



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VIA ZOOM
December 6, 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/84378376699>

Meeting ID: 843 7837 6699

Revised Agenda

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, December 6, 2021

Recommendation:

That the agenda for the Regular Council Meeting, December 6, 2021 be amended by adding :

Item 8.10 Wisdom Chan, Acting Project Manager II, Infrastructure Program, TransLink, email dated December 1, 2021, regarding Multi Use Path Discussion

Item 8.11 Jol Drake, Belcarra Resident, email dated December 5, 2021, regarding Letter of Support for TransLink Subsidy Application – Potential Multi Use Path

Item 8.12 Colleen MacDonald, Belcarra Resident, email dated December 5, 2021, regarding Please...Tonight... Vote Yes for Second Grant Application

Item 8.13 Cheryl Papove, Belcarra Resident, email dated December 5, 2021, regarding TransLink Grant

Item 8.14 Kyle MacDonald, Belcarra Resident, email dated December 5, 2021, regarding Next Phase of Active Transportation Path Funding

Item 8.15 Judi Kask, Belcarra Resident, email dated December 6, 2021, regarding Sidewalk on Bedwell Bay Road

- Item 8.16** Kristina Bell, Belcarra Resident, email dated December 6, 2021, regarding Sidewalk / Senkler Road
- Item 8.17** Ian MacDonald, Belcarra Resident, email dated December 6, 2021, regarding Support for Bedwell Bay Path
- Item 8.18** Kevin Ferris, Belcarra Resident, email dated December 6, 2021, regarding Safe Side Walks
- Item 8.19** Emily Hicks, Belcarra Resident, email dated December 6, 2021, regarding Request for Funding: Bedwell Bay Path
- Item 8.20** Cecily Baptist, Belcarra Resident, email dated December 6, 2021, regarding Bedwell Bay Walkway
- Item 8.21** Klaus Bever, Belcarra Resident, email dated December 6, 2021, regarding MUP

And be approved as amended.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, November 22, 2021

Recommendation:

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

4. DELEGATIONS AND PRESENTATIONS

4.1 Steve Pomeroy, Focus Consulting Group & Richard White, RWPAS Ltd., presentation regarding Housing Needs Assessment

Lorna Dysart, Chief Administrative Officer, report dated December 6, 2021, regarding Province of British Columbia Housing Needs Assessment – UBCM Housing Needs Report

Recommendation:

That the Belcarra Housing Needs Assessment 2021 be forwarded to the Province of British Columbia, the Union of British Columbia Municipalities and Metro Vancouver.

5. REPORTS

5.1 Memo to L. Dysart, Chief Administrative Officer, from Wilson Zhu & Mike Rotzien, WSP, dated November 30, 2021, regarding Proposal for SCADA System Upgrades: HMI Computer Replacements and Miscellaneous Programming Changes

Recommendation:

That staff proceed with Option 1, in the amount of \$43,000.00, as outlined in the memo provided by WSP, dated November 30, 2021, regarding funding costs for an upgrade to the SCADA system; and

That funding for the upgrade be provided from the 2022 SCADA Capital Budget in the amount of \$55,000.00; and

That an additional report be provided to Council with additional project costs as details are confirmed.

- 5.2** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated December 6, 2021, regarding 2022 TransLink Grant Funding, Multi Use Path on Bedwell Bay Road

Recommendation:

That Council approve 2022 TransLink Grant Funding in the amount of (75%) \$191,000.00 (MRNB \$84,000, BICCS \$59,000 and WITT \$48,000) and Belcarra of (25%) \$63,340.00; and
That Council confirms its willingness to continue providing grant management should funding be approved.

- 5.3** Ken Bjorgaard, Financial Consultant, report dated December 6, 2021, regarding 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021

Recommendation:

That “Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021” be read a first and second time.

- 5.4** Ken Bjorgaard, Financial Consultant, report dated December 6, 2021, regarding Fees and Charges Amendment Bylaw No. 596, 2021

Recommendation:

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 596, 2021 be read a first and second time.

- 5.5** Lorna Dysart, Chief Administrative Officer & Ken Bjorgaard, Financial Consultant, report dated December 6, 2021, regarding Council Indemnity Increase

Recommendation:

That the Village of Belcarra Council Indemnity Bylaw No. 595, 2021, be read a first and second time.

- 5.6** Lorna Dysart, Chief Administrative Officer, verbal report regarding the Appointment of Trustees to Sasamat Volunteer Fire Department

Recommendation:

That Council appoint Mayor Ross, Councillor Drake and Councillor Wilder as the Village of Belcarra three (3) Trustees to the Sasamat Volunteer Fire Department (SVFD) Board.

- 5.7** Lorna Dysart, Chief Administrative Officer, report dated December 6, 2021, regarding Update on Water System – Staff Tracking Form

Recommendation:

That the “Update on Water System – Staff Tracking Form” dated December 6, 2021, be received for information

6. REPORTS FROM MAYOR AND PROJECT LEADS**Mayor's Reports**

- Tri- Cities Chamber of Commerce Christmas Luncheon
- Meeting with our School Trustee Liaison, Superintendent, and new Secretary Treasurer
- Covid 19 Update
- Season's Greetings

7. BYLAWS**7.1 Village of Belcarra Council Procedure Bylaw No. 593, 2021****Recommendation:**

That "Village of Belcarra Council Procedure Bylaw No. 593, 2021" be adopted.

8. CORRESPONDENCE/PROCLAMATIONS**Recommendation:**

That correspondence items 8.1 to 8.21 be received.

ACTION ITEMS

No items.

INFORMATION ITEMS

- 8.1** Bill Dingwall, Mayor, City of Pitt Meadows, letter dated November 17, 2021 to Honourable Selina Robinson, Minister of Finance, regarding Unfair Taxation Benefitting Railway and Industrial Operations
- 8.2** Honourable Selina Robinson, Minister of Finance, letter dated November 22, 2021, regarding Speculation and Vacancy Tax – Mayors Feedback Timeline Extension
- 8.3** Dave Warren, Belcarra Resident, email dated November 22, 2021, regarding Taxes
- 8.4** Chris Nicolls, Secretary – Treasurer / CFO, School District No. 43 (Coquitlam), letter dated November 24, 2021 regarding Announcement of New Board Chair and Vice – Chair
- 8.5** Stephanie Lam, Legislative Services Manager, City of Coquitlam, letter to Chris Plagnol, Corporate Officer / Director Board and Information Services, Metro Vancouver, dated November 25, 2021, regarding City of Coquitlam Comments on Draft Metro 2050 Regional Growth Strategy (full report available at the Village office)
- 8.6** Richard Stewart, Mayor, City of Coquitlam, letter to Honourable David Eby, Attorney General & Minister Responsible for Housing & Honourable Josie Osborne, Minister of Municipal Affairs, dated November 25, 2021, regarding Opening Doors: Unlocking Housing Supply for Affordability

- 8.7** Ian Devlin, Belcarra Resident, letter dated November 28, 2021, regarding the Multi Use Path Project
- 8.8** Brian & Carol Hirsch, Belcarra Residents, letter dated November 30, 2021, regarding Multi Use Path (MUP) Project
- 8.9** Don Babineau, Belcarra Resident, email dated November 30, 2021, regarding the Multi Use Path Project
- 8.10** Wisdom Chan, Acting Project Manager II, Infrastructure Program, TransLink, email dated December 1, 2021, regarding Multi Use Path Discussion
- 8.11** Jol Drake, Belcarra Resident, email dated December 5, 2021, regarding Letter of Support for TransLink Subsidy Application – Potential Multi Use Path
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- 8.21** Klaus Bever, Belcarra Resident, email dated December 6, 2021, regarding MUP

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the December 6, 2021 meeting of Council be closed pursuant to the *Community Charter* Section 90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (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 December 6, 2021 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
November 22, 2021**



This meeting was held via Zoom Teleconference and was recorded.

Council in Attendance

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

Staff in Attendance

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

Others in Attendance

Ken Bjorgaard, Financial Consultant
Chris Boit, Engineering Consultant, ISL Engineering (departed the meeting at 8:59 pm)

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, November 22, 2021

Moved by: Councillor Wilder
Seconded by: Councillor Clark

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

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, November 8, 2021

Moved by: Councillor Clark
Seconded by: Councillor Wilder

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

CARRIED

4. DELEGATIONS AND PRESENTATIONS**4.1** Sean Galloway, Director, Regional Planning & Electoral Area Services and James Stiver, Manager, Growth Management & Transportation, Metro Vancouver, regarding Draft Metro 2050 – Update to the Regional Growth Strategy presentation

Mayor Ross welcomed Sean Galloway and James Stiver to the meeting.

Sean Galloway provided an overview of the Metro 2050 process.

James Stiver provided a PowerPoint presentation regarding Draft Metro 2050 – Update to the Regional Growth Strategy, outlining the following:

- Regional Growth Strategies
- Scope of the Update
- Engagement Process
- Overview of Metro 2050
- Managing Growth in the Region
- Alignment with Transport 2050
- Next Steps

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That the presentation provided by Sean Galloway, Director, Regional Planning & Electoral Area Services and James Stiver, Manager, Growth Management & Transportation, Metro Vancouver, regarding Draft Metro 2050 – Update to the Regional Growth Strategy, be received for information.

CARRIED

Mayor Ross thanked Sean Galloway and James Stiver for the presentation.

4.2 Clive Evans, Treasurer & Distributor, Belcarra Barnacle Volunteer, regarding Clarification of Grant Request

Mayor Ross welcomed Clive Evans to the meeting.

C. Evans provided a presentation regarding Clarification of the Belcarra Barnacle Grant Request. He noted that printing costs are the primary expense for publishing the Belcarra Barnacle. The COVID Pandemic also impacted the production of the Barnacle. Vandalism to magazine holders and the stealing of issues at bus stops has added to costs. Discussion ensued. Council asked pertinent questions.

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the presentation provided by Clive Evans, Treasurer & Distributor, Belcarra Barnacle Volunteer, regarding Clarification of Grant Request, be received for information.

CARRIED

Mayor Ross thanked Clive Evans for the presentation.

5. REPORTS**5.1** Ken Bjorgaard, Financial Consultant, report dated November 22, 2021, regarding Historical Grants

K. Bjorgaard outlined the report noting that the purpose of the report was to provide a history of the grant amounts provided to various organizations. Discussion ensued.

Moved by: Councillor Clark
Seconded: Councillor Wilder

That the report entitled "Historical Grants" dated November 22, 2022, be received for information.

CARRIED**5.2** Ken Bjorgaard, Financial Consultant, report dated November 22, 2021, regarding Final approval of 2022 – 2026 Financial Plan includes 2022 Budget

K. Bjorgaard outlined the report. He presented a summary of the three 2022 – 2026 Financial Plan scenarios outlined at the November 8, 2021, Public Consultation Budget meeting. Considerable discussion ensued.

Moved by: Councillor Clark
Seconded by: Councillor Drake

That the Village of Belcarra 2022 – 2026 Financial Plan Bylaw be prepared on the basis of Scenario "B" outlined in the Draft 2022 – 2026 Financial Plan report, as follows:

- 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 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.

CARRIED

Mayor Ross thanked Ken Bjorgaard for the presentation.

5.3 Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated November 22, 2021, regarding Multi Use Path (MUP) Project

S. Novak outlined the report which provided Council with a status report on Phase 1 of the Multi Use Path (MUP) Project. Considerable discussion ensued with regard to the approved starting location of the trail. Council asked pertinent questions of Chris Boit, Engineer for ISL Engineering. L. Dysart advised that a further report will be provided at the December 6, 2021 Council meeting.

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That the report dated November 22, 2021, regarding the "Multi Use Path Project" that outlines progress on Phase 1 of the MUP Project, for the area between Midden Road and the 4200 Block of Bedwell Bay Road, be received for information.

CARRIED

Chris Boit departed the meeting at 8:59 pm.

The meeting recessed at 8:59 pm and reconvened at 9:09 pm.

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

6.1 Mayor's Reports

- a) Crossroads Hospice Society – “I’ll be Home for Christmas ... Again”
 - Mayor Ross and Sylvia Russell attended the Crossroads Hospice Society – “I’ll be Home for Christmas... Again” Virtual Gala on November 27, 2021.
- b) Floods and landslides hit BC – more extreme weather is expected.
 - On behalf of Belcarra, Mayor Ross offered support to the communities that have been affected by the extreme weather and expressed condolences to the families and individuals that have lost loved ones. It has been an incredibly trying time with sad outcomes.

7. BYLAWS

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

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That “Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021”, be adopted

CARRIED

7.2 Village of Belcarra Council Procedure Bylaw No. 593, 2021

Lorna Dysart, Chief Administrative Officer, report dated November 22, 2021 regarding Council Procedure Bylaw No. 593, 2021

L. Dysart outlined the report. Discussion ensued.

Moved by: Councillor Drake
Seconded by: Councillor Clark

That Council Procedure Bylaw No. 593, 2021 be read a third time.

CARRIED

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Clark
Seconded by: Councillor Drake

That correspondence items 8.1 to 8.5 be received.

CARRIED

ACTION ITEMS

8.1 Share Society, 2021 Holiday Season campaign

No action.

INFORMATION ITEMS

- 8.2** Tim Savoie, City Manager, City of Port Moody, letter to L. Dysart, CAO, dated November 2, 2021, regarding Response to Letter dated October 26, 2021 – Fuel Management and Hazard Trees

Discussion ensued with regard to the letter dated October 26, 2021, from Tim Savoie, City Manager, City of Port Moody regarding Fuel Management & Hazard Trees. It was noted that this was on the list of recommendations brought forward by the Tree Committee. Councillor Clark will share a copy of the correspondence with former Tree Committee members.

- 8.3** Sav Dhaliwal, Chair, Metro Vancouver Board, letters dated November 10, 2021, regarding Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey (full reports available at the Village office):

- a) South Campbell Heights
- b) 228 175A Street
- c) Cloverdale Hospital Site

Mayor Ross advised that January 7, 2022 is the deadline for response to the letters from Sav Dhaliwal, Chair, Metro Vancouver Board regarding Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Requests from the City of Surrey.

- 8.4** Lavinia Rojas, Victoria Resident, letter received November 10, 2021, regarding Support for Legislative Action on Consumer Fireworks

- 8.5** Kerri Palmer Isaak, Trustee, School District 43 (SD43), Coquitlam, notice dated November 14, 2021, regarding Community Update – Anmore, Belcarra

9. NEW BUSINESS

Councillor Drake queried with regard to a reply to Don Reid, Belcarra Resident, regarding a letter to Council dated October 30, 2021, regarding Turtlehead Road Park Designation.

10. PUBLIC QUESTION PERIOD

Ian Devlin, Belcarra Resident, queried with regard to the Multi Use Path Project and the location of the path.

Joe Elworthy, Belcarra Resident, queried with regard to the status of drainage in view of recent rainfall.

11. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the November 22, 2021 Regular Meeting be adjourned at 9:51 pm.

CARRIED

Certified Correct:

Jamie Ross
Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

File: 1850-20-28

Date: December 6, 2021

From: Lorna Dysart, Chief Administrative Officer

Subject: Province of British Columbia Housing Needs Assessment –
UBCM Housing Needs Report

Recommendation

That the Belcarra Housing Needs Assessment 2021 be forwarded to the Province of British Columbia, the Union of British Columbia Municipalities and Metro Vancouver.

Purpose

All communities are required to prepare a Housing Needs Report based on a prescribed format produced by the Ministry of Municipal Affairs and Housing within one year of the project being authorized with a deadline for completion of April 2022.

Council received a grant of \$15,000. from the UBCM to prepare a Housing Needs Assessment report.

Belcarra Planners have shared in a study process along with the Villages of Anmore and Lions Bay to create efficiencies for a very similar study that each Village was required to complete. Metro Vancouver was notified that the three Villages have been working to produce similar but independent reports. Similar staff reports have proceeded to Anmore and Lions Bay Councils in recent weeks.

Background

As described in more detail previously and in the attached materials, since April 2019, the Village along with all BC local governments, are now required to produce a Housing Needs Report every five years.

In 2019, Metro Vancouver and its member municipal Planners determined that Metro would provide some data for these Studies, as it has collected data for years through its Planning Department. These materials have been prepared for Belcarra in co-operation with the Village Planners. Metro Vancouver work is also included in the attached final report.

The Planners that continue to perform general planning duties for Belcarra were also hired in the Spring to produce the Provincially required studies and to co-ordinate the preparation of the Metro Vancouver work as well as data provided by Statistics Canada, which is on file in the Village. Focus Consulting, a housing policy specialist firm from Ottawa, was brought on to assist with gathering the required data and in producing the report to the Province.

Members of the Study Team will present the report and answer Council questions.

In addition to responding to the requirements of the Province, Council members, staff plus the public and social housing service agencies will be able to use the findings of the report when considering new housing and service initiatives. The Province has announced that affordable and work force related housing is a major focus in its work over the next several years. Opportunities may present themselves for the Village.

Any renewal or amendments to the Village OCP and Zoning regulations may be more carefully analyzed with the housing needs data in the report.

Attachment

1. Village of Belcarra Housing Needs Assessment 2021



HOUSING NEEDS ASSESSMENT

Village of Belcarra

Prepared by:
RWPAS
&
Focus Consulting

Completed November 2021

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Introduction

In 2019 the Province passed legislation requiring local governments to collect data, analyze trends and prepare reports that describe current and projected housing needs in their communities.

The intent of this legislated requirement is to strengthen the ability of local governments to understand their current and future housing needs, and to ensure that local policies, plans, and development decisions that follow are based on current evidence. The Provincial legislation dictates that each community provide a consolidated data summary; this is included here as Appendix A.

In support of this statutory obligation, Metro Vancouver have prepared detailed statistical descriptions for all municipalities in Metro. The descriptive detail assembled by Metro is included here as Appendix B.

This brief extracts key data to draw out the more critical issues that the Village of Belcarra should address to ensure a healthy balanced housing market over the coming decade. This covers:

- Brief synthesis of local demographic and market conditions
- Identifying anticipated housing requirements
- Quantifying housing need, which the market does not respond and require pro-active policy and programming by the municipality

In undertaking a municipal level housing need analysis (HNA) it is important to note that Belcarra is situated within a large metropolitan region, with a metropolitan housing and labour market that is indifferent to local jurisdictional boundaries. This is especially important since Belcarra accounts for only 0.1% of the regional population. As the regional population grows, mainly because of migration, even a small portion of regional growth could potentially have significant impacts on Belcarra.

Local land supply, redevelopment of existing properties and policies that either encourage or constrain construction of new housing, and the form and size of these homes will in turn influence how potential growth evolves in the Village of Belcarra. This will then impact on both housing requirements and need.

In undertaking this assessment, it is helpful at the outset to distinguish between two key concepts: housing requirements and housing need.

- **Housing requirements** derive from household growth and reflect the total number of new homes that will be required to meet anticipated demand.
- **Housing need** is a more distinct subset. For the purpose of this Housing Needs Assessment the term “need” is used to enumerate households that are already housed, but do not have sufficient income to afford this housing without financial stress. And because their income is low, they lack “effective demand”. In such cases some form of assisted non-market housing is typically required. This includes constructing social or affordable housing as well as providing assistance to help cover the cost of housing (increase effective demand).

Overview of the local demographic and market context

The village of Belcarra is primarily a residential suburb with minimal local economic activity and employment. Commuting patterns reveal that in 2016 95% of the adult population leave the Village daily to work in other parts of the region (down from 98.2% in 2011, so perhaps some already working from home prior to COVID-19); by comparison only 5% live and work in Belcarra.

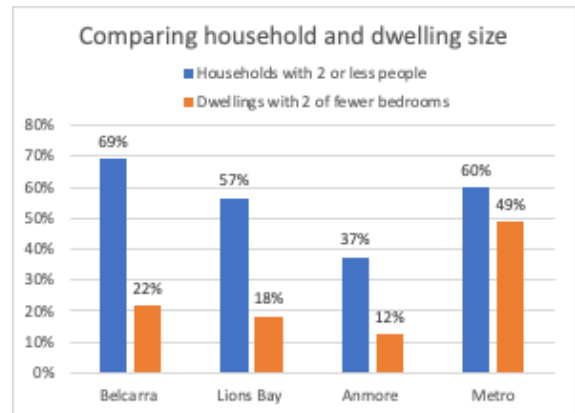
The housing stock is predominantly in the form of owner occupied single detached dwellings. Almost 80% of homes are detached and 90% are owner occupied. There is a very small number (10% of dwellings) of multi-unit dwelling mainly in the form of duplex and apartments (secondary units), within dwellings.

The high rate of ownership reflects a high median household income (\$128,250), much higher than the Metro average (\$72,500). And notably while the incomes of owners (\$154,500) are higher than those of renters (somewhere above \$100,000),¹ the incomes of renters in Belcarra are more than twice as high as those of the median Metro renter (\$49,000).

¹ Due to small number of renter households, data are suppressed so the renter median income is not available - but the income distribution places all above \$100,000.

While single detached homes dominate the housing stock, these are frequently not occupied by families with children. This household type accounts for less than one-quarter of all households (23%). The single largest household type are couples with no children (50% of households). The family/household type and distribution reflect the size of households, with 69% comprised on only one or two persons, the highest among the villages in the region. Due to fewer children and young families in the age profile in Belcarra has a high average age; at 52.8 years this is much older than either the Metro (40.9) or BC (43.0) average.

While there are a significant number of households aged over 65, the larger group are those aged 45-64, predominantly childless couples (many empty nesters) who will gradually expand the number of seniors (implications for services and improved accessibility). The average number of persons in a Belcarra household was 2.6, close to the average household size in Metro Vancouver (2.5) and BC (2.4).



There is clearly a mismatch in the characteristics of the population and the existing dominant housing form and size. While 69% of households have two or fewer persons, only 22% of dwellings have less than 3 bedrooms, suggesting some degree of over-housing.

This raises an important issue of mismatch – while many of these smaller households may wish to remain in the family home, is there demand for smaller dwellings in the Village so that they can downsize but remain in the same community? Can or should the planning process seek to encourage and enable this type of smaller unit development?

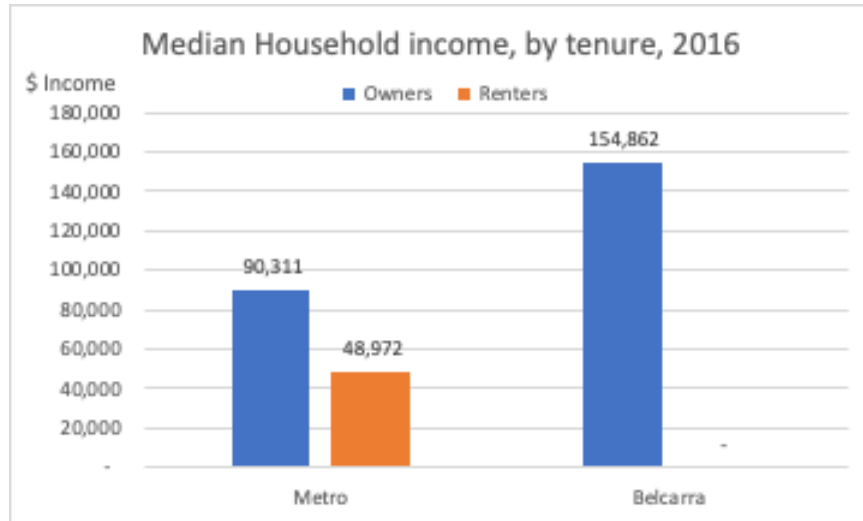
Home prices and affordability

Due to the small market size, real estate transaction data are not available for Belcarra, so to identify home prices the occupant assessed home values as reported in the 2016 census are used here.

In part reflecting the existing stock, almost entirely comprised of single detached homes, the median home values are very high, at just over \$2.0 million, well above the Metro median of \$800,000 (and these are 2016 estimates – now obviously much higher).

With few rentals, and again, these being in the form of rented semi-detached and apartments in homes, there is also no data, but the rent distribution reveals that all renters pay over \$1,500 so the median rent is over this amount.

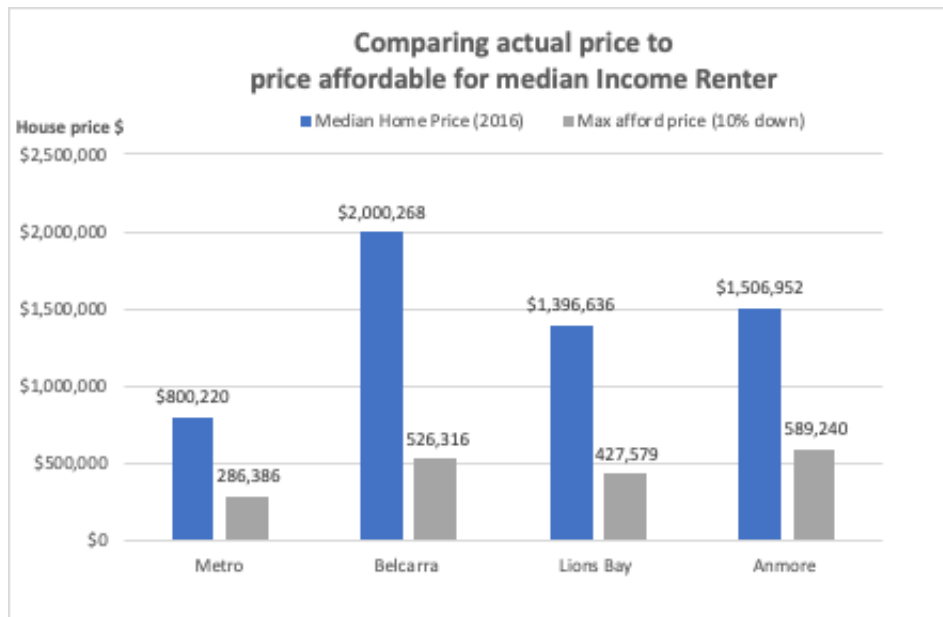
But while prices and rents are high, so are incomes. The average renter household in Belcarra brings home more than \$100,000, more than twice that of the Metro average (\$48,900). And owners enjoy a median income over \$154,000.



While this suggests an income to price multiplier just under 13, many of these owners are long term owners and paid much less initially, so this metric is misleading. It does however show that ownership for first time buyers, without accumulated equity of move up buyers is prohibitive.

At this median price (\$ 2.0 million, 2016) no renters – neither those from rest of Metro, nor local renters already resident in Belcarra can afford to buy.

Assuming a mortgage amortized over 25 years at 3% with a 10% down payment we can determine the price that would be affordable at the median income (Metro and in Belcarra). Comparing the affordable price for a median renter household to the actual 2016 values reveals that in both Belcarra (\$26,300) and across Metro (\$28,400) no existing renters can afford to buy a median priced home in Belcarra.



Core housing Need

The standardized measure of housing need in Canada is the concept of core housing need, designed and implemented by Canada Mortgage and Housing Corp (CMHC). This determines if a household falls below any of three standards – adequacy (physical condition), suitability (crowding) and affordability (pay over 30% gross income for housing); and if their income is below that required to afford a median rent in the local area (in this case Metro Vancouver). National, Provincial, and Metro data show that core need is far higher among renters and is predominantly a problem of affordability.

Unfortunately, because the population of Belcarra is very small and there are very few renters it is not possible to test this pattern; core need can be determined only at an aggregate level (combining renters and owners). And reflecting the noted high incomes of local households, the incidence rate of core need is quite low, only 4.2% of all households are in need. This compares with the much higher rates of 17.6% in Metro and 14.9% province wide.

Because the number in need is so small, the data support only minimal detailed analysis by type of household and age cohort. ²

² Statistics Canada round values randomly up or down to nearest 5, so for example, a raw count of 37 may appear at 35 or 40. This impacts calculation of percentages resulting in a lack of precision in the incidence rates presented here.

When examining households found to be in core need the incidence is typically much higher for renters, and mainly because they have much lower incomes than owners. At the Metro scale, and again, driven by income, those with a single income, especially lone parents (34.5%) and singles (28%) are the two household types most in need. Comparable data is not available for Belcarra.

Recent population, household growth and housing market response

Among the three Villages in the Metro region, Belcarra is the smallest and slowest growing. In fact, between 2006 and 2016 its population declined 33 people (-5%), to a population in 2016 of only 643 living in 253 households.

Reflecting or perhaps contributing to this stagnant population growth there was minimal new housing construction. Between 2011-2019 only 20 new homes (all single detached) were constructed, most to replace 16 existing homes that were demolished.

A key objective of this HNA is to anticipate future growth and need. This is explored by drawing on projections developed by Metro.³

Metro use a cohort survival model (births and deaths) augmented by estimates of likely migration. Migration (including international, but mainly domestic) is the primary factor influencing growth and is the most challenging to predict. What attracts people (households) either from elsewhere in the region, or from outside the region. And how does housing availability new supply or from homes being vacated by current occupant impact migration? Does new housing construction respond to latent demand, or does demand materialize as a result of the availability of homes?

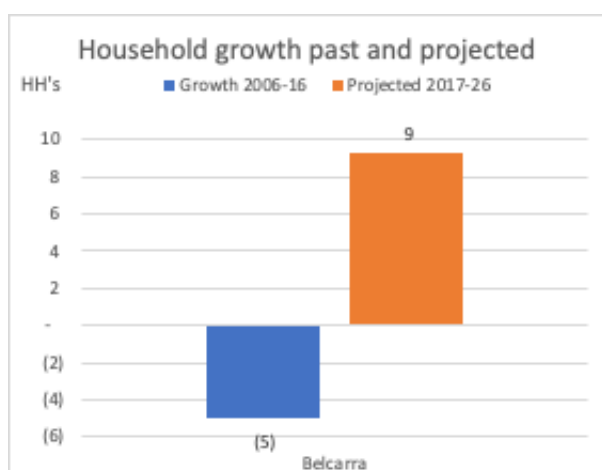
In a small community that exists within a larger region in which there is a wide array of choice and affordability, it is more likely that new migration is driven by availability of homes and by their design, size, and price, relative to other parts of the region.

Therefore, the Village can influence and manage growth. It can attract growth by expanding the supply of serviced lots or regulating increased density in existing developed areas; and it can

³ Metro Vancouver planners provided estimates based on the draft for Metro 2050, the Regional Growth Strategy. At the time of publication, Metro 2050 has not yet been adopted by the Metro Vancouver Regional District Board.

equally restrict new migration and growth by constraining serviced land supply and development capacity, which appears to be the case in Belcarra.

In developing estimates of population and household growth, Metro uses information on recent activity and plans for servicing and infrastructure to adjust natural growth estimates. Metro projections for 2021-26 suggest minimal potential growth of only 20 persons, which equates to another 9 households. This represents a reversal (+3%) from the prior decade 2006-16 (-5%) and will require net additions to the stock of 1 home per year. This suggests a minor increase in construction compared to the net annual additions of 4 over the most recent decade. These estimates assume that sufficient serviced land supply is made available.



It is notable, that in developing these projections, Metro uses an age cohort survival model.

This predicts that the population under 19 and 45-64 will decline - that is, fewer families with children, while those over 65, mainly empty nesters will increase. As noted earlier, there are no options for these smaller aging households to downsize and remain in Belcarra.

Anticipated future housing requirements

The Provincial guidelines for HNAs require projections to distinguish the mix of dwelling types/sizes that will be required as well as how the number in core need might grow.

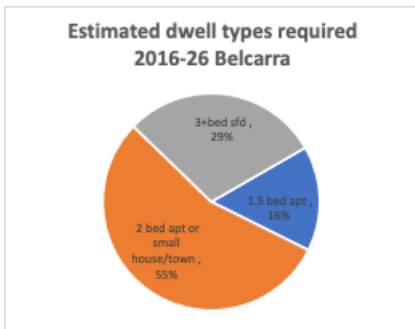
Looking first to dwelling type requirements, based on current demographics. Examining the mix of current household types and sizes and assigning these against an assumed dwelling type typology it is assumed that the household types align with the following dwelling configurations.

Household type	Dwell type
Singles	1.5 bed apt
Couple (no children), Lone parents, Non-Family 2+	2 bed apt or small house/town
Couple with kids, other (multi-family)	3+bed sfd

We then examine the distribution of household types (in 2016 census) and apply this to the projected growth in population and households (reported above) to estimate the mix required over the decade 2016-26.

Applying this suggested dwelling typology to the 2016 population and households suggests that 29% of homes (75) should be 3+ bedroom detached; 55% (140) should be small townhome or apartments and 16% (40) should be 1 bed+den apartments.

This mix is considerably different from the existing mix as well as from the pattern of recent construction, exclusively single detached homes.



In order to accommodate the aging and declining size of households a more diverse mix would enable the opportunity for existing empty nesters to downsize, while remaining in the community. This could include retrofitting some existing homes to divide into two dwellings.

Anticipating future core housing need

Given the high-income profile in Belcarra, the number and incidence of core need is much lower than the Provincial and Metro average. Only 4.2% of households were found to be in need. If this incidence rate is applied to the expected growth over the decade 2016-26, fewer than one additional household would be in core need. And given the absence of lower rent housing in the community the migration of potential core need households is extremely unlikely.

Housing Needs Reports – Summary Form

Appendix A

MUNICIPALITY/ELECTORAL AREA/LOCAL TRUST AREA: _____

REGIONAL DISTRICT: _____

DATE OF REPORT COMPLETION: _____ (MONTH/YYYY)

PART 1: KEY INDICATORS & INFORMATION

Instructions: please complete the fields below with the most recent data, as available.

LOCATION	Neighbouring municipalities and electoral areas:
	Neighbouring First Nations:

POPULATION	Population: Change since : %		
	Projected population in 5 years: Projected change: %		
	Number of households: Change since : %		
	Projected number of households in 5 years: Projected change: %		
	Average household size:		
	Projected average household size in 5 years:		
	Median age (local):	Median age (RD):	Median age (BC):
	Projected median age in 5 years:		
	Seniors 65+ (local): %	Seniors 65+ (RD): %	Seniors 65+ (BC): %
	Projected seniors 65+ in 5 years: %		
	Owner households: %	Renter households: %	
	Renter households in subsidized housing: %		

INCOME	Median household income	Local	Regional District	BC
	All households	\$	\$	\$
	Renter households	\$	\$	\$
	Owner households	\$	\$	\$

ECONOMY	Participation rate: %	Unemployment rate: %
	Major local industries:	

HOUSING	Median assessed housing values: \$	Median housing sale price: \$
	Median monthly rent: \$	Rental vacancy rate: %
	Housing units - total:	Housing units – subsidized:
	Annual registered new homes - total:	Annual registered new homes - rental:
	Households below <i>affordability</i> standards (spending 30%+ of income on shelter):	%
	Households below <i>adequacy</i> standards (in dwellings requiring major repairs):	%
	Households below <i>suitability</i> standards (in overcrowded dwellings):	%

Briefly summarize the following:

1. Housing policies in local official community plans and regional growth strategies (if applicable):
2. Any community consultation undertaken during development of the housing needs report:
3. Any consultation undertaken with persons, organizations and authorities (e.g. local governments, health authorities, and the provincial and federal governments and their agencies).
4. Any consultation undertaken with First Nations:

PART 2: KEY FINDINGS

Table 1: Estimated number of units needed, by type (# of bedrooms)

	Currently	Anticipated (5 years)
0 bedrooms (bachelor)		
1 bedroom		
2 bedrooms		
3+ bedrooms		
Total		

Comments:

Table 2: Households in Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
<i>All households in planning area</i>		100		100		100
Of which are in core housing need						
Of which are owner households						
Of which are renter households						

Comments:

Table 3: Households in *Extreme* Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
<i>All households in planning area</i>		100		100		100
Of which are in extreme core housing need						
Of which are owner households						
Of which are renter households						

Comments:

Briefly summarize current and anticipated needs for each of the following:

1. Affordable housing:
2. Rental housing:
3. Special needs housing:
4. Housing for seniors:
5. Housing for families:
6. Shelters for people experiencing homelessness and housing for people at risk of homelessness:
7. Any other population groups with specific housing needs identified in the report:

Were there any other key issues identified through the process of developing your housing needs report?

HOUSING NEEDS REPORT
Part 1: Community and Housing Profile
Village of Belcarra

May 2021



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1. INTRODUCTION

Local governments across the Metro Vancouver region and across British Columbia encounter challenges in their efforts to achieve a diverse and affordable housing supply for all residents. Housing needs reports collect, review, and analyze data about current and projected population, household income, significant economic sectors, and the currently available and anticipated housing units in a given community, in order to establish a baseline understanding of housing need and demand. The housing needs report becomes the basis for determining current and projected housing need, and provides evidence-based information to support local planning efforts in addressing these gaps.

This report is structured in three parts:

1. **Introduction**
Describes the housing needs report requirement for local governments in British Columbia, the study purpose, and regional context.
2. **Community Profile**
Provides key demographic, household, and economic data, including population and household projections.
3. **Housing Profile**
Provides an overview of housing supply, market conditions, and housing indicators.

1.1 PURPOSE

New legislative requirements in British Columbia (BC) took effect April 16, 2019 requiring local governments to collect data, analyze trends and prepare reports that describe current and projected housing needs in their communities. Municipalities and regional districts in BC are required to complete publicly accessible housing needs reports by April 2022 and every five years thereafter.

Housing needs reports are intended to strengthen the ability of local governments to understand their current and future housing needs, and to ensure that local policies, plans, and development decisions that follow are based on recent evidence. These reports can identify existing and projected gaps in housing supply by collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock, and other factors. Having a housing needs report is a critical input that supports the development of a comprehensive housing strategy or action plan.

1.2 REGIONAL CONTEXT

Local governments are required to consider the most recently collected information and housing needs report when amending an official community plan or regional growth strategy. In Metro Vancouver, member jurisdictions are required to adopt Regional Context Statements which include policies or strategies that will work toward meeting future housing demand as set out in the regional growth strategy.

2. COMMUNITY PROFILE

The community profile section examines key demographic, household, and economic indicators for the Village of Belcarra (referred to as “Belcarra” from now), including population growth, age, household

characteristics, and labour force statistics. Where it is relevant, Metro Vancouver and the Province of BC are used as a benchmark for comparison.

2.1 DEMOGRAPHICS

Population

According to the 2016 Census of Population, there were 643 people living in Belcarra. Belcarra represented 0.03% of the Metro Vancouver population, which was 2.5 million in 2016. Between 2006 and 2016 (the three most recent census periods), Belcarra's population decreased by 4.9%, which was a loss of 33 people. Table 1 shows the population change in Belcarra, Metro Vancouver and British Columbia from 2006 to 2016.

Table 1. Population Change, Belcarra, Metro Vancouver, and BC (2006, 2011, 2016)

Community / Area	Population Growth	2006	2011	2016
Belcarra	-4.9%	676	644	643
Metro Vancouver	16.4%	2,116,581	2,313,328	2,463,431
British Columbia	13.0%	4,113,487	4,400,057	4,648,055

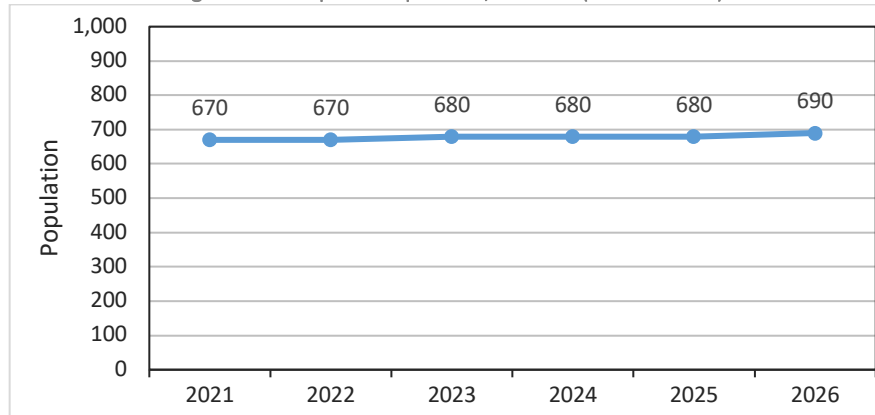
Source: Statistics Canada, Census of Population, 2006, 2011, 2016.

ANTICIPATED POPULATION

Metro Vancouver prepares population and growth projections for the region and its member jurisdictions. According to the most recent projections¹, Belcarra's population is anticipated to increase by 20 people, from 670 residents in 2021 to 690 residents in 2026.

¹ The projections included here represent the latest available draft projections at the time of publication, and may change once the final regional projections are adopted by the Metro Vancouver Regional District Board.

Figure 1. Anticipated Population, Belcarra (2021 to 2026)



Source: Metro Vancouver

The growth shown in Figure 1 represents an anticipated population growth of 3.0% over a 5-year period. In comparison, the Metro Vancouver region is expected to experience 8.5% population growth over the 5-year period, 2021-2026 (Table 2).

Table 2. Anticipated Population Growth, Belcarra and Metro Vancouver (2021 to 2026)

Community/Area	Anticipated Population Growth	2021	2026
Belcarra	3.0%	670	690
Metro Vancouver	8.5%	2,807,470	3,046,860

Source: Metro Vancouver

Age Profile

Table 3 shows the median age of Belcarra's population, as reported in the three most recent census periods. Belcarra's median age (52.8) was higher than that of the region (40.9).

Table 3. Median Age, Belcarra and Metro Vancouver (2006, 2011, 2016)

Age	2006	2011	2016
Belcarra	47.0	52.1	52.8
Metro Vancouver	39.1	40.2	40.9

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Between 2006 and 2016, every segment of the population in Belcarra experienced a decline except for people in the 65 to 84 years age group, which increased by 114%. Table 4 shows the population by age group in Belcarra during the last three Census periods (2006, 2011 and 2016).

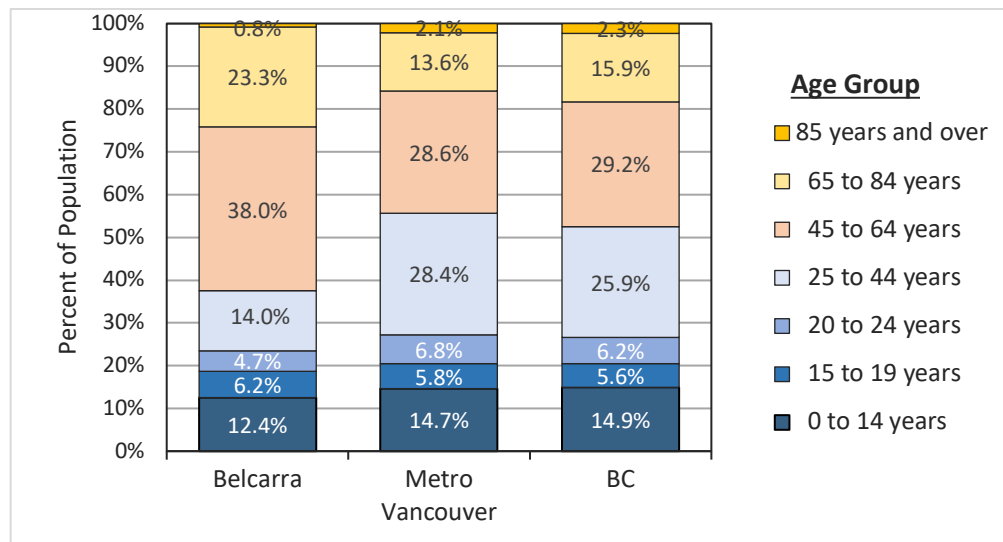
Table 4. Population by Age Group, Belcarra (2006, 2011, 2016)

Age Group	2006		2011		2016		Percent change 2006-2016
0 to 14 years	95	14.0%	75	11.6%	80	12.4%	-15.8%
15 to 19 years	45	6.6%	20	3.1%	40	6.2%	-11.1%
20 to 24 years	35	5.1%	35	5.4%	30	4.7%	-14.3%
25 to 44 years	135	19.9%	95	14.7%	90	14.0%	-33.3%
45 to 64 years	285	41.9%	295	45.7%	245	38.0%	-14.0%
65 to 84 years	70	10.3%	110	17.1%	150	23.3%	114.3%
85 years and over	5	0.7%	5	0.8%	5	0.8%	0.0%
Total	680	100%	645	100%	645	100%	-5.1%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

The age distribution of the population in Belcarra differed from that of Metro Vancouver and the province of BC. The proportion of people aged 44 years or under was lower in Belcarra (37.2%) than in Metro Vancouver (55.6%) and in BC (52.6%). The proportion of seniors 65+ years old in Belcarra (24.0%) was higher than that in Metro Vancouver (15.7%) and BC (18.3%). Figure 2 compares the total population of Belcarra, Metro Vancouver, and BC by age group.

Figure 2. Population by Age Group, Belcarra, Metro Vancouver, and BC (2016)



Source: Statistics Canada, Census of Population, 2016

ANTICIPATED AGE PROFILE

According to Metro Vancouver growth projections, the most significant growth in Belcarra is expected to occur among people aged 85 years and over (+100.0%) and 25 to 44 year olds (+28.6%). Table 5 shows the anticipated population growth by age group in Belcarra from 2021 to 2026.

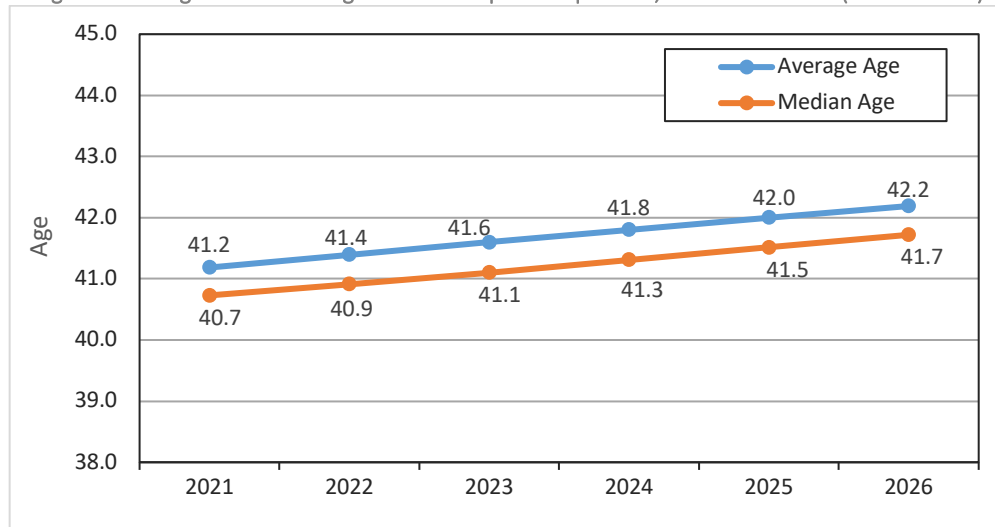
Table 5. Anticipated Population Growth by Age Group, Belcarra (2021 to 2026)

Age Groups	2021		2026		Population Change 2021 - 2026	
0 to 14 years	50	7.5%	50	7.2%	0	0.0%
15 to 19 years	60	9.0%	30	4.3%	-30	-50.0%
20 to 24 years	60	9.0%	70	10.1%	10	16.7%
25 to 44 years	70	10.4%	90	13.0%	20	28.6%
45 to 64 years	220	32.8%	190	27.5%	-30	-13.6%
65 to 84 years	200	29.9%	240	34.8%	40	20.0%
85 years and over	10	1.5%	20	2.9%	10	100.0%
Total	670	100%	690	100%	20	3.0%

Source: Metro Vancouver

BC Stats also prepares population estimates and projections at a regional district level. According to BC Stats' most recent projections which are shown in Figure 3, the median age of the anticipated population in Metro Vancouver will increase from 40.7 years in 2021 to 41.7 years by 2026, suggesting that the trend over the 5-year period will be an aging of the region's population. This is concurrent with the findings of Metro Vancouver's projections, and trends experienced across the province and country.

Figure 3. Average and Median Age of the Anticipated Population, Metro Vancouver (2021 to 2026)



Source: BC Stats

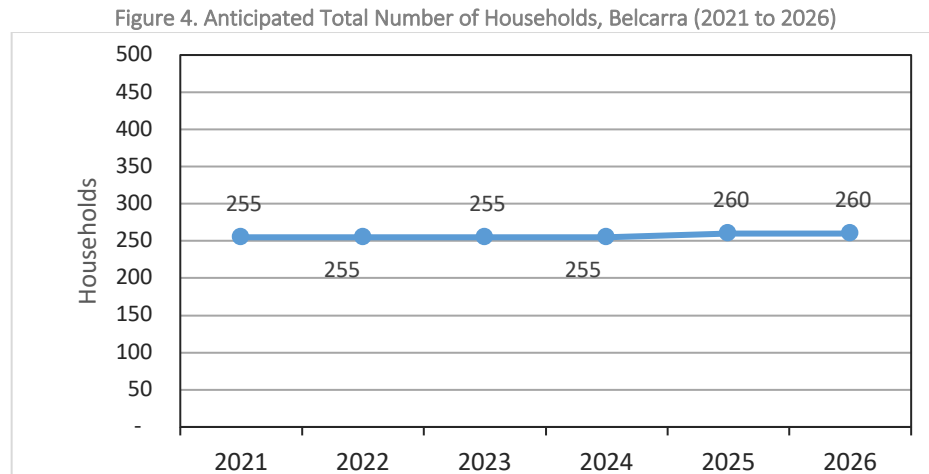
2.2 HOUSEHOLDS

Number of Households

In 2016, the total number of households in Belcarra was 253. This is a decrease in the total households from the previous two census periods. In 2011, there were 268 households in Belcarra, and in 2006 there were 258. This represented a 1.9% decline in the number of households between 2006 and 2016.

ANTICIPATED HOUSEHOLDS

According to Metro Vancouver population and housing projections², the anticipated number of households in Belcarra is expected to grow to a total of 260 households by 2026, a 2.0% increase from 2021. Figure 4 contains information on the household projections for Belcarra from 2021 to 2026.



Source: Metro Vancouver

Household Size

Almost two thirds (62.7%) of Belcarra households were 1-person households and 2-person households, as shown in Table 6. Households containing 5 or more persons accounted for 5.9% of all households. According to the 2016 Census, the average number of persons in a Belcarra household was 2.6, which was similar to the average household size in Metro Vancouver (2.5) and BC (2.4).

² The projections included here represent the latest available draft projections at the time of publication, and may change once the final regional projections are adopted by the Metro Vancouver Regional District Board.

Table 6. Number and Percentage of Households by Household Size, Belcarra (2006, 2011, 2016)

Household Size	2006		2011		2016	
1 person	35	13.7%	50	18.5%	35	13.7%
2 persons	100	39.2%	130	48.1%	125	49.0%
3 persons	45	17.6%	40	14.8%	30	11.8%
4 persons	65	25.5%	35	13.0%	45	17.6%
5 or more persons	10	3.9%	15	5.6%	15	5.9%
Total	255	100.0%	270	100.0%	255	100.0%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

ANTICIPATED HOUSEHOLD SIZE

By 2026, the average number of persons in a Belcarra household is expected to be 2.6.

Household Tenure

In 2016, 90.4% of Belcarra households were owners. This proportion was slightly lower than in 2006 (92.3%). Belcarra's ownership rate was significantly higher than that of Metro Vancouver (63.7%) and the province as a whole (68.0%). Table 7 shows the tenure breakdown for Belcarra households for the past three Census periods.

Table 7. Number and Percentage of Households by Household Tenure, Belcarra (2006, 2011, 2016)

Tenure	2006		2011		2016	
Owner households	240	92.3%	245	90.7%	235	90.4%
Renter households	20	7.7%	20	7.4%	25	9.6%
Total	260	100%	270	100%	260	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

According to the Statistics Canada Census, 'subsidized housing' refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances.

Of the 25 renter households in Belcarra in 2016, no households self-reported that they were living in subsidized housing / receiving a subsidy. Table 8 shows information on the subsidy status for renter households in Belcarra during the past three Census periods.

Table 8. Number and Percentage of Renter Households in Subsidized Housing, Belcarra (2006, 2011, 2016)

Subsidized Renter Households	2006		2011		2016	
Renter households with subsidy	n/a	n/a	0	0.0%	0	0.0%
Renter households without subsidy	n/a	n/a	20	100.0%	25	100.0%
Total	20	100%	20	100%	25	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Note: 2006 Census did not collect information on the presence of rental subsidies.

Household Income

In 2016, the median income for all Belcarra households was \$136,112, and the average income was \$242,720. These were significantly higher than the incomes of households throughout BC as a whole (\$69,979 median income; \$90,354 average income) and households in the Metro Vancouver region (\$72,585 median income; \$96,423 average income). Table 9 shows the median household incomes for Belcarra, Metro Vancouver, and BC during the past three census periods.

Table 9. Median Household Incomes, Belcarra, Metro Vancouver, and BC (2006, 2011, 2016)

Median Household Income	2006	2011	2016
Belcarra	\$131,037	\$151,961	\$136,112
Metro Vancouver	\$65,342	\$68,830	\$72,585
British Columbia	\$62,372	\$65,555	\$69,979

Source: Statistics Canada, Census of Population, 2006, 2011, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

In Belcarra, 15.4% of households were earning less than \$60,000 per year during the latest census period, as shown in Table 10. The proportion of households earning less than \$30,000 per year was 3.8% in 2016. These households often require below market housing such as rent-geared-to-income housing.

Table 10. Number and Percentage of Households by Household Income Bracket (Constant 2015\$), Belcarra (2006, 2011, 2016)

Household Income	2006		2011		2016	
Under \$5,000	0	0.0%	0	0.0%	10	3.8%
\$5,000 to \$9,999	0	0.0%	0	0.0%	0	0.0%
\$10,000 to \$14,999	0	0.0%	0	0.0%	0	0.0%
\$15,000 to \$19,999	0	0.0%	0	0.0%	0	0.0%
\$20,000 to \$24,999	10	3.8%	0	0.0%	0	0.0%
\$25,000 to \$29,999	0	0.0%	0	0.0%	0	0.0%
\$30,000 to \$34,999	0	0.0%	0	0.0%	0	0.0%
\$35,000 to \$39,999	0	0.0%	0	0.0%	10	3.8%
\$40,000 to \$44,999	0	0.0%	0	0.0%	0	0.0%
\$45,000 to \$49,999	0	0.0%	0	0.0%	10	3.8%
\$50,000 to \$59,999	35	13.5%	0	0.0%	10	3.8%

Household Income	2006		2011		2016	
\$60,000 to \$69,999	0	0.0%	0	0.0%	10	3.8%
\$70,000 to \$79,999	15	5.8%	15	5.6%	10	3.8%
\$80,000 to \$89,999	20	7.7%	0	0.0%	15	5.8%
\$90,000 to \$99,999	10	3.8%	20	7.4%	15	5.8%
\$100,000 to \$124,999	20	7.7%	20	7.4%	30	11.5%
\$125,000 to \$149,999	50	19.2%	15	5.6%	15	5.8%
\$150,000 to \$199,999	50	19.2%	65	24.1%	45	17.3%
\$200,000 and over	45	17.3%	80	29.6%	80	30.8%
Total households	260		270		260	

Source: Statistics Canada, Census of Population, 2006, 2011, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

Data on the median income of renter households in Belcarra was not available for 2016. In general, due to the small number of renter households in Belcarra, information on income of renters is either not available or suppressed for confidentiality reasons. Table 11 shows the number and percentage of renter households by household income bracket for the past three census periods.

Table 11. Number and Percentage of Renter Households by Household Income Bracket (Constant 2015\$), Belcarra (2006, 2011, 2016)

Household Income	2006		2011		2016	
Under \$ 5,000	0	0.0%	0	0.0%	10	50.0%
\$5,000 to \$9,999	0	0.0%	0	0.0%	0	0.0%
\$10,000 to \$14,999	0	0.0%	0	0.0%	10	50.0%
\$15,000 to \$19,999	0	0.0%	0	0.0%	0	0.0%
\$20,000 to \$24,999	0	0.0%	0	0.0%	0	0.0%
\$25,000 to \$29,999	0	0.0%	0	0.0%	0	0.0%
\$30,000 to \$34,999	0	0.0%	0	0.0%	0	0.0%
\$35,000 to \$39,999	0	0.0%	0	0.0%	0	0.0%
\$40,000 to \$44,999	0	0.0%	0	0.0%	0	0.0%
\$45,000 to \$49,999	0	0.0%	0	0.0%	0	0.0%
\$50,000 to \$59,999	15	75.0%	0	0.0%	0	0.0%
\$60,000 to \$69,999	0	0.0%	0	0.0%	0	0.0%
\$70,000 to \$79,999	0	0.0%	0	0.0%	0	0.0%
\$80,000 to \$89,999	0	0.0%	0	0.0%	0	0.0%
\$90,000 to \$99,999	0	0.0%	0	0.0%	0	0.0%
\$100,000 to \$124,999	0	0.0%	0	0.0%	0	0.0%
\$125,000 to \$149,999	0	0.0%	0	0.0%	0	0.0%
\$150,000 to \$199,999	0	0.0%	0	0.0%	0	0.0%
\$200,000 and over	10	50.0%	0	0.0%	0	0.0%
Total renter households	20		20		20	

Source: Statistics Canada, Census of Population, 2006, 2011, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

Owners had a higher median income when compared to all households in Belcarra. With a median household income of \$154,863, owner households made almost 20,000 more than the median income of all households. Table 12 shows the number and percentage of owner households by household income bracket for the past three census periods.

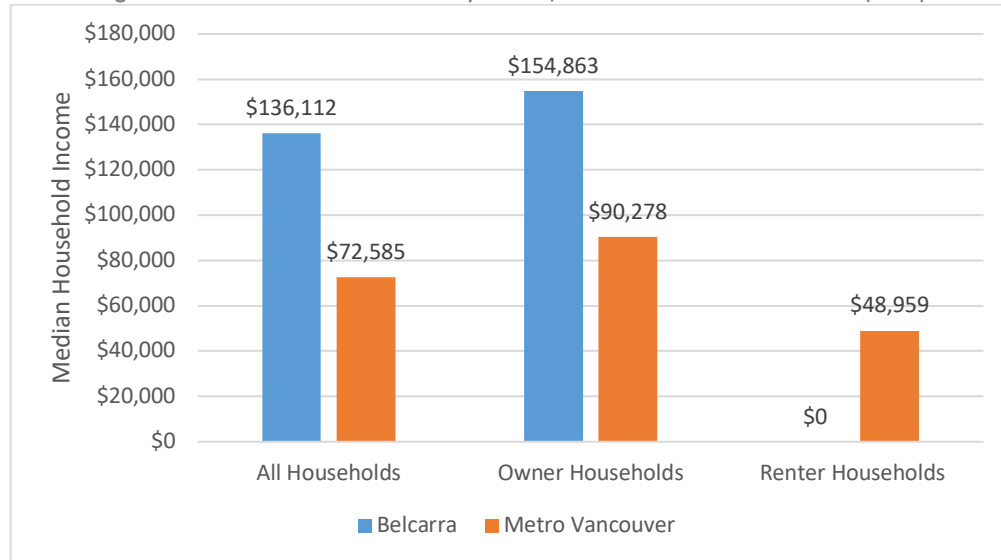
Table 12. Number and Percentage of Owner Households by Household Income Bracket (Constant 2015\$), Belcarra (2006, 2011, 2016)

Household Income	2006		2011		2016	
Under \$ 5,000	0	0.0%	0	0.0%	10	4.3%
\$5,000 to \$9,999	0	0.0%	0	0.0%	0	0.0%
\$10,000 to \$14,999	0	0.0%	0	0.0%	0	0.0%
\$15,000 to \$19,999	0	0.0%	0	0.0%	0	0.0%
\$20,000 to \$24,999	0	0.0%	0	0.0%	0	0.0%
\$25,000 to \$29,999	0	0.0%	0	0.0%	0	0.0%
\$30,000 to \$34,999	0	0.0%	0	0.0%	0	0.0%
\$35,000 to \$39,999	0	0.0%	0	0.0%	10	4.3%
\$40,000 to \$44,999	0	0.0%	0	0.0%	0	0.0%
\$45,000 to \$49,999	0	0.0%	0	0.0%	10	4.3%
\$50,000 to \$59,999	20	8.5%	0	0.0%	10	4.3%
\$60,000 to \$69,999	0	0.0%	0	0.0%	10	4.3%
\$70,000 to \$79,999	15	6.4%	0	0.0%	0	0.0%
\$80,000 to \$89,999	20	8.5%	0	0.0%	15	6.4%
\$90,000 to \$99,999	0	0.0%	20	8.0%	15	6.4%
\$100,000 to \$124,999	20	8.5%	20	8.0%	30	12.8%
\$125,000 to \$149,999	55	23.4%	15	6.0%	15	6.4%
\$150,000 to \$199,999	55	23.4%	65	26.0%	40	17.0%
\$200,000 and over	40	17.0%	85	34.0%	80	34.0%
Total owner households	235		250		235	

Source: Statistics Canada, Census of Population, 2006, 2011, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

Finally, Figure 5 compares the median household incomes in Belcarra and Metro Vancouver by household tenure, highlighting the significantly higher incomes of owner households compared with renter households.

Figure 5. Median Household Income by Tenure, Belcarra and Metro Vancouver (2016)



Source: Statistics Canada, Census of Population, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

2.3 ECONOMY & EMPLOYMENT

Labour Force

The local economy has a significant impact on housing need and demand. Belcarra's participation rate was lower than that of Metro Vancouver and the province as a whole. Its unemployment rate was also lower than Metro Vancouver's and BC's, as shown in Table 13.

The number of workers in the labour force decreased by 26.2% between 2006 and 2016, which is consistent with but much larger than the 4.9% decrease in the overall population of Belcarra over the same period.

Table 13. Labour Force Statistics, Belcarra, Metro Vancouver, and BC (2016)

	Belcarra	Metro Vancouver	British Columbia
Total Population Aged 15 Years and Over	550	2,064,615	3,870,375
In Labour Force	310	1,355,520	2,471,665
Employed	300	1,276,900	2,305,690
Unemployed	10	78,620	165,975
Not In Labour Force	240	709,095	1,398,710
Participation Rate	56.4%	65.7%	63.9%
Unemployment Rate	3.2%	5.8%	6.7%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

The largest proportion of workers residing in Belcarra worked (regardless of whether their place of work was in Belcarra or not) in the professional, scientific and technical services (19.4% of the workforce), educational services (12.9% of the workforce), and construction (12.9% of the workforce). Table 14 displays the number and percentage of workers by industry for the past three Census periods for workers who lived in Belcarra.

Table 14. Number and Percentage of Workers by NAICS Sector, for workers who lived in Belcarra (2006, 2011, 2016)

Sector	2006		2011		2016	
Industry - Not applicable	0	0.0%	0	0.0%	0	0.0%
All industry categories	420	98.8%	365	98.6%	305	98.4%
Agriculture, forestry, fishing and hunting	0	0.0%	0	0.0%	0	0.0%
Mining, quarrying, and oil and gas extraction	0	0.0%	0	0.0%	0	0.0%
Utilities	0	0.0%	0	0.0%	0	0.0%
Construction	20	4.7%	65	17.6%	40	12.9%
Manufacturing	35	8.2%	0	0.0%	10	3.2%
Wholesale trade	20	4.7%	45	12.2%	10	3.2%
Retail trade	40	9.4%	25	6.8%	25	8.1%
Transportation and warehousing	20	4.7%	0	0.0%	10	3.2%
Information and cultural industries	20	4.7%	0	0.0%	0	0.0%
Finance and insurance	15	3.5%	0	0.0%	25	8.1%
Real estate and rental and leasing	30	7.1%	0	0.0%	0	0.0%
Professional; scientific and technical services	55	12.9%	40	10.8%	60	19.4%
Management of companies and enterprises	0	0.0%	0	0.0%	0	0.0%
Administrative and support; waste management and remediation services	0	0.0%	0	0.0%	10	3.2%
Educational services	55	12.9%	65	17.6%	40	12.9%
Health care and social assistance	45	10.6%	35	9.5%	35	11.3%
Arts; entertainment and recreation	10	2.4%	0	0.0%	0	0.0%
Accommodation and food services	15	3.5%	0	0.0%	15	4.8%
Other services (except public administration)	25	5.9%	0	0.0%	10	3.2%
Public administration	20	4.7%	20	5.4%	10	3.2%
Total	425		370		310	

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Commuting Destination

In Metro Vancouver, commuting destination is also an important factor when considering a household's housing and transportation cost burden. Almost all of Belcarra residents (95.0%) commuted to a different part of the region for work, compared to 5.0% who both lived and worked within Belcarra. Table 15 shows the breakdown of commuting destinations for workers with a usual place of work (workers who have a specific work address outside their home).

Table 15. Number and Percentage of Workers with a Usual Place of Work by Commuting Destination, Belcarra (2016)

Commuting Destination	2016	
Within Belcarra	10	5.0%
Within Region of Metro Vancouver but outside Belcarra	190	95.0%
Within BC but outside of Metro Vancouver	0	0.0%
To a different Province or Territory	0	0.0%
Total - Worker Population with a Usual Place of Work	200	100%

Source: Statistics Canada, Census of Population, 2016

Mobility

Mobility status provides information about the movement of residents. Non-movers are persons who lived in the same residence as on the same date 5 years earlier. Non-migrants are persons who did not live in the same residence 5 years earlier, but who still lived in Belcarra (moved within the Census Subdivision). Migrants include both internal migrants (who lived in a different municipality or province within Canada 5 years ago), and external migrants (those who did not live in Canada 5 years ago).

Table 16. Mobility Status as Compared to 5 Years Ago, Belcarra (2006, 2011, 2016)

Mobility Status	2006		2011		2016	
Non-movers	450	69.8%	460	74.8%	475	81.9%
Non-migrants	65	10.1%	40	6.5%	10	1.7%
Migrants	125	19.4%	110	17.9%	95	16.4%
Total	645	100.0%	615	100.0%	580	100.0%

Source: Statistics Canada, 2006 Census of Population, 2011 National Household Survey, 2016 Census of Population

As shown in Table 16, 81.9% of Belcarra residents were non-movers according to the 2016 Census, meaning they had lived in the same residence five years ago. Movement from other parts of Canada and other countries is an important source of new residents to many parts of the Metro Vancouver region, and has an impact on housing supply.

3. HOUSING PROFILE

The housing profile section provides an overview of key housing indicators for Belcarra, including dwelling units currently occupied and available, changes in the housing stock, and housing values. Where it is relevant, Metro Vancouver and the Province of BC are used as a benchmark for comparison.

3.1 HOUSING SUPPLY

Housing Unit Types

Most of the 255 housing units in Belcarra were single-detached houses (80.4%). Following this housing type, apartment/duplex (most commonly a secondary suite within a house) were the most common form of housing, comprising 17.6% of the total housing units.

From 2006 to 2016, apartments/duplexes increased by 12.5%. Table 17 shows dwelling units by structure type in Belcarra during the past three Census periods.

Table 17. Number and Percentage of Dwelling Units by Structure Type, Belcarra (2006, 2011, 2016)

Structure Type	2006		2011		2016	
Single-detached house	205	78.8%	220	81.5%	205	80.4%
Semi-detached house	10	3.8%	0	0.0%	0	0.0%
Apartment (duplex)	40	15.4%	40	14.8%	45	17.6%
Row house	0	0.0%	0	0.0%	0	0.0%
Apartment (fewer than 5 storeys)	0	0.0%	0	0.0%	0	0.0%
Apartment (5 or more storeys)	0	0.0%	0	0.0%	0	0.0%
Other single-attached house	0	0.0%	0	0.0%	0	0.0%
Movable dwelling	0	0.0%	5	1.9%	5	2.0%
Total	260	100%	270	100%	255	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

In terms of the breakdown of housing units by type (i.e. number of bedrooms), almost all of Belcarra's housing units (92.3%) was housing that could be suitable for families (2 bedroom or 3+ bedroom units). Between 2006 and 2016, there was an increase in the number of dwelling units with 1 bedrooms, and a decrease in units with 4 or more bedrooms. Table 18 shows the dwelling units by number of bedrooms in Belcarra during the past three Census periods.

Table 18. Number and Percentage of Dwelling Units by Number of Bedrooms, Belcarra (2006, 2011, 2016)

Number of Bedrooms	2006		2011		2016	
0 bedrooms	25	9.8%	0	0.0%	0	0.0%
1 bedroom	0	0.0%	0	0.0%	20	7.7%
2 bedrooms	30	11.8%	30	11.1%	35	13.5%
3+ bedrooms	210	82.4%	230	85.2%	205	78.8%
Total	255	100%	270	100%	260	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

According to the 2016 Census, almost half of dwelling units in Belcarra were built prior to 1981 (45.1%). Table 19 shows information on dwelling units in Belcarra by period of construction.

Table 19. Number and Percentage of Dwelling Units by Period of Construction, Belcarra (2016)

Period of Construction	2016	
1960 or before	10	3.9%
1961 to 1980	105	41.2%
1981 to 1990	50	19.6%
1991 to 2000	40	15.7%
2001 to 2005	10	3.9%
2006 to 2011	25	9.8%
2011 to 2016	10	3.9%
Total	255	100.0%

Source: Statistics Canada, Census of Population, 2016

Rental Housing

Due to the small population size of the village of Belcarra and associated confidentiality concerns, data on the rental market is not available through Statistics Canada or the Canada Mortgage and Housing Corporation.

Non-Market Housing

Non-market housing is affordable housing that is owned or subsidized by government, non-profits, or housing cooperatives; where the housing is provided at below market rents or prices. Non-market housing is found across the housing spectrum, ranging from emergency housing, to supportive housing and cooperatives.

BC Housing assists in meeting the needs of BC's most vulnerable residents through the provision of affordable non-market housing, and by making housing in the private rental market more affordable through the provision of rent supplements.

The information in this section is based on BC Housing's summary of housing units identified as emergency, supportive and independent housing in Belcarra.

Table 20 summarizes the number of dwelling units that were identified by BC Housing as non-market units in Belcarra and Metro Vancouver in 2020, and Table 21 summarizes the total number of non-market housing units and shelter beds specifically available for the homeless population in Belcarra and Metro Vancouver.

Table 20. Number of Dwelling Units that are Non-Market (Subsidized) Units, Belcarra and Metro Vancouver (2020)

Community	Transitional Supported and Assisted Living	Independent Social Housing Low Income Families	Low Income Seniors	Total Units
Belcarra	0	0	0	0
Metro Vancouver	9,477	10,834	13,296	33,607

Source: BC Housing

Table 21. Number of Housing Units and Shelter Beds for the Homeless, Belcarra and Metro Vancouver (2020)

Community	Housing Units for the Homeless	Shelter Beds	Total
Belcarra	0	0	0
Metro Vancouver	7,565	1,339	8,904

Source: BC Housing

Changes in Housing Stock

Housing completions are a measure of increasing housing supply. Table 22 shows housing completions by structure type over time in Belcarra. Since 2011, the number of housing completions has varied, averaging 2 completions per year. All completions in Belcarra have been for single detached homes. There have been no rental housing completions since 2011.

Table 22. Number of Housing Completions by Structure Type, Belcarra (2011 to 2020)

Housing Completions	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Secondary Suite	0	0	0	0	0	0	0	0	0	0
Single Detached	0	4	1	1	0	3	2	3	2	4
Semi-Detached	0	0	0	0	0	0	0	0	0	0
Row House	0	0	0	0	0	0	0	0	0	0
Apartment	0	0	0	0	0	0	0	0	0	0
Total	0	4	1	1	0	3	2	3	2	4

Source: Canada Mortgage and Housing Corporation

Note: 2019 data for secondary suite is combined into apartment category.

As housing developments age over time, the renewal and redevelopment of these dwellings can result in demolitions. Demolitions affect net additions to the housing stock. Housing demolitions have varied in Belcarra since 2011, averaging 2 demolitions per year. Table 25 shows the number of housing demolitions by structure type from 2011 to 2019.

Table 23. Number of Housing Demolitions by Structure Type, Belcarra (2011 to 2019)

Housing Demolitions	2011	2012	2013	2014	2015	2016	2017	2018	2019
Single Detached	4	1	2	1	1	1	4	0	0
Duplex	0	0	0	0	0	0	0	0	0
Row house	0	0	0	0	0	0	0	0	0
Apartment	0	0	0	0	0	0	0	0	0
Total	4	1	2	1	1	1	4	0	0

Source: Canada Mortgage and Housing Corporation

3.2 HOUSING MARKET CONDITIONS

Housing Values

Tables 24 and 25 show the median values of housing for all units, by structure type, and by types of housing unit (0, 1, 2, 3, and 4+ bedrooms) in Belcarra based on data from the 2016 Census of Population. As of 2016, the median housing values were highest for single-detached houses (2,002,146). Median housing values were highest for 3 bedroom dwellings (\$2,003,466).

Table 24. Median Housing Values by Structure Type, Belcarra (2016)

Structure Type	Number of Dwellings	Median Value
Single-detached house	195	\$2,002,146
Apartment (5 or more storeys)	-	-
Apartment (fewer than 5 storeys)	-	-
Apartment (duplex)	35	\$1,504,878
Row house	-	-
Semi-detached house	-	-
Total	230	\$2,000,268

Source: Statistics Canada, Census of Population, 2016

Table 25. Median Housing Values by Number of Bedrooms, Belcarra (2016)

Number of Bedrooms	Number of Dwellings	Median Value
0 bedrooms	0	-
1 bedroom	10	-
2 bedrooms	20	\$0
3 bedrooms	125	\$2,003,466
4+ bedrooms	75	\$1,797,097
Total	230	\$2,000,268

Source: Statistics Canada, Census of Population, 2016

Sale Prices

The Real Estate Board of Greater Vancouver also tracks home sales in the Metro Vancouver region through the MLSLink Housing Price Index® (MLSLink HPI®) which measures benchmark or typical home prices. The MLSLink® Housing Price Index (HPI), established in 1995, is modelled on the Consumer Price Index. Instead of measuring goods and services, the HPI measures the change in the price of housing features. Thus, the HPI measures typical, pure price change (inflation or deflation). The HPI benchmarks represent the price of a typical property within each market. The HPI takes into consideration what averages and medians do not – items such as lot size, age, and number of bedrooms, for example. Each month's sales determine the current prices paid for bedrooms, bathrooms, fireplaces, etc. and apply those new values to the 'typical' house model.

Data for Belcarra, along with other smaller municipalities, is not available.

Affordable Sales

Metro Vancouver is often identified as having the highest home prices relative to household income in North America. Factors such as sale price, household income and mortgage rates impact affordability within the ownership market. Ownership units are considered to be affordable if households with median household income can purchase the unit, with 10% down, 25-year amortization period and pay no more than 30% of their income. Based on these considerations the estimated affordable price is set at \$420,000 (previously set to \$385,000 for 2011-2015).

Data for Belcarra, along with other smaller municipalities, is not available.

Rental Prices

Data on rental prices is collected by the Canada Mortgage and Housing Corporation. Data for Belcarra, along with other smaller municipalities, is not available.

Affordable Rents

Affordability is a function of high housing costs relative to incomes and it can be made worse if rents grow at a faster rate than incomes. Affordability pressures can also be more severe for households falling at the lower end of the income distribution.

Rental units are considered to be affordable to a household if that household spends 30% or less of their household income on rent. Based on this consideration, units that rent for \$940 per month or less are deemed to be affordable for households earning \$37,500 per year (approximately 50% of the 2016 regional median household income), and units that rent between \$940 and \$1,500 are deemed to be affordable for households earning \$60,000 (approximately 80% of the 2016 regional median household income).

Data for Belcarra, along with other smaller municipalities, is not available.

3.3 HOUSING INDICATORS

Affordability

According to Statistics Canada, affordability means housing that costs less than 30% of a household's before-tax household income, including the following costs:

- For renters: rent and any payments for electricity, fuel, water and other municipal services;
- For owners: mortgage payments (principal and interest), property taxes, and any condominium fees, along with payments for electricity, fuel, water and other municipal services.

In 2016, 5.9% of all private households (15 households) were living below the affordability standard in Belcarra. Table 26 shows the number and percentage of households in Belcarra spending 30% or more of their income on shelter costs but less than 100% for the three most recent census periods.

The proportion of owner households spending 30%-100% of their income on shelter costs in Belcarra (4.3%) was lower than that in the Metro Vancouver region as a whole (20.3%) and province-wide (17.1%) in 2016.

In Belcarra, Metro Vancouver, and BC, significantly more renter households spent 30%-100% of their income on shelter costs. In Belcarra, 40.0% of renter households fell below the affordability standard, which was higher than the proportion of Metro Vancouver renter households (33.8%) and BC renter households (35.2%).

Table 26. Households Spending 30%-100% of Their Income on Shelter by Tenure, Belcarra (2006, 2011, 2016)

Affordability	2006		2011		2016	
Total Private Households	260	100%	270	100%	255	100%
Below the affordability standard	10	3.8%	60	22.2%	15	5.9%
Owner Households	235	100%	250	100%	230	100%
Below the affordability standard	10	4.3%	55	22.0%	10	4.3%
Renter Households	20	100%	20	100%	25	100%
Below the affordability standard	0	0.0%	0	0.0%	10	40.0%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Adequacy

Adequacy refers to housing that does not require any major repairs, according to its residents. Table 27 shows that a relatively small proportion of the total private households in Belcarra reported that their housing required major repair. In 2016, 10 households experienced adequacy challenges, representing 4.0% of all households.

Table 27. Households Requiring Major Repair by Tenure, Belcarra (2006, 2011, 2016)

Adequacy (Requiring Major Repair)	2006		2011		2016	
Total Private Households	255	100%	270	100%	250	100%
Below the adequacy standard	15	5.9%	0	0.0%	10	4.0%
Owner Households	235	100%	250	100%	230	100%
Below the adequacy standard	15	6.4%	0	0.0%	10	4.3%
Renter Households	20	100%	20	100%	20	100%
Below the adequacy standard	0	0.0%	0	0.0%	0	0.0%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Suitability

Suitability is a measure of whether housing has enough bedrooms for the size and make-up of the resident households, according to National Occupancy Standard (NOS) requirements. As shown in Table 28, there were no households living in overcrowded conditions in Belcarra in 2016.

Table 28. Households Living in Overcrowded Conditions by Tenure, Belcarra (2006, 2011, 2016)

Suitability (Overcrowding)	2006		2011		2016	
Total Private Households	255	100%	270	100%	250	100%
Below the suitability standard	10	3.9%	0	0.0%	0	0.0%
Owner Households	240	100%	250	100%	230	100%
Below the suitability standard	10	4.2%	0	0.0%	0	0.0%
Renter Households	20	100%	20	100%	20	100%
Below the suitability standard	0	0.0%	0	0.0%	0	0.0%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Homelessness

The Metro Vancouver regional Homeless Count, which occurs every three years, provides a point-in-time snapshot of homelessness in the region. Data for Belcarra, and other smaller municipalities, is not available.

Social Housing Waitlist

BC Housing collects data on households that have applied for social housing in Metro Vancouver through the Housing Registry, a centralized database for those non-profit housing providers that have chosen to participate. The waitlist tracks applicant households by municipality across the region, as well as by specific characteristics including family or single person households, seniors, persons with disabilities and households needing wheelchair access. Data for Belcarra was not available.

APPENDIX: GLOSSARY

ADEQUATE in relation to housing, means that, according to the residents in the housing, no major repairs are required to the housing.

AFFORDABLE HOUSING has shelter costs equal to less than 30% of total before-tax household income.

APARTMENT means a dwelling unit in a building with three or more dwelling units. Typically, apartments are classified as either: (a) apartment in a building that has fewer than five storeys; and, (b) apartment in a building that has five or more storeys.

APARTMENT (DUPLEX) means one of two dwellings, located one above the other, may or may not be attached to other dwellings or buildings. Apartment (duplex) units are commonly the main units and the secondary suite units in houses with secondary suites.

CENSUS DIVISION the general term for provincially legislated areas (such as county and regional district) or their equivalents. Census divisions are intermediate geographic areas between the province/territory level and the municipality (census subdivision).

CENSUS SUBDIVISION the general term for municipalities (as determined by provincial/territorial legislation) or areas treated as municipal equivalents for statistical purposes.

COOPERATIVE HOUSING is a type of housing that residents own and operate as part of a membership.

CORE HOUSING NEED means a household living in housing that falls below at least one of the adequacy, affordability or suitability standards and that would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that is acceptable.

DWELLING STRUCTURAL TYPE refers to the structural characteristics and/or dwelling configuration, that is, whether the dwelling is a single-detached house, an apartment in a high-rise building, a row house, a mobile home, etc.

EXTREME CORE HOUSING NEED has the same meaning as core housing need except that the household has shelter costs for housing that are more than 50% of total before-tax household income;

HOMELESSNESS is the situation of an individual or family that does not have a permanent address or residence.

HOUSEHOLD refers to a person or a group of persons who occupy the same dwelling.

MARKET HOUSING means housing that is privately owned by an individual (or a company) who generally does not receive direct subsidies to purchase or maintain it. Prices are set by the private market.

MEDIAN is the value which is in the centre of a group of values.

MIGRANT means a migrant within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census. For the purposes of this report, migrants include both internal migrants (who lived in a different municipality or province within Canada 5 years ago), and external migrants (those who did not live in Canada 5 years ago).

MOBILITY STATUS means a mobility status within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census;

MOVABLE DWELLING means a single dwelling, other than a mobile home, used as a place of

residence, but capable of being moved on short notice, such as a tent, recreational vehicle, travel trailer houseboat, or floating home.

MOVER means a mover within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census. For the purposes of this report, movers are persons who did not live in the same residence as on the same date 5 days earlier. Movers include before non-migrants and migrants.

NAICS means the North American Industry Classification System Canada 2012, published by Statistics Canada;

NAICS sector means a sector established by the NAICS.

NON-MIGRANT means a non-migrant within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census. For the purposes of this report, non-migrants are persons who did not live in the same residence 5 years earlier, but who still lived in the same census subdivision (moved within the Census Subdivision)

NON-MOVER means a non-mover within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census. For the purposes of this report, non-movers are persons who lived in the same residence as on the same date 5 years earlier.

NON-MARKET HOUSING means affordable housing that is owned or subsidized by government, a non-profit society, or a housing cooperative; whereby rent or mortgage payments are not solely market driven.

OTHER SINGLE-ATTACHED HOUSE means a single dwelling that is attached to another building and that does not fall into any of the other dwelling structural types, such as a single dwelling attached to a non-residential structure (e.g., a store or a church) or occasionally to another residential structure (e.g., an apartment building).

OWNER HOUSEHOLD refers to a private household where some member of the household owns the dwelling, even if it is still being paid for.

PARTICIPATION RATE means the total labour force in a geographic area, expressed as a percentage of the total population of the geographic area;

PRIMARY RENTAL MARKET means a market for rental housing units in apartment structures containing at least 3 rental housing units that were purpose-built as rental housing;

RENTAL ASSISTANCE PROGRAM (RAP) is a type of rent supplement program that BC Housing offers to eligible low-income families.

RENTER HOUSEHOLD refers to private households where no member of the household owns their dwelling.

ROW HOUSE means one of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses.

SECONDARY RENTAL MARKET means a market for rental housing units that were not purpose-built as rental housing;

SEMI-DETACHED DWELLING means one of two dwellings attached side by side (or back to back) to each other, but not attached to any other dwelling or structure (except its own garage or shed). A semi-detached

dwelling has no dwellings either above it or below it, and the two units together have open space on all sides.

SHELTER AID FOR ELDERLY RENTERS (SAFER) is a type of rent supplement program that BC Housing offers to eligible low-income older adults and people with disabilities.

SINGLE-DETACHED DWELLING means a single dwelling not attached to any other dwelling or structure (except its own garage or shed). A single-detached house has open space on all sides, and has no dwellings either above it or below it.

STRUCTURE TYPE see 'Dwelling Structural Type'.

SUBSIDIZED HOUSING refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances.

SUITABLE HOUSING means housing that has enough bedrooms for the size and make-up of resident households, according to National Occupancy Standard (NOS) requirements.

TENURE refers to whether the household owns or rents their private dwelling.

MEMO

TO: Lorna Dysart, Chief Administrative Officer; Stewart Novak, Public Works & Emergency Preparedness Coordinator; Village of Belcarra

FROM: Wilson Zhu, P.Eng.; Mike Rotzien, ASCT

COPY: Negin Tousi, EIT; Trevor Dykstra, P.Eng.

SUBJECT: Proposal for SCADA System Upgrades: HMI Computer Replacements and Miscellaneous Programming Changes – FINAL

DATE: November 30, 2021

INTRODUCTION

This Memorandum provides a brief overview of the Village of Belcarra's Water System SCADA, and provides a scope and cost estimate to upgrade the SCADA system which includes:

- 1 Providing purchasing support for the required hardware and software
- 2 Installing and setting up the required software on a computer supplied by the Village
- 3 Testing and commissioning of the SCADA system
- 4 Revising the programming for three (3) flowmeter stations, (Strathcona, Midden, and Tatlow), to collect and store historical flow information for the SCADA System

The hardware and software that run the Village's water SCADA system are outdated and have caused reliability concerns throughout the months. The Village is looking to replace the existing hardware and software with new up-to-date infrastructure to ensure reliability and sufficient technical support for the system. As an additional task, Operations has asked to have the totalized flow data for their flowmeters at three (3) stations displayed on their SCADA computer screens,. This requires some programming changes to the station control system and the SCADA computer.

SCADA SYSTEM OVERVIEW

The SCADA System computers are used to read the information gathered from the two flowmeter chambers at Strathcona and Midden, as well as the Tatlow reservoir and pump station, and display the information on a computer screen. These computers are used for alarm monitoring and will email Operations personnel when an alarm is detected.

Operations can also use a laptop or cellphone to remotely connect to the SCADA Computer and manipulate the screens via TeamViewer.

WSP contacted the SCADA software vendor (ClearSCADA) for pricing to renew the technical support contract for ClearSCADA HMI software (GeoSCADA) and to install the latest software on the new computers.



Additionally, WSP verified the computer hardware and software compatibility requirements for the latest SCADA software that will be installed on the computers.

RECOMMENDATIONS

The software upgrade process will provide the Village an opportunity to review their existing SCADA configuration and decide if additional revisions will be beneficial.

WSP recommends upgrading the SCADA computers to a pair of computers (Redundancy) from the single computer in order to keep the system running if one of the computers fails. The second computer is a hot SPARE that automatically assumes the role of the SCADA computer when it loses connection. Because of the high cost of the redundant design, this work can be completed as a second phase.

For a single computer solution, WSP recommends using a business all-in-one touch-screen computer put in a computer desk table. A final bill of materials will be provided after the kick off meeting. The below items provide a list of specifications for compatability of the hardware with the new SCADA software.

- 1 For example, a desktop with additional hard drive (Intel i7-11th, 16GB RAM, Windows 10 Professional, 512 GB hard drive space).
- 2 Laptop with an Intel i7-11th processor, 16GB RAM memory, Windows 10 operating system 512 GB hard drive space).

Additional considerations include:

- 1 Reservoir Flow Totalizer to be added to the HMI display at the Municipal Hall. This requires changes to the control system program for each station. These stations can be programmed remotely. The cost for this item is included in the estimate below.
- 2 The new SCADA computer shall include a monitor so that the screens can be monitored at the Municipal Hall when the internet is down.
- 3 The Village should ensure they have a spare computer for the SCADA System or have the laptop prepared as a back up computer for when the SCADA computer fails. The laptop can be used for modifying the programming as needed and for remotely connecting to the SCADA computer to observe the screens remotely via an internet connection.
- 4 The Village currently uses TeamViewer for remotely observing the SCADA System. While Teamviewer will continue to be used to connect to the system, WSP recommends installing a router, specializing in network security, called an eWon to ensure the SCADA System computer is secured from the internet connection. The cost for this item is included in the estimate below.
- 5 The current alarm call out program only provides an email to the on call Operator. Due to recent events leading to a desire for a phone callout, WSP recommends switching to a system that will call the Operator's cellphone and repeat the process until the alarm is acknowledged. The cost for this item is not included in the estimate below, pending discussions with the Village.
- 6 The work area for the SCADA computer is crowded and needs to be maintained before commissioning when additional space is required to run both systems at the same time.

COST ESTIMATES

ASSUMPTIONS:

- To reduce administration costs, purchasing will be by the Village.
- Software costs are based on quote from the software vendor.
- Hardware costs are based on WSP's experience. No formal quotes have been received for this project.
- Computers will be formatted per the Village's IT requirements by Sea to Sky in consultation with WSP.
- The Village will set up a work area suitable for the SCADA computer as the current location in the Municipal Hall is crowded and may not have sufficient space.

EXCLUSIONS:

The following costs have been excluded from this project:

- Seismic sensor programming is pending further discussions with the Village regarding decisions on hardware.
- Construction costs for installing new SCADA equipment and networking cables. Some support may be required to fit the equipment into the room, and cable and supply power to the equipment.
- Preliminary setup of the SCADA computers to be completed by Sea to Sky, the Village's preferred IT service provider. This will ensure that the computers can be supported by both WSP and the Village's IT Service Provider in the future.
- The cost of upgrading the alarm callout system to include calling the Operator's cellphone was not included as part of this cost estimate.

OPTION 1: ONE (1) SERVER FOR SCADA

This option represents the configuration the Village currently has installed.

Village of Belcarra SCADA Upgrade Estimate - Option 1 – Single Server

DESCRIPTION	QUANTITY	COSTS
Project Management	20	\$2,400.00
SCADA Familiarization	12	\$2,100.00
Hardware Computer Procurement Support	16	\$2,400.00
Hardware and Software Setup	56	\$8,400.00
Factory Acceptance Testing (2 days off site)	16	\$2,400.00
Commissioning (1 day onsite)	12	\$1,720.00
Flow Totalizer logic addition on RTU and SCADA	16	\$2,400.00
Expenses (includes 1 day onsite)	---	\$500.00
Sub-Total Engineering Costs	148	\$22,320.00
Contingency	15%	\$3,3148.00
Total Engineering Costs		\$25,668.00
Hardware: (Computer, Laptop, Network Equipment)		\$7,000.00
Software		\$6,043.64
Shipping		\$150.00
Sub-Total Hardware and Software Costs		\$13,193.64



Sales Tax	12%	\$1,583.24
Contingency	15%	\$1,979.05
Total Hardware and Software Costs		\$16,755.93
Total Budget		\$42,423.93

OPTION 2: TWO (2) SERVERS FOR REDUNDANCY

This option actively monitors for failures and automatically switches over to the replacement server when a failure is detected. The additional server is also a spare or backup in case the primary server breaks.

Village of Belcarra SCADA Upgrade Estimate Option 2 – Two Redundant Servers

DESCRIPTION	QUANTITY	COSTS
Project Management	24	\$2,880.00
SCADA Familiarization	16	\$2,755.00
Hardware Computer Procurement Support	16	\$2,400.00
Hardware and Software Setup	64	\$9,600.00
Redundancy Configuration	45	\$6,750.00
Factory Acceptance Test (3 days)	30	\$4,500.00
Commissioning (2 days)	20	\$3,920.00
Flow Totalizer logic addition on RTU and SCADA	16	\$2,400.00
Expenses (includes 2 days onsite)	---	\$1,000.00
Sub-Total Engineering Costs	231	\$35,205.00
Contingency	15%	\$5,280.75
Total Engineering Costs		\$40,485.75
Hardware and Software Costs		
Computers, Desk, Network, and Laptop		\$12,000.00
Software License Cost		\$12,000.00
Shipping		\$300.00
Sub-Total Hardware and Software Costs		\$24,300.00
Sales Tax	12%	\$2,916.00
Contingency	15%	\$3,645.00
Total Hardware and Software Costs		\$30,861.00
Total Budget		\$71,346.75

SCHEDULE

We are available to start work within four (4) weeks upon receipt of purchase order, with an anticipated duration of 6 weeks, pending hardware and software procurement schedule.

Please let us know if you have any questions.



COUNCIL REPORT

Date: December 6, 2021 File No. 5400-10-09

From: Stewart Novak, Public Works and Emergency Preparedness Coordinator

Subject: 2022 TransLink Grant Funding, Multi Use Path on Bedwell Bay Road

Recommendation

That Council approve 2022 TransLink Grant Funding in the amount of (75%) \$191,000.00 (MRNB \$84,000, BICCS \$59,000 and WITT \$48,000) and Belcarra of (25%) \$63,340.00; and That Council confirms its willingness to continue providing grant management should funding be approved.

Purpose

To continue accessing yearly TransLink funding opportunities as Belcarra moves forward on the Multi Use Path along Bedwell Bay Road and an anticipated completion date of phase 1 by December 2024.

Background

At a regular meeting of Belcarra Council held on April 12, 2021, the following motion was passed:

“That Council approve staff proceeding with a funding application under the Major Road Network and Bike Upgrades (MRNB), Bicycle Infrastructure Capital Cost Share (BICCS) and the Walking Infrastructure to Transit (WITT) TransLink funding programs for a multi-use path, with 75% TransLink funding (\$129,625) and 25% (\$43,208) Village of Belcarra funding, with the Village’s funding from it’s general capital reserve fund”.



COUNCIL REPORT

Date: December 6, 2021

From: Ken Bjorgaard, Financial Consultant

Subject: 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021

Recommendation

That “Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021” be read a first and second time.

Purpose

The purpose of this report is to present the Village 2022 – 2026 Financial Plan Bylaw (Bylaw) for first and second reading. The Bylaw reflects the results of Council budget deliberations and related decisions and has been prepared pursuant to the following November 22, 2021 Council motion:

“That the Village of Belcarra’s 2022 – 2026 Financial Plan bylaw be prepared on the basis of Scenario “B” outlined in the Draft 2022 – 2026 Financial Plan report, as follows:

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

Background

The attached Bylaw for Council consideration reflects the above noted Council motion. It is recommended that the Bylaw receive first two (2) readings on December 6, 2021, third reading on January 10, 2022 and adoption on January 24, 2022. The *Community Charter* allows financial plans to be amended by bylaw after adoption.

Attachment

Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021



**VILLAGE OF BELCARRA
5-Year (2022 – 2026) Financial Plan
Bylaw No. 594, 2021**

Attachment



A bylaw to establish the 5-Year Financial Plan for the years 2022 – 2026 inclusive.

WHEREAS pursuant to section 165 of the *Community Charter*, the Council shall, before the 15th of May in each year, before the annual property tax bylaw is adopted, adopt a financial plan;

AND WHEREAS the Municipal Council has caused to be prepared a 5-Year Financial Plan for the period 2022 – 2026 inclusive;

NOW THEREFORE, the Council of the Village of Belcarra enacts as follows:

1. This Bylaw shall be cited for all purposes as the “Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021”.
2. Council hereby adopts the 5-Year Financial Plan for the years 2022 – 2026 inclusive, as set out in Schedules A and B, attached to and forming part of this bylaw.
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

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 5-Year (2022 – 2026) Financial
Plan Bylaw No.594, 2021

Chief Administrative Officer

Schedule A - Financial Plan

	2022	2023	2024	2025	2026
REVENUE					
Taxation (including grants in lieu)	(977,182)	(1,033,338)	(1,092,736)	(1,155,564)	(1,222,020)
Parcel taxes	(233,498)	(233,498)	(233,498)	(233,498)	(233,498)
Sale of services & regulatory fees	(618,764)	(680,291)	(749,028)	(825,833)	(911,676)
Government transfers	(748,094)	(497,123)	(516,550)	(510,466)	(789,457)
Investment income	(32,324)	(32,705)	(33,092)	(33,483)	(33,880)
Actuarial income	(45,144)	(51,216)	(57,530)	(64,097)	(70,927)
Total Revenue	(2,655,006)	(2,528,171)	(2,682,434)	(2,822,941)	(3,261,458)
EXPENSES					
General government & fiscal services	241,111	203,449	206,426	209,455	239,378
Administration & human resources	276,540	259,769	264,840	270,012	275,286
Information technology	40,592	38,192	39,008	39,850	40,718
Support services (engineering, finance & planning)	276,615	139,283	141,155	113,062	115,004
Building inspection & bylaw enforcement	72,896	68,501	69,868	71,262	72,684
Public works & transportation	242,421	234,482	238,431	242,544	246,734
Major road network (MRN)	143,740	159,213	161,680	164,193	166,755
Fire & emergency services	57,928	7,492	7,530	7,568	7,607
Waste & recycle depot (WARD)	158,338	177,840	181,833	185,930	190,127
Water system	427,564	476,729	492,738	510,963	530,646
Amortization	337,451	354,090	371,555	389,889	409,135
Total Expenses	2,275,196	2,119,040	2,175,064	2,204,728	2,294,074
ANNUAL SURPLUS	(379,810)	(409,131)	(507,370)	(618,213)	(967,384)
RESERVES, DEBT & CAPITAL					
Tangible capital assets	641,833	450,000	332,500	205,000	550,000
Amortization	(337,451)	(354,090)	(371,555)	(389,889)	(409,135)
Repayment of debt (principal & actuarial)	151,789	157,861	164,175	170,742	177,572
Transfers from reserves	(593,973)	(466,946)	(338,196)	(191,946)	(290,039)
Transfers to reserves	497,752	603,675	694,238	793,074	907,729
Transfers from surplus	(6,301)	(7,553)	-	-	-
Transfers to surplus	26,161	26,184	26,208	31,232	31,257
Total Reserves, Debt & Capital	379,810	409,131	507,370	618,213	967,384
FINANCIAL PLAN BALANCE	-	-	-	-	-

Schedule B – Statement of Objectives and Policies

Financial Plan Objectives and Policies for Funding Sources, Distribution of Property Value Taxes, and Permissive Tax Exemptions

A. Funding Sources

Over the Village of Belcarra's 5-year financial plan the funding sources, as defined in Section (165) (7) of the Community Charter, are as follows:

	<u>Funding Sources</u>				
	2022	2023	2024	2025	2026
Operating Revenue Sources					
Property value taxation	39.8%	41.1%	41.1%	41.2%	41.0%
Parcel tax	9.5%	9.3%	8.8%	8.3%	7.9%
Fees	25.2%	27.1%	28.2%	29.4%	30.7%
Other sources*	25.5%	22.5%	21.9%	21.1%	20.4%
Proceeds from borrowing	0.0%	0.0%	0.0%	0.0%	0.0%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%
Capital Revenue Sources					
Other sources - Reserves	68.7%	96.7%	92.1%	92.7%	47.5%
Other sources - Grants	31.3%	3.3%	7.9%	7.3%	52.5%
Proceeds from borrowing	0.0%	0.0%	0.0%	0.0%	0.0%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%

* Government transfers, investment income & actuarial on debt

Objectives:

- Ensure that the Village's services are sustained over the long-term by providing for core operations and future asset/infrastructure replacements and renewals.

Policy:

- Build up reserves to optimal levels through property tax and utility user fee increases (for water and the waste & recycle depot).
- Minimize external borrowing and create internal reserve sources of funding and financing.

B. Distribution of Municipal Property Taxes Across Property Classes

Over the term of the financial plan the distribution of municipal property taxes across the property tax classes is expected to be similar to 2021, as follows:

Distribution of 2021 Property Taxes

Property Classes	Property Tax Dollars Raised	% of Total Property Taxation
1 Residential	\$901,291	98.7%
2 Utilities	\$1,097	0.1%
3 Supportive Housing	\$0	0.0%
4 Major Industry	\$0	0.0%
5 Light Industry	\$0	0.0%
6 Business/Other	\$14	0.0%
7 Managed Forest Land	\$0	0.0%
8 Recreation/Non-Profit	\$11,381	1.2%
9 Farm	\$0	0.0%
Totals	\$913,783	100.0%

Objective:

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

Policy:

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

C. Permissive Tax Exemptions

Objective:

- Recognize the contributions of non-profit organizations and groups which provide services and activities for the Community.

Policy:

- Full or partial permissive tax exemptions will be considered to encourage activities or services that:
 - are consistent with the quality of life (economic, social, and cultural) objectives of the Village;
 - provide direct access and benefit to the community, and
 - would otherwise be provided by the Village.
- Council Policy 176 provides additional details and requirements for Permissive Tax Exemptions.

Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021



COUNCIL REPORT

Date: December 6, 2021

From: Ken Bjorgaard, Financial Consultant

Subject: Fees and Charges Amendment Bylaw No. 596, 2021

Recommendation

That “Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 596, 2021” be read a first and second time.

Purpose

The purpose of this report is to present “Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 596, 2021” (Bylaw) for first two readings. The Bylaw reflects the results of Council budget direction to implement a 12% increase in water rates (for those connected and not connected to the water system) and a 12% increase in Waste and Recycle Depot (WARD) rates for 2022.

Background

The attached Bylaw for Council consideration reflects the above noted Council direction. As bylaws cannot be applied retroactively, the Amendment Bylaw will take effect on July 1, 2022. The existing Fees and Charges Bylaw will be effective until June 30, 2022 at which time the new Bylaw rates will apply. In order to ensure that the full-year, 2022 rates charged on tax notices reflect the full annual increases approved by Council. Bylaw rates have been adjusted accordingly. It is recommended that this Bylaw receive first two readings on December 6, 2021, third reading on January 10, 2022 and adoption on January 24, 2022, the same as the Village 2022 – 2026 Financial Plan Bylaw, as these rate increases are reflected in the Village Financial Plan Bylaw.

Attachment:

Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 596, 2021



VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 596, 2021



A bylaw to amend fees and charges for services

WHEREAS the Community Charter enables a local government to amend its bylaws from time to time;
AND WHEREAS the Village of Belcarra Council has deemed it necessary to amend its fees and charges bylaw;

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 596, 2021"

2. That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" be amended:

a) In Schedule 10 "Recycling and Garbage Collection and Removal" by

replacing:

"Authorized User (per parcel of real property improved or unimproved)	\$396.00 per annum
Authorized User (non-resident)	\$396.00 per annum
Accessory Suite (additional dwelling unit)	\$396.00 per annum"

with:

"Authorized User (per parcel of real property improved or unimproved)	\$438.00 per annum
Authorized User (non-resident)	\$438.00 per annum
Accessory Suite (additional dwelling unit)	\$438.00 per annum"

b) In "Schedule 13 – Waterworks Fees" by

replacing:

"Basic Fee – Fire Protection (prorated upon date of permit for Use Fee Domestic or Use Fee Fire Sprinkler System)	\$902.00
Use Fee – Domestic (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$1,286.00
Use Fee – Fire Sprinkler System (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$1,286.00"

with:

"Basic Fee – Fire Protection (prorated upon date of permit for Use Fee Domestic or Use Fee Fire Sprinkler System)	\$1,066.00
Use Fee – Domestic (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$1,520.00
Use Fee – Fire Sprinkler System (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$1,520.00"

3. This bylaw shall take force and come into effect as of July 1, 2022.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

Jaime 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. 596, 2021

Chief Administrative Officer



COUNCIL REPORT

Date: December 6, 2021

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

Subject: Council Indemnity Increase

Recommendation:

That Council Indemnity Bylaw No. 595, 2021 be read a first and second time.

Purpose:

This report introduces the Council indemnity increase for 2022.

Background:

Council previously passed the following motion:

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

The 12 month Vancouver CPI increase for the period ending October 31, 2021 is 3.8%, which equates to the following 2022 indemnity increases for Council:

	Annual 2021 Council Indemnities	Annual 2022 Council Indemnities	\$ Change	% Change
Mayor	\$22,233.50	\$23,078.37	\$844.87	3.8%
Councillors	\$11,116.75	\$11,539.19	\$422.44	3.8%

It is recommended that Council Indemnity Bylaw No. 595, 2021 receive first and second readings. The actual monthly rates in the bylaw reflect the February 1, 2022 date when the bylaw will be in effect as the bylaw cannot be applied retroactively. These monthly bylaw rates ensure that Council receives the 3.8% increase for the entire 2022 year.



**VILLAGE OF BELCARRA
Council Indemnity
Bylaw No. 595, 2021**



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

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

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

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Council Indemnity Bylaw No. 595, 2021".
2. The indemnity for the Mayor from February 1, 2022, up to and including December 31, 2022, shall be the gross sum of \$1,929.60 monthly.
3. The indemnity for each Councillor from February 1, 2022, up to and including December 31, 2022, shall be the gross sum of \$964.80 monthly.
4. The indemnities provided for in Section 2 and 3 above shall be paid by the Chief Administrative Officer, save and except for the provisions of Section 5 hereof.
5. In the event of any member of Council being absent from three consecutive regular Council meetings, the indemnity that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.
6. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
7. This bylaw shall take force and come into effect as of February 1, 2022.

8. The “Village of Belcarra Council Indemnity Bylaw No. 579, 2021” is hereby repealed.

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 Indemnity Bylaw No. 595, 2021

Chief Administrative Officer



COUNCIL REPORT

File: 0360-20-WSC

Date: December 6, 2021
From: Lorna Dysart, Chief Administrative Officer
Subject: Update on Water System – Staff Tracking Form

Recommendation

That the “Update on Water System – Staff Tracking Form” dated December 6, 2021, be received for information

Purpose

To provide Council with an update on the Council motions provided by the Water Committee at the Regular Council meeting held on November 8, 2021.

Background

Council approved motions assembled from Technical Brief #2 written by the Water Committee. Staff prepared the attached Staff Tracking Form to provide updates to Council on the 31 motions.

Attachment

- Update on Water System Staff Tracking Form



VILLAGE OF BELCARRA
Council Motions – November 8, 2021
Water Committee – Councillor Drake
Updated December 1, 2021

**Recommendation B:**

That Council approve the Water System motions below #1 to #31.

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.

Motion	Action	Completed
4. That a written report on progress be provided at the first Council meeting of each month.	Dec 6/21 – WSP to Council re: SCADA Upgrades <ul style="list-style-type: none"> • Additional reports are being worked on by WSP 	
5. That staff prepare and maintain an up-to-date Water System Operation and Maintenance Manual (OM Manual); and	Ongoing – Draft Manual	
6. That staff prepare and maintain an up-to-date SCADA Manual ;	Ongoing – Draft Manual	
7. 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.	No Action	Council supported
8. That the OM Manual 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	Ongoing – Draft Manual	

Motion	Action	Completed
9. That the OM Manual framework prepared by Ralph Drew be adopted and that detailed material, as completed, be inserted into this framework, as required.	Ongoing – being worked on	
10. 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.	Manual – section completed in the Draft Manual	
11. That as sections of the OM Manual are completed, the sections be presented to Council.	Draft Manual under review	
12. 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.	Nov 19/21 – WSP will provide a quote estimate for a water model	
13. That tracking of the ongoing chlorine & water sampling monitoring program through Metro Vancouver and ongoing documentation be described in the OM Manual .	Ongoing – this is included in the Annual Water Report	
14. That a complete set of water system drawings (including engineering drawings for both Tatlow and the Dutchman Creek reservoirs) be included in the OM Manual or referenced and readily accessible	Ongoing – will be included in the Manual	
15. That Village wide meter readings be used to provide a report to Council estimating domestic consumption and comparing the consumption to measured inflow.	Future Council Strategic Planning Item	

Motion	Action	Completed
16. 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.	Will take place in 2022 <ul style="list-style-type: none"> • Quotes being tendered 	
That WSP engineers report the following to Council:		
17. That the potential for and high level costs of increased inflow from DNV be discussed considering:	Nov 19/21 – Stewart & Lorna meeting with WSP Negin Tousi, Report Forthcoming	
18. a modest increase with modest impact and costs and	See #17 above	
19. a more ambitious option which may be dependent on a number of factors including funding (grant) assistance.	See #17 above	
20. a review and upgrade of the SCADA system	To Council Dec 6/21	
21. a report on the apparent discrepancy between DNV metering of water provided to the Village and the Village metering of received water	WSP overseeing project	
22. should a discrepancy be found per 7(c) above, either resolve the matter or suggest and cost estimate potential solutions.	See #21 above	
23. 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	WSP overseeing project	

Motion	Action	Completed
That the Master Capital Asset Management Plan being prepared for the Village:		
24. include the water system and all components	Asset Management Plan under way	
25. include a multiyear financial plan for the water system.	See #24 above	
That, as part of mitigation strategies, Council consider:		
26. Fire Smart practices	Residents received an overview from Blackwell, Grant Application completed for prescription	
27. 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.	Future Council Strategic Planning consideration	
28. 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.	See #27 above	
29. That Council approve offering further information to residents about the benefits of other mitigating steps such as monitored and/or modern alarm systems.	Future Council Strategic Planning consideration	

Motion	Action	Completed
30. That Council consider the recommendations of the Tree Committee related to fire risk reduction.	This work is ongoing as per #26 above, FireSmart	
31. 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.	Ongoing for staff and residents as per #26 & #30	

Abbreviations:

OM Manual - Operating and Maintenance Manual

SCADA - Supervisory Control and Data Acquisition



**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 November 4 & 11, 2021

Read a First time on November 8, 2021

Read a Second time on November 8, 2021

Read a Third time on November 22, 2021

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

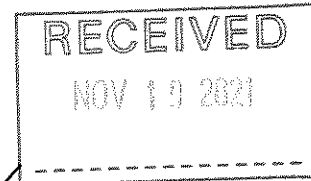
Chief Administrative Officer

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.



City of Pitt Meadows
OFFICE OF THE MAYOR

File NO. 0450-01

November 17, 2021

File: 05-1900-01/21

Selina Robinson
Minister of Finance
PO Box 9048 Stn Prov Govt
Victoria, BC V8W 9E2
Sent via email: FIN.Minister@gov.bc.ca

Dear Minister Robinson:

Re: Unfair Taxation Benefitting Railway and Industrial Operations

Further to your November 4, 2021 letter advising the Province has no plans to explore reclassification with respect to Railway and Industrial Operations, we are writing to express our significant disappointment with this information.

Although your letter is in response to the September 10, 2021 UBCM meeting it does not appear to consider the overwhelming support of over 90% of UBCM members (90.4% for fair taxation from railway operations and 94.9% for fair taxation from industrial parks) requesting a review of the legislation. Given the high level of support from around the province, we were hopeful more due consideration would be given to our request.

Additionally, over 25 years has passed since the legislation was changed. However, over the last 25 years there have been significant changes in the environment, health and safety considerations as well as continued and increasing pressures on local services and infrastructure.

With regards to your comment on reviewing the assessment methodology of linear properties we would appreciate understanding the rationale, approach and expectation of this review.

For clarity, there were two separate requests for legislation review.

1. Railway Operations - Create fairer taxation by removing section 5(e) of the Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 endorsed by UBCM under NR23 Fair Taxation from Railway Operations.
2. Industrial Operations - Create fairer taxation by removing section 5(f) of the Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 endorsed by UBCM under NR25 Fair Taxation from Industrial Parks.

Your letter appears to address the railway operations fair taxation request by not wishing to reconsider the 1995/96 decision which is specific to railway operations. However, the review of fair taxation in industrial operations does not appear to have been addressed.

We look forward to a favourable response in regards to our concerns.

Yours Truly,

A handwritten signature in black ink, appearing to read "Bill Dingwall". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

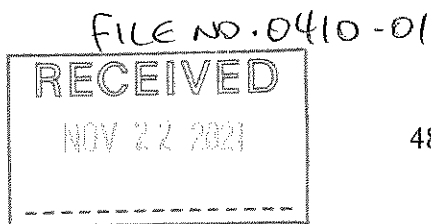
Mayor Bill Dingwall

BGS, LL.B., CPHR

cc: UBCM Executive
UBCM Member Municipalities



November 22, 2021



489325

Dear Mayors:

On November 17, 2021 the BC government declared a provincial state of emergency in response to widespread damage caused by severe flooding and landslides in British Columbia. Given that provincial and local government priorities are with protecting the public during this time, I am writing to inform you that the virtual portion of the speculation and vacancy tax (SVT) mayors consultation, has been cancelled.

Several areas that are covered by the SVT are prioritizing the transport of goods, and essential and emergency services. In lieu of the virtual meeting, any feedback that mayors would like to provide with respect to the SVT can still be provided in writing. Your feedback remains important to ensure the ongoing effectiveness of the tax.

Written feedback was requested to be submitted by November 22, 2021. This timeline will be extended to December 31, 2021. Please submit written feedback to FIN.Minister@gov.bc.ca.

Our priorities remain with the people and communities of British Columbia and I hope that everyone will continue to work together to prioritize the safety of our residents.

Sincerely,

Selina Robinson
Minister

Subject: FW: Taxes

File No. 0220-01

Sent: November 22, 2021 3:53 PM

To: Dave Warren

Subject: RE: Taxes

Mayor and Council,

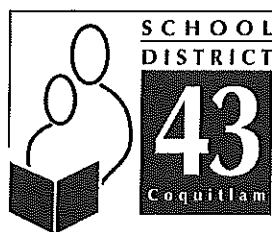
Please consider the following items my thoughts for the discussion of the topics at the appropriate time for input from the community. My tax concerns mentioned as topic arises and WARD comments during question period. Neither my aging machine nor computer skills are up to speed to voice an opinion at the designated time slots.

The pervious mayor frequently lectured how Anmore council raised taxes 10% for ten years to double the village revenue, and then the Belcarra Mayor attempted to outdo Anmore by installing a 15% tax increase for five years that compounded to reach 100% increase. To insure others followed his sentiments he occasionally insinuated the provincial government will levy an enormous parcel tax upon Belcarra if home owners did not comply with the proposal.

Fortunately the current Belcarra mayor and council have revisited the five year plan to modify the tax strategy for Belacarrians. Now I reiterate my prior comments to council of a few weeks ago 'the magic of compound interest'. This point was also mentioned by Klaus Bever at the 8th November council meeting. After the 2020 tax increase of 15% any figure in 2021 over 5% appears to be an excessive amount due to the accumulation of compound interest. At the same time our tax rate is increasing our properties are being assessed at higher levels. After I mentioned this at a prior council David Goodman indicated mill rates could be adjusted but when was a mil rate ever reduced?

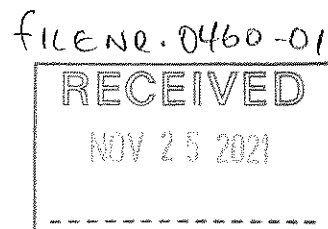
Instead of only raising taxes to balance the budget Council might consider reducing some costs. Prior to the pandemic there was discussion of forming a committee to review operation of the WARD. Because it did not occur I am offering my opinion here that I hope will be mentioned during question period. It was never intended for the WARD to have a full time attendant for ever but only during the transition period to assist community to adjust to system. The few residents who do not always comply with WARD procedure will continue their habits after four o'clock. A little succession planning might mitigate some of the WARD expense.

Respectfully
Dave Warren



Learning for a Lifetime

550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-6758



November 24, 2021

Village Council
Village of Belcarra

Via email: belcarra@belcarra.ca

Dear Council Members,

On behalf of School District No. 43 (Coquitlam) I am pleased to announce that the Board of Education acclaimed Michael Thomas as Chair of the Board and Carol Cahoon as Vice-Chair of the Board at the November 23rd Board meeting.

Contact information is below:

Chair: Michael Thomas
Phone: 604-715-7320
Email: mithomas@sd43.bc.ca

Vice-Chair: Carol Cahoon
Phone: 604-787-3435
Email: ccahoon@sd43.bc.ca

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Chris Nicolls
Secretary-Treasurer/CFO

cc: Board of Education
Patricia Gartland, Superintendent/CEO



File No. 0450 .01

November 25, 2021
 Our File: 13-6440-01/000/2021-1
 Doc #: 4264126.v1

Chris Plagnol, Corporate Officer / Director Board and Information Services
 Metro Vancouver
 4330 Kingsway
 Burnaby, BC V5H 4G8

VIA EMAIL: chris.plagnol@metrovancover.org

Dear Mr. Plagnol:

RE: City of Coquitlam Comments on Draft Metro 2050 Regional Growth Strategy

Please be advised that at the November 22, 2021 Regular Meeting of Council for the City of Coquitlam the following resolution was adopted:

That Council forward the report of the General Manager Planning and Development dated November 12, 2021 and entitled "City of Coquitlam Comments on Draft Metro 2050 Regional Growth Strategy" to the Metro Vancouver Regional District Board of Directors for consideration, with copies to member municipalities, expressing the City of Coquitlam's concerns, including the overly prescriptive targets and language, inadequate timelines for review, and the need to increase support for office growth in Urban Centres rather than only focused on the Metropolitan core.

Please find enclosed a copy of the report of the General Manager Planning and Development dated November 12, 2021 entitled "City of Coquitlam Comments on Draft Metro 2050 Regional Growth Strategy".

Should you have any questions or require further information with respect to this matter please contact me directly at 604-927-3016 or slam@coquitlam.ca.

Yours truly,

Stephanie Lam
 Legislative Services Manager

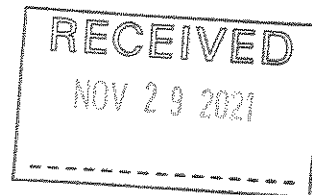
City of Coquitlam
 3000 Guildford Way
 Coquitlam, BC Canada V3B 7N2
 Reception Desk: 604-927-3000
 cityofcoquitlam | coquitlam.ca

File #: 09-3710-01/000/2021-1 Doc #: 4264126.v1



OFFICE OF THE MAYOR
Richard Stewart

File NO. 0450-01



November 25, 2021
Our File: 10-5040-20/AFFHOU/2021-1
Doc #: 4210464.v2

Honourable David Eby
Attorney General and Minister Responsible for Housing
PO Box 9290, Stn Prov Govt
Victoria, BC V8W 9J7

Honourable Josie Osborne
Minister of Municipal Affairs
PO Box 9056, Stn Prov Govt
Victoria, BC V8W 9E2

Dear Ministers:

RE: Opening Doors: Unlocking Housing Supply for Affordability

On behalf of the City of Coquitlam Council, I wanted to thank you for supporting the Expert Panel on the Future of Housing Supply and Affordability. Given the implications on the relationship between local and senior levels of government, the Final Report from the Expert Panel was of great interest to our Council. Regretfully, it was felt that the categorization of local governments was broad-brushed in the Final Report and did not acknowledge the innovation, attention and creativity of individual municipalities to address housing supply challenges within the existing, provincially-designed system. This letter is to share some considerations for next steps as well as to request local government representation as you move forward. Attached is the staff report to Council regarding the Final Report for your reference, as well as a recent report on the success of Coquitlam's Development Application Process Review (DAPR).

Coquitlam is very supportive of the goals of the Final Report to increase housing supply as a mechanism to affect affordability. Coquitlam is one of the highest growth cities in our region and has very successfully deployed policy incentives to create rental housing, including below and non-market units. At the same time, Coquitlam Council understands the need for local governments to be partners in the delivery of housing and has been actively pursuing on-going DAPR improvements to ensure our development processes are transparent, fair, efficient and streamlined. Coquitlam also has established Bonus Density and CACs regulations that are fully transparent and

predictable, and where the nexus for the amenities to be delivered is clear. Coquitlam has consistently lobbied UBCM and the Province for new Development Cost Charge (DCC) legislation that could expand the range of DCC funded projects to effectively incorporate CACs and provide even greater transparency.

While Coquitlam has sought to be a fair and accountable partner in community building, it is strongly felt by our Council that there was a significant omission in the absence of local government representation in the Expert Panel. This is underscored when reviewing the many recommendations that affect local governments in the Final Report, whose communities are most impacted by the proposed solutions. Had local government been involved, I'm confident the challenges implementing mandated timelines on development applications given the inconsistent submissions by developers and their consultant teams as well as concerns regarding local government contributions to affordable housing, a Provincial responsibility, would have been included.

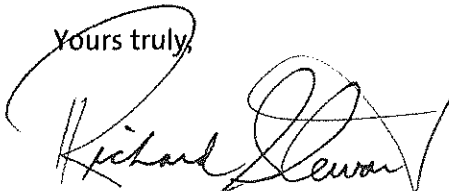
These recommendations require the expertise and insight of local government when considering implementation, and consequently, Coquitlam requests that the recommendations are not advanced without robust engagement with municipalities.

Coquitlam has long prioritized investments in our planning and development processes to ensure a local government system that, within the current regulatory framework, supports growth and housing affordability. I wanted to highlight in particular:

- Neighbourhood planning processes that have engaged community members resulting largely in support for plans and individual development applications;
- Policy incentives for rental housing creating over 6,000 units in-stream in the development process, including over 1,500 below and non-market units, for which we have received top recognition in the region; and,
- Our Development Application Process Review, which has improved clarity, speed, and consistency for the development sector working in Coquitlam.

Coquitlam welcomes the opportunity to share our success and best practices in these areas with Ministry staff, as I know we share these key objectives to influence housing supply and affordability. Should you, or your staff, have any questions or require any further information with respect to this matter, please contact Don Luymes, General Manager, Planning and Development at 604-927-3401 or at dluymes@coquitlam.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "Richard Stewart", written over a large, loopy flourish that starts under the word "Yours truly," and extends to the right.

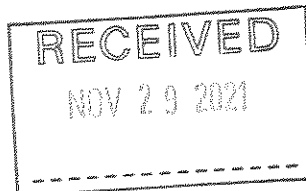
Richard Stewart
Mayor

Attachments:

1. *September 20th, 2021 Report to Council: Potential Implications of the "Opening Doors: Unlocking Housing Supply for Affordability" Report.*
2. *October 18th, 2021 Report to Council-in-Committee: Development Application Process Review – 2021 Process Improvement Update.*

c- Council

Peter Steblin, City Manager
Raul Allueva, Deputy City Manager
Jay Gilbert, City Clerk
Don Luymes, General Manager, Planning and Development
BC Urban Mayor's Caucus



Sunday, November 28, 2021

FILE NO. 5400-10-8

Letter to Mayor Ross and Council:

I feel compelled to write to Belcarra Council to emphasize the points that I made during Public Question period for the November 22, 2021, meeting. My concerns related to the following:

- 1) Safety of the walking path from Main Avenue to the mailboxes. The section from Main Avenue to the Village Hall is probably the most treacherous section along Bedwell Bay Road, because of the rock face on the left and traffic on the right.
- 2) I was confused about the overall path objective; where it is going to be located, connecting with existing trails (Tatlow) where it will end. The verbal exchange between the Village staff and Chris Boit seemed to raise some concern about the end point of the path system. This brings me to ask why Council has not asked for a concept plan to be developed to outline where the path alignment might be, along with identifying the obstacles during construction.
- 3) Chris Boit, ISL our project engineer indicated the overall full project (Midden Road to Belcarra sign at village entrance) costing estimate at \$millions, due to driveway relocations, and required expropriations of property to gain the necessary 3 meters for TransLink specified trail.

To check the facts of my following statements, I reviewed the Council minutes for previous meetings, along with reviewing of Colleen MacDonald's February 19th, 2021, Belcarra Community Path submission to Council, asking for:

"Belcarra Community Path – improve side path on Bedwell Bay Road to provide a safe place to walk.

- A simple 2or3-foot strip of crushed gravel would be adequate to provide a walking path – a refuge from traffic.
- There is enough space on the south side of Bedwell Bay Road and much of the pathway exists but needs a good cleanup and fresh application of crushed gravel in many spots.
- Some sections are overgrown with grass and moss – this is difficult to walk on - and a machine may be needed to remove some of the thicker surfaces."

"Sasamat Greenway" is identified as a planned priority in Metro Vancouver's Regional Greenways 2050 plan, the shared vision for a network of recreational multi-use paths for cycling and walking that connects residents to large parks, protected natural areas and communities.

I can only assume that this current Multi Use Path (MUP) Project has resulted because of the funding program from TransLink must include bicycles in the mix of users of the path. I am disappointed that the **Belcarra Community Path** project has been allowed to stray from the initial safe walking path for Belcarra.

My review of Council meeting discussions leading up to this point were:

- 1) 2021-04-12 item 4.1 TransLink 2021 Cost Share Programs presentation.
- 2) 2021-04-26 Strategic Planning list, item #16 **Pedestrian safety, gravel walkways on the roadside**
- 3) 2021-11-22 Council Report from Stewart Novak on Multi Use Path (MUP) Project

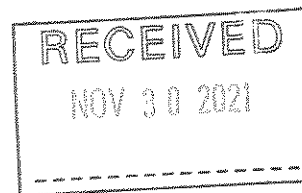
We heard in discussions that this first phase 0.4Km MUP (total of 2.7Kms required) will cost Belcarra residents about \$180K and this will be the easiest section. I would urge Council to focus on developing of a **Belcarra Community Path** as outlined by Colleen MacDonald in her February 19th, 2021, submission and following the Strategic Planning objective for pedestrian safety to determine where and how this gravel pathway will be developed in the Village.

The Village of Belcarra has a long history of avoiding costly infrastructure maintenance costs, such as sidewalks and streetlights, and I hope that the current Council will carefully consider the full costs of accepting this "free money" from TransLink.

Ian Devlin, Main Avenue, Belcarra

To: Mayor & Council
Cc CAO
Village of Belcarra,
4084 Bedwell Bay Rd
Belcarra BC
V3H 4P8

FILE NO. 5400-10-8



From Brian & Carol Hirsch
Belcarra Bay Rd,
Belcarra, BC

November 30, 2021

Mayor & Council,

Re: Multi Use Path (MUP) Project

We wish to register our concern regarding the proposed MUP Project (Phase 1 - for the area between Midden Road and the 4200 Block of Bedwell Bay Road) - that was presented at the last council meeting (November, 22nd, 2021).

It is our view, that Councillors and Village residents should have and must be, presented with the MUP Project in toto and not simply Phase 1: what is the extent of the MUP (from where to where); how many so-called phases; what is the expected timeline; & what is the estimated/budgetary cost (in today's \$), including consultants cost in preparing the MUP??

There are other sections of Bedwell Bay Road that pose significant safety challenges to pedestrians than the "easy" section proposed in Phase 1.

Simply because there is a grant available for (part) of such work, does not, in our view, warrant Council spending tax payers dollars to cover the balance of the project cost..

There are significant sections of our road network that are in urgent of need repair before any MUP is considered.

We urge Council to reconsider and postpone any further staff or consultant time (i.e. money) **on this project** until Village priorities are addressed such as road repairs, Water Committee recommendations implemented, Fire-smart recommendations implemented, & likely storm water drainage upgrades where necessary.

Signed: Brian & Carol Hirsch.

Subject: FW: Multi-Use Path Project

FILE NO. S400-10-8

From: Don Babineau

Sent: Tuesday, November 30, 2021 3:09 PM

Subject: Multi-Use Path Project

Hi Lorna,

Regarding the Multi-Use Path Project...

I am in favour of a path along Bedwell Bay Road for obvious safety reasons.

I am *not in favour* on what has been proposed as outlined in council's last meeting package. Reasons:

1. This section of road is fine the way it is. It is one of the widest sections of Bedwell Bay Road with one gentle corner – already good views for pedestrians and drivers.
2. Why tackle this section first? The more dangerous sections are from the ward north.
3. If this "easy" section is going to cost \$700,000 plus, what are the more challenging sections going to cost?
4. What is the total cost of a multi-use path / sidewalk along all of Bedwell Bay Road – from Midden Road to the village sign? We need to know this and how much will be covered by grants and how much we are going to have to shell out. Property taxes and fees are going up 50% already over the next five years – I suspect this is unprecedented – I know I and many others are not happy about this level of increase.
5. This plan is overkill. All we need is a gravel path 4' wide.
6. We have no idea what getting a proper water supply will cost so we are better prepared to fight fires. This is the priority – not a multi-use path. Why are we spending time on this initiative at this time?

Please include this as my response when this subject comes up at the next council meeting.

Thanks,
Don



Don Babineau

Belcarra Bay Road
Belcarra, B.C.

**Anchor Inspections
& Dock Work**

Agenda
Dec 6/21

From: Chan, Wisdom
Sent: Wednesday, December 1, 2021 11:14 PM
Subject: RE: Multi Use Path Discussion

LATE ITEM
8.10
DEC - 6 2021

Dear Mayor Ross, Lorna and Stewart,

Thank you for meeting with us to explore funding opportunities for the Multi-use Path Project along Bedwell Bay Road. We are committed to provide continual support for the project's successful delivery.

Below is a brief summary of our discussion:

1. TransLink team and Belcarra Staff will coordinate on the project funding applications under the MRNB, BICCS, WITT, MRN Structures programs. Project applications for all programs to be submitted to TransLink by December 15, 2021, with supporting documents to be submitted following Council review and approval at the meeting on January 10, 2022.
2. Belcarra would be able to pool funds from the cost share programs for the Bedwell Bay Road MUP project until 2024 (4th year of the project timeline) and up to 75% of the total eligible project budget.

Year	MRNB	BICCS	WITT	MRN Structures	Total
2021*	\$ 24,625	\$ 58,000	\$ 47,000	-	\$ 129,625
2022	\$ 84,000	\$ 59,000	\$ 48,000	TBD	\$ 191,000
2023	\$ 86,000	\$ 60,000	\$ 49,000	TBD	\$ 195,000
2024	\$ 87,000	\$ 62,000	\$ 50,000	TBD	\$ 199,000
Total potential funding (not including MRN Structures)					\$ 714,625

** In 2021, MRNB funding was allocated to multiple projects within Belcarra.*

The above figures are *estimates* with 2% inflation adjustment to Belcarra's previous program year allocations. *The funding amounts are subject to change depending on Investment Plan Approvals.*

3. MRN Structure Application supporting documents
 - a. TransLink team to review the drainage report and confirm if the 2022 MRN Structures Program supporting documentation is sufficient; and
 - b. Where necessary, OMR funds can be used to complete the Inspection Report.

If you have further questions, please feel free to reach out. Thank you!

Cheers,
 Wisdom

WISDOM CHAN, P.Eng., PMP (she/her/hers)
 Acting Project Manager II, Infrastructure Program
TransLink
 400-287 Nelson's Court, New Westminster, BC, V3L 0E7, Canada

Subject: FW: Letter of support for Translink subsidy application - potential multi use path

From: J Drake
Sent: Sunday, December 5, 2021 12:45 PM
Subject: Letter of support for Translink subsidy application - potential multi use path

LATE ITEM
8.11
DEC - 6 2021

Dear Belcarra Mayor and Council,

I have read the recent correspondence from residents concerning the idea of a multi-use pathway in our community and I would like to offer my perspective before Monday nights meeting. Although I see value in being skeptical of the potential costs and safety priorities, I also think it is too soon to reject the 75% subsidy. I wish to make the case in favour of applying for this grant.

My understanding is that Belcarra retains the right to ultimately decline the project and return the money without penalty if we should later decide to do so. I also understand that funding isn't tied to a specific location or deadline outside of a general "completion by 2024." I see no downside therefore in collecting these grants so that we can weigh some specifics in the next 12 months. I think therefore we should accept the \$191,000 subsidy now to give us a full range of options later.

I personally do not want to see any expropriation of land or any ballooning unreasonable costs. I suspect Translink will ultimately be flexible with us and supportive of our unique geography. Our plan may end up being something other than a 2.7 km 3m greenway.

What I do believe is that Belcarra should follow in the footsteps of our neighbours in the region expanding their pedestrian and cycling infrastructure - preferably with a 75 cent on the dollar subsidy. I think real safety improvements are doable regardless of what our ultimate choice is.

Like the decision to add municipal water system years ago, I am a fan of subsidized pay-as-you-go capital expenditures that ultimately return more to residents through increased property values and better quality of life. I believe that current and future residents are going to want safer pedestrian and cycling dedicated pathways. This type of infrastructure is becoming commonplace in all small communities.

In summary, if I presume correctly that our community is not being tied down to any project with this vote, I would like to advocate for Belcarra council to again accept the subsidy so that council and staff can engage residents in 2022 with more specifics.

Regardless of the decision made tomorrow night or later on, I trust your collective judgement on the issue. Thanks again for your work in representing Belcarra well at the regional level. I hope you all have a Merry Christmas.

Sincerely,

Jol Drake
Main Ave

Subject: FW: Please ... tonight ... vote YES for Second Grant Application

From: Colleen MacDonald
Sent: Sunday, December 5, 2021 10:20 PM
Subject: Please ... tonight ... vote YES for Second Grant Application

LATE ITEM
8.12
DEC - 6 2021

Dear Mayor Ross and Council,

I have been out of town and was unaware of the recent correspondence regarding the Multi-Use Path. I understand that council needs to make a decision regarding application for further Translink funding. I encourage you all to vote YES to make this application.

It is my firm belief that a safe active transportation path/sidewalk on Bedwell Bay Road is necessary for people of all ages and abilities who live in Belcarra. We need a safe option to walk, ride or roll through our village.

I believe we can make a viable and safe pathway at a lower cost than the recent estimate and would be pleased to 'go for a walk' with council and neighbours to discuss how this can be accomplished.

I feel that it is extremely important that council apply for the next phase of funding so that we don't lose the opportunity to make a safe space for all the villagers who have been looking forward to being able to walk safely on Bedwell Bay Road. We should take full advantage of funding available to us now and not lose this opportunity to make our village accessible.

There are many people in the village who support a safe path but have not written in to express their delight that this project is underway, but I have attached support letters from recent Barnacle editions.

Sincerely,
Colleen MacDonald

1.

Letter-Belcarra Barnacle Aug2021

As a long time resident, I'm writing to endorse proposed plans to create a safer and more accessible community pathway and trails. We should take full advantage of provincial funding available to us now. Please voice your backing of this plan if you understand the healthy benefits it provides our residents. Belcarra is for people who like to be close to nature. Better trails means more access to nature for everyone. Jeff Chute

"Translink Funding Announcement" Submitted by Klaus Bever: On June 24, 2021/Barnacle. Translink announced that it awarded a total of \$125 million for 131 projects to upgrade, maintain, or build new Metro Vancouver walkways, cycling paths and roads. Belcarra was awarded a total of \$187,000 for 3 projects that will improve safety along Bedwell Bay Road and fund construction of a Multiple User Pathway. These awards were accomplished through the coordinated efforts of enthusiastic Belcarra Village staff, Council, Belcarra was awarded a total of \$187,000 for three separate projects. Great news.

Subject: FW: Translink grant

From: cheryl papove
Sent: Sunday, December 5, 2021 11:18 PM
Subject: Translink grant

LATE ITEM

8.13

DEC - 6 2021

Dear Mayor and Council,

Please apply for the next phase of funding for a safe active transportation path (sidewalk) on Bedwell Bay Road. We need to feel safe walking in our village.

Thank you,
Cheryl Papove
Belcarra Bay Road,
Belcarra, BC.

Subject: FW: Next phase of active transportation path funding

From: Kyle MacDonald

Sent: Sunday, December 5, 2021 11:19 PM

Subject: Next phase of active transportation path funding

LATE ITEM

8.14

DEC - 6 2021

Dear Mayor and Council,

Please apply for the next phase of funding for the MUP / active transportation path sidewalk on Bedwell Bay Road. I believe this funding will help make Belcarra a safer place for families to walk with their children.

-Kyle MacDonald
Robson Road
Belcarra

Subject: FW: sidewalk on Bedwell Bay road

LATE ITEM

8.15

DEC - 6 2021

From: Judi Kask

Sent: Monday, December 6, 2021 5:20 AM

Subject: sidewalk on Bedwell Bay road

Dear Mayor and Council,

Please apply for the next phase of funding for a safe active transportation path (sidewalk) on Bedwell Bay Road. We need to feel safe walking in our village.

Yours truly

Judi Kask

Robson Rd

Belcarra, B.C.

Subject: FW: Sidewalk | Senkler Rd

From: Kristina Bell
Sent: Monday, December 6, 2021 6:48 AM
Subject: Sidewalk | Senkler Rd

LATE ITEM

8.16

DEC - 6 2021

Dear Mayor and Council,

Please apply for the next phase of funding for a safe active transportation path (sidewalk) on Bedwell Bay Road. We need to feel safe walking in our village.

Best Regards,

Kristina Bell

Senkler Rd
Belcarra BC

8.17

DEC - 6 2021

Subject: Support for Bedwell Bay Path

There have been so many, many, many times where I have ridden my bike through the village on Bedwell Bay road and have close calls with vehicles passing me. Vehicles think they are giving lots of room, but they often do not consider their mirrors, and especially with trucks and their larger mirrors I have been almost clipped several times.

For this reason I am asking Belcarra council to move forward with the multi path way. From what I have seen Belcarra is the only village/town locally that does not have any type of sidewalk and in my opinion this should have been done years ago to increase safety.

—

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Subject: FW: Safe side walks

From: Kevin Ferris
Sent: Monday, December 6, 2021 8:34 AM
Subject: Safe side walks

^{*}
LATE ITEM
8.18

DEC - 6 2021

Dear Mayor and Council,

Please apply for the next phase of funding for a safe active transportation path (sidewalk) on Bedwell Bay Road. We need to feel safe walking in our village.

Thanks,
Kevin Ferris
Turtlehead Road
Belcarra

Subject: FW: Request for funding: Bedwell Bay Path

From: Emily Hicks

Sent: Monday, December 6, 2021 8:42 AM

Subject: Request for funding: Bedwell Bay Path

LATE ITEM

8.19

DEC - 6 2021

Dear Mayor and Council,

Please apply for the next phase of funding for a safe active transportation path (sidewalk) on Bedwell Bay Road. We need to feel safe walking in our village.

Thanks,
Emily Hicks

Belcarra Bay Road,
Belcarra, BC,

Subject: FW: Bedwell Bay walkway

From: c bap
Sent: Monday, December 6, 2021 10:11 AM
Subject: Re: Bedwell Bay walkway

LATE ITEM
8.20
DEC - 6 2021

Dear Mayor and Council,

This is to express support for the Village's funding application for a safer walking path along Bedwell Bay Road. The current situation is unsafe for both walkers and drivers. In many places, walkers are forced to walk in the street due to the narrow space between curb and plants. The wider sections are inconsistently along one side of the road or the other so that the walker must cross the road from time to time in order to continue walking on a wider section of pathway. Most dangerous of all is the fact that drivers will pull out slightly to avoid walkers who are forced to walk very close to the edge. Since the road is curvy, the drivers are often doing so when visibility of oncoming traffic is severely constrained. We have been lucky that there haven't been more accidents.

Applying for funding to install a continuous wider pathway along the side of Bedwell Bay Road is a prudent action. I strongly encourage you to proceed.

Regards,
Cecily Baptist
Main Ave.

Subject: FW: MUP

From: Dayna & Klaus Fitzbever
Sent: Monday, December 6, 2021 11:51 AM
Subject: MUP

LATE ITEM
8.21
DEC - 6 2021

To our Council.

Tonight Council will likely consider a motion to progress on the funding for the MUP. This motion must pass to meet the funding application deadline of December 15.

The MUP, as I see it, is an opportunity for everyone in our Village to have improvements in their mobility. From the wheelchair bound, to babies in strollers and those recovering from hip or knee surgery; this Translink supported program can make the difference. I ask for your support. I offer my support, in any capacity, to meet this goal.

Klaus Bever
Marine Ave.