



**VILLAGE OF BELCARRA  
SPECIAL COUNCIL AGENDA  
VILLAGE HALL  
February 16, 2021  
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/99762905999> Meeting ID: 997 6290 5999

**COUNCIL**

Mayor Jamie Ross  
Councillor Carolina Clark  
Councillor Bruce Drake  
Councillor John Snell  
Councillor Liisa Wilder

**1. CALL TO ORDER**

Mayor Ross will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Special Council Meeting, February 16, 2021**

**Recommendation:**

That the agenda for the Special Council Meeting, February 16, 2021 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, December 7, 2020**

**Recommendation:**

That the minutes from the Regular Council Meeting held December 7, 2020 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

No Delegations

**5. REPORTS**

**5.1 Lorna Dysart, Chief Administrative Officer, overview regarding Strategic Planning to discuss pertinent items for the Regular Council Meeting scheduled for February 22, 2021**

**6. REPORTS FROM MAYOR AND PROJECT LEADS**

**7. BYLAWS**

No items

**8. CORRESPONDENCE / PROCLAMATIONS**

No items

**9. NEW BUSINESS**

**10. PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

**Recommendation:**

That the February 16, 2021 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
VILLAGE HALL  
December 7, 2020**



Minutes of the Regular Council Meeting for the Village of Belcarra held December 7, 2020 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

This meeting was held via Zoom Teleconference and was recorded.

**Council in Attendance**

Deputy Mayor Liisa Wilder  
Councillor Carolina Clark  
Councillor Bruce Drake

**Staff in Attendance**

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

**Others in Attendance**

Lisa Zwarn, Chief Election Officer (departed at 7:20 pm)  
Chris Boit, Engineering Consultant, ISL Engineering (departed at 8:30 pm)

Deputy Mayor Wilder made a public statement related to the Village obligation to provide a safe and respectful workplace for employees.

**1. CALL TO ORDER**

Deputy Mayor Wilder called the meeting to order at 7:00 pm.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, December 7, 2020**

Moved by: Councillor Clark  
Seconded by: Councillor Drake

That the agenda for the Regular Council Meeting, December 7, 2020 be revised by adding:

**Item 8.6** Deborah Struk, Belcarra Resident, email dated December 1, 2020 regarding Referendum with Election and response from Lisa Zwarn, Chief Election Officer

And be approved as amended.

**CARRIED**

**3. ADOPTION OF MINUTES****3.1 Regular Council Meeting, November 23, 2020**

Moved by: Councillor Clark  
Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held November 23, 2020 be adopted.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

No items.

**5. REPORTS****5.1 Lisa Zwarn, Chief Election Officer, report dated December 7, 2020 regarding the Ministerial Order for the Belcarra By-Election**

L. Zwarn outlined the report. Discussion ensued.

Moved by: Councillor Clark  
Seconded by: Councillor Drake

That the following requirements be adopted for the January 23, 2021 By-election:

- 1) All eligible electors be permitted to vote by mail ballot and be permitted to register in conjunction with voting by mail ballot;
- 2) Only 1 scrutineer for each candidate for each ballot box in use at a voting place be permitted while voting proceedings are being conducted;
- 3) An elector, as directed by the election official responsible, be able to make an oral declaration that the elector is entitled to vote in the By-election and has not voted before in the same By-election when obtaining a ballot for voting, in which the election official responsible must make a record that the elector has made an oral declaration;
- 4) Chief Election Officer be able to declare an election by voting or by acclamation at 4:05 pm on December 28; and
- 5) Pursuant to *Community Charter*, section 94(4), as an alternative means of publication, the notices for the advance voting opportunity and the holding of the By-election be given in combination with the following:
  - a) by publishing the notices twice in the Tri-City News;
  - b) by posting the notices on the Village website for the required amount of time;
  - c) by posting the notice on the Village public notice posting place at the Village Hall for the required amount of time; and
  - d) by posting the notice at the various bus stops around the Village for the required amount of time.

Moved by: Councillor Drake  
Seconded by: Councillor Clark

That the motion be amended by adding:

- e) by sending the notice to residents through the Village email list.

**CARRIED**

The main motion as amended was voted on and

**CARRIED**

Deputy Mayor Wilder thanked Lisa Zwarn for attending the meeting and the information provided.

**5.2** Chris Boit, Engineering Consultant, ISL Engineering and Land Services Ltd., verbal report regarding Water System Information Update

C. Boit provided a verbal report regarding the Belcarra Water System. He has been in contact with the Engineering Department at the District of North Vancouver (DNV). Further information has been requested from the DNV and will be provided when their timetable permits. Council members asked pertinent questions.

Discussion ensued relative to firefighting, the Fire Underwriters Survey, the size of the Tatlow Tank and the feasibility of producing a Standard Water Operators Procedure Manual.

Considerable discussion ensued regarding various aspects of the water system.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Chris Boit, ISL Engineering and Land Services Ltd., be requested to prepare a Standard Water Operators Procedure Manual.

**CARRIED**

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the verbal report regarding Water System Information Update be received for information.

**CARRIED**

Deputy Mayor Wilder thanked Chris Boit for attending the meeting and the information provided.

**5.3** Lorna Dysart, Chief Administrative Officer, report dated December 7, 2020 regarding Sprinklers in New Builds or Major Renovations – Removal of Charges

**Recommendation #1:**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the Tabled item from the November 23, 2020 Council meeting regarding Sprinklers in New Builds or Major Renovations – Removal of Charges, be lifted from the table.

**CARRIED**

L. Dysart outlined the report. Chris Boit outlined concern with regard to a property connecting to the water system for sprinkler use only. There are mandatory regulations and health concerns for the potential of cross contamination if a property connected to the water system for sprinklers only without decommissioning their well. Chris Boit will review information relative to the health code.

**Recommendation #2:**

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 576, 2020" be read a first, second, and third time.

**CARRIED**

**6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES****6.1 TransLink**

Deputy Mayor Wilder provided an update regarding TransLink and the current information provided to the public related to the use of debit and credit cards.

**7. BYLAWS****7.1 Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 575, 2020**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That "Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 575, 2020" be adopted.

**CARRIED****8. CORRESPONDENCE / PROCLAMATIONS**

Moved by: Councillor Clark

Seconded by: Councillor Drake

That correspondence items 8.1 to 8.6 be received.

**CARRIED****ACTION ITEMS**

- 8.1 a)** Belcarra Barnacle Volunteers: Michele Babineau, Nora Boekhout, Clive Evans, Bonni Marshall, Michelle Montico, Sandra Reitchel, Deborah Struk and Isabel Wilson, letter dated November 21, 2020 regarding Request for \$1,500.00 Grant for Belcarra Barnacle Society

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the Belcarra Barnacle Society request for a Grant in the amount of \$1,500.00 be approved.

**CARRIED**

- 8.1 b)** Rob Vagramov, Mayor, City of Port Moody, letter dated November 4, 2020 regarding Support for the UBCM Resolution regarding Flood Risk Mitigation through Green Infrastructure and Natural Assets

Moved by: Councillor Clark

Seconded by: Councillor Drake

That Council write a letter of Support for the UBCM Resolution regarding Flood Risk Mitigation through Green Infrastructure and Natural Assets to the Minister of Municipal Affairs & Housing, the Minister of Agriculture and the Premier of British Columbia.

**CARRIED****INFORMATION ITEMS**

- 8.2** Darlene Hartmann, Eagle Ridge Hospital Foundation, email dated November 25, 2020 regarding Eagle Ridge Hospital Foundation – Give Where You Live – Online Holiday Auction, November 27 – December 13, 2020

- 8.3 Chris Nicolls, Secretary-Treasurer / CFO, School District 43, letter dated November 23, 2020 regarding the Board of Education acclamation of Kerri Palmer Isaak as Chair of the Board and Michael Thomas as Vice-Chair of the Board.
- 8.4 Lori Ackerman, Mayor, City of Fort St. John, letter dated December 1, 2020 regarding UBCM Convention Schedule
- 8.5 Dr. Teale Phelps Bondaroff, Chair & Co-Founder & Devon Black, Co-Founder, AccessBC, email dated December 2, 2020 regarding Thank You for Supporting Increasing Access to Contraception
- 8.6 Deborah Struk, Belcarra Resident, email dated December 1, 2020 regarding Referendum with Election and response from Lisa Zwarn, Chief Election Officer

## 9. NEW BUSINESS

### 9.1 Congratulations

Deputy Mayor Wilder congratulated Lorna Dysart for the 35 year service award she recently received from the Local Government Management Association (LGMA).

### 9.2 Waste and Recycle Depot (WARD)

Councillor Clark queried with regard to progress on the WARD green waste lid repair.

## 10. PUBLIC QUESTION PERIOD

Dave Goodman, Belcarra Resident, queried with regard to an All Candidates meeting and if staff may assist with facilitating the meeting.

Jim Chisholm, Belcarra Resident, queried with regard to the progress on the Village request to the Province for a Sprinkler Bylaw Exception.

## 11. ADJOURNMENT

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the December 7, 2020 Regular Meeting be adjourned at 8:53 pm.

**CARRIED**

Certified Correct:

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Jamie Ross  
Mayor

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Lorna Dysart  
Chief Administrative Officer



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
VILLAGE HALL  
February 22, 2021  
7:00 PM**



**COUNCIL**

Mayor Jamie Ross  
Councillor Carolina Clark  
Councillor Bruce Drake  
Councillor John Snell  
Councillor Liisa Wilder

**1. CALL TO ORDER**

Mayor Ross will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, February 22, 2021**

**Recommendation:**

That the agenda for the Regular Council Meeting, February 22, 2021 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, February 16, 2021**

**Recommendation:**

That the minutes from the Special Council Meeting held February 16, 2021 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

No Delegations

**5. REPORTS**

**5.1 Chris Boit, Engineering Consultant, ISL Engineering, will provide a verbal update.**

**Recommendation:**

That the verbal update provided by Chris Boit, Engineering Consultant, ISL Engineering, be received for information.

**5.2 Ken Bjorgaard, Financial Consultant, report dated February 22, 2021, regarding Changes to Internal Cost Allocations**

**Recommendation:**

That Corporate Policy No. 217, titled "Internal Cost Allocations" be approved.



- 5.3 Lorna Dysart, Chief Administrative Officer & Ken Bjorgaard, Financial Consultant, report dated February 22, 2021 regarding Council Indemnity Increase

**Recommendation:**

That the Village of Belcarra Council Indemnity Bylaw No. 579, 2021 be read a first, second and third time.

- 5.4 Lorna Dysart, Chief Administrative Officer, will provide an overview of Lisa Zwarn, Chief Election Officer, report dated February 22, 2021 regarding the 2021 Belcarra By-Election

**Recommendation:**

That the report dated February 22, 2021 from the Chief Election Officer regarding the 2021 Belcarra By-Election be received for information.

- 5.5 Lorna Dysart, Chief Administrative Officer, verbal report regarding Pooni Group Memorandum – Year in Review 2020 – 2021

**Recommendation:**

That the memorandum dated January 27, 2021 from Pooni Group regarding the Year in Review 2020 – 2021 be received for information.

- 5.6 Lorna Dysart, Chief Administrative Officer, report dated February 22, 2021 regarding Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy update deferred at the Regular Council Meeting held March 9, 2020.

**Recommendations:**

That the Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy update be lifted from the table; and

That the Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy update be brought forward to the Regular Council Meeting on March 8, 2021.

**6. REPORTS FROM MAYOR AND PROJECT LEADS**

- 6.1 **Councillor Wilder**, report dated February 22, 2021 regarding Notice of Motion - New Docks in Bedwell Bay

**Recommendation:**

That all new docks in Bedwell Bay be required to be group wharves with a minimum of 4 and maximum of 6 primary resident families; and

That existing single / Shared docks have the option to convert to a group wharf, with a minimum of 4 and a maximum of 6 primary resident families.

**7. BYLAWS**

- 7.1 **Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 576, 2020**

**Recommendation:**

That the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 576, 2020" be adopted

- 8. CORRESPONDENCE**
- 9. NEW BUSINESS**
- 10. PUBLIC QUESTION PERIOD**
- 11. ADJOURNMENT**

**Recommendation:**

That the February 22, 2021 Regular Meeting be adjourned.

DRAFT



## COUNCIL REPORT

**Date:** February 22, 2021

**From:** Ken Bjorgaard, Financial Consultant

**Subject:** Changes in Internal Cost Allocations

### Recommendation

That Corporate Policy No. 217, titled “Internal Cost Allocations”, be approved.

### Purpose:

The purpose of this report is to address an identified audit/accounting issue related to the allocation of general operating fund costs. The Village auditors have noted the issue of cost allocation as an outstanding item as it relates to the Village of Belcarra’s major road network (MRN) and public works costs; however, the issue applies more broadly in that it involves the allocation of general operating fund costs to the Village MRN and to the water and Waste & Recycle Depot (WARD) operating funds. To address this issue fully and to ensure uniformity of treatment, cost allocations of all general operating fund costs, to these three areas, are addressed in this report.

A rationalized methodology for allocating general fund operating costs to the MRN, the water operating fund, and the WARD operating fund is presented in this report together with the associated financial impacts of implementing the methodology. A policy which formalizes the Village approach to allocating general operating fund costs, based on the methodology, has been drafted for Council consideration.

### Background:

#### Overview

The following audit deficiency has been noted by our auditors (KPMG LLP) for a number of years:

#### “OTHER CONTROL DEFICIENCIES IDENTIFIED IN PREVIOUS YEARS

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

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

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

**Management response:** In 2018, management agreed with the recommendation to develop a formal policy to support the allocation. In the current year, management indicated that it is still in the process of developing a system to address the above issue.”

As noted above, this issue goes beyond just public works costs and applies to the allocation of all general operating expenditures which support or provide service to the Village MRN and its water and WARD operations. A formalized methodology is needed to ensure these three areas pay a justifiable dollar amount for this support and service, which in turn determines grant funding levels for the MRN and user fee levels for both water and WARD. Without a reasonable cost allocation these areas are not paying their fair share of costs.

### **Methodology**

To determine a fair allocation of general operating fund costs to the MRN, water operations and WARD operations, the various general operating fund costs were examined. The public works non-management staff costs were determined to be direct costs that should be apportioned or costed out directly, according to an estimate of time spent by public works staff in the various operating areas, as follows:

<b>Allocation of Direct Public Works Staff Costs</b>	
<b>Operating Area</b>	<b>Average % of Time Spent in Operating Areas</b>
General Operations	43.8%
MRN Operations	25.0%
Water Operations	28.1%
WARD Operations	<u>3.1%</u>
<b>Total</b>	<b><u>100.0%</u></b>

Other general operating fund costs, which support the MRN, water and sewer, were determined to be indirect costs that needed to be costed out according to a reasonable formula. The best formula for this allocation was determined to be the budgeted dollar value of operating costs in each area in the preceding year (includes the allocation of direct public works labour costs) divided by the total budgeted operating expenditures for all funds / areas in the same year. One-time or non-reoccurring budgets and amortization cost budgets are excluded from this calculation as these items are not regular ongoing operating expenses and they would result in major fluctuations from one year to another. Based on 2020 budget numbers, the allocations for 2021 work out to the following:

<b>Allocation of Indirect General Operating Costs</b>		
<b>Operating Areas</b>	<b>2020 Budget</b>	<b>2021 % Allocations Based on Budgeted Expenditures in 2020</b>
General Operations	\$1,190,128	74.55%
MRN Operations	\$77,551	4.86%
Water Operations	\$218,884	13.71%
WARD Operations	<u>\$109,862</u>	<u>6.88%</u>
<b>Total</b>	<b><u>\$1,596,425</u></b>	<b><u>100.00%</u></b>

## **Financial Impacts**

The estimated financial impacts in 2021 of changing costs allocations on the basis of the above methodology is provided in Appendix “A”. Three scenarios have been provided in Appendix “A”, those being:

- Scenario “A” – impact of moving to full 100% implementation (for non-direct costs) of the new methodology at one time (2021) with no phase-in.
- Scenario “B” – impact of moving to partial 75% implementation (for non-direct costs) of the new methodology in the first year (2021).
- Scenario “C” – impact of moving to partial 50% implementation (for non-direct costs) of the new methodology in the first year (2021).

This methodology basically represents a fairer allocation of costs which results in a shift of costs from general operations to the MRN, and to water and WARD operations. The MRN is funded by a TransLink grant and as at the end of 2019 the Village had \$122,000 of deferred grant revenue which is to be used for future MRN operating and maintenance costs. The Village was receiving approximate \$110,000 annually for this purpose; however, because of the impact of COVID on TransLink revenue this grant was curtailed in 2020 to \$16,250. We expect the previous funding levels to be restored in the near future.

The impacts on water and WARD would mean an increase in the respective user rates which would be offset by property tax savings in the general fund. The impacts on user rates are shown in Appendix “A”. The various scenarios and the estimated financial impacts are summarized as follows:

Fund/Area	2020 Budgeted Cost Allocations	Scenario "A" – Allocation of Direct Costs & 100% of New Allocations for Non- Direct Costs		Scenario "B" – Allocation of Direct Costs & 75% of New Allocations for Non- Direct Costs		Scenario "C" – Allocation of Direct Costs & 50% of New Allocations for Non- Direct Costs	
		\$'s Allocated	\$ & % Rate Changes	\$'s Allocated	\$ & % Rate Changes	\$'s Allocated	\$ & % Rate Change
General Operating Fund	(\$166,661)	(\$338,384)	(\$171,723) -20%	(\$280,927)	(\$114,266) -13%	(\$223,471)	(\$56,810) -7%
MRN	\$43,578	\$92,179	\$48,601 No Rates	\$81,207	\$37,629 No Rates	\$70,235	\$26,657 No Rates
Water	\$95,652	\$178,086	\$82,434 +30%	\$147,134	\$51,482 +19%	\$116,182	\$20,530 +8%
WARD	<u>\$27,431</u>	<u>\$68,119</u>	<u>\$40,688</u> <u>+34%</u>	<u>\$52,586</u>	<u>\$25,155</u> <u>+21%</u>	<u>\$37,054</u>	<u>\$9,623</u> <u>+8%</u>
<b>\$ Totals</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

Based on the methodology outlined in this report, an internal cost allocation policy has been drafted (see attached Appendix “B”) which includes a phased-in approach to allocating non-direct costs, with a 50% allocation of non-direct costs in 2021, 75% in 2022 and 100% in 2023. This phased-in approach will allow for a gradual increase in

user rates in the water and WARD operating funds. The full impact of this methodology will only be realized in the future years based on the new indirect cost allocations; therefore, the policy includes provision for an annual review of the budget/cost impacts. The direct public works labour cost allocations would not be phased-in.

DRAFT

**APPENDIX "A" - SCENARIOS BASED ON CHANGES IN INTERNAL COST ALLOCATIONS**

<b>Fund/Area</b>	<b>2020 Budget Allocations</b>	<b>2021 Draft Budget Allocations</b>  <b>100%</b>  <b>Scenario "A" - 100% of New Allocations for Non-Direct Costs</b>	<b>\$ Difference &amp; % Impact on Rates</b>	<b>2021 Draft Budget Allocations</b>  <b>75%</b>  <b>Scenario "B" - 75% of New Allocations for Non-Direct Costs</b>	<b>\$ Difference &amp; % Impact on Rates</b>	<b>2021 Draft Budget Allocations</b>  <b>50%</b>  <b>Scenario "C" - 50% of New Allocations for Non-Direct Costs</b>	<b>\$ Difference &amp; % Impact on Rates</b>
Allocated from General Operating Fund Costs - Public Works Direct Costs	(166,661)	(108,555)	(171,723)	(108,555)	(114,266)	(108,555)	(56,810)
Allocated General Operating Fund Costs - Other Non-Direct Costs		(229,829)		(172,372)		(114,916)	
<b>Total General Operating Fund</b>	<b>(166,661)</b>	<b>(338,384)</b>	<b>-20%</b>	<b>(280,927)</b>	<b>-13%</b>	<b>(223,471)</b>	<b>-7%</b>
Allocated to Municipal Road Network (MRN) – Public Works Direct Costs	43,578	48,290	48,601	48,290	37,629	48,290	26,657
Allocated to Municipal Road Network (MRN) – Other Non-Direct Costs		43,889		32,917		21,945	
<b>Total MRN</b>	<b>43,578</b>	<b>92,179</b>	<b>N/A</b>	<b>81,207</b>	<b>N/A</b>	<b>70,235</b>	<b>N/A</b>
Allocated to Water Operating Fund - Public Works Direct Costs	95,652	54,277	82,434	54,277	51,482	54,277	20,530
Allocated to Water Operating Fund - Other Non-Direct Costs		123,809		92,857		61,905	
<b>Total Water Operating Fund</b>	<b>95,652</b>	<b>178,086</b>	<b>30%</b>	<b>147,134</b>	<b>19%</b>	<b>116,182</b>	<b>8%</b>
Allocated to WARD Operating Fund - Public Works Direct Costs	27,431	5,988	40,688	5,988	25,155	5,988	9,623
Allocated to WARD Operating Fund - Other Non-Direct Costs		62,131		46,598		31,066	
<b>Total WARD Operating Fund</b>	<b>27,431</b>	<b>68,119</b>	<b>34%</b>	<b>52,586</b>	<b>21%</b>	<b>37,054</b>	<b>8%</b>
<b>Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**VILLAGE OF BELCARRA**  
**CORPORATE POLICY NO. 217**



Title: Internal Cost Allocations

<b>ISSUED BY:</b> CAO	<b>APPROVED BY:</b> COUNCIL	<b>DATE:</b>
<b>REVISED BY:</b>	<b>APPROVED BY:</b>	<b>DATE:</b>

## 1. PURPOSE AND BACKGROUND

The Village of Belcarra has three distinct operating funds (General, Water and Waste & Recycle Depot) and one distinct operational area (the Major Road Network), which have dedicated funding and which operate as self-sustaining funds or enterprises.

The Village general operating expenditures are provided for in the General Operating Fund and are predominately funded from property taxes, whereas Water Operating Fund and Waste & Recycle Depot (WARD) operations/expenditures are each funded primarily from user fees. The Major Road Network (MRN) is funded by dedicated TransLink grants.

It is important that each of these cost areas (General, Water, WARD & MRN) fairly account for their respective costs so that funding (property taxes, user fees and grants) may be established at a level that sustains their respective operations and that one fund or area is not subsidizing another fund / area.

Expenditures within General Operating Fund, which support the Water Operating Fund, the WARD Operating Fund and the MRN, need to be fairly allocated to the other funds/areas to ensure equity and appropriately established funding levels. The General Operating Fund expenditures need to be allocated in a rationale and justifiable manner to all funds/areas. The allocations need to be reflective of the level of support provided by General Operations to the Water, WARD and MRN cost areas.

## 2. POLICY

### Overview

Direct costs and indirect costs in the General Operating Fund provide support to the other three operating areas. Direct costs are expenses that directly go into providing services and that can be directly attributable, based on consumption, to each area. Indirect costs are general business expenses which support all of the funds / areas operating and which are not easily attributable; in terms of consumption, to a specific area.



**Direct Costs**

Public Works staff costs (does not include Public Works management) are direct costs within the General Operating Fund which can be allocated appropriately to each fund / area. A reasonable means of allocating direct Public Works staff costs is an approximation of time spent in each area which has been determined as follows:

<b>Allocation of Direct Public Works Labour Costs</b>	
<b>Operating Area</b>	<b>Average % of Time Spent in Operating Areas</b>
General Operations	43.8%
MRN Operations	25.0%
Water Operations	28.1%
WARD Operations	<u>3.1%</u>
<b>Total</b>	<b><u>100.0%</u></b>

The above percentages will be used for allocating direct Public Works labour costs. These percentages will be reviewed annually and adjusted accordingly.

**Indirect Costs**

The other costs in the General Operating Fund, which provide support to all areas, are deemed to be indirect costs, these costs may be reasonably apportioned according to the size of the respective operating expenditure budgets (after allocation of direct Public Works labour costs) in each area.

General Operating Fund costs which support all areas will be apportioned to General Operations, MRN, Water and WARD according to the budgeted dollar value of operating costs in each area in the preceding year divided by the total budgeted operating expenditures for all funds / areas in the same year. One-time or non-reoccurring budgets and amortization cost budgets will be excluded from this calculation as these items are not considered regular ongoing operating expenses and they would result in major fluctuations from one year to another. Based on the 2020 budget, the sharing percentages are presently as follows:

<b>Allocation of Indirect General Operating Fund Costs</b>	
<b>Operating Areas</b>	<b>% Allocations Based on Budgeted Expenditures</b>
General Operations	74.55%
MRN Operations	4.86%
Water Operations	13.71%
WARD Operations	<u>6.88%</u>
<b>Total</b>	<b><u>100.00%</u></b>

The above estimated apportionments will be adjusted and costed on the basis of the new budgets as determined on an ongoing basis.

**Transition**

The method outlined in this Policy of charging the respective funds / areas fairly for the amount of resources or services provided results in a shift in property tax, user fee and grant levels. To provide for a gradual shift a phase-in of this Policy is being implemented for non-direct costs with a 50% allocation of non-direct costs in 2021, 75% in 2022 and 100% in 2023. This phased-in approach will allow for a more gradual increase in user rates in the water and WARD operating funds. As the full impact of the methodology outlined herein will only be realized in future years based on the new indirect cost allocations, this Policy will be reviewed annually to determine the budget / cost impacts.



## COUNCIL REPORT

**Date:** February 22, 2021

**From:** Lorna Dysart, Chief Administrative Officer & Ken Bjorgaard, Financial Consultant

**Subject:** Council Indemnity Bylaw No. 579, 2021

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### Recommendation:

That the Village of Belcarra Council Indemnity Bylaw No. 579, 2021 be read a first, second and third time.

### Purpose:

This report introduces the Council indemnity increase for 2021 as per the previously adopted Council motion (see below).

### Background:

On February 3, 2020, Council passed the following motion:

“That Council indemnity increases be calculated on the basis of the Vancouver Consumer Price Index (CPI) increase for the preceding 12 month period ending October 31 of each year, prior to the calendar year in which any increases would take effect.”

The 12 month Vancouver CPI increase for the period ending October 31, 2020 is 0.8%. Bylaws cannot be applied retroactively and the purpose of basing the Council indemnity increase on the 12 month period ending October 31 in each year was to ensure that the new indemnity rates were in effect at the start of every year; however, as there has not been a full Council the increases are being brought forward at this time. The 0.8% equates to the following 2021 indemnity increases for Council:

	<b>Annual 2020 Council Indemnities</b>	<b>Annual 2021 Council Indemnities</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Mayor</b>	\$22,057.04	\$22,233.50	\$176.46	0.8%
<b>Councillors</b>	\$11,028.52	\$11,116.75	\$88.23	0.8%

It is recommended that Village of Belcarra Council Indemnity Bylaw No. 579, 2021 receive first three readings. The actual rates in the bylaw reflect the April 1<sup>st</sup>, 2021 date at which the bylaw will be in effect as the bylaw cannot be applied retroactively. The bylaw rates also ensure that the 0.8% increase is received for the entire year.

DRAFT



**VILLAGE OF BELCARRA  
Council Indemnity  
Bylaw No. 579, 2021**



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

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

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

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Council Indemnity Bylaw No. 579, 2021".
2. The indemnity for the Mayor from April 1, 2021, up to and including December 31, 2021, shall be the gross sum of \$1,857.69 monthly.
3. The indemnity for each Councillor from April 1, 2021, up to and including December 31, 2021, shall be the gross sum of \$928.85 monthly.
4. The indemnities provided for in Section 2 and 3 above shall be paid by the Chief Administrative Officer, save and except for the provisions of Section 5 hereof.
5. In the event of any member of Council being absent from three consecutive regular Council meetings, the indemnity that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.
6. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
7. This bylaw shall take force and come into effect as of April 1, 2021.

8. The “Village of Belcarra Council Indemnity Bylaw No. 544, 2020” is hereby repealed.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

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Jamie Ross  
Mayor

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Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
Village of Belcarra Council Indemnity Bylaw No. 579, 2021

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Chief Administrative Officer



## MEMORANDUM

To:	Lorna Dysart	Date:	January 27, 2021
Client:	Village of Belcarra	Project:	Belcarra
From:	Pooni Group	Project #:	1840
Re:	Belcarra Year in Review 2020-2021		

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The following memorandum summarizes the planning-related works that were undertaken or initiated in 2020 by Pooni Group and/or RWPAS Ltd for the Village of Belcarra.

### Council Related Items

#### 1. Amendment to Building & Plumbing Bylaw

- Response to a motion by Council.
- Amendment to Building & Plumbing Code Bylaw to eliminate the requirement for a property to connect to the Village's water system.

**Date to Council:** January 13, 2020

**Result:** Village of Belcarra Building and Plumbing Code Regulation Bylaw No. 355, 2003, Amendment Bylaw No. 543, 2020 was adopted on January 27, 2020.

Link: <https://belcarra.ca/assets/media/2020/09/Bylaw-355-Building-and-Plumbing-Regulation-Consolidated.pdf>

#### 2. Short Term Rental Policy

- Policy on short term rentals & associated bylaw amendments
- In 2019, Council directed staff to draft a Short-Term Rental Accommodation (STRA) policy for Council consideration.
- Development of a STRA Policy that identifies how the Village will review Business Licence applications for STRAs and Bed & Breakfast Accommodation (B&B) home based businesses, and provides clarity for staff, Elected Officials, and property owners.
- Amendments to Zoning Bylaw No. 510, 2018, Fees and Charges Bylaw No. 517, 2018, and Business License Bylaw No. 277, 1995 to implement the Village's Short-Term Rental Accommodation and Bed & Breakfast Accommodation Bylaw.

**Dates to Council:** February 10, 2020 (STRA Policy), March 9, 2020 (Bylaw amendments)

**Result:** After the February 10, 2020 Council meeting, Council direct staff to bring forward bylaw amendments. At the March 9, 2020 meeting, Council **deferred** the STRA policy and bylaw amendments and it has not been revisited. Link: <https://belcarra.ca/assets/media/2020/04/2020-03-09-Signed-Regular-Council-Meeting-Minutes.pdf>

### 3. Road Ends

- Exploration of disposition process for road ends including surveys, appraisals, precedent research, etc., as an income generator for the Village
- Revenue Generation Committee directed the development of a methodology for the disposition of the road ends
- Identified 7 potential road ends for disposition (survey, appraisal, etc.)
- Development of a Land Disposition Policy
- July 24, 2020 discussions with Council (RWPAS)

**Date to Council:** September 28, 2020 (Public Hearing & Council meeting)

**Result:** Provincial legislation restricts the sale of municipal waterfront property unless the proceeds fund the creation of enhanced access to the same body of water. Disposition of these road ends was not pursued as the revenue could not be directed to capital priorities identified by Council. **At the September 28, 2020 Council Meeting following the Public Hearing, Council elected not to pursue this work any further and the Bylaws were defeated.**

### 4. Special Event Policy

- Development of a Special Event Policy, which allows Belcarra to regulate events such as a Tea Festival under a separate, more streamlined process. A Special Event Permit will allow for short, infrequent events (i.e. for 1 to 3 days only) which would not require a full staff report and vote by Council for each event.
- Amend Fees & Charges Bylaw to increase the Special Event Permit fee & include maximum fine for violation.

**Date to Council:** May 25, 2020

**Result:** Council adopted Special Event Policy No. 212 & Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 563, 2020 was adopted on June 8, 2020.

Link: <https://belcarra.ca/assets/media/2020/10/Bylaw-517-2018-Fees-and-Charges-Bylaw-Consolidated.pdf>



## 5. Update to Pre-Application Fees

- To update the Fees and Charges bylaw to include a fee for pre-application review for large rezoning applications.
- In the event that the Village does receive larger, more complex applications, it is encouraged that a pre-application package be submitted to be reviewed by staff to allow them to provide the applicant with early direction.

**Date to Council:** September 14, 2020

**Result:** Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 570, 2020 was adopted on October 26, 2020.

Link: <https://belcarra.ca/assets/media/2020/10/Bylaw-517-2018-Fees-and-Charges-Bylaw-Consolidated.pdf>

## 6. Chickens Keeping

- Development of a Chicken Keeping Policy to provide guidance regarding the keeping of chickens.
- Amendment to the Zoning Bylaw to permit the keeping of backyard chickens.
- Amendment to the Fees & Charges Bylaw to cover costs associated with the registration of keeping chickens and violation of the chicken keeping regulations.

**Dates to Council:**

- Report and first & second readings – September 14, 2020
- Public Hearing – September 28, 2020
- Third reading & adoption – September 28, 2020
- Policy approved – October 26, 2020

**Results:** Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 571, 2020 was adopted on September 28, 2020.

Link: <https://belcarra.ca/assets/media/2020/10/Bylaw-510-2018-Zoning-Bylaw-Consolidated-.pdf>

Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 572, 2020 was adopted on October 26, 2020

Link: <https://belcarra.ca/assets/media/2020/10/Bylaw-517-2018-Fees-and-Charges-Bylaw-Consolidated.pdf>

Corporate Policy No. 215 “Chickens Keeping Policy” adopted on October 26, 2020

Link: <https://belcarra.ca/assets/media/2020/10/2020-10-26-Regular-Council-Agenda-PACKAGE.pdf>

## 7. Sprinklers in New Builds or Major Renovations

- Response to a motion by Council.
- Amendment of the Fees & Charges Bylaw to remove fees associated with the inspection of sprinklers in new builds or major renovations.
- Encourages owners to install the appropriate number of sprinklers in accordance with the BC Building Code.

- Inspections are still required to ensure the sprinkler system has been properly installed.
- Building Permit Application fee applies.

**Date to Council:** December 7, 2020

**Result:** Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 576, 2020 received first, second, and third readings. **To be adopted at the first Council meeting in 2021.**

## **8. Wharfs/Highway Encroachment Agreement**

- Pooni Group assisted RWPAS Ltd. and Port City Planning Ltd. (PCP) in preparing the Public Hearing advertisement related to the Wharf / Highway Encroachment Agreement.
- RWPAS prepared an OCP Amendment to simplify the OCP relating to Bedwell Bay Planning.
- PCP prepared updated Wharf and Highway encroachment administration documents and processes.
- Village needs to lift moratorium on the construction of new docks along Marine Ave & Sinclair.

**Dates to Council:**

- Report on VFPA Grant – June 8, 2020
- Report and first & second readings – July 20, 2020
- Public Hearing – September 14, 2020
- Third reading & adoption – September 14, 2020

**Result:** Council amended the OCP to align with the new Wharf approval regulations from VFPA.

## **9. Evangelical Laymen's Church (ELC) Tea House**

- In 2018, ELC initiated discussions with the Village regarding Rezoning. In response, Pooni Group prepared a Rezoning Checklist to help advance this work; however, it has not been pursued by ELC since that initial correspondence.
- ELC is currently working through Building Code and Building Inspection requirements related to securing the TUP for their Tea house. This work is ongoing and is being managed by Richard White.
- Council is considering issuing a TUP for the Tea House.

**Date to Council:** Still Pending 21/01

## **10. Housing Needs Assessment Grant Application**

- Village is required to produce a Housing Needs Report on a regular basis
- UBCM provides funding to undertake this work
- Working with Anmore & Lions Bay

**Date to Council:** September 28, 2020

**Result:** Council approved a grant application (which has now been awarded for \$15,000.00) to prepare a Housing Needs Assessment

## **11. Non-Council related items**

### **Farrer Cove Road/Farrer Cove Committee**

- Strategy discussions
- Mapping of potential land swap options - Belcarra & Port Moody
- Contact with Metro Parks Planning

### **Property on Coombe Lane**

- Provided general guidance regarding the interpretation of the Zoning Bylaw in relation to the construction of a new accessory building on site. Paul Wiskar is currently managing this process.

### **Residents on Bedwell Bay Road**

- In November 2020, correspondence was sent from the Village to the property owner regarding three separate rental suites on the property and their contravention with the Zoning Bylaw. Pooni Group assisted in drafting the correspondence.
- The owner was requested to cease rental of one of the rental suites by 2021. However, the Village received correspondence from the owner indicating that they have been unable to return home from their year-long world travels due to COVID. The Village agreed to delay pursuing the matter until the owners are able to return home. The Chief Administrative Officer is currently managing this process and all correspondence with owners (July).

## **12. General Planning**

- Monitor Council correspondence particularly related to Metro Vancouver and upcoming amendments to the Regional Growth Strategy.
- Discussions with CAO and Mayor on a variety of general planning topics.
- RWPAS assisted with preparations for full OCP review now on hold.
- RWPAS assisted with Sprinkler related topics including initial contact with Ministry Officials.



## COUNCIL REPORT

**File:** 6700-03

**Date:** March 9, 2020

**From:** Lorna Dysart, Chief Administrative Officer

**Subject:** Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy Update

### Recommendations

- a) That "Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 556, 2020", be read a first, second and third time;
- b) That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 557, 2020", be read a first, second and third time;
- c) That "Village of Belcarra Business License Bylaw No. 227, 1995, Amendment Bylaw No. 558, 2020", be read a first, second and third time.

### Purpose

The purpose of this report is to:

- Outline changes to the three bylaws listed above to support the implementation of the Village Short Term Rental Accommodation and Bed & Breakfast Accommodation Policy No. 210, as approved at a regular meeting of Council on January 27, 2020 (Attachment 1); and
- To introduce fees for advertising on the Village website.

### Background

Council adopted a Short Term Rental Accommodation (STRA) and Bed & Breakfast Accommodation (B&B) Policy No. 210 at a regular meeting of Council on January 27, 2020. Staff were directed to prepare amendments to Zoning Bylaw No. 510, 2018; Fees and Charges Bylaw No. 517, 2018; and Business License Bylaw No. 227, 1995 to allow implementation of the STRA and B&B Policy.

In addition to changes related to STRA and B&B, updates to the Fees and Charges Bylaw related to advertising rates in the Village are also included in the proposed updates in this report.

### Attachments

- 1) Short Term Rental Accommodation and Bed & Breakfast Accommodation Policy No. 210 (attached for information)
- 2) Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 556, 2020
- 3) Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 557, 2020
- 4) Village of Belcarra Business License Bylaw No. 227, 1995, Amendment Bylaw No. 558, 2020



**VILLAGE OF BELCARRA**  
**CORPORATE POLICY NO. 210**



**Title: Short Term Rental Accommodation and Bed & Breakfast Accommodation**

<b>ISSUED BY:</b> CAO	<b>APPROVED BY:</b> COUNCIL	<b>DATE:</b> JANUARY 27, 2020
<b>REVISED BY:</b>	<b>APPROVED BY:</b>	<b>DATE:</b>

---

**Purpose**

1. The Policy outlined below describes how the Village will review Business Licence applications for a Short Term Rental Accommodation (STRA) and Bed & Breakfast Accommodation (B&B) home based businesses, to provide clarity for staff, Elected Officials, and property owners.

**Policy**

**2. Application Process and Business Licensing**

- 2.1. A STRA and / or B&B Use is a Home Based Business Use. All STRA and / or B&B Uses shall require a Business Licence issued by the Village. Business licences are valid for a one year period from January 1 to December 31. Licences must be renewed annually to remain valid. Licences issued after July 31 of a calendar year will be prorated at one half of the fee for the full year.
- 2.2. The decision to grant a Business Licence for STRA and / or B&B is delegated to the Chief Administrative Officer.
- 2.3. Applicants for a Business Licence for STRA and / or B&B will be required to provide a Land Title Office Title Certificate and provide a declaration that they will maintain the property as their principal residence while operating a STRA and / or B&B use on the property.
- 2.4. Applicants should identify which dwelling unit will be rented as STRA and / or B&B if there is more than one dwelling unit on the property.
- 2.5. Owners must provide the Village with proof of insurance for the intended use, including commercial general liability for a limit of not less than two million (\$2,000,000) dollars per occurrence with respect to third party liability claims for bodily injury, property damage, personal injury, or death with a specific rider acknowledging the use of all or part of the property as a STRA and / or B&B, and showing the Village of Belcarra as an Additional Named Insured. Such insurance must stay in force and not be amended, cancelled or allowed to lapse during the term of the Business Licence.
- 2.6. Decisions regarding the granting of a Business Licence for a STRA and / or B&B will take into consideration the following:
  - 2.6.1. Complaint history regarding a STRA and / or B&B at the property;
  - 2.6.2. Previous bylaw infractions or violations of this policy at that address which is known to the Village;

- 2.6.3. Potential impact on neighbouring properties;
  - 2.6.4. Inspection by the Building Inspector
  - 2.6.5. Occupancy and safety considerations related to the property (e.g. is the dwelling unit or room proposed for STRA and / or B&B legally occupied);
  - 2.6.6. All other provisions of this policy; and
  - 2.6.7. All other provisions of related regulations, bylaws, and policies.
- 2.7. Fees shall be charged for a Business Licence pursuant to Schedule 3 of the Belcarra Fees and Charges Bylaw.

### **3. Location of Use**

- 3.1. A Short Term Rental Accommodation and / or Bed & Breakfast Accommodation Use may be permitted in either the Principal Dwelling Unit or in an Accessory Dwelling Unit (either an Accessory Secondary Suite or Accessory Coach House), or in part of a unit (i.e. one or more bedrooms within a Dwelling Unit). For a typical lot, with a Single Family Residential Use and an Accessory Secondary Suite Use or Accessory Coach House Use, the STRA and / or B&B Use may be permitted in *either* the principal and secondary units, or part of either unit, but not in both.
- 3.2. For a property with two principal Dwelling Units, one STRA and / or B&B Use may be permitted per set of principal and accessory units (i.e. each set of principal / secondary units may have one STRA or B&B Use).

### **4. Owner Occupancy**

- 4.1. The property used for Short Term Rental and / or Bed & Breakfast Accommodation must be the principal residence of the business operator.
- 4.2. The resident / owner is not required to be on the property while the property is being used for STRA.
- 4.3. A home may be rented as a Bed and Breakfast where up to three rooms in the house are rented to separate tenants on a short term basis. The owner must reside on site (in either the Principal or Accessory Dwelling) while the Bed and Breakfast is in operation if more than one separate booking is made at one time.
- 4.4. Four example scenarios are provided below:
- 1. Owner A lives on their property year round but plans to travel for a month. During this time Owner A rents out their home for Short Term Rental Accommodation Use.
  - 2. Owner B lives on their property year round but has unused bedrooms and plans to rent out a room in the Principal Dwelling unit from time-to-time. Owner B will share common space within their home with guests. Up to three rooms may be rented out under a single STRA booking (e.g. to a customer that requires two or three rooms for their family).
  - 3. Owner C has a coach house on their property and plans to list it year round for guests to stay on a short term basis. Owner C rents out their home for Short Term Rental Accommodation use.

4. Owner D has three spare bedrooms in their house and rents each spare bedroom out to separate tenants on a short term basis, as long as sufficient on-site parking is available. Owner D resides on the site while short term tenants are staying on their property. Owner D rents out bedrooms in their home for Bed & Breakfast use.

## **5. Length of Stay**

- 5.1. Short Term Rental and / or Bed & Breakfast Accommodations are permitted for a maximum stay of 30 days per stay.
- 5.2. The minimum length of stay is 2 days.

## **6. Parking and Bylaw Compliance**

- 6.1. A property used for STRA and / or B&B must comply with all other provisions of the Belcarra Zoning Bylaw.
- 6.2. Legal non conforming buildings may, at the discretion of the Village, be permitted to operate an STRA and / or B&B Use.
- 6.3. Parking shall be required as outlined in the Belcarra Zoning Bylaw.
- 6.4. All parking for STRA must be provided on the property (i.e. street parking may not be used to address parking requirements).
- 6.5. If adequate parking is not provided, the Village may decline to issue a Business Licence for a STRA and / or B&B.

## **7. Notification**

- 7.1. Operators of STRA and / or B&B in the Belcarra must identify a contact who can be reached at any times (including evenings and nights) in the event of emergency.
- 7.2. The name and telephone number of the emergency contact shall be provided to the Village at the time of an application for a Business Licence. The Village shall be notified if the name or telephone number for the emergency contact changes.
- 7.3. The name and contact information for the owner and the emergency contact shall be mailed or otherwise delivered, by the applicant and at the expense of the applicant, to all properties abutting the subject property in any direction.
- 7.4. The Business Licence must be posted in the Dwelling Unit used for the STRA and / or B&B pursuant to Section 7 of the Business Licence Bylaw.
- 7.5. The Village of Belcarra Business Licence number must be posted in any advertising or listing of the STRA and / or B&B.

## **8. Noise and Nuisance**

- 8.1. STRA and / or B&B operators shall be responsible for notifying their guests, in any listings, to respect the quiet, residential, and rural nature of the Village.
- 8.2. STRA and / or B&B operators shall be liable for any violation of the Belcarra Noise Bylaw No. 40, 1981.

**9. Enforcement**

- 9.1. This policy shall be enforced as provided under the Belcarra Zoning Bylaw, Noise Bylaw, Business Licensing Bylaw, or other regulations as applicable. For example, the Business Licence Bylaw, Section 14.5 states “anyone operating a Short Term Rental Accommodation (STRA) or Bed & Breakfast (B&B) without a valid Business License may be subject to a fine of up to \$1,000.00 at the discretion of the Village of Belcarra Chief Administrative Officer.”
- 9.2. Provisions of the Zoning Bylaw, Noise Bylaw, Business Licensing Bylaw, or other Village of Belcarra Bylaw shall take precedence over provisions of this policy.
- 9.3. Operators found to be not in compliance with this policy may have their Business Licences rescinded without refund, or may not have their Business Licence renewed, at the discretion of the Chief Administrative Officer.
- 9.4. The Village will take reasonable steps to investigate and evaluate contraventions of this Policy and other applicable Village regulations related to a Short Term Rental and / or Bed & Breakfast Accommodation on a complaint basis.





**VILLAGE OF BELCARRA**  
**Zoning Bylaw No. 510, 2018,**  
**Amendment Bylaw No. 556, 2020**



**An amendment bylaw to update and introduce definitions related to Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) in the Zoning Bylaw.**

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 556, 2020".
2. That the "Village of Belcarra Zoning Bylaw No. 510, 2018" be amended:
  - a) By replacing the following text from Section 104 – Definitions:
 

**“Home-Based Business Use** means an occupation or profession, including a Childcare (Family) Use, carried on by an occupant of the dwelling unit for consideration, which is clearly incidental and subordinate to the use of the parcel for residential purposes. Home Based Business Uses shall be subject to the provisions of Section 210”
  - b) With the following text:
 

**“Home-Based Business Use** means an occupation or profession, including a Childcare (Family) Use, a Short Term Rental Accommodation (STRA) Use, or a Bed & Breakfast (B&B) Use, carried on by an occupant of the dwelling unit for consideration, which is clearly incidental and subordinate to the use of the parcel for residential purposes. Home Based Business Uses shall be subject to the provisions of Section 210”
  - c) Adding the following text to Section 104 – Definitions:
 

**“Short Term Rental Accommodation (STRA) Use** is a Home-Based Business Use that includes the rental of a Dwelling Unit or part of a Dwelling Unit for the accommodation of paying guests for a period of less than one month.

**Bed and Breakfast (B&B) Use** is a Short Term Rental Accommodation Use wherein one or more rooms in a Dwelling Unit are rented for a period of less than one month and breakfast may be served.”
  - d) By replacing the following text from Section 200 - General Regulations:
 

**“210 – Home Based Business Use**

    - e) The use within the principal building shall occupy no more than 20% of the floor area of the principal building, up to a maximum of 50 square metres (538.2 square feet).

- f) The use within one or more accessory buildings shall occupy a total of not more than 50 square metres (538.2 square feet).
- g) In no case shall the aggregate floor area of all buildings used for the Home-Based Business Use exceed 50 square metres (538.2 square feet) on a parcel of land.”

e) With the following text:

**“210 – Home Based Business Use**

- e) The use within the principal building shall occupy no more than 20% of the floor area of the principal building, up to a maximum of 50 square metres (538.2 square feet), except in the case of a Short Term Rental Accommodation Use and / or a Bed & Breakfast Use.
  - f) The use within one or more accessory buildings shall occupy a total of not more than 50 square metres (538.2 square feet), except in the case of a Short Term Rental Accommodation Use and / or a Bed & Breakfast Use.
  - g) In no case shall the aggregate floor area of all buildings used for the Home-Based Business Use exceed 50 square metres (538.2 square feet) on a parcel of land, except in the case of a Short Term Rental Accommodation Use and / or a Bed & Breakfast Use.”
- f) Add the following to Section 210 Home Based Business Use (General Regulations):

**“210 – Home Based Business Use**

- l) Short Term Rental Accommodation Uses, including Bed & Breakfast Uses, shall comply with all provisions of the Village of Belcarra Short Term Rental Accommodation and Bed & Breakfast Policy, as may be amended from time to time.”

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

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Neil Belenkie  
Mayor

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Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
Village of Belcarra Zoning Bylaw No. 510, 2018  
Amendment Bylaw No. 556, 2020

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Chief Administrative Officer



**VILLAGE OF BELCARRA**  
**Fees and Charges Bylaw No. 517, 2018,**  
**Amendment Bylaw No. 557, 2020**



**An amendment bylaw to introduce fees related to Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) and advertising on the Village of Belcarra webpage.**

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 557, 2020".
2. That the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" be amended:
  - a) By adding the following to the table under **Schedule 3 – Business Licence Fees**, business licence categories for **Home Occupation**:

<i><b>Description</b></i>	<i><b>Fee</b></i>
Short Term Rental Accommodation (STRA) and Bed and Breakfast (B&B)	\$100.00 per year Business Licence Fees for STRA and B&B may be increased annually at the discretion of the Village of Belcarra CAO.
First year STRA / B&B Inspection Fee	\$250.00 Second year and subsequent inspection fees at the discretion of the Village of Belcarra CAO.
STRA / B&B Security Deposit (refundable)	\$1,000.00

- b) By adding the following to the table under **Schedule 1 – General Administration**:

<i><b>Description</b></i>	<i><b>Fee</b></i>
Belcarra Website Homepage Advertisement - Big Box Banner (300px x 250px)	\$2,500.00 per year
Belcarra Website - Logo & Service Advertising on Community Bulletin Board	\$500.00 per year

Village of Belcarra Fees & Charges Bylaw No. 517, 2018, Amendment Bylaw No. 557, 2020

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

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Neil Belenkie  
Mayor

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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. 557, 2020

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Chief Administrative Officer



**VILLAGE OF BELCARRA**  
**Business Licence Bylaw No. 227, 1995,**  
**Amendment Bylaw No. 558, 2020**



**An amendment bylaw to establish fines for offences related to Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B).**

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Business Licence Bylaw No. 227, 1995 Amendment Bylaw No. 558, 2020".
2. That the "Village of Belcarra Business Licence Bylaw No. 227, 1995" be amended:
  - a) By adding the following text under **Section 14. Offences**:  
 "14.5 Notwithstanding Section 14.2, anyone operating a Short Term Rental Accommodation (STRA) or Bed & Breakfast (B&B) without a valid Business License may be subject to a fine of up to \$1,000.00 per day, per offence, at the discretion of the Village of Belcarra Chief Administrative Officer."
  - b) By replacing the following text under **Section 15. Business License Fees**:  
 "The annual business license fee payable from every person carrying on a business, shall pay the applicable fee as prescribed in Schedule "A" to this bylaw."
  - c) With the following text:  
 "The issuance of a business license shall require the payment of all fees and deposits as prescribed in the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, as may be amended from time to time."

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

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Neil Belenkie  
 Mayor

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Lorna Dysart  
 Chief Administrative Officer

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## COUNCIL MEMBER REPORT

**Date:** February 22, 2021  
**From:** Councillor Wilder  
**Subject:** Notice of Motion - New Docks in Bedwell Bay

### **Notice of Motion** (to the October 26, 2020 Council meeting)

That all new docks in Bedwell Bay be required to be group wharves with a minimum of 4 and maximum of 6 primary resident families; and

That existing single / shared docks have the option to convert to a group wharf, with a minimum of 4 and maximum of 6 primary resident families

### **Rationale**

Over the last several years, it has become clear that many more people in Belcarra wish to have a dock share than there are currently spaces available. Issues which constrain participation in a dock society relate to the sensitive habitat of Bedwell Bay, guidelines set forth by the Vancouver Port Authority, the geography of the foreshore and our current zoning of Bedwell Bay.

Some of the current zoning in Bedwell Bay is neither fair nor logical for establishing a proper process to accommodate as many residents as possible. Docks along the foreshore of Bedwell Bay are on public land where the Village of Belcarra is to be the prime licensee with the Port. Thus, given that the foreshore property really belongs to all of Belcarra, the VOB has a duty to facilitate participation in a dock society by as many residents as possible. The proposed changes provide forward-looking guidance and a more logical and fair process. For the single/shared wharf zone, this does not change the current owner's experience and does not affect incumbent owners.

Having a dock is a privilege and, as the prime Licensee for docks in Bedwell Bay, the Village of Belcarra should be extending that privilege to as many residents of Belcarra as possible in Belcarra.