurance Association	\$ 2,000	\$ -	\$ -	\$ (1,672)	\$ 328
Major road network grant (a)	67,474	110,000	3,694	(58,593)	122,575
Property taxes paid in advance (b)	105,123	239,656	489	(229,524)	115,744
	<u>\$ 174,597</u>	<u>\$ 349,656</u>	<u>\$ 4,183</u>	<u>\$ (289,789)</u>	<u>\$ 238,647</u>

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

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

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2019

7. Debt:

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

Bylaw number	Maturity date	Interest rate	Authorized	Principle Payments and actuarial adjustments	2019	2018
413	2037	2.90%	\$ 4,441,330	\$ 850,415	\$3,590,915	\$3,727,134

Total interest expense on the debt for the year was \$128,799 (2018 - \$128,799).

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

	2019	2018
Debt reserve deposit	\$ 54,311	\$ 53,075
Demand note	\$ 73,309	\$ 73,309

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

2020	\$ 140,338
2021	145,951
2022	151,789
2023	157,861
2024	164,175
Future years	2,830,801
	<u>\$ 3,590,915</u>

The Village has a revolving credit facility of \$230,000, payable on demand, bearing interest at the lender's prime rate of interest per annum and is not collateralized. The revolving credit facility was unused as at December 31, 2019 and 2018.

VILLAGE OF BELCARRA

Notes to Financial Statements

Year ended December 31, 2019

8. Tangible capital assets:

	Land	Buildings and facilities	Vehicle machinery & equipment	Office furniture & equipment	Recycling depot	Road and sidewalks	Storm sewer infrastructure	Water system infrastructure	Assets under construction	2019 Total	2018 Total
Cost:											
Opening balance	\$ 329,318	\$ 471,441	\$ 394,367	\$ 119,909	\$ 157,190	\$ 2,667,995	\$ 343,526	\$ 9,682,708	\$ 36,056	\$ 14,202,510	\$ 13,951,346
Add: Additions, net of transfers	-	23,932	-	13,735	-	30,450	8,620	9,128	(11,057)	74,808	277,841
Less: Disposals	-	-	-	-	-	-	-	-	(12,330)	(12,330)	(26,677)
	329,318	495,373	394,367	133,644	157,190	2,698,445	352,146	9,691,836	12,669	14,264,988	14,202,510
Accumulated amortization:											
Opening balance	-	198,083	211,958	60,248	70,674	876,671	288,190	1,183,994	-	2,889,818	2,614,449
Add: Amortization	-	17,726	18,500	19,075	7,353	74,919	9,520	159,189	-	306,282	289,193
Less: Accumulated amortization on disposals	-	-	-	-	-	-	-	-	-	-	(13,824)
	-	215,809	230,458	79,323	78,027	951,590	297,710	1,343,183	-	3,196,100	2,889,818
Net book value, end of year	\$ 329,318	\$ 279,564	\$ 163,909	\$- 54,321	\$ 79,163	\$ 1,746,855	\$ 54,436	\$ 8,348,653	\$ 12,669	\$ 11,068,888	\$ 11,312,692

VILLAGE OF BELCARRA

Notes to Financial Statements

Year ended December 31, 2019

9. Accumulated surplus:

	General fund	Waste and Recycle Depot fund	Water fund	2019 Total	2018 Total
Reserves (a)	\$ 1,085,762	\$ -	\$ 78,955	\$ 1,164,717	\$ 975,630
Unappropriated surplus (b)	257,339	52,648	29,775	339,762	274,594
	1,343,101	52,648	108,730	1,504,479	1,250,224
Investment in tangible capital assets and inventories (c)	2,654,421	79,163	4,757,738	7,491,322	7,601,577
	\$ 3,997,552	\$ 131,811	\$ 4,866,468	\$ 8,995,801	\$ 8,851,801

(a) Reserves:

The Village establishes reserve funds 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.

	General fund	Waste and Recycle Depot fund	Water fund	2019 Total	2018 Total
Operating	\$ 88,353	\$ -	\$ -	\$ 88,353	\$ 125,507
Capital	590,476	-	-	590,476	491,060
Community works gas tax	406,933	-	-	406,933	279,398
MFA cash deposit	-	-	54,311	54,311	53,075
Water debt repayment	-	-	24,644	24,644	26,590
	\$ 1,085,762	\$ -	\$ 78,955	\$ 1,164,717	\$ 975,630

(b) Unappropriated surplus:

Unappropriated surplus is the amount of accumulated surplus remaining after deducting the 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.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2019

9. Accumulated surplus (continued):

(c) Investment in tangible capital assets and inventories:

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

	2018	2018
Tangible capital assets	\$ 11,068,888	\$ 11,312,692
Inventories held for consumption	13,349	16,019
	11,082,237	11,358,807
Deduct: Debt	(3,590,915)	(3,727,134)
	\$ 7,491,322	\$ 7,601,577

10. Commitments and contingencies:

(a) Contingent liability:

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

(b) Third party claims:

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

11. Pension plan:

The Village and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2019

11. Pension plan (continued):

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 may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$30,390 (2018 – \$29,679) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

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

12. Employee future benefits:

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

	2019	2018
Accrued benefit obligation, beginning of year	\$ 14,300	\$ 11,100
Current service cost	2,500	2,800
Interest cost	400	400
Benefits paid	(3,700)	-
Accrued benefit obligation, end of year	13,500	14,300
Unamortized actuarial (loss) gain	-	-
Accrued benefit liability, end of year	\$ 13,500	\$ 14,300

Actuarial gains and losses are amortized over the expected average remaining service period of the related employee group commencing the year after the gain or loss arises. A full update to the actuarial valuation of the accrued benefit liability was performed to determine the Village's accrued benefit obligation as at December 31, 2017 and extrapolated to December 31, 2019.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2019

12. Employee future benefits (continued):

Actuarial assumptions used to determine the Village's accrued benefit obligation are as follows:

	2019	2018
Discount rate	2.8%	2.8%
Expected future inflation rate	2.5%	2.5%
Expected wage and salary range increases	2.0%	2.0%
Expected average remaining service period	6 years	6 years

13. Collections for other governments:

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

	2019	2018
Province of British Columbia - school tax	\$ 959,617	\$ 800,731
TransLink	147,128	143,313
Metro Vancouver	142,056	143,438
Police tax	93,382	98,309
BC Assessment and MFA	26,119	27,387
	\$ 1,368,302	\$ 1,213,178

14. Water parcel taxes:

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

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

15. Contractual rights:

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

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2019

16. Budget:

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

	2019 Budget	2019	2018
Annual surplus (deficit), statement of operations	\$ 357,298	\$ 144,000	\$ (40,724)
Adjustments for non-cash items:			
Add back: Amortization of tangible capital asset	287,100	306,282	289,193
Add back: Loss on disposal of tangible capital assets	-	12,330	12,853
Add back: Inventory consumed	-	16,019	21,910
Deduct: Inventory acquired	-	(13,349)	(16,019)
Deduct: Actuarial income on debt	(28,300)	(29,574)	(24,356)
Adjustments for cash items that are not revenues or expenses, but are sources or uses of funds:			
Less: capital expenditures	(426,700)	(74,808)	(277,841)
Less: debt principal repayment	(106,645)	(106,645)	(106,645)
Net transfers for operating or capital purposes:			
From (to) reserves	(116,282)	(222,512)	21,169
From surplus	33,529	(31,743)	120,460
	\$ -	\$ -	\$ -

17. Subsequent events:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This situation presents uncertainty over the Village's future cash flows, and may have a significant impact on the Village's future operations. Potential impacts on the Village's business could include future decreases in revenue, and delays in completing capital project work. As the situation is dynamic and the ultimate duration and magnitude of the impact on the economy are not known, an estimate of the financial effect on the Village is not practicable at this time.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2019

18. Segment reporting:

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

General Fund – General Government and Transportation.

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

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

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

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

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2019

18. Segment reporting (continued):

	General Fund (Schedule 1)		Waste and Recycle Depot Fund (Schedule 2)	Water Fund (Schedule 3)	2019	2018
	General Government	Transportation				
Revenue:						
Municipal property taxes	\$ 734,049	\$ -	\$ -	\$ -	\$ 734,049	\$ 690,237
Water parcel taxes	-	-	-	234,471	234,471	233,498
Grants in lieu of taxes	11,693	-	-	-	11,693	10,977
Fees and charges:						
Recycle and refuse fees	-	-	115,640	-	115,640	111,560
Water service fees	-	-	-	247,408	247,408	207,056
Water connection fees	-	-	-	37,995	37,995	8,115
Transfers from other governments	375,721	69,086	-	-	444,807	395,972
Permits and planning fees	113,911	-	100	-	114,011	69,537
Interest income and other revenues	86,015	-	-	1,236	87,251	51,519
Actuarial income on debt	-	-	-	29,574	29,574	24,356
	1,321,389	69,086	115,740	550,684	2,056,899	1,802,827
Expenses:						
Salaries, wages and benefits	398,119	158,739	52,053	104,010	712,921	714,085
Contracted services	316,561	-	57,526	76,618	450,705	426,612
Supplies and other	129,287	130,518	6,348	35,709	301,862	272,009
Interest on debt	-	-	-	128,799	128,799	128,799
Amortization	64,821	74,919	7,353	159,189	306,282	289,193
Loss on disposal of tangible capital assets	-	12,330	-	-	12,330	12,853
	908,788	376,506	123,280	504,325	1,912,899	1,843,551
Annual surplus (deficit)	\$ 412,601	\$ (307,420)	\$ (7,540)	\$ 46,359	\$ 144,000	\$ (40,724)

VILLAGE OF BELCARRA

Schedule 1 - General Fund

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget	2019	2018
Revenue:			
Municipal property taxes	\$ 732,712	\$ 734,049	\$ 690,237
Grants in lieu of taxes	10,927	11,693	10,977
Major Road Network operating transfer	76,975	58,594	56,389
Major Road Network capital transfer	241,000	10,492	15,870
Other conditional grants	65,000	5,072	11,450
Small Community Investment Fund transfer	252,000	253,058	251,678
Community Works Fund transfer	54,500	114,196	57,147
Other transfer	2,800	3,395	3,438
Building permits	81,600	67,108	55,691
Other permits and licences	16,000	46,803	13,846
Interest income	25,000	35,144	30,883
Fees and charges	17,144	50,871	18,287
	1,575,658	1,390,475	1,215,893
Expenses:			
General government:			
Council indemnities and benefits	66,666	66,961	63,455
Council other	8,062	7,104	10,534
Election	-	-	27,497
Grants and projects	17,313	16,552	20,925
Salaries and benefits	297,928	326,783	301,229
Human resources	24,378	18,605	20,678
Information systems	38,743	44,906	42,580
Legal	17,170	28,025	40,564
Audit	16,700	16,500	15,612
Municipal hall	89,622	98,583	81,190
Planning	110,000	79,299	115,009
Support services	153,788	147,831	121,689
Interest and bank charges	5,700	5,050	4,279
Other	650	1,998	(4,269)
Administration allocation recovery	(12,667)	(14,230)	(13,463)
Amortization of tangible capital assets	55,460	64,821	26,878
Loss on disposal of tangible capital assets	-	-	9,438
	889,513	908,788	883,825
Transportation:			
Non-major road network:			
Salaries and benefits	298,601	318,939	291,211
Vehicles, equipment and supplies	35,529	34,371	30,363
Public works allocation recovery	(152,264)	(160,200)	(144,567)
Roads, bridges etc. (contracts)	23,473	24,390	37,427
Trails and public spaces	7,991	4,216	4,126
Major road network	76,974	58,593	56,389
Fire protection and emergency preparedness	4,692	8,948	2,836
Amortization of tangible capital assets	62,540	74,919	92,863
Loss on disposal of tangible capital assets	-	12,330	3,415
	357,536	376,506	374,063
	1,247,049	1,285,294	1,257,888
Annual surplus (deficit)	\$ 328,609	\$ 105,181	\$ (41,995)

VILLAGE OF BELCARRA

Schedule 2 - Waste and Recycle Depot Fund

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget	2019	2018
Revenue:			
Recycling and refuse fee	\$ 115,766	\$ 115,640	\$ 111,560
Permits and licences	50	100	115
Interest income	700	-	1,104
	116,516	115,740	112,779
Expenses:			
Recycle and refuse:			
Public works allocation	27,372	28,154	25,883
Utilities	1,000	707	1,008
Depot attendants	18,862	23,899	19,752
Curbside chipping	2,700	1,400	4,981
Materials and equipment	3,750	5,641	3,502
Processing and hauling fees	52,800	56,126	50,139
	106,484	115,927	105,265
Amortization of tangible capital assets	10,100	7,353	9,904
	116,584	123,280	115,169
Annual deficit	\$ (68)	\$ (7,540)	\$ (2,390)

VILLAGE OF BELCARRA

Schedule 3 - Water Fund

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget	2019	2018
Revenue:			
Water service fees	\$ 247,259	\$ 247,408	\$ 207,056
Water parcel taxes	233,498	234,471	233,498
Water connection fees	9,000	37,995	8,115
Actuarial income on debt	28,300	29,574	24,356
Interest	1,400	1,236	1,130
	519,457	550,684	474,155
Expenses:			
Water system:			
Administration allocation	12,667	14,230	13,463
Water purchases from GVWD	74,675	75,293	67,491
Environmental monitoring & VPA lease	277	1,325	566
Public works allocation	81,556	89,780	77,872
Utilities	6,600	6,616	6,154
Water mains repair and maintenance	5,000	-	151
Station repair and maintenance	6,071	3,923	6,742
Reservoir repair and maintenance	1,545	8,295	-
Scada system	3,766	4,739	2,474
Materials and equipment	10,743	12,136	7,234
Debt interest expense	128,800	128,799	128,799
	331,700	345,136	310,946
Amortization of tangible capital assets	159,000	159,189	159,548
	490,700	504,325	470,494
Annual surplus	\$ 28,757	\$ 46,359	\$ 3,661



COUNCIL REPORT

Date: April 6, 2020
From: Ken Bjorgaard, Financial Consultant
Subject: 5-Year Financial Plan 2020 – 2024 Bylaw No. 559, 2020

Recommendation

That Village of Belcarra 5-Year Financial Plan 2020– 2024 Bylaw No. 559, 2020 be read a first, second and third time.

Purpose

The purpose of this report is to present the Village 2020 – 2024 Financial Plan Bylaw for first three readings. The Bylaw reflects the results of Council budget deliberations and related decisions and has been prepared pursuant to the following March 9, 2020 Council motion:

“That the 2020 – 2024 Financial Plan Bylaw be brought forward to reflect Scenario C “2020 – 2024 Financial Plan including a Water Reservoir in 2020, a Fire Hall in 2022 & Funding of \$350,000 for Infrastructure Deficit (from taxation) Over 3 Years (2021, 2022 & 2023)”, with amendments to include a Water Reservoir at a value of \$3.835 million, funded by the sale of one Road End lot for \$2 million and 73% grant funding.”

Background

The Bylaw on the agenda for Council consideration reflects the above noted Council motion, more particularly the scenario in the table below. The *Community Charter* allows financial plans to be amended by bylaw after adoption.

2020 – 2024 Financial Plan Scenario C - As Amended per Council Motion					
Description	2020	2021	2022	2023	2024
Property tax increases (including additional 5.75% in each of 2021, 2022 & 2023 to fund infrastructure deficit)	15%	15.75%	15.75%	15.75%	10%
Water rate increases (exclusive of parcel tax)	10%	10%	10%	10%	10%
WARD rate increases	5%	5%	5%	5%	5%
Cumulative Infrastructure Deficit Funding in Above Increases (\$350K)		\$49,000	\$161,000	\$350,000	
Major Operating Projects Provided for: OCP Update & Review & Asset Management/Long-Term Financial Plan	\$150,000				
Major Capital Projects Provided for: Land Preparation/Development Water Reservoir (73.33% grant funded) New Fire Hall	\$175,000 \$3,835,000	\$175,000	\$175,000 \$4,000,000		
Sales Proceeds Projected from Road-End Lots	\$2,000,000	\$2,000,000	\$2,500,000		



**VILLAGE OF BELCARRA
5-Year Financial Plan 2020 – 2024
Bylaw No. 559, 2020**



A bylaw to approve the 5-Year Financial Plan for the years 2020 – 2024 inclusive.

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

AND WHEREAS the Municipal Council has caused to be prepared a 5-Year Financial Plan for the period 2020 – 2024 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 2020 – 2024 Bylaw No. 559, 2020”.
2. Council hereby adopts the 5-Year Financial Plan for the years 2020 – 2024 inclusive, for each year of the plan, as set out in Schedules A and B, attached to and forming part of this bylaw.
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra 5-Year Financial
Plan 2020 – 2024 Bylaw No.559, 2020

Chief Administrative Officer

Schedule A – Financial Plan

	2020	2021	2022	2023	2024
REVENUE					
Property taxation (includes utility taxes)	(859,665)	(998,256)	(1,159,449)	(1,346,936)	(1,487,901)
Sale of services & regulatory fees	(546,979)	(585,618)	(627,910)	(674,391)	(726,006)
Water parcel taxes	(234,471)	(234,471)	(234,471)	(234,471)	(234,471)
Government transfers	(3,224,001)	(391,442)	(397,870)	(401,499)	(405,768)
Interest income	(37,400)	(37,774)	(38,152)	(38,533)	(38,918)
Land sales proceeds	(2,000,000)	(2,000,000)	(2,500,000)	-	-
Other revenue (actuarial)	(33,693)	(39,306)	(45,144)	(51,216)	(57,530)
Total Revenue	(6,936,209)	(4,286,867)	(5,002,996)	(2,747,046)	(2,950,594)
EXPENSES					
Council, legislative services & grants	95,143	96,801	131,802	101,916	101,970
Administration, human resources & information systems	505,814	515,732	524,694	534,847	544,745
Support services including planning, finance & engineering	272,900	106,559	107,675	108,805	109,946
Bylaw enforcement & building inspection	98,153	66,952	68,290	69,655	71,049
Public works & transportation	283,655	287,770	291,950	296,199	300,519
Fire protection & emergency preparedness	6,200	6,262	6,324	6,387	6,450
Fiscal services (banking & interest)	5,814	5,930	6,049	6,170	6,293
Waste and recycle depot	109,862	112,478	115,162	117,913	120,736
Water system	218,884	212,832	225,207	255,212	254,390
Long-term debt interest (water system)	128,800	128,800	128,800	128,800	128,800
Amortization	306,500	306,500	306,500	306,500	306,500
Total Expenses	2,031,725	1,846,616	1,912,453	1,932,404	1,951,398
ANNUAL SURPLUS / (DEFICIT)	(4,904,484)	(2,440,251)	(3,090,543)	(814,642)	(999,196)
RESERVES, DEBT & CAPITAL					
Tangible capital assets purchased	4,269,025	318,644	4,343,819	191,082	111,782
Amortization	(306,500)	(306,500)	(306,500)	(306,500)	(306,500)
Repayment of debt - principal & actuarial	140,338	145,951	151,789	157,861	164,175
Transfers from reserves	(1,594,140)	(320,590)	(4,374,359)	(209,328)	(113,728)
Transfers to reserves	2,375,761	2,577,746	3,250,794	956,527	1,118,467
Transfer to surpluses	20,000	25,000	25,000	25,000	25,000
Total reserves, debt & capital	4,904,484	2,440,251	3,090,543	814,642	999,196
FINANCIAL PLAN BALANCE	-	-	-	-	-

Schedule B – Statement of Objectives and Policies**Financial Plan Objectives and Policies for Funding Sources, Distribution of Property Value Taxes, and Permissive Tax Exemptions:****A. Funding Sources**

Over the Village 5-year Financial Plan, the funding sources, as defined in Section (165) (7) of the Community Charter, are as follows:

	<u>Funding Sources</u>				
	2020	2021	2022	2023	2024
Operating Revenue Sources					
Property value taxation	20.7%	23.0%	22.9%	48.7%	50.0%
Parcel tax	5.7%	5.5%	4.7%	8.5%	7.9%
Fees	13.3%	13.7%	12.6%	24.5%	24.6%
Other sources	60.3%	57.8%	59.8%	18.3%	17.5%
Proceeds from borrowing	0.0%	0.0%	0.0%	0.0%	0.0%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%
Capital Revenue Sources					
Other sources - Reserves	33.7%	100.0%	100.0%	100.0%	100.0%
Other sources - Grants	66.3%	0.0%	0.0%	0.0%	0.0%
Proceeds from borrowing	0.0%	0.0%	0.0%	0.0%	0.0%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%

Objectives:

- Increase property taxes and user fees so that the Community is on a fiscally, sustainable path and create alternate sources of revenue or funding from the development and sale of road end properties.

Policy:

- Expedite the development and sale of road end properties to provide an alternate source of revenue for capital expenditures and early debt retirement.
- Use property tax and user fee increases to build up reserves for infrastructure replacement.
- Minimize external borrowing and create internal sources of borrowing.

B. Distribution of Municipal Property Taxes Across Property Classes

Over the term of the Financial Plan, municipal property taxes are distributed across four property tax classes as shown below:

Distribution of 2019 Property Taxes

<u>Property Classes</u>	<u>\$'s</u>	<u>%</u>
Class 1 Residential	723,828	98.6%
Class 2 Utilities	863	0.1%
Class 6 Business/Other	10	0.0%
Class 8 Recreational/Non-Profit	9,348	1.3%
	734,049	100.0%

Objective:

- Maintain a consistent, proportionate relationship in the sharing of the tax burden amongst the tax classes.

Policy:

- Set tax rates in accordance with the tax class multiples set by the Province of BC.

C. Permissive Tax Exemptions**Objective:**

- Recognize the contributions of not-for-profit institutions that provide services and activities for the Community.

Policy:

- Full or partial Permissive Tax Exemptions will be considered to encourage activities or services that:
 - Are consistent with the quality of life (economic, social, and cultural) objectives of the Village;
 - Provide direct access and benefit to the community, and
 - Would otherwise be provided by the Village.
- Council Policy 176 provides additional details and requirements for Permissive Tax Exemptions.



COUNCIL REPORT

Date: April 6, 2020

From: Ken Bjorgaard, Financial Consultant

Subject: Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 561, 2020

Recommendation

That “Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 561, 2020” be read a first, second and third time.

Purpose

The purpose of this report is to present “Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 561, 2020” for first three readings. The Bylaw reflects the results of Council budget direction to implement a 10% increase in water rates for 2020 (for those connected and not connected to the water system) and a 5% increase in Waste and Recycle Depot (WARD) rates.

Background

The Bylaw on the agenda for Council consideration reflects the above noted Council direction. As bylaws cannot be applied retroactively, the Bylaw will take effect on July 1, 2020. Thus, the existing fees and charges will be effective until June 30, 2020 at which time the new Bylaw rates will apply. In order to ensure that the full-year 2020 rates, as charged on tax notices, reflect the 10% and 5% increases, the Bylaw rates have been increased accordingly as follows:

Water & Waste and Recycle Rates 2020

Description	2019 Rates (effective for 1/2 of 2020)	New 2020 Full- Year Rates	Rate Increases Full Year	2020 Rates Effective July 1, 2020 (2020 full year rates + rate increase) (date user fee bylaw would be effective)	Check for Full Year Effective Rates (1/2 year 2019 rates + 1/2 year 2020 rates effective July 1, 2020)
Water - Connected	\$1,018	\$1,119	\$101	\$1,220	\$1,119
Water - Not Connected	\$714	\$785	\$71	\$856	\$785
WARD	\$316	\$332	\$16	\$348	\$332



VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 561, 2020



A bylaw to amend fees and charges for services and information

WHEREAS the Community Charter enables a local government to amend its bylaws from time to time;
AND WHEREAS the Village of Belcarra Council has deemed it necessary to amend its fees and charges bylaw;

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 561, 2020"

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

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

replacing:

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

with:

"Authorized User (per parcel of real property improved or unimproved)	\$348.00 per annum
Authorized User (non-resident)	\$348.00 per annum
Accessory Suite (additional dwelling unit)	\$348.00 per annum"

b) In "Schedule 13 – Waterworks Fees" by

replacing:

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

with:

"Basic Fee – Fire Protection (prorated upon date of permit for Use Fee Domestic or Use Fee Fire Sprinkler System)	\$856.00
Use Fee – Domestic (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$1,220.00
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)	\$1,220.00"

3. This bylaw shall take force and come into effect as of July 1, 2020.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Fees and Charges Bylaw
No. 517, 2018, Amendment Bylaw No. 561, 2020

Chief Administrative Officer



COUNCIL REPORT

Date: April 6, 2020

From: Lorna Dysart, Chief Administrative Officer

Subject: Ongoing Planning Studies

Recommendation

That the report regarding Ongoing Planning studies dated April 6, 2020 be received for information.

Purpose

This report responds to questions from Council members concerning the concurrent timing of the Official Community Plan (OCP) Review study and the Road Closure and Sale project, both of which are now underway

Background and Discussion

Council have authorized a Planning Study to update the Official Community Plan. In addition, work (i.e. site planning, survey and appraisal work) is now underway to create lots from Village lands (road ends) in order to make them ready for sale. Concern was expressed that these two projects might be in conflict with one another since changes to the Official Community Plan may result from both projects.

The Barefoot OCP Update contract requires that a Village Committee is to be formed and that Committee set up is going to be delayed for some time.

The Lands Study by Brook Pooni is ongoing. The Village Planner, Richard White, has reviewed the situation and believes the Village has significant scope and is within its authority to move forward with a review of the OCP at the same time that more detailed work is being done on a few Village unopened road locations in the Village. The requirements in Legislation and in Village of Belcarra OCP Bylaw No. 435, 2011 reveal no potential conflict regarding the requirements of the existing OCP, the ongoing work to raise title for several unopened road ends in the Village (Lands Study) and the upcoming work on an Update of the Village OCP (OCP Update). Village processes adhere closely to Provincial Regulations and Staff will be certain to keep these requirements in mind as both studies move forward.

The results of the survey work will likely necessitate that the OCP be revised to provide for the development of lots smaller than "0.5acres (0.2 Ha)"; this is the limit established in 3.1.1(a) of the OCP. (Page 5). Lots larger than that are provided for in existing planning policy and zoning regulations.

Specific OCP change can occur, if Council desires, while another broader OCP review is underway. Mr. White has 30 plus years' experience in a Municipal Management position where specific OCP studies were often underway while the broader OCP studies were also in process. Most municipalities have encountered similar situations. Planning studies take time and often impact a small subset of the properties otherwise governed by the Official Community Plan.

As we know from earlier zoning amendment work, many residential lots in the Village are smaller than the Village minimum already, so this potential change may be readily supportable and in the context of other neighbouring lots.

The current Planners were not involved in establishing this .5 acre minimum, but I am advised it was not an unusual standard, in years past, to attempt to ensure adequate lot sizes to provide for on-site sewerage processing and also may have existed from the time, in Belcarra, that well water and creek water were the only residential water available in Belcarra — such is still the case for some residences.

The Province, in the *Local Services Act*, deals with minimum lot sizes for safe public health and engineering practices, and now requires, as follows, when no community sewer system is provided:

“6.02

Subject to the provisions of sections 6.04 and 6.05, as the case may be, where a parcel is served by a community water system but not a community sewer system, that parcel shall not be smaller than 7,500 square feet, except that a parcel may be decreased in area by as much as 10%, provided that the approving officer is satisfied with the validity of the owner's written claim that, because of unusual terrain or the size or the configuration of his land, 7,500 square foot lots cannot be achieved and therefore subdivision is precluded, and that at the decreased size all requirements of section 6.04 can be met, but as many parcels as the approving officer considers practicable shall not be smaller than 7 500 square feet.”

(Municipal Rules may supersede this basic requirement, but new and better sewerage treatment is now possible on smaller lots when community water is available).

The Planners also note that the unopened roads are shown as if they are lots or parcels in the OCP mapping that shows planned and potential land uses for Village lands. In other words, **the closed roads in the Village are already designated for Residential according to the LAND USE POLICIES of the Belcarra OCP.**

In addition, The Zoning Bylaw, for the Lands Study, will also have to be amended to reduce the minimum lot size if smaller lots are desired. The Section 302.5 requirement for 2023 sq m (0.5 acres) for Village lots may be too large for the potential new lots. Several options exist here, if the OCP is made more liberal: a) Site specific zones could be used, b) a new Small lot category RS-1a or c) setting a new Village wide standard.

If a new standard based on the Province's minimum above is selected, a new standard lot size might be 697 sq m (7500 sq ft). Lots of 10% less area are also provided for in general Provincial legislation. The Zoning Map will not likely have to be amended.

Conclusion

A review like the OCP Update with a resident committee is a fairly lengthy process and must provide for the engagement of a large part of the community.

An OCP and / or zoning change to create lots from vacant land is a much more local endeavor, primarily having impacts on immediate neighbours — particularly construction activity once subdivision and sale occur. This is not to say that some community members may be opposed to the lot creation process as a Village wide issue.

The established public notification and public hearing processes will have to be followed when, and if, OCP or Zoning changes occur. These processes, e.g. that “all persons who believe that their interest in property is affected by the proposed bylaw must be afforded a reasonable opportunity to be heard or to present written submissions etc.” (*Local Government Act*, Section 465). Tailoring the bylaw changes to minimize potential broader neighbor impact, as well as following proper procedure, will ensure that the Village has proper and thorough community engagement.



**VILLAGE OF BELCARRA
Council Indemnity
Bylaw No. 544, 2020**



A bylaw to provide for the payment of an indemnity to
Village of Belcarra Mayor and Councillors

WHEREAS the Municipal Council may, by bylaw, provide for the payment from annual general revenue, an indemnity to the Mayor and to each Councillor for the discharge of their duties of office;

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

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Council Indemnity Bylaw No. 544, 2020".
2. The indemnity for the Mayor from April 1, 2020, up to and including December 31, 2020, shall be the gross sum of \$1,852.45 monthly.
3. The indemnity for each Councillor from April 1, 2020, up to and including December 31, 2020, shall be the gross sum of \$926.22 monthly.
4. The indemnities provided for in Section 2 and 3 above shall be paid by the Chief Administrative Officer, save and except for the provisions of Section 5 hereof.
5. In the event of any member of Council being absent from three consecutive regular Council meetings, the indemnity that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.
6. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
7. This bylaw shall take force and come into effect as of April 1, 2020.

8. The "Village of Belcarra Council Indemnity Bylaw No. 529, 2019" is hereby repealed.

READ A FIRST TIME on March 9, 2020

READ A SECOND TIME on March 9, 2020

READ A THIRD TIME on March 9, 2020

ADOPTED by the Council on

Neil Belenkie
Mayor

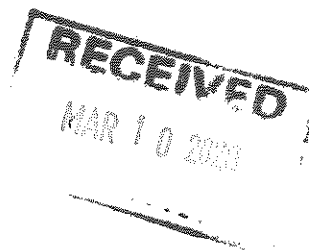
Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Council Indemnity Bylaw No. 544, 2020

Chief Administrative Officer



Jonathan X. Côté
Mayor



March 3, 2020

FILE NO. 7010-03

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

Dear Mayor Belenkie and Council,

Re: E-Comm Board of Directors Nominees

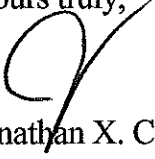
At a Closed meeting of New Westminster City Council held on February 24, 2020, Council received correspondence from the City of Burnaby, the City of Coquitlam and the City of Port Moody regarding nominees to the E-Comm Board of Directors. Upon review and discussion of this correspondence, Council endorsed the proposed nominations from the City of Burnaby and the City of Port Moody and passed the following resolution:

THAT Council nominate Councillor Zoë Royer of the City of Port Moody to serve as the City of New Westminster's nominee to the E-Comm Board of Directors to fill a vacancy on the Board, for a term beginning immediately and ending on June 25, 2020; and

THAT Council nominate Councillor Zoë Royer of Port Moody and Councillor Joe Keithly of the City of Burnaby to serve as the City of New Westminster's two nominees to the E-Comm Board of Directors for the 2020-2021 term, such Board to be elected by E-Comm shareholders at the June 25, 2020 Annual General Meeting.

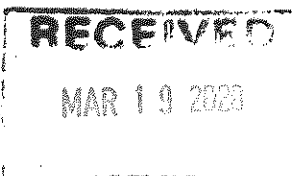
If you have any questions about this or would like more information, please contact City Clerk Jacque Killawee at jkillawee@newwestcity.ca or 604-515-3764.

Yours truly,



Jonathan X. Cote
Mayor

Cc: E-Comm
City of Burnaby
City of Coquitlam
City of Port Moody
City of Port Coquitlam



Office of the City Clerk

K. O'Connell, City Clerk
B. Zeinabova, Deputy City Clerk

2020 March 6

FILE: 02145-01

FILE NO. 0450-01

Dear UBCM Member Municipalities:

SUBJECT: 2020 UBCM Resolutions

(Item 7(01), Manager's Reports, Council Meeting 2020 February 24)

(Item 4(B), Delegation, Council Meeting 2020 February 24)

Burnaby City Council, at the Open Council meeting held on 2020 February 24, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council endorse the new resolution outlined in Section 3.0 of this report for submission to the 2020 LMLGA AGM and the 2020 UBCM Convention.
2. THAT staff be authorized to forward a copy of this report, accompanied by any applicable background reports and information, to the UBCM, located at Suite 60, 10551 Shellbridge Way, Richmond, BC V6X 2W9.
3. THAT a copy of this report be forwarded for information to Burnaby MLAs and to Selina Robinson, Minister of Municipal Affairs and Housing.

Without objection of any member of Council, the following motion was introduced:

1. THAT the following resolution be submitted to the 2020 LMLGA AGM and the 2020 UBCM Convention:

THAT the Union of BC Municipalities call upon the Province to take action to address the skyrocketing costs for condo insurance.

2. THAT a copy of this resolution be sent to all BC municipalities and to Burnaby MLAs, and Selina Robinson, Minister of Municipal Affairs and Housing.

.../2

Our Vision: A world-class city committed to creating and sustaining the best quality of life for our entire community.

In addition, Council at the same meeting, heard a delegation from MoveUP regarding benefits of public car insurance, and adopted the following motion:

1. THAT the following resolution be submitted to the LMLGA AGM and the 2020 UBCM:

WHEREAS public car insurance creates local jobs and significant investments in municipalities through road safety and improvement, grants-in-lieu, and community grants while providing greater control to municipalities to plan for risks and costs;

WHEREAS jurisdictions with only private insurance options have experienced significant rate hikes year after year while accident benefits dramatically decline;

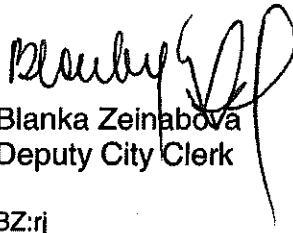
THEREFORE BE IT RESOLVED the UBCM will call on the provincial government to preserve public car insurance, including jobs and local investments, in British Columbia.

2. THAT a copy of the resolution be sent to Burnaby MLAs and BC municipalities for consideration.

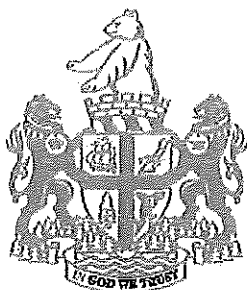
Please find attached a copy of the report and resolutions.

Thank you.

Yours truly,


Blanka Zeinabova
Deputy City Clerk

BZ:rj



Jonathan X. Côté
Mayor

RECEIVED

MAR / 9 2020

March 9, 2020

FILE NO. 0450-01

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
Langevin Block
Ottawa, ON K1A 0A2

Dear Prime Minister:

Re: National Pharmacare Program

At a meeting of New Westminster City Council held on February 24, 2020, Council passed the following motion regarding a National Pharmacare Program:

WHEREAS the City of New Westminster recognizes the importance of healthy citizens as the foundation of a healthy, engaged and economically vibrant community;

AND WHEREAS over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them;

AND WHEREAS Canada is currently the only country with a National Medicare Program that does not have a National Pharmacare Program;

AND WHEREAS the risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, as well as precarious and seasonal workers;

AND WHEREAS studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over \$8 billion per year;

AND WHEREAS recent research confirms that these gains can be achieved with little or no increase in public investment;

AND WHEREAS municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program;

AND WHEREAS a national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing, especially to Canadian seniors;

AND WHEREAS a National Pharmacare plan is a sound policy, both economically and socially:

THEREFORE BE IT RESOLVED

THAT the City of New Westminster write a letter calling on the Federal Government to work with the provinces and territories to develop and implement a Universal Public National Pharmacare program as a top priority.

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote

Mayor

Cc: The Honourable Patty Hajdu, Minister of Health
All BC Municipalities



RECEIVED

MAR 16 2020

MAYOR KENNEDY STEWART

March 13, 2020

FILE NO. 0450-01

Mayor and Council
District of West Vancouver
750 17th Street
West Vancouver, BC
V7V 3T3

Re: Discriminatory Covenants, Language and Encumbrances on Land Titles

I am writing this letter on behalf of Vancouver City Council to inform you of our intent to address the issue of discriminatory covenants and language in our provincial land title registry system, including a call for the Province and its crown corporation the Land Title and Survey Authority ("LTSA") to examine the history of discriminatory covenants in the province with the cooperation of academics and non-profit organizations active in this area.

Although, as you know, Section 222 of British Columbia's Land Title Act makes such discriminatory covenants legally null and void, the current statutory regime does not result in their automatic deletion from each applicable land title record. The City of Vancouver supports the District of West Vancouver's objective to further explore how this historically offensive language can be permanently and entirely deleted from land title records. Vancouver City Council has resolved to identify and bring forward recommendations for any additional work that should be done, including working with the LTSA to explore options to systematically and proactively identify and entirely delete (not merely strike out) discriminatory covenants and language from all land title records.

The City of Vancouver is committed to collective human rights and the values of inclusive communities that support equity, justice, and well-being for all; and to ensuring we learn from the past and remain proactive in preventing incidents of discrimination. We fully support the District of West Vancouver's recent unanimous motion on this matter and we would welcome the opportunity to work with you and the Province and LTSA on this important initiative.

Yours sincerely,

Kennedy Stewart
Mayor, City of Vancouver

Cc: Mayor & Council as per list attached



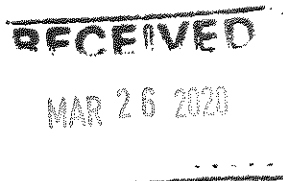
Appendix

Motion - Discriminatory Covenants, Language and Encumbrances on Vancouver Land Titles

On February 25, 2020, the following motion was approved by Vancouver City Council:

- C. THAT Vancouver City Council intends to address the issue of discriminatory covenants and language in land titles, including a call for senior orders of government to examine the history of discriminatory covenants in the Province with the cooperation of academics and non-profit organizations active in this area;

FURTHER THAT the Mayor convey Council's intention to the Mayor and Council of West Vancouver by letter, with copies to be sent to the Mayors and Councils of all 21 municipalities, one Electoral Area, and one Treaty First Nation that make up Metro Vancouver and a further copy to the Union of BC Municipalities.


OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
 p: 250.561.7600 | www.princegeorge.ca

FILE NO. 0480-01

March 24, 2020

Via email

Dear Mayor and Council:

At the City of Prince George regular Council meeting held March 9, 2020, Council endorsed the following resolution titled **Sharing Payments from Opioid Class Action Lawsuit** for submission to the Union of BC Municipalities (UBCM) for consideration at their annual convention this year.

Sharing Payments from Opioid Class Action Lawsuit

WHEREAS under the Opioid Damages and Health Care Costs Recovery Act (the "Act") the provincial government may sue a manufacturer or wholesaler of an opioid product to recover the costs of health care benefits on an aggregate basis, for a population of persons who have suffered damage caused or contributed to by the use of or exposure to an opioid product;

AND WHEREAS pursuant to the Act and other legislation, the provincial government has launched a class action lawsuit on behalf of all federal, provincial and territorial governments to recover the costs of health care benefits from manufacturers and wholesalers of opioid products, whose marketing practices have had devastating impacts on the lives of thousands of British Columbians;

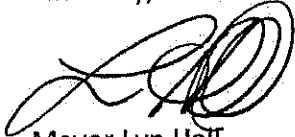
AND WHEREAS the definition of "health care benefits" under the Act includes "other expenditures by the government, made directly or through one or more agents or other intermediate bodies, for programs, services, benefits or similar matters associated with disease, injury or illness" and local governments have faced substantial "health care benefits" costs due to the opioid crisis;

THEREFORE BE IT RESOLVED that UBCM advocate to the provincial government to share any recovery of damages from the class action lawsuit with local governments, to further enable local governments to continue offering services and support programs that aim to reduce harm and stigma, address the root causes of the opioid crisis, and support people struggling with mental health and addiction.

On behalf of Prince George Council, I am requesting your favourable consideration and support for this resolution should it be accepted for debate at the 2020 Annual Convention of UBCM.

If you have any questions or would like more information please feel free to contact my office at Mayoradmin@princegeorge.ca or 250-561-7609.

Sincerely,

A handwritten signature in black ink, appearing to be 'Lyn Hall', written in a cursive style.

Mayor Lyn Hall

c.

North Central Local Government Association (NCLGA)
The Union of British Columbia Municipalities (UBCM) Annual Convention
British Columbia Municipalities and Regional Districts
Shirley Bond, MLA
Mike Morris, MLA

Subject: FW: BC Hydro response to COVID-19
Attachments: Fact Sheet COVID-19 Relief Fund.pdf

FILE NO. 230-01

From: Muir, Jerry
Sent: Thursday, April 2, 2020 8:00 AM
Subject: BC Hydro response to COVID-19

Dear Mayor Belenkie and Council,

I hope you are well.

I am writing to provide you with an update on how BC Hydro is assisting its customers and keeping its workers safe in response to the COVID-19 pandemic.

COVID-19 Relief Fund

Yesterday, we introduced a new **COVID-19 Relief Fund** to help customers that are facing financial challenges as a result of the COVID-19 pandemic.

Under the program, residential customers will be able to apply to receive a bill credit of three times their average monthly bill amount while commercial customers will be able to apply to have their electricity use charges waived for three months.

More information on the COVID-19 Relief Fund and the application form will be available next week on bchydro.com/covid19relief. Customers will have until June 30 to apply.

The COVID-19 Relief Fund is the latest in a series of measures BC Hydro has taken to help support its customers through this difficult period, including:

- The COVID-19 Customer Assistance Program which allows residential and business customers the option of deferring bill payments or arranging for flexible payment plans with no penalty. Customers are encouraged to call our customer service team at 1 800 BCHYDRO (1 800 224 9376) to discuss bill payment options;
- Suspending disconnections for non-payment; and
- Suspending non-urgent planned power outages that would impact our residential customers in recognition that our customers are spending more time at home and many are working from home.

Effective April 1st, electricity rates will decrease by 1 percent following BC Hydro's update to its Revenue Rate Application that was approved by the BC Utilities Commission.

In addition, some residential customers facing temporary hardship due to job loss, illness, or loss of a family member may also be eligible for our Customer Crisis Fund which provides a grant of up to \$600 to help with their electricity bill.

Staying safe and adjusting operations to maintain reliable supply

We recognize the critical role we have in the province to deliver safe and reliable power, which is why we implemented precautionary measures early on to help prevent cases of COVID-19 at our facilities, and amongst our employees.

Where possible, we have staff working from home. We've also adjusted our operations to focus on critical work and taken steps to ensure our frontline crews remain healthy and are able to respond should we face any emergency situations.

New customer connections and reconnections will continue through our normal processes; however, optional upgrades or alterations will not be completed at this time.

We continue to monitor the situation closely and will implement new measures as required.

Should you have any questions or concerns, please don't hesitate to contact me.

Regards,

A handwritten signature in black ink, appearing to read 'Jerry Muir', with a long horizontal stroke extending to the right.

Jerry Muir

Jerry Muir

Community Relations Manager, Lower Mainland
BC Hydro

Fact sheet



April 1, 2020

COVID-19 Relief Fund

RECEIVED

APR - 2 2020

FILE NO. 0230-01

BC Hydro recognizes the financial impacts the COVID-19 pandemic is having on its customers. In order to support our customers during this time, BC Hydro has created the COVID-19 Relief Fund.

The COVID-19 Relief Fund program provides targeted bill relief for eligible residential and small business customers:

- Residential customers that have lost their income as a result of COVID-19 will be able to apply for a bill credit of three times their average monthly bill.
- Small business customers that are currently closed as a result of COVID-19 measures can apply to have their electricity use charges waived for up to three months.

In addition, eligible large industrial customers can apply to defer payment of 50% of their electricity use charges for three months.

When does the program start, and how do customers apply?

- Eligible residential customers will be able to apply for the COVID-19 Relief Fund starting April 10 and small business customers will be able to apply online starting the week of April 14.
- Customers have until June 30, 2020 to apply for bill relief.
- For further details on the COVID-19 Relief Fund and to access the online application form, please visit bchydro.com/covid19relief.

Residential customers

Who is eligible?

- Applicants must be a BC Hydro account holder prior to March 15, 2020.
- For residential customers, the account holder or partner/spouse must provide proof of loss of income, or they are unable to work due to COVID-19.
- This includes:
 - workers, including the self-employed, who are taking care of a family member who is sick with COVID-19; and,
 - parents with children who require care or supervision due to school or daycare closures, and are unable to earn employment income (EI), irrespective of whether they qualify for EI or not.

How much will the average residential customer receive?

- The amount received will be based on the individual customer's average monthly bill amount over the past 12-months (or the amount of time they have been at their premise if less than 12 months).
 - For the average apartment dweller, this is around \$135.
 - For the average single-family home, this is around \$335.

How is this program different from the Customer Crisis Fund?

- This program focuses on helping customers experiencing loss of income as a direct result of the COVID-19 pandemic.
- The Customer Crisis Fund is offered year-round and was created for residential customers that are facing a significant financial hardship and possible disconnection of their service due to a life crisis such as job loss, injury, illness or loss of a family member.
- Some customers that are eligible for the relief under the COVID-19 Relief Fund may also be eligible to access grants of up to \$600 through our Customer Crisis Fund to help cover arrears incurred prior to the COVID-19 pandemic.

How is this program different from the COVID-19 Customer Assistance Program?

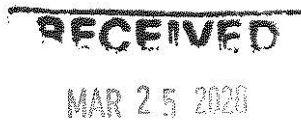
- On March 13, BC Hydro introduced the COVID-19 Customer Assistance Program to provide all residential and commercial customers the option to defer payments, or arrange a flexible payment plan to help pay their BC Hydro bills.
- All residential and commercial customers are eligible and can make individual payment arrangements with our customer team.
- Customers can call 1-800-BCHYDRO (1-800-224-9376) to discuss their options.

Small businesses**What businesses are eligible?**

- Business customers must be a business account holder under the Small General Service Rate prior to March 15, 2020.
- Customers must show they are currently closed due to the COVID-19 pandemic, either ordered by government or due to reduced transactions/revenues or employee safety protection, but continue to have an active BC Hydro account and consume electricity.

How much will the average small business customer receive?

- Small business customers that have closed their business as a result of COVID-19 will be able to apply to have their electricity costs waived for up to three months.
- Savings will depend on the size and type of the business as well as how it is heated.



Subject: FW: Rebuttal to Ralph Drew's letter

FILE NO. 100-01

From: John Willms

Sent: Wednesday, March 25, 2020 12:01 PM

Subject: Fwd: Rebuttal to Ralph Drew's letter

Attention Mayor and Councillors

Begin forwarded message:

From: John Willms

Date: March 10, 2020 at 10:51:57 AM PDT

To: Ralph Drew

Cc: Neil Belenkie, Village Of Belcarra, Bruce Drake, Iiisa wilder, Carolina Sambudio Clark, Rob Begg

Subject: Rebuttal to Ralph Drew's letter

Attention Mayor and Councillors

Wow, Ralph what were you thinking when you wrote that letter dated mar.9/20 to Lorna at the Village of Belcarra. You just accused four people in the Village of being bias for wanting to give their time and effort to the Village, for upgrading the OCP. These people voted for you and supported you all the years that you were our mayor, not always agreeing with you, but never personally slamming you the way you just did. You should be ashamed of yourself. You know yourself how much effort is required to run this Village and to keep all the people living here happy. Stirring the pot like you just did does not help make things easier for the existing council. You have had your time as mayor and I would suggest that you should help the new council with your experiences and not try to bring them down.

John Willms

Sent from my iPad

MAR 30 2020

FILE NO. 100-01

March 26/2020

Attention Mayor and councillors of Belcarra B.C.

In the last three council meetings it has come to my attention that our village has a possible financial problem going forward. The areas of concern are as listed below:

- (1) our existing fire hall does not meet the standards as recommended, protection of our fireman, such as wash down facilities for the firemen and their equipment.
- (2) The existing firehall has failed the structural test, after all it must be 40 years old.
- (3) Cost estimate for a new firehall —————\$4,000,000.00.
- (4) No monies have been allocated for this by previous fire trustees in the past as well as present.
- (5) Council has been put on notice with regards to these deficiencies. Does council now ignore this because we have councillors who have personal issues in raising funds for this need.

- (1) Our water system does not meet the fire under writers recommendation based on a letter from engineers to council in year 2010, I am not sure how this effects our insurance if this information was made public.
- (2) To meet this recommendation a new tank must be installed to meet the capacities required, this became quite obvious when two homes on Turtlehead burned to the ground. This was part of the recommended engineering design in the original upgrade but was not acted upon.
- (3) Cost estimate for this new tank———\$3,800,000.00
- (4) Council has been put on notice with regards to these deficiencies. Does council now ignore this because we have councillors not wanting to sell road ends for their personal reasons.

- (1) The existing water debt must be paid off in order for the Village to obtain any future loans. The reserve funds should be built up for any emergency situation, future upgrades to village hall etc. as the village assets age.

The above items have been mentioned many times in council meetings and town hall meetings, and I am not sure if the resident villagers understand the ramifications of these deficiencies if they are not addressed. To address these deficiencies monies have to be found, a revenue committee was established and the recommendation was to sell road ends. The revenue committee selected the top seven out of 31 road ends and recommended the sale in the order that the most valuable be sold first. Council only approved three to be considered by staff. Why not all seven.

That brings us up to date where we have the group of three in council trying to obstruct every suggestion that our Mayor has proposed. WHY. Well we have one councillor that has a road end adjacent to her home and feels that it will cut off her view, we have another councillor that has a road end one lot over from his home which could block his side view. These are personal issues that effect our council from doing their jobs that they were elected to do. In fairness to the one councillor she has finally realized that she is in conflict and has stepped down when the issue of the sale of these lots are discussed. However the other councillor who should step down has not. Today the group of three seem to be obstructing everything that is brought forward. This obstruction is not Good For Our Village. It seems that there is a personal vendetta against the Mayor.

We are so lucky to have a proactive and open Mayor in our Village. People, come to the council meetings and town hall meetings, see for yourselves, if the mayor keeps getting blocked and undermined we will pay dearly for this action that is so obvious to most of us that attend these meetings. Sooner or later the firehall will have to be replaced, the capacity of our water system will have to be added, our roads need to be repaired, there are so many things that need to be addressed, this council had better get behind this mayor, if they don't they should RESIGN. If a parcel Tax is required It could be as high as \$45,000.00. This is what happens when in the past years no monies were allocated to these areas.

John Willms

RECEIVED

MAR 26 2020

FILE NO 100-01
March 24, 2020

To: Mayor and Council of Belcarra and TAX PAYERS OF THE VILLAGE

From: Sherry Chisholm

I am guessing that most Village folks are not necessarily as aware of our financial dilemma as those few of us that attend council meetings.

If we do not get moving on selling our road ends NOW (the revenue generating committee recommended that 7 were suitable for a quick sale) , however, if ALL villagers do not communicate with the elected officials or write a short note to the village showing their support then I am concerned that the sale of road ends will slow down or stop completely.

Some councilors appear to be not entirely in favor of selling road ends. At a council meeting I watched on video three of our councilors voted on limiting the sale of road ends to three only. Why? Does this cover the financial needs of the Village...NO. We need more money than three will provide. We have approximately 31 road ends in the Village and the revenue committee listed 7 as available to make a reasonable sale. My suggestion is that we sell as many as needed to regain our financial stability. It may be 4 or 5 probably not 7.

PLEASE write or contact the council to express your support for the sale of road ends before we are forced into a parcel tax to fix our financial urgent needs. Do not leave this to a vote at the council table where personal interest may again appear to affect the vote.

We need to clear our water debt so that we are once again able to get a loan if needed (we cannot get a loan right now with the large water debt, re-establish our reserve funds, install an additional water reservoir, fix our roads and provide the funds necessary for the new fire hall (we have some time on this project).

THERE IS NO NEED FOR PANIC BUT THERE IS A NEED FOR INVOLVMENT NOW.

Subject: FW: Contact form - Shannon Wightman

FILE NO. 100-01

Sent: Monday, March 30, 2020 11:02 AM

Subject: Contact form - Shannon Wightman

Name

Shannon Wightman

Email Address

Subject

Sale of Road Ends

Message

To Belcarra Mayor and council,
I am writing this letter to urge the Mayor and council to sell as many roads ends as possible to generate revenue to shore up Belcarra's finances.

Thank you

Shannon Wightman

Don Wightman

Turtlehead Road

Subject: FW: Letter to Belcarra Council Re Objectivity of Councillors

FILE NO. 100-01

From: Ralph Drew

Sent: Friday, April 3, 2020 12:09 PM

Subject: Letter to Belcarra Council Re Objectivity of Councillors

Dear Mayor Belenkie and Belcarra Councillors,

I write in response to the letter to Mayor and Council by Sherry Chisholm dated February 18th wherein she opines that some Councillors are either "unobjective" or have a "conflict of interest" for expressing an opinion on a subject. Since when does holding an opinion become "unobjective" or a "conflict of interest"? Sherry's letter is a case of "the pot calling the kettle black"!

Sherry certainly thinks that her opinions are "in the best interest of the Village", yet contends "bias" on the part of others when, in fact, she has been a very biased advocate for the sale of road ends as "the only solution" to her believe that Belcarra is in a "very precarious financial position". Sherry's insistence that "millions" of dollars are urgently needed are scare tactics intended to stampede Councillors and residents toward the sale of road ends. The sky is not falling!

Belcarra is on secure financial ground with considerable room to borrow, if needed! In addition, infrastructure maintenance and renewal can easily be funded by budgeting \$300,000 per year over the next 25 years, which amounts to \$7,500,000 in planned expenditures. Belcarra is a sustainable municipality that only needs to focus on good asset management planning integrated with long-term (25-year) financial planning.

I am also mystified as to why Council is budgeting and increasing taxes for a replacement firehall when it is the responsibility of the 'Sasamat Fire Department' — a function of 'Metro Vancouver'. The 'Village of Belcarra' does not "own" either the firehall or the property (on which it is located) and therefore does not have authority to replace the firehall on its own initiative. Both are assets of the 'Sasamat Fire Department' in which Belcarra holds a 50% interest. It's up to the SVFD 'Board of Trustees' to plan, budget and requisition property taxes required to replace the firehalls. Including potential firehall expenditures in the municipal budget only distorts Belcarra's five-year financial plan and its associated funding through taxation.

Ralph Drew

Belcarra, B.C.

RECEIVED

APR - 9 2020

Subject: FW: Sale of road ends

LATE ITEM
8.12
APR / 6 2020

From: Deborah Struk
Sent: Friday, April 3, 2020 3:27 PM
Subject: Sale of road ends

FILE NO. 100-01

Dear Mayor Neil Belenkie and council,

Thank you for working so hard towards the end of helping gain financial stability for Belcarra.

The sale of the road ends is critical. The sale of road ends should be sooner, rather than later. I heard a resident comment the appraisal and prep likely will be another year? I have also heard some people say Belcarra is doing fine financially. Bottom line is we do not have the funds to build and maintain infrastructure. Our Village has not built up funds over the years to help build or maintain what we need to survive adequately.

I am thankful that Councillor Clark has stepped aside with regards to discussion and votes on road ends. She has made the right decision. I am concerned that Councillor Drake is also in conflict. It may do best, he too steps away during road end discussions and votes. It can be hard when decisions could affect us, as individuals, in negative ways. However, if these decisions are for the betterment of the Village as a whole, then it is important to either step aside, or wholeheartedly agree with what MUST be done.

I wonder if council is in agreement that financially we are not doing well? To have some members limit the number of road ends available for first sale, sounds like perhaps they are not agreeing we need several millions to do the work that needs to be done.

I ask the same question of staff. Do you believe our financial situation is weak and we need large amounts of revenue to rectify that? If not, what are your thoughts?

The road ends must be prepared as soon as possible and ready for sale.

Belcarra needs sufficient water so we can effectively fight fires and for our Firehall to be replaced. The residents/taxpayers are worthy of sufficient water regardless of circumstance. We should never have to be concerned about running out of water. Our volunteer First Responders seriously need a safe facility. They are to be honoured for all the amazing work they do and the risks they take. They are worth it! They are more than worth it. Stay safe, stay strong.

Sincerely,

Mrs. Deborah Struk

RECEIVED

APR - 3 2020

LATE ITEM
8.13

APR / 6 2020

To: Mayor and Council

April 3, 2020

From: Sherry Chisholm

File No. 100-01

My perception of conflict at the council table has been absolutely proven to be true and justified. Two of the elected councilors have checked with lawyers and one has since recused herself.

With regard to our financial status our accountant is telling us the facts and our Mayor is telling us that we are in a precarious financial position. The facts and figures are there for all to see. Ralph before you accuse me of miss-information remember, I check my facts and I would strongly urge you to do the same.

I hope that the people in the Village understand that I put my letters out to the Villagers to provide information that I have carefully checked and hope to inform the folks that do not attend meetings and might otherwise be unaware of what is happening.

It is my understand that the Village tax payers will pay for the new fire hall. Ralph you were a fire trustee for many years along with Bruce Drake. Why did you not set up a reserve fund for the needed replacement of the new fire halls?

Ralph why are you attacking me? In all the years I have been part of the Village I have worked hard for the Village. I have supported you as Mayor in the past and have worked hard on many of the Village projects.

Come to the meetings get the facts for yourself. Check out who is misleading you and who isn't.