



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
VILLAGE HALL  
March 22, 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/94953722748> Meeting ID: 949 5372 2748

## **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 22, 2021**

##### **Recommendation:**

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

### **3. ADOPTION OF MINUTES**

#### **3.1 Regular Council Meeting, March 8, 2021**

##### **Recommendation:**

That the minutes from the Regular Council Meeting held March 8, 2021 be adopted.

### **4. DELEGATIONS AND PRESENTATIONS**

### **5. REPORTS**

#### **5.1 Richard White, RWPAS, Planning Consultant, report dated March 22, 2021 regarding Province of British Columbia Housing Needs Assessment — UBCM Housing Needs Report**

##### **Recommendation:**

That Staff and the Village Planning Consultants be directed to prepare a Belcarra Housing Needs Assessment using the UBCM grant, in co-operation with the Villages of Lions Bay and Anmore.

- 5.2** Dan Watson, Pooni Group, Planning Consultant, report dated March 22, 2021 regarding Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy update

**Recommendation:**

- a) That the Village of Belcarra Corporate Policy No. 210 be amended as outlined in this report.
- b) That the following bylaw be given First and Second Reading, and be referred to Public Hearing:
  - Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 580, 2021; and
- c) That the following bylaws be given First and Second Readings:
  - Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 581, 2021;
  - Village of Belcarra Business License Bylaw No. 227, 1995, Amendment Bylaw No. 582, 2021.
- d) That Staff be directed to report back on the implementation of Village of Belcarra Corporate Policy No. 210 one year after the adoption of Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 580, 2021, if adopted.

- 5.3** Ken Bjorgaard, Financial Consultant, report dated March 22, 2021 Draft 2021 – 2025 Financial Plan Update

**Recommendation:**

- a) That the Draft 2021 – 2025 Financial Plan Update report dated March 22, 2021 be received for information; and
- b) That a \_\_\_\_% increase in property taxes, a \_\_\_\_% increase in water user rates, and a \_\_\_\_% in WARD user rates be reflected in the Village 2021 budget to be brought forward for public consultation; and
- c) That the Village 2021 – 2025 Draft Financial Plan (Plan) be forwarded to the April 12, 2021 regular Council meeting for public comment / feedback, with the version of the Plan shown in this report being presented to the public as is or with the following amendments:

- 5.4** Ken Bjorgaard, Financial Consultant, report dated March 22, 2021 regarding the 2021 – 2025 Financial Plan Bylaw Objectives and Policies

**Recommendation:**

That “2021 – 2025 Financial Plan Bylaw Objectives and Policies” report dated March 22, 2021, from the Financial Consultant, be received for information.

- 5.5** Ken Bjorgaard, Financial Consultant, report dated March 22, 2021 regarding Monitored Fire Alarms

**Recommendation:**

That the Monitored Fire Alarms report dated March 22, 2021, from the Financial Consultant, be received for information.

**6. REPORTS FROM MAYOR AND PROJECT LEADS****7. BYLAWS****7.1 Village of Belcarra Council Indemnity Bylaw No. 579, 2021****Recommendation:**

That the "Village of Belcarra Council Indemnity Bylaw No. 579, 2021" be adopted.

**8. CORRESPONDENCE/PROCLAMATIONS****Recommendation:**

That correspondence items 8.1 to 8.15 be received.

**ACTION ITEMS**

No items.

**INFORMATION ITEMS**

- 8.1** Walt Cobb, Mayor, City of Williams Lake, letter dated February 18, 2021 to Premier John Horgan, Hon. Adrian Dix, Minister of Health and Dr. Bonnie Henry, Provincial Health Officer, regarding Vaccine Distribution
- 8.2** Jonathan Cote, Mayor, City of New Westminster, letter dated March 4, 2021 regarding Local Government Election Candidates: Access to Multifamily Dwellings during the Campaign Period (full report available at the Village office)
- 8.3** Jonathan Cote, Mayor, City of New Westminster, letter dated March 4, 2021 regarding Single-Use Item Regional Regulation (full report available at the Village office)
- 8.4** Gina Farid, Administrative Assistant, Office of Nelly Shin, MP, email dated March 4, 2021 regarding Canada Healthy Communities Initiative
- 8.5** Jonathan Cote, Mayor, City of New Westminster, letters dated March 5, 2021 to Honourable Harry Bains, Minister of Labour and Honourable Melanie Mark, Minister of Tourism, Arts, Culture & Sport regarding Support for Laid-off Hotel & Tourism Industry Workers
- 8.6** Christine Fraser, Mayor, Township of Spallumcheen, letter dated March 5, 2021 to Honourable Patty Hajdu regarding Support for 988 Crisis Line
- 8.7** Dr. Victoria Lee, President & Chief Executive Officer, Fraser Health Authority, letter dated March 8, 2021 regarding COVID-19 Immunization Clinics for Belcarra
- 8.8** Lisa Helps, Mayor, City of Victoria, letter dated March 10, 2021 regarding Endorsement of the Help Cities Lead Campaign
- 8.9** Walt Cobb, Mayor, City of Williams Lake, letter dated March 11, 2021 to Premier John Hogan regarding Call for Public Inquiry: Stronger Sentencing for Prolific & Repeat Offenders
- 8.10** Kate Barchard, Corporate Officer, City of Pitt Meadows, letter dated March 11, 2021 regarding Fair Taxation from Railway Operations & Industrial Parks

- 8.11** Jan Simpson, National President, Canadian Union of Postal Workers, letter dated March 2021 regarding Request for Support for Delivering Community Power
- 8.12** Colleen MacDonald, Belcarra Resident, email dated March 7, 2021 regarding Recording of Mikael Colville-Anderson Now Available (full report available at the Village office)
- 8.13** Sherry Chisholm, Belcarra Resident, letter dated March 9, 2021 regarding The Concerned Taxpayer
- 8.14** Julie Chamberlain, Belcarra Resident, email dated March 10, 2021 regarding Abuse of Belcarra Mayor and Council
- 8.15** Brian Hirsch, Belcarra Resident, email dated March 17, 2021 regarding Resubmission: Clarification & Comments on Corporate Policy 210 regarding STRA & B&B

**9. NEW BUSINESS**

**10. PUBLIC QUESTION PERIOD**

**11. RESOLUTION TO CLOSE MEETING**

**Recommendation**

That the March 22, 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:

- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;

**12. ADJOURNMENT**

**Recommendation:**

That the March 22, 2021 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
Via Zoom  
March 8, 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**

Brandon Ma, Partner, Audit & Amar Sanghera, Manager, KPMG LLP (departed at 7:25 pm)  
Ken Bjorgaard, Financial Consultant, K&E Business Services  
Dan Watson, Pooni Group, Planning Consultant (departed at 9:34 pm)

**1. CALL TO ORDER**

Mayor Ross called the meeting to order at 7:02 pm.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, March 8, 2021**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, March 8, 2021 be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

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

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

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

**CARRIED**

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

Moved by: Councillor Clark  
Seconded by: Councillor Drake

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

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS****4.1 Superintendent Keith Bramhill, Staff Sergeant Ted Lewko, Corporal Neil Roemer, Introduction of the RCMP Coquitlam Detachment Senior Management Team**

Mayor Ross welcomed Superintendent Keith Bramhill, Staff Sergeant Ted Lewko and Corporal Neil Roemer.

Superintendent Bramhill provided background on his policing experience. He outlined the impact of COVID-19 Pandemic on the RCMP. He noted that he is supportive of working in harmony with elected officials and looks forward to working with the Belcarra community.

Corporal Roemer provided an update on policing in Belcarra over the last year and provided policing statistics for the Village.

Mayor Ross thanked Superintendent Keith Bramhill and welcomed him to his new position. He also thanked Staff Sergeant Ted Lewko and Corporal Neil Roemer for attending the meeting and the RCMP support of the municipality.

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

Brandon Ma provided a PowerPoint presentation on the 2020 Audit Plan and advised that the audit will be completed remotely, due to the COVID-19 Pandemic.

B. Ma provided an overview of the Audit Planning Report as follows:

- Areas of Focus for Financial Reporting
- Effective Communication
- Audit Materiality
- Quality Control & Independence
- New Accounting & Auditing Standards
- Current Developments

Moved by: Councillor Clark  
Seconded by: Councillor Drake

That the 2020 Audit Planning Report provided by Brandon Ma and Amar Sanghera, KPMG be received for information.

**CARRIED**

Mayor Ross thanked Brandon Ma and Amar Sanghera, on behalf of Council, for their attendance and the work they do for the Village.

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

Brian Hirsch presented a prepared statement with regard to Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B). He provided the history of STRA in Belcarra. He requested that no further action be taken and that the process be complaint driven. Considerable discussion ensued.

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) presentation made by Brian Hirsch be received for information.

**CARRIED**

**5. REPORTS**

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

K. Bjorgaard provided a presentation and outlined the Draft 2021 – 2025 Draft Financial Plan report as follows:

- Impact of Strategic Planning
- General Operating Fund
- Water Operating Fund
- Waste & Recycle Depot (WARD) Operating Fund
- Capital Plan
- Reserve & Surplus
- Community Grants
- Property Tax & User Fees for Water & WARD
- Comparative Benchmarks

Considerable discussion ensued with regard to various aspects of the report. Council asked pertinent questions.

K. Bjorgaard advised that the Financial Plan will be brought forward to the Regular Council meeting scheduled for March 22, 2021.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

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

**CARRIED**

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

K. Bjorgaard outlined the report noting the purpose of the report was to inform Council of the use of COVID-19 Safe Restart Grant funds in 2020 and to highlight the remaining grant funds. All items and amounts claimed in 2020 were reviewed with the Local Government Infrastructure and Finance Branch of the Ministry of Municipal Affairs and Housing.

Discussion ensued. Council asked pertinent questions.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

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

**CARRIED**

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

Moved by: Councillor Drake  
Seconded by: Councillor Wilder

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

**CARRIED**

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

Dan Watson, Pooni Group, Planning Consultant, provided an overview and update on the Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy.

L. Dysart advised that the policy was adopted on January 27, 2020. Considerable discussion ensued.

Des Wilson noted that the Zoning Advisory Committee agreed to increase the size of carriage houses for long term accommodation. The purpose was to provide affordable opportunities for young families and potential volunteer fire fighters to live in the Village.

Moved by: Councillor Clark  
Seconded by: Councillor Drake

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

**The motion was WITHDRAWN**  
with consent of the Mover and Seconder

Moved by: Councillor Clark  
Seconded by: Councillor Snell

That staff bring back Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Accommodation Policy No. 210 to the Regular Council meeting scheduled for March 22, 2021, for further review by Council.

**CARRIED**

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

S. Novak outlined the Provincial FireSmart Economic Recovery Fund Grant Application. He noted that it is a group funding grant application for a 2021 FireSmart Grant with 3 other municipalities and requires approval of Council to participate. The City of Coquitlam is prepared to take on the responsibility of applying for the grant and submitting the business case for funding.



Moved by: Councillor Clark  
Seconded by: Councillor Wilder

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.

**CARRIED**

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

**6.1 International Women's Day**

Mayor Ross acknowledged International Women's Day. He recognized the first Belcarra Mayor Verna Barrett, Councillor Clark and Councillor Wilder and the accomplishments and leadership they have provided. He noted that many female Belcarra residents work tirelessly in service to the community and are role models for other young women in the Village.

Mayor Ross recognized the work done by Lorna Dysart, Chief Administrative Officer, with Fraser Health during the COVID-19 Pandemic.

He expressed his appreciation to the Women of Belcarra for their contributions to the community.

**Pay Parking at the Belcarra Park Picnic Area & White Pine Beach**

Councillor Clark, who is a member of the Metro Vancouver Parks Committee, provided an overview on the upcoming Metro Parks news announcement regarding pay parking at Belcarra Regional Park Picnic Area and White Pine Beach. Pay parking is scheduled to commence on April 1, 2021 to September 30, 2021.

It is anticipated that park users will be encouraged to use transit and carpool to ease parking issues and that this is a traffic management tool being implemented.

It was noted that a meeting is taking place with staff from Metro Vancouver Parks, Port Moody and Belcarra to discuss parking matters that impact the three areas.

**7. BYLAWS**

No items.

**8. CORRESPONDENCE / PROCLAMATIONS**

Moved by: Councillor Drake  
Seconded by: Councillor Clark

That correspondence items 8.1 to 8.18 be received.

**CARRIED**

**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

Moved by: Councillor Drake

Seconded by: Councillor Clark

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.

**CARRIED**

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

Moved by: Councillor Wilder

Seconded by: Councillor Clark

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

**CARRIED**

**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

### Procedure Bylaw

Councillor Snell proposed adding 9.1 Unfinished Business to the Council Agenda and to move New Business to 9.2.

L. Dysart advised that this recommendation would require an amendment to the Procedure Bylaw.

Council concurred that they would not make the change at this time.

### Request for Chris Boit, ISL Engineering, Engineering Consultant

Councillor Snell requested that Chris Boit, ISL Engineering, Engineering Consultant, provide a written report regarding the request for drafting of Procedure Manuals for the Water Operators.

## 10. PUBLIC QUESTION PERIOD

Rob Begg, Belcarra Resident, requested to add an item under New Business.

Mayor Ross advised that Council members may bring items forward. He further noted that Public Question Period is where residents may raise questions on agenda items.

Sherry Chisholm, Belcarra Resident, queried with regard to the public asking questions or speaking on any topic in Public Question Period.

Considerable discussion ensued.

## 11. ADJOURNMENT

Moved by: Councillor Wilder  
Seconded by: Councillor Drake

That the March 8, 2021 Regular Meeting be adjourned at 10:27 pm.

**CARRIED**

Certified Correct:

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Jamie Ross  
Mayor

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Paula Richardson  
Acting Corporate Officer



## COUNCIL REPORT

**File:** 1850-20-28

**Date:** March 22, 2021

**From:** Richard White, RWPAS, Ltd., Planning Consultant

**Subject:** Province of British Columbia Housing Needs Assessment —  
UBCM Housing Needs Report

### Recommendation:

That Staff and the Village Planning Consultants be directed to prepare a Belcarra Housing Needs Assessment using the UBCM grant, in co-operation with the Villages of Lions Bay and Anmore.

### Purpose and Background

This report follows up on the advice to Council of the Province's grant of \$15,000.00 through UBCM to prepare a Housing Needs Assessment. It is proposed to share in a study process with the Villages of Anmore and Lions Bay to create efficiencies for a very similar study that each Village is required to complete. All communities are required to prepare a Housing Needs Report based on a prescribed format produced by the Ministry of Municipal Affairs and Housing within one year of the project being authorized.

### Attachments

#### 1. Housing Needs Report Work Outline

### Discussion

As described in more detail previously and in the attached materials, since April, 2019, the Village along with all BC local governments, have been required to produce a Housing Needs Report every five years with the initial report to be completed by April 2022.

In 2019, Metro Vancouver and its member municipal Planners decided that Metro would provide some data for these Studies as it has done for years for through its Planning Department, but that each municipality would produce its own Housing Needs Report. Port Moody previously hired a housing consultant to produce this work. Coquitlam is currently seeking a Consultant team.

Council was previously notified that we have received the maximum grant of \$15,000.00. Anmore and Lions Bay also have received \$15000 grants.

The Village Planner who recently headed a Team to produce a similar report for the Regional District of North Okanagan, its member municipalities, electoral areas and First Nations, has contacted Metro Vancouver Housing Planners in this regard. Metro is aware that the three Villages may be working to produce similar but independent reports. Housing data is already being compiled by Metro to assist with the Anmore and Belcarra work. A data request will likely be made on behalf of Lions Bay in the coming weeks.

Similar reports will proceed to Anmore and Lions Bay Councils in the coming weeks.

If Council is agreeable, Staff believe a joint effort will increase the efficiency of report production for these required studies and will likely produce data that will be readily comparable for three relatively similar communities in the Metro region and with the Regional as a whole.

Attachment 1: Housing Needs Report Work Outline

# Village of Belcarra Housing Needs Assessment Report Work Outline

March 2021



**Submitted by:**

Richard White Planning Advisory Services LTD.

## **1. Project Understanding**

The proposed work will undertake detailed analysis to generate a housing need assessment (HNA) for the Village of Belcarra. The provincially legislated requirement includes a fairly prescriptive approach and template for housing needs assessments and also provides a source of data sets covering the key areas of demographics, employment and income, housing market activity, rents and home prices, and core housing need (the official CMHC concept used to define and enumerate need). Based on our knowledge of the Village, and experience in housing need analysis, we have identified a number of factors that may affect this assignment. These are highlighted here and then captured in the methodology and work plan outlined later in Section 3 of this proposal.

### **1.1 Distinguishing housing requirements from housing need**

The term “housing need” is more frequently used to define that subset of households that experience housing problems of affordability, condition and crowding (collectively captured in CMHC core housing need), as distinct from a broader concept of housing requirements. The latter more broadly reflects population and household growth and requirements to ensure an appropriate market supply to meet evolving demand. In the case of affordable and low-income need, such households typically lack effective market demand, and their requirements, or more appropriately, needs, do not trigger a market response. It is this group that are targeted by public and community housing programs, such as those delivered via BC housing (and under the 2017 National Housing Strategy, also via CMHC). The analysis should capture both requirements and need.

### **1.2 Examining market activity**

Following from the above, a careful assessment of market response, as revealed by the quantum and type of new housing construction activity can be used to generate insight into existing or emerging gaps in market provision (e.g. starts by dwelling type, tenure and price). For example, with aging families, there may be growth in childless households and singles, which imply requirements for smaller and lower cost homes; yet the construction industry may be building only detached dwellings more suited to larger families, and often unaffordable to first time buyers. There may be a lack of options to meet aging seniors that may wish to remain in their community, but no longer wish to maintain a larger detached home. A comparative analysis of demographic trends and types of household growth, against ongoing forms and price of supply from new construction is an important element in a needs analysis. In particular, this can help to inform industry on the potential for alternate forms of new construction and potential business opportunities.

### **1.3 Housing and labour markets are regional**

The Village of Belcarra is one component of a regional housing and labour market. While existing residents may have some attachment and familial or social networks that draw them to Village of Belcarra, most households as consumers have flexibility in choice. And for those in core need, with less effective demand, their choices may be more limited to places where appropriate housing can be accessed at lower cost. While a village specific HNA can be compiled, it is also necessary to place this in the context of the regional housing market (using Metro-wide data to set this broader context).

### **1.4 Augmenting Provincial datasets**

In order to facilitate the required needs analysis across the province, the Ministry of Municipal Affairs and Housing has assembled a compendium of datasets to assist local jurisdictions (and their consultants) in completing the required housing needs assessments. Metro Vancouver has also generated datafiles on behalf of regional municipalities. In reviewing the available data from the Ministry, we found that while generating some valuable overview, the data sets are generally one dimensional, and do not

support more discrete analysis. In particular, the core housing need file presents data on the count of core need by community. However, it does not disaggregate need by tenure, incidence of need, household (family) type or age (e.g., seniors), nor by Indigenous or nonindigenous identifiers. Cross tabulation of these variables can generate much richer insight into the needs assessment. In prior work, Focus Consulting Inc. has developed a detailed data specification for custom tables from Statistics Canada in order to facilitate this level of analysis. This richer dataset was used in completing the HNA for the Region of North Okanagan (RDNO). Accordingly, and depending on the data being procured by Metro we would again propose to augment the Ministry data sets with a similar custom data request to Statistics Canada.

## **2. Capacity and Capabilities**

Our team includes Richard White, a former Director of Planning with extensive knowledge and insight into urban and housing issues in Metro Vancouver and Steve Pomeroy, of one Canada's leading housing policy and research experts, with extensive experience in housing need analysis. We are assisted by research assistant Katherine White who has previously provided research and administrative support on related projects. Steve has completed numerous housing needs reports and analyses, including for Ottawa, Kingston, Edmonton, Grande Prairie and most recently in 2020 for the Regional District of North Okanagan (in collaboration with RWPAS). Our team is intimately familiar with both Statistics Canada datasets as well as CMHC housing data files and has developed a customized tabulation to generate key data to populate a Housing Assessment Framework. RWPAS, in addition to a company formed by a long-term municipal planning manager, with many years of regional planning experience, now serves a variety of BC municipalities and regional districts with ongoing and term specific land use and community planning services. Public engagement is a necessary part of this work. This includes conducting public and stakeholder engagement in on-line formats during the Covid-19 lockdown, an approach that may again be required in this assignment. Our team has the expertise and experience to undertake the HNA and associated presentations within the Calendar year.

The CVs of key personnel are attached in Appendix B.

## **3. Methodology and Approach**

The Project team will work together with the client team and stakeholders to undertake a comprehensive housing needs assessment, identify key gaps in supply and demand, and provide evidenced based results and conclusions. In addition to overall project management, our approach is based on five main steps:

- Defining and Collecting Data
- Analysis and Assessment
- Stakeholder and Community Engagement
- Draft Housing Needs Assessment
- Present and Review and Finalize Assessment Report

### **3.1 Project Management and Communications**

Throughout the assignment we will also implement a pro-active project management and communication protocol. Overall project management and communication will be guided with the consulting Project Team and the Project Leader (Richard White). Project management and communication will be facilitated through a project initiation meeting, project management meetings and ongoing project communications. As well as keeping the staff team up to date on progress, we will use this collaborative working relationship to identify any challenges that emerge and to develop options to address and mitigate these.



### 3.2 Defining and Collecting Data

This task will review the standardized data sets made available by Metro Vancouver and determine where these require additional data to be identified and collected. Community and housing profile data will be obtained from Metro Vancouver and the published Statistics Canada census community profile. Data to be assembled will include data for Belcarra as well as Metro Vancouver, to provide context and comparison:

- Statistics Canada – Data from the 2016 Census will be used for the assessment. A custom data request will be obtained to analysis household breakdown will include families (including lone parents), singles, and seniors for Aboriginal and Non-aboriginal families
- Core Housing Need Data (2016) – A second custom data request from Statistics Canada will be made to access the core housing need data by the types of households mentioned above
- CMHC – Housing data including starts, completions, home values (assessed and recent MLS sales), and rental and vacancy rates rent data (from CMHC survey). This will be augmented with home sales data from the Real Estate Board
- Village of Belcarra data sources, including OCPs and any housing data
- The non-market housing portfolio (existing social housing and any non-market assisted living) in the area, as available from BC Housing
- Population and Household Projections - Existing population projections for the Village of Belcarra will be used to project household growth and determine the number of housing units required to accommodate future growth as well as potential changes in core housing need.

### 3.3 Analysis and Assessment

We will augment the data collection with a background review of key reports and documents. This will help set the context for the HNA. The key tasks at this stage will involve review and assembly of the data collected in task 3.2. In particular, it is expected that this will provide:

- An overview and analysis of housing conditions (supply and demand) including:
  - The housing stock by dwelling type, tenure and age/condition (depending on availability);
  - Housing production (starts and completions) by dwelling type and tenure (and where possible price level and rents);
  - The ownership and rental markets, including sales activity and housing prices by market segment/dwelling type (depending on availability), rental rates and vacancies by dwelling size (number of bedrooms);
  - Current residential land inventory
- An overview and analysis of household characteristics, including:
  - Type and size of household;
  - Age and tenure, including percent of households in each age cohort that are owners and renters;
  - Household income by age and tenure
- An overview of current labor force and employment patterns and anticipated trends. Employment and income are key influences on capacity to pay and thus on both effective and ineffective demand (need)
- A detailed review of core housing need by tenure, household type and nature of need:
  - Household type (families, singles and seniors)
  - Aboriginal and non-aboriginal households
  - Type of need - including affordability, suitability and adequacy measures
- Projecting Housing Requirement – Need and Demand

If available, we will use the employment and population forecast provided by the Metro Vancouver or the Statistics Canada Regional population forecast (2016-36). The Assessment will incorporate a

methodology to estimate household growth known as the Headship Rate to project the number of households by age cohort. This will be used to generate overall housing requirements, or the number of housing units required to accommodate future growth. In addition, this will use the 2016 incidence (propensity to be in need) of core housing need, by household type in order to project potential growth in housing need. The Ministry of Municipal Affairs and Housing have created a standardized summary form for Housing Need Studies (see Appendix A), so the aforementioned data will be used to populate these forms.

### **3.4 Community and Stakeholder Engagement**

Housing needs analysis is a technical exercise and in the main entails assembling and analyzing data. Engagement is a useful complementary activity to assist with interpreting the data as well as educating and raising awareness about the underlying issues that the data highlight. However, the HNA is separate from the development of a housing strategy – i.e. how to respond to the identified need. The engagement process can raise awareness about future strategic options but is not intended to consult on or develop such strategies. Findings may suggest potential directions and where appropriate these will be identified for future consideration by the Village staff.

Background material on the housing market and housing needs will be prepared and circulated in advance to inform stakeholders and the community of the purpose of the project. Our team will collaborate with Village staff to identify stakeholders to be invited to participate in the engagement process, and in collaboration develop an engagement strategy as appropriate for the purpose of completing an HNA.

Due to the technical nature of a HNA, we do not anticipate, nor recommend public engagement (this is more meaningful once the Village of Belcarra progresses to the next stage of using the analysis to develop strategic responses). However, the findings and engagement material will be available to post to the Village of Belcarra website to ensure full access.

### **3.5 Draft Needs Assessment**

The research, data analysis, methodologies, data limitations, and other materials related to the report will be incorporated into the Housing Need and Demand Assessment Report. We will provide details in the report appendices (including the MMAH Summary Forms) and will provide all data electronically. We will prepare a draft report in advance of a meeting with the Village staff and identified key stakeholders and then present and discuss the Draft Housing Need Assessment Report with the aim of reviewing findings and receiving feedback.

Key areas that will be addressed in the report include:

- Executive summary
- City Profile
- Analysis of housing affordability and Need
- Gap Analysis
- Community Engagement Summary
- Current and Future Housing Requirements (housing need and housing requirements to 2036)
- Potential Implications for development of responses and strategies

### **3.6 Review and Finalize Assessment Report**

We will revise the Housing Accommodation Needs Assessment Report following the meeting with the Village of Belcarra staff and identified key stakeholders and forward the final document to the Village

with all of the related materials within one week of the review. A final report incorporating the changes will be then submitted as the final deliverable.

### 3.7 Summary Deliverables:

1. Refined workplan and data specification (on or about May 30, 2021)
2. Complete data assembly and preliminary assessment by September 31
3. Undertake stakeholder and community engagement in October
4. Review and complete draft need assessment by November 30
5. Final Needs Assessment Report (on or about December 15)

## 4. Project Budget

	Project component	Total Price
3.1	Project management and communication	\$1,000
3.2	Defining and Collecting Data	\$2,600
3.3	Analysis and Assessment	\$5,800
3.4	Stakeholder engagement	\$1,800
3.5	Refine draft assessment with feedback	\$1,500
3.6	Finalize and present HNA report	\$1,800
	Disbursement (custom data request to Statistics Canada)	\$500
TOTAL:		\$15,000



## COUNCIL REPORT

**File:** 6700-03

**Date:** March 22, 2021

**From:** Lorna Dysart, Chief Administrative Officer  
& Dan Watson, Pooni Group, Planning Consultants

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

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### Recommendations

- a) That the Village of Belcarra Corporate Policy No. 210 be amended as outlined in this report.
- b) That the following bylaw be given First and Second Reading, and be referred to Public Hearing:
  - Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 580, 2021; and
- c) That the following bylaws be given First and Second Readings:
  - Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 581, 2021;
  - Village of Belcarra Business License Bylaw No. 227, 1995, Amendment Bylaw No. 582, 2021.
- d) That Staff be directed to report back on the implementation of Village of Belcarra Corporate Policy No. 210 one year after the adoption of Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 580, 2021, if adopted.

### Purpose

The purpose of this report is to:

- Revisit the existing Short Term Rental and Bed & Breakfast Accommodation Policy (STRA / B&B Policy), as approved at a regular meeting of Council on January 27, 2020 (Village of Belcarra Corporate Policy No. 210), allow the community an opportunity to comment, and allow Council to make any desired amendments.
- Bring the three draft Bylaws listed above back to Council for consideration, following deferral at the March 8, 2021 meeting of Council to allow time to revisit the STRA/B&B Policy. The draft Bylaws are intended to support the implementation of the STRA/B&B Policy.
- To introduce fees for advertising on the Village webpage.

## Background

### March 8, 2021 Council Meeting

Council adopted the Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Accommodation Policy at a regular meeting of Council on January 27, 2020, and directed staff to prepare amendments to Zoning Bylaw, Fees and Charges Bylaw, and Business License Bylaw to allow for the implementation of the STRA and B&B Policy. These items were subsequently deferred on March 9, 2020 until a motion was made to re-visit these items on February 22, 2021.

At the March 8, 2021 regular meeting of Council, these proposed Bylaw amendments were brought before Council for first and second reading. The item was deferred to the March 22, 2021 meeting of Council following considerable discussion related to the STRA / B&B Policy.

### STRA Policy & Bylaws - Community Feedback & Discussion

Correspondence and discussion at the March 8, 2021 meeting addressed a number of elements of the STRA Policy, as well as proposed changes to the Business License Bylaw and the Fees & Charges Bylaw. These questions / comments are summarized below with recommendations to Council.

#### **1. STRA/B&B Policy 2.5: Proof of Insurance**

<b>Discussion / Suggestions from Community</b>	<b>Planning Response</b>
Suggestion to delete requirement for proof of \$2,000,000 insurance.	<p>The existing Business Licence Bylaw states: “Where applicable the Licence Inspector may request a certified copy of (a) liability insurance coverage in the amount of two million dollars [...]”</p> <p>At the January 27, 2020 regular meeting of Council, Council provided direction to set the minimum insurance requirement for STRA/B&amp;B at two million dollars.</p> <p>The STRA Policy requires owners to provide the Village with proof of insurance for two million dollars, <b>and</b> requires a specific rider acknowledging the use of the property as STRA and / or B&amp;B, and showing the Village as an Additional Named Insured. This requirement is intended to protect the Village in case of damage to Village property.</p>

**Recommendation:** Retain STRA / B&B Policy 2.5 requirement for \$2,000,000 insurance, naming the Village as additional insured.

**Alternative:** That Policy 2.5 be removed from the STRA / B&B Bylaw. Note: this option could potentially expose the Village to significant risk in the event of damage or costs incurred by the Village.

## 2. STRA / B&B Policy 5.1: Length of Stay

Discussion / Suggestions from Community	Planning Response
Suggestion to amend maximum “days” to maximum “nights”	<p>At the January 27, 2020 regular meeting of Council, Council provided direction to Staff to set a <b>minimum</b> requirement of a two night stay.</p> <p>The proposed change would clarify that the <b>maximum</b> duration permitted would be 30 nights, and would be consistent with Policy 5.2 which states that the minimum length of stay is 2 nights.</p>

**Recommendation:** Amend STRA/B&B Policy 5.1 as follows: “Short Term Rental and / or Bed & Breakfast Accommodations are permitted for a maximum stay of 30 ~~days~~ nights per stay.”

**Alternative:** Retain STRA / B&B Policy 5.1 maximum stay of “30 days.”

## 3. STRA/B&B Section 6: Parking and Bylaw Compliance and Section 8: Noise and Nuisance

Discussion / Suggestions from Community	Planning Response
Suggestion to remove policies related to Parking and Bylaw Compliance, Noise, and Nuisance	<p>The Village’s Bylaws (e.g. Zoning, Business Licence, Noise) would generally apply to STRA / B&amp;B regardless of their inclusion in this policy.</p> <p>The inclusion of policies related to Parking and Noise is intended for ease of reference, to reaffirm that any omissions from the STRA / B&amp;B Policy should not be interpreted as permission to violate any other Bylaws applicable in the Village, and to provide clarity that any violations or potential violations of these Bylaws will be considered in reviewing Business Licence applications for STRA / B&amp;B.</p> <p>The policy also provides clarification on interpretation of the relevant Bylaws. For example, that the operator (as opposed to the guest) will be held liable for any violation of the Belcarra Noise Bylaw.</p>

**Recommendation:** Retain STRA / B&B Policy Section 6: Parking and Bylaw Compliance and Section 8: Noise and Nuisance.

**Alternative #1:** Remove policies that reference complying with other provisions of Belcarra Bylaws, (i.e. Policies 6.1, 6.3, 8.2).

**Alternative #2:** Remove all regulations related to Parking and Bylaw Compliance (Section 6) and Noise and Nuisance (Section 8).

#### 4. STRA/B&B Section 9: Enforcement

Discussion / Suggestions from Community	Planning Response
<p>Suggestion to remove “Enforcement” section from Policy.</p>	<p>The Enforcement section of the Policy outlines those Bylaws (namely Zoning, Noise, and Business Licensing) that may be used to address Bylaw infractions related to STRA / B&amp;B. This is provided for ease of reference for the Village, STRA / B&amp;B operators, neighbours, and guests.</p> <p>Section 14.2 (Offenses) of the Business License Bylaw states that a person who violates a provision of the Business License Bylaw may be subject to a fine “not exceeding \$10,000 and not less than \$2,500.”</p> <p>At the January 27, 2020 regular meeting of Council, Council provided direction to Staff to add penalties for operating a STRA / B&amp;B without a Business License, at \$1000 per day, per offense, at the discretion of the CAO</p> <p>The proposed amendment the Business License Bylaw would introduce this lower fine of \$1,000 per day, per offence, specifically for operating a STRA / B&amp;B without a valid license.</p>

**Recommendation:** Retain STRA / B&B Policy Section 9: Enforcement.

**Alternative #1:** Remove STRA / B&B Policy Section 9: Enforcement.

**Alternative #2:** Delete 2(a) from draft Fees and Charges Bylaw No. 517, 2018 Amending Bylaw No. 581, 2021.

## 5. Proposed amendments to Fees & Charges Bylaw

Discussion / Suggestions from Community	Planning Response
Suggestion to delete First Year inspection fee (\$250) and Security Deposit (\$1000)	<p>At the January 27, 2020 regular meeting of Council, Council provided direction to Staff to:</p> <ul style="list-style-type: none"> <li>Require a \$1000 refundable security deposit</li> <li>Set the inspection fee at \$250 per year, second year inspection at the discretion of the CAO</li> </ul> <p>These fees are intended to address staff time required to respond to complaints and inspect properties for suitability for STRA/B&amp;B use, and to provide the Village with security in the event that a disturbance causes the Village to incur costs (e.g. damage to Village property or staff time responding to complaints).</p>

**Recommendation** (as above): That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 581, 2021 be given First and Second Readings.

**Alternative:** That the draft Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 581, 2021 be amended as follows:

Delete:

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



## 6. Community comments on the merits of STRA/B&B and implications for the rental market

Discussion / Suggestions from Community	Planning Response
Suggestion to follow Vancouver's practice and require that STRA be accommodated solely in the Principal Residence to support the secondary rental market.	<p>While Belcarra's proposed regulations are not as strict as Vancouver's regulations, there are restrictions in place that would limit a property from being "fully" converted to STRA. For example, the <b>property</b> must be the primary residence of the owner / operator of the STRA. In the case of Vancouver, the <b>dwelling unit</b> itself must be the owner/operator's primary residence.</p> <p>In order to measure and respond to the impacts of the STRA / B&amp;B Policy, it is recommended that Council direct staff to report back on implementation in 1 year, including reporting on the number of licenses that have been issued for STRA / B&amp;B.</p>

**Recommendation** (as above): That Staff be directed to report back on the implementation of Village of Belcarra Corporate Policy No. 210 one year after the adoption of Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 580, 2021, if adopted.

**Alternative:** That Staff be directed to draft amendments to the STRA / B&B Policy to limit STRA only to the principal residence of the owner / operator (i.e. restricting STRA in secondary suites or units on the property in which the owner does not reside).

## 7. Ownership Occupancy

Discussion / Suggestions from Community	Planning Response
Question regarding whether the operator of the STRA must be an owner of the property, or whether a renter could operate a STRA.	Policy 4.1 states that the property used for STRA/B&B must be the principal residence of the business operator. Technically this would not preclude a renter, with permission from the owner, from operating a STRA/B&B. If Council wishes to prevent renters from operating STRA/B&B, the policy may be amended to make this requirement more explicit.

**Recommendation:** Amend STRA/B&B Policy 4.1 as follows (new text is underlined): "The property used for Short Term Rental ~~and/or~~ or Bed & Breakfast Accommodation must be the principal residence of the business operator. The business operator must also be the/an owner of the property."

**Alternative:** Retain STRA/B&B Policy 4.1 as written. This would mean that, with permission from the owner, a renter could potentially operate a STRA/B&B on the property if it is their primary residence.

#### **8. Community comments on the cost-benefit analysis of implementing a STRA / B&B Policy**

A significant increase in the number of STRA / B&B businesses is not anticipated in the Village as a result of the STRA / B&B Policy and related Bylaws. In the absence of policy, Staff time was dedicated to responding to complaints / inquiries about STRA. The introduction of the policy (and its implementation through the relevant Bylaws) should provide clarity for staff and the public and streamline the process of responding to inquiries. Further, the proposed amendments to the Fees & Charges Bylaw will allow the Village to recoup costs associated with Staff time where currently there is no mechanism to do.

#### Advertising Rates

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

### **ATTACHMENTS**

- Attachment 1: Village of Belcarra Short-Term Rental Accommodation Policy (adopted by Council January 27, 2020)
- Attachment 2: Proposed Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 580, 2021
- Attachment 3: Proposed Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 581, 2021
- Attachment 4: Proposed Village of Belcarra Business License Bylaw No. 227, 1995, Amendment Bylaw No. 582, 2021



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



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

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

**Purpose**

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

**Policy**

**2. Application Process and Business Licensing**

- 2.1. A STRA and / or B&B Use is a Home Based Business Use. All STRA and / or B&B Uses shall require a Business Licence issued by the Village. Business licences are valid for a one year period from January 1 to December 31. Licences must be renewed annually to remain valid. Licences issued after July 31 of a calendar year will be prorated at one half of the fee for the full year.
- 2.2. The decision to grant a Business Licence for STRA and / or B&B is delegated to the Chief Administrative Officer.
- 2.3. Applicants for a Business Licence for STRA and / or B&B will be required to provide a Land Title Office Title Certificate and provide a declaration that they will maintain the property as their principal residence while operating a STRA and / or B&B use on the property.
- 2.4. Applicants should identify which dwelling unit will be rented as STRA and / or B&B if there is more than one dwelling unit on the property.
- 2.5. Owners must provide the Village with proof of insurance for the intended use, including 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.



**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

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Jamie Ross  
Mayor

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Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
Village of Belcarra Zoning Bylaw No. 510, 2018  
Amendment Bylaw No. 580, 2021

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

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

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

Village of Belcarra Fees & Charges Bylaw No. 517, 2018, Amendment Bylaw No. 581, 2021

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

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Jamie Ross  
Mayor

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Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
Village of Belcarra Fees and Charges Bylaw No. 517, 2018  
Amendment Bylaw No. 581, 2021

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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

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Jamie Ross  
Mayor

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Lorna Dysart  
Chief Administrative Officer

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



## COUNCIL REPORT

**Date:** March 22, 2021

**From:** Ken Bjorgaard, Financial Consultant

**Subject:** Draft 2021 – 2025 Financial Plan Update

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### Recommendations

That the Draft 2021 – 2025 Financial Plan Update report dated March 22, 2021 be received for information;

That a \_\_\_\_% increase in property taxes, a \_\_\_\_% increase in water user rates, and a \_\_\_\_% in WARD user rates be reflected in the Village's 2021 budget to be brought forward for public consultation; and

That the Village's 2021 – 2025 Draft Financial Plan (Plan) be forwarded to the April 12<sup>th</sup>, 2021 regular Council meeting for public comment/feedback, with the version of the Plan shown in this report as Appendix "E" (pages 1 – 28), being presented to the public as is or with the following amendments....

### Purpose

The purpose of this report is to provide further information in regards to the Village of Belcarra Draft 2021 – 2025 Financial Plan which was introduced on March 8, 2021, and to seek Council direction in terms of a moving forward with a Draft Financial Plan that can be brought forward for public consultation purposes.

### Background

At the March 8, 2021 Council meeting Council requested further information in regards to some of the 2021 budget estimates. Attached labeled Appendices "A" (3 pages), "B" (1 page) and "C" (1 page) provide explanations for the major 2021 – 2020 budget variances and the comparative 2020 actual results, for the General Operating Fund, the Water Operating Fund and the WARD Operating Fund, respectively.

Of note are two budget changes that have occurred since the initial budget presentation on March 8<sup>th</sup>, as follows:

- Provision for Housing Needs Assessment Study and related grant (\$15,000 project expense funded entirely from grant) (see Appendix "E" page 3) has been provided for in 2021; and
- Inclusion of \$3,800 for road sweeping costs in each year with 70% being budgeted in MRN, and thus recoverable from TransLink funding, and 30% in the non-MRN roads budget.

## Report

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

The items shown in attached Appendix “D” were previously presented for budget discussion and are now reattached for Council’s direction in terms of which items should be supported in regards to budget funding.

### Water Debt

Information was also requested in regards to the first opportunity for paying out the water debt. The first 10-year payout opportunity on the Village water debt occurs in October of 2022 and every 5 years thereafter (again in 2027 for example). The payout amount in 2022 is \$3.16 million and this opportunity is now shown on the water debt graph in Appendix “E” (see page 18 in Appendix).

### Draft 2021-2025 Financial Plan (Appendix “E” which includes pages 1 – 28) (summary is on page 2)

Council direction is requested in terms of any further budget information required and / or the provisional financial plan that should be brought forward to the public for consultation purposes. The tax and user rate increases currently built into the plan are shown in the table below. 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.

<b>Summary of Draft 2021 – 2025 Financial Plan Tax &amp; User Rate Increases with 2020 Budget Comparisons</b>						
<b>Description</b>	<b>2020 Budget</b>	<b>Draft 2021 Budget</b>	<b>2022 Plan</b>	<b>2023 Plan</b>	<b>2024 Plan</b>	<b>2025 Plan</b>
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%

### 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.

### 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	
<b>For Homes Connected to Water System</b>										
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
<b>Total Property Taxes, User Rates &amp; Parcel Tax</b>	<b>5,266</b>	<b>5,553</b>	<b>5.5%</b>	<b>287</b>	<b>5,639</b>	<b>7.1%</b>	<b>373</b>	<b>5,768</b>	<b>9.5%</b>	<b>502</b>
<b>For Homes Not Connected to Water System</b>										
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
<b>Total Property Taxes, User Rates &amp; Parcel Tax</b>	<b>4,932</b>	<b>5,186</b>	<b>5.2%</b>	<b>254</b>	<b>5,265</b>	<b>6.8%</b>	<b>333</b>	<b>5,384</b>	<b>9.2%</b>	<b>452</b>

### Public Consultation, Budget Amendments & Timeframe for Bylaws

The intent is to bring forward the latest version of the financial plan document as shown in Appendix “E” (pages 1- 28), or as amended by Council, for public comment/consultation at the April 12<sup>th</sup>, 2021 regular meeting of Council. If Council would like to present other information or prefers another format for public consultation they should advise. Council should provide direction as to any budget amendments that they would like to include in the Draft 2021 – 2025 Financial Plan (see Appendix “E”) to be presented to the public.

As noted previously the Village needs to adopt a 5-year 2021 – 2025 Financial Plan bylaw and a related Tax Rates bylaw by May 10, 2021. After March 22, 2021 there are only three (3) regular Council meetings scheduled prior to the May 15<sup>th</sup> legislative deadline, which means should the bylaws be adopted over three meetings or more the bylaws would have to be considered at a special meeting or meetings of Council.

### Summary

We respectfully request Council’s direction in terms of the Village’s Draft 2021 – 2025 Financial Plan (Appendix “E” pages 1 – 28) 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” – General Operating Fund Explanation of 2021 – 2020 Variances & 2020 Actual Results
- Appendix “B” – Water Operating Fund Explanation of 2021 – 2020 Variances & 2020 Actual Results
- Appendix “C” – Water Operating Fund Explanation of 2021 – 2020 Variances & 2020 Actual Results
- Appendix "D" – 2021 Budget Items Received for Discussion Purposes
- Appendix “E” – Draft 2021 – 2025 Financial Plan (pages 1 – 28)

**VILLAGE OF BELCARRA GENERAL OPERATING FUND**  
**APPENDIX "A" - EXPLANATION OF 2021 - 2020 BUDGET VARIANCES & 2020 ACTUAL RESULTS**

Page 1 of 3

**REGULAR OPERATING REVENUES**

**TAXES**

	A Budget 2020	B Actual Year- End 2020	C Draft Budget 2021	D = C - A \$ change from 2020 Budget	E = D/A % change from 2020 Budget	Explanation of Major Variances (D & E) & Select Comments on 2020 Actual Year-End Results (B)
Municipal Taxes	(847,647)	(847,645)	(896,704)	(49,057)	5.8%	5% property tax increase and 0.8% provision for new construction revenue
1% Utility Taxes	(12,018)	(11,348)	(11,461)	557	-4.6%	2021 budget based on actual revenue in 2020
	(859,665)	(858,993)	(908,165)	(48,500)	5.6%	

**FEES AND CHARGES**

Leases	(2,100)	(2,100)	(2,100)	0	0.0%	Assumes return to 10% late payment penalty for taxes from special penalty of 5% imposed in 2020
Penalties & interest (on taxes)	(11,166)	(4,527)	(9,989)	1,177	-10.5%	
Permits and Licences	(116,430)	(181,252)	(119,665)	(3,235)	2.8%	
Miscellaneous	(14,000)	(6,991)	(14,223)	(223)	1.6%	
	(143,696)	(194,870)	(145,977)	(2,281)	1.6%	Small increases in building inspection, business licensing and parking ticket revenue planned for. Higher 2020 actual revenue included one-time provision for moving to accrual based accounting for outstanding parking tickets as opposed to cashed based accounting

**GRANT TRANSFERS**

Conditional Operating Transfers (MRN, COVID, Dock Planning)	(77,551)	(459,912)	(132,666)	(55,115)	71.1%	Increased usage of Translink MRN funding (increase of \$55,000) based on budgeted increase in MRN spending (see offsetting expense below). 2020 actual includes one-time COVID-19 Restart Grant funds.
Climate Change	0	(372)	(372)	(372)	>100.0%	
School Tax Administration	(2,800)	(2,987)	(3,017)	(217)	7.8%	
Small Communities Investment Fund (SCIF)	(254,520)	(254,361)	(254,361)	159	-0.1%	
	(334,871)	(717,632)	(390,416)	(55,545)	16.6%	

**OTHER REVENUE**

Interest Income	(35,000)	(28,938)	(29,227)	5,773	-16.5%	Budget estimate based on lower interest rate projections and the allocation of interest earnings to respective reserves and surpluses including those in water and WARD.
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<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>(1,373,232)</b>	<b>(1,800,433)</b>	<b>(1,473,785)</b>	<b>(100,553)</b>	<b>7.3%</b>	
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**REGULAR OPERATING EXPENSES**

**COUNCIL, GRANTS & MEETINGS**

Indemnities & Benefits	68,452	64,850	69,579	1,127	1.6%
Council Other	8,069	15,471	8,188	119	1.5%
Grants	11,322	2,331	11,435	113	1.0%
Meetings, Events & Appreciation	7,300	3,080	7,373	73	1.0%
	95,143	85,732	96,575	1,432	1.5%



VILLAGE OF BELCARRA GENERAL OPERATING FUND  
APPENDIX "A" - EXPLANATION OF 2021 - 2020 BUDGET VARIANCES & 2020 ACTUAL RESULTS

Page 2 of 3

**REGULAR OPERATING EXPENSES**

**ADMINISTRATION, HUMAN RESOURCES & INFORMATION SYSTEMS**

General Administration

Human Resources

Information Systems

**MUNICIPAL HALL, LEGAL & AUDIT**

**PLANNING**

**CONTRACTED SUPPORT SERVICES (FINANCE, ENGINEERING, WEBSITE & OTHER)**

**BUILDING & PLUMBING INSPECTION / BYLAW ENFORCEMENT**

**PUBLIC WORKS**

Public Works General

Vehicles, Equipment & Supplies

Roads, bridges, storm sewers etc. (Non-MRN)

Trails & Public Spaces

**TRANSPORTATION (MAJOR ROAD NETWORK - MRN)**

**FIRE & EMERGENCY OPERATIONS**

Fire Protection

Emergency Preparedness

**INTEREST & BANK EXPENSE**

**CENTRALIZED SUPPORT COST RECOVERY**

**TOTAL REGULAR OPERATING EXPENSES**

**SURPLUS BEFORE OTHER REVENUE/EXPENSES & TRANSFERS**

A	B	C	D = C - A	E = D/A	
Budget 2020	Actual Year- End 2020	Draft Budget 2021	\$ change from 2020 Budget	% change from 2020 Budget	Explanation of Major Variances (D & E) & Select Comments on 2020 Actual Year-End Results (B)
321,261	321,041	344,799	23,538	7.3%	Provision for increased administrative support
17,450	5,914	16,284	(1,166)	-6.7%	Budget lowered based on historical spending
43,082	49,399	44,030	948	2.2%	Inflationary increase. 2020 actual included special licensing costs that only occur every 4 - 5 years.
381,793	376,354	405,113	23,320	6.1%	
137,954	202,518	155,588	17,634	12.8%	Provision for higher legal costs based on historical spending & increased liability and property insurance costs; and provision for cybersecurity insurance. 2020 actual included higher legal costs.
32,200	132,796	35,000	2,800	8.7%	Provision for increased on contracted planning costs. 2020 actual included one-time spending for dock planning (partially offset by grant revenue) and the road-ends project, as well as additional planning costs
91,357	91,886	102,763	11,406	12.5%	Provision for increase financial contracted support
92,903	78,193	82,497	(10,406)	-11.2%	More accurate costing of bylaw enforcement time and costs has resulted in a lower budget in 2021
134,572	189,150	196,442	61,870	46.0%	More accurate costing of public works time. The 2020 budget included a \$152,000 credit for the allocation of public works costs; based on the analysis of actual public works time spend in general operations, MRN, water and WARD the current budget is now more reflective of how much actual public works time is attributable to these areas
38,925	54,558	56,669	17,744	45.6%	The 2021 budget is now more reflective of the actual cost of operating & maintaining the Village's fleet of vehicles as shown by actual 2020 spending
23,707	15,641	16,938	(6,769)	-28.6%	The 2021 budget is based on historical spending in this area
8,900	5,703	8,989	89	1.0%	
206,104	265,052	279,038	72,934	35.4%	
77,551	78,191	132,666	55,115	71.1%	Increased spending for MRN road with 25% of public works staff time now charged to MRN. See offsetting budgeted revenue increase from TransLink above
4,700	1,683	1,700	(3,000)	-63.8%	The 2021 budget is based on historical spending
1,500	8,711	10,211	8,711	580.7%	Continued COVID-19 emergency spending anticipated
6,200	10,394	11,911	5,711	92.1%	
5,814	55,800	3,368	(2,446)	-42.1%	2021 interest & bank expenses budgeted at historical level. 2020 actual includes one-time costs for moving to accrual based accounting for parking tickets which included provision for bad debts
(14,590)	0	(149,221)	(134,631)	922.8%	Centralized support costs charged to MRN, water and WARD are not being allocated on the basis of recently adopted Council policy at the 50% phased in level
1,112,429	1,376,916	1,155,298	42,869	3.9%	
(260,803)	(423,517)	(318,487)	(57,684)	22.1%	

VILLAGE OF BELCARRA GENERAL OPERATING FUND  
APPENDIX "A" - EXPLANATION OF 2021 - 2020 BUDGET VARIANCES & 2020 ACTUAL RESULTS

	A	B	C	D = C - A	E = D/A	
	Budget 2020	Actual Year- End 2020	Draft Budget 2021	\$ change from 2020 Budget	% change from 2020 Budget	Explanation of Major Variances (D & E) & Select Comments on 2020 Actual Year-End Results (B)
<b>Page 3 of 3</b>						
<b><u>COMMUNITY WORKS GAS TAX GRANT REVENUE, LAND SALES REVENUE &amp; TRANSFERS</u></b>						
Community Works Gas Tax Grant	(57,049)	(57,049)	(57,049)	0	0.0%	
Transfer to Community Works Gas Tax Reserve	57,049	57,049	57,049	0	0.0%	
Proceeds from Land Sales	(2,000,000)	0	0	2,000,000	-100.0%	Sale of roads-ends project not proceeding
Transfer to Land Sale Reserve Fund	2,000,000	0	0	(2,000,000)	-100.0%	Sale of roads-ends project not proceeding
<b>COMMUNITY WORKS GAS TAX REVENUE &amp; TRANSFER</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b><u>SPECIAL OPERATING PROJECT FUNDING &amp; EXPENSES</u></b>						
Bylaw Violation & Municipal Ticking Software & Implementation	5,250	6,119	0	(5,250)	-100.0%	One-time project which ended in 2020 not budgeted for
Stabilization Reserve Funding	(5,250)	(6,119)	(15,000)	(9,750)	185.7%	One-time by-election costs and funding provided for
Election Expense	0	0	15,000	15,000	>100.0%	One-time by-election costs and funding provided for
Community Wildfire Protection Plan Grant	0	0	(25,000)	(25,000)	>100.0%	Approved grant funding project
Community Wildfire Protection Plan	0	0	25,000	25,000	>100.0%	Approved grant funding project
Housing Needs Assessment Grant	0	0	(15,000)	(15,000)	>100.0%	Approved grant funding project
Housing Needs Assessment Study	0	0	15,000	15,000	>100.0%	Approved grant funding project
Community Works Gas Tax Reserve	(150,000)	(8,665)	(125,000)	25,000	-16.7%	Funding for OCP review & partial funding for asset management
Asset Management Plan Grant	0		(50,000)	(50,000)	>100.0%	Grant funding for asset management
OCP Review & Update	100,000	7,195	100,000	0	0.0%	OCP review project rebudgeted
Asset Management Plan & Related Long-Term Financial Plan	50,000	1,470	75,000	25,000	50.0%	Asset management project rebudgeted with allowance for grant funding
<b>NET SPECIAL PROJECT FUNDING &amp; EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b><u>TRANSFERS TO RESERVES &amp; SURPLUS</u></b>						
General Capital Reserve Fund	245,803	245,803	200,902	(44,901)	-18.3%	Available funds to be allocated to reserves (based on new reserve funds as established by bylaws in 2020)
Vehicle & Equipment Capital Reserve Fund	0	0	10,000	10,000	>100.0%	Available funds to be allocated to reserves (based on new reserve funds as established by bylaws in 2020)
Transportation Infrastructure Reserve Fund	0	0	60,000	60,000	>100.0%	Available funds to be allocated to reserves (based on new reserve funds as established by bylaws in 2020)
Financial Stabilization Reserve Fund	0	0	5,000	5,000	>100.0%	Available funds to be allocated to reserves (based on new reserve funds as established by bylaws in 2020)
Transfer of Interest to Reserves/Surplus	0	23,484	22,585	22,585	>100.0%	Interest to be allocated to reserves and surpluses based on projected opening & closing balances for 2021
Transfer to General Fund Surplus	15,000	154,230	20,000	5,000	33.3%	Funds available after reserve & surplus allocations. Actual 2020 includes final projected year-end surplus results
<b>TOTAL TRANSFERS TO RESERVES</b>	<b>260,803</b>	<b>423,517</b>	<b>318,487</b>	<b>57,684</b>	<b>22.1%</b>	
<b>FINANCIAL PLAN BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	

**VILLAGE OF BELCARRA WATER OPERATING FUND**  
**APPENDIX "B" - EXPLANATION OF 2021 - 2020 BUDGET VARIANCES & 2020 ACTUAL RESULTS**

Page 1 of 1

	A	B	C	D = C - A	E = D/A	
	Budget 2020	Actual Year- End 2020	Draft Budget 2021	\$ change from 2020 Budget	% change from 2020 Budget	Explanation of Major Variances (D & E) & Select Comments on 2020 Actual Year-End Results (B)
<b>REGULAR OPERATING REVENUES</b>						
<b>USER FEES, CHARGES &amp; INTEREST</b>						
Water Annual Fees	(275,076)	(271,970)	(307,047)	(31,971)	11.6%	Provision for 10% water rate increase & new water users
Water System Connection Fees	(6,000)	(5,250)	(6,000)	0	0.0%	
Interest Income	(1,400)	(4,581)	(4,673)	(3,273)	233.8%	Increased interest revenue allocated based on water reserve & surplus balances
	(282,476)	(281,801)	(317,720)	(35,244)	12.5%	
<b>GRANT TRANSFERS (COVID RESTART GRANT)</b>						
	0	(7,142)	0	0	0.0%	2020 actual included one-time allocation of COVID-19 grant funding to water operating
<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>(282,476)</b>	<b>(288,943)</b>	<b>(317,720)</b>	<b>(35,244)</b>	<b>12.5%</b>	
<b>REGULAR OPERATING EXPENSES</b>						
<b>ADMINISTRATION</b>						
Allocation of Centralized Support	14,590	0	84,086	69,496	476.3%	Allocation of centralized general operating funds support costs as per recently adopted policy at the 50% phased-in level
Other (Environmental Monitoring & Lease)	1,327	276	1,348	21	1.6%	
	15,917	276	85,434	69,517	436.7%	
<b>WATER PURCHASES &amp; CONVEYANCE</b>						
	82,088	110,534	111,076	28,988	35.3%	Increase water usage based on 2020 (33%), increased water cost from Metro Vancouver (6%) & increase in infrastructure costs from District of North Vancouver (25%)
<b>WATER SYSTEM OPERATIONS</b>						
Public Works	81,062	54,109	55,018	(26,044)	-32.1%	Allocation of direct public works staff time & costs at the 28.1% level as per recently adopted policy
Utilities	11,524	9,719	11,640	116	1.0%	
Water Mains Repair & Maintenance	5,000	0	5,050	50	1.0%	
Station Repair & Maintenance	8,101	5,962	8,182	81	1.0%	
Reservoir Repair & Maintenance	6,092	0	6,103	11	0.2%	
Materials & Equipment	9,100	2,393	9,106	6	0.1%	
	120,879	72,183	95,099	(25,780)	-21.3%	
<b>TOTAL REGULAR OPERATING EXPENSES</b>	<b>218,884</b>	<b>182,993</b>	<b>291,609</b>	<b>72,725</b>	<b>33.2%</b>	
<b>SURPLUS BEFORE DEBT &amp; TRANSFERS</b>	<b>(63,592)</b>	<b>(105,950)</b>	<b>(26,111)</b>	<b>37,481</b>	<b>-58.9%</b>	
<b>LONG-TERM DEBT PAYMENTS/TRANSFERS</b>						
<b>(Funded by Parcel Taxes &amp; Transfer)</b>						
Long-Term Debt Interest Expense	128,800	128,799	128,800	0	0.0%	
Debt Principle Payment	106,645	106,645	106,645	0	0.0%	
Parcel tax	(234,471)	(233,498)	(233,499)	972	-0.4%	
Transfer from Water Debt Repayment Reserve	(1,946)	(1,946)	(1,946)	0	0.0%	
<b>TOTAL NET LONG-TERM DEBT PAYMENTS/TRANSFERS</b>	<b>(972)</b>	<b>0</b>	<b>0</b>	<b>972</b>	<b>-100.0%</b>	
<b>TRANSFERS TO RESERVE FUNDS &amp; SURPLUS</b>						
Transfer To Water Capital Reserve	57,664	60,496	18,471	(39,193)	-68.0%	Less funds available for transfer to water reserve based on increase water purchase & conveyance cost, and based allocation of centralized support costs
Transfer to Vehicle & Equipment Reserve	500	500	1,500	1,000	200.0%	
Transfer of Interest to Reserves/Surplus	1,400	1,118	1,140	(260)	-18.6%	
Transfer to Water Operating Fund Surplus	5,000	43,836	5,000	0	0.0%	
<b>TOTAL TRANSFERS TO RESERVE FUNDS</b>	<b>64,564</b>	<b>105,950</b>	<b>26,111</b>	<b>(38,453)</b>	<b>-59.6%</b>	
<b>FINANCIAL PLAN BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	

**VILLAGE OF BELCARRA WASTE & RECYCLE DEPOT (WARD) OPERATING FUND**  
**APPENDIX "C" - EXPLANATION OF 2021 - 2020 BUDGET VARIANCES & 2020 ACTUAL RESULTS**

Page 1 of 1

	A Budget 2020	B Actual Year-End 2020	C Draft Budget 2021	D = C - A \$ change from 2020 Budget	E = D/A % change from 2020 Budget	Explanation of Major Variances (D & E) & Select Comments on 2020 Actual Year-End Results (B)
<b>REGULAR OPERATING REVENUES</b>						
<b><u>FEES &amp; CHARGES</u></b>						
Waste & Recycling Annual Fee & Tags	(122,107)	(121,041)	(134,218)	(12,111)	9.9%	Provision for 10% rate increase
Permits & Licences	(100)	(25)	(100)	0	0.0%	
	<b>(122,207)</b>	<b>(121,066)</b>	<b>(134,318)</b>	<b>(12,111)</b>	<b>9.9%</b>	
<b><u>GRANT TRANSFERS (COVID-19 SAFE RESTART GRANT)</u></b>	0	(1,137)	0	0	0.0%	2020 actual included one-time allocation of COVID-19 grant funding to WARD operating
<b><u>INTEREST INCOME</u></b>	(1,000)	(1,116)	(1,138)	(138)	13.8%	Increased interest revenue allocated based on WARD surplus balance
<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>(123,207)</b>	<b>(123,319)</b>	<b>(135,456)</b>	<b>(12,249)</b>	<b>9.9%</b>	
<b>REGULAR OPERATING EXPENSES</b>						
<b><u>ALLOCATION OF CENRALIZED SUPPORT</u></b>	0	0	38,191	38,191	>100.0%	Allocation of centralized general operating funds support costs as per recently adopted policy at the 50% phased-in level
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>						
Public Works	27,431	5,969	6,070	(21,361)	-77.9%	Allocation of direct public works staff time & costs at the 3.1% level as per recently adopted policy
Utilities	1,000	1,001	1,020	20	2.0%	
Depot Operations	22,463	28,456	22,643	180	0.8%	
Greenwaste Contract	0	0	0	0	0.0%	
Materials & Equipment	4,050	5,982	4,131	81	2.0%	
Processing & Hauling Expense	54,918	75,981	76,111	21,193	38.6%	Increased frequency of pick-ups for refuse, organics & recyclables & increased cost from contractor
	<b>109,862</b>	<b>117,389</b>	<b>109,975</b>	<b>113</b>	<b>0.1%</b>	
<b>TOTAL REGULAR OPERATING EXPENSES</b>	<b>109,862</b>	<b>117,389</b>	<b>148,166</b>	<b>38,304</b>	<b>34.9%</b>	
<b>(SURPLUS) DEFICIT BEFORE OTHER REVENUE/EXPENSES &amp; TRANSFERS</b>	<b>(13,345)</b>	<b>(5,930)</b>	<b>12,710</b>	<b>26,055</b>	<b>-195.2%</b>	
<b><u>TRANSFERS TO RESERVES &amp; SURPLUS</u></b>						
Transfer to General Capital Reserve	11,845	11,845	0	(11,845)	-100.0%	No funds available for transfer to reserve based on increased centralized support costs & increased pick-up & hauling costs
Transfer to Vehicle & Equipment Reserve	1,500	1,500	0	(1,500)	-100.0%	
Transfer of Interest to WARD Surplus	0	1,116	1,138	1,138	>100.0%	
<b>TOTAL TRANSFERS TO RESERVES &amp; SURPLUS</b>	<b>13,345</b>	<b>14,461</b>	<b>1,138</b>	<b>(12,207)</b>	<b>-91.5%</b>	
<b>TRANSFER FROM WARD SURPLUS TO OFFSET DEFICITS</b>	0	(8,531)	(13,848)	(13,848)	>100.0%	Transfer from WARD surplus required to offset increased costs
<b>FINANCIAL PLAN BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	

**Appendix "D" - 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 &amp; Rescue (SAR); and</p> <p>That the Coquitlam Search &amp; 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 &amp; 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



**Village of Belcarra**  
**Appendix "E"**  
**Draft 2021 – 2025 Financial Plan**  
(presented March 22, 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	\$1,474,000	\$1,545,000	\$1,621,000	\$1,688,000	\$1,757,000
General Operating Fund – Regular Operating Expenses	\$1,112,000	\$1,155,000	\$1,107,000	\$1,069,000	\$1,087,000	\$1,105,000
General Operating Fund Transfers to Reserves & Surplus (includes Community Works Gas Tax Funds)	\$318,000	\$376,000	\$498,000	\$612,000	\$664,000	\$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	\$1,000	\$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	\$508,000	\$600,000	\$721,000	\$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.

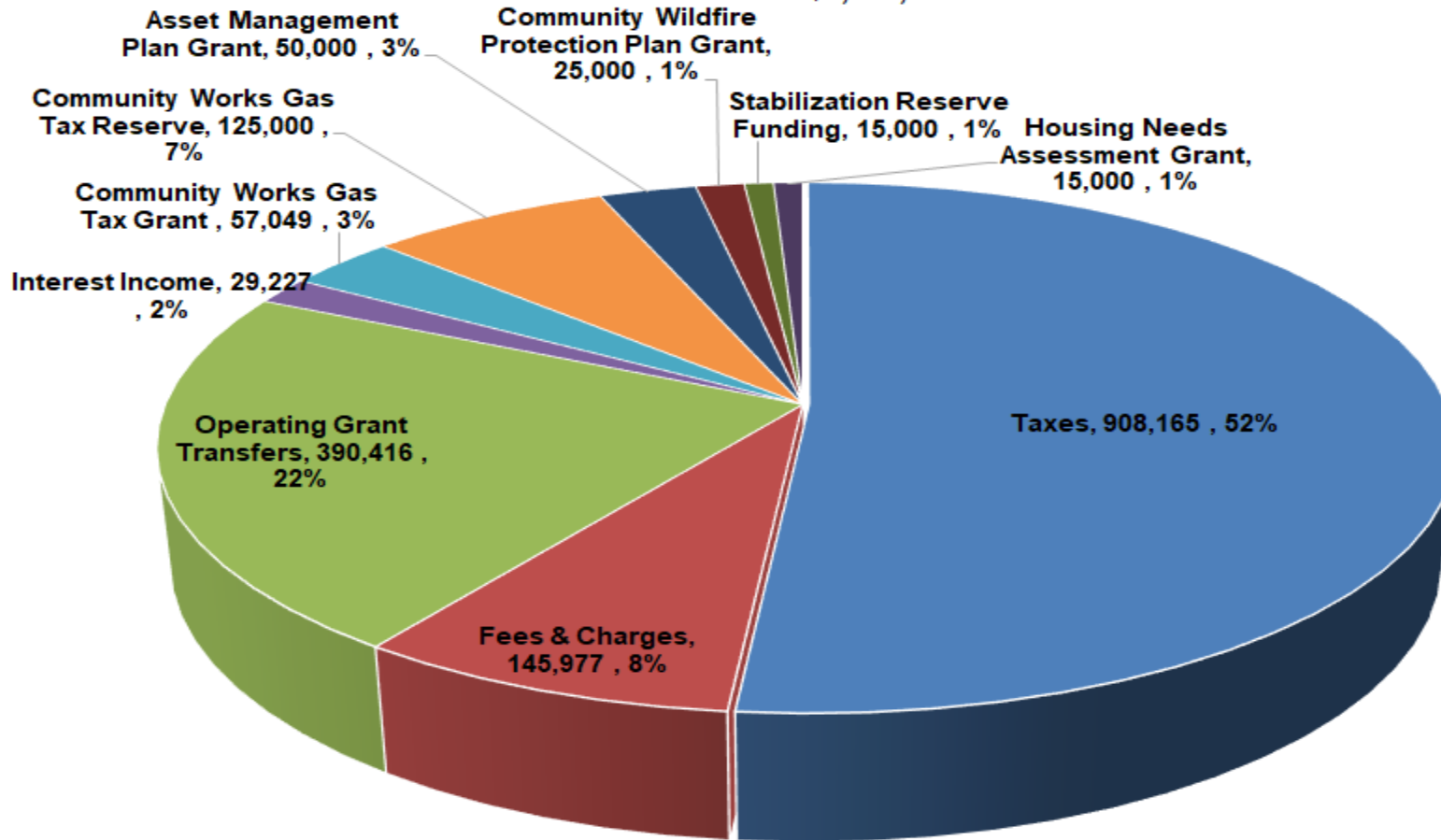
## General Operating Fund

The Draft 2021 General Operating Fund Budget includes a property tax increase of 5% with approximately \$318,000 being available for transfers to reserves and surplus accounts (\$375,000 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 and a Housing Needs Assessment Study at \$15,000, both funded entirely from grants.

Summarized Draft 2021 General Operating Fund Budget	Draft Budget 2021
<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>\$1,473,785</b>
<b>TOTAL REGULAR OPERATING EXPENSES</b>	<b>\$1,155,298</b>
<b>SURPLUS BEFORE OTHER REVENUE/EXPENSES &amp; TRANSFERS</b>	<b>\$318,487</b>
<b>COMMUNITY WORKS GAS TAX GRANT REVENUE</b>	
Community Works Gas Tax Grant	(57,049)
Transfer to Community Works Gas Tax Reserve	57,049
<b>COMMUNITY WORKS GAS TAX REVENUE &amp; TRANSFER</b>	<b>\$0</b>
<b>SPECIAL OPERATING PROJECT FUNDING &amp; EXPENSES</b>	
Community Works Gas Tax Reserve	(125,000)
Asset Management Plan Grant	(50,000)
Community Wildfire Protection Plan Grant	(25,000)
Community Wildfire Protection Plan Grant	25,000
Housing Needs Assessment Grant	(15,000)
Housing Needs Assessment Study	15,000
Stabilization Reserve Funding	(15,000)
Election Expense	15,000
OCP Review & Update	100,000
Asset Management Plan & Related Long-Term Financial Plan	75,000
<b>SPECIAL PROJECT FUNDING &amp; EXPENSES</b>	<b>\$0</b>
<b>CASH AVAILABLE FOR TRANSFERS TO RESERVES &amp; SURPLUS</b>	<b>\$318,487</b>
<b>TRANSFERS TO RESERVE &amp; SURPLUS</b>	
Transfer to Reserves	275,902
Transfer to Reserves/Surplus (Interest)	22,585
Transfer to Surplus	20,000
Transfers to Reserves & Surplus	<b>\$318,487</b>
<b>FINANCIAL PLAN BALANCE</b>	<b>\$0</b>

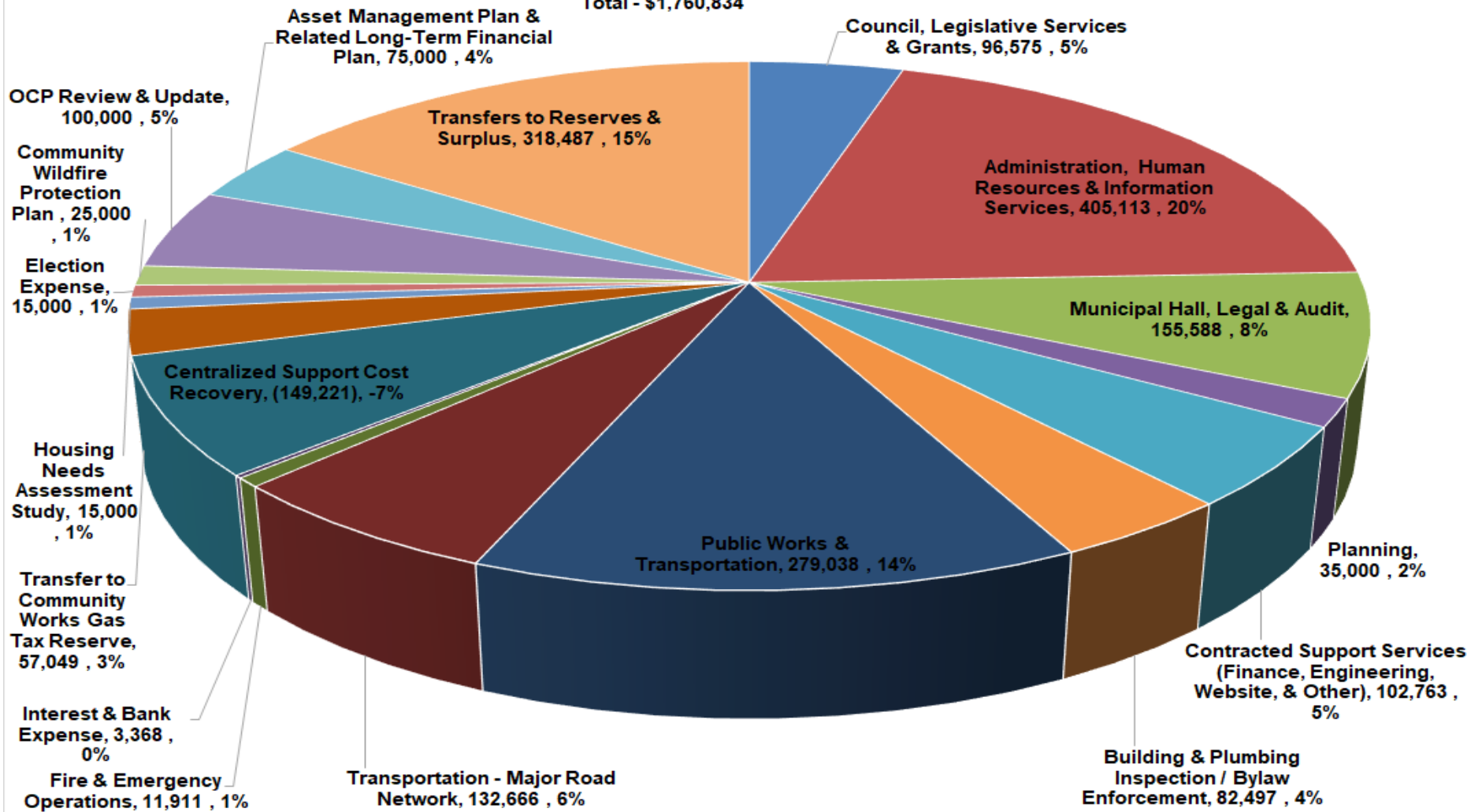
# **Draft 2021 General Operating Fund Budget - Operating Revenues & Transfers**

**Total - \$1,760,834**



# Draft 2021 General Operating Fund Budget - Operating Expenses & Transfers

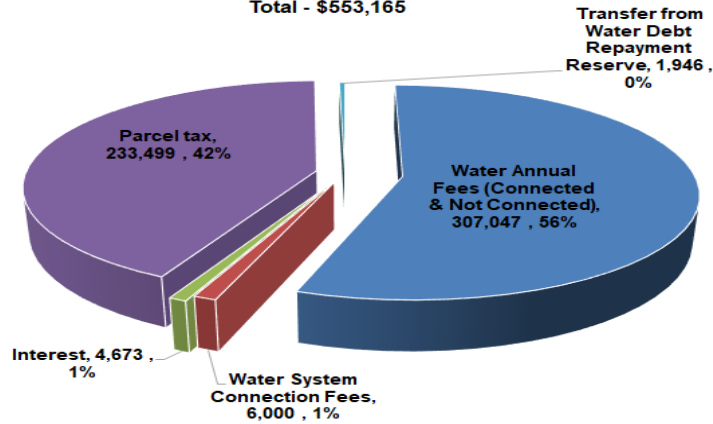
Total - \$1,760,834



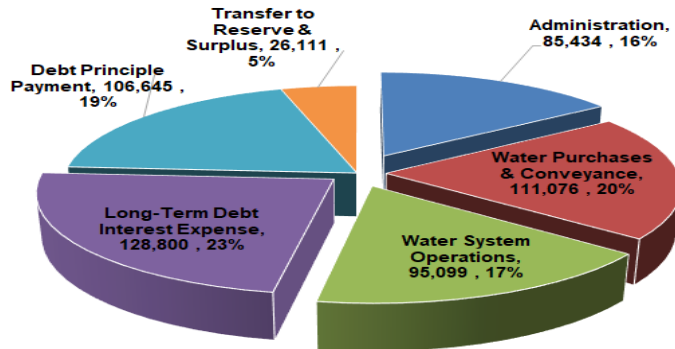
## Water Operating Fund

The Draft 2021 Water Operating Fund Budget includes a water rate increase of 10%, with approximately \$26,000 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



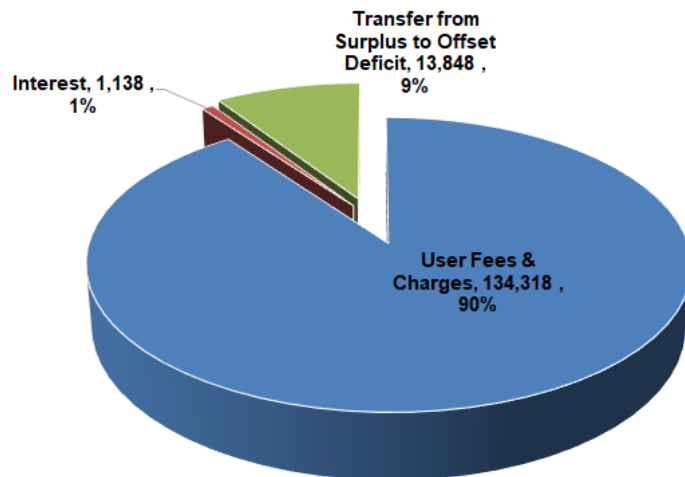
## Summarized Draft 2021 Water Operating Fund Budget

	Draft Budget 2021
<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>\$317,720</b>
<b>TOTAL REGULAR OPERATING EXPENSES</b>	<b>\$291,609</b>
<b>SURPLUS BEFORE DEBT &amp; TRANSFERS</b>	<b>\$26,111</b>
<b>LONG-TERM DEBT PAYMENTS/TRANSFERS (Funded by Parcel Taxes &amp; Transfer)</b>	
Long-Term Debt Interest Expense	128,800
Debt Principle Payment	106,645
Parcel tax	(\$233,499)
Transfer from Water Debt Repayment Reserve	(\$1,946)
<b>TOTAL NET LONG-TERM DEBT PAYMENTS/TRANSFERS</b>	<b>\$0</b>
<b>CASH SURPLUS AVAILABLE FOR TRANSFERS TO RESERVES &amp; SURPLUS</b>	<b>\$26,111</b>
<b>TRANSFERS TO RESERVES</b>	
Transfer to Water Capital Reserve	18,471
Transfer to Reserve/Surplus (Interest)	6,140
Transfer to Vehicle & Equipment Reserve	1,500
	<b>\$26,111</b>
<b>FINANCIAL PLAN BALANCE</b>	<b>\$0</b>

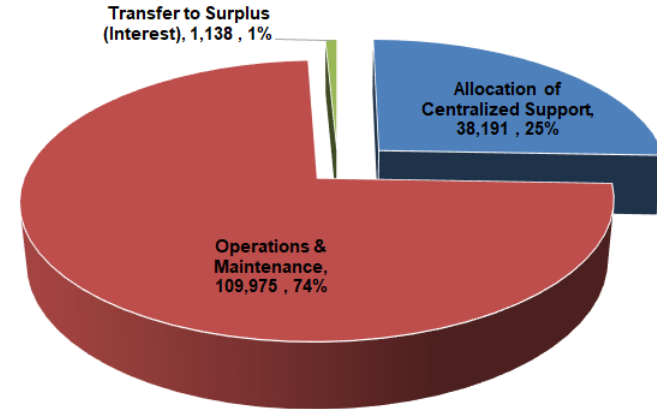
## Waste & Recycle Depot (WARD) Operating Fund

The Draft 2021 WARD Operating Fund Budget includes a provisional rate increase of 10% with approximately \$14,000 being transferred from WARD surplus to balance the budget.

**Draft 2021 WARD Operating Fund Budget - Operating Revenues & Transfers**  
Total - \$149,304



**Draft 2021 WARD Operating Fund Budget - Operating Expenses & Transfers**  
Total - \$149,304



**Summarized Draft 2021 WARD Operating Fund Budget**

	Draft Budget 2021
TOTAL REGULAR OPERATING REVENUES	\$135,456
TOTAL REGULAR OPERATING EXPENSES	\$148,166
DEFICIT BEFORE TRANSFERS	(\$12,710)
<b>TRANSFERS FROM/TO SURPLUS</b>	
Transfer to Surplus (Interest)	(1,138)
Transfer from Surplus to Offset Deficit	13,848
NET TRANSFERS FROM SURPLUS	\$12,710
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.

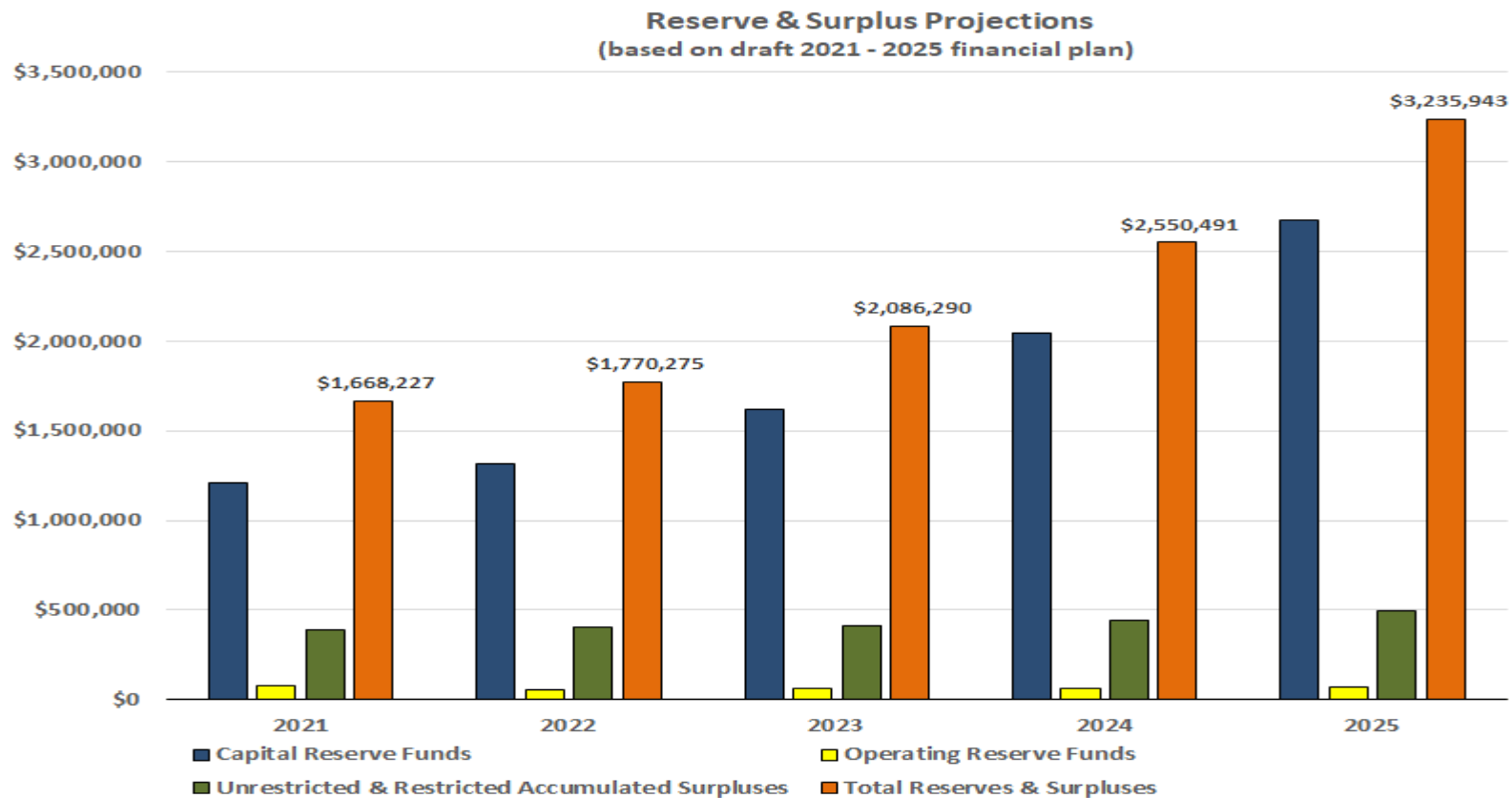
The draft capital plan over the 5 years (2021 – 2025 totals approximately \$1.8 million.

## 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 \$3.2million 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"> <li>➤ Provisional general property tax increase of 5%.</li> <li>➤ \$1.47 million of regular operating revenues and \$1.15 million of regular operating expenses (includes \$133,000 of revenue and expense for Major Road Network).</li> <li>➤ 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.</li> <li>➤ Special project funding for OCP Review &amp; Update (budget of \$100,000), Asset Management Plan/Long-Term Financial Plan (budget of \$75,000), Community Wildfire Protection Plan (budget of \$25,000) and Housing Needs Assessment Study (\$15,000) with a combination of reserve and grant funding.</li> <li>➤ \$375,000 of funds budgeted for transfer to reserves and surplus (includes \$57,000 to the Community Gas Tax Reserve Fund).</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ongoing provisional annual general property increases of 5%.</li> <li>➤ 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.</li> <li>➤ Reserve and surplus transfers increasing each year to the \$715,000 level in 2025 (includes \$63,000 to the Community Works Gas Tax Fund).</li> </ul>
<b>In 2021 every 1% increase in General Property Taxes will generate \$8,500 of additional revenue</b>	

**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)	(132,666)	(55,115)	71.1%	(147,685)	11.3%	(162,728)	10.2%	(165,405)	1.6%	(168,125)	1.6%
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)	(390,416)	(55,545)	16.6%	(408,013)	4.5%	(425,659)	4.3%	(430,966)	1.2%	(436,342)	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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<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>(1,373,232)</b>	<b>(1,800,433)</b>	<b>(1,473,785)</b>	<b>(100,553)</b>	<b>7.3%</b>	<b>(1,545,889)</b>	<b>4.9%</b>	<b>(1,621,047)</b>	<b>4.9%</b>	<b>(1,687,606)</b>	<b>4.1%</b>	<b>(1,756,867)</b>	<b>4.1%</b>
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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	16,938	(6,769)	-28.6%	17,096	0.9%	17,256	0.9%	17,417	0.9%	17,580	0.9%
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	279,038	72,934	35.4%	283,651	1.7%	288,352	1.7%	293,147	1.7%	298,149	1.7%

**TRANSPORTATION (MAJOR ROAD NETWORK - MRN)**

	77,551	78,191	132,666	55,115	71.1%	147,685	11.3%	162,728	10.2%	165,405	1.6%	168,125	1.6%
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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	(149,221)	(134,631)	922.8%	(223,836)	50.0%	(298,451)	33.3%	(304,421)	2.0%	(310,509)	2.0%
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**TOTAL REGULAR OPERATING EXPENSES**

	1,112,429	1,376,916	1,155,298	42,869	3.9%	1,107,634	-4.1%	1,068,803	-3.5%	1,086,808	1.7%	1,105,275	1.7%
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**SURPLUS BEFORE OTHER REVENUE/EXPENSES & TRANSFERS**

	(260,803)	(423,517)	(318,487)	(57,684)	22.1%	(438,255)	37.6%	(552,244)	26.0%	(600,798)	8.8%	(651,592)	8.5%
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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
<b><u>COMMUNITY WORKS GAS TAX GRANT REVENUE, LAND SALES REVENUE &amp; TRANSFERS</u></b>													
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%
<b>COMMUNITY WORKS GAS TAX REVENUE &amp; TRANSFER</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b><u>SPECIAL OPERATING PROJECT FUNDING &amp; EXPENSES</u></b>													
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%
Housing Needs Assessment Grant	0	0	(15,000)	(15,000)	>100.0%	0	-100.0%	0	0.0%	0	0.0%	0	0.0%
Housing Needs Assessment Study	0	0	15,000	15,000	>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	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%
<b>NET SPECIAL PROJECT FUNDING &amp; EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b><u>TRANSFERS TO RESERVES &amp; SURPLUS</u></b>													
General Capital Reserve Fund	245,803	245,803	200,902	(44,901)	-18.3%	260,018	29.4%	333,746	28.4%	401,830	20.4%	471,645	17.4%
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%
<b>TOTAL TRANSFERS TO RESERVES</b>	<b>260,803</b>	<b>423,517</b>	<b>318,487</b>	<b>57,684</b>	<b>22.1%</b>	<b>438,255</b>	<b>37.6%</b>	<b>552,244</b>	<b>26.0%</b>	<b>600,798</b>	<b>8.8%</b>	<b>651,592</b>	<b>8.5%</b>
<b>FINANCIAL PLAN BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>

## 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"> <li>➤ 10% increase in water user rates for those connected to the water system and for those not connected to the water system.</li> <li>➤ \$318,000 of regular operating revenues and \$292,000 of regular operating expenses.</li> <li>➤ Allocation of centralized support costs charged to Water operating fund at 50% phased in level for 2021.</li> <li>➤ 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%.</li> <li>➤ \$26,000 of contributions or transfers to reserves and surplus.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ongoing 10% increases in water user rates.</li> <li>➤ 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.</li> <li>➤ \$100,000 available for transfer to reserve and surplus in 2025.</li> </ul>
<b>In 2021 every 1% increase in Water User Rates would generate \$2,700 of additional revenue</b>	

**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
<b>REGULAR OPERATING REVENUES</b>													
<b>USER FEES, CHARGES &amp; INTEREST</b>													
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%
	(282,476)	(281,801)	(317,720)	(35,244)	12.5%	(351,702)	10.7%	(389,576)	10.8%	(431,708)	10.8%	(475,165)	10.1%
<b>GRANT TRANSFERS (COVID RESTART GRANT)</b>													
	0	(7,142)	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>(282,476)</b>	<b>(288,943)</b>	<b>(317,720)</b>	<b>(35,244)</b>	<b>12.5%</b>	<b>(351,702)</b>	<b>10.7%</b>	<b>(389,576)</b>	<b>10.8%</b>	<b>(431,708)</b>	<b>10.8%</b>	<b>(475,165)</b>	<b>10.1%</b>
<b>REGULAR OPERATING EXPENSES</b>													
<b>ADMINISTRATION</b>													
Allocation of Centralized Support	14,590	0	84,086	69,496	476.3%	126,129	50.0%	168,172	33.3%	171,535	2.0%	174,966	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	85,434	69,517	436.7%	127,498	49.2%	169,563	33.0%	172,948	2.0%	176,402	2.0%
<b>WATER PURCHASES &amp; CONVEYANCE</b>													
	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%
<b>WATER SYSTEM OPERATIONS</b>													
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%
<b>TOTAL REGULAR OPERATING EXPENSES</b>	<b>218,884</b>	<b>182,993</b>	<b>291,609</b>	<b>72,725</b>	<b>33.2%</b>	<b>331,419</b>	<b>13.7%</b>	<b>388,199</b>	<b>17.1%</b>	<b>373,511</b>	<b>-3.8%</b>	<b>375,421</b>	<b>0.5%</b>
<b>SURPLUS BEFORE DEBT &amp; TRANSFERS</b>	<b>(63,592)</b>	<b>(105,950)</b>	<b>(26,111)</b>	<b>37,481</b>	<b>-58.9%</b>	<b>(20,283)</b>	<b>-22.3%</b>	<b>(1,377)</b>	<b>-93.2%</b>	<b>(58,197)</b>	<b>4126.4%</b>	<b>(99,744)</b>	<b>71.4%</b>

**VILLAGE OF BELCARRA WATER OPERATING FUND**

**2021 to 2025 FINANCIAL PLAN**

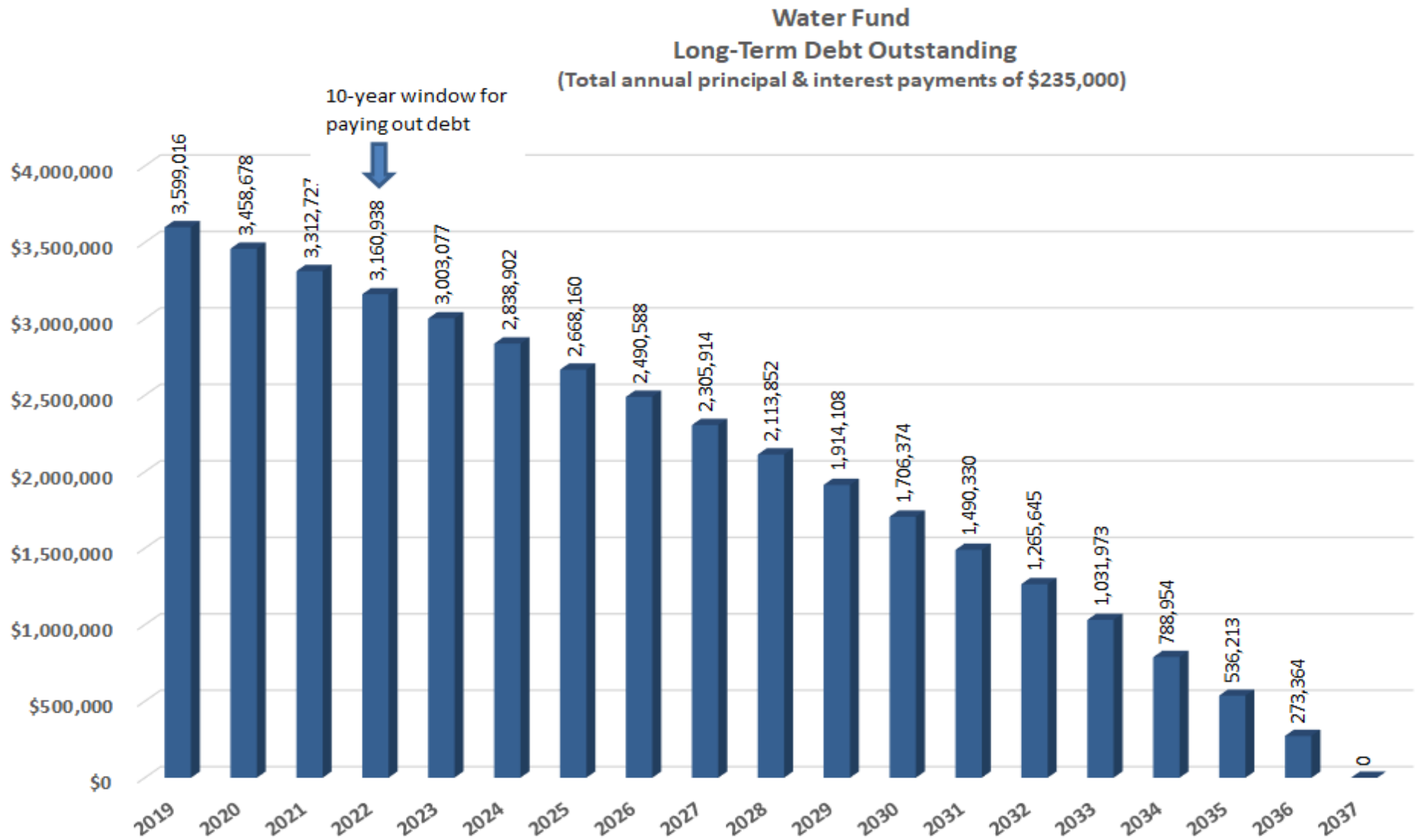
(With Comparison to 2020)

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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
<b><u>LONG-TERM DEBT PAYMENTS/TRANSFERS</u></b>													
<b><u>(Funded by Parcel Taxes &amp; Transfer)</u></b>													
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%
<b>TOTAL NET LONG-TERM DEBT PAYMENTS/TRANSFERS</b>	<b>(972)</b>	<b>0</b>	<b>0</b>	<b>972</b>	<b>-100.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b><u>TRANSFERS TO RESERVE FUNDS &amp; SURPLUS</u></b>													
Transfer To Water Capital Reserve	57,664	60,496	18,471	(39,193)	-68.0%	12,590	-31.8%	(1,009)	-108.0%	40,763	-4139.9%	82,262	101.8%
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%
<b>TOTAL TRANSFERS TO RESERVE FUNDS</b>	<b>64,564</b>	<b>105,950</b>	<b>26,111</b>	<b>(38,453)</b>	<b>-59.6%</b>	<b>20,283</b>	<b>-22.3%</b>	<b>1,377</b>	<b>-93.2%</b>	<b>58,197</b>	<b>4126.4%</b>	<b>99,744</b>	<b>71.4%</b>
<b>FINANCIAL PLAN BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>



## 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"> <li>➤ Increase in WARD user rates of 10%.</li> <li>➤ \$135,000 of regular operating revenues and \$148,000 of regular operating expenses.</li> <li>➤ Allocation of centralized support costs charged to WARD operating fund at 50% phased in level for 2021.</li> <li>➤ Large increase (39%) in collection, hauling and disposal costs from the contractor are negatively affecting the WARD operating fund.</li> <li>➤ Contribution from WARD surplus of \$14,000 required in 2021.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Annual WARD user rate increases of 10%.</li> <li>➤ 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.</li> <li>➤ \$12,000 available for transfer to surplus in 2025.</li> </ul>
<b>In 2021 every 1% increase in WARD User Rates would generate \$1,200 of additional revenue</b>	

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

**2021 to 2025 FINANCIAL PLAN**

(With Comparison to 2020)

Page 1 of 1

	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
<b>REGULAR OPERATING REVENUES</b>													
<b><u>FEES &amp; CHARGES</u></b>													
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%
<b>GRANT TRANSFERS (COVID-19 SAFE RESTART GRANT)</b>													
	0	(1,137)	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>INTEREST INCOME</b>													
	(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%
<b>TOTAL REGULAR OPERATING REVENUES</b>	<b>(123,207)</b>	<b>(123,319)</b>	<b>(135,456)</b>	<b>(12,249)</b>	<b>9.9%</b>	<b>(148,801)</b>	<b>9.9%</b>	<b>(163,478)</b>	<b>9.9%</b>	<b>(179,621)</b>	<b>9.9%</b>	<b>(197,376)</b>	<b>9.9%</b>
<b>REGULAR OPERATING EXPENSES</b>													
<b><u>ALLOCATION OF CENRALIZED SUPPORT</u></b>													
	0	0	38,191	38,191	>100.0%	57,287	50.0%	76,383	33.3%	77,911	2.0%	79,469	2.0%
<b><u>OPERATIONS &amp; MAINTENANCE</u></b>													
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%
<b>TOTAL REGULAR OPERATING EXPENSES</b>	<b>109,862</b>	<b>117,389</b>	<b>148,166</b>	<b>38,304</b>	<b>34.9%</b>	<b>157,952</b>	<b>6.6%</b>	<b>176,750</b>	<b>11.9%</b>	<b>180,915</b>	<b>2.4%</b>	<b>185,181</b>	<b>2.4%</b>
<b>(SURPLUS) DEFICIT BEFORE OTHER REVENUE/EXPENSES &amp; TRANSFERS</b>	<b>(13,345)</b>	<b>(5,930)</b>	<b>12,710</b>	<b>26,055</b>	<b>-195.2%</b>	<b>9,151</b>	<b>-28.0%</b>	<b>13,272</b>	<b>45.0%</b>	<b>1,294</b>	<b>-90.3%</b>	<b>(12,195)</b>	<b>-1042.4%</b>
<b><u>TRANSFERS TO RESERVES &amp; SURPLUS</u></b>													
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%	12,195	>100.0%
<b>TOTAL TRANSFERS TO RESERVES &amp; SURPLUS</b>	<b>13,345</b>	<b>14,461</b>	<b>1,138</b>	<b>(12,207)</b>	<b>-91.5%</b>	<b>1,161</b>	<b>2.0%</b>	<b>0</b>	<b>-100.0%</b>	<b>0</b>	<b>0.0%</b>	<b>12,195</b>	<b>&gt;100.0%</b>
<b>TRANSFER FROM WARD SURPLUS TO OFFSET DEFICITS</b>	<b>0</b>	<b>(8,531)</b>	<b>(13,848)</b>	<b>(13,848)</b>	<b>&gt;100.0%</b>	<b>(10,312)</b>	<b>-25.5%</b>	<b>(13,272)</b>	<b>28.7%</b>	<b>(1,294)</b>	<b>-90.3%</b>	<b>0</b>	<b>-100.0%</b>
<b>FINANCIAL PLAN BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>

## 5 - Year Capital Plan Details

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

### Draft 2021 - 2025 Capital Plan

		Budget	Actual Year- End	Draft Budget	Plan	Plan	Plan	Plan
Funding Sources		2020	2020	2021	2022	2023	2024	2025
<b>FUNDING SOURCES</b>								
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
<b>Total Funding Sources</b>		<b>4,259,025</b>	<b>110,097</b>	<b>\$426,100</b>	<b>\$404,300</b>	<b>\$278,000</b>	<b>\$264,000</b>	<b>\$407,000</b>

**Draft 2021 - 2025 Capital Plan**

	Funding Sources	Budget 2020	Actual Year- End 2020	Draft Budget 2021	Plan 2022	Plan 2023	Plan 2024	Plan 2025
<b>WASTE &amp; RECYCLE DEPOT (WARD)</b>								
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	
<b>Total WARD</b>		<b>6,425</b>		<b>\$25,000</b>	<b>\$5,000</b>	<b>\$36,000</b>	<b>\$64,000</b>	<b>\$5,000</b>
<b>WATER FUND</b>								
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			
<b>Total Water</b>		<b>\$3,880,000</b>	<b>26,672</b>	<b>\$110,000</b>	<b>\$97,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>GENERAL FUND</b>								
<b>General</b>								
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	
<b>Subtotal General</b>		<b>23,500</b>	<b>20,767</b>	<b>19,600</b>	<b>23,000</b>	<b>\$2,000</b>	<b>5,000</b>	<b>2,000</b>
<b>Public Works - General</b>								
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			
<b>Subtotal Public Works</b>		<b>\$11,600</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$78,300</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>

**Draft 2021 - 2025 Capital Plan**

	Funding Sources	Budget 2020	Actual Year- End 2020	Draft Budget 2021	Plan 2022	Plan 2023	Plan 2024	Plan 2025
<b>GENERAL FUND (continued)</b>								
<b>Vehicles &amp; Attachments</b>								
2009 Ford F550 Truck Replacement	GCR						135,000	
Holland TN70DA Tractor, Deluxe Cab 4x4 with bucket/New Backhoe, JD 310	GCR					155,000		
<b>Subtotal Vehicle &amp; Attachments</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$155,000</b>	<b>\$135,000</b>	<b>\$0</b>
<b>Non-MRN Roads</b>								
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
<b>Subtotal Non-MRN Roads</b>		<b>\$110,000</b>	<b>\$0</b>	<b>\$155,000</b>	<b>\$110,000</b>	<b>\$25,000</b>	<b>\$10,000</b>	<b>\$25,000</b>
<b>MRN Roads</b>								
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				
<b>Subtotal MRN Roads</b>		<b>26,500</b>	<b>\$0</b>	<b>76,500</b>	<b>\$46,000</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$350,000</b>
<b>Storm Sewer</b>								
Catch Basin Replacements	GCR	6,000			5,000			5,000
Storm Sewer Repair & Replacement	GCR				25,000			
<b>Subtotal Storm Sewer</b>		<b>\$6,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>
<b>Parks &amp; Recreation</b>								
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				
<b>Subtotal Trail System</b>		<b>\$20,000</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$15,000</b>	<b>\$5,000</b>	<b>\$15,000</b>	<b>\$5,000</b>
<b>Other</b>								
Land Preparation & Development - Road Ends (now operating)	OP	175,000	62,658					
Land Preparation & Development - Road Ends	LSR							
<b>Subtotal Other</b>		<b>175,000</b>	<b>62,658</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total General</b>		<b>\$372,600</b>	<b>\$83,425</b>	<b>\$291,100</b>	<b>\$302,300</b>	<b>\$227,000</b>	<b>\$185,000</b>	<b>\$387,000</b>
<b>TOTAL CAPITAL EXPENDITURES - ALL FUNDS</b>								
		<b>\$4,259,025</b>	<b>\$110,097</b>	<b>\$426,100</b>	<b>\$404,300</b>	<b>\$278,000</b>	<b>\$264,000</b>	<b>\$407,000</b>

## 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	
<b>GENERAL FUND</b>							
<u><b>Capital Reserve Funds</b></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	597,084	733,421	913,360	1,121,313	1,594,469	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
<b>Subtotal Capital Reserve Funds</b>		<b>\$ 1,065,794</b>	<b>\$ 1,226,437</b>	<b>\$ 1,542,668</b>	<b>\$ 1,943,126</b>	<b>\$ 2,503,680</b>	
<u><b>Operating Reserve Funds</b></u>							
Stabilization Reserve Fund	\$53,000	\$ 75,227	\$ 52,689	\$ 58,517	\$ 64,432	\$ 70,436	\$106,000
<b>Subtotal Operating Reserve Funds</b>		<b>\$ 75,227</b>	<b>\$ 52,689</b>	<b>\$ 58,517</b>	<b>\$ 64,432</b>	<b>\$ 70,436</b>	
<u><b>Unrestricted &amp; Restricted Accumulated Surplus</b></u>							
Unrestricted General Operating Fund Surplus	\$340,000	\$ 252,424	\$ 275,048	\$ 297,898	\$ 315,952	\$ 339,212	\$565,000
<b>GENERAL FUND TOTALS</b>		<b>\$ 1,393,445</b>	<b>\$ 1,554,174</b>	<b>\$ 1,899,083</b>	<b>\$ 2,323,510</b>	<b>\$ 2,913,328</b>	
<b>WATER UTILITY FUND</b>							
<u><b>Reserve Fund</b></u>							
Water Capital Reserve Fund	TBD	\$ 141,907	\$ 88,644	\$ 73,441	\$ 100,067	\$ 168,666	TBD
<u><b>Appropriated Water Surplus</b></u>							
Restricted Water Debt Repayment	N/A	\$ 20,969	\$ 19,223	\$ 17,460	\$ 15,679	\$ 13,880	N/A
<u><b>Unrestricted Accumulated Surplus</b></u>							
Unrestricted Water Operating Fund Surplus	\$60,000	\$ 79,373	\$ 85,192	\$ 86,044	\$ 101,979	\$ 118,074	\$100,000
<b>WATER UTILITY FUND TOTALS</b>		<b>\$ 242,249</b>	<b>\$ 193,059</b>	<b>\$ 176,945</b>	<b>\$ 217,725</b>	<b>\$ 300,620</b>	
<b>WASTE &amp; RECYCLING DEPOT FUND</b>							
<u><b>Unrestricted Accumulated Surplus</b></u>							
Unrestricted Waste & Recycling Operating Fund Surplus	\$32,000	\$ 32,533	\$ 23,042	\$ 10,262	\$ 9,256	\$ 21,912	\$53,000
<b>WASTE &amp; RECYCLING UTILITY FUND TOTALS</b>		<b>\$ 32,533</b>	<b>\$ 23,042</b>	<b>\$ 10,262</b>	<b>\$ 9,256</b>	<b>\$ 21,912</b>	
<b>GRAND TOTAL ALL RESERVES AND SURPLUSES</b>		<b>\$ 1,668,227</b>	<b>\$ 1,770,275</b>	<b>\$ 2,086,290</b>	<b>\$ 2,550,491</b>	<b>\$ 3,235,860</b>	
<b>RESERVES &amp; SURPLUSES SUMMARY - ALL FUNDS:</b>		<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	
Capital Reserve Funds		\$ 1,207,701	\$ 1,315,081	\$ 1,616,109	\$ 2,043,193	\$ 2,672,346	
Operating Reserve Funds		75,227	52,689	58,517	64,432	70,436	
Unrestricted & Restricted Accumulated Surpluses		385,299	402,505	411,664	442,866	493,078	
<b>Total Reserves &amp; Surpluses</b>		<b>\$ 1,668,227</b>	<b>\$ 1,770,275</b>	<b>\$ 2,086,290</b>	<b>\$ 2,550,491</b>	<b>\$ 3,235,860</b>	

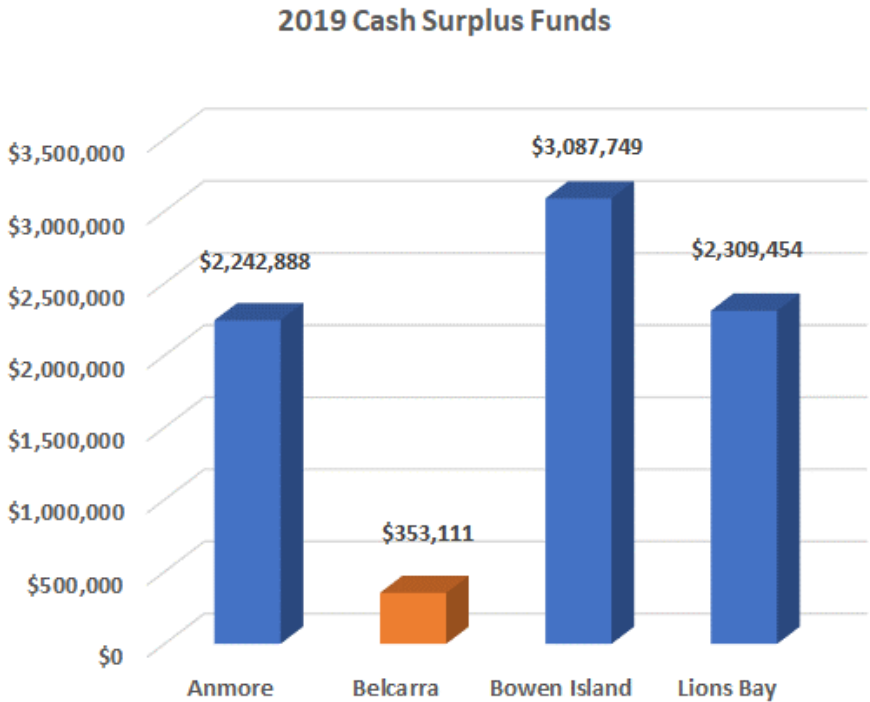
# Comparative Benchmarks

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.

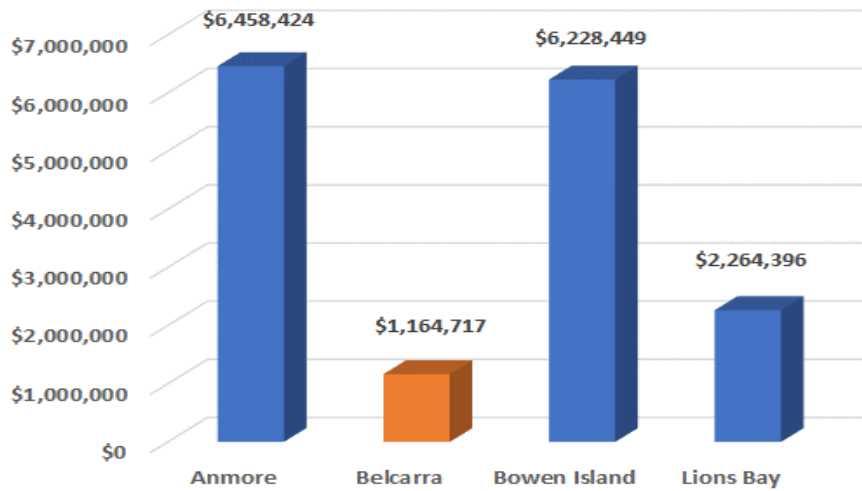
However, when looking at comparisons in a general context certain trends begin to emerge which are worthy of thought and discussion. The following communities have been chosen as comparators to Belcarra.

- 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.

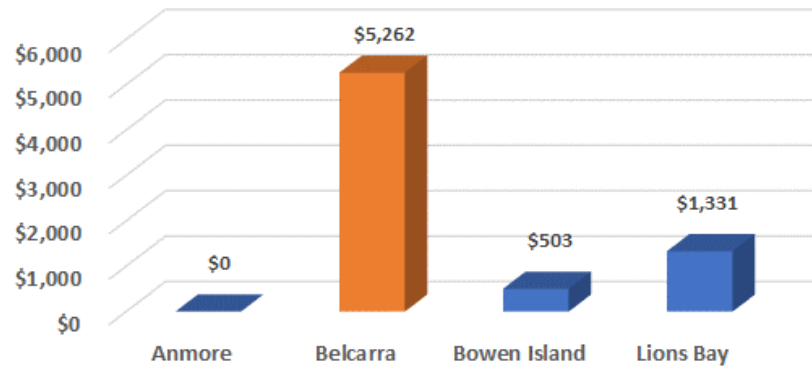


### 2019 Reserve Funds



BC Local Government Statistics - 2019 Year-End

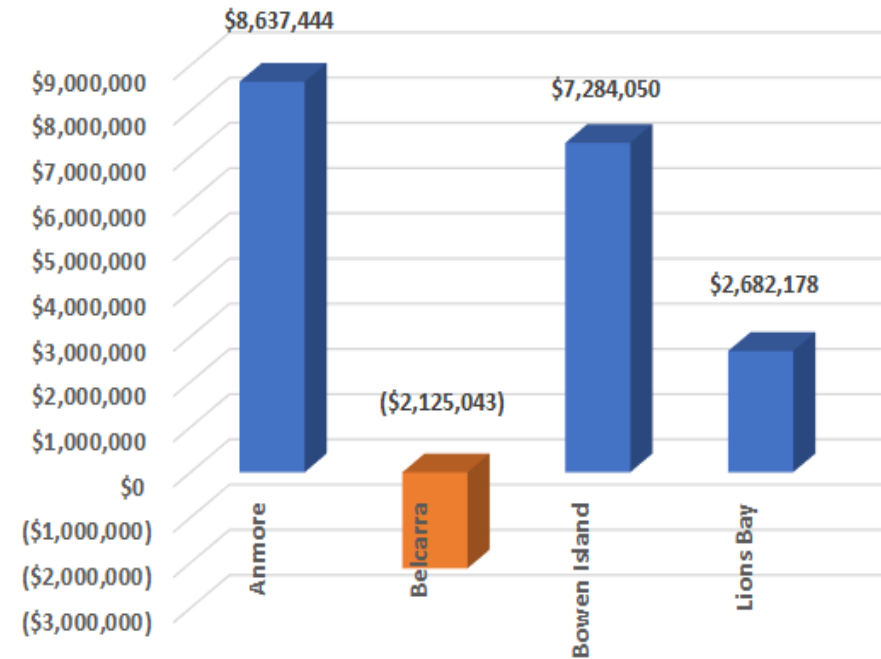
### 2019 Per Capita Long-Term Debt Outstanding



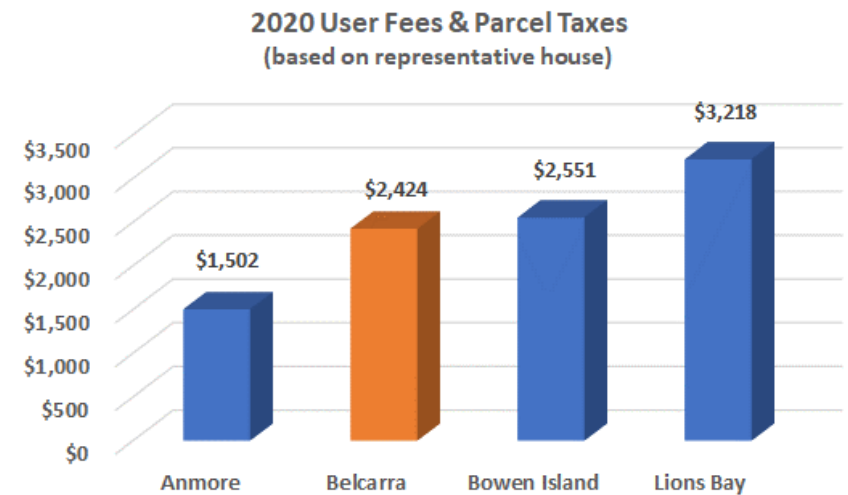
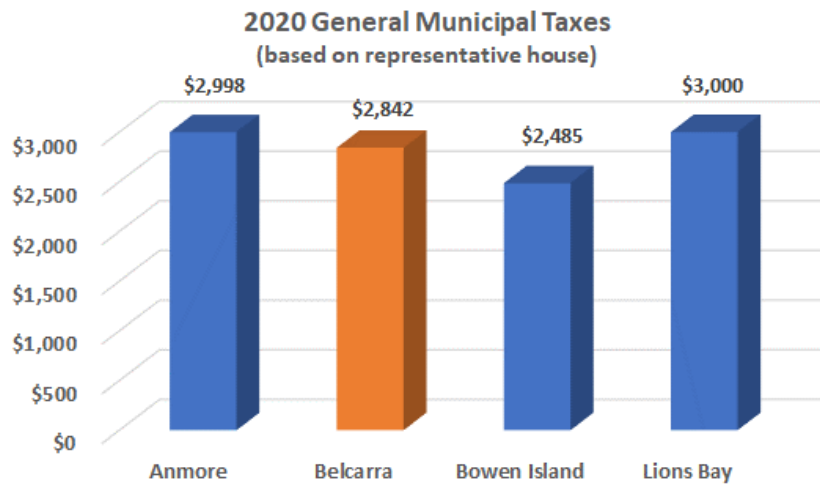
BC Local Government Statistics - 2019 Year-End

BC Local Government Statistics - 2019 Year-End

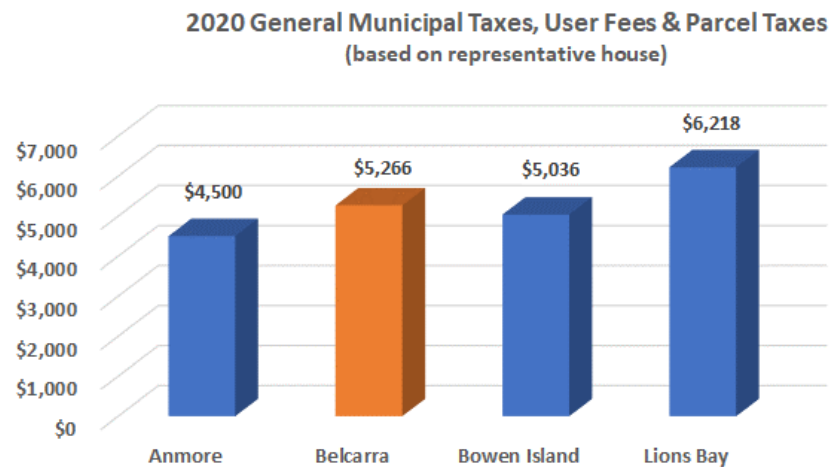
### 2019 Net Financial Assets (Net Debt) (financial assets less liabilities)



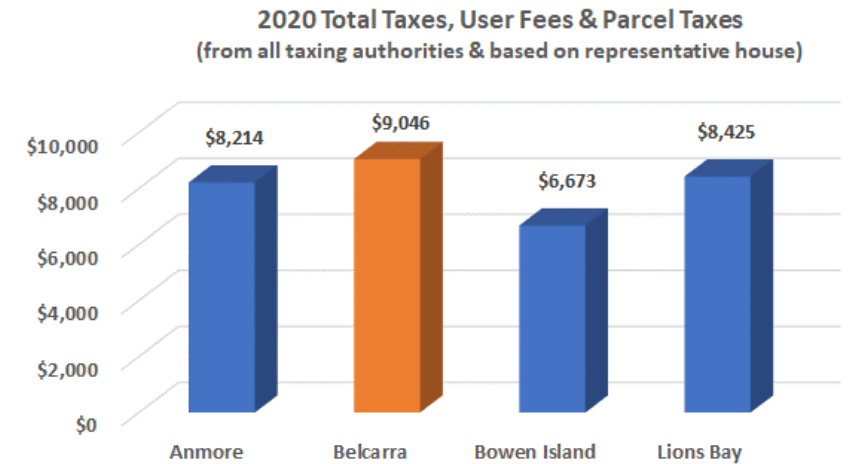




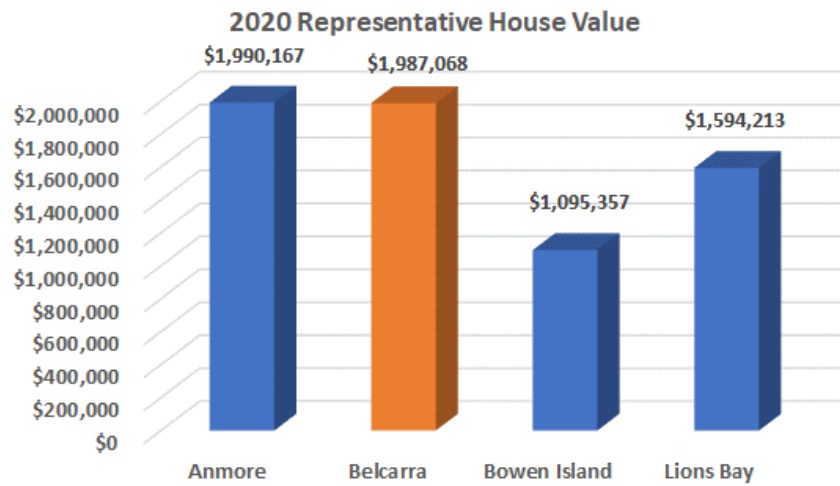
BC Local Government Statistics - 2020 with house value/taxes in Belcarra increased based on impact of water lots



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*



## COUNCIL REPORT

**Date:** March 22, 2021

**From:** Ken Bjorgaard, Financial Consultant

**Subject:** 2021 – 2025 Financial Plan Bylaw Objectives and Policies

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### Recommendation:

That “2021 – 2025 Financial Plan Bylaw Objectives and Policies” report dated March 22, 2021, from the financial consultant, be received for information.

### Purpose:

The purpose of this report is to seek Council direction in regards to any changes that they would like to make in terms of the requirements of subsection 165 (3.1) of the Community Charter, whereby Council needs to set out their objectives and policies in the 2021 – 2025 financial plan bylaw, in relation to: the proportionate revenue from the various funding sources, the distribution of property taxes and the use of permissive tax exemptions.

### Background:

Pursuant to subsection 165 (3.1) of the *Community Charter* the Village’s financial plan bylaw needs to set out Council’s objectives and policies as follows:

#### Financial plan

“165 (3.1) The financial plan must set out the objectives and policies of the municipality for the planning period in relation to the following:

- (a) for each of the funding sources described in subsection (7), the proportion of total revenue that is proposed to come from that funding source;
- (b) the distribution of property value taxes among the property classes that may be subject to the taxes;
- (c) the use of permissive tax exemptions.”

Subsection (7) which is referenced in 165 (3.1) (a) above reads as follows:

- “(7) The proposed funding sources must set out separate amounts for each of the following as applicable:
- (a) revenue from property value taxes;
  - (b) revenue from parcel taxes;
  - (c) revenue from fees;
  - (d) revenue from other sources;
  - (e) proceeds from borrowing, other than borrowing under section 177 [*revenue anticipation borrowing*].”

The previous objectives and policies set-out in the 2020 – 2024 financial plan bylaw are attached as Appendix “A” for reference purposes. Council direction is requested in terms of any changes that they would like to make to the stated objectives and policies for the proportionate revenue from the various funding sources, the distribution of property taxes and/or the use of permissive tax exemptions.

Attachment:

Appendix “A” - 2020 – 2024 Financial Plan Objectives and Policies

## Appendix “A” – 2020 – 2024 Financial Plan Objectives and Policies

### **Financial Plan Objectives and Policies for Funding Sources, distribution of Property Value Taxes, and Permissive Tax Exemptions:**

#### **A. Funding Sources**

Over the term of the plan funding sources, as defined in S(165)(7) of the Community Charter, are derived as shown in Table 1; amounts and proportions shown for fiscal 2019. Sources do not include transfers from Reserves or Surplus.

Table 1: Funding Sources, Fiscal 2019

Municipal property taxes	732,714	33.13%
Parcel taxes	233,498	10.56%
Fees	486,817	22.01%
Other sources	758,602	34.30%
	2,211,631	100.00%

Objective:

- Reduce dependency on taxation.

Policy:

- Recover revenues from User Fees were possible, rather than general taxation.
- Set User Fees to reflect full cost recovery (operating, capital and administrative/overhead costs).
- Adjust User Fees annually by at least the rate of inflation, subject to a review of fee revenues and related costs that supports a lesser increase.

#### **B. Distribution of Municipal Property Taxes Across Property Classes**

Over the term of the plan municipal property taxes are distributed across four property tax classes as shown in Table 2; proportions shown based on the fiscal 2018 Tax Roll.

Table 2: Distribution of Municipal Property Taxes, Fiscal 2019 (estimated)

Class 1 - Residential	719,818	98.24%
Class 2 - Utilities	1,172	0.16%
Class 6 - Business & Other	147	0.02%
Class 8 - Recreation/Non-Profit	11,577	1.58%
	732,714	100.00%

Objective:

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

Policy:

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

#### **C. Permissive Tax Exemptions**

Objective:

- Recognize the contributions of not-for-profit institutions that provide services and activities available to, and used primarily for, purposes or client groups which are clearly regional or broader in nature.

Policy:

- Full or partial permissive tax exemptions will be considered to encourage activities that:
  1. Are consistent with the quality of life (economic, social, and cultural) objectives of the Village
  2. Provide direct access and benefit to the public, and
  3. Would otherwise be provided by the Village.

Council Policy 176 provides additional details and requirements for Permissive Tax Exemptions.



## COUNCIL REPORT

**Date:** March 22, 2021

File No. 7200-01

**From:** Ken Bjorgaard, Financial Consultant

**Subject:** Monitored Fire Alarms

### **Recommendation:**

That the Monitored Fire Alarms report dated March 22, 2021, from the Financial Consultant, be received for information.

### **Purpose:**

The purpose of this report is to provide background information in regard to the issue of monitored fire alarms in order to have an informed discussion.

### **Background:**

At the September 28, 2020 Council meeting the following motions were passed based on a report from Councillor Drake (see attached Appendix "A" for copy of the report):

"That the Monitored Fire Alarms report dated September 28, 2020 be received for information; and  
That further development of the concept be recommended."

The above referenced report outlines the merits of monitored fire alarms and provided two options for achieving the goal of having more residential monitored fire alarms within the Village of Belcarra, as follows:

**"Option 1: A Village wide contract** – the Village would issue an RFP inviting suppliers to bid to provide the service to all homes in Belcarra and enter, as a village, into a single contract with one supplier to ensure coverage.

**Advantages:** (close to) full coverage / control of service offering quality / potentially some discount for 250+ homes to be served

**Disadvantages:** limited competition to serve all homes as some suppliers may not have the capacity / inconvenience for those who already have a service contract they are pleased with / coercive nature of a top down imposition / as suppliers have efficient billing systems the discount for a single payer may actually be limited.

**Option 2: Incentive approach** – allow homeowners to contract with a supplier of their choice who meets an approved standard. Offer an annual credit at tax time for homeowners with a contract that meets that minimum standard.

**Advantages:** Homeowners opt in or out at their discretion / those with existing contracts are not inconvenienced / Applications received will provide an indication of the extent of monitored coverage meeting the minimum standard/ The credit amount can be scalable and thus adjusted annually based upon take up/ Administrative burden will be minimized. / suppliers may be willing to offer incentives given other services they would like to offer once core capacity is introduced.”

**The following points are brought forward for consideration and discussion purposes in regard to the issue of monitored fire alarms and the related options quoted above:**

- Option 1 - it is possible to negotiate preferred pricing for homeowners with a particular vendor or vendors and to provide those homeowners with the option of choosing one of the preferred vendors or not. If the Village was to enter into a contract with a particular vendor after an RFP or negotiated process and then provide this avenue to homeowners, the Village may be taking on liability from a legal perspective.
- Option 2 - providing rebates or credits to particular homeowners would mean that any expenses incurred by the Village for such a program would result in a property tax increase for all property owners. In other words, all expenses for such a program including rebates would result in a property tax increase for all homeowners including those that received the rebate. Thus, those that received the rebate would be in part paying for their own rebates in the form of increased taxes.

It would be administratively cumbersome and costly to monitor and provide credits or rebates based on established criteria that would have to be evaluated on an annual or more frequent basis including partial year credits. For example, there would be a problem in determining whether the alarm monitoring was discontinued for any part of a year or what to do in the case of partial months of service in any year (if partial rebates were provided).

If such a program were to proceed one could offer a dollar rebate that could be applied to taxes, not a tax credit as tax rates are established by bylaw and are applied consistently to all property owners.

- The B.C. Building Code (section 3.2.4.7) and local municipal bylaws require fire alarm monitoring in buildings that:
  - Are designated as assembly with an occupant load over 300
  - Have an automatic sprinkler system, or
  - Have a two-stage fire alarm system.
- There are typically local government bylaw requirements to have multi-family and commercial to have ULC (Underwriters Laboratories of Canada) standard fire alarm monitoring systems in place, not single family residential. For example, the City of North Vancouver’s Bylaw 8090 requires multi-unit residential buildings to have compliant fire alarm systems installed, including fire monitoring by a ULC-certified monitoring station.
- One has to have compatibility with the alarm monitoring panel/systems and the fire alarms, therefore the alarm monitoring companies install both. The alarms and panel can be hardwired or connected wirelessly (some homes cannot be hardwired). The alarm panel has a backup battery in place should power be interrupted and all of the wireless devices also have batteries. Monitored

systems should have back-up modes of communication in place (landline phone and / or cellular or Internet). The systems are also typically tied into security systems to monitor burglars, etc.

- With monitored fire alarm systems there can be false alarms that occur which would mean false call outs and related costs for fire departments. Some local governments charge a fee for false alarms based on every occurrence or based on exceeding x number of occurrences.
- Golden Ears Alarms quote – Basic \$580 for alarms and monitoring panel + \$25 per month for 3 years. \$195 added for wireless + \$15 extra for monitoring per month. Companies usually require 3-year contracts and some are going to 5-year contracts. Upfront costs are sometimes reduced and the monthly charges increased. This company indicated that the alarm monitoring is not usually done for fire alarms only but for total security systems.
- There is usually a 10-25% decrease in insurance rates for having a monitoring system in place; however, if the property owner is at the maximum discount of 40% they would not receive an additional discount for their monitoring system.
- If Council chooses to pursue a particular option it would be important to determine the actual cost of such a program including any cash outlays and associated administrative costs before instituting the program so that the cost/benefit can be considered as part of the decision-making process.

### **Key Questions**

- Can the overall objective be achieved in other ways including advertising, education, home visits by fire personnel, etc.?
- Is the private sector (the alarm companies and private fire safety companies) in the best position to promote and educate homeowners on their services including fire alarms and related monitoring?

Attachment 1: Councillor Drake, Council Report, Monitored Fire Alarms, September 28, 2020





## COUNCIL MEMBER REPORT

**Date:** September 28, 2020  
**From:** Councillor Drake  
**Subject:** Monitored Fire Alarms

---

### Recommendation

That the Monitored Fire Alarms report dated September 28, 2020 be received for information; and  
 That further development of the concept be recommended.

### Background

A proposal to ensure widespread use of monitored Smoke and Fire alarms in Belcarra in order to reduce the risk of death or injury as well as the spread of fires.

Per **The National Fire Protection Association (FSNA)** \*1 Educational material:

“While today’s fire departments do much more than fight fires, home structure fires are still a serious problem. Home fires still cause the majority of all civilian fire deaths and civilian injuries.

Smoke alarms were present in three-quarters (74%) of reported home fires in 2012-2016. Yet almost three out of five home fire deaths in 2012-2016 were caused by fires in properties with no smoke alarms (40%) or smoke alarms that failed to operate (17%). The risk of dying in reported home structure fires is 54% lower in homes with working smoke alarms than in homes with no alarms or homes with none that worked.

When smoke alarms were present in reported fires considered large enough to activate them, they operated 88% of the time.

People who were fatally injured in home fires with working smoke alarms were more likely to have been in the area of origin, involved in the ignition, to have fought the fire themselves, to have a disability or to have been at least 75 years old. Thus the response to alarms that work is also a contributing factor to deaths or injury. A knowledgeable homeowner with functioning alarms is thus likely to reduce the risk of death by more than the 54% cited above.”

Monitored Fire & Smoke alarms provide:

Significantly reduced risk of death or injury by ensuring prompt and reliable notification of SVFD of alarms whether the homeowner is present or the home is empty. With the number of Belcarra residents who travel and the distance we are from shopping and entertainment venues, village homes are often empty and thus at an avoidable risk that a small localized fire will spread undetected until it is so large its effect is noted by others. By this time the chance of containment to the point of origin is much reduced and thus the risk of spread to other homes or our forests significantly increased.

Many of SVFD’s most damaging fires did not lead to prompt callouts as no one was home when the fire began and the effect was not noted and reported until the fire was well advanced.

Chief Sharpe has provided a number of examples of fires SVFD has fought in recent years. His comments are attached at the end of this report.

Modern monitored alarms result in prompt callouts and a much greater chance that:

- everyone is evacuated safely (modern alarms intercommunicate and all are triggered when one is triggered thus helping to ensure no one on site misses the warning)
- firefighters arrive sooner and encounter a less advanced and dangerous scenario
- fire suppressants (water or chemical) used by firefighters can be applied in smaller amounts to a less advanced fire
- the fire will be less likely to engulf the entire home
- reduced risk that adjacent homes and forest interface will be put at risk and require firefighters' attention.
- community benefits - your neighbours' homes are less likely to put your family and home at risk and your home is less likely to endanger your neighbours' families and homes.

While most homeowners (over 96% in the US) now have alarms of some sort in their home this does not mean they are current technology; are properly maintained or will be reliably activated by smoke or flames. There is a good deal of evidence that unmonitored (and particularly battery powered) alarm systems can be unreliable:

A follow-up study of lithium battery-powered alarms installed 1998-2001 in five states investigated whether these alarms were present and operational eight to ten years later.

At least one of the installed alarms was still present and functional in only 38% of the homes visited. Slightly more than one-third (37%) of the installed alarms were missing, one third (33%) were present and operational, and slightly less than one third (30%) were present but not operational. “\*2

A second example:

“From December 2011 through October 2012, members of the Dallas Fire Rescue Department conducted follow up home visits to homes in which smoke alarms with lithium batteries had been installed from 2001 to 2010 to monitor how these smoke alarms functioned over time.

- In the second year 88% of the smoke alarms were present and 84% were working
- In the fourth year 75% were present and 55% were working
- In the six-year 71% or present and 27% were working
- In the eighth year 63% were installed and 20% were working
- In the tenth year 55% were installed and 22% were still working “

Monitored and tested alarm systems are much more likely to be functional when lives are on the line. This is reinforced by findings on the reasons for battery-only alarm failures (2012-2016):

Missing or disconnected battery - 51%

Dead or discharged battery - 42%

(\*2 - page 7)

Reliable alarm systems can also serve to prevent fires from developing. FPNA reports that 22% of homeowners whose alarms sounded in the past year reported that it warned of “something that could have become a fire “

As noted above the death rate per 1000 reported fires in alarmed homes is less than half that of homes without alarms or homes with an alarm that doesn't work (5.7 deaths /1000 fires vrs 12.3 deaths /1000 fires)

Among reported fires hardwired smoke alarms operated 94% of the time while battery powered alarms operated 81% of the time (\*2 - page 5). Again, monitored systems with modern technology will provide for testing that should significantly reduce these risks.

**PROPOSAL:** In addition to our efforts to secure provincial authority to require sprinkler systems in new homes Belcarra should also act to ensure a very high number of our homes are protected by monitored fire alarm systems. As noted above each monitored home protects not just its occupants but also its neighbours. Earlier dispatch will assist our SVFD volunteers to protect lives and property.

Possible approaches:

Option 1: A Village wide contract – the Village would issue an RFP inviting suppliers to bid to provide the service to all homes in Belcarra and enter, as a village, into a single contract with one supplier to ensure coverage.

Advantages: (close to) full coverage / control of service offering quality / potentially some discount for 250+ homes to be served

Disadvantages : limited competition to serve all homes as some suppliers may not have the capacity / inconvenience for those who already have a service contract they are pleased with / coercive nature of a top down imposition / as suppliers have efficient billing systems the discount for a single payer may actually be limited.

Option 2: Incentive approach - allow homeowners to contract with a supplier of their choice who meets an approved standard. Offer an annual credit at tax time for homeowners with a contract that meets that minimum standard.

Advantages: Homeowners opt in or out at their discretion / those with existing contracts are not inconvenienced / Applications received will provide an indication of the extent of monitored coverage meeting the minimum standard/

The credit amount can be scalable and thus adjusted annually based upon take up/

Administrative burden will be minimized. / suppliers may be willing to offer incentives given other services they would like to offer once core capacity is introduced.

Footnotes:

A - References

**\*1 NFPA - The National Fire Protection Association** is an international nonprofit organization devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards. In 2018, the NFPA claims to have 50,000 members and 9,000 volunteers working with the organization through its 250 technical committees.

**\*2 NFPA's "Smoke Alarms in U.S. Home Fires" Author: Marty Ahrens Issued: January 2019**

B - Summary fire information prepared by SVFD Chief Sharpe :

- “Turtle Head fires. Two houses on Turtlehead Road were total losses. Both houses only had local smoke detectors. It is unknown if any of them were functional at the time of the fire. No one was home at either house when the fire started. The fire definitely started at 135 Turtlehead and spread to the second house. The occupants had left 135 Turtlehead approximately 1 hour before the fire was reported. A neighbour had stated that they had smelled something burning earlier in the day but assumed it was coming from someone burning garbage in their fireplace. All of the anecdotal evidence suggested that the cause of the fire was electrical. Due to the construction materials of both houses the fire spread was rapid and intense. An early warning may have prevented the fire from spreading from the building of origin.
- Elementary Rd house fire. The owners of this house were out of the country at the time that the fire started. The fire was first reported at 4:30am by a neighbor who was awoken by the sound of breaking glass. At this time the fire had already spread from the garage into the attic space and up a side wall into the second floor. This house had local smoke detectors that were working. Had

they had a monitored alarm the fire may have been stopped before it spread from the garage. Other than some personal items this fire was a total loss.

- Two mobile home fires In Anmore. Both at the same residence several months apart. The first time there was significant damage but was repairable. The second time it was a total loss. No monitored alarm and the owner was not home when both fires started. Neighbours called it in.
- Birchwynd Dr. house fire. This was a total loss house fire that started in the kitchen at 11:00am on a weekday. By the time the neighbours noticed it, the fire had spread to the top floor. The homeowner had only left about an hour before the fire was called in. The cause was determined to be an in-ceiling lighting fixture.
- Robson Rd garage fire. A small fire that happened during the day on a weekend. Luckily a neighbour saw smoke coming from the garage and notified the owner. The owner extinguished the fire before it became out of control. There was minor damage to the interior of the garage but a lot of smoke damage. The cause was oily rags from a staining project.
- Watson Rd/ Marine Ave. A vacant home that was being used as an Air BnB suffered significant fire damage to one room and the entire home suffered from smoke damage. Luckily a very alert and determined neighbour found the fire and was able to call 911 in a timely manner. We were able to respond and put the fire out before it progressed much further. Every door inside the house was open allowing smoke to get into every room. The cause was an electrical in floor heater.
- Main Ave garage fire. A small fire in a plastic garbage can produced a large volume of black toxic smoke that coated everything in the garage. The fire occurred late at night but the home owner was still awake and could smell something burning and went out to investigate.
- Sugar Mountain Way in Anmore. A large fire in an attached garage caused significant damage to the house. The homeowner was home at the time and sleeping. The smoke migrated from the garage into the main part of the house and set off the local smoke detector. There was no detection in the garage. The garage had been converted into a home office. The cause was a portable space heater.
- Mobile Home in Anmore. A plastic jar of peanut butter was left on top of the stove. The jar melted and caught on fire. This happened on a weekday in the morning not long after the residents left for work. A neighbour saw black smoke coming from a kitchen window and called 911. All interior doors were left open causing severe smoke damage to all of the contents. The cat and dog were both pressed up to an open window when we arrived searching for fresh air.
- You have referenced the Turtle Head fires and Elementary Road fire. Both of these were determined to be electrical in nature but no definitive cause could be found due to the amount of damage.

In all of these cases there was not a monitored alarm system. Had there been I believe that the outcomes for these incidents would have been much better.”



**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 March 8, 2021

ADOPTED by the Council on

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Jamie Ross  
Mayor

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Paula Richardson  
Acting Corporate Officer

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

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Chief Administrative Officer

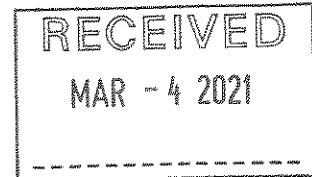


OFFICE OF THE MAYOR  
CITY OF WILLIAMS LAKE

450 MART STREET, WILLIAMS LAKE, BRITISH COLUMBIA V2G 1N3  
TELEPHONE 250-392-2311 FAX 250-392-4408

February 18, 2021

File No. 0530-01



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

Hon. Adrian Dix  
Minister of Health  
PO Box 9050 Stn Prov Govt  
Victoria, BC V8W 9E2

Dr. Bonnie Henry  
Provincial Health Officer  
PO Box 9648 Stn Prov Govt  
Victoria, BC V8W 9P4

FILE NO 0450-01

Dear Premier Horgan, Minister Dix and Dr. Henry:

**Re: Vaccine Distribution**

As local leaders, we feel that more communication should be provided to communities about timelines, goals, and expectations regarding vaccine distribution. As far as we are aware, this massive responsibility has been designated to local health authorities. This becomes an issue for hospitals and health units already working at capacity and trying to cope with the additional complexities and challenges brought on by the COVID-19 pandemic.

We would suggest that perhaps a separate task force could be started to alleviate the burden placed on health authorities for vaccine administration. There are additional resources that could be called upon in these unprecedented times, such as using our military personnel, local health programs such as nursing and medical schools, pharmacists, or paramedics.

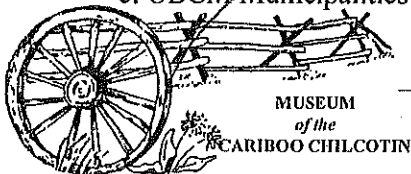
A task force of health professionals could help determine the best use of our limited resources. Using a convoy of medical personnel from city to city may be advantageous once the vaccine supply is more available. It is clear that allowing the same personnel to administer the COVID-19 vaccine as the flu vaccine is not that simple due to complex storage and administration. We are already hearing of doses having to be disposed of due to improper storage. Although the current vaccine supply is limited, we need to be prepared for a general public roll-out – and for the public to be informed.

Our understanding is that the high-risk population is currently being vaccinated through to the end of March (Phases 1 and 2), which will transition to Phase 3 and 4 for the general population. Following this projection, everyone who wishes to receive the vaccine will have had an opportunity by the end of September 2021. Please know you have our full support and recognition that these are extremely challenging times. We hope to be part of the solution and look forward to opportunities to support vaccine distribution, including assistance with establishing community vaccination sites.

Yours truly,

Mayor Walt Cobb

c: UBCM Municipalities and Regional Districts



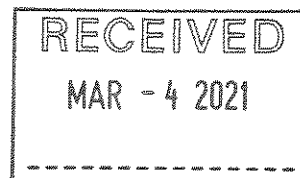
[www.williamslake.ca](http://www.williamslake.ca)





**Jonathan X. Côté**  
Mayor

FILE NO. 0450-01



March 4, 2021

**VIA EMAIL**

Dear Mayor and Council,

**Re: Local Government Election Candidates: Access to Multifamily Dwellings during the Campaign Period**

As part of the City of New Westminster's review of the 2018 municipal election, staff and Council noted that voting data indicated that there were fewer voters from multifamily homes. This caused concerns because participation in elections is the right of all citizens. One of the reason for this lower turnout may be the inability of local government candidates and their representatives to canvass in multifamily residences. This is in contrast to Federal and Provincial candidates, who have legislated access to these types of buildings. As developers and governments encourage the building of multifamily housing to address the housing crisis, we anticipate that this issue will continue to grow. Therefore the New Westminster City Council at the March 1, 2021 regular meeting passed the following resolution:

*WHEREAS Provincial and Federal elections candidates can access all different types of multifamily dwellings, including apartments, strata and co-operative housing for the purposes of canvassing or providing candidate information, as provided for in Section 228.01 of the British Columbia Election Act and Section 81 of the Canada Elections Act, respectively;*

*AND WHEREAS Local Government elections candidates can access only rental buildings for the purposes of canvassing or distributing candidate information, as provided for in Section 30(2) of the Residential Tenancy Act;*

*THEREFORE BE IT RESOLVED THAT the Lower Mainland Local Government Association (LMLGA) and Union of BC Municipalities (UBCM) request the Province of British Columbia enact legislation that gives Local Government Election Candidates access to all types of multifamily dwellings, including housing*



*cooperatives and strata, for the purposes of canvassing or distributing candidate information;*

*AND BE IT FURTHER RESOLVED THAT the Lower Mainland Mainland Local Government Administration (LMLGA) and Union of BC Municipalities (UBCM) request the Provincial Government enact this legislation in time for the 2022 Local Government Elections.*

I am writing to ask for the support of your municipality for this motion at the LMLGA Virtual Conference in May.

A council report giving more background is attached.

If you have any questions or would like more information, please contact me at [jcote@newwestcity.ca](mailto:jcote@newwestcity.ca) or 604-527-4522.

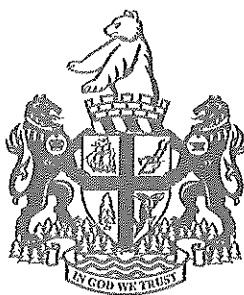
Thank you for your attention to this matter.

Yours truly,



Jonathan X. Côté  
Mayor

Att: Backgrounder: Access to Multifamily Dwellings for Local Election Candidates



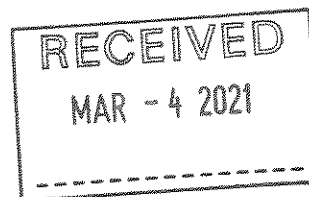
Jonathan X. Côté  
Mayor

FILE NO. 0450-01

March 4, 2021

VIA EMAIL

Dear Mayor and Council,



**Re: Single-Use Item Regional Regulation**

The City of New Westminster is very concerned about the environmental damage that is caused by single-use plastic items. Council understands that municipalities have the power to regulate this issue, however Council feels that for wide-scale consistent implementation for consumers and businesses alike, regulations need to cover large geographical areas.

This need for regional regulation is particularly true in the Lower Mainland but would hold true in all areas of British Columbia. In order achieve regional regulation, the province must provide the legislative framework to regional districts to implement bylaws in this area under their environmental mandate. By creating a larger framework, it is hoped that regulations will address the equity issues involved in legislating this matter, particularly issues such as accessibility and cultural needs.

It is for this reason that Council passed the following motion for LMLGA and UBCM at its March 1, 2021 regular meeting:

*WHEREAS enactment of bylaws to regulate single-use items by individual municipalities could lead to a mosaic of regulations across the region and in BC, which may lead to confusion and inconsistency for residents and businesses in the sale or distribution of these items;*

*WHEREAS greater consistency could be achieved by implementing a regional approach;*

*WHEREAS regional districts do not have the authority to establish bylaws or regulations in relation to the sale or distribution of single-use items;*

*THEREFORE BE IT RESOLVED that the Lower Mainland Local Government Association and the Union of BC Municipalities request the Province to engage with regional governments to develop legislation which would provide regional districts with the legislative authority to restrict the sale and distribution of single-use items.*

I am writing to ask for the support of your municipality for this motion at the LMLGA Virtual Conference in May. Let us support our shared environment as we collectively work to remove single-use items from British Columbia.

A council report giving more background is attached.

If you have any questions or would like more information, please contact me at [jcote@newwestcity.ca](mailto:jcote@newwestcity.ca) or 604-527-4522.

Thank you for your attention to this matter.

Yours truly,



Jonathan X. Côté  
Mayor

Att: February 1, 2021 Council Report "Single-Use Item Reduction Advocacy for Consistent Regional Regulation"

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**Subject:** FW: Canada Healthy Communities Initiative - Deadline March 9

FILE NO 0430-01

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**From:** "Nelly Shin, M.P."  
**Sent:** Thursday, March 4, 2021 11:15:08 AM  
**Subject:** Canada Healthy Communities Initiative - Deadline March 9

Dear Mayor Ross,

I am writing you on behalf of MP Shin.

MP Shin has just received an email from the Minister of Infrastructure regarding the Canada Healthy Communities Initiative. She wanted to pass along the information to you (found below) in case you weren't aware of it.

**Please note that the deadline is March 9th.**

Sincerely,

Gina Farid

Administrative Assistant  
 Office of Nelly Shin, Member of Parliament

Port Moody-Coquitlam, Anmore & Belcarra

---

*The Government of Canada has launched the Canada Healthy Communities Initiative to fund projects between \$5,000 and \$250,000 that can support Canadians through COVID-19 and beyond that fall under three main themes: creating safe and vibrant public spaces, improving mobility options, and digital solutions.*

*Projects could include community gardens, pop-up cycling and walking paths, cross country ski trails, widening sidewalks and adding signage to support physical distancing, expanding farmers' markets to increase access to healthy, local food, or developing apps or other digital tools to allow residents to safely access services remotely. It is really up to local communities to identify opportunities that make sense for their residents. I have seen so many innovative local solutions that are making a real difference in their communities.*

*Local governments and a variety of community-led organizations are eligible to apply, including charities, Indigenous communities, and registered non-profit organizations. Organizations interested in submitting an application are encouraged to visit [healthycommunitiesinitiative.ca](https://healthycommunitiesinitiative.ca) to learn more about the program, eligibility criteria and how to apply. Organizations can also register to attend information sessions on the program.*

*For more information, please visit: <https://communityfoundations.ca/initiatives/chci/>*

*The goal is to get eligible projects approved quickly with **March 9 as the deadline for the first round of funding.***

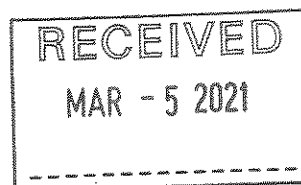


Jonathan X. Côté  
Mayor

FILE NO. 0450-01

March 5, 2021

The Honourable Harry Bains  
Minister of Labour  
PO Box 9064, Stn Prov Govt  
Victoria, BC V8W 9E2



Dear Minister Bains:

**Re: Support for Laid-off Hotel and Tourism Industry Workers**

I am writing to ask that the BC government protect the livelihoods of laid-off hotel and tourism industry workers and their rights to return to their jobs when the pandemic eases. These rights are at risk as there are reports of hotels refusing to commit to bringing workers back to their jobs when business returns. To this end, on March 1, 2021, the New Westminster City Council passed the following resolution:

*WHEREAS the COVID-19 pandemic has exacerbated existing inequalities and its social, health, and economic impacts are particularly devastating for women and racialized communities;*

*AND WHEREAS the tourism and hospitality industries have been drastically impacted;*

*AND WHEREAS of the 50 000 hotel workers that were laid off in March 2020, the majority are women and people of colour;*

*AND WHEREAS the duration of the pandemic means that recall rights require extension;*

*AND WHEREAS there are reports of hotels in British Columbia refusing to commit to bringing workers back to their jobs when business returns;*

*AND WHEREAS the City of New Westminster is committed to a COVID recovery plan that takes better care of people, the environment, and the community than the systems we had before the pandemic;*

*AND WHEREAS the City of New Westminster recognizes hotel workers and people who work in the tourism industry as valued and valuable members of our community;*

*THEREFORE, BE IT RESOLVED THAT the City of New Westminster affirms that people should not lose their livelihoods due to the pandemic; and*

*BE IT FURTHER RESOLVED THAT the City of New Westminster write to the Ministers of Labour and Tourism expressing our support for the right for laid off workers to return to their jobs when the pandemic eases; and*

*BE IT FURTHER RESOLVED THAT this letter be forwarded to all BC municipalities asking to write their support; and*

*BE IT FURTHER RESOLVED THAT the City of New Westminster writes to the Lower Mainland Local Government Association and Union of BC Municipalities encouraging them to host future conferences and events in venues that respect worker rights and pay at least a living wage.*

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote  
Mayor

Cc: Hon. Melanie Mark, Minister of Tourism, Arts, Culture and Sport  
All BC municipalities



Jonathan X. Côté  
Mayor

RECEIVED  
MAR - 5 2021

March 5, 2021

The Honourable Melanie Mark  
Minister of Tourism, Arts, Culture and Sport  
PO Box 9082, Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Mark:

**Re: Support for Laid-off Hotel and Tourism Industry Workers**

I am writing to ask that the BC government protect the livelihoods of laid-off hotel and tourism industry workers and their rights to return to their jobs when the pandemic eases. These rights are at risk as there are reports of hotels refusing to commit to bringing workers back to their jobs when business returns. To this end, on March 1, 2021, the New Westminster City Council passed the following resolution:

*WHEREAS the COVID-19 pandemic has exacerbated existing inequalities and its social, health, and economic impacts are particularly devastating for women and racialized communities;*

*AND WHEREAS the tourism and hospitality industries have been drastically impacted;*

*AND WHEREAS of the 50 000 hotel workers that were laid off in March 2020, the majority are women and people of colour;*

*AND WHEREAS the duration of the pandemic means that recall rights require extension;*

*AND WHEREAS there are reports of hotels in British Columbia refusing to commit to bringing workers back to their jobs when business returns;*

*AND WHEREAS the City of New Westminster is committed to a COVID recovery plan that takes better care of people, the environment, and the community than the systems we had before the pandemic;*

*AND WHEREAS the City of New Westminster recognizes hotel workers and people who work in the tourism industry as valued and valuable members of our community;*

*THEREFORE, BE IT RESOLVED THAT the City of New Westminster affirms that people should not lose their livelihoods due to the pandemic; and*

*BE IT FURTHER RESOLVED THAT the City of New Westminster write to the Ministers of Labour and Tourism expressing our support for the right for laid off workers to return to their jobs when the pandemic eases; and*

*BE IT FURTHER RESOLVED THAT this letter be forwarded to all BC municipalities asking to write their support; and*

*BE IT FURTHER RESOLVED THAT the City of New Westminster writes to the Lower Mainland Local Government Association and Union of BC Municipalities encouraging them to host future conferences and events in venues that respect worker rights and pay at least a living wage.*

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote  
Mayor

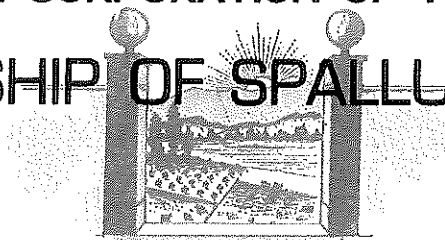
Cc: Hon. Harry Bains, Minister of Labour  
All BC municipalities



# THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

TEL. (250) 546-3013  
FAX. (250) 546-8878

OUR FILE NO.



www.spallumcheentwp.bc.ca

4144 Spallumcheen Way  
Spallumcheen, B.C. V0E 1B6

Email: mayor@spallumcheentwp.bc.ca

FILE NO 0450-01

March 5, 2021

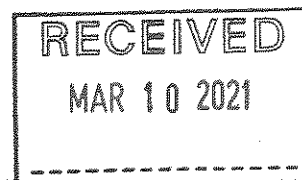
OFFICE OF THE MAYOR

File: 0320-20-01

The Honourable Patty Hajdu

sent via email

House of Commons  
Ottawa, Ontario,  
Canada  
K1A 0A6



Patty.Hajdu@parl.gc.ca

**Re: Support for 988 Crisis Line**

Please be advised that at the Monday, March 1, 2021 Regular Council Meeting, the Township of Spallumcheen Council passed the following resolution:

***"THAT the Township of Spallumcheen Council pass the following motion and direct a letter indicating such support to the local MP, MPP, Federal Minister of Health, the CRTC and local area municipalities as outlined in the letter from Member of Parliament Mel Arnold, North Okanagan - Shuswap for support for a National Suicide Prevention Hotline:***

***WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;***

***AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 percent;***

***AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;***

***AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;***

***AND WHEREAS the Township of Spallumcheen Council recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;***

***NOW THEREFORE BE IT RESOLVED THAT the Township of Spallumcheen Council endorses this 988 crisis line initiative."***

Council understands, now more than ever, that Canadians may need access to additional resources amidst the COVID-19 pandemic. It is imperative, we as elected officials, do everything that we can to help everyone come out stronger on the other side of this unprecedented and challenging time.

Thank you for your attention to this matter, if you have any questions in this regard please contact the undersigned.

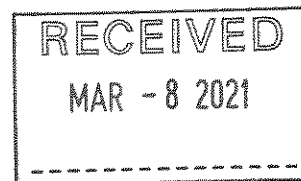
Respectfully,

A handwritten signature in black ink, appearing to read 'C Fraser'.

Christine Fraser  
Mayor

cc. Member Municipalities  
MP Todd Doherty  
MP Mel Arnold  
Canadian Radio-Television and Telecommunications Commission (CRTC)


**fraserhealth**

 Better health.  
 Best in health care.


FILE NO. 2640-02

March 8, 2021

Re: COVID-19 immunization clinics for Belcarra

Dear Mayor Ross,

I am so pleased that we are now able to roll out COVID-19 vaccines to our community members starting with our seniors first. We are all excited to be able to protect our loved ones and ourselves in the coming months.

An initial list of 22 immunization clinics span across our region with the ability to immunize 9 thousand people per day. This will more than meet the demand of this phase. Seniors will have the choice of where they wish to have their vaccine, including five drive-through options. Mobile outreach teams will be used for homebound residents that cannot travel to a clinic. Clinics with cultural supports are also available for those who self-identify as Indigenous individuals 65 years of age or older, and Indigenous Elders.

Using a combination of small, medium and large clinics, the initial list ensures access to multiple options for each of our 20 communities. Residents in your community can book an appointment at any of the clinics below or any other regional clinic that better meets their needs. For a full listing of our current clinics please visit: [www.fraserhealth.ca/vaccineclinic](http://www.fraserhealth.ca/vaccineclinic).

- Coquitlam COVID-19 Testing and Immunization Centre (Drive-through option)
- Douglas College – Coquitlam (Dedicated Indigenous cultural supports available)

Additional clinics will open in the coming weeks, including Coquitlam, and in future phases. We are well underway in planning to deliver over 23 thousand immunizations a day for Phase 3. Updates and translated materials will be continue to be available at <https://www.fraserhealth.ca/vaccine>.

I want to assure you that we will be closely monitoring the volumes at our sites and have the ability to adjust clinics as needed. We are prepared to respond quickly to any issues should they occur and keep the rollout on schedule.

I want to thank you for your continued support and partnership in all elements of this pandemic. We will continue to keep you informed and will work closely in these coming months to bring the important COVID-19 vaccines to our residents.

Sincerely,

Dr. Victoria Lee  
 President and Chief Executive Officer

**Fraser Health Authority**  
 Office of the President and CEO

Suite 400, Central City Tower  
 13450 102<sup>nd</sup> Avenue  
 Surrey, BC  
 V3T 0H1 Canada

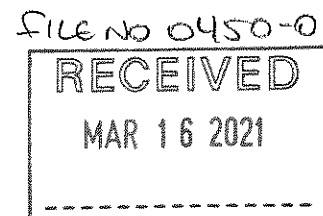
[www.fraserhealth.ca](http://www.fraserhealth.ca)

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

March 10, 2021



Dear Colleagues,

On behalf of Victoria City Council, I am writing today to inform you that Council has voted to endorse the Help Cities Lead campaign and to request that your city consider doing the same. Emissions from buildings account for about 11% of the province's GHG emissions. This is the third highest source of GHG emissions in BC after road transportation (27.1%) and the oil and gas sector (17.6%). For municipalities, GHG emissions from existing buildings account for 40-60% of community emissions. In Victoria, this number is around 50% of our community GHG inventory.

In British Columbia, the regulation of buildings typically occurs at the provincial level. For the past two decades British Columbia has been at the forefront of action and policies taken in Canada to reduce energy use and GHG emissions from buildings. The 2018 CleanBC Plan moved the province further in this direction with key commitments for the building sector such as a net-zero energy building standard by 2032, a building upgrade standard by 2024, and exploring building energy labelling options.

A number of local governments, including Victoria, are keen to take even bolder action, and have set ambitious targets of our own to significantly reduce GHG emissions from buildings over the next 10 years in alignment with climate emergency declarations. The success of the Province in achieving deep emissions reductions from the building sector are directly connected to the success of local governments to achieve their own targets because most buildings are situated within these communities. However, tools currently available to local governments to pursue these ambitious reduction targets are largely limited to information campaigns and incentives. Although helpful, on their own these tools are insufficient to achieve broad and deep energy and GHG reductions given limited budgets.

Help Cities Lead ([helpcitieslead.ca](http://helpcitieslead.ca)) is an education and awareness campaign working to build support for more focused collaboration between the Province of British Columbia and local governments on building climate policy.

The campaign project team identifies five regulatory measures where additional authority would be instrumental for municipalities in accelerating climate action:

1. Regulating GHG emissions for new buildings – the BC Energy Step Code only regulates energy efficiency in new buildings. Leading local governments would also like the ability to regulate GHG emissions from new buildings.
2. Mandatory home energy labelling - In Canada and British Columbia, legislation requires energy labelling for a broad range of consumer products including motor vehicles, furnaces, windows, lightbulbs, and kitchen appliances. However, there are no labeling requirements for the single largest purchase a given Canadian is likely to make—their home.

3. Property assessed clean energy (PACE) financing - programs allow property owners to finance the up-front cost of building energy efficiency upgrades—such as more efficient heating systems, or windows—by paying the costs back over time via a voluntary property tax assessment. The assessment is attached to the property, not an individual; if, and when, the property is sold, the financing carries on with the new owner.

4. Regulating GHG emissions for existing buildings – this would include the development of a new regulation that would set greenhouse gas emissions targets from existing buildings.

5. Mandatory building energy benchmarking and reporting - Energy benchmarking is the process of collecting and monitoring energy data from a large number of buildings over time so that governments and the private sector can compare the performance of any one participating building against similar properties.

Direction to implement the first three of these measures – enabling local governments to regulate GHG emissions for new buildings, home energy labelling, and PACE financing – were included in the ministerial mandate letters issued in November 2020. Help Cities Lead encourages the Province to move as quickly as possible and in close consultation with local governments to develop and implement these measures.

Help Cities Lead would also like the Province to enable local governments to choose, when ready, to opt into the remaining two measures not addressed by the mandate letters – namely, regulating GHG emissions for existing buildings and building energy benchmarking and reporting.

The suite of initiatives is intended to compliment what the provincial government and utilities are already doing in this area and help to lay the groundwork for eventual province-wide adoption of these measures.

These actions would let municipalities, ready to take bolder action on climate, lead the way in regulating emissions in buildings. This would provide a template for action for other jurisdictions and even for provincial regulation in the future.

As such, we are requesting that your city consider endorsing the Help Cities Lead campaign and that you communicate this support directly to the Province by writing to the below Ministers:

- Minister of Environment and Climate Change Strategy, ENV.Minister@gov.bc.ca
- Minister of Municipal Affairs, MAH.Minister@gov.bc.ca
- Minister of Energy, Mines, and Low-Carbon Innovation, EMPR.Minister@gov.bc.ca
- Minister of Finance, FIN.Minister@gov.bc.ca
- Attorney General and Minister responsible for Housing, AG.Minister@gov.bc.ca

Thank you for your time and consideration. Please do not hesitate to reach out should you have any questions regarding this letter.

Sincerely,



Lisa Helps  
Victoria Mayor

# CITY OF WILLIAMS LAKE

Office of the Mayor



March 11, 2021

File No. 7500-23 / 7500-25

FILE NO. 0450-01

Premier John Horgan  
PO Box 9041  
STN PROV GOVT  
Victoria, BC V8W 9E1

RECEIVED  
MAR 15 2021

Dear Premier Horgan:

**Re:** Call for Public Inquiry: Stronger Sentencing for Prolific and Repeat Offenders

Despite repeated correspondence from the City of Williams Lake calling for stronger sentencing for prolific and repeat offenders, the judiciary has consistently failed to consider the threat to community safety resulting from their release into our community. Although the availability and proven effectiveness of the Electronic Monitoring Program is well known, prolific offenders are not consistently required to wear an ankle bracelet while on outstanding charges.

As a hub community in the Cariboo interior, Williams Lake is often a convenient location for offenders to remain and continue their unlawful activities. Council has argued that the interests of the public have received very little, if any, consideration during the sentencing process. Applying electronic monitoring devices still provides offenders with reasonably limited freedom; this technology does not compromise the safety of the public to the degree that releasing offenders, particularly repeat offenders, into the community without adequate monitoring does. Electronic monitoring upholds offenders' presumption of innocence, and only involves further policing should conditions not be adhered to. This is an efficient technological solution that is already available, and that Council has made a financial commitment to supporting.

Williams Lake residents have worked hard to combat crime in our community, and have come together to strive toward becoming a crime-free community. The judicial system is overburdened, due in large part to repeat offenders. We have continued to request the courts and judges to take into consideration the community appetite to see stricter penalties applied to these types of criminals, and that they not be released. **At Council's request, the possibility of a public inquiry to determine why so many prolific offenders with serious charges are constantly released into our community with ineffective deterrents to re-offend, is now being pursued by our MP and our MLA.**

The following resolution has been endorsed by Council and forwarded to the North Central Local Government Association as part of its ongoing lobbying efforts:

....2



WHEREAS Williams Lake has repeatedly called for stronger sentencing for prolific and repeat offenders being released into the community;

AND WHEREAS the judiciary has consistently failed to adequately ensure community safety when releasing prolific and repeat offenders on conditions;

THEREFORE BE IT RESOLVED that NCLGA and UBCM petition the provincial and federal governments to enact legislative and regulatory changes to the criminal justice system to apply stricter penalties and ensure adequate incarceration of prolific criminals, including consistent use of electronic monitoring when released on conditions.

The City of Williams Lake is seeking public feedback to strengthen these efforts in the form of a survey, which went live on February 19, 2021. The questions include:

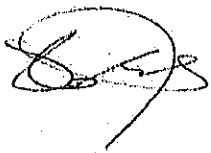
- Do you agree that repeat offenders for indictable offences such as theft over \$5000, break and enter, aggravated or sexual assault and murder should NOT be released while awaiting trial?
- Do you support prolific and repeat offenders with in excess of 50 charges being released back into your community on bail?
- Do you agree that when repeat offenders are released on conditions or probation, they should be required to wear an electronic monitoring device?
- Do you agree there needs to be an inquiry and review into the judicial and sentencing system?

At the time of this writing, over 600 responses have been received. The responses very clearly support stricter penalties and monitoring for prolific and repeat offenders (over 94%).

Working with our MP, Todd Doherty, and MLA, Lorne Doerkson, City of Williams Lake Council is formally requesting a public inquiry into this serious, ongoing issue. We are also seeking support from the Federal government.

I look forward to your response.

Yours truly,



Mayor Walt Cobb

c: MP Todd Doherty, Cariboo-Prince George  
Minister Mike Farnworth, Minister of Public Safety & Solicitor General  
Minister David Eby, Attorney General and Minister Responsible for Housing  
MLA Lorne Doerkson, Cariboo-Chilcotin  
All British Columbia Municipalities and Regional Districts  
Inspector Jeff Pelley, Williams Lake RCMP





March 11, 2021

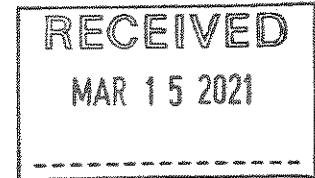
File: 01-0390-20/21

FILE NO. 0450-01

UBCM Member Municipalities

Sent via email

Dear UBCM Members:



**Re: Fair Taxation from Railway Operations & Industrial Parks**

At its March 2, 2021 Regular Council Meeting, Pitt Meadows City Council endorsed two resolutions related to fair taxation from railway operations and industrial parks for inclusion and discussion at the upcoming LMLGA Convention, in advance of the UBCM Convention this fall. Certified copies of both resolutions and background information regarding same have been enclosed for your information.

Sincerely,  
City of Pitt Meadows

Kate Barchard  
Corporate Officer

Enclosure





## CERTIFICATION

I, TANYA BARR, Deputy Corporate Officer for the City of Pitt Meadows, HEREBY CERTIFY that the following is a true and exact extract of the Minutes for the Regular Meeting of the Pitt Meadows City Council held on Tuesday, March 2, 2021 regarding the Proposed Lower Mainland Local Government Association Resolution - CP Rail:

*"It was MOVED and SECONDED THAT Council approve the following resolution and submit it to the Lower Mainland Local Government Association (LMLGA) for consideration:*

- A. *WHEREAS section 5(e) of the Assessment Act - Prescribed Classes of Property Regulation B.C. Reg. 438/81 mandates that land or improvements used for transporting of products or used for the storage of products are classified as Class 5 Light Industry, but specifically excludes land or improvements held for purposes ancillary to the business of transportation from railway operations;*

*AND WHEREAS this legislation creates unfair taxation from railway operations because they are reflective of a class 5 Light Industrial use and require high level City service support including Fire Services and road infrastructure use;*

*THEREFORE BE IT RESOLVED THAT the UBCM urge the Provincial Government to repeal section 5 (e) from the Assessment Act - Prescribed Classes of Property Regulation B.C. Reg. 438/81 in order to create fair taxation from railway operations.*

*CARRIED."*

Tanya Barr  
Deputy Corporate Officer  
City of Pitt Meadows

  
Date Signed

## Fair Taxation from Railway Operations

### Background

At the March 2, 2021 Regular Meeting, Council passed a resolution seeking endorsement by the Lower Mainland Local Government Association (LMLGA) regarding ending unfair taxation benefitting CP Rail.

CP Rail is in the business of moving goods for a wide range of industries. The Assessment Act categorizes property held for transporting products as Class 5 Light Industry.

However, the Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 section 5 (e) specifically excludes property held for purposes ancillary to business related to transportation from railway operations. The existence of this section results in creating unfair taxation by moving CP Rail property to Class 6 Business.

Recognizing the burden on city services in the provision of Fire Services and road infrastructure, removal of section 5 (e) would result in railway operations being more appropriately included within the Class 5 Light Industry classification. This action would create fairer taxation by including railway activities within the property class more relative to the nature of the operations.

Additional background information may be found in the January 19, 2021 Council Agenda package:

[https://pittmeadows.ca.granicus.com/MetaViewer.php?view\\_id=2&clip\\_id=1208&meta\\_id=143659](https://pittmeadows.ca.granicus.com/MetaViewer.php?view_id=2&clip_id=1208&meta_id=143659)



## CERTIFICATION

I, TANYA BARR, Deputy Corporate Officer for the City of Pitt Meadows, HEREBY CERTIFY that the following is a true and exact extract of the Minutes for the Regular Meeting of the Pitt Meadows City Council held on Tuesday, March 2, 2021 regarding the Proposed Lower Mainland Local Government Association Resolution - Golden Ears Business Park:

"It was *MOVED* and *SECONDED* THAT Council approve the following resolution and submit it to the Lower Mainland Local Government Association (LMLGA) for consideration:

- A. WHEREAS section 5 (f) of the Assessment Act - Prescribed Classes of Property Regulation B.C. Reg. 438/81 mandates that land or improvements used for transporting of products or used for the storage of products are classified as Class 5 Light Industry, but specifically excludes land or improvements being used principally as an outlet for the sale of a finished product to a purchaser for purposes of his or her own consumption;
- B. AND WHEREAS this legislation creates unfair taxation from industrial parks which are a heavy burden on City infrastructure through heavy trucking activity in movement of product;
- C. THEREFORE BE IT RESOLVED THAT the UBCM urge the Provincial Government to repeal section 5 (f) of the Assessment Act - Prescribed Classes of Property Regulation B.C. Reg. 438/81 to create fair taxation from industrial parks.

CARRIED."

Tanya Barr  
Deputy Corporate Officer  
City of Pitt Meadows

Date Signed

## Fair Taxation from Industrial Parks

### Background

At the March 2, 2021 Regular Meeting, Council passed a resolution seeking endorsement by the Lower Mainland Local Government Association (LMLGA) regarding ending unfair taxation benefitting Industrial Parks.

Industrial parks are an area zoned and planned for the purpose of industrial development. Also, an industrial park is a more 'heavyweight' version of a business park or office park. The Golden Ears Business Park is a large-scale industrial park in Pitt Meadows. The concentration of industry in an industrial park raises environmental concerns from the heavy transportation volumes as well as the burden on road infrastructure with the constant movement of cargo on semitrailers.

The Assessment Act categorizes property held for transporting products as Class 5 Light Industry.

However, the Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 section 5 (f) specifically excludes property being used as an outlet for the sale of a finished product to a purchaser for purposes of his or her own consumption. The existence of this section results in creating unfair taxation by moving Industrial Park operations to Class 6 Business.

Recognizing the burden on city services in the provision of road infrastructure, removal of section 5 (f) would result in Industrial Park operations being more appropriately included within the Class 5 Light Industry classification. This action would create fairer taxation by including industrial park activities within the property class more relative to the nature of the operations.

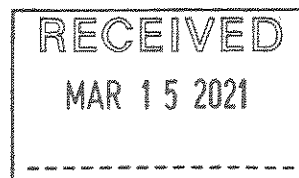
Additional background information may be found in the January 19, 2021 Council Agenda package:

[https://pittmeadows.ca.granicus.com/MetaViewer.php?view\\_id=2&clip\\_id=1208&meta\\_id=143659](https://pittmeadows.ca.granicus.com/MetaViewer.php?view_id=2&clip_id=1208&meta_id=143659)



377, rue Bank Street,  
Ottawa, Ontario K2P 1Y3  
tel./tél. 613 236 7238 fax/télé. 613 563 7861

FILE NO. 0230-01



March, 2021

**Subject: Request for Support for Delivering Community Power**

Dear Municipal Leaders,

In 2016, the Canadian Union of Postal Workers, with a coalition of allies, launched Delivering Community Power – a visionary program for Canada Post to confront climate change, promote better access to expanded services, bring financial inclusion to unbanked and underbanked communities, and address other social inequalities – all by making the most of our existing public postal service network.

Today, while progress has been made on many of the initiatives in the vision, the situation has become more urgent. Effects of climate change are deadly and are affecting nearly every part of society all around the world. The COVID-19 pandemic has revealed the need for a more equal, more resilient society that prioritizes the health of our most vulnerable neighbours and loved ones, *before* profit. We are relying more than ever on the internet to connect people and to do our business, but rural residents are getting second-class service.

The continuing decline of letters combined with a dramatic rise in parcels from e-commerce makes it plain to see: the postal service has to adapt to a new reality. This is a great opportunity to address multiple problems at once, with a valued public infrastructure that connects everyone in their own community.

Please consider proposing the attached resolution to have your municipality endorse the campaign for expanded services, financial viability, climate action, and – all through leveraging our public postal system. The time is now!

Thank you for your support!

Jan Simpson  
National President  
Canadian Union of Postal Workers

//dn cope 225



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**Subject:** FW: Recording of Mikael Colville-Andersen now available!

file no. 5400-08

**From:** Colleen MacDonald

**Sent:** Sunday, March 7, 2021 9:28 PM

**Subject:** Fwd: Recording of Mikael Colville-Andersen now available!

Hi all,  
This just appeared in my inbox today and I felt it was very timely with reference to our 'community active transportation' goals. The speaker is Mikael Colville-Andersen, a very well-known active transportation advocate. The format is slightly different - a bit low key and casual, but what I really liked was the similarity to the rural needs of the Sunshine Coast and on a smaller scale Belcarra.

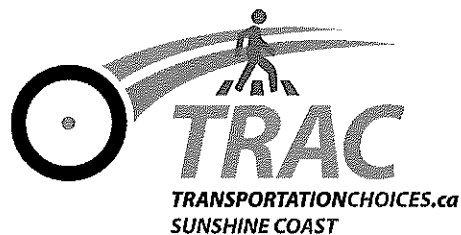
----- Forwarded message -----

**From:** Transportation Choices Sunshine Coast

**Date:** Sun, Mar 7, 2021 at 7:14 AM

**Subject:** Recording of Mikael Colville-Andersen now available!

[View this email in your browser](#)



[Watch presentation now](#)

## Did you catch Mikael Colville-Andersen's talk?

Wow, wasn't that an amazing presentation? We've had a ton of email since commenting on what

an inspiring speaker he was and what is truly possible in a community like ours.

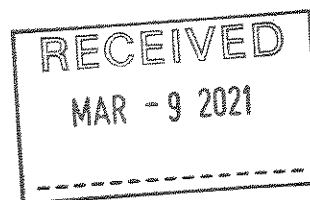
If you missed it, Mikael graciously allowed us to record it so you can watch the full presentation at your own convenience. It will be available for watching **until April 6th** so don't wait to see what he has to say!

Congratulations to our draw prize winners:

- Tannis & Scott Braithwaite - book
- Naomi Fleschut - t-shirt
- Cindy Sutherland - poster

And if you're interested in purchasing a copy of one of Mikael's books check out his selection here.

FILE NO. 100-01



To: Mayor and Council

March 9, 2021

From: THE CONCERNED TAYPAYER Sherry Chisholm

After the Zoom council meeting of March 8, I feel it is necessary to, once again, ask for councils support regarding the question period being an open discussion on any subject and not limited to only agenda items. You on council must remember your promises of openness and availability to Villagers.

I also wish to address Mayor Ross and his protectiveness of the councilors. Mayor Ross you are there to represent and allow your constituents to voice their interests and concerns and keep the meetings in order. You must not overly protect you councilors at the expense of the Villagers.

We are a small community and I feel we should operate accordingly. It really doesn't matter what procedure the larger municipalities operate under as it doesn't really apply to our small and very actively involved gallery at our meetings. We are unique in the Village .. so let's keep that in mind and not try to duplicate the procedures of the large and more uninvolved residents in larger municipalities.

The councilors need to read the agenda and get fully prepared in advance of the meetings so that when the items come on the table the councilors are ready to give an opinion and are ready to MOVE FORWARD on the item under discussion. There is the appearance of TOO MUCH DALAY and councilors needing more time to look into subjects on the agenda. Let's try to move forward more quickly on the simple stuff like short term rental.

The subject of dock permits in Bedwell Bay is also a long awaited ruling. The Village has operated in this regard for years so it should not be so complicated to continue with a few changes. We all know that building docks is going to be allowed so GET ON WITH IT. The Villagers have waited long enough and now our own council is delaying. WHY?

Mayor Ross I understand from your employment history at district 43 that you may tend to bring that experience to the council meetings, however, this is a very different stage. I think you are the Mayor to represent the voters of the village rather than protect a councillor that is in what appears to be conflict. The councilor that I refer to has openly stated they will be operating a short term rental in their home. The short term rentals will obviously get approve and so why not step away for appearance sake.

I hope you will consider my letter as a guide and best advice to help in future meetings.

Keep Villagers involved in meetings with the promise of input on ANY subject otherwise the gallery feels why bother to attend and TRY to participate.

WE AEA BELCARRA ... LET US DARE TO BE DIFFERENT.



**Subject:**

FW: Abuse of Belcarra Mayor and Council

FILE NO. 100-01

From: Julie Chamberlain

Sent: Wednesday, March 10, 2021 5:52 PM

Subject: Abuse of Belcarra Mayor and Council

To Mayor and Council

I agree that Council meetings should not be a giant bitch session or an opportunity for select members of the community to get attention to sooth their feelings. You are a part time council and have so much to accomplish with six large priorities needed to be accomplished or partially accomplished in the next two years.

To suggest that council should reduce the time spent on budget so that members of the community can have their concerns heard about anything that bothers them that day at a council meeting is ridiculous. The mayor and council are there for the community as a whole not for individual needs. I really wish the community would get this. With every community agenda you will never satisfy everyone. Basically the majority rules, that is what democracy is about.

Since we have come to this community all we have heard from certain members of the community is how they are being suppressed, oppressed and things are done in secret. People want transparency that is why they changed council members. I have wanted to mention this many times because the previous mayor who ran on a platform of transparency said at 2 of the 3 in person town hall meetings we went to that if anything was said from the meetings outside the small meeting the meetings would be cancelled in the future. Also the change to the zoning bylaws were somewhat done in secret. So I suggest people face up to their failures in achieving transparency with the previous mayor.

Having said that not everything is for the public viewing and for public input. There are procedures and systems in place and not everything has to be an public issue. The majority have elected the current Mayor and Council and the community should respect that not undermine that. The community keeps hearing the same things over and over and over and over from the same community members. This is unneeded and unwanted by all except the ones spewing their emotions. All those people had to do was send a letter to be heard not waste everyones time. This is not suppression or secrecy. It common manners and respect. I do not understand why our Mayor and Council tolerate it, I sure would not.

Imho I think Council needs more rules to eliminate the vagrants who frequent the meetings now that they are on zoom. I totally agree that getting to speak about items on the agenda is imperative. However this community will continue to get no where if everyone gets to voice their feelings every meeting about everything. This is a part time council and you are paid accordingly. You need to stop letting yourselves be abused by any members of this community. Thats not ok.

Sincerely

Julie Chamberlain

**Subject:** FW: Resubmission: Clarification & Comments on Corporate Policy 210 regarding STRA & B&B  
 FILE NO. 6700-03

**From:** Brian Hirsch  
**Sent:** Wednesday, March 17, 2021 11:39 AM  
**Subject:** Resubmission: Clarification & Comments on Corporate Policy 210 regarding STRA & B&B

Mayor & Councillors,

I am taking the liberty of resubmitting my email to Council - see below - concerning Policy 210 with the expectation the policy will be discussed and debated at the upcoming council meeting. (If Policy 210 is not on the agenda for the forthcoming meeting because there are perhaps more time sensitive issues to be addressed, such as 'Parking', then please delete this email, & I'll resend it at the appropriate time).

The expectation is that I and others in the gallery will have the opportunity to participate in the discussion on this topic.

Regards,

Brian Hirsch  
 Belcarra, British Columbia

On Thu, Feb 18, 2021 at 3:32 PM Brian Hirsch wrote:

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