



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VIA ZOOM
Reconvened from March 22, 2021
to March 25, 2021 at 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/94388250329> Meeting ID: 943 8825 0329

COUNCIL

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

**This meeting will reconvene on Thursday, March 25, 2021 at 7:00 pm
at Item 5.3 of this agenda.**

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

No items.

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.

➤ **March 22, 2021 – The meeting was adjourned.**

➤ **March 25, 2021 – The meeting will reconvene at Item 5.3**

1. CALL TO ORDER

Mayor Ross will call the meeting to order.

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 25, 2021 Regular Meeting be adjourned.



COUNCIL REPORT

Date: March 22, 2021

From: Ken Bjorgaard, Financial Consultant

Subject: Draft 2021 – 2025 Financial Plan Update

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 12th, 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 8th, 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.

Summary of Draft 2021 – 2025 Financial Plan Tax & User Rate Increases 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%

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	
For Homes Connected to Water System										
Property Taxes	2,842	2,984	5.0%	142	3,041	7.0%	199	3,126	10.0%	284
Water User Fee (connected to water system)	1,119	1,231	10.0%	112	1,253	12.0%	134	1,287	15.0%	168
Water Parcel Tax	973	973	0.0%	0	973	0.0%	0	973	0.0%	0
Waste & Recycle Depot (WARD) User Fee	332	365	10.0%	33	372	12.0%	40	382	15.0%	50
Total Property Taxes, User Rates & Parcel Tax	5,266	5,553	5.5%	287	5,639	7.1%	373	5,768	9.5%	502
For Homes Not Connected to Water System										
Property Taxes	2,842	2,984	5.0%	142	3,041	7.0%	199	3,126	10.0%	284
Water User Fee (not connected to water system)	785	864	10.0%	79	879	12.0%	94	903	15.0%	118
Water Parcel Tax	973	973	0.0%	0	973	0.0%	0	973	0.0%	0
Waste & Recycle Depot (WARD) User Fee	332	365	10.0%	33	372	12.0%	40	382	15.0%	50
Total Property Taxes, User Rates & Parcel Tax	4,932	5,186	5.2%	254	5,265	6.8%	333	5,384	9.2%	452

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 12th, 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 15th 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

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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 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
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%	

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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TOTAL REGULAR OPERATING REVENUES	(1,373,232)	(1,800,433)	(1,473,785)	(100,553)	7.3%	
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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

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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)
Page 3 of 3						
<u>COMMUNITY WORKS GAS TAX GRANT REVENUE, LAND SALES REVENUE & TRANSFERS</u>						
Community Works Gas Tax Grant	(57,049)	(57,049)	(57,049)	0	0.0%	
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
COMMUNITY WORKS GAS TAX REVENUE & TRANSFER	0	0	0	0	0.0%	
<u>SPECIAL OPERATING PROJECT FUNDING & EXPENSES</u>						
Bylaw Violation & Municipal Ticking Software & Implementation	5,250	6,119	0	(5,250)	-100.0%	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
NET SPECIAL PROJECT FUNDING & EXPENSES	0	0	0	0	0.0%	
<u>TRANSFERS TO RESERVES & SURPLUS</u>						
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
TOTAL TRANSFERS TO RESERVES	260,803	423,517	318,487	57,684	22.1%	
FINANCIAL PLAN BALANCE	0	0	0	0	0.0%	

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

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	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)
REGULAR OPERATING REVENUES						
USER FEES, CHARGES & INTEREST						
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%	
GRANT TRANSFERS (COVID RESTART GRANT)						
	0	(7,142)	0	0	0.0%	2020 actual included one-time allocation of COVID-19 grant funding to water operating
TOTAL REGULAR OPERATING REVENUES	(282,476)	(288,943)	(317,720)	(35,244)	12.5%	
REGULAR OPERATING EXPENSES						
ADMINISTRATION						
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%	
WATER PURCHASES & CONVEYANCE						
	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%)
WATER SYSTEM OPERATIONS						
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%	
TOTAL REGULAR OPERATING EXPENSES	218,884	182,993	291,609	72,725	33.2%	
SURPLUS BEFORE DEBT & TRANSFERS	(63,592)	(105,950)	(26,111)	37,481	-58.9%	
LONG-TERM DEBT PAYMENTS/TRANSFERS						
(Funded by Parcel Taxes & Transfer)						
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%	
TOTAL NET LONG-TERM DEBT PAYMENTS/TRANSFERS	(972)	0	0	972	-100.0%	
TRANSFERS TO RESERVE FUNDS & SURPLUS						
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%	
TOTAL TRANSFERS TO RESERVE FUNDS	64,564	105,950	26,111	(38,453)	-59.6%	
FINANCIAL PLAN BALANCE	0	0	0	0	0.0%	

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)
REGULAR OPERATING REVENUES						
<u>FEES & CHARGES</u>						
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%	
	(122,207)	(121,066)	(134,318)	(12,111)	9.9%	
<u>GRANT TRANSFERS (COVID-19 SAFE RESTART GRANT)</u>	0	(1,137)	0	0	0.0%	2020 actual included one-time allocation of COVID-19 grant funding to WARD operating
<u>INTEREST INCOME</u>	(1,000)	(1,116)	(1,138)	(138)	13.8%	Increased interest revenue allocated based on WARD surplus balance
TOTAL REGULAR OPERATING REVENUES	(123,207)	(123,319)	(135,456)	(12,249)	9.9%	
REGULAR OPERATING EXPENSES						
<u>ALLOCATION OF CENRALIZED SUPPORT</u>	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
<u>OPERATIONS & MAINTENANCE</u>						
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
	109,862	117,389	109,975	113	0.1%	
TOTAL REGULAR OPERATING EXPENSES	109,862	117,389	148,166	38,304	34.9%	
(SURPLUS) DEFICIT BEFORE OTHER REVENUE/EXPENSES & TRANSFERS	(13,345)	(5,930)	12,710	26,055	-195.2%	
<u>TRANSFERS TO RESERVES & SURPLUS</u>						
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%	
TOTAL TRANSFERS TO RESERVES & SURPLUS	13,345	14,461	1,138	(12,207)	-91.5%	
TRANSFER FROM WARD SURPLUS TO OFFSET DEFICITS	0	(8,531)	(13,848)	(13,848)	>100.0%	Transfer from WARD surplus required to offset increased costs
FINANCIAL PLAN BALANCE	0	0	0	0	0.0%	

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 & Rescue (SAR); and</p> <p>That the Coquitlam Search & Rescue (SAR) request for a donation be considered in 2021 Budget discussions."</p>
Heritage Woods Secondary School request for assistance - referred from Feb. 22, 2021 Council Agenda	To be Determined	For hosting Commencement Celebration on June 16, 2021. Tara McKinley & Pauline Nielsen, Grad 2021 Co-Chairs, Heritage Woods Secondary School, letter received February 15, 2021 regarding 2021 Commencement Celebration
Communities Embracing Restorative Action (CERA) Society grant application	\$353.00	Gurinder Mann, Executive Director, Communities Embracing Restorative Action (CERA) Society, letter dated December 27, 2020 regarding a Request for a Community Grant for the Community Youth Justice Program. The Community Youth Justice Program (CYJP) is a community based initiative of Communities Embracing Restorative Action (CERA) Society. CERA is a non-profit registered charity incorporated in British Columbia in April 1999. The purpose of the CYJP is to apply the principles of restorative justice in supporting youth and strengthening communities by addressing youth crime in meaningful and durable ways.
Softball BC - referred from Feb. 22, 2021 Council Agenda	To be Determined	<u>Doug Allin, Head Coach Men's, Mark Dunlop, Head Coach Women's & Rick Benson, Executive Director, Softball BC,</u> letter received January 8, 2021 regarding Request for COVID Relief Funding for Male & Female Softball Athletes at the 2022 Canada Summer Games
Crossroads Hospice Society - referred from Feb. 22, 2021 Council Agenda	To be Determined	<u>Janice Boyle, Executive Director, Crossroads Hospice Society,</u> letter received December 28, 2020 regarding a Request for a Contribution
Habitat for Humanity Greater Vancouver	To be Determined	Request for support via email



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.

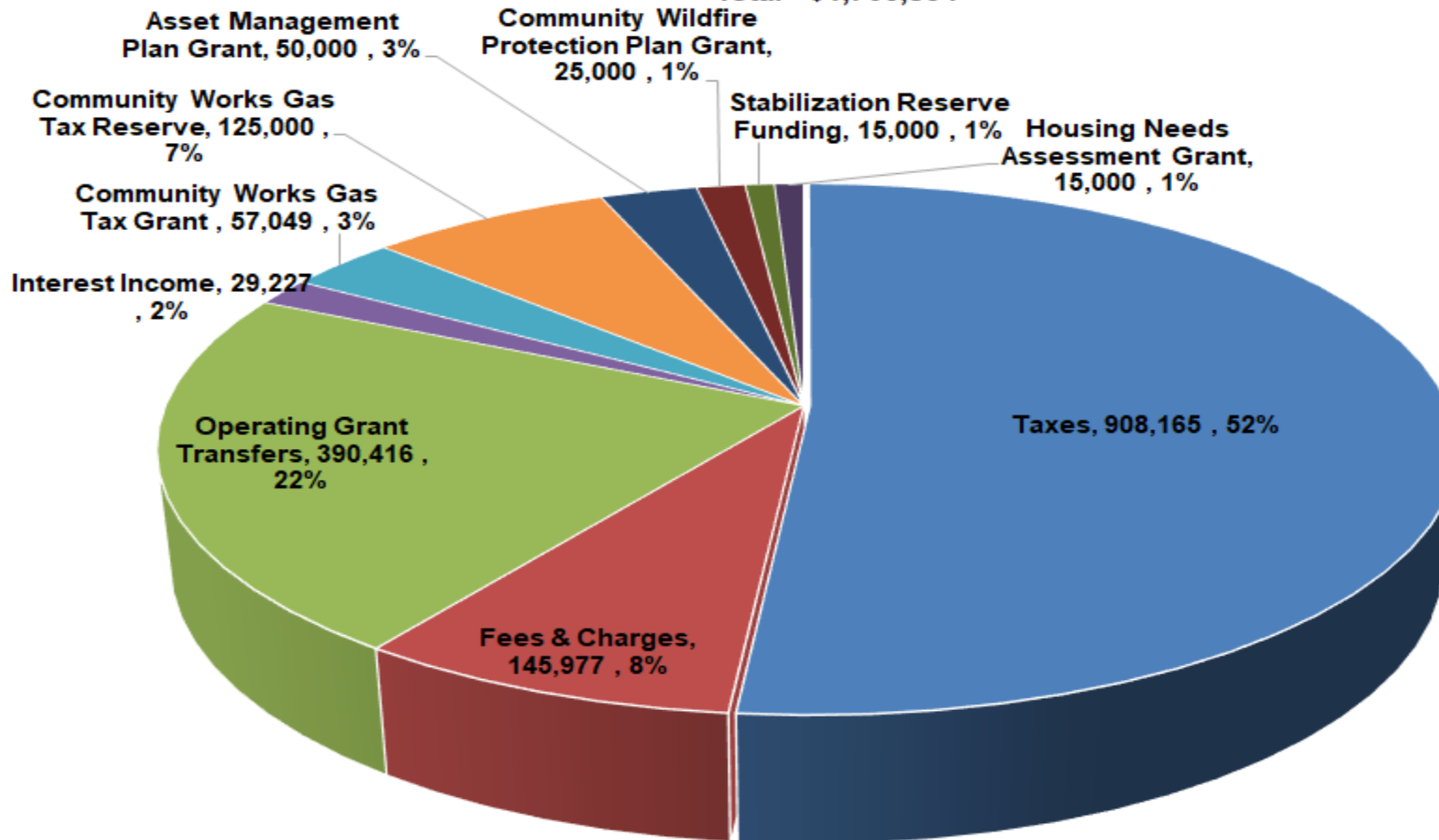
General Operating Fund

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
TOTAL REGULAR OPERATING REVENUES	\$1,473,785
TOTAL REGULAR OPERATING EXPENSES	\$1,155,298
SURPLUS BEFORE OTHER REVENUE/EXPENSES & TRANSFERS	\$318,487
COMMUNITY WORKS GAS TAX GRANT REVENUE	
Community Works Gas Tax Grant	(57,049)
Transfer to Community Works Gas Tax Reserve	57,049
COMMUNITY WORKS GAS TAX REVENUE & TRANSFER	\$0
SPECIAL OPERATING PROJECT FUNDING & EXPENSES	
Community Works Gas Tax Reserve	(125,000)
Asset Management Plan Grant	(50,000)
Community Wildfire Protection Plan Grant	(25,000)
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
SPECIAL PROJECT FUNDING & EXPENSES	\$0
CASH AVAILABLE FOR TRANSFERS TO RESERVES & SURPLUS	\$318,487
TRANSFERS TO RESERVE & SURPLUS	
Transfer to Reserves	275,902
Transfer to Reserves/Surplus (Interest)	22,585
Transfer to Surplus	20,000
Transfers to Reserves & Surplus	\$318,487
FINANCIAL PLAN BALANCE	\$0

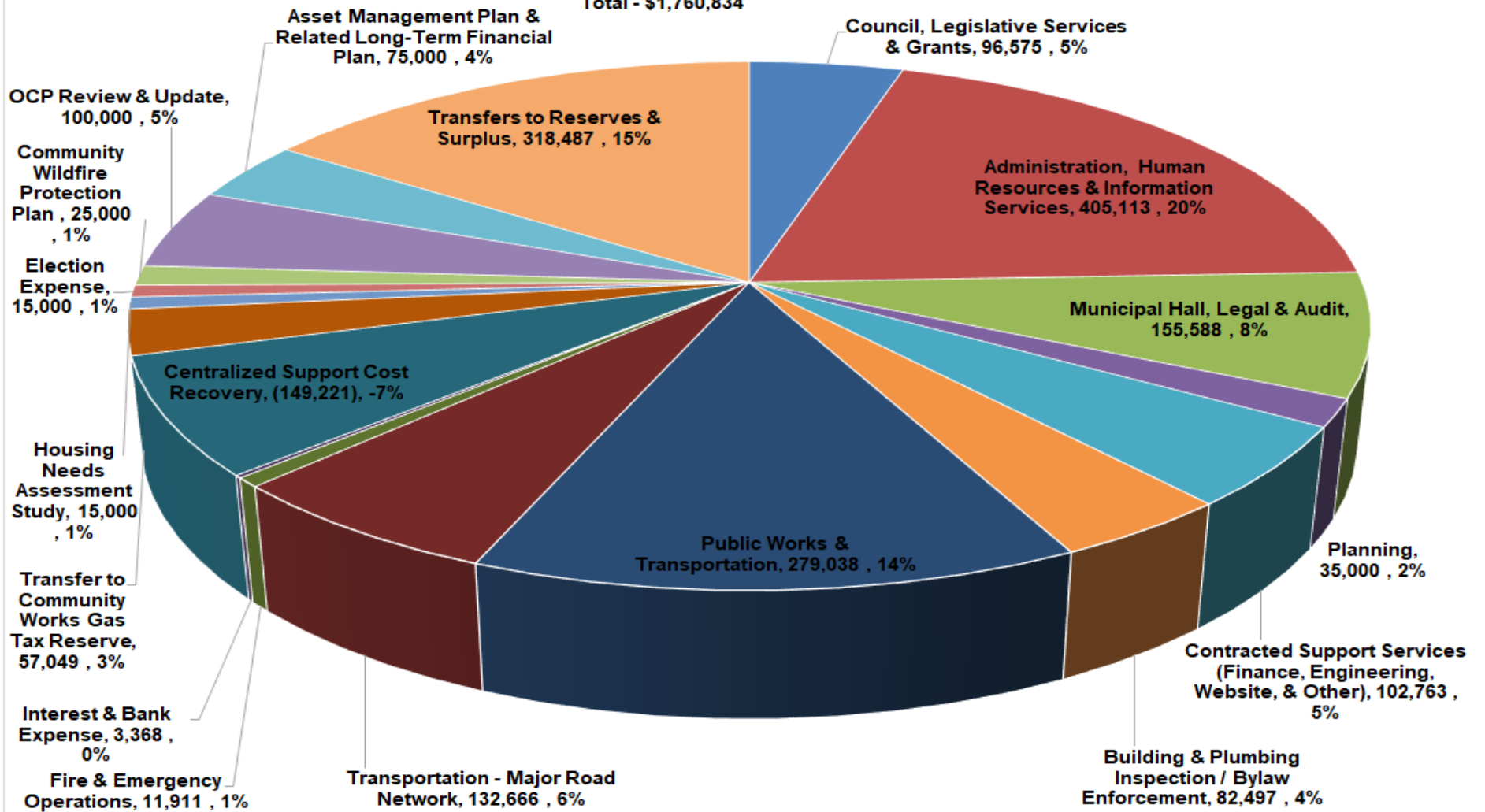
Draft 2021 General Operating Fund Budget - Operating Revenues & Transfers

Total - \$1,760,834



Draft 2021 General Operating Fund Budget - Operating Expenses & Transfers

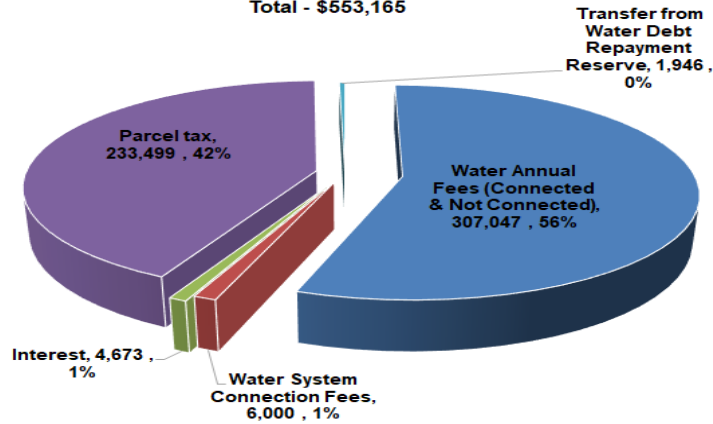
Total - \$1,760,834



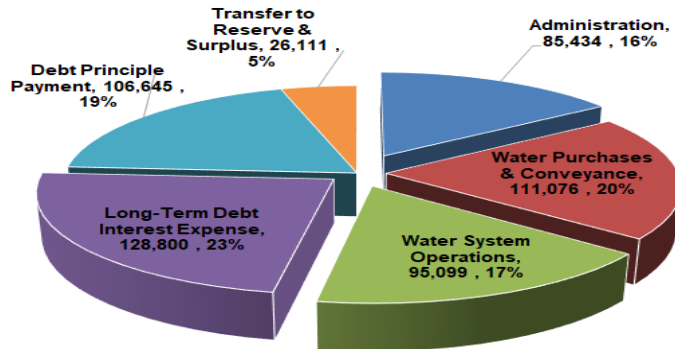
Water Operating Fund

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



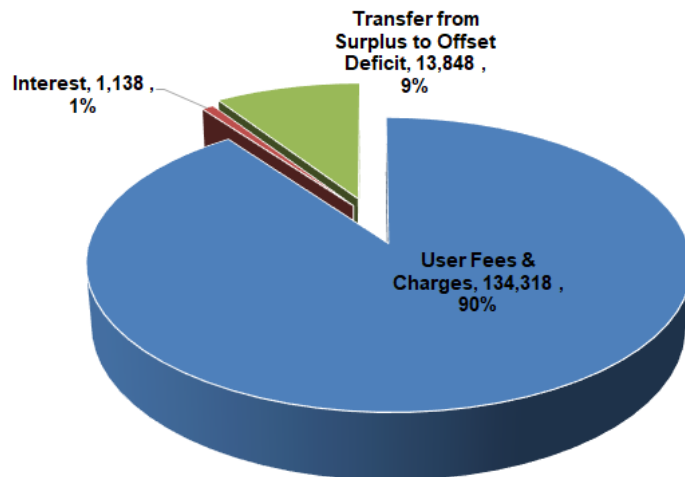
Summarized Draft 2021 Water Operating Fund Budget

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

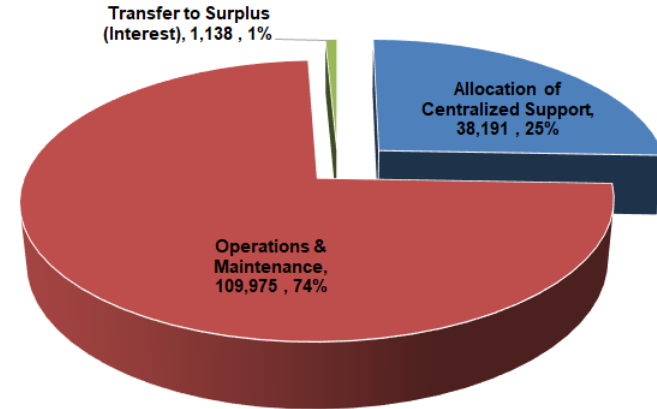
Waste & Recycle Depot (WARD) Operating Fund

The Draft 2021 WARD Operating Fund Budget includes a provisional rate increase of 10% with approximately \$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)
<u>TRANSFERS FROM/TO SURPLUS</u>	
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.

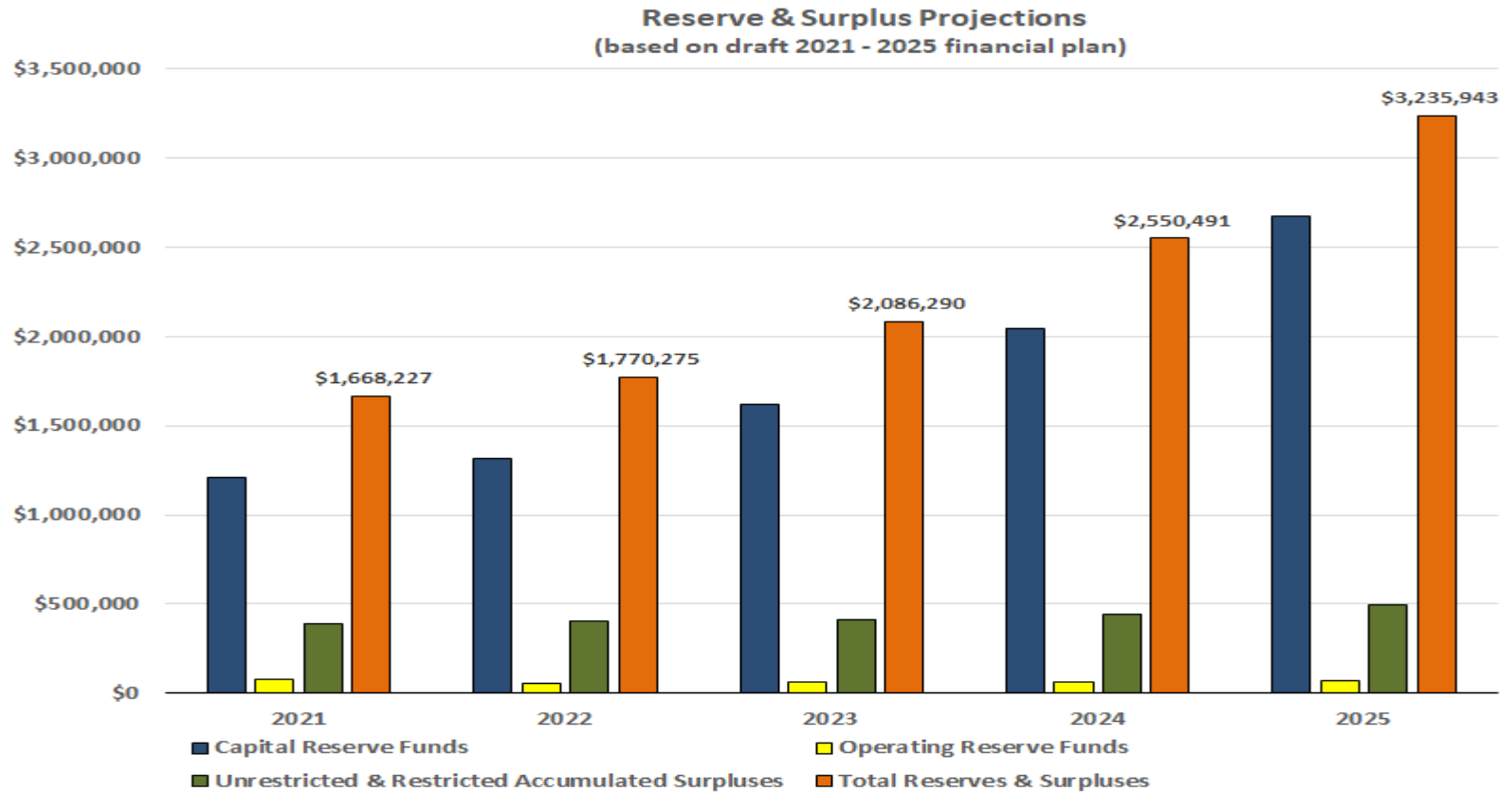
The draft capital plan over the 5 years (2021 – 2025 totals approximately \$1.8 million.

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 \$3.2 million over the next 5 years (see graph below) based on the Draft 2021 – 2025 Financial Plan including the planned reserve transfer and capital spending.



Property Taxes & User Fees

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

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

General Operating Fund Details

2021 Draft General Operating Fund Budget Highlights	2022 – 2025 Draft General Operating Fund Financial Plan Highlights
<ul style="list-style-type: none"> ➤ Provisional general property tax increase of 5%. ➤ \$1.47 million of regular operating revenues and \$1.15 million of regular operating expenses (includes \$133,000 of revenue and expense for Major Road Network). ➤ Allocation of centralized support costs to the Major Road Network (MRN) and the Water and WARD operating funds at 50% phased in level for 2021. ➤ Special project funding for OCP Review & Update (budget of \$100,000), Asset Management Plan/Long-Term Financial Plan (budget of \$75,000), Community Wildfire Protection Plan (budget of \$25,000) and Housing Needs Assessment Study (\$15,000) with a combination of reserve and grant funding. ➤ \$375,000 of funds budgeted for transfer to reserves and surplus (includes \$57,000 to the Community Gas Tax Reserve Fund). 	<ul style="list-style-type: none"> ➤ Ongoing provisional annual general property increases of 5%. ➤ Allocation of centralized support costs to the Major Road Network (MRN) and the Water and WARD operating funds at 75% phased in level for 2021 and 100% thereafter. ➤ Reserve and surplus transfers increasing each year to the \$715,000 level in 2025 (includes \$63,000 to the Community Works Gas Tax Fund).
<p style="text-align: center;">In 2021 every 1% increase in General Property Taxes will generate \$8,500 of additional revenue</p>	

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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TOTAL REGULAR OPERATING REVENUES	(1,373,232)	(1,800,433)	(1,473,785)	(100,553)	7.3%	(1,545,889)	4.9%	(1,621,047)	4.9%	(1,687,606)	4.1%	(1,756,867)	4.1%
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REGULAR OPERATING EXPENSES

COUNCIL, GRANTS & MEETINGS

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

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

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REGULAR OPERATING EXPENSES

ADMINISTRATION, HUMAN RESOURCES & INFORMATION SYSTEMS

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

MUNICIPAL HALL, LEGAL & AUDIT

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

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

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

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

Public Works General	134,572	189,150	196,442	61,870	46.0%	200,369	2.0%	204,376	2.0%	208,465	2.0%	212,633	2.0%
Vehicles, Equipment & Supplies	38,925	54,558	56,669	17,744	45.6%	57,107	0.8%	57,550	0.8%	58,003	0.8%	58,581	1.0%
Roads, bridges, storm sewers etc. (Non-MRN)	23,707	15,641	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
<u>COMMUNITY WORKS GAS TAX GRANT REVENUE, LAND SALES REVENUE & TRANSFERS</u>													
Community Works Gas Tax Grant	(57,049)	(57,049)	(57,049)	0	0.0%	(59,891)	5.0%	(59,891)	0.0%	(62,974)	5.1%	(62,974)	0.0%
Transfer to Community Works Gas Tax Reserve	57,049	57,049	57,049	0	0.0%	59,891	5.0%	59,891	0.0%	62,974	5.1%	62,974	0.0%
Proceeds from Land Sales	(2,000,000)	0	0	2,000,000	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Transfer to Land Sale Reserve Fund	2,000,000	0	0	(2,000,000)	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
COMMUNITY WORKS GAS TAX REVENUE & TRANSFER	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<u>SPECIAL OPERATING PROJECT FUNDING & EXPENSES</u>													
Bylaw Violation & Municipal Ticking Software & Implementation	5,250	6,119	0	(5,250)	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Stabilization Reserve Funding	(5,250)	(6,119)	(15,000)	(9,750)	185.7%	(28,490)	89.9%	0	-100.0%	0	0.0%	0	0.0%
Election Expense	0	0	15,000	15,000	>100.0%	28,490	89.9%	0	-100.0%	0	0.0%	0	0.0%
Community Wildfire Protection Plan Grant	0	0	(25,000)	(25,000)	>100.0%	0	-100.0%	0	0.0%	0	0.0%	0	0.0%
Community Wildfire Protection Plan	0	0	25,000	25,000	>100.0%	0	-100.0%	0	0.0%	0	0.0%	0	0.0%
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%
NET SPECIAL PROJECT FUNDING & EXPENSES	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<u>TRANSFERS TO RESERVES & SURPLUS</u>													
General Capital Reserve Fund	245,803	245,803	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%
TOTAL TRANSFERS TO RESERVES	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%
FINANCIAL PLAN BALANCE	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

Water Operating Fund Details

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

VILLAGE OF BELCARRA WATER OPERATING FUND
2021 to 2025 FINANCIAL PLAN
(With Comparison to 2020)

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	Budget 2020	Actual Year- End 2020	Draft Budget 2021	\$ change from 2020 Budget	% change from 2020 Budget	Plan 2022	% change	Plan 2023	% change	Plan 2024	% change	Plan 2025	% change
REGULAR OPERATING REVENUES													
USER FEES, CHARGES & INTEREST													
Water Annual Fees	(275,076)	(271,970)	(307,047)	(31,971)	11.6%	(340,936)	11.0%	(378,715)	11.1%	(420,750)	11.1%	(464,108)	10.3%
Water System Connection Fees	(6,000)	(5,250)	(6,000)	0	0.0%	(6,000)	0.0%	(6,000)	0.0%	(6,000)	0.0%	(6,000)	0.0%
Interest Income	(1,400)	(4,581)	(4,673)	(3,273)	233.8%	(4,766)	2.0%	(4,861)	2.0%	(4,958)	2.0%	(5,057)	2.0%
	(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%
GRANT TRANSFERS (COVID RESTART GRANT)													
	0	(7,142)	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
TOTAL REGULAR OPERATING REVENUES	(282,476)	(288,943)	(317,720)	(35,244)	12.5%	(351,702)	10.7%	(389,576)	10.8%	(431,708)	10.8%	(475,165)	10.1%
REGULAR OPERATING EXPENSES													
ADMINISTRATION													
Allocation of Centralized Support	14,590	0	84,086	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%
WATER PURCHASES & CONVEYANCE													
	82,088	110,534	111,076	28,988	35.3%	107,455	-3.3%	104,055	-3.2%	100,864	-3.1%	97,873	-3.0%
WATER SYSTEM OPERATIONS													
Public Works	81,062	54,109	55,018	(26,044)	-32.1%	56,119	2.0%	57,241	2.0%	58,385	2.0%	59,553	2.0%
Utilities	11,524	9,719	11,640	116	1.0%	11,757	1.0%	11,875	1.0%	11,993	1.0%	12,114	1.0%
Water Mains Repair & Maintenance	5,000	0	5,050	50	1.0%	5,101	1.0%	21,452	320.5%	5,204	-75.7%	5,256	1.0%
Station Repair & Maintenance	8,101	5,962	8,182	81	1.0%	8,263	1.0%	8,345	1.0%	8,427	1.0%	8,511	1.0%
Reservoir Repair & Maintenance	6,092	0	6,103	11	0.2%	6,114	0.2%	6,550	7.1%	6,566	0.2%	6,582	0.2%
Materials & Equipment	9,100	2,393	9,106	6	0.1%	9,112	0.1%	9,118	0.1%	9,124	0.1%	9,130	0.1%
	120,879	72,183	95,099	(25,780)	-21.3%	96,466	1.4%	114,581	18.8%	99,699	-13.0%	101,146	1.5%
TOTAL REGULAR OPERATING EXPENSES	218,884	182,993	291,609	72,725	33.2%	331,419	13.7%	388,199	17.1%	373,511	-3.8%	375,421	0.5%
SURPLUS BEFORE DEBT & TRANSFERS	(63,592)	(105,950)	(26,111)	37,481	-58.9%	(20,283)	-22.3%	(1,377)	-93.2%	(58,197)	4126.4%	(99,744)	71.4%

VILLAGE OF BELCARRA WATER OPERATING FUND

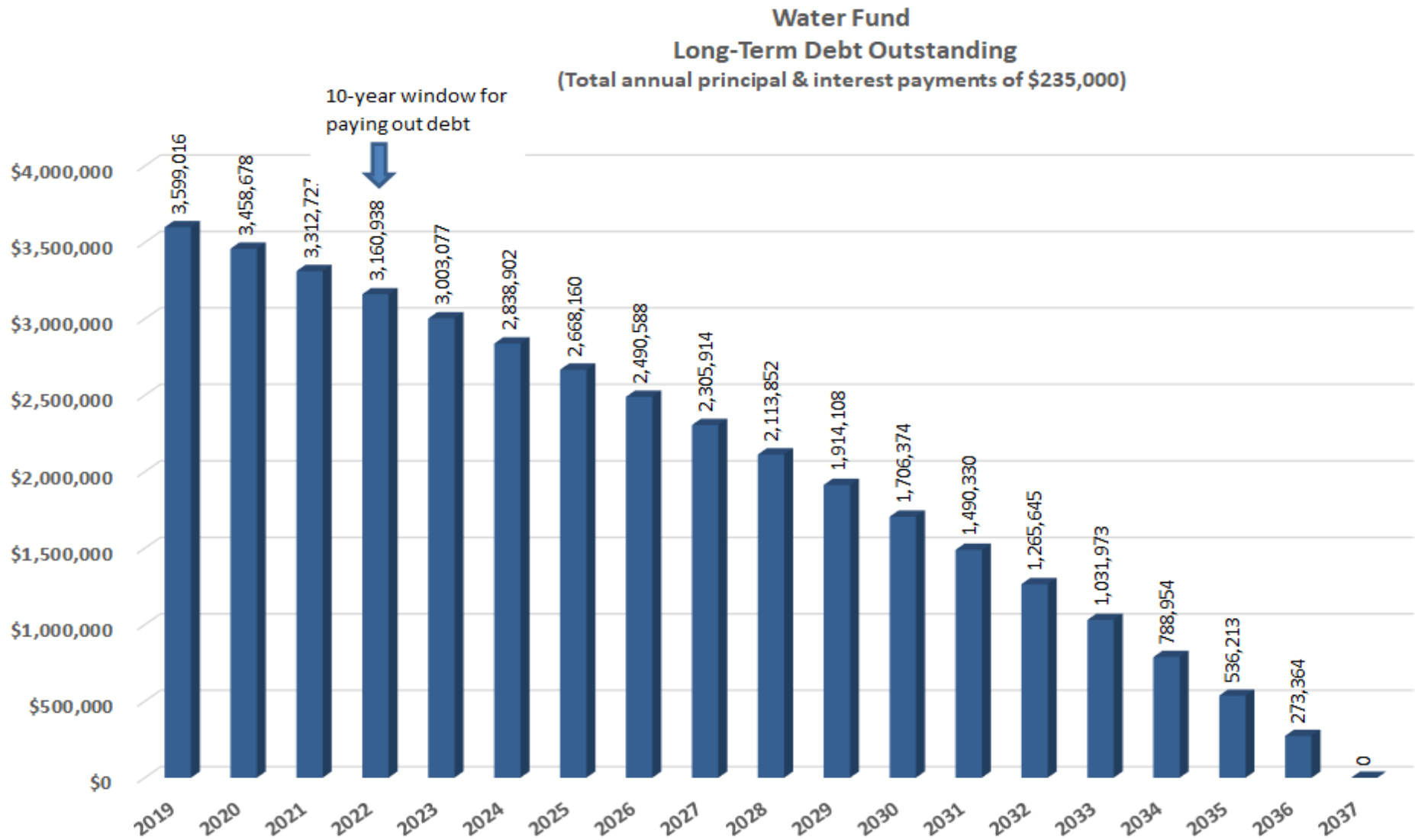
2021 to 2025 FINANCIAL PLAN

(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
<u>LONG-TERM DEBT PAYMENTS/TRANSFERS</u> <u>(Funded by Parcel Taxes & Transfer)</u>													
Long-Term Debt Interest Expense	128,800	128,799	128,800	0	0.0%	128,800	0.0%	128,800	0.0%	128,800	0.0%	128,800	0.0%
Debt Principle Payment	106,645	106,645	106,645	0	0.0%	106,645	0.0%	106,645	0.0%	106,645	0.0%	106,645	0.0%
Parcel tax	(234,471)	(233,498)	(233,499)	972	-0.4%	(233,499)	0.0%	(233,499)	0.0%	(233,499)	0.0%	(233,499)	0.0%
Transfer from Water Debt Repayment Reserve	(1,946)	(1,946)	(1,946)	0	0.0%	(1,946)	0.0%	(1,946)	0.0%	(1,946)	0.0%	(1,946)	0.0%
TOTAL NET LONG-TERM DEBT PAYMENTS/TRANSFERS	(972)	0	0	972	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<u>TRANSFERS TO RESERVE FUNDS & SURPLUS</u>													
Transfer To Water Capital Reserve	57,664	60,496	18,471	(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%
TOTAL TRANSFERS TO RESERVE FUNDS	64,564	105,950	26,111	(38,453)	-59.6%	20,283	-22.3%	1,377	-93.2%	58,197	4126.4%	99,744	71.4%
FINANCIAL PLAN BALANCE	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

Water Fund Debt



Waste & Recycle Depot (WARD) Operating Fund Details

2021 Draft WARD Operating Fund Budget Highlights	2022 – 2025 Draft WARD Operating Fund Financial Plan Highlights
<ul style="list-style-type: none"> ➤ Increase in WARD user rates of 10%. ➤ \$135,000 of regular operating revenues and \$148,000 of regular operating expenses. ➤ Allocation of centralized support costs charged to WARD operating fund at 50% phased in level for 2021. ➤ Large increase (39%) in collection, hauling and disposal costs from the contractor are negatively affecting the WARD operating fund. ➤ Contribution from WARD surplus of \$14,000 required in 2021. 	<ul style="list-style-type: none"> ➤ Annual WARD user rate increases of 10%. ➤ Transfer for WARD surplus required in 2022 to 2024 based on new allocation of centralized support costs and increased hauling/disposal costs, which will be offset by annual rate increases in subsequent years. ➤ \$12,000 available for transfer to surplus in 2025.
In 2021 every 1% increase in WARD User Rates would generate \$1,200 of additional revenue	

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

2021 to 2025 FINANCIAL PLAN

(With Comparison to 2020)

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	Budget 2020	Actual Year-End 2020	Draft Budget 2021	\$ change from 2020 Budget	% change from 2020 Budget	Plan 2022	% change	Plan 2023	% change	Plan 2024	% change	Plan 2025	% change
REGULAR OPERATING REVENUES													
FEES & CHARGES													
Waste & Recycling Annual Fee & Tags	(122,107)	(121,041)	(134,218)	(12,111)	9.9%	(147,540)	9.9%	(162,194)	9.9%	(178,313)	9.9%	(196,044)	9.9%
Permits & Licences	(100)	(25)	(100)	0	0.0%	(100)	0.0%	(100)	0.0%	(100)	0.0%	(100)	0.0%
	(122,207)	(121,066)	(134,318)	(12,111)	9.9%	(147,640)	9.9%	(162,294)	9.9%	(178,413)	9.9%	(196,144)	9.9%
GRANT TRANSFERS (COVID-19 SAFE RESTART GRANT)													
	0	(1,137)	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
INTEREST INCOME													
	(1,000)	(1,116)	(1,138)	(138)	13.8%	(1,161)	2.0%	(1,184)	2.0%	(1,208)	2.0%	(1,232)	2.0%
TOTAL REGULAR OPERATING REVENUES	(123,207)	(123,319)	(135,456)	(12,249)	9.9%	(148,801)	9.9%	(163,478)	9.9%	(179,621)	9.9%	(197,376)	9.9%
REGULAR OPERATING EXPENSES													
ALLOCATION OF CENRALIZED SUPPORT													
	0	0	38,191	38,191	>100.0%	57,287	50.0%	76,383	33.3%	77,911	2.0%	79,469	2.0%
OPERATIONS & MAINTENANCE													
Public Works	27,431	5,969	6,070	(21,361)	-77.9%	6,192	2.0%	6,315	2.0%	6,441	2.0%	6,570	2.0%
Utilities	1,000	1,001	1,020	20	2.0%	1,040	2.0%	1,061	2.0%	1,082	2.0%	1,104	2.0%
Depot Operations	22,463	28,456	22,643	180	0.8%	23,097	2.0%	23,560	2.0%	24,032	2.0%	24,512	2.0%
Greenwaste Contract	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Materials & Equipment	4,050	5,982	4,131	81	2.0%	4,214	2.0%	4,298	2.0%	4,385	2.0%	4,473	2.0%
Processing & Hauling Expense	54,918	75,981	76,111	21,193	38.6%	66,122	-13.1%	65,133	-1.5%	67,064	3.0%	69,053	3.0%
	109,862	117,389	109,975	113	0.1%	100,665	-8.5%	100,367	-0.3%	103,004	2.6%	105,712	2.6%
TOTAL REGULAR OPERATING EXPENSES	109,862	117,389	148,166	38,304	34.9%	157,952	6.6%	176,750	11.9%	180,915	2.4%	185,181	2.4%
(SURPLUS) DEFICIT BEFORE OTHER REVENUE/EXPENSES & TRANSFERS	(13,345)	(5,930)	12,710	26,055	-195.2%	9,151	-28.0%	13,272	45.0%	1,294	-90.3%	(12,195)	-1042.4%
TRANSFERS TO RESERVES & SURPLUS													
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%
TOTAL TRANSFERS TO RESERVES & SURPLUS	13,345	14,461	1,138	(12,207)	-91.5%	1,161	2.0%	0	-100.0%	0	0.0%	12,195	>100.0%
TRANSFER FROM WARD SURPLUS TO OFFSET DEFICITS	0	(8,531)	(13,848)	(13,848)	>100.0%	(10,312)	-25.5%	(13,272)	28.7%	(1,294)	-90.3%	0	-100.0%
FINANCIAL PLAN BALANCE	0	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%

5 - Year Capital Plan Details

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

Draft 2021 - 2025 Capital Plan

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

Draft 2021 - 2025 Capital Plan

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

Draft 2021 - 2025 Capital Plan

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

Projected Reserve & Surplus Balances

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

ALL OF THE VILLAGE'S RESERVES AND SURPLUSES	Minimum Recommended Balances	Projected Balances Based on Financial Plan as at End of Each Year					Optimum Recommended Balances
		2021	2022	2023	2024	2025	
GENERAL FUND							
<u>Capital Reserve Funds</u>							
Community Works Gas Tax Reserve Fund	N/A	\$ 321,287	\$ 342,983	\$ 406,603	\$ 468,933	\$ 448,974	N/A
General Capital Reserve Fund	TBD	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
Subtotal Capital Reserve Funds		\$ 1,065,794	\$ 1,226,437	\$ 1,542,668	\$ 1,943,126	\$ 2,503,680	
<u>Operating Reserve Funds</u>							
Stabilization Reserve Fund	\$53,000	\$ 75,227	\$ 52,689	\$ 58,517	\$ 64,432	\$ 70,436	\$106,000
Subtotal Operating Reserve Funds		\$ 75,227	\$ 52,689	\$ 58,517	\$ 64,432	\$ 70,436	
<u>Unrestricted & Restricted Accumulated Surplus</u>							
Unrestricted General Operating Fund Surplus	\$340,000	\$ 252,424	\$ 275,048	\$ 297,898	\$ 315,952	\$ 339,212	\$565,000
GENERAL FUND TOTALS		\$ 1,393,445	\$ 1,554,174	\$ 1,899,083	\$ 2,323,510	\$ 2,913,328	
WATER UTILITY FUND							
<u>Reserve Fund</u>							
Water Capital Reserve Fund	TBD	\$ 141,907	\$ 88,644	\$ 73,441	\$ 100,067	\$ 168,666	TBD
<u>Appropriated Water Surplus</u>							
Restricted Water Debt Repayment	N/A	\$ 20,969	\$ 19,223	\$ 17,460	\$ 15,679	\$ 13,880	N/A
<u>Unrestricted Accumulated Surplus</u>							
Unrestricted Water Operating Fund Surplus	\$60,000	\$ 79,373	\$ 85,192	\$ 86,044	\$ 101,979	\$ 118,074	\$100,000
WATER UTILITY FUND TOTALS		\$ 242,249	\$ 193,059	\$ 176,945	\$ 217,725	\$ 300,620	
WASTE & RECYCLING DEPOT FUND							
<u>Unrestricted Accumulated Surplus</u>							
Unrestricted Waste & Recycling Operating Fund Surplus	\$32,000	\$ 32,533	\$ 23,042	\$ 10,262	\$ 9,256	\$ 21,912	\$53,000
WASTE & RECYCLING UTILITY FUND TOTALS		\$ 32,533	\$ 23,042	\$ 10,262	\$ 9,256	\$ 21,912	
GRAND TOTAL ALL RESERVES AND SURPLUSES		\$ 1,668,227	\$ 1,770,275	\$ 2,086,290	\$ 2,550,491	\$ 3,235,860	
RESERVES & SURPLUSES SUMMARY - ALL FUNDS:		2021	2022	2023	2024	2025	
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	
Total Reserves & Surpluses		\$ 1,668,227	\$ 1,770,275	\$ 2,086,290	\$ 2,550,491	\$ 3,235,860	

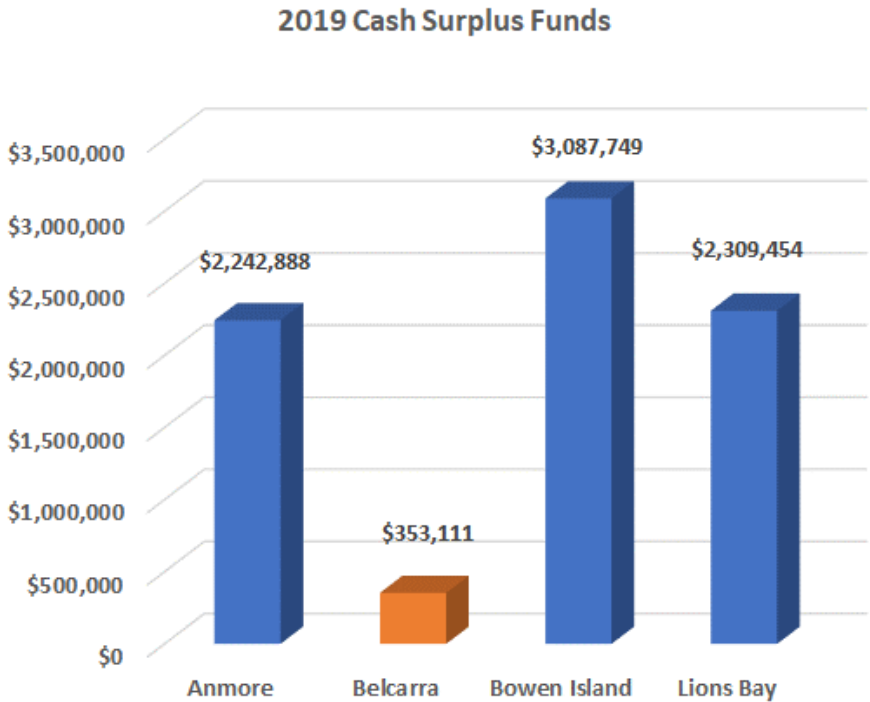
Comparative Benchmarks

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.

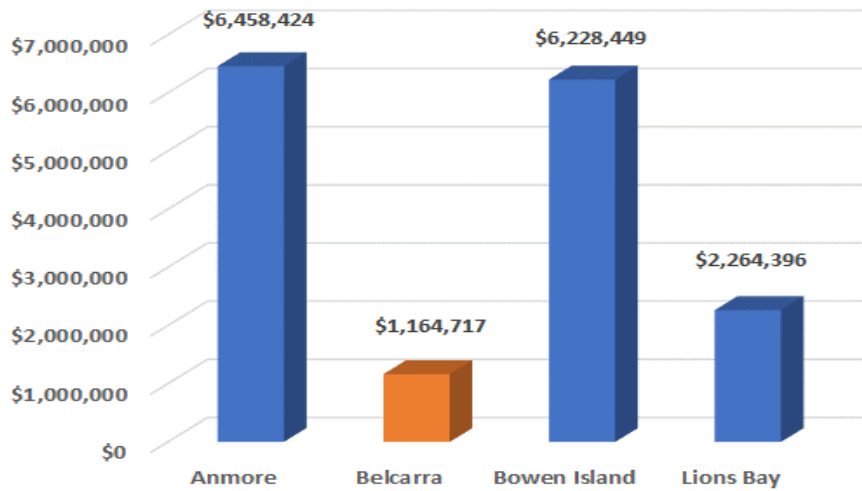
However, when looking at comparisons in a general context certain trends begin to emerge which are worthy of thought and discussion. The following communities have been chosen as comparators to Belcarra.

- 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.

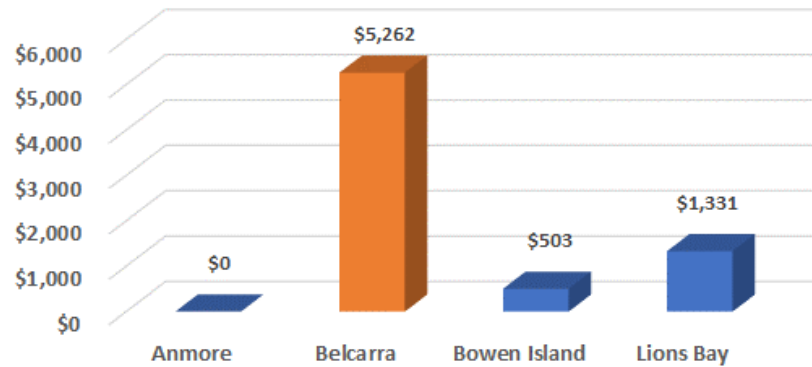


2019 Reserve Funds



BC Local Government Statistics - 2019 Year-End

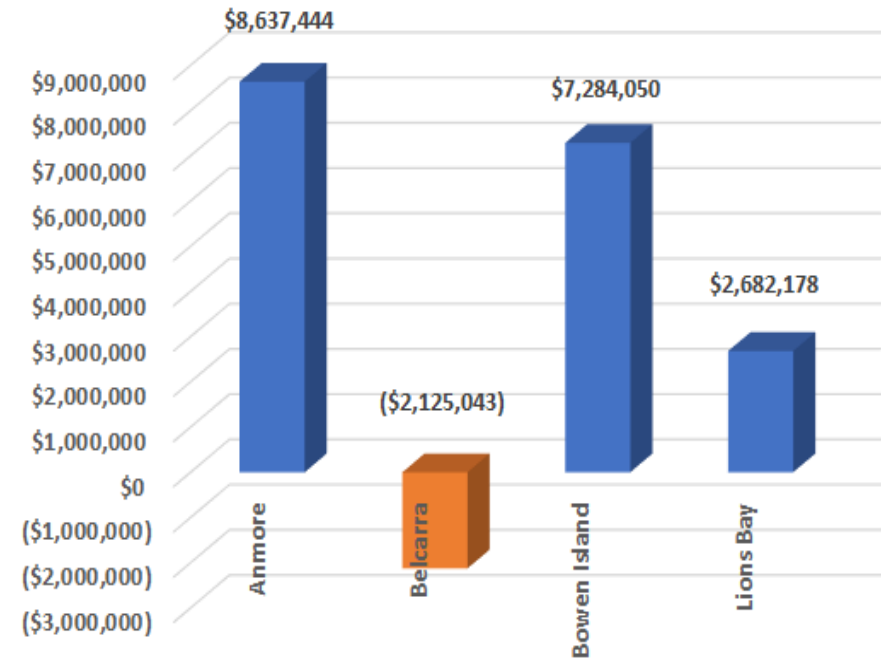
2019 Per Capita Long-Term Debt Outstanding

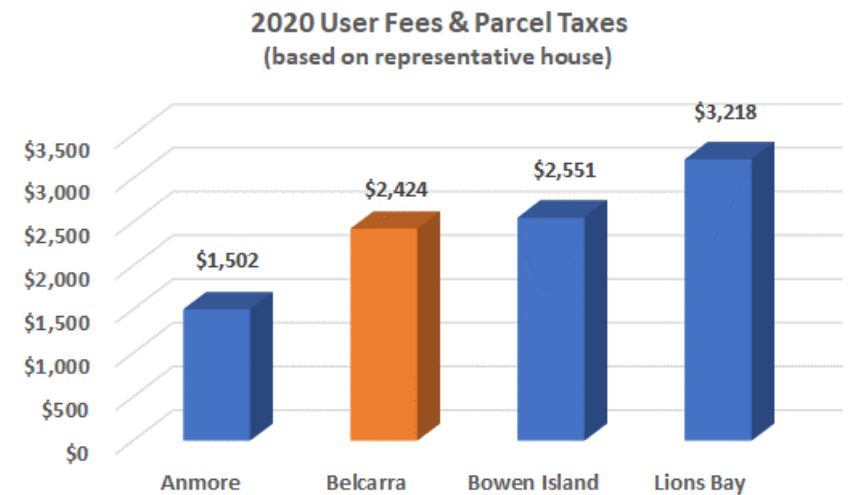
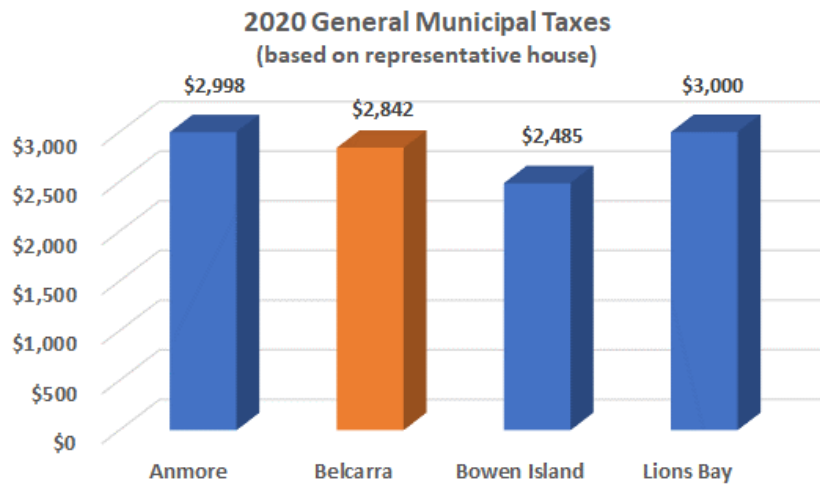


BC Local Government Statistics - 2019 Year-End

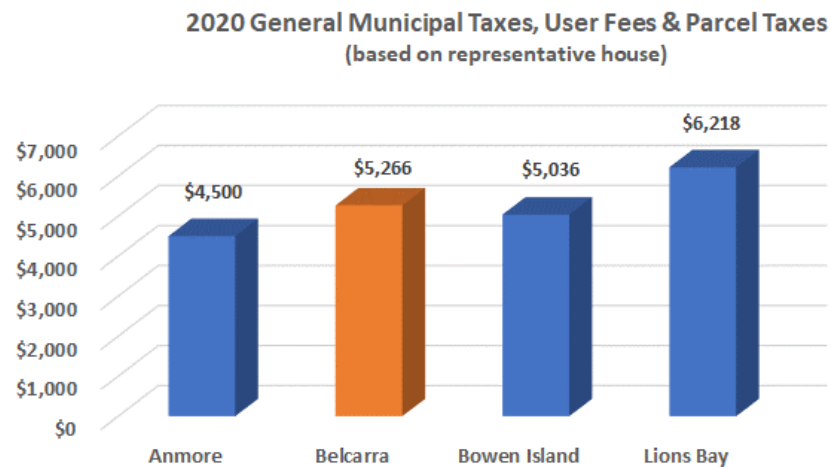
BC Local Government Statistics - 2019 Year-End

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

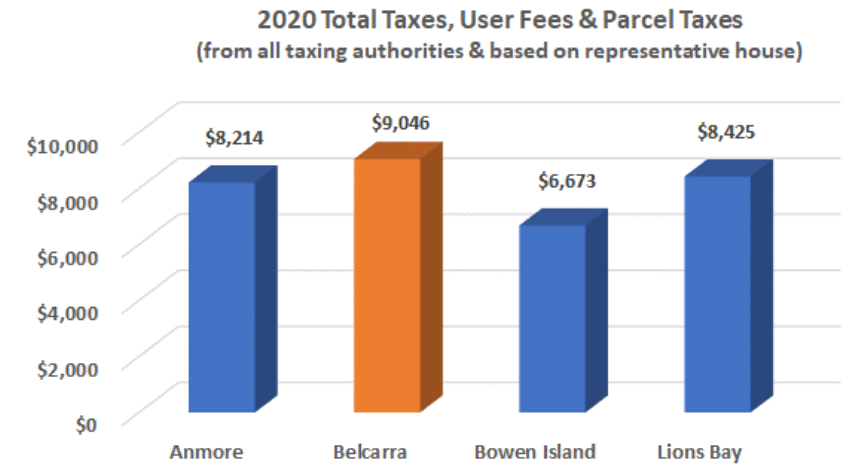




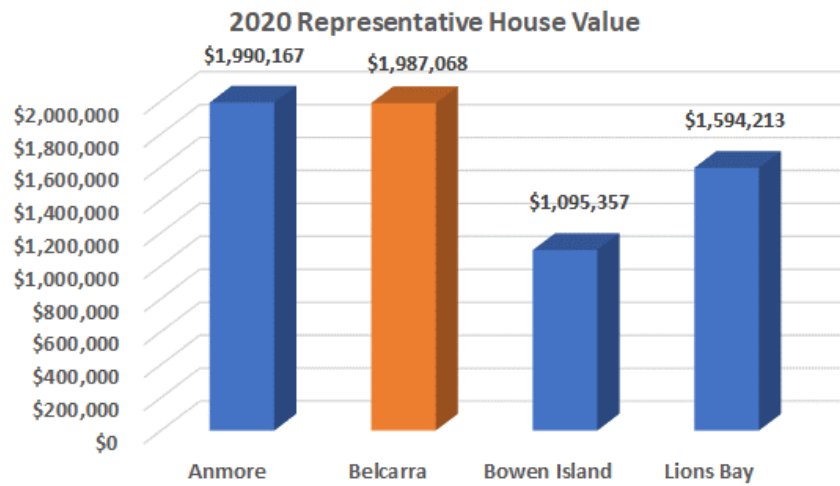
BC Local Government Statistics - 2020 with house value/taxes in Belcarra increased based on impact of water lots



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

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

Jamie Ross
Mayor

Paula Richardson
Acting Corporate Officer

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

Chief Administrative Officer

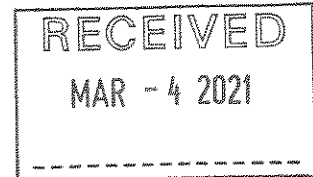


OFFICE OF THE MAYOR
CITY OF WILLIAMS LAKE

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.

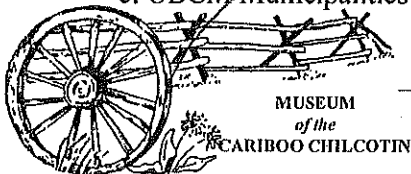
A task force of health professionals could help determine the best use of our limited resources. Using a convoy of medical personnel from city to city may be advantageous once the vaccine supply is more available. It is clear that allowing the same personnel to administer the COVID-19 vaccine as the 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



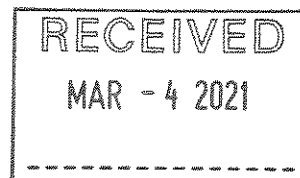
www.williamslake.ca





Jonathan X. Coté
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 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



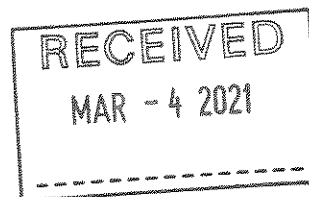
Jonathan X. Côté
Mayor

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 to 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 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"

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

FILE NO 0430-01

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 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.***

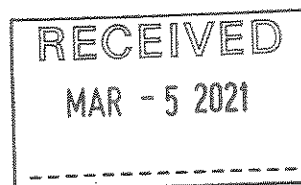


Jonathan X. Côté
Mayor

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:

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Yours truly,



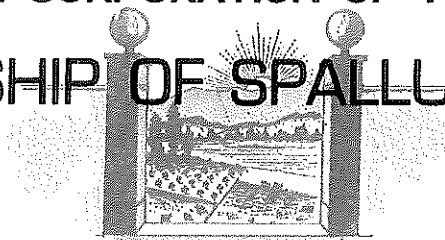
Jonathan X. Cote
Mayor

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

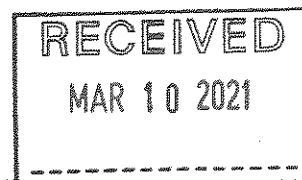
OFFICE OF THE MAYOR

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.

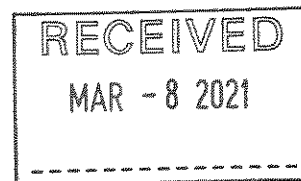
Respectfully,

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.

- 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 102nd Avenue
 Surrey, BC
 V3T 0H1 Canada

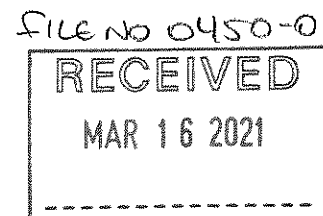
www.fraserhealth.ca

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) 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:

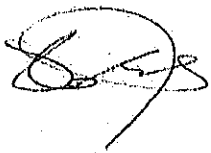
- Do you agree that repeat offenders for indictable offences such as theft over \$5000, break and enter, aggravated or sexual assault and murder should NOT be released while awaiting trial?
- Do you support prolific and repeat offenders with in excess of 50 charges being released back into your community 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

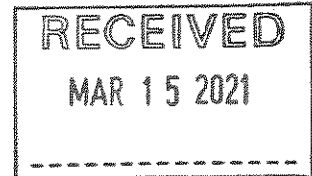
File: 01-0390-20/21

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

Backgrounder

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



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.

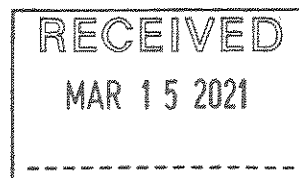
Additional background information may be found in the January 19, 2021 Council Agenda package:

https://pittmeadows.ca.granicus.com/Viewer.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



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.

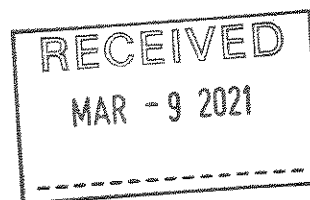
If you missed it, Mikael graciously allowed us to record it so you can watch the full presentation at your own convenience. It will be available for watching **until April 6th** so don't wait to see what he has to say!

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