



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
September 14, 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/98791741207> Meeting ID: 987 9174 1207

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, September 14, 2020

Recommendation:

That the agenda for the Regular Council Meeting, September 14, 2020 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, July 20, 2020

Recommendation:

That the minutes from the Regular Council Meeting held July 20, 2020 be adopted.

4. DELEGATIONS AND PRESENTATIONS

No items.

5. REPORTS

- 5.1** Ken Bjorgaard, Financial Consultant, report dated September 14, 2020 regarding Federation of Canadian Municipalities (FCM) Grant Application for Integrated Asset Management / Long-Term Financial Plan Project

Recommendations:

1. That Council direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the development of its Integrated Asset Management/Long-Term Financial Plan.
 2. That Council commits to conducting the following activities in its Integrated Asset Management/Long-Term Financial Plan project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:
 - Establish Foundation for Asset Management
 - Evaluation of Assets/Infrastructure
 - Financial Plan Integration & Final Asset Management Report; and
- That \$25,000 is committed from the budget toward the cost of this initiative.

- 5.2** Ken Bjorgaard, Financial Consultant, report dated September 14, 2020 regarding the Statement of Financial Information (SOFI) 2019 Report

Recommendation:

That the 2019 Statement of Financial Information (SOFI) report be approved; and That the Mayor and Chief Administrative Officer be authorized to sign the applicable statements within the SOFI report.

- 5.3** Chris Boit, Engineering Consultant, ISL Engineering and Land Services Ltd., report dated September 10, 2020 regarding Village of Belcarra Fire Flow Modelling

Recommendation:

That the from Chris Boit, Engineering Consultant, ISL Engineering and Land Services Ltd. dated September 10, 2020 regarding Village of Belcarra Fire Flow Modelling be received for information.

- 5.4** Lorna Dysart, Chief Administrative Officer, report dated September 14, 2020 regarding Land Disposition Policy No. 214

Recommendation:

That the Land Disposition Policy No. 214, dated September 14, 2020, be approved.

- 5.5** Lorna Dysart, Chief Administrative Officer, report dated September 14, 2020 regarding Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 569, 2020 – Land Disposition (Road Ends) and Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020

Recommendation:

1. That the Village of Belcarra Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 569, 2020 be read a first and second time; and That the Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 569, 2020 be referred to Public Hearing on September 28, 2020.
2. That the Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020 be read a first and second time; and That the Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020 be referred to Public Hearing on September 28, 2020.
3. That the Village of Belcarra Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 569, 2020 and Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020 be distributed to Metro Vancouver, the City of Port Moody, the Village of Anmore, and the Tsleil-Waututh Nation for review and comment pursuant to Section 475 of the *Local Government Act*.

- 5.6** Lorna Dysart, Chief Administrative Officer, report dated September 14, 2020 regarding Village of Belcarra Fees & Charges Bylaw No. 517, 2018, Amendment No. 570, 2020 (Pre-Application Rezoning Fee)

Recommendation:

That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 570, 2020 be read a first, second and third time.

- 5.7** Lorna Dysart, Chief Administrative Officer, verbal report regarding the 2019 Annual Report

Recommendation:

That the Village of Belcarra 2019 Annual Report be received for information.

- 5.8** Lorna Dysart, Chief Administrative Officer, report dated September 14, 2020 regarding Letter of Understanding with Port Moody - Proposed Road to Farrer Cove

Recommendation:

That the City of Port Moody be requested to enter into a Letter of Understanding with the Village of Belcarra in support of Belcarra building a road between the Village site and Farrer Cove; and
That the City of Port Moody also be requested to enter into an Annual Maintenance Agreement with the Village of Belcarra, who will be responsible for costs related to Port Moody managing the maintenance of the road.

- 5.9** Lorna Dysart, Chief Administrative Officer, regarding letter dated September 3, 2020 from Andrew Pape-Salmon, Executive Director, Building & Safety Standards Branch, Municipal Affairs & Housing regarding Application to Request a Local Authority Variation

Recommendation:

That the letter dated September 3, 2020 from Andrew Pape-Salmon, Executive Director, Building & Safety Standards Branch, Municipal Affairs & Housing regarding Application to Request a Local Authority Variation be received for information.

- 5.10** Lorna Dysart, Chief Administrative Officer, report dated September 14, 2020 regarding Keeping Chickens, Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 572, 2020 and Fees & Charges Bylaw No. 517, 2018, Amendment Bylaw No. 572, 2020

Recommendations:

1. Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 571, 2020 be read a first and second time; and
That the Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 571, 2020 be referred to Public Hearing on September 28, 2020.
2. That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 572, 2020 be read a first, second and third time.

- 5.11** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 14, 2020 regarding the 2019 Drinking Water Quality Annual Report.

Recommendation:

That the 2019 Drinking Water Quality Annual Report be received for information.

- 5.12** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 14, 2020 regarding Managing Trees, Views & Landscapes Bylaw No. 567, 2020

Recommendations:

1. That the "Managing Trees, Views & Landscapes" Bylaw No. 567, 2020 be read a first, second and third time; and
2. That staff follow up on the "Recommended Council Action Items" outlined in the report titled 'Managing Trees, Views & Landscapes bylaw No. 567, 2020' dated September 14, 2020.

6. REPORTS FROM MAYOR AND PROJECT LEADS

Mayor Belenkie

6.1 Sasamat Volunteer Fire Department Trustee Appointment

Recommendation:

- a) That Council rescind the appointment of Councillor Drake as the Village of Belcarra Trustee to the Sasamat Volunteer Fire Department (SVFD) Board.
- b) That Council appoint Councillor Begg as the Village of Belcarra Trustee to the Sasamat Volunteer Fire Department (SVFD) Board.

6.2 Fire Prevention Update

6.2 RCMP Update

6.3 Parking Update

6.4 Thank you to Belcarra Resident, Paul Droulis for his generous donation of thermometers donated to the Sasamat Volunteer Fire Department.

Councillor Drake

6.5 Speed Control Issues – Indian Arm

Recommendation:

That Council direct staff to write a letter to the Vancouver Fraser Port Authority requesting consideration for installing buoys for speed control in Indian Arm.

7. BYLAWS

7.1 Village of Belcarra Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020

Recommendation:

That “Village of Belcarra Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020” be read a third time and adopted.

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 to 8.23 be received.

ACTION ITEMS

8.1 Jessie Christophersen, Information & Member Services Coordinator, Recycling Council of BC, email dated August 11, 2020 regarding the declaration of “National Waste Reduction Week in Canada, October 19 – 25, 2020”.

Recommendation:

That the week of October 19 – 25, 2020 be declared as “National Waste Reduction Week” in the Village of Belcarra.

INFORMATION ITEMS

8.2 Water Committee Meeting Minutes, May 21, 2019

8.3 Kerri Palmer Isaak, Chair, Board of Education, letter dated July 15, 2020 regarding Mental Health Initiative Proposal

8.4 Parent AfterGrad Committee, Port Moody Secondary School, letter dated July 2020 regarding Appreciation for the Donation to the Port Moody Secondary School AfterGrad

8.5 Sav Dhaliwal, Chair, Metro Vancouver Board, letter to Honourable Jonathan Wilkinson Minister of Environment & Climate Change and Honourable George Heyman, Minister of Environment & Climate Change Strategy, dated July 15, 2020 regarding Low Carbon Economic Stimulus Funding in Response to COVID-19 (Full report available at the Village office)

- 8.6 Malcolm Brodie, Mayor, City of Richmond, letter dated July 17, 2020 regarding A Statement Against Racism Related to the COVID-19 Pandemic
- 8.7 Ben Pires, Victoria Resident, email dated July 21, 2020 regarding Colonial Name of Our Province
- 8.8 Rick Glumac, MLA Port Moody – Coquitlam, letter dated July 21, 2020 regarding UBCM 2020
- 8.9 Suzan Hewat, Mayor, Village of Kaslo, letter dated July 23, 2020 regarding A Strategy for Rural Economic Development Through Health Care
- 8.10 Sav Dhaliwal, Chair, Metro Vancouver Board, letter dated July 30, 2020 regarding Approved Metro Vancouver Regional Industrial Lands Strategy
- 8.11 Lori Ackerman, Mayor, Fort St. John, letter dated July 31, 2020 to Premier John Horgan regarding BC Utilities Commission's Approval of BC Hydro's Application to Amend the Net Metering Service under Rate Schedule 1289
- 8.12 Honourable Selina Robinson, Minister of Municipal Affairs & Housing, letter dated August 4, 2020 to Honourable John Horgan, Premier & Honourable Carole James, Minister of Finance regarding UBCM Submission Building BC's Recovery Together (full report available at the Village office)
- 8.13 Malcolm Brodie, Mayor, City of Richmond, letter dated July 31, 2020 regarding Support in Opposition for Fortis BC's Proposed Tilbury Phase 2 LNG Expansion Project (full report available at the Village office)
- 8.14 Mark Vernon, Chief Executive Officer, Architectural Institute of British Columbia, letter dated August 26, 2020 regarding The "Langford Decision" and the Application of the Architects Act.
- 8.15 Chris Nicolls, Secretary-Treasurer/CFO, School District No. 43 (Coquitlam), letter dated September 9, 2020 regarding Capital Bylaw No. 3, Amendment Bylaw No. 1.9 – 2000 (School Site Acquisition Charge Capital Bylaw Amendment) (full report available in the Village office)
- 8.16 Rob Aiello, General Manager, BC, Telus, email dated September 10, 2020 regarding Draft Letter to Honourable Justin Trudeau, Prime Minister of Canada regarding Prioritization of Rural Connectivity Across Canada
- 8.17 Gordon Sadler & Tarja Halmekangas, Belcarra Residents, email dated July 9, 2020 regarding Parking
- 8.18 Sandra Chapman, Tree Committee Chair, letter dated July 18, 2020 regarding Tree Management Bylaw No. 567, 2020 Report dated July 20, 2020
- 8.19 Sandra Chapman, Mary Begg, Vicky Greig, Les Bramley and Deborah Struk, Tree Committee Members, letter dated August 14, 2020 regarding Proposed Bylaw 567
- 8.20 Angela Yin & Yongtao Jiang, Belcarra Residents, email dated August 3, 2020 regarding Upper Watson Road – Access to Main Avenue
- 8.21 Julie Chamberlain, Belcarra Resident, email dated August 9, 2020 regarding Development of the Municipal Property
- 8.22 Deborah Struk, Belcarra Resident, email dated August 18, 2020 regarding Accessibility

- 8.23** Deborah Struk, Belcarra Resident, email dated September 6, 2020 regarding Yard Waste Dumping Marine Foreshore

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the September 14, 2020 meeting of Council be closed pursuant to the *Community Charter* Section 90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

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

12. ADJOURNMENT

Recommendation:

That the September 14, 2020 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
July 20, 2020**



Minutes of the Regular Council Meeting for the Village of Belcarra held July 20, 2020 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

This meeting was held via Zoom Teleconference and was recorded.

Council in Attendance

Mayor Neil Belenkie

Councillor Rob Begg

Councillor Carolina Clark (departed at 7:10 pm and returned at 8:05 pm)

Councillor Bruce Drake (departed at 7:10 pm and returned at 8:05 pm)

Councillor Liisa Wilder

Staff in Attendance

Lorna Dysart, Chief Administrative Officer

Stewart Novak, Public Works & Emergency Preparedness Coordinator

Paula Richardson, Municipal Coordinator

Others in Attendance

Richard White, RWPAS Ltd., Planning Consultant (departed at 8:54 pm)

Neil Hahn, Garnett Wilson Realty Advisors Ltd., Appraiser (departed at 8:54 pm)

Ken Bjorgaard, Financial Consultant, K&E Business Services (departed at 9:00 pm)

1. CALL TO ORDER

Mayor Belenkie called the Zoom meeting to order at 7:00 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, July 20, 2020

Moved by: Councillor Clark

Seconded by: Councillor Begg

That the agenda for the Regular Council Meeting, July 20, 2020 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, July 6, 2020

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held July 6, 2020 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items.

5. REPORTS**5.1** Lorna Dysart, Chief Administrative Officer and Richard White, RWPAS Ltd., Planning Consultant, report dated July 20, 2020 regarding Land Disposition – Interim Report #2

Councillor Clark declared a Conflict of Interest with regard to a specific Road End on Whiskey Cove Lane and left the meeting at 7:10 pm.

Councillor Drake declared a Conflict of Interest with regard to a specific Road End on Turtlehead Road and left the meeting at 7:10 pm.

L. Dysart invited Richard White, Planning Consultant, to outline the report.

R. White provided an update on advancing the Revenue Generation Committee Road Ends Sales recommendations. Considerable discussion ensued related to Road Ends on the water. Council discussed various aspects of the report including Fair Market Value and the Land Disposition Policy as it relates to the Right of First Refusal.

Moved by: Councillor Begg

Seconded by: Councillor Wilder

That the Road Ends Appraisal Report dated July 20, 2020, be received.

CARRIED

Moved by: Councillor Wilder

Seconded by: Councillor Begg

That the Land Disposition Policy No. 214 be approved; and

That the proposed approach to Right of First Refusal in the Land Disposition Policy No. 214 be endorsed.

DEFERRED

R. White noted that comments from Council will be taken into consideration related to the Right of First Refusal in the Land Disposition Policy and will be brought back to Council.

Moved by: Councillor Begg

Seconded by: Councillor Wilder

That staff be directed to draft amendments to the Official Community Plan (OCP) and Zoning Bylaw to permit the development of Village-owned properties that are less than 0.5 acres.

CARRIED

Moved by: Councillor Begg

Seconded by: Councillor Wilder

That subject to the adoption of the Official Community Plan (OCP) and Zoning Bylaw amendments, staff be directed to report back to enable Council to select up to three Road Ends to be sold.

CARRIED

Councillor Clark & Councillor Drake returned to the meeting at 8:05 pm.

- 5.2 Lorna Dysart, Chief Administrative Officer and Richard White, RWPAS Ltd., Planning Consultant, report dated July 20, 2020 regarding Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020, Highway Encroachment Area

R. White outlined the report and noted that the Vancouver Fraser Port Authority (VFPA) lifted the moratorium on Recreational Docks on June 15, 2020. The moratorium remains in place on Marine Avenue & Senkler Road as an amendment is required to the Official Community Plan (OCP) to allow for further potential development of recreational docks in this area.

Council discussed various aspects of the proposed amendment to the OCP related to the Highway Encroachment Area and the proposed removal of the Bedwell Bay Sustainability Plan from the OCP. R. White noted that Bedwell Bay is under the jurisdiction of the VFPA.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the Village of Belcarra Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020 be read a first and second time; and
That the Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020 be referred to Public Hearing on September 14, 2020; and
That Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020 be distributed to Metro Vancouver, the City of Port Moody, the Village of Anmore, and the Tsleil-Waututh Nation for review and comment pursuant to Section 475 of the *Local Government Act*.

CARRIED

- 5.3 Ken Bjorgaard, Financial Consultant, report dated July 20, 2020 regarding 2020 Budget Variance Report Based on Results to June 30, 2020

K. Bjorgaard outlined the following:

- General Operating Fund Budget Review
- Water Operating Fund Budget Review
- Waste & Recycle Depot (WARD) Operating Fund Budget Review
- Capital Budget Review

K. Bjorgaard noted that the Village is on track to meet 2020 budget targets. Discussion ensued.

Moved by: Councillor Begg
Seconded by: Councillor Clark

That the report entitled "2020 Budget Variance Report Based on Results to June 30, 2020" be received for information.

CARRIED

- 5.4 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated July 20, 2020 regarding Tree Management & Protection Bylaw No. 567, 2020

S. Novak provided an overview of the report which outlined a Tree Management and Protection Bylaw, as proposed in the Tree Committee Report dated March 9, 2020.

Considerable discussion ensued with regard to the draft bylaw. Tree Committee members outlined various aspects of the Tree Committee report and noted there is no support for the municipality to oversee trees on private property.

Moved by: Councillor Wilder
Seconded by: Councillor Drake

That Tree Management & Protection Bylaw No. 567, 2020 be deferred to staff to remove the reference to tree management by the Village on private property and to update the report and bylaw as outlined.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

Mayor Belenkie Updates:

6.1 Water System / Firefighting Capacity Review – Note: Water Committee Zoom meeting scheduled for July 22, 2020

6.2 Bylaw Enforcement & Parking Update

Mayor Belenkie provided details related to revenue from ticketing and towed vehicles. He noted there is significant work completed by staff on parking matters. He advised that L. Dysart is seeking additional Bylaw Enforcement Officers.

7. BYLAWS

No items.

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Drake
Seconded by: Councillor Begg

That correspondence items 8.1 to 8.3 be received.

CARRIED

INFORMATION ITEMS

8.1 Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, email dated July 6, 2020 regarding Letter to Council Concerning June 25, 2020 Tri-Cities News Article

8.2 David Marshall, Chief Executive Officer, Fraser Basin Council, email dated July 6, 2020 regarding Fraser Basin Council 2019-2020 Activities of Interest Update to Local Governments in Metro Vancouver (full report available at the Village office)

8.3 Jonathan Cote, Mayor, City of New Westminster, letter dated July 6, 2020 regarding Disaggregated COVID-19 Data Collection

9. NEW BUSINESS

Mayor Belenkie – Regional Committees

Councillor Clark enquired with regard to Mayor Belenkie providing an update on the Regional Committee meetings he attends.

Mayor Belenkie requested that Councillor Clark provide him with specific areas of interest.

10. PUBLIC QUESTION PERIOD

Sherry Chisholm, Belcarra Resident, enquired with regard to an update on Metro Vancouver Parks as it relates to the cottages in Belcarra Park.

David Shoolestani, Belcarra Resident, enquired with regard to the following:

- The process to become a Bylaw Enforcement Officer
- Parking decals, guest parking and trailer parking

Don Babineau, Belcarra Resident, enquired with regard to encroachments on Village owned property.

11. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the July 20, 2020 Regular Meeting be adjourned at 10:08 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

Date: September 14, 2020

From: Ken Bjorgaard, Financial Consultant

Subject: Federation of Canadian Municipalities (FCM) Grant Application for Integrated Asset Management/Long-Term Financial Plan Project

Recommendations

1. That Council direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the development of its Integrated Asset Management/Long-Term Financial Plan.
2. That Council commits to conducting the following activities in its Integrated Asset Management/Long-Term Financial Plan project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:
 - Establish Foundation for Asset Management
 - Evaluation of Assets/Infrastructure
 - Financial Plan Integration & Final Asset Management Report; and
 That \$25,000 is committed from the budget toward the cost of this initiative.

Purpose

The purpose of this report is to seek Council support for an FCM grant application to develop the Village Integrated Asset Management/Long-Term Financial Plan. In order to apply for this grant, the FCM requires the above motions from Council.

Background

The FCM has an asset management grant program which funds a broad spectrum of asset management-related activities such as:

- Asset management assessments
- Development of asset management plans, policies and strategies
- Asset-related data collection and reporting
- Asset management training and organizational development
- Knowledge transfer around asset management

The grant program funds 90% of total eligible project costs, to a maximum of \$50,000. One of the Village strategic priorities is to develop an Asset Management Plan and a related long-term financial plan. The total projected budget for this project is \$75,000 with a proposed \$50,000 contribution from the FCM and \$25,000 from the Village. The Village has set aside funds for its share of the project in the 2020 budget. This grant funding would go a long way in assisting the Village to meet its project goals.



COUNCIL REPORT

Date: September 14, 2020

From: Ken Bjorgaard, Financial Consultant

Subject: 2019 Statement of Financial Information (SOFI)

Recommendation

That the 2019 Statement of Financial Information (SOFI) report be approved; and
 That the Mayor and Chief Administrative Officer be authorized to sign the applicable statements within the SOFI report.

Purpose

The purpose of this report is to provide the 2019 SOFI report to Council for approval and sign-off.

Background

The attached SOFI report has been produced pursuant to the requirements of the *Financial Information Act* and the corresponding *Financial Information Regulation*. As required by the legislation the following sections are included in the report:

1. Statement of Financial Information Approval
2. Management Report
3. Schedule of Guarantee and Indemnity Agreements
4. Schedule of Remuneration and Expenses
5. Statement of Severance Agreements
6. Schedule of Payment to Persons or Entities
7. Statement of Inactive Corporations
8. Financial Statements

The approved 2019 Statement of Financial Information will be available to the public and will be forwarded to the Ministry of Municipal Affairs.

Attachment: Statement of Financial Information (SOFI) Report for the Year Ended December 31, 2019



VILLAGE OF BELCARRA

STATEMENT OF FINANCIAL INFORMATION (SOFI) REPORT

FOR THE YEAR ENDED DECEMBER 31, 2019

Section	Number
Statement of Financial Information Approval.	1
Management Report.	2
Schedule of Guarantee and Indemnity Agreements.	3
Schedule of Remuneration and Expenses.	4
Statement of Severance Agreements.	5
Schedule of Payments to Persons or Entities	6
Statement of Inactive Corporations.	7
Financial Statements.	8

Published pursuant to the *Financial Information Regulation* under the
Financial Information Act of British Columbia

Section 1

VILLAGE OF BELCARRA

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned hereby approve [as noted in *Financial Information Regulation*, Schedule 1, subsection 9(2)], all of the statements and schedules included in this Statement of Financial Information (SOFI) report, produced as required by the *Financial Information Act*.

Lorna Dysart
Chief Administrative Officer
September 14, 2020

Neil Belenkie
Mayor
September 14, 2020

Prepared pursuant to Financial Information Regulation, Schedule 1, subsection 9 (2)



VILLAGE OF BELCARRA

"Between Forest and Sea"

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Section 2

VILLAGE OF BELCARRA MANAGEMENT REPORT

The consolidated financial statements contained in this Statement of Financial Information (SOFI) under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles as prescribed by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants. The integrity and objectivity of these statements are management's responsibility. Management is responsible for all the statements and schedules prepared for this Statement of Financial Information, and for ensuring that the information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal controls, which in part includes an external audit which is undertaken annually.

The Village's external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the consolidated financial statements. Their examination does not relate to the other schedules and statements required by the Financial Information Act. Their examination includes a review and evaluation of the Village's internal control systems and includes appropriate tests and procedures to provide a reasonable assurance that the financial statements are presented fairly.

On behalf of the Village of Belcarra,

Lorna Dysart
Chief Administrative Officer
September 14, 2020

Prepared pursuant to Financial Information Regulation, Schedule 1, subsection 9(3)

Section 3

VILLAGE OF BELCARRA

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The Village of Belcarra has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation during the 2019 fiscal year.

Prepared pursuant to Financial Information Regulation, Schedule 1, subsections 5(3) and 5(4)

Section 4

VILLAGE OF BELCARRA

SCHEDULE OF REMUNERATION AND EXPENSES

Elected Officials

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>	<u>Total</u>
Begg, Rob	Councillor	\$ 10,770.00	\$ 408.39	\$ 11,178.39
Belenkie, Neil	Mayor	\$ 21,540.12	\$ 2,947.60	\$ 24,487.72
Clark, Carolina	Councillor	\$ 10,770.00	\$ 1,814.30	\$ 12,584.30
Drake, Bruce	Councillor	\$ 10,770.00	\$ 835.63	\$ 11,605.63
Wilder, Liisa	Councillor	\$ 10,770.00	\$ 671.36	\$ 11,441.36
Total Elected Officials (Mayor and Council)		\$ 64,620.12	\$ 6,677.28	\$ 71,297.40

Employees

<u>Employee Name</u>	<u>Position</u>	<u>Remuneration</u> ¹	<u>Expenses</u>	<u>Total</u>
Bakker, Doug	Public Works Maintenance Worker	\$ 83,404.46	\$ 1,786.01	\$ 85,190.47
Dysart, Lorna	Chief Administrative Officer	\$ 133,982.35	\$ 4,418.51	\$ 138,400.86
Smith, Brad	Public Works Maintenance Worker	\$ 81,820.20	\$ 4,161.20	\$ 85,981.40
Total for Employees Over \$75,000		\$ 299,207.01	\$ 10,365.72	\$ 309,572.73
Total For Employees Under \$75,000		\$ 285,848.01	\$ 3,593.28	\$ 289,441.29
Total Remuneration & Expenses for Employees		\$ 585,055.02	\$ 13,959.00	\$ 599,014.02
Total Remuneration & Elected Officials & Employees		\$ 649,675.14	\$ 20,636.28	\$ 670,311.42

¹Includes taxable benefits

The variance between the remuneration schedules and the salaries, wages and benefit expenses reported in the consolidated Financial Statements of the Village of Belcarra are attributable to a number of factors, including that the remuneration schedule is based on actual payments made during the year, while the financial statements are prepared on an accrual basis. Also, wages and benefits in the financial statements include the employer's cost of benefits, which are not taxable to employees, and are thus not included in this schedule.

Expenses include travel expenses, memberships, tuition, vehicle reimbursements and registration fees paid directly to an employee or a third party on behalf of an elected official or employee.

Prepared pursuant to Financial Information Regulation, Schedule 1, subsections 6(2), (3), (4), (5) and (6)

Section 5

VILLAGE OF BELCARRA STATEMENT OF SEVERANCE AGREEMENTS

There was one severance agreement representing four months of compensation during the fiscal year 2019.

Prepared pursuant to Financial Information Regulation, Schedule 1, subsection 6(7)

Section 6

VILLAGE OF BELCARRA

SCHEDULE OF PAYMENTS TO PERSONS OR ENTITIES

PAYMENTS TO PERSONS OR ENTITIES	AMOUNT
NAME	
A MAIS Technologies Inc.	\$ 30,754.08
BC Assessment Authority ¹	25,988.49
Canada Revenue Agency	27,876.05
District of North Vancouver	73,809.49
Metro Motors Ltd.	109,253.93
Metro Vancouver Regional District (water debt repayment)	237,543.63
Metro Vancouver Regional District ¹	142,056.00
Municipal Pension Plan ²	57,452.00
Nancy Gomerich, Financial Consultant	48,946.30
Pacific Blue Cross	25,856.29
Pooni Group Inc.	70,484.99
Province of British Columbia ¹	1,049,946.31
Revolution Resource Recovery	59,653.51
Sea to Sky Network Solutions	30,790.98
South Coast British Columbia Transportation ¹	147,127.66
Young, Anderson	33,517.17
Total Payments to Suppliers Over \$25,000	\$ 2,171,056.88
TOTAL PAYMENTS TO SUPPLIERS UNDER \$25,000	\$ 488,152.89
GRANTS & CONTRIBUTIONS	\$2,053.00
GRAND TOTAL	\$ 2,661,262.77

¹ Taxes or levies collected on behalf of taxing authorities and forwarded to authorities

² Employer and employee pension contributions

The Village prepares the schedules of payments based on actual disbursements processed through its accounts payable system.

This schedule of payments is a “cash basis” listing. The figures therefore will differ significantly from the expenditures in the consolidated financial statements which are reported on an accrual basis, resulting in timing differences. Furthermore, there are disbursements on this schedule which are not considered expenditures in the financial statements including payments made to other taxing authorities, employee payroll deductions, debt principal repayments and payments for the acquisition of tangible capital assets.

Prepared pursuant to Financial Information Regulation, Schedule 1, section 7 and the Financial Information Act, section 2

Section 7

**VILLAGE OF BELCARRA
STATEMENT OF INACTIVE CORPORATIONS**

The Village of Belcarra does not have any inactive corporations.

Prepared pursuant to Financial Information Regulation, Schedule 1, section 8

Section 8

**VILLAGE OF BELCARRA
FINANCIAL STATEMENTS**

Provided pursuant to Financial Information Regulation, Schedule 1, sections 2,3, 4 & 5

- STARTING NEXT PAGE -

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



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

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of the Village of Belcarra

Opinion

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

- the statement of financial position as at December 31, 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.

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'.

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
	\$ 3,590,915

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



503-4190 Lougheed Hwy., Burnaby BC V5C 6A8, T: 604.629.2696 F: 604.629.2698To: **Village of Belcarra**Date: **September 10, 2020**Attention: **Lorna Dysart, COA**Project No.: **32482**

Cc:

Reference: **Village of Belcarra Fire Flow Modelling**From: **Chris Boit, P.Eng.**

1.0 Introduction

The current Village of Belcarra water supply system doesn't meet the Fire Underwriters Society recommended fire flow requirements. Therefore, the Village of Belcarra retained ISL to assess the existing water system in Belcarra and its capabilities to support fire fight efforts and in turn recommend potential upgrades to meet fire flow requirement.

2.0 Model Set up

The Village of Belcarra model was created using WaterCAD v10.2.2. Due to the objective of the project, the model was only created to run Max Day Demand (MDD) and MDD with fire flow at one specific location. The fire pump information was provided by Village of Belcarra. All pipes and hydrant information were extracted from the 2011 as-built drawing sets.

The water model uses an MDD value of 14L/s and a constant 20L/s inflow from the supply line to the reservoir. The fire flow simulation is evaluated by applying fire flow on top of the MDD and determining the capacity of the reservoir in supporting the fire fighting. It should be noted that the model used the suggested MDD stated in a letter from the FUS, dated August 8th, 2010. This is assumed to be a theoretical value and not based on consumption data. We are therefore representing worse case scenarios for the majority of the flow scenarios.

The current fire pump design set point is at 500GPM with a head of 104 ft. The pump can in theory provide upward of 1000GPM, however there would 0 ft of head. We can force 1000 GPM (75.8L/s) for 1hr. However, the pump has trouble delivering 75.8L/s to north of Belcarra bay road causing some pressure below zero along Bedwell bay road.

Some assumptions made within the model are:

- Fire pump will run separate from the distribution pump
- Fire flow is only required at one location at a given time

3.0 Fire Flow Scenario

Following the setup of the water distribution model, ISL ran the following scenarios with varying MDD, fire flow requirements and storage requirements. They help to identify the limitations of the existing infrastructure and which upgrades might be the most beneficial to the Municipality.

3.1 Scenario 1

	Fire Flow (L/s)	Duration (hr)	Reservoir (%)	Note
SCENARIO 1A	30	1	71	Assume Tank is nearly full in the beginning and inflow at 20L (original size = 58,800Imp.G)
	60	1	37.8	
	60	2	EMPTY AT 1HR38MINS	
	75.8	1	0	

	Fire Flow (L/s)	Duration (hr)	Reservoir (%)	Note
SCENARIO 1B	30	1	80.3	Assume Tank is nearly full in the beginning and inflow at 20L/s (MDD = 5L/s) (original size = 58,800Imp.G)
	60	1	46.8	
	60	2	EMPTY AT 1HR53MINS	
	75.8	1	29.2	
	100	2	EMPTY AT 53MINS	

	Fire Flow (L/s)	Duration (hr)	Reservoir (%)	Note
SCENARIO 1C	30	1	32.1	Assume Tank is half full in the beginning and inflow at 20L/s (MDD = 5L/s) (original size = 58,800Imp.G)
	60	1	0	
	60	2	EMPTY AT 1HR	
	75.8	1	EMPTY AT 45MINS	
	100	2	EMPTY AT 30MINS	

	Fire Flow (L/s)	Duration (hr)	Reservoir (%)	Note
SCENARIO 2	30	1	78	Assume a Reservoir with 78,400imp.G [30ft diameter; 18ft height], nearly full in the beginning and inflow at 20L/s
	60	1	52.8	
	60	2	7.5	
	75.8	1	39.6	
	100	2	EMPTY AT 1HR8MINS	

	Fire Flow (L/s)	Duration (hr)	Reservoir (%)	Description
SCENARIO 3	30	1	93.7	Scenario #4 assume the reservoir is the original size, the reservoir is close to capacity at the start of a fire event, but the constant supply inflow increased to 40 L/s.
	60	1	60.2	
	60	2	22.2	
	75.8	1	42.61	

	Fire Flow (L/s)	Duration (hr)	Reservoir (%)	Note
SCENARIO 4	30	1	93.7	Assume Reservoir is at original size and half full in the beginning but increase the inflow to 40L/s
	60	1	60.2	
	60	2	22.2	
	75.8	1	42.6	
	100	2	EMPTY AT 38MINS	

	Fire Flow (L/s)	Duration (hr)	Reservoir (%)	Note
SCENARIO 5	30	1	94.8	Assume Reservoir is at 78,400imp.G [30ft diameter; 18ft height] (original size = 58,800Imp.G), nearly full in the beginning and inflow at 40L/s
	60	1	69.6	
	60	2	41.1	
	75.8	1	56.4	
	100	2	EMPTY AT 1HR15MINS	

	Fire Flow (L/s)	Duration (hr)	Reservoir (%)	Note
SCENARIO 6	60	1	15.5	Assume Reservoir is at original size, nearly full in the beginning and no inflow (MDD=14L/s)
	60	2	EMPTY AT 1HR8MINS	

	Fire Flow (L/s)	Duration (hr)	Reservoir (%)	Note
SCENARIO 6A	60	1	24.4	Assume Reservoir is at original size, nearly full in the beginning and no inflow (MDD=5L/s)
	60	2	EMPTY AT 1HR23MINS	

	Fire Flow (L/s)	Duration (hr)	Reservoir (%)	Note
SCENARIO 6B	60	1	55	Assume Reservoir is at 113,400imp.G [36ft diameter; 18ft height] (original size = 58,800Imp.G), nearly full in the beginning and no inflow (MDD=14L/s)
	60	2	11.9	

	Fire Flow (L/s)	Duration (hr)	Reservoir (%)	Note
SCENARIO 6C	60	1	55	Assume Reservoir is at 101,000imp.G [32ft diameter; 18ft height] (original size = 58,800Imp.G), nearly full in the beginning and no inflow (MDD=5L/s)
	60	2	11.9	

	Fire Flow (L/s)	Duration (hr)	Reservoir (%)	Note
SCENARIO 7	100	1	53.7	Assume Reservoir is at 169,700imp.G [44ft diameter; 18ft height] (original size = 58,800Imp.G), nearly full in the beginning and inflow at 20L/s (MDD=14L/s)
	100	2	9.1	

4.0 Discussion

ISL has run several scenarios for potential MDD rates, storage flows, inflow and discharge rates for the firefighting purposes. As the above scenarios indicate, there are potentially many different ways to analyze the situation and provide solutions. However, to arrive at a final resolution for firefighting purposes, the Village needs to determine the level of risk they are willing to operate at. The following sections highlight the potential options.

4.1 Maximum Daily Demand (MDD) Value

The MDD has a significant impact on reservoir capacity levels. This makes sense, as it's a constant value that drains from the reservoir, in addition to any fire flow. In most sizing scenarios, we would rely on a theoretical value, as they account for worse case scenarios and therefore limit risk. However, the Village has a significant amount of data which identifies an MDD much lower, than the requested 14 l/s in FUS letter. Therefore, a strong argument could be used for the use of a lower MDD value in the analysis.

4.2 Flow Rate

The determination of which flow rate to use is a matter of risk tolerance for the Municipality (previous memo attached). From a risk perspective, the lower the rate and duration, the higher the risk to the Municipality's residents.

It is ISL's opinion, that the lowest flow rate to be considered should be 60 l/s. As this is a typical flow rate used in low density housing environments, ie significant setbacks between residents and meets the Village's Subdivision and Design Requirements for RS-1 and RS-2.

4.3 Reservoir sizing

In order to model the system, we set the existing reservoir to 90% of its capacity, this allowed for the cycling of water levels within the reservoir. Its important to note that the levels can vary approximately from 75% to 95% of capacity. As the water is drawn down over time and topped up via automatic valves.

The analysis shows (Scenario 1A) that the existing reservoir can provide 60 l/s (3,600 l/m) for approximately 1hr and 30 minutes. In order to meet the demand for a 60 l/s discharge for 2 hours, a storage volume of 78,400 imp.G (300,000 L) will be required.

Based on FUS, the Village meets the basic requirements for flow and duration with Scenario 1A.

REQUIRED DURATION OF FIRE FLOW	
Fire Flow Required (litres per minute)	Duration (hours)
2,000 or less	1.0
3,000	1.25
4,000	1.50
5,000	1.75
6,000	2.0

Figure 1 - Extract from FUS

However, as stated in a previous memo, the Municipality contains buildings within its borders which may warrant flows above 60 l/s because of their size. In order to provide 100 l/s for 2 hours, a reservoir of 625,000 L/s (169,700 Imp.G) would be required, which is a significant increase in volume.

4.4 Operation Consideration

It is important to note, Municipalities have to balance two side to water distribution. On one side there is fire demand and on the other the supply of domestic water, ie drinking water. In order to maintain a healthy water supply for the residents, the Municipality must ensure the water within a reservoir does not become “stale” which ultimately means the water does not become a source for bacteria/viruses.

To avoid stale water within the existing reservoir, the water is cycled, i.e. old water leaves the reservoir and new water enters (DNV feed). An obvious way of cycling this water is residents’ use of water for domestic purposes. If this consumption is not high enough, operation will flush the water from the system, via a hydrant or blowoff valve. The downside to flushing, is this is a direct cost to the Municipality, with no way of recouping the costs via water rates/metering. Therefore, municipalities typically try and limit the amount of flushing.

When a reservoir increases in size (Fire storage) but domestic demand does not grow in proportion, the volume of stale water increases. To overcome this problem, Municipalities typically introduce a method to ensure the water is not contaminated when entering the distribution system. This method is typically a Chlorination station. A chlorination station doses the water with Chlorine to ensure bacteria etc are killed prior to consumption. Such a system has a cost associated with it, not only from a Capital cost but an Operation and Maintenance cost. Further to this, such a system within Belcarra would result in the need for a level 2 water operator license and at present the Municipality only operates at level 1. Therefore, existing operators would need to obtain a level 2 certificate, or the Village would have to higher an operator with a Level 2 certificate.

4.5 Inflow Volume

Through most of the analysis it has been shown that an increase in flow, i.e. supply feed from DNV would resolve may of the storage issues. An increase to 40 l/s would resolve the need for additional storage for the majority of the fire scenarios. However, it should be note that DNV has noted in their current agreement they will not guarantee any flow rate, this includes the existing agreement. Therefore, there is an underlying risk with this option.

5.0 Conclusion

It is difficult for ISL to provide a clear engineering conclusion at this point, as we are unable to set the level of fire risk for a municipality. As they are typically set by the Committee/Fire Management of a Municipality. We recommend that this report be provided to the relevant parties and decisions made for each component stated above. Once clear direction has been given, ISL can provide the Engineering requirements and costs associate for the upgrades.

It should be noted that the there are many components to a fire insurance rating and that water supply and hydrant number a just one component. There is a significant evaluation criteria place on level of training, equipment, public outreach and education programs and prevention programs also. We would recommend that the Village consult with the Fire Chief to understand all of these components, as Fire Rating evaluation is a complex mechanism.

If you should have any further questions, please contact the undersigned

Regards



Chris Boit, P.Eng
Senior Engineer



COUNCIL REPORT

File: 0890-07

Date: September 14, 2020
From: Lorna Dysart, Chief Administrative Officer
Subject: Land Disposition Policy No. 214

Recommendation

That the Land Disposition Policy No. 214, dated September 14, 2020, be approved.

Purpose

To seek input on the Land Disposition Policy.

Background

On November 18, 2019, the Revenue Generation Committee took a report to Council recommending further exploration of 7 surplus properties ("Road Ends") located in the Village. The Revenue Generation Committee identified these 7 Road Ends as priorities for further exploration based on the comprehensive list of Road Ends noted in *2014 Road End Report*. Council directed Staff to survey and appraise these seven (7) properties and prepare a disposition plan.

On February 10, 2020 Council approved funds to support the disposition of between one (1) and three (3) parcels. Since that time, 19 pieces of correspondence have been received related to the disposition of the Road Ends. In general, correspondents have expressed:

- support for the sale of the Road Ends to generate revenue for the Village, including: a desire for more road ends to be sold and for the sale process to be expedited;
- concerns about the sale of the Road Ends, including: loss of a public trail, impact to property frontage, compliance with Village policy, fire safety concerns, questions about how the revenue will be used, transparency of the sale process, and loss of privacy;
- suggestions, including: potential encroachments on Road Ends be charged a lease for that potential encroachment and public access be maintained on waterfront Road Ends to allow for water access.

On July 20, 2020, Council referred the Land Disposition Policy back to staff for revisions. Council requested that the Right of First Refusal language be removed from the Policy in favour of marketing the lands publicly. This change has been made and a discussion of the revisions is included below.

Land Disposition Policy No. 214 (Attachment 1)

The Land Disposition Policy establishes the framework for a transparent process to manage the disposition of land that is owned by the Village. It indicates that the Village will keep a roster of surplus lands, which will be made public, and that the Village may entertain offers to purchase

the land or may initiate the sale and marketing of the land. It is subject to change based on Council input and legal advice. The Policy assumes that lands are being sold at the full appraised market value.

Revisions to the Policy

Based on Council direction at the July 20, 2020 meeting, the Right of First Refusal section has been removed from the Policy and it has been replaced with an open market sale process. Corresponding revisions have been made throughout the Policy to ensure consistency. For example, if Right of First Refusal was mentioned in another section, that language has either been removed entirely or revised to reflect the open market sale process.

Sale Process

The Land Disposition Policy states that land will be sold on the open market and that it will be marketed publicly. A date and time will be established at which all bids must be submitted. Council will review all bids and select the most appropriate bid. If Council determines that none of the submitted bids are appropriate, Council may reject any and all bids. Council will review bids in a Closed Council Meeting.

In general, the sale of a Village road end will follow this process:

1. Conduct Preliminary Survey to determine lot size, potential encroachments, etc.
2. Conduct an Appraisal to determine value
3. Initiate a Reference Plan Survey
4. Draft a Road Closure Bylaw
5. Hold a Public Hearing
6. Raise title and register at Land Title Office
7. Market the property.

Attachments

- Attachment 1: Land Disposition Policy No. 214



VILLAGE OF BELCARRA
CORPORATE POLICY NO. 214
Land Disposition Policy



Title: **Village of Belcarra Land Disposition Policy**

ISSUED BY: CAO	APPROVED BY: COUNCIL	DATE:
REVISED BY:	APPROVED BY:	DATE:

Purpose

- The Village of Belcarra has the ability to dispose of municipal land in accordance with Sections 40 and 41 of the *Community Charter*.
- This Policy is intended to provide Council with an approach to consider the disposition of municipal lands, including road closures.

Policy

1. General Policies

- 1.1. Council will consider the development potential and constraints of a property, including a Professional Appraisal, when determining suitability for future disposition.
- 1.2. When an offer is made to purchase all or a portion of a municipal lot, the Village will review the request with consideration of all applicable policies and regulations of the Village of Belcarra, the *Community Charter*, and the *Local Government Act*.

2. Surplus Lands Inventory

- 2.1. Staff will maintain a public inventory of Surplus Lands that are owned by the Village for which no immediate or long-term operational need is identified; the list may be reviewed and updated on an as needed basis.
- 2.2. From time to time, Council may review the list of Surplus Lands, with recommendations from staff, and determine whether land should be marketed for disposition.

3. Sale Process

- 3.1. Village land will be sold on the open market and will be marketed publicly.
- 3.2. A date and time will be established at which all bids must be submitted. Council will review all bids and select the most appropriate bid. Council reserves the right to reject any and all bids.
- 3.3. All decisions to sell Village land, including sale price, shall be approved by Council.
- 3.4. Council will consider a current, independent appraisal (within 6 months) prior to accepting an offer to sell land.
- 3.5. A real estate professional will be retained to market and manage the sale of the property.

4. Notification

- 4.1. Prior to raising title to any surplus lands for disposition (including Road Ends), notification shall take place in accordance with Section 94 of the *Community Charter*, as may be amended from time to time.
- 4.2. Prior to the sale of any Village-owned lands, notification shall take place in accordance with Sections 26 and 94 of the *Community Charter*, as may be amended from time to time.



COUNCIL REPORT

Date: September 14, 2020

From: Lorna Dysart, Chief Administrative Officer

Subject: Official Community Plan Bylaw No. 435, 2011, Amendment
Bylaw No. 569, 2020 – Land Disposition (Road Ends)
Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020

Recommendation

1. That the Village of Belcarra Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 569, 2020 be read a first and second time; and
That the Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 569, 2020 be referred to Public Hearing on September 28, 2020.
2. That the Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020 be read a first and second time; and
That the Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020 be referred to Public Hearing on September 28, 2020.
3. That the Village of Belcarra Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 569, 2020 and Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020 be distributed to Metro Vancouver, the City of Port Moody, the Village of Anmore, and the Tsleil-Waututh Nation for review and comment pursuant to Section 475 of the *Local Government Act*.

Purpose

To permit the creation of Village-owned lots less than 0.5 acres.

Background

On November 18, 2019, the Revenue Generation Committee took a report to Council recommending further exploration of 7 surplus properties (“Road Ends”) located in the Village. The Revenue Generation Committee identified these 7 Road Ends as priorities for further exploration based on the comprehensive list of Road Ends noted in *2014 Road End Report*. Council directed Staff to survey and appraise these seven (7) properties and prepare a disposition plan.

On February 10, 2020 Council approved funding and research (including surveys and appraisals) to support the disposition of between one (1) and three (3) parcels. Since that time, 19 pieces of correspondence have been received related to the disposition of the Road Ends. In general, correspondents have expressed:

- support for the sale of the Road Ends to generate revenue for the Village, including: a desire for more road ends to be sold and for the sale process to be expedited;
- concerns about the sale of the Road Ends, including: loss of a public trail, impact to property frontage, compliance with Village policy, fire safety concerns, questions about

- how the revenue will be used, transparency of the sale process, and loss of privacy;
- suggestions, including: potential encroachments on Road Ends be charged a lease for that potential encroachment and public access be maintained on waterfront Road Ends to allow for water access.

On July 20, 2020, Council directed staff to prepare Bylaws amending the Village of Belcarra Official Community Plan and Zoning Bylaw to permit the creation of Village-owned lots less than 0.5 acres. This Report accompanies the Bylaws.



VILLAGE OF BELCARRA
Official Community Plan Bylaw No. 435, 2011
Amendment Bylaw No. 569, 2020



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

NOW THEREFORE the Village of Belcarra enacts as follows:

1. That this bylaw be cited for all purposes as the “Village of Belcarra Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 569, 2020”.
2. That the “Village of Belcarra Official Community Plan Bylaw No. 435, 2011” be amended:
 - a) By adding the following at the end of Section 3.1.1.b of The Official Community Plan (OCP):

“For the disposition of Village Lands, lot sizes of less than 0.5 acres shall be permitted.”

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

Public Hearing Held 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 Official Community Plan Bylaw
No. 435, 2011, Amendment Bylaw No. 569, 2020

Chief Administrative Officer



VILLAGE OF BELCARRA
Zoning Bylaw No. 510, 2018
Amendment Bylaw No. 568, 2020



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

NOW THEREFORE the Village of Belcarra enacts as follows:

1. That this bylaw be cited for all purposes as the “Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020”.
2. That the “Village of Belcarra Zoning Bylaw No. 510, 2018” be amended:
 - a) By adding the following language to Section 217:

“(3) The Village may create Village-owned lots for municipal purposes or disposition that are less than 0.5 acres.”

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

Public Hearing Held 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 Zoning Bylaw No. 510, 2018
Amendment Bylaw No. 568, 2020

Chief Administrative Officer



COUNCIL REPORT

Date: September 14, 2020

From: Lorna Dysart, Chief Administrative Officer

Subject: Village of Belcarra Fees & Charges Bylaw No. 517, 2018,
Amendment Bylaw No. 570, 2020 (Pre-Application Rezoning Fee)

Recommendation

That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 570, 2020 be read a first, second and third time.

Purpose

To update Fees and Charges Bylaw No. 517, 2018 to include a fee for a pre-application review for large rezoning applications.

Background

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

The Village receives fewer development and subdivision applications compared to other municipalities in the Lower Mainland. The amount of staff time and external resources varies significantly for each application. In the event that the Village does receive larger, more complex applications, it is recommended that a pre-application package be submitted to be reviewed by staff to allow them to provide the applicant with early direction. The goal is to help guide the applicant at the early stages of application and design development, before the application has been fully developed and can be more challenging to revise.

Staff recommend that a \$500 fee be applied to the pre-application for rezoning and added to Section 8 of the Fees & Charges Bylaw.

Attachment:

- A. Village of Belcarra Fees & Charges Bylaw No. 517, 2018, Amendment No. 570, 2020 (Pre-Application Fee)



VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 570, 2020



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

NOW THEREFORE the Village of Belcarra enacts as follows:

1. That this bylaw be cited for all purposes as the “Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 570, 2020”.
2. That the “Village of Belcarra Fees and Charges Bylaw No. 517, 2018” be amended:
 - a) By adding the following language to Schedule 8 – Planning, Land and Development Services:

Pre-Application Fee for Review of Large Rezoning Applications	\$500
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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 Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 570, 2020

Chief Administrative Officer



Village of Belcarra

2019 Annual Report

An Open Letter from Council to the Citizens of Belcarra

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

2019 was spent assessing Belcarra's financial position, water system for fire fighting, options for financing essential infrastructure and establishing Belcarra as a credible regional ally and contributor.

I'm pleased to summarize progress in these key areas:

- For the first time ever the Village has begun saving money for future repairs and replacement of our roads, buildings, drainage culverts, water system and other infrastructure.
- Council's financial plan has been implemented, enabling the Village to be debt-free in 2023.
- The Water Committee and Water Engineering Firm completed the first stage of their assessments resulting in the same result; Belcarra's water system for fire fighting is insufficient. Both expert bodies and the Fire Underwriters Survey are now modelling upgrade options that will meet minimum regulatory requirements for Council to consider.
- Belcarra has been invited to contribute at an unprecedented level to Regional strategy and direction. Belcarra now sits on the following boards and committees:
 - Metro Vancouver
 - Board of Directors
 - Mayors Committee
 - Parks Committee
 - Water Committee
 - Electoral A Committee
 - Regional Economic Prosperity Committee
 - Belcarra has been selected as Metro Vancouver's Representative to the Lower Mainland Local Government Association
 - TransLink
 - Mayors Council
 - New Mobility Committee



We're proud to have launched Belcarra's new website, a transparent source for all communications from Council and Village Staff. All Staff reports, contractor reports, videos or Council Meetings and resident / community postings can now be viewed online.

2019 was an essential year of planning to support the long-term sustainability of the Village of Belcarra. We look forward to continuing to work with residents in 2020 in the shared goal of improving safety and quality of life for everyone in our beautiful Village.

Thank you for your ongoing support.

A handwritten signature in black ink, appearing to be 'NB' or 'Neil Belenkie'.

Neil Belenkie
Mayor

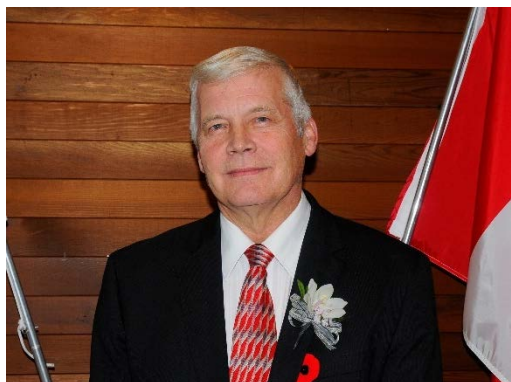
Council Members



Councillor Rob Begg



Councillor Carolina Clark



Councillor Bruce Drake



Councillor Liisa Wilder

Village of Belcarra Mission Statement

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

Council

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

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

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



Council Vision

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

It offers simple and basic neighborhood opportunities to sustain and enrich our lives and reach our highest potential. Our municipality's natural west coast beauty is valued and celebrated and is a source of pride worth protecting. Belcarra is actively involved in the social, environmental and political life of the region.

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

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



Citizen Involvement

Volunteers — Visible, Vital and Valuable to Belcarra

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

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

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

You will find volunteers involved in the SVFD, Block Watch programs and volunteers who take wonderful care of the planters at the Village Hall and at the entrance. The participation, commitment and contributions of Belcarra residents are essential to the quality of life in our community.

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



Council Committees

Belcarra Council appointed 5 Committees in 2019

See the Village Website for Interim Reports Submitted to Council

Belcarra Day Committee (BDC)

Committee Members: Diana Drake, Gary Glover, Maureen Jamieson, Dave Warren

Council Liaison: Councillor Bruce Drake

- The role of the Belcarra Day Committee is to plan the annual Belcarra Day celebration held in June.

Farrer Cove Committee (FCC)

Committee Members: Brian Ashford, Larry Carlsen, Sy Rodgers, Lynda Spence, Bob Wilson

Council Liaison: Councillor Liisa Wilder

- The role of the Farrer Cove Committee is to identify, assess and finally to recommend opportunities to improve access to, and transportation within Farrer Cove.

Revenue Generation Committee (RGC)

Committee Members: Brian Hirsch, Tom Kim, Penny Moen, Maris Sulcs, Sharilyn Sweet

Council Liaison: Councillor Liisa Wilder

- The role of the Revenue Generation Committee is to identify, assess, and finally to recommend specific opportunities for Belcarra to increase its annual revenue (earnings). Revenue can be defined as any money being paid to the Village. Recommendations from the RGC may include opportunities for increasing existing sources of revenue as well as recommending new sources of revenue.

Tree Committee (TC)

Committee Members: Mary Begg, Les Bramley, Sandra Chapman, Vicky Greig, Deborah Struk

Council Liaison: Councillor Carolina Clark

- The role of the Tree Committee is to identify, assess and finally to recommend new policies and procedures for management of all trees in the Village.

Water System Capacity for Fire Protection Committee (WSCFPC)

Committee Members: Doug Brain, Jim Chisholm, Martin Desbois, Ian Devlin, Tom Kim

Council Liaison: Councillor Rob Begg

- The primary goal for the Water System Capacity for Fire Protection Committee is to assess the existing water system in Belcarra and its capabilities to support all fire fighting efforts.



Priority #1 – Municipal Bylaws & Policies, Review / Update

Objective	Strategy	2019 Action Plan	2019 Results
Ensure key municipal bylaws and policies meet legislative and operational requirements	Identify, prioritize and review and update municipal Bylaws and policies	<p>Tree Bylaw</p> <ul style="list-style-type: none"> Review and update the Tree Bylaw, policies etc., with a focus on tree trimming and hazardous trees <hr/> <p>Farrer Cove Road</p> <ul style="list-style-type: none"> Identify, assess and recommend opportunities to improve access to, and transportation within; Consider current Village policy for private road maintenance <hr/> <p>Short Term Rentals</p> <ul style="list-style-type: none"> Consider amendments to the Zoning Bylaw to allow short-term rentals in the Village 	<p>Tree Committee working on interim report to Council</p> <ul style="list-style-type: none"> Preparing report to Council in 2020 Interim Report to Council, staff will prepare a report and bylaw <hr/> <p>Farrer Cove Committee provided an interim report to Council</p> <ul style="list-style-type: none"> Action item: Staff liaise with all appropriate parties with respect to exploring mechanisms to secure long-term legal access to Farrer Cove <hr/> <p>Preliminary report to Council and deferred to 2020</p>

Priority #2 – Public Safety

Objective	Strategy	2019 Action Plan	2019 Results
Improve non-vehicle travel (pedestrian, bike etc.): <ul style="list-style-type: none"> - Safety on roadways - Trails 	Increase driver awareness	Resident Only Parking <ul style="list-style-type: none"> • Investigate and consider implementation of Resident only parking in the Village, including related Parking Bylaw amendments 	Ongoing Bylaw Enforcement <ul style="list-style-type: none"> • Bylaw Enforcement Officer or staff working on continuously
	Identify and implement new and improved signage and/or physical roadway changes/additions	Speed Management <ul style="list-style-type: none"> • Identify and consider various speed management options in key locations 	Ongoing with Bylaw Enforcement
	Identify and implement new and improved trail options	Bus Stop & Mail Box Lighting <ul style="list-style-type: none"> • Install lighting at Bus Stops/Mail Boxes, utilizing grant funding if available 	Being completed Contacted BC Hydro to apply for program, application approved
Bylaw Enforcement	Bylaws adopted to assist with enforcement	Program developed, tickets prepared & Bylaw Enforcement Officers hired	Significant improvement in signage and Bylaw Enforcement in the Village

Priority #3 – Transportation Infrastructure

Objective	Strategy	2019 Action Plan	2019 Results
Infrastructure meets current and future community needs	Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan	<p>Grant Funding</p> <ul style="list-style-type: none"> Identify and apply for all possible grants to fund planned capital works in 2019 <hr/> <p>Roads Asset Mgmt. Plan</p> <ul style="list-style-type: none"> Review the 2017 Roads Asset Management Plan (10-year plan) and develop supporting funding plan Note: Midden Road is identified in this Plan as a priority 	<p>Ongoing</p> <ul style="list-style-type: none"> Grant Applications completed & submitted <hr/> <p>Staff working with Village Engineer</p>

Priority #4 – Recreation Infrastructure & Community Events

Objective	Strategy	2019 Action Plan	2019 Results
Recreation Infrastructure meets current and future community needs	Multi-Use Court <ul style="list-style-type: none"> Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan 	Multi-Use Court <ul style="list-style-type: none"> Consider forming a group of interested volunteers to review and consider options (no budget in 2019 for works) 	Contacted interested residents – no follow up
		Village Hall Use <ul style="list-style-type: none"> Identify and consider options for community use for social/meetings purposes 	Completed

Priority #5 – Drainage Infrastructure

Objective	Strategy	2019 Action Plan	2019 Results
Drainage (and related) infrastructure meets community needs and provides protection from climate change related events	Update/Identify risks and requirements (maintenance & capital) to address drainage needs		Drainage Plan <ul style="list-style-type: none">• Staff to investigate drainage management plan and related grant opportunities

Priority #6 – Emergency Preparedness

Objective	Strategy	2019 Action Plan	2019 Results
Ensure emergency plans and supplies are up to date and relevant in the event of an emergency	Identify and update the municipality's emergency supplies and review and update emergency plan	Emergency Equipment <ul style="list-style-type: none"> Update equipment with funding from grants to fund various emergency equipment (e.g. radio batteries, satellite phone and EOC supplies) <hr/> Wildfire Plan & Preparedness <ul style="list-style-type: none"> Fuel Management: <ul style="list-style-type: none"> Apply for possible grant funding Complete initial removal work (behind Village Hall and Fire Hall) 	<ul style="list-style-type: none"> Some emergency preparedness equipment purchased <hr/> Grant Application was not accepted. To reapply in 2020

Priority #7 – Water Infrastructure

Objective	Strategy	2019 Action Plan	2019 Results
Infrastructure meets current and future community needs	Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan	Report to Council by the Water System Capacity for Fire Protection	Water Committee Report to Council recommendations include Village Engineer evaluation of: <ul style="list-style-type: none"> • fire flow requirements • current water system, storage facilities & distribution system • identify alternatives for additional water supply funding & grants i.e. new reservoir
Increase benefiter/user pay component of water fee and encourage water conservation	Consider implementing community water metering	Water Metering <ul style="list-style-type: none"> • Review Metro Vancouver study of water metering for region once complete • Update water metering business case 	Water Metering <ul style="list-style-type: none"> • Obtained additional information and approximate cost but business case not updated as waiting Metro Vancouver Report

Priority #8 – Operational Efficiency / Revenue Generation

Objective	Strategy	2019 Action Plan	2019 Results
Support and enhance operational efficiency and identify revenue generation options	Establish and implement bylaw changes, policy and procedures to support improved operational efficiencies and generation of new revenues	<p>Shared Resources /w Other Local Governments</p> <ul style="list-style-type: none"> • Work with other local governments to share information and resources, addressing common issues/works collectively when possible <hr/> <p>Revenue Generation</p> <ul style="list-style-type: none"> • Council Committee to identify new opportunities for revenue 	<p>Ongoing</p> <hr/> <p>Revenue Generation Committee Report to Council recommendations include:</p> <ul style="list-style-type: none"> • Bylaw and/or policy & required actions to develop and sell Road Ends • OCP Bylaw amendments as required

Priority #9 – Community Communication – Involvement & Advocacy

Objective	Strategy	2019 Action Plan	2019 Results
Residents actively involved in Village decision making leading to better, community understood and supported decisions	Pro-actively seek opportunities to involve and engage with residents.	Pro-Active Communication <ul style="list-style-type: none"> • With residents: <ul style="list-style-type: none"> - Mayor's Meetings - Town Halls - Council Meetings - New website - Group email messages to residents 	Ongoing
	Open, transparent decision making.		
	Provide residents with required background information	Council Committee(s) Formation: <ul style="list-style-type: none"> • Establish Council Committees consider/lead various community issue discussions, reporting back to Council 	5 Council Committees appointed: <ul style="list-style-type: none"> • Belcarra Day Committee • Farrer Cove Committee • Revenue Generation Committee • Tree Committee • Water System Capacity for Fire Protection Committee
		Port Authority <ul style="list-style-type: none"> • Consider advocacy on behalf of community 	Ongoing
		Designated Anchorage Area (DAA) Public Information Meeting	Public meeting was held with Vancouver Fraser Port Authority representatives in attendance

Priority #10 – Waste and Recycling Depot (WARD)

Objective	Strategy	2019 Action Plan	2019 Results
Efficient and Effective WARD Depot Operation that meets community needs	Review current operation and consider alternatives	WARD Operations <ul style="list-style-type: none">• Review current operation and consider alternatives	Reviewed and improvements made

RCMP Year in Review Village of Belcarra 2019

Below you will find a comparison for the calls for service in 2018 vs 2019. As you will see, the calls for service increased quite dramatically in 2019, however this is the result of a significant increase in vessel checks in comparison to previous years. Accounting for the change in vessel checks, the overall numbers are actually down in 2019 in part due to a significant drop in both Abandoned 911 calls and mail theft.



Total calls 2018: 139 – 5 = 134 2019: 189 – 113 = 76

Signal Crimes:

	2018	2019
• B&E - Business	1	1
• B&E - Residence	2	2
• B&E - Other	0	0
• Theft of Vehicles	0	0
• Robbery with Weapon	0	0
• Robbery Other	0	0



Crime Stats Report:

	2018	2019
• Abandoned 911	47	11
• Theft from/of Mail	9	0
• Suspicious Per/Veh/Occ	8	5
• Unspecified Assistance	5	4
• Bylaws (all)	7	3
• False Alarms	4	1
• Traffic (all types)	6	6
• Mental Health	1	4

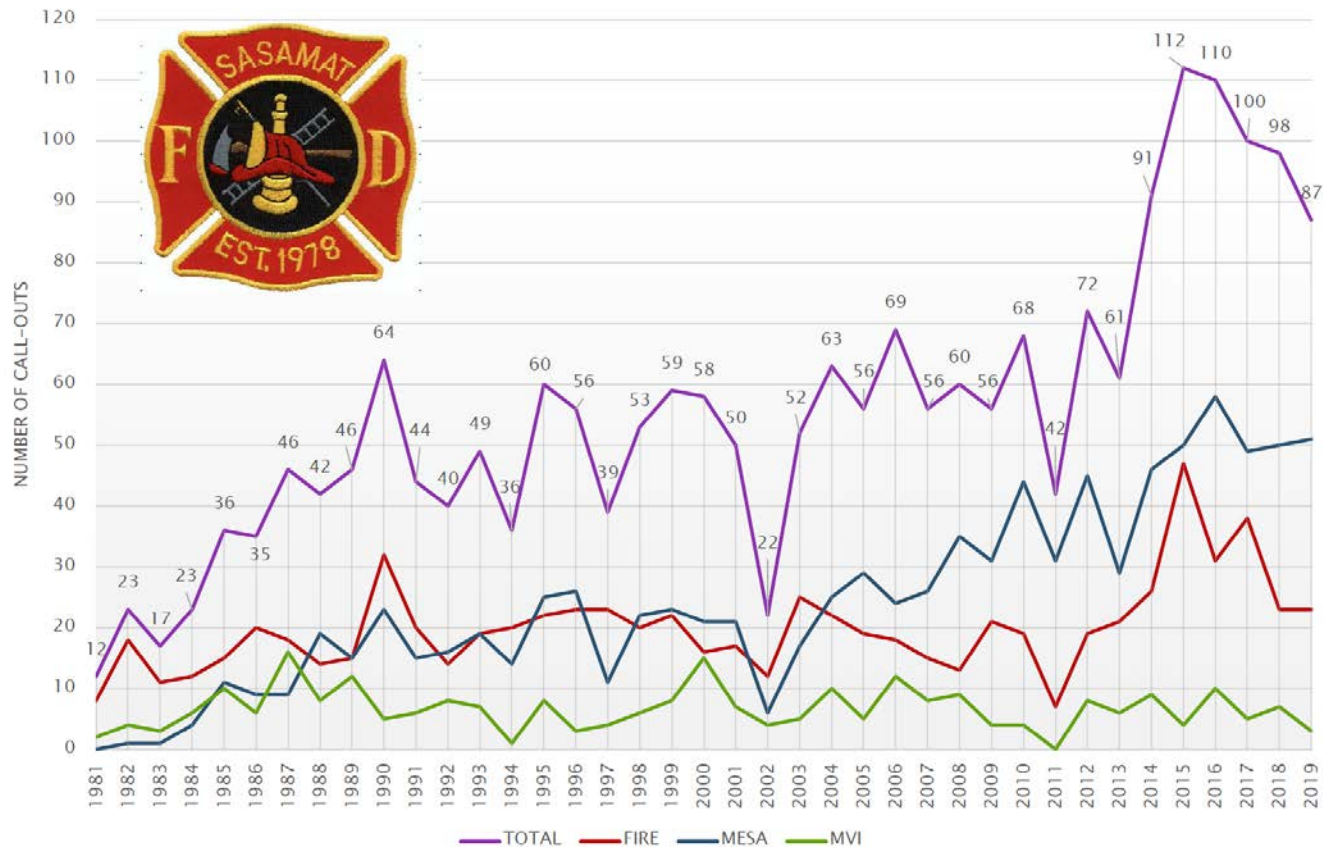


2019 Sasamat Volunteer Fire Department Call Out Statistics

The **SVFD** call-outs during 2019 were typical in distribution, and slightly lower than the average of 101 call-outs per year over the past five years (see graph):

- **Total Call-Outs** amounted to 87 during **2019**,
distributed as follows: Anmore Village
63 (72%)
Belcarra Village 24 (28%)
- **Fire Calls (FIRE)** accounted
for **23** call-outs
(26%): Anmore
Village 17 (74%)
Belcarra Village 6 (26%)
- **Medical Emergencies (MESA)** accounted
for **51** call-outs **(59%)**: Anmore
Village 35 (69%)
Belcarra Village 16 (31%)
- **Motor Vehicle Incidents (MVI)** accounted
for **3** call-outs **(3%)**: Anmore
Village 2 (67%)
Belcarra Village 1 (33%)
- **Other** (Misc.) accounted for
10 call-outs **(11%)**:
Anmore Village 9
(90%)
Belcarra Village 1 (10%)

Sasamat Volunteer Fire Department Call-Outs by Year and Type



39805668

June 17, 2020

2019 Audited Financial Statements



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



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

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of the Village of Belcarra

Opinion

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

- the statement of financial position as at December 31, 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.

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'.

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: September 14, 2020
From: Lorna Dysart, Chief Administrative Officer
Subject: Letter of Understanding with Port Moody - Proposed Road to Farrer Cove

Recommendation

That the City of Port Moody be requested to enter into a Letter of Understanding with the Village of Belcarra in support of Belcarra building a road between the Village site and Farrer Cove; and
 That the City of Port Moody also be requested to enter into an Annual Maintenance Agreement with the Village of Belcarra, who will be responsible for costs related to Port Moody managing the maintenance of the road.

Purpose

To seek a Letter of Understanding with the City of Port Moody for a proposed road to be built between the Belcarra Village site and Farrer Cove with the inclusion of an Annual Maintenance Agreement with the Village, who would be responsible for costs related to Port Moody managing the maintenance of the road.

Background

At the April 24, 2019 Council meeting, the Farrer Cove Committee presented a report to Council. The following motion was passed:

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

Since that time, considerable discussion has taken place between Mayor Belenkie, the Chief Administrative Officer and Metro Vancouver Parks, BC Hydro and the City of Port Moody. The proposed road would run parallel to the existing BC Hydro Distribution Line.

A letter dated October 8, 2019 from BC Hydro regarding the creation of a road parallel to the existing BC Hydro Distribution line is attached. (Attachment A).

Neal Carley, General Manager, Parks & Environment, Metro Vancouver Parks, in an email dated July 17, 2020 states, in part “As discussed, this is a very complex issue. In addition to the *Community Charter* requirements, there are provincial approvals (due to the right-of-reverter clauses on the land owned by Metro Vancouver), Park Committee and MVRD Board processes, sub-division processes with the City of Port Moody, and a public land disposition process.”

Attachment A – BC Hydro letter dated October 8, 2019

Attachment B – Email from N. Carley, G.M. Metro Vancouver Parks

Agenda Oct 28/2019



RECEIVED
OCT 15 2019

October 08, 2019

Lorna Dysart
Chief Administrative Officer
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, B.C.
V3H 4P8

Dear Lorna,

Re: BC Hydro Support for the Creation of Road Parallel to Existing BC Hydro's Distribution Line

Further to our previous conversation, I write to confirm BC Hydro's support for the creation of a road that parallels our existing distribution line that traverses:

PARCEL "C" SECTIONS 19 AND 30 TOWNSHIP 39 AND SECTIONS 24 AND 25 FRACTIONAL TOWNSHIP WEST
OF TOWNSHIP 39 REFERENCE PLAN 81906
PID: 014 358 425

Our support is conditional upon the proposed road not impacting our existing distribution line that serves existing customers. Statutory Right of Way Plan EPP67346 identifies BC Hydro's distribution line. BC Hydro would look favourably upon having our works within any contemplated road allowance and we are willing to work with the Village of Belcarra on this issue.

Should you require a representative from BC Hydro to attend meetings with the various parties involved, please feel free to contact Kim Proudlove at (604) 543-1591 or at kim.proudlove@bchydro.com.

Regards,

Tony S.C. Lee
Senior Manager, Real Estate Services, Properties

Cc: Kim Proudlove, Property Representative, BC Hydro
Jerry Muir, Community Relations Manager, BC Hydro

Via Email**From:** Neal Carley**Sent:** Friday, July 17, 2020 12:02 PM**To:** Lorna Dysart**Cc:** Mike Redpath; Steven Schaffrick**Subject:** RE: Port Moody Progress on the Connector

Lorna – Sorry for the delay in my response. This is a “Committee week” for me.

As discussed on Monday, there is no identified or declared proponent with a formal proposal to review. As you noted in a subsequent email, the Village of Belcarra Council passed a resolution that directed Village staff to explore mechanisms to secure long-term legal access to the Farrer Cove.

As we discussed on Monday, a private road proposal through Belcarra Regional Park would have much of the same process as a public road but with some extra complications. The disposition of public park lands to a private interest for a road that would benefit that private interest, along with the Village’s interests, could be challenging. In addition, if the private interest was successful in the securing land tenure, but abandoned the roadway after construction, the responsibility of the road would likely fall to the City of Port Moody.

On Monday, the options for the Village of Belcarra to own and operate a road within the boundaries of the City of Port Moody was raised. I urge you to seek an opinion through your legal counsel to the Village, but will point you to the Community Charter:

Services outside municipality

13 (1) A municipality may provide a service in an area outside the municipality, but it must first obtain consent as follows:

- (a) if the area is in another municipality, the council must obtain the consent of the council of the other municipality;
- (b) if the area is not in another municipality and is not treaty lands, the council must obtain the consent of the regional district board for the area.

(2) In giving consent under subsection (1), the other local government may establish terms and conditions, including terms and conditions respecting

- (a) limits on the service to be provided in its area, and
- (b) the process for terminating provision of the service in its area.

(3) If consent is given as referred to in subsection (1), the municipal powers, duties and functions provided under this or any other Act in relation to the service may be exercised in the area referred to in that subsection, subject to any applicable terms and conditions established under subsection (2).

As we have discussed, this is a very complex issue. In addition to the Community Charter requirements, there are provincial approvals (due to right-of-reverter clauses on the land owned by Metro Vancouver), Park Committee and MVRD Board processes, sub-division processes with the City of Port Moody, and a public land disposition process. In addition, the technical and environmental issues for a road in the area may prove challenging. As with other proposals to government jurisdictions, a proponent (usually with consultants if they do not have in-house engineers and development experts) would evaluate the technical, process and, most likely, political aspects, to create a business case or proforma before deciding on whether to proceed with a proposal.

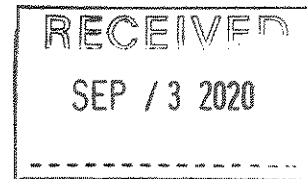
Thanks,

Neal

B. Neal Carley, M.A.Sc., P.Eng.

General Manager, Parks & Environment





September 3, 2020

file no. Ref: 256705
7200-01

Neil Belenkie
Mayor, Village of Belcarra
4084 Bedwell Bay Road
Belcarra, B.C. V3H 4P8

Dear Mayor Belenkie:

Thank you for your letter of June 18, 2020 requesting permission to establish local building requirements for fire sprinklers in the Village of Belcarra. As Executive Director, Building and Safety Branch, I am pleased to provide a response.

Thank you also for taking the time to meet with my staff last week and providing us with a better understanding of the concerns regarding the Village's water supply for fire-fighting.

When the Building Act was brought into force in 2015, fire sprinklers were one of the most common type of building requirements found in local government bylaws. The Fire Sprinkler Working Group (FSWG) was convened to make recommendations on the development of a consistent approach to fire sprinkler requirements with the eventual goal of eliminating fire sprinkler requirements from bylaws.

The FSWG recommended a stand-alone regulation which would allow individual local governments to ask for more stringent requirements than those in the B.C. Building Code (Code). The design and performance requirements for fire sprinklers in the Code would remain the same. Three tiers of increasingly more stringent fire sprinkler requirements were proposed based on criteria for occupancy type, building height and building area that differ from those established by the Code.

Although the policy work and legal analysis to develop a regulation was started, it was not possible to complete it by end of the two-year transition period in December 2017. Before a model like this could be implemented, amendments to the Building Act that could enable the suggested tiered approach were necessary. These amendments were enacted in 2019 and development of a provincial response is in progress. However, it must be considered in the broader context of the Province's commitment to work with other provincial, territorial, and federal entities toward greater harmonization of building standards nationally.

It is appreciated that the Village's request to establish local building requirements is intended as an interim measure pending development of a provincial approach, however, a regulatory change is required to facilitate this type of request. There is authority under section 7 of the

Building Act for a local authority variation but an application and accompanying documentation are required.

If the Village is interested in proceeding with a Local Authority Variation request, please contact Tracy Olsen at Tracy.Olsen@gov.bc.ca or 778 691-1671 to discuss your proposed workplan. For more information on the application process, attached please find A Guide to Requesting a Local Authority Variation.

The Building and Safety Standards Branch continues its work on the issue of fire sprinklers. Extensive consultation with key partners such as those in the construction industry, fire officials and local authorities is an essential part of further regulatory development on this matter and the Village will be made aware of those.

To further support the Village's goal of protect its residents and buildings from the risk of interface fires, the Village may also want to consider other initiatives such as establishing development permit areas for wildfire hazards.

Please don't hesitate to contact me if you wish to discuss this further.

Sincerely,

A handwritten signature in black ink, reading "Andrew Pape-Salmon". The signature is fluid and cursive, with the first name "Andrew" and last name "Pape-Salmon" clearly distinguishable.

Andrew Pape-Salmon *P.Eng., MRM, FCAE, FCSSE*
Executive Director
Building and Safety Standards Branch
Municipal Affairs and Housing

Cc: L. Dysart, Chief Administrative Officer

Attachment 1: A Guide to Requesting a Local Authority Variation

Attachment 2: Application for a Local Authority Variation



COUNCIL REPORT

Date: September 14, 2020

From: Lorna Dysart, Chief Administrative Officer

Subject: Report on Keeping Chickens:
Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 571, 2020
Fees & Charges Bylaw No. 517, 2018, Amendment Bylaw No. 572, 2020

Recommendation

1. Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 571, 2020 be read a first and second time; and
That the Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 571, 2020 be referred to Public Hearing on September 28, 2020.
2. That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 572, 2020 be read a first, second and third time.

Purpose

To amend the Zoning Bylaw to permit the keeping of chickens on residential properties and
To amend the Fees and Charges Bylaw to cover costs associated with the registration of keeping chickens and violation of the chicken keeping regulations, and
To seek Council direction on the development of a Chicken Keeping Policy.

Background

In recent years, some municipalities have encouraged residents to get involved in their own food production by allowing backyard chickens to be kept on single family lots.

The current Belcarra Zoning Bylaw does not stipulate whether backyard chickens are permitted. However, residents have expressed an interest in keeping backyard chickens. Staff support allowing residents to keep chickens in order to produce eggs for personal consumption.

There are important knowledge and skills necessary to provide care for chickens. According to the BC SPCA guide for backyard chickens, these include:

- The ability to recognize common symptoms of health problems in chickens
- The ability to humanely euthanize a chicken, or access to someone who can (e.g. a poultry veterinarian)
- Finding a knowledgeable hen sitter when you leave town
- Having at least two hens so your hen is not lonely
- Having access to suitable nutrition and veterinary care in your community
- Knowing what to do with hens who have stopped laying eggs
- Knowing how to protect hens from predators
- Knowing how to dispose of chicken wastes, feathers that have been shed, and carcasses

Source: <https://spca.bc.ca/news/backyard-chickens/>

Policy in Other Jurisdictions

In Metro Vancouver, chickens can be kept in several municipalities. Below is a summary of chicken-related regulations. Please note this is not an exhaustive list but is intended to provide a general snapshot of how other municipalities are approaching this issue.

Municipality	Permitted	General Rules & Restrictions
Delta	Yes	<ul style="list-style-type: none"> Up to 12 chickens Minimum lot size 1 acre
Vancouver	Yes	<ul style="list-style-type: none"> Permitted in single- and multi-family residential zones Maximum of 4 hens, 4 months or older, per lot Backyard slaughtering not permitted Eggs, meat and manure cannot be sold for commercial purposes Regulations for enclosure size (min. 0.37 m² coop space and 0.92 m² enclosed run space per hen) Hens must be registered with the city
North Vancouver (City)	Yes	<ul style="list-style-type: none"> Only residents in Single Unit Residential zoned dwellings can have chickens Maximum 8 hens permitted No roosters allowed No sale of eggs or slaughter of chickens permitted Residents must follow Urban Chicken Guidelines Proper and secure pen and coop construction No permits or registration required
North Vancouver (District)	Yes	<ul style="list-style-type: none"> Minimum 2, maximum of 6 chickens Minimum lot size 557 m²
West Vancouver	Yes	<ul style="list-style-type: none"> Up to 6 chickens with 1 hen enclosure per lot All single-family zones
Richmond	Yes	<ul style="list-style-type: none"> Minimum lot size ½ acre
Surrey	Yes	<ul style="list-style-type: none"> Up to 4 hens for lots under 1 acre Up to 12 chickens/acre for lots from 1- 5 acres
Township of Langley	No	N/A
Burnaby	No	N/A
Coquitlam	No	N/A
Port Coquitlam	No	N/A
Port Moody	No	N/A

Potential Concerns

There may be concerns related to the keeping of chickens. According to research of other municipalities, concerns were raised related to public health and the keeping of chickens. The City of Vancouver completed an analysis on real and perceived public health concerns during the creation of their keeping of hens regulations. They found that the overall risk of pathogen

transmission is low and does not pose a greater threat to the public.

Other potential concerns include nuisance (such as noise and odour) and wildlife (such as the attraction of bears, coyotes, etc.). The proposed Chicken Keeping Policy, which is discussed below, seeks to address these concerns through the regulation of the total permitted number of chickens, permission for hens only (no roosters), and regulations related to chicken enclosures (location, size, etc.).

Staff is seeking Council input on any potential concerns as well as opportunities for mitigation related to the keeping of chickens.

Chicken Keeping Policy – Seeking Council Input

Staff is currently drafting a Chicken Keeping Policy and is seeking Council input on the development of this Policy. Based on research from other municipalities, staff is proposing the following considerations for the Chicken Keeping Policy, subject to Council direction:

Consideration	Rationale
Register with Village: all owners must register their chickens with the Village prior to bringing them to their property. Additionally, a schematic of the enclosure must be submitted to staff at the time of registration.	To allow the Village to track the number of chickens that are being kept on residential properties and to ensure the animals have sufficient room to roam. See Figure 1 below for a sample chicken registration form from Surrey.
Register with A BC Premises ID (BCPID): all chicken owners must register their animals with BCPID	A BC Premises ID (BC PID) is a free code assigned by the Ministry of Agriculture to property owners who intend to keep livestock or poultry in the Province. The form can be completed online or sent via email / regular mail. A BC PID allows the province to notify owners of the potential spread or threat of disease.
Permitted on residential property: chickens may be kept on all residential properties in the Village of Belcarra.	Belcarra consists of single family home properties, ranging in size from 0.1 acres to 61 acres. According to research of other municipalities, chickens can be kept on single family lots of this size.
Minimum & maximum: a minimum 2 of two hens and a maximum of 4 hens is permitted.	Research has shown that hens can become lonely if they are kept on their own, which is why a minimum of 2 is proposed. A maximum number of 4 is proposed as the Policy is rolled out; this number may be increased subject to analysis.
Roosters: roosters are prohibited	Roosters are noisy and can be a nuisance to neighbours. In the spirit of neighbourliness, roosters are prohibited.

Produce & by-product: eggs, meat, or manure cannot be used for commercial purposes	The purpose of keeping chickens is for personal use and consumption. Additionally, produce and by-products cannot be regulated, so for public health and safety reasons, their commercial use is prohibited.
Slaughtering: slaughtering of chickens on property is not allowed	For public health and safety reasons personal slaughtering is prohibited.
Chicken Coop and Run – Size & Design: the enclosure must provide a minimum of 0.37 m ² (3.98 sq ft) coop space and 0.92 m ² (9.90 sq ft) enclosed run space per hen. The enclosure must provide adequate protection for the chickens.	To ensure chickens have adequate room to roam. To ensure the Village can determine size and design requirements have been met.
Chicken Coop and Run – Location: every building (Coop) or enclosure used to accommodate chickens must be: <ul style="list-style-type: none"> • located within the rear yard of the lot behind a dwelling; • a minimum 3.0 meters (9.8 feet) from a dwelling; • a minimum 1.2 meters (3.0 feet) from any lot line; • a minimum 3.0 meters (9.8 feet) from a flanking street. Owners must identify where the chicken coop and run will be located on their property at the time of registration.	To ensure chickens are kept in the backyard area and are far enough from neighbours and the road to mitigate impact on surrounding properties.
Chicken Coop and Run – Requirements: each hen must be kept in the enclosure at all times; the enclosure must be secured from sunset to sunrise.	To protect chickens from predators and to prevent them from running away or on to neighbouring properties.
Contact for complaints: the Policy will include a Village contact for complaints related to the keeping of chickens.	To ensure that individuals are following the Policy and to mitigate community or health concerns related to the keeping of chickens.

Figure 1: Sample Chicken Keeping Registration Form (Source: City of Surrey)

*Hen Owner:	<input type="text"/>		<input type="text"/>	
	First Name		Last Name	
*Address:	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Street No	Street Name		Unit
*City	Surrey			
Postal Code	<input type="text"/>			
*Phone Number(s) <i>enter at least one</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Home	Cell	Work	
Email	<input type="text"/>			
Property Zoning	<input type="text"/>			
Property Size	<input type="text"/>			
*BCPID #	<input type="text"/>			
	<i>(9 Digit B.C. Premises ID Registration # for a Poultry Premises provided by Ministry of Agriculture)</i>			
# of Hens to be kept on the lot:	<input type="text"/>			
Comments:	<input type="text"/>			
	<input type="checkbox"/> I confirm that I reside on the above property and/or have written consent from the owner of the above property to keep chickens. <input type="checkbox"/> I confirm that I have read and understand the information regarding Backyard Hen Registry and will comply with the City of Surrey Backyard Chicken Bylaw requirements.			
<input type="button" value="Clear Form"/>	<input type="button" value="Print"/>		<input type="button" value="Save Form"/>	
	<input type="button" value="Email"/>			

Note: in addition to this form, applicants would be required to submit a schematic of the coop and run, as well as the location of the coop and run.

Proposed Zoning Bylaw Updates to Permit the Keeping of Chickens

Subject to Council direction on the Chicken Keeping Policy, staff is recommending updates to the Zoning Bylaw.

The Zoning Bylaw must be updated to permit the keeping of chickens. Staff is proposing to update the General Regulations section with the following amendment:

227 – Keeping of Chickens

(1) The keeping of chickens is permitted in all residential zones in accordance with the Chicken Keeping Policy.

The rationale for referring to the Chicken Keeping Policy, as opposed to including all of the information in the Zoning Bylaw, is to allow for more detailed information and regulations to be contained within single document that staff and the public can reference. Additionally, this allows for the Policy to be updated from time to time, without having to amend the Zoning Bylaw.

The amendment also recommends permitting the keeping of chickens in all residential zones to allow all Village residents to keep chickens if they wish to do so. According to research of other municipalities, chickens can be kept on single family lots of this size.

Proposed Fees and Charges Bylaw Updates Associated with Keeping Chickens

Subject to Council direction on the Chicken Keeping Policy, staff is recommending updates to the Fees and Charges Bylaw.

Staff is proposing updates to the Fees and Charges Bylaw to cover costs associated with keeping chickens. Staff is recommending the following amendments to Schedule 12 – Animal Control Fees:

Keeping of Chickens Registration Fee	\$100
Violation of the Chicken Keeping Policy – 1st offence	\$200
Violation of the Chicken Keeping Policy – 2nd offence	\$400
Violation of the Chicken Keeping Policy – 3rd offence or subsequent offence	\$600

The purpose of these fees is to capture costs associated with staff time related to processing Keeping of Chickens registrations. Additionally, fines are proposed for those who violate the Chicken Keeping Policy. For example, people who keep too many hens, people who keep roosters, etc.

Attachments

Attachment A: Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 571, 2020

Attachment B: Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 572, 2020



VILLAGE OF BELCARRA
Zoning Bylaw No. 510, 2018
Amendment Bylaw No. 571, 2020



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

NOW THEREFORE the Village of Belcarra enacts as follows:

1. That this bylaw be cited for all purposes as the “Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 571, 2020”.
2. That the “Village of Belcarra Zoning Bylaw No. 510, 2018” be amended:
 - a) By adding a new section (Section 227) to Section 200: General Regulations to permit the keeping of backyard chickens:

227 – Keeping of Chickens

(1) The keeping of chickens is permitted in all residential zones in accordance with the Chicken Keeping Policy.

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

Public Hearing Held 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 Zoning Bylaw No. 510, 2018
Amendment Bylaw No. 571, 2020

Chief Administrative Officer



VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 572, 2020



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

NOW THEREFORE the Village of Belcarra enacts as follows:

1. That this bylaw be cited for all purposes as the “Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 572, 2020”.
2. That the “Village of Belcarra Fees and Charges Bylaw No. 517, 2018” be amended:
 - a) By adding the following language to Schedule 12 – Animal Control Fees:

Keeping of Chickens Registration Fee	\$100
Violation of the Chicken Keeping Policy – 1st offence	\$200
Violation of the Chicken Keeping Policy – 2nd offence	\$400
Violation of the Chicken Keeping Policy – 3rd offence or subsequent offence	\$600

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 Fees and Charges Bylaw No. 517, 2018
 Amendment Bylaw No. 572, 2020

 Chief Administrative Officer



COUNCIL REPORT

Date: September 14, 2020 **File No.** 5600-05-05

From: Stewart Novak, Public Works & Emergency Preparedness Coordinator

Subject: 2019 Drinking Water Quality Annual Report

Recommendation

That the 2019 Drinking Water Quality Annual Report be received for information.

Purpose

To provide the Belcarra Water Supply and Distribution System consumers and the Fraser Health Authority with the required annual water source, supply and water quality information based on 2019 analytical sampling and operational procedures.

Background

This is the annual Drinking Water Quality Annual Report prepared by the Village of Belcarra (Belcarra) under the Water Quality Monitoring and Reporting Plan for the Metro Vancouver (MV) and Member Municipalities. It is a Provincial Health requirement to provide information on water quality and system operational procedures to its consumers.

Metro Vancouver reported that all samples collected in 2019 satisfied the bacteriological requirements of the BC Drinking Water Protection Regulation. The Village has not had any water advisories for many years. The report is provided to the Fraser Health Authority for review and comment.



VILLAGE OF BELCARRA



DRINKING WATER QUALITY ANNUAL REPORT

2019

Submitted: September 2020

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INTRODUCTION

This report is prepared by the Village of Belcarra (Belcarra) under the Water Quality Monitoring and Reporting Plan for the Metro Vancouver (MV) and Member Municipalities. The purpose of the report is to provide Belcarra water consumers and the Medical Health Officer (MHO) with drinking water sampling test results for 2019, and to present background information on Belcarra concerning water supply, treatment, and specific measures being taken to protect and enhance drinking water quality as per requirements under the Drinking Water Protection Act.

A. GENERAL DESCRIPTION

Belcarra delivers potable water to its customers via a waterworks distribution system incorporating approximately 11 Km of water mains, one pressure zone, pumping station and water storage reservoir. From the period January 1, 2019 to December 31, 2019, the water distribution system provided water to **179** of a possible 270 parcels.

From January to December 2019, there was **2,554,030** cubic Feet of water consumed (19,105,471 gallons) in Belcarra, this is up from 2018 by 233,145 cu/ft. The primary use is residential consumption; however, in 2019 a water connection was installed in Belcarra Park for the use of public washrooms, irrigation, and drinking fountains. In addition, a small percentage is used for water main flushing in an effort to keep the water circulating. All Belcarra water is purchased from the Greater Vancouver Water District (GVWD), through the District of North Vancouver (DNV).

B. WATER DISTRIBUTION SYSTEM – Village of Belcarra

1. General

The Belcarra water distribution system is comprised of four networks, these are further described as:

- Village of Belcarra Marine Crossing Mains
- Reservoir Supply Main
- Village of Belcarra Water Distribution System
- Upper Pressure Zone on Main Avenue and Bedwell Bay Road

For the purposes of water quality monitoring and reporting in Belcarra, the location where water is drawn from the GVWD transmission system into the DNV system are considered “sources” for the Belcarra system.

A map of the overall water system showing the gravity and pressure zones and water quality sampling site locations is included (See Appendix A).

2. Belcarra Water Quality Testing

Sample tests are performed monthly by Belcarra staff, and twice a month in August and September. A minimum of four to five of the 13 sample stations are tested each month, with all 13 sample stations being tested over a three-month period (For a list of Belcarra Sample Site Stations See Appendix B).

Samples are delivered to the Metro Vancouver laboratory for analysis and reporting. Standard bacteriological parameters analysed by the Metro Vancouver laboratory are Total Coliform, E. coli and Heterotrophic Plate Count (HPC).

The Fraser Health Authority (FHA) may take random samples from; selected sites, or areas where water quality complaints have originated, or where waterworks construction or maintenance activities are underway.

Locations of water quality sampling points in the Belcarra system are based on a guideline provided by the Regional Medical Health Officers as follows:

- i. One sampling point at “source” (supply from GVWD/DNV)
- ii. Twelve sampling points at system dead-ends or near dead-ends

Sampling frequency was completed in accordance with the recommendations provided by the Fraser Health Authority.

A table showing the Schedule for Sampling and Reporting is included (See Appendix C).

(a) Physical Parameters

Water temperature and turbidity are measured for all samples and collected for bacteriological testing and are reported in the overall microbiology test results from the Metro Vancouver laboratory. Turbidity is measured in Nephelometric Turbidity Units (NTUs). Health Canada Guidelines for Canadian Drinking Water Quality sets the Aesthetic Objective for water temperature at less than or equal to 15 degrees Celsius and an upper limit of 1 NTU for turbidity. Taste, odour and turbidity are monitored on a complaint basis.

(b) Chemical Parameters

In 2019, chemical monitoring in the water distribution system was conducted for the following:

- i. **Free chlorine residual** – The presence of free chlorine: 1) a sufficient amount of chlorine was added initially to the water to inactivate the bacteria and some viruses that cause diarrheal disease; and, 2) the water is protected from recontamination during storage. The presence of free chlorine in drinking water is correlated with the absence of most disease-causing organisms, and thus is a measure of the potability of water.
- ii. **Haloacetic acids (HAA's)** – are a type of chlorination disinfection by-product (CDBP) that are formed when the chlorine used to disinfect drinking water reacts with naturally occurring organic matter (NOM) in water. Haloacetic acids are a relatively new disinfection by-product.
- iii. **Trihalomethanes (THM's)** – THM's are disinfection by-products. formed when chlorine or bromine interacts with the natural organic materials found in water.
- iv. **pH** – Power of Hydrogen. pH is a measurement under the Aesthetic Objective guidelines, with the optimal range of values between 6.5 – 8.5 pH.
- v. **Metals** – The EPA has set maximum contaminant levels (MCL) for metals including arsenic, barium, cadmium, chromium, lead, copper, mercury, selenium, nickel, thallium, antimony, and beryllium. This means that public water supplies are monitored for these metals regularly

3. Results

Test results for bacteria, temperature, turbidity, and chlorine residual are compiled for each sample site.

- Belcarra's Bacteria counts

A table of results of bacteriological testing of Sample Station Readings of E. coli, HPC, Total Coliform from January to December is attached (See Appendix D).

Metro Vancouver's analysis of HPC confirmed that out of **70** samples submitted, only **3** samples exceeded Metro Vancouver's threshold of 500 CFU/ml. All samples were taken from dead end water mains and can be adversely affected by the water age and usage at these dead-end locations. All mains with samples over the threshold were flushed to improve the water quality in those particular locations.

Metro Vancouver reported that all samples collected in 2019 satisfied the bacteriological requirements of the BC Drinking Water Protection Regulation.

- Belcarra's Physical Parameters

In 2019, **70** samples were tested for turbidity levels in the Belcarra water distribution system and **no** samples were greater than 5.0 NTU. Water temperatures ranged from a March low of **1.9° C** to an August high of **21° C**

- Belcarra's Chemical Parameters

- i. Belcarra's water comes from GVWD/DNV where it is received at the Michael Rosen water station. The chlorine residual at that location averages 0.61 mg/l. The water then gets distributed throughout the municipality where other samples are taken at various locations.

70 samples were taken at various end of the run locations. Out of the 70 samples, 4 were below the minimum chlorine residual concentration of 0.2 mg/l. Waterline flushing resolved all low chlorine level issues at these locations.

As stated in the previous report, we also have installed a real time chlorine monitoring station in our Tatlow facility which sends an alarm to all our water service technicians when the system senses a low chlorine reading.

ii. **Haloacetic Acids (HAA's)** – Haloacetic Acids (HAA)

In Belcarra all **8** of the 2019 samples taken were below the MAC of 80 ppb/mL for this parameter (See Appendix E).

iii. **Trihalomethanes (THMs)** – Trihalomethanes (THMs)

All **8** of the 2019 samples taken in Belcarra were below the MAC of 100 ppb/mL for this parameter (See Appendix E).

i. **pH** – All **8** of the samples taken were within the Aesthetic Objective guidelines of between **6.5** and **8.5** pH (See Appendix E).

ii. **Metals** – a total of **one sample** for metals, including copper, lead and zinc, were collected in 2019 for Metro Vancouver Metals Sampling Program for Belcarra (See Appendix F). All the metals tested were under the recommended maximum allowable Guideline Limits.

iii. **PAHs or BETX** – as there are no significant lengths of Steel or PVC water mains in the Belcarra System, no testing was performed for PAHs, BETX or Polyvinyl Chloride in 2019.

4. Challenges

Keeping chlorine residuals above the 0.20 mg/L is critical for maintaining a healthy and safe water distribution system in our municipality. The combination of cold-water temperatures and ensuring no water stagnation in dead end lines help to keep chlorine residuals above 0.20 mg/L.

Work Program 2019

- Water sampling ports have been installed at the water main end, and at dead-end branch lines. They are opened to allow additional waterflow as an operational means to move water through the lines thereby helping to maintain the quality of water in these low waterflow areas.
- A total of 4 new water service connections were completed in 2019
- 50% of the hydrants were flushed in Belcarra. In addition to routine flushing; Public Works Department monitors the HPC results and perform additional flushing through the sample ports and fire hydrants when HPC readings are greater than 500 CFU/ml.
- 50% of the hydrants received tear downs and service. The municipality gets divided into two zones for hydrant servicing; one hydrant zone gets a tear down and service, while the second zone receives a hydrant flushing. Each year the services gets switched from the first zone to the second zone.
- The air valves of the Marine Crossing were purged monthly in the Midden building.
- Isolation valves along the full length of the water main get exercised and serviced if needed.
- Fuel tank scrubbing was completed as part of the yearly maintenance on the generator and the fire pump.

Additional Measures Taken in 2019

1. Installation of an actuated altitude valve at the Tatlow Reservoir was completed and put in service in November of 2017. The ability to start filling the reservoir remotely or manually on demand, improves water availability for firefighting with the ability to quickly adjust water levels. The mechanically actuated altitude valve settings were adjusted in 2019 to better balance the water quality and quantity. The current high setting is 95%, the current low setting is at 55% which is below the nonadjustable

altitude valve setting of 60%. During firefighting conditions, the low setting of the actuated valve gets moved to 80% in order to help prevent the water tank from running too low.

2. Seismic valve at the Tatlow reservoir has been disabled. The sensitivity could not be adjusted to a satisfactory setting and potential damage could occur to the pumping system if the valve got triggered inadvertently.
3. Continual routine monitoring and testing of the generator and fire pump at the Tatlow Building is done weekly to ensure they will be available in an emergency.
4. Auto flushing units were budgeted for but not purchased as of 2019. Purchases of two auto flushers are expected in 2020.

C. INCIDENTS/SIGNIFICANT COMPLAINTS

On any sample that were below the recommended guidelines. Public Works flushed those water mains until turbidity subsided and chlorine levels were elevated. Water main bleed rates at the water samplers were then increased on the deficient water main ends to reduce stagnation.

D. GENERAL WATER ADVISORIES

No water advisories have been issued to date in Belcarra.

E. OPERATOR TRAINING/QUALIFICATIONS

In 2012 Environmental Operators Certification Program (EOCP) advised Belcarra, the water system would be classified as a Level 1 based on 270 connections. Belcarra currently has two water distribution system operators with Level 1 Operator's Certification from the EOCP, keeping Belcarra in full compliance with the regulation. Continuing education of the water distribution system Operators ensures their relevant knowledge of operating a water system as they work towards their Level 2 certification.

F. SECURITY MEASURES

Security features at Belcarra include:

- Locked accesses to the reservoir with the ladder removed
- Exterior lighting and fencing for the water receiving building at Midden
- Dual locking mechanisms to enter the Midden and pump station buildings
- Door alarms at Strathcona chamber & kiosk, and Midden & Tatlow buildings
- iPhone intrusion alarm at the Strathcona chamber to the District of North Vancouver
- CCTV cameras at Public Works, Midden building, Tatlow reservoir and pump station

G. NOTIFICATION AND EMERGENCY RESPONSE PLAN

All water system alarms and phone calls from the public get sent directly to the 'on call' staff member who is on duty for the week (24 hr clock). There are three staff members who rotate the duty on a weekly basis.

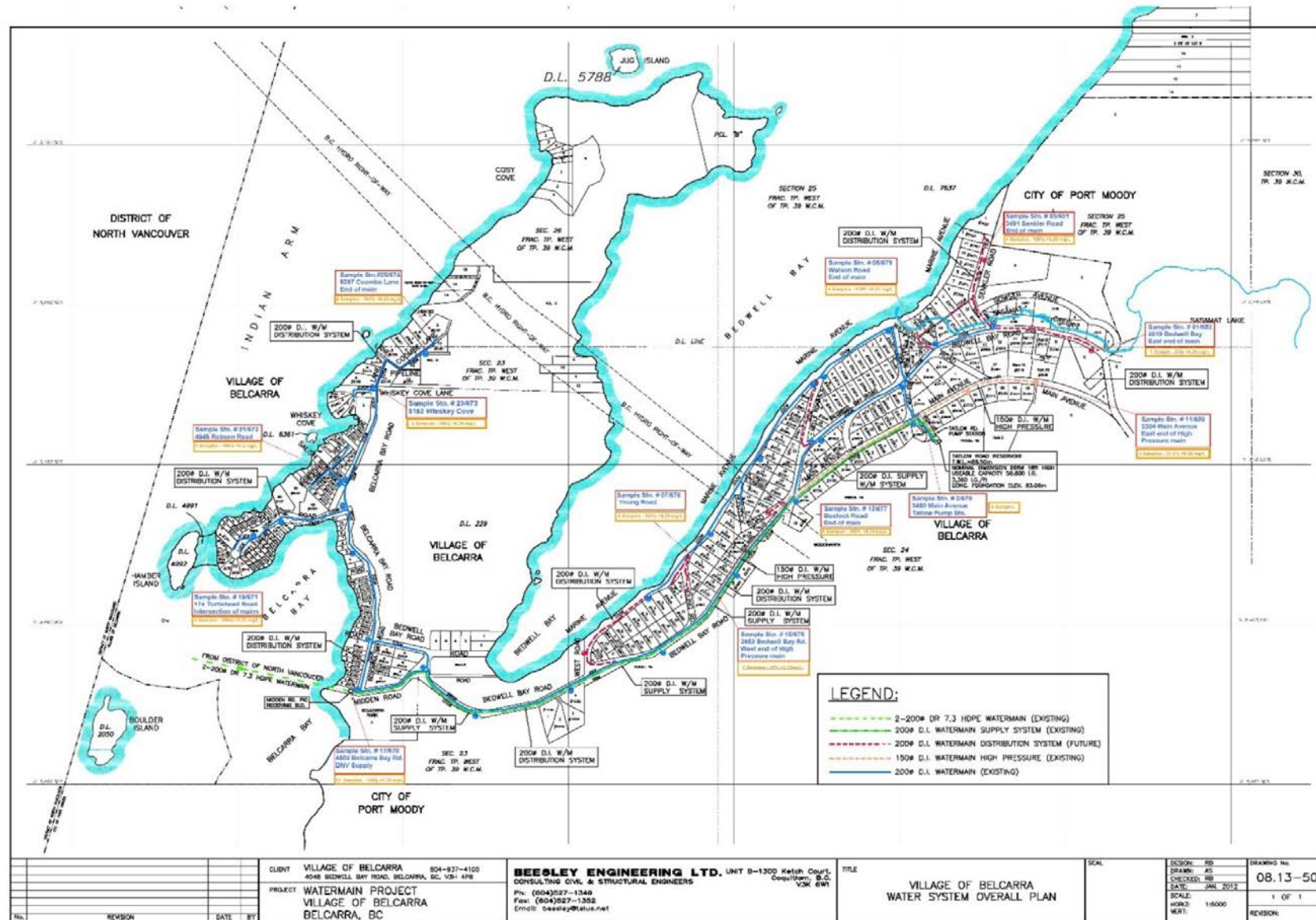
The on-duty staff member has the technology to view the water control system and activate many of the control switches via their phone. They will also attend on scene when necessary to control or isolate as needed.

Staff may also utilize a list of contractors that was established emergency call ins that we have established for; major line breaks, electrical service, valves, fire pump, and monitoring.

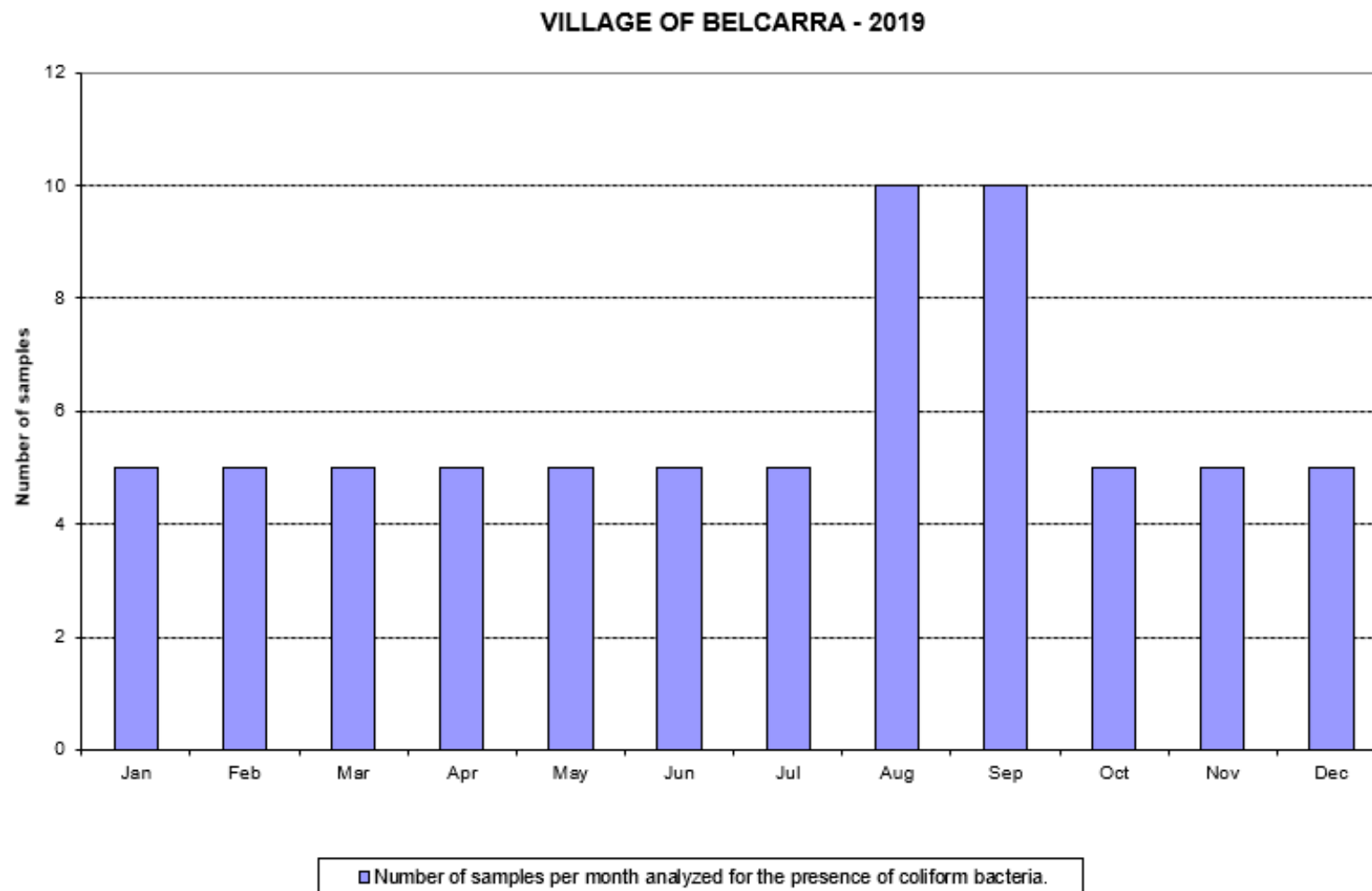
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Appendix A

Map of Belcarra Water System, Sampling Site Locations and Pressure Zone



Appendix B



Appendix C

Schedule for Belcarra Sampling and Reporting for 2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>DISTRIBUTION SYSTEM SAMPLING</u>												
Temperature, E. coli, HPC, Total Coliform, Turbidity, & Free Chlorine Residuals (Monthly)	X	X	X	X	X	X	X	X X	X X	X	X	X
HAA's, THM's, pH (Quarterly)		X			X			X			X	
Metals: Copper, Lead, Zinc (Biannually)						X						X
<u>NOTIFICATION</u>												
2019 Annual Report:												
Annual Report sent to MHO									X			
MHO to send Council response									X			
Staff Report to Council									X			
Posted on Web									X			

Appendix D

Belcarra Sample Station Readings of; Chlorine Free, E. coli, HPC, Temperature, Total Coliform, and Turbidity

Sample Name	Sample type	Sample Description	Sampled date	Chlorine Free (mg/L)	Ecoli (CFU/100mLs)	HPC (CFU/mL)	
BLC-670	grab	4503 Belcarra Bay Road	09-Jan-19	0.68	<1	6	
BLC-671	grab	174 Turtlehead Road	09-Jan-19	0.4	<1	<2	
BLC-672	grab	4945 Robson Road	09-Jan-19	0.26	<1	10	
BLC-673	grab	5163 Whiskey Cove	09-Jan-19	0.35	<1	2	
BLC-674	grab	5297 Coombe Lane	09-Jan-19	0.36	<1	46	
BLC-670	grab	4503 Belcarra Bay Road	20-Feb-19	0.63	<1	2	
BLC-677	grab	Bostock Road	20-Feb-19	0.47	<1	4	
BLC-678	grab	3480 Main Avenue	20-Feb-19	0.53	<1	110	
BLC-681	grab	3491 Senkler Road	20-Feb-19	0.52	<1	<2	
BLC-682	grab	3819 Bedwell Bay	20-Feb-19	0.55	<1	<2	
BLC-670	grab	4503 Belcarra Bay Road	13-Mar-19	0.73	<1	<2	
BLC-675	grab	3953 Bedwell Bay Road	13-Mar-19	0.25	<1	380	
BLC-680	grab	3204 Main Avenue	13-Mar-19	0.49	<1	<2	
BLC-679	grab	Watson Road	13-Mar-19	0.57	<1	<2	
BLC-676	grab	Young Road	13-Mar-19	0.58	<1	20	
BLC-670	grab	4503 Belcarra Bay Road	09-Apr-19	0.65	<1	4	
BLC-671	grab	174 Turtlehead Road	09-Apr-19	0.44	<1	<2	
BLC-672	grab	4945 Robson Road	09-Apr-19	0.39	<1	<2	
BLC-673	grab	5163 Whiskey Cove	09-Apr-19	0.41	<1	4	
BLC-674	grab	5297 Coombe Lane	09-Apr-19	0.39	<1	<2	
BLC-670	grab	4503 Belcarra Bay Road	15-May-19	0.8	<1	<2	
BLC-682	grab	3819 Bedwell Bay	15-May-19	0.31	<1	<2	
BLC-678	grab	3480 Main Avenue	15-May-19	0.63	<1	840	
BLC-681	grab	3491 Senkler Road	15-May-19	0.53	<1	<2	
BLC-677	grab	Bostock Road	15-May-19	0.69	<1	<2	
BLC-670	grab	4503 Belcarra Bay Road	11-Jun-19	0.68	<1	4	

BLC-675	grab	3953 Bedwell Bay Road	11-Jun-19	0.36	<1	2
BLC-680	grab	3204 Main Avenue	11-Jun-19	0.16	<1	8
BLC-679	grab	Watson Road	11-Jun-19	0.59	<1	<2
BLC-676	grab	Young Road	11-Jun-19	0.59	<1	4400
BLC-675	grab	3953 Bedwell Bay Road	11-Jul-19	0.43	<1	14
BLC-670	grab	4503 Belcarra Bay Road	11-Jul-19	0.75	<1	4
BLC-671	grab	174 Turtlehead Road	11-Jul-19	0.46	<1	<2
BLC-672	grab	4945 Robson Road	11-Jul-19	0.46	<1	2
BLC-673	grab	5163 Whiskey Cove	11-Jul-19	0.46	<1	16
BLC-670	grab	4503 Belcarra Bay Road	13-Aug-19	0.68	<1	6
BLC-677	grab	Bostock Road	13-Aug-19	0.73	<1	20
BLC-678	grab	3480 Main Avenue	13-Aug-19	0.58	<1	<2
BLC-681	grab	3491 Senkler Road	13-Aug-19	0.53	<1	<2
BLC-682	grab	3819 Bedwell Bay	13-Aug-19	0.43	<1	56
BLC-670	grab	4503 Belcarra Bay Road	29-Aug-19	0.71	<1	6
BLC-675	grab	3953 Bedwell Bay Road	29-Aug-19	0.35	<1	72
BLC-680	grab	3204 Main Avenue	29-Aug-19	0.45	<1	100
BLC-676	grab	Young Road	29-Aug-19	0.59	<1	4
BLC-679	grab	Watson Road	29-Aug-19	0.66	<1	62
BLC-671	grab	174 Turtlehead Road	11-Sep-19	0.46	<1	6
BLC-672	grab	4945 Robson Road	11-Sep-19	0.46	<1	<2
BLC-673	grab	5163 Whiskey Cove	11-Sep-19	0.32	<1	86
BLC-674	grab	5297 Coombe Lane	11-Sep-19	0.1	<1	7200
BLC-670	grab	4503 Belcarra Bay Road	11-Sep-19	0.73	<1	<2
BLC-670	grab	4503 Belcarra Bay Road	24-Sep-19	0.71	<1	2
BLC-677	grab	Bostock Road	24-Sep-19	0.45	<1	4
BLC-678	grab	3480 Main Avenue	24-Sep-19	0.46	<1	460
BLC-681	grab	3491 Senkler Road	24-Sep-19	0.55	<1	20
BLC-682	grab	3819 Bedwell Bay	24-Sep-19	0.17	<1	<2
BLC-670	grab	4503 Belcarra Bay Road	09-Oct-19	0.62	<1	2
BLC-675	grab	3953 Bedwell Bay Road	09-Oct-19	0.23	<1	34
BLC-680	grab	3204 Main Avenue	09-Oct-19	0.33	<1	<2
BLC-676	grab	Young Road	09-Oct-19	0.38	<1	2
BLC-679	grab	Watson Road	09-Oct-19	0.46	<1	2

BLC-670	grab	4503 Belcarra Bay Road	13-Nov-19	0.61	<1	<2
BLC-671	grab	174 Turtlehead Road	13-Nov-19	0.28	<1	<2
BLC-672	grab	4945 Robson Road	13-Nov-19	0.31	<1	<2
BLC-673	grab	5163 Whiskey Cove	13-Nov-19	0.3	<1	2
BLC-674	grab	5297 Coombe Lane	13-Nov-19	0.17	<1	<2
BLC-670	grab	4503 Belcarra Bay Road	10-Dec-19	0.58	<1	<2
BLC-677	grab	Bostock Road	10-Dec-19	0.63	<1	<2
BLC-680	grab	3204 Main Avenue	10-Dec-19	0.48	<1	<2
BLC-681	grab	3491 Senkler Road	10-Dec-19	0.37	<1	<2
BLC-682	grab	3819 Bedwell Bay	10-Dec-19	0.48	<1	<2


Appendix E

Metro Vancouver Quarterly THMs, HAAs, and pH Results of Bacteriological Analysis

Date Sampled	THM (ppb)						HAA (ppb)							Extras
	Bromodichloromethane	Bromoform	Chlorodibromomethane	Chloroform	Total Trihalomethanes		Dibromoacetic Acid	Dichloroacetic Acid	Monobromoacetic Acid	Monochloroacetic Acid	Trichloroacetic Acid	Total Haloacetic Acid		pH units pH
2019-02-20	<1	<1	<1	17	19		<0.5	6	<1	<2	6.9	15.4		7.4
2019-02-20	<1	<1	<1	21	23		<0.5	6	<1	<2	7.1	14.6		7.4
2019-05-15	<1	<1	<1	24	26		<0.5	11	<1	<2	7	18.8		7.5
2019-05-15	1	<1	<1	31	33		<0.5	13	<1	<2	13.2	28.6		7.6
2019-08-20	1	<1	<1	20	22		<0.5	10	<1	<2	8.5	18.9		7.5
2019-08-20	2	<1	<1	29	32		<0.5	14	<1	<2	15.3	30.2		7.7
2019-12-03	<1	<1	<1	26	27		<0.5	7	<1	<2	10.8	19.5		7.3
2019-12-03	<1	<1	<1	33	35		<0.5	9	<1	<2	15	24.8		7.4

Appendix F

Metro Vancouver Annual Metals Sampling Program

1	 metrovancover SERVICES AND SOLUTIONS FOR A LIVABLE REGION			
2				
3			BLC-670	BLC-682
4		Sample Description	4503 Belcarra Bay Road	3819 Bedwell Bay
5		Sample Date	5/1/2019 9:05	5/1/2019 9:15
6		Sample Type	GRAB	GRAB
7	Aluminum Total	µg/L	27	33
8	Antimony Total	µg/L	<0.5	<0.5
9	Arsenic Total	µg/L	<0.5	<0.5
10	Barium Total	µg/L	2.7	3.2
11	Boron Total	µg/L	<10	<10
12	Cadmium Total	µg/L	<0.2	<0.2
13	Calcium Total	µg/L	4200	4610
14	Chromium Total	µg/L	<0.05	<0.05
15	Cobalt Total	µg/L	<0.5	<0.5
16	Copper Total	µg/L	4.2	16.7
17	Iron Total	µg/L	8	45
18	Lead Total	µg/L	<0.5	<0.5
19	Magnesium Total	µg/L	157	159
20	Manganese Total	µg/L	3.4	11.3
21	Mercury Total	µg/L	<0.05	<0.05
22	Molybdenum Total	µg/L	<0.5	<0.5
23	Nickel Total	µg/L	<0.5	<0.5
24	Potassium Total	µg/L	151	155
25	Selenium Total	µg/L	<0.5	<0.5
26	Silver Total	µg/L	<0.5	<0.5
27	Sodium Total	µg/L	1510	1520
28	Zinc Total	µg/L	<3.0	4.5
29				
30				

Appendix G

Notification for Unusual Situations Potentially Affecting Water Quality

Situation	Notifying Agency	Agency Notified	Time Frame for Notification
E. coli – positive sample	MV Laboratory or BC Centre for Disease Control	Belcarra and Fraser Health Authority	Immediate
Total Coliform over 10 mg/L and no Free Chlorine Residual	Belcarra	Fraser Health Authority	Immediately upon receipt of sample test results
Chemical Contamination	Belcarra	Fraser Health Authority	Immediate
Turbidity > 5 NTU	MV Laboratory or GVWD Operations	Belcarra and Fraser Health Authority	Immediate
GVWD Disinfection failure	GVWD Operations	Belcarra and Fraser Health Authority	Immediate in any situation in which the BCSDWR or the GCDWQ may not be met
Loss of pressure due to high demand	Belcarra	DNV Operations and Fraser Health Authority	Immediate
Water main break in Belcarra, where contamination is suspected	Belcarra	Fraser Health Authority	Immediate
Water main break in DNV, where contamination is suspected	DNV	Belcarra and Fraser Health Authority	Immediate

REPORT PREPARED BY:

Stewart Novak
Public Works & Emergency Preparedness Coordinator

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



COUNCIL REPORT



Date: September 14, 2020
From: Stewart Novak, Public Works & Emergency Preparedness Coordinator
Subject: Managing Trees, Views & Landscapes Bylaw No. 567, 2020

Recommendations

1. That the “Managing Trees, Views & Landscapes” Bylaw No. 567, 2020 be read a first, second and third time; and
2. That staff follow up on the “Recommended Council Action Items” outlined in the report titled ‘Managing Trees, Views & Landscapes bylaw No. 567, 2020’ dated September 14, 2020.

Purpose

To provide a Tree Management and Protection Bylaw as reflected in the Tree Committee Report dated March 9, 2020.

Background

Council established a Tree Committee to review the existing Tree Cutting Bylaw. Research was completed and a report submitted Council.

Based on the Tree Committee Report recommendations, a proposed Tree Cutting Bylaw was drafted for review by Council at a regular Council meeting held July 20, 2020. Council deferred the draft Tree Bylaw back to staff to remove the reference to tree management by the Village on private property and to update the report and bylaw as outlined.

Revised Bylaw Highlights

Changes implemented as per the Tree Committee Recommendations:

- The new bylaw is titled ‘Managing Trees, Views & Landscapes Bylaw No. 567, 2020’.
- All proposed definitions were included.
- All items were included for the Tree Trimming / Removal Permit Application in the Bylaw except for Item K - See page 3 of this report.
- A list of replacement trees is included in Schedule B.
- A Permit application is included in Schedule A.
- Tree Cutting Permit Information listed is included

Changes not implemented as per the Tree Committee Recommendations:

- Page 3 of the Tree Committee Report under the heading: **Marine Avenue Foreshore, Riparian Area Invasive Species Fuel Management**. The list of recommended replacement trees was entered into the new Bylaw in Schedule 'B' and language in the Bylaw indicates replanting may be required in Section 10.4 and 11, however the areas where replanting is to be conducted will be outlined in a separate report to Council.
- Page 4, heading: **Tree Trimming/Removal Permit Application** Sentence K states, "Village to maintain cleared spaces from natural regeneration so that views on Village properties may be maintained". To implement this requirement, Council would be required to add a sufficient budget for staff to track & implement such a program.
- Page 4, heading: **View Retention Policy** states, "Council create a view retention policy for public property". Language in the new Bylaw allows cutting of trees in order to maintain views for homeowners. A list of replacement trees is established in the new Bylaw.
- Page 9, heading: **Fire Separation Buffer Between Residential Properties Be Introduced**. The Village has no authority on private property nor between residents.
- Page 9, heading: **Recommended Penalties**. Sentence b. "The minimum penalty for each tree is a fine of (a) \$1,000. for the first tree cut without a permit, and (b) \$3,000. for each subsequent tree cut without a permit". The Bylaw Notice Enforcement Bylaw No. 520, 2018 provides for a maximum fine is \$500.00 and would need to be amended.

Recommended Council Action Items:

Invasive Species

- a) That Council direct staff to write a letter to the Province recommending a ban on the sale of invasive plants by garden centers.
- b) That Council direct staff to write a letter to the UBCM to be considered at the Conference requesting that garden centers discontinue sale of invasive species plants.
- c) That Council direct staff to develop a plan to expand the current invasive species removal program taking place on the foreshore be expanded to include the removal of all types Ivy and Laurel, Himalayan blackberry & Holly.

Interface Wildfire Management

- d) That Council direct staff to write a letter to Metro Vancouver Parks regarding a policy for the removal of dead underbrush, dangerous tree and wildfire fuel on parkland bordering the Village of Belcarra in order to create a buffer zone.
- e) That Council direct staff to write a letter to the Provincial Government with regard to the removal of dead underbrush, dangerous tree and wildfire fuel on Crown Land bordering the Village of Belcarra in order to create a buffer zone.
- f) That Council direct staff to write a letter to Anmore and Port Moody with regard to the removal dangerous trees bordering on Belcarra Village property & Bedwell Bay Road.

- g) That staff continue to apply for available grants such as the “Fuel Management Grant” and ensure that clear submittals by a qualified forester be submitted. Note: A FireSmart grant has been applied for and received.
- h) That Council direct staff to advise the Sasamat Volunteer Fire Department regarding correspondence above with other agencies related to a formal plan to deal with hazardous vegetation. (covered in d, e, f & g)
- i) That staff continue to work with the Provincial Government and coordinate with the BC Wildfire Service Department to conduct an extensive fuel management plan for the removal of hazardous trees, debris and dead trees to create a firebreak between residences in Belcarra and Crown Land. (covered in e.)

Tree Bylaw

- j) A link to the new Tree Bylaw will be posted on the website with the application for Tree Trimming / Removal.
- k) Staff to liaise with Metro Parks staff to obtain information on their dangerous tree policy.

Additional Matters Brought Forward by The Tree Committee

- The Tree Committee Report cited curb side tree chipping: This service is currently provided and paid for by the municipality once a year. Council has requested the municipality to provide a second tree chipping day for residents who need additional tree chipping services. A second tree chipping day will be expected to be a ‘user pay’ model. This item will be brought forward in the Fall of 2020.
- The Tree Committee requested that the Village establish FireSmart regulations due to Belcarra being exposed to interface fire risk conditions. Staff are working with FireSmart regulators on this item plus on the education of residents to improve fire safety protocol on their property. Following implementation of the Grant, Public Works will schedule fire risk reduction activity which includes reducing some of the fire load on the land above the Municipal Hall and the Fire Hall. This includes clearing ground cover, removing low branches and thinning out small sucker trees that die off due to lack of sunlight.



VILLAGE OF BELCARRA
Managing Trees, Views & Landscape
Bylaw No. 567, 2020



A bylaw to provide for the Management of Trees, Views and Landscapes

WHEREAS the Council of the Village of Belcarra has determined it necessary to provide for the management of tree cutting and tree protection activities;

AND WHEREAS pursuant to the *Community Charter* - Part 2, Division 1, Fundamental powers, Section 8, (3) “A Council may, by Bylaw, regulate, prohibit and impose requirements in relation to the following (c) trees”;

NOW THEREFORE the 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 Managing Trees, Views & Landscape Bylaw No. 567, 2020";

2. Definitions

In this Bylaw, unless the context indicates otherwise:

“A plan for tree planting if applicable”: The Village will not allow to be planted on municipal land trees that will grow to a height that could impede utilities, signage visibility, safety and the enjoyment of views, or interfere with any municipal infrastructure in the ground.

“Affected Property Owner” means any adjacent property owner and any direct property owner whose line of sight or proximate enjoyment, including but not limited to views, aesthetics, and shade, may be affected if a tree cutting or pruning application is approved.

“Certified Arborist” means a person certified by the International Society of Arboriculture (ISA) or the National Arborist Association as an arborist.

“Crown” means the entire system of branches, leaves and reproductive structures of a tree extending away from the trunk or main stem(s).

Hazardous Tree” means any tree which, due to its location, condition or any other circumstance, has been determined, by a Registered Certified Arborist, ISA approved, to present a hazard to the safety of persons, private property or any other tree(s).

“Permit” shall mean tree removal / pruning permit issued in the form of Schedule “C”.

“Pruning” means the trimming of living or dead parts from a tree in order to reduce size, maintain the shape and health of the tree and maintain view corridors.

“Regular Maintenance Plan” is to manage tree growth and health on a schedule created and executed by the Public Works Manager in consultation with a Certified Arborist as from time to time deemed advisable and approved by Council.

“Shrub” is a woody plant which is smaller than a tree and has several main stems arising at or near the ground, less than 6 m -10 m in height.

“Tree” means a woody perennial plant having one or more stems, with at least one stem having a diameter of 20 centimetres or more, measured at 1.4 metres above the natural grade on the uphill side of the tree.

“Tree Cutting Permit” means a permit issued by the Administrator in accordance with this Bylaw, which will allow cutting or pruning of trees under conditions stipulated in the Bylaw.

- A permit is only a permission pursuant to this Bylaw and does not relieve the permit holder from complying with all other laws, regulations and requirements of any public authority having jurisdiction, nor relieve the holder from complying with civil, common law or contractual obligations.

“Tree Cutting and Replacement Plan” means a plan which shows the trees proposed to be cut and the location, size (height and diameter) and approved species of replacement trees to be planted upon a subject site to ensure slope retention and/or prevent water migration.

“Hazard Tree” is a tree which is likely to fail due to Major Structural Weaknesses, adverse site conditions or other external factors under average conditions & has the Potential to Strike a Target.

“Replacement Tree” means any tree or shrub, that is shown on a Tree Cutting and Replacement Plan as a replacement for a tree which has been cut down.

“Tree Removal” means the cutting down of the entire tree.

“Tree Survey” means a plan of a subject site showing the location, species and trunk diameter of the tree to be cut or pruned.

“Tree Topping” means to entirely sever the stem of a tree such that the upper stem and branches of the tree are completely removed, resulting in an abruptly truncated stem, and topping and topped shall have corresponding meanings.

4. Application of Bylaw

- 4.1 This bylaw applies to all trees on municipal land within Belcarra, except as provided in Section 4.2.
- 4.2 This bylaw does not apply to:
 - (a) Trees on private residential property.
 - (b) Trees that are cut, removed, or damaged pursuant to the Hydro and Power Authority Act, RSBC 1996, c.212, or the Oil and Gas Activities Act, SBC 2008, c.36; and
 - (c) Trees on municipal-owned property or roadways that are cut or removed by the Municipality or its authorized agents in accordance with approved Municipal policies.
 - (d) Any provisions imposed by the fire department relating to fire safety and immediate life safety risk.

5. Prohibitions

- 5.1 No person may cut, prune or remove a tree on municipal land without first having applied for and having obtained a Tree Cutting Permit.
- 5.2 No person shall breach the terms and conditions of Tree Cutting Permit as written.

6. Exemptions

- 6.1 Hazardous Trees as defined in Section 3 ‘Definitions’ will be assessed and removed as deemed necessary by the Public Works Department.
- Any immediate life safety hazards involving trees or trees and hydroelectric power should be called into 911.

7. Contraventions

- 7.1 Where a tree is cut in contravention of this Bylaw and / or conditions of a permit are breached, an offence or bylaw contravention is committed under this Bylaw:
- (a) A person who contravenes any provision of this Bylaw, or who willfully does not adhere to the bylaws, or cuts a tree on municipal property, contrary to or without a permit, is guilty of an offence or bylaw contravention and is liable to the penalties imposed under Bylaw Notice Enforcement No. 520, 2018, as amended.

8. Professional Assessment

- 8.1 Prior to the issuance of a permit the Village, at its discretion may require the applicant to provide, at the applicant's expense a certified report by a qualified professional arborist and/or geotechnical engineer, stating that the proposed cutting of trees will not create a danger from flooding and erosion.
- 8.2 Permit conditions may specify measures that need to be undertaken by the applicant resulting from recommendations of a professional report.

9. Application for Permit

- 9.2 Applications for a permit on Municipal property may be submitted by any Belcarra resident intending to improve their views or sanctity.
- 9.3 Permit Applications shall be submitted to the municipal office clerk and approved by the manager of public works.
- 9.4 At the time of the permit application, the applicant shall pay to the Village an application fee per the Fees and Charges Bylaw.

10. Tree Cutting Permit

An example of the tree cutting permit provided in ‘Schedule A’ of this document.

- 10.1 No person may cut, prune or remove a tree on municipal land without first having applied for and having obtained a Tree Cutting Permit.
- 10.2 The applicant shall provide a detailed description of the proposed work including a statement of purpose and rationale.
- 10.3 A clearly labelled photograph must be provided, and if pruning is required, a line must be drawn on the photograph indicating the extent of the proposed pruning; the subject tree must also bear a ribbon marker.
- 10.4 If relevant, a proposed replanting plan indicating location, species and size of tree, bush and shrub that is to be planted to replace the removed tree. The tree, bush or shrub may be planted in the same location or in another area agreed upon by the Village.

- 10.5 Non-refundable permit application fees are payable prior to issuance of a permit. Once the permit is issued, it is valid for 6 months.
- 10.6 The name of the insured tree cutting contractor, if applicable, together with the date and time of the planned work. A plan for tree planting if applicable.
- 10.7 The Village will not allow trees to be planted that will grow to a height that could impede utilities and signage visibility, safety and the enjoyment of views, or interfere with any municipal infrastructure in the ground to be planted on municipal land.
- 10.8 Confirmation that any directly affected property owners in the area of the proposed tree pruning or cutting, have been specifically consulted and any opinions be expressed in writing within 15 working days of consultation.
- 10.9 All written information to be attached to the application by the applicant, including if the applicant wishes to maintain a previously trimmed tree. Submission of pictures may be required.

11. Tree Replacement

Replacement trees may be required as a condition of the permit. Trees selected for replacement must be a low growing (under 35 feet) and conform to Belcarra's wildfire interface strategies. See Schedule 'B' for the list of accepted trees.

12. Security Deposit

- 12.1 The Village may require the applicant for the permit to provide security by, at the applicant's option, an irrevocable letter of credit or the deposit of securities in a form satisfactory to the local government, in an amount stated in the permit.

- 13. The "Village of Belcarra Tree Cutting Bylaw No. 110, 1987" is hereby repealed.

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 Managing Trees, Views
& Landscape Bylaw No. 567, 2020

Chief Administrative Officer



VILLAGE OF BELCARRA
Managing Trees, Views & Landscape
Bylaw No. 567, 2020
Schedule A

Municipal Property Tree Cutting Permit
Application



Municipal Property Tree Cutting Permit Application

Name of Applicant: _____

Address of Applicant: _____

Application date: _____ Tree Permit No.: _____

Permit Application Fee: \$200.00 (Non-refundable payment)

Clean Up Deposit: \$300.00 (Refundable upon satisfactory completion of project. Payable upon granting of permit.)

Civic address: _____ (Location of work near / adjacent to municipal property)

- Describe the proposed tree work: List number and type of subject trees, proximity to creeks and relevant site information as available, including photographs.

*Note - A survey of the trees prepared by a designated British Columbia Land Surveyor may be required in consideration of this application.

Type of trees, shrubs or branches to be removed:

Remove: _____ Chip on site: _____

Photographs attached: Yes _____ No _____

Additional comments:

Applicant: Based on your proposed tree work, complete the following information in the appropriate section of either Low Impact or Moderate Impact.

LOW IMPACT:

1. Removal of up to a maximum of 4 single trees that are less than 6 meters in height

2. Removal of hedges or shrubs, (less than 5 meters in height)

3. Removal of branches from a tree/s that does not Significantly alter aesthetic appearance of the area

4. Re-topping of tree that does not result in removal of More than 5 meters of new growth

MODERATE IMPACT:

1. Removal of hedge greater than 5 meters in height

2. Removal of more than 4 trees that are less than 5 meters in height

3. Pruning of branches that will result in significant Aesthetic impact to surrounding area

4. Removal of a tree greater than 6 meters in height

CONSENT REQUIREMENTS:

Owner's declaration:

I/We, _____ (Owner's name) of
_____ Owner's address Owner's

email: _____ Phone: _____

Owner's signature: _____

Confirm the appointment of _____ a Municipal
approved tree contractor, to act on my behalf, with regard to this application.

Contractor's name _____ Phone: _____

Email: _____

Contractor's Signature _____

1. Neighbors consent:

Name: _____

Phone Number _____

Address: _____

Name: _____

Phone Number _____

Address: _____

* Neighbor disagreements may be brought before Council or result in permit cancelation. *

TERMS AND CONDITIONS:

1. The applicant must provide a non-refundable permit fee of \$200.00.
2. The applicant is fully responsible for any damages to private or municipal property, BC hydro or telephone infrastructure. Costs will be paid by the applicant.
3. The applicant is responsible for providing an accurate description of the location of the trees in relation to relevant property lines.
4. Any disputes between individuals over liabilities arising from tree problems or the work authorized by this permit, shall be settled by the individuals involved, and at their expense.
5. The applicant agrees to indemnify and save the Municipality harmless from all cost, claims, damages or expenses arising from the work authorized by the permit or by actions of the applicant.
6. The applicant understands that:
 - The contractor / tree cutting firm must be approved by the Municipality for work on municipal property.
 - Trees must be conspicuously tagged by the applicant for consideration by the Municipality.
Untagged trees will not be considered.
 - Neighbors adjacent to proposed work must be notified and given a thorough explanation of the proposed work and sign the consent form prior to submission of application, (in conformance with Belcarra's policies and procedures).
 - No work may proceed until this application has been approved and a tree cutting permit issued.
 - All costs associated with this application are to be borne by the applicant.
 - After receipt of application, a site visit by the municipality will be conducted and may be scheduled with the appropriate tree contractor.

7. After approval of the proposed tree work, the applicant is required to notify the Municipality at least 48 hours prior to commencing work.
8. This permit can be revoked at any time by the Municipality.
9. The tree permit must be onsite at all times during work.
10. No debris is to be left on municipal property.
11. Any work inside the limits of approach to hydro lines will be undertaken by a utility certified tree company.
12. All approved pruning work will be completed according to the standards of the International Society of Arboriculture.
13. To request a final inspection, email belcarra@belcarra.ca or phone 604-937-4100
14. This permit expires 6 months from the date of the application approval.

Freedom of Information and Protection of Privacy Act Notice: The personal information on this form is collected under the authority of the Community Charter or Local Government Act, as applicable. It is related directly to and required by the Village to process your Tree Cutting Permit Application and associated administration and to contact you as may be required. The personal information is protected pursuant to the Freedom of Information and Protection of Privacy Act. If you have any questions, please contact the Administrator at 604-937-4100.



VILLAGE OF BELCARRA
Managing Trees, Views & Landscape
Bylaw No. 567, 2020

Schedule B
Replacement Trees



Schedule of Replacement Trees as listed below:

Cherry	Japanese Snowball	Eastern Redbud
Crape Myrtle	Laburnum	Quince
Dogwood	Lilac	June Berry
Franklin tree	Lemon tree	Conica Spruce
Chinese Fringe Tree	Mountain Stewartia	Japanese Stewartia
Green Hawthorn	Magnolia	Cornus Florida (flowering dogwood)
Hornbeam	Japanese Red Maple	Cornelia Cherry Dogwood
Panicle Hydrangea	Japanese Black Pine	
Juniper	Cherry Plum	



VILLAGE OF BELCARRA
Official Community Plan Bylaw No. 435, 2011
Amendment Bylaw No. 566, 2020



An amendment bylaw to the Plan for Recreational Wharfage in the Village of Belcarra.

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

NOW THEREFORE the Village of Belcarra enacts as follows:

1. That this bylaw be cited for all purposes as the “Village of Belcarra Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020”.
2. That the “Village of Belcarra Official Community Plan Bylaw No. 435, 2011” be amended:
 - a) By adding the following at the end of Section 1.2 The Official Community Plan (OCP) Update:

“In 2020, the Vancouver Fraser Port Authority (VFPA) began permitting Recreational Wharves after lifting a moratorium that was in place for a decade. Many of the elements of the Bedwell Bay Sustainability Plan, previously contained in the Village OCP, are the jurisdiction and purview of the VFPA and have now been removed from the OCP.”
 - b) By deleting Section 3.2 WATER USE POLICIES and replacing it with the following Section 3.2 WATER SUSTAINABILITY POLICIES to the Official Community Plan as follows:

“3.2 WATER SUSTAINABILITY POLICIES

The Village of Belcarra is “Between Forest and Sea” and the sustainability of Burrard Inlet ecology in our Bays, and alluvial and inter-tidal areas is a fundamental planning concern of the Village. Jurisdiction for the ecology of areas below the high water mark along the Belcarra seashore is Federal and administered through the Vancouver Fraser Port Authority. Various areas of the harbour near Belcarra have been used for industrial purposes in past years. These uses were viewed as inappropriate prior to and ever since Village incorporation.

In 2007 and again with the adoption of the 2011 OCP, the Village adopted the ‘Bedwell Bay Sustainability Plan’ as part of the OCP to articulate the Village interest in repairing this portion of the Inner Harbour.

In 2020, when Section 3.2 was added to the OCP, the Village is generally satisfied with the environmental stewardship of the lands and waters under the jurisdiction of the VFPA near Belcarra and particularly in Bedwell Bay where the Village and the VFPA share jurisdiction along Marine Avenue.

In 2020, the Vancouver Fraser Port Authority lifted the longstanding moratorium on recreational wharfage and have added new regulations and processes to ensure that new wharves and those being repaired are located and built only after the

environmental and archaeological consequences of work in the Port are understood and potential impacts removed or minimized.

The Village has been successful, working with the VFPA, First Nations, Metro Vancouver and adjoining municipalities, in making the waters around Belcarra some of the most pleasant and serene in the Metro Vancouver area. New Port wharf opportunities in Bedwell Bay and in the Village will generally enable more residents of Belcarra to use the Inlet more actively while still preserving the improved environment along the Village shore.

This OCP has been adjusted, through a 2020 amendment, to remove those sections of the 2011 Plan that proposed policies for the use of lands and water in the jurisdiction of the Port.

The Village will be using the new VFPA Residential Wharf Regulations to guide Village residents with property upland of Marine Avenue, who may wish to build or repair docks, with preference given to Group Wharfages, consistent with Port and Village regulations as amended from time to time.

The Port has agreed to respect the Village OCP policies for Bedwell Bay and a new process will be refined to ensure that Village licensing requirements are dealt with prior to the Port considering wharves that require a Village Highway Encroachment Agreements for access.”

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 July 20, 2020

Read a Second Time on July 20, 2020

Public Hearing Held on September 14, 2020

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 Official Community Plan Bylaw
No. 435, 2011, Amendment Bylaw No. 566, 2020

Chief Administrative Officer

630-01

Subject: FW: Municipal Proclamation Request - Waste Reduction Week 2020
Attachments: 2020_Sample Municipal Proclamation.pdf; 2020_Sample Municipal Proclamation.pub

From: Jessie Christophersen
Sent: Tuesday, August 11, 2020 10:35 AM
Subject: Municipal Proclamation Request - Waste Reduction Week 2020

Good morning,

Proclaim Your Support for Waste Reduction Week in Canada!

Each year the Recycling Council of British Columbia (RCBC) organizes BC's involvement in observing this important week. We would like to ask all municipal councils in British Columbia to officially declare October 19th through 25th, 2020 as Waste Reduction Week in their respective communities.

Waste Reduction Week in Canada is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

Please join RCBC in proclaiming October 19th through 25th, 2020 as National Waste Reduction Week in Canada and lending your support!

I have attached a sample Municipal Proclamation in PDF and in Publisher form for your convenience. Of course, you are free to use your own Proclamation format, too.

Completed Proclamations can be emailed or mailed as per the contact information below. Thanks for your continued support of this important event!

Regards,
 Jessie



Jessie Christophersen
Information & Member Services Coordinator
 Recycling Council of British Columbia
 #10 – 119 West Pender Street, Van., BC
 V6B 1S5

Download the BC Recyclepedia app:





VILLAGE OF BELCARRA
Water System Capacity for Fire
Protection Committee
Village Hall
May 21, 2019
Minutes



Minutes of the Water System Capacity for Fire Protection Committee for the Village of Belcarra, held Tuesday, May 21, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra BC.

Members in Attendance

Brain, Douglas
 Chisholm, Jim
 Desbois, Martin
 Devlin, Ian – Chair
 Kim, Tom – Vice-Chair

Council Member in Attendance

Rob Begg, Councillor

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
 Connie Esposito, Recording Clerk

1. Call to Order

Chair Devlin called the meeting to order at 7:01 pm

2. Approval of the Agenda

2.1 Agenda for May 21, 2019

Discussion ensued relative to the process of preparing agendas and minutes.

L. Dysart outlined the process around the preparation of agendas and minutes.

It was moved and seconded:

Amendment:

“Under Unfinished Business:

- Responses provided by Walt Bayless, wsp”

That the Agenda for May 21, 2019 be approved as amended.

CARRIED

Adoption of the Minutes**3.1 Minutes of April 16, 2019**

It was moved and seconded:

That the Minutes of the meeting held April 16, 2019 be adopted.

CARRIED

4. Delegation

No items.

5. Unfinished Business**5.1 Principal documents previously provided to Committee as follows:**

1. VOB replies to Committee March 11, 2019 questions including partial SCADA data
2. OPUS replies to Committee April 10, 2019 questions (including Aug 8, 2010 FUS letter)
3. Evaluation of Fire Flow Methodologies, Fire Protection Research Foundation
4. Index of Subjects included in Water System Operational Manual being developed

Discussion ensued relative to:

- Limited staff resources and time constraints related to obtaining additional documents associated with the potable water system;
- The Fire Underwriter Study letter of 2010;
- The fire fighting capability of the potable water system;
- How to verify fire flow requirements;
- The Committee to assist with drafting of a letter to FUS requesting fire flow data;
- The benefit of a discussion with Belcarra former Council to answer questions related to the potable water project.

L. Dysart noted that upon researching other municipalities, there is no standard operating procedure manual.

5.2 Outstanding Documents

The Water System Capacity for Fire Protection Committee has requested the following documentation from Village staff which remain outstanding:

1. A list of all water system design, operation and maintenance reports from Ron Beesley, Dayton & Knight and OPUS consulting engineers.
2. A copy of all 2010 to 2019 correspondence between the Village of Belcarra and Fire Underwriter's Survey. L. Dysart will work to determine the information available.
3. A copy of the correspondence from Metro Vancouver which indicates that the alternative to supply water directly to Belcarra (and Anmore) through Port Moody is no longer being considered. Walt Bayless, wsp (formerly OPUS) mentioned this correspondence in the April 2019 Committee meeting.

4. April 12th email requesting operational manuals for the water system and the SCADA system as follows:
 - a. In reviewing the design of the VOB water system, the Committee was not able to obtain a listing of documentation provided by OPUS on the design and operation of the various components of the water system.
 - b. B. Serné was unable to confirm the availability of procedural or operational manuals. Did OPUS provide VOB with an operating manual for our version or similar version of SCADA? *There are no standard operational manuals.*
 - c. *There is no procedural manual for the required reports from the SCADA system. A mandatory annual water report is prepared for Council and Fraser Health. Fraser Health has an Annual Meeting with the CAO and the Superintendent of Public Works following receipt of the annual Water Report being received.*

6. New Business

6.1 Discussion on proposed May 2019 Interim Report on Design Basis for Water Supply System & Fire Protection

It was noted that:

- The FUS letter of August 2010 should be included in the report to Council;
- L. Dysart will assist the Committee in formatting the report to Council.

It was moved and seconded:

That the following items be included in the report to Council:

- 6 – Fire Underwriters Survey letter dated August 8, 2010 regarding Water Supply System Improvements in Belcarra
- 7 – Discussion on SCADA issues
- 8 – Discussion on Turtlehead and Senkler Road Fires
- 9 – Final Comments on Interim Report
- 10 – Committee Recommendations Resulting from the Review of Design basis for the water supply system

CARRIED

- 6.2** It was noted that the Committee will assist in drafting a letter to FUS to request fire flow requirement.

7. Discussion on SCADA issues

It was noted that:

- The vulnerability of the SCADA system is limited and not urgent in nature;
- The SCADA is a useful interface that provides live and trending data;
- Weekly or monthly reports may be useful in detecting potential leaks earlier;
- The interpretation of data provided by the SCADA may be useful information for SVFD;
- Consumption alerts from the SCADA system are sent via email;
- An alert system is now in effect to notify staff if the SCADA is not functioning.

8. Discussion on Turtlehead and Senkler Road Fires

- A summary and analysis of the Turtlehead and Senkler Road fires was provided;
- The revised protocol was established for the Tatlow Reservoir as a result of the two fires.

9. Final comments on Interim Report:

1. Is the Belcarra water system capable of providing 30L/s for 1hr?
⇒ YES (Committee unofficial review and discussions in March 2019)
2. Does the Belcarra water system meet the minimum FUS fire flow requirements?
⇒ Unknown. There is no FUS correspondence confirming that design is acceptable with no Tatlow expansion.
3. Does the Belcarra water system meet the recommended fire flow requirements?
⇒ No, as indicated in Aug 8, 2010 FUS correspondence.

It was noted that fire flow requirements are unknown and there are no definitive calculations to determine fire flows.

4. What are the FUS recommended fire flow requirements?
⇒ Unknown. There is no FUS correspondence defining what is the requirement.

10. Committee Recommendations Resulting from the Review of Design basis for the water supply system

1. Sprinklers – already accepted by the Committee
2. Recommend that additional water supply for fire fighting be sought by the Village of Belcarra as suggested by FUS in 2010 letter with the appropriate Government grants. The supply from District of North Vancouver is one possible option. The other option is water supply from the GVWD system connected to the David Avenue extension.
 - a. Formal engineering assessments will be required to support the grant requests.
 - b. The engineering consultants will in turn request the FUS correspondence that Committee are seeking.

11. Next Steps

Discussion ensued relative to the interim report that will be sent to Council for the June 10, 2019 Council meeting.

12. Adjournment

The Chair declared the meeting adjourned at 8:31 pm.



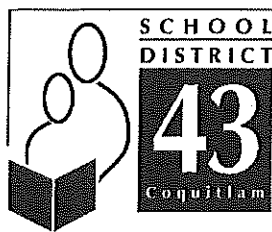
Lorna Dysart
Chief Administrative Officer

Ian Devlin
Chair

Next Meeting Date: Tuesday, June 18, 2019

RECEIVED

JUL 17 2020



550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-6758

File NO. 0460-01

Learning for a Lifetime**BOARD OF
EDUCATION**

July 15, 2020

CHAIR:

Kerri Palmer Isaak

Nav Hothi, Inspector
Coquitlam RCMP
via email: nav.hothi@rcmp-grc.ca

Ingrid Tyler, Medical Health Officer
Fraser Health
via email: ingrid.tyler@fraserhealth.ca

VICE-CHAIR:

Craig Woods

Manj Kaila, Inspector
Port Moody Police Department
via email: manj.kaila@portmoodypolice.com

TRUSTEES:

Jennifer Blatherwick

Mayor and Council
City of Coquitlam
via email: mayor_council@coquitlam.ca

Mayor and Council
City of Port Coquitlam
via email: citycouncil@portcoquitlam.ca

Barb Hobson

Mayor and Council
City of Port Moody
via email: council@portmoody.ca

Mayor and Council
Village of Anmore
via email: village.hall@anmore.com

Carol Cahoon

Lisa Park

Christine Pollock

Michael Thomas

Keith Watkins

Mayor and Council
Village of Belcarra
belcarra@belcarra.ca

Dear Community Leader,

The Coquitlam School District has long advocated on behalf of our students and their families for additional mental health and community substance abuse support. The Board of Education was most recently made aware of two like program initiatives in Surrey and Vancouver, which by all accounts have been met with positive success. This program combines a uniformed police member with a clinical nurse specializing in mental health or a youth worker, working in tandem in performing wellness checks and responding to calls involving emotional and mental health issues.

At our June 16 meeting, the Board passed a unanimous motion to have the school district engage in the conversation to support and further alike initiative in our community to respond to mental health crisis in our community.

The Board of Education is consistently reminded of the need for mental health supports for the students of School District No. 43. There are countless accounts of students who

have benefitted from the supports the district is able to provide, and of course numerous statistics regarding those who do not. It is not feasible for the school district to provide the necessary mental health programming and support those in need without the assistance of community partners. While SD43 feels that the level of support we provide during school hours and days is impactful, there are gaps in support levels during the remaining 18 hours of each day. We are hopeful that a mental health support car may assist in servicing in ways that the School District cannot.

The School District most recently sponsored and established the SD43 Education Foundation. Both Boards believe that this is a significant community issue and one that is worthy of our attention and action.

The Board of Education is hopeful that we can partner to make a mental health car a reality to provide the require support and assistance to our community and those experiencing a mental health crisis.

Our School Staff will be reaching out to you to further the conversation and actionability of this much needed support to our young people. We look forward to making this a reality in our caring community.

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM) BOARD OF EDUCATION

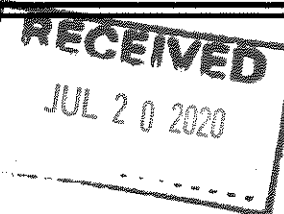


Kerri Palmer Isaak
Chair, Board of Education

cc: Board of Education
Patricia Gartland, Superintendent of Schools/CEO
Chris Nicolls, Secretary-Treasurer/CFO
SD43 Education Foundation



Grad & AfterGrad PMSS 2020



file NO. 0460-01

Port Moody Secondary School

School District No. 43 (Coquitlam)

300 Albert St., Port Moody, B.C. V3H 2M5

July 2020

The **Port Moody Secondary School Graduating Class of 2020** and the **Parent AfterGrad Committee** would like to thank you for your generous donation towards this year's Grad festivities. We understand that these are challenging times for businesses throughout our community. Your generous contribution played a significant role in helping the AfterGrad Committee offer the best event possible for our students. In these unprecedented times, due to Covid-19, all school-based celebrations were cancelled.

As you are aware, we were trying to raise money all year to cover the costs to put on an AfterGrad celebration for our 2020 Graduates. Beginning in September we filled out grants, approached many businesses, had a cash raffle and a successful Pub night to help cover these costs. We were so disappointed that we could not follow through with the plans we had for our Grads on their big night. Postponing the event was not an option.

We decided as a committee to take the funds and split it evenly amongst our 326 Grads. Each grad received a \$50 cheque from the school. We also had 35 prizes already collected for our AfterGrad Party and we randomly drew names for our Grad students to win. The remaining balance was left in the Grad account for next year's Graduates and parent committee

Once again, your donation was greatly appreciated and your support was acknowledged on our school website, our daily parent notice, our social media sites, and finally in an ad in the local newspaper, the Tri-City News.

Sincerely,

**The Parent AfterGrad Committee
Port Moody Secondary School**

IN APPRECIATION

OF THEIR DONATION AND THE CONTRIBUTION THEY HAVE MADE
TO THE SUCCESS OF OUR 2020 GRAD CELEBRATION
WE PRESENT

Village of Belcarra

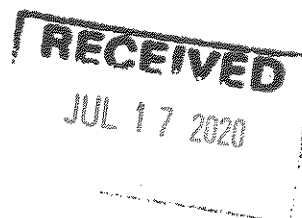
WITH THIS CERTIFICATE OF APPRECIATION FOR THEIR
SUPPORT OF THE STUDENTS IN OUR COMMUNITY.

THANK YOU!



2020 GRADUATING CLASS OF
PORT MOODY SECONDARY SCHOOL

PORT MOODY SECONDARY
2020 AFTERGRAD PARENT COMMITTEE



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

File: CR-12-01
Ref: RD 2020 May 29
file NO. 0470-01

JUL 15 2020

The Honourable Jonathan Wilkinson
Minister of Environment and Climate Change
Environment and Climate Change Canada
House of Commons
Ottawa, Ontario K1A 0A6
VIA EMAIL: Jonathan.Wilkinson@parl.gc.ca

The Honourable George Heyman
Minister of Environment and Climate Change Strategy
Ministry of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Gov
Victoria, BC V8W 9E2
VIA EMAIL: ENV.Minister@gov.bc.ca

Dear Minister Wilkinson and Minister Heyman:

Low Carbon Economic Stimulus Funding in Response to COVID-19

On behalf of the Metro Vancouver Board of Directors, I am writing to urge the Federal and Provincial governments to ensure economic stimulus funding is directed to low carbon initiatives.

At its May 29, 2020 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

That the MVRD Board write letters to the provincial Minister of Environment and Climate Change Strategy, the federal Minister of Environment and Climate Change, and other appropriate government agencies to call for economic stimulus funding to be directed to low carbon initiatives.

The emergence of COVID-19 has led to dramatic health, social, and economic shifts as our communities face the all-encompassing challenge of responding to and overcoming this crisis. Policy makers at all orders of government have naturally been focused on critical near-term decisions on public health and employment. Unfortunately, this has also lowered the priority placed on climate change action as public health and social security measures have taken precedence.

However, when making decisions with long-term impacts, it is critical that we maintain our focus on reducing greenhouse gas emissions to avoid the worst impacts of climate change. In the past, the Federal and Provincial governments have used stimulus spending to reinvigorate stressed economies. Economic stimulus measures to support economic recovery following the impact of COVID-19 should have a specific focus on economic growth in low carbon jobs and sectors that are sustainable over the long term. The equitable distribution of benefits is essential as the impacts of both COVID-19 and climate change will likely be felt disproportionately by the most vulnerable, so it will be critical to prioritize actions that build resiliency and reduce inequalities.

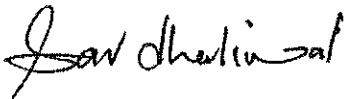
38913250

Through *Climate 2050*, the region's 30-year climate action strategy, Metro Vancouver is committed to building a carbon neutral and climate resilient region by 2050. The actions necessary to reach carbon neutrality and strengthen the resiliency of the region will only be possible with strong policy alignment and collaboration between all levels of government. Federal and Provincial investment in infrastructure programs and projects that support low carbon alternatives, long-term economic stability and climate resiliency should be central to the composition of new economic stimulus funding. This spending must align with our shared objectives of economic recovery for communities, the equitable distribution of benefits, and the creation of economic growth in low carbon sectors that are sustainable over the long term.

A copy of the staff report is enclosed for your information. We would be happy to provide additional details on specific projects and initiatives and discuss with your staff.

If you have any questions, please contact Roger Quan, Director, Air Quality and Climate Change, by phone at 604-436-6770 or by email at Roger.Quan@metrovancover.org.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

SD/NC/mb

cc: Hon. Catherine McKenna, Minister of Infrastructure and Communities, Infrastructure Canada
Hon. Seamus O'Regan, Minister of Natural Resources, Natural Resources Canada
Hon. Bruce Ralston, Minister of Energy, Mines and Petroleum Resources
Hon. Selina Robinson, Minister of Municipal Affairs and Housing
Hon. Claire Trevena, Minister of Transportation and Infrastructure
Metro Vancouver Member Jurisdictions

Encl: Report dated May 15, 2020, titled "Low Carbon Economic Stimulus Funding in Response to COVID-19". (39110011)

38913250



City of
Richmond

Malcolm D. Brodie
Mayor

6911 No. 3 Road
Richmond, BC V6Y 2C1
Telephone: 604-276-4123
Fax No: 604-276-4332
www.richmond.ca

FILE NO. 0450-0 **RECEIVED**

JUL 24 2020

July 17, 2020

To Metro Vancouver Mayors:

Dear Mayors,

Re: A Statement Against Racism Related to the COVID-19 Pandemic

This is to advise that Richmond City Council at its Regular Council meeting held on May 25, 2020, considered the above matter and adopted the following resolution which your Council may wish to consider:

That Council adopt and endorse the following statement:

A Statement Against Racism Related to the COVID-19 Pandemic

In Richmond, we are a community that celebrates a rich history of culture, diversity and heritage linked to the arrival and influence of immigrants that began over a century ago.

The City of Richmond does not - and never will - condone or tolerate racist behaviour in any form. Such attitudes and actions do not reflect our community's cultural diversity or the spirit of inclusion that we are all proud of.

Events of the past few months have created uncertainty, frustration and fear for some. But that is no excuse to cast blame on others. COVID-19 should not be blamed on any single culture or country and it is certainly not the fault of anyone in our community.

Now, more than ever, we must stand together and be true to our shared values of diversity, inclusion and respect. Racial and discriminatory responses and actions have no place in Richmond. They have no place in our society.

If you have any questions or require additional information, do not hesitate to contact either me at 604-276-4123, or Kim Somerville, Director, Community Social Development, at 604-247-4671.

Yours truly,

Malcolm D. Brodie
Mayor

Subject:

FW: Colonial name of our province

FILE NO. 100-01

From: Ben Pires**Sent:** Tuesday, July 21, 2020 11:15 AM**Subject:** Colonial name of our province

Dear Mayor and Council:

I would like to request council to urge the provincial government, through a council resolution, to proclaim a new INCLUSIVE name for our province and adopt a new flag and coat-of-arms on the 150th anniversary of the province's entry into the Canadian confederation on July 20, 2021.

The intent is not to revise our history but to greatly expand its limited focus under the province's current name and symbols. It will create new economic activity, post COVID-19, and will generate world-wide attention [new world maps, atlases] and recognition that our province is inclusive of all its peoples. It will be a boon to tourism, particularly in an interest in our indigenous cultures.

The government should consult with our indigenous communities on a new name that will reflect the province's more than 10,000 years of indigenous history, its awesome grandeur, diverse bio-geoclimatic zones and mosaic of multi cultures.

The new name should be short and easily pronounceable and spelled.

Today, it has become a practice, before a public event, to have an indigenous land acknowledgement. Is this mere tokenism, under the guise of Truth and Reconciliation, even when our province continues to have a COLONIAL name, flag and coat-of-arms?

Queen Victoria, a monarch who never set foot in these parts, chose the name "British Columbia" on July 24, 1858, by. Her decision, though said to be hesitant, was unilateral. She did not consult with the mostly indigenous people who lived here.

Vancouver Island was a British colony for just 22 years. The mainland was a colony for 13 years. British rule ended in 1871. Yet we cling to the "British" moniker while ignoring [a] the more than 10,000 years that indigenous communities inhabited these lands, and [b] our 149 years in the Canadian confederation.

Some will argue that a name change will dishonour British roots and heritage, and, oh yes, tradition. They conveniently forget the roots, heritage and traditions of our indigenous communities, who have lived here for more than 10,000 years, and those of us who are not of British [today a minority] ancestry.

We are not British. And Columbus never came here. It is meaningless name, particularly when abbreviated to BC, and confusing [there is a Colombia country and BC is mostly commonly interpreted as 'Before Christ' or, tongue in cheek, "British Colonists"]. We have laboured under this colonial pretension for too long.

There were many Canadians who had their knickers in a knot when Prime Minister Lester B. Pearson proposed a new flag on June 15, 1964, that was inaugurated on February 15, 1965, a mere eight months later. Was this a mistake? Should we have kept the old Canadian Red Ensign with the Union Jack and coat of arms on a red background so that we could continue to show our gratitude to the British?

Today the Maple Leaf is the pride of all Canadians.

When can we take pride in our province's name, flag and coat-of-arms?

A new name, flag and coat of arms would be in accordance with Premier John Horgan's recent challenge of "thinking outside the box" in the "new normal" after the COVID-19 pandemic.

It will demonstrate solid confidence in our selves as a province that is inclusive of all its residents, rather than clinging to coattails of British colonists.

The name, of course, cannot be fully changed overnight because it is a complex matter. However, many countries had the fortitude to make a start and go through a liberating process of choosing a new name [i.e. Ghana, Indonesia, Sri Lanka, Zambia, Mali, etc.] and implementing it fast.

If we keep the status quo, we are only confirming that many in our midst still have the "colonizers' supremacy culture" and all their talk about reconciliation with our indigenous peoples and being a multicultural province is only tokenism and not full and respectful inclusion.

Sincerely

Ben Pires

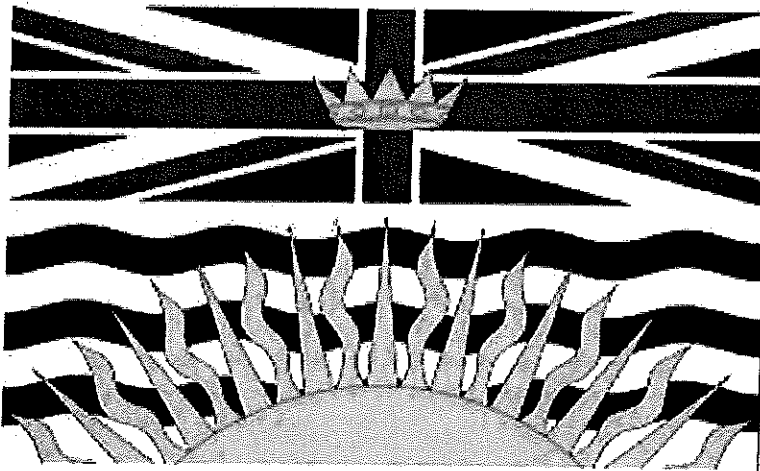
My take on our province's flag:

It is a COLONIAL flag.

The top depicts the Royal Union Flag
with a crown in the centre.

This only reflects 22 years of Vancouver
Island and 13 years of the Mainland
as British colonies.

It **IGNORES** 149 years of the province
in the Canadian Confederation
and the more than 10,000 years of
indigenous communities on these lands.



Ben Pires, Victoria



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

July 21st, 2020

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

FILE NO. 0410-01



Dear Mayor and Council,

Re: UBCM 2020

With the upcoming UBCM convention taking place virtually this September 2020, I would like to extend an open invitation to meet with Mayor and Council of Belcarra. I am also available and willing to attend any meetings with Ministers as the local provincial representative. Please contact my staff either by phone (604-936-8709) or email (Rick.Glumac.MLA@leg.bc.ca). They will be happy to assist with scheduling.

Regards,

Rick Glumac

MLA Port Moody- Coquitlam



file NO. 0450-01
RECEIVED
 JUL 27 2020

July 23, 2020

VIA EMAIL

Dear Mayor and Council,

RE: A Strategy for Rural Economic Development Through Health Care

The Council of the Village of Kaslo is sponsoring the following resolution, which was identified by the Association of Kootenay-Boundary Local Governments as a top shared priority, to the UBCM Convention this September.

A Strategy for Rural Economic Development Through Health Care

Whereas local health care at all stages of life impacts the economic development of communities: e.g. family members lose work time, people and their businesses move out of the community or choose not to locate there;

And whereas "ageing in place" keeps seniors close to home, where their partner, family or friends are better able to provide loving support and care, which reduces the load on health care providers and improves quality of life for all;

And whereas concentrating health services in regional centres transfers a significant economic burden to individuals in the form of transportation costs, increased energy consumption and housing in-affordability;

And whereas providing health care jobs in small communities stimulates the local economy with numerous spin-off benefits, creating opportunities to attract new people, their families, and businesses;

And whereas our elderly, and all patients, deserve to be treated with dignity and respect, not as "users";

Now therefore be it resolved that we call upon the Government of British Columbia to build a strategy to expand rural community health care services with consideration for maximizing local

Box 576, Kaslo, BC V0G 1M0
 Tel. 250-353-2311 ext. 201 Fax. 250-353-7767
 E-mail: cao@kaslo.ca
<http://www.kaslo.ca>

economic impacts, creating professional job opportunities, access to affordable housing, improving social wellbeing and reducing transportation-related greenhouse gas emissions.'

(Resolution 23/2020 Passed January 28, 2020)

We appreciate your consideration to support our resolution, which has become even more timely and relevant considering the impacts Covid-19 on the health and vitality of small, rural and remote communities.

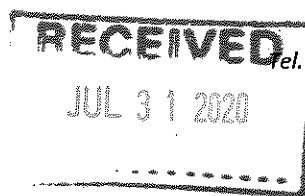
Yours sincerely,

A handwritten signature in black ink, appearing to read 'Suzan Hewat', written in a cursive style.

Mayor Suzan Hewat

Cc: BC Municipalities and Local Governments
The Honourable Adrian Dix, British Columbia Minister of Health

July 30, 2020

Office of the Chair
Tel. 604 432-6215 Fax 604 451-6614File: CR-12-01
Ref: RD 2020 Jul 3

FILE NO. 0470-01

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

Dear Mayor Belenkie and Council:

Approved Metro Vancouver Regional Industrial Lands Strategy

In response to the challenges facing industrial lands and the interests of stakeholders in the region, Metro Vancouver, with the support of the Industrial Lands Strategy Task Force, prepared the *Regional Industrial Lands Strategy*. Over the past two years, this work has been informed by significant research and engagement.

At its July 3, 2020 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolutions:

That the MVRD Board:

- a) *approve the Metro Vancouver Regional Industrial Lands Strategy as presented in the report dated May 22, 2020, titled "Metro Vancouver Regional Industrial Lands Strategy – Revised for Approval", and as revised by the Industrial Lands Strategy Task Force at its June 11, 2020 meeting;*
- b) *forward the Regional Industrial Lands Strategy to member jurisdictions and non-voting Industrial Lands Strategy Task Force member agencies requesting endorsement and implementation of actions attributed to each specific organization; and*
- c) *forward the Regional Industrial Lands Strategy to the Squamish-Lillooet Regional District, Fraser Valley Regional District, Vancouver Airport Authority, and Commercial Real Estate Development Association requesting endorsement, and seeking implementation collaboration opportunities.*

The *Regional Industrial Lands Strategy* seeks to ensure sufficient industrial lands to meet the needs of a growing and evolving regional economy to the year 2050. This vision speaks to both the timeframe for the Strategy and acknowledges the changing nature of work within and beyond our region. The approved Strategy identifies 34 recommendations with 10 priority actions for early implementation (enclosed). Taken together, these actions will help ensure that Metro Vancouver's industrial lands

39890469

continue to provide attractive and viable locations for industrial businesses to locate, grow, and prosper.

As stated in the Strategy, “successfully achieving the vision of the *Regional Industrial Lands Strategy* will require a collaborative approach and sustained effort on the part of various governing bodies and stakeholders with overlapping, yet distinct areas of business and jurisdictions in the region.” No single interest can achieve the strategy’s vision alone. As a result, the Metro Vancouver Board requests that your organization endorse the *Regional Industrial Lands Strategy*, and work collaboratively to implement the actions attributed to your specific mandate and jurisdiction. Metro Vancouver will monitor endorsements and implementation, and the Strategy will be periodically reviewed for effectiveness.

As a separate motion, at its July 3, 2020, regular meeting the Metro Vancouver Board of Directors also adopted the following resolution:

That staff be directed to continue to explore the feasibility of an Industrial Land Reserve, and other potential policy measures and initiatives, and report back the findings to a future Board meeting.

Further work on the above resolution and the recommendations of the Strategy is forthcoming. Staff look forward to collaborating and would be pleased to meet with you and your organization as we move forward in supporting industrial opportunities within our region. More information about the *Regional Industrial Lands Strategy* and associated background materials can be found on the Metro Vancouver website: www.metrovancouver.org (search “Industrial Lands”).

If you have any questions, please contact Eric Aderneck, Senior Planner, Regional Planning and Housing Services, by phone at 604-436-6991 or by email at Eric.Aderneck@metrovancouver.org.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

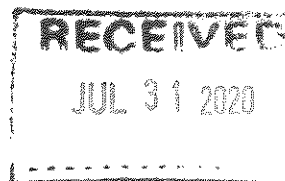
SD/JWD/HM/ea

cc: Lorna Dysart, Chief Administrative Officer, Village of Belcarra

Encl: Plan dated June 2020, titled “Metro Vancouver Regional Industrial Lands Strategy” (Doc #39834697)



City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
(250) 787 8150 City Hall
(250) 787 8181 Facsimile



FILE NO. 0450-01

July 31, 2020
File No. 5330-20
0400-20

Email: premier@gov.bc.ca

Premier John Horgan
Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1

Dear Premier Horgan,

Reference: **BC Utilities Commission's Approval of BC Hydro's Application to Amend the Net Metering Service under Rate Schedule 1289**

This letter is in response to the British Columbia Utilities Commission's (BCUC) decision on the approval of BC Hydro's application to amend the net metering service rate. The Clean BC Initiative identifies a change towards using cleaner energy to the greatest extent possible with a target year of 2030 although this decision contradicts the plan. A few short years ago BC Hydro worked with the City of Fort St. John to allow for the construction of an innovative clean energy source, this decision now effectively stops any further investment in, or development of, new alternate energy sources.

The energy price currently paid to existing customers in accordance with the previous rate schedule was 9.99 cents per kWh. The BCUC approved BC Hydro to use a revised amount that will be calculated each January starting in 2025 that will be based on the daily average Mid-C prices for the previous calendar year. BC Hydro indicated in their submission to the BCUC that the average Mid-C amount for hydro generation would be 4.16 per kWh based on 2018 consumption numbers which is a decrease of 5.83 cents. It is acknowledged that the BCUC provided a five-year Transition Energy Price that will terminate in 2024 as part of this rate amendment and this transition period is appreciated. Although, this may dissuade other local governments to undertake clean energy initiatives in the future since cash strapped municipalities may not be able to justify the capital and operating cost incurred in comparison to any revenue that may be generated or cost savings realized. As it now stands for the City of Fort St. John, the revenue that our micro-hydro station will generate in the future will barely cover the annual operating costs let alone recover the cost of constructing this clean energy station.

BC Hydro stated in its submissions to the BCUC that the "vast majority of customers in the Net Metering Program in fiscal 2018 (1,044 or 80%) received no Surplus Energy Payment and of the 256 customers who received a Surplus Energy Payment, 215 or 84% receive a payment of less than \$500." Additionally, BC Hydro indicated "Overall, this means that the majority of customers are not materially impacted by an

**July 31, 2020 Letter to Premier Horgan
BCUC Decision**

update to the Energy Price as they are likely to receive minimal Surplus Energy Payments or none at all.” In one of the City’s submissions to the BCUC, the City asked what the value of payments were for the 16% of customers who would have received over \$500. This question remains unanswered.

One of City Council’s strategic goals is the implementation of policies/programs that will provide long term financial sustainability for the City moving into the future. The City was successful in obtaining a federal grant for the construction of a micro hydro project at the City’s south lagoons in 2013. Since the micro hydro project was completed, the following revenue amounts were received:

2016	\$66,304.68
2017	\$65,655.49
2018	\$58,085.40
2019	<u>\$57,094.60</u>
TOTAL	\$247,140.17

One of the criteria Council considered as part of this proposed project was based on the premise that this would be a revenue source for the City and the revenue received would partially offset operating costs incurred. It is acknowledged that BC Hydro indicated that this program’s intention was never to purchase energy from a supplier and was initiated as a load offsetting program rather than a means of securing additional power supply. It should be noted that this information was not conveyed to the City by BC Hydro when City staff were considering this project as part of the draft capital budget to present to Council.

The City has no objections to BC Hydro’s clarified stance on the net metering program – if – BC Hydro implements the BCUC panel’s suggestions by 2025:

- Net metered hydroelectric plants be treated differently from other types of net metered installation since:
 - *these plants generate the largest excess generation thus may have some capacity value to BC Hydro, and*
 - these projects require large capital to construct the infrastructure in comparison to other net metering generators.

The City’s micro hydro facility provides consistent energy generation thus should be considered as a reliable energy supplier to BC Hydro.

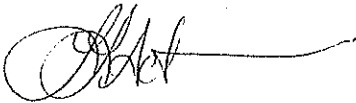
- Establish a virtual new metering program that will allow the City to offset the additional load generated from its micro hydro facility to all of its meters. The net metering program’s criteria is that the energy generated is offset by the meters associated to the infrastructure. The City’s micro hydro facility has two meters associated with it although overall, the City has a total of 63 different meters. The two meters make up less than 6% (net) of the overall energy used for City’s operations.

BC Hydro’s responses regarding this application has raised additional questions. Within the decision, *“The Panel acknowledges BC Hydro’s evaluation that it presently has a surplus supply of electricity and this is expected to be the case until at least 2030”*. This directly contradicts the Provincial Government’s Clean BC quote: *“Specifically by 2030, the policies in this strategy will require an additional 4,000 gigawatt-hours of electricity over and above the currently projected demand growth to electrify key segments of our economy.”* Which statement is correct?

**July 31, 2020 Letter to Premier Horgan
BCUC Decision**

City Council would greatly appreciate receiving the Province's reply to the questions indicated above and confirmation as to if the Province is going to mandate BC Hydro to include BCUC's recommendations into their upcoming internal review.

Yours truly,

A handwritten signature in black ink, appearing to read 'Lori Ackerman', with a long horizontal line extending to the right.

Lori Ackerman
Mayor

cc Minister of Energy, Mines and Petroleum Resources
 Minister of Environment and Climate Change Strategy
 BC Hydro Board Chair
 UBCM member municipalities

FILE NO. 0410-01

Subject: FW: Letter from Honourable Selina Robinson - UBCM submission Building BC's Recovery together

Attachments: 256834 Horgan James FINAL.pdf; UBCM Submission Building BC's Recovery Together.pdf

From: Minister, MAH MAH:EX

Sent: Tuesday, August 4, 2020 2:27 PM

Subject: Letter from Honourable Selina Robinson - UBCM submission Building BC's Recovery together

Good afternoon:

For your information, please find attached a copy of the letter from Minister Selina Robinson and the UBCM submission that were provided to Premier John Horgan and Finance Minister Carol James on July 31, 2020 as a contribution to the Province's economic recovery engagement process.

Thank you



[Date]

Ref: 256384

Honourable John Horgan
Premier
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

Honourable Carole James
Minister of Finance
PO Box 1234 Stn Prov Govt
Victoria BC V1A 2BC

Dear Premier and Minister James:

During the month of July, I held 10 consultation sessions about COVID-19 and economic recovery with municipal mayors and regional district chairs or their representatives across the province. The sessions provided an opportunity for local governments to contribute directly to British Columbia's recovery conversation. The Ministry of Municipal Affairs and Housing invited representatives from 189 local governments including 21 regional districts and 14 resort communities to the conversations. The discussion and ideas that were generated helped inform this letter and I am pleased to share them with you.

Overwhelmingly, local government representatives were most concerned about connectivity, infrastructure, transit and food security. The ministry also heard that people want more than economic recovery, they want to make things better for everyone and COVID-19 provides the opportunity to do that as we restart the economy towards recovery.

The consultation sessions were guided by the principles, values and measures outlined in the government's discussion paper, Building B.C.'s Recovery, Together. They focused on the importance of getting people back to work quickly, the value of equity, leaving no one behind, restoring the Province of British Columbia's revenue base, supporting climate commitments, and having an immediate and demonstrable impact on economic recovery.

.../2

Local governments put forward a variety of practical, innovative and valuable ideas in the consultation sessions. The following priority themes (common topics or subject areas for recovery investment) were identified:

- Connectivity/Broadband
- Investment in Infrastructure
- Transit/Transportation
- Agriculture/Food Security
- Child Care
- Low Wage Workers/Employment
- Health Care, Mental Health and Social Services
- Tourism/Recreation
- Education/Training
- Clean Energy and Technology
- Affordable Housing
- Industry/Business Development
- Reconciliation

These priority themes (described further in **Appendix 1**) cut across all local governments, independent of size and location. They also reflect a strong sense of “building back better” – an idea that has been widely expressed by many who say that with the hard economic impact of COVID-19 comes an opportunity to diversify, innovate, collaborate and partner to make things better for people and communities as we work towards economic recovery.

The priority themes and ideas expressed by local government leaders were primarily focused on what could be done to help various sectors in their communities rather than on the needs of the local governments themselves. At the same time, the importance of local governments having enough supports and capacity to restart operations was also noted.

A number of local governments have laid off workers, experienced real revenue losses (e.g. transit, user fees) and faced significant new costs (e.g. adapting local government facilities and services to a COVID-19 environment). Some local governments also noted the opportunity to rethink local government financing to ensure that their financial tools are sufficiently robust and sustainable to meet the increased and changing demands on local governments and their services.

I would like to take this opportunity to recognize the dedication, hard work and leadership local governments are providing to their communities, each with unique needs, during a challenging and ever-evolving time. As B.C. has moved into restart and now recovery planning, local governments have not only been working hard to get themselves back to full operation in a safe way, they have also been supporting the businesses, non-profits and other interests in their communities. This includes patio expansions for restaurants, shop local campaigns, virtual community events, business information tools, local economic recovery task forces and direct contributions in dedicated time and resources.

Honourable John Horgan
Honourable Carole James
Page 3

Most importantly, local governments have been doing this work in collaboration with other local governments across their regions, First Nation neighbours, all sectors in their communities and the Province. The commitment to come together in response to the unprecedented COVID-19 emergency persisted as we worked together to get restarted and now continues in rebuilding together as local governments work with the Province to plan for recovery.

I appreciate the time that everyone took out of their busy lives to participate in the consultation sessions and the recommendations they provided from their unique positions on the front lines of the pandemic.

It gives me great pleasure to provide this input from my calls with local government leaders to the economic recovery engagement process. I expect that some local governments will also be submitting ideas into that process directly. The Union of BC Municipalities has also prepared a letter for submission and I am very pleased to include it here.

Sincerely,

A handwritten signature in black ink, appearing to read 'Selina Robinson', with a stylized, cursive script.

Selina Robinson
Minister

pc: Her Worship Mayor Maja Tait, President, Union of BC Municipalities
Local Governments in British Columbia



July 31, 2020

The Honourable John Horgan
Premier of British Columbia
PO BOX 9041, STN PROV GOV
Victoria BC V8W 9E1

The Honourable Carole James
Minister of Finance and Deputy Premier
Room 153, Parliament Buildings
Victoria, BC V8V 1X4

Dear Premier Horgan and Minister James:

Re: UBCM Response to *Building BC's Recovery, Together*

On behalf of BC local governments, please find attached the Union of BC Municipalities submission to the Province's *Building BC's Recovery, Together* consultation document.

Our submission reflects the results of member outreach undertaken over the March – May period, as well as more recent local government engagement on specific policy files such as public transit.

As well, I am pleased to advise that at our July 17th meeting, the Executive formally constituted a Special Committee on Economic Recovery, comprising members of the Presidents Committee. We would welcome the opportunity to work collaboratively with you to share the perspectives of local government as we continue to move forward with the Restart Plan.

I also wish to take this opportunity to thank you for your leadership as we continue to navigate our province through this challenging and unprecedented time.

Yours truly,

A handwritten signature in black ink, appearing to read "Maja Tait", written in a cursive style.

Mayor Maja Tait
UBCM President

Cc: Hon. Selina Robinson, Minister of Municipal Affairs and Housing

Attachment: *UBCM Submission to the Province's Building BC's Recovery, Together*



City of
Richmond

Malcolm D. Brodie
Mayor

RECEIVED

AUG 18 2020

6911 No. 3 Road
Richmond, BC V6Y 2C1
Telephone: 604-276-4123
Fax No: 604-276-4332
www.richmond.ca

FILE NO. 0450-01

July 31, 2020

To Metro Vancouver Mayors

Dear Mayors,

Re: Support in Opposition for Fortis BC's Proposed Tilbury Phase 2 LNG Expansion Project

The City of Richmond recognizes your municipality's important contribution in the development of Metro Vancouver's *Climate 2050: Strategic Framework*, which commits the region to carbon neutrality by 2050. As outlined in the framework, the City also acknowledges that "protecting and enhancing natural areas and robust ecosystems increases our resiliency to climate change, while also providing increased support for biodiversity and human health and well-being".

Richmond's location in the Fraser River estuary is adjacent to some of the most productive ecosystems in the world. The City relies on the Fraser River estuary to reduce the impacts of flooding and improve the community's quality of life. Our vision of a healthy, safe and enriched island community is at risk from expanding industrial development in the Fraser River estuary and the impacts of climate change. Fortis BC's Tilbury Phase 2 Liquefied Natural Gas (LNG) Expansion project proposes to significantly increase LNG storage capacity and LNG production onsite. Further, Fortis BC intends to commission a new marine jetty, adjacent to the site, to access offshore LNG markets with new shipping routes in the Fraser River.

It is with this vision in mind that Richmond City Council, at its Regular Council meeting held on July 13, 2020, considered the above matter and adopted the following resolution:

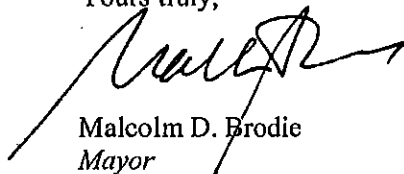
- (1) *That Council states its opposition to the Tilbury Phase 2 LNG Expansion Project;*
- (2) *That the comments outlined in the staff report titled "Tilbury Phase 2 LNG Expansion Project", dated June 1, 2020, from the Director, Sustainability and District Energy be endorsed and submitted to the BC Environmental Assessment Office and the Impact Assessment Agency of Canada to support the provincial and federal environmental assessments;*
- (3) *That meetings with the appropriate federal and provincial ministers be scheduled;*
- (4) *That copies of the comments and the staff report be sent to our local Members of Parliament and Members of Legislative Assembly; and*

- (5) *That copies of the comments and the staff report be sent to Metro Vancouver and all Mayors of Metro Vancouver municipalities asking for their respective Council's support.*

In closing, City of Richmond is seeking your municipality's support in opposing Fortis BC's proposed Tilbury Phase 2 LNG Expansion project. It is our view that the project not proceed to an Environmental Assessment due to the potential for extraordinarily adverse effects on the region, including the Fraser River estuary.

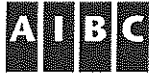
A copy of the Council report, dated June 1, 2020 that includes the staff comments, has been attached for your review. If you have any questions or require additional information, please contact myself or Chad Paulin, Manager, Environment, at cpaulin@richmond.ca or phone 604-317-3392.

Yours truly,



Malcolm D. Brodie
Mayor

Att 1: City of Richmond report titled "Tilbury Phase 2 LNG Expansion Project", dated June 1, 2020.



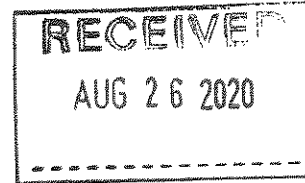
ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

ARCHITECTURE CENTRE
SUITE 100 – 440 CAMBIE STREET
VANCOUVER, BC CANADA
V6B 2N6

FILE NO. 0230-01

TEL: 604.683.8588 / TOLL FREE IN BC: 1.800.667.0753

www.aibc.ca



August 26, 2020

Dear Colleagues:

Re: The “Langford Decision” and the Application of the *Architects Act*

On behalf of the Architectural Institute of British Columbia (the “AIBC”), I am reaching out to all local governments in British Columbia to share and provide context for a recent decision of the BC Supreme Court relating to the *Architects Act*. I hope that you will share this letter with your council and appropriate planning and building staff.

Overview

As a public interest regulator, the AIBC’s position has always been that the *Architects Act* is a public health and safety law that must be appropriately considered by all British Columbians, including local governments. Historically, some local governments have taken the stance that as long as the BC Building Code is complied with, there is no duty to consider whether permit applications are compliant with the *Architects Act*. The case below was an opportunity to find legal clarity and was advanced by the AIBC as a matter of public interest.

***The Architectural Institute of British Columbia v Langford (City)*, 2020 BCSC 801**

In June 2019, the AIBC initiated legal action against the City of Langford arising out of an illegal practice investigation initiated in response to a complaint by a member of the public who expressed concern that no architect has been involved in the planning or design of the building in which he had purchased a unit, contrary to the *Architects Act*. It was a matter of agreement between the parties that the building was of a size that required the involvement of an architect under the *Architects Act*. At issue was a decision by the City’s Chief Building Inspector to issue a building permit, despite the fact that the drawings submitted in support of the permit application were not prepared by an architect, contrary to the *Architects Act*. The AIBC brought a ‘judicial review’ and sought a declaration from the BC Supreme Court that the local government acted unreasonably by failing to consider the *Architects Act* in its permitting decision.

On May 29, 2020, the judgment in the City of Langford judicial review was released, and a declaration was issued by the court on the matter. The court declared that the decision of the Chief Building Inspector to issue a building permit was unreasonable because the drawings submitted in support of the application were non-compliant with the *Architects Act* as they were not prepared by an architect. **The full decision can be read [here](#).**

Several highlights from the decision are summarized below:

- The *Architects Act* is clearly a law relating to “health and safety”: Architects’ involvement in projects is intended to minimize public risk, through their specialized training, their regulation by the AIBC, their mandatory insurance coverage, and their mandatory continuing education [paragraphs 88-92];

- “It is not a rational or acceptable outcome that a municipal building permit could be issued for a building which has clearly been designed in contravention of a relevant provincial statute respecting health and safety, that is, the *[Architects] Act*” [paragraph 96];
- In order for a decision-maker’s decision to be reasonable, all relevant factors must be taken into account, and the requirements of the *Architects Act* were not considered by the local government in this case [paragraphs 106-107];
- The Building Code is a regulation under the *Building Act*, and cannot take precedence over the *Architects Act* (in terms of a local government deciding which ‘laws’ to follow or consider) [paragraphs 110-112];
- Langford’s decision to issue the permit without considering the *Architects Act* was unreasonable, and “Intervention by this court is required to safeguard legality and rationality” [paragraphs 114-115]; and
- The remedy of a “declaration” was appropriate to “provide guidance to municipal officials exercising their permitting powers.” [paragraphs 116-120].

Outcome

This decision confirms that the law in British Columbia requires local governments to consider the *Architects Act* in their building permitting decision-making. Many local governments in B.C. do this already, and the AIBC is regularly contacted by building officials and others for assistance on whether an architect is required for a project. As indicated above, the decision goes further and holds that it is not a “rational or acceptable outcome” that a permit be issued for a building which has clearly been designed in contravention of the *Architects Act*, an Act respecting health and safety.

The judicial confirmation of the status of the *Architects Act* is of benefit to building officials, owners, local governments across the province, and ultimately, the public. The decision is a positive outcome that provides much-needed clarity regarding the intersection of the *Architects Act* and the local government permitting processes for the design and construction of buildings in British Columbia. The decision is not about ‘protecting architects’: the AIBC’s mandate is public protection, including ensuring that only qualified individuals practice architecture, and holding architects to account through the discipline process.

While the AIBC is responsible for enforcing the *Architects Act*, the court has made clear that local governments cannot ignore the provisions of the Act and indeed must consider them when making permitting decisions. It is of course understood this expectation is not limited to local governments: Owners, developers and non-architect designers must also comply with the legislation, which has general application.

Exercising discretion reasonably means ceasing the processing of an application that contravenes the *Architects Act*, at any stage in the permitting process, including at development and building permit stages. The AIBC can be contacted in such cases, and we can assist the local government and the parties involved to understand the application of the *Architects Act* if the parties are uncertain as to its application.

Consultation/Working together in the public interest

The AIBC is aware that confusion and possible conflict may arise in cases where the *Architects Act* and the BC Building Code's requirements for professional design and review do not align. The AIBC would like to remind you that it routinely handles queries from local governments, owners and others about specific projects. The AIBC offers resources to assist local governments such as the Appendix to Bulletin 31, which compares the *Architects Act* requirements for architects to the BC Building Code requirements for professional design and review.

The AIBC is also ready to assist you by stepping in to address applicants who are not complying with the *Architects Act* in your jurisdiction. We appreciate the pressure that building officials face on a daily basis balancing applicants' expectations and rights, local bylaws, the Building Code and other applicable laws such as the *Architects Act*. We are here to help.

Prior to this case, a number of local governments had already taken steps to incorporate reference to compliance with the *Architects Act* into their own bylaws to ensure that the requirements of the *Architects Act* are taken into consideration, and the AIBC applauds and encourages such steps. It should be noted that the *Architects Act* cannot be 'written around' by drafting bylaws that purport to prevent its application. It is a law of general application in the province.

The way forward

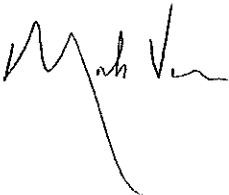
By working with the AIBC and with Engineers and Geoscientists BC, planning staff and building officials can provide accurate information to applicants and other parties about the requirement for the involvement of architects and engineers. This is a public protection matter.

If you have questions about the Langford Decision or the *Architects Act*'s intersection with local government obligations, I invite you to contact AIBC General Counsel Thomas Lutes at tlutes@aibc.ca or 604.305.2690.

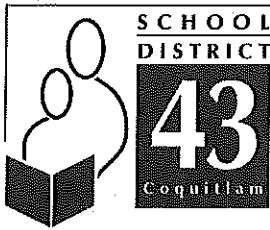
If you require assistance to determine whether an architect is required on a particular project, please contact the AIBC's Lead Practice Advisor and Regulatory Liaison, Maura Gatensby Architect AIBC CP, at mgatensby@aibc.ca or 604.305.2699.

The AIBC is committed to continue working with local governments to make sure that the laws enacted to protect the public are complied with. We welcome dialogue with all local governments on achieving compliance through education and discussion, as 'partners in the public interest'.

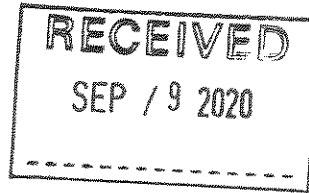
Sincerely,



Mark Vernon
Chief Executive Officer



Learning for a Lifetime



FILE NO. 0460-02

550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-6758

September 9, 2020

VIA EMAIL

Mr. Peter Steblin, City Manager
City of Coquitlam
managersoffice@coquitlam.ca

Ms. Juli Halliwell, Chief Administrative Officer
Village of Anmore
juli.halliwell@anmore.com

Ms. Kristen Dixon, Chief Administrative Officer
City of Port Coquitlam
dixonk@portcoquitlam.ca

Ms. Lorna Dysart, Chief Administrative Officer
Village of Belcarra
ldysart@belcarra.ca

Mr. Tim Savoie, City Manager
City of Port Moody
tsavoie@portmoody.ca

Dear Chief Administrative Officers and City Managers:

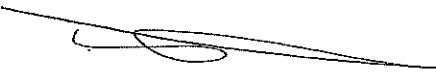
**Re: Capital Bylaw No. 3, Amendment Bylaw No. 1.9 – 2020
(School Site Acquisition Charge Capital Bylaw Amendment)**

Please be advised that on September 8, 2020 the Board of Education adopted Capital Plan Bylaw No. 3, Amendment Bylaw No. 1.9 – 2020, which sets school site acquisition charge rates for School District No. 43 (Coquitlam). All municipalities within the district are required to begin collecting the charge based on the new rate as of November 7, 2020. Under this bylaw, the new rate is the same as the current rate.

For your reference, a bulletin outlining the amendment to the school site acquisition charge is provided for you to distribute to the public. A copy of the Capital Bylaw adopted by the Board of Education is also included for your reference.

Should you have any questions on the above, please contact me or Kimberley Wakil, Manager of Financial Services, at 604-939-9201.

Yours truly,
SCHOOL DISTRICT NO. 43 (COQUITLAM)


Chris Nicolls
Secretary-Treasurer/CFO

Attach: SSAC Bulletin; Bylaw No. 1.9-2020.

cc: Nita Miki, Assistant Secretary-Treasurer
Ivano Cecchini, Executive Director-Facilities and Planning Services
Kimberley Wakil, Manager, Financial Services

Subject:
Attachments:

FW: Prioritization of Rural Connectivity Across Canada
Letter to PM from municipalities - Rural connectivity.docx

FILE NO. 0230-01

From: Roberto Aiello
Sent: Thursday, September 10, 2020 12:02 PM
Subject: Prioritization of Rural Connectivity Across Canada



Prioritization of Rural Connectivity Across Canada

General Manager Rob Aiello, member of the TELUS team

September 10, 2020

Good morning,

As a follow up to the update I sent earlier today, I'm reaching out to gauge your interest in sending a letter to Prime Minister Justin Trudeau to request that his government prioritizes rural connectivity in the upcoming Speech from the Throne on September 23. Municipalities of all sizes play a role in representing rural and remote communities and know too well the essential role connectivity infrastructure plays in the daily lives of Canadians.

COVID-19 has reinforced the importance of access to high speed internet and wireless services not only to stay in touch with loved ones, but to enable telecommuting, virtual health care services, and remote learning. While many Canadians and businesses have been able to adapt to this new reality, there are still too many rural Canadians that are being left behind.

That is why we need your help to urge the Government of Canada to prioritize policies that encourage private sector investment in connectivity for rural and remote communities, including a new approach to spectrum policy.

To assist, we've taken the liberty of providing a proposed draft letter (**attached**) to the Prime Minister, that can be customized as you see fit.

If you have any questions, please let me know. Thank you for your consideration.

Rob Aiello
General Manager, BC LML East

September XX, 2020

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

By email: pm@pm.gc.ca

CC: Chrystia.Freeland@canada.ca (Hon. Chrystia Freeland, Minister of Finance)

CC: ISI.minister-ministre.ISI@canada.ca (Hon. Navdeep Bains, Minister of Innovation, Science and Industry)

CC: Alyx.holland@pmo-cpm.gc.ca; ryan.dunn@canada.ca; elder.marques@canada.ca;
jeremy.broadhurst@dpmo-cvpm.gc.ca

Dear Prime Minister,

On behalf of [INSERT NAME OF MUNICIPALITY], I am writing to you to raise the urgent need for increased rural connectivity, and to ask that you **prioritize rural connectivity in the upcoming Speech from the Throne** on September 23. The ongoing COVID-19 pandemic has reinforced the essential role connectivity services play in the daily lives of Canadians, not only to stay in touch with loved ones, but to telecommute, access virtual health care services, and enable remote learning. While many Canadians and businesses have been able to adapt to the new reality we find ourselves in, there are still too many rural Canadians that are being left behind.

As you prepare to lay out the Government of Canada's priorities in the Speech from the Throne, we urge you to prioritize policies that **encourage private sector investment in connectivity for rural and remote communities**. The need for new or improved broadband connectivity in [MUNICIPALITY], and communities like ours, is urgent.

To deliver better connectivity to our communities – and all of rural Canada – we ask that the federal government encourage rural network investment and deployment by:

1. **Expediting the 3500 MHz and 3800 MHz spectrum auctions** so that this spectrum can be put to use for all Canadians, sooner;
2. Imposing meaningful deployment conditions across accelerated timelines to all spectrum holders. For example, a **“use it or lose it” spectrum policy** that requires greater rural deployment within five years of a license grant, where failure to build results in forfeiture of that license;
3. **Ending the use of spectrum set asides**, particularly for rural areas, as set-aside eligible telecoms companies do not have a track record of deploying in rural Canada, and that spectrum goes unused; and
4. Continuing to invest in rural connectivity programs by launching the Universal Broadband Fund, supporting the CRTC Broadband Fund, and identifying opportunities to match or **coordinate funding programs with the provinces**.

We can no longer afford delays to the roll out of wireless connectivity. We hope that you will include rural connectivity as a key priority in the Speech from the Throne. We ask that these commitments be reflected in new ministerial mandate letters, reflecting your government's commitment to **encourage private sector investment in connectivity** for [INSERT NAME OF MUNICIPALITY], and all of rural Canada.

I look forward to hearing from you on how your government is going to prioritize rural connectivity to ensure equal access for all Canadians to reliable wireless services and high speed internet.

Sincerely,

[INSERT NAME]

Subject: FW: Parking - Agenda item

FILE NO. 100-01

Importance: High

From: Gordon A.Sadler
Sent: Thursday, July 9, 2020 2:40 PM
To: Lorna Dysart
Subject: Parking

Hi Lorna: I'm hoping you will direct this request to whomever is directing the parking sign policy in Belcarra.

As you may know Tarja and I have maintained and improved the boulevards on the south and east side of our property at 4950 Robson for nearly 30 years. Over that span I have never had a problem with people, (neighbours, Belcarra residents, park visitors, and service providers), that park their cars on the boulevard adjacent to my property. I was very disappointed when I discovered the new sign prohibiting non residents from parking near my home.

You may recall that Tarja is a partner in the local pet services business called Pawtrakz. She frequently has need for customers to park there to drop off and pick up pets as well as their associated crates, dog beds, food bins etc. As well, you may recall that I am a musician and play in a band with others, and on occasion those band members come to my house for a rehearsal. I also have a family, my children and grand children like to visit us, and we have friends that we have enjoyed inviting over for socializing. I am very disappointed that all of the above will not be able to use this area to park while visiting my property with out risking fines and towing and so I am requesting that the sign on the corner of Salish and Belcarra Bay roads be removed and that my friends, family, customers, associates, and park visitors be allowed to park unmolested on the area bounding my property.

Thank you for your consideration

Gordon Sadler and Tarja Halmekangas

RECEIVED

JUL 20 2020

July 18, 2020

FILE NO. 0360-20-TC

Dear Mayor & Council,

I received the proposed Tree Management Bylaw No. 567, 2020 in conjunction with the Staff Report dated July 20, 2020 on Friday July 17, 2020 at 3:30 pm.

I would like to draw your attention to paragraph 9, page 3 of the Council report:

The Tree Management and Protection Bylaw applies to all trees in the municipality, both on residential lots and municipal property. This change is being recommended as it was requested in the Tree Committee Report and it reflects the service often requested of staff. When residents call regarding cutting trees on their property, staff visit the property to ensure that the tree is on the property of the resident, and to ensure that the tree being cut is not in a riparian sensitive area.

While the statement is not entirely incorrect, in my opinion it is being manipulated to make it comply with Bylaw No. 567, 2020 sections: 3.1, 4.1, 8.1 & 8.2. Sections 3.1 & 4.1 lay the ground work to make it possible for the Village to execute 8.1. & 8.4

3 Application of Bylaw

3.1 This bylaw applies to all trees within Belcarra except as provided in section 3.2

4. Prohibitions

4.1 No person shall cut or remove a tree that is 20 centimeters DBH or greater and which is 5 meters (16.5 feet) or more in height without a permit issued under this bylaw.

8. Application for Permit

8.1 Applications for a permit on private property shall be made by the owner of the land involved or by any person authorized in writing by the owner.

8.4 At the time of the permit application, the applicant shall pay to the Village an application fee per the Fees and Charges Bylaw.

At no time did the Tree Committee propose or suggest that property owners should be required to take or pay for a permit in order to cut or remove trees within their own property.

The Tree Committee's intention was to encourage the removal / reduction of fuel along property lines in order to reduce fire risk. The staff report dated July 20, 2020, attempts to dispute that particular recommendation by the Tree Committee as follows:

There is a generally accepted FireSmart criteria that many municipalities adopt. The FireSmart criteria are more readily applied in times of new construction, or in more rural interface locations such as Farrer Cove. Priority Zone distances of 10 m, and 30 m are more successfully implemented in rural areas than in residential areas. In Belcarra, although it has a very rural feel, it is a well-established municipality with narrow residential lots.

There are very few new construction zones where a new set of FireSmart regulations may be implemented. Residents are encouraged to adopt the FireSmart criteria voluntarily. One major part of fire safety is public education, which is very successful through public safety campaigns.

The aforementioned 2 paragraphs are easily discredited by:

1. FireSmart criteria is not limited to its application to only times of new construction.
2. Our "narrow" lots within our village are .5 acre in size, far greater than the typical vancouver city lot of 33' x 122'. Therefore, our Village does not have "narrow" lots.

The report by staff is using the "riparian sensitive area" as an accelerant to open up the flood gates to fees payed by all possible tree cutting/removal requirements by property owners. I once again draw your attention Par 3, page 3 of the report.

When residents call regarding cutting trees on their property, staff visit the property to ensure that the tree is on the property of the resident, and to ensure that the tree being cut is not in a riparian sensitive area.

While, I would personally agree that the cutting & removal of trees within "sensitive areas" should not be encouraged. The new bylaw No. 467, 2020 could easily address "sensitive areas" by providing further clarification by stating that trees on private land determined not to be within environmentally sensitive ground are not subject to permit fees, but are subject to a nominal permit review fee in order to pay for staff time.

To further complicate matters the agenda indicates that proposed Bylaw 567 is to receive 1st, 2nd, & 3rd reading all in one evening. Why the rush?

It is important for council to recognise that Fire Protection in our community does not have a one bullet answer (Water). While on one hand you encourage Fire Smart objectives, you are now discouraging Fire Smart action by residents by opening up the tap to tree removal fees. Does this make any sense?

Council should be looking to support Fire Protection and encourage large tree removal from properties. If there is a slope issue, encourage a replacement tree alternative with a deciduous tree. It is the Boreal forest which actually reduces fire risk & helps the CO2 levels (an added bonus), not the Evergreens. A win win option for our community as whole.

In conclusion, I would request that council take their time to receive community input and amend proposed Bylaw No. 567, 2020 to better reflect our community needs, rather than creating a potential non sensical cash cow bylaw and using the tree committee report for its launching.

Yours in Service

Sandra L. Chapman

Sandra Chapman

3565 Main Avenue, Belcarra BC

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

August 14, 2020

RECEIVED

AUG 14 2020

FILE NO. 0360-20-TC

Attention: Mayor Neil Belenkie, Councilor Carolina Clark, Councilor Bruce Drake, Councilor Robert Begg, Councilor Liisa Wilder

Re: Proposed Bylaw 567

Dear Mayor & Council,

It has been our honor to have had the opportunity to work on the "tree Committee". As we find this process nearing its conclusion, we would like to ensure that the following items be addressed and included within the new proposed Bylaw 567 to further align to our report & recommendations submitted to council.

1. All committee proposed definitions without alteration to their meaning and intent be included within bylaw 567.
2. Bylaw should have a name as well as a number. The committee proposed "Managing Trees, Views & Landscape" as a name.
3. Riparian Zones should be captured and identified within new bylaw 567 by use of a map as a schedule. Areas of no pruning should be clearly highlight within the map as a source of clear information to residents.
4. The foreshore fronting Marine Ave, is not a Riparian zone but rather a zone governed by the DFO in combination with the Village of Belcarra. This area, has historically been allowed to be pruned with notification & coordination with Village staff. It is not the tree committee intention to alter the foreshore to Marine Ave pruning practice. This information should also be highlighted & identified within the Riparian Area Map.
5. The topping of trees on public land should be discouraged at all times. BC Hydro to be encouraged to prune around power lines and when this is not possible, the removal of the tree should be the alternate option. With increasing wind storms topped trees have become a real danger to private property as well as our residents.
6. Tree ladders and 10m tree clearance around homes within private property are to be encouraged through the new bylaws. The proposed bylaw requiring a buffer zone between private properties must be included. Enforcement may be achieved when a property is being sold just as we are addressing the connection to the village water system.

7. The process for acquiring a tree cutting permit and sample of said permit is to be included within the new Bylaw 567. A schedule is highly recommended in order to demystify the process and provide much needed clarity to the public. Samples of this proposal may be found through the city of North Vancouver tree Bylaws.
8. Tree cutting permit fee should be disclosed within the proposed bylaw 567 and be amended as necessary.
9. It is our recommendation that residents be allowed to remove Invasive species from municipal lands without a permit but with Village consultation & coordination. This too should be captured within Bylaw 567.
10. The tree committee also requested that the new bylaws capture a maintenance program by village staff.

"Regular Maintenance Plan": to manage tree growth and health on a schedule created and executed by the Public Works Manager in consultation with a Certified Arborist as from time to time deemed advisable and approved by Council.

11. Contraventions should include a fee for when residents plant trees within Municipal lands and /or do not maintain trees planted by property owners within municipal lands.
12. Fees by property owners for removing trees from their property is not a recommendation by the tree committee and should be abandoned.

Finally, we ask that council consider changing the referencing of "Public Works Coordinator" within the bylaws to "Designated Village Staff" as it is possible that this title may not always apply and would minimize revisions to the bylaw.

The Tree Committee was enlisted in good faith to act in the best interest of our community and address trees on private, public, Metro Vancouver parks, Provincial Crown lands. We were also tasked with addressing invasive species, riparian areas & views.

We have sought to provide an extensive guide for accomplishing the criteria tasked to our committee as well as addressing fire protection through the management of trees on all properties identified by our mandate.

The altering or omitting of Committee recommendations by Village staff should not occur without public discussion. To alter the intent of committee recommendations without good cause can only serve to discourage citizens from enlisting in future volunteer committees.

Yours in Service,

Sandra Chapman, Mary Begg, Vicky Greig, Les Bramley and Deborah Struk

Subject: FW: Upper Watson Road Right-of-Way
Attachments: Letter From Angela Yin to Belcarra Council (2020-06-21).pdf

FILE NO. 0890-07

From: Angela Yin
Sent: Monday, August 3, 2020 9:01 PM
Subject: Upper Watson Road Right-of-Way

Dear Mayor Belenkie and Belcarra Councillors,

Re: Upper Watson Road -- Access to [REDACTED] Main Avenue

Further to my last email on June 21, 2020, I would like to re-emphasize that the Village must confirm that the Watson Road right-of-way access to [REDACTED] Main Avenue will remain without alteration. The following facts must be fully and properly considered by the municipality:

1. Lot [REDACTED], Block 6, Plan 3014 ([REDACTED] Main Avenue) would be land-locked if Upper Watson Road was closed by the municipality (see attached drawings).
2. Access to [REDACTED] Main Avenue must meet a minimum standard which is detailed by the Engineering Branch of the Provincial Highways Department that develops all road construction guidelines (see <https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/highway-design-survey/tac-bc>); in other words, 20 metres or the road cross-section plus 3 metres on each side, whichever is greater.
3. The municipality cannot legally diminish our access via Watson Road to a standard that is less than the legislated standard.
4. The Upper Watson Road right-of-way is covered with mature forest (very large evergreen trees) which, if cleared to create additional access to a new residential lot, will result in a very ugly clear-cut that would negatively impact our area of the community.

We strongly object to the proposed sale of Upper Watson Road as our property value would be greatly and negatively impacted by such a sale. The municipality must take the potential loss of property value, and consequent required compensation for such loss, into consideration.

As the property owner most affected by this proposal, we have not received any consultation in any form from the municipality. We feel uncertain and stressed. We believe the potential for municipal revenue should not be shifted to and born by individual property owners in the community. It is unfair and it also may not be legal.

We reserve our legal rights. We hope that the municipality will consider our legal rights and seriously respond to our request for full and proper consultation.

Regards,

Angela (Yujie) Yin and Yongtao Jiang

Property owners of [REDACTED] Main Avenue, Belcarra

Subject:

FW: Development of the municipal property

FILE NO. 100-01

From: Julie Chamberlain

Sent: Sunday, August 9, 2020 8:29 AM

Subject: Development of the municipal property

To Belcarra Council and OCP committee

We live across from the municipal hall. Firstly given the current zoning of Belcarra it is unfair to all of a sudden put in high density housing at the municipal hall. Believe you me we will want compensation.

Secondly I do not think Belcarra will come out financially on top of that decision. The Municipal yard and garbage dump are really noisy and at times smelly. Once condo owners move in there will be pressure to eliminate the services Belcarra currently enjoys. The dump hours will be reduced for sure if not made to move. No longer will the Kubotas (they are really noisy) be allowed, we will have to buy trucks. Will the municipal yard and dump have to be moved to accommodate the new condo owners? What will that cost us? What about compensation to the home owners who are affected by such a drastic change in community zoning.

So please consider the above before putting changes to the OCP. We obviously are totally against it for a short term cash grab.

Yours truly,

Dave & Julie Chamberlain

Subject: FW: Accessibility

FILE NO 100-01

From: Deborah Struk
Date: 2020-08-18 12:30 p.m. (GMT-08:00)
Subject: Accessibility

Dear council,

I am writing with regards to pedestrian access at Midden and Bedwell Bay Rd.

The pathway here for people on bicycles, or those with strollers is inaccessible.

Should not the boulder be moved and it levelled and spread with the compacting gravel to make a path between the roads?

The motorcycles find their way, regardless. They have even been known to go through the park late at night. Trying to stop them while also making inaccessible for those with strollers is not the wisest. I hope this is something the village can do.

Thank you,

Mrs. Deborah Struk



Subject:

FW: Yard waste dumping Marine Forshore

100-01

From: Deborah Struk

Sent: Sunday, September 6, 2020 6:06 PM

Subject: Yard waste dumping Marine Forshore

Dear council and staff,

As Peter and I walked along Marine we noticed an overabundance of ivy on the foreshore. It looks to be near impossible to eradicate.

As we walked further along we saw evidence of residents dumping yard debris onto village property along the foreshore. Much of it being invasive species.

It is unsightly, illegal and adds to fire hazard.

In other parts of the village there are signs in buckets noting it is illegal to dump yard waste. I have known of people getting warnings and fines. I am curious if the same rule applies along east Marine?

Sincerely,
Deborah