



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
Village Hall
April 11, 2023
7:00 PM**



*This meeting is lived streamed and recorded by the Village of Belcarra
To view the meeting click: [Village of Belcarra - YouTube](#)*

We wish to acknowledge that this meeting is taking place on the unceded territory of the Coast Salish Peoples. Tum-Tumay-Whueton, or Belcarra, is home to an ancestral village of the Tsleil-Waututh Nation. We are thankful to conduct our work within their territory.

COUNCIL

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Joe Elworthy
Councillor Janet Ruzycki
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, April 11, 2023

Recommendation:

That the agenda for the Regular Council Meeting, April 11, 2023 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, March 27, 2023

Recommendation:

That the minutes from the Regular Council Meeting held March 27, 2023 be adopted.

4. DELEGATIONS AND PRESENTATIONS

4.1.1 Asifa Hirji, CPA, CA, Lead Engagement Partner, & Nimisha Sharma, CPA Manager, KPMG LLP, audit findings report for the Village of Belcarra for the year ended December 31, 2022.

Recommendation:

That the Village of Belcarra 2022 Audit Findings Report by KPMG LLP for the year ended December 31, 2022 be received into the record for information.

- 4.1.2** Ken Bjorgaard, Financial Consultant, report dated April 11, 2023 regarding Village of Belcarra 2022 Financial Statements

Recommendation:

That the report from the Financial Consultant dated April 11, 2023 and titled “2022 Financial Statements” be received for information and that the Village of Belcarra’s draft 2022 Financial Statements be accepted.

- 4.2** WSP Canada Inc., Mike Beales, Asset Management Coordinator/Structural Inspector, Bridges, presentation and report on the Senkler Road Bridge Inspection.

Recommendation:

That the report provided by WSP Canada Inc. titled “Senkler Road Bridge Inspection Report” be received into the record for information and that staff provide a report at a future Council meeting regarding the recommendations from WSP Canada Inc.

5. REPORTS

- 5.1** Ken Bjorgaard, Financial Consultant, report dated April 11, 2023 regarding an amendment to the 5-Year (2023-2027) Financial Plan Bylaw

Recommendation:

That Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023, Amendment Bylaw No. 611, 2023 be read a first and second time.

- 5.2** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated April 11, 2023 regarding the Asset Management and Climate Change Planning Grant Application administered through the Union of British Columbia Municipalities (UBCM)

Recommendation:

That the report dated April 11, 2023 regarding Asset Management and Climate Change Planning Grant Application be received into the record for information.

- 5.3** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated April 11, 2023 regarding the replacement of Public Works Kubota.

Recommendation:

That the Public Works Kubota be replaced in 2023 at a total cost of up to \$35,000 to be funded from savings from the previously approved 2023 flat-bed truck budget and that the Village of Belcarra’s 2023 – 2027 Financial Plan be amended accordingly.

- 5.4** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated April 11, 2023 providing an update on the Tatlow Reservoir.

Recommendation:

That the report dated April 11, 2023 regarding the Tatlow Reservoir Update be received into the record as information.

6. REPORTS FROM MAYOR AND PROJECT LEADS**6.1 Mayor's Report**

Mayor Ross attended the following:

- TransLink Mayors' Council emergency meeting on March 30, 2023
- Metro Vancouver Mayors' Committee meeting on April 5, 2023
- Metro Vancouver Climate Action Committee meeting on April 6, 2023

Mayor Ross will be participating in the Easter Pancake Breakfast to help support the great work of CRAB in the Village and will attend the Easter egg hunt at t̄əmt̄əmíxʷt̄ən/Belcarra Regional Park

7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER**8. BYLAWS****8.1 Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023**

A bylaw to govern the conduct of members of Council

Recommendation:

That Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023 be read a third time.

9. CORRESPONDENCE/PROCLAMATIONS**Recommendation:**

That correspondence items 9.1 to 9.8 be received into the record for information.

ACTION ITEMS**9.1 Sarah Sidhu, Corporate Secretary, E-Comm 911, letter dated March 29, 2023, regarding the E-Comm Board of Directors Designate for the 2023-2024 Term****Recommendation:**

That the nomination of Councillor Brent Asmundson, City of Coquitlam and Councillor Nancy McCurrach, City of Port Coquitlam, for appointment to the E-Comm Board of Directors for the 2023-2024 term, to serve as representatives for the Village of Belcarra, City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Coquitlam and City of Port Moody be supported.

INFORMATION ITEMS**9.2 Anna Kang, Minister, Ministry of Municipal Affairs, letter dated March 16, 2023, advising on the grant received by the Village of Belcarra under the Growing Communities Fund.****9.3 George V. Harvie, Chair, Metro Vancouver Board, letter dated March 30, 2023, regarding the adoption of Metro 2050, the Updated Regional Growth Strategy.**

- 9.4 George V. Harvie, Chair, Metro Vancouver Board, letter dated March 30, 2023, regarding Metro Vancouver's Solid Waste Management Plan Update.
- 9.5 Crossroads Hospice Society e-Newsletter for March 2023 regarding events and activities.
- 9.6 Kyle Rosenke, A/Director – Public Affairs, TransLink, email dated March 31, 2023 providing information on Spring seasonal service changes.
- 9.7 Don Babineau, Belcarra Resident, email dated to March 26, 2023 regarding the Belcarra Official Community Plan process and a financial sustainability plan.
- 9.8 Ian Devlin, Chairperson, OCP Committee, letter dated April 2, 2023 regarding the development of the Belcarra Official Community Plan, financial sustainability and issues being addressed within the community.

10. NEW BUSINESS

Item 10.1 was forwarded from the March 27, 2023 Regular Council Meeting

10.1 Notice of Motion by Councillor Clark

"That an engineering inspection of the Dutchman's Creek tank be considered"

10.2 Announcement of Items released from Closed

That the following item be released from Closed Council status:

Item 4.3 Funding for Belcarra Day by the Village of Belcarra and CRAB – resolution only – That the Village of Belcarra contribute up to a limit of \$4000 to Belcarra Day together with a contribution of up to \$2000 from CRAB.

11. PUBLIC QUESTION PERIOD

12. ADJOURNMENT

Recommendation:

That the April 11, 2023 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
March 27, 2023**



This meeting was held in Council Chambers and live streamed at
[Village of Belcarra - YouTube](#)

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Joe Elworthy
Councillor Janet Ruzycki
Councillor Liisa Wilder

Staff in Attendance

Paula Richardson, Chief Administrative Officer
Stewart Novak, Public Works & Emergency Preparedness Coordinator
Connie Esposito, Accounting Clerk
Amanda Seibert, Corporate Officer/Recording Secretary

We wish to acknowledge that this meeting took place on the unceded territory of the Coast Salish peoples. Tum-Tumay-Whueton, or Belcarra, is home to an ancestral village of the Tsleil-Waututh Nation. We are thankful to conduct our work within their territory.

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:00 pm

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, March 27, 2023

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting of March 27, 2023 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, March 6, 2023

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the minutes from the Regular Council Meeting held on March 6, 2023 be adopted as circulated.

CARRIED

3.2 Special Council Meeting, March 9, 2023

Moved by: Councillor Wilder

Seconded by: Councillor Elworthy

That the minutes from the Special Council Meeting held on March 9, 2023 be adopted as circulated.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items

5. REPORTS

5.1 Paula Richardson, Chief Administration Officer, report dated March 27, 2023 regarding the 2023 Council Code of Conduct Bylaw.

The Chief Administrative Officer reviewed the report. She highlighted the need for a code of conduct for council resulting from a legislative requirement through the *Community Charter*.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023 be read a first and second time.

CARRIED

5.2 Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated March 27, 2023 regarding Emergency Operating Procedures for Road Closures in the Village of Belcarra

The Public Works and Emergency Preparedness Coordinator reviewed the report. He outlined the procedural agreement between the Village of Belcarra and Metro Vancouver Parks.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That the report dated March 27, 2023, regarding Emergency Operating Procedures for Road Closures in the Village of Belcarra, be received into the record for information.

CARRIED

- 5.3** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated March 27, 2023 regarding the replacement of a 2009 Ford Flat-deck dump truck.

The Public Works and Emergency Preparedness Coordinator reviewed the report. He provided detail on the cost of repair of the 2009 truck, the time it will take to go through a Request for Proposal (RFP) process and the requirement to purchase a replacement vehicle quickly.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

- 1. That the purchase of a new 550 flatbed dump truck, or one with specifications similar to Belcarra's existing fleet truck be approved, at a cost of up to \$175,000; and**
- 2. That three (3) written competitive quotations be approved as the means of procuring the truck rather than a formal competitive bid process; and**
- 3. That the Village of Belcarra's 2023 – 2027 financial plan be amended to include the flat bed dump truck purchase in 2023 and the deferral of the Holland Tractor purchase from 2023 (\$195,000 budget) to 2024.**

CARRIED

- 5.4** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated March 27, 2023 providing an update on the Tatlow Reservoir.

The Public Works and Emergency Preparedness Coordinator reviewed the report and provided further detail on work being carried out to ensure the safety of the tank.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

That the report dated March 27, 2023 on the Tatlow Reservoir be received into the record as information.

Council discussion ensued around inspections of the Tatlow tank and work in progress to ensure tank safety.

John Snell, Belcarra resident, referred to a mandate of the water committee and outlined information brought forward by Ian Devlin, Belcarra resident, on safety inspection guidelines pertaining to life expectancy of a tank. It was suggested that the Tatlow Reservoir tank be drained and inspected.

Brian Hirsch, Belcarra resident, requested that required work be done as soon as possible.

Staff responded to questions and comments, advising on safety issues, work involved with the draining of a tank and the potential impact on the water supply for the Village.

The Mayor called the question on the motion.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS**6.1 Mayor's Report**

- Announcement of Funding for TransLink by Premier David Eby
 - Following a call by the TransLink Mayors Council on Regional Transportation for increased funding, Premier Eby announced that the Provincial Government will provide TransLink a \$479 million grant to prevent service cuts, keep fares stable and fund the purchase of electric buses.
- Mayor Ross attended a Mayors' Council – TransLink Meeting on March 24, 2023

6.2 Councillors' Reports

Councillor Clark attended a Coquitlam RCMP Volunteer Appreciation Dinner on March 10, 2023.

Councillor Elworthy commented on the funding from TransLink and the need to continue to ask for improvements to the transit system into Belcarra. He gave credit to the transit workers who kept the system running during the pandemic.

7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer advised that the Coquitlam RCMP Block Watch Program is looking for volunteers and that application forms to volunteer can be found on the Village's website.

8. BYLAWS**8.1 Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023**

A Bylaw to establish the 5-Year Financial Plan for the years 2023 – 2027 inclusive

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023 be adopted.

CARRIED

8.2 Village of Belcarra Fees and Charges Amendment Bylaw No. 607, 2023

A Bylaw to amend fees and charges for services

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 607, 2023 be adopted.

CARRIED

8.3 Water Parcel Tax Amendment Bylaw No. 608, 2023

A Bylaw to amend the Village of Belcarra's Water Parcel Tax

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That Village of Belcarra Water Supply and Distribution Local Area Service No. 1 Parcel Tax Bylaw No. 452, 2012 Amendment Bylaw No. 608, 2023 be adopted.

CARRIED

9. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That Item 9.4 be removed from the Information Items section and be added to the Action Items section for discussion purposes.

CARRIED

ACTION ITEMS

- 9.1** Colin Richardson, Deputy Fire Chief, Sasamat Fire Department, letter dated March 12, 2023 requesting financial assistance for the Firefighter's Association to fund a catered dinner for fire department volunteers.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That the Firefighter's Association be supported with financial assistance in the amount of \$400.00.

CARRIED

Agenda Varied

The agenda was varied to consider Item 9.4 prior to Item 9.2

- 9.4** Colleen MacDonald, Belcarra Resident, email dated March 20, 2023 pertaining to the Watson Road Maze Gate and requesting an upgrade of the gate to minimum cycling standards and maintenance of the trail surface.

The Public Works and Emergency Preparedness Coordinator provided an update on work done on trails throughout the municipality, noting that springtime assessments have been carried out with areas requiring improvement noted. He advised that trails and trail upkeep are items slated for discussion during strategic planning. He also advised that the Watson Road trail does not have the appropriate safety measures to allow the type of cycling referred to in the email.

Moved by: Councillor Wilder

Seconded by: Councillor Elworthy

That Action Item 9.4 be received into the record for information and that a response be drafted and sent to the author of the email indicating that the item is being reviewed.

Council discussion ensued over acceptable use of Watson Trail and safety issues involved.

John Snell, Belcarra resident, commented on the difficulty of the trail, possible liabilities, and signs to mitigate risk.

Jim Chisholm, Belcarra resident, queried with regard to parking on the bike lane area of Bedwell Bay Road

Brian Hirsch, Belcarra resident, commented on signs on the Watson Trail indicating that cyclists dismount and requested that a decision on types of trail use be made.

The Mayor called the question on the motion.

CARRIED

INFORMATION ITEMS

9.2 Oliver Gruter-Andrew, President and CEO, E-Comm 911, email dated March 1, 2023 advising on new Provincial funding to assist E-Comm and its local government partners with the cost of implementing federally mandated Next Generation 9-1-1 (NG9-1-1) technology improvements in BC.

9.3 Officer of the Premier, Ministry of Transportation and Infrastructure, news release dated March 15, 2023 providing details on the Provincial Government's \$479-million contribution to address TransLink's urgent financial needs.

Agenda Varied

The agenda was varied to consider Item 9.4 as an Action Item.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That correspondence items 9.1 to 9.4 be received into the record as information.

CARRIED

10. NEW BUSINESS

Agenda varied

The agenda was varied to consider a motion by Councillor Clark. Items were renumbered accordingly.

10.1 Tank Inspection

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That an inspection of Dutchman's Creek tank be done with regard to life expectancy and a report provided to Council.

Discussion ensued on the motion with members of Council requesting more information from staff.

The Public Works and Emergency Preparedness Coordinator advised that the Dutchman Creek tank was inspected last year and that routine checks are carried out to ensure the water level is appropriate. He also advised on the estimated life expectancy of the tank.

Upon the consensus of Council, a friendly amendment to change the motion on the floor to a Notice of Motion was consented to. Councillor Clark will bring forward a motion at the next meeting requesting further information on the Dutchman's Creek tank.

10.2 The following items have been released from Closed Council status:

Mayor Ross declared a Conflict of Interest on Item 10.2 (5.5) as follows:

"I am declaring a Conflict of Interest and am recusing myself from this Council meeting noting that I am not entitled to participate in the discussion of the matter, or to vote on the matter, because of a direct pecuniary interest in the matter. I am a director and a member of a Group Wharf Association and one that is the subject of legal action.

I am now recusing myself."

Mayor Ross left the meeting at 8:26 pm

Deputy Mayor Elworthy assumed the Chair.

The Chief Administrative Officer announced the release of the following items from Closed Council status:

From the February 6, 2023 Special Closed Council Meeting

- Item 5.5 Appointment of Phil Chapman Consulting Services for the completion of the Belcarra Official Community Plan

The Chair requested that questions arising from the announcement of the release of Item 5.5 be asked during Public Question Period.

Note: Councillor Clark left at the meeting at 8:28 pm

From the March 6, 2023 Special Closed Council Meeting

- Item 5.1 Appointment of Connie Esposito as Acting Chief Administrative Officer
- Item 5.2 Resolution to provide a draft Council Code of Conduct at a regular Council meeting for readings.

11. PUBLIC QUESTION PERIOD

Jim Chisholm queried as to the additional cost for the Official Community Plan (OCP).

The Chief Administrative Officer advised that the sum of \$20,000 remains in the budget for Official Community Plan work and will be used to fund the planning consultant.

Brian Hirsch queried with regard to the timeline for getting the Official Community Plan underway.

The Chief Administrative Officer advised on a projected completion date for the Official Community Plan.

Note: Councillor Clark returned to the meeting at 8:31 pm

Don Babineau commented on the budget for the Official Community Plan and asked whether the OCP Committee was consulted on the hiring of a consultant. He also queried regarding the need for the services of a planner to complete the Official Community Planning process.

It was advised that the expertise of a planner is required to finalize the information gathered by the committee and produce an Official Community Plan bylaw.

Note: Mayor Ross returned to the meeting at 8:38 pm and assumed the Chair.

John Snell spoke on the Dutchman and Tatlow tanks and relayed information provided by Ian Devlin on findings of the water committee, on testing required to assess life expectancy of the tank as well as the ability to drain the tank to allow for inspection.

Jim Chisholm queried with regard to how long the Tatlow Reservoir tank will have to be dry to allow for inspection.

Staff responded to questions and comments on the proposed draining of the tank.

Don Babineau asked for the status of a letter he sent to the Village.

It was advised that the letter had not met the deadline to be placed on the Council agenda for this meeting.

Mr. Babineau summarized his letter and spoke on financial sustainability standards and the need to have a study done on the topic. He specifically asked for comments from Councillor Clark, Councillor Elworthy and Councillor Ruzycki.

Councillors Clark, Elworthy and Ruzycki responded.

John Snell requested an update on the issue of boats dumping sewage into Bedwell Bay.

Mayor Ross and the Chief Administrative Officer provided an update on work done on the topic through the office of Bonita Zarrillo, MP for Port Moody-Coquitlam, Anmore and Belcarra.

Jim Chisholm queried with regard to why parking restrictions are not enforced all year around.

Staff provided clarification on ticketing.

12. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the March 27, 2023 Regular Meeting be adjourned at 8:59 pm

CARRIED

Certified Correct:

Jamie Ross
Mayor

Paula Richardson
Chief Administrative Officer



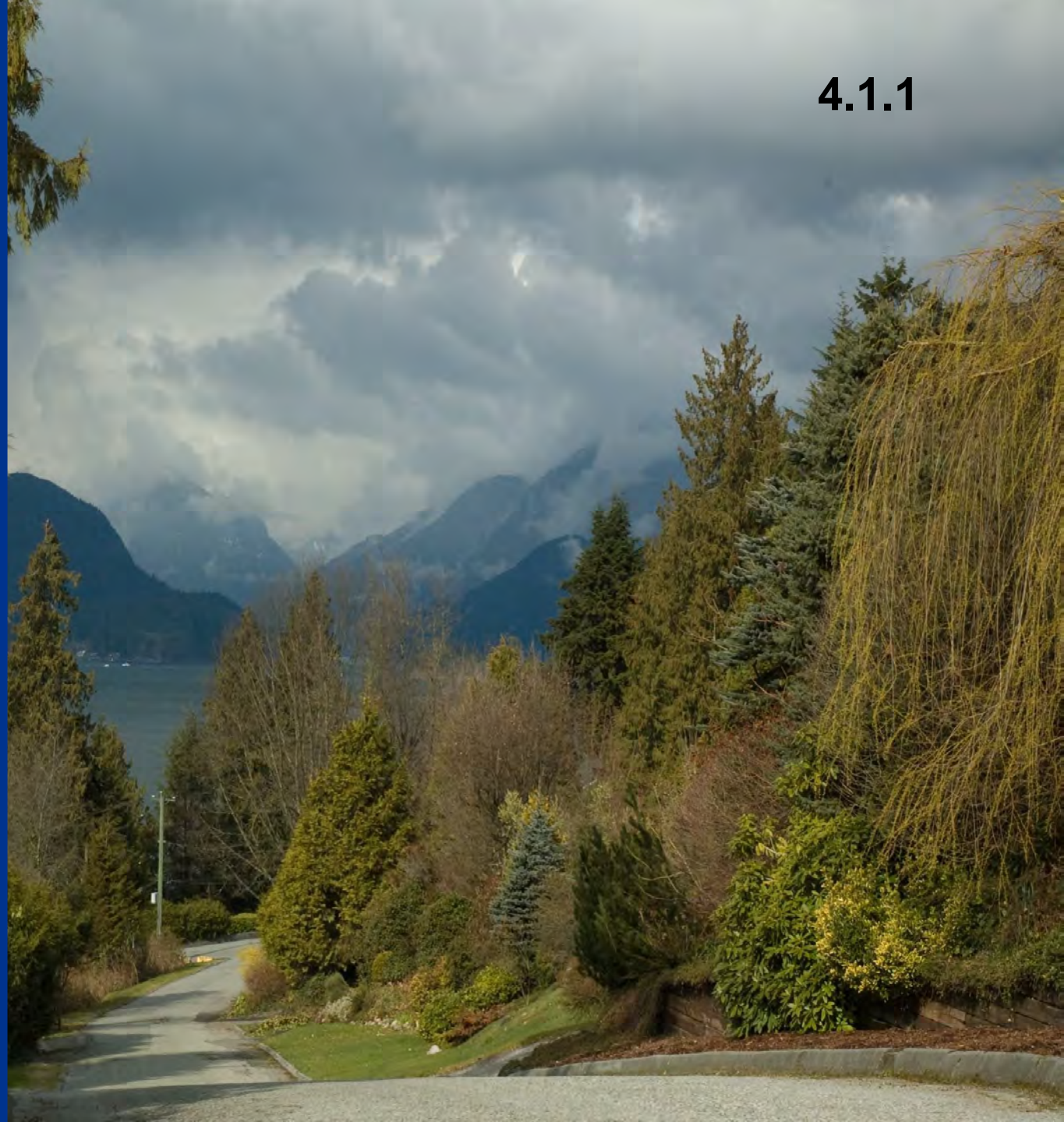
4.1.1

Village of Belcarra

**Audit Findings Report for the year
ended December 31, 2022**

KPMG LLP

Prepared on March 30, 2023, for presentation on
April 11, 2023



KPMG contacts

Key contacts in connection with this engagement:

Asifa Hirji, CPA, CA

Lead Engagement Partner

604-777-3921

asifahirji@kpmg.ca

Brandon Ma, CPA, CA

Quality Review Partner

604-691-3562

bjma@kpmg.ca

Nimisha Sharma, CPA

Manager

250-244-0889

nimishasharma@kpmg.ca

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Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

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Click on any item in the table of contents to navigate to that section.

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10	Control observations	12	Appendices		

This report to Council is intended solely for the information and use of management and Council and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report to Council has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Highlights

Purpose of this report

The purpose of this report is to assist you, as a member of Council, in your review of the results of our audit of the financial statements of the Village of Belcarra (the “Village”) as at and for the year ended December 31, 2022. This audit findings report builds on the audit plan presented on December 5, 2022.

Status of the audit

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- Completing our discussions with the Council;
- Obtaining the signed management representation letter;
- Obtaining evidence of the Council’s approval of the financial statements; and,
- Completing subsequent event review procedures up to the date of the Council’s approval of the financial statements.

We will update the Council on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures. Our auditor’s report, a draft of which is attached to the financial statements, will be dated upon the completion of any remaining procedures.

Significant changes to our audit plan

There were no significant changes to our audit plan from what was originally communicated to you in the audit planning report.

Areas of audit focus



As part of our audit, we identified areas of audit focus, which include:

- Tangible capital assets
- Payroll and other operating costs

Significant risks



We have not identified significant risks of material misstatement for the audit, except for the presumed risk of fraud resulting from management override of controls, which is required by professional standards.

In accordance with professional standards, the newly revised risk assessment auditing standard (CAS 315) was implemented in the audit.

Highlights (continued)

Audit misstatements

There were no corrected or uncorrected misstatements noted in our audit.

Significant accounting policies and practices

There have been no initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

Control observations

We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.

We have provided an update on the control observation identified during the prior year audit.

Independence

We confirm that we are independent with respect to the Village within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation from January 1, 2022, up to the date of this report.

Current developments

There have been no updates to the current developments and thought leadership information provided in our audit planning report.

Audit findings – Significant risk



Management override of controls

RISK OF



FRAUD

**Presumption
of the risk of
fraud resulting
from
management
override of
controls**

Why is it significant?

Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

Audit approach

As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

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

Significant findings

There were no issues noted in our testing.

Audit findings – Areas of audit focus

Area of audit focus	Estimate?
Tangible capital assets (“TCA”)	No

Our response

- We updated our understanding of the process activities and controls over TCA.
- We selected a sample of TCA additions and agreed the amount recorded to supporting documentation. We ensured the TCA additions tested are capital in nature.
- We performed analytical procedures to ensure the amortization expense recorded is complete and accurate.
- We reviewed significant agreements for contractual commitments and ensured any required disclosures are included in the financial statements.

Significant findings

There were no issues noted in our testing.



Audit findings – Areas of audit focus (continued)

Area of audit focus	Estimate?
Payroll and other operating costs	No

Our response

- We updated our understanding of the process activities and controls over expenses, including payroll.
- We performed substantive analytical procedures to analyze the change in payroll expense relative to the prior year based on changes in head count and pay rates.
- We selected a sample of expenses from the general ledger and agreed the amount recorded to supporting documentation (e.g. invoices).
- We selected a sample of payments made, invoices received and amounts recorded subsequent to year-end to ensure expenses are recorded in the appropriate fiscal year.

Significant findings

There were no issues noted in our testing.

Significant accounting policies and practices



Significant accounting policies

- There have been no initial selections of, or changes to, significant accounting policies and practices.
- There were no significant accounting policies in controversial or emerging areas.
- There were no issues noted with the timing of the Village's transactions in relation to the period in which they were recorded.
- There were no issues noted with the extent to which the financial statements are affected by a significant unusual transaction and extent of disclosure of such transactions.
- There were no issues noted with the extent to which the financial statements are affected by non-recurring amounts recognized during the period and extent of disclosure of such transactions.



Significant accounting estimates

- There were no issues noted with management's identification of accounting estimates.
- There were no issues noted with management's process for making accounting estimates.
- There were no indicators of possible management bias.
- There were no significant factors affecting the Village's asset and liability carrying values.



Significant disclosures and financial statement presentation

- There were no issues noted with the judgments made, in formulating particularly sensitive financial statement disclosures.
- There were no issues noted with the overall neutrality, consistency, and clarity of the disclosures in the financial statements.
- There were no significant potential effects on the financial statements of significant risks, exposures, and uncertainties.

Control observations

Consideration of internal control over financial reporting (“ICFR”)



In planning and performing our audit, we considered ICFR relevant to the Village’s preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

A deficiency in internal control over financial reporting



A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

Significant deficiencies in internal control over financial reporting



A significant deficiency in internal control over financial reporting is a deficiency, or combination of deficiencies, in internal control that, in the auditor’s professional judgment, is of sufficient importance to merit the attention of those charged with governance.



Control observations (continued)

Significant deficiencies in ICFR

We did not note any significant deficiencies in ICFR.

Typical to an organization of your size, we draw Council's attention to the fact that due to the limited number of employees at the Village, the weaknesses arising from a lack of segregation of duties is difficult to avoid. As a result, constant diligence and detailed review of financial results is necessary.

Update on prior year other control observation

Description	Prior year observation	Prior year recommendation	Update for 2022
Written documentation of approval of manual journal entries.	During the 2021 audit, we reviewed a number of manual journals where approval to post the entry was given verbally, and we were not able to review documentation to confirm approval. Although the journal entries were reasonable there was no audit trail demonstrating the approval of the entry and hence segregation of duties.	We recommended that management develop a process to ensure that all journal entries have supporting documentation to demonstrate approval of the entries.	As part of the audit procedures performed during the 2022 audit, we reviewed a number of manual journal entries and noted that the journal entries included documented approval. As such, we consider this matter to be resolved.



Appendices

1

**Required
communications**

2

**Management
representation
letter**



Appendix 1: Required communications

Draft auditor's report

The conclusion of our audit is set out in our draft auditor's report attached to the draft financial statements.

Management representation letter

In accordance with professional standards, a copy of the management representation letter is included in Appendix 2.

Independence

In accordance with professional standards, we have confirmed our independence on page 5.



Appendix 2: Management representation letter

KPMG LLP
777 Dunsmuir Street
P.O. Box 10426
Vancouver, B.C. V7Y 1K3

Date of Financial Statement Approval by Council

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements of the Village of Belcarra (the "Village") as at and for the year ended December 31, 2022.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated October 18, 2017, and amendment letter dated February 28, 2023, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Council and committees of Council that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.
 - f) providing you with unrestricted access to persons within the Village from whom you determined it necessary to obtain audit evidence.

- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.

Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - others
 where such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Subsequent events:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

- 5) We have disclosed to you the identity of the Village's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.

- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Village's ability to continue as a going concern.

Other information:

- 11) We confirm that the final version of the 2022 Annual Report will be provided to you when available, and prior to issuance by the Village, to enable you to complete your required procedures in accordance with professional standards.

Non-SEC registrants or non-reporting issuers:

- 12) We confirm that the Village is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 13) We also confirm that the financial statements of the Village will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

Paula Richardson, Chief Administrative Officer

cc: Council

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.



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KPMG member firms around the world have 227,000 professionals, in 145 countries.





COUNCIL REPORT

Date: April 11, 2023

From: Ken Bjorgaard, Financial Consultant

Subject: **2022 Financial Statements**

RECOMMENDATIONS:

1. That the report from the Financial Consultant dated April 11, 2023 and titled "2022 Financial Statements" be received into the record for information; and
2. That the Village of Belcarra's draft 2022 financial statements be accepted.

PURPOSE:

The purpose of this report is to present the Village of Belcarra's draft 2022 financial statements (see attached) for Council's acceptance. The draft financial statements are supported by a draft audit opinion which is also in the attachment. In accordance with audit standards, Council is required to accept the financial statements before the auditors issue their final audit report. A summary of the Village of Belcarra's 2022 financial results and financial position follows.

EXECUTIVE SUMMARY:

The Village of Belcarra's draft 2022 financial statements are attached for acceptance. Key highlights of the Village's 2022 financial position and results are as follows:

- The Village's annual surplus on an accrual basis was \$330,299 for 2022 (includes amortization expense for tangible capital assets and other accruals);
- At the end of 2022, the Village's unrestricted accumulated cash surplus in all operating funds (general, water & waste and recycle) totaled \$378,106 (an increase of \$6,150 over 2021);
- At the end of 2022, the Village's unutilized COVID Restart Grant Funds totaled \$12,666
- Reserve fund balances increased by \$226,618 in 2022 to \$2,174,532; and
- Long-term debt decreased by \$151,709 to \$3,150,134.

In order to provide some historical context to the Village's 2022 financial results and position, the following key financial indicators have been compiled to show the movement from 2018 to 2022. Significant progress has been made in moving the Village in a positive financial direction including the build-up of reserves and the reduction of debt. Overall, the Village's net debt position has improved by approximately \$1.9 million from 2018 to 2022, and the Village is on a trajectory to eliminate its net debt position within the next 2 years.

Summary of Key Financial Indicators (changes from 2018 - 2022)

Indicators	2018 Year-End Financial Results	2022 Year-End Financial Results (Pre- Audit)	\$ Change
Cash & Investments	\$ 1,700,055	\$ 3,098,578	\$1,398,523
Unrestricted Operating Surpluses	\$ 274,594	\$ 378,106	\$103,512
Reserve Funds	\$ 975,630	\$ 2,174,532	\$1,198,902
Long-Term Debt	(\$3,727,134)	(\$3,150,134)	\$577,000
Net Debt (Financial Assets less Liabilities)	(\$2,492,408)	(\$598,098)	\$1,894,310

A comparative summary (between the 2022 and 2021 year-ends) of the Village's various surplus and reserve balances is shown below.

Change in Village of Belcarra's Cash Surpluses & Reserves (from 2021 to 2022)			
	2022	2021	Increase / (decrease)
<u>Unrestricted Operating Surpluses</u>			
General operating surplus	262,641	260,735	1,906
Waste & recycle depot (WARD) operating surplus	28,814	34,987	(6,173)
Water operating surplus	86,651	76,234	10,417
Total Unrestricted Operating Surpluses	\$378,106	\$371,956	\$6,150
<u>Restricted Operating Surplus</u>			
General operating surplus (Unutilized COVID-19 Restart Grant)	\$12,666	\$31,276	(\$18,610)
<u>Reserve Funds</u>			
General capital	1,002,939	704,610	298,329
Financial stabilization	68,870	78,025	(9,155)
Transportation infrastructure	373,090	244,182	128,908
Vehicles & equipment	95,811	73,370	22,441
Water capital	150,339	203,664	(53,325)
Community works fund	407,046	566,940	(159,894)
MFA cash deposit	57,631	56,371	1,260
Water debt repayment	18,806	20,752	(1,946)
Total Reserve Funds	\$2,174,532	\$1,947,914	\$226,618

For the year ended December 31, 2022, the Village had an annual surplus \$330,299, versus a budgeted surplus of \$379,810 on its Statement of Operations. Explanations of the significant variances that contributed to the differences are provided below. For purposes of this presentation amortization expense has been separated, as opposed to being reflected within the individual departments as per the Statement of Operation in the Financial Statements.

2022 Year-End Actual/Budget Variances					
	A	B	C = B-A	D = C/A	
	2022 Budget	2022 Actual	\$ Variance	% Variance	Explanations of Significant Variances
Revenue:					
Taxation (including grants in lieu)	\$ 1,220,769	\$ 1,219,691	(\$1,078)	-0.1%	
Sales of services & regulatory fees	597,329	650,720	53,391	8.9%	Higher building permit revenue
Government transfers	748,094	551,651	(196,443)	-26.3%	Less MRN grant funds utilized than budgeted for based on lower MRN spending (see reduced expenditures below); capital projects which were partially funded from grants did not proceed
Investment income	32,324	69,426	37,102	114.8%	Higher interest rates than anticipated
Actuarial income	45,144	45,064	(80)	-0.2%	
Other revenues	11,346	15,562	4,216	37.2%	Increased filming revenue
Total Revenue	2,655,006	2,552,114	(102,892)	-3.9%	
Expenses:					
General government & fiscal services	241,111	227,103	(14,008)	-5.8%	Reduced office and event costs
Administration & human resources	276,540	309,032	32,492	11.7%	Temporary CAO costs
Information technology	40,592	47,987	7,395	18.2%	More IT network support required
Support services (engineering, finance & planning)	276,615	220,172	(56,443)	-20.4%	Savings from finance and engineering support, and asset management
Building inspection & bylaw enforcement	72,896	89,650	16,754	23.0%	Additional building inspection time
Public works & transportation	242,421	259,263	16,842	6.9%	Increase vehicle/equipment operating & maintenance; increased ice and snow costs including salt
Major road network (MRN)	143,740	119,320	(24,420)	-17.0%	Lower spending than anticipated; see offsetting reduction in Government transfers above
Fire & emergency services	57,928	9,755	(48,173)	-83.2%	Grant funded Fire Resiliency Project did not proceed in 2022
Waste & recycle depot (WARD)	158,338	160,344	2,006	1.3%	
Water system	427,564	475,733	48,169	11.3%	Additional SCADA system costs
Amortization	337,451	303,456	(33,995)	-10.1%	Budgeted capital additions did not occur as anticipated
Total Expenses	2,275,196	2,221,815	(53,381)	-2.3%	
Annual surplus	379,810	330,299	(49,511)	-13.0%	
Accumulated surplus, beginning of year	9,616,381	9,616,381	0	0.0%	
Accumulated surplus, end of year	\$ 9,996,191	\$ 9,946,680	(49,511)	-0.5%	

BACKGROUND:

Audit Opinion

The Village's external auditors have stated in their draft audit opinion that the Village's 2022 financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

Statement of Financial Position (see page 1 within the financial statements)

The Statement of Financial Position, which is similar to a balance sheet, summarizes the Village's assets and liabilities, the net of which results in accumulated surplus. The components of accumulated surplus are detailed in Note 9 (pages 12 & 13) within the financial statements. Accumulated surplus is comprised of unrestricted and restricted cash surpluses, reserve funds and the Village's investment in inventory and tangible capital assets (i.e. funds spent to date on capital infrastructure, facilities, equipment, etc., less accumulated amortization on the assets and less debt owing on the assets).

The assets in the Statement of Financial Position are broken down into two categories as follows:

- Financial assets - includes assets which are available to discharge existing liabilities, and excludes assets that are held for use in the provision of services. Examples include cash, receivables and investments.
- Non-financial assets - includes assets that are held for use in the provision of municipal services and generally have useful lives that extend beyond one year. An example is tangible capital assets, such as roads and water infrastructure, that are used to provide municipal services.

The liabilities include accounts payable and accrued liabilities, performance bonds and deposits, deferred revenue, long-term debt and employee future benefit. Details of the Village's deferred revenues are shown in Note 6 (page 9) within the Financial Statements.

At the end of 2022, the Village had net debt of \$598,098, which means that the Village's liabilities were greater than its financial assets. This represents a reduction of net debt in 2022 from 2021 of \$366,244. The Village also had non-financial assets of \$10.5 million at the end of 2022, which includes the historical cost of tangible capital assets less accumulated amortization. The Village's net debt together with its non-financial assets contribute to its overall accumulated surplus position of approximately \$9.9 million at the end of 2022 (see Note 9 within the financial statements for a detailed breakdown of the accumulated surplus).

Statement of Operations and Accumulated Surplus (see page 2 within the financial statements)

This statement, which is similar to an income statement, summarizes the Village's revenues and expenses for the year, the net of which results in the accrual-based annual surplus for the year of \$330,299. Revenues totaled \$2,552,114 in 2022 while expenses totaled \$2,221,815, the difference being the annual surplus. The annual surplus is added to the prior year's accumulated surplus, to arrive at the ending accumulated surplus for the year. The ending accumulated surplus position reflected in this statement of \$9,946,680 corresponds with the accumulated surplus shown on the Statement of Financial Position.

Statement of Change in Net Debt (see page 3 within the financial statements)

This statement adjusts the annual surplus for transactions involving non-financial assets, to arrive at the decrease in net debt for the year. The decrease in net debt is then added to the net debt at the beginning of the year to arrive at the year-end balance for net debt. The Village's net debt at the end of 2022 was \$598,098, which corresponds with the net debt figure in the Statement of Financial Position.

Statement of Cash Flows (see page 4 within the financial statements)

This statement summarizes the sources and uses of cash over the year, under the operating, financing, investing and capital categories. The change in cash is reflected in the final cash position shown, which reconciles with the cash balance shown on the Statement of Financial Position. The Village's cash balance at the end of 2022 was \$2,047,060.

Notes to the Financial Statements (see pages 5 - 20 within the financial statements)

The Notes to the Financial Statements reflect significant accounting policies and the details of certain amounts shown in the Statement of Financial Position and in the Statement of Operations. The notes which correspond to specific line items in the Statement of Financial Position and in the Statement of Operations are cross referenced on these statements. For example, a detailed breakdown of the receivables balance shown in the Statement of Financial Position is reflected in Note 3 (page 8).

Note 7 – Debt (see page 10 within the financial statements)

Note 7 reflects the principal amount of long-term debt owing (all is water utility debt). The Village had \$3,150,134 of external long-term debt outstanding at the end of 2022 and principal repayments and actuarial adjustments on long-term debt will range between approximately \$164,000 and \$188,000 per year over the next 5 years.

Note 8 – Tangible Capital Assets (see page 11 within the financial statements)

Note 8 reflects the historical cost of tangible capital assets and the change in the balance of these assets as a result of additions, write-offs and amortization expense. Amortization is the public sector equivalent of depreciation which is commonly used in the private sector. The Village had \$14,592,988 (historical cost) of tangible capital assets at the end of 2022 with accumulated amortization of \$4,086,997 for a net book value of tangible capital assets of \$10,505,991. The comparative 2021 tangible capital asset numbers are also shown in this Note.

Note 9 – Accumulated Surplus (see pages 12 & 13 within the financial statements)

Note 9 details the composition of accumulated surplus which includes the general, water and waste & recycle depot unrestricted surpluses, the COVID-19 Safe Restart Grant restricted surplus, the various reserve funds and the Village's investment in tangible capital assets and inventory. The total accumulated surplus shown in the Note is \$9,946,680, which corresponds with the accumulated surplus in the Statement of Financial Position.

Note 17 – Segment Disclosure (see pages 16 - 19 within the financial statements)

Note 17 shows revenues and expenses for the year broken down into departmental/functional areas (i.e. segments). The net revenues and expenses for all of the departmental/functional areas balance to the Statement of Operations and the annual surplus. Descriptions of the services/functions included in each segment can be found in this Note.

Schedule to Financial Statements – COVID-19 Safe Restart Grant (see page 21 within the financial statements)

As requested by the Ministry of Municipal Affairs and Housing, the financial statements include an unaudited schedule for the COVID-19 Safe Restart Grant received by the Village in 2020. The schedule highlights how much of the Village's COVID-19 Safe Restart Grant funds have been utilized and the funds remaining which are \$12,666. This schedule and related disclosure comply with the Province's requirement for reporting on these funds.

Appendix A: Financial Statements of Village of Belcarra and Independent Auditors' Report thereon For Year ended December 31, 2022

Financial Statements of

VILLAGE OF BELCARRA

And Independent Auditor's Report thereon

Year ended December 31, 2022

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The accompanying financial statements of the Village of Belcarra ("Village") have been prepared by management in accordance with Canadian Public Sector Accounting Standards ("PSAS"). Preparation and fair presentation of the financial statements is the responsibility of the Village.

Village Council ensures management fulfills its responsibilities for financial reporting, budgeting and internal controls by approving bylaws and policies, reviewing variance reports and financial statements, and having discussions with the Village's auditors.

The audit firm of KPMG LLP, appointed by Village Council, has expressed its opinion that the financial statements prepared by management fairly present, in all material respects, the financial position of the Village as at December 31, 2022, and the results of 2022 operations in accordance with PSAS.

The Village maintains a system of internal and administrative controls designed to provide reliable and accurate financial information and to ensure assets of the Village are appropriately accounted for and adequately safeguarded. Expenditures and revenues are analyzed regularly by finance staff and updates are provided to Village Council at the end of the 2nd, 3rd and 4th quarters, and as required.

Mayor

Chief Administrative Officer



KPMG LLP
PO Box 10426 777 Dunsmuir Street
Vancouver BC V7Y 1K3
Canada
Telephone (604) 691-3000
Fax (604) 691-3031

INDEPENDENT AUDITOR'S REPORT

To the Council of Village of Belcarra

Opinion

We have audited the financial statements of Village of Belcarra (the "Village"), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2022, and its results of operations, its changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vancouver, Canada

[Date]

VILLAGE OF BELCARRA

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Financial assets:		
Cash	\$ 2,047,060	\$ 1,722,908
Investments (note 2)	1,051,518	1,026,138
Receivables (note 3)	94,577	129,739
MFA debt reserve deposit (note 7)	57,631	56,371
	<u>3,250,786</u>	<u>2,935,156</u>
Liabilities:		
Accounts payable and accrued liabilities (note 4)	108,408	134,275
Performance bonds and refundable deposits (note 5)	258,734	215,180
Deferred revenue (note 6)	318,608	234,500
Debt (note 7)	3,150,134	3,301,843
Employee future benefit (note 12)	13,000	13,700
	<u>3,848,884</u>	<u>3,899,498</u>
Net debt	(598,098)	(964,342)
Non-financial assets:		
Tangible capital assets (note 8)	10,505,991	10,561,205
Prepaid expenses	13,268	13,645
Inventories held-for-consumption	25,519	5,873
	<u>10,544,778</u>	<u>10,580,723</u>
Accumulated surplus (note 9)	\$ 9,946,680	\$ 9,616,381
Commitments and contingencies (note 10)		
Contractual rights (note 15)		
Subsequent event (note 18)		

See accompanying notes to financial statements.

Paula Richardson
Chief Administrative Officer

VILLAGE OF BELCARRA

Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget (notes 1(i) and 16)	2022	2021
Revenue:			
Taxation (including grants in lieu)	\$ 1,220,769	\$ 1,219,691	\$ 1,172,197
Sales of services and regulatory fees	597,329	650,720	544,199
Government transfers	748,094	551,651	556,342
Investment income	32,324	69,426	31,018
Actuarial income	45,144	45,064	40,714
Other revenues	11,346	15,562	9,808
	2,655,006	2,552,114	2,354,278
Expenses:			
General government and fiscal services	318,286	248,756	284,290
Administration and human resources	276,540	309,032	298,380
Information technology	40,592	62,302	63,540
Support services (engineering, finance and planning)	276,615	220,172	190,123
Building inspection and bylaw enforcement	72,896	89,650	95,866
Public works and transportation	319,596	362,748	332,697
Major road network (MRN)	143,740	119,320	86,740
Fire and emergency services	57,928	9,755	41,263
Waste and recycle depot (WARD)	166,141	167,586	154,322
Water system	602,862	632,494	591,869
	2,275,196	2,221,815	2,139,090
Annual surplus	379,810	330,299	215,188
Accumulated surplus, beginning of year	9,616,381	9,616,381	9,401,193
Accumulated surplus, end of year	\$ 9,996,191	\$ 9,946,680	\$ 9,616,381

See accompanying notes to financial statements.

VILLAGE OF BELCARRA

Statement of Changes in Net Debt

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget (notes 1(i) and 16)	2022	2021
Annual surplus	\$ 379,810	\$ 330,299	\$ 215,188
Acquisition of tangible capital assets	(641,833)	(248,242)	(98,590)
Amortization of tangible capital assets	337,451	303,456	304,665
Loss on disposal of tangible capital assets	-	-	3,000
Write-off of capital work-in-progress	-	-	34,012
	(304,382)	55,214	243,087
Prepaid expenses consumed	-	377	277
Inventories held-for-consumption consumed (acquired)	-	(19,646)	7,476
	-	(19,269)	7,753
Change in net debt	75,428	366,244	466,028
Net debt, beginning of year	(964,342)	(964,342)	(1,430,370)
Net debt, end of year	\$ (888,914)	\$ (598,098)	\$ (964,342)

See accompanying notes to financial statements.

VILLAGE OF BELCARRA

Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 330,299	\$ 215,188
Items not involving cash:		
Amortization of tangible capital assets	303,456	304,665
Loss on disposal of tangible capital assets	-	3,000
Write-off of capital work-in-progress	-	34,012
Actuarial income on debt	(45,064)	(40,714)
	588,691	516,151
Changes in non-cash operating working capital:		
Receivables	35,162	(73,487)
MFA debt reserve deposit	(1,260)	(942)
Accounts payable and accrued liabilities	(25,867)	37,465
Performance bonds and refundable deposits	43,554	2,885
Deferred revenue	84,108	44,700
Employee future benefit	(700)	(300)
Prepaid expenses	377	277
Inventories held-for-consumption	(19,646)	7,476
	704,419	534,225
Financing activity:		
Principal payments on debt	(106,645)	(106,645)
Investing activity:		
Purchase of investments	(25,380)	(20,716)
Capital activity:		
Acquisition of tangible capital assets	(248,242)	(98,590)
Increase in cash	324,152	308,274
Cash, beginning of year	1,722,908	1,414,634
Cash, end of year	\$ 2,047,060	\$ 1,722,908

See accompanying notes to financial statements.

VILLAGE OF BELCARRA

Notes to Financial Statements

Year ended December 31, 2022

The Village of Belcarra (the "Village") is incorporated under the Local Government Act of British Columbia. The Village's principal activities include the provision of local government services to residents, businesses and visitors of the incorporated area.

1. Significant accounting policies:

The Village prepares its financial statements in accordance with Canadian Public Sector Accounting Standards as prescribed by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada, including the following significant policies:

(a) Basis of presentation:

The financial statements present the resources and operations including all accounts and funds of the Village. All inter-fund transactions have been eliminated.

(b) Investments:

Investments are recorded at cost. When there has been a loss in value of the investment that is other than a temporary decline, the investment is written down and recognized as a loss in the statement of operations. Accrued interest is included in receivables. Discounts and premiums arising on purchase of investments are amortized on a straight-line basis over the period to maturity.

(c) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of goods and services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are initially recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of tangible capital assets, excluding land, is amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - years
Buildings and facilities	7 to 50
Vehicles, machinery and equipment	7 to 20
Office furniture and equipment	4 to 15
Recycling depot	7 to 30
Roads and sidewalks	5 to 75
Storm sewer infrastructure	15 to 45
Water system infrastructure	7 to 100

Annual amortization is charged commencing when the asset is available for use. Assets under construction are not amortized until the asset is put into productive use.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(c) Non-financial assets (continued):

(i) Tangible capital assets (continued):

When events or circumstances indicate that a tangible capital asset no longer has any long term service potential, the net carrying amount is written down to the residual value of the asset.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(ii) Works of art and heritage assets:

Works of art and heritage assets are not recorded as assets in these financial statements as stipulated by PSAB standards.

(iii) Interest capitalization:

The Village does not capitalize interest costs associated with the acquisition or construction of tangible capital assets.

(iv) Leased tangible capital assets:

Leases that transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(v) Inventories held for consumption:

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.

(d) Debt:

Debt is recorded net of related sinking fund balances held by the Municipal Finance Authority of BC ("MFA").

(e) Employee future benefits:

The Village and its employees make contributions to the Municipal Pension Plan. The Municipal Pension Plan is a multi-employer contributory defined benefit pension plan. These contributions are expensed as incurred.

The Village also accrues sick leave. The liability relating to these benefits is actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The liability under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn the future benefits.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(f) Revenue recognition:

Revenue is recognized when it is earned and measurable. Unearned amounts are reported on the statement of financial position as deferred revenue, performance bonds, or deposits.

Annual taxation revenues are recognized in the year they are levied and are calculated using the approved tax rates in the annual tax rates bylaw.

Property taxes imposed by other taxing authorities are not included as taxes for municipal purposes.

(g) Expense recognition:

Expenses are recorded on the accrual basis and are recognized upon the receipt of goods or services. Interest expense on debt is recorded on an accrual basis in accounts payable and accrued liabilities.

(h) Government transfers:

Restricted transfers from government are deferred and recognized as revenue as the related expenditures are incurred or the stipulations in the related agreement are met. Unrestricted transfers are recognized as revenue when received or receivable, provided the amount to be received can be reasonably estimated and collection is reasonably assured.

(i) Budget reporting:

The budget figures reported in the statement of operations and statement of changes in net debt represent the 2022 component of the Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021, adopted by Village Council on January 24, 2022.

(j) Use of accounting estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Adjustments, if any, will be reflected in the financial statements in the period of settlement or change in the amount of the estimate.

(k) Segment disclosures:

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information to achieve the objectives of the PSAB standard. The Village has provided definitions of segments as well as presented financial information in segmented format (note 17).

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(l) Contaminated sites:

Contaminated sites are a result of contamination being introduced into air, soil, water, or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. A liability for contaminated sites is recognized net of any expected recoveries when a site is not in productive use and the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The Village is directly responsible or accepts responsibility;
- (iv) It is expected that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site. The Village has no liability for contaminated sites as at year-end.

2. Investments:

	2022	2021
MFA short-term bond fund	\$ 1,051,518	\$ 1,026,138

The market value of investments as at December 31, 2022 is \$986,049 (2021 - \$1,020,195).

3. Receivables:

	2022	2021
Municipal property taxes and user fees	\$ 1,855	\$ 16,899
Accounts receivable	30,119	10,349
Grants receivable	39,699	77,863
Goods and services tax	22,904	24,628
	\$ 94,577	\$ 129,739

4. Accounts payable and accrued liabilities:

	2022	2021
Trade accounts payables and accruals	\$ 51,243	\$ 68,964
MFA debt interest expense accrual	36,300	31,053
Payroll accrual	20,865	34,258
	\$ 108,408	\$ 134,275

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2022

5. Performance bonds and refundable deposits:

	2022	2021
Performance bonds	\$ 253,410	\$ 209,856
Refundable deposits	5,324	5,324
	\$ 258,734	\$ 215,180

6. Deferred revenue:

	Balance, beginning of year	Contributions received	Restricted interest income	Revenue recognized	Balance, end of year
Municipal Insurance Association	\$ 328	\$ -	\$ -	\$ -	\$ 328
Climate change action plan grant (a)	-	45,082	-	-	45,082
Major road network grant (b)	102,171	128,094	3,121	(119,320)	114,065
Property taxes paid in advance (c)	132,001	288,734	1,633	(263,236)	159,133
	\$ 234,500	\$ 461,910	\$ 4,754	\$ (382,556)	\$ 318,608

(a) Climate change action plan grant:

In 2022, the Village received a grant from the Province of British Columbia (the "Province") to fund implementation of climate action that will reduce emissions, create new opportunities for people in the clean economy and prepare the community for future climate impacts. The grant is carried forward for use in future years.

(b) Major road network ("MRN") grant:

Annually, the Village receives a grant from the South Coast British Columbia Transportation Authority ("TransLink") intended to cover the operating and maintenance costs of Bedwell Bay Road as it is designated as part of the MRN. Grants received in excess of actual costs incurred are carried forward for use in future years.

(c) Property taxes paid in advance:

Property tax overpayments and advance payments by property owners who choose to participate in the Village's Tax Prepayment Plan are carried forward for use in the following year.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2022

7. Debt:

The Village obtained a debt instrument through the MFA pursuant to a security issuing bylaw under authority of the Community Charter to finance capital expenditures for the installation of a potable water system serving most of the Village. Principal payments and actuarial adjustments managed by MFA are netted against related debts. Details are as follows:

Bylaw number	Maturity date	Interest rate	Authorized	Principal payments and actuarial adjustments	2022	2021
413	2037	3.39%	\$ 4,441,330	\$ 1,291,196	\$ 3,150,134	\$ 3,301,843

Total interest expense on the debt for the year was \$128,799 (2021 - \$128,799).

As a condition of this borrowing, a portion of the debt proceeds is withheld by the MFA in a debt reserve deposit. The Village has also executed a demand note in connection with the debt. These demand notes are contingent in nature and are not reflected in the financial statements. The details of the debt reserve deposit and contingent demand notes at December 31 are as follows:

	2022	2021
Debt reserve deposit	\$ 57,631	\$ 56,371
Demand note	73,309	73,309

Future principal payments and actuarial adjustments on the outstanding debt over the next five years and thereafter are as follows:

2023	\$ 163,816
2024	169,549
2025	175,484
2026	181,626
2027	187,982
Future years	2,271,677
	\$ 3,150,134

The Village has a revolving credit facility of \$230,000, payable on demand, bearing interest at the lender's prime rate of interest per annum and is not collateralized. The revolving credit facility was unused as at December 31, 2022 and 2021.

VILLAGE OF BELCARRA

Notes to Financial Statements

Year ended December 31, 2022

8. Tangible capital assets:

	Land	Buildings and facilities	Vehicle machinery and equipment	Office furniture and equipment	Recycling depot	Road and sidewalks	Storm sewer infrastructure	Water system infrastructure	Assets under construction	2022 Total	2021 Total
Cost:											
Opening balance	\$ 329,318	\$ 520,905	\$ 401,971	\$ 168,241	\$ 157,190	\$ 2,724,710	\$ 352,146	\$ 9,697,165	\$ -	\$ 14,351,646	\$ 14,312,427
Add: Additions, net of transfers	-	-	26,309	8,486	-	155,012	-	33,244	25,191	248,242	98,590
Less: Disposals	-	-	(6,900)	-	-	-	-	-	-	(6,900)	(25,359)
Less: Write-off of work-in-progress	-	-	-	-	-	-	-	-	-	-	(34,012)
	329,318	520,905	421,380	176,727	157,190	2,879,722	352,146	9,730,409	25,191	14,592,988	14,351,646
Accumulated amortization:											
Opening balance	-	256,841	244,851	117,573	92,669	1,105,599	309,900	1,663,008	-	3,790,441	3,508,135
Add: Amortization	-	21,653	22,077	14,315	7,242	78,895	2,513	156,761	-	303,456	304,665
Less: Accumulated amortization on disposals	-	-	(6,900)	-	-	-	-	-	-	(6,900)	(22,359)
	-	278,494	260,028	131,888	99,911	1,184,494	312,413	1,819,769	-	4,086,997	3,790,441
Net book value, end of year	\$ 329,318	\$ 242,411	\$ 161,352	\$ 44,839	\$ 57,279	\$ 1,695,228	\$ 39,733	\$ 7,910,640	\$ 25,191	\$ 10,505,991	\$ 10,561,205

VILLAGE OF BELCARRA

Notes to Financial Statements

Year ended December 31, 2022

9. Accumulated surplus:

	2022	2021	Increase (decrease)
Unrestricted operating surplus:			
General operating surplus	\$ 262,641	\$ 260,735	\$ 1,906
Waste and recycle depot (WARD) operating surplus	28,814	34,987	(6,173)
Water operating surplus	86,651	76,234	10,417
Total unrestricted operating surplus (a)	378,106	371,956	6,150
Restricted operating surplus:			
General operating surplus (Unutilized COVID-19 Safe Restart Grant) (b)	12,666	31,276	(18,610)
Statutory reserve funds:			
General capital	1,002,939	704,610	298,329
Financial stabilization	68,870	78,025	(9,155)
Transportation infrastructure	373,090	244,182	128,908
Vehicles and equipment	95,811	73,370	22,441
Water capital	150,339	203,664	(53,325)
Community works gas tax	407,046	566,940	(159,894)
MFA cash deposit	57,631	56,371	1,260
Water debt repayment	18,806	20,752	(1,946)
Total statutory reserve funds (c)	2,174,532	1,947,914	226,618
Investment in tangible capital assets:			
Tangible capital assets	10,505,991	10,561,205	(55,214)
Less debt	(3,150,134)	(3,301,843)	151,709
Total investment in tangible capital assets (d)	7,355,857	7,259,362	96,495
Inventories held-for-consumption (d)	25,519	5,873	19,646
Total accumulated surplus	\$ 9,946,680	\$ 9,616,381	\$ 330,299

(a) Unrestricted surplus:

Unrestricted surplus is available to temporarily finance operations until planned revenues (i.e. property taxes, fees, grants etc.) are received, or for other operating or capital purposes as determined by Village Council, to the extent that it is available.

(b) Restricted surplus:

Restricted surplus is the unutilized COVID Restart Grant funds that will be used in subsequent years to fund allowable COVID related expenses.

(c) Statutory reserves:

The Village establishes reserve funds by bylaw in accordance with the Community Charter and their use is restricted by the related bylaw and legislation. In the normal course of operations, these funds will be used to finance the future services or capital works for which they have been appropriated.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2022

9. Accumulated surplus (continued):

(d) Investment in tangible capital assets and inventories held for consumption:

Investment in tangible capital assets is equal to the book value of the tangible capital assets less related debt. In the normal course of operations, the tangible capital assets and inventories held for consumption will not be available to finance operations, but will be consumed to provide services, and the debt will be repaid with future revenues.

10. Commitments and contingencies:

(a) Contingent liability:

The loan agreements with the Greater Vancouver Regional District, Greater Vancouver Water District, Greater Vancouver Sewerage and Drainage District, and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect of such borrowing, the resulting deficiency becomes a joint and several liability of the Village and the other parties. Management does not consider payment under this contingency to be likely and therefore no liability has been recorded.

(b) Third party claims:

There is a lawsuit and claim pending by and against the Village. The outcome of this claim is undeterminable and it is the opinion of management that final determination of this claim will not materially affect the financial statements of the Village.

11. Pension plan:

The Village and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2024, with results available in 2025.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2022

11. Pension plan (continued):

The Village paid \$26,390 (2021 - \$20,507) for employer contributions to the plan in 2022. Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

12. Employee future benefits:

The Village provides certain post-employment benefits, compensated absences, and termination benefits to its employees. These benefits include accumulated non-vested sick leave.

	2022	2021
Accrued benefit obligation, beginning of year	\$ 15,300	\$ 14,000
Current service cost	2,600	2,600
Interest cost	300	400
Benefits paid	(3,600)	(1,700)
Amortization of actuarial loss	(200)	-
Accrued benefit obligation, end of year	14,400	15,300
Unamortized actuarial loss	(1,400)	(1,600)
Accrued benefit liability, end of year	\$ 13,000	\$ 13,700

Actuarial gains and losses are amortized over the expected average remaining service period of the related employee group commencing the year after the gain or loss arises. A full update to the actuarial valuation of the accrued benefit liability was performed to determine the Village's accrued benefit obligation as at December 31, 2021.

Actuarial assumptions used to determine the Village's accrued benefit obligation are as follows:

	2022	2021
Discount rate	2.4%	2.4%
Expected wage and salary range increases	2.5%	2.5%
Expected average remaining service period	17 years	10 years

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2022

13. Collections for other governments:

The Village collects certain taxation revenue on behalf of other government bodies. These funds are excluded from the Village's financial statements as they are not revenue of the Village. Such taxes collected and remitted to other government bodies during the year are as follows:

	2022	2021
Province of British Columbia - school tax	\$ 1,007,547	\$ 886,227
TransLink	165,930	155,999
Metro Vancouver Regional District	299,720	233,875
Police tax	87,569	88,585
BC Assessment and MFA	26,031	25,111
	<hr/> \$ 1,586,797	<hr/> \$ 1,389,797

14. Water parcel taxes:

Water parcel taxes are collected each year to pay the annual interest and principal debt payments on debt incurred by the Village for the potable water system construction project. The water parcel tax commenced with the first debt payment requirement in 2013, and will continue for the twenty-five year term of the related debt (note 7), provided the debt is not otherwise repaid.

The water parcel charge is charged to all taxable parcels that benefit from the construction of the potable water system, with the exception of those parcels that have paid the water parcel charge in full, as defined in the Village of Belcarra Water Supply and Distribution Local Area Service No. 1 Establishment and Loan Authorization Bylaw No. 413, 2008.

15. Contractual rights:

The Village's contractual rights arise from rights to receive payments under grant and other agreements. However, the revenue from these agreements is difficult to quantify and has not been recorded.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2022

16. Budget:

Legislatively, the budget must balance planned revenue sources with planned expenditures or use of funds (referred to as the balanced budget requirement). The table below demonstrates how the legislative requirement for a balanced budget has been met.

	2022 Budget	2022	2021
Annual surplus, statement of operations	\$ 379,810	\$ 330,299	\$ 215,188
Adjustments for non-cash items:			
Add: Amortization of tangible capital asset	337,451	303,456	304,665
Add: Loss on disposal of tangible capital assets	-	-	3,000
Add: Changes in inventories held-for-consumption	-	2,136	7,475
Deduct: MFA actuarial interest	(45,144)	(45,064)	(40,714)
Adjustments for cash items that are not revenues or expenses, but are sources or uses of funds:			
Less: capital expenditures	(641,833)	(248,242)	(98,590)
Less: inventories held-for-consumption acquired	-	(21,782)	-
Less: debt principal repayment	(106,645)	(106,645)	(106,645)
Net transfers for operating or capital purposes:			
To reserves	96,221	(226,617)	(411,556)
From surplus	6,301	25,807	161,196
To surplus (annual surplus)	(26,161)	(13,348)	(34,019)
	\$ -	\$ -	\$ -

17. Segment reporting:

The Village provides a wide range of municipal services. These services have been grouped into related departmental functions or service areas for segment reporting purposes. The following schedule shows the associated revenues and expenses for each segment. The various segments and the associated departmental functions or services are as follows:

General Government and Fiscal Services

This segment is comprised of services that relate to Village Council's legislative function including grants and elections. Functions that apply to the Village as a whole such as municipal hall upkeep, insurance, audit, banking and legal are included in this segment.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2022

17. Segment reporting (continued):

Administration and Human Resources

This segment includes Council support services, management of legal issues, records management, various human resources functions and oversight of departmental areas.

Information Technology

This segment is comprised of services related to the Village's information systems technology and infrastructure including its website.

Support Services (engineering, finance and planning)

This segment includes the Village's contracted support services for engineering, finance and planning. These services are provided on an as needed basis.

Building Inspection & Bylaw Enforcement

This segment provides for part-time building inspection and bylaw enforcement services which includes enforcement of various regulatory bylaws such as parking.

Public Works & Transportation

This segment includes the provision of services that relate to the Village's roads, bridges and drainage systems as well as for the maintenance of pedestrian walkways and trails.

Major Road Network (MRN)

This segment involves the maintenance and upkeep of the regional Bedwell Bay Road, the costs of which are funded by TransLink.

Fire & Emergency Services

This segment includes emergency planning and response services and minor expenditures related to fire protective, as the Sasamat Fire Department and its related services are shared regional services requisitioned and funded through the Metro Vancouver Regional District.

Waste & Recycle Depot (WARD)

This segment provides for refuse and recycling collection at the drop-off center and pick-up and disposal of these same materials.

Water System

This segment provides for the distribution and treatment of the water supply which is used for domestic and firefighting purposes.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2022

17. Segment reporting (continued):

	General government and fiscal services	Administration and human resources	Information technology	Support services (engineering finance and planning)	Building inspection and bylaw enforcement	Public works and transportation	Carried forward
Revenue:							
Taxation (including grants in lieu)	\$ 987,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 987,040
Sales of services and regulatory fees	10,440	-	-	-	132,513	790	143,743
Government transfers	432,331	-	-	-	-	-	432,331
Investment income	59,801	-	-	-	-	-	59,801
Actuarial income	-	-	-	-	-	-	-
Other revenues	15,562	-	-	-	-	-	15,562
	1,505,174				132,513	790	1,638,477
Expenses:							
Indemnities, salaries, and benefits	71,561	301,284	-	-	98,586	202,979	674,410
Contracted services	95,289	70,447	57,255	244,635	8,009	-	475,635
Supplies and materials	103,768	10,203	-	-	3,070	96,660	213,701
Grants	2,713	-	-	-	-	-	2,713
Interest and other	2,257	-	-	-	-	-	2,257
Amortization	21,653	-	14,315	-	-	103,485	139,453
Cost recoveries	(48,485)	(72,902)	(9,268)	(24,463)	(20,015)	(40,376)	(215,509)
	248,756	309,032	62,302	220,172	89,650	362,748	1,292,660
Annual surplus (deficit)	\$ 1,256,418	\$ (309,032)	\$ (62,302)	\$ (220,172)	\$ 42,863	\$ (361,958)	\$ 345,817

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2022

17. Segment reporting (continued):

	Brought forward	Major road network (MRN)	Fire and emergency services	Waste and recycle depot (WARD)	Water system	2022	2021
Revenue:							
Taxation (including grants in lieu)	\$ 987,040	\$ -	\$ -	\$ -	\$ 232,651	\$ 1,219,691	\$ 1,172,197
Sales of services and regulatory fees	143,743	-	-	153,147	353,830	650,720	544,199
Government transfers	432,331	119,320	-	-	-	551,651	556,342
Investment income	59,801	-	-	1,025	8,600	69,426	31,018
Actuarial income	-	-	-	-	45,064	45,064	40,714
Other revenues	15,562	-	-	-	-	15,562	9,808
	1,638,477	119,320	-	154,172	640,145	2,552,114	2,354,278
Expenses:							
Indemnities, salaries, and benefits	674,410	49,729	-	22,858	55,898	802,895	788,413
Contracted services	475,635	-	-	73,777	97,801	647,213	574,921
Supplies and materials	213,701	27,997	12,056	4,827	70,655	329,236	290,658
Grants	2,713	-	-	-	-	2,713	2,925
Interest and other	2,257	-	-	-	134,045	136,302	177,508
Amortization	139,453	-	-	7,242	156,761	303,456	304,665
Cost recoveries	(215,509)	41,594	(2,301)	58,882	117,334	-	-
	1,292,660	119,320	9,755	167,586	632,494	2,221,815	2,139,090
Annual surplus (deficit)	\$ 345,817	\$ -	\$ (9,755)	\$ (13,414)	\$ 7,651	\$ 330,299	\$ 215,188

VILLAGE OF BELCARRA

Schedule to Financial Statements (unaudited)

Year ended December 31, 2022

18. Subsequent event:

Subsequent to year-end, the Province publicly announced the Growing Communities Fund that will provide local governments in the province with one-time funding to address the needs of their growing communities. The Village has received \$759,000 under this program which will be spent in accordance with the guidelines provided by the Province.

VILLAGE OF BELCARRA

Schedule to Financial Statements (unaudited)

Year ended December 31, 2022

COVID-19 Safe Restart Grant:

	Total
Balance, December 31, 2021	\$ 31,276
Utilized during 2022:	
Emergency planning and response costs	(11,953)
Computer and other electronics technology costs	(6,657)
	(18,610)
Balance, December 31, 2022	\$ 12,666



COUNCIL REPORT

Date: April 11, 2023
From: Stewart Novak,
Subject: Senkler Road Bridge Inspection Report

Recommendation

That the report provided by WSP Canada Inc. (WSP) dated April 5, 2023 titled "Senkler Road Bridge Inspection Report" be received into the record for information.

Purpose

To provide the Senkler Road Bridge inspection report by WSP Canada Inc.

Background

As part of the maintenance of Village infrastructure, WSP was contracted to inspect the Senkler Road Bridge. The work was carried out in February of 2023 and a report on the inspection results provided.

Appendix A: Village of Belcarra Senkler Road Bridge Inspection Report by WSP Canada Inc.

VILLAGE OF BELCARRA

SENKLER ROAD BRIDGE INSPECTION REPORT

APRIL 05, 2023



REV 1 - FINAL



SENKLER ROAD BRIDGE INSPECTION REPORT

VILLAGE OF BELCARRA

PROJECT NO.: 211-09148-00
CLIENT REF:
DATE: APRIL 05, 2023

WSP
SUITE 1000
840 HOWE STREET
VANCOUVER, BC, CANADA V6Z 2M1

T: +1 604 685-9381
F: +1 604 683-8655
WSP.COM

REVISION HISTORY

REVISION 0		
March 24, 2023	Draft	
Prepared by	Reviewed by	Approved By
Mike Beales Asset Management Coordinator / Structural Inspector, Bridges	Tom Nott, P.Eng., CEng MICE, PMP Senior Engineer, Bridges	Charles Chataway, P.Eng. Lead Engineer, Bridges
REVISION 1		
April 04, 2023	Final	
Prepared by	Reviewed by	Approved By
Mike Beales Asset Management Coordinator / Structural Inspector, Bridges	Tom Nott, P.Eng., CEng MICE, PMP Senior Engineer, Bridges	Charles Chataway, P.Eng. Lead Engineer, Bridges

SIGNATURES

PREPARED BY



Mike Beales
Asset Management Coordinator / Structural
Inspector, Bridges

April 04, 2023

REVIEWED BY



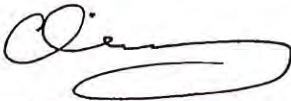
Tom Nott, P.Eng., CEng MICE, PMP
Senior Engineer, Bridges



2023-04-04
EGBC Permit #1000200

April 04, 2023

APPROVED BY



Charles Chataway, P.Eng.
Lead Engineer, Bridges

April 04, 2023

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1 INTRODUCTION

1.1 OVERVIEW

WSP Canada Inc. (WSP) was retained by the Village of Belcarra (the Village) to perform a detailed inspection of Senkler Road Bridge and to produce a report detailing the findings of the inspection and to provide recommendations and cost estimates for maintenance or further work.

The date of the most recent inspection is unknown. No previous inspection reports were made available to WSP.

1.2 BRIDGE LOCATION

Senkler Road Bridge is located in Belcarra and spans over a watercourse that flows from Sasamat Lake into Bedwell Bay. Senkler Road is a no through road and provides access to private properties and Sasamat Outdoor Centre in Metro Vancouver's Belcarra Regional Park. A map showing the location is provided in Figure 1.1.

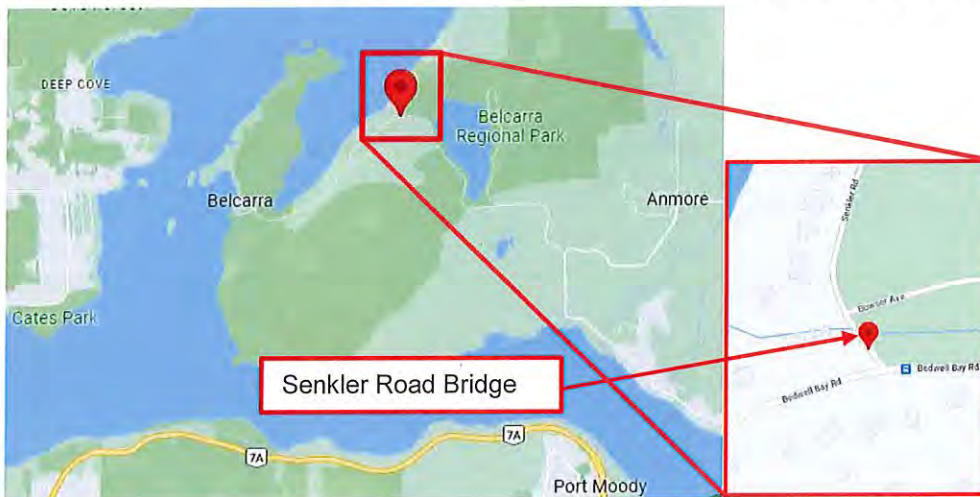


Figure 1.1 - Senkler Road Bridge location [Google Maps]

1.3 BRIDGE DESCRIPTION

Senkler Road Bridge is a single span, north-south orientated structure, with a total width of approximately 6.8 m and a clear span between abutments of approximately 8.2 m. Village records appear to indicate that the bridge was constructed in circa 1980, but the current superstructure was installed in 2012, supported on the original substructure. The superstructure from the original bridge was left in place below the new superstructure, but is now redundant and carries no highway loading.

The original superstructure consists of seven precast reinforced concrete inverted U-girder stringers. The newer superstructure comprises four precast reinforced concrete stringers, with a wearing surface system comprising a rubberized asphalt waterproofing membrane and an asphalt wearing course. At the edge of the deck are reinforced concrete parapets complete with steel bicycle rails. There are steel guardrails on the bridge approaches. The substructure comprises reinforced concrete abutments and wingwalls. A 152 mm diameter gas pipe spans between the abutments on the west side of the bridge and a steel water pipe spans between the abutments under the bridge on

the east side. A cross section of the bridge structure is shown in Figure 1.2 and a full set of record drawings showing the substructure of the earlier bridge and the 2012 superstructure are provided in Appendix A.

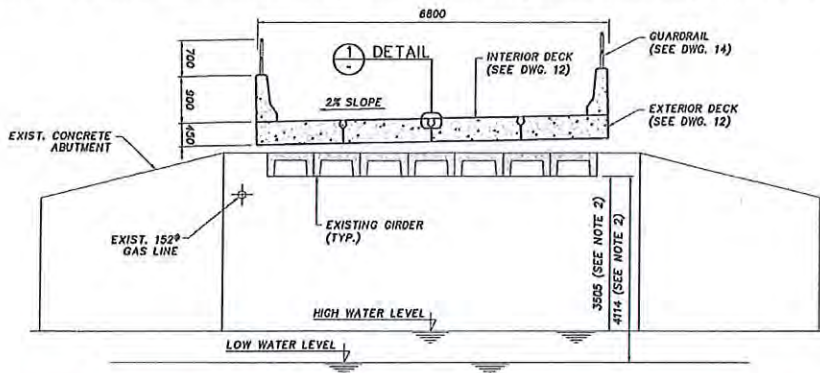


Figure 1.2 - Bridge cross section [Extract from 2012 record drawing 11-202-11 Rev 1]

It is understood that the earlier superstructure was replaced following a load rating in 2011 that required a 12 tonne load limit. The 12 tonne load restriction was found to be less than required for the Village's fire trucks, so the decision was taken to replace the superstructure. The load posting was removed upon installation of the new superstructure.

1.4 INSPECTION METHODOLOGY

The WSP inspection was undertaken by Tom Nott, P.Eng. and Mike Beales on February 10, 2023. The weather during the inspection was cool and wet with light rain.

The inspection included a thorough visual examination of accessible components of the bridge and general evaluation of visible defects for the purpose of assessing the current bridge condition, stability, and safety. Inspection of the substructure was primarily visual combined with hammer sounding of concrete components to determine the extent of delamination and spalling.

As the original stringers were left in place after construction of the new superstructure and the top of the new stringers have been surfaced with asphalt, the full inspection of the superstructure was limited to the parts of the soffit visible in the gap between the two constructions. It is noted that the newer superstructure record drawings indicate that the gap between the original stringers and the new stringers is to be filled with EPS Geofoam, but this was not installed.

The structure was accessed on foot. No traffic control was required to conduct the topside inspection as traffic was minimal.

2 INSPECTION FINDINGS

The following comments are based on visual inspection of bridge components. Photographs showing standard site and component views, typical and isolated defects, and those of other noteworthy importance are provided in the following sections.

2.1 APPROACHES & EMBANKMENTS

The approach roadways to the bridge are in fair condition. The asphalt surface is in good condition with no signs of rutting, major cracking, or settlement (Figure 2.1). There are several 10 mm deep gouges in the asphalt, likely attributed to the slight grade change from the bridge's approach to off-structure roadway (Figure 2.2). There is a tie-in joint to the asphalt on the south approach (Figure 2.2).



Figure 2.1 - North approach looking south



Figure 2.2 - South approach looking north

A number of the precast concrete curbs on the northeast side of the bridge approach are either misaligned or turned over (Figure 2.3). There also appears to be debris buildup at the northeast end of the bridge where the guardrail ends and the curb begins due to a possible dip in the road / asphalt (Figure 2.3).

A portion of the asphalt curb along the southwest side of the approach has broken off (Figure 2.4). This appears to have resulted in the water running down the embankment rather than flowing over the bridge along the parapet as intended. This has resulted in erosion of the embankment material in the southwest corner of the bridge, as detailed in section 2.4 below.

There is a scour hole below the northeast wingwall, discussed in more detail in section 2.4. There are currently no signs of failure of this embankment.



Figure 2.3 – Concrete curbs in northeast corner



Figure 2.4 - Missing asphalt curb in southwest corner

2.2 CHANNEL



Figure 2.5 - Channel under bridge looking east

The natural channel is in fair condition (Figure 2.5). There is vegetation growth to the embankments which has encroached into the channel. There is also a build up of tree branches in the channel.

2.3 FOUNDATIONS

The record drawings indicate that the abutments are founded on spread footings. There are no signs of movement that would indicate any concern with the bridge foundations.

2.4 ABUTMENTS & WINGWALLS

The reinforced concrete abutments are in overall fair condition (Figure 2.6, Figure 2.7) with damp staining and minor algae growth throughout.



Figure 2.6 - North abutment



Figure 2.7 - South abutment

There is a horizontal crack to the full width of both abutments that appears to be a construction joint between a two stage concrete pour (Figure 2.8). The crack to the north abutment has been repaired and the repairs remain generally sound, with some minor loss of grout to east corner of the north abutment (Figure 2.9).



Figure 2.8 - Crack to south abutment



Figure 2.9 - Crack repair to northeast abutment

There is some minor localized spalling up to 50 mm deep above the connection of the gas pipeline on the south abutment (Figure 2.10). There is also some minor undermining approximately 200 mm x 1 m wide to the west corner of the south abutment (Figure 2.11).



Figure 2.10 - Gas pipe connection at south abutment



Figure 2.11 - West corner of south abutment

The reinforced concrete wingwalls are in fair condition (Figure 2.12, Figure 2.13, Figure 2.14, Figure 2.15). There is vegetation growth throughout, particularly to the northwest and southeast wingwalls and so inspection of these walls was limited. There is a diagonal hairline crack to the southwest wingwall which appears to be longstanding and possibly repaired in the past (Figure 2.15).



Figure 2.12 - Northeast wingwall



Figure 2.13 - Northwest wingwall



Figure 2.14 - Southeast wingwall



Figure 2.15 - Southwest wingwall

The lower portion of the northeast wingwall shows significant undermining, resulting in a hole approximately 3 m long x 1 m deep (Figure 2.12). This cavity below the wingwall appears to have been formed by scour during high flow events. This has resulted in spalling to the wingwall and exposed reinforcement along the bottom of the wall (Figure 2.16). There is also approximately 400 mm deep undermining to the southwest wingwall (Figure 2.15), which appears to be caused by runoff from the roadway above, as discussed in section 2.1 above.



Figure 2.16 - Scour hole below northeast wingwall

2.5 BEARINGS

The record drawings for the 2012 deck replacement do not show any bearings. However, concrete pedestals and rubber bearing pads were seen supporting the ends of the stringers at the inspection. The visible parts of these components were found to be in good condition. There is a build up of loose gravel and minor vegetation growth around the bearings (Figure 2.17).



Figure 2.17 - North abutment bearings looking west

2.6 DECK

As noted in section 1.3, the original deck stringers and the newer 2012 stringers both remain in place. The original stringers no longer support the vertical loading from the highway, but may still provide some propping effect to the abutments.

2.6.1 ORIGINAL DECK STRINGERS

The original precast reinforced concrete inverted U-girder deck stringers are in poor condition. There is extensive spalling, cracking and exposed reinforcement mainly to the bottom flanges, but also to some of the webs (Figure 2.18, Figure 2.19). There is corrosion to the reinforcement but the extent is difficult to quantify.



Figure 2.18 - Underside of original deck stringers looking south



Figure 2.19 - Underside of original deck stringers looking southwest

2.6.2 NEW DECK STRINGERS

The underside of the 2012 deck stringers are only visible through the approximately 100 mm gap between them and the original deck stringers. From what can be seen, the new deck stringers are in generally good condition with no causes for concern. There is condensation build up to the underside of the stringers (Figure 2.20).



Figure 2.20 - Underside of new deck stringers looking south

2.7 DECK WEARING SURFACE SYSTEM

The asphalt deck wearing surface system is in good condition with no defects identified (Figure 2.21). There is no drainage system on the bridge deck.



Figure 2.21 – Deck wearing surface system

2.8 PARAPETS

The reinforced concrete parapets and steel bicycle rails are in good condition with no defects identified (Figure 2.22, Figure 2.23).



Figure 2.22 - Front face east parapet



Figure 2.23 - Back face east parapet

2.9 APPROACH GUARDRAILS

The galvanized steel guardrails are in generally good condition and are firmly fixed to the ends of the bridge parapets. There is a small dent in the top portion of the northeast rail (Figure 2.24) and missing connection bolts on the northwest rail where it meets the parapet and midway along the southeast rail. (Figure 2.25).



Figure 2.24 - Front face northeast guardrail



Figure 2.25 - Front face of northwest guardrail

2.10 SIGNAGE

The bridge deck icing warning signage is in generally good condition and firmly fixed to the bicycle railing on both sides of the bridge. The W54 width delineator signage is in generally good condition, with a small bend in the top

corner of the northwest sign (Figure 2.26). The stop sign foundation at the corner of Senkler Road and Bedwell Bay Road is above grade and looks to have been placed next to the originally dug hole and is not firmly founded in the ground (Figure 2.27). There is and the no exit sign on the southeast corner of the bridge is unstable due to loose ground surrounding it (Figure 2.28).



Figure 2.26 - Northwest width delineator sign



Figure 2.27 - Stop sign at corner of Senkler Rd. and Bedwell Bay Rd.



Figure 2.28 - No exit sign at southeast corner

2.11 UTILITIES

The gas pipe is in generally good condition. There is a BC Gas warning sign to the northwest corner of the bridge (Figure 2.29). The steel water main is in fair condition with superficial corrosion throughout (Figure 2.30).



Figure 2.29 - Water pipe



Figure 2.30 - BC Gas warning sign

3 DISCUSSION AND RECOMMENDATIONS

The record drawings from the 2012 deck replacement indicate that the new superstructure was designed with a 20-year design life “due to the fact that no records for the abutment walls are available”. Therefore, Senkler Road Bridge is around 11 years into its assumed 20-year design life. It is anticipated that the design life of the structure could be extended beyond this initially assumed design life with adequate maintenance and ongoing inspections.

3.1 DISCUSSION

Some of the more critical maintenance items include the original deck stringers, the scour to the northeast wingwall and the missing asphalt curb in the southwest concern. These items are discussed below.

3.1.1 SCOUR BELOW NORTHEAST WINGWALL

The large scour hole to the northeast wingwall presents a potential risk to the stability of the wingwall and the embankment behind. It is not known if the hole was caused by a one-off high flow event or if the hole is the result of scour occurring over a longer period of time. Nevertheless, attempts should be made to backfill behind the wingwall and prevent further washout by protecting the fill. This could be achieved using rock riprap together with filter fabric to prevent washout of the soils. This type of repair is likely to be temporary only and will need to be monitored to determine if it has prevented the scour. If further scour occurs, a more robust solution may be required, such as provided additional retainment of the embankment below the level of the existing wingwall.

3.1.2 ASPHALT CURB IN SOUTHWEST CORNER

The broken asphalt curb is leading to water runoff flowing down the southwest embankment, leading to undermining of the wingwall. This curb should be reinstated to prevent this from getting worse.

3.1.3 ORIGINAL DECK STRINGERS

Although the original deck stringers are in poor condition, they no longer carry any vertical loading from vehicles on the bridge. They may still provide some propping effect to the top of the abutments depending on the type of connection, but this is expected to be minimal. The condition of the stringers is therefore of no structural concern.

The cracked and spalled concrete will continue to deteriorate, and further spalling should be expected, which will result in chunks of concrete falling from the bridge. As the bridge spans over a creek with no access this does not pose an immediate risk to the public. However, it would be prudent to remove this loose concrete by tapping the entire soffit with a hammer to prevent the risk of concrete falling into the creek (for environmental reasons) or onto any Village or utility company work crews who may be carrying out maintenance under the bridge.

3.2 RECOMMENDATIONS

Table 3.1 provides recommendations for maintenance and provides high-level cost estimates.

Table 3.1 Recommended maintenance

COMPONENT	ACTIVITY	SUGGESTED TIMELINE	COST ESTIMATE
Approaches & Embankments	Realign and reposition displaced precast concrete curb in northeast corner	< 2 years	\$500
	Replace missing portion of asphalt curb in southwest corner	< 2 years	\$2,000
Abutment & Wingwalls	Monitor cracks and minor spalling at abutments and wingwalls	During routine inspections	-
	Remove vegetation around abutments and wingwalls to allow for future inspections	< 2 years	\$1,000
	Replace fill behind and below northeast wingwall and install protection, comprising rock riprap and filter material, to prevent future scour	< 1 year	\$20,000
	Monitor northeast embankment and wingwall for signs of future scour or undermining	During routine inspections	-
	Monitor for further undermining or scour at the base of west corner of south abutment	During routine inspections	-
Deck	Remove loose concrete to the original deck stringers	< 2 years	\$500
Approach Guardrails	Replace missing bolts along front face northwest guardrail	< 2 years	\$500
Signage	Reposition loose stop sign and no exit sign so that they are firmly secured below grade	< 1 year	\$500

4 CLOSURE

Senkler Road Bridge is in overall fair condition and remains serviceable. Of most concern is the scour hole below the northeast wingwall, which should be addressed before the embankment or wingwall become undermined. The missing asphalt curb in the southwest corner is leading to rainwater runoff flowing down the embankment. The curb should be replaced to prevent erosion of the embankment. The original deck stringers no longer carry vertical highway loading and so their poor condition is of no structural concern. However, consideration should be given to removing the loose concrete to reduce the risk of the concrete falling onto a worker or into the creek.

The remaining bridge components are in fair condition with no significant or urgent defects.

APPENDIX

A RECORD DRAWINGS

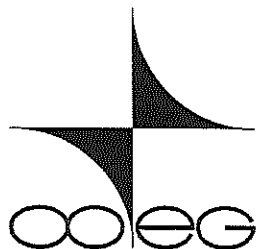
SENKLER ROAD BRIDGE

DECK RETROFIT

REISSUED FOR CONSTRUCTION
2012 SEPTEMBER 27

DRAWING LOG

DWG #	DRAWING TITLE	REV. #
11-202-00	GENERAL NOTES	2
11-202-11	GENERAL ARRANGEMENT	1
11-202-12	DECK - REINFORCEMENT	2
11-202-13	BARRIER - REINFORCEMENT	1
11-202-14	GUARDRAIL - DETAILS	1



INFINITY ENGINEERING GROUP LTD.

38 FELL AVENUE, #301, NORTH VANCOUVER, B.C., V7P 3S2

T 604 998 1178 F 604 998 1177

WWW.INFINITY-ENGINEERS.COM

DESIGN CRITERIA

1. DESIGN STANDARD

- CANADIAN HIGHWAY BRIDGE DESIGN CODE (CHBDC) CAN/CSA-S8-06

2. GENERAL DESIGN CRITERIA:

- ASSUMED DESIGN LIFE IS 20 YEARS DUE TO THE FACT THAT NO RECORDS FOR ABUTMENT WALLS ARE AVAILABLE.
- PERFORMANCE LEVEL OF THE TRAFFIC BARRIER SHALL BE PL-1.
- ASSUMED DESIGN SPEED IS 50 km/h.

3. LOADS

DEAD LOAD:

- A LOAD ALLOWANCE OF 0.25 kN/m² FOR UTILITIES HAS BEEN CONSIDERED.
- UNIT WEIGHTS OF MATERIALS SHALL BE IN ACCORDANCE WITH CHBDC CAN/CSA-S8-06, TABLE 3.3 U.N.O.
- A 80 mm THICK ASPHALT WEARING SURFACE WITH A UNIT WEIGHT OF 23.5 kN/m² HAS BEEN CONSIDERED.

LIVE LOAD:

- THE NEW DECK SLAB HAS BEEN DESIGNED FOR TWO (2) TRAFFIC LANES.
- THE DESIGN TRUCK IS ONE CL-525 AS DEFINED BY THE CHBDC CAN/CSA-S8, CL.3.6.3

WIND LOAD:

- WIND LOAD IN ACCORDANCE WITH CHBDC CAN/CSA-S806, CL.3.10.
- THE DESIGN HOURLY MEAN WIND PRESSURE IS ASSUMED TO BE: 0.50 kN/m².

SEISMIC LOAD:

- THE BRIDGE IS CLASSIFIED AS AN EMERGENCY ROUTE BRIDGE IN ACCORDANCE WITH CHBDC CAN/CSA-S8-06, CL.4.4.2
- THE BRIDGE DECK HAS BEEN DESIGNED FOR SEISMIC PERFORMANCE ZONE 3 ACCORDING TO THE CHBDC CAN/CSA-S8-06, TABLE 4.1
- ABUTMENTS HAVE NOT BEEN RATED AND VERIFIED TO MEET MODERN SAFETY STANDARDS.

TEMPERATURE:

- THE DAILY MEAN TEMPERATURES ARE:
MAXIMUM DAILY MEAN TEMPERATURE: 28°C
MINIMUM DAILY MEAN TEMPERATURE: -20°C
- THE EFFECTIVE TEMPERATURES USED FOR DESIGN ARE BASED ON THE DAILY MEAN TEMPERATURES MODIFIED IN ACCORDANCE WITH THE CHBDC CAN/CSA-S8-06, TABLE 3.7 FOR SUPERSTRUCTURE TYPE C.
- MAXIMUM EFFECTIVE TEMPERATURE: 38°C
MINIMUM EFFECTIVE TEMPERATURE: -29°C
- THE DESIGN REFERENCE TEMPERATURE AND THE ASSUMED CONSTRUCTION TEMPERATURE IS 10°C U.N.O.

SETTLEMENT:

- THE DECK SLAB IS A SINGLE SPAN STRUCTURE AND CONSIDERED AS NOT SENSITIVE TO DIFFERENTIAL SETTLEMENTS.

CREEP AND SHRINKAGE:

- DUE TO THE RELATIVE SHORT LENGTH OF THE BRIDGE CREEP AND SHRINKAGE EFFECTS ARE EXPECTED TO BE VERY SMALL AND NOT DESIGN RELEVANT.
- CRACK CONTROL IS IN ACCORDANCE WITH THE CHBDC CAN/CSA-S8-06, CL.8.12

4. MATERIALS

STRUCTURAL STEEL:

- STRUCTURAL STEEL SHALL COMPLY WITH CSA-C40.21, M-350 U.N.O.
- STRUCTURAL STEEL SHALL BE GALVANIZED IN ACCORDANCE WITH CAN/CSA-G184M U.N.O.

WELDING

- WELDING SHALL BE IN ACCORDANCE WITH CSA W59.
- WELDING SHALL BE DONE IN THE SHOP UNLESS APPROVED BY THE ENGINEER OF RECORD.
- WELDING REPAIR PROCEDURES SHALL BE SUBMITTED TO THE ENGINEER OF RECORD FOR APPROVAL.
- MINIMUM NON-DESTRUCTIVE TESTING REQUIREMENTS ARE: FOR COMPLETE PENETRATION WELDS:
100% RADIOGRAPHIC OR ULTRASONIC EXAMINATION FOR GROOVE OR FILLET WELDS:
100% MAGNETIC PARTICLE EXAMINATION

BOLTING

- HIGH STRENGTH BOLTS SHALL CONFORM TO THE REQUIREMENTS OF ASTM A328 U.N.O.
- THE NOMINAL DIAMETER OF THE BOLT HOLE SHALL NOT BE MORE THAN 2mm LARGER THAN THE NOMINAL BOLT DIAMETER.
- BOLTED CONNECTIONS SHALL BE SLIP-CRITICAL U.N.O.
- CONTACT SURFACES SHALL BE CLASS C IN ACCORDANCE WITH THE CHBDC CAN/CSA-S8, TABLE 10.9

CONCRETE

- CONCRETE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 35 MPa.
- THE MAXIMUM WATER/CEMENT RATIO SHALL BE 0.48.
- THE AMBIENT TEMPERATURE DURING CASTING SHALL NOT BE LESS THAN +5°C.
- MATERIAL, METHODS OF MATERIAL TESTING, AND CONSTRUCTION PRACTICES SHALL COMPLY WITH CAN/CSA-A23.1, AND CAN/CSA-A23.2.
- IF PRECAST SEGMENTS ARE USED CONCRETE SHALL BE CONSTRUCTED IN A CSA APPROVED PLANT OR APPROVED EQUIVALENT.
- MIN. CONCRETE COVER SHALL BE 50mm U.N.O.
- SURFACES AT COLD JOINTS BETWEEN PRECAST SEGMENTS AND CAST-IN-PLACE CONCRETE OR GROUT SHALL BE INTENTIONALLY ROUGHENED TO AN AMPLITUDE OF MINIMUM 5mm AT 15mm SPACING

REINFORCING STEEL

- REINFORCING STEEL SHALL CONFORM TO CSA-C30.10-M92 GRADE 400W U.N.O.
- ALL BARS SHALL BE UNCOATED U.N.O.
- BARS SHALL NOT BE SPLICED AT LOCATIONS OTHER THAN THOSE SHOWN ON THE PLANS UNLESS APPROVED BY THE ENGINEER OF RECORD.
- U.N.O. REINFORCEMENT STEEL LAP SPLICES SHALL BE AS FOLLOWS (FOR SIZE OF BARS SPLICED AT ANY ONE LOCATION)

BAR SIZE	LENGTH (mm)	
	TOP BARS	OTHER
10M	500	400
15M	700	500
20M	900	700
25M	1300	1000

LARGER DIAMETER SHALL BE SPLICED WITH COUPLERS

GROUT

- GROUT SHALL BE NON-SHRINK CEMENT BASED GROUT WITH A MINIMUM COMPRESSIVE STRENGTH OF 35 MPa AT 28 DAYS.

WEARING SURFACE

- THE WEARING SURFACE SYSTEM SHALL CONSIST OF TWO (2) 40mm LIFTS OF ASPHALT, 3mm PROTECTIVE BOARD, AND A 5mm THICK RUBBERIZED ASPHALT WATERPROOFING MEMBRANE.
- THE JOINT BETWEEN CONCRETE BARRIER AND TOP LIFT OF WEARING SURFACE SHALL BE SEALED WITH BERAM 195 HOT APPLIED JOINT SEALANT (MIN. 50mm DEEP AND 20mm WIDE).
- RUBBERIZED WATERPROOFING SHALL BE IN FULL CONTACT WITH HOT APPLIED JOINT SEALANT OVER ENTIRE LENGTH OF BRIDGE.

5. BACK FILL

- BACK FILL BEHIND EXISTING ABUTMENT WALLS SHALL BE CAPABLE TO RESIST A BEARING PRESSURE OF 100 kN/m² (SL5) AND 150 kN/m² (UL5).
- CONTRACTOR SHALL CONFIRM THROUGH GEOTECHNICAL FIELD REVIEW THAT BACKFILL MATERIAL IS APPROPRIATE OR REPLACE MATERIAL WITH NEW MATERIAL THAT MEETS CRITERIA.

6. ABBREVIATIONS

DOT. OR BTM	BOTTOM
B/S	BOTH SIDE
CL	CENTER LINE
C/C	CENTER ON CENTER
COM	CENTER OF MASS
C.I.P.	CAST IN PLACE
C-J	CONSTRUCTION JOINT
C/W	CONE WITH
DIA. OR Ø	DIAMETER
DWG.	DRAWING
EF	EACH FACE
EQ.	EQUAL
ELEV.	ELEVATION
F/S	FAR SIDE
M	METER
MAX.	MAXIMUM
MIN.	MINIMUM
mm	MILLIMETER
N/S	NEAR SIDE
N.T.S.	NOT TO SCALE
REF.	REFERENCE
PL	PLATE
REQ'D	REQUIRED
SYM.	SYMBOL
SYMM. OR SYM	SYMMETRICAL
T.O.	TOP OF
TYP.	TYPICAL
U.N.O.	UNLESS NOTED OTHERWISE
WP	WORK POINT
W/D	WITHOUT
Ø	AT



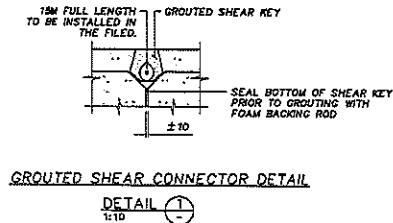
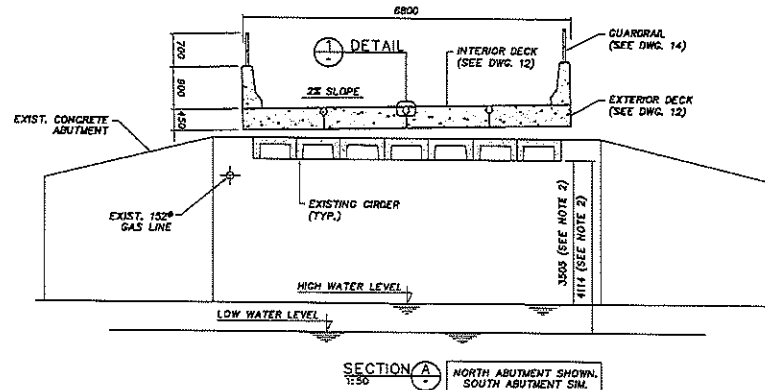
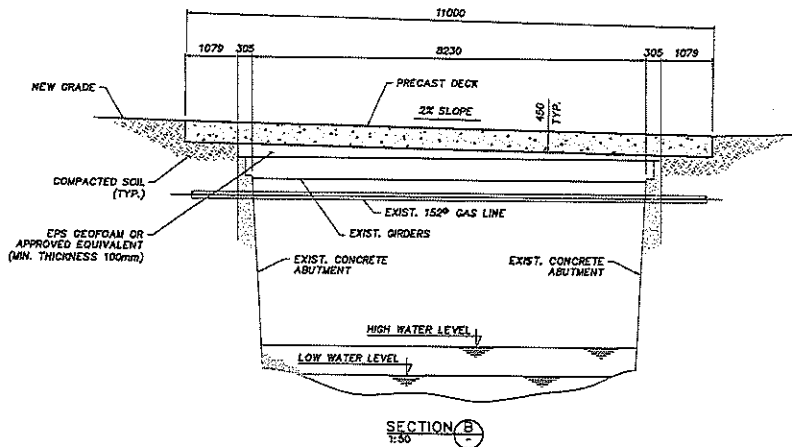
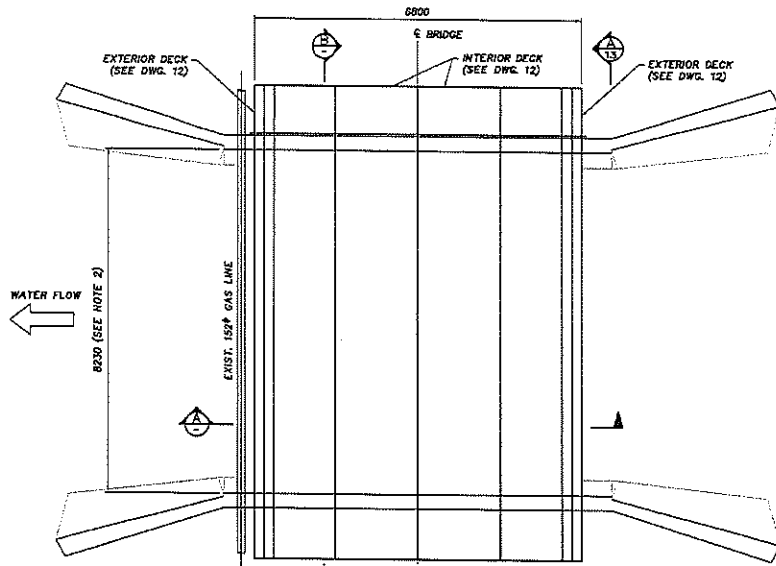
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1	2012-SEP-21	REVISED AS NOTED	MS
0	2012-JUNE-29	ISSUED FOR CONSTRUCTION	MS

DESIGNED: M. SCHUELLER	DATE: 2011-DEC-08
DRAWN: M. CHENG	DATE: 2011-DEC-08
CHECKED: B. PAKALNITS	DATE: 2012-SEP-20
APPROVED: M. SCHUELLER	DATE: 2012-SEP-21
SHEET: -	SCALE: -

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VILLAGE OF BELCARRA
4084 BEDWELL BAY ROAD, BELCARRA, B.C.

PROJECT TITLE	SENKLER ROAD BRIDGE
DWG. TITLE	GENERAL NOTES
PROJECT No.	11-202
DWG. No.	11-202-00
REV.	2



NOTES:

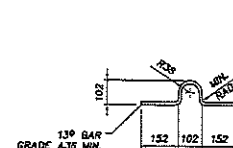
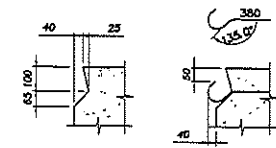
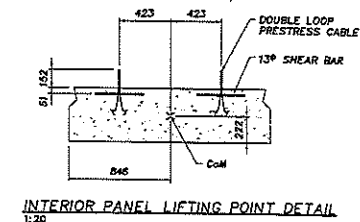
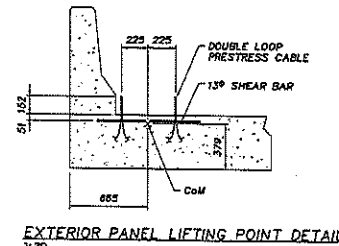
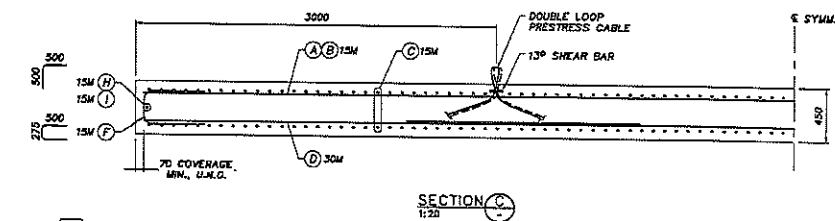
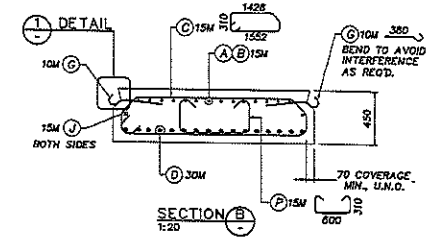
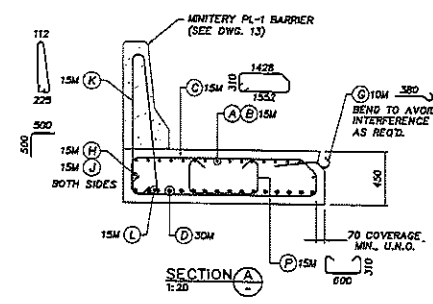
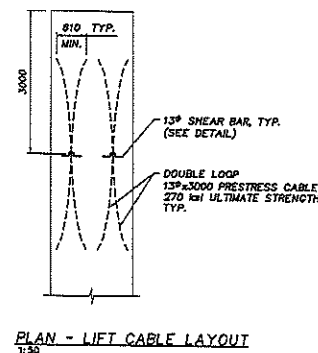
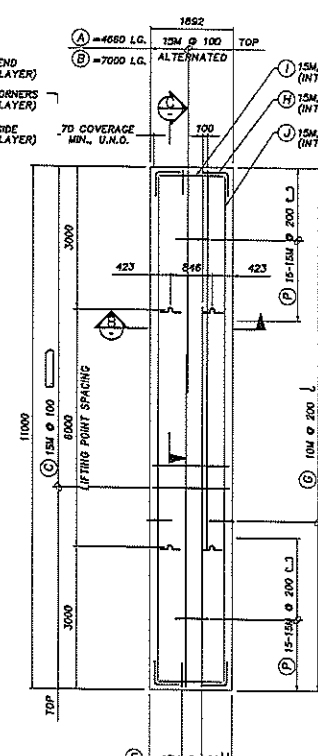
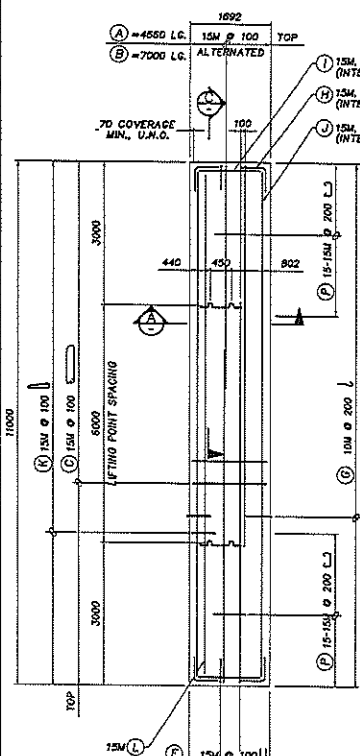
1. FOR GENERAL NOTES SEE DWG. 00.
2. DIMENSION IS TAKEN FROM BEESLEY ENGINEERING LTD. DRAWING NO. 017-D-SL.
3. FOR WATER MAIN DETAILS SEE DRAWINGS 0813-244 BY BEESLEY ENGINEERING LTD.



DESIGNED: M. SCHUELLER	DATE: 2011-JUNE-08
DRAWN: S. ZHANG	DATE: 2011-JUNE-08
CHECKED: B. PAKALNIS	DATE: 2012-SEP-20
APPROVED: M. SCHUELLER	DATE: 2012-SEP-21
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REV.	DATE
1	2012-SEP-27
1	2012-SEP-21
0	2012-JUNE-29
REVISION DESCRIPTION	INITIAL
REISSUED FOR CONSTRUCTION	MS
REVISED AS NOTED	MS
ISSUED FOR CONSTRUCTION	MS


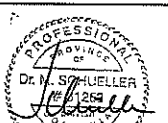



VILLAGE OF BELCARRA		
4084 BEDWELL, BAY ROAD, BELCARRA, B.C.		
PROJECT TITLE		
SENKLER ROAD BRIDGE		
DWG. TITLE		
GENERAL ARRANGEMENT		
PROJECT No.	DWG. No.	REV.
11-202	11-202-11	1



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M = 35792 kg
V = 11.16 m

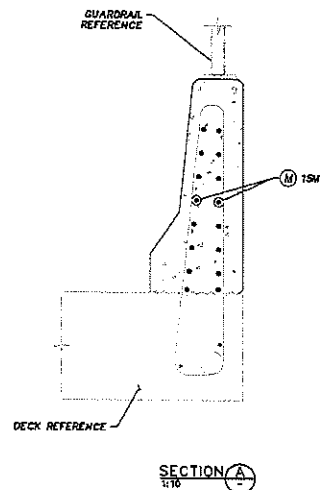
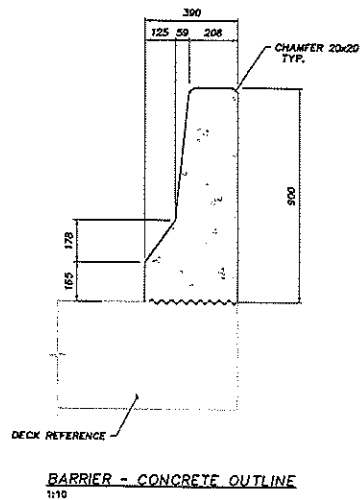
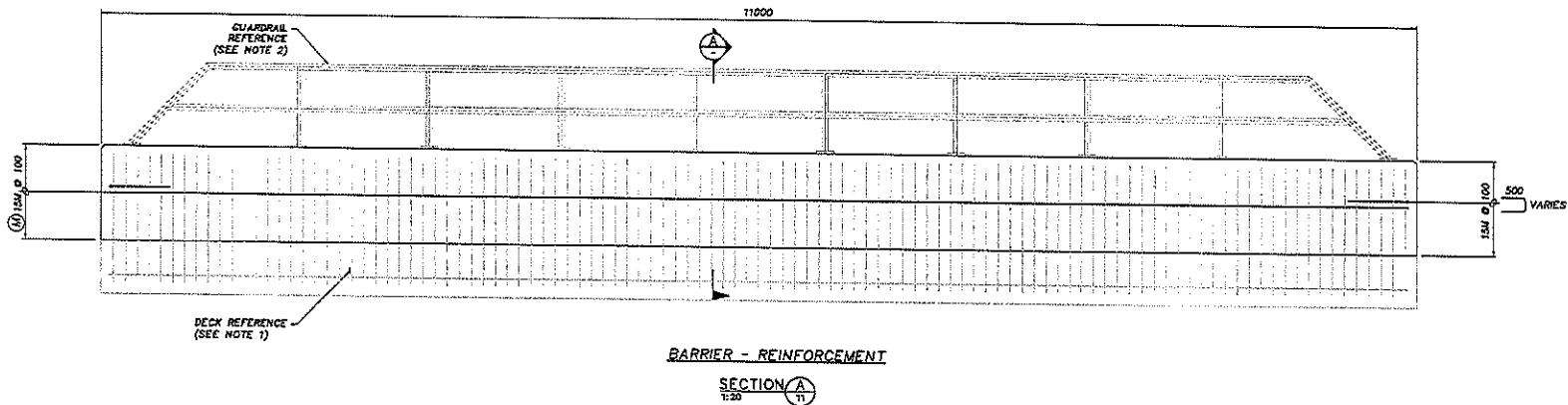
DATA
W = 201.01 kN
M = 20101 kg
V = 8.36 m

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					DRAWN: M. CHENG	DATE: 2011-DEC-12
					CHECKED: B. PAKALNIS	DATE: 2012-SEP-20
					APPROVED: M. SCHUELLER	DATE: 2012-SEP-21
					SHEET:	SCALE: AS NOTED
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		1	2012-SEP-21	REVISED AS NOTED	MS	
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		REV.	DATE	REVISION DESCRIPTION	INITIAL	



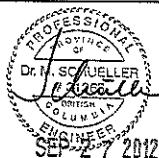
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VILLAGE OF BELCARRA 4084 BEDWELL BAY ROAD, BELCARRA, B.C.		
PROJECT TITLE SENKLER ROAD BRIDGE		
DWG. TITLE DECK - REINFORCEMENT		
PROJECT No. 11-202	DWG. No. 11-202-12	REV. 2



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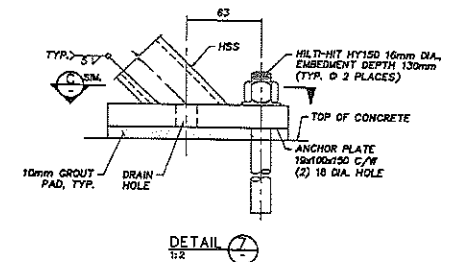
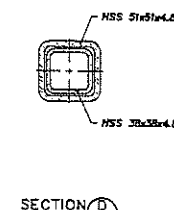
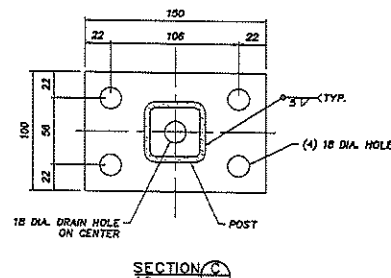
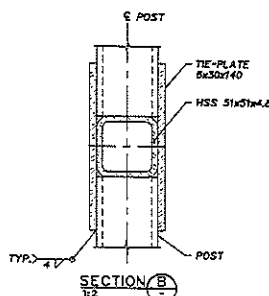
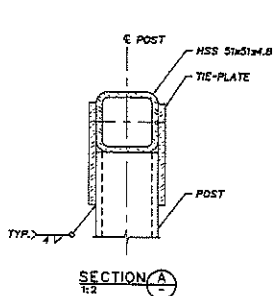
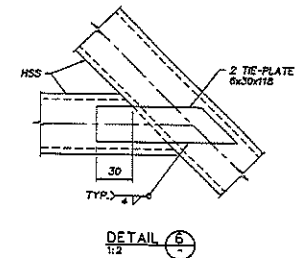
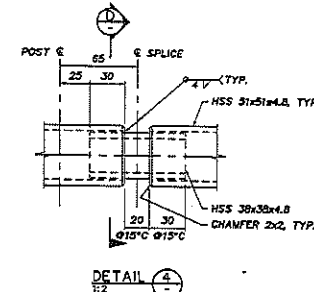
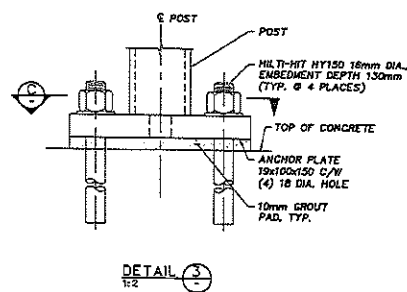
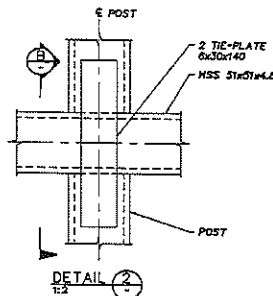
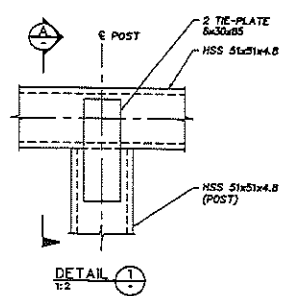
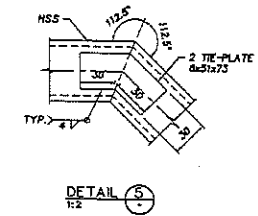
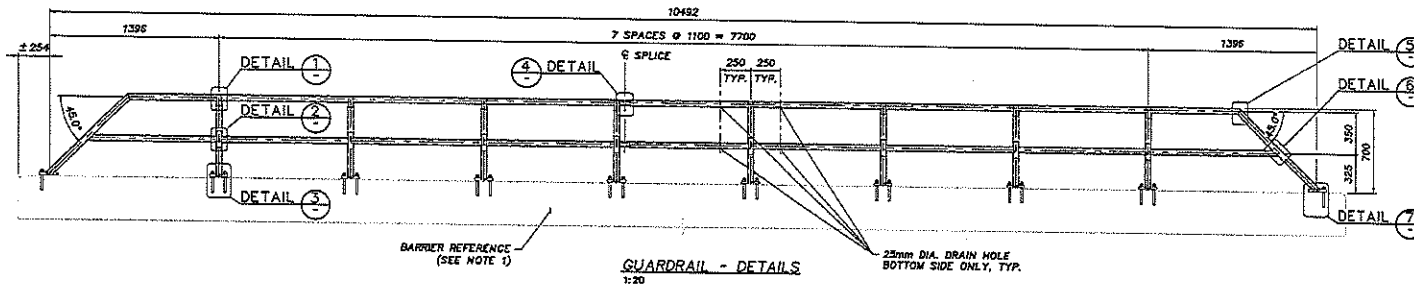
1. FOR DECK DETAILS SEE DWG. 11 AND 12.
2. FOR GUARDRAIL DETAILS SEE DWG. 14.
3. BARRIER AS SHOWN OR APPROVED BRITISH COLUMBIA MINISTRY OF TRANSPORTATION & INFRASTRUCTURE DESIGN AS SHOWN ON DWG. 2784-1.



DESIGNED:	M. SCHUELLER	DATE:	2011-DEC-08
DRAWN:	M. CHENG	DATE:	2011-DEC-12
CHECKED:	B. PAKALNIS	DATE:	2012-SEP-20
APPROVED:	M. SCHUELLER	DATE:	2012-SEP-21
SHEET:	SCALE:	AS NOTED	
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REV.	DATE	REVISION DESCRIPTION	INITIAL
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1	2012-SEP-21	REVISED AS NOTED	MS
0	2012-JUNE-29	ISSUED FOR CONSTRUCTION	MS


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PROJECT TITLE		
SENKLER ROAD BRIDGE		
DWG. TITLE		
BARRIER - REINFORCEMENT		
PROJECT No.	DWG. No.	REV.
11-202	11-202-13	1



NOTES:

- FOR CONCRETE BARRIER SEC DWG. 13
- ALL STEEL SHALL BE GALVANIZED
- GUARDRAIL AS SHOWN OR APPROVED BRITISH COLUMBIA MINISTRY OF TRANSPORTATION & INFRASTRUCTURE DESIGN AS SHOWN ON DWG. 2785-3



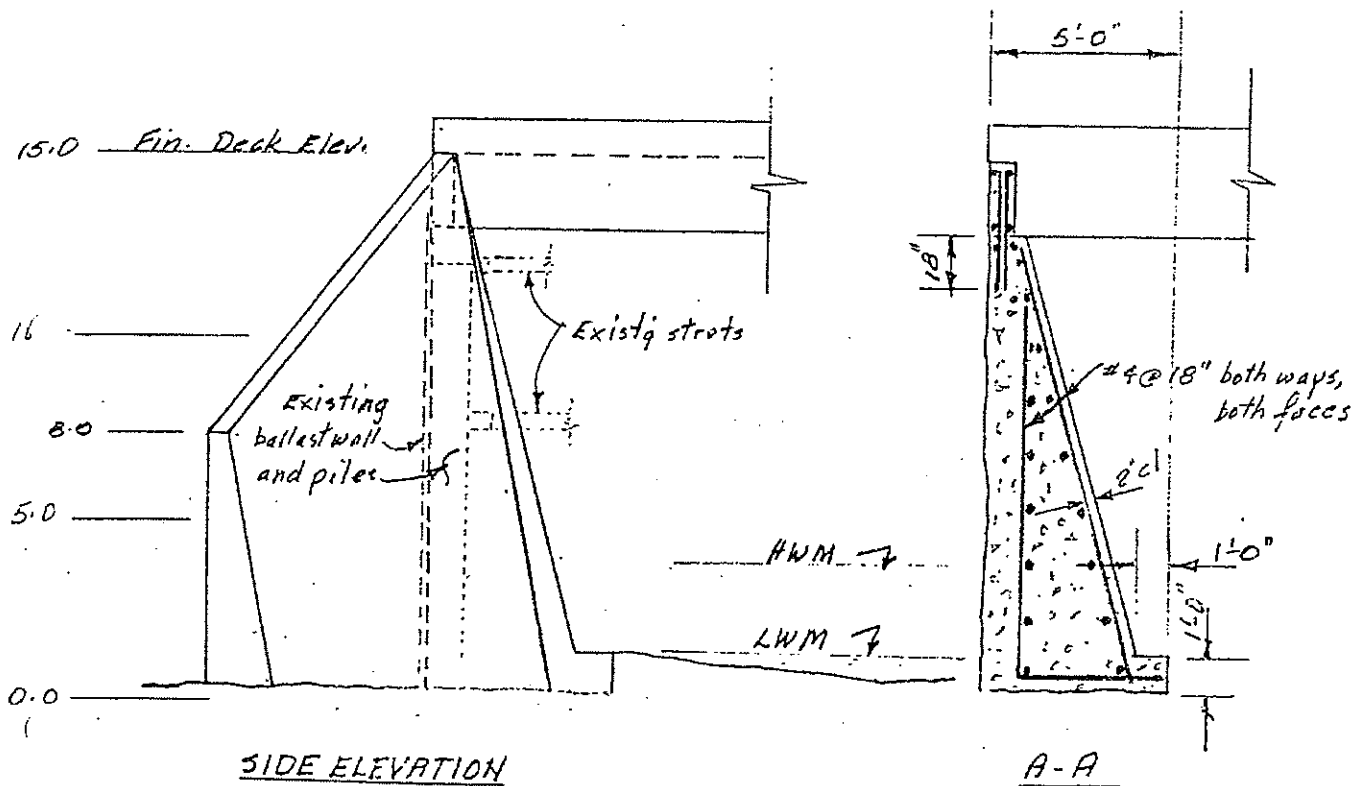
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1	2012-SEP-21	REVISED AS NOTED	MS
0	2012-JUNE-29	ISSUED FOR CONSTRUCTION	MS

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VILLAGE OF BELCARRA

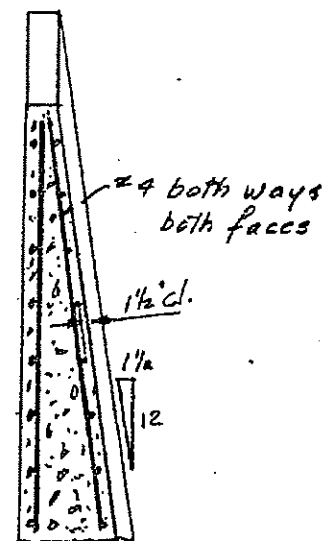
4064 BEDWELL BAY ROAD, BELCARRA, B.C.

PROJECT TITLE	SENKLER ROAD BRIDGE		
DWG. TITLE	GUARDRAIL - DETAILS		
PROJECT No.	11-202	DWG. No.	11-202-14
REV.			1



DATA of MATERIALS
 Concrete, 3,000#, 3/4" off.
 Rebar

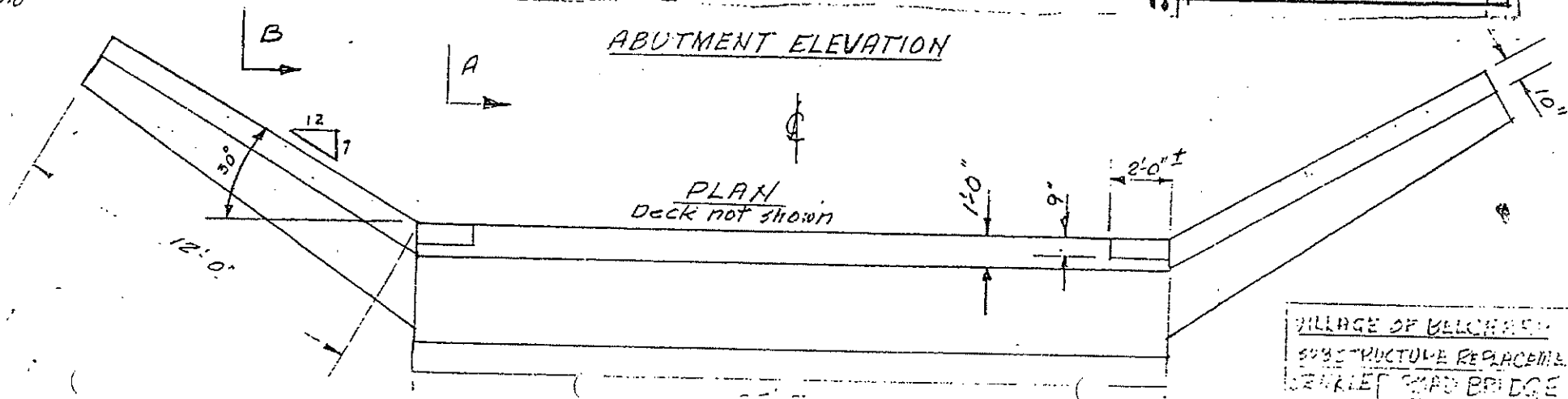
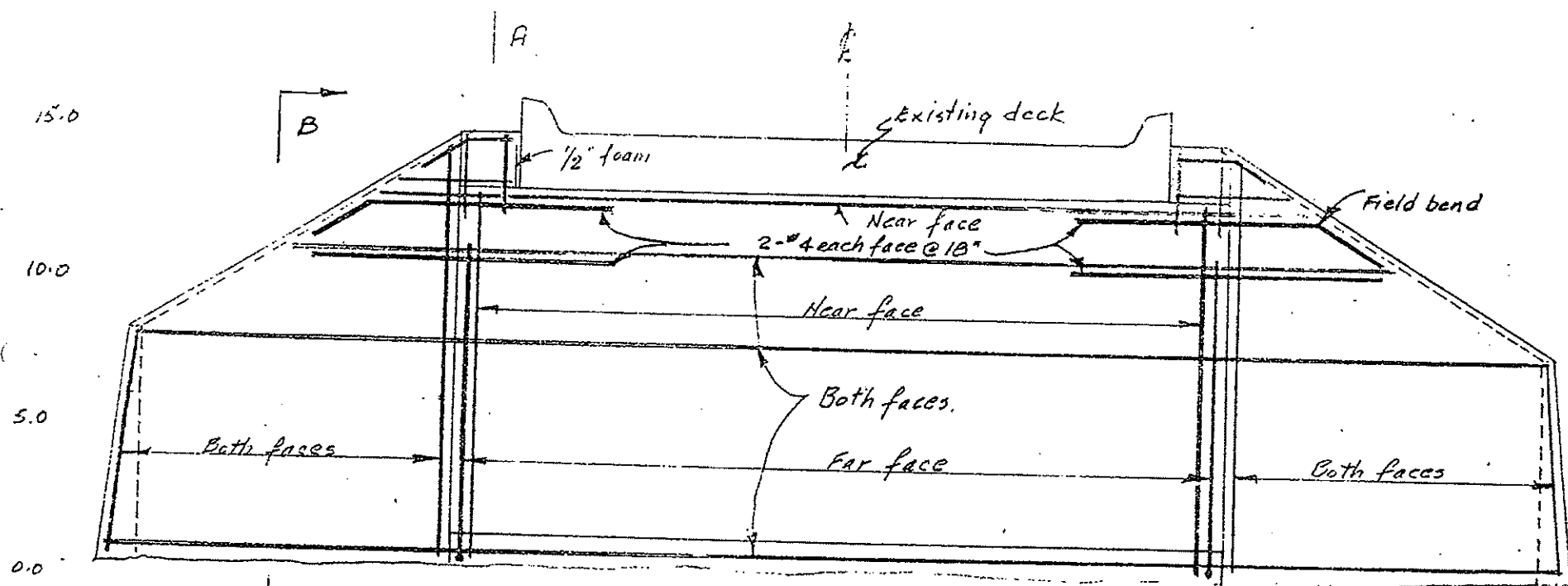
70 m³
 2,000 #



ERECTION SEQUENCE

Pour to elev. 7.5'± encasing existg. piles
 Remove struts.
 Pour to elev. 12.0'±
 Jack deck 2"±, remove cap & balance
 of piles. Repeat other end

SENNER ROAD BRIDGE
 5/12/21



VILLAGE OF BELCHER
STRUCTURE REPLACEMENT
LEWIS ROAD BRIDGE



COUNCIL REPORT

Date: April 11, 2023
From: Ken Bjorgaard, Financial Consultant
Subject: 5-Year (2023 – 2027) Financial Plan Amendment Bylaw

Recommendation:

That Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023, Amendment Bylaw No. 611, 2023 be read a first and second time.

Purpose:

The purpose of this report is to present a 2023 – 2027 Financial Plan Amendment Bylaw (Bylaw) for first and second readings. This Bylaw implements Council's motions from March 27, 2023, as follows:

- That the purchase of a new 550 flatbed dump truck, or one with specifications similar to Belcarra's existing fleet truck be approved, at a cost of up to \$175,000; and
- That the Village of Belcarra's 2023 – 2027 financial plan be amended to include the flat bed dump truck purchase in 2023 and the deferral of the Holland Tractor purchase from 2023 (\$195,000 budget) to 2024.

Background:

The Bylaw attached hereto for Council's consideration reflects the above noted Council motions. This Bylaw meets the requirement of *Community Charter* as follows:

Financial plan

- 165 (1)** A municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted.
- (2) For certainty, the financial plan may be amended by bylaw at any time.**

It is recommended that the Bylaw receive first two (2) readings on April 11, 2023.

Appendix A: Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023, Amendment Bylaw No. 611, 2023



**VILLAGE OF BELCARRA
5-Year (2023 – 2027) Financial Plan Bylaw
No. 606, 2023,
Amendment Bylaw No. 611, 2023**



A bylaw to amend the 5-Year Financial Plan for the years 2023 – 2027 inclusive.

WHEREAS pursuant to Section 165 of the Community Charter, “Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023” was adopted on March 27, 2023; and

AND WHEREAS pursuant to Section 165 of the Community Charter, the financial plan may be amended by bylaw at any time.

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 (2023 – 2027) Financial Plan Bylaw No. 606, 2023, Amendment Bylaw No. 611, 2023”.
2. “Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023” is hereby amended by deleting Schedule A – Financial Plan in its entirety and replacing it with Schedule A – Financial Plan attached to and forming part of this Bylaw.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

Jamie Ross
Mayor

Paula Richardson
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra 5-Year (2023 – 2027) Financial
Plan Bylaw No.606, 2023, Amendment Bylaw No. 611, 2023

Chief Administrative Officer

Schedule A - Financial Plan

	2023	2024	2025	2026	2027
REVENUE					
Taxation (including grants in lieu)	(1,006,297)	(1,036,380)	(1,067,363)	(1,099,273)	(1,132,139)
Parcel taxes	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)
Sale of services & regulatory fees	(685,699)	(746,355)	(813,326)	(887,294)	(969,009)
Government transfers	(529,119)	(537,677)	(502,279)	(519,477)	(776,167)
Investment income	(57,693)	(58,425)	(59,171)	(59,930)	(60,704)
Actuarial income	(44,814)	(50,547)	(56,482)	(62,623)	(68,980)
Total Revenue	(2,591,239)	(2,697,001)	(2,766,238)	(2,896,214)	(3,274,616)
EXPENSES					
General government & fiscal services	223,262	228,842	234,474	265,198	241,798
Administration & human resources	267,901	273,757	285,942	291,535	297,237
Information technology	40,636	41,478	42,347	43,243	44,166
Support services (engineering, finance & planning)	158,985	140,854	142,757	144,697	146,671
Building inspection & bylaw enforcement	87,334	89,057	90,813	92,605	94,432
Public works & transportation	255,585	250,905	255,063	268,331	272,825
Major road network (MRN)	168,196	170,403	173,628	176,923	179,683
Fire & emergency services	7,454	7,492	7,530	7,568	7,607
Waste & recycle depot (WARD)	187,873	192,246	198,155	204,252	209,690
Water system	514,922	529,209	555,788	579,713	605,853
Amortization	354,090	371,555	389,889	409,135	429,339
Total Expenses	2,266,238	2,295,798	2,376,386	2,483,200	2,529,301
ANNUAL SURPLUS	(325,001)	(401,203)	(389,852)	(413,014)	(745,315)
RESERVES, DEBT & CAPITAL					
Tangible capital assets	530,100	465,500	200,000	253,000	436,000
Amortization	(354,090)	(371,555)	(389,889)	(409,135)	(429,339)
Repayment of debt (principal & actuarial)	163,816	169,549	175,484	181,625	187,982
Transfers from reserves	(535,146)	(456,196)	(231,946)	(300,748)	(205,446)
Transfers to reserves	520,947	569,038	609,642	656,680	724,494
Transfer from appropriated surplus	(9,400)	-	-	-	-
Transfers from surplus	(17,726)	(1,663)	-	-	-
Transfers to surplus	26,500	26,530	26,561	31,592	31,624
Total Reserves, Debt & Capital	325,001	401,203	389,852	413,014	745,315
FINANCIAL PLAN BALANCE	-	-	-	-	-



COUNCIL REPORT

Date: April 11, 2023

From: Stewart Novak, Public Works & Emergency Preparedness Coordinator

Subject: **Asset Management and Climate Change Planning Grant Application**

Recommendation:

That the report dated April 11, 2023 regarding Asset Management and Climate Change Planning Grant Application be received into the record for information.

Purpose:

To provide an update related to the grant application submitted to the Union of British Columbia Municipalities (UBCM) and approved by Council at a Regular Council meeting held on June 20, 2022.

Background:

At the Regular Council meeting held on June 20, 2022, Council directed staff to apply for a grant opportunity from the Canada Community Building Fund – Capacity Building Stream for Asset Management and Climate Change Planning administered through UBCM.

Objectives of the funding were to help understand and plan for the risk that a changing climate poses to Village infrastructure, public and private properties, and the health and safety of its residents.

The primary objectives were to:

- Develop a GIS inventory and mapping for natural drainage assets (ditches, natural water courses, culverts, outfalls, catch basins, and drainage pipes);
- Conduct a visual condition assessment of approximately 150 drainage culverts and 65 drainage pipes;
- Integrate new, and currently available information on topography and soils characteristics;
- Forecast future weather conditions and extreme events (drought, snowfall, rainfall, winds, etc.) using the latest climate change modeling for the region;
- Undertake a climate vulnerability/risk assessment for the Village's infrastructure;
- Integrate this information with the recent asset management plan, existing capital plans and the ongoing Official Community Plan (OCP) update;
- Develop/update the level of service standards for water, fire protection, transportation, snow removal and stormwater management so as to consider the impacts of climate change;
- Engage the community in discussions around service expectations, risks and costs;

- Update bylaws related to development, stormwater management, and other areas impacted by changes to service levels;
- Develop a long-term capital and financial plan to address the risks associated with climate change;
- Develop a web-based visual dashboard to serve as a planning tool for Village staff, communicate the study results and recommendations and to collect comments and input Belcarra residents.

Total budget funding for the project request was up to \$200,000.00 and 100% funded by the Canada Community Building Fund.

Decision by UBCM:

On March 14, 2023 a letter was received from UBCM stating that 45 municipalities were approved for a total of approximately \$100 million funding, and that Belcarra was not approved.

All funding requests were technically ranked by criteria provided to the Management Committee for all projects.

Attachment A: UBCM Response

March 14, 2023

Paula Richardson
Chief Administrative Officer
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

Dear Paula Richardson:

RE: STRATEGIC PRIORITIES FUND APPLICATION

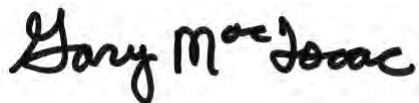
Thank you for submitting your Strategic Priorities Fund (SPF) application for funding under the Canada Community-Building Fund. We have now completed approvals and unfortunately your application for the Asset Management and Climate Change Planning (22-0695-SPF) was not approved for funding at this time.

As with previous intakes for pooled funding delivered through the Canada Community-Building Fund, the 2022 SPF intake was oversubscribed. In total, 190 applications were made, with a funding request of over \$514 million. Of these, 45 projects were approved for approximately \$100 million. The projects selected reflect the technical ranking provided to the Management Committee for all projects.

We wish to thank you for taking the time to develop and forward your application. The Management Committee anticipates that funding under the SPF is now fully committed.

Should you have any questions regarding the 2022 SPF intake, please contact Brant Felker, Manager, Canada Community-Building Fund by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Sincerely,

A handwritten signature in black ink that reads "Gary MacIsaac". The signature is written in a cursive, slightly stylized font.

Gary MacIsaac, Chair
Canada Community-Building Fund Management Committee



COUNCIL REPORT

Date: April 11, 2023 **File No.** 1280-03

From: Stewart Novak, Public Works and Emergency Preparedness Coordinator

Subject: Kubota Replacement

Recommendation

That the Public Works Kubota be replaced in 2023 at a total cost of up to \$35,000 funded from savings from the previously approved 2023 flat-bed truck budget; and

That the Village of Belcarra's 2023 – 2027 Financial Plan be amended accordingly.

Background

In 2017 an ATV Kubota was purchased to use as a bylaw enforcement vehicle in addition to a service vehicle for maintaining the water distribution system and various other functions in and around the municipality. The size of the Kubota provides for safe parking on the shoulder when work is taking place along the road and saves the municipality money on fuel with its small diesel engine and light vehicle weight.

In March of 2023 the transmission failed in the Kubota. The following week, the dealership ascertained the problem and advised that the repair cost estimate exceeded the value of the Kubota. Considering the age and condition of the Kubota, a recommendation was made to purchase a new Kubota which would be more cost effective than repairing the existing vehicle.

Three Dealership quotes were received ranging from \$30,000 to \$45,500. Avenue Machinery were able to provide a quote for a similar Kubota at the most competitive price of \$29,794.00 plus tax. In addition, Avenue Machinery will make an assessment on the existing Kubota and have offered to deduct the assessed value as a trade in.

Council recently approved a budget amendment to purchase a flat-bed truck in 2023 for \$175,000 and to defer the purchase of a budgeted Holland tractor from 2023 to 2024. After obtaining further quotations for the flat-bed truck it has been determined that approximately \$35,000 of savings will result from this purchase and can be used to replace the Kubota.

Should the Kubota purchase be approved staff will bring forward an amending financial plan bylaw in due course.



COUNCIL REPORT

Date: April 11, 2023
From: Stewart Novak, Public Works, and Emergency Preparedness Coordinator
Subject: Tatlow Reservoir Update

Recommendation

That the report dated April 11, 2023, regarding the Tatlow Reservoir Update be received into the record for information.

Purpose

To provide an update on the ongoing work at the Tatlow Reservoir.

Update

- Staff have reached out to contractors asking to resubmit quotes for the excavation work around the Tatlow Reservoir.
- WSP will schedule to attend the Tatlow site in coordination with Inland Divers to ensure adequate video filming of the inside tank.

Staff are currently working on the annual water report which is expected to be provided at the April 24, 2023 Regular Council Meeting.



VILLAGE OF BELCARRA
Council Code of Conduct Bylaw No. 609, 2023



A bylaw to govern the conduct of members of Council

WHEREAS Council Members are keepers of the public trust and must uphold the highest standards of ethical behaviour in order to build and inspire the public's trust and confidence in local government;

AND WHEREAS Council Members are expected to:

- (a) make decisions that benefit the community;
- (b) act lawfully and within the authorities of the *Community Charter, Local Government Act* and other applicable enactments; and
- (c) be free from undue influence and not act, or appear to act, to gain financial or other benefits for themselves, family, friends or business interests;

AND WHEREAS Council wishes to conduct its business in a transparent, efficient, accountable and respectful fashion;

AND WHEREAS it is to the benefit of the community for Council to conduct its business in accordance with the Village's values of community, innovation, integrity, service and teamwork; and

AND WHEREAS Council Members intend to demonstrate their leadership in ethical behaviour and to promote the principles of transparency, accountability and civility through their decisions, actions and behaviour;

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 Council Code of Conduct Bylaw No. 609, 2023"

Definitions

2. In this Bylaw

"Advisory Body" means a committee, task force, commission, board or other body established or appointed by Council or by the Mayor;

"Advisory Body Member" means a person sitting on an Advisory Board, and includes a Council Member appointed to the body;

Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023

“Bully and Harass” includes:

- (a) any conduct that would be contrary to the Village’s Respectful Workplace Policy;
- (b) any unwelcome or objectionable conduct or comment that would be considered discriminatory under the *Human Rights Code* if the conduct or comment was in respect of any of the following prohibited grounds:
 - (i) race,
 - (ii) conviction for an offence,
 - (iii) colour,
 - (iv) ancestry,
 - (v) physical disability,
 - (vi) place of origin,
 - (vii) mental disability,
 - (viii) political belief,
 - (ix) sex,
 - (x) religion,
 - (xi) age,
 - (xii) marital status,
 - (xiii) sexual orientation,
 - (xiv) family status.
- (c) Sexual Harassment;
- (d) any other unwelcome or objectionable conduct or comment by a Council Member toward another Council Member, an Advisory Board Member, Volunteer or Staff that causes that individual to be humiliated or intimidated, including verbal aggression or insults, making derogatory comments, including questioning the professional competence of an Advisory Board Member, Volunteer or Staff, calling someone derogatory names, hazing or initiation practices, vandalizing personal belongings or spreading malicious and untrue rumours;

“Campaign Period” means the period commencing the first of October immediately preceding a general election and ending on the day of the general election;

“Child” means a person toward whom a Responsible Adult has demonstrated a settled intention to treat as a child of his or her family and includes a child born within or outside marriage, an adopted child, step-child or grandchild;

“Chief Administrative Officer” means the Municipal Officer position of the Chief Administrative Officer;

“Commissioner” means the individual appointed by Council from time to time on retainer to participate in formal complaint process is in accordance with this bylaw;

Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023

“Confidential Information” means information or a record that is marked confidential by Council or Staff, that is personal information, that could reasonably harm the interests of individuals or organizations including the Village if disclosed to persons who are not authorized to access the information, or information or a record to which section 117 of the *Community Charter* applies, including, without limitation, any:

- (a) decisions, resolutions or report contents forming part of the agenda for or from a *Closed* meeting of Council until a Council decision has been made for the information to become public or otherwise released; and
- (b) details on Council’s *Closed* meeting deliberations or specific detail on whether an individual Council Member voted for or against a matter;

“Corporate Officer” means the Municipal Officer position of Village Clerk that has been designated the corporate officer under section 148 of the *Community Charter*;

“Council Member” means the Mayor or a Councillor;

“Family Member” means a Spouse, a Child, a Responsible Adult, and siblings;

“Lobbying” means any communication with a Council Member by an individual who is paid or who represents a business or financial interest with the goal of trying to influence any legislative action including development decisions, business licence decisions, introduction, passage, defeat, amendment or repeal of a bylaw, motion, resolution, or development approval, zoning bylaw amendment, or termination of a Village policy, program, directive, guideline, or the outcome of a decision on any matter before Council, an Advisory Body, or Staff;

“Municipal Officer” means a member of staff designated as an officer under section 146 of the *Community Charter* or a bylaw under that section;

“Personal Information” has the same meaning as in the *Freedom of Information and Protection of Privacy Act*;

“Responsible Adult” means a person who has demonstrated a settled intention to treat a Child as a member of his or her family whether or not that person is the biological parent of the Child;

“Sexual Harassment” is any verbal, written or physical conduct, comment, gesture or contact of a sexual nature that may cause offence or humiliation to a Council Member, Staff, Advisory Body Member, Volunteer or a member of the public or that might reasonably be perceived by Staff, an Advisory Body Member or Volunteer as placing a condition of a sexual nature on employment or on any opportunity for training or promotion, and examples of sexual harassment may include but are not limited to:

- (a) unwelcome remarks, questions, jokes, innuendo or taunting, about a person’s body or sex, including sexist comments or sexual invitations;
- (b) verbal abuse and threats of a sexual nature;
- (c) leering, staring or making sexual gestures;

Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023

- (d) display of pornographic or other sexual materials in the form of degrading pictures, graffiti, cartoons or sayings;
- (e) unwanted physical contact such as touching, patting, pinching, hugging;
- (f) intimidation, threat or actual physical assault of a sexual nature;
- (g) sexual advances with actual or implied work-related consequences;

“Spouse” means a person to whom the person is married or with whom the person is living in a marriage-like relationship, and includes a former spouse;

“Staff” means a Municipal Officer or employee, a contractor, consultant or other service provider;

“Village” means the Village of Belcarra;

“Village Business” means any Village program, activity, policy, process, project or undertaking;

“Village Solicitor” means the Municipal Officer position of the Village solicitor;

“Village Record” includes anything on which information is recorded or stored by graphic, electronic, mechanical or other means in any format, but does not include a computer program or any other mechanism that produces records;

“Village Record System” means a system used by the Village of Belcarra to manage Village Records from creation through to disposal or long-term preservation;

“Volunteer” means a person serving the Village who is not a Council Member, member of Staff or an Advisory Board Member;

“Workplace” includes, but is not limited to, work sites owned, operated or controlled by the Village, including the municipal hall, operations centres, fire hall, parks locations and buildings, construction or maintenance sites, business related social functions, work locations away from the foregoing venues, work related conferences and training sessions, work related travel, telephone conversations, voice mail or electronic messaging.

Interpretation

3. In this Bylaw, a reference to the Mayor, a Chair, or Staff includes, in the absence of the Mayor, Chair or Staff member, a reference to the person appointed as deputy or appointed to act in the place of that person from time to time.
4. Without limitation, this Bylaw applies in respect of the Workplace and elsewhere, and without limitation applies to the use of social media by a Council Member.

PART 1 – CONDUCT OF ELECTED OFFICIALS

General Conduct

5. A Council Member shall not:
 - (a) contravene this Bylaw, as amended or replaced;
 - (b) contravene any other Village bylaw or policy, as amended or replaced;
 - (c) breach their oath sworn upon taking office as a Council Member;
 - (d) contravene a law of British Columbia or Canada, including the *British Columbia Human Rights Code* or the *Freedom of Information and Protection of Privacy Act*;
 - (e) Bully or harass another person;
 - (f) defame another person;
 - (g) abuse their office.
6. A Council Member shall treat other Council Members, Staff, Advisory Body Members, Volunteers, and the public with respect and dignity.
7. A Council Member shall align their conduct with the Village's values of integrity, innovation, service, teamwork and community.

Interactions of Council Members with Staff, Volunteers and Advisory Body Members

8. A Council Member shall not issue instructions or directions to Staff regarding Village Business except through the Chief Administrative Officer or the appropriate department manager.
9. Before, during or after a procurement process, a Council Member shall not issue instructions or directions to a contractor, tenderer, proponent, consultant or other service provider. Outside of a Council or committee meeting, a Council Member shall not communicate with a tenderer or proponent regarding the subject matter of the procurement.
10. A Council Member shall not interfere with, hinder or obstruct Staff, a Volunteer or an Advisory Board Member in the exercise or performance of their roles, responsibilities, powers, duties or functions.
11. If a Council Member has information about Staff, a Volunteer or an Advisory Board Member that the Council Member wishes to bring to the attention of the Village for the purposes of a review or investigation into the conduct or an omission of the individual, the Council Member may only do so by delivering the information in writing to the Chief Administrative Officer. On receipt of such information, the Chief Administrative Officer shall conduct a review or investigation and address the matter in accordance with the Village's employment agreements, bylaws and policies and with the applicable employment law or professional responsibility enactments.

Conduct at Council and Advisory Board Meetings

12. A Council Member must act with decorum at Council and Advisory Body meetings in accordance with the *Village of Belcarra Council Procedure Bylaw No. 593, 2021*, as amended or replaced from time to time.
13. Council Members shall make every effort to participate diligently in the activities of Council and Advisory Bodies or other bodies to which they are appointed by the Village or by virtue of being an elected official, including intergovernmental meetings. To “participate diligently” means that a Council Member shall not be absent from meetings of Council or Advisory Body meetings, or from those of other bodies to which they are appointed by virtue of their status as a Council Member, without reasonable justification (such as illness of the Council Member, family circumstance, regional government business) for more than four consecutive scheduled meetings, for a period of 60 consecutive days, or on a regular basis.

Improper Use of Influence

14. A Council Member shall only use the influence of their office in the good faith exercise of their official duties.

Election Activities

15. A Council Member shall not participate in any civic events requiring them to perform official ceremonial duties between the last day of the nomination period and the voting day, as defined in the *Local Government Act*, unless authorized by a resolution of Council.
16. A Council Member shall comply with the *Local Government Act* and the *Local Elections Campaign Financing Act* when undertaking election campaign activities and fundraising.
17. A Council Member shall not use the Village’s employees, property or resources for election campaign or fundraising activities at any point during a term of office, unless those resources are similarly available to all candidates and the fees associated with the use of the employees, property or resources has been paid for with election campaign funds. Without limiting the generality of the foregoing, this prohibition applies to:
 - (a) data sets and Personal Information collected and maintained by the Village;
 - (b) office space; and
 - (c) Village websites or external websites paid for by the Village.
18. A Council Member may include a link on his or her campaign website to the Village’s website or an external website paid for by the Village.

19. During the Campaign Period, a Council Member shall not:
- (a) deliver Village funded newsletters or conduct open houses funded by the Village;
 - (b) distribute mass e-mails from the Council Member's Village e-mail address, unless the communication arises from an emergency and the communication is authorized by the Chief Administrative Officer;
 - (c) update websites that are either Village hosted or paid for by the Village;
 - (d) use social media and internet resources such as Twitter, Facebook or Instagram in the Council Member's personal name, unless those accounts include a disclaimer that they are not Village-funded and do not reflect Village policy; nor
 - (e) request that Village employees work on an election campaign during hours in which the employee receives compensation from the Village, unless the work both unavoidably overlaps with the regular duties of the employee and is minor and infrequent, such as coordinating campaign schedules with the Council Member's calendar or redirecting citizens with campaign questions to campaign staff.
20. Council Members and their staff may take unpaid leave from the Council Member's office to work on an election campaign.

Conflicts of Interest

21. A Council Member shall rigorously avoid situations which may result in claims of pecuniary interest, conflict of interest or bias.
22. A Council Member must disclose any conflict of interest in accordance with section 100 of the *Community Charter* and, if conflicted, must refrain from participating in a meeting in accordance with section 101 of the *Community Charter*.
23. In respect of each matter before Council, a Council Member shall:
- (a) assess whether they have a conflict of interest, if necessary, with the advice of one or more Municipal Officers; and
 - (b) determine whether it is necessary to seek independent legal advice, at their own cost except where the Chief Administrative Officer approves the cost if concerned about the validity of an affected bylaw or resolution, with respect to any situation which may result in a conflict of interest.

24. If a Council Member believes they may have or may reasonably be perceived to have a conflict of interest in respect of a matter in a Council or committee meeting, the Council Member shall:
- (a) notify the Mayor or the Chair of the meeting that the Council Member has a conflict of interest prior to the matter being considered, and the Council Member shall restate the conflict of interest each time the matter arises before Council;
 - (b) refrain from discussing the matter with any other Council Member publicly or privately; and
 - (c) leave the meeting room if the matter is discussed and not return until discussion has ended or voting on the matter has been concluded.

Outside Activities and Business Relations

25. A Council Member who engages in another profession, business or occupation concurrently with holding office shall not allow such outside employment to affect the Council Member's integrity, independence or competence. Without restricting the scope of this duty, the following shall be a contravention of this part of the Code of Conduct:
- (a) acting as an officer or director for a business that receives municipal funds in the form of grants or payments for goods or services;
 - (b) acting as an officer or director for a business that lobbies the Village;
 - (c) allowing the prospect of future employment by a person other than the Village to affect the Council Member's performance of his or her duties to the Village;
 - (d) borrowing money from any person who regularly does business with the Village, unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money, such as a credit union;
 - (e) acting as a paid agent before Council or an Advisory Body;
 - (f) receiving compensation for referrals to a specific business;
 - (g) receiving compensation that is dependent on the business being awarded a contract with the Village;
 - (h) subject to sections 38 through 41, providing advice for remuneration to any person who is involved in litigation or lobbying against the Village, unless the Council Member first gives written notice of the relationship to the Corporate Officer who shall keep a record of the notice.
26. A Council Member may obtain advice from one or more Municipal Officers on whether a new profession, business or occupation is compatible with their obligations under section 27 of this Bylaw. The Corporate Officer shall keep a record of the advice and the subsequent conduct of the Council Member. The advice is not binding on the Council Member but is intended to provide independent objective assistance to the Council Member.

Council Members' Use of Municipal Assets and Services

27. A Council Member shall not use, or permit the use of, Village land, facilities, equipment, supplies, services, property, employees or other resources for activities other than Village Business unless the use or the permission is on the same terms and conditions that the land, facilities, equipment, supplies, services, property, employees or other resources are available to the general public. Accordingly, a Council Member shall not obtain personal gain from the use or sale of Village-developed intellectual property, including all discoveries, inventions, know-how, improvements, developments, processes, technology, compositions, designs, techniques, methods, industrial designs, compositions, prototypes, models, literary work, research, drawings, software and trade secrets whether or not capable of patent, industrial design, copyright or trademark protection, or any other type of protection. Council Members acknowledge and do not dispute that all such property that a Council Member may prepare, use or encounter while holding office will be and remains the Village's exclusive property.
28. A Council Member shall not request Staff to undertake personal or private work on behalf of the Council Member, nor shall a Council Member accept such work from Staff.

Employment of Council Family Members

29. A Council Member shall not attempt to influence personnel decisions regarding the decision to hire, transfer, promote, demote, discipline, or terminate an Advisory Board Member, a Volunteer or Staff. This prohibition includes giving references to any person applying for a position at the Village and forwarding copies of an applicant's resume to any person hiring for any position at the Village.
30. A Council Member shall not attempt to obtain a benefit from the Village for a Family Member.

Gifts

31. For the purpose of sections 31 through 37 of this Bylaw, a gift or benefit is an item or service of value that is received by a Council Member for their personal use, including, but is not limited to money, gift cards, tickets to events, clothing, jewelry, pens, food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, entertainment, participation in sport and recreation activities, and invitations to social functions.
32. A Council Member must comply with the restrictions on accepting gifts in section 105 of the *Community Charter* and must disclose any permitted gifts over \$250 in accordance with section 106 of the *Community Charter*.
33. A gift or benefit provided to a Council Member's Family Member or staff in relation to Village Business is deemed to be a gift or benefit to that Council Member.

34. If a Council Member is required to disclose to a Municipal Officer the nature of the gift or benefit, the Council Member shall also include a description of its source, including if the gift is from a corporation, the full names and addresses of at least two individuals who are directors of the corporation; when it was received; and the circumstances under which it was given and accepted.
35. The Corporate Officer shall keep a record of this disclosure.
36. On receiving the disclosure statement, the Mayor may deliver written notice to a Council Member requesting the Council Member to justify the receipt of the gift or benefit. The Corporate Officer shall keep a record of the notice from the Mayor and the response from the Council Member. If the Mayor is the subject of the gift disclosure, the Acting Mayor shall deliver the notice under this section.
37. On reviewing the disclosure and response, if Council considers the receipt was in contravention of this Bylaw or the *Community Charter*, Council may by resolution request the Council Member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, or forfeit the gift.

Collection and Handling of Information

38. A Council Member shall not release any Confidential Information unless the Council member is specifically authorized to release it by:
 - (a) a resolution of Council to use or release the Confidential Information, and then only to the extent of the Council authorization;
 - (b) authorized discussion of the Confidential Information at a meeting that is open to the public; or
 - (c) lawful authorization under separate legal authority.
39. A Council Member must not discuss or disclose Personal Information of others to any person, except in a manner that complies with the duty to protect Personal Information under the *Freedom of Information and Protection of Privacy Act*.
40. A Council Member shall take reasonable care to prevent unauthorized access to Confidential Information or Personal Information by unauthorized persons. If a Council Member learns of unauthorized access to Confidential Information or Personal Information, the Council Member shall report this information to the Chief Administrative Officer as soon as possible.
41. A Council Member shall comply with the directions of the Corporate Officer respecting the use of the Village Record System.

Council Members' Use of Social Media

42. A Council Member shall not publish Confidential Information on social media, unless authorized in accordance with the provisions of section 40 of this Bylaw.
43. A Council Member shall not publish information or an opinion on social media about Village Business, unless the publication republishes the information that has been released by the Village without alteration or the opinion includes a statement to the effect that the "opinion expressed is my own and does not necessarily reflect the view or opinions of the Village of Belcarra or other members of Belcarra Council".
44. Without limiting any other obligation imposed by this Bylaw, a Council member shall not use or allow the use of their social media account for purposes that include content that:
 - (a) bullies and harasses another Council Member, an Advisory Board Member, a Volunteer, Staff or a member of the public;
 - (b) evidences bias or a reasonable apprehension of bias in relation to a matter that is the subject of a statutory or other public hearing;
 - (c) promotes or constitutes illegal activity;
 - (d) may compromise the safety or security of the public.
45. A Council Member shall take steps to remove from their social media account any publication by another person of content that violates this Bylaw.

Communication Protocol

46. Council may appoint the spokesperson on Village Business. Once a spokesperson has been appointed, a Council Member that is not appointed as the spokesperson shall ensure that inquiries from the public and media on the Village's position are directed to the spokesperson. A Council Member communicating their own opinion shall ensure that the communication clearly indicates that it is the Council Member's own position. Nothing in this section prevents Council from appointing multiple spokespersons or changing the appointed spokesperson. Where no spokesperson has been appointed, the Mayor shall act as the spokesperson.

Interactions with the Public and the Media

47. A Council Member shall accurately communicate the decisions of the Council, even if they disagree with the majority decision of Council.
48. When discussing the fact that they did not support a decision, or voted against the decision, or that another Council Member did not support a decision or voted against a decision, a Council Member shall refrain from making disparaging comments about other Council Members or about Council's processes and decisions.
49. Nothing in this Bylaw is intended to affect rights under the *Charter of Rights and Freedoms*.

Orientation and Training Attendance

50. After first being elected, a Council Member shall attend all sessions of orientation training on Village Business that are organized by a Municipal Officer unless doing so is not practically possible.
51. A Council Member shall attend any sessions of training on Village Business that are identified as mandatory by Council, the Chief Administrative Officer, the Village Solicitor, the Corporate Officer or the Commissioner, unless doing so is not practically possible.

PART 2 – PROCESS FOR COMPLAINTS

Individual Steps to Resolution

52. If a Council Member, an Advisory Board Member or Staff considers that they have been subjected to a contravention of this Bylaw by a Council Member and if they are comfortable discussing the matter directly with the Council Member, they may inform the Council Member of the alleged contravention and request an apology and, if applicable, that the contravention cease immediately.
53. If the complainant is unable to discuss the matter directly with the Council Member, or if after discussion the contravention continues, the complainant may inform the Chief Administrative Officer of the allegation. The Chief Administrative Officer may then agree to act as an advisor to aid the complainant or appoint an advisor as the Chief Administrative Officer deems suitable.
54. The advisor acting under section 53 shall assist the complainant, including discussing the alleged contravention with the Council Member to resolve the complaint.
55. If the complainant is not satisfied with the outcome after the advisor has finished assisting the complainant under section 54, the complainant may proceed to Mutual Resolution by filing a written record of the allegation with the Commissioner within 10 days of being informed by the advisor of the outcome.
56. Nothing in this Bylaw precludes the complainant from making reasonable efforts in good faith to address the complaint internally and informally without resort to the Mutual Resolution or Formal Resolution procedures set out in this Bylaw.
57. Nothing in this Bylaw precludes the complainant from taking measures that the complainant is entitled to take under law, including but not limited to filing a human rights complaint, a grievance or other applicable process under a collective agreement, a complaint with WorkSafe BC, or other proceedings, as applicable.
58. Discussions regarding the complainant's concerns are confidential, advisory and informal in nature. The only exception to the Commissioner or an advisor maintaining confidentiality is if they deem the complaint to indicate a possible physical threat to any person. In that case, the advisor must immediately inform the Village Solicitor of the complaint and inform the complainant of this requirement to do so. The Village Solicitor must then promptly request the Commissioner to initiate an investigation and inform the complainant of this request and may take any additional steps deemed appropriate to deal with the possible physical threat.

Mutual Resolution

59. If the Individual Steps to Resolution process is unsuccessful in resolving the complaint, at the request of the complainant and with the agreement of the Council Member, a third party will be selected under section 60 to act as a mediator to assist the individuals in resolving the complaint through mediation. If the parties cannot agree to resolve the complaint through Mutual Resolution, then the complainant may elect to proceed to Formal Review.
60. The role of the mediator is to help the complainant and the Council Member come to an agreement, and not to advocate a position or impose a decision. The mediator will be selected by agreement of the complainant and the Council Member, with the Commissioner retaining the right to select a mediator if the complainant and the Council Member are unable to agree.
61. Both the complainant and the Council Member may be accompanied by a representative of their choice, including a lawyer or if the complainant is a member of a union, a union representative or a lawyer on behalf of the union, or both. If the complaint is resolved through Mutual Resolution, a written record of the complaint and the resolution will be given to the complainant, the Council Member and the Commissioner. If the mediator has recommendations for the Village to consider, the mediator will forward these recommendations to the Commissioner and the Village Solicitor. The resolution and recommendations must be kept in confidence by the Commissioner, Village Solicitor and the parties, unless the parties agree in writing to disclose the information.
62. If Mutual Resolution is not successful in resolving the complaint, the complainant may pursue other options by confirming in writing his or her election to the Commissioner within ten working days of receiving the mediator's report.

Other Processes

63. Failing Mutual Resolution, a breach of this Bylaw can be determined for the purposes of proceeding with a Council measure under section 72 by way of:
 - (a) an admission by the Council Member;
 - (b) an agreement with the Council Member;
 - (c) a report from a standing or select committee invested with investigation powers under section 134 of the *Community Charter*;
 - (d) a Formal Review.

Complaints

64. Any person who has witnessed or experienced conduct by a Council Member which they believe to be in contravention of this Bylaw, or another Village policy governing conduct of a Council Member may submit a complaint to the Commissioner in accordance with sections 68 and 69 of this Bylaw.

65. If a Designated Management Employee, as defined in the Village's Respectful Workplace Policy, receives a complaint under the Respectful Workplace Policy, the Designated Management Employee may elect to refer the complaint to the Commissioner for resolution pursuant to this Bylaw.

Formal Review

66. After the invocation of the procedures under sections 54 through 60 of this Bylaw, the complainant may elect to proceed with a formal complaint, which must be delivered in writing to the Commissioner in accordance with sections 62 and 67 of this Bylaw. This written complaint shall contain the particulars of the complaint, including the dates on which the conduct that is the subject of the complaint occurred.
67. The complainant must deliver the written complaint within six months of the date of the alleged contravention of this Bylaw unless the parties have agreed in writing to postpone this deadline in order to pursue another resolution process.
68. Upon receipt of the written complaint, the Commissioner shall:
- (a) take whatever steps the Commissioner considers reasonable with the complainant and the Council Member to resolve the matter informally under sections 52 through 61 within ten working days, if they have not already done so; or
 - (b) confirm in writing to the complainant and the Council Member that the Chief Administrative Officer or other advisor has terminated attempts to resolve the matter informally; and then
 - (c) begin an investigation within ten working days of the request being filed.
69. In keeping with the principles of procedural fairness, the Commissioner shall:
- (a) confirm receipt of the written complaint to the complainant;
 - (b) notify the Council Member of the allegation, provide the Council Member with a copy of this Bylaw and advise the complainant of this notification;
 - (c) receive information from any witnesses who the Commissioner believes may have information relevant to the complaint, and this information may be received through written documentation, interviews, or informal hearings;
 - (d) keep both the complainant and the Council Member aware of any allegations made against them and ensure that they are given a reasonable opportunity to respond; and
 - (e) inform the complainant and the Council Member that they may be accompanied by a representative, including a lawyer, of their choice during the Formal Review process, including the closed meeting described in sections 82 and 83 of this Bylaw.

70. If the Council Member fails to respond, the Mayor at the request of the Commissioner may compel witnesses under section 134 of the *Community Charter*.
71. The Commissioner shall ensure all details, dates, conversations and meetings are documented. These working records created by the Commissioner are confidential. Once the investigation has been completed, the Commissioner shall prepare a written report and provide a copy of the report to the Chief Administrative Officer and Council. The report must, at a minimum, contain a description of the allegations, a summary of the evidence of the parties and the witnesses, and a determination of whether a contravention occurred. The report may also provide recommendations with respect to the potential outcome.

Council Determination of Measures

72. Council shall decide on the appropriate measures, if any, are warranted by a contravention of this Bylaw and shall take such action as Council considers appropriate in the circumstances, after:
 - (a) reviewing the report of the Commissioner;
 - (b) considering the factors described in section 73 and the measures enumerated in section 74; and
 - (c) conducting a closed meeting in accordance with the process described in sections 82 and 83 of this Bylaw.
73. In determining the appropriate measure, Council shall consider the following factors:
 - (a) the degree and nature of the conduct;
 - (b) whether the contravention was a single or repeated act;
 - (c) whether the Council Member was told that the conduct was unwelcome or offensive, and nonetheless continued the conduct;
 - (d) the nature of the work relationship of the complainant and the respondent, and whether the Council Member was in a position of authority over the complainant, such that the degree and nature of the conduct was thereby exacerbated by an abuse of power;
 - (e) the impact of the contravention on the complainant;
 - (f) the Council Member's acknowledgment of wrongdoing; and
 - (g) the Council Member's history of other contraventions.

74. Council may impose the following measures after considering the factors described in section 73, including, but not limited to:
- (a) an apology from the Council Member in substantially the form set out in Schedule B;
 - (b) removal of the Council Member from appointments such as chairperson, committees, commissions or Advisory Boards;
 - (c) motion of censure;
 - (d) mandatory training on Village Business, the *Community Charter*, or this Bylaw;
 - (e) referral to a prosecutor or police;
 - (f) any other action recommended by the Commissioner; and
 - (g) any other measure permitted by the *Community Charter*, the *Local Government Act*, the *Local Elections Campaign Financing Act* and the *Charter of Rights and Freedoms*.
75. The Council decision under section 72 will be in writing and provided to the complainant and Council Member within ten working days of the closed meeting conducted in accordance with sections 82 and 83 of this Bylaw.

Staff Responsibilities in the Complaint Process

76. If the Commissioner concludes that a contravention has occurred, the Chief Administrative Officer shall consider reasonable action to protect the complainant from any subsequent action or reprisal. The Chief Administrative Officer shall also consider reasonable action to protect the rights of the subject Council Member and to see that no reprisal takes place beyond the measure determined by Council.
77. If the Commissioner finds that the original complaint was initiated in bad faith, with willful misconduct or intent to harm, where the complainant is a Council Member, Council may consider appropriate measures in respect of the complainant and where the complainant is Staff, the Chief Administrative Officer may consider appropriate measures in respect of the complainant.
78. A copy of the Commissioner's report and the Council decision will be retained in a confidential file maintained by the Chief Administrative Officer, except when all or part of the decision is disclosed to the public in accordance with the *Freedom of Information and Protection of Privacy Act*.
79. The Commissioner may proceed with a Formal Review even if the complainant withdraws the complaint.

80. If approved by Council, the Chief Administrative Officer shall consider implementing administrative changes to Village policies or procedures recommended by the Commissioner's report.

Fairness Procedures Applicable to Council Determination of Measures

81. Sections 82 and 83 only apply if the complaint is not resolved under sections 52 through 61 of this Bylaw and if Council is considering measures under section 72.
82. The Mayor, or the Corporate Officer if the Mayor is alleged to have contravened this Bylaw, will notify the affected Council Member in writing that Council will be considering their conduct at a closed meeting. The notice and form of resolution where a breach is believed to have been proved are set out in Schedule A. The notice must be delivered at least seven business days in advance of the closed meeting at which Council will consider the measure, if any, that it will impose in accordance with section 72 of this Bylaw. The Corporate Officer will ensure that the matter is placed on the agenda of the closed meeting. At the closed meeting, the affected Council Member may be represented by legal counsel, which may be reimbursed in accordance with section 89 of this Bylaw.
83. The process at the closed meeting may vary depending on the situation, but the following elements will be incorporated:
- (a) Council will read the Commissioner's determination of whether a contravention of this Bylaw occurred;
 - (b) the affected Council Member will be provided with reasonable notice in accordance with section 69(b) and given the opportunity to make submissions to Council, with legal counsel if the Council Member desires, which submissions, without limitation, may include explanations for the impugned behavior or suggestions on the measures that Council might impose as a result of the conduct;
 - (c) after the affected Council Member has made the submissions to Council, the Council Member will leave the meeting room and those Council Members without a conflict of interest will consider the measures, if any, to impose in accordance with section 74 of this Bylaw; and
 - (d) written notice of the decision will be given in accordance with section 75 of this Bylaw.

Mandatory Training

84. If the Commissioner recommends mandatory training for a Council Member, and if Council resolves to accept the recommendation pursuant to section 74(d) of this Bylaw, then the Council Member shall attend the training.

Obstruction

85. It is a contravention of this Bylaw to obstruct the Commissioner in the carrying out of their responsibilities, as for example, by the destruction of documents or the erasing of electronic communications relevant to a complaint.

Legal Fees

86. If a member of Staff is a complainant under this Bylaw, the Chief Administrative Officer may authorize the member of Staff to be reimbursed for legal fees reasonably incurred if the complaint was meritorious and a written request for reimbursement is filed with the Chief Administrative Officer within three months of any final disposition of a complaint under this Bylaw.
87. Council may reimburse a Council Member for legal fees reasonably incurred if a Council Member is subjected to the procedures set out in this Bylaw, provided that:
- (a) The Commissioner ultimately does not determine that the Council member acted with dishonesty, gross negligence, or malicious or willful conduct; or
 - (b) in any event, if Council so resolves after considering all the circumstances,
- if the Council Member files a written request for reimbursement with the Chief Administrative Officer within three months of any final disposition of a complaint under this Bylaw.

General

88. The Corporate Officer will cause
- (a) this Bylaw to be visible and accessible on the Village's website, and
 - (b) electronic copies of this Bylaw to be made available to all Staff and Council Members in easily accessible locations, including the Village's intranet.
89. If any portion of this Bylaw is inconsistent with a binding collective agreement with the Village or federal or provincial legislation, that portion and only that portion of this Bylaw will have no application to the extent of that inconsistency and all other portions of the Bylaw will continue in full force and effect.

Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023

90. This bylaw shall take force and come into effect as of the date of adoption.

READ A FIRST TIME on March 27, 2023

READ A SECOND TIME March 27, 2023

READ A THIRD TIME on

ADOPTED by the Council on

Jamie Ross
Mayor

Paula Richardson
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023

Chief Administrative Officer

SCHEDULE A

**NOTICE TO COUNCIL MEMBER OF COUNCIL CONSIDERATION OF
BREACH OF THE COUNCIL MEMBER CONDUCT BYLAW**

CONFIDENTIAL

Date

Dear *[Insert Name of Subject Council Member]*,

Please be advised that the Village of Belcarra Ethics Commissioner (the "Commissioner") believes that you may have breached **COUNCIL CODE OF CONDUCT BYLAW XXXX**. I am placing this matter on the agenda of the Council closed meeting to be held on *[Insert date - must be at least seven business days from date this is delivered to member]*.

The reason for the meeting is to consider the Commissioner's report and recommendations, and to consider a resolution in relation to this breach.

Enclosed is a copy of the Resolution that will be considered at the meeting for discussion, debate and a vote. Note that one of the possible ultimate outcomes of the process described in the Resolution is that Council may be considering imposing sanctions flowing from the breach, including removing you from your appointment to committees or other appointments, censuring you, requiring an apology, requiring training, referral to a prosecutor or police, seeking damages, releasing a public statement, or following any other recommendation of the Ethics Commissioner.

I wish to expressly notify you that you may retain legal counsel to represent your interests in this matter. Prior to Council voting at the in-camera meeting to determine which sanction they wish to invoke, if any, you will be provided with the opportunity to address Council regarding the contents of the draft form of resolution and any other documents that Council may have before it.

Following any submissions, you (or your legal counsel) make at the in camera meeting, Council will retreat and consider this matter. We will attempt to decide what measure or measures (if any) are appropriate under the bylaw.

Regarding any Council decisions, we will provide you with written reasons for our decision(s).

Sincerely,

(Mayor)

Encls

SCHEDULE A (Continued)
RESOLUTION (CLOSED MEETING)

CONFIDENTIAL

Whereas Council has concluded that [*Insert name*] has breached **COUNCIL CODE CONDUCT BYLAW XXXX**. by [INSERT];

And Whereas [*Insert name*] has been afforded procedural fairness with respect to Council's consideration of this matter, and in particular [*Insert name*] was notified at least seven business days in advance:

- (a) that Council would be considering the matter of the breach of and was given a copy of this draft Resolution and any documents that may be considered by Council, including the report and recommendations of the Village of Belcarra Ethics Commissioner;
- (b) that Council may consider, subject to continuing procedural fairness, sanctions including an in-camera motion of censure, removal from any appointment to committee or external entity, referral to law enforcement or a prosecutor, seeking damages, reduction or elimination of remuneration, or public notification of any sanctions;

Whereas [*Insert name*] was expressly informed of their right to retain legal counsel and for their legal counsel to be present at the Council meeting in which this Resolution would be discussed and voted on;

Whereas [*Insert Name*] was given the opportunity to personally, or via their legal counsel, make submissions to the rest of Council regarding their conduct in this matter;

Whereas Council has considered the submissions made by [*Insert Name*] and/or their legal counsel;

Whereas Council has attempted to reach a consensus as to the appropriate measures;

Whereas Council has provided united or separate written reasons so that [*Insert name*] understands the basis for the decision to address the concern that [*Insert name*] is alleged to have breached the bylaw;

Be it Resolved as follows:

1. That Council shall address what it has concluded to be a breach of **COUNCIL CODE OF CONDUCT BYLAW XXXX**, by way of (as applicable):
 - (a) A motion of censure;
 - (b) Removal from [insert name] committee or [Insert outside appointment];
 - (c) Revocation of appointment to [insert external agency or entity];
 - (d) Referral to a crown prosecutor;
 - (e) Public notification of sanctions;
 - (f) Seeking damages;
 - (g) Referral to police for an investigation under the Criminal Code or [*Insert provincial statute*];
 - (h) Mandatory training;
 - (i) Requirement for apology.
2. That Council will consider pursuing all legal options available with respect to any potential future breaches of the bylaw on the part of [*Insert name*];
3. That the Corporate Officer be directed to publish a media release containing the information concerning this matter that may be released in keeping with the Village's obligations pursuant to the *Freedom of Information and Protection of Privacy Act*, substantially with the content of the following: [*Insert wording*].

SCHEDULE B

[DATE]

PERSONAL AND CONFIDENTIAL

[Name of Recipient]

[Title]

Village of Belcarra

[Address]

[City, Province Postal Code]

Dear [title] [last name]:

Re: Apology [subject]

As you know, on [date], I ***[Briefly set out the nature of the offending conduct. It is recommended you provide dates, times and a description of the conduct at issue as you understand it].***

On [date], you confronted me about my behaviour/conduct and expressed ***[describe briefly the conduct complained of and how it affected the offended person].***

I acknowledge that my conduct / actions made you feel ***[describe how it affected the offended person]*** and I admit that my ***[actions / conduct]*** were ***[reformulate why your actions were wrong in your own words – ex: offensive, derogatory, belittling, in poor taste, defamatory, wrong, discriminatory, callous, harmful to your reputation etc.].***

Having reflected on ***[your complaint / our conversation/ the decision of Council]***, I take full responsibility for my ***[actions / conduct]*** and wish to apologize for the harm that I have caused you. My behaviour was not in keeping with the key principles of our Council's Code of Conduct. In particular, I acknowledge that my conduct was in violation of ***[identify the section(s) of the Code of Conduct breached].***

(ALTERNATIVELY, IF HELD BY COUNCIL TO HAVE BEEN A VIOLATION OF THE CODE OF CONDUCT REPLACE WITH THE BELOW:

In light of Council having concluded that my conduct constituted a violation of the Village's Council Code of Conduct, I acknowledge that my conduct / actions made you feel ***[describe how it affected the offended person]*** and I admit that my ***[actions / conduct]*** were ***[reformulate why your actions were wrong in your own words – ex: offensive, derogatory, belittling, in poor taste, defamatory, wrong, discriminatory, callous, harmful to your reputation etc.])***

Going forward, I commit to being more careful in my [**words / actions**] and to making better efforts to respect and abide by my obligations set out in the Code of Conduct.

Please accept my heartfelt apology.

Sincerely,

[name]

[title]

For Your Information: British Columbia's **Apology Act** provides that an "apology" made by or on behalf of a person in connection with any matter does not constitute an express or implied admission or acknowledgement of fault or liability.

"Apology" is defined as "an expression of sympathy or regret, a statement that one is sorry or any other words or actions indicating contrition or commiseration, whether or not the words or actions admit or imply an admission of fault."

The Act further provides that an apology does not void, impair or otherwise affect any insurance coverage that is available, or that would, but for the apology, be available to the person in connection with the matter.

Evidence of an apology made by or on behalf of a person in connection with any matter is not admissible in any court as evidence of the fault or liability of the person in connection with that matter and must not be taken into account in any determination of fault or liability.

**SCHEDULE C
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VIA EMAIL – jross@belcarra.ca

March 29, 2023

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

Dear Mayor Ross and Council,

RE: E-Comm Board of Directors Designate — 2023-2024 Term

The Annual General Meeting (the “Meeting”) of the shareholders (the “Members”) of E-Comm *Emergency Communications for British Columbia Inc.* (“E-Comm”) will be held on Thursday, June 22, 2023 and, at that time, the Board of Directors (the “Board”) will be elected by the Members for the 2023-2024 term.

Selection of Nominee for 2023-2024 Term

The Members’ Agreement sets out how the Board of Directors will be elected. For your reference, we attach a copy of section 4.2 of the Members’ Agreement, headed “Designation and Election of Directors” as Schedule “A” of this letter.

Your organization falls into the Designated Grouping that is described in subsection 4.2.1.5. Under Section 4.2.1.5, your Designated Group of Members is entitled to nominate two mutually agreed upon individuals for election to the Board of Directors of E-Comm. At present, your grouping is comprised of these municipalities:

	Class A	Class B
Village of Belcarra	-	3
City of Burnaby	1	-
City of Coquitlam	2	1
City of New Westminster	1	1
City of Port Coquitlam	2	1
City of Port Moody	1	1

Nominee Request

Councillor Brent Asmundson, City of Coquitlam, and Councillor Nancy McCurrach, City of Port Coquitlam, represent your municipality on the E-Comm Board of Directors.

Since 2020, the E-Comm Board of Directors has seen 12 of the 18 nominated Directors turnover, affecting the Board’s ability to govern the organization effectively. Given the significant transformation underway at E-Comm and the considerable learning curve that new Directors experience before feeling fully engaged and able to contribute, the re-nomination of Councillors Asmundson and McCurrach will provide the organization with consistency as we continue to move E-Comm forward.

Because your Designated Grouping must mutually agree upon your nominee, **we respectfully request that the Village of Belcarra confer with the other members of your grouping to confirm the re-nomination of Councillors Asmundson and McCurrach for the coming term.**



Alternate Nominees

In the event that the Designated Grouping does not re-nominate the current Directors, it is requested that the nominees possess the experience, skills, and attributes to effectively serve the best interests of all Members and our other stakeholders. These nominees do not need to be elected officials and can be city staff or another individual connected to your municipality. E-Comm is specifically looking to fill the gaps identified in the Board of Directors 2022 Skills Matrix, which highlighted the need for Directors with the following expertise:

- Financial Literacy and Audit
- Information Technology
- Risk and Compliance
- Stakeholder Relations

We understand that per the Designated Grouping's nomination schedule, the City of Port Moody is slated to serve on the E-Comm Board in the 2023-2027 term. E-Comm Management has identified a selection of potential alternate nominees from the municipalities in your Designated Grouping and included them here for your consideration:

- Samantha Agtarap, Councillor
- Paul Rockwood, General Manager, Finance and Information Technology

Next steps

Following discussion within your Designated Grouping, we kindly request that you reply to us with written confirmation by Monday, May 8, 2023, of your nominee's name and contact information to the E-Comm Board for the 2023-2024 term.

FAQ

We have included an FAQ document which provides additional information regarding the nomination of Directors to the E-Comm Board as Schedule "B".

AGM Voting Representative

Please note that nominating a director is a separate process from designating a representative to vote your share(s) at the Annual General Meeting (the "AGM") in June. As such, we will contact you again in mid-May with the Notice of AGM and request that you designate one individual to attend the Annual General Meeting of the Shareholders to vote the Village of Belcarra share(s). If you prefer, you can designate your nominee to vote your share(s), which is quite common amongst Shareholders.

If you have any questions, do not hesitate to get in touch with me using the contact information below.

Sincerely,



Sarah Sidhu
Corporate Secretary

c | 236.334.2221
e | sarah.sidhu@ecomm911.ca

cc Councillor Brent Asmundson, E-Comm Board Director
 Councillor Nancy McCurrach, E-Comm Board Director
 Paula Richardson, Village of Belcarra, Chief Administrative Officer

being provided to Members and other Special Users, and anticipated to be provided to the Members then holding Class B Shares; and

- 3.7.2.3 the Special User Agreement effectively provides that the Special User will fulfil its financial obligations with respect to the Company Services received by it as if it were a Class A Member.

Subject to Section 4.11.3, a Special User Agreement may be executed between a Special User and the Company at any time notwithstanding when the Government Agency established for the purposes of holding a Class A Share in place of that Special User becomes a Member.

4. BOARD OF DIRECTORS

4.1 BOARD OF DIRECTORS

The Company shall have a Board comprised of not less than three nor more than twenty-five directors, with the actual number of directors as determined by the Class A Members as provided below.

4.2 DESIGNATION AND ELECTION OF DIRECTORS

4.2.1 The Members shall be entitled to designate directors as hereinafter provided:

4.2.1.1 one individual designated by the BCEHS;

4.2.1.2 one individual designated by Vancouver;

4.2.1.3 one individual designated by the Vancouver Police Board;

4.2.1.4 one individual designated by the following group:

(a) each Police Board which directly holds a Class A Share or Class B Share, other than Vancouver Police Board and Delta Police Board; and

(b) each Police Board which has a Class A Share or Class B Share in respect of Police Services held by its respective municipality, other than Vancouver Police Board and Delta Police Board;

4.2.1.5 such number of individuals as are set forth below, to be designated by the following designated group of Class A Members or Class B Members (each group being called a "Designated Group of Members"), if one or more of the Municipalities within a Designated Group of Members is a Class A Member or a Class B Member, as hereinafter set forth:

No. of Individuals
which may be
Designated

Designated Group of Members

1

West Vancouver, North Vancouver City,
North Vancouver District and Lions Bay

- | | |
|--------|---|
| 1 or 2 | 2 individuals if Burnaby, together with any one or more of New Westminster, Coquitlam, Port Moody, Port Coquitlam, Anmore and Belcarra are a Member; provided however that if Burnaby is not a Member, any one or more of New Westminster, Coquitlam, Port Moody, Port Coquitlam, Anmore and Belcarra which is a Member can designate 1 individual to be a director |
| 1 | Richmond |
| 2 | Surrey, White Rock, Langley City and Langley District |
| 1 | Delta and the Delta Police Board |
| 1 | Maple Ridge, Pitt Meadows and Mission |
| 1 | Abbotsford, Chilliwack and Fraser Valley Regional District |
| 1 | Squamish, Lillooet and Sechelt; |

and

- 4.2.1.6 One individual designated by all other Members holding Class A Shares and Metro Vancouver, other than as set forth in Sections 4.2.1.1 to 4.2.1.5, inclusive.
- 4.2.2 The RCMP, and in replacement therefor upon the Government Agency referred to in Section 3.7.1 becoming a Class A Member, that Government Agency, shall be entitled to designate one individual to act as director.
- 4.2.3 If provided in a Special User Agreement entered into pursuant to Section 3.7.2 or if otherwise authorized by the Board under Section 4.11.3, each Special User, and in replacement therefor upon the Government Agency for that Special User referred to in Section 3.7.2 becoming a Class A Member, that Government Agency, shall be entitled to designate one individual to act as director.
- 4.2.4 The group comprised of: the Capital Regional District and those Vancouver Island police agencies, including any RCMP detachment, to which the Company provides police dispatching services shall be entitled to designate one individual to act as director.
- 4.2.5 The Provincial government, acting through the Ministry of Public Safety and Solicitor General, whether it holds a Class A Share or not, shall be entitled to designate two individuals to act as directors.
- 4.2.6 Subject as hereinafter provided, the directors designated pursuant to Sections 4.2.1, 4.2.2, 4.2.3 and 4.2.4 shall designate four additional persons, independent from the Members, to be directors of the Company (the

"Independent Directors"), who have an interest or expertise in the Purpose or the Company Services to be provided by the Company.

- 4.2.7 The Members agree to vote their Class A Shares for the election as directors of the persons designated pursuant to Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5 and 4.2.6.
- 4.2.8 For the purposes of Section 4.2.1.5, upon anyone or more Municipalities within a Designated Group of Members becoming a Class A Member or a Class B Member, such Municipality or Municipalities will be entitled to designate the individual to be a director for the purposes of Section 4.2.1.5. As additional Municipalities within that Designated Group of Members become Class A Members or Class B Members, as the case may be, such additional Municipalities shall be deemed to have agreed to the individual as designated and elected a director for that Designated Group of Members and no changes will be required to be made with respect to any such individual, unless such individual shall cease to be a director in any other manner such as resignation, until the next following annual general meeting or annual consent resolution. Prior to any annual general meeting or annual consent resolution of the Class A Members, a Designated Group of Members shall agree on the individual to be designated by them for the purpose of Section 4.2.1.5 within a time period sufficient for that individual's name to be placed before the Class A Members, as determined by the Board.

4.3 VACANCIES ON BOARD

Any vacancies on the Board created by an individual designated under Section 4.2.1, 4.2.2, 4.2.3, 4.2.4 or 4.2.5 shall be filled by an individual designated by the Member or Members who designated the individual who is no longer a director, the Special User who designated the individual who is no longer a director, or the Provincial government, as the case may be, and any vacancies in any Independent Directors shall be filled by the remaining directors in accordance with Section 4.2.6.

4.4 NO RESTRICTIONS ON AFFILIATION TO MEMBERS

Directors designated pursuant to Section 4.2.1 may be appointed or elected officials from a Member or may be persons from the general public with no affiliation to a Member.

4.5 REMUNERATION FOR DIRECTORS

Directors shall be entitled to fees for acting as a director of the Company, as determined in an Authorized Operating Budget. All directors may be paid reasonable expenses incurred when acting as directors.

4.6 QUORUM AT DIRECTORS MEETINGS

The quorum for all meetings of the Board shall consist of a majority of the directors. Meetings of the Board shall be held in accordance with the Articles of the Company and this Agreement.

4.7 EXECUTIVE MEMBER OF THE BOARD

The President of the Company shall be an executive member of the Board and as such shall be entitled to be present at all meetings of the Board and to take part in all discussions at meetings

Board of Directors: Common Questions & Background

Q. How should the nominating resolution of our council/board read?

- A. Exact wording is at the discretion of your organization; however council/board motions should include the name of the nominee, specification of the E-Comm of Directors (the “Board”) term (e.g. 2023-2024) and reference to election at the Annual General Meeting of E-Comm shareholders (the “Members”).

For example “THAT (enter municipality/board/organization) nominate (name) to serve as the nominee of (municipality/board/organization) to the Board for the 2023-2024 term, such Board to be elected by the Members at the June 22, 2023 Annual General Meeting.”

Q. What is the role of the Board ?

- A. The Board is responsible for stewardship of the entire E-Comm organization – it provides strategic oversight of the business and affairs of the company. The Directors are also the most senior representatives of the organization to the public and our stakeholders. To conduct its work efficiently, the Board has three standing committees: Finance, Governance and Public Affairs, and People and Culture (the “Committees”).

Q. Who elects the Board?

- A. The Members elect the Board at the Annual General Meeting (the “AGM”) of the Company. A members’ agreement among the Members (the “Members’ Agreement”) sets out who may select nominees to the Board. Nominating entities are expected to select their nominee and advise the Corporate Secretary of the name of their nominee by May 12, 2023 – the candidate is then put forward for election by the Members-at-large at the AGM in June 2023.

Q. What time commitment is required of Directors?

- A: The Board typically holds five regular meetings each year, during business days, typically for four hours. The meeting schedule is published well in advance. The Committees also meet five times each year, during the business day, for approximately two hours each meeting.

Two additional sessions occur annually: a Board orientation session for new Directors (typically half-day) and a strategic planning session (typically 1-2 full-days).

As a best governance practice, the Board does expect a high attendance rate from its Directors.

Q. Why is the Directors term only one year? Can we nominate someone for more than one term?

- A. E-Comm’s Articles specify a term of one year. Nominating entities may advise the Corporate Secretary in writing if they wish their nominee’s name to stand for election for a specific number of terms (e.g. four). However, the Corporate Secretary must confirm in writing each year that the standing nomination remains intact, however there will be no further action for the nominating entity unless they wish to make a change from their previous direction.

E-Comm Board of Directors: Common Questions & Background

In the case of nominating entities that are part of a grouping, the Corporate Secretary must receive written confirmation from each nominating entity of the standing nomination, including specification of number of terms. The direction must be consistent among all members of the grouping; otherwise all members of the grouping must be contacted each year asking for confirmation of the nomination.

Q. If my organization/municipality is part of a grouping, do we have to agree on the nominee?

A. The Members' Agreement specifies that each designated group of members shall agree on their individual nominee. Consultation on a mutually-agreeable nominee should be undertaken prior to advising the Corporate Secretary of the name of the nominee.

Q. What is the difference between nominating a Board Director and sending someone to the AGM?

A. The individual board nominees, once elected at the AGM, will serve on the Board throughout the coming year, attending various board and committee meetings, and participating in the supervision of the organization's affairs. Your organization's representative at the AGM is simply the person who attends the AGM that day on behalf of your organization, and votes your share on any resolutions or votes which occur at the AGM that day. That person's role and duties cease after the AGM has adjourned.

Q. Why do you contact us in March when the Board is not appointed by Members until June?

A. We provide sufficient notice of the process to allow for conferring with other Members of Member groupings, council and or other motions that may be required.

Q. What do Directors receive for remuneration?

A. Meeting rates are \$397 per meeting (for Directors who are not full-time employees of a Member, the Provincial Government or special user), twice that amount for meetings longer than four hours in duration. Board meetings are generally less than four hours.

Q. Who do I contact with questions?

A. Sarah Sidhu, Corporate Secretary, 604-334-2221

E-Comm Board of Directors: Common Questions & Background

About the annual general meeting

Q. What is an AGM?

- A. A general meeting of all the Members is required to occur at least once annually under the *Business Corporations Act* (BC), which regulates E-Comm's corporate governance.

Q. What happens at an AGM?

- A. The compulsory items on the agenda are the election of directors, the appointment (or reappointment) of the auditors, and the presentation of previous year's financial statements. Usually, a number of additional items are also placed on the agenda, such as a general report from the directors, or presentations on new initiatives. Special business items could also be dealt with (such as changing the Corporate Articles), but Members would receive notice of any special business with the notice of meeting.

Q. Who should attend AGM?

- A. A representative of the Member should attend the AGM to vote on the matters listed above including electing the Board.

Q. What are Members entitled to vote on?

- A. Holders of Class A shares have one vote per share on all matters requiring a vote at the AGM, including any items of special business. Class B shares are generally non-voting, except for matters which involve certain fundamental changes – these are listed and specified in the Articles.

Q. What is the voting process at the AGM?

- A. Votes are conducted by a simple show of hands (voting cards) unless a Member demands at the meeting that a formal ballot or "poll" vote occur on a particular resolution.

Q. What if no one can attend, can we proxy our vote?

- A. Yes. A Member can appoint a proxyholder (in writing) to attend and vote on the Member's behalf at the AGM. The proxyholder need not be a Member themselves.

Proxies must be in writing, must specify the name of the Member, the identity of the proxyholder, and reference the AGM in question. They must be signed by an authorized signatory of the Member. Proxies must be pre-registered with E-Comm at least 3 business days prior to the AGM.

Q. How will my shares be voted if I return a proxy?

- A. Proxies usually grant the proxyholder the ability to vote on all matters at the meeting, in their discretion. If a Member wishes, it can restrict that discretionary power by stating in the proxy form that its shares

E-Comm Board of Directors: Common Questions & Background

must be voted in a certain manner on specified resolutions or votes which it anticipates will be before the meeting. Such language, if included, needs to be clear and unambiguous.

Q. Can a proxy be revoked?

A. Once granted, proxies can also be revoked, but written revocation signed by the Member must be given to E-Comm at least one business day prior to the AGM.

Q. Who chairs the AGM?

A. E-Comm's Articles specify that the chair of the Board will also chair the AGM.

Q. How important is it that we send someone?

A. As a Member we strongly urge in-person attendance to ensure shares are represented.

Q. What if I have a question about the AGM?

A. Contact Sarah Sidhu, Corporate Secretary, 604-334-2221



March 16, 2023

Ref: 271994

Their Worship Mayor Jamie Ross
Village of Belcarra
4084 Bedwell Bay Rd
Belcarra BC V3H 4P8

Dear Mayor Ross:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Municipalities are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects.

Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

.../2

- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above-noted capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that the Village of Belcarra is the recipient of a \$759,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on three components: a flat funding amount, an “adjusted population” amount and a “population growth” amount. The flat amount is \$500,000. The “adjusted population” amount is \$365 per adjusted population. The population adjustment ensures smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. The “population growth” amount is \$1,000 per capita population growth between 2016 and 2021.

As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the Capital and Planning purposes of the GCF. This fund must be separate from other existing reserve funds. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 167 of the *Community Charter*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province's contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: LGIF@gov.bc.ca. Further information on the program will be available on the following webpage:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-s-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang
Minister

pc: Paula Richardson, Chief Administrative Officer, Village of Belcarra
Vacant CFO, Chief Financial Officer, Village of Belcarra

Attachment with Example Calculation for a Municipality with 15,000 People

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

- For this first 2,000 residents, adjustment of 100% = $2,000 \times 100\% = 2,000$
- For the next 3,000 (up to 5,000), adjustment of 80% = $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% = $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% = $5,000 \times 40\% = 2,000$

Thus, the city of 15,000 people has an adjusted population of 9,400 ($=2,000 + 2,400 + 3,000 + 2,000$).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	$= 9,400 \times \$365$	\$3,431,000
Population Growth	$= 4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000

Office of the Chair
Tel. 604-432-6215 or via Email
CAOAdministration@metrovancover.org

March 30, 2023

File: CR-12-01
Ref: RD 2023 Feb 24

Mayor Jamie Ross and Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8
VIA EMAIL: jross@belcarra.ca

Dear Mayor Jamie Ross and Council:

Adoption of Metro 2050, the Updated Regional Growth Strategy

At its February 24, 2023 meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted *Metro 2050*, the update to the regional growth strategy, with the following resolutions:

That the MVRD Board:

- a) Receive the report dated February 2, 2023, titled “Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022 Third Reading and Final Adoption”;*
- b) Give third reading to “Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022” as contained in the Attachment to the report;*
- c) Pass, and finally adopt “Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022”;*
- d) Notify the Minister of Municipal Affairs that the MVRD Board has adopted “Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022”; and*
- e) Notify all affected local governments, local First Nations, and other organizations and government agencies that participated in the development of Metro 2050 that the MVRD Board has adopted the “Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022”.*

Metro Vancouver has been working closely with member jurisdictions, TransLink, local First Nations, provincial ministries, and other agencies and organizations over the past four years on the development of the updated strategy. *Metro 2050* replaces *Metro Vancouver 2040: Shaping our Future* and will guide land use decisions in the Metro Vancouver region over the coming decades. It advances a shared vision for a sustainable, prosperous, and livable region, and introduces new and enhanced policies to help address the significant challenges facing this region, in particular: climate change; housing affordability; equity; and resilience.

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Metro 2050 is available on the Metro Vancouver website. Furthermore, a copy of the bylaw and the accompanying staff report, as well as a variety of communication and informational materials including: videos; reports; images; and social media posts are available for your information at metrovanancouver.org/metro2050. Please share this notice of the adoption of *Metro 2050* with relevant staff and local partners.

Over the next two years, Metro Vancouver will be working with the member jurisdictions to prepare new regional context statements that shows alignment between local official community plans and *Metro 2050*, in accordance with the requirements of the *Local Government Act*. To support this work, new implementation guidelines and other materials will be prepared to support the preparation of regional context statements, as well as the implementation of the new policy directions and targets in *Metro 2050*. Metro Vancouver staff are available to answer questions and assist as needed.

We extend our gratitude to you and your staff for your participation, ongoing engagement and support in the development of *Metro 2050* over the last four years. We know that this required considerable engagement, and we appreciate your commitment to creating this shared vision for the future of this region.

If you have any questions regarding the regional growth strategy, the process for adopting the bylaw, or next steps, please do not hesitate to contact Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, by email at Heather.McNell@metrovanancouver.org or by phone at 604-436-6813.

Yours sincerely,



George V. Harvie
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Paula Richardson, Chief Administrative Officer, Village of Belcarra
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver
Jonathan Cote, Deputy General Manager, Regional Planning and Housing Services, Metro Vancouver

Reference: [Report – February 13, 2023, “Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022 Third Reading and Final Adoption”](#)

Office of the Chair
Tel. 604-432-6215 or via Email
CAOAdministration@metrovancouver.org

March 30, 2023

File: PE-13-01

Mayor Jamie Ross and Council

Village of Belcarra

4084 Bedwell Bay Road

Belcarra, BC V3H 4P8

VIA EMAIL: jross@belcarra.ca; lwilder@belcarra.ca; prichardson@belcarra.ca

Dear Mayor Ross and Council:

**Vision and Guiding Principles Engagement:
Metro Vancouver's Solid Waste Management Plan Update**

Metro Vancouver is updating its solid waste management plan, a long-term strategic plan that guides our region's policies and collective actions over the next decade and beyond. At this time, Metro Vancouver is launching engagement on the development of the vision and guiding principles for the updated plan. As a Metro Vancouver member jurisdiction, Village of Belcarra is invited to provide input during all phases of the plan's development.

Solid Waste Management Plan Update

Regional districts are required by the Province to develop, and submit for approval, plans for the management of municipal solid waste and recyclable materials. Building on the strengths of the current *Integrated Solid Waste and Resource Management Plan* that was approved by the Province in 2011, Metro Vancouver will be updating its solid waste management plan and identifying opportunities to accelerate waste reduction and diversion. In doing so, significant consideration will be given to reducing greenhouse gases and promoting a circular economy. In the meantime, work to advance waste reduction and recycling in the region will continue to progress during the solid waste management plan update process.

Metro Vancouver conducted pre-engagement work in 2021 and continues to actively engage with governments – including First Nations and member jurisdictions – government agencies, waste and recycling industry, waste producers, businesses, communities of interest, and Metro Vancouver residents to guide updates to the plan over the next 2-3 years. An [Engagement Panel](#) supports the development and implementation of the public engagement program. The two [Advisory Committees](#), Solid Waste Management Plan Public/Technical Advisory Committee and Solid Waste and Recycling Industry Advisory Committee, provide ongoing advice and support.

57981881

The [engagement webpage](#) contains information on previous and current phases of engagement (visit metrovanancouver.org and search 'solid waste management plan engagement').

Seeking Your Feedback – Vision and Guiding Principles

The vision and guiding principles will set the plan's foundation as well as the direction, and reflect fundamental values that guide the plan's development and implementation. Inputs and inspiration will include existing vision statements and guiding principles from Metro Vancouver, the Province, and leading jurisdictions worldwide, complemented by engagement feedback.

Metro Vancouver has scheduled two engagement opportunities involving member jurisdiction representatives:

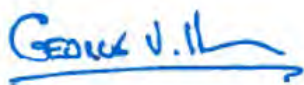
- March 30, 2023 – Member Staff Advisory Committee Workshop.
- April 13, 2023 – The Zero Waste Committee meeting will include a session on solid waste management plan vision and guiding principles. Climate Action Committee members have been invited to join this discussion.

In addition to receiving feedback through these scheduled channels, Metro Vancouver will engage with Village of Belcarra at its preference.

If you have questions or comments about the review and update of Metro Vancouver's solid waste management plan, require additional information, or wish to schedule a meeting or presentation, please contact Paul Henderson, General Manager, Solid Waste Services, by email at Paul.Henderson@metrovanancouver.org

Thank you in advance for your consideration.

Yours sincerely,



George V. Harvie
Chair, Metro Vancouver Board



Sarah Kirby-Yung
Chair, Zero Waste Committee

GVH/SK/PH/sl



Compassionate, quality care for people with life-limiting illness and grief support for our community.

Crossroads E-Newsletter

March 2023



HIKE FOR HOSPICE SUN. MAY 7TH

Walk in honour of a loved one & raise funds for our community.

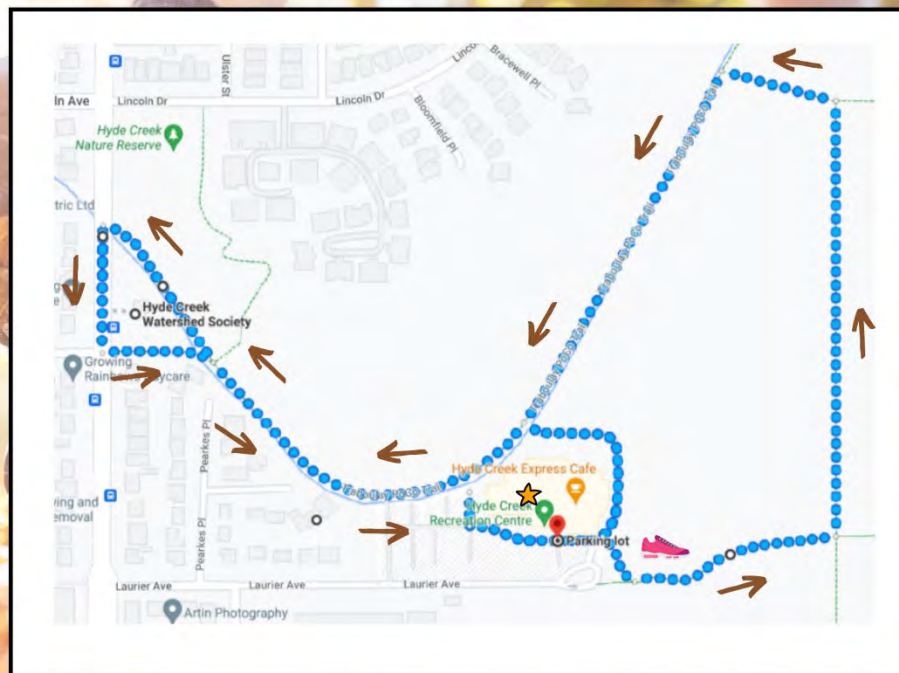
We are excited to invite you to join us at this year's **HIKE FOR HOSPICE** presented by Phoenix Truck & Crane, in support of Crossroads Hospice Society! Walk in honour of a loved one and raise funds for our community.

The event is taking place **IN-PERSON** (*PHO restrictions permitted*) on **Sunday, May 7th, 2022 from 9:30am-12:00pm** in Port Coquitlam at the **Hyde Creek Recreation Centre** to help promote the importance of hospice care and raise much needed funds for end-of-life care and grief support for our community.

Join thousands of others across Canada, hiking in support of hospice palliative care or in memory of a loved one. We encourage hikers of all ages and abilities, as well as their beloved four-legged friends, to come out for this fun community event that is growing larger every year.

REGISTER NOW

HYDE CREEK RECREATION CENTRE



★ Start & Finish

👟 Beginning of trailhead

➔ 3 KM Trail

HIKE FOR HOSPICE

Presenting Sponsor
Phoenix Truck & Crane



Thank You!


CROSSROADS
HOSPICE SOCIETY

MEET OUR AMAZING HIKE FOR HOSPICE SPONSORS

Our 21st Annual Hike for Hospice would not be possible with the generosity of our event sponsors! A huge thank you to Phoenix Truck & Crane for returning as our Presenting Sponsor. We are so grateful to be a part of a giving community!

MEET OUR SPONSORS

Youth & Young Adult Bereavement Program Update

YYAs Bracelet Making Group



Our youth and young adults came together to create beautiful gemstone bracelets in memory of our loved ones. Participants gathered stones with such intention, selecting ones that represented the qualities they love about their person, or colors that spoke to them. Wearing something on ourselves is a powerful way to stay connected to those who aren't here, but are carried within.

Adult Bereavement Program Update

Monthly Drop-in Support Group

We held our Monthly Drop-in Support Group on March 16th and 6 participants with different losses came to share and connect with one another. We will be continuing to hold space for anyone that wants to join the group on a monthly basis in 2023.

Kintsugi Art Through Grief Group



On March 25th, we had 6 participants join our Kintsugi Art Through Grief group. The aim of the group was to invite grieverers to reflect on their grief while repairing broken pieces of ceramic, symbolizing healing after a loss.

GIVE THE GIFT OF COMPASSION

Your donations will help us provide compassionate care and support for people with life-limiting illness and their families, and offer support to individuals who are grieving a loss of a loved one.

[DONATE NOW](#)

Crossroads Hospice Society

Reg. Charity No. 89485-0635-RR0001



Be sure to add our email address to your address book or safe senders list so our emails get to your inbox.

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[Crossroads Hospice Society](#)

209-2773 Barnet Hwy, Coquitlam, BC V3B 1C2

From: Government Relations <GovernmentRelations@Translink.ca>
Sent: Friday, March 31, 2023 5:06 PM
To: Jamie Ross <jross@belcarra.ca>;
Cc: Government Relations <GovernmentRelations@Translink.ca>
Subject: TransLink Spring Service Changes

Good afternoon, Mayor Ross and Council,

We implement service changes every January, April, June, and September to ensure service is provided where it's needed most based on seasonal patterns and recent trends.

Starting April 17, 2023, TransLink is making targeted service increases to bus routes around the region.

- TransLink will be implementing spring seasonal changes to increase access and convenience to popular seasonal destinations.
- We will be providing more seasonal service than in previous years to meet seasonal demand.

TransLink will be adjusting bus service levels around the region to respond to changing customer demand.

- Service is being increased on 34 routes across the region to address overcrowding and to better serve our customers.
- Service adjustments are being made to eight routes to provide more service during periods of high demand and to reduce overcrowding.
- Minor reductions are also being made on 10 routes when demand is lower to provide more service where it's needed most.

Details of Service Changes in your municipal

We will be implementing spring seasonal changes to increase access and convenience to popular seasonal destinations, including:

- 182

Please find all updated information on our service change [here](#) or by searching 'TransLink service change'.

We'll continue monitoring ridership to ensure service is provided where it is needed most as more and more people choose transit.

If you have any questions, please do not hesitate to reach out to Juliana.craig@translink.ca

Warm Regards,

Kyle Rosenke

A/Director – Public Affairs

T: 778.375.7667 | C: 604.603.8282 | translink.ca

TransLink

400-287 Nelson's Court, New Westminster, BC, V3L 0E7, Canada



From: [Don Babineau](#)

Sent: Sunday, March 26, 2023 8:46 PM

To: 'Paula Richardson' <prichardson@belcarra.ca>

Subject: Letter to Belcarra Council and the OCP Committee Members

Hi Paula, I would like this letter given to all council and OCP members and have it as an actionable item for discussion at your next council meeting please. Thanks!

My understanding is that the OCP project has not been restarted, which is a good thing in my view. Let me explain why.

Redacted under Council Correspondence
Policy No. 225

Although I have concerns about how the OCP committee members were selected and [REDACTED] to lead the process, I feel that the OCP Committee did a credible job... despite not being supplied with a proper baseline of information upon which they could create a vision for our village that would serve us well for many years to come.

When Anmore updated their OCP back in 2013, they had an existing Advisory Planning Committee (a committee of Anmore residents that reviewed development plans) that agreed to take on the task of updating their OCP. After reviewing the current OCP at the time and the mandate ahead of them, they insisted that they could not proceed with the OCP review until a *Financial Sustainability Plan* was completed so they could clearly determine how the OCP had to be adjusted based on the financial findings. Their request went to Council, an RFP was issued, and the Vann Struth Financial Sustainability Report was created which uncovered a significant underfunding of existing infrastructure to the tune of an \$8.9M shortfall and their current development patterns would only make things worse. It suggested significant tax increases to catch up.

The Vann Struth report is on their website <https://anmore.com/wp-content/uploads/2018/04/Anmore-Financial-Sustainability-Plan-Final-Report-2013-10-15.pdf>. The conclusions and recommendations can be found on page 55 of this report. Here is one of their major findings that very well could be true for Belcarra...

The most important conclusion from the analysis is that regardless of the density of new housing development or the rate of growth, the Village has insufficient revenues to simultaneously maintain existing services, to pay off the existing backlog of infrastructure replacement costs, and to save for the replacement of all of the new infrastructure that will be built over the next 20 years.

What is a Financial Sustainability Plan?

I contacted Jamie at Vann Struth Consulting as this is the company that did the work for Anmore. This is the definition he sent to me:

Hello Don,

Below is how I would describe a Financial Sustainability Plan and its benefits for a municipality like Belcarra.

A Financial Sustainability Plan provides a long-term perspective on municipal decision-making. Everything from development policy to capital spending decisions to tax rates and service levels

have an impact on Village finances. These decisions should be made with an understanding of their long-term implications and should support, rather than detract from, a healthy financial future for the municipality.

The plan would incorporate capital spending obligations, levels and trends in tax rates and operating costs, and the state of municipal assets, including financial reserves. It may explore alternative scenarios, such as a "baseline" scenario that continues the status quo, plus scenarios that consider alternative growth paths and capital spending decisions. The plan will recommend financial or other changes that ensure the Village is on a solid financial footing into the future.

I hope this is helpful and would be happy to discuss with you or others in the community.

Jamie

Jamie Vann Struth

Vann Struth Consulting Group Inc.

Vancouver, Canada

Phone 604-762-6901

Web www.vannstruth.com

Twitter @JamieVannStruth

Every four years at election time, there are arguments about our financial situation. Those running from the existing council claim that we are on a strong financial footing while the new candidates hoping to win a seat say that we are broke. Who is right? Neither side makes a compelling case, so residents are left confused. It is confusing when 90% of our asset base is our water system but is it realistic to include this as an asset as it is something that requires ongoing maintenance and replacement costs? We do get regular and proper reports from our accountant, but a Financial Sustainability Plan is very different. A Financial Sustainability Plan is not an Asset Management Plan nor is it a Strategic Plan, but all of these plans work together to build the foundation for a healthy village.

Prior to our elections last fall, I spoke with Carolina, Janet, and Joe and asked if they would support moving forward with getting a Financial Sustainability Plan done for Belcarra. All agreed that this would benefit Belcarra. So before getting the OCP Committee going again, I urge you to pass a motion to get a Financial Sustainability Plan done for Belcarra.

It is timely in that we have some major expenditures coming our way... improving water capacity for fire fighting (as recommended by the consultants that presented their report at the end of last summer) and two new firehalls. What about a proper road to Farrer Cove to open some development opportunities?

John Snell recently wrote a very good article in the Belcarra Barnacle. He talked about the three-legged milking stool. I would offer that there are four legs that should be considered and the sequence that they should be done in...

1. Financial Sustainability Plan Completed
2. OCP Review

And the next two can be worked on concurrently while the first two are being done...

1. Asset Management Plan
2. Strategic Plan

I am not a fan of hiring consultants, but I feel that completing a Financial Sustainability Plan for Belcarra is necessary, overdue and would be one of the best investments that we ever made! It would clearly guide us as to what tax increases are required to sustain our village. I believe it would make us think a lot harder on ways we can raise village revenues without simply raising taxes. I asked Jamie from Vann Struth what a Financial Sustainability Plan would cost for Belcarra, and he ball-parked it at \$30,000 to \$40,000... less than half what we just paid to Urban Systems. With this study, we wouldn't need to hire another consultant to help us complete our OCP.

Can I count on one of you... Carolina, Janet, and Joe, or... to put a motion forward to get a Financial Sustainability Plan on the table then for all three of you to vote in favour of getting this done ASAP so we can give the OCP committee the information they need ***to make informed decisions*** for the good of our beloved village?

We need a comprehensive Financial Sustainability Plan completed that looks at our village finances from a 10,000-foot level. Our OCP Committee needs this information so they can make informed decisions on how we move forward in the years to come.

Please make this an action item for discussion at your next council meeting. Also, can you have this letter sent out to all of the OCP Committee members please? If not, please let me know and I will get it to them some other way.

Thanks,
Don

PS, If there is an opening on the OCP committee, I remain interested in offering my services.

Don Babineau

Message to Mayor and Council:

April 2, 2023

I have read with interest Don Babineau's message that was posted in the Belcarra Oversight Group web page on Facebook. This was a most provocative message with multiple thought-provoking issues which I want to address for all residents of Belcarra.

There will be some degree of confusion by some residents regarding the many terms used. What Don is referring to as a "Financial Plan or Financial Sustainability Plan" seems to be something quite different from Belcarra's "Asset Management Plan" with its associated "Long-Term Financial Plan". The Anmore report indicates that "The over-arching goal of the Financial Sustainability Plan is to assess the long-term financial implications of Village of Anmore (a small but growing community of about 2,300 residents) continuing with its traditional pattern of development, and to determine whether alternative approaches to development and growth would lead to improved financial outcomes".

There is no single definition of what financial sustainability means for a municipality, but for their report the following definition is used: *Financial sustainability is the ability to maintain public services at their current level with available financial resource over the long term. This means that if current service levels cannot be maintained without increasing taxes or other revenue sources, other than normal increases for inflation and community growth, then current service levels are not financially sustainable.*

Belcarra (687 population or about 33% of Anmore) completed the Asset Management Plan in 2022. Councillor Clark has provided an excellent summary of this 2022 Asset Management Plan for the Belcarra Oversight Group – **please read this information in the link provided.**

I am concerned about the necessity for continuing to raise concerns over some issues that Council has discussed, and thought were resolved to the satisfaction of our residents:

- 1) Funding of the fire halls is NOT a responsibility of Belcarra's municipal financial planning. The matter of replacing the fire halls is NOT a financial planning matter for Belcarra Council. The fire hall planning and financing is the responsibility of the SVFD Board of Trustees who have already been putting money into a SVFD capital reserve fund for that purpose and I understand that amounts to over \$400 thousand for the fire halls in the past 3 years.
- 2) Regarding the suggestion for increased water flow from District of North Vancouver (DNV) it should be noted that a maximum instantaneous flow of 20 Litres/second was the agreed upon number as per the latest update to the Water Service Agreement (WSA). The village has been informed that DNV cannot consider increasing this flow, so our water flow is fixed at 20 Litres/second (reference report from DNV).
- 3) There are other approaches that the Village wants to pursue in the near-term that don't require spending millions of dollars.
 - a. The minimum water setting in the Tatlow tank needs to be increased from a low of 65% to at least 75% to have more water for fire fighting. The water operators are concerned about adverse problems with chlorination levels and are only allowing a 2% increase in the low water cut-off setting per year, while they obtain chlorine testing data.
 - b. Installing a chlorination system for Tatlow tank would provide the water operators a method of controlling the chlorination levels in the tank – they currently can only spill water and try to recover the chlorine levels with the new water entering the tank.
 - c. The 2006 Dayton Knight Pre-Design Report states: In the "Potable Water Supply Sources and Design Options" Study a fire flow requirement of 60L/s for 1.5 hrs was used. Based on an analysis of the house fires in Belcarra, our water system would be capable of meeting this fire flow requirement depending on the initial amount of water in the Tatlow tank.

- 4) Regarding the road to Farrer Cove, nothing can be done in that regard until the Metro Vancouver Parks Department and the Metro Vancouver Board give their consent. A presentation was made to Council by the ELC, and the decision was to postpone any further discussion with Village staff until July 2023. The ELC proposal is not including any issues with a road through to Farrer Cove; that seem to be left for the residents of the private properties in Farrer Cove

OCP Issues and Understanding of the Process Being Followed

As Chairperson for the OCP Committee I feel compelled to provide some facts to the OCP issues raised by Don in his message.

I want to refer readers to John Snell's message regarding the "three-legged stool." Council has completed the Asset Management Plan in 2022 and now needs to approve the Draft OCP before it can move to the final document – development of the Strategic Plan

"There are three documents that guide council, just as there are three legs to a milking stool. If one leg is broken, the stool is of little use!

- An **asset management plan** identifies village property such as roads, drainage, and infrastructure, and gives guidance towards repair, maintenance, upgrade, or replacement, needed now and in future years.
- An **OCP or "Official Community Plan"** is how a panel of villagers, with considerable input from other villagers, figure out how the community sees itself now, and how it wants and envisions itself to be a decade into the future.
- The final component is a **"Strategic Plan"**. This plan can only be put together when you have an adopted OCP and a clear idea of asset management needs."

Residents of Belcarra need to understand that the OCP committee was appointed by Council and those members serve at the pleasure of Council. It is very noble that Don has offered to fill one of the vacant positions, but Council would need to forecast how the OCP committee was going to be functioning within the scope of Council now being responsible for adopting the OCP document into a bylaw. Our committee has provided the draft document they required, and it incorporates views and suggestions provided by our residents. The final phase is now the responsibility of the Village of Belcarra Council.

My focus now is on the overall OCP process. Residents need to understand that our committee has fulfilled its responsibility and produced a draft document which has been presented to Council for their consideration. This draft OCP document includes the vision that the appointed committee has for our village of Belcarra in the next 5-10 years. The draft is based on all members input along with over 150 resident suggestions which were discussed by the committee and decided how best to incorporate into the draft. Council now has a process to follow and pass the final OCP document into an official bylaw. There needs to be a consultant available to guide Council through the necessary process.

Regards

Ian Devlin, Chairperson of the OCP Committee