



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
Via Zoom
March 8, 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/92468062787> Meeting ID: 924 6806 2787

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, March 8, 2021

Recommendation:

That the agenda for the Regular Council Meeting, March 8, 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.

3.2 Regular Council Meeting, February 22, 2021

Recommendation:

That the minutes from the Regular Council Meeting held February 22, 2021 be adopted.

4. DELEGATIONS AND PRESENTATIONS

4.1 Superintendent Keith Bramhill, Inspector Andrew Martin, Staff Sergeant Ted Lewko, Corporal Neil Roemer, Introduction of the RCMP Coquitlam Detachment Senior Management Team

4.2 Brandon Ma, Partner, Audit, & Amar Sanghera, Manager, KPMG LLP, verbal report regarding 2020 Audit Planning Report dated March 8, 2021

4.3 Brian Hirsch, Belcarra Resident, regarding Corporate Policy No. 210 regarding Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B)

5. REPORTS

5.1 Ken Bjorgaard, Financial Consultant, report dated March 8, 2021 regarding the Draft 2021 – 2025 Financial Plan

Recommendation:

That the Draft 2021 – 2025 Financial Plan report dated March 8, 2021, be received for information

5.2 Ken Bjorgaard, Financial Consultant, report dated March 8, 2021 regarding COVID-19 Safe Restart Grant

Recommendation:

That the COVID-19 Safe Restart Grant report dated March 8, 2021 from the Financial Consultant, be received for information.

5.3 Lorna Dysart, Chief Administrative Officer & Ken Bjorgaard, Financial Consultant, regarding the Village of Belcarra Council Indemnity Increase Bylaw No. 579, 2021

Recommendation:

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

5.4 Lorna Dysart, Chief Administrative Officer, verbal report regarding Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy update

Recommendation:

- a) That “Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 580, 2021”, be read a first and second time and be referred to Public Hearing;
- b) That “Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 581, 2021”, be read a first and second time;
- c) That “Village of Belcarra Business License Bylaw No. 227, 1995, Amendment Bylaw No. 582, 2021”, be read a first and second time.

5.5 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated March 8, 2021 regarding Provincial FireSmart Economic Recovery Fund Grant Application

Recommendation:

That Council approve an application for a 2021 FireSmart Economic Recovery Fund Grant in the amount of \$500,000 that will be managed by the primary applicant, the City of Coquitlam.

6. REPORTS FROM MAYOR AND PROJECT LEADS**7. BYLAWS****8. CORRESPONDENCE/PROCLAMATIONS****Recommendation:**

That correspondence items 8.1 to 8.18 be received.

ACTION ITEMS

- 8.1** Honourable Nelly Shin, Member of Parliament, Port Moody-Coquitlam, Anmore & Belcarra, letter dated February 22, 2021 regarding Establishing a National 3 Digit Suicide Prevention Hotline to Canada

Recommendation:

That the Village of Belcarra endorse the 9-8-8 crisis line initiative; and
That staff be directed to send a letter indicating support to the local MP, MPP, Federal Minister of Health, the CRTC and UBCM municipalities to indicate the support of Belcarra.

- 8.2** Carmen Jaklin, Belcarra Resident, email dated March 2, 2021 regarding Possibility of Grant Money for Anmore Elementary

Recommendation:

That the Anmore Elementary grant request be forwarded to budget discussions for consideration.

INFORMATION ITEMS

- 8.3** Kerri Palmer Isaak, School Trustee, School District 43 (Coquitlam), newsletter dated February 2021 regarding Community Update – Happy Spring 2021 Village Families
- 8.4** Katherine Vanlerberg, Co-Chair, Gleneagle Secondary After-Grad Committee, email dated February 15, 2021 regarding Celebrating Grads of 2021 in SD43
- 8.5** Jay Chalke, Ombudsperson, Province of BC, letter dated February 4, 2021 regarding Quarterly Reports: October 1 – December 31, 2020
- 8.6** Jonathan Cote, Mayor, City of New Westminster, letter dated February 23, 2021 regarding Equity and Diversity on the E-Comm Board
- 8.7** Sasamat Volunteer Fire Department (SVFD) Board of Trustees, Meeting Minutes of February 18, 2021
- 8.8** Brian Hirsch, Belcarra Resident, email dated February 18, 2021 regarding Clarification & Comments on Corporate Policy 210 regarding STRA & B&B
- 8.9** Dave Warren, Belcarra Resident, email dated February 22, 2021 regarding Council Consideration – Concept of Establishing Group Wharfs in Bedwell Bay
- 8.10** Barb & Randy Hubbs, Belcarra Residents, email dated February 22, 2021 regarding Group Docks

- 8.11 Jillian Hull, Belcarra Resident, letter dated February 23, 2021 regarding Notice of Motion – New Docks in Bedwell Bay
- 8.12 Nancy Johnston, Belcarra Resident, email dated February 24, 2021 regarding Group Wharves
- 8.13 Janet Robertson, Belcarra Resident, email dated March 1, 2021 regarding Active Transportation Path on Bedwell Bay Road
- 8.14 Jol & Jodi Drake, Belcarra Residents, email dated March 2, 2021 regarding Letter for Belcarra Council Supporting Pedestrian Walkway
- 8.15 John Stubbs, Belcarra Resident, email dated March 2, 2021 regarding Support to Mayor & Council for Pathway Along Belcarra Bay Road
- 8.16 Ian MacDonald, Belcarra Resident, email dated March 2, 2021 regarding Safe Walking Paths
- 8.17 Des Wilson, Belcarra Resident, letter received March 2, 2021 regarding Short Term Rental Accommodation (STRA)
- 8.18 Naing Family, Belcarra Residents, email dated March 3, 2021 regarding Support for Walking Areas

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the March 8, 2021 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:

- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.”

12. ADJOURNMENT

Recommendation:

That the March 8, 2021 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MINUTES
VILLAGE HALL
February 16, 2021**



Minutes of the Special Council Meeting for the Village of Belcarra held February 16, 2021 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

This meeting was held via Zoom Teleconference and was recorded.

Council in Attendance

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

Staff in Attendance

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

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:04 pm.

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, February 16, 2021

Moved by: Councillor Drake
Seconded by: Councillor Wilder

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

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, December 7, 2020

Moved by: Councillor Clark
Seconded by: Councillor Snell

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

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items.

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

L. Dysart outlined the reason for the Special Council meeting. Due to the By-Election, several reports remain outstanding. Council will to decide which reports will be included on the February 22, 2021 Council Agenda.

Consensus of Council was that the following reports be placed on the Regular Council Agenda for the meeting scheduled for February 22, 2021:

- A.** Chris Boit, ISL Engineering, will provide a verbal report
Discussion ensued with regard to the priority of the Water System, the Water Committee and the status of information to be provided by District of North Vancouver (DNV).
- B.** Changes in Internal Cost Allocations
Discussion ensued with regard to this report.
- C.** Council Indemnity Bylaw No. 579, 2021
L. Dysart outlined the policy with regard to the Council Indemnity Bylaw.
- D.** 2021 Belcarra By-Election Report will be included on the Agenda.
- E.** Pooni Group Memo, Belcarra Year in Review 2020 – 2021
Discussion ensued with regard to the benefit of an Annual Summary.
- F.** Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy Update
It was noted that this item was deferred at the Regular Council meeting held on March 9, 2020. A Council motion is required to lift the motion from the table procedurally before it may be brought back to Council.
- G.** Notice of Motion – New Docks in Bedwell Bay
Discussion ensued with regard to the Notice of Motion.

L. Dysart advised that the items for consideration for the February 22, 2021 Council Agenda were complete. It was noted that additional reports will be discussed at an upcoming Public Special Council Strategic Planning Session.

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

Mayor Ross acknowledged that he is pleased to work with Council as a group, plus the Chief Administrative Officer and staff. He welcomed John Snell as the new Council member.

Mayor Ross noted that Public Works staff, Doug Bakker and Brad Smith, provided good snow removal service during the recent snowfall event.

7. BYLAWS

No items.

8. CORRESPONDENCE / PROCLAMATIONS

No items.

9. NEW BUSINESS

No items.

10. PUBLIC QUESTION PERIOD

Jim Chisholm, Belcarra Resident, queried with regard to the question asked by Council to the District of North Vancouver (DNV), with regard to various water flow scenarios.

11. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the February 16, 2021 Special Council Meeting be adjourned at 8:10 pm.

CARRIED

Certified Correct:

Jamie Ross
Mayor

Lorna Dysart
Chief Administrative Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
February 22, 2021**



This meeting was held via Zoom Teleconference and was recorded.

Council in Attendance

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

Chris Boit, Engineering Consultant, ISL Engineering
Ken Bjorgaard, Financial Consultant, K&E Business Services
Richard White, RWPAS Ltd., Planning Consultant

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:10 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, February 22, 2021

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, February 22, 2021 be revised by removing:

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

And that the Agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES**3.1 Oath of Office Ceremony & Inaugural Meeting, February 8, 2021**

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the minutes from the Oath of Office Ceremony & the Inaugural Council Meeting held February 8, 2021 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items.

5. REPORTS**5.1 Chris Boit, Engineering Consultant, ISL Engineering, provided a verbal update.**

C. Boit outlined the status of continued discussion with the District of North Vancouver (DNV) as it relates to the requested analysis of water flows per second. DNV advised that they are behind in the work they are doing particularly due to the COVID-19 Pandemic. It is anticipated that this information will be received as soon as possible.

It was noted that the Council motion from the Regular Council meeting held September 14, 2020 requesting water levels, is the basis for the information being requested from DNV.

C. Boit advised that the Standard Operating Procedure Manuals for the water system, including the reservoir and the pump house, are currently being drafted with input from the Water Operators. An operation of the water system checklist for the Water Operators will be included. Considerable discussion ensued.

Moved by: Councillor Clark

Seconded by: Councillor Drake

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

CARRIED

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

K. Bjorgaard outlined the report regarding Internal Cost Allocations. Council discussed various aspects of the proposed policy and the report.

Moved by: Councillor Clark

Seconded by: Councillor Drake

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

CARRIED

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

K. Bjorgaard outlined the report regarding Council Indemnity Increase. Council asked pertinent questions. Discussion ensued.

Moved by: Councillor Clark
Seconded by: Councillor Drake

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

CARRIED

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

L. Dysart provided an overview of the 2021 Belcarra By-Election report. It was noted that, in spite of the COVID-19 Pandemic, the By-Election was safely and successfully completed. Discussion ensued.

Moved by: Councillor Drake
Seconded by: Councillor Wilder

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

CARRIED

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

Richard White provided an overview on the Pooni Group Memorandum – Year in Review 2020 – 2021. He outlined the significant planning related work that was undertaken or initiated in 2020.

Discussion ensued with regard to the considerable amount of projects undertaken and the overall cost of the work by the Municipal Planners that was required to complete the projects.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

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

CARRIED

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

Moved by: Councillor Drake
Seconded by: Councillor Snell

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.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES**6.1 Councillor Wilder**, report dated February 22, 2021 regarding Notice of Motion - New Docks in Bedwell Bay

This item was withdrawn from the agenda.

6.2 Mayor Ross, verbal report regarding Share's Virtual Imagine Gala 2021

Mayor Ross advised that he will attend Share's Virtual Imagine Gala 2021 on behalf of the Village and that the tickets are complimentary for Mayors. He noted that the Mayors are working together to assist with the valuable work that Share provides in the community.

Recognition

Mayor Ross recognized John Reynolds and Jim Chisholm for their contributions as moderators for All Candidates during Belcarra Municipal Elections.

Fraser Health

Mayor Ross provided an overview of a recent Fraser Health meeting that he attended. He advised that information will be forthcoming from Fraser Health with regard to upcoming vaccination clinics for residents 80 years of age and older.

7. BYLAWS**7.1 Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 576, 2020 (Fire Sprinkler Heads)**

Moved by: Councillor Drake

Seconded by: Councillor Clark

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

CARRIED

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That correspondence items 8.1 to 8.29 be received.

CARRIED

ACTION ITEMS**8.1 Doug Allin, Head Coach Men's, Mark Dunlop, Head Coach Women's & Rick Benson, Executive Director, Softball BC**, letter received January 8, 2021 regarding Request for COVID Relief Funding for Male & Female Softball Athletes at the 2022 Canada Summer Games

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the Request for Financial Support for Male & Female Softball Athletes at the 2022 Canada Summer Games be forwarded to budget discussions for consideration.

CARRIED

- 8.2** Gurinder Mann, Executive Director, Communities Embracing Restorative Action (CERA) Society, letter dated December 27, 2020 regarding a Request for a Community Grant for the Community Youth Justice Program

Moved by: Councillor Wilder
Seconded by: Councillor Snell

That the request for a Community Grant in the amount of \$353.00 to be provided to the Communities Embracing Restorative Action (CERA) Society for support of the Community Youth Justice Program 2021 Fiscal Year be forwarded to 2021 Budget discussions for consideration.

CARRIED

- 8.3** Janice Boyle, Executive Director, Crossroads Hospice Society, letter received December 28, 2020 regarding a Request for a Contribution

Moved by: Councillor Wilder
Seconded by: Councillor Drake

That the Crossroads Hospice Society Request for a Contribution be forwarded to budget discussions for consideration.

CARRIED

- 8.4** Colleen MacDonald, Belcarra Resident, email dated February 11, 2021 regarding Belcarra Community Path (full report available at the Village office)

Considerable discussion ensued.

Moved by: Councillor Clark
Seconded by: Councillor Snell

That the email from Colleen MacDonald, Belcarra Resident, dated February 11, 2021 regarding Belcarra Community Path be brought forward to 2021 Strategic Planning

CARRIED

- 8.5** Tara McKinley & Pauline Nielsen, Grad 2021 Co-Chairs, Heritage Woods Secondary School, letter received February 15, 2021 regarding 2021 Commencement Celebration

Moved by: Councillor Clark
Seconded by: Councillor Drake

That the request for a donation to the Heritage Woods Secondary School Grad Celebration be forwarded to 2021 Budget discussions for consideration.

CARRIED

INFORMATION ITEMS

- 8.6** Sav Dhaliwal, Chair, Metro Vancouver Board, letter dated December 3, 2020 regarding Amending Metro Vancouver 2040: Shaping our Future to Re-designate Regional Parks Lands to Conservation and Recreation (full report available at the Village office)

- 8.7** Constable Deanna Law, Media Relations Officer, Coquitlam RCMP, letter received December 10, 2020 regarding Coquitlam RCMP Welcomes a New Officer in Charge

- 8.8 Kerri Palmer Isaak, Chair, Board of Education, letter dated December 11, 2020 regarding Directions 2025 Strategic Goals and Objectives (full report available at the Village office)
- 8.9 Jason Krott, Manager, Marine Operations & Fleet, Vancouver Fraser Port Authority, letter dated December 11, 2020 regarding Buoys for Speed Control in Indian Arm
- 8.10 Tony Geheran, Executive Vice-President & Chief Customer Officer & Rob Aiello, General Manager, Telus, letter dated December 15, 2020 regarding letter of Appreciation & Seasons Greetings
- 8.11 Sav Dhaliwal, Chair, Metro Vancouver Board, letter dated December 15, 2020 regarding the Appointment of Councillor Clark to 2021 Metro Vancouver Committees
Councillor Clark noted that the COVID-19 Response & Recovery Task Force work has been transferred to the Mayors' Committee.
- 8.12 Sav Dhaliwal, Chair, Metro Vancouver Board, letter dated December 16, 2020 regarding Policy Review Summaries – Update to Metro 2040, the Regional Growth Strategy (full report available at the Village office)
- 8.13 Kathy Moore, Mayor, City of Rossland, letter dated December 16, 2020 regarding letter to Honourable Premier John Horgan, Honourable Minister Selina Robinson, Honourable Minister Adrian Dix and Honourable MLA Katherine Conroy, regarding Letter of Support for the Corporation of the City of Vernon for Universal No-Cost Access to All Prescription Contraception Available in BC Under the Medical Services Plan
- 8.14 Margo Wagner, Chair, Cariboo Regional District, Gabe Fourchalk, Mayor, District of Wells, Bob Simpson, Mayor, City of Quesnel, Walt Cobb, Mayor, City of Williams Lake, Mitch Campsall, Mayor, District of 100 Mile House, letter dated December 18, 2020 to BC Utilities Commission regarding BC Hydro Streetlighting Rate Increase / Termination of Private Light Systems
- 8.15 Ken Christian, Mayor, City of Kamloops, letter dated December 18, 2020 regarding Overdose Crisis and Call for Overdose Action Plan
- 8.16 Chris O'Riley, President & CEO, BC Hydro, letter received December 23, 2020 regarding Community Relations Annual Report (full report available at the Village office)
- 8.17 Sean Galloway, Director, Regional Planning & Electoral Area Services, Metro Vancouver, letter dated December 23, 2020 regarding Policy Review Summaries – Update to Metro 2040, the Regional Growth Strategy
- 8.18 John Dooley, Mayor, City of Nelson, letter dated January 8, 2021 to Honourable Adrian Dix, Minister of Health, Government of British Columbia regarding Vaccination Priority for Essential Critical Infrastructure Municipal Employees
- 8.19 Linda Buchanan, Mayor, City of North Vancouver, letter dated January 11, 2021 to Honourable George Heyman, Minister of Environment & Climate Change Strategy & Minister Responsible for TransLink regarding Implementing a Province-wide Ban on Anticoagulant Rodenticides
- 8.20 Geoff Bowlby, Director General, Census Management Office, Statistics Canada, Government of Canada, letter dated January 13, 2021 regarding 2021 Census of Population

- 8.21 Jerry Dobrovolsky, Commissioner / Chief Administrative Officer, Metro Vancouver, letter dated January 21, 2021 regarding Regional Greenways 2050 (full report available at the Village office).
- 8.22 Mayor Jack Crompton, Lower Mainland Local Government Association, Past President, letter dated January 26, 2021 regarding 2021 Call for Nominations for Lower Mainland LGA Executive & 2021 Virtual AGM & Convention Resolutions Notice, Request for Submissions
- 8.23 Nathan Davidowicz, email dated February 4, 2021 regarding George Massey Crossing Task Force and email dated February 6, 2021 regarding Transit System Redesign (BC Transit and TransLink) Watch the Two Videos (On-Demand Transit)
- 8.24 Jonathan Cote, Mayor, City of New Westminster, letters dated February 5, 2021 to Sav Dhaliwal, Chair, Board of Directors, Metro Vancouver and Jack Froese, Chair, Zero Waste Committee, Metro Vancouver regarding Single-Use Item Reduction Advocacy for Consistent Regional Regulation (full report available at the Village office)
- 8.25 Roger Hanna, email dated February 5, 2021 regarding 2020 Fouling of Waters Off of Barnet Marine Park and Rocky Point – Minister Response and Follow-up (full report available at the Village office)
- 8.26 Diane Langman, Chair, Regional District of Kootenay Boundary, letter dated February 4, 2021 to Honourable John Horgan, Premier, Honourable Selina Robinson, Minister of Finance, Honourable Adrian Dix, Minister of Health, and Honourable Katrine Conroy, MLA Kootenay West, regarding Letter of Support for the Corporation of the City of Vernon
- 8.27 Robert Simons, President, Port Moody Foundation, email dated February 10, 2021 regarding Call for Applications: Healthy Communities Initiative – Apply Starting February 9, 2021
- 8.28 Sav Dhaliwal, Chair, Metro Vancouver Board, letter dated February 12, 2021 regarding Additional Policy Review Summaries – Update to *Metro 2040*, the Regional Growth Strategy (full report available at the Village office)
- 8.29 Cathy Peters, BC Anti-Human Trafficking Educator, Speaker & Advocate, letter dated February 16, 2021 regarding Raising Awareness regarding Human Sex Trafficking, Sexual Exploitation & Child Sex Trafficking in British Columbia (full report available at the Village office)

9. NEW BUSINESS

No items.

10. PUBLIC QUESTION PERIOD

Rob Begg, Belcarra Resident, queried with regard to Item 6.1 which was withdrawn from the Agenda.

John Shoolestani, Belcarra Resident, queried with regard to recreational docks.

Sherry Chisholm, Belcarra Resident, queried with regard to the recording for the Council meeting held February 16, 2021.

11. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the February 22, 2021 Regular Meeting be adjourned at 9:38 pm.

CARRIED

Certified Correct:

Jamie Ross
Mayor

Lorna Dysart
Chief Administrative Officer



Village of Belcarra

Audit Planning Report for the year ended
December 31, 2020

KPMG LLP

Prepared on March 2, 2021 for presentation on
March 8, 2021

kpmg.ca/audit

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The contacts at KPMG in connection with this report are:

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This Audit Planning Report should not be used for any other purpose or by anyone other than those management and Council. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Planning Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Executive summary

Areas of focus for financial reporting

Our audit of the Village of Belcarra (the “Village”) is risk-focused. In planning our audit we have taken into account key areas of focus for financial reporting. These include:

- Audit and financial reporting impacts of COVID-19;
- Tangible capital assets
- Payroll and other operating costs
- Legal claims

See pages 3 to 6.

Effective communication

We are committed to transparent and thorough reporting of issues to Council. This is achieved through formal and informal meetings and communications throughout the year. If you have any comments you would like to bring to our attention, please contact Brandon Ma.

See Appendix 1.

Audit materiality

Materiality has been determined based on total budgeted expenses. We have determined materiality to be \$55,000 (2019 - \$50,000).

See page 7.

Quality control and independence

We are independent and have a robust and consistent system of quality control. We provide complete transparency on all services and follow the Village’s approved protocols.

See page 8.

New accounting and auditing standards

There are no new accounting standards effective for the Village’s 2020 fiscal year.

A new auditing standard, CAS 540 *Auditing Accounting Estimates and Related Disclosures*, is effective for the Village’s 2020 fiscal year.

See page 10 for further details.

Current developments

Please refer to Appendix 2 for the current developments updates, including COVID-19 resources.

Audit and financial reporting impacts of COVID-19

As the COVID-19 pandemic continues to evolve, the Village will continue to assess the impact on its operations and finances and consider the implications on financial reporting. We have analyzed the impact of the COVID-19 pandemic situation on the audit of the financial statements for the year ended December 31, 2020 and discussed the audit and financial reporting implications with management.

We provide the following information for the review of Council and describe the additional procedures that we will be performing. As the COVID-19 pandemic is a dynamic situation, we will continue to update our Audit Plan as the situation warrants. We will communicate any additional changes to our Audit Plan to Council in our Audit Findings Report.

Audit implications

Considerations	Audit implications
Conducting the audit work	<ul style="list-style-type: none">- KPMG is fully paperless and poised to undertake a remote audit in an efficient manner. We have established a secure ShareFile platform to facilitate the sharing of information with management. We have discussed the details of the audit with management, and we are ready to undertake the audit as planned and on schedule.- The ability for the audit to commence is highly fluid and dependent on management's ability to physically or digitally access underlying documents in a safe and healthy manner.
General considerations	<ul style="list-style-type: none">- Many organizations have been required, out of necessity, to amend process activities and controls, and as such, segregation of duties and approval of transactions may also have been impacted.- We will obtain an understanding of what changes to process activities and controls have been implemented, if any, to determine if the planned audit procedures are appropriate. We have conducted preliminary discussions with management and will confirm our understanding of any significant changes by performing walkthroughs of transactions.- We will consider the impact of COVID-19 on the Village in performing our risk assessment, substantive testing, analytical procedures, and completion activities.
Subsequent event	<ul style="list-style-type: none">- Currently, we expect that COVID-19 may continue to impact the Village's operations and finances subsequent to year-end.- An assessment should be made by management of any potential COVID-19 financial implications. Significant actions undertaken by the Village should be disclosed in a note to the financial statements, including a statement as to whether or not these factors present uncertainty over future cash flows, cause significant changes to assets and liabilities, and/or significantly impact future operations. Measurement of the estimated financial effect should be disclosed, or it should be stated if the effect is not determinable.- We will work with management to customize the wording of the subsequent event note for the Village's specific situation.

Audit and financial reporting impacts of COVID-19 (continued)

Financial reporting considerations

Considerations	Financial reporting considerations
Investments	<ul style="list-style-type: none"> - Management should continue to monitor the performance of the investment portfolio to identify indicators that the values may be potentially permanently impaired. Management should continue to review information received about its investments to ensure it is reliable with respect to the investment values. - We will inquire with management about the performance of the investments and evaluate whether any indicators of permanent impairment have been identified. We will review investment statements and other information received from the investment manager to determine the impact on the portfolio values.
Accounts receivable	<ul style="list-style-type: none"> - Management will continue to monitor the collection of receivable balances. This includes ensuring provisions for uncollectible amounts are appropriate based on the ageing and expected collectability of balances given the current environment. - We will perform an enhanced review of management's analysis, including the ageing of receivables and assess whether the provision is reasonable.
Revenue and expenses	<ul style="list-style-type: none"> - Management will continue to analyze the changes in revenue and expenses relative to the prior year and identify the impacts of COVID-19. - We will review management's analysis to understand the impacts of COVID-19 and assess whether the variances from the prior year balances are reasonable to ensure revenue and expenses reported in the financial statements is complete and accurate.
COVID-19 Safe Restart Grant	<ul style="list-style-type: none"> - In November 2020, the Village received \$380,000 of COVID-19 Safe Restart grant funding from the Province of British Columbia. This funding supports the Village as it deals with increased operating costs and lower revenue due to COVID-19. The Ministry of Municipal Affairs and Housing (the "Ministry") has provided information about eligible costs that can be funded by the grant, stipulations around spending of the grant and reporting requirements. - We are in the process of working with management to review the accounting treatment for the grant. We will review the items being funded by the grant and ensure that the appropriate accounting treatment has been applied to the grant. - The Ministry has requested that all local governments receiving the grant include a schedule in the financial statements indicating the total grant received and eligible costs funded by the grant. We will review the schedule to ensure that it is in accordance with the Ministry's reporting requirements. The schedule may be unaudited according to the Ministry.

Areas of audit focus for financial reporting

Areas of focus	Why are we focusing here?	Our audit approach
Tangible capital assets	Tangible capital assets represent a significant portion of assets for the Village.	<ul style="list-style-type: none"> - Detailed testing of asset additions, including inspection of supporting documentation to determine if additions are capital in nature and to test accuracy of amounts recorded. - Detailed testing of dispositions including inspection of supporting documentation and assessing if the gain or loss on disposition has been recorded appropriately. - Review the reasonableness of amortization expense recognized. - Review agreements for contractual commitments and related disclosure requirements.
Payroll and operating costs	The Village incurs payroll and operating costs which are significant expenses of the Village's operations.	<ul style="list-style-type: none"> - Update our understanding of the processes and controls over the payroll and procurement activities. - Perform analytical procedures to understand the change in payroll and operating costs relative to the prior year, and corroborate all significant variances noted by reviewing supporting documentation.
Legal claim	The Village may be subject to legal claims creating an obligation for financial statement purposes	<ul style="list-style-type: none"> - Discuss legal claims with management as well as review legal invoices and Council meeting minutes. - Review management's assessment of any legal claims. - Obtain written confirmation from the Village's external legal counsel.

Audit risks

Professional requirements

Risk of material misstatement due to fraud resulting from management override of controls

Why is it significant?

This is a presumed risk of material misstatement due to fraud.

Our audit approach

As the risk is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- Testing of journal entries and other adjustments,
- Performing a retrospective review of estimates, and
- Evaluating the business rationale of significant unusual transactions.

Inquiries required by professional standards

Professional standards require that we obtain the views of Council on the risk of fraud. We make similar inquiries to other Village finance management as part of our planning process:

- Are you aware of, or have you identified any instances of actual, suspected, possible, or alleged non-compliance of laws and regulations or fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets? If so, have the instances been appropriately addressed and how have they been addressed?
- What are your views about fraud risks in the entity?
- How do you exercise effective oversight of management's processes for identifying and responding to the risk of fraud in the entity and internal controls that management has established to mitigate these fraud risks?
- Has the Village entered into any significant unusual transactions?

Materiality

Materiality is used to identify risks of material misstatements, develop an appropriate audit response to such risks, and evaluate the level at which we think misstatements will reasonably influence users of the financial statements. It considers both quantitative and qualitative factors. To respond to aggregation risk, we design our procedures to detect misstatements at a lower level of materiality. Professional standards require us to re-assess materiality at the completion of our audit based on period-end results or new information in order to confirm whether the amount determined for planning purposes remains appropriate.

Materiality determination	Comments	Amount
Materiality	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements. The corresponding amount for the prior year's audit was \$50,000.	\$55,000
Benchmark	Based on total budgeted expenses for the year ended December 31, 2020. This benchmark is consistent with the prior year.	\$2,031,725
% of Benchmark	The prescribed range is between 0.5% and 3% of the benchmark. The corresponding percentage for the prior year's audit was 2.7%.	2.7%
Audit misstatement posting threshold	Threshold used to accumulate misstatements identified during the audit. The corresponding amount for the prior year's audit was \$2,500.	\$2,750

We will report to Council:



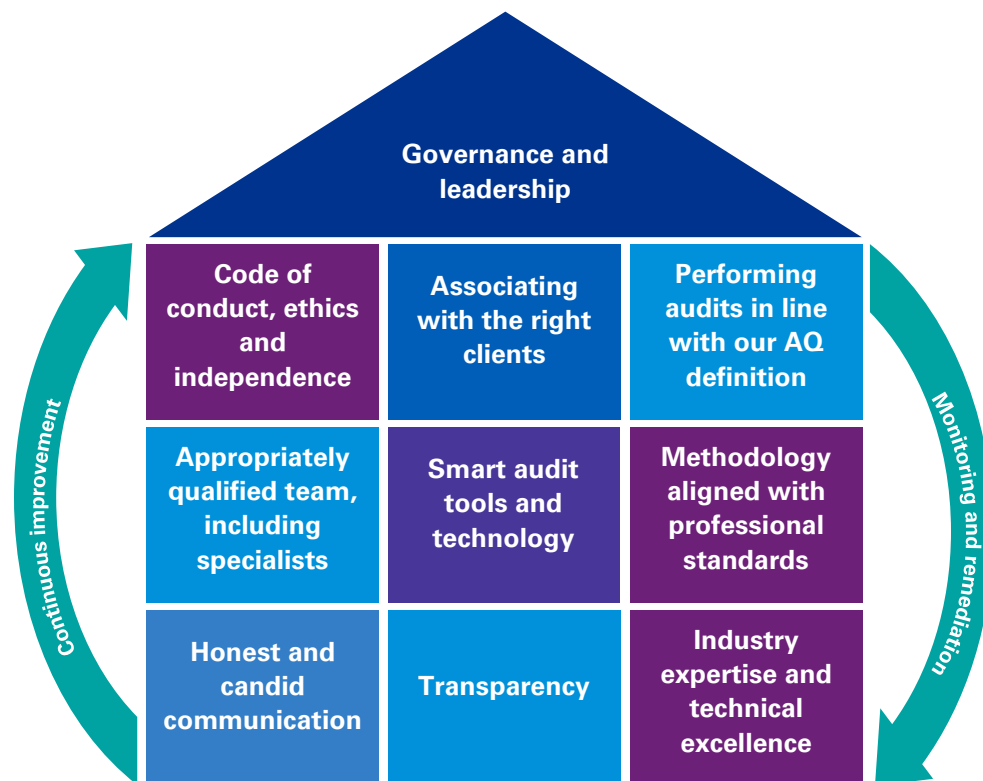
Corrected audit misstatements



Uncorrected audit misstatements

Audit quality and transparency

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards. Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarizes the key elements of our quality control system.



Audit Quality Framework

What do we mean by audit quality?

Audit Quality (AQ) is at the core of everything we do at KPMG.

We believe that it is not just about reaching the right opinion, but how we reach that opinion.

We define 'audit quality' as being the outcome when audits are:

- Executed consistently, in line with the requirements and intent of applicable professional standards within a strong system of quality controls, and
- All of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics, and integrity**.

Our AQ Framework summarises how we deliver AQ. Visit our [Audit Quality Resources page](#) for more information including access to our [Audit Quality and Transparency report](#).

Key deliverables and milestones



New auditing standard

Standard	Overview	Link
CAS 540 Auditing Accounting Estimates and Related Disclosures	<p>The new standard is effective for the Village's 2020 fiscal year-end.</p> <p>Expected impact on the audit:</p> <ul style="list-style-type: none">- More emphasis on the need for exercising professional skepticism.- More granular risk assessment to address each of the components in an estimate (method, data, assumptions).- More granular audit response designed to specifically address each of the components in an estimate (method, data, assumptions).- More focus on how we respond to levels of estimation uncertainty.- More emphasis on auditing disclosures related to accounting estimates.- More detailed written representations required from management.	CPA Canada Client Briefing

Appendices

Appendix 1: Required communications

Appendix 2: Current developments

Appendix 1: Required communications

Auditors' report	Engagement letter
A copy of our draft auditors' report setting out the conclusion of our audit will be provided at the completion of the audit.	The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the Agreement for Audit Services dated October 18, 2017.
Audit findings report	Management representation letter
At the completion of the audit, we will provide our findings report to Council.	We will obtain from management certain representations at the completion of the audit. In accordance with professional standards, a copy of the representation letter will be provided to Council.
Independence	Internal control deficiencies
At the completion of our audit, we will re-confirm our independence to Council.	Significant control deficiencies identified during the audit will be communicated to Council.

Appendix 2: Current developments and audit trends

Current Developments, created by the KPMG Public Sector and Not-for-Profit Practice, summarizes regulatory and governance matters impacting public sector entities today, or expected to impact them over the next few years. We provide this information to help public sector entities understand upcoming changes and challenges they may face in their industry. Some of these developments may not impact the Village directly, but we believe it is important for management to understand what is happening in the sector.

Public sector accounting standards

Standard	Summary and implications
Impact of COVID-19	<ul style="list-style-type: none">- In response to the impact of COVID-19 on public sector entities, PSAB has approved deferral of all upcoming accounting standards by one year and will issue non-authoritative guidance on the effects of COVID-19.
Asset Retirement Obligations	<ul style="list-style-type: none">- The new standard is effective for fiscal years beginning on or after April 1, 2022. The effective date was deferred by one year due to COVID-19.- The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs will be recognized as an integral cost of owning and operating tangible capital assets. PSAB currently contains no specific guidance in this area.- The ARO standard will require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets ("TCA"). The amount of the initial liability will be added to the historical cost of the asset and amortized over its useful life.- As a result of the new standard, the public sector entity will have to:<ul style="list-style-type: none">• Consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset;• Carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements;• Begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.

Appendix 2: Current developments and audit trends (continued)

Public sector accounting standards (continued)

Standard	Summary and implications
Revenue	<ul style="list-style-type: none"> - The new standard is effective for fiscal years beginning on or after April 1, 2023. The effective date was deferred by one year due to COVID-19. - The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement. - The standard notes that in the case of revenues arising from an exchange transaction, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations. - The standard notes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.
Employee Future Benefit Obligations	<ul style="list-style-type: none"> - PSAB has initiated a review of sections PS3250 <i>Retirement Benefits</i> and PS3255 <i>Post-Employment Benefits, Compensated Absences and Termination Benefits</i>. In July 2020, PSAB approved a revised project plan. - PSAB intends to use principles from International Public Sector Accounting Standard 39 <i>Employee Benefits</i> as a starting point to develop the Canadian standard. - Given the complexity of issues involved and potential implications of any changes that may arise from the review of the existing guidance, PSAB will implement a multi-release strategy for the new standards. The first standard will provide foundational guidance. Subsequent standards will provide additional guidance on current and emerging issues.
Public Private Partnerships (“P3”)	<ul style="list-style-type: none"> - PSAB has proposed new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership. PSAB is in the process of reviewing feedback provided by stakeholders on the exposure draft. - The exposure draft proposes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends. - The exposure draft proposes that the public sector entity recognize a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure. - The infrastructure would be valued at cost, with a liability of the same amount if one exists. Cost would be measured by discounting the expected cash flows by a discount rate that reflects the time value of money and risks specific to the project.

Appendix 2: Current developments and audit trends (continued)

Public sector accounting standards (continued)

Standard	Summary and implications
Purchased Intangibles	<ul style="list-style-type: none">- PSAB has approved narrow-scope amendments to PS1000 <i>Financial Statement Concepts</i> and PS1201 <i>Financial Statement Presentation</i>, and issued new Public Sector Guideline 8, <i>Purchased Intangibles</i> to allow recognition in financial statements of intangibles purchased through an exchange transaction.
Concepts Underlying Financial Performance	<ul style="list-style-type: none">- PSAB is in the process of reviewing the conceptual framework that provides the core concepts and objectives underlying Canadian public sector accounting standards.- PSAB is in the process of developing exposure drafts for the proposed conceptual framework and proposed revised reporting model, and their related consequential amendments.- PSAB is proposing a revised, ten chapter conceptual framework intended to replace PS 1000 <i>Financial Statement Concepts</i> and PS 1100 <i>Financial Statement Objectives</i>. The revised conceptual framework would be defined and elaborate on the characteristics of public sector entities and their financial reporting objectives. Additional information would be provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts would be introduced.- In addition, PSAB is proposing:<ul style="list-style-type: none">• Removal of the net debt indicator, except for on the statement of net debt where it would be calculated exclusive of financial assets and liabilities that are externally restricted and/or not available to settle the liabilities or financial assets.• Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).• Restructuring the statement of financial position to present non-financial assets before liabilities.• Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities).• A new provision whereby an entity can use an amended budget in certain circumstances.• Inclusion of disclosures related to risks and uncertainties that could affect the entity's financial position.

Appendix 2: Current developments and audit trends (continued)

Public sector accounting standards (continued)

Standard	Summary and implications
Financial Instruments and Foreign Currency Translation	<ul style="list-style-type: none">- The accounting standards, PS3450 <i>Financial Instruments</i>, PS2601 <i>Foreign Currency Translation</i>, PS1201 <i>Financial Statement Presentation</i> and PS3041 <i>Portfolio Investments</i> are effective for fiscal years commencing on or after April 1, 2022. The effective date was deferred by one year due to COVID-19.- Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds, can be carried at cost or fair value depending on the public sector entity's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable.- Hedge accounting is not permitted.- A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations.- In July 2020, PSAB approved federal government narrow-scope amendments to PS3450 <i>Financial Instruments</i> which will be included in the Handbook in the fall of 2020. Based on stakeholder feedback, PSAB is considering other narrow-scope amendments related to the presentation and foreign currency requirements in PS3450 <i>Financial Instruments</i>. The exposure drafts will be released in summer 2020 with a 90-day comment period.

Appendix 2: Current developments and audit trends (continued)

Our discussions with you and what KPMG is seeing in the marketplace - both from an audit and industry perspective - indicate the following is specific information that will be of particular interest to you. We would, of course, be happy to further discuss this information with you at your convenience.

Thought leadership

Thought leadership	Overview	Link
2019 Audit Quality and Transparency Report	Learn about KPMG's ongoing commitment to continuous audit quality improvement. We are investing in new innovative technologies and building strategic alliances with leading technology companies that will have a transformative impact on the auditing process and profession. How do we seek to make an impact on society through the work that we do?	Link to report
Put your data to work to gain competitive advantage	There is no "digital economy". The economy is digital and "digits" refer to data. Data is the lifeblood of every organization on this planet and organizations that embrace this notion are well positioned to grow as industries continue to evolve and disrupt at an ever increasing pace.	Link to report
Predictive analytics, it works	CEOs recognize the value that predictive analytics delivers to their decision-making process.	Link to report
Creating the workforce of the future	You can't transform the organization without also transforming the workforce. It may be time to rethink the people strategy.	Link to report
Accelerate	Introducing KPMG's 2021 edition of Accelerate, a series of articles and videos offering insight into the key issues driving Board agendas, including: <ul style="list-style-type: none">– Cyber risk– Internal control over financial reporting, disclosures and regulation– Digital disruption– Enterprise risk management– The evolution of environmental, social and governance (ESG) and disclosures	Link to report
Board Leadership Centre	KPMG provides leading insights to help Board members maximize boardroom opportunities.	Link to site

Appendix 2: Current developments and audit trends (continued)

COVID-19 pandemic resources

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

kpmg.ca/audit



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

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COUNCIL REPORT

Date: March 8, 2021

From: Ken Bjorgaard, Financial Consultant

Subject: Draft 2021 – 2025 Financial Plan

Recommendation

That the Draft 2021 – 2025 Financial Plan report dated March 8, 2021, be received for information

Purpose

The purpose of this report is to introduce the Village of Belcarra Draft 2021 – 2025 Financial Plan, to provide information related to the Village current financial position (provides context for budget discussions) and to seek Council direction in terms of a Draft Financial Plan which can be brought forward for public consultation and subsequent adoption.

Background

Pursuant to the *Community Charter* municipalities must adopt a 5-year Financial Plan and a related tax rates bylaw before May 15th of each year, and “a council must undertake a process of public consultation regarding the proposed Financial Plan before it is adopted.”

A Draft 2021 – 2025 Financial Plan document is attached which provides both summarized and detailed information related to the Village provisional 5-year operating and capital plans as well as other pertinent financial information and comparisons.

Report

Impact of Strategic Planning

Council is currently undertaking a strategic planning process which may impact the Village 2021 – 2025 Financial Plan. At the time of writing this report and preparing the attached budget document the results of Council strategic planning process was unknown. The Village Draft Financial Plan can be updated based any impacts from the strategic planning process and under the *Community Charter* Financial Plans may be amended at any time via bylaw.

2020 Financial Results

The 2020 year-end process including preparation of the draft 2020 financial statements has been completed and the annual audit will be occurring shortly. The Village preliminary 2020 financial results are summarized below so the that Council has some context as to the current financial position of the Village when making 2021 budget decisions.

The Village net debt (financial assets less liabilities) is moving in a positive direction. In 2020 net debt has been reduced by approximately \$686,000. Based on the current trend the net debt should be eliminated in about 2-3 years, at which time the Village should be in a net financial asset position.

Village of Belcarra Financial Position			
	2020 Year-End (unaudited)	2019 Year-End	2018 Year-End
Financial Assets	\$2,531,737	\$2,062,667	\$1,850,225
Financial Liabilities	\$3,962,108	\$4,179,609	\$4,342,633
Net Debt	\$(1,430,371)	\$(2,116,942)	\$(2,492,408)

The Village unrestricted surpluses increased by \$9,000 in 2020 and its reserve funds increased by \$337,000. The Village also has \$181,000 of restricted and unused COVID-19 Restart Grant funds that may be used for approved COVID-19 items in 2021 including loss of revenue.

Change in Village of Belcarra's Cash Surpluses & Reserves (from 2019 to 2020)			
	2020	2019	Increase / (decrease)
<u>Unrestricted Operating Surpluses</u>			
General operating surplus	230,024	257,338	(27,314)
Waste & recycle depot (WARD) operating surplus	45,232	52,649	(7,417)
Water operating surplus	73,612	29,775	43,837
Total Unrestricted Operating Surpluses	\$348,868	\$339,762	\$9,106
<u>Restricted Operating Surplus</u>			
General operating surplus (Unutilized COVID-19 Restart Grant)	\$181,540	\$0	\$181,540
<u>Reserve Funds</u>			
General capital	480,421	590,476	(110,055)
General operating	-	88,353	(88,353)
Financial stabilization	84,041	-	84,041
Transportation infrastructure	180,979	-	180,979
Vehicles & equipment	62,348	-	62,348
Water capital	151,974	-	151,974
Community works gas tax	464,454	406,933	57,521
MFA cash deposit	55,429	54,311	1,118
Water debt repayment	22,698	24,644	(1,946)
Total Reserve Funds	\$1,502,344	\$1,164,717	\$337,627

Other Budget Items for Discussion Including Grant Requests (Appendix “B”)

The items shown in attached Appendix “B” have been forwarded to budget discussions including a number of grant requests. The grants provided over the past 3 years versus the annual budgets follows. As shown, the entire grant budgets have not been used for the past 3 years.

Community Grants				
Council Community Grants - GL Acct #213510-770				
Organization/Calculation	Amounts Provided	Totals	Budget	Variance
2020 Barnacle Society	\$1,500			
Eagle Ridge Hospital Foundation	\$300			
Port Moody Secondary School	\$100			
Heritage Woods Secondary School	\$100	\$2,000	\$4,716	\$2,716
2019 Eagle Ridge Hospital Foundation	\$300			
Barnacle Society	\$1,500			
Cera Society	\$353			
Port Moody Secondary School	\$100			
Heritage Woods Secondary School	\$100	\$2,053	\$4,713	\$2,660
2018 Barnacle Society	\$1,500			
Port Moody Secondary School	\$100			
Heritage Woods Secondary School	\$100			
SVFD Donation	\$750			
Cera Society	\$353			
Eagle Ridge Hospital Foundation	\$300	\$3,103	\$4,933	\$1,830

Council direction is requested in terms which items from Appendix “B” that Council would like to include in the 2021 budget including those organizational grant requests with the associated dollars that Council wishes to support.

Summary of Draft 2021-2025 Financial Plan

A summary of the Draft 2021 – 2025 Financial Plan follows including the provisional tax and user rate increases built into the plan, the regular and ongoing revenues and expenses, the resulting reserve and surplus transfers and the planned capital expenditures. The 2020 budget number are also provided for comparison purposes. For each 1% increase in property taxes additional revenue of \$8,500 is generated and for each 1% increase in Water and WARD user rates, \$2,700 and \$1,200 respectively, are generated. The Draft Plan purposely reflects consistent tax and user rate increase over the next 5-years so as to avoid “peaks and valleys” in taxes and utility rates.

Summary of Draft 2021 – 2025 Financial Plan with 2020 Budget Comparisons						
Description	2020 Budget	Draft 2021 Budget	2022 Plan	2023 Plan	2024 Plan	2025 Plan
Property tax increases	15%	5%	5%	5%	5%	5%
Water rate increases (exclusive of parcel tax)	10%	10%	10%	10%	10%	10%
WARD rate increases	5%	10%	10%	10%	10%	10%
General Operating Fund – Regular Operating Revenues	\$1,373,000	\$1,471,000	\$1,543,000	\$1,618,000	\$1,635,000	\$1,754,000
General Operating Fund – Regular Operating Expenses	\$1,112,000	\$1,152,000	\$1,104,000	\$1,065,000	\$1,083,000	\$1,102,000
General Operating Fund Transfers to Reserves & Surplus (includes Community Works Gas Tax Funds)	\$318,000	\$376,000	\$499,000	\$613,000	\$665,000	\$715,000
Water Operating Fund – Regular Operating Revenues	\$282,000	\$318,000	\$352,000	\$390,000	\$432,000	\$475,000
Water Operating Fund – Regular Operating Expenses	\$219,000	\$292,000	\$331,000	\$388,000	\$373,000	\$375,000
Water Operating Fund Transfers to Reserves & Surplus	\$64,000	\$26,000	\$20,000	\$2,000	\$58,000	\$100,000
WARD Operating Fund – Regular Operating Revenues	\$123,000	\$135,000	\$149,000	\$163,000	\$180,000	\$197,000
WARD Operating Fund – Regular Operating Expenses	\$110,000	\$148,000	\$158,000	\$177,000	\$181,000	\$185,000
WARD Operating Fund Transfers to (from) Reserves & Surplus	\$13,000	\$(13,000)	\$(10,000)	\$(13,000)	\$(1,000)	\$12,000
Total Projected Reserve & Surplus Transfers	\$395,000	\$389,000	\$509,000	\$602,000	\$722,000	\$827,000
Planned Capital Expenditures	\$4,259,000	\$426,000	\$404,000	\$278,000	\$264,000	\$407,000

**Numbers based on the current draft financial plan. Numbers are rounded for presentation purposes.*

Highlights in Draft 2021 Budget

The main highlights in the respective 2021 operating budgets are as follows:

General Operating Fund

- Provisional general property tax increase of 5%.
- \$1.47 million of regular operating revenues and \$1.15 million of regular operating expenses (includes \$130,000 of revenue and expense for Major Road Network).
- Allocation of centralized support costs to the Major Road Network (MRN) and the Water and WARD operating funds at 50% phased in level for 2021.
- Special project funding for OCP Review & Update (budget of \$100,000), Asset Management Plan / Long-Term Financial Plan (budget of \$75,000) and Community Wildfire Protection Plan (budget of \$25,000) with combination of reserve and grant funding.
- \$376,000 of funds budgeted for transfer to reserves and surplus (includes \$57,000 to the Community Gas Tax Reserve Fund).

Water Operating Fund

- 10% increase in Water user rates for those connected to the water system and for those not connected to the water system.
- \$318,000 of regular operating revenues and \$292,000 of regular operating expenses.
- Allocation of centralized support costs charged to Water operating funds at 50% phased in level for 2021.
- Budgeted increase in water usage and budgeted cost increases for the purchase of water from the Greater Vancouver Water District (GVWD) and from the District of North Vancouver (for water distribution). These factors together are increasing by 35%.
- \$26,000 of contributions or transfers to reserves and surplus.

WARD Operating Fund

- Increase in WARD user rates of 10%.
- \$135,000 of regular operating revenues and \$148,000 of regular operating expenses.
- Allocation of centralized support costs charged to WARD operating fund at 50% phased in level for 2021.
- Large increase (39%) in collection, hauling and disposal costs from the contractor are negatively affecting the WARD operating fund.
- Contribution from WARD surplus of \$13,000 required in 2021.

Taxes and User Rates on Average Value Home

The overall increase in property taxes, user rates and the parcel tax for an average value home in Belcarra, based on various scenarios, is shown below. This information is provided for discussion purposes.

Increases in Municipal Property Taxes, User Rates and Parcel Tax Based on Different % Increases

Average Value Home = \$1,987,068

		Scenario #1 (5% increase in property taxes and 10% increase in utility user rates)			Scenario #2 (7% increase in property taxes and 12% increase in utility user rates)			Scenario #3 (10% increase in property taxes and 15% increase in utility user rates)		
		\$ Levies 2021 Estimated (Based on draft 2021 - 2025 Financial Plan)								
FOR AVERAGE ASSESSED VALUE RESIDENTIAL CLASS PROPERTY	2020 Actual	% Increase	\$ Increase		% Increase	\$ Increase		% Increase	\$ Increase	
For Homes Connected to Water System										
Property Taxes	2,842	2,984	5.0%	142	3,041	7.0%	199	3,126	10.0%	284
Water User Fee (connected to water system)	1,119	1,231	10.0%	112	1,253	12.0%	134	1,287	15.0%	168
Water Parcel Tax	973	973	0.0%	0	973	0.0%	0	973	0.0%	0
Waste & Recycle Depot (WARD) User Fee	332	365	10.0%	33	372	12.0%	40	382	15.0%	50
Total Property Taxes, User Rates & Parcel Tax	5,266	5,553	5.5%	287	5,639	7.1%	373	5,768	9.5%	502
For Homes Not Connected to Water System										
Property Taxes	2,842	2,984	5.0%	142	3,041	7.0%	199	3,126	10.0%	284
Water User Fee (not connected to water system)	785	864	10.0%	79	879	12.0%	94	903	15.0%	118
Water Parcel Tax	973	973	0.0%	0	973	0.0%	0	973	0.0%	0
Waste & Recycle Depot (WARD) User Fee	332	365	10.0%	33	372	12.0%	40	382	15.0%	50
Total Property Taxes, User Rates & Parcel Tax	4,932	5,186	5.2%	254	5,265	6.8%	333	5,384	9.2%	452

Summary

We respectfully request Council direction in terms of the Village Draft 2021 – 2025 Financial Plan in terms of a budget / plan which can be brought forward for public consultation purposes and so that the legislative timelines can be met for the adoption of the Village financial plan and tax rates bylaws.

Attachments:

Appendix “A” - Draft 2021 – 2025 Financial Plan

Appendix “B” - Other Budget Items for Discussion Including Grant Requests



Village of Belcarra
Appendix "A"
Draft 2021 – 2025 Financial Plan
(presented March 8, 2021)



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Summary

The Draft 2021 – 2025 Financial Plan includes a 5% property tax increase in 2021, and 5% per year for each of the four (4) years thereafter. In addition, all water and WARD user rate increases have been set at 10% per annum in each year of the plan. The planned rate increases, the regular operating revenues and expenses and the resulting reserve/surplus transfers, together with the planned capital expenditures under the plan are as follows:

Summary of Draft 2021 – 2025 Financial Plan with 2020 Budget Comparisons						
Description	2020 Budget	Draft 2021 Budget	2022 Plan	2023 Plan	2024 Plan	2025 Plan
Property tax increases	15%	5%	5%	5%	5%	5%
Water rate increases (exclusive of parcel tax)	10%	10%	10%	10%	10%	10%
WARD rate increases	5%	10%	10%	10%	10%	10%
General Operating Fund – Regular Operating Revenues	\$1,373,000	\$1,471,000	\$1,543,000	\$1,618,000	\$1,635,000	\$1,754,000
General Operating Fund – Regular Operating Expenses	\$1,112,000	\$1,152,000	\$1,104,000	\$1,065,000	\$1,083,000	\$1,102,000
General Operating Fund Transfers to Reserves & Surplus (includes Community Works Gas Tax Funds)	\$318,000	\$376,000	\$499,000	\$613,000	\$665,000	\$715,000
Water Operating Fund – Regular Operating Revenues	\$282,000	\$318,000	\$352,000	\$390,000	\$432,000	\$475,000
Water Operating Fund – Regular Operating Expenses	\$219,000	\$292,000	\$331,000	\$388,000	\$373,000	\$375,000
Water Operating Fund Transfers to Reserves & Surplus	\$64,000	\$26,000	\$20,000	\$2,000	\$58,000	\$100,000
WARD Operating Fund – Regular Operating Revenues	\$123,000	\$135,000	\$149,000	\$163,000	\$180,000	\$197,000
WARD Operating Fund – Regular Operating Expenses	\$110,000	\$148,000	\$158,000	\$177,000	\$181,000	\$185,000
WARD Operating Fund Transfers to (from) Reserves & Surplus	\$13,000	\$(13,000)	\$(10,000)	\$(13,000)	\$(1,000)	\$12,000
Total Projected Reserve & Surplus Transfers	\$395,000	\$389,000	\$509,000	\$602,000	\$722,000	\$827,000
Planned Capital Expenditures	\$4,259,000	\$426,000	\$404,000	\$278,000	\$264,000	\$407,000

*Numbers based on the current draft financial plan. Numbers are rounded for presentation purposes.

Introduction & Overview

Staff and the Village's Financial Consultant are pleased to present the Village's Draft 2021 – 2025 Financial Plan which includes the Draft 2021 Budget. This document provides summary and detailed financial information for the Village three (3) operating funds (the General Operating Fund, the Water Operating Fund and the Waste & Recycle Depot Operating Fund) and for the Village's 5-year capital spending program and its various reserve and surplus accounts. In addition, information is provided on key benchmark information with other comparable jurisdictions.

Based on this information Council can decide on any further budget changes and related proposed property tax and user rate increases which will be presented to the public for feedback.

The financial information presented purposely differentiates between regular and extraordinary (includes one-time, non-reoccurring and/ or designated items) operating expenses and revenues so that a clearer picture of the true cost of funding core operations is visible.

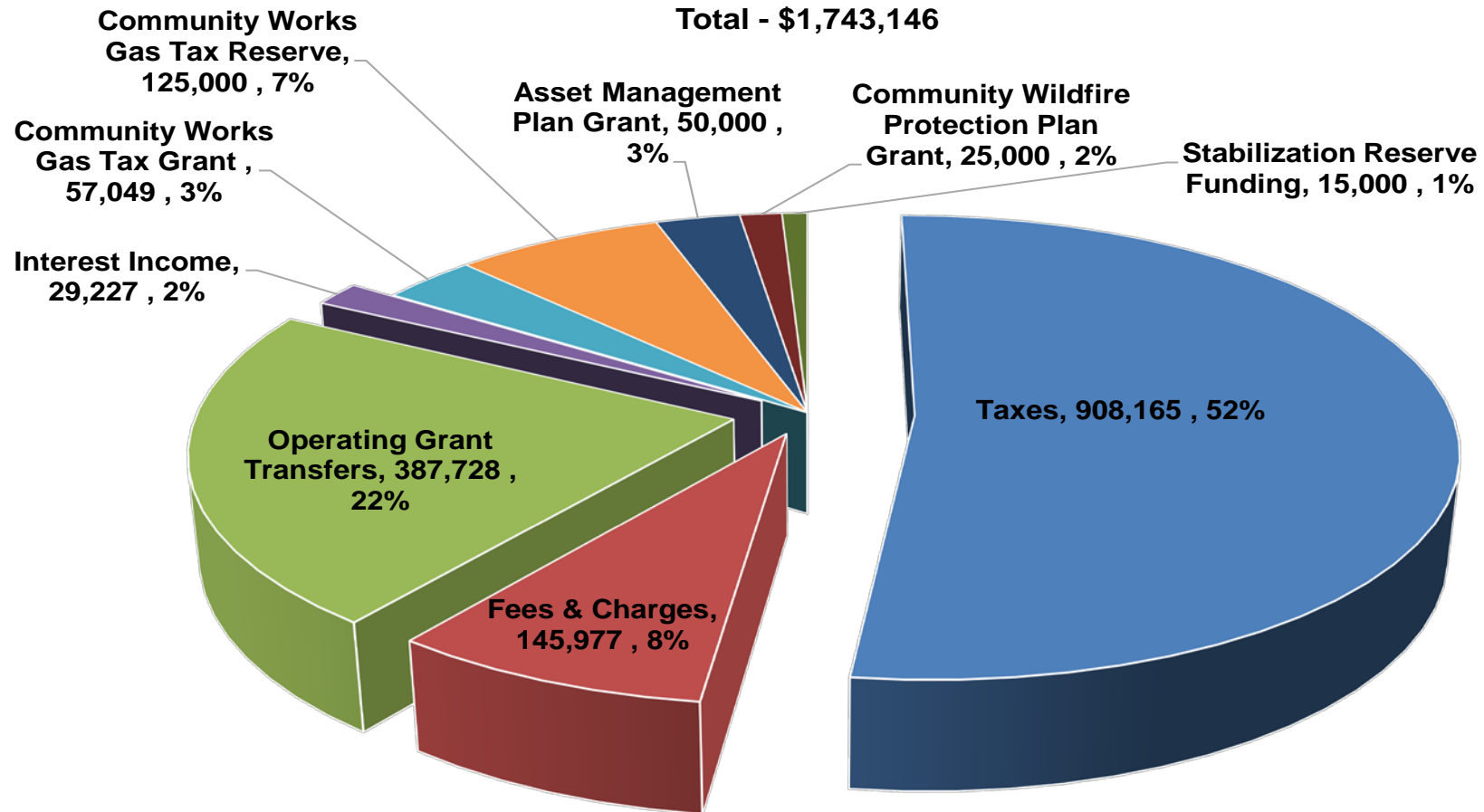
General Operating Fund

The Draft 2021 General Operating Fund Budget includes a property tax increase of 5% with approximately \$319,000 being available for transfers to reserves and surplus accounts (\$376,000 including gas tax funds). The 2021 Draft Operating Fund Budget includes two major projects: the OCP Review & Update (\$100,000 - funded from Community Works Gas Tax Funds) and the Asset Management Plan/Long-Term Financial Plan (\$75,000 – funded from Community Works Gas Tax Funds and a grant). In addition, a Community Wildfire Protection Plan is budgeted for at \$25,000 which would be funded from an approved project grant.

Summarized Draft 2021 General Operating Fund Budget	Draft Budget 2021
TOTAL REGULAR OPERATING REVENUES	\$1,471,097
TOTAL REGULAR OPERATING EXPENSES	\$1,151,616
SURPLUS BEFORE OTHER REVENUE/EXPENSES & TRANSFERS	\$319,481
COMMUNITY WORKS GAS TAX GRANT REVENUE	
Community Works Gas Tax Grant	(57,049)
Transfer to Community Works Gas Tax Reserve	57,049
COMMUNITY WORKS GAS TAX REVENUE & TRANSFER	\$0
SPECIAL OPERATING PROJECT FUNDING & EXPENSES	
Community Works Gas Tax Reserve	(125,000)
Asset Management Plan Grant	(50,000)
Community Wildfire Protection Plan Grant	(25,000)
Stabilization Reserve Funding	(15,000)
Election Expense	15,000
Community Wildfire Protection Plan Grant	25,000
OCP Review & Update	100,000
Asset Management Plan & Related Long-Term Financial Plan	75,000
SPECIAL PROJECT FUNDING & EXPENSES	\$0
CASH AVAILABLE FOR TRANSFERS TO RESERVES & SURPLUS	\$319,481
TRANSFERS TO RESERVE & SURPLUS	
Transfer to Reserves	276,896
Transfer to Reserves/Surplus (Interest)	22,585
Transfer to Surplus	20,000
Transfers to Reserves & Surplus	\$319,481
FINANCIAL PLAN BALANCE	\$0

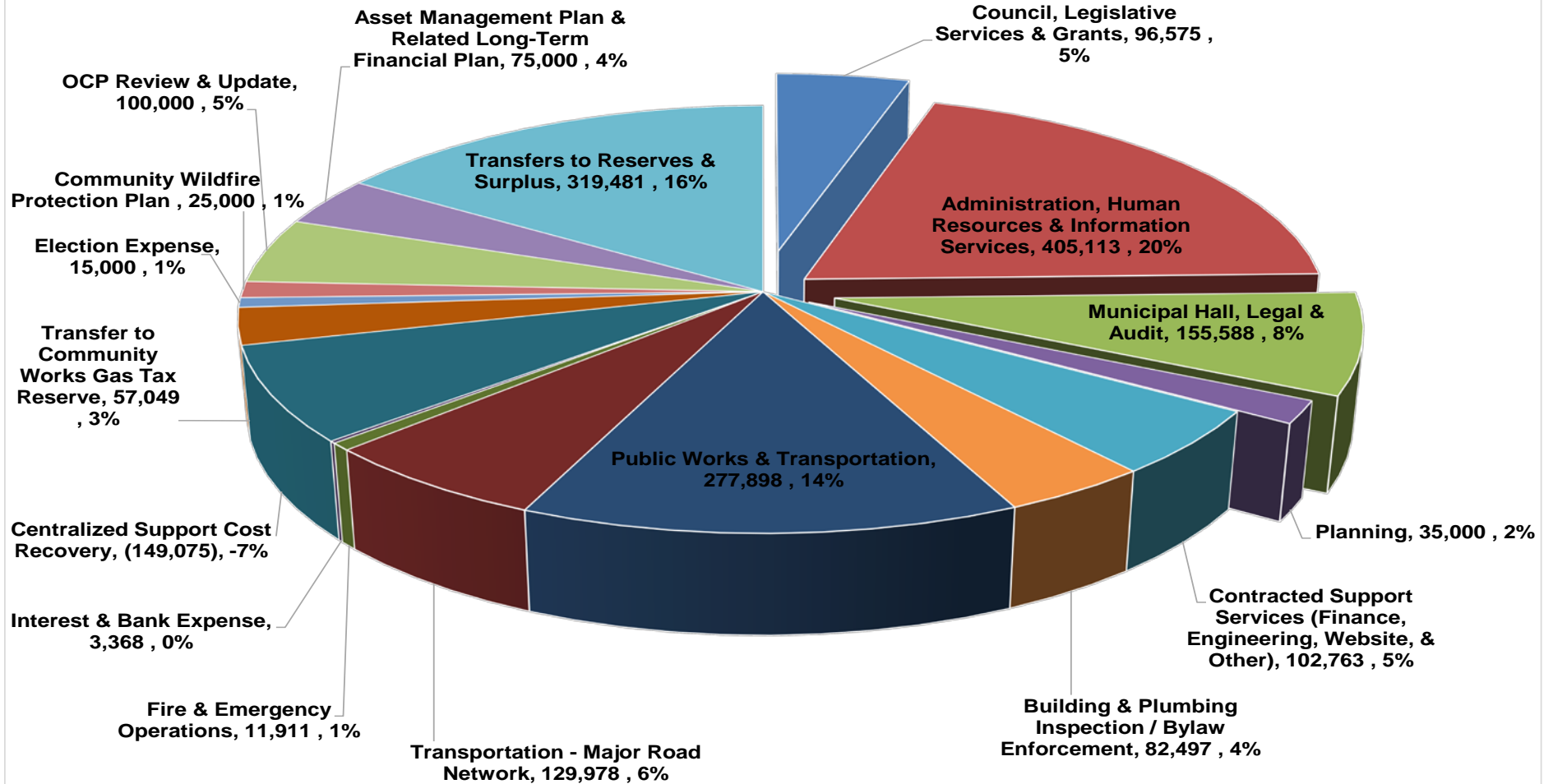
Draft 2021 General Operating Fund Budget - Operating Revenues & Transfers

Total - \$1,743,146



Draft 2021 General Operating Fund Budget - Operating Expenses & Transfers

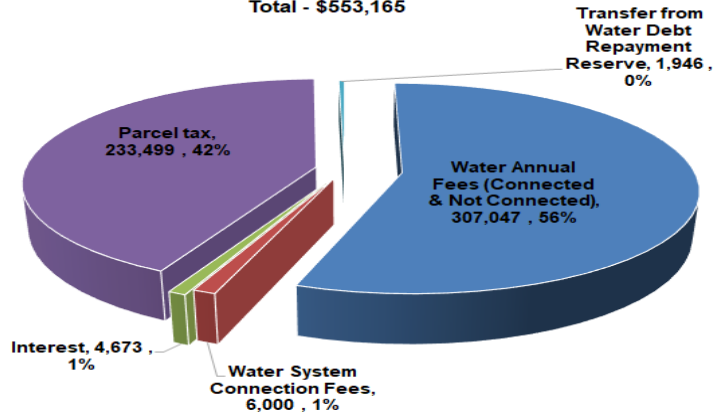
Total - \$1,743,146



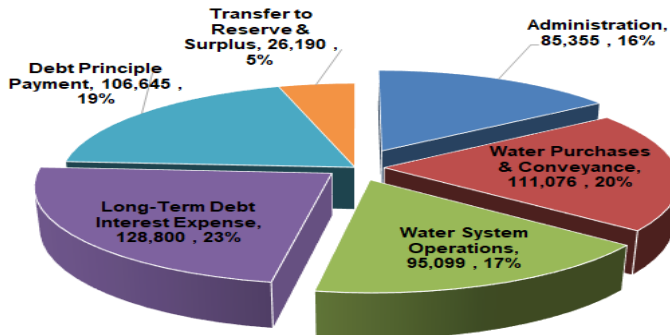
Water Operating Fund

The Draft 2021 Water Operating Fund Budget includes a water rate increase of 10%, with approximately \$27,000 being available for transfers to reserves and surplus accounts.

Draft 2021 Water Operating Fund Budget - Operating Revenues & Transfers
Total - \$553,165



Draft 2021 Water Operating Fund Budget - Operating Expenses & Transfers
Total - \$553,165



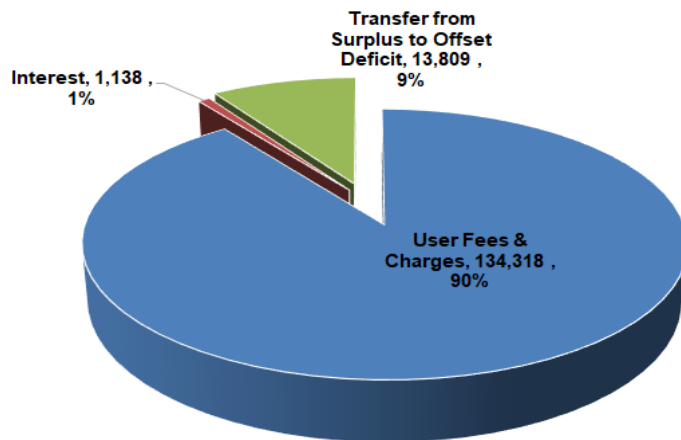
Summarized Draft 2021 Water Operating Fund Budget

	Draft Budget 2021
TOTAL REGULAR OPERATING REVENUES	\$317,720
TOTAL REGULAR OPERATING EXPENSES	\$291,530
SURPLUS BEFORE DEBT & TRANSFERS	\$26,190
LONG-TERM DEBT PAYMENTS/TRANSFERS (Funded by Parcel Taxes & Transfer)	
Long-Term Debt Interest Expense	128,800
Debt Principle Payment	106,645
Parcel tax	(\$233,499)
Transfer from Water Debt Repayment Reserve	(\$1,946)
TOTAL NET LONG-TERM DEBT PAYMENTS/TRANSFERS	\$0
CASH SURPLUS AVAILABLE FOR TRANSFERS TO RESERVES & SURPLUS	\$26,190
TRANSFERS TO RESERVES	
Transfer to Water Capital Reserve	18,550
Transfer to Reserve/Surplus (Interest)	6,140
Transfer to Vehicle & Equipment Reserve	1,500
	\$26,190
FINANCIAL PLAN BALANCE	\$0

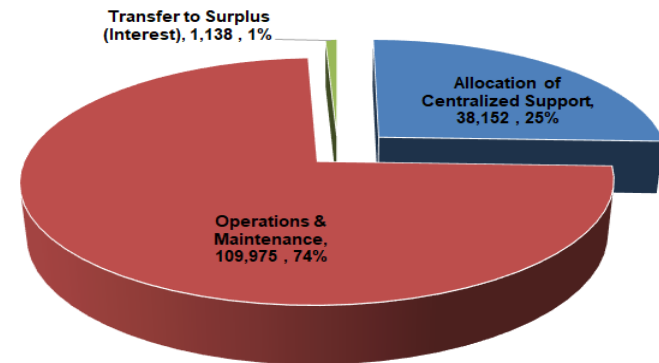
Waste & Recycle Depot (WARD) Operating Fund

The Draft 2021 WARD Operating Fund Budget includes a provisional rate increase of 10% with approximately \$13,000 being transferred from WARD surplus to balance the budget.

Draft 2021 WARD Operating Fund Budget - Operating Revenues & Transfers
Total - \$149,265



Draft 2021 WARD Operating Fund Budget - Operating Expenses & Transfers
Total - \$149,265



Summarized Draft 2021 WARD Operating Fund Budget

	Draft Budget 2021
TOTAL REGULAR OPERATING REVENUES	\$135,456
TOTAL REGULAR OPERATING EXPENSES	\$148,127
DEFICIT BEFORE TRANSFERS	(\$12,671)
<u>TRANSFERS FROM/TO SURPLUS</u>	
Transfer to Surplus (Interest)	(1,138)
Transfer from Surplus to Offset Deficit	13,809
NET TRANSFERS FROM SURPLUS	\$12,671
FINANCIAL PLAN BALANCE	\$0

Capital Plan

A detailed 5-year capital plan is provided in this document of which a summary follows.

The draft 5-year capital plan in WARD provides for the replacement of essential equipment such as the compactor, containers, motors and bin lids. The draft 5-year capital plan in Water focuses on a universal water meter program, leak detection and engineering for a new water system.

The major capital projects in the General Fund include generators, a new roof for the public works building, security systems, vehicle replacements, road rehabilitation and improvements (for the non-MRN and MRN road), upkeep of the storm sewer system, trail improvements and a fence for the multi-use court.

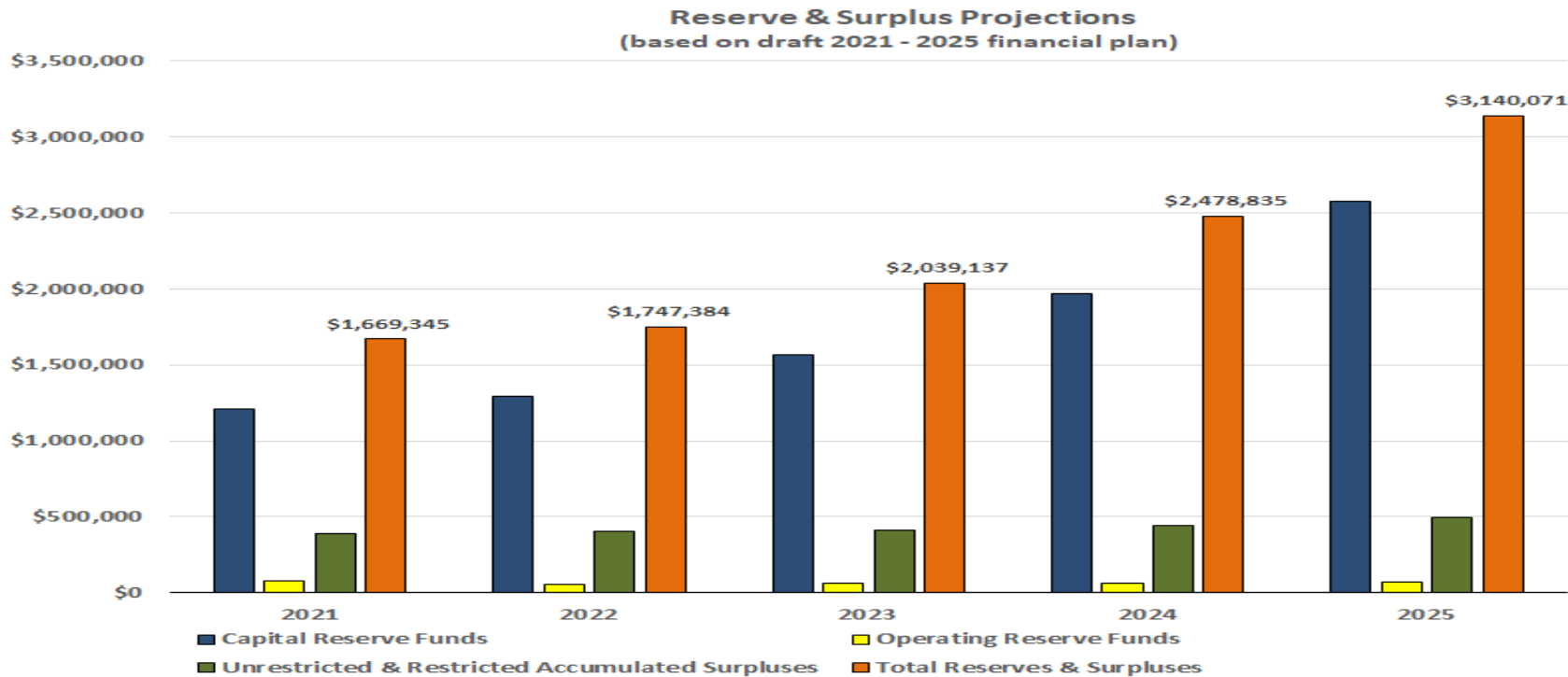
The draft capital plan over the 5 years (2021 – 2025 totals approximately \$1.8 million.

SUMMARY OF PLANNED CAPITAL EXPENDITURES

	Draft Budget 2021	Plan 2022	Plan 2023	Plan 2024	Plan 2025
WASTE & RECYCLE DEPOT (WARD)	\$25,000	\$5,000	\$36,000	\$64,000	\$5,000
WATER FUND	\$110,000	\$97,000	\$15,000	\$15,000	\$15,000
GENERAL FUND					
Subtotal General	19,600	23,000	2,000	5,000	2,000
Subtotal Public Works	20,000	78,300	40,000	-	-
Subtotal Vehicle & Attachments	-	-	155,000	135,000	-
Subtotal Non-MRN Roads	155,000	110,000	25,000	10,000	25,000
Subtotal MRN Roads	76,500	46,000	-	20,000	350,000
Subtotal Storm Sewer	-	30,000	-	-	5,000
Subtotal Trail System	20,000	15,000	5,000	15,000	5,000
Total General	291,100	302,300	227,000	185,000	387,000
TOTAL CAPITAL EXPENDITURES - ALL FUNDS	426,100	404,300	278,000	264,000	407,000

Reserves & Surpluses

The Village’s reserve and surplus balances are projected to grow from \$1.6 million to \$3.1million over the next 5 years (see graph below) based on the Draft 2021 – 2025 Financial Plan including the planned reserve transfer and capital spending.



Property Taxes & User Fees

The Village's Draft 2021 – 2025 Financial Plan reflects annual increases in water and WARD user fees of 10% to provide for the increased cost of providing these services and to built up reserves for important future infrastructure projects. In addition, the Plan provides for a 5% increase in property taxes for 2021 and 5% per annum thereafter. The property tax and user rate increases in the Draft 2021 – 2025 Financial Plan are summarized as follows.

HISTORICAL & PROJECTED PROPERTY TAXES & FEES						
Description of Taxes & Fees	2020	2021	2022	2023	2024	2025
Home Value (average home)	1,987,068	1,987,068	1,987,068	1,987,068	1,987,068	1,987,068
Property Taxes	2,842	2,984	3,133	3,290	3,455	3,628
WARD Fee	332	365	402	442	486	535
Total Water Fee (Connected)	1,119	1,231	1,354	1,490	1,640	1,791
Water Parcel Tax	973	973	973	973	973	973
Total Water Fee (Connected) & Parcel Tax	2,092	2,204	2,327	2,463	2,613	2,764
Total Water Fee (Not Connected)	785	864	950	1,045	1,150	1,265
Water Parcel Tax	973	973	973	973	973	973
Total Water Fee (Not Connected) & Parcel Tax	1,758	1,837	1,923	2,018	2,123	2,238
Total Taxes & Fees (Connected)	5,266	5,553	5,862	6,195	6,554	6,927
Total Taxes & Fees (Not Connected)	4,932	5,186	5,458	5,750	6,064	6,401
Property Taxes - % change	15.00%	5.00%	4.99%	5.01%	5.02%	5.01%
Property Taxes - \$ change	670	142	149	157	165	173
Refuse & Recycling Fee - % change	5.06%	9.94%	10.14%	9.95%	9.95%	10.08%
Refuse & Recycling Fee - \$ change	16	33	37	40	44	49
Water Connected Fee - % change (total)	9.92%	10.01%	9.99%	10.04%	10.07%	9.21%
Water Connected Fee - \$ change (total)	101	112	123	136	150	151
Water Parcel Charge	No Chg.	No Chg.	No Chg.	No Chg.	No Chg.	No Chg.
Water Not Connected Fee - % change (total)	9.94%	10.06%	9.95%	10.00%	10.05%	10.00%
Water Not Connected Fee - \$ change (total)	71	79	86	95	105	115
Water Parcel Charge	No Chg.	No Chg.	No Chg.	No Chg.	No Chg.	No Chg.

General Operating Fund Details

2021 Draft General Operating Fund Budget Highlights	2022 – 2025 Draft General Operating Fund Financial Plan Highlights
<ul style="list-style-type: none"> ➤ Provisional general property tax increase of 5%. ➤ \$1.47 million of regular operating revenues and \$1.15 million of regular operating expenses (includes \$130,000 of revenue and expense for Major Road Network). ➤ Allocation of centralized support costs to the Major Road Network (MRN) and the Water and WARD operating funds at 50% phased in level for 2021. ➤ Special project funding for OCP Review & Update (budget of \$100,000), Asset Management Plan/Long-Term Financial Plan (budget of \$75,000) and Community Wildfire Protection Plan (budget of \$25,000) with combination of reserve and grant funding. ➤ \$376,000 of funds budgeted for transfer to reserves and surplus (includes \$57,000 to the Community Gas Tax Reserve Fund). 	<ul style="list-style-type: none"> ➤ Ongoing provisional annual general property increases of 5%. ➤ Allocation of centralized support costs to the Major Road Network (MRN) and the Water and WARD operating funds at 75% phased in level for 2021 and 100% thereafter. ➤ Reserve and surplus transfers increasing each year to the \$715,000 level in 2025 (includes \$63,000 to the Community Works Gas Tax Fund).
In 2021 every 1% increase in General Property Taxes will generate \$8,500 of additional revenue	

VILLAGE OF BELCARRA GENERAL OPERATING FUND
5-YEAR (2021 - 2025) FINANCIAL PLAN
(With Comparison to 2020)

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REGULAR OPERATING REVENUES

TAXES

Municipal Taxes	(847,647)	(847,645)	(896,704)	(49,057)	5.8%	(948,600)	5.8%	(1,003,501)	5.8%	(1,061,578)	5.8%	(1,123,017)	5.8%
1% Utility Taxes	(12,018)	(11,348)	(11,461)	557	-4.6%	(11,576)	1.0%	(11,692)	1.0%	(11,809)	1.0%	(11,927)	1.0%
	(859,665)	(858,993)	(908,165)	(48,500)	5.6%	(960,176)	5.7%	(1,015,193)	5.7%	(1,073,387)	5.7%	(1,134,944)	5.7%

FEES AND CHARGES

Leases	(2,100)	(2,100)	(2,100)	0	0.0%	(2,100)	0.0%	(2,100)	0.0%	(2,100)	0.0%	(2,100)	0.0%
Penalties & interest (on taxes)	(11,166)	(4,527)	(9,989)	1,177	-10.5%	(10,089)	1.0%	(10,190)	1.0%	(10,292)	1.0%	(10,395)	1.0%
Permits and Licences	(116,430)	(181,252)	(119,665)	(3,235)	2.8%	(121,460)	1.5%	(123,282)	1.5%	(125,132)	1.5%	(127,008)	1.5%
Miscellaneous	(14,000)	(6,991)	(14,223)	(223)	1.6%	(14,532)	2.2%	(14,809)	1.9%	(15,617)	5.5%	(15,665)	0.3%
	(143,696)	(194,870)	(145,977)	(2,281)	1.6%	(148,181)	1.5%	(150,381)	1.5%	(153,141)	1.8%	(155,168)	1.3%

GRANT TRANSFERS

Conditional Operating Transfers (MRN, COVID, Dock Planning)	(77,551)	(459,912)	(129,978)	(52,427)	67.6%	(144,956)	11.5%	(159,958)	10.3%	(162,607)	1.7%	(165,299)	1.7%
Climate Change	0	(372)	(372)	(372)	>100.0%	(376)	1.1%	(380)	1.1%	(384)	1.1%	(388)	1.0%
School Tax Administration	(2,800)	(2,987)	(3,017)	(217)	7.8%	(3,047)	1.0%	(3,077)	1.0%	(3,108)	1.0%	(3,139)	1.0%
Small Communities Investment Fund (SCIF)	(254,520)	(254,361)	(254,361)	159	-0.1%	(256,905)	1.0%	(259,474)	1.0%	(262,069)	1.0%	(264,690)	1.0%
	(334,871)	(717,632)	(387,728)	(52,857)	15.8%	(405,284)	4.5%	(422,889)	4.3%	(428,168)	1.2%	(433,516)	1.2%

OTHER REVENUE

Interest Income	(35,000)	(28,938)	(29,227)	5,773	-16.5%	(29,519)	1.0%	(29,814)	1.0%	(30,112)	1.0%	(30,413)	1.0%
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TOTAL REGULAR OPERATING REVENUES	(1,373,232)	(1,800,433)	(1,471,097)	(97,865)	7.1%	(1,543,160)	4.9%	(1,618,277)	4.9%	(1,684,808)	4.1%	(1,754,041)	4.1%
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REGULAR OPERATING EXPENSES

COUNCIL, GRANTS & MEETINGS

Indemnities & Benefits	68,452	64,850	69,579	1,127	1.6%	70,623	1.5%	71,683	1.5%	72,758	1.5%	73,850	1.5%
Council Other	8,069	15,471	8,188	119	1.5%	8,308	1.5%	8,430	1.5%	8,554	1.5%	8,681	1.5%
Grants	11,322	2,331	11,435	113	1.0%	11,550	1.0%	11,665	1.0%	11,782	1.0%	11,899	1.0%
Meetings, Events & Appreciation	7,300	3,080	7,373	73	1.0%	7,446	1.0%	7,521	1.0%	7,596	1.0%	7,671	1.0%
	95,143	85,732	96,575	1,432	1.5%	97,927	1.4%	99,299	1.4%	100,690	1.4%	102,101	1.4%

**VILLAGE OF BELCARRA GENERAL OPERATING FUND
5-YEAR (2021 - 2025) FINANCIAL PLAN
(With Comparison to 2020)**

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REGULAR OPERATING EXPENSES

ADMINISTRATION, HUMAN RESOURCES & INFORMATION SYSTEMS

General Administration	321,261	321,041	344,799	23,538	7.3%	351,695	2.0%	358,729	2.0%	365,904	2.0%	373,221	2.0%
Human Resources	17,450	5,914	16,284	(1,166)	-6.7%	16,447	1.0%	16,611	1.0%	16,777	1.0%	16,945	1.0%
Information Systems	43,082	49,399	44,030	948	2.2%	45,009	2.2%	46,019	2.2%	47,062	2.3%	48,139	2.3%
	381,793	376,354	405,113	23,320	6.1%	413,151	2.0%	421,359	2.0%	429,743	2.0%	438,305	2.0%

MUNICIPAL HALL, LEGAL & AUDIT

	137,954	202,518	155,588	17,634	12.8%	158,118	1.6%	160,389	1.4%	162,849	1.5%	165,356	1.5%
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PLANNING

	32,200	132,796	35,000	2,800	8.7%	35,350	1.0%	35,704	1.0%	36,061	1.0%	36,422	1.0%
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CONTRACTED SUPPORT SERVICES (FINANCE, ENGINEERING, WEBSITE & OTHER)

	91,357	91,886	102,763	11,406	12.5%	104,796	2.0%	106,869	2.0%	108,983	2.0%	111,139	2.0%
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BUILDING & PLUMBING INSPECTION / BYLAW ENFORCEMENT

	92,903	78,193	82,497	(10,406)	-11.2%	84,140	2.0%	85,816	2.0%	87,526	2.0%	89,272	2.0%
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PUBLIC WORKS

Public Works General	134,572	189,150	196,442	61,870	46.0%	200,369	2.0%	204,376	2.0%	208,465	2.0%	212,633	2.0%
Vehicles, Equipment & Supplies	38,925	54,558	56,669	17,744	45.6%	57,107	0.8%	57,550	0.8%	58,003	0.8%	58,581	1.0%
Roads, bridges, storm sewers etc. (Non-MRN)	23,707	15,641	15,798	(7,909)	-33.4%	15,956	1.0%	16,116	1.0%	16,277	1.0%	16,440	1.0%
Trails & Public Spaces	8,900	5,703	8,989	89	1.0%	9,079	1.0%	9,170	1.0%	9,262	1.0%	9,355	1.0%
	206,104	265,052	277,898	71,794	34.8%	282,511	1.7%	287,212	1.7%	292,007	1.7%	297,009	1.7%

TRANSPORTATION (MAJOR ROAD NETWORK - MRN)

	77,551	78,191	129,978	52,427	67.6%	144,956	11.5%	159,958	10.3%	162,607	1.7%	165,299	1.7%
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FIRE & EMERGENCY OPERATIONS

Fire Protection	4,700	1,683	1,700	(3,000)	-63.8%	1,717	1.0%	1,734	1.0%	1,751	1.0%	1,769	1.0%
Emergency Preparedness	1,500	8,711	10,211	8,711	580.7%	1,500	-85.3%	1,500	0.0%	1,500	0.0%	1,500	0.0%
	6,200	10,394	11,911	5,711	92.1%	3,217	-73.0%	3,234	0.5%	3,251	0.5%	3,269	0.6%

INTEREST & BANK EXPENSE

	5,814	55,800	3,368	(2,446)	-42.1%	3,435	2.0%	3,504	2.0%	3,574	2.0%	3,646	2.0%
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CENTRALIZED SUPPORT COST RECOVERY

	(14,590)	0	(149,075)	(134,485)	921.8%	(223,617)	50.0%	(298,159)	33.3%	(304,123)	2.0%	(310,205)	2.0%
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TOTAL REGULAR OPERATING EXPENSES

	1,112,429	1,376,916	1,151,616	39,187	3.5%	1,103,984	-4.1%	1,065,185	-3.5%	1,083,168	1.7%	1,101,613	1.7%
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SURPLUS BEFORE OTHER REVENUE/EXPENSES & TRANSFERS

	(260,803)	(423,517)	(319,481)	(58,678)	22.5%	(439,176)	37.5%	(553,092)	25.9%	(601,640)	8.8%	(652,428)	8.4%
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VILLAGE OF BELCARRA GENERAL OPERATING FUND
5-YEAR (2021 - 2025) FINANCIAL PLAN
(With Comparison to 2020)

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	Budget 2020	Actual Year- End 2020	Draft Budget 2021	\$ change from 2020 Budget	% change from 2020 Budget	Plan 2022	% change	Plan 2023	% change	Plan 2024	% change	Plan 2025	% change
<u>COMMUNITY WORKS GAS TAX GRANT REVENUE, LAND SALES REVENUE & TRANSFERS</u>													
Community Works Gas Tax Grant	(57,049)	(57,049)	(57,049)	0	0.0%	(59,891)	5.0%	(59,891)	0.0%	(62,974)	5.1%	(62,974)	0.0%
Transfer to Community Works Gas Tax Reserve	57,049	57,049	57,049	0	0.0%	59,891	5.0%	59,891	0.0%	62,974	5.1%	62,974	0.0%
Proceeds from Land Sales	(2,000,000)	0	0	2,000,000	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Transfer to Land Sale Reserve Fund	2,000,000	0	0	(2,000,000)	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
COMMUNITY WORKS GAS TAX REVENUE & TRANSFER	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<u>SPECIAL OPERATING PROJECT FUNDING & EXPENSES</u>													
Bylaw Violation & Municipal Ticking Software & Implementation	5,250	6,119	0	(5,250)	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Stabilization Reserve Funding	(5,250)	(6,119)	(15,000)	(9,750)	185.7%	(28,490)	89.9%	0	-100.0%	0	0.0%	0	0.0%
Election Expense	0	0	15,000	15,000	>100.0%	28,490	89.9%	0	-100.0%	0	0.0%	0	0.0%
Community Wildfire Protection Plan Grant	0	0	(25,000)	(25,000)	>100.0%	0	-100.0%	0	0.0%	0	0.0%	0	0.0%
Community Wildfire Protection Plan	0	0	25,000	25,000	>100.0%	0	-100.0%	0	0.0%	0	0.0%	0	0.0%
Community Works Gas Tax Reserve	(150,000)	(8,665)	(125,000)	25,000	-16.7%	0	-100.0%	0	0.0%	0	0.0%	0	0.0%
Asset Management Plan Grant	0		(50,000)	(50,000)	>100.0%	0	-100.0%	0	0.0%	0	0.0%	0	0.0%
OCP Review & Update	100,000	7,195	100,000	0	0.0%	0	-100.0%	0	0.0%	0	0.0%	0	0.0%
Asset Management Plan & Related Long-Term Financial Plan	50,000	1,470	75,000	25,000	50.0%	0	-100.0%	0	0.0%	0	0.0%	0	0.0%
NET SPECIAL PROJECT FUNDING & EXPENSES	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<u>TRANSFERS TO RESERVES & SURPLUS</u>													
General Capital Reserve Fund	245,803	245,803	201,896	(43,907)	-17.9%	260,939	29.2%	334,594	28.2%	402,672	20.3%	472,481	17.3%
Vehicle & Equipment Capital Reserve Fund	0	0	10,000	10,000	>100.0%	10,200	2.0%	50,000	390.2%	30,000	-40.0%	10,500	-65.0%
Transportation Infrastructure Reserve Fund	0	0	60,000	60,000	>100.0%	120,000	100.0%	120,000	0.0%	120,000	0.0%	120,000	0.0%
Financial Stabilization Reserve Fund	0	0	5,000	5,000	>100.0%	5,000	0.0%	5,000	0.0%	5,000	0.0%	5,000	0.0%
Transfer of Interest to Reserves/Surplus	0	23,484	22,585	22,585	>100.0%	23,037	2.0%	23,498	2.0%	23,968	2.0%	24,447	2.0%
Transfer to General Fund Surplus	15,000	154,230	20,000	5,000	33.3%	20,000	0.0%	20,000	0.0%	20,000	0.0%	20,000	0.0%
TOTAL TRANSFERS TO RESERVES	260,803	423,517	319,481	58,678	22.5%	439,176	37.5%	553,092	25.9%	601,640	8.8%	652,428	8.4%
FINANCIAL PLAN BALANCE	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

Water Operating Fund Details

2021 Draft Water Operating Fund Budget Highlights	2022 – 2025 Draft Water Operating Fund Financial Plan Highlights
<ul style="list-style-type: none"> ➤ 10% increase in water user rates for those connected to the water system and for those not connected to the water system. ➤ \$318,000 of regular operating revenues and \$292,000 of regular operating expenses. ➤ Allocation of centralized support costs charged to Water operating fund at 50% phased in level for 2021. ➤ Budgeted increase in water usage and budgeted cost increases for the purchase of water from the Greater Vancouver Water District (GVWD) and from the District of North Vancouver (for water distribution). These factors together are increasing by 35%. ➤ \$26,000 of contributions or transfers to reserves and surplus. 	<ul style="list-style-type: none"> ➤ Ongoing 10% increases in water user rates. ➤ Increased transfers to water reserves and surplus after full allocation of centralized support costs and increased water usage/ purchase/distribution costs are offset by annual rate increases. ➤ \$100,000 available for transfer to reserve and surplus in 2025.
In 2021 every 1% increase in Water User Rates would generate \$2,700 of additional revenue	

VILLAGE OF BELCARRA WATER OPERATING FUND

2021 to 2025 FINANCIAL PLAN

(With Comparison to 2020)

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	Budget 2020	Actual Year- End 2020	Draft Budget 2021	\$ change from 2020 Budget	% change from 2020 Budget	Plan 2022	% change	Plan 2023	% change	Plan 2024	% change	Plan 2025	% change
REGULAR OPERATING REVENUES													
USER FEES, CHARGES & INTEREST													
Water Annual Fees	(275,076)	(271,970)	(307,047)	(31,971)	11.6%	(340,936)	11.0%	(378,715)	11.1%	(420,750)	11.1%	(464,108)	10.3%
Water System Connection Fees	(6,000)	(5,250)	(6,000)	0	0.0%	(6,000)	0.0%	(6,000)	0.0%	(6,000)	0.0%	(6,000)	0.0%
Interest Income	(1,400)	(4,581)	(4,673)	(3,273)	233.8%	(4,766)	2.0%	(4,861)	2.0%	(4,958)	2.0%	(5,057)	2.0%
GRANT TRANSFERS (COVID RESTART GRANT)	0	(7,142)	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	(282,476)	(288,943)	(317,720)	(35,244)	12.5%	(351,702)	10.7%	(389,576)	10.8%	(431,708)	10.8%	(475,165)	10.1%
TOTAL REGULAR OPERATING REVENUES	(282,476)	(288,943)	(317,720)	(35,244)	12.5%	(351,702)	10.7%	(389,576)	10.8%	(431,708)	10.8%	(475,165)	10.1%
REGULAR OPERATING EXPENSES													
ADMINISTRATION													
Allocation of Centralized Support	14,590	0	84,007	69,417	475.8%	126,011	50.0%	168,015	33.3%	171,375	2.0%	174,803	2.0%
Other (Environmental Monitoring & Lease)	1,327	276	1,348	21	1.6%	1,369	1.6%	1,391	1.6%	1,413	1.6%	1,436	1.6%
	15,917	276	85,355	69,438	436.3%	127,380	49.2%	169,406	33.0%	172,788	2.0%	176,239	2.0%
WATER PURCHASES & CONVEYANCE	82,088	110,534	111,076	28,988	35.3%	107,455	-3.3%	104,055	-3.2%	100,864	-3.1%	97,873	-3.0%
WATER SYSTEM OPERATIONS													
Public Works	81,062	54,109	55,018	(26,044)	-32.1%	56,119	2.0%	57,241	2.0%	58,385	2.0%	59,553	2.0%
Utilities	11,524	9,719	11,640	116	1.0%	11,757	1.0%	11,875	1.0%	11,993	1.0%	12,114	1.0%
Water Mains Repair & Maintenance	5,000	0	5,050	50	1.0%	5,101	1.0%	21,452	320.5%	5,204	-75.7%	5,256	1.0%
Station Repair & Maintenance	8,101	5,962	8,182	81	1.0%	8,263	1.0%	8,345	1.0%	8,427	1.0%	8,511	1.0%
Reservoir Repair & Maintenance	6,092	0	6,103	11	0.2%	6,114	0.2%	6,550	7.1%	6,566	0.2%	6,582	0.2%
Materials & Equipment	9,100	2,393	9,106	6	0.1%	9,112	0.1%	9,118	0.1%	9,124	0.1%	9,130	0.1%
	120,879	72,183	95,099	(25,780)	-21.3%	96,466	1.4%	114,581	18.8%	99,699	-13.0%	101,146	1.5%
TOTAL REGULAR OPERATING EXPENSES	218,884	182,993	291,530	72,646	33.2%	331,301	13.6%	388,042	17.1%	373,351	-3.8%	375,258	0.5%
SURPLUS BEFORE DEBT & TRANSFERS	(63,592)	(105,950)	(26,190)	37,402	-58.8%	(20,401)	-22.1%	(1,534)	-92.5%	(58,357)	3704.2%	(99,907)	71.2%

VILLAGE OF BELCARRA WATER OPERATING FUND

2021 to 2025 FINANCIAL PLAN

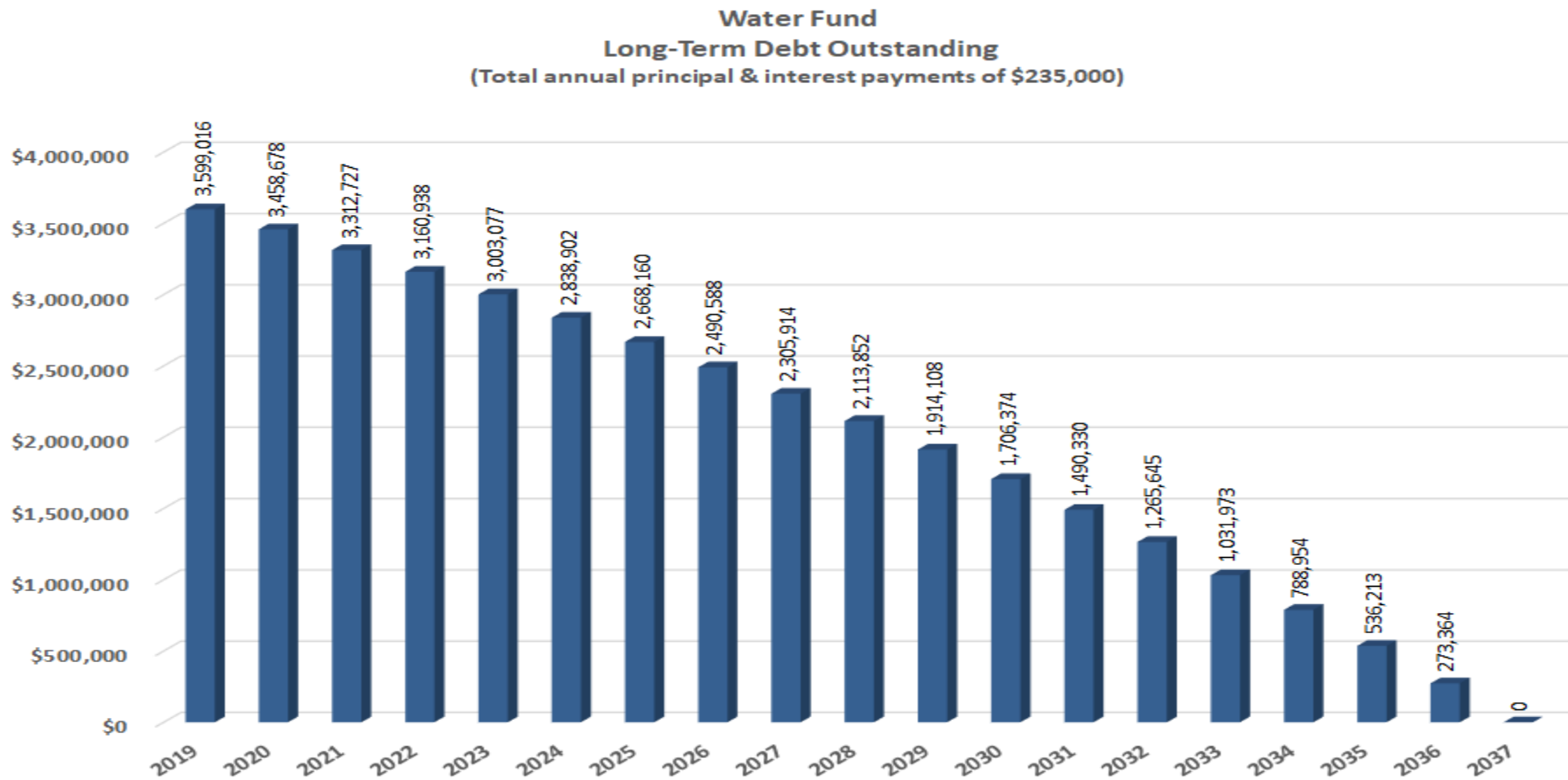
(With Comparison to 2020)

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LONG-TERM DEBT PAYMENTS/TRANSFERS
(Funded by Parcel Taxes & Transfer)

	Budget 2020	Actual Year- End 2020	Draft Budget 2021	\$ change from 2020 Budget	% change from 2020 Budget	Plan 2022	% change	Plan 2023	% change	Plan 2024	% change	Plan 2025	% change
Long-Term Debt Interest Expense	128,800	128,799	128,800	0	0.0%	128,800	0.0%	128,800	0.0%	128,800	0.0%	128,800	0.0%
Debt Principle Payment	106,645	106,645	106,645	0	0.0%	106,645	0.0%	106,645	0.0%	106,645	0.0%	106,645	0.0%
Parcel tax	(234,471)	(233,498)	(233,499)	972	-0.4%	(233,499)	0.0%	(233,499)	0.0%	(233,499)	0.0%	(233,499)	0.0%
Transfer from Water Debt Repayment Reserve	(1,946)	(1,946)	(1,946)	0	0.0%	(1,946)	0.0%	(1,946)	0.0%	(1,946)	0.0%	(1,946)	0.0%
TOTAL NET LONG-TERM DEBT PAYMENTS/TRANSFERS	(972)	0	0	972	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<u>TRANSFERS TO RESERVE FUNDS & SURPLUS</u>													
Transfer To Water Capital Reserve	57,664	60,496	18,550	(39,114)	-67.8%	12,708	-31.5%	(852)	-106.7%	40,923	-4903.2%	82,425	101.4%
Transfer to Vehicle & Equipment Reserve	500	500	1,500	1,000	200.0%	1,530	2.0%	1,200	-21.6%	1,224	2.0%	1,248	2.0%
Transfer of Interest to Reserves/Surplus	1,400	1,118	1,140	(260)	-18.6%	1,163	2.0%	1,186	2.0%	1,210	2.0%	1,234	2.0%
Transfer to Water Operating Fund Surplus	5,000	43,836	5,000	0	0.0%	5,000	0.0%	0	-100.0%	15,000	>100.0%	15,000	0.0%
TOTAL TRANSFERS TO RESERVE FUNDS	64,564	105,950	26,190	(38,374)	-59.4%	20,401	-22.1%	1,534	-92.5%	58,357	3704.2%	99,907	71.2%
FINANCIAL PLAN BALANCE	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

Water Fund Debt



Waste & Recycle Depot (WARD) Operating Fund Details

2021 Draft WARD Operating Fund Budget Highlights	2022 – 2025 Draft WARD Operating Fund Financial Plan Highlights
<ul style="list-style-type: none"> ➤ Increase in WARD user rates of 10%. ➤ \$135,000 of regular operating revenues and \$148,000 of regular operating expenses. ➤ Allocation of centralized support costs charged to WARD operating fund at 50% phased in level for 2021. ➤ Large increase (39%) in collection, hauling and disposal costs from the contractor are negatively affecting the WARD operating fund. ➤ Contribution from WARD surplus of \$13,000 required in 2021. 	<ul style="list-style-type: none"> ➤ Annual WARD user rate increases of 10%. ➤ Transfer for WARD surplus required in 2022 to 2024 based on new allocation of centralized support costs and increased hauling/disposal costs, which will be offset by annual rate increases in subsequent years. ➤ \$12,000 available for transfer to surplus in 2025.
<p style="text-align: center;">In 2021 every 1% increase in WARD User Rates would generate \$1,200 of additional revenue</p>	

VILLAGE OF BELCARRA WASTE & RECYCLE DEPOT (WARD) OPERATING FUND

2021 to 2025 FINANCIAL PLAN

(With Comparison to 2020)

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	Budget 2020	Actual Year-End 2020	Draft Budget 2021	\$ change from 2020 Budget	% change from 2020 Budget	Plan 2022	% change	Plan 2023	% change	Plan 2024	% change	Plan 2025	% change
REGULAR OPERATING REVENUES													
<u>FEES & CHARGES</u>													
Waste & Recycling Annual Fee & Tags	(122,107)	(121,041)	(134,218)	(12,111)	9.9%	(147,540)	9.9%	(162,194)	9.9%	(178,313)	9.9%	(196,044)	9.9%
Permits & Licences	(100)	(25)	(100)	0	0.0%	(100)	0.0%	(100)	0.0%	(100)	0.0%	(100)	0.0%
	(122,207)	(121,066)	(134,318)	(12,111)	9.9%	(147,640)	9.9%	(162,294)	9.9%	(178,413)	9.9%	(196,144)	9.9%
GRANT TRANSFERS (COVID-19 SAFE RESTART GRANT)													
	0	(1,137)	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
INTEREST INCOME													
	(1,000)	(1,116)	(1,138)	(138)	13.8%	(1,161)	2.0%	(1,184)	2.0%	(1,208)	2.0%	(1,232)	2.0%
TOTAL REGULAR OPERATING REVENUES	(123,207)	(123,319)	(135,456)	(12,249)	9.9%	(148,801)	9.9%	(163,478)	9.9%	(179,621)	9.9%	(197,376)	9.9%
REGULAR OPERATING EXPENSES													
<u>ALLOCATION OF CENRALIZED SUPPORT</u>													
	0	0	38,152	38,152	>100.0%	57,228	50.0%	76,304	33.3%	77,830	2.0%	79,387	2.0%
<u>OPERATIONS & MAINTENANCE</u>													
Public Works	27,431	5,969	6,070	(21,361)	-77.9%	6,192	2.0%	6,315	2.0%	6,441	2.0%	6,570	2.0%
Utilities	1,000	1,001	1,020	20	2.0%	1,040	2.0%	1,061	2.0%	1,082	2.0%	1,104	2.0%
Depot Operations	22,463	28,456	22,643	180	0.8%	23,097	2.0%	23,560	2.0%	24,032	2.0%	24,512	2.0%
Greenwaste Contract	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Materials & Equipment	4,050	5,982	4,131	81	2.0%	4,214	2.0%	4,298	2.0%	4,385	2.0%	4,473	2.0%
Processing & Hauling Expense	54,918	75,981	76,111	21,193	38.6%	66,122	-13.1%	65,133	-1.5%	67,064	3.0%	69,053	3.0%
	109,862	117,389	109,975	113	0.1%	100,665	-8.5%	100,367	-0.3%	103,004	2.6%	105,712	2.6%
TOTAL REGULAR OPERATING EXPENSES	109,862	117,389	148,127	38,265	34.8%	157,893	6.6%	176,671	11.9%	180,834	2.4%	185,099	2.4%
(SURPLUS) DEFICIT BEFORE OTHER REVENUE/EXPENSES & TRANSFERS	(13,345)	(5,930)	12,671	26,016	-194.9%	9,092	-28.2%	13,193	45.1%	1,213	-90.8%	(12,277)	-1112.1%
<u>TRANSFERS TO RESERVES & SURPLUS</u>													
Transfer to General Capital Reserve	11,845	11,845	0	(11,845)	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Transfer to Vehicle & Equipment Reserve	1,500	1,500	0	(1,500)	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Transfer of Interest to WARD Surplus	0	1,116	1,138	1,138	>100.0%	1,161	2.0%	0	-100.0%	0	0.0%	12,277	>100.0%
TOTAL TRANSFERS TO RESERVES & SURPLUS	13,345	14,461	1,138	(12,207)	-91.5%	1,161	2.0%	0	-100.0%	0	0.0%	12,277	>100.0%
TRANSFER FROM WARD SURPLUS TO OFFSET DEFICITS	0	(8,531)	(13,809)	(13,809)	>100.0%	(10,253)	-25.8%	(13,193)	28.7%	(1,213)	-90.8%	0	-100.0%
FINANCIAL PLAN BALANCE	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

5 - Year Capital Plan Details

2021 Capital Highlights	2022 – 2025 Capital Highlights
<ul style="list-style-type: none"> ➤ \$426,000 of capital projects planned for. ➤ \$57,000 of funding from TransLink for Bedwell Bay Road Recessed Pavement Markers (Cats Eyes) project and Bedwell Bay Road Safety Barrier Project. ➤ Funding to start universal water metering project. ➤ \$155,000 of capital spending for Non-MRN road improvements. 	<ul style="list-style-type: none"> ➤ Approximately 1.35 million of capital spending for 2022 – 2025 with continuation of universal water metering planned for as well as major vehicle replacements and road improvements.

Draft 2021 - 2025 Capital Plan

		Budget	Actual Year- End	Draft Budget	Plan	Plan	Plan	Plan
Funding Sources		2020	2020	2021	2022	2023	2024	2025
FUNDING SOURCES								
Community Works Gas Tax Reserve	CWGTR	6,625	0	79,125	41,500	0	5,000	87,500
Operating	OP	175,000	62,658	0	0	0	0	0
General Capital Reserve	GCR	75,100	41,034	89,600	130,300	162,000	204,000	12,000
Vehicle & Equipment Capital Reserve	VECR	2,425	0	10,000	6,000	71,000	0	0
Transportation Infrastructure Reserve	TIR	130,000	0	160,000	125,000	30,000	25,000	30,000
Land Sale Reserve	LSR	1,022,794	0	0	0	0	0	0
Water Capital Reserve	WCR	15,000	6,405	30,000	67,000	15,000	15,000	15,000
Grant - Infrastructure	GI	2,812,206	0	0	0	0	0	0
Grant - MRN (O&M) (deferred revenue)	GMRNO	0	0	0	0	0	0	0
Grant - MRNB Major Road Network and Bike Upgrade program	GMRNB	19,875	0	57,375	34,500	0	15,000	262,500
Third Party Contributions	TPC	0	0	0	0	0	0	0
Total Funding Sources		4,259,025	110,097	\$426,100	\$404,300	\$278,000	\$264,000	\$407,000

Draft 2021 - 2025 Capital Plan

	Funding Sources	Budget 2020	Actual Year- End 2020	Draft Budget 2021	Plan 2022	Plan 2023	Plan 2024	Plan 2025
WASTE & RECYCLE DEPOT (WARD)								
Minor WARD Equipment	GCR	4,000		5,000	5,000	5,000	5,000	5,000
Compactor and Container	VECR					31,000		
Electrical Motor for Compactors	GCR			10,000			6,000	
Gate & Access Control	GCR						9,500	
Chip Bin	VECR	2,425						
Bin Lids	VECR			10,000				
Repaving Tarmack Area	GCR						43,500	
Total WARD		6,425		\$25,000	\$5,000	\$36,000	\$64,000	\$5,000
WATER FUND								
Univeral Water Meters (radio read/pit antennae)	CWGTR			30,000	30,000			
New Water Meter for Leak Detection (Tatlow)	CWGTR			30,000				
Engineering for Water System	GCR	30,000	20,267	20,000				
New Water Reservoir Project (to meet fire flows) - Planning & Tendering (2020) and Construction 2021	Grant 73.33% / LSR 26.67%	3,835,000						
Water Main Armor at Park (rock replacement)	WCR	10,000	1,076	15,000				
Water Equipment	WCR	5,000	5,329	15,000	15,000	15,000	15,000	15,000
SCADA System	WCR				52,000			
Total Water		\$3,880,000	26,672	\$110,000	\$97,000	\$15,000	\$15,000	\$15,000
GENERAL FUND								
General								
Village Hall Council Meeting Recording System	GCR	3,500	2,097		4,000			
Village Hall Roof Replacement	GCR	20,000	18,670					
Canon LV-S3 LCD Projector	GCR			1,100				
Lap-Tops	GCR			2,000	2,000	2,000	2,000	2,000
Information Systems (work stations, servers, etc.)	GCR			16,500	17,000		3,000	
Subtotal General		23,500	20,767	19,600	23,000	\$2,000	5,000	2,000
Public Works - General								
New Generator (for Municipal Hall & Public Works)	VECR					40,000		
Stair Improvements - Marine Ave (remove stairs)	GCR	8,500						
New Roof For Public Works Shop	GCR			20,000				
Hot Water Tank (considered operating)	GCR	3,100						
Permanent Shelter For Public Works Machinery	GCR				55,000			
Security System for Public Works Building (includes alarm monitoring capability)	GCR				17,300			
Portable Generator (small one for Public Works)	VECR				6,000			
Subtotal Public Works		\$11,600	\$0	\$20,000	\$78,300	\$40,000	\$0	\$0

Draft 2021 - 2025 Capital Plan

	Funding Sources	Budget 2020	Actual Year- End 2020	Draft Budget 2021	Plan 2022	Plan 2023	Plan 2024	Plan 2025
GENERAL FUND (continued)								
Vehicles & Attachments								
2009 Ford F550 Truck Replacement	GCR						135,000	
Holland TN70DA Tractor, Deluxe Cab 4x4 with bucket/New Backhoe, JD 310	GCR					155,000		
Subtotal Vehicle & Attachments		\$0	\$0	\$0	\$0	\$155,000	\$135,000	\$0
Non-MRN Roads								
Marine Ave - Mill & Fill (Marine)	TIR	30,000			100,000			
Midden Road - Overlay (Midden to Belcarra Bay Loop)	TIR	60,000		130,000				
Road Rehabilitation (including pothole repairs)	TIR	20,000		10,000	10,000	10,000	10,000	10,000
Shouldering Boulevards	TIR			15,000		15,000		15,000
Subtotal Non-MRN Roads		\$110,000	\$0	\$155,000	\$110,000	\$25,000	\$10,000	\$25,000
MRN Roads								
Replace Retaining Wall & Repair Slumping Road (Corner of Kelly & Bedwell Bay Rd)	GMRNB -75% / CWGTR - 25%							350,000
Bedwell Bay Road Mill & Fill Failing Sections	GMRNB -75% / CWGTR - 25%				20,000		20,000	
3640 Bedwell Bay Road Culvert	GMRNB -75% / CWGTR - 25%				26,000			
Bedwell Bay Road Safety Barriers (Grant Application submitted)	GMRNB -75% / CWGTR - 25%			50,000				
Bedwell Bay Road Recessed Pavement Markers (Cats Eyes) (Grant Application submitted)	GMRNB -75% / CWGTR - 25%	26,500		26,500				
Subtotal MRN Roads		26,500	\$0	76,500	\$46,000	\$0	\$20,000	\$350,000
Storm Sewer								
Catch Basin Replacements	GCR	6,000			5,000			5,000
Storm Sewer Repair & Replacement	GCR				25,000			
Subtotal Storm Sewer		\$6,000	\$0	\$0	\$30,000	\$0	\$0	\$5,000
Parks & Recreation								
Trail System Improvements	TIR	20,000		5,000	5,000	5,000	5,000	5,000
Trail System Stairwells	TIR				10,000		10,000	
Multi-Use Court Fence	GCR			15,000				
Subtotal Trail System		\$20,000	\$0	\$20,000	\$15,000	\$5,000	\$15,000	\$5,000
Other								
Land Preparation & Development - Road Ends (now operating)	OP	175,000	62,658					
Land Preparation & Development - Road Ends	LSR							
Subtotal Other		175,000	62,658	-	-	-	-	-
Total General		\$372,600	\$83,425	\$291,100	\$302,300	\$227,000	\$185,000	\$387,000
TOTAL CAPITAL EXPENDITURES - ALL FUNDS								
		\$4,259,025	\$110,097	\$426,100	\$404,300	\$278,000	\$264,000	\$407,000

Projected Reserve & Surplus Balances

5 -YEAR SUMMARY OF RESERVE & SURPLUS PROJECTIONS (Based on draft financial plan)

ALL OF THE VILLAGE'S RESERVES AND SURPLUSES	Minimum Recommended Balances	Projected Balances Based on Financial Plan as at End of Each Year					Optimum Recommended Balances
		2021	2022	2023	2024	2025	
GENERAL FUND							
<u>Capital Reserve Funds</u>							
Community Works Gas Tax Reserve Fund	N/A	\$ 321,287	\$ 342,983	\$ 406,603	\$ 468,933	\$ 448,974	N/A
General Capital Reserve Fund	TBD	598,083	735,356	916,167	1,124,994	1,599,027	TBD
Vehicle & Equipment Capital Reserve Fund	TBD	64,479	70,882	51,692	83,589	96,232	TBD
Transportation Infrastructure Reserve Fund	TBD	82,944	79,151	171,013	269,291	364,005	TBD
Subtotal Capital Reserve Funds		\$ 1,066,793	\$ 1,228,372	\$ 1,545,475	\$ 1,946,807	\$ 2,508,238	
<u>Operating Reserve Funds</u>							
Stabilization Reserve Fund	\$53,000	\$ 75,227	\$ 52,689	\$ 58,517	\$ 64,432	\$ 70,436	\$106,000
Subtotal Operating Reserve Funds		\$ 75,227	\$ 52,689	\$ 58,517	\$ 64,432	\$ 70,436	
<u>Unrestricted & Restricted Accumulated Surplus</u>							
Unrestricted General Operating Fund Surplus	\$340,000	\$ 252,424	\$ 275,048	\$ 297,898	\$ 315,952	\$ 339,212	\$565,000
GENERAL FUND TOTALS		\$ 1,394,444	\$ 1,556,109	\$ 1,901,890	\$ 2,327,191	\$ 2,917,886	
WATER UTILITY FUND							
<u>Reserve Fund</u>							
Water Capital Reserve Fund	TBD	\$ 141,986	\$ 88,842	\$ 73,799	\$ 100,590	\$ 169,358	TBD
<u>Appropriated Water Surplus</u>							
Restricted Water Debt Repayment	N/A	\$ 20,969	\$ 19,223	\$ 17,460	\$ 15,679	\$ 13,880	N/A
<u>Unrestricted Accumulated Surplus</u>							
Unrestricted Water Operating Fund Surplus	\$60,000	\$ 79,373	\$ 85,192	\$ 86,044	\$ 101,979	\$ 118,074	\$100,000
WATER UTILITY FUND TOTALS		\$ 242,328	\$ 193,257	\$ 177,303	\$ 218,248	\$ 301,312	
WASTE & RECYCLING DEPOT FUND							
<u>Unrestricted Accumulated Surplus</u>							
Unrestricted Waste & Recycling Operating Fund Surplus	\$32,000	\$ 32,573	\$ 23,143	\$ 10,446	\$ 9,528	\$ 22,891	\$53,000
WASTE & RECYCLING UTILITY FUND TOTALS		\$ 32,573	\$ 23,143	\$ 10,446	\$ 9,528	\$ 22,891	
GRAND TOTAL ALL RESERVES AND SURPLUSES		\$ 1,669,345	\$ 1,772,509	\$ 2,089,639	\$ 2,554,967	\$ 3,242,089	
RESERVES & SURPLUSES SUMMARY - ALL FUNDS:		2021	2022	2023	2024	2025	
Capital Reserve Funds		\$ 1,208,779	\$ 1,317,214	\$ 1,619,274	\$ 2,047,397	\$ 2,677,596	
Operating Reserve Funds		75,227	52,689	58,517	64,432	70,436	
Unrestricted & Restricted Accumulated Surpluses		385,339	402,606	411,848	443,138	494,057	
Total Reserves & Surpluses		\$ 1,669,345	\$ 1,772,509	\$ 2,089,639	\$ 2,554,967	\$ 3,242,089	

TBD - to be determined

N/A - not applicable

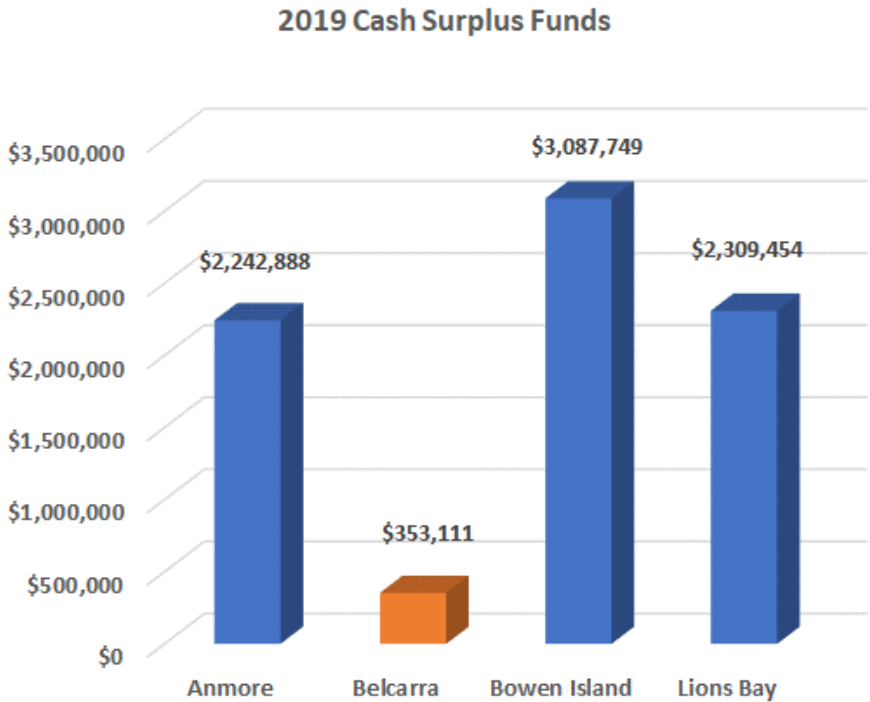
Comparative Benchmarks

The comparisons or benchmarks presented here are for discussion purposes during budget deliberations. When viewing the data, it is important to remember that each community is unique in terms of its assessment base, its geography, its budgetary demands, etc. - as such no two (2) communities are exacting alike.

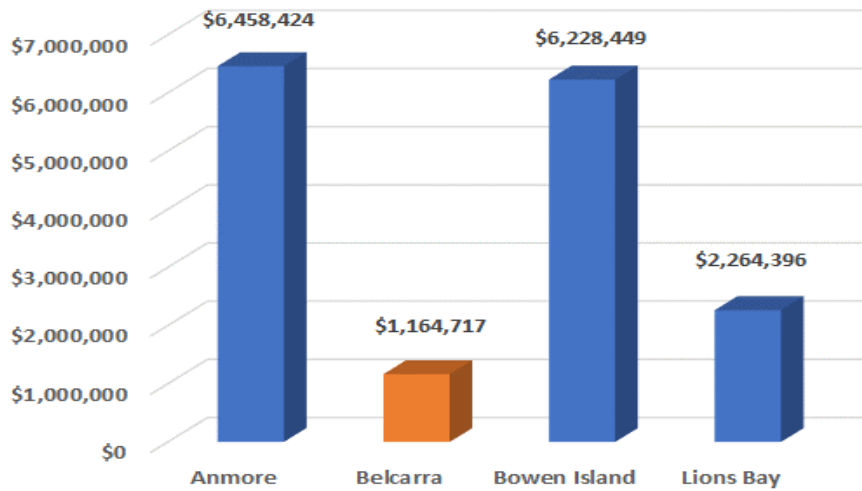
However, when looking at comparisons in a general context certain trends begin to emerge which are worthy of thought and discussion. The following communities have been chosen as comparators to Belcarra.

- Anmore
- Bowen Island
- Lions Bay

This statistical data is published by the Ministry of Community, Sport and Cultural Development (Ministry) annually and is referred to as “Local Government Statistics”. The value of a representative house in Belcarra for 2020, as published by the Ministry, was \$1,355,482; however, this value is artificially low as it is impacted by water lot values on certain properties. The true value of a representative home in Belcarra for 2020 is \$1,987,068 based on negating the impact of the water lots. This updated value and the associated tax impact of this value has been used in the tax comparisons shown in these benchmark comparisons.

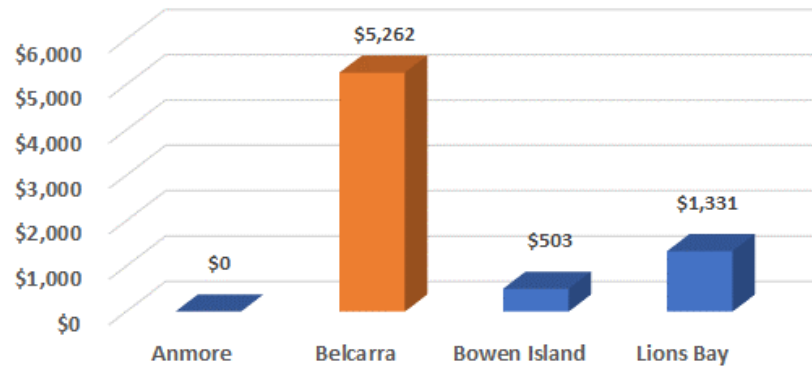


2019 Reserve Funds



BC Local Government Statistics - 2019 Year-End

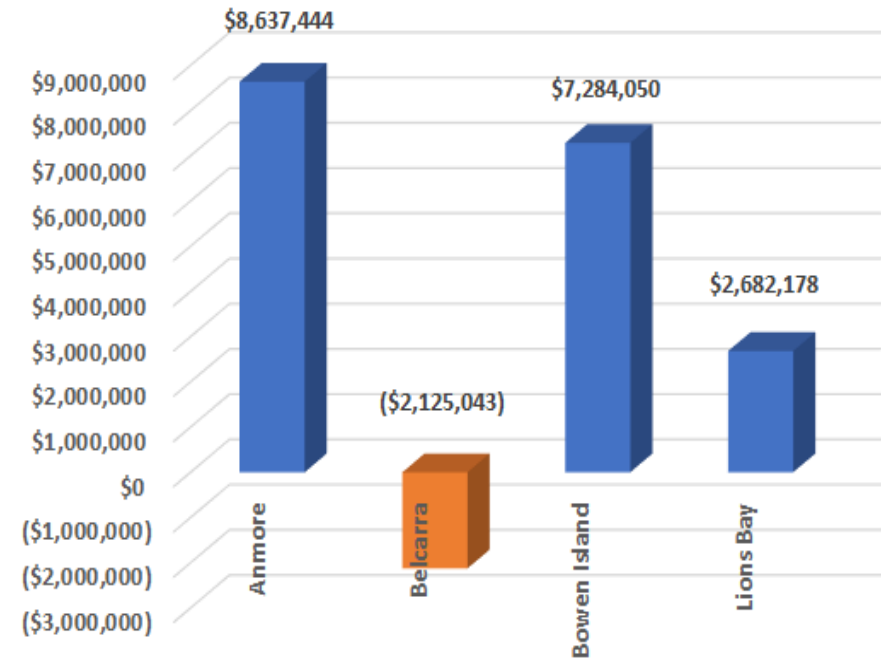
2019 Per Capita Long-Term Debt Outstanding

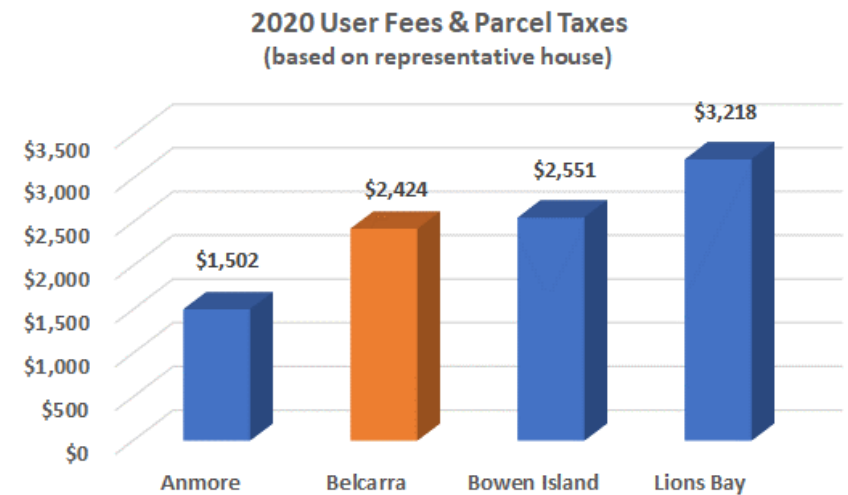
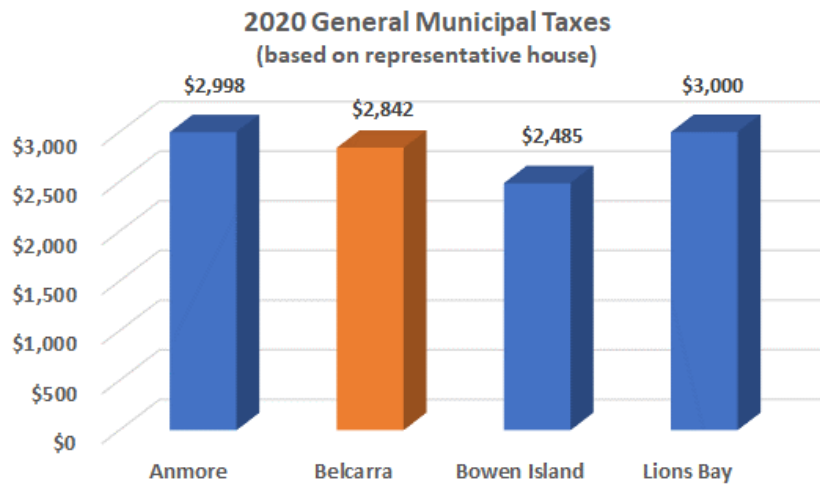


BC Local Government Statistics - 2019 Year-End

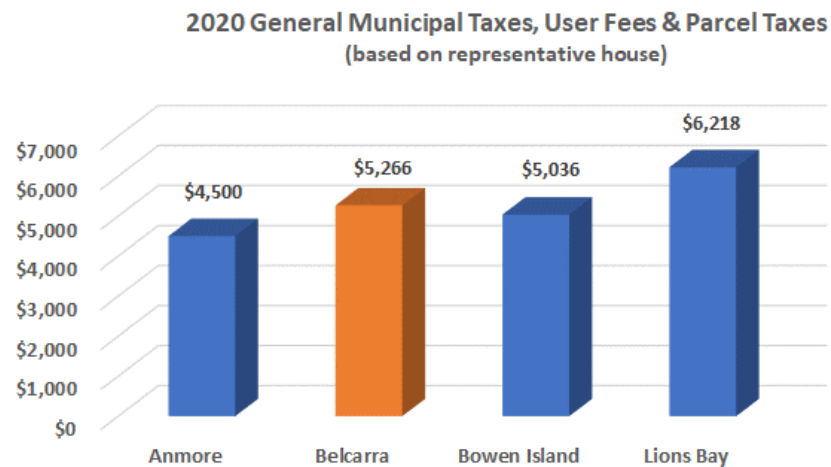
BC Local Government Statistics - 2019 Year-End

2019 Net Financial Assets (Net Debt) (financial assets less liabilities)

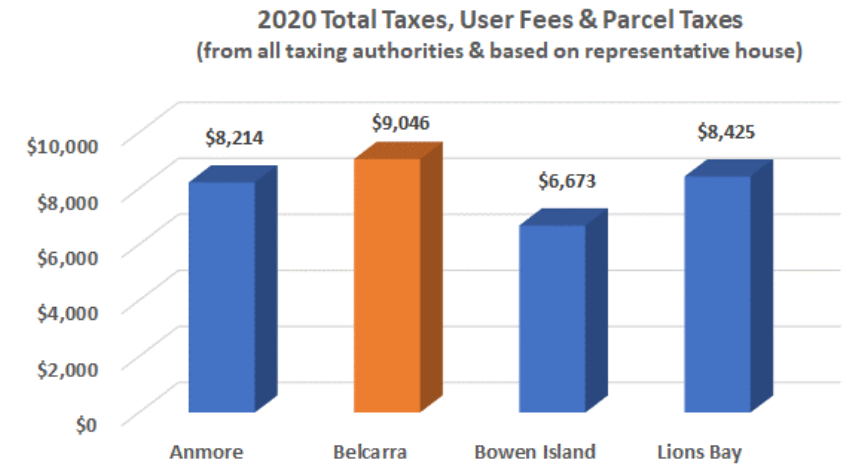




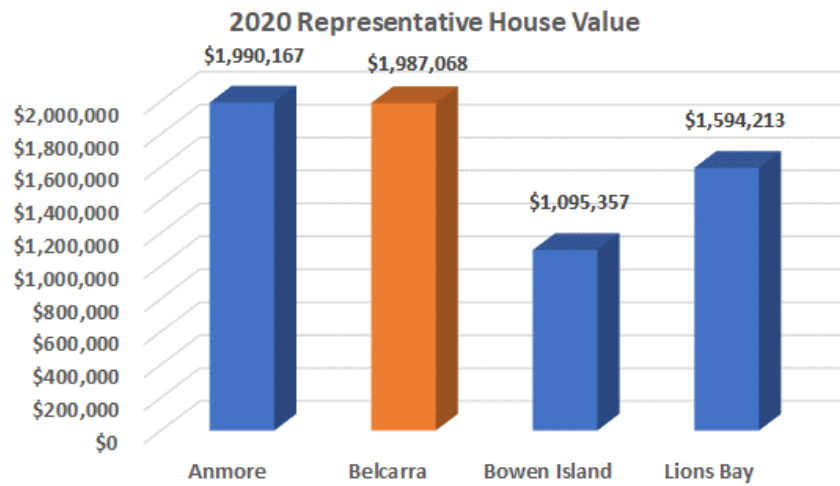
BC Local Government Statistics - 2020 with house value/taxes in Belcarra increased based on impact of water lots



BC Local Government Statistics - 2020 with house value/taxes in Belcarra increased based on impact of water lots



BC Local Government Statistics - 2020 with house value/taxes in Belcarra increased based on impact of water lots



BC Local Government Statistics - 2020 with house value/taxes in Belcarra increased based on impact of water lots

Appendix "B" - -2021 Budget Items Received for Discussion Purposes

Description	Cost	Notes
Mulch for road to Farrer Cove	\$838.00	This is a private road and consideration should be given to the fact that there are other private roads in Belcarra who do not receive this benefit
Periodic lit entrance sign displays	Various options	<p>Relatively short lifetime of past Dewalt integrated battery-inverter units. If public works sees value in a small portable generator dedicated about 12 days a year to displays - great. If not the Dewalt or equivalent purchases may be the best interim approach.</p> <p><u>Option 1 : A metered AC power drop at the village's entrance sign.</u> While convenient I suspect this option would cost us several \$1000s minimum initially. We would then have a permanent monthly fee to pay to B.C. Hydro. Unless we felt ongoing evening spotlights on our sign was worth the ongoing expenditure I don't think this makes sense. If AC power were incidentally available due to some other priority I would welcome the service. Otherwise I don't see a strong case for a dedicated outlet.</p> <p>Cost est. \$2,000-\$4,000 with ongoing monthly fees Maintenance very limited</p> <p><u>Option 2 - Go Off Grid</u> - Install a standalone solar supply system with solar panels on the roof and a pair of deep cycle batteries installed under the roof with the necessary controllers and inverter to power displays.</p> <p>Cost: \$800 - \$1500 in basic supplies. Several hours of installation. Ongoing maintenance - 15-20 year lifespan - no monthly fees)</p> <p><u>Option 3 - A small portable gas powered generator</u> to be added to public works and placed at the sign site only when the display needs power</p> <p>Cost: \$1100 pretax (for Honda's "Ultra-Quiet 1000i ") plus fuel. Maintenance should be limited - lifetime 15-20 years - no monthly fees)</p>
Grant for Coquitlam Search & Rescue	To be Determined	<p>Please be advised that at a Regular meeting of Belcarra Council held September 28, 2020, the following motion was passed:</p> <p>“That a Council representative be appointed as a liaison to Coquitlam Search & Rescue (SAR); and</p> <p>That the Coquitlam Search & Rescue (SAR) request for a donation be considered in 2021 Budget discussions.”</p>
Heritage Woods Secondary School request for assistance - referred from Feb. 22, 2021 Council Agenda	To be Determined	For hosting Commencement Celebration on June 16, 2021. Tara McKinley & Pauline Nielsen, Grad 2021 Co-Chairs, Heritage Woods Secondary School, letter received February 15, 2021 regarding 2021 Commencement Celebration
Communities Embracing Restorative Action (CERA) Society grant application	\$353.00	Gurinder Mann, Executive Director, Communities Embracing Restorative Action (CERA) Society, letter dated December 27, 2020 regarding a Request for a Community Grant for the Community Youth Justice Program. The Community Youth Justice Program (CYJP) is a community based initiative of Communities Embracing Restorative Action (CERA) Society. CERA is a non-profit registered charity incorporated in British Columbia in April 1999. The purpose of the CYJP is to apply the principles of restorative justice in supporting youth and strengthening communities by addressing youth crime in meaningful and durable ways.
Softball BC - referred from Feb. 22, 2021 Council Agenda	To be Determined	<u>Doug Allin, Head Coach Men's, Mark Dunlop, Head Coach Women's & Rick Benson, Executive Director, Softball BC,</u> letter received January 8, 2021 regarding Request for COVID Relief Funding for Male & Female Softball Athletes at the 2022 Canada Summer Games
Crossroads Hospice Society - referred from Feb. 22, 2021 Council Agenda	To be Determined	<u>Janice Boyle, Executive Director, Crossroads Hospice Society,</u> letter received December 28, 2020 regarding a Request for a Contribution
Habitat for Humanity Greater Vancouver	To be Determined	Request for support via email



COUNCIL REPORT

Date: March 8, 2021

From: Ken Bjorgaard, Financial Consultant

Subject: COVID-19 Safe Restart Grant

Recommendation:

That the COVID-19 Safe Restart Grant report dated March 8, 2021 from the Financial Consultant, be received for information.

Purpose:

The purpose of this report is to inform Council of the use of COVID-19 Safe Restart Grant funds in 2020 and to highlight the remaining grant funds.

Background:

Belcarra received \$380,000 in 2020 under the Provincial COVID-19 Safe Restart Grant Program (Program). Eligible costs under the Program include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

Attached Appendix “A” summarizes the grant funds claimed in 2020 under the various claim categories and outlines the remaining grant funds. Of the \$380,000 received, \$198,460.27 was utilized in 2020 and \$181,539.73 remains. All of the items and amounts claimed in 2020 have been reviewed with the Local Government Infrastructure and Finance Branch of the Ministry of Municipal Affairs and Housing. The Village 2020 Financial Statements will include a schedule or note which shows at a high level (according to the claim categories used) the use of the COVID-19 Safe Restart Grant Funds and the remaining funds.

Appendix "A" - COVID-19 Safe Restart Grant 2020 Claim & Remaining Funds

Description of COVID Grant Claim Items	Claim Categories							
	Facility reopening and operating costs	Emergency planning and response costs	Bylaw enforcement costs	Costs of policing, fire protection and other protective services	Costs of programs and services for persons living with disabilities, mental illness or addictions, or persons experiencing homelessness or other vulnerable persons;	Computer and other electronic technology costs	Budgeted revenues that have not been collected	Other
Labour disruption costs (staff paid while at home)		\$18,797.76						
Additional staff response costs		\$37,917.73						
Emergency supplies (masks, guards, wipes, gloves, etc.)		\$2,617.35						
Mutual aid agreement		\$417.21						
Remote meetings costs (Zoom & Webcam)						\$3,086.78		
Planning		\$700.00						
Changes in tax scheme, tax notices, penalties, grant claim tracking, etc.		\$1,890.00						
Loss of revenue							\$133,033.44	
Totals	\$0.00	\$62,340.05	\$0.00	\$0.00	\$0.00	\$3,086.78	\$133,033.44	\$0.00
Grand Total Funds Used	\$198,460.27							
Grant Funds Unused (Appropriated Surplus)	\$181,539.73							
Total Grant	\$380,000.00							



**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 February 22, 2021

READ A SECOND TIME on February 22, 2021

READ A THIRD TIME on

ADOPTED by the Council on

Jamie Ross
Mayor

Lorna Dysart
Chief Administrative Officer

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

Chief Administrative Officer



COUNCIL REPORT

File: 6700-03

Date: March 8, 2021

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. 580, 2021", be read a first and second time and be referred to Public Hearing;
- b) That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 581, 2021", be read a first and second time;
- c) That "Village of Belcarra Business License Bylaw No. 227, 1995, Amendment Bylaw No. 582, 2021", be read a first and second 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 4); 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 Council meeting 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.

The report went to a Council meeting on March 9, 2020 and it was deferred. On February 22, 2021, it was lifted from the table.

Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 580, 2021 will be brought forward to Public Hearing after first and second reading are approved.

Attachments

- 1) Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 580, 2021
- 2) Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 581, 2021
- 3) Village of Belcarra Business License Bylaw No. 227, 1995, Amendment Bylaw No. 582, 2021
- 4) Short Term Rental Accommodation and Bed & Breakfast Accommodation Policy No. 210 (attached for information)



VILLAGE OF BELCARRA
Zoning Bylaw No. 510, 2018,
Amendment Bylaw No. 580, 2021



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. 580, 2021".
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

Public Hearing held on

Read a Third Time on

ADOPTED by Council on

Jamie Ross
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. 580, 2021

Chief Administrative Officer



VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018,
Amendment Bylaw No. 581, 2021



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. 581, 2021".
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>Description</i>	<i>Fee</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>Description</i>	<i>Fee</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. 581, 2021

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

Jamie Ross
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. 581, 2021

Chief Administrative Officer



VILLAGE OF BELCARRA
Business Licence Bylaw No. 227, 1995,
Amendment Bylaw No. 582, 2021



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. 582, 2021".
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

Jamie Ross
 Mayor

Lorna Dysart
 Chief Administrative Officer

This is a certified a true copy of
 Village of Belcarra Business Licence Bylaw No. 227, 1995
 Amendment Bylaw No. 582, 2021

Chief Administrative Officer



VILLAGE OF BELCARRA
CORPORATE POLICY NO. 210



Title: Short Term Rental Accommodation and Bed & Breakfast Accommodation

ISSUED BY: CAO	APPROVED BY: COUNCIL	DATE: JANUARY 27, 2020
REVISED BY: CAO	APPROVED BY:	DATE:

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 business 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 nights.

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.

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.



COUNCIL REPORT

Date: March 8, 2021 File No. 1850-20-25

From: Stewart Novak, Public Works and Emergency Preparedness Coordinator

Subject: Provincial FireSmart Economic Recovery Fund Grant Application

Recommendation

That Council approve an application for a 2021 FireSmart Economic Recovery Fund Grant in the amount of \$500,000 that will be managed by the primary applicant, the City of Coquitlam.

Purpose

To seek Council approval to participate in a group funding grant application for a 2021 FireSmart Grant with 3 other municipalities. Coquitlam will hire staff to work on FireSmart activities in Coquitlam, Anmore, Port Coquitlam and Belcarra.

Background

Coquitlam and Port Coquitlam have presented an opportunity for Belcarra and Anmore to participate in a group funding grant application.

The funding program was launched by the provincial government and is part of the FireSmart Economic Recovery Fund. It is an economic recovery plan to create jobs and help the communities cope with the ongoing impacts of the Covid-19 pandemic.

The FireSmart Economic Recovery Fund is being administered by the Union of BC Municipalities and is geared towards reducing wildfire risks, jobs, and protecting communities from harm.

The grant funding is a 100% provincial government contribution, with a maximum eligibility of \$150,000.00 for a single municipality and for regional projects is up to \$500,000.00.

Grant funding objectives include but are not limited to:

- Hiring a FireSmart Program Coordinator.
- Hiring Public Educators.
- Completing residential house & property inspections and giving recommendations towards reducing fire risk.

The closing date for this grant funding opportunity is on March 19, 2021.

The City of Coquitlam is prepared to take on the responsibility of applying for the grant and submitting the business case for funding.

It is expected that group funding applications will be favored over singular municipal applications.



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

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Room 152
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K1A 0A6
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Constituency

1116 Austin Avenue
Coquitlam, British Columbia
V3K 3P5
Tel.: 604-664-9229
Fax.: 604-664-9231

Nelly Shin

Member of Parliament /
Députée
Port Moody – Coquitlam

Nelly.Shin@parl.gc.ca

Ottawa

Chambre 152
Édifice de la Confédération
Ottawa (Ontario)
K1A 0A6
Tél. : 613-947-4455
Fax.: 613-947-4458

Circonscription

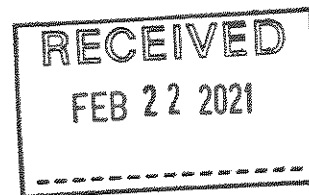
1116, avenue Austin
Coquitlam
(Colombie-Britannique)
V3K 3P5
Tél.: 604-664-9229
Télécopieur: 604-664-9231

**Letter to Mayor Jamie Ross
and Councillors**

From Nelly Shin, MP

February 22, 2021

FILE NO. 0430-01



Dear Mayor Jamie Ross and Councillors,

On December 11th, 2020, the House of Commons passed a motion introduced by Conservative MP Todd Doherty, through unanimous consent, to bring a national 3-digit suicide prevention hotline line to Canada.

That, given that the alarming rate of suicide in Canada constitutes a national health crisis, the House call on the government to take immediate action, in collaboration with our provinces, to establish a national suicide prevention hotline that consolidates all suicide crisis numbers into one easy to remember three-digit (988) hot-line that is accessible to all Canadians.

We are asking all municipalities across Canada to consider passing a motion similar to the one below. In order to make 988 a reality, we must continue to put pressure on the government and the Canadian Radio-television and Telecommunications Commission (CRTC).

Personally, you can support the cause by signing our electronic petition at:
<https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-2772>

The past year has been a challenging year. Lives and livelihoods have been lost. We have begun to see the devastating impacts that COVID has had, through isolation, on the mental health of Canadians. The rates of suicide continue to rise. As elected officials and as leaders, and especially during this period of difficulty as a nation, Canadians are counting on all of us to make a difference.

Please consider passing this motion as soon as possible.

Sincerely,

Nelly Shin, MP
Port Moody-Coquitlam, Anmore and Belcarra

Subject: FW: Contact form - Carmen Jaklin

FILE NO 1850-01

Sent: Tuesday, March 2, 2021 8:51 PM

Subject: Contact form - Carmen Jaklin

Name

Carmen Jaklin

Email Address

Subject

Possibility of grant money for Anmore Elementary

Message

Hello,

I am a resident of Belcarra, and also a parent of two children that reside here and attend Anmore Elementary. As a member of the PAC, I have been asked to reach out to the council and see if Belcarra would be open to designating some grant money to our school. We have many residents whose children attend school there, and they would benefit from such a grant. We would be happy to answer questions or provide information about where we see the funds going, but we're just interested to know if this was a possibility. Thanks, Carmen Jaklin

COMMUNITY UPDATE ANMORE, BELCARRA



Trustee: Kerri Palmer Isaak, KPalmerIsaak@sd43.bc.ca February, 2021

RECEIVED

FEB 18 2021

FILE NO. 0460-01

Happy Spring 2021 Village families.

SD43 Updates

We have finished Directions 2025 our strategic plan document. We work with all of our partners and stakeholders to craft a set of guiding principles that help shape all decisions. Coquitlam Teachers Association, CUPE, The Principals and Vice Principals Association, District Parent Advisory Committee, and our Student Leadership committee are all consulted and collaborate with us to identify needs in our district and ways to support and engage all students. The following is a link if you would like to have a look <https://www.sd43.bc.ca/Board/Vision/Documents/Directions2025.pdf>

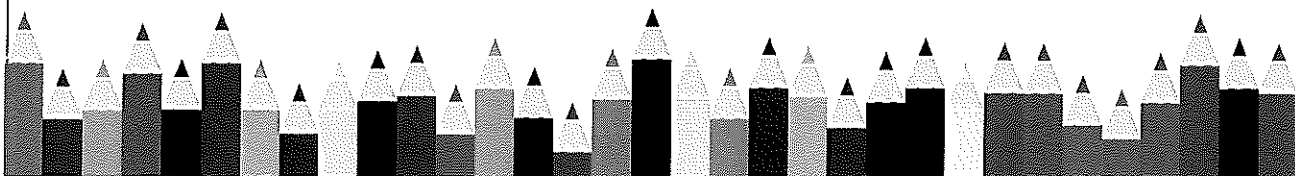
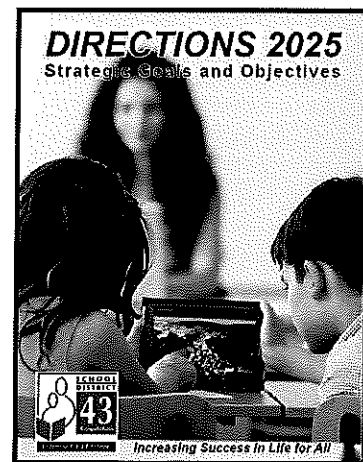
Despite Covid we have been working hard to plan and focus on students and the future. Areas that have been on our agenda recently are:

- the New Provincial Mandate Letter for Childcare
- Student Mental Health and Wellness, supporting and engaging students families and staff
- Our SD43 2021 - 2022 Budget Consultation with stakeholders and public
- our SD43 Equity Scan, Food Security, Access to Technology

I would like to start something new this year. I will be asking council for an opportunity to come to our Village council meetings to share what is happening in the school district with council and residents.

We have are currently undertaking our Budget 2021-2022. Four public presentations make up the budget consultation process. We are on Zoom this year and if you would like to participate please visit the SD43 website for additional information and a link to the meetings.

<https://www.sd43.bc.ca/Board/Documents/Schedule%20of%20Board%20Meetings%202020-21.pdf>



I think it is very important to share the good news stories and I want to share our Real Acts of Caring Week proclamation and recognize one of our residents, Harriette Chang. Harriette has championed this initiative since I was on council and remember her wonderful in person presentations with students. Sharing kindness and teaching about goodwill and generosity. Thank you Harriette.



School District 43 Proclaimed Feb14-21 Real Acts of Caring Week

PROCLAMATION :SCHOOL DISTRICT NO. 43 (COQUITLAM)

REAL ACTS OF CARING WEEK February 14-21, 2021

WHEREAS: A real act of caring is doing something planned and kind for a complete stranger without expecting any reward. It is the expression of our empathy and compassion for one another, and

WHEREAS: The daily acts of caring and kindness of most the citizens of British Columbia often go unrecognized, and by recognizing these daily acts of caring and kindness during this week, all citizens of British Columbia will become more aware of being kind to others throughout the year, and

WHEREAS: Real Acts of Caring Week originated in SD43 and we are very proud of the lasting impact real of acts of caring have on our community;

NOW THEREFORE : I, Kerri Palmer Isaak, Chair, on behalf of the Board of Education of School District No. 43 (Coquitlam) do hereby proclaim the week of February 14-21, 2021 as

"Real Acts of Caring Week"

In School District No. 43 (Coquitlam), Province of British Columbia.

Recently Covid exposures in schools have increased. I to communicate with the Villages about what is happening in SD43. Many of our recent exposures are community based, they have originated outside of school at sports activities, sleep overs etc.

This is very stressful for families and staff. Parents would like information and they would like to know the individuals that have been exposed. Protection of privacy prevents sharing of this type of information.

Schools work very hard to communicate with and support families when an exposure happens. Schools do assist Fraser Heath with some contact information and then schools proceed with a "deep clean " throughout the building. We are working hard to support and engage all of our students families and staff.

Helpful Links

Fraser Health School Exposures Link

<https://www.fraserhealth.ca/health-topics-a-to-z/coronavirus/school-notifications#.X59Nhy3MxCs>

SD43 Home Page with Covid Updates

[https://www.sd43.bc.ca/Pages/default.aspx#/="](https://www.sd43.bc.ca/Pages/default.aspx#/=)

Daily Health Check

<https://www.sd43.bc.ca/Lists/Documents/>

Please remember that your school principal and your classroom teacher are the best place to start with questions and concerns. The www.sd43.bc.ca website is updated regularly with announcements from the Ministry of Education and the Provincial Health Authority. Please feel free to contact me at anytime with questions and concerns.

Take Care of Each Other and Be Safe , Kerri Palmer Isaak School Trustee Anmore Belcarra

KPalmerIsaak@sd43.bc.ca 604-861-0521

Subject: FW: Celebrating Grads of 2021 in SD43

FILE NO. 460-01

From: Katherine Vanlerberg

Sent: Monday, February 15, 2021 8:17 PM

Subject: Celebrating Grads of 2021 in SD43

Hello,

I am a co-chair for the After-Grad Committee at Gleneagle Secondary. I am working with the other After Grad Committees of School District 43 high schools to coordinate some safe spaces for grads to take photos in their community to help mark this special occasion. I know that last year there were some places specifically set up for grads and families to go and take photos. We are working to connect with the other municipalities in the district to see what might be available this year. If places are set up, we would like to meet with all the municipalities and see if there is any way to coordinate a list of locations to make available to families.

Please let me know if this is an initiative the Villages of Belcarra and Anmore would like to be involved in with the After-Grad committees and other municipalities.

Kindly,
Katherine Vanlerberg

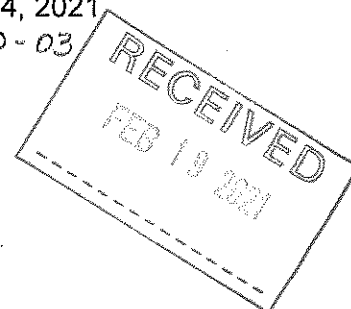


OMBUDSPERSON
BRITISH COLUMBIA

His Worship Neil Belenkie
Mayor
Village of Belcarra
4084 Bedwell Bay Rd
BELCARRA BC V3H 4P8

February 4, 2021

FILE NO. 0220-03



Dear Mayor Belenkie,

RE: Quarterly Reports: October 1 – December 31, 2020

This package of documents details the complaint files the Office of the Ombudsperson closed for **the Village of Belcarra** between October 1 and December 31, 2020. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- *If applicable:* Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for *investigated* files only, and not for enquiries or those complaints we chose not to investigate.
- *If applicable:* A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the

complainants' anonymity.

If your organization received too few complaints to produce a summary of complaint topics but you would like further information about the complaints our office received about your organization, our Public Authority Consultation and Training (PACT) Team can provide further details upon request.

Finally, we have been tracking complaints related to the COVID-19 pandemic under the general heading of "COVID-19." If you would like more detailed information about those complaints, please contact our PACT Team.

If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Public Authority Consultation and Training Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,

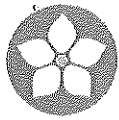
A handwritten signature in black ink, appearing to read 'Jay Chalke', written in a cursive style.

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	1
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	0
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 0
<i>Reason for closing an Investigation:</i>	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0



All Local Government
Village of Belcarra

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Public Authority Consultation and Training Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics - All Local Government

Business Licensing	7	5%
Bylaw Enforcement	46	30%
Council Member Conduct (incl. Conflict of Interest)	7	5%
Official Community Plan/Zoning/Development	28	18%
Fees/Charges (incl. Taxes)	19	12%
Open Meetings	4	3%
Services (incl. Garbage, Sewer, Water)	15	10%
Response to Damages Claim	3	2%
Other	26	17%

General Complaint Topics - All Local Government

COVID-19	7	3%
Disagreement with Decision or Outcome	70	31%
Accessibility	7	3%
Delay	11	5%
Administrative Error	8	4%
Treatment by Staff	18	8%
Communication	36	16%
Process or Procedure	52	23%
Review or Appeal Process	3	1%
Employment or Labour Relations	1	0%
Other	13	6%

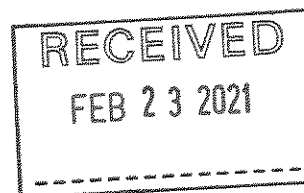


Jonathan X. Côté
Mayor

FILE NO. 0450-01

February 23, 2021

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



Dear Mayor Ross and Council,

Re: Equity and Diversity on the E-Comm Board

The New Westminster Council has asked me to follow up with each of the members of our E-Comm syndicate following our meeting in the spring and subsequent resolutions regarding the E-Comm board elections (see the February 1, 2021 resolution in attachment 1). The E-Comm website indicates that our syndicate still has an unfilled seat on the E-Comm Board.

At our spring meeting, there was agreement that our nominations for the 2021-2022 board would be Joe Keithley – City of Burnaby and Nancy McCurrach - City of Port Coquitlam. New Westminster and Port Coquitlam followed up on this agreement and nominated these Councillors, but unfortunately previous resolutions were not changed leading to the situation now. The syndicate is still able to nominate Ms. McCurrach for the remainder of the term as new members of the board can be elected at any meeting of the board. I would ask that we all support our agreement and nominate Ms. McCurrach.

New Westminster Council believes that this syndicate has the opportunity to show leadership and its support for diversity in public institutions by ensuring our nominations to the E-Comm Board are diverse. This diversity, particularly at this time when E-Comm is discussing governance, is even more critical. It has been shown by numerous studies that diversity and gender parity on boards leads to better run organizations and supports healthier societies as all members of the society see themselves in leadership roles. New Westminster is supportive of E-

Comm's governance work and has sent letters to both E-Comm and LMLGA advocating for this work (Attachments 2 and 3).

It is my understanding that the following is the agreed-upon rotation for syndicate nominations to the E-Comm board:

- 2020 - 2022 *Burnaby & Port Coquitlam (remainder of the 2018-2022 four-year term)*
- 2022 - 2026 *Burnaby & Port Moody*
- 2026 - 2030 *Coquitlam & New Westminster*
- 2030 - 2034 *Port Coquitlam & Burnaby*

With this rotation and with the hopes of nominating a diverse pair of Councillors for 2021-2022, I would not expect our representation on the E-Comm board to change (except for the addition of Nancy McCurrach). For this reason New Westminster intends to nominate Joe Keithley – City of Burnaby and Nancy McCurrach - City of Port Coquitlam, if their respective cities let us know they are willing to serve. I encourage your Council to do the same.

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

Yours truly,



Jonathan X. Cote
Mayor

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

Attachment 1: New Westminster City Council Resolution dated February 1, 2021
Attachment 2: Letter to E-Comm regarding Equity and Diversity on the E-Comm Board of Directors
Attachment 3: Letter to LMLGA regarding Resolution – E-Comm Diversity and Governance Policy

New Westminster City Council
Regular Meeting February 1, 2021
Minutes Extract

THAT Council directs staff to send a letter to the City of Burnaby, the City of Coquitlam, The City of Port Coquitlam, the City of Port Moody and the Village of Belcarra:

- *Outlining the importance of balanced and equitable board representation to represent our communities and for the health of the organization;*
- *Requesting at least one woman from the group be appointed for the 2021-2022 term; and*
- *Including a list of rotating municipalities responsible for nomination in the letter.*



Jonathan X. Côté
Mayor

February 23, 2021

Sandra MacKay
Vice President, Legal & Governance (and Corporate Secretary)
E-Comm
3301 East Pender Street
Vancouver, BC V5K 5J3

Dear Ms. MacKay,

Re: Equity and Diversity on the E-Comm Board of Directors

As you know the City of New Westminster has been actively engaged in a conversation with the fellow members of our E-Comm syndicate concerning diversity on the board. The need for governance reform on the E-Comm board has been referenced in several letters sent not only by New Westminster but by other municipalities in our syndicate to E-Comm over the last two years. In a letter written to the City in response to a May 2019 resolution you wrote:

"We applaud the efforts of all municipalities and Member entities in championing diversity across Metro Vancouver and I speak with conviction when I say that both the E-Comm Board and its management share the same aspiration. By way of background, and as noted in our March 2019 canvas of shareholders regarding Board nominations for the 2019-2020 term, the E-Comm Board is focused on good governance for the benefit of all its Members....."

It may be of interest to know that E-Comm has recently released a new strategic plan, of which 10 strategic initiatives have been identified, one of which is Governance Evolution. It is through this initiative that aspects of our corporate governance will be examined, including Board composition. We have recently engaged a new Governance Officer and General Counsel as executive sponsor for this initiative, which will require far-reaching stakeholder consultation in contemplation of any changes."

With these remarks in mind, at a meeting on February 1, 2021, New Westminster City Council passed the following resolution:

THAT Council directs staff to send a letter to the E-Comm board and Executive, requesting:

- *That E-Comm commits to resolving Board governance for membership to the Board and create policy that deals with issues of diversity and equity in board representation by 2022; and*
- *That the E-Comm Board provides to its member municipalities a reporting of the work related to board governance to date.*

The City would be grateful for an update on the work you committed to undertake in your strategic plan and in the letter to our syndicate in 2019 regarding governance reforms. We want to strongly support you in this work.

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

Yours truly,



Jonathan X. Cote
Mayor

Cc: Joe Keithley, E-Comm board member and Councillor, City of Burnaby



NEW WESTMINSTER

February 23, 2021

Attention: Shannon Story
Lower Mainland Local Government Association

Via Email: ssstory@lmlga.ca

Dear Shannon Story,

Re: Resolution – E-Comm Diversity Governance Policy

At a meeting on February 1, 2021, New Westminster City Council passed the following resolution:

THAT Council approve the following resolution for consideration at the Lower Mainland Local Government Association Convention and the Union of BC Municipalities Convention, in 2021:

WHEREAS the current board appointments to E-Comm clearly do not reflect the diversity of our region;

AND WHEREAS it is important to have a more representative community lens on, not only how we deliver emergency services, but how these services are received by the general public.

THEREFORE BE IT RESOLVED THAT the Lower Mainland Local Government Association and the Union of BC Municipalities asks the provincial Government to engage with E-Comm and Local governments to develop a governance policy which is reflective of the gender, ethnic, disability, and Indigenous diversity of our communities.

Please find attached to this letter a supporting memo.

If you have any questions or would like more information, please contact me at jkillawee@newwestcity.ca or 604-515-3764.

Yours truly,

Jacquie Killawee
City Clerk

Motion: E-Comm Diversity Governance Policy

THAT Council approve the following resolution for consideration at the Lower Mainland Local Government Association Convention and the Union of BC Municipalities Convention, in 2021:

WHEREAS the current board appointments to E-Comm clearly do not reflect the diversity of our region;

AND WHEREAS it is important to have a more representative community lens on, not only how we deliver emergency services, but how these services are received by the general public.

THEREFORE BE IT RESOLVED THAT the Lower Mainland Local Government Association and the Union of BC Municipalities asks the provincial Government to engage with E-Comm and Local governments to develop a governance policy which is reflective of the gender, ethnic, disability, and Indigenous diversity of our communities.

Background Information

It is widely reported that diversity and gender parity on organizational boards lead to better run organizations and supports healthier societies as all members of the society see themselves in leadership roles. Increasingly society is demanding this of its civil society organizations.

E-Comm, Emergency Communications for British Columbia Incorporated (E-Comm) provides emergency communication through the Lower Mainland and the wider Province. They serve a very diverse population. Representatives of municipalities, participating organizations, and independent directors appointed by E-Comm are elected annually to create the board of directors. The current board of directors is composed of thirteen men and seven women.

Via their appointments to the board, municipalities can influence diversity and gender balance. Of the 13 municipal syndicates that can nominate E-Comm directors, only three selected women in the most recent nomination period. The City of New Westminster has been actively promoting greater diversity through our E-Comm syndicate with very limited success over the last two years. We have been unsuccessful in our request to achieve greater diversity on the board. This has led the City to place a motion before the Lower Mainland Local Government Association Convention and the Union of BC Municipalities in the hope that these organizations will lobby the Province to influence E-Comm to make the governance changes required to develop a diverse board of directors.

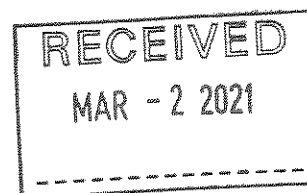
**SASAMAT VOLUNTEER FIRE DEPARTMENT (SVFD)
BOARD OF TRUSTEES MEETING**

FILE NO. 7200-02

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, February 18, 2021 via Zoom.

MEMBERS PRESENT:

Chair, Councillor Darrell Penner, Port Coquitlam
Councillor Bruce Drake, Belcarra
Mayor John McEwen, Anmore
Mayor Jamie Ross, Belcarra
Councillor Kim Trowbridge, Anmore
Councillor Paul Weverink, Anmore
Councillor Liisa Wilder, Belcarra



STAFF PRESENT:

Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, Metro Vancouver
Greg Smith, Senior Director, Corporate Services, Metro Vancouver
Bill Duval, Director, Corporate Safety, Metro Vancouver
Jennifer Arabsky, Office Supervisor, Corporate Services, Metro Vancouver

Chair Penner welcomed the new Mayor of Belcarra to the Sasamat Volunteer Fire Department Board of Trustees and congratulated him on his appointment.

1. ADOPTION OF THE AGENDA

1.1 February 18, 2021 Regular Meeting Agenda

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for February 18, 2021 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 September 17, 2020 Regular Meeting Minutes

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes of its regular meeting held September 17, 2020 as circulated.

CARRIED

3. INVITED PRESENTATIONS

No items presented.

4. REPORTS FROM COMMITTEE OR STAFF

4.1 2020 Financial Actuals – Sasamat Fire Protection Service

Report dated February 8, 2021 from Greg Smith, Senior Director, Corporate Services, Metro Vancouver, providing a review of the 2020 year end financials for the SVFD service to the SVFD Board of Trustees.

As requested, the following are the current Reserve account funds as at February 18, 2021:

Sasamat Fire Protection Services (SFPS) Operating Reserve: \$68,299

SFPS Equipment Capital Fund: \$110,707*

SFPS Emergency Equipment Repairs Fund: \$182,840

SFPS Communication Capital Fund: \$57,992

The newly established (August 2020) SVFD Capital Facilities Reserve contributions are set up to begin in 2021 with an estimated value in 2021 of \$ 167,400.

*Note the \$600,000 equipment reserve unused in 2020 as a result of the deferment of the Engine 3 replacement purchase has been moved into the 2021 Operating budget.

Main Motion

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2020 financials as presented in the report dated February 8, 2021 titled "2020 Financial Actuals – Sasamat Fire Protection Service".

Discussion ensued about the \$636,647 variance due primarily to capital reserve funding of \$600,000 unused as a result of the deferment of the Engine 3 replacement purchase.

Amendment to the Main Motion

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees amend the Main Motion, at the end of the motion, by adding the phrase "and direct Metro Vancouver staff to separate Operational and Reserve variances."

CARRIED

Question on Main Motion as Amended

Question was called and the Main Motion as amended and it was

CARRIED

The Main Motion as amended now reads as follows:

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2020 financials as presented in the report dated February 8, 2021 titled "2020 Financial Actuals – Sasamat Fire Protection Service" and direct Metro Vancouver staff to separate Operational and Reserve variances.

4.2 2021 SVFD Quarterly Work Plan

Report dated February 8, 2021 from Greg Smith, Senior Director, Corporate Services, Metro Vancouver, providing the SVFD Board of Trustees with the priorities and work plan for the SVFD for the year 2021.

The Equipment Refresh - Purchase new fire truck in Quarter 2 may be accelerated to Quarter 1.

Noted was the Metro Vancouver (MV) budget cycle has been accelerated for 2021 and meeting dates will be adjusted, if required, to align with the new timelines. Request received for the next meeting to be held, physically distanced, in person, at the Anmore Village Hall.

It was MOVED and SECONDED

That the SVFD Board of Trustees endorse the work plan as presented in the report dated February 8, 2021 titled "2021 SVFD Quarterly Work Plan".

CARRIED

4.3 Equipment Procurement Update

Verbal update from Greg Smith, Senior Director, Corporate Services, Metro Vancouver, providing the SVFD Board of Trustees with the updates on equipment procurement.

Reported was the request for proposals (RFP) is out for the Engine 3 replacement. Potential to purchase in Quarter 1.

The Wildland Interface Fire Fighting (WIFF) Trailer should arrive and be outfitted in Quarter 1.

Discussed was potential future plans for a multi use vehicle that could also tow the WIFF trailer (currently to be towed by Rescue 5).

Mayor McEwen of Anmore advised that Anmore has procured a John Deer backhoe to assist in emergency situations if available.

Discussed was the potential to watch auctions for a second pumper truck, to have one in each Village.

4.4 Fire Chief's Report

Report dated February 18, 2021, from Jay Sharpe, Fire Chief, SVFD, presenting the SVFD Board of Trustees with the Fire Chief's updates for the period.

Trustees were provided with updates on:

Manpower

Static numbers, three recruits now members.

Equipment

Commercial Vehicle Safety Inspections completed on Engine 3 and Tender 2.

Recently acquired 2 4-Gas Detectors and 3 Small Thermal Imaging Cameras (TIC).

The gas detectors allow members to check hazardous atmospheres before entering. The Small TIC allow firefighters to take them with them while conducting searches.

Tool refresh took place for Engine 1 and 3.

Halls and Grounds

The old trailer at the Belcarra Fire hall has now been removed.

Training

Due to the COVID-19 in person training has been suspended. As a result, the training division has been creating online content that the members review and then either complete a quiz or project based on the content.

FR 3 medical training has been postponed until March due to the pandemic. EMLB has granted extensions to the affected members. This may be extended again to June.

Public Education

All public education opportunities have been stopped due to COVID-19 restrictions.

Old Business

None.

Reports and Information

Total of calls as of the report 7.

Total calls for 2020 were 88 with 72% in Anmore and 28% in Belcarra. This is the same distribution as 2019. In 2018 the distribution was 80% in Anmore and 20% in Belcarra. The pandemic definitely had an effect on the call volume. The PHO and BCAS limited our medical call responses to only those deemed life threatening. This was consistent throughout the province and most departments estimated that they saw a 20% decrease in call volume. Based on the number of times that ambulances were reported to be in Anmore and Belcarra, and we did not receive the call, likely estimated 20% less medical calls as well.

New Business

None.

Correspondence

None.

Discussed was the potential for the Villages to advocate for first responders' COVID-19 vaccines as soon as possible versus along with the general population.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated February 18, 2021, titled "Sasamat Volunteer Fire Department Fire Chief's Report".

CARRIED

5. INFORMATION ITEMS

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the following Information Items:

5.1 2019 Call-Out Statistics

5.2 Introduction of Bill Duval

Noted was Emergency Management, 9-1-1 Emergency Telephone Service, the Intergrated Partnership for Emergency Management (IPREM) and the Sasamat Volunteer Fire Department functions are moving from the Corporate Services Department to Corporate Safety, led by Bill Duval, Ravi Chhina remains the General Manager responsible for the functions. Welcomes were extended to Bill as well as great thanks given to the outgoing staff. As well a heartfelt thank you to Greg Smith in his role at Metro Vancouver for all his hard work over the past years overseeing the operations of the Sasamat Fire Department.

CARRIED

6. OTHER BUSINESS

Mayor McEwen of Anmore updated the Trustees on the fire hall build on Bowen Island, noting he would continue to follow their story as the Bowen fire hall has very similar requirements to the Anmore fire hall. Discussion ensued about the potential to remove "luxury items" to make the fire hall builds come in less. Also discussed was the potential to review grant funding (review the Qualicum build).

Mayor McEwen also advised that the Anmore Village Hub tender is to go out soon.

7. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn its regular meeting of February 18, 2021.

CARRIED

(Time: 8:05 p.m.)

Subject: FW: Clarification & Comments on Corporate Policy 210 regarding STRA & B&B

FILE NO. 6700-03

From: Brian Hirsch

Sent: Thursday, February 18, 2021 3:33 PM

Subject: Clarification & Comments on Corporate Policy 210 regarding STRA & B&B

Mayor, Councilors and CAO,

Following on from your Special Council meeting earlier this week, I have taken the liberty of reviewing the policy and bylaws pertaining to STRA & B&B, and now offer my (hopefully seen as constructive), feedback for Council to consider before enacting the legislation.

My apologies in advance if my use of "council speak" has errors!

COUNCIL REPORT File: 6700-03 Date: March 9, 2020: Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy Update
CORPORATE POLICY NO. 210

Para 2.5. Insurance.

Recommendation: Delete Para 2.5.

Since this requirement is already stated in Business Licence Bylaw No 227, 1995 , Licence Required, para 2. b) iv)

Alternatively: Simplify this requirement to "...show proof of HomeOwners insurance policy in accordance with Bylaw 227..."

Comment

- Why single out STRA & B&B operators? Because VoB has decided to classify STRA & B&B as businesses, requirements should be the same/identical for all businesses in the Village?

- Also, FYI, Airbnb states "...Host Protection Insurance is a liability insurance program. It may provide up to \$1,000,000 USD in liability coverage for a host's legal responsibility to a guest or third party that gets hurt or has their property damaged due to an incident related to an Airbnb stay....."

- And FYI, VRBO states "...\$1M Liability Insurance provides owners and property managers with liability protection for all bookings processed online through Vrbo checkout; giving you \$1,000,000 in primary liability coverage no matter what policy you currently have — at no additional cost to you.

This means that if you don't already have a liability policy, this policy responds first if someone makes a claim against you. If you already have a liability policy for your vacation rental, then consider this to be coverage additional to what you have. It will respond at the same time as your current policy and both policies will contribute if a claim is made against you....."

Para 5 Length of Stay

Presumably Para 5.1 is removed and replaced/clarified in the Amendment Bylaw 556, 2020 Para 2 c)

For clarity Para 5.2 "days" should be replaced by "nights"

All references to lengths of stay should be "nights" not days.

Para 6. & 8. Parking Bylaw Compliance & Noise and Nuisance

Recommendation: Delete these paragraphs, or

Alternatively: list all the VoB bylaws specifically pertinent to STRA and B&B and what specific VoB bylaws and policies, the host needs to inform their "guest"

Comment

Surely ALL residents need to comply with all bylaws, including and not limited to compliance with regard to parking, noise, good neighbour and host of other bylaws on the VoB books?

Para 9. Enforcement

Recommendation: Delete this clause because it is covered by "Consolidated Business Licence Bylaw No. 227, 1995, paras 12, 13, 14.

Comment: In instances of non-compliance, would the STRA/B&B operator be subjected to fines as per para 9.1 (Corporate Policy 210) and Offences para 14 of Consolidated Business Licence Bylaw No. 227, 1995?

Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 557, 2020

Delete: First year STRA / B&B Inspection Fee \$250.00 and
STRA / B&B Security Deposit (refundable) \$1,000.00.

Comment: Why single out STRA/B&B Business License holders with inspection fee/s and security deposits? Several home based businesses that come to mind are much more prone to accidents, property damage etc.
The Security Deposit requirement is, in my view, particularly objectionable and unwarranted.

Regards,
Brian Hirsch
Belcarra, British Columbia

Subject:

FW: Council consideration

FILE NO. 2240-20-WHARF

From: David Warren**Sent:** Monday, February 22, 2021 8:01 AM**Subject:** Re: Council consideration

For Council consideration,

The concept of establishing group wharfs in Bedwell Bay to offer water access to upland Belcarrians is one of the previous council's beneficial edicts. However the current suggestion Bedwell Bay be limited to only shared docks is a contentious issue requiring further exploration and discussion. I am aware of some of my neighbours are seeking an opportunity to be able to join a dock society to enjoy water access. The comment in council brief, 'many people in Belcarra wish to have a dock share' is neither an empirical study nor an acceptable statistic to pass an expedient bylaw with out further research as a simple poll of the residents.

There are 270 households in Belcarra of which approximately 70 have private docks including Farrer Cove and another 50 to 100 families utilize water society wharfage. Of the remaining approximately 100 families not all desire water access. Potential building lots within the village are minimal and the development of coach houses will not increase population extensively. Presently some of the group docks have room for new members and Bedwell Bay has capacity for 7 new wharfs. A needs analysis should be undertaken to determine the demand for group wharfage and ability to sustain some private docks.

Some families have purchased property and built or renovated a house on Marine Avenue at great expense with intent of building private docks after moratorium was lifted. Now they learn the village plans to change the rules.

Prior to considering an expansion of existing dock programs the village should demonstrate a level of competency by resolving outstanding legal issues. The optics of a member of council sharing a dock that is alleged to be in the wrong position and the issue has been before the court for years does not offer confidence that council is ready to administer an expanded wharfage program. It would be prudent to reduce the perception of conflict of interest of the three council members on group wharfs not to rush three readings of a proposed bylaw at one session for changes to wharfage programs.

All I request is council slow down and demonstrate due diligence by conducting a poll of residents seeking water access.

Thank you for your consideration
Dave Warren
Belcarra Resident

Subject:

FW: Group Docks

File NO. 2240-20-WHARF

From: Barbara Hubbs

Sent: Monday, February 22, 2021 12:04 PM

Subject: Group Docks

Hello Mayor Ross and councillors,

We are writing to show our support for the creation of new group docks in Belcarra. We also feel all new docks should accommodate 6 families.

Perhaps current shared docks could also explore the feasibility of expanding to welcome 6 families if they don't already.

There are many families in our community, including us, who would very much like the opportunity to have increased accessibility to our local water front.

Thank you,

Barb & Randy Hubbs

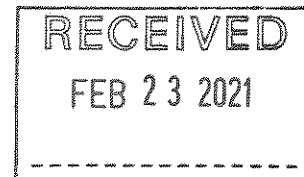
Jillian Hull

Belcarra, BC

February 23, 2021

Mayor and Council
Village of Belcarra
Submitted via email

FILE NO. 2240-20-WHARF



Dear Mayor Ross and Members of Council,

Re. Notice of Motion – New Docks in Bedwell Bay

I thought I would lay out some of my thoughts with regard to the motion to make all new docks in Bedwell Bay group wharves. I can say, without reservation, that our entire family wholeheartedly supports this motion. We have always been vocal proponents for group docks in Bedwell Bay..

I'd like to provide the logic and rationale for my position on group wharves by approaching the issue from three different perspectives: Port Vancouver, Village of Belcarra and the residents of Belcarra.

Port Vancouver

Recent guidelines (see below) published by Port of Vancouver* state that group/shared wharf applications will be prioritized over applications for single private facilities. As the upland owner along Marine Avenue, the Village of Belcarra must work in tandem with the Port to design a plan that fits with Port's stated policy objectives. This alone is enough to guide Belcarra's vision for Bedwell Bay.

<https://www.portvancouver.com/wp-content/uploads/2020/07/Recreational-dock-guidelines-Engagment-Summary-Report-Final-links.pdf>

*Port Vancouver specifically cites the role of group facilities in "reducing overall environmental impacts," which of course is a priority in Bedwell Bay.

Village of Belcarra

Compared to larger municipalities, tax payers in Belcarra have far fewer amenities. We have no pools or libraries or curbside garbage collection; instead, we have this marvelous forested

setting and fairly good access to the foreshore. The Village of Belcarra is the upland owner of the foreshore along Marine Avenue. As such, Belcarra owners are the collective owners of this asset and Council has a duty of fairness to all resident owners in Belcarra. Much as we might wish otherwise, the foreshore along Marine Avenue is not an extension of the property lines of Marine Avenue owners. While it is, of course, important to have one's interests included when a structure is built across from one's home, I believe current guidelines on group wharfages factor in current and future desires of Marine Avenue resident owners by guaranteeing them a spot on any wharf that is erected in front of their property.

It is an extraordinary privilege to contemplate building a structure on and across a property that is not one's own. (Imagine if someone wanted to erect a structure for their own use on any other Village-owned property? It might be acceptable if it was for the use and enjoyment of many Belcarra residents, but it would not be acceptable to anyone if it were just for me.) With that top of mind, the only fair, logical and consistent approach is to extend the privilege of building and/or participating in a group wharf to as many Belcarra property owners as possible. Despite the current mix of single, shared and group wharves along Marine Avenue, it is time for Belcarra to look forward to what it should be, not simply reflect what happened along this foreshore when environmental restrictions were not as stringent, when the average Belcarra resident was not as wealthy and when we were not in a situation of having a finite commodity that many, many owners/residents now desire. It seems almost impossible to imagine now, but I remember a day when it was difficult to get enough people to put a group wharf together and, from time to time, some people actually sold their dock shares. Some of the single private wharf licenses (formerly leases) even pre-date Incorporation of the Village.

Belcarra Owners/Residents

It is a fact that many, many residents/owners in Belcarra would like to be part of a group wharf. Dock access is an opportunity that should be as "equal access" as possible. However, in some areas, our zoning has disproportionately privileged a few residents over the desires and dreams of other residents. And yet all residents share equally in the ownership of that direct upland property. Furthermore, the possibility of being part of group wharf has been foreclosed for many years by the moratorium on dock construction in Burrard Inlet and by the fact that most existing group wharves are fully subscribed. The Port has now created a more forward-looking vision for the area and has published guidelines indicating that group wharf facilities will be given priority; to my mind, this represents a fortuitous intersection of interests between the VOB and Port of Vancouver and an opportunity for the VOB to align its planning with the Port.

Having observed dock construction in Bedwell Bay from the early 1960s on, I can attest to the very simple fact that the group wharf facilities are, by far, the most actively used facilities in Belcarra. It is a delight to see the community spirit among group wharf members. Our own family enjoyed a shared/group facility for 40 years. Six families worked together to build and maintain that facility over four generations. I would argue that shared access is part of the culture of Bedwell Bay and should not be discounted in this discussion.

While there are some single private docks along Bedwell Bay, I think there is now a broad understanding that the foreshore is owned by the Village of Belcarra and it is an extraordinary privilege to be able to share in that asset through our wharf program. The Village of Belcarra has an excellent opportunity to optimize access to this privilege by ensuring that all future wharf facilities on Marine Avenue are designated for group wharves only.

Kind regards,

Jillian Hull

cc. Eric Broberg
Nancy Johnston
Joel Johnston
David Ross

Subject: FW: Fwd. Re. Group Wharves

FILE NO. 2240-20-WHARF

From: Nancy Johnston

Sent: Wednesday, February 24, 2021 10:13:13 AM

Subject: Re. Notice of Motion on Group Wharves

Dear Mayor Ross and Council Members,

We are writing to register our formal support for the notion of ensuring as many group wharves as as possible are made available on Bedwell Bay. We fully endorse the rationale provided by Ms. Jilian Hull in her letter to you of Feb. 23, 2021 on this subject. While appreciating that some residents already enjoy single ownership docks and may be reluctant to share, greater access for other Belcarra residents should take priority over the privilege of a few. We look forward to a more fulsome and managed discussion with Council on this topic. Sincerely, Nancy and Joel Johnston

Nancy Johnston, PhD

Subject: FW: Mayor and Council - Active Transportation Path on Bedwall Bay Road

FILE NO. 5400-08

From: Janet Robertson

Sent: Monday, March 1, 2021 7:15 PM

Subject: Mayor and Council - Active Transportation Path on Bedwall Bay Road

Please forward to the Mayor and Council requesting that an active walking/biking path be created along Bedwell Bay Road. We are avid walkers and bikers and look forward to having a safe and relaxing path along Bedwell Bay Road.

Janet Robertson
Belcarra Resident

Subject:

FW: Letter for Belcarra council

FILE NO. 5400 - 08

From: J Drake**Date:** March 2, 2021 at 7:28:11 AM PST**Subject:** Letter for Belcarra council

Dear Belcarra Council,

We would like to add our voices in support of Colleen Macdonald's advocacy for pedestrian-walkway improvements along Bedwell Bay road. We think that it would be a positive addition for our community.

Thank you for the consideration.

Jol and Jodi Drake

Subject:

FW: Message for Mayor and Council...Pathway along Belcarra Bay Road

FILE NO. 5400-08

From: John Stubbs

Sent: Tuesday, March 2, 2021 10:44 AM

Subject: Message for Mayor and Council...Pathway along Belcarra Bay Road

Hi Lorna:

Can you pass on my note of support to mayor and Council for the development/improvement of the pathway along Belcarra Bay Road? As a regular runner/walker in the Village I would feel much safer if this pathway was upgraded for wider community use.

Thank you.

John Stubbs

Subject: FW: Safe walking paths

FILE NO. 5400-08

From: Ian MacDonald

Sent: Tuesday, March 2, 2021 8:42 AM

Subject: Safe walking paths

Attention Lorna and Council

More than anytime in past decades people are yearning to get out of their houses for any form of exercise. When I walk or bike on Bedwell Bay Road from Belcarra Park to Sasamat Lake there are several narrow and dangerous sections.

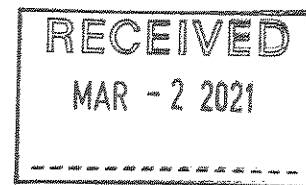
Let's do what other municipalities do *everywhere*, and create safe walking paths. Anmore is the noted example that just did it, rather than talking about it.

Please make this a high priority. To show that you are at least listening to us - why not just start on the section from Belcarra Park to city hall

sincerely

--

Ian MacDonald



Dear Mayor and Council,

I am writing to request that Council consider amending the proposal for Short Term Rental Accommodation (STRA) that I understand will be on the council agenda on March 8, 2021. I believe that any by-laws or regulations regarding STRA should focus on three issues:

- Ensuring that long term rental accommodation in the village is increased or at least not diminished in the future.
- Reducing to the extent possible any impact on the immediate neighbourhood.
- Provide an overall cost benefit to the village.

The issue that I have with the proposed by-law is that it permits STRA to occur in either the Principal Residence or the Accessory Residence (e.g. Carriage House) rather than following the example of the City of Vancouver which permits only the former. The former village Zoning Committee, of which I was a member, successfully persuaded Council to substantially increase the maximum permissible size of Accessory buildings in order to increase the availability of rental accommodation to young families, especially those who may have an interest in joining our Fire Department.

It is invariably true that as short term rentals increase in a community the availability of the much less lucrative long term rentals decreases. This is a primary reason for Vancouver not permitting STRA in laneway houses or studios. I expect our experience would be no different in similar circumstances. Vancouver City By-Law 12078 clearly defines a Principal Residence as "the dwelling where an individual lives, makes their home and conducts their daily affairs etc", thereby restricting the operation of a STRA to residents of the city.

If Belcarra were to adopt this position it would greatly reduce some of the unfortunate incidents we and Anmore have experienced in the past with short term renting of properties owned by non residents. Issues are much more unlikely to arise when the property owner is in residence. It is highly unlikely that someone would rent out their home to unknown guests

while they themselves are elsewhere. This is why I fully support Bed and Breakfast accommodations in the village.

An additional concern is whether or not the village has done a cost benefit analysis on the impact of STRA on staff time required to inspect and monitor rentals and respond to infractions of the bylaw? Although Vancouver is a much larger city, they devote significant staff time to enforce their regulations but are fortunate in having, unlike Belcarra, a large number of staff members and legal support to do this.

In general, I am not in support of STRA's as, apart from a few residents, there appears to be little overall benefit to the community whereas the potential for negative consequences is high. Nevertheless, if we decide to go in this direction then I think Council should be very conservative in their approach. By-laws are very difficult to rescind once approved.

Thank you for your consideration of these observations,

Respectfully,

Des Wilson,

Belcarra.

Subject:

FW: Support for walking areas

FILE NO. S400-08

Sent: Wednesday, March 3, 2021 11:51 AM

Subject: Support for walking areas

Council Members and Mayor of Belcarra,

We would like to support a walkway on Bedwell Bay Road. As we have kids, and frequently walking up and down Bedwell Bay Road, a walkway will be a great idea to increase safety for the pedestrians on Bedwell Bay Road. We support the idea of a walkway on Bedwell Bay Road.

Thanks.

Naing Family (Max, Zara, Margie and Juve)