



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VIA ZOOM
November 8, 2021
7:00 PM**



This meeting is being held via Zoom Teleconference and will be recorded.
Meeting details as follows:

Click link to join meeting: <https://us06web.zoom.us/j/89259237568>

Meeting ID: 892 5923 7568

COUNCIL

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

1. CALL TO ORDER

Mayor Ross will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, November 8, 2021

Recommendation:

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

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, October 25, 2021

Recommendation:

That the minutes from the Regular Council Meeting held October 25, 2021 be adopted.

4. DELEGATIONS AND PRESENTATIONS

4.1 Eve Hou, Manager of Policy Development, TransLink, regarding TransLink 2050 presentation

Recommendation:

That the presentation provided by Eve Hou, Manager of Policy Development, TransLink, regarding TransLink 2050, be received for information.

5. REPORTS

- 5.1** Ken Bjorgaard, Financial Consultant, report dated November 8, 2021, regarding Draft 2022 – 2026 Financial Plan and Public Consultation

Recommendation:

That the report entitled “Draft 2022 – 2026 Financial Plan” from the Financial Consultant dated November 8, 2021, be received for information.

- 5.2** Lorna Dysart, Chief Administrative Officer, report dated November 8, 2021 regarding 2022 Council Meeting Schedule

Recommendation:

That the 2022 Council Meeting Schedule and the Deputy Mayor Schedule be approved.

- 5.3** Lorna Dysart, Chief Administrative Officer, report dated November 8, 2021, regarding Council Procedure Bylaw No. 593, 2021

Recommendation:

That Council Procedure Bylaw No. 593, 2021 be read a first and second time.

- 5.4** Lorna Dysart, Chief Administrative Officer, report dated November 8, 2021, regarding Update on the Midden Road Closure

Recommendation:

That the report dated November 8, 2021, regarding the Update on the Midden Road Closure be received for information.

- 5.5** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated November 8, 2021, regarding Invasive Plant Management 2021 Report - Invasive Species Council of Metro Vancouver

Recommendation:

That the report dated November 8, 2021, regarding the “Invasive Plant Management 2021” from the Invasive Species Council of Metro Vancouver be received for information.

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor’s Report

- **Zero Waste Conference**
- **Homebuilders Association Vancouver - Municipal Dinner**
- **Remembrance Day**

6.2 Councillor Drake – Water Committee Recommendations

7. BYLAWS

7.1 Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021

Recommendation:

That “Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021”, be read a third time.

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 to 8.6 be received.

ACTION ITEMS

- 8.1** Belcarra Barnacle Volunteers, Nora Boekhout, Clive Evans, Bonni Marshall, Michelle Montico, Sandra Reitchel and Isabel Wilson, letter dated October 26, 2021, regarding Request for \$1,500.00 Grant for Belcarra Barnacle Society

Recommendation:

That the Belcarra Barnacle Society 2021 request for a Grant in the amount of \$1,500.00 be approved.

- 8.2** Cory Heavener, Assistant Deputy Minister & Provincial Director of Child Welfare and Renaa Bacy, Provincial Director of Adoption, email dated October 29, 2021, regarding the declaration of November 2021 as “Adoption Awareness Month” in British Columbia

Recommendation:

That November 2021 be declared as “Adoption Awareness Month” in the Village of Belcarra.

INFORMATION ITEMS

- 8.3** Honourable David Eby, Attorney General and Minister Responsible for Housing, letter dated October 26, 2021, regarding UBCM Virtual Meeting
- 8.4** Steven Kozuki, Executive Director, Forest Enhancement Society of BC, letter dated October 26, 2021, regarding BC Forestry Workers are Climate Change Heroes (full report available at the Village office)
- 8.5** Honourable Josie Osborne, Minister of Municipal Affairs, letter dated October 29, 2021 regarding CleanBC Roadmap to 2030
- 8.6** Don Reid, Belcarra Resident, letter dated October 30, 2021, regarding “Park” Area on Turtlehead Peninsula (full report available at the Village office)

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the November 8, 2021 meeting of Council be closed pursuant to the *Community Charter* Section 90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

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

12. ADJOURNMENT

Recommendation:

That the November 8, 2021 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
Via Zoom
October 25, 2021**



This meeting was held via Zoom Teleconference and was recorded.

Council in Attendance

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

Staff in Attendance

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

Others in Attendance

Ken Bjorgaard, Financial Consultant (departed the meeting at 8:04 pm)

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:03 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, October 25, 2021

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, October 25, 2021, be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

7:04 pm Mayor Ross requested that Councillor Snell assume the chair for Item 3.1.

7:04 pm Deputy Mayor Snell assumed the chair.

3.1 Regular Council Meeting, October 12, 2021

Moved by: Mayor Ross
Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held October 12, 2021 be amended on page 6, Item 9.1: Conflict of Interest, (amendment in bold) as follows:

“...He is **a director and** a member of a Group Wharf Association...”

CARRIED

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held October 12, 2021 be approved, as amended.

CARRIED

7:11 pm Mayor Ross declared a Conflict of Interest and recused himself from the Council meeting noting that he was not entitled to participate in the discussion of the matter, or to vote on the matter, because of a direct pecuniary interest in the matter. He is a director and a member of a Group Wharf Association that is the subject of a legal action.

7:11 pm Deputy Mayor Snell declared a Conflict of Interest with the Bedwell Bay Wharf program, insofar that his personal membership in a Group Wharf establishes a pecuniary interest in the matter and recused himself from the Council meeting.

7:11 pm Acting Mayor Drake assumed the chair.

3.2 Special Council Meeting, October 18, 2021

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the minutes from the Regular Council Meeting held October 18, 2021, be adopted.

CARRIED

7:15 pm Mayor Ross and Councillor Snell returned to the meeting. Mayor Ross assumed the chair.

4. DELEGATIONS AND PRESENTATIONS

No Items.

5. REPORTS

5.1 Ken Bjorgaard, Financial Consultant, report dated October 25, 2021, regarding Review of Draft 2022 – 2026 Financial Plan

K. Bjorgaard outlined the Draft 2022 – 2026 Financial Plan report as follows:

- Details for Scenarios A, B and C were outlined
- Strategic Plan Priorities guided the allocation of budgetary resources
- Projected 2021 Year End Financial Results
- The status of COVID-19 Restart Grant Funds

7:33 pm Mayor Ross called a recess due to a power outage.

7:39 pm The meeting reconvened.

K. Bjorgaard continued to outline the Draft 2022 – 2026 Financial Plan report as follows:

- The Draft 2022 – 2026 Financial Plan Scenarios & Major Impacts
 - General Operating Fund
 - Water Operating Fund
 - WARD Operating Fund
- The Canada Community Building Fund (formerly Gas Tax Fund)
- Taxes and User Rates on Average Value Home

K. Bjorgaard noted that there was a correction on page 5 of the report as follows:

“Water Operating Fund

- Projected water usage in line with 2021 & 2019 not the larger increase in water usage that occurred in **2022.**” (2022 should be 2020)

Council discussed various aspects of the report. The Draft 2022 – 2026 Financial Plan report will be brought forward for Public Consultation at the Council meeting scheduled for November 8, 2021.

Moved by: Councillor Clark
Seconded: Councillor Wilder

That the report entitled “Draft 2022 – 2026 Financial Plan” be considered at the Public Budget Presentation on November 8, 2021.

CARRIED

Mayor Ross thanked Ken Bjorgaard for the presentation.

Ken Bjorgaard departed the meeting at 8:04 pm.

5.2 Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated October 25, 2021 regarding UBCM Grant Application for Community Resiliency Investment Funding

S. Novak outlined the report. Council asked pertinent questions with regard to the report. The area for prescription development was noted. Discussion ensued.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That Council approve an application for 2022 UBCM Community Resiliency Investment Grant Funding in the amount of \$49,836; and
That Council confirm its willingness to provide grant management should funding be approved.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES**Mayor's Reports****6.1 Mayors' Chamber of Commerce Event**

Mayor Ross attended the Chamber of Commerce Mayors' BBQ held on October 14, 2021. The event was attended by local area Mayors and was held according to COVID-19 protocols.

Tri-Cities Prayer Breakfast

Mayor Ross and Councillor Wilder attended the Tri-Cities Prayer Breakfast on October 16, 2021.

Metro Housing Meeting

Mayor Ross will attend the Homebuilders Association Vancouver - Municipal Dinner on November 3, 2021.

6.2 Council of Councils

Mayor Ross advised that Metro Vancouver held a Council of Councils on October 23, 2021 via Zoom. Mayors, Council members and CAOs attended to receive information on reports from Metro Vancouver Boards.

6.3 TransLink 2050

Mayor Ross advised that TransLink 2050 information is available on the website and that TransLink will be making a presentation at a November Council meeting.

Councillor Clark – Metro Vancouver Parks & Traffic Study

Councillor Clark advised that pay parking at Belcarra Park and White Pine Beach has been discontinued for the Winter season and will commence in the Spring.

Councillor Clark advised that Port Moody and Metro Vancouver are conducting a joint traffic study which should be complete in 2022. She noted appreciation for the work Port Moody has done for traffic management on Bedwell Bay Road.

The meeting recessed at 8:32 pm and reconvened at 8:40 pm.

Council Committees**Water Committee****6.4 Ian Devlin, Chair, Water Committee, letter dated September 26, 2021, regarding Continue Review of Technical Brief #2**

Councillor Drake noted that he had outlined the first 5 recommendations at the Council meeting on October 12, 2021. He welcomed Ian Devlin, Water Committee Chair, to the meeting.

Chair Devlin provided a PowerPoint presentation outlining Technical Brief #2 dated September 26, 2021. Topics included:

- Looking back
- Looking forward – the ten puzzle pieces
- Operational & Maintenance Manual for the Water System & the SCADA

- Letter from Fraser Health, July 19, 2021
- Belcarra Water System drawings
- Household water meter readings – analysis of domestic water consumption data
- Tatlow Tank – 10 year inspection in February 2022
- Dutchman Creek Tank – inspection to be included in February 2022 inspection
- Farrer Cove Water Pond
- Contract with WSP, Engineering Consultant
- Capital Asset Management Plan
- Prevention and Mitigation activities
- In-home sprinkler systems
- Administrative program
- Future role of the Water Committee

Council asked pertinent questions. Discussion ensued. Councillor Drake noted that he will bring recommendations related to Technical Brief #2 and the future of the Committee to the November 8, 2021 Council meeting.

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That the Technical Brief #2, dated September 26, 2021, provided by Ian Devlin, Chair, Water Committee, be received for information.

CARRIED

Mayor Ross thanked Chair Devlin and the Water Committee for their work and Councillor Drake as Council representative.

CAO Update

L. Dysart provided an update on the following:

Asset Management

John Weninger, JW Infrastructure Planning, has been approved to manage the Asset Management process in the Village. L. Dysart noted that John Weninger has significant experience in Asset Management review for various municipalities.

Official Community Plan (OCP)

A Request for Proposal (RFP) has been posted for Planning Consultants to oversee the OCP review and to work with the OCP Committee. There is a revised deadline for submissions of November 4, 2021.

A notice has been distributed to residents advising of Volunteer positions to sit on the OCP Committee. The deadline for applications is November 12, 2021.

Water Operator 1

Brad Smith, Water Operator 1, has received his certificate as a Chlorine Handler.

7. BYLAWS**7.1 Village of Belcarra Managing Trees, Views & Landscapes Bylaw No. 589, 2021**

Moved by: Councillor Clark
Seconded by: Councillor Drake

That “Village of Belcarra Managing Trees, Views & Landscapes Bylaw No. 589, 2021” be adopted.

CARRIED

7.2 Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021

Moved by: Councillor Clark
Seconded by: Councillor Snell

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021, be read a second time.

CARRIED

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That correspondence items 8.1 to 8.4 be received.

CARRIED

ACTION ITEMS

No items.

INFORMATION ITEMS

- 8.1** Honourable Jennifer Whiteside, Minister of Education, letter dated September 27, 2021, regarding the 2021 Premier’s Awards for Excellence in Education
- 8.2** Norm Stickelmann, Property Tax Specialist, FortisBC, letter dated October 7, 2021, regarding FortisBC Energy Inc.’s Annual S644 Local Government Act Revenue Reporting 2022 Property Tax Payment
- 8.3** Lisa Helps, Mayor, City of Victoria, letter dated October 14, 2021, regarding 2021 UBCM Convention Resolution regarding Paid Sick Leave for Workers
- 8.4** Katherine Huggins, Planner, Vancouver Fraser Port Authority, letter dated October 20, 2021, regarding Notification – PER No. 21-152, Vancouver Fraser Port Authority – Speed Buoy Installation Lower Indian Arm

Council discussed Item 8.4, Vancouver Fraser Port Authority – Speed Buoy Installation Lower Indian Arm. L. Dysart will contact the Water Ski Club to ensure they are aware of this matter.

9. NEW BUSINESS

No. items.

10. PUBLIC QUESTION PERIOD

Rob Begg: Belcarra Resident, queried with regard to private use of public property as a revenue stream.

Esmail Shooolestani, Belcarra Resident, raised the matter of Conflict of Interest on the Bedwell Bay Wharf Program.

L. Dysart provided information with regard to Council members declaring a Conflict of Interest. She noted that the matter of the Bedwell Bay Wharf Program resulted in a loss of quorum. L. Dysart noted that a declaration of a conflict of interest is a personal Council member decision.

9:38 pm Mayor Ross declared a Conflict of Interest and recused himself from the Council meeting noting that he was not entitled to participate in the discussion of the matter, or to vote on the matter, because of a direct pecuniary interest in the matter. He is a director and a member of a Group Wharf Association that is the subject of a legal action.

9:38 pm Deputy Mayor Snell assumed the chair.

9:41 pm Councillor Wilder declared a Conflict of Interest and recused herself from the Council meeting stating:

"I am declaring a conflict of interest and recuse myself from any discussion due to a direct or indirect pecuniary interest as I am a member and director of a group wharf association."

Joe Elworthy, Belcarra Resident, queried with regard to the Budget.

11. ADJOURNMENT

Moved by: Councillor Clark
Seconded by: Councillor Drake

That the October 25, 2021 Regular Meeting be adjourned at 9:50 pm.

CARRIED

Certified Correct:

Jamie Ross
Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

Date: November 8, 2021
From: Ken Bjorgaard, Financial Consultant
Subject: Draft 2022 – 2026 Financial Plan

Recommendation

That the report entitled “Draft 2022 – 2026 Financial Plan” from the Financial Consultant dated November 8, 2021 be received for information.

Purpose

The purpose of this report is to present the Village of Belcarra’s Draft 2022 – 2026 Financial Plan (see attached) (represents Scenario “A”) as well as two other financial scenarios (Scenario “B” and Scenario “C”) to Council and for Public Consultation. The attached Draft 2022 – 2026 Financial Plan or Financial Plan Document provides detailed information on the Village’s provisional operating and capital plans for 2022 – 2026 including financial comparisons with benchmark communities. The Financial Plan Document and this report also show 2021 year-end projections based on year-to-date results, in comparison to the 2021 budget.

Background

This report has been forwarded from the October 25, 2021 Council meeting wherein Council made the following motion:

“That the report entitled “Draft 2022 – 2026 Financial Plan” be considered at the Public Budget Presentation on November 8, 2021.”

After the November 8, 2021 Public Budget presentation, the approved budget schedule calls for the financial plan/budget to next be considered at the regular Council meeting on November 22, 2021 at which time Council is scheduled to provide final approval of Village’s 2022 – 2026 financial plan (includes 2022 budget) including the 2022 property tax and user rate increases. As per the budget schedule, the 2022 – 2026 financial plan bylaw and water and WARD user rate bylaws are then scheduled to receive 1st and 2nd readings on December 6, 2021. All public budget comments and feedback from the November 8, 2021 meeting will be forwarded to the November 22, 2021 meeting for Council’s information and consideration.

Report

Scenarios

The following financial plan scenarios which are included in this report have been developed for public feedback purposes:

Scenario “A” (reflected in attached Appendix “A”)

- 7% increase in property taxes in 2022 and each year thereafter in the plan to 2026;
- 10% increase in water user rates in 2022 and each year thereafter in the plan to 2026; and
- 20% increase in WARD user rates in 2022, 20% increase in WARD user rates in 2023, and 10% increase in each year thereafter in the plan to 2026.

Scenario “B”

- 5% increase in property taxes in 2022 and each year thereafter in the plan to 2026;
- 12% increase in water user rates in 2022 and each year thereafter in the plan to 2026; and
- 12% increase WARD user rates in 2022 and each year thereafter to 2026.

Scenario “C”

- 10% increase in property taxes in 2022 and each year thereafter in the plan to 2026;
- 15% increase in water user rates in 2022 and each year thereafter in the plan to 2026; and
- 15% increase WARD user rates in 2022 and each year thereafter in the plan to 2026.

Strategic Plan

From a big picture point of view, Council’s financial plan prioritizes and allocates resources that will result in the realization of Council’s strategic priorities. In this regard, Council’s recently adopted strategic priorities, which are iterated below, have guided the allocation of budgetary resources.

Strategic Plan	
Priority List	
1) Asset Management – Financial Plan / Sustainability	
a. Roads Asset Management	
b. Midden Road Discussion	
c. Drainage Plan	
d. Depreciation Management	
2) Consolidated Enhanced Fire Protection	
a. Emergency Preparedness & FireSmart	
b. Monitored Fire Alarms	
c. Water Hook up for Sprinklers – waive water connection application fee of \$750.	
d. Water Capacity for firefighting – Reservoir	
e. Tree Bylaw & Report	
f. Application to the Province to request a Local Variance (Sprinklers)	
g. Water Metering	
3) Parking Bylaw Enforcement – Public Information meeting	
4) Official Community Plan – review and update	
5) Group Wharfages & lifting the Moratorium on Marine Ave & Senkler Road	
a. Highway Encroachment Areas	
6) Belcarra Community Pathways & Trails	
Secondary Items	
7) Road to Farrer Cove	
8) Traffic Control a. speed bumps b. speed issues c. Bedwell Bay Road – encroachments & shrubbery	
9) Multi Use Court	

Projected 2021 Year-End Financial Results

The Village's expected 2021 year-end financial results, in comparison to budget, are shown in the Financial Plan Document. As per Council policy, a 2021 budget variance analysis is to be presented to Council for the 3rd quarter ending September 30th, 2021. A summary of the 2021 projected year-end results including the expected variances are shown in Table 1 below. These estimates have informed the 2022 – 2026 financial plan numbers.

One of the main contributing factors that will impact the final year-end results for 2021 is the amount of COVID-19 Restart Grant funds (Grant) that will be utilized to offset 2021 COVID related impacts such as emergency supplies, staff time spent on COVID related issues, loss of revenue, etc. A summary of the anticipated uses of these Grant funds for 2021 is shown below. Approximately \$138,000.00 of grants funds are projected to be used in 2021 and have been factored into the 2021 year-end projections, leaving approximately \$43,000.00 of Grant funds available of use in 2022.

Status of COVID-19 Restart Grant Funds

(as at Sept. 21, 2021)

Description	\$'s	Notes
<u>Unspent Grant from 2020</u>	<u>181,539.73</u>	
<u>Spent To Date 2021</u>		
Covid general ledger account to Sept. 21	(16,128.37)	(1) See details below
Labour disruption costs	(6,398.33)	Sick time and coverage
Dedicated staff time	(58,646.80)	Meetings & other staff time
Technology for live streaming of Council meetings	(13,411.00)	2021 capital spending
Subtotal	<u>(94,584.49)</u>	
<u>Other Estimated Grant Spending</u>		
Covid general ledger account to December 31	(5,000.00)	Estimate of other emergency spending to year-end
E-commerce payment set-up	(1,500.00)	Approved by Council
Loss of Revenue	(37,500.00)	From building permits; will be dependent on final year-end results
Staff extra time	TBD	For rest of year
GIS and Digital File Management System	TBD	Pooni Group (in 2022)
Subtotal	<u>(44,000.00)</u>	
Projected Balance	<u>42,955.23</u>	Does not include those items to be determined (TBD)

(1) Summary COVID GL to Sept. 21, 2021

Emergency supplies	484.41
Legal	1,771.97
Information technology including Zoom	2,530.02
Laptop	4,905.07
GIS	2,531.25
Financial Consultant (COVID grant reporting & tracking)	1,917.50
Planning	1,938.70
Other	<u>49.45</u>
Total Expended in 2021 to Sept. 21	<u>16,128.37</u>

Table 1 - Projected 2021 Year-End Results in Comparison to Budget

Description	A 2021 Budget	B 2021 Projected Year- End Results	B - A Dollar Difference	Explanation of Major Variances
General Operating Fund				
Regular Operating Revenues (without MRN)	\$1,358,000	\$1,431,000	\$73,000	Projected use of COVID Restart Grant funds (\$124,000) has been partially offset by lower development revenues and business license fees. COVID Restart Grant funds are being used to offset staff time dedicated to COVID issue, additional emergency expenses, loss of revenue, etc.
Regular Operating Expenses (without MRN) (net of cost recovery)	\$990,000	\$1,005,000	\$15,000	Additional information systems, legal, finance, planning building inspection and emergency costs.
Project Expenses (funded from Grants and Reserves)	\$230,000	\$106,000	(\$124,000)	The OCP review/ update and the Integrated Asset Management/Long-Term Financial Plan will only be partially completed by the end of 2021.
Net Revenue Available for Transfer to Reserves & Surplus	\$368,000	\$426,000	\$58,000	Additional Community Works Gas tax fund payment received and funds used from the COVID-19 Restart Grant are resulting in increased transfers
Water Operating Fund				
Regular Operating Revenues	\$322,000	\$314,000	(\$8,000)	Lower number of new water connections than budgeted for is resulting in lower projected revenue.
Regular Operating Expenses	\$291,000	\$242,000	(\$49,000)	Lower water usage than 2020, lower water infrastructure levy from the District of North Vancouver, and reduced centralized support and operating costs are resulting in budget savings.
Net Revenue Available for Transfer to Reserves & Surplus	\$31,000	\$72,000	\$41,000	Increase in funds available for transfer to reserve as a result of above.
WARD Operating Fund				
Regular Operating Revenues	\$138,000	\$137,000	(\$1,000)	
Regular Operating Expenses	\$148,000	\$145,000	(\$3,000)	Lower centralized support costs and reduced disposal costs for refuse, organics and recyclables is resulting in budget savings.
Net Deficit to be Transferred from Surplus	(\$11,000)	(\$9,000)	\$2,000	Budget deficit reduced based on lower projected operating costs (see above).
Capital				
General	\$514,000	\$293,000	(\$221,000)	Multi-use path will only be partially completed in 2021; Bedwell Bay safety barriers will not proceed until 2022; new roof for public works shop is under budget.
Water	\$110,000	\$30,000	(\$80,000)	Universal water meter and Tatlow water meter projects are not expected to proceed in 2021.
WARD	\$25,000	\$13,000	(\$12,000)	Budgeted electric motor for compactor not expected in 2021.

Draft 2022 - 2026 Financial Plan Scenarios & Major Impacts

Three 2022 – 2026 financial plan scenarios, with various property tax and user rate increases, are summarized in Table 2 below. Scenario “A” (the base scenario), which is reflected in the attached Financial Plan Document, provides for 7% per annum increases in property taxes, 10% per annum increases in water user rates, a 20% increase in WARD user rates in 2022, a 20% increase in WARD user rates in 2023, and 10% increases in WARD user rates in each year thereafter. The larger increases in WARD user rates in 2022 and 2023 are intended to prevent future WARD operating deficits which would need to be funded from the WARD accumulated operating surplus.

In 2022, for each 1% increase in property taxes additional revenue of \$9,100 is generated and for each 1% increase in water and WARD user rates, \$3,100 and \$1,350 respectively, are generated. The main factors and assumptions affecting the Village’s three operating funds are as follows:

General Operating Fund

- Inflationary increases provided for most expenditure line items
- Increased support for planning, legal and information technology (IT)
- Centralized support cost recovery for indirect costs increased from 50% to 75% in 2022, and to 100% in 2023 and beyond, based on approved policy
- Dedicated funding for completion of the OCP Review & Update (funded from Community Works Fund) and the Asset Management/Long-Term Financial Plan (funded from Community Works Fund & FCM grant) projects which both started in 2021
- Funding for ongoing asset management program from 2022 – 2024 (\$30,000 per year) and for an election to be held in 2022 (\$24,402)

Water Operating Fund

- Inflationary increases provided for most expenditure line items
- Increase in water rates from Metro Vancouver based on 4.1% in 2022, 6.1% in 2023, 10.6% in 2024, 11.7% in 2025 & 11.5% in 2026
- Projected water usage in line with 2021 & 2019 not the larger increase in water usage that occurred in 2020.
- Centralized support cost charges for indirect costs increased from 50% to 75% in 2022 and to 100% in 2023 and beyond based on approved policy

WARD Operating Fund

- Inflationary increases provided for most expenditure line items
- Centralized support cost charges for indirect costs increased from 50% to 75% in 2022 and to 100% in 2023 and beyond based on Policy
- Reduced cost of pick-up and disposal of waste, recyclables and organics based on updated agreement with contractor

Table 2 - Draft 2022 – 2026 Financial Plan Scenarios						
Descriptions	Final 2021 Budget	Draft 2022 Budget	2023 Plan	2024 Plan	2025 Plan	2026 Plan
Scenario “A” – 7% Increase in Property Taxes in Each Year; 10% Increase in Water User Rates in Each Year; 20% Increase in WARD User Rates in each of 2022 and 2023 and 10% Increases in Each of 2024 - 2026						
General Operating Fund Transfers to Reserves & Surplus (includes Community Works Gas Tax Funds)	\$425,000	\$489,000	\$623,000	\$697,000	\$775,000	\$860,000
Water Operating Fund Transfers to Reserves & Surplus	\$31,000	\$51,000	\$37,000	\$58,000	\$81,000	\$107,000
WARD Operating Fund Transfers to (from) Reserves & Surplus	(\$10,000)	\$7,000	\$20,000	\$36,000	\$54,000	\$73,000
Total Projected Reserve & Surplus Transfers	\$446,000	\$547,000	\$680,000	\$791,000	\$910,000	\$1,040,000
Scenario “B” – 5% Increase in Property Taxes in Each Year; 12% Increase in Water User Rates in Each Year; 12% Increase in WARD User Rates in Each Year						
General Operating Fund Transfers to Reserves & Surplus (includes Community Works Gas Tax Funds)	\$425,000	\$470,000	\$583,000	\$634,000	\$685,000	\$740,000
Water Operating Fund Transfers to Reserves & Surplus	\$31,000	\$58,000	\$50,000	\$81,000	\$115,000	\$154,000
WARD Operating Fund Transfers to (from) Reserves & Surplus	(\$10,000)	(\$4,000)	(\$5,000)	\$12,000	\$31,000	\$52,000
Total Projected Reserve & Surplus Transfers	\$446,000	\$524,000	\$628,000	\$727,000	\$831,000	\$946,000
Scenario “C” – 10% Increase in Property Taxes in Each Year; 15% Increase in Water User Rates in Each Year; 15% Increase in WARD User Rates in Each Year						
General Operating Fund Transfers to Reserves & Surplus (includes Community Works Gas Tax Funds)	\$425,000	\$516,000	\$683,000	\$796,000	\$919,000	\$1,057,000
Water Operating Fund Transfers to Reserves & Surplus	\$31,000	\$67,000	\$72,000	\$117,000	\$170,000	\$231,000
WARD Operating Fund Transfers to (from) Reserves & Surplus	(\$10,000)	\$0	\$5,000	\$28,000	\$54,000	\$86,000
Total Projected Reserve & Surplus Transfers	\$446,000	\$583,000	\$760,000	\$941,000	\$1,143,000	\$1,374,000

**Numbers are rounded for presentation purposes*

Canada Community-Building Fund

The Government of Canada has renamed the Gas Tax Fund the “Canada Community-Building Fund”, which recognizes that the fund is no longer associated with gas tax revenues. Under this program the Village receives annual Community Works Fund payments. In a recent communication from the UBCM (follows) they indicated the need to spend these monies by 2024.

“The 10-year Gas Tax Fund is currently set to expire in March, 2024. At this time, there is a considerable amount of unspent funds in local government Gas Tax Fund accounts. In the coming months, UBCM will be in contact with local governments holding significant amount of Community Works Funds to confirm that funds will be utilized for local government capital projects within the current timeframe of the program. We expect that there will be requirements for spending Community Works Funds within a reasonable timeframe or funds may be re-allocated for future programming.”

In light of the above, the Village’s Draft 2022 – 2026 Financial Plan allocates Community Works Funds dollars for a number of eligible projects. After this spending there is still projected to be approximately \$300,000 of left over in the Community Works Fund in 2024. Further allocations of the remaining funds will be considered in the future to ensure that the Village meets the UBCM requirement.

Taxes and User Rates on Average Value Home

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

2022 Increases in Municipal Property Taxes, User Rates and Parcel Tax Based Based on Different % Increases

Average Value Home 2021 = \$1,994,671

		Scenario "A" (7% increase in property taxes, 10% increase in water user rates, 20% increase in WARD user rates)			Scenario "B" (5% increase in property taxes, 12% increase in water user rates, 12% increase in WARD user rates)			Scenario "C" (10% increase in property taxes, 15% increase in water user rates, 15% increase in WARD user rates)		
FOR AVERAGE ASSESSED VALUE RESIDENTIAL CLASS PROPERTY	2021 Actual	\$ Levies	% Increase	\$ Increase	\$ Levies	% Increase	\$ Increase	\$ Levies	% Increase	\$ Increase
For Homes Connected to Water System										
Property Taxes	3,063	3,277	7.0%	214	3,216	5.0%	153	3,369	10.0%	306
Water User Fee (connected to water system)	1,253	1,378	10.0%	125	1,403	12.0%	150	1,441	15.0%	188
Water Parcel Tax	973	973	0.0%	0	973	0.0%	0	973	0.0%	0
Waste & Recycle Depot (WARD) User Fee	372	446	20.0%	74	417	12.0%	45	428	15.0%	56
Total Property Taxes, User Rates & Parcel Tax	5,661	6,074	7.3%	413	6,009	6.1%	348	6,211	9.7%	550
For Homes Not Connected to Water System										
Property Taxes	3,063	3,277	7.0%	214	3,216	5.0%	153	3,369	10.0%	306
Water User Fee (not connected to water system)	879	967	10.0%	88	984	12.0%	105	1,011	15.0%	132
Water Parcel Tax	973	973	0.0%	0	973	0.0%	0	973	0.0%	0
Waste & Recycle Depot (WARD) User Fee	372	446	20.0%	74	417	12.0%	45	428	15.0%	56
Total Property Taxes, User Rates & Parcel Tax	5,287	5,663	7.1%	376	5,590	5.7%	303	5,781	9.3%	494

Attachment:

- Appendix “A” - Draft 2022 – 2026 Financial Plan (or Financial Plan Document)



Village of Belcarra
Appendix "A" - Draft 2022 – 2026 Financial Plan
(Presented October 25, 2021)



Table of Contents

Summary	2
Introduction & Overview	3
General Operating Fund	3
Water Operating Fund.....	6
Waste & Recycle Depot (WARD) Operating Fund	7
Capital Plan.....	8
Reserves & Surpluses	9
Property Taxes & User Fees	10
General Operating Fund Details	11
Water Operating Fund Details.....	15
Water Fund Debt	18
Waste & Recycle Depot (WARD) Operating Fund Details	19
5 - Year Capital Plan Details	21
Projected Reserve & Surplus Balances	24
Comparative Benchmarks	25

Summary

The Draft 2022 – 2026 Financial Plan provides for 7% per annum increases in property taxes, 10% per annum increases in water user rates, a 20% increase in WARD user rates in each of 2022 and 2023, and 10% increases in WARD user rates in each year thereafter. 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 Provisional 2022 - 2026 Financial Plan (Scenario "A") with 2021 Budget Comparisons						
Descriptions	2021 Budget	Draft 2022 Budget	2023 Plan	2024 Plan	2025 Plan	2026 Plan
Property tax increases	7%	7%	7%	7%	7%	7%
Water rate increases (exclusive of parcel tax)	12%	10%	10%	10%	10%	10%
WARD rate increases	12%	20%	20%	10%	10%	10%
General Operating Fund – Regular Operating Revenues (without MRN)	\$1,358,000	\$1,398,000	\$1,479,000	\$1,567,000	\$1,661,000	\$1,762,000
General Operating Fund – Regular Operating Expenses (without MRN)	\$990,000	\$969,000	\$916,000	\$932,000	\$949,000	\$966,000
General Operating Fund Transfers to Reserves & Surplus (includes Community Works Gas Tax Funds)	\$425,000	\$489,000	\$623,000	\$697,000	\$775,000	\$860,000
Water Operating Fund – Regular Operating Revenues	\$322,000	\$349,000	\$383,000	\$421,000	\$462,000	\$508,000
Water Operating Fund – Regular Operating Expenses	\$291,000	\$298,000	\$347,000	\$363,000	\$381,000	\$400,000
Water Operating Fund Transfers to Reserves & Surplus	\$31,000	\$51,000	\$37,000	\$58,000	\$81,000	\$107,000
WARD Operating Fund – Regular Operating Revenues	\$138,000	\$165,000	\$198,000	\$217,000	\$239,000	\$262,000
WARD Operating Fund – Regular Operating Expenses	\$148,000	\$158,000	\$177,000	\$181,000	\$185,000	\$189,000
WARD Operating Fund Transfers to (from) Reserves & Surplus	(\$10,000)	\$7,000	\$20,000	\$36,000	\$54,000	\$73,000
Total Projected Reserve & Surplus Transfers	\$446,000	\$547,000	\$680,000	\$791,000	\$910,000	\$1,040,000
Planned Capital Expenditures	\$649,000	\$642,000	\$450,000	\$333,000	\$205,000	\$550,000

*Numbers are rounded for presentation purposes.

Introduction & Overview

Staff and the Village's Financial Consultant are pleased to present the Village's Provisional 2022 – 2026 Financial Plan which includes the Draft 2022 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 data with other comparable jurisdictions.

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.

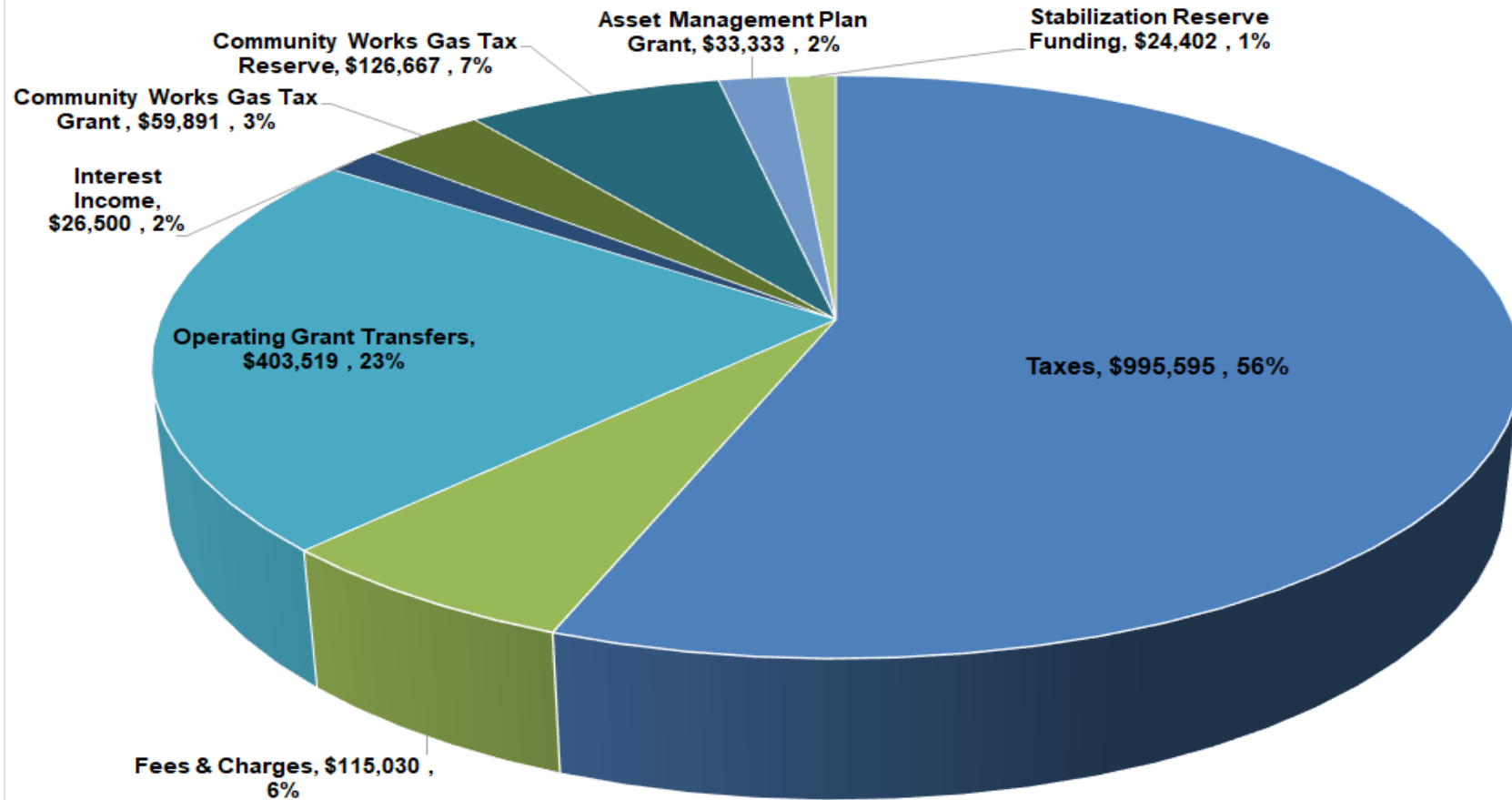
General Operating Fund

The Draft 2022 General Operating Fund Budget includes a property tax increase of 7% with approximately \$428,000 being available for transfers to reserves and surplus accounts (\$489,000 including Community Works Funds). The 2022 Draft Operating Fund Budget provides for the completion of two major projects which started in 2021, the OCP Review & Update and the Asset Management Plan/Long-Term Financial Plan, as well as funding for an ongoing asset management program and an election that will be held in 2022.

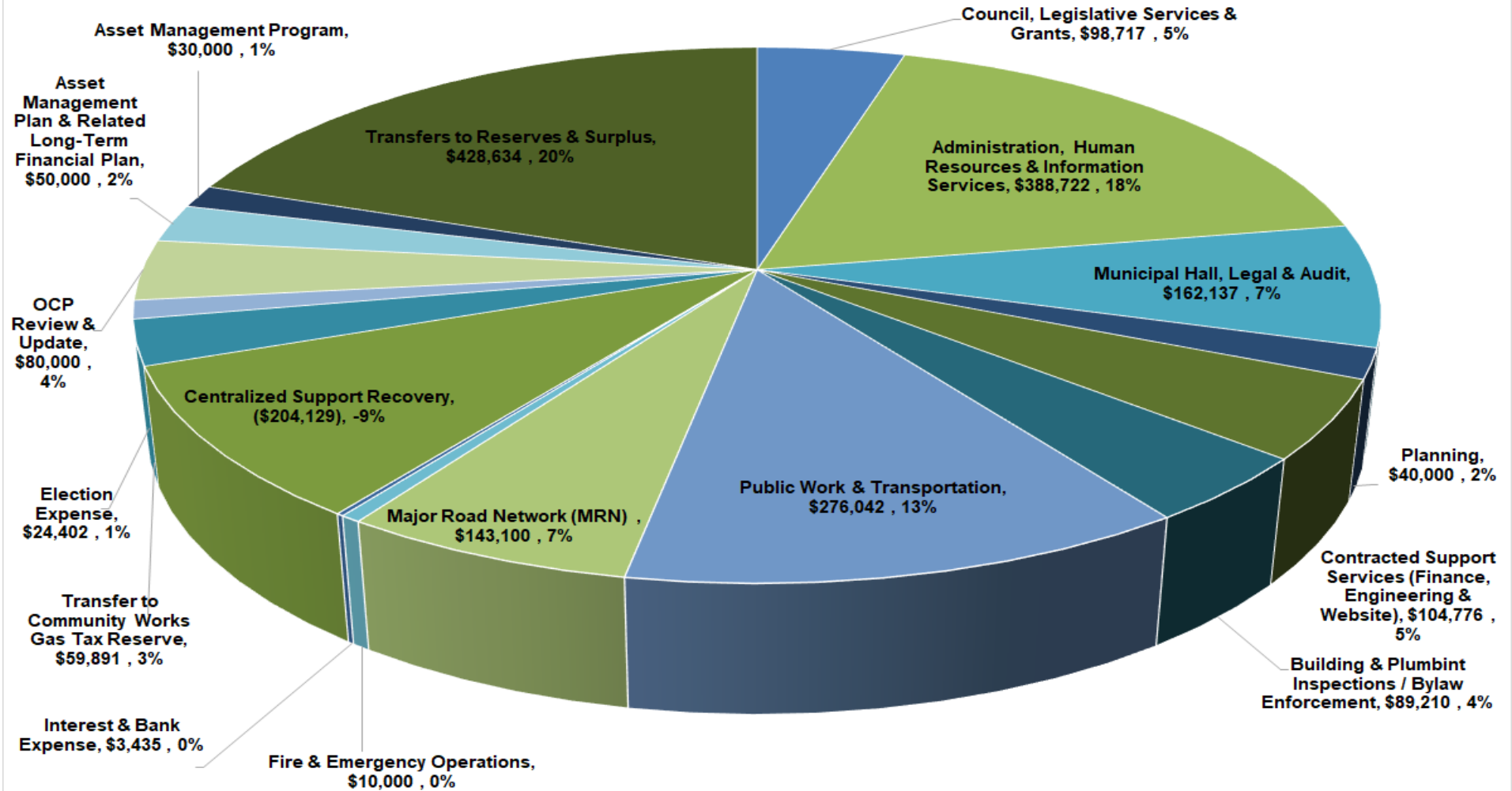
Summarized Draft 2022 General Operating Fund Budget

	Draft Budget 2022
TOTAL REGULAR OPERATING REVENUES	\$1,540,644
TOTAL REGULAR OPERATING EXPENSES	\$1,112,010
SURPLUS BEFORE OTHER REVENUE/EXPENSES & TRANSFERS	\$428,634
<u>COMMUNITY WORKS GAS TAX GRANT REVENUE</u>	
Community Works Gas Tax Grant	(59,891)
Transfer to Community Works Gas Tax Reserve	59,891
COMMUNITY WORKS GAS TAX REVENUE & TRANSFER	\$0
<u>SPECIAL OPERATING PROJECT FUNDING & EXPENSES</u>	
Community Works Gas Tax Reserve	(126,667)
Asset Management Plan Grant	(33,333)
Stabilization Reserve Funding	(24,402)
Election Expense	24,402
OCP Review & Update	80,000
Asset Management Plan & Related Long-Term Financial Plan	50,000
Asset Management Program	30,000
SPECIAL OPERATING PROJECT FUNDING & EXPENSES	\$0
<u>TRANSFERS TO RESERVES & SURPLUS</u>	
Transfer to Reserves	408,634
Transfer to Surplus	20,000
Transfers to Reserves & Surplus	\$428,634
FINANCIAL PLAN BALANCE	\$0

Draft 2022 General Operating Fund Budget - Operating Revenues, Recovery & Transfers
(Total \$1,784,937)



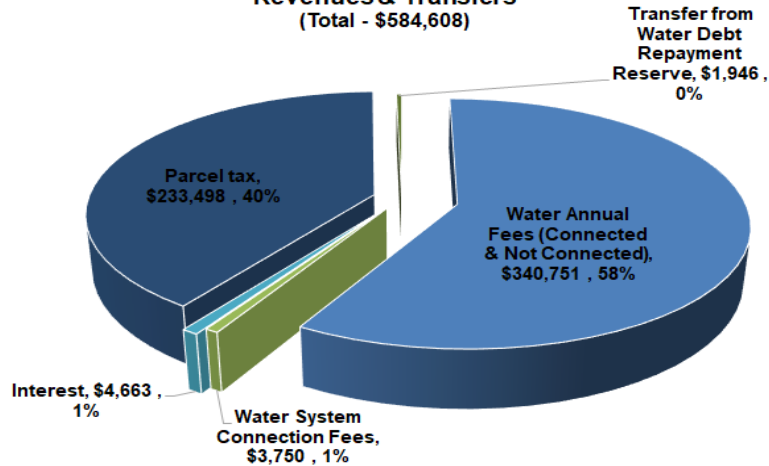
Draft 2022 General Operating Fund Budget - Operating Expenses & Transfers
(Total \$1,784,937)



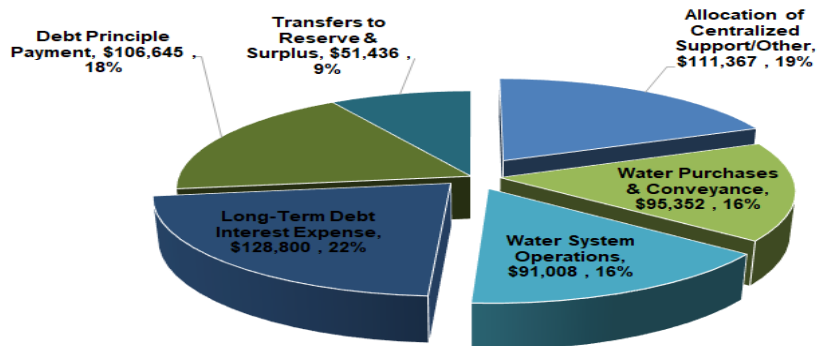
Water Operating Fund

The Draft 2022 Water Operating Fund Budget includes a water rate increase of 10%, with approximately \$51,000 being available for transfer to reserves and surplus accounts in 2022.

Draft 2022 Water Operating Fund Budget - Operating Revenues & Transfers
(Total - \$584,608)



Draft 2022 Water Operating Fund Budget - Operating Expenses & Transfers
(Total - \$584,608)



Summarized Draft 2022 Water Operating Fund Budget

	Draft Budget 2022
TOTAL REGULAR OPERATING REVENUES	\$349,164
TOTAL REGULAR OPERATING EXPENSES	\$297,727
SURPLUS BEFORE DEBT & TRANSFERS	\$51,437
LONG-TERM DEBT PAYMENTS/TRANSFERS (Funded by Parcel Taxes & Transfer)	
Long-Term Debt Interest Expense	128,800
Debt Principle Payment	106,645
Parcel tax	(233,498)
Transfer from Water Debt Repayment Reserve	(1,946)
TOTAL NET LONG-TERM DEBT PAYMENTS/TRANSFERS	\$1
CASH SURPLUS AVAILABLE FOR TRANSFERS TO RESERVES & SURPLUS	\$51,436
TRANSFERS TO RESERVES	
Transfer to Water Capital Reserve	43,743
Transfer to Reserve/Surplus	6,163
Transfer to Vehicle & Equipment Reserve	1,530
	\$51,436
FINANCIAL PLAN BALANCE	\$0

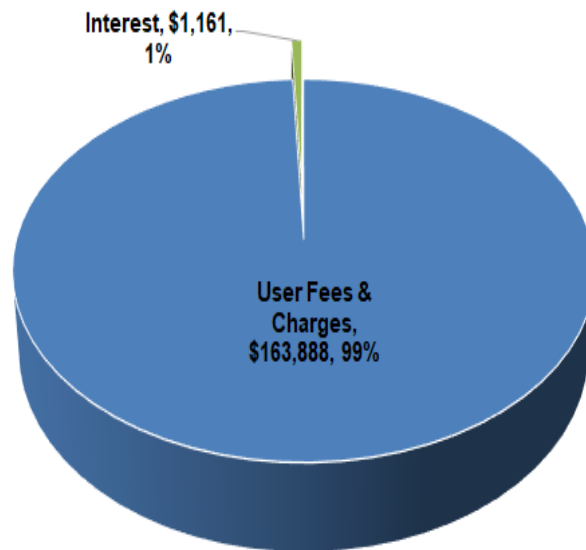
ADJUSTMENTS FOR NON-CASH ITEMS IN (SURPLUS)/DEFICIT

Debt Actuarial Revenue	(45,144)
Debt Actuarial Offset	45,144
Amortization Expense	175,298
Amortization Offset	(175,298)
Net Adjustments for Non-Cash Items	0

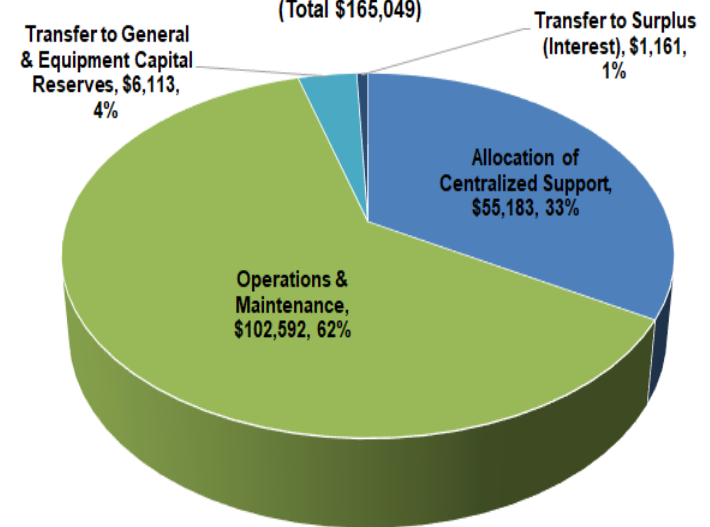
Waste & Recycle Depot (WARD) Operating Fund

The Draft 2022 WARD Operating Fund Budget includes a provisional rate increase of 20% with approximately \$7,000 being available for transfer to reserves and surplus accounts in 2022.

Draft 2022 WARD Operating Fund Budget - Operating Revenues & Transfers
(Total \$165,049)



Draft 2022 WARD Operating Fund Budget - Operating Expenses & Transfers
(Total \$165,049)



Summarized Draft 2022 WARD Operating Fund Budget

	Draft Budget 2022
TOTAL REGULAR OPERATING REVENUES	\$165,049
TOTAL REGULAR OPERATING EXPENSES	\$157,775
SURPLUS BEFORE TRANSFERS	\$7,274
<u>TRANSFERS TO RESERVES & FROM/TO SURPLUS</u>	
Transfer to General & Equipment Capital Reserves	6,113
Transfer to Surplus (Interest)	1,161
NET TRANSFERS FROM SURPLUS	\$7,274
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 and container, and for repaving of the tarmac area. The draft 5-year capital plan in Water focuses on a universal water meter program, new meter for leak detection, upgrade of the SCADA system and engineering for an upgraded water system.

The major capital projects in the General Fund include generators, replacement of the shelter for public works equipment, security systems, vehicle replacements, completion of a multi-use path, road rehabilitation and improvements (for the non-MRN and MRN road), upkeep of drainage systems and trail improvements.

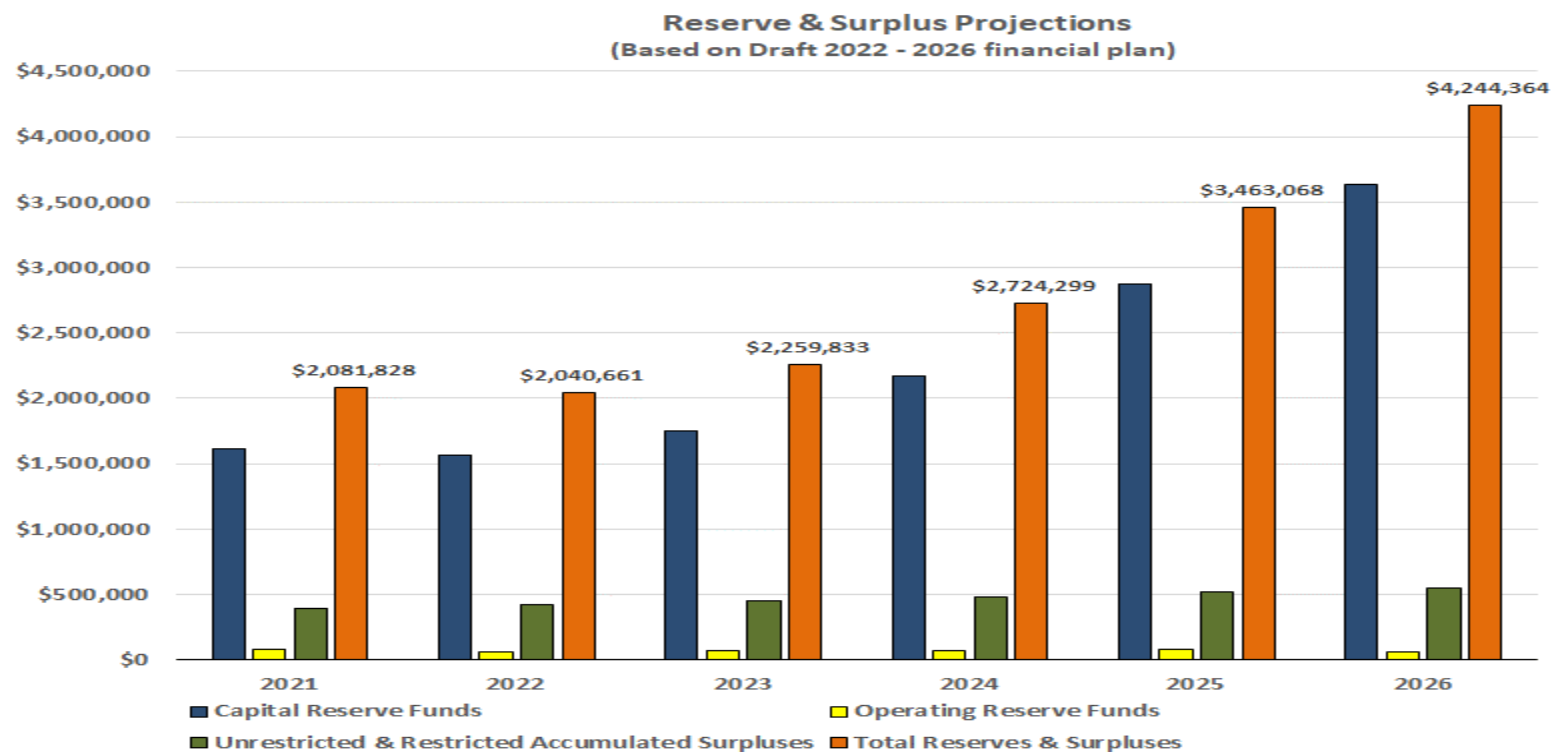
The draft capital plan over the 5 years (2022 – 2026) totals approximately \$2.2 million.

SUMMARY OF PLANNED CAPITAL EXPENDITURES

	Draft Budget 2022	Plan 2023	Plan 2024	Plan 2025	Plan 2026
WASTE & RECYCLE DEPOT (WARD)	\$8,000	\$8,000	\$57,500	\$53,000	\$8,000
WATER FUND	\$157,000	\$85,000	\$35,000	\$35,000	\$90,000
GENERAL FUND					
Subtotal General	23,000	2,000	5,000	2,000	2,000
Subtotal Public Works	26,000	105,000	5,000	45,000	5,000
Subtotal Vehicle & Attachments	-	185,000	135,000	-	-
Subtotal Non-MRN Roads	110,000	40,000	30,000	45,000	30,000
Subtotal MRN Roads	267,833	20,000	35,000	20,000	385,000
Subtotal Storm Sewer	35,000	-	15,000	-	15,000
Subtotal Trail System	15,000	5,000	15,000	5,000	15,000
Total General	476,833	357,000	240,000	117,000	452,000
TOTAL CAPITAL EXPENDITURES - ALL FUNDS	641,833	450,000	332,500	205,000	550,000

Reserves & Surpluses

The Village’s reserve and surplus balances are projected to grow from about \$2.1 million to \$4.2 million over the next 5 years (see graph below) based on the Draft 2022 – 2026 Financial Plan including the planned reserve and surplus transfers and capital spending. These projections are very much dependent upon future capital spending levels.



Property Taxes & User Fees

The Village's Draft 2022 – 2026 Financial Plan provides for 7% per annum increases in property taxes, 10% per annum increases in water user rates, a 20% increase in WARD user rates in each of 2022 and 2023, and 10% increases in WARD user rates in each year thereafter. The larger increases in WARD user rates in 2022 and 2023 are needed in order to prevent future WARD operating deficits and the associated draw down of the WARD accumulated operating surplus to fund which funds deficits.

HISTORICAL & PROJECTED PROPERTY TAXES & FEES						
Description of Taxes & Fees	2021	2022	2023	2024	2025	2026
Home Value (average home)	1,994,671	1,994,671	1,994,671	1,994,671	1,994,671	1,994,671
Property Taxes	3,063	3,277	3,506	3,751	4,014	4,295
WARD Fee	372	446	535	589	648	713
Water - Connected						
Total Water Fee (Connected)	1,253	1,372	1,509	1,660	1,826	2,009
Water Parcel Tax	973	973	973	973	973	973
Total Water Fee (Connected) & Parcel Tax	2,226	2,345	2,482	2,633	2,799	2,982
Water - Not Connected Fee						
Water Fee - Other Water Costs	879	963	1,059	1,165	1,282	1,410
Water Parcel Tax	973	973	973	973	973	973
Total Water Fee (Not Connected) & Parcel Tax	1,852	1,936	2,032	2,138	2,255	2,383
Total Taxes & Fees (Connected)	5,661	6,068	6,523	6,973	7,461	7,990
Total Taxes & Fees (Not Connected)	5,287	5,659	6,073	6,478	6,917	7,391
Property Taxes - % change	7%	7%	7%	7%	7%	7%
Property Taxes - \$ change	199	214	229	245	263	281
Refuse & Recycling Fee - % change	12%	20%	20%	10%	10%	10%
Refuse & Recycling Fee - \$ change	40	74	89	54	59	65
Water Connected Fee - % change (total)	11%	10%	10%	10%	10%	10%
Water Connected Fee - \$ change (total)	128	119	137	151	166	183
Water Not Connected Fee - % change (total)	12%	10%	10%	10%	10%	10%
Water Not Connected Fee - \$ change (total)	94	84	96	106	117	128
All Taxes & Fees						
Total - Connect EXCL. Parcel Tax - % Change	7.0%	7.2%	7.5%	6.9%	7.0%	7.1%
Total - Connect Fee Summary - \$ Change	367	407	455	450	488	529
Total - Not Connect EXCL. Parcel Tax - % Change	8.4%	7.0%	7.3%	6.7%	6.8%	6.9%
Total - Not Connect Fee Summary - \$ Change	333	372	414	405	439	474

Note: This summary is based on a number of assumptions, changes in assumptions may materially affect the values shown.

General Operating Fund Details

2022 Draft General Operating Fund Budget Highlights	2023 – 2026 Draft General Operating Fund Financial Plan Highlights
<ul style="list-style-type: none"> ➤ Provisional general property tax increase of 7%. ➤ \$1.54 million of regular operating revenues and \$1.11 million of regular operating expenses (includes \$142,000 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 75% phased in level for 2022. ➤ Special project funding for OCP Review & Update (funded from Community Works Fund) and Asset Management/Long-Term Financial Plan (funded from Community Works Fund & FCM grant). ➤ Funding for ongoing asset management program (\$30,000) and for an election to be held in 2022 (\$24,402). ➤ \$485,000 of funds budgeted for transfer to reserves and surplus (includes \$60,000 to the Community Works Fund). 	<ul style="list-style-type: none"> ➤ Ongoing provisional annual general property increases of 7%. ➤ Allocation of centralized support costs to the Major Road Network (MRN) and the Water and WARD operating funds at 100% phased in (phase in period ends in 2023). ➤ Funding for asset management program at \$30,000 in both 2023 and 2024. ➤ Reserve and surplus transfers increasing each year to the \$860,000 level in 2026 (includes \$63,000 to the Community Works Gas Tax Fund).
In 2022 every 1% increase in General Property Taxes will generate \$9,100 of additional revenue	

VILLAGE OF BELCARRA GENERAL OPERATING FUND
5-YEAR (2022 - 2026) FINANCIAL PLAN
(With Comparisons to 2021)

Page 1 of 3

REGULAR OPERATING REVENUES

TAXES

Municipal Taxes	(913,784)	(913,783)	(985,082)	(71,298)	7.8%	(1,061,943)	7.8%	(1,144,802)	7.2%	(1,234,125)	7.2%	(1,330,418)	7.2%
1% Utility Taxes	(11,461)	(10,187)	(10,513)	948	-8.3%	(10,723)	2.0%	(10,937)	2.0%	(11,156)	2.0%	(11,379)	2.0%
	(925,245)	(923,970)	(995,595)	(70,350)	7.6%	(1,072,666)	7.7%	(1,155,739)	7.2%	(1,245,281)	7.2%	(1,341,797)	7.2%

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)	(9,989)	(16,268)	(10,089)	(100)	1.0%	(10,190)	1.0%	(10,292)	1.0%	(10,395)	1.0%	(10,499)	1.0%
Permits and Licences	(119,665)	(71,465)	(91,495)	28,170	-23.5%	(92,867)	1.5%	(94,260)	1.5%	(95,673)	1.5%	(97,108)	1.5%
Miscellaneous	(14,223)	(6,619)	(11,346)	2,877	-20.2%	(11,516)	1.5%	(11,689)	1.5%	(11,864)	1.5%	(12,042)	1.5%
	(145,977)	(96,452)	(115,030)	30,947	-21.2%	(116,673)	1.4%	(118,341)	1.4%	(120,032)	1.4%	(121,749)	1.4%

GRANT TRANSFERS

Conditional Operating Transfers (MRN)	(132,127)	(81,091)	(143,100)	(10,973)	8.3%	(158,497)	10.8%	(160,951)	1.5%	(163,449)	1.5%	(165,996)	1.5%
COVID-19 Restart Grant	0	(123,673)	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School Tax Administration & Climate Change	(3,389)	(3,347)	(3,419)	(30)	0.9%	(3,449)	0.9%	(3,480)	0.9%	(3,511)	0.9%	(3,542)	0.9%
Small Communities Investment Fund (SCIF)	(254,361)	(257,000)	(257,000)	(2,639)	1.0%	(259,570)	1.0%	(262,166)	1.0%	(264,788)	1.0%	(267,436)	1.0%
	(389,877)	(465,111)	(403,519)	(13,642)	3.5%	(421,516)	4.5%	(426,597)	1.2%	(431,748)	1.2%	(436,974)	1.2%

OTHER REVENUE

Interest Income	(29,227)	(26,251)	(26,500)	2,727	-9.3%	(26,765)	1.0%	(27,033)	1.0%	(27,303)	1.0%	(27,576)	1.0%
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TOTAL REGULAR OPERATING REVENUES	(1,490,326)	(1,511,784)	(1,540,644)	(50,318)	3.4%	(1,637,620)	6.3%	(1,727,710)	5.2%	(1,824,364)	5.3%	(1,928,096)	5.4%
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REGULAR OPERATING EXPENSES

COUNCIL, GRANTS & MEETINGS

Indemnities & Benefits	69,520	66,233	71,413	1,893	2.7%	72,485	1.5%	73,572	1.5%	74,676	1.5%	75,796	1.5%
Conventions, Subscriptions & Travel	8,188	3,829	8,308	120	1.5%	8,430	1.5%	8,554	1.4%	8,681	1.5%	8,810	1.5%
Grants	11,435	3,275	11,550	115	1.0%	11,665	1.0%	11,782	1.0%	11,899	1.0%	12,018	1.0%
Meetings, Events & Appreciation	7,373	1,429	7,446	73	1.0%	7,521	1.0%	7,596	1.0%	7,671	1.0%	7,748	1.0%
	96,516	74,766	98,717	2,201	2.3%	100,101	1.4%	101,504	1.4%	102,927	1.4%	104,372	1.4%

VILLAGE OF BELCARRA GENERAL OPERATING FUND
5-YEAR (2022 - 2026) FINANCIAL PLAN
(With Comparisons to 2021)

Page 2 of 3

REGULAR OPERATING EXPENSES

ADMINISTRATION, HUMAN RESOURCES & INFORMATION SYSTEMS

General Administration	316,659	311,729	322,163	5,504	1.7%	328,608	2.0%	335,180	2.0%	341,884	2.0%	348,722	2.0%
Human Resources	16,284	13,241	16,391	107	0.7%	16,555	1.0%	16,720	1.0%	16,888	1.0%	17,057	1.0%
Information Systems	44,030	52,752	50,168	6,138	13.9%	51,230	2.1%	52,325	2.1%	53,454	2.1%	54,619	2.1%
	376,973	377,722	388,722	11,749	3.1%	396,393	2.0%	404,225	1.9%	412,226	1.9%	420,398	1.9%

MUNICIPAL HALL, LEGAL & AUDIT

	155,588	165,067	162,137	6,549	4.2%	164,420	1.4%	166,891	1.5%	169,408	1.5%	171,972	1.5%
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PLANNING

	35,000	43,151	40,000	5,000	14.3%	40,400	1.0%	40,804	1.0%	41,212	1.0%	41,624	1.0%
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CONTRACTED SUPPORT SERVICES (FINANCE, ENGINEERING, WEBSITE & OTHER)

	102,763	111,691	104,776	2,013	2.0%	106,849	2.0%	108,963	1.9%	111,119	1.9%	113,319	1.9%
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BUILDING & PLUMBING INSPECTION / BYLAW ENFORCEMENT

	81,366	94,365	89,210	7,844	9.6%	90,986	2.0%	92,800	2.0%	94,651	2.0%	96,538	2.0%
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PUBLIC WORKS

Public Works General	193,906	175,123	192,839	(1,067)	-0.6%	196,695	2.0%	200,628	2.0%	204,642	2.0%	208,734	2.0%
Vehicles, Equipment & Supplies	56,669	48,398	57,107	438	0.8%	57,550	0.8%	58,003	0.8%	58,581	1.0%	59,167	1.0%
Roads, bridges, storm sewers etc. (Non-MRN)	16,938	14,485	17,017	79	0.5%	17,188	1.0%	17,360	1.0%	17,533	1.0%	17,709	1.0%
Trails & Public Spaces	8,989	2,591	9,079	90	1.0%	9,170	1.0%	9,262	1.0%	9,355	1.0%	9,449	1.0%
	276,502	240,597	276,042	(460)	-0.2%	280,603	1.7%	285,253	1.6%	290,111	1.7%	295,059	1.7%

TRANSPORTATION (MAJOR ROAD NETWORK - MRN)

	132,127	81,091	143,100	10,973	8.3%	158,497	10.8%	160,951	1.5%	163,449	1.5%	165,996	1.5%
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FIRE & EMERGENCY OPERATIONS

Fire Protection	1,700	4,494	5,000	3,300	194.1%	5,050	1.0%	5,101	1.0%	5,152	1.0%	5,204	1.0%
Emergency Preparedness	10,211	25,417	5,000	(5,211)	-51.0%	5,000	0.0%	5,000	0.0%	5,000	0.0%	5,000	0.0%
	11,911	29,911	10,000	(1,911)	-16.0%	10,050	0.5%	10,101	0.5%	10,152	0.5%	10,204	0.5%

INTEREST & BANK EXPENSE

	3,368	3,368	3,435	67	2.0%	3,504	2.0%	3,574	2.0%	3,646	2.0%	3,719	2.0%
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CENTRALIZED SUPPORT COST RECOVERY

	(149,701)	(135,514)	(204,129)	(54,428)	36.4%	(276,856)	35.6%	(281,672)	1.7%	(286,608)	1.7%	(291,645)	1.7%
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TOTAL REGULAR OPERATING EXPENSES

	1,122,413	1,086,215	1,112,010	(10,403)	-0.9%	1,074,947	-3.3%	1,093,394	1.7%	1,112,293	1.7%	1,131,556	1.7%
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SURPLUS BEFORE OTHER REVENUE/EXPENSES & TRANSFERS

	(367,913)	(425,569)	(428,634)	(60,721)	16.5%	(562,673)	31.3%	(634,316)	11.3%	(712,071)	10.9%	(796,540)	10.6%
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VILLAGE OF BELCARRA GENERAL OPERATING FUND
5-YEAR (2022 - 2026) FINANCIAL PLAN
(With Comparisons to 2021)

Page 3 of 3

	Budget 2021	Estimated Year-End 2021	Draft Budget 2022	\$ change from 2021 Budget	% change from 2021 Budget	Plan 2023	% change	Plan 2024	% change	Plan 2025	% change	Plan 2026	% change
<u>COMMUNITY WORKS GAS TAX GRANT REVENUE, LAND SALES REVENUE & TRANSFERS</u>													
Community Works Gas Tax Grant	(57,049)	(116,941)	(59,891)	(2,842)	5.0%	(59,891)	0.0%	(62,974)	4.9%	(62,974)	0.0%	(62,974)	0.0%
Transfer to Community Works Gas Tax Reserve	57,049	116,941	59,891	2,842	5.0%	59,891	0.0%	62,974	4.9%	62,974	0.0%	62,974	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>													
Stabilization Reserve Funding	(15,000)	(12,201)	(24,402)	(9,402)	62.7%	0	-100.0%	0	0.0%	0	0.0%	(26,843)	>100.0%
Election Expense	15,000	12,201	24,402	9,402	62.7%	0	-100.0%	0	0.0%	0	0.0%	26,843	>100.0%
Community Wildfire Protection Plan Grant	(25,000)	(25,000)	0	25,000	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Community Wildfire Protection Plan	25,000	25,000	0	(25,000)	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Housing Needs Assessment Grant	(15,000)	(15,000)	0	15,000	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Housing Needs Assessment Study	15,000	15,000	0	(15,000)	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Community Works Gas Tax Reserve	(125,000)	(31,193)	(126,667)	(1,667)	1.3%	(30,000)	-76.3%	(30,000)	0.0%	0	-100.0%	0	0.0%
Asset Management Plan Grant	(50,000)	(22,387)	(33,333)	16,667	-33.3%	0	-100.0%	0	0.0%	0	0.0%	0	0.0%
OCP Review & Update	100,000	20,000	80,000	(20,000)	-20.0%	0	-100.0%	0	0.0%	0	0.0%	0	0.0%
Asset Management Plan & Related Long-Term Financial Plan	75,000	33,580	50,000	(25,000)	-33.3%	0	-100.0%	0	0.0%	0	0.0%	0	0.0%
Asset Management Program	0	0	30,000	30,000	>100.0%	30,000	0.0%	30,000	0.0%	0	-100.0%	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	250,328	307,984	250,934	606	0.2%	344,723	37.4%	435,907	20.9%	532,694	18.2%	616,685	13.6%
Vehicle & Equipment Capital Reserve Fund	10,000	10,000	10,200	200	2.0%	50,000	390.2%	30,000	-66.7%	10,500	-185.7%	10,500	0.0%
Transportation Infrastructure Reserve Fund	60,000	60,000	120,000	60,000	100.0%	120,000	0.0%	120,000	0.0%	120,000	0.0%	120,000	0.0%
Financial Stabilization Reserve Fund	5,000	5,000	5,000	0	0.0%	5,000	0.0%	5,000	0.0%	5,000	0.0%	5,000	0.0%
Transfer of Interest to Reserves/Surplus	22,585	22,585	22,500	(85)	-0.4%	22,950	2.0%	23,409	2.0%	23,877	2.0%	24,355	2.0%
Transfer to General Fund Surplus	20,000	20,000	20,000	0	0.0%	20,000	0.0%	20,000	0.0%	20,000	0.0%	20,000	0.0%
TOTAL TRANSFERS TO RESERVES	367,913	425,569	428,634	60,721	16.5%	562,673	31.3%	634,316	11.3%	712,071	10.9%	796,540	10.6%
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

2022 Draft Water Operating Fund Budget Highlights	2023 – 2026 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. ➤ \$349,000 of regular operating revenues and \$298,000 of regular operating expenses. ➤ Allocation of centralized support costs charged to Water operating fund at 75% phased in level for 2021. ➤ Budgeted decrease in water usage (in comparison to 2020) and budgeted cost increase (4.1%) for the purchase of water from Metro Vancouver. ➤ \$51,000 of contributions or transfers to reserve and surplus accounts. 	<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 in 2022 (now at 100% level). ➤ Increase in water rates from Metro Vancouver based on 6.1% in 2023, 10.6% in 2024, 11.7% in 2025 & 11.5% in 2026. ➤ \$107,000 available for transfer to reserve and surplus in 2026.
In 2022 every 1% increase in Water User Rates would generate \$3,100 of additional revenue	

VILLAGE OF BELCARRA WATER OPERATING FUND
5-YEAR (2022 - 2026) FINANCIAL PLAN
(With Comparisons to 2021)

Page 1 of 2

REGULAR OPERATING REVENUES

USER FEES, CHARGES & INTEREST

	Budget 2021	Estimated Year-End 2021	Draft Budget 2022	\$ change from 2021	% change from 2021	% change	Plan 2023	% change	Plan 2024	% change	Plan 2025	% change	Plan 2026	% change
Water Annual Fees	(311,298)	(309,774)	(340,751)	(29,453)	9.5%		(374,826)	10.0%	(412,309)	9.1%	(453,540)	9.1%	(498,894)	9.1%
Water System Connection Fees/Other	(6,000)	(2,452)	(3,750)	2,250	-37.5%		(3,750)	0.0%	(3,750)	0.0%	(3,750)	0.0%	(3,750)	0.0%
Interest Income	(4,673)	(2,000)	(4,663)	10	-0.2%		(4,756)	2.0%	(4,851)	2.0%	(4,948)	2.0%	(5,047)	2.0%
	(321,971)	(314,226)	(349,164)	(27,193)	8.4%		(383,332)	9.8%	(420,910)	8.9%	(462,238)	8.9%	(507,691)	9.0%
TOTAL REGULAR OPERATING REVENUES	(321,971)	(314,226)	(349,164)	(27,193)	8.4%		(383,332)	9.8%	(420,910)	8.9%	(462,238)	8.9%	(507,691)	9.0%

REGULAR OPERATING EXPENSES

ADMINISTRATION

Allocation of Centralized Support	84,343	73,002	109,965	25,622	30.4%		149,143	35.6%	151,738	1.7%	154,397	1.7%	157,110	1.7%
Other (Environmental Monitoring & Lease)	1,348	1,348	1,402	54	4.0%		1,458	4.0%	1,517	3.9%	1,579	3.9%	1,644	4.0%
	85,691	74,350	111,367	25,676	30.0%		150,601	35.2%	153,255	1.7%	155,976	1.7%	158,754	1.7%

WATER PURCHASES & CONVEYANCE

	111,076	90,783	95,352	(15,724)	-14.2%		101,628	6.6%	111,792	9.1%	123,956	9.8%	137,373	9.8%
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WATER SYSTEM OPERATIONS

Public Works	54,294	44,767	52,576	(1,718)	-3.2%		55,205	5.0%	57,966	4.8%	60,864	4.8%	63,907	4.8%
Utilities	11,640	11,698	11,757	117	1.0%		11,875	1.0%	11,993	1.0%	12,114	1.0%	12,235	1.0%
Water Mains Repair & Maintenance	5,050	2,000	5,101	51	1.0%		5,152	1.0%	5,204	1.0%	5,256	1.0%	5,309	1.0%
Station Repair & Maintenance	8,182	7,690	8,263	81	1.0%		8,345	1.0%	8,427	1.0%	8,511	1.0%	8,597	1.0%
Reservoir Repair & Maintenance	6,103	2,000	4,114	(1,989)	-32.6%		4,580	11.3%	4,626	1.0%	4,673	1.0%	4,720	1.0%
Materials & Equipment	9,106	8,601	9,197	91	1.0%		9,289	1.0%	9,382	1.0%	9,476	1.0%	9,570	1.0%
	94,375	76,756	91,008	(3,367)	-3.6%		94,446	3.8%	97,598	3.2%	100,894	3.3%	104,338	3.3%

TOTAL REGULAR OPERATING EXPENSES	291,142	241,889	297,727	6,585	2.3%		346,675	16.4%	362,645	4.4%	380,826	4.8%	400,465	4.9%
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SURPLUS BEFORE DEBT & TRANSFERS	(30,829)	(72,337)	(51,437)	(20,608)	66.8%		(36,657)	-28.7%	(58,265)	37.1%	(81,412)	28.4%	(107,226)	24.1%
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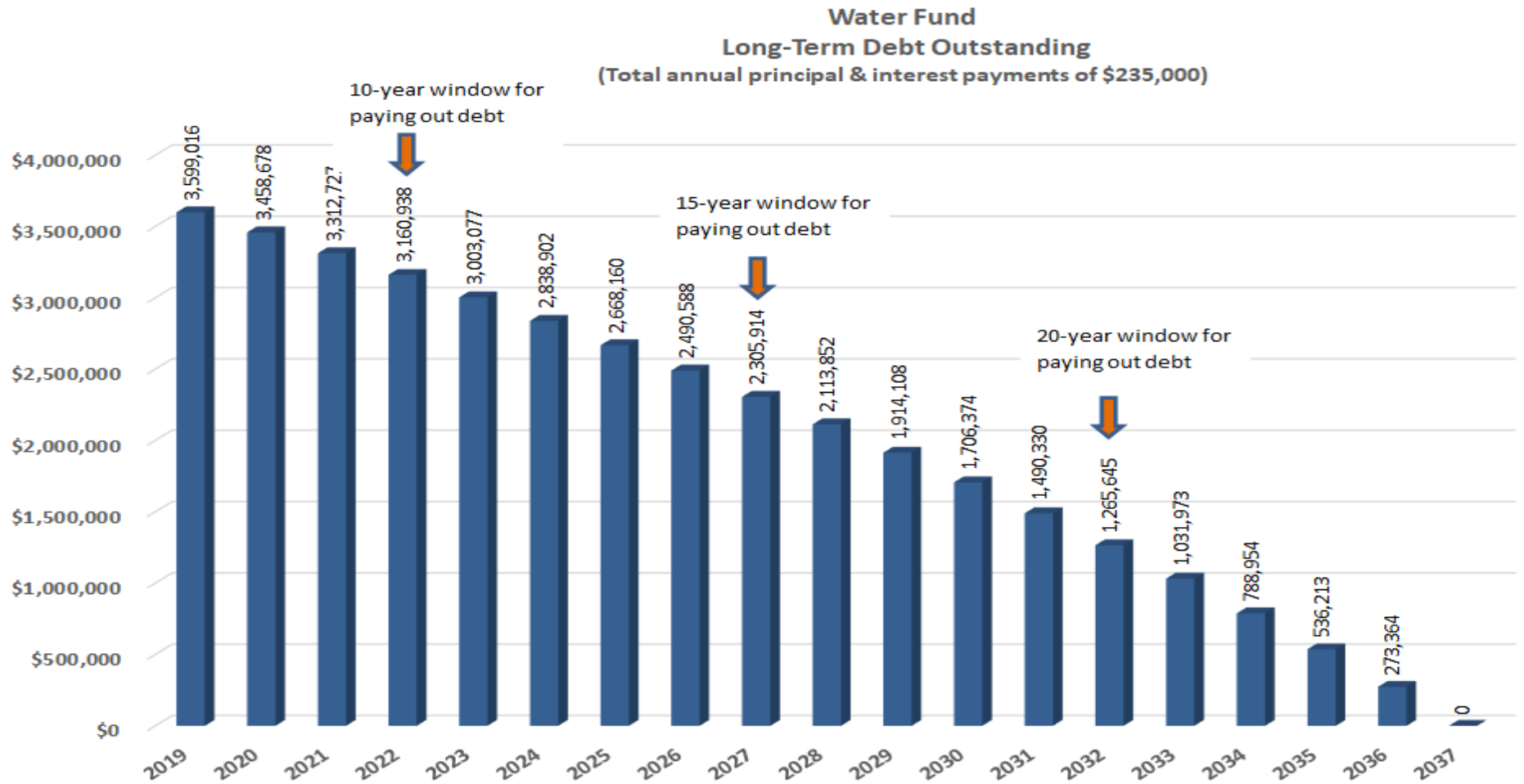
VILLAGE OF BELCARRA WATER OPERATING FUND
5-YEAR (2022 - 2026) FINANCIAL PLAN
(With Comparisons to 2021)

Page 2 of 2

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

	Budget 2021	Estimated Year-End 2021	Draft Budget 2022	\$ change from 2021	% change from 2021	Plan 2023	% change	Plan 2024	% change	Plan 2025	% change	Plan 2026	% change
Long-Term Debt Interest Expense	128,800	128,800	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	(233,498)	(233,498)	(233,498)	0	0.0%	(233,498)	0.0%	(233,498)	0.0%	(233,498)	0.0%	(233,498)	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	1	1	1	0	0.0%	1	0.0%	1	0.0%	1	0.0%	1	0.0%
<u>TRANSFERS TO RESERVE FUNDS & SURPLUS</u>													
Transfer To Water Capital Reserve	23,188	64,696	43,743	20,555	88.6%	29,270	-33.1%	50,830	42.4%	68,929	26.3%	94,693	27.2%
Transfer to Vehicle & Equipment Reserve	1,500	1,500	1,530	30	2.0%	1,200	-21.6%	1,224	2.0%	1,248	1.9%	1,273	2.0%
Transfer of Interest to Reserve	1,140	1,140	1,163	23	2.0%	1,186	2.0%	1,210	2.0%	1,234	1.9%	1,259	2.0%
Transfer to Water Operating Fund Surplus	5,000	5,000	5,000	0	0.0%	5,000	0.0%	5,000	0.0%	10,000	50.0%	10,000	0.0%
TOTAL TRANSFERS TO RESERVE FUNDS	30,828	72,336	51,436	20,608	66.8%	36,656	-28.7%	58,264	37.1%	81,411	28.4%	107,225	24.1%
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

2022 Draft WARD Operating Fund Budget Highlights	2023 – 2026 Draft WARD Operating Fund Financial Plan Highlights
<ul style="list-style-type: none"> ➤ Increase in WARD user rates of 20% to prevent deficit. ➤ \$165,000 of regular operating revenues and \$158,000 of regular operating expenses. ➤ Allocation of centralized support costs charged to WARD operating fund at 75% phased in level for 2022. ➤ Reduction in budgeted cost of collection, hauling and disposal of waste, recyclables and organics based on new agreement with the contractor. ➤ Contributions to reserves & surplus account of \$7,000 in 2022. 	<ul style="list-style-type: none"> ➤ WARD user rate increase of 20% in 2023 and 10% per annum each year thereafter. ➤ Full allocation of centralized support costs in 2022 (now at 100% level) and each year thereafter. ➤ \$73,000 available for transfer to reserves & surplus in 2026.
<p style="text-align: center;">In 2022 every 1% increase in WARD User Rates would generate \$1,350 of additional revenue</p>	

VILLAGE OF BELCARRA WASTE & RECYCLE DEPOT (WARD) OPERATING FUND
5-YEAR (2022 - 2026) FINANCIAL PLAN
(With Comparisons to 2021)

Page 1 of 1

	Budget 2021	Estimated Year-End 2021	Draft Budget 2022	\$ change from 2021 Budget	% change from 2021	Plan 2023	% change	Plan 2024	% change	Plan 2025	% change	Plan 2026	% change
REGULAR OPERATING REVENUES													
<u>FEES & CHARGES</u>													
Waste & Recycling Annual Fee & Tags	(136,640)	(136,330)	(163,788)	(27,148)	19.9%	(196,362)	19.9%	(215,915)	10.0%	(237,421)	10.0%	(261,077)	10.0%
Permits & Licences	(100)	(100)	(100)	0	0.0%	(100)	0.0%	(100)	0.0%	(100)	0.0%	(100)	0.0%
	(136,740)	(136,430)	(163,888)	(27,148)	19.9%	(196,462)	19.9%	(216,015)	10.0%	(237,521)	10.0%	(261,177)	10.0%
<u>INTEREST INCOME</u>													
	(1,138)	(500)	(1,161)	(23)	2.0%	(1,184)	2.0%	(1,208)	2.0%	(1,232)	2.0%	(1,257)	2.0%
TOTAL REGULAR OPERATING REVENUES	(137,878)	(136,930)	(165,049)	(27,171)	19.7%	(197,646)	19.7%	(217,223)	9.9%	(238,753)	9.9%	(262,434)	9.9%
REGULAR OPERATING EXPENSES													
<u>ALLOCATION OF CENTRALIZED SUPPORT</u>													
	38,310	36,635	55,183	16,873	44.0%	74,844	35.6%	76,146	1.7%	77,480	1.8%	78,842	1.8%
<u>OPERATIONS & MAINTENANCE</u>													
Public Works	5,989	4,932	5,800	(189)	-3.2%	5,916	2.0%	6,035	2.0%	6,156	2.0%	6,279	2.0%
Utilities	1,020	1,020	1,040	20	2.0%	1,061	2.0%	1,082	2.0%	1,104	2.0%	1,126	2.0%
Depot Operations	22,340	26,277	23,809	1,469	6.6%	24,285	2.0%	24,770	2.0%	25,265	2.0%	25,769	2.0%
Materials & Equipment	4,131	8,544	5,821	1,690	40.9%	5,937	2.0%	6,057	2.0%	6,178	2.0%	6,302	2.0%
Processing & Hauling Expense	76,111	68,076	66,122	(9,989)	-13.1%	65,133	-1.5%	67,064	3.0%	69,053	3.0%	71,101	3.0%
	109,591	108,849	102,592	(6,999)	-0.7%	102,332	-0.3%	105,008	2.6%	107,756	2.6%	110,577	2.6%
TOTAL REGULAR OPERATING EXPENSES	147,901	145,484	157,775	9,874	6.7%	177,176	12.3%	181,154	2.2%	185,236	2.3%	189,419	2.3%
(SURPLUS) DEFICIT BEFORE OTHER REVENUE/EXPENSES & TRANSFERS	10,023	8,554	(7,274)	(17,297)	-172.6%	(20,470)	181.4%	(36,069)	76.2%	(53,517)	48.4%	(73,015)	36.4%
<u>TRANSFERS TO RESERVES & SURPLUS</u>													
Transfer to General Capital Reserve	0	0	5,113	5,113	>100.0%	18,286	257.6%	33,361	82.4%	49,785	49.2%	68,258	37.1%
Transfer to Vehicle & Equipment Reserve	0	0	1,000	1,000	>100.0%	1,000	0.0%	1,500	50.0%	2,500	66.7%	3,500	40.0%
Transfer of Interest to WARD Surplus	1,138	500	1,161	23	2.0%	1,184	2.0%	1,208	2.0%	1,232	2.0%	1,257	2.0%
TOTAL TRANSFERS TO RESERVES & SURPLUS	1,138	500	7,274	6,136	539.2%	20,470	181.4%	36,069	76.2%	53,517	48.4%	73,015	36.4%
TRANSFER FROM WARD SURPLUS TO OFFSET DEFICITS	(11,161)	(9,054)	0	11,161	-100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
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

2022 Capital Highlights	2023 – 2026 Capital Highlights
<ul style="list-style-type: none"> ➤ \$642,000 of capital projects planned for. ➤ \$100,000 for Marine Ave - Mill & Fill. ➤ \$143,000 to complete the Multi-Use Path (75% funded by TransLink) ➤ \$40,000 to replace a Bedwell Bay Road Culvert ➤ \$30,000 to start universal water metering project. ➤ \$30,000 for New Water Meter for Leak Detection (Tatlow). ➤ \$20,000 for water system engineering. ➤ \$52,000 for SCADA. ➤ \$50,000 for Bedwell Bay Road Safety Barriers (Grant Application approved by TransLink for 75% funding). 	<ul style="list-style-type: none"> ➤ Approximately 1.5 million of capital spending for 2023 – 2026 with continuation of universal water metering, SCADA and water engineering projects, as well as major vehicle replacements, replacement of the public works vehicle shelter, retaining wall replacement and road improvements.

Draft 2022 - 2026 Capital Plan (with comparables to 2021)

	Amended Budget	Estimated Year-End	Draft Budget	Plan	Plan	Plan	Plan
Funding Sources	2021	2021	2022	2023	2024	2025	2026

FUNDING SOURCES

Community Works Gas Tax Reserve	CWGTR	79,125	6,625	191,250	35,000	8,750	5,000	96,250
General Capital Reserve	GCR	167,808	95,100	136,708	315,000	192,500	75,000	25,000
Vehicle & Equipment Capital Reserve	VECR	10,000	8,000	11,000	5,000	45,000	45,000	5,000
Transportation Infrastructure Reserve	TIR	160,000	160,000	25,000	45,000	45,000	50,000	45,000
Water Capital Reserve	WCR	30,000	9,500	77,000	35,000	15,000	15,000	90,000
Covid Restart Grant	CRG	15,000	13,411	0	0	0	0	0
Grant - Major Road Network and Bike Upgrades (MRNB), Bicycle Infrastructure Capital Cost Share (BICCS) and the Walking Infrastructure to Transit (WITT) TransLink funding programs	GMRNB	187,000	42,375	200,875	15,000	26,250	15,000	288,750
Third Party Contributions	TPC	0	0	0	0	0	0	0
Total Funding Sources		\$648,933	\$335,011	\$641,833	\$450,000	\$332,500	\$205,000	\$550,000

Draft 2022 - 2026 Capital Plan (with comparables to 2021)

Funding Sources		Amended Budget	Estimated Year-End	Draft Budget	Plan	Plan	Plan	Plan
		2021	2021	2022	2023	2024	2025	2026
WASTE & RECYCLE DEPOT (WARD)								
Minor WARD Equipment	GCR	5,000	5,000	8,000	8,000	8,000	8,000	8,000
Compactor and Container	VECR					40,000		
Electrical Motor for Compactors	GCR	10,000	0					
Gate & Access Control	GCR					9,500		
Bin Lids	VECR	10,000	8,000					
Repaving Tarmac Area	GCR						45,000	
Total WARD		\$25,000	\$13,000	\$8,000	\$8,000	\$57,500	\$53,000	\$8,000
WATER FUND								
Universal Water Meters (radio read/pit antennae)	CWGTR	30,000	0	30,000	30,000			
New Water Meter for Leak Detection (Tatlow)	CWGTR	30,000	0	30,000				
Engineering for Water System	GCR	20,000	20,000	20,000	20,000	20,000	20,000	
New Water Reservoir Project (to meet fire flows) - Planning & Tendering (2020) and Construction 2021	Grant 73.33% / LSR 26.67%							
Water Main Armor at Park (rock replacement)	WCR	15,000	2,500					20,000
Water Equipment	WCR	15,000	7,000	25,000	15,000	15,000	15,000	15,000
Tatlow Reservoir Water Pump	WCR							55,000
SCADA System	WCR			52,000	20,000			
Total Water		\$110,000	\$29,500	\$157,000	\$85,000	\$35,000	\$35,000	\$90,000
GENERAL FUND								
General								
Village Hall Council Meeting Recording System	GCR			4,000				
Technology Updates for Live Streaming of Council Meetings	CRG	15,000	13,411					
Canon LV-S3 LCD Projector	GCR	1,100	1,100					
Lap-Tops	GCR	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Information Systems (work stations, servers, etc.)	GCR	16,500	16,500	17,000		3,000		
Subtotal General		34,600	33,011	23,000	\$2,000	5,000	2,000	2,000
Public Works - General								
New Flail Mower Attachment	GCR	35,000	35,000					
New Generator (for Municipal Hall & Public Works)	VECR						40,000	
New Roof For Public Works Shop	GCR	20,000	8,000					
Permanent Shelter For Public Works Machinery	GCR				100,000			
Security System for Public Works Building (includes alarm monitoring capability)	GCR			15,000				
Public Works Equipment	VECR			5,000	5,000	5,000	5,000	5,000
Portable Generator (small one for Public Works)	VECR			6,000				
Subtotal Public Works		55,000	43,000	\$26,000	\$105,000	\$5,000	\$45,000	\$5,000

Funding Sources		Amended Budget 2021	Estimated Year-End 2021	Draft Budget 2022	Plan 2023	Plan 2024	Plan 2025	Plan 2026
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				185,000			
Subtotal Vehicle & Attachments		\$0		\$0	\$185,000	\$135,000	\$0	\$0
Non-MRN Roads								
Marine Ave - Mill & Fill (Marine)	CWGTR			100,000				
Midden Road - Overlay (Midden to Belcarra Bay Loop)	TIR	130,000	130,000					
Road Rehabilitation (including pothole repairs)	TIR	10,000	10,000	10,000	25,000	30,000	30,000	30,000
Shouldering Boulevards	TIR	15,000	15,000		15,000		15,000	
Subtotal Non-MRN Roads		\$155,000	\$155,000	\$110,000	\$40,000	\$30,000	\$45,000	\$30,000
MRN Roads								
Replace Retaining Wall & Repair Slumping Road (Corner of Kelly & Bedwell Bay Rd)	GMRNB -75% /GCR - 25%							350,000
Multi-Use Path	GMRNB -75% / GCR - 25%	172,833	30,000	142,833				
Bedwell Bay Road Mill & Fill Failing Sections	GMRNB -75% / CWGTR - 25%			20,000	20,000	20,000	20,000	20,000
3640 Bedwell Bay Road Culvert	GMRNB -75% / CWGTR - 25%			40,000				
Storm Sewer & Catch Basin Replacements	GMRNB -75% / CWGTR - 25%			15,000		15,000		15,000
Bedwell Bay Road Safety Barriers (Grant Application submitted)	GMRNB -75% / CWGTR - 25%	50,000	0	50,000				
Bedwell Bay Road Recessed Pavement Markers (Cats Eyes) (Grant Application submitted)	GMRNB -75% / CWGTR - 25%	26,500	26,500					
Subtotal MRN Roads		249,333	56,500	\$267,833	\$20,000	\$35,000	\$20,000	\$385,000
Drainage								
Creek Surveys (assess riparian areas)	GCR			20,000				
Storm Sewer & Catch Basin Replacements	GCR			15,000		15,000		15,000
Subtotal Storm Sewer		\$0	\$0	\$35,000	\$0	\$15,000	\$0	\$15,000
Parks & Recreation								
Trail System Improvements	TIR	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Trail System Stairwells	TIR			10,000		10,000		10,000
Multi-Use Court Fence	GCR	15,000	0					
Subtotal Trail System		\$20,000	\$5,000	\$15,000	\$5,000	\$15,000	\$5,000	\$15,000
Total General		\$513,933	\$292,511	\$476,833	\$357,000	\$240,000	\$117,000	\$452,000
TOTAL CAPITAL EXPENDITURES - ALL FUNDS		\$648,933	\$335,011	\$641,833	\$450,000	\$332,500	\$205,000	\$550,000

Projected Reserve & Surplus Balances

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	2026	
GENERAL FUND								
<u>Capital Reserve Funds</u>								
Community Works Gas Tax Reserve Fund	N/A	\$ 551,137	\$ 299,443	\$ 298,787	\$ 327,674	\$ 390,998	\$ 363,337	N/A
General Capital Reserve Fund	TBD	702,108	832,874	893,736	1,185,986	1,715,061	2,405,679	TBD
Vehicle & Equipment Capital Reserve Fund	TBD	66,809	69,554	118,151	107,555	78,186	89,709	TBD
Transportation Infrastructure Reserve Fund	TBD	82,944	179,901	258,162	337,597	413,186	494,946	TBD
Subtotal Capital Reserve Funds		\$ 1,402,998	\$ 1,381,772	\$ 1,568,836	\$ 1,958,812	\$ 2,597,431	\$ 3,353,671	
<u>Operating Reserve Funds</u>								
Stabilization Reserve Fund	\$53,000	\$ 78,047	\$ 59,670	\$ 65,603	\$ 71,625	\$ 77,737	\$ 56,896	\$106,000
Subtotal Operating Reserve Funds		\$ 78,047	\$ 59,670	\$ 65,603	\$ 71,625	\$ 77,737	\$ 56,896	
<u>Unrestricted & Restricted Accumulated Surplus</u>								
Unrestricted General Operating Fund Surplus	\$340,000	\$ 253,624	\$ 277,578	\$ 301,892	\$ 326,570	\$ 351,619	\$ 377,043	\$565,000
GENERAL FUND TOTALS		\$ 1,734,669	\$ 1,719,020	\$ 1,936,331	\$ 2,357,007	\$ 3,026,787	\$ 3,787,610	
WATER UTILITY FUND								
<u>Reserve Fund</u>								
Water Capital Reserve Fund	TBD	\$ 209,864	\$ 179,506	\$ 176,426	\$ 215,171	\$ 272,732	\$ 281,551	TBD
<u>Appropriated Water Surplus</u>								
Restricted Water Debt Repayment	N/A	\$ 20,752	\$ 18,806	\$ 16,860	\$ 14,914	\$ 12,968	\$ 11,022	N/A
<u>Unrestricted Accumulated Surplus</u>								
Unrestricted Water Operating Fund Surplus	\$60,000	\$ 79,754	\$ 85,988	\$ 92,315	\$ 98,737	\$ 110,293	\$ 122,022	\$100,000
WATER UTILITY FUND TOTALS		\$ 310,370	\$ 284,300	\$ 285,601	\$ 328,822	\$ 395,993	\$ 414,595	
WASTE & RECYCLING DEPOT FUND								
<u>Unrestricted Accumulated Surplus</u>								
Unrestricted Waste & Recycling Operating Fund Surplus	\$32,000	\$ 36,789	\$ 37,341	\$ 37,901	\$ 38,470	\$ 40,288	\$ 42,159	\$53,000
WASTE & RECYCLING UTILITY FUND TOTALS		\$ 36,789	\$ 37,341	\$ 37,901	\$ 38,470	\$ 40,288	\$ 42,159	
GRAND TOTAL ALL RESERVES AND SURPLUSES		\$ 2,081,828	\$ 2,040,661	\$ 2,259,833	\$ 2,724,299	\$ 3,463,068	\$ 4,244,364	
RESERVES & SURPLUSES SUMMARY - ALL FUNDS:		2021	2022	2023	2024	2025	2026	
Capital Reserve Funds		\$ 1,612,862	\$ 1,561,278	\$ 1,745,262	\$ 2,173,983	\$ 2,870,163	\$ 3,635,222	
Operating Reserve Funds		78,047	59,670	65,603	71,625	77,737	56,896	
Unrestricted & Restricted Accumulated Surpluses		390,919	419,713	448,968	478,691	515,168	552,246	
Total Reserves & Surpluses		\$ 2,081,828	\$ 2,040,661	\$ 2,259,833	\$ 2,724,299	\$ 3,463,068	\$ 4,244,364	

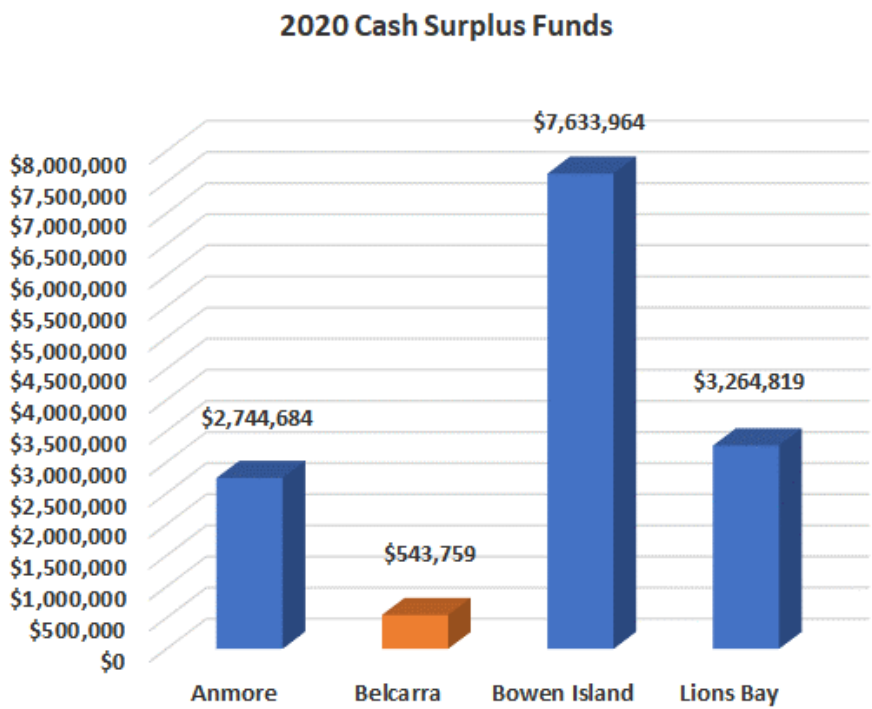
Comparative Benchmarks

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. In other words, no two (2) communities are exacting alike.

When looking at comparisons from general context certain trends begin to emerge which are worthy of thought and discussion. The following communities have been chosen as comparators to Belcarra.

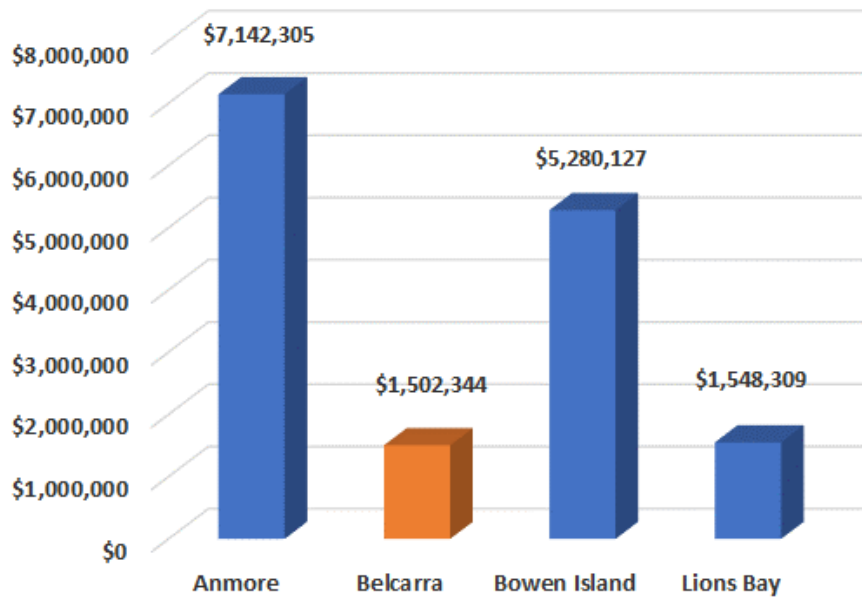
- Anmore
- Bowen Island
- Lions Bay

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 2021, was \$1,366,808; 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 2021 is \$1,994,671 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.



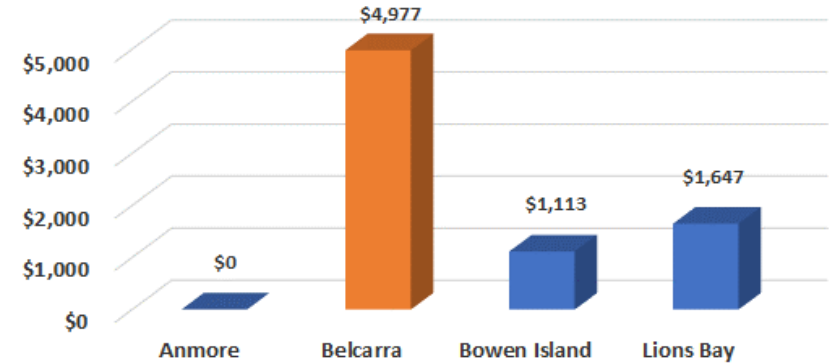
BC Local Government Statistics - 2020 Year-End

2020 Reserve Funds



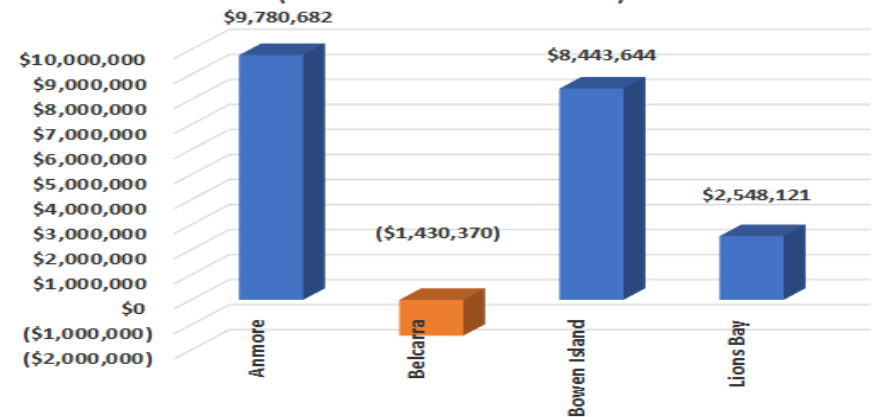
BC Local Government Statistics - 2020 Year-End

**2020 Per Capita
Long-Term Debt Outstanding**



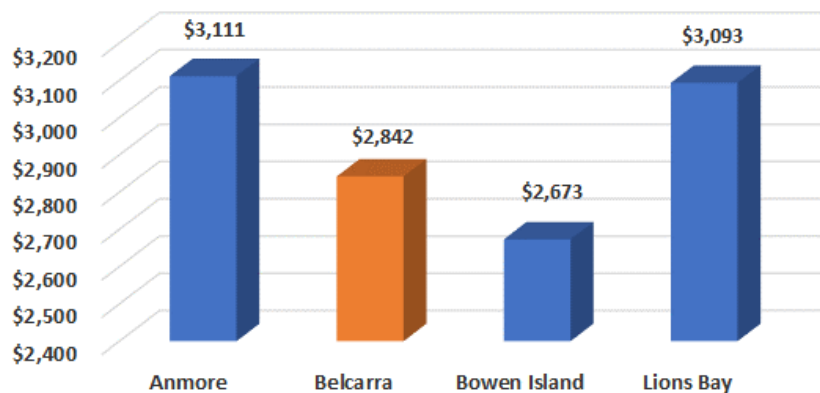
BC Local Government Statistics - 2020 Year-End

**2020 Net Financial Assets (Net Debt)
(financial assets less liabilities)**



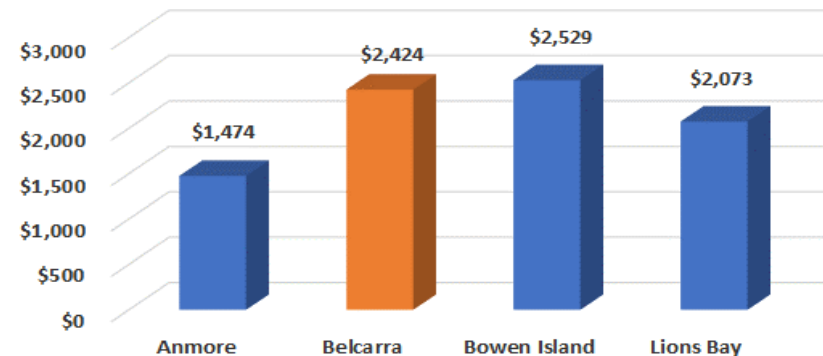
BC Local Government Statistics - 2020 Year-End

2021 General Municipal Taxes
(based on representative house)

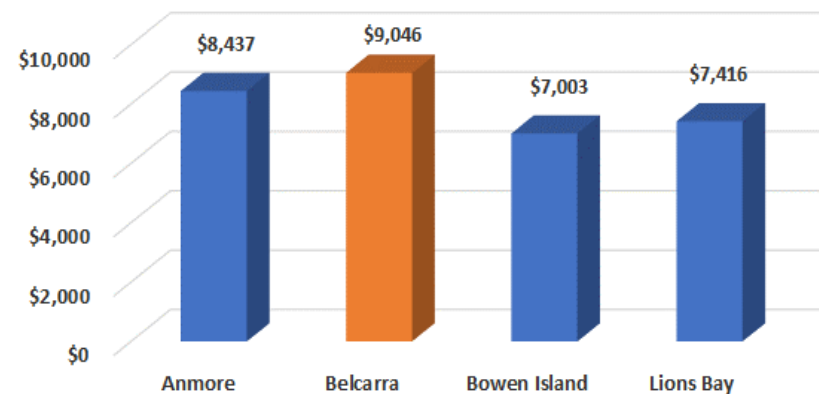


BC Local Government Statistics - 2021 with house value/taxes in Belcarra increased based on impact of water lots

2021 User Fees & Parcel Taxes
(based on representative house)

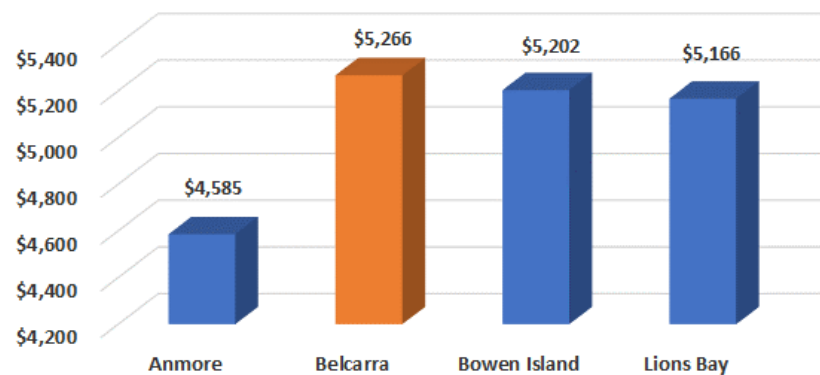


2021 Total Taxes, User Fees & Parcel Taxes
(from all taxing authorities & based on representative house)

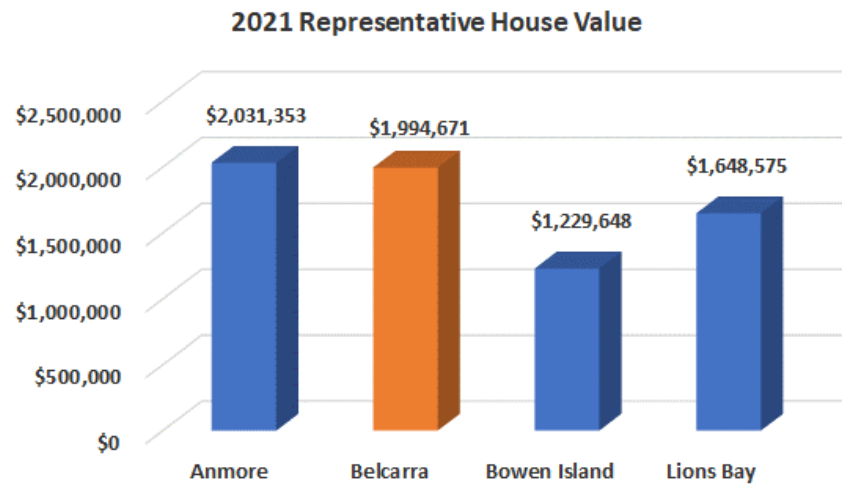


BC Local Government Statistics - 2021 with house value/taxes in Belcarra increased based on impact of water lots

2021 General Municipal Taxes, User Fees & Parcel Taxes
(based on representative house)



BC Local Government Statistics - 2021 with house value/taxes in Belcarra increased based on impact of water lots



BC Local Government Statistics - 2021 with house value/taxes in Belcarra increased based on impact of water lots



COUNCIL REPORT

Date: November 8, 2021
From: Lorna Dysart, Chief Administrative Officer
Subject: **2022 Council Meeting Schedule**

Recommendation

That the 2022 Council Meeting Schedule and the Deputy Mayor Schedule be approved.

Purpose

To present the 2022 Council Meeting Schedule for approval.

Background

The Council Meeting Schedule is set annually and posted on the Belcarra Municipal Website and the official Notice Board. The meeting schedule includes the following information:

- All Regular Council Meetings;
- The Deputy Mayor Schedule;
- Municipal Election & Inaugural Meeting;
- Major Conferences

In the proposed 2022 Council Meeting Schedule, Regular Council Meetings are held as per the attached calendar.

- In August, no meetings are held;
- In December, one meeting is held.

Attachment

- (1) 2022 Council Meeting Calendar

2022 COUNCIL MEETING CALENDAR

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Council Meetings:

Denoted in **BLUE**

CAO Forum

To be determined

SD 43 Spring Break:

March 14 – March 25

Volunteer Appreciation

April 28 (Tentative)

LMLGA (Whistler) May 4-6

LGMA (Penticton)

June 21-23

Belcarra Day

June 26 (Tentative)

UBCM Annual Convention

(Whistler)

September 12-16

Election 2022

Election Day – October 15

Inaugural Mtg – Nov. 7

Holidays:

Denoted in **RED**

Jan 1: New Year's Day

Feb 21: Family Day

Apr 15: Good Friday

Apr 18: Easter Monday

May 23: Victoria Day

Jul 1: Canada Day

Aug 1: BC Day

Sep 5: Labour Day

Sep 30: Truth and

Reconciliation Day

Oct 10: Thanksgiving Day

Nov 11: Remembrance Day

Dec 25: Christmas Day

Dec 26: Boxing Day

Dec 27: In lieu of Christmas

Day

Deputy Mayor Appointments 2022

December 2021 up to & including February 2022 Councillor Liisa Wilder

March up to & including May 2022 Councillor Carolina Clark

June up to & including August 2022 Councillor Bruce Drake

September up to & including October 14, 2022 Councillor John Snell



COUNCIL REPORT

Date: November 8, 2021

From: Lorna Dysart, Chief Administrative Officer

Subject: Council Procedure Bylaw No. 593, 2021

Recommendation

That Council Procedure Bylaw No. 593, 2021 be read a first and second time.

Purpose

The purpose of this report is to bring forward a new Council Procedure Bylaw which will provide the option to conduct Council meeting and Committee meetings in person or via electronic participation.

Background

On March 13, 2020, a public state of emergency was declared to support the BC province wide response to the Covid-19 pandemic. During that time, the Province issued several orders to assist local governments to continue their operations, including Order M192, issued on June 17, 2020, empowering local governments to conduct meetings via electronic participation. When Covid-19 case rates began to decline, the Province ended the state of emergency effective June 30, 2021 and allowed the municipal governments to continue to use Order M192. This order has now expired, and municipal governments are required to amend their procedure bylaws. The Province also informed local governments that amendments will be made to the *Community Charter* to allow local governments to continue to hold electronic meetings should they wish to do so, which would require amendments to Council Procedure Bylaws.

Belcarra Council Procedure Bylaw No. 356, 2004 has received 6 amendments. It was deemed appropriate for staff to bring forward a new Council Procedure Bylaw to cover the way in which Council meetings may now be conducted. The only changes to Council Procedure Bylaw No. 593, 2021, is to provide for electronic and / or hybrid participation at Council meetings.

During the Covid-19 Pandemic, work was undertaken to have new electronic equipment installed in the Village Hall. The new equipment empowers Council and staff to be able to conduct hybrid Council meetings. That means that Council members, certain staff, residents, and consultants, will be able to attend Council or Committee meetings virtually or in person.

When it will be safe to hold in person Council meetings, use of the new electronic equipment will commence. At that time, consideration of an additional staff member to assist with the use of the electronic equipment will be determined.

It is recommended that Council give three readings to the Council Procedure Bylaw in this meeting and / or provide for adoption, as it is important that the Village complies with the Provincial legislation.



**VILLAGE OF BELCARRA
COUNCIL PROCEDURE
BYLAW NO. 593, 2021**



**A Bylaw to Regulate the Procedure at Council and Committee Meetings
for the Village of Belcarra**

WHEREAS Council is required to enact a Procedure Bylaw, pursuant to the *Community Charter*, to establish the general procedures to be followed by Council and Council Committees in conducting their business;

NOW THEREFORE The Council of the Village of Belcarra, in open meeting assembled, enacts as follows:

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as the “**COUNCIL PROCEDURE BYLAW NO. 593, 2021**”.

Definitions

2. In this Bylaw:

Agenda	means the list of items and order of business for a meeting.
Chairperson	means the person presiding at a meeting of a select committee of Council.
Committee	means a standing, select, or other committee of Council.
Corporate Officer	means the Chief Administrative Officer for the Village or the person appointed by Council to act in this position.
Council	means the Council of the Village of Belcarra.
Deputy Mayor	means the member appointed or selected by Council to act in the absence of the Mayor.
Electronic Meeting	means a meeting where all members participate electronically.
Electronic Attendee	means a person who is attending an electronic or hybrid meeting via electronic means.
Electronic Participation	means the electronic participation of one or more attendees at an in person meeting.
Hybrid Meeting	means a meeting where some Council members and the Public are attending in person and some Council members and the Public are attending electronically.

In Person Meeting	means a meeting where all attendees physically attend a meeting.
Mayor	means the Mayor of the Village of Belcarra.
Member	means a member of Council.
Meeting Schedule	means the annually published schedule of regular Council meetings.
Point of Order	means raising of a question by a Council member to call attention to any departure from procedures established in the Procedure Bylaw.
Public Notice Posting Place	means the Notice Board at the Village Hall, and optionally, the Village website.
Quorum	means a majority of members of Council.
Robert's Rules of Order	means Robert's Rules of Order Newly Revised, current edition. Robert's Rules of order shall be the resource to cover Council Procedure not covered in the procedure bylaw.
Unanimous Consent	means an informal way of taking a vote, used only for routine and non-controversial decisions, usually of a procedural nature.
Village	means the Village of Belcarra.
Village Hall	means Belcarra Village Hall located at 4084 Bedwell Bay Road, Belcarra BC V3H 4P8.
Village Website	means the information resource found at an internet address provided by the Village.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

3. The first Council meeting following a general local election must be held on the first Monday of November in the year of the election.

Time and location of meetings

4.
 - (1) All Council meetings must take place within Village Hall, or electronically, or as a hybrid meeting, except when Council resolves to hold meetings elsewhere.
 - (2) Council shall establish annually by resolution a schedule of Council meetings:
 - (a) beginning at 7:00 pm;
 - (b) concluding at 11:00 pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time.
 - (3) Closed Council meetings will normally be held at 5:00 pm, prior to a Regular Council meeting as per 4.(1) above, and may be held in person, electronically or by hybrid meeting, or a meeting may be Closed by Council resolution.

Notice of Council Meetings

5. (1) Council must prepare annually on or before December 31, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place, and optionally, the Village website.
- (2) Council must give notice annually on or before December 31 of the time and duration that the schedule of regular Council meetings will be available.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place, and optionally, the Village website, indicating any revisions to the date, time and place or the cancellation of a regular Council meeting.
- (4) Advance public notice, at the Public Notice Posting Place, and optionally, the Village website, will be given for the way in which the Council electronic or hybrid meetings will be conducted. Notice will include the place where the public may attend to hear, or watch and hear, or attend in person, where requirements for in person attendance, if any, are met.

Electronic / Hybrid Meetings

6. (1) Subject to the *Community Charter*
 - (a) Council meetings may be conducted by electronic means.
 - (b) The Chair and Corporate Officer will determine if a council meeting will be held electronically; in person or in a hybrid manner.
 - (c) a member of Council or a Council committee, who is unable to attend a Council meeting or a Council committee meeting in person, may participate in the meeting by means of electronic or other communication facilities.
 - (d) Council meetings may be held in person, electronically or as a hybrid meeting. The Mayor / Chair, one Council member and the Corporate Officer must be in attendance in the Village Hall. In extenuating circumstances, the Mayor and the Corporate Officer may attend the Council meetings electronically.
 - (e) Council members attending an electronic or hybrid meeting must, at all times, be visible on camera.
 - (f) A recess may be provided at the request of Council or staff.
 - (g) A Council member who wishes to attend an in person meeting via electronic means must provide notice to the Mayor / Chair and Corporate Officer of their intent no less than 24 hours in advance of the meeting.

- (h) Priority for electronic participation will be granted, in order that the request is received, based on notification date and time, and will not exceed the electronic participation limits established in this section. Requests for an accommodation process will be considered.
 - (i) A Council member will not exercise the option to participate electronically in an in person meeting more than ten (10) times per calendar year without the general consent or approval of Council.
 - (j) The name of electronic participants will be noted in the meeting minutes as having participated electronically.
 - (k) Electronic participants who lose connectivity with the electronic platform for more than five (5) consecutive minutes during the meeting will be noted in the minutes as having left the meeting. If a Council member is not connected to a Council meeting when a motion is on the floor and voted on, the Council member will be recorded as absent in the minutes.
 - (l) Electronic participants will abide by the rules established by the Council procedure bylaw pertaining to electronic meetings.
- (2) No more than 3 members of Council at any one time may participate electronically at an in person Council meeting under section 6(1)(c); except as per section 6(1)(d).
 - (3) The Corporate Officer must provide an electronic copy of the Agenda and specific information to the members participating electronically.

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR (DEPUTY MAYOR)

- 7.
 - (1) Annually, before December 31, Council must, from amongst its members, designate Council members to serve on a rotating basis, as the Deputy Mayor responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
 - (2) Each Council member designated under Section 7(1) must fulfill the responsibilities of the Mayor in his or her absence.
 - (3) If both the Mayor and the Deputy Mayor designated under Section 7(1) are absent from the Council meeting, the next designated Council member for the next three month period, shall take the Chair and call the meeting to order.

PART 4 – COUNCIL PROCEEDINGS

Attendance of Public at Meetings

- 8. The Mayor or the Deputy Mayor or the Council member designated as the member responsible for acting in the place of the Mayor under Section 7, may expel or exclude a person other than a Council member from a Council meeting and:

- (a) if the person refuses to leave, the presiding Council member may cause the member to be removed by a peace officer; and
- (b) if the person apologizes to the Council, Council may, by resolution, allow the person to return to the place where the Council meeting is being held;
- (c) if a person is attending a Council meeting electronically, the person will be removed from the meeting.
- (d) if a person is attending an electronic or hybrid Council meeting, the full name and video of the person must be visible if they wish to address Council.

Minutes of Meetings to be Maintained and Available to the Public

9. Minutes of the proceedings of Council must be:

- (a) legibly recorded;
- (b) certified as correct by the Corporate Officer; and
- (c) signed by the Mayor or other Council member presiding at the Council meeting or at the next Council meeting at which the minutes are adopted.

Call Meeting to Order

- 10.** (1) As soon after the time specified for a Council meeting, and a quorum is present, the Mayor, if present, must take the Chair and call the Council meeting to order. If the Mayor is absent, the Deputy Mayor or the Council member designated as the member responsible for acting in the place of the Mayor in accordance with Section 7, must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present, but the Mayor or the Deputy Mayor or the Council member designated as the member responsible for acting in the place of the Mayor under Section 7(1), are not in attendance within 15 minutes of the scheduled time for a Council meeting, the Council member designated under section 7(3) shall call the meeting to order.

Adjourning Meeting Where No Quorum

11. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:

- (a) record the names of the members present, and those absent; and
- (b) adjourn the meeting until the next scheduled meeting; and
- (c) where technical issues at an electronic or hybrid meeting cause a loss of quorum and quorum is not reestablished within 15 minutes, the meeting will be rescheduled by the Mayor / Chair and the Corporate Officer. Notice will be given per 5 (3) above.

Agenda

- 12.** (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, providing a short summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda, must be no later than 12 noon on the Tuesday prior to the Council meeting.
- (3) The deadline for submissions by staff to the Corporate Officer of items for inclusion on the Council meeting Agenda, must be no later than 12 noon on the Tuesday prior to the meeting.
- (4) The Corporate Officer must make the Agenda available to members of Council by the Thursday afternoon prior to the meeting and to the public on the Thursday afternoon prior to the meeting.
- (5) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a Late Item pursuant to Section 14.
- (6) Public Question Period:
- (a) Public Question Period is not be limited to questions or comments related to topics on the Council meeting agenda; and
 - (b) Questions from the Council meeting agenda be addressed first, followed by questions on other topics; and
 - (c) when a Council meeting is held virtually, the full name and video of the person asking a question must be visible; and
 - (d) a maximum of 2 minutes be allowed for each question; and
 - (e) a maximum of 20 minutes be allowed for Public Question Period with completion by 11:00 pm, as pursuant to Section 20.
 - (f) The Mayor or the Deputy Mayor or the Council member designated to act in place of the Mayor at the Council meeting, be granted the authority to consider if a question or comment from a member of the public is appropriate to be raised in a Regular Council meeting under the *Community Charter, Section 90 (1) and (2)*. Topics such as a matter of litigation, or a personnel matter are topics Council must address in a Closed Council meeting and therefore are not able to respond to questions on these issues.

Order of Proceedings and Business

- 13.** (1) The Agenda for all Council meetings outlines the topics listed in Schedule “A” (attached to this bylaw), “Order of Council Business” in the order in which the topics are listed.
- (2) Particular business at a Council meeting must be taken up in the order in which it is listed on the Agenda, unless otherwise resolved by Council.

Late Item

- 14.** (1) An item of business not included on the Agenda must not be considered at a Council meeting unless the introduction of the Late Item is approved by Council at the time allocated for Agenda approval.
- (2) If the Council makes a resolution under Section 14(1), information pertaining to Late Items must be distributed to Council members.

Voting at Meetings

- 15.** (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding Council member must put the motion to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding Council member must put the motion to a vote by stating:
“Those in favour raise your hands and say aye.”, and then
“Those opposed raise your hands and say nay.”
 - (c) when the presiding Council member is putting the motion to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room, if attending electronically, the Council member must be visible;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting Council member is raising a Point of Order.
 - (d) after the presiding Council member puts the motion to a vote under paragraph (b), a Council member must not speak to the motion or make a motion concerning it;
 - (e) the presiding Council member decision regarding whether a motion has been finally put, is conclusive;
 - (f) whenever a vote of Council on a motion is taken, each Council member present shall signify their vote by raising their hand; and
 - (g) the presiding Council member must declare the result of the vote by stating that the motion is decided in either the affirmative or the negative.

Conduct and Debate

- 16.** (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding Council member.
- (2) Council members must address the presiding Council member by the title of the person such as Mayor, Deputy Mayor, or Councillor.
- (3) Council members must address other non-presiding members by the title Councillor.

- (4) No Council member must interrupt a Council member who is speaking except to raise a Point of Order.
- (5) If more than one Council member speaks the presiding Council member must call on the Council member who, in the opinion of the presiding Council member, first spoke.
- (6) Council members who are called to order by the presiding Council member:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the Point of Order; and
 - (c) may appeal to Council for its decision on the Point of Order in accordance with Section 132 of the *Community Charter [Authority of Presiding Member]*.
- (7) Council members speaking at a Council meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be reconsidered; and
 - (e) must adhere to the rules of procedure established under this Bylaw, the *Community Charter* and Robert's Rules of Order, and to the decisions of the presiding Council member and Council in connection with the rules and points of order.
- (8) A member may require that the question being debated at a Council meeting, be read at any time during the debate, if that does not interrupt another Council member who is speaking.
- (9) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a Council member may speak more than once in connection with the same question only:
 - (i) with the permission of Council; or
 - (ii) if the Council member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a Council member who has made a substantive motion to Council may reply to the debate;
 - (c) a Council member who has moved an amendment, the previous question, or an instruction to a committee, may not reply to the debate;
 - (d) a Council member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes, only with the permission of Council.

- (10) Robert's Rules of Order apply to all Council meetings and / or committee meetings, unless otherwise provided in, or in conflict with, this bylaw or the *Community Charter*.
- (11) The following topics will not be permitted for public discussion during a meeting and may cause the participant to be expelled from the meeting:
 - (a) any topic not permitted under the *Community Charter*.
 - (b) any matter pertaining to a bylaw or zoning application that is the subject of a public hearing (unless at the public hearing) and has not yet been adopted.
 - (c) any matter that is before the courts, has been the subject of a claim for damages, or pertains to active requests for proposals.
 - (d) other topics deemed inappropriate, vexatious, frivolous, defamatory in nature, or containing abusive language.

Motions Generally

17. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the Agenda of the Council meeting at which the motion is introduced may be introduced with the permission of Council.
- (3) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting, if a motion by a Council member to *Consider Seriatim* is adopted by Council.

Amendments Generally

18. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (4) An amendment may be amended once only.
- (5) An amendment that has been negated by a vote of Council cannot be proposed again.
- (6) A Council member may propose an amendment to an adopted amendment.

Reconsideration by Mayor or a Council Member

19. (1) *Community Charter* Section 131 (1) to (4) states in part that the "Mayor may require Council reconsideration of a matter".

- (2) Subject to subsection 19 (4), if a motion has been either adopted or defeated during a meeting, and at least one member who voted on the winning side wants to have the vote reconsidered, a Council member may, at the next Council meeting:
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - (b) move to reconsider an adopted Bylaw after an interval of at least 24 hours following its adoption.
- (3) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to reconsider that resolution.
- (4) Council must not discuss the main motion referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (5) A vote to reconsider must not be reconsidered.
- (6) Council may only reconsider a matter that has not:
 - (a) had the approval or assent of the electors and been adopted;
 - (b) been reconsidered under subsection (1) or Section 131 of the *Community Charter* [*mayor may require Council reconsideration of a matter*];
 - (c) been acted on by an officer, employee, or agent of the Village.
- (7) The conditions that applied to the adoption of the original Bylaw, resolution, or proceeding apply to its rejection under this Section.
- (8) A Bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or Section 131 of the *Community Charter* [*mayor may require Council reconsideration of a matter*] is as valid and has the same effect as it had before reconsideration.

Adjournment

- 20.** A Council may continue a Council meeting after 11:00 pm only by an affirmative vote of the Council members present and the time is established for the length of the extension. A Council meeting may only be extended once.

PART 5 – BYLAWS

Form of Bylaws

- 21.** A Bylaw introduced at a Council meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose;
 - (e) be divided into Sections.

Bylaws to be Considered Separately or Jointly

22. Council must consider a proposed Bylaw at a Council meeting either:
- (a) separately when directed by the presiding Council member or requested by another Council member; or
 - (b) jointly with other proposed Bylaws in the sequence determined by the presiding Council member.

Reading and Adopting Bylaws

23. (1) The readings of the Bylaw may be given by stating its title and object.
- (2) A proposed Bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (3) Subject to the *Local Government Act*, each reading of a proposed Bylaw must receive the affirmative vote of a majority of the Council members present.

Bylaws Must Be Signed

24. After a Bylaw is adopted, and signed by the Corporate Officer and the presiding Council member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village records for safekeeping.

PART 6 – RESOLUTIONS**Introducing Resolutions**

25. (1) The presiding Council member of a Council meeting may request a motion that a resolution be introduced.

PART 7 – COMMITTEES**Duties of Standing Committees**

26. (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned or delegated by Council;
 - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the committee meetings schedule or as required;
 - (b) on matters that are assigned by Council or the Mayor at the time specified.

Duties of Select Committees

27. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of Committee Meetings

28. (1) At its first meeting after its establishment, a standing or select committee must establish a regular schedule of meetings.
- (2) The Chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of Committee Meetings

29. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Place, or optionally, the Village website; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Staff Resource person must, as soon as possible, Corporate Officer who will post a notice at the Public Notice Posting Place, or optionally, the Village website which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The staff resource person to a committee must cause a notice of the day, time and place of a meeting called under Section 30(2) to be given to all members of the committee before the time of the meeting.

Attendance at Committee Meetings

30. Council members who are not members of a committee may attend the meetings of the committee.

Minutes of Committee Meetings to be Maintained and Available to Public

31. Minutes of the proceedings of a committee must be:
- (a) legibly recorded;
 - (b) certified by the Department Head or designate who is assigned as staff resource to the Committee;
 - (c) signed by the Chair or member presiding at the meeting; and

- (d) filed with the Corporate Officer and be open for public inspection..

Conduct and Debate

32. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of the committee members present.
- (3) As per the *Community Charter*, the Chair must preserve order. If the Chair considers that another person at the meeting is acting improperly or disrupting the meeting, the behaviour of that person will be addressed. The Chair may order the person expelled from the meeting should the person choose to not adhere to the decisions of the Chair.

Voting at Meetings

33. Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 8 – ANNUAL REPORT

Annual Report

34. The Corporate Officer must give notice of the Council meeting or other public meeting in respect of which Council has resolved to consider:
- (1) the Annual Report prepared under Section 98 of the *Community Charter*, and
- (2) submissions and questions from the public,
- by giving public notice by:
- (3) posting notice of the date, time and place when the Annual Report will be considered, in the posting locations, and
- (4) publishing notice of the date, time and place of the consideration of the Annual Report in accordance with Section 94 of the *Community Charter*.

PART 8 - GENERAL

35. If any Section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.
36. This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter* [public notice].
37. Village of Belcarra Procedure Bylaw No. 356, 2004 as amended is repealed.

Public Notice given on

Read a First time on

Read a Second time on

Read a Third time on

Adopted by the Council on

Jamie Ross
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Council Procedure
Bylaw No. 593, 2021

Chief Administrative Officer

Schedule “A”

Order Of Business at Regular Council Meetings

Unless the Council otherwise resolves, Council shall deal with business at every regular meeting in the following order:

- (a) Call to Order;
- (b) Approval of the agenda;
- (c) Adoption of the minutes;
- (d) Delegations and Presentations;
- (e) Reports;
- (f) Reports from Mayor and Council Committee Representatives;
- (g) Report from the Chief Administrative Officer;
- (h) Bylaws;
- (i) Correspondence/Proclamations;
- (j) New Business;
- (k) Public Question Period;
- (l) Adjournment.



COUNCIL REPORT

Date: November 8, 2021

From: Lorna Dysart, Chief Administrative Officer

Subject: Update on the Midden Road Closure

Recommendation

That the report dated November 8, 2021, regarding the Update on the Midden Road Closure be received for information.

Purpose

The purpose of this report is to provide Council with the background regarding the Midden Road closure at Bedwell Bay Road.

Background

At a Regular Council meeting held May 13, 2019, the follow motion was passed:

“That Council approve the temporary closure of Midden Road at Bedwell Bay Road;
and
That the Temporary Closure remain in place until October 1, 2019
That Council direct staff to advise TransLink, all Emergency Services and residents.”

Following the Midden Road closure, the TransLink bus stop was moved farther down the road.

At a Regular Council meeting held June 24, 2019, the following motion was passed:

“That Council approve the installation of 18 meters of new standard roadside barriers at a cost of \$3,500. for the closure to traffic on Midden Road at Bedwell Bay Road.”

In the staff report to Council on June 24, 2019, it was noted that the 2017 Road Assessment Management report indicated that the Midden was one of the top three Belcarra roads in need of repair. There was \$60,000. set aside in the 2019 budget for the repair of Midden Road. This repair did not occur.

Midden Road is not part of the MRN road network.



COUNCIL REPORT

Date: November 8, 2021

From: Stewart Novak, Public Works and Emergency Preparedness Coordinator

Subject: **Invasive Plant Management 2021 Report - Invasive Species Council of Metro Vancouver**

Recommendation

That the report dated November 8, 2021, regarding the “Invasive Plant Management 2021” from the Invasive Species Council of Metro Vancouver be received for information.

Purpose

The purpose is to provide Council with a report on the work completed by the Invasive Species Council of Metro Vancouver.

Background

As part of the effort to control and eradicate invasive vegetation in the Village, staff contracts with the Invasive Species Council of Metro Vancouver (ISCMV) to monitor and control.

Attachment: ISCMV Village of Belcarra Invasive Plant Management 2021 Report.



Village of Belcarra Invasive Plant Management 2021

Submitted to: Lorna Dysart, Village of Belcarra
604 937 4101 | ldysart@belcarra.ca

Stewart Novak, Village of Belcarra
604 937 4100 | snovak@belcarra.ca

Submitted by: Larissa Lau, Invasive Species Council of Metro Vancouver
604 880 8358 | llau@iscmv.ca

1.0 Introduction

The Invasive Species Council of Metro Vancouver (ISCMV) was contracted to conduct invasive plant control and monitoring activities for the Village of Belcarra on municipal property during 2021. The ISCMV followed up on treatment sites from previous years.

During the 2021 field season the ISCMV conducted two treatment and monitoring sessions. The first treatments were conducted on July 15 (Figure 1), and second treatments were conducted on August 31 (Figure 2). Treatments were conducted under the ISCMV Pesticide Use License #18943. The ISCMV will submit the required pesticide use information for work conducted on Belcarra lands in our annual report to BC Ministry of Environment. The ISCMV follows all required regulations and the guidance provided for invasive plant management on provincial public lands as outlined in the [Invasive Plant Pest Management Plan for Provincial Crown Lands in the South Coastal Region of British Columbia \(PMP\)](#).

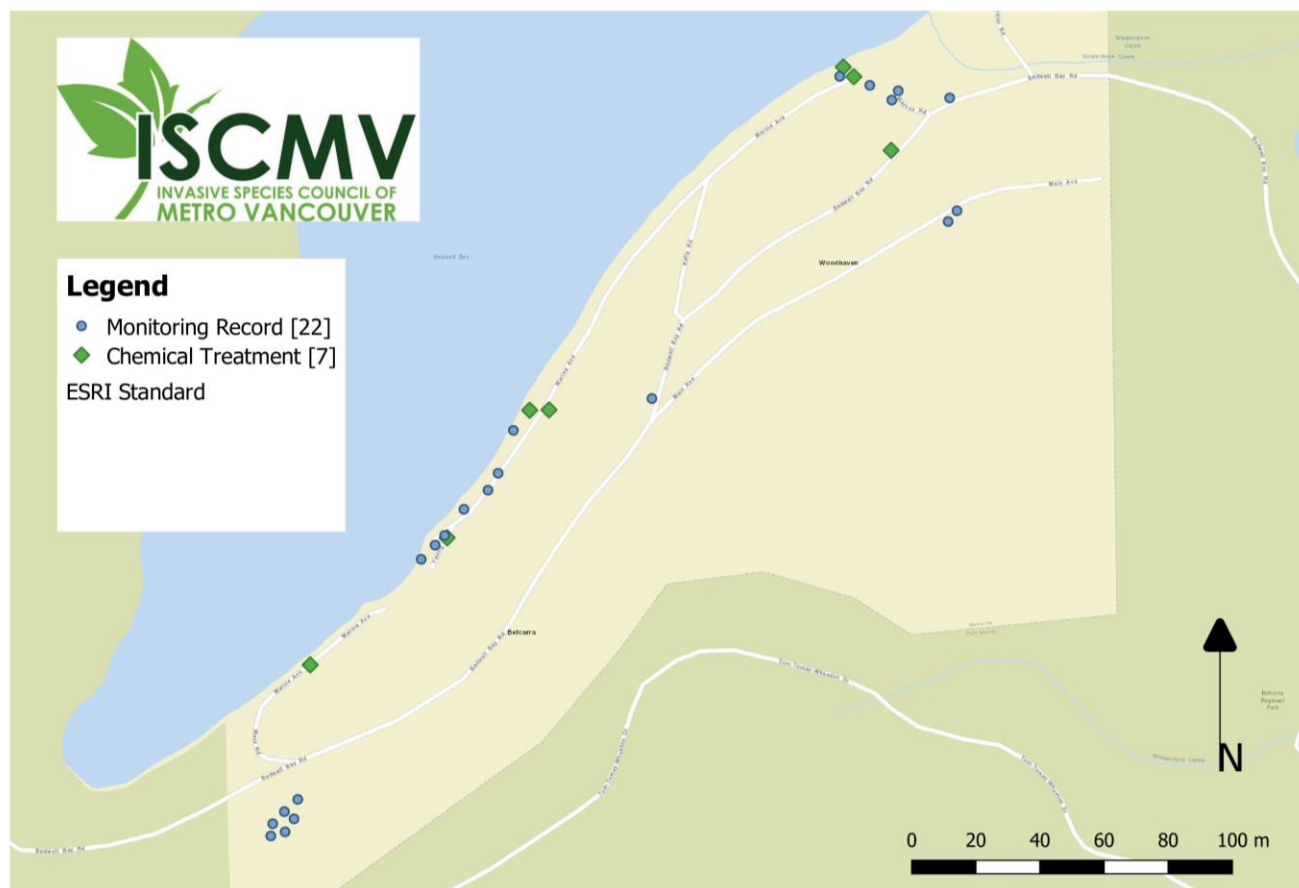


Figure 1. Location of first treatment and monitoring sites conducted on July 15, 2021 on the Village of Belcarra municipal property.

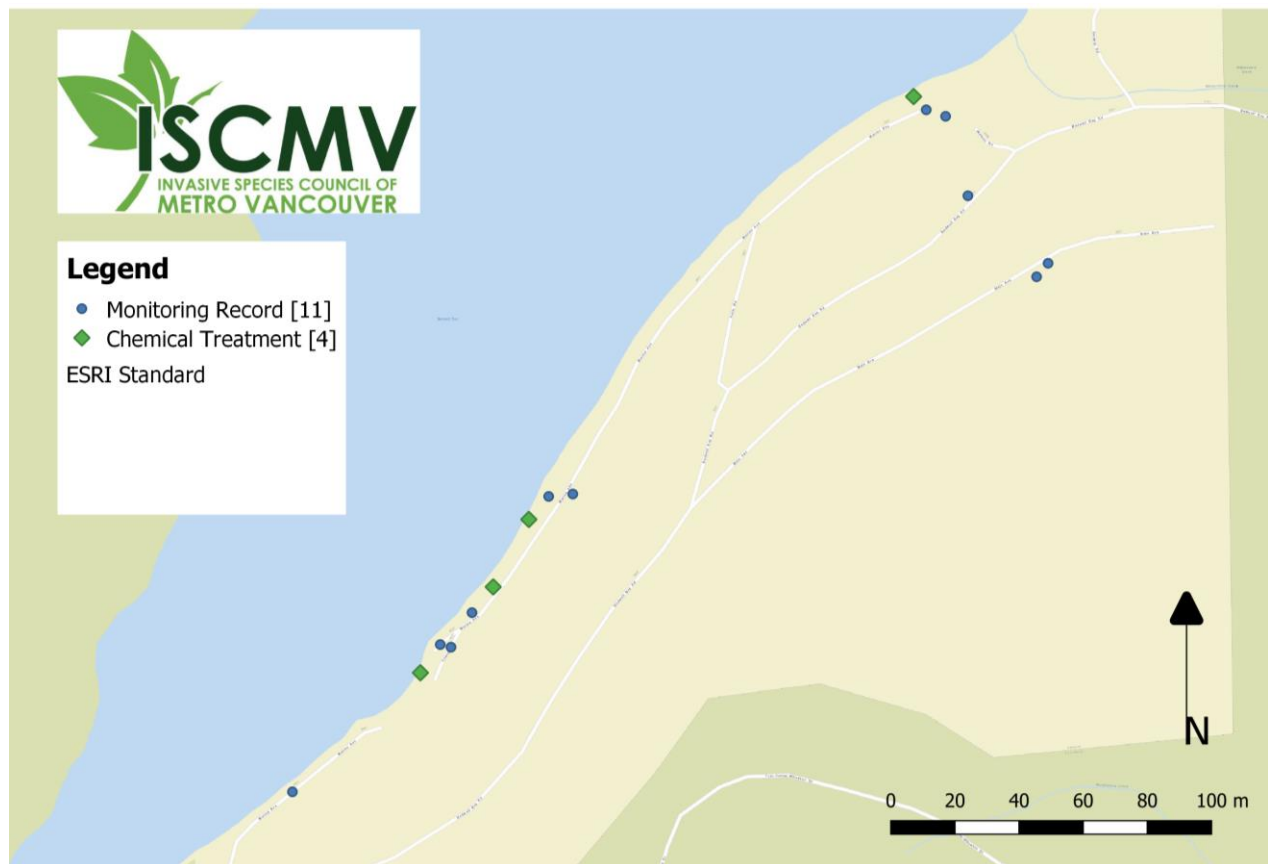


Figure 2. Location of second treatment and monitoring sites conducted on August 31, 2021 on the Village of Belcarra municipal property.

2.0 Methods

2.1 Chemical Control Methods

Control of knotweed species was conducted using chemical control via direct foliar through the use of a hand sprayer. The herbicide used for control work was **VP480 (formerly Vantage XRT)**, a non-selective herbicide with active ingredient glyphosate @ 480 g active ingredient/L.

Decisions on treatment methods were based on a number of factors that included, but not limited to:

- ecology of surrounding area
- invasive plant's stage of growth
- plant physiology
- weather
- proximity to water and the public
- public perception
- presence of native species
- age of infestation
- economic efficiency
- assessment of the seed bed
- time of year
- applicable regulations

2.2 Monitoring Methods

ISCMV monitored treatment sites throughout the 2021 field season. Data collection for control and monitoring work was conducted in accordance with guidelines set out by the [Invasive Alien Plant Program \(IAPP\) Application](#) administered by the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development. Data is stored in the ISCMV files and in IAPP. Data on herbicide treatment and use, weather conditions, area covered by invasive plant, date/time, coordinates and IAPP site number were recorded using an iPad. Photos of the sites were also taken both during treatment and site follow up.

3.0 Results

There was an increase in knotweed sites compared to previous years. Although in 2020 many sites showed high efficacy, the knotweed infestations have persisted and required chemical treatment in 2021. Table 1 below shows the comparison between the 2019, 2020 and 2021 treatment and monitoring sites of knotweed. Based on first treatments conducted on July 2021, the total area chemically treated was 120 m² across 7 knotweed sites. The increase of knotweed treated is attributed to two individual knotweed patches; IAPP site 301666 and a new site. Neither of these infestations were treated in the two previous years as they since they were not identified.

During the second treatment visit on August 31, four sites were chemically treated and 5m² of knotweed was treated. There was a decrease of the number of sites treated from first to second treatment due to the high efficacy of the first treatments.

Table 1. Comparison of the number of monitor and treatment sites and the area treated over the 2019, 2020 and 2021 field season, by first and second treatments.

	2019 1 st Treatment	2020 1 st Treatment	2021 1 st Treatment
# of monitoring sites	12	18	22
# of treatment sites	12	6	7
Treatment area (m ²)	62	82	120

	2019 2 nd Treatment	2020 2 nd Treatment	2021 2 nd Treatment
# of monitoring sites	16	23	11
# of treatment sites	8	0	4
Treatment area (m ²)	38	0	5

Raw data in csv, KML and shapefile formats can be supplied upon request.

4.0 Recommendations

Monitoring should be completed on all invasive species sites during the 2022 field season to ensure that if these invasive species return, they are re-treated as soon as possible. Monitoring of knotweed species can begin in late April and early May. Sites found with re-growth should be retreated to maximize long-term efficacy. It is crucial to continue monitoring of the previously treated sites for 3-5 years to ensure the infestation is eradicated.

Residents should be encouraged to report knotweed sites on municipal property so that no knotweed patches are missed and go untreated. Residents should also be encouraged to manage knotweed found on their own properties. There are regional resources to support residential property owners working on invasive species management.



COUNCIL REPORT

Date: November 8, 2021

From: Councillor Drake

Subject: Water Committee Recommendations

Whereas the Water Committee has thoroughly studied the Village water system, the documentation and management of the system and provided many suggestions; therefore, be it resolved:

Recommendation A:

That Council thank the Water Committee members for all their work; welcome future input from Committee members as individuals and declare the work of the Water Committee completed.

Recommendation B:

That Council approve the Water System motions below #1 to #32.

Purpose / Background

Introduction:

After consultation with the Water Committee Chair, Ian Devlin, a few modifications have been made to the motions. The reporting of status on those steps approved by Council is now specified as to be in writing and scheduled monthly.

Most motions outlined below were included in the Water Committee Technical Report #2 and are subject to the disposition of Council.

Water System Recommendation B:

1. That each of the following list of recommendations derived primarily from the Water Committee Technical Brief Report #2 dated September 26, 2021 be approved; amended and approved; deferred for subsequent discussion or not approved.
2. That, unless otherwise specified, recommendations be referred to staff for action and
3. That the motions approved be retained and that staff advise Council as progress is made on the motions adopted which would include such matters as projected completion dates and completed status.
4. That a written report on progress be provided at the first Council meeting of each month.

5. [1(a)] *¹That staff prepare and maintain an up-to-date Water System Operation and Maintenance Manual (OMM); and
6. [1(b)] That staff prepare and maintain an up-to-date SCADA manual;
7. [1(c)] That Council recognize that the Belcarra water system is dual-purpose - intended both to provide potable water in accordance with applicable regulations and to support fire fighting.
8. [1(d)] That the OMM and the procedures outlined reflect and support the dual-purpose nature of its water system ensuring water quality while optimizing firefighting capacity subject to that water quality assurance
9. [2(a)] That the OMM framework prepared by Ralph Drew be adopted and that detailed material, as completed, be inserted into this framework, as required.
10. [2(a.1)] That the detailed operating procedure pertaining to the triggering of Tatlow inflow upon SVFD fire callout and the advising of DNV of any substantial structural fire be included in the manual.
11. [2(b)] That as sections of the OMM are completed, the sections be presented to Council.
12. [3(a)] That in response to the 2019 recommendation from Fraser Health, (*2), a report be presented to council on the feasibility and cost of adding chlorination capacity to our system.
13. [3(b)] That tracking of the ongoing chlorine & water sampling monitoring program through Metro Vancouver and ongoing documentation be described in the OMM.
- 14 [4(a)] That a complete set of water system drawings (including engineering drawings for both Tatlow and the Dutchman Creek reservoirs) be included in the OMM or referenced and readily accessible
15. [5(a)] That Village wide meter readings be used to provide a report to Council estimating domestic consumption and comparing the consumption to measured inflow.
16. [6(a)] That results of the 2022 inspections of both the Tatlow & Dutchman Creek reservoirs be reported to Council and include assessments of the life expectancy of the reservoirs, as well as information for use in long term capital planning.
- [7] That WSP engineers report the following to Council:
17. [7(a)] That the potential for and high level costs of increased inflow from DNV be discussed considering:
18. [7(a.1)] a modest increase with modest impact and costs and

19. [7(a.2)] a more ambitious option which may be dependent on a number of factors including funding (grant) assistance.
 20. [7(b)] a review and upgrade of the SCADA system
 21. [7(c)] a report on the apparent discrepancy between DNV metering of water provided to the Village and the Village metering of received water
 22. [7(d)] should a discrepancy be found per 7(c) above, either resolve the matter or suggest and cost estimate potential solutions.
 23. [7(e)] report on the capacity of the twin lines that cross under Indian Arm connecting the District of North Vancouver water system to the Village water system while assuming a credible range of flow rates
- [8] That the Master Capital Asset Management Plan being prepared for the Village:
24. [8(a)] include the water system and all components
 25. [8(b)] include a multiyear financial plan for the water system.
- [9] That, as part of mitigation strategies, Council consider:
26. [9(a)] Fire Smart practices
 27. [9(b)] Sprinkler bylaws - Council assess the benefits of seeking mandatory sprinkler authority; the cost and probability of success in addition to the impact in terms of sprinkler installations and decide whether to pursue this authority.
 28. [9(c)] If council decides to not seek approval to mandate sprinklers, that the Village prepare an information sheet for homeowners explaining local firefighting challenges, particularly for larger homes, and recommending sprinkler installations.
 29. [9(d)] That Council approve offering further information to residents about the benefits of other mitigating steps such as monitored and/or modern alarm systems.
 30. [9(e)] That Council consider the recommendations of the Tree Committee related to fire risk reduction.
 31. [9(f)] That the reduction and mitigation strategies suggested by B.A. Blackwell and Associates be considered as outlined in the Community Wildfire Resilience Plan presented to Council September 26, 2021.
 32. [10(a)] sprinklers - see 9b & 9c above

Notes:

- *1 – figures in [] brackets largely reference the Belcarra Water Committee - Technical Brief #2 dated September 26, 2021 prepared by Committee Chair, Ian Devlin.
- *2 -July 19, 2021 letter from Fraser Health

Abbreviations:

OMM - Operating and Maintenance Manual

SCADA - Supervisory Control and Data Acquisition



VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018,
Amendment Bylaw No. 590, 2021



An amendment bylaw to introduce a Development Enquiry Research Fee for complex enquiries.

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 590, 2021".
2. That the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" be amended:
 - a) By adding the following to the table under **Schedule 8 – Planning, Land and Development Services**:

<i>[Description]</i>	<i>[Fee]</i>
Development Enquiry Research Fee/Pre-Application Fee for Review of Large Rezoning Applications - Where it is determined by the Chief Administrative Officer (CAO) that research may involve staff time in excess of 15 minutes. Where it is determined that a fee may be assessed, the applicant will be provided with a fee estimate prior to the requested work being initiated.	First hour - \$100 Each additional 15mins or portion thereof \$20

Read a First Time on October 12, 2021

Read a Second Time on October 25, 2021

Read a Third Time on

ADOPTED by Council on

 Jamie Ross
 Mayor

 Lorna Dysart
 Chief Administrative Officer

This is a certified a true copy of
 Village of Belcarra Fees and Charges Bylaw No. 517, 2018
 Amendment Bylaw No. 590, 2021

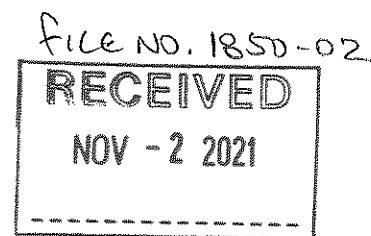
 Chief Administrative Officer



The Belcarra Barnacle

4084 Bedwell Bay Road.

Belcarra, B.C. V3H 4P8



October 26th 2021

To: Belcarra Village Council

From: Belcarra Barnacle Society

Re: Request for \$1,500 for Belcarra Barnacle Society

The Belcarra Barnacle made it through 2020. Belcarra residents continued to contribute photographs and articles while our advertisers support us by renewing their advertisements and new advertisers still continue to seek us out.

One of the reasons for the Barnacle's success is that we manage the proportion of advertisements to articles, ensuring the Barnacle is always worth reading. CRAB events are announced and featured throughout the year as well as BlockWatch & SVFD updates. The Village of Belcarra also uses our publication to communicate with residents. We advise about upcoming community events and include columns by residents about items of interest to locals. The Belcarra Barnacle strives to feature resident artists and the children have their own pages.

Every effort is made to include new residents and introduce them to the community. Our colourful centre pages are dedicated to the wonderful lifestyle that Belcarra Village enjoys and that the Barnacle delights in highlighting, in order to foster and support community spirit. The printed copies continue to disappear very quickly from the bus stops, we also have an online presence wherein we feature the Belcarra Barnacle in full colour.

Financially, the Belcarra Barnacle entered the year 2020 with money in the bank. We met all outgoing expenses and advertisers brought in an amount of \$4130.00.

This is a direct result of the time and effort contributed by the incredible volunteers at the Belcarra Barnacle, who put in a good number of hours every issue to ensure that the residents of Belcarra can enjoy a community-specific read and be advised of upcoming events.

In 2021 we plan on using the \$1500.00 that we are requesting from Council to cover additional costs including increasing prices for printing.

The Belcarra Barnacle thanks the Village of Belcarra for continuing to support our community newspaper!

Respectfully submitted:

Belcarra Barnacle Volunteers:

Nora Boekhout, Clive Evans, Bonni Marshall, Michelle Montico, Sandra Reitchel and Isabel Wilson.

Attached: Year End Income and Expenses for 2020.

BELCARRA BARNACLE YEAR END ACCOUNTS FOR 2020

\$

INCOME

Advertisements	3,890.00
Village of Belcarra subsidy	1,500.00
Interest	0.00
Mail subscriptions	0.00

\$ 5,390.00
=====

EXPENSES

Printing	4,378.36	
Operating expenses	15.66	30.00
Bank charges	30.00	

\$ 4,424.00
=====

**INCOME OVER
EXPENSES** **\$ 966.00**
=====

ASSETS

Cash at Bank	2,932.11
--------------	----------

Accounts outstanding	240.00
Computer laptop	102.87

	\$ 3,274.98
	=====

LIABILITIES

Paid advertisements	1,488.00
Equity	1,786.98
Office expenses, prizes etc.	0

	\$ 3,274.98
	=====

Subject: FW: Letter from Cory Heavener and Renaa Bacy, Office of the Provincial Director of Child Welfare

FILE NO 630-01

From: MCF Info MCF:EX

Sent: Friday, October 29, 2021 3:43 PM

Subject: Letter from Cory Heavener and Renaa Bacy, Office of the Provincial Director of Child Welfare

VIA E-MAIL

Ref: 2640

His Worship Mayor Jamie Ross and Council
Village of Belcarra

Dear Mayor Ross and Council:

As the Provincial Director of Child Welfare and Provincial Director of Adoption and Permanency, we are honoured to proclaim November as Adoption Awareness Month. This month is about raising awareness for adoption in British Columbia and celebrating the families who have welcomed children and youth as permanent members of their family.

Every child deserves the love and support of a nurturing family. November is about celebrating the adoptive families that have made a difference in the lives of children by providing care, guidance, and a sense of belonging. Adoptive families are committed to ensuring stability and sharing their love, whether that is in their role as parent, sibling, or extended family member.

November is also about recognizing that there are children who are still waiting for permanent homes. There continues to be a need for more adoptive families in British Columbia to offer their support to help children grow and develop into their full potential.

There are many online resources, information, and support services that can help families who are considering adoption. Adopt BC Kids is an online portal that allows British Columbians wishing to adopt children and youth from foster care to complete an adoption application. The Adoptive Families Association of British Columbia provides information and support services for families who wish to adopt now or in the future. We encourage you to share these resources with your community members who are interested in learning more about adoption or who are ready to open their hearts and homes.

Please join us in celebrating November as Adoption Awareness Month to recognize all the individuals who have grown their family and their hearts through adoption, and to all those who may do so in the future. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive families in your community.

Sincerely,

Cory Heavener

Assistant Deputy Minister and

Provincial Director of Child Welfare

Renaa Bacy

Provincial Director of Adoption

Sent on behalf of the Office of the Provincial Director of Child Welfare by:



Client Relations Branch

Executive Operations

Ministry of Children and Family Development



BRITISH
COLUMBIA

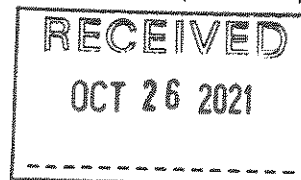
VIA EMAIL

Ref. 621129

October 26, 2021

His Worship Mayor Jamie Ross
and Members of Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra BC V3H 4P8
Email: jross@belcarra.ca

FILE NO. 410-01



Dear Mayor Ross and Councillors:

Thank you to your delegation for meeting with ministry representatives during this year's virtual Union of BC Municipalities (UBCM) Annual Convention process. Throughout the COVID-19 pandemic, we have continued to adapt and develop new approaches to how we conduct our work. I am pleased that our governments have had the chance to connect, and I want to thank your delegation for its flexibility with provincial appointments this year.

As the Attorney General and Minister Responsible for Housing, I write to acknowledge topics raised during our conference call, including the issue of fire safety in your community.

I encourage you to continue your discussions with staff from the Building and Safety Standards Branch regarding the Village's concerns about its ability to respond to fires. If the Village decides to apply for a local authority variation to require sprinklers in ground-oriented housing, please contact the Branch as early as possible in the process to discuss cost-effective ways of providing documentation and studies to support your application. If you have further questions, please email the branch at: building.safety@gov.bc.ca.

Thank you, again, to your delegation for the meeting.

Yours truly,

David Eby, QC
Attorney General and
Minister Responsible for Housing

Ministry of
Attorney General

Office of the
Attorney General

Mailing Address:
PO Box 9044 Stn Prov Govt
Victoria BC V8W 9E2
Email: AG.Minister@gov.bc.ca
website: www.gov.bc.ca/ag

Telephone: 250-387-1866
Facsimile: 250-387-6411

pc: Angela Cooke, Associate Deputy Minister
Jun'ichi Jensen, Director, Building Policy
Tracy Olsen, Senior Policy Analyst, Building and Safety Standards Branch



Forest Enhancement
Society of British Columbia

8.4



October 26, 2021

FILE NO. 0230-01

Re: B.C. Forestry Workers are Climate Change Heroes

Dear Mayor Liisa Wilder and Belcarra (Village) Council,

Climate change is a concern for many people around the world. In British Columbia, there are local people taking action on climate change right here in our forests.

Forestry helps mitigate climate change which makes our forests the biggest nature-based tool we have. – S. Kozuki

One approach to tackle climate change is **to adapt** to increases in drought, wildfires, flooding, and other extreme weather occurrences. As a society we could learn to adapt.

The second approach is **to take action** to prevent or at least limit further climate change. To do that, we need to improve the management of greenhouse gases. International carbon accounting standards recognize that forestry helps mitigate climate change which makes our forests the biggest nature-based tool we have.

The government of British Columbia has climate scientists and expert carbon modellers on staff who evaluate projects for potential greenhouse gas benefits and carbon expenditures to determine how much net benefit there will be.

Trees will absorb carbon dioxide once they start growing and will continue to absorb carbon for many years. **Planting trees** that otherwise would not be planted, usually following natural disasters such as insect epidemics or catastrophic wildfires, is a significant way to help mitigate climate change. We can also **fertilize trees** to help them grow faster and therefore absorb carbon dioxide faster. And finally, we can **reduce the burning of wood waste** so there are less greenhouse gas emissions. The emissions profile from the open burning of wood contains not only carbon dioxide but also very potent greenhouse gases including methane and nitrous oxide. Using the wood instead of burning it helps reduce these greenhouse gases.

The enclosed ***B.C. Forestry Workers Are Climate Change Heroes*** brochure highlights several local climate change heroes working on projects funded by the Forest Enhancement Society of BC. We also invite you to watch our newly released video *B.C. Forestry Workers Are Climate Change Heroes* at www.bit.ly/ClimateChangeHeroes so that you can support the action being taken on climate change by sharing it with the people in your networks. Together, we can **all** be Climate Change Heroes.

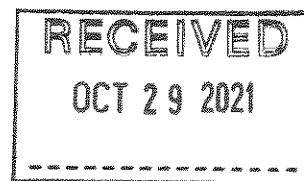
Sincerely,

Steven F. Kozuki, RPF
Executive Director,
Forest Enhancement Society of BC

(029) MC-21188



FILE NO. 0410-01



October 29, 2021

Ref: 268537

Mayors and Regional District Chairs of British Columbia

Dear Mayors and Chairs:

I am pleased to announce that the Province of British Columbia recently launched the CleanBC Roadmap to 2030. Building on actions in our 2018 CleanBC plan, the Roadmap to 2030 is a stronger, more ambitious climate plan to reach our 2030 emissions reductions targets and build a strong, low-carbon economy.

The Roadmap to 2030 includes actions across eight pathways including: low-carbon energy; transportation; buildings; communities; industry; agriculture, aquaculture and fisheries; forest bioeconomy; and negative emissions technologies. Highlights of the Roadmap include:

- New requirements to make all new buildings net-zero emissions by 2030
- A nation leading adoption of zero-emission vehicles with 90 percent ZEVs by 2030 and 100 percent by 2035
- An accelerated shift towards active transportation and public transit
- A commitment to increase the price on carbon pollution to meet or exceed the federal benchmark, with supports for people and businesses
- Requirements for new industry projects to have enforceable plans to reach net-zero emissions by 2050
- Stronger regulations that will nearly eliminate industrial methane emissions by 2035
- Increased clean fuel and energy efficiency requirements
- A Clean Transportation Action Plan will support emission reductions by focusing on efficiency-first transportation options

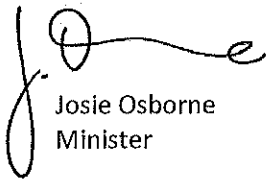
Local governments across B.C. have consistently shown leadership and commitment to taking action on climate change. Continuing the partnership between local governments and the province is key to achieving our shared goals. The Roadmap to 2030 highlights the prominent role that communities have in reaching those goals and commits to establishing a new program in 2022 to support local government climate actions through flexible, predictable funding.

.../2

The expanded climate actions in the Roadmap to 2030 will accelerate our transition to a net-zero future and ensure we meet B.C.'s legislated greenhouse gas target of 40 percent below 2007 levels by 2030. To learn more and to read the CleanBC Roadmap to 2030, please visit: www.cleanbc.gov.bc.ca and read the news release.

I would also like to share with you the 2021 Climate Change Accountability Report. The report includes detailed information on CleanBC progress over the 2020-2021 period to reduce carbon pollution, prepare for climate impacts and create low-carbon economic opportunities for people across B.C. It also includes emissions data for the 2019 reporting year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Josie', with a stylized flourish extending to the right.

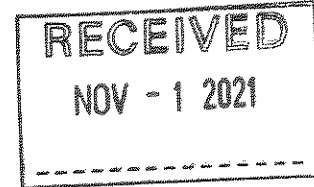
Josie Osborne
Minister

pc: Chief Administrative Officers

file NO. 5280-13
 154 Turtlehead Road,
 Belcarra, BC, V3H 4P1

October 30, 2021

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



Dear Mayor Ross and Council Members

Re "Park" Area on Turtlehead Peninsula

I wrote to Council on Sept 23 with the suggestion that the initiative to clear invasive species from the waterfront area along Marine Drive be extended to include the Turtlehead Rd area. I also indicated that the central area of the Turtlehead Peninsula was designated as Park and specifically asked Council to "Please advise if the Park designation still applies."

I have viewed the recording of the Zoom meeting of October 12th and it appears that extension of the Marine cleanup program to Turtlehead was not discussed. Even though my letter referred to a legal plan which shows the area as "Park", Council didn't question the Chief Administrative Officer's response, in answer to a Councillor's question, that the area was *Belcarra property and not park property*.

I received an email on October 29 in response to my letter from the Chief Administrative Officer which included the following:

Thank you for your correspondence to Council. Your letter was received for information at the October 12, 2021 Council meeting. Staff will follow up on the Invasive Species indicated in your letter.

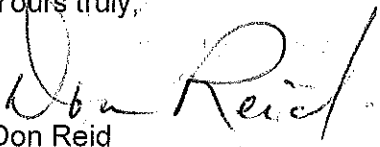
Please note that the property in question is Village property.

I am pleased that staff is going to follow up on the invasive species issue. But, as I may be the only one to be concerned about the area being treated as a park, perhaps residents in the neighbourhood should be engaged.

The response to my Sept 23 letter does not answer my question regarding the Park designation. I was not asking if the property in question is Village property. What I was looking for was confirmation that the area has not been otherwise zoned and was still designated as Park. If the original subdivision plan designated the area as Park and the area has not been rezoned, it seems that the Village Zoning Bylaw map should show this area as a Village Park.

To answer my question, please advise if there has been a change in designation. And, if there has been no change, is there a reason why the Park area should not be so identified in the Zoning Bylaw?

Yours truly,


 Don Reid

Encl: Part copies of two legal plans.