



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
Village Hall  
June 5, 2023  
7:00 PM**



*This meeting is live 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, June 5, 2023**

**Recommendation:**

That the agenda for the Regular Council Meeting, June 5, 2023 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meetings, May 10, 2023 and May 23, 2023**

**Recommendation:**

That the minutes from the Special Council Meetings held on May 10, 2023 and May 23, 2023 be adopted.

**3.2 Regular Council Meeting, May 23, 2023**

**Recommendation:**

That the minutes from the Regular Council Meeting held May 23, 2023 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

**5. REPORTS**

- 5.1** Ken Bjorgaard, Financial Consultant, report dated June 5, 2023 regarding the 2022 Statement of Financial Information (SOFI)

**Recommendation:**

1. That the Village of Belcarra's 2022 Statement of Financial Information (SOFI) report be approved; and
2. That the Mayor and Chief Administrative Officer be authorized to sign off on the applicable statements within the SOFI report.

- 5.2** Ken Bjorgaard, Financial Consultant, report dated June 5, 2023 regarding a Finance Standing Committee Terms of Reference.

**Recommendation:**

That the Finance Standing Committee – Terms of Reference attached as “Appendix “A” to the staff report dated June 5, 2023 be approved.

- 5.3** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated June 5, 2023 regarding the 2022 Drinking Water Quality Annual Report

**Recommendation:**

That the 2022 Drinking Water Quality Annual Report be received into the record for information and be forwarded to the Fraser Health Authority for review and comment.

- 5.4** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated June 5, 2023 regarding an Interface Wildfire Development Permit Area Policy and opportunities for public consultation

**Recommendation**

That staff be directed to organize an open house with B.A. Blackwell & Associates Ltd. regarding the Village of Belcarra Interface Wildfire Development Permit Area Policy to provide residents with the opportunity for public consultation – comments & questions.

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

Mayor Ross attended the following:

- RCMP “E” Division – Lower Mainland District Mayors' Forum – May 23, 2023
- Metro Vancouver Special Mayors' Committee Meeting – May 30, 2023
- TransLink Mayors' Council Meeting – June 1, 2023
- Sasamat Volunteer Fire Department Board of Trustees meeting – June 1, 2023
- Metro Vancouver Board Meeting – June 2, 2023

**7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER****8. BYLAWS****8.1 Growing Communities Reserve Fund Establishment Bylaw**

A bylaw to establish a reserve fund to account for the Growing Communities Fund grant monies received from the Province of BC which are to be used for specific purposes

**Recommendation:**

That Village of Belcarra Growing Communities Reserve Fund Establishment Bylaw No. 612, 2023 be adopted.

**9. CORRESPONDENCE/PROCLAMATIONS****Recommendation:**

That correspondence items under section 9.1 be received into the record for information.

**ACTION ITEMS****9.1 Requests for Meetings at the Union of British Columbia Municipalities (UBCM) 2023 Convention**

**9.1.1** Premier David Eby, Officer of the Premier, letter dated May 24, 2023 providing information on the process of requesting meetings with Premier Eby, or Cabinet colleagues, during the September 18-23, 2023 Union of British Columbia Municipalities (UBCM) Convention.

**9.1.2** Minister Anne Kang, Ministry of Municipal Affairs, letter dated May 24, 2023 providing information on the process of requesting meetings with Minister Kang, or provincial staff, during the September 18-23, 2023 Union of British Columbia Municipalities (UBCM) Convention.

**9.1.3** Sabrina Locicero, Community Relations Manager, Lower Mainland, BC Hydro, email dated May 31, 2023 providing information on the process of requesting meetings with senior BC Hydro executives during the September 18-23, 2023 Union of British Columbia Municipalities (UBCM) Convention.  
No items

**Recommendation:**

That Council members e-mail any requests to meet with particular representatives to the Chief Administrative Officer.

**INFORMATION ITEMS**

No items.

**10. NEW BUSINESS**

**11. PUBLIC QUESTION PERIOD**

**12. ADJOURNMENT**

**Recommendation:**

That the June 5, 2023 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA  
SPECIAL COUNCIL MEETING MINUTES  
May 10, 2023**



This meeting was held in Council Chambers

**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  
Amanda Seibert, Corporate Officer/Recording Secretary

**Others in Attendance**

Ken Bjorgaard, Facilitator

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**1. CALL TO ORDER**

Mayor Ross called the meeting to order at 4:30 pm

**2. APPROVAL OF THE AGENDA**

**2.1 Special Council Meeting, May 10, 2023**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

**That the agenda for the Special Council Meeting of May 10, 2023 be approved.**

**CARRIED**

**3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the May 10, 2023 special meeting of Council be closed pursuant to the *Community Charter* Section 90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:**

- (I) Discussion with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]"

**4. ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Clark

**That the May 10, 2023 Special Council Meeting be adjourned at 4:31 pm.**

**CARRIED**

Certified Correct:

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Jamie Ross  
Mayor

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Paula Richardson  
Chief Administrative Officer



**VILLAGE OF BELCARRA  
SPECIAL COUNCIL MEETING MINUTES  
May 23, 2023**



This meeting was held in Council Chambers

**Council in Attendance**

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

**Staff in Attendance**

Paula Richardson, Chief Administrative Officer  
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.*

Note: Councillor Clark was not in attendance.

**1. CALL TO ORDER**

Mayor Ross called the meeting to order at 5:03 pm

**2. APPROVAL OF THE AGENDA**

**2.1 Special Council Meeting, May 23, 2023**

Moved by: Councillor Elworthy  
Seconded by: Councillor Ruzycki

**That the agenda for the Special Council Meeting of May 23, 2023 be approved.**

**CARRIED**

**3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING**

Moved by: Councillor Wilder  
Seconded by: Councillor Elworthy

**That the May 23, 2023 special meeting of Council be closed pursuant to:**  
***Community Charter* Section 90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:**

- (i) **The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.**
- (j) **Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act."**

**CARRIED**

**4. ADJOURNMENT**

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

**That the May 23, 2023 Special Council Meeting be adjourned at 5:04 pm**

**CARRIED**

Certified Correct:

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Jamie Ross  
Mayor

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Paula Richardson  
Chief Administrative Officer





**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
May 23, 2023**



This meeting was held in Council Chambers and live streamed at  
[Village of Belcarra - YouTube](https://www.youtube.com/watch?v=...)

**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

**Others in Attendance**

Ken Bjorgaard, Financial Consultant  
Michael Levin, Team Lead and Project Manager, WSP Canada Inc.  
Thomas Munding, Senior Process Engineer, WSP Canada Inc.

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**1. CALL TO ORDER**

Mayor Ross called the meeting to order at 7:01 pm

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, May 23, 2023**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the agenda for the Regular Council Meeting of May 23, 2023 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, May 8, 2023**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That the minutes from the Special Council Meeting held on May 8, 2023 be adopted as circulated.**

**CARRIED**

**3.2 Regular Council Meeting, May 8, 2023**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Clark

**That the minutes from the Regular Council Meeting held on May 8, 2023 be amended to replace the text “would be willing to sell the land to the Village of Belcarra.” in Section 11 Public Question Period in a comment made a resident with the text “would be willing to sell the land on Midden Road to generate tax revenue for Belcarra Village.”; and**

**That the minutes from the Regular Council Meeting held on May 8, 2023 be adopted as amended.**

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

**4.1 WSP Canada Inc.**

- Presentation providing information regarding a chlorination system quote for the Tatlow Reservoir.

The Public Works & Emergency Preparedness Coordinator introduced Michael Levin and Thomas Munding, WSP representatives.

Mr. Levin spoke on a water model development report on the water system provided to the Village of Belcarra by WSP in 2022 and on deficiencies highlighted as part of the report. He addressed discussions on the potential operation of the Tatlow system to maximize firefighting capability and the need to add a chlorination system should the tank be filled to 95%. He responded to questions from Council and residents.

**5. REPORTS**

**5.1 Paula Richardson, Chief Administrative Officer and Ken Bjorgaard, Financial Consultant, report dated May 23, 2023 regarding Council's 2022-2026 Draft Strategic Plan & Related Draft Strategic Priorities Work Plan.**

The Financial Consultant reviewed the report, the related draft strategic plan for Council and the work plan put forward by staff.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

1. **That the overview of Council's 2022-2026 Strategic Priorities & Goals (Strategic Plan) and related Strategic Priorities Work Plan (Work Plan), as attached to this report, be adopted;**
2. **That a financial plan amendment bylaw be brought forward to amend the Village of Belcarra's 2023 spending plan so that the additional 2023 funds identified in this report and in the Work Plan, which are needed to accomplish Council's Strategic Plan, can be included in the Village's financial plan; and**
3. **That regular progress reports on achieving the specific actions or tasks outlined in the Work Plan be forwarded to regular Council meeting agendas on a quarterly basis starting for the quarter ending August 31, 2023.**

Council discussion ensued on the work done in the development of the strategic plan.

Jim Chisholm, Belcarra resident, queried on the inclusion of the construction of a new fire hall in the strategic plan and where the funding for the construction will come from. He commented on the inclusion of a sprinkler system for the Village Hall.

Don Babineau, Belcarra resident, questioned whether the strategic plan contained anything on the road to Farrow Cove. It was advised that due to the complexity of the situation and the number of parties involved, Council had chosen to not include the matter in their strategic plan.

Klaus Bever, Belcarra resident, expressed his support for the strategic plan put forward by Council.

Ralph Drew, Belcarra resident, congratulated Council and staff on the 2022-2026 Strategic Plan. He suggested an addition of fire protection sprinkling of the Village Hall under the 'Fire Safety' section of the document.

The Mayor called the question on the motion.

**CARRIED**

- 5.2** Ken Bjorgaard, Financial Consultant, report dated May 23, 2023 regarding Metro Vancouver Taxes for Sasamat Volunteer Fire Department fire protection service (SVFD).

The Financial Consultant reviewed the report. He explained the formula which allows residents to see the amount of tax they are paying for the SVFD fire protection service.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the report dated May 23, 2023 regarding Metro Vancouver Taxes for the Sasamat Fire Protection Service be received into the record for information.**

Brian Hirsch, Belcarra resident, requested clarification on the source of funding for a new fire hall. He queried whether Belcarra residents will have to pay additional funds and questioned if trustees need to speak on reconsidering the 50/50 cost sharing based on population differences.

Mayor Ross explained the funding model and spoke on the issue of cost sharing.

Don Babineau, Belcarra resident, commented on the agreement in place pertaining to fire fighting between Belcarra and Anmore and queried on the amount of funding Belcarra has put aside for a fire hall to date.

The Financial Consultant will provide the information in an email.

The Mayor called the question on the motion.

**CARRIED**

**5.3** Paula Richardson, Chief Administration Officer, report dated May 23, 2023 regarding a draft of the Village of Belcarra Noise Control Bylaw

The Chief Administrative Officer reviewed the report. She outlined the history of the current bylaw and the need for an updated bylaw.

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

**That draft Village of Belcarra Noise Control Bylaw No. 606, 2023 be brought forward for readings at a future meeting of Council reflective of the feedback received at the May 23, 2023 regular Council meeting.**

Council discussion ensued on sections of the draft bylaw and Council members provided feedback. The Chief Administrative Officer requested that any further comments or concerns be emailed to her to include as part of the bylaw coming forward for readings.

Jim Chisholm, Belcarra resident, queried if the Village owned a decibel reader. It was advised that when the bylaw is passed, a decibel reader will be purchased.

The Mayor called the question on the motion.

**CARRIED**

**5.4** Ken Bjorgaard, Financial Consultant, report dated May 23, 2023 regarding a Local Government Infrastructure Planning Grant

The Financial Consultant reviewed the report and requested support for the application, advising that the intent of the grant work will be to map and inventory the Village's natural assets.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**1. That a grant application for \$10,000 under the Local Government Infrastructure Planning Grant Program to allow the Village of Belcarra to complete an inventory and mapping of its natural assets be supported; and**

- 2. That the Village of Belcarra's share (\$5,000) of the project costs come from the Village's Canada Community-Building Fund – Community Works Fund (CWF) reserve fund.**

**CARRIED**

## **6. REPORTS FROM MAYOR AND PROJECT LEADS**

### **6.1 Mayor's Report**

Mayor Ross attended the following:

- Kevin Quinn, CEO, TransLink, a Belcarra hike on May 9, 2023
- A Metro Vancouver Parks Committee meeting on May 10, 2023
- A Metro Vancouver Electoral Area Committee meeting on May 10, 2023
- A Metro Vancouver Climate Action Committee meeting on May 11, 2023
- A Celebration of Life for Walter Laube on May 13, 2023
- Montreal Bus Rapid Transit Tour

The Mayor provided an information document on Montreal's Pie-EX-BRT system and highlighted information on the service and the tour he participated in. He commented on the recent fire in the Camp Howdy area and recognized the Sasamat Volunteer Fire Department for their work to keep residents safe.

### **6.2 Councillors' Reports**

Councillor Elworthy attended a Tri-Cities Economic Summit on May 16, 2023 and the Sasamat Open House for the Sasamat Camp on May 13, 2023

## **7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer noted that the Village had a new bylaw officer out on the long weekend and that the Village now has an auxiliary officer working on an as-needed basis.

## **8. BYLAWS**

### **8.1 Growing Communities Reserve Fund Establishment Bylaw**

A bylaw to establish a reserve fund to account for the Growing Communities Fund grant monies received from the Province of BC which are to be used for specific purposes

Moved by: Councillor Clark

Seconded by: Councillor Ruzyski

**That Village of Belcarra Growing Communities Reserve Fund Establishment Bylaw No. 612, 2023 be given third reading.**

**CARRIED**

**9. CORRESPONDENCE/PROCLAMATIONS**

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That correspondence items 9.1 to 9.5 be received into the record as information.**

**CARRIED**

**ACTION ITEMS**

No items

**INFORMATION ITEMS**

- 9.1** Trans Mountain, report dated April 2022 regarding existing shoreline conditions for the purpose of assisting recovery and restoration in the event of a ship-sourced marine spill.
- 9.2** Nikolina Vracar, Legislative Services Manager, City of Coquitlam, letter dated May 3, 2023 regarding the nomination of Port Moody Mayor Meghan Lahti and Port Coquitlam Councillor Nancy McCurrach to serve on the E-Comm Board of Directors
- 9.3** Ian Devlin, Belcarra Resident, letter dated May 3, 2023 regarding optimizing the Tatlow Water Reservoir Storage Capacity for fire fighting.
- 9.4** Ruth Hoyte, Mayor, District of Coldstream, letter dated May 9, 2023 regarding the Provincial Government's recently introduced action plan "Homes for People" and expressing concern that broad legislative changes may curtail the local planning authority vested in local governments and with the impact the densification proposed in the plan may have on smaller, rural communities if implemented in a "one-size-fits all" approach.
- 9.5** George V. Harvie, Chair, Metro Vancouver Board, letter dated May 16, 2023 pertaining to an application by the Township of Langley for a land use designation amendment to Metro 2050 to redesignate property from Agricultural to Industrial and move the Urban Containment Boundary and inviting written comments on the proposed amendment by July 4, 2023.

**10. NEW BUSINESS****11. PUBLIC QUESTION PERIOD**

Ryan Moon, Belcarra resident, queried if the BBUP (Bedwell Bay Upgrade Project) will include a connection of the Bedwell Bay storm drain corridor, east of the Kelly Road storm drain.

Ralph Drew, Belcarra resident, queried if Belcarra residents wished to have their control in the SVFD reduced to 29%.

Jim Chisholm, Belcarra resident, inquired as to where the recent fire in Belcarra was located and how it had started.

The Chief Administrative Officer will request further information on the item from the Fire Chief.

Klaus Bever, Belcarra resident, questioned if the Public Works Officer can provide information on the security for the potable water at the Tatlow tank.

The Public Works & Emergency Preparedness Coordinator provided information on the status of the work being done to secure the tank.

Jim Chisholm, Belcarra resident, queried what security and fencing at the Tatlow tank were for.

The Public Works & Emergency Preparedness Coordinator advised on the reasons for providing security for sensitive types of areas.

## 12. ADJOURNMENT

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

**That the May 23, 2023 Regular Council Meeting be adjourned at 9:39 pm.**

**CARRIED**

Certified Correct:

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Jamie Ross  
Mayor

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Paula Richardson  
Chief Administrative Officer



## COUNCIL REPORT

**Date:** June 5, 2023

**From:** Ken Bjorgaard, Financial Consultant

**Subject:** 2022 Statement of Financial Information (SOFI)

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### Recommendations:

1. That the Village of Belcarra's 2022 Statement of Financial Information (SOFI) report be approved; and
2. That the Mayor and Chief Administrative Officer be authorized to sign off on the applicable statements within the SOFI report.

### Purpose:

The purpose of this report is to introduce the Village's 2022 SOFI report for approval and subsequent sign-off.

### Background:

The attached SOFI report has been produced pursuant to the requirements of the *Financial Information Act* and the corresponding *Financial Information Regulation*. As required by the legislation the following sections are included in the report:

1. Statement of Financial Information Approval
2. Management Report
3. Schedule of Guarantee and Indemnity Agreements
4. Schedule of Remuneration and Expenses
5. Statement of Severance Agreements
6. Schedule of Payment to Persons or Entities
7. Statement of Inactive Corporations
8. Financial Statements

It is recommended that the Village's 2022 SOFI report be approved for sign-off. After sign-off the report will be available to the public and will be forwarded to the Ministry.

Appendix A: Statement of Financial Information (SOFI) Report for the Year Ended December 31, 2022





# VILLAGE OF BELCARRA

## STATEMENT OF FINANCIAL INFORMATION (SOFI) REPORT

FOR THE YEAR ENDED DECEMBER 31, 2022

Section	Number
Statement of Financial Information Approval. ....	1
Management Report. ....	2
Schedule of Guarantee and Indemnity Agreements. ....	3
Schedule of Remuneration and Expenses. ....	4
Statement of Severance Agreements. ....	5
Schedule of Payments to Persons or Entities ....	6
Statement of Inactive Corporations. ....	7
Financial Statements. ....	8

Published pursuant to the *Financial Information Regulation* under the  
*Financial Information Act* of British Columbia

## **Section 1**

### **VILLAGE OF BELCARRA**

### **STATEMENT OF FINANCIAL INFORMATION APPROVAL**

The undersigned hereby approve [as noted in *Financial Information Regulation*, Schedule 1, subsection 9(2)], all of the statements and schedules included in this Statement of Financial Information (SOFI) report, produced as required by the *Financial Information Act*.

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Paula Richardson  
Chief Administrative Officer  
June \_\_, 2023

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Jamie Ross  
Mayor  
June \_\_, 2023

*Prepared pursuant to Financial Information Regulation, Schedule 1, subsection 9 (2)*



# VILLAGE OF BELCARRA

*"Between Forest and Sea"*

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

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belcarra@belcarra.ca • www.belcarra.ca



## Section 2

### **VILLAGE OF BELCARRA MANAGEMENT REPORT**

The consolidated financial statements contained in this Statement of Financial Information (SOFI) under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles as prescribed by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants. The integrity and objectivity of these statements are management's responsibility. Management is responsible for all the statements and schedules prepared for this Statement of Financial Information, and for ensuring that the information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal controls, which in part includes an external audit which is undertaken annually.

The Village's external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the consolidated financial statements. Their examination does not relate to the other schedules and statements required by the Financial Information Act. Their examination includes a review and evaluation of the Village's internal control systems and includes appropriate tests and procedures to provide a reasonable assurance that the financial statements are presented fairly.

On behalf of the Village of Belcarra,

Paula Richardson  
Chief Administrative Officer  
June \_\_, 2023

*Prepared pursuant to Financial Information Regulation, Schedule 1, subsection 9(3)*

### **Section 3**

#### **VILLAGE OF BELCARRA**

#### **SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS**

The Village of Belcarra has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation during the 2022 fiscal year.

*Prepared pursuant to Financial Information Regulation, Schedule 1, subsections 5(3) and 5(4)*

## Section 4

### VILLAGE OF BELCARRA

#### SCHEDULE OF REMUNERATION AND EXPENSES

##### Elected Officials

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>	<u>Total</u>
Clark, Carolina	Councillor	\$ 11,486.08	\$ 331.20	\$ 11,817.28
Drake, Bruce	Councillor	\$ 9,749.44	\$ 331.21	\$ 10,080.65
Elworthy, Joe	Councillor	\$ 1,736.64	\$ 169.58	\$ 1,906.22
Ross, Jamie	Mayor	\$ 22,972.18	\$ 3,776.84	\$ 26,749.02
Ruzycki, Janet	Councillor	\$ 1,736.64	\$ 169.61	\$ 1,906.25
Snell, John	Councillor	\$ 9,749.44	\$ 331.21	\$ 10,080.65
Wilder, Liisa	Councillor	\$ 11,486.08	\$ 331.20	\$ 11,817.28
<b>Total Elected Officials (Mayor and Council)</b>		<b>\$ 68,916.50</b>	<b>\$ 5,440.85</b>	<b>\$ 74,357.35</b>

##### Employees

<u>Employee Name</u>	<u>Position</u>	<u>Remuneration</u> <sup>1</sup>	<u>Expenses</u>	<u>Total</u>
Fortier, Lance	Public Works Maintenance Worker	\$ 78,563.65	\$ 159.00	\$ 78,722.65
Grewal, Sartaj	Building Official	\$ 78,930.21	\$ 1,345.49	\$ 80,275.70
Novak, Stewart	Public Works and Emergency Preparedness Coordinator	\$ 106,763.08	\$ 759.00	\$ 107,522.08
Richardson, Paula	Municipal Coordinator/Acting Corporate Officer & Chief Administrative Officer	\$ 95,711.07	\$ 500.26	\$ 96,211.33
Smith, Brad	Public Works Maintenance Worker	\$ 87,586.07	\$ 3,701.50	\$ 91,287.57
<b>Total for Employees Over \$75,000</b>		<b>\$ 447,554.08</b>	<b>\$ 6,465.25</b>	<b>\$ 454,019.33</b>
<b>Total For Employees Under \$75,000</b>		<b>\$ 183,038.90</b>	<b>\$ 1,546.32</b>	<b>\$ 184,585.22</b>
<b>Total Remuneration &amp; Expenses for Employees</b>		<b>\$ 630,592.98</b>	<b>\$ 8,011.57</b>	<b>\$ 639,604.55</b>
<b>Total Remuneration &amp; Elected Officials &amp; Employees</b>		<b>\$ 699,509.48</b>	<b>\$ 13,452.42</b>	<b>\$ 712,961.90</b>

<sup>1</sup>Includes taxable benefits

The variance between the remuneration schedules and the salaries, wages and benefit expenses reported in the consolidated Financial Statements of the Village of Belcarra are attributable to a number of factors, including that the remuneration schedule is based on actual payments made during the year, while the financial statements are prepared on an accrual basis. Also, wages and benefits in the financial statements include the employer's cost of benefits, which are not taxable to employees, and are thus not included in this schedule.

Expenses include travel expenses, memberships, tuition, vehicle reimbursements and registration fees paid directly to an employee or a third party on behalf of an elected official or employee.

*Prepared pursuant to Financial Information Regulation, Schedule 1, subsections 6(2), (3), (4), (5) and (6)*

## **Section 5**

### **VILLAGE OF BELCARRA**

### **STATEMENT OF SEVERANCE AGREEMENTS**

There was one severance agreement representing 6.48 weeks (1.5 months) of compensation during the fiscal year 2022.

*Prepared pursuant to Financial Information Regulation, Schedule 1, subsection 6(7)*

## Section 6

### VILLAGE OF BELCARRA

### SCHEDULE OF PAYMENTS TO PERSONS OR ENTITIES

<b>PAYMENTS TO PERSONS OR ENTITIES</b>	<b>AMOUNT</b>
<b>NAME</b>	
BC Assessment Authority	\$ 25,884.88
Denhart Management Inc.	74,158.34
District of North Vancouver	94,634.17
Jack Cewe Ltd.	162,763.05
JW Infrastructure Planning Ltd.	55,650.00
K&E Business Services Inc.	73,835.97
Metro Vancouver Regional District (water debt repayment)	235,443.63
Metro Vancouver Regional District (Property Tax Levy) <sup>1</sup>	299,719.60
Municipal Pension Plan <sup>2</sup>	46,885.61
Pacific Blue Cross	29,383.71
Pooni Group Inc.	38,016.75
Province of British Columbia (School Tax Remittance) <sup>1</sup>	1,013,968.13
Samurai Express Trucking	36,416.76
Sea to Sky Network Solutions	49,197.28
South Coast British Columbia Transportation (Property Tax Levy) <sup>1</sup>	165,929.51
Urban Systems Ltd.	84,788.87
Waste Connections	71,924.12
WSP Canada Inc.	104,554.90
Young, Anderson	51,276.96
<b>Total Payments to Suppliers Over \$25,000</b>	<b>\$ 2,714,432.24</b>
<b>TOTAL PAYMENTS TO SUPPLIERS UNDER \$25,000</b>	<b>\$ 426,135.79</b>
<b>GRANTS &amp; CONTRIBUTIONS</b>	<b>\$2,713.00</b>
<b>GRAND TOTAL</b>	<b>\$ 3,143,281.03</b>

<sup>1</sup> Taxes or levies collected on behalf of taxing authorities and forwarded to authorities

<sup>2</sup> Employer and employee pension contributions

The Village prepares the schedules of payments based on actual disbursements processed through its accounts payable system.

This schedule of payments is a “cash basis” listing. The figures therefore will differ significantly from the expenditures in the consolidated financial statements which are reported on an accrual basis, resulting in timing differences. Furthermore, there are disbursements on this schedule which are not considered expenditures in the financial statements including payments made to other taxing authorities, employee payroll deductions, debt principal repayments and payments for the acquisition of tangible capital assets.

*Prepared pursuant to Financial Information Regulation, Schedule 1, section 7 and the Financial Information Act, section 2*

## **Section 7**

### **VILLAGE OF BELCARRA STATEMENT OF INACTIVE CORPORATIONS**

The Village of Belcarra does not have any inactive corporations.

*Prepared pursuant to Financial Information Regulation, Schedule 1, section 8*



**Section 8**

**VILLAGE OF BELCARRA  
FINANCIAL STATEMENTS**

*Provided pursuant to Financial Information Regulation, Schedule 1, sections 2,3, 4 & 5*

- STARTING NEXT PAGE -

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 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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.

*KPMG LLP*

Chartered Professional Accountants

Vancouver, Canada

April 11, 2023

# 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

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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

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## 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

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### 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
	<b>\$ 258,734</b>	<b>\$ 215,180</b>

## 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
	<b>\$ 234,500</b>	<b>\$ 461,910</b>	<b>\$ 4,754</b>	<b>\$ (382,556)</b>	<b>\$ 318,608</b>

### (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 (continued)

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 (continued)

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

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## 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

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## 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
	<u>\$ 1,586,797</u>	<u>\$ 1,389,797</u>

## 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

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## 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

Notes to Financial Statements (continued)

Year ended December 31, 2022

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## **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

Scheduled to Financial Statements (unaudited)

Year ended December 31, 2022

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## 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:** June 5, 2023  
**From:** Ken Bjorgaard, Financial Consultant  
**Subject:** Finance Standing Committee – Terms of Reference

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### **Recommendation:**

That the Finance Standing Committee – Terms of Reference attached as “Appendix “A” to the staff report dated June 5, 2023 be approved.

### **Purpose:**

This report provides Terms of Reference to establish a Finance Standing Committee.

### **Background:**

One of Council’s strategic priorities was the establishment of Finance Committee. Terms of Reference have been drafted to establish such a Committee, which is named the Finance Standing Committee (Committee) (see attached Appendix “A”). The mandate of the Committee together with the related administrative aspects of the Committee are included in the Terms of Reference.

### **Strategic Plan & Related Work Plan Implications:**

The establishment of a Finance Standing Committee fulfills one of Council’s listed strategic priorities.

### **Attachment:**

- Appendix “A” – Finance Standing Committee – Terms of Reference

**Appendix “A”**  
**Village of Belcarra**  
**Finance Standing Committee - Terms of Reference**

## **Overview**

Section 141 of the *Community Charter* allows the Mayor to establish Standing Committees of Council for matters considered to be better dealt with by Committee and may appoint persons to those Committees. Pursuant to the *Community Charter*, the Mayor through this Terms of Reference has established a Finance Standing Committee to address high-level strategic budgeting and finance issues including related policy decisions.

## **Composition & Administration**

The Standing Finance Committee will be comprised of all members of Council. The Mayor serves as Chair of the Finance Standing Committee, and the current Acting Mayor (according to the approved schedule) serves as Vice-Chair. A quorum of 50% (minimum three) of the Committee or members of Council are required to conduct Committee business.

### **Voting Members:**

- Voting members shall consist of all members of Council

### **Non-Voting Members:**

- Chief Administrative Officer (CAO) – staff liaison
- Village of Belcarra Financial Consultant – financial advisor to the Committee
- Recording Secretary – as assigned by the CAO

Any decisions and/or recommendations made in the Standing Finance Committee meetings will be considered by Council at Regular Council Meetings.

## **Mandate**

The Standing Finance Committee provides a forum for informal discussion of issues related to the Village’s annual budget, long-term financial plans and other finance matters. The Committee’s mandate includes, but is not limited to:

- The annual municipal budget and long-term financial plans, both operating and capital expenditures
- The annual financial statements and related audit reports
- Taxation and related distribution of taxes among the tax classes
- Financial policy reviews
- Review of reserves and reserve levels, and any allocation of surplus funds
- Reappointment or appointment of external auditors
- Review of financial reports or issues as deemed appropriate by the Chair of the Committee

## Meetings

The Finance Standing Committee will meet on a quarterly basis, unless otherwise directed by the Chair. All meetings are open to the public, unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter



## COUNCIL REPORT

**Date:** June 5, 2023  
**From:** Stewart Novak, Public Works and Emergency Preparedness Coordinator  
**Subject:** **2022 Drinking Water Quality Annual Report**

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### Recommendation

That the 2022 Drinking Water Quality Annual Report be received into the record for information and be forwarded to the Fraser Health Authority for review and comment.

### Purpose

To provide the Belcarra Water Supply and Distribution System consumers and the Fraser Health Authority with the required annual water source, supply and water quality information based on 2022 analytical sampling and operational procedures.

### Background

This is the annual Drinking Water Quality Annual Report prepared by the Village of Belcarra (Belcarra) under the Water Quality Monitoring and Reporting Plan for the Metro Vancouver (MV) and Member Municipalities. It is a Provincial Health requirement to provide information on water quality and system operational procedures to its consumers.

### Water Quality for 2022

Metro Vancouver reported that all samples collected in 2022 satisfied the bacteriological requirements of the BC Drinking Water Protection Regulation. The Village has not had any water advisories for many years. This report to be provided to the Fraser Health Authority for review and comment following Council's acceptance.

### Strategic Plan & Related Work Plan Implications

This is an annual requirement for the Village to provide the Drinking Water Quality Annual Report to the Fraser Health Authority.

Attachment A: 2022 Drinking Water Quality Annual Report



# **VILLAGE OF BELCARRA**



## **DRINKING WATER QUALITY ANNUAL REPORT**

**2022**



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## INTRODUCTION

This report is prepared by the Village of Belcarra (Belcarra) under the Water Quality Monitoring and Reporting Plan for the Metro Vancouver (MV) and Member Municipalities. The purpose of the report is to provide Belcarra water consumers and the Medical Health Officer (MHO) with drinking water sampling test results for 2022, and to present background information on Belcarra concerning water supply, treatment, and specific measures being taken to protect and enhance drinking water quality as per requirements under the Drinking Water Protection Act.

### A. GENERAL DESCRIPTION

Belcarra delivers potable water to its customers via a waterworks distribution system incorporating approximately 11 Km of water mains, one high pressure zone, one low pressure zone, a pumping station, and a water storage reservoir. As of December 31, 2022, the water distribution system provides water to 191 of a possible 270 parcels.

From January 1, 2022 to December 27, 2022, there was 3,148,430 cubic feet (89,153.6 cubic meters) of water used in Belcarra. This compares to 2021 total water usage of 2,743,000 cu/ft (77,673 cubic meters), indicating an increase of 405,430 cu/ft (11,480 cubic meters). The primary use is residential domestic consumption, however there is one commercial water connection installed in Belcarra Park for public washrooms, irrigation system, and drinking fountains.

In January of 2021 staff began monitoring water usage for Belcarra Park in order to track total volume and monthly consumption patterns. On December 31, 2021 to December 30, 2022 Belcarra Park utilized 3,238 Cu/Meters

All Belcarra water is purchased from the Greater Vancouver Water District (GVWD), through the District of North Vancouver (DNV).

### B. WATER DISTRIBUTION SYSTEM – Village of Belcarra

#### 1. General

The Belcarra water distribution system is comprised of four networks, these are further described as:

- Village of Belcarra Marine Crossing Mains
- Reservoir Supply Main
- Low Pressure Distribution Zone
- High Pressure Zone on Main Avenue and Bedwell Bay Road

For the purposes of water quality monitoring and reporting in Belcarra, the location where water is drawn from the GVWD transmission system into the DNV system are considered “sources” for the Belcarra system.

A map of the overall water system showing the gravity and pressure zones and water quality sampling site locations is included (See Appendix A).

#### 2. Belcarra Water Quality Testing

Sample tests are performed monthly by Belcarra staff, and twice a month from April to September. A minimum of four to five of the 13 sample stations are tested each month, with all 13 sample stations being tested over a three-month period.

Samples are delivered to the Metro Vancouver laboratory for analysis and reporting. Standard bacteriological parameters analysed by the Metro Vancouver laboratory are Total Coliform, E. coli and Heterotrophic Plate Count (HPC).

The Fraser Health Authority (FHA) may take random samples from; selected sites, or areas where water quality complaints have originated, or where waterworks construction or maintenance activities are underway.

Locations of water quality sampling points in the Belcarra system are based on a guideline provided by the Regional Medical Health Officers as follows:

- i. One sampling point at “source” (supply from GVWD/DNV)
- ii. Twelve sampling points at system dead-ends or near dead-ends

Sampling frequency was completed in accordance with the recommendations provided by the Fraser Health Authority.

A table showing the Schedule for Sampling and Reporting is included (See Appendix C).

#### (a) Physical Parameters

Water temperature and turbidity are measured for all samples and collected for bacteriological testing and are reported in the overall microbiology test results from the Metro Vancouver laboratory. Turbidity is measured in Nephelometric Turbidity Units (NTUs). Health Canada Guidelines for Canadian Drinking Water Quality sets the Aesthetic Objective for water temperature at less than or equal to 15 degrees Celsius and an upper limit of 1 NTU for turbidity. Taste, odour and turbidity are monitored on a complaint basis.

#### (b) Chemical Parameters

In 2022, chemical monitoring in the water distribution system was conducted for the following:

- i. **Free chlorine residual** – The presence of free chlorine: A sufficient amount of chlorine was initially added to the water to inactivate the bacteria and some viruses that cause diarrheal disease; and protect the water from recontamination during storage. The presence of free chlorine in drinking water is correlated with the absence of disease-causing organisms, and thus is a measure of the potability of water.
- ii. **Haloacetic acids (HAA's)** – are a type of chlorination disinfection by-product (CDBP) that are formed when the chlorine used to disinfect drinking water reacts with naturally occurring organic matter (NOM) in water. Haloacetic acids are a relatively new disinfection by-product.
- iii. **Trihalomethanes (THM's)** – THM's are disinfection by-products. formed when chlorine or bromine interacts with the natural organic materials found in water.
- iv. **pH** – Power of Hydrogen. pH is a measurement under the Aesthetic Objective guidelines, with the optimal range of values between 6.5 – 8.5 pH.
- v. **Metals** – The EPA has set maximum contaminant levels (MCL) for metals including arsenic, barium, cadmium, chromium, lead, copper, mercury, selenium, nickel, thallium, antimony, and beryllium. This means that public water supplies are monitored for these metals regularly.

### 3. Results

Test results for bacteria, temperature, turbidity, and chlorine residual are compiled for each sample site.

#### • Belcarra Bacteria counts

A table of results of bacteriological testing of Sample Station Readings of E. coli, HPC, Total Coliform from January to December is attached (See Appendix D).

Metro Vancouver's analysis of HPC confirmed that out of 90 samples submitted, 3 samples exceeded Metro Vancouver's threshold of 500 CFU/ml. All samples were taken from dead end water mains and can be adversely affected by the water age and usage at these dead-end locations. All mains with samples over the threshold were flushed to improve the water quality in those locations.

Metro Vancouver reported that all samples collected in 2022 satisfied the bacteriological requirements of the BC Drinking Water Protection Regulation.

- Belcarra Physical Parameters

In 2022, 90 samples were tested for turbidity levels in the Belcarra water distribution system and no samples were greater than 5.0 NTU. Water temperatures ranged from a January low of 1.7° C to an August high of 21.9° C.

- Belcarra Chemical Parameters

- i. Belcarra water comes from GVWD/DNV where it is received at the Michael Rosen water station. The chlorine residual at that location averages 0.62 mg/l. The water then supplies Tatlow Reservoir and then gets distributed throughout the municipality where other samples are taken at various locations.

90 samples were taken at various end of the run locations. Out of the 90 samples, none were below the minimum chlorine residual concentration of 0.2 mg/l.

As stated in the previous report, a real time chlorine monitoring station was installed in the Tatlow facility which sends an alarm to all our water service technicians when the system senses a low chlorine reading.

- ii. **Haloacetic Acids (HAA's)** – Haloacetic Acids (HAA)  
In Belcarra all **8** of the 2022 samples taken were below the MAC of 80 ppb/mL for this parameter (See Appendix E).
- iii. **Trihalomethanes (THMs)** – Trihalomethanes (THMs)  
All **8** of the 2022 samples taken in Belcarra all were below the MAC of 100 ppb/mL for this parameter (See Appendix E).
  - i. **pH** – All **8** of the samples taken in 2022 were within the Aesthetic Objective guidelines of between **6.5** and **8.5** pH (See Appendix E).
  - ii. **Metals** – a total of **4** for metals, including copper, lead, and zinc, were collected in 2022 for Metro Vancouver Metals Sampling Program for Belcarra (See Appendix F). All the metals tested were under the recommended maximum allowable Guideline Limits.

#### 4. Challenges

Keeping chlorine residuals above the 0.20 mg/L is critical for maintaining a healthy and safe water distribution system in our municipality. The combination of cold-water temperatures and ensuring there is no water stagnation in dead end lines help to keep chlorine residuals above 0.20 mg/L.

#### Work Program 2022

- Water sampling ports are installed at the water main ends, and at dead-end branch lines. They are opened to allow additional waterflow as an operational means to move water through the lines thereby helping to maintain the quality of water in these low waterflow areas. However, in extreme cold conditions during winter the testing ports are shut down and drained to prevent freezing.
- A total of 5 new water service connection applications were applied for and pending completion in 2022.
- 50% of the hydrants were flushed in Belcarra and in addition to routine flushing, Public Works Department monitors the HPC results and performs additional flushing through the sample ports and fire hydrants when HPC readings are greater than 500 CFU/ml.
- 50% of the hydrants received tear downs and service. The municipality gets divided into two zones for hydrant servicing; one zone gets a tear down and service, while the second zone receives a hydrant flushing. Each year the services gets switched from the first zone to the second zone.
- A SCADA system upgrade has been completed which included new software programming, a new laptop at the Village Hall and a computer station in the Tatlow building. This was team project completed by both WSP and Sea To Sky Network Solutions.

- Reconditioned the flow control valve and the check valve at Strathcona Station.
- Replaced the remote transmission unit at Midden Station.
- A Water Model Study was conducted and completed in September of 2022 that was reported to Council by WSP in a regular Council meeting. Recommendations within the report called for a further study that would propose system improvements that would resolve the water deficiencies for firefighting based on the Water Model findings.
- Residential and commercial meter boxes were inspected in May and November for condition and water consumption data.
- Fuel tank scrubbing was completed as part of the yearly maintenance on the generator and the fire pump.
- Additional water sampling is taking place twice a month at every sample port to collect data that will justify increasing the base water level in the Tatlow Reservoir. In 2022 the base water level was at 65%.
- In May of 2022, both Tatlow and Dutchman reservoir were inspected. Inspection report indicated the reservoirs are in good condition with 2-3 cm of sediment in the Tatlow Tank.

### **C. INCIDENTS/SIGNIFICANT COMPLAINTS**

- No Potable water related complaints recorded.

### **D. GENERAL WATER ADVISORIES**

No water advisories have been issued to date in Belcarra.

### **E. OPERATOR TRAINING/QUALIFICATIONS**

Belcarra currently has two water distribution system operators. One Level 1 Certified Operator, and one level 2 Certified Operator from the EOCP, keeping Belcarra in full compliance with provincial regulations. In addition, all public works staff have completed and passed the courses required for level 2 operators' certification. Staff maintain an ongoing education program to ensure staff stay current and continue to improve their knowledge base.

#### **SECURITY MEASURES**

Security features at Belcarra include:

- Locked accesses to the reservoir with the ladder removed
- Exterior lighting and fencing for the water receiving building at Midden
- Dual locking mechanisms to enter the Midden and pump station buildings
- Door alarms at Strathcona chamber & kiosk, and Midden & Tatlow buildings
- Alarm at the Strathcona chamber with intrusion alarm indicator sent directly to the Belcarra Water Operator's cell phone
- CCTV cameras at Public Works, Midden building, Tatlow reservoir and pump station
- In 2023 staff anticipate installing chain-link fencing around Tatlow reservoir.

### **F. NOTIFICATION AND EMERGENCY RESPONSE PLAN**

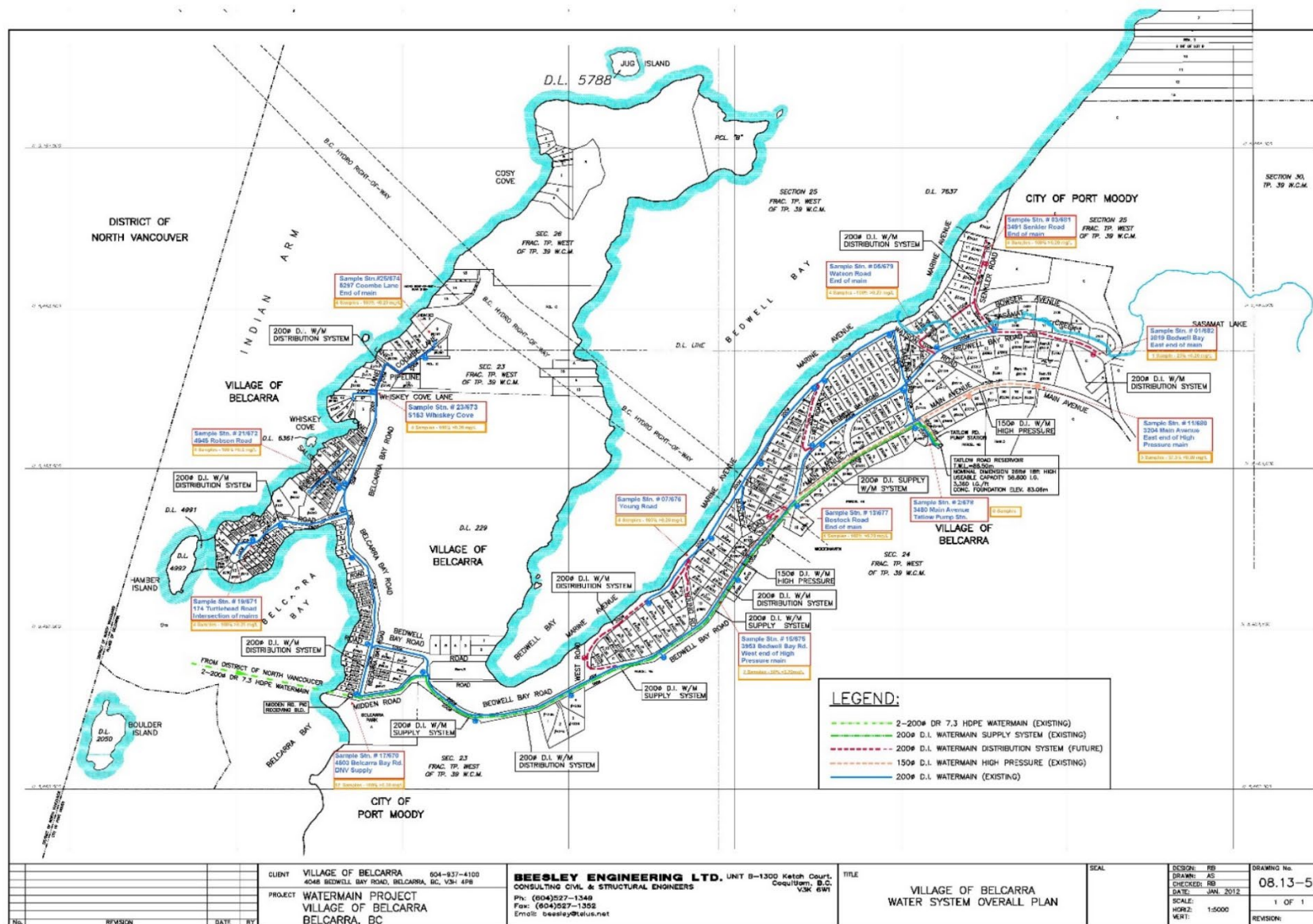
All water system alarms and emergency phone calls from the residents get sent directly to the 'on call' public works staff member who is on duty for the week (24 hr clock). There are three staff members who rotate the duty on a weekly basis.

The on-duty staff member has the ability to view the water control system via SCADA and activate switches from their phone. They will also attend the scene when necessary to control or isolate as needed.

Staff may also utilize a list of contractors that was established for emergency call ins for major line breaks, electrical service, valves, fire pump, and monitoring.

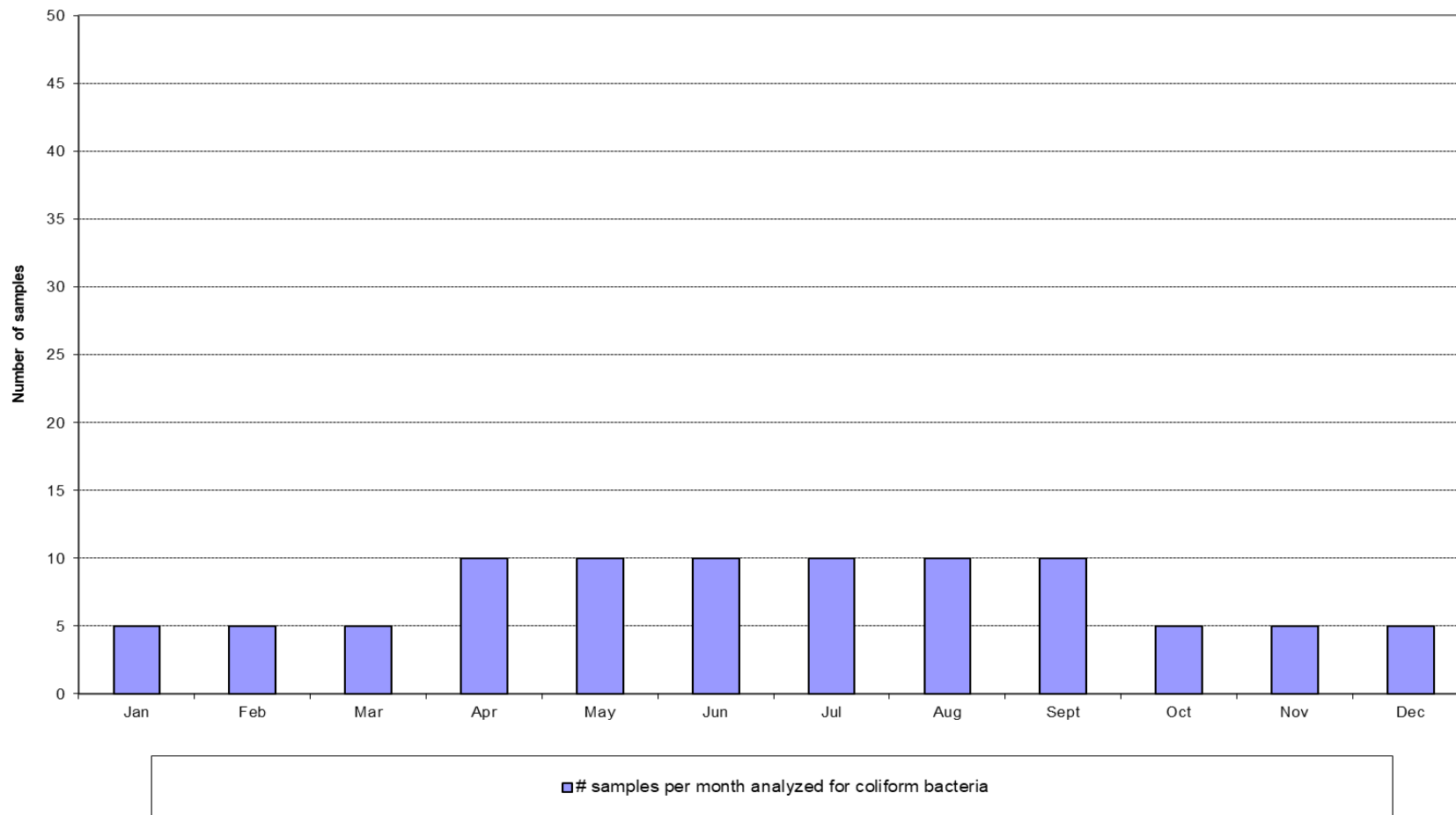
## Appendix A

Map of Belcarra Water System, Sampling Site Locations and Pressure Zone



## Appendix B

## Village of Belcarra - 2022



## Appendix C

## Schedule for Belcarra Sampling and Reporting for 2022

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b><u>DISTRIBUTION SYSTEM SAMPLING</u></b>												
Temperature, E. coli, HPC, Total Coliform, Turbidity, & Free Chlorine Residuals (Monthly)	X	X	X	X X	X X	X X	X X	X X	X X	X	X	X
HAA's, THM's, pH (Quarterly)		X			X			X				X
Metals: Copper, Lead, Zinc				X						X		
<b><u>NOTIFICATION</u></b>												
2022 Annual Report:												
Annual Report sent to MHO						X						
MHO to send Council response						X						
Staff Report to Council						X						
Posted on Web						X						



## Appendix D

## Belcarra Sample Station Readings of; Chlorine Free, E. coli, HPC, Temperature, Total Coliform, and Turbidity

Sample Name	Description	Sampled Date	Temperature °C	HPC CFU/mL	Total Coliform CFU/100mLs	Ecoli CFU/100mLs	Turbidity NTU	Chlorine Free mg/L
BLC-670	4503 Belcarra Bay Road	2022-01-12 10:45	7.1	<2	<1	<1	0.14	0.71
BLC-670	4503 Belcarra Bay Road	2022-02-09 10:00	5.8	8	<1	<1	0.17	0.67
BLC-670	4503 Belcarra Bay Road	2022-03-08 08:50	6.5	<2	<1	<1	0.13	0.8
BLC-670	4503 Belcarra Bay Road	2022-04-12 09:45	7.8	14	<1	<1	0.08	0.54
BLC-670	4503 Belcarra Bay Road	2022-04-27 08:55	8.5	4	<1	<1	0.09	0.59
BLC-670	4503 Belcarra Bay Road	2022-05-10 08:45	9.6	<2	<1	<1	0.13	0.6
BLC-670	4503 Belcarra Bay Road	2022-05-24 10:03	10.1	4	<1	<1	0.12	0.59
BLC-670	4503 Belcarra Bay Road	2022-06-14 09:15	11.8	2	<1	<1	0.14	0.62
BLC-670	4503 Belcarra Bay Road	2022-06-29 11:05	12.9	2	<1	<1	0.18	0.71
BLC-670	4503 Belcarra Bay Road	2022-07-12 09:10	12.1	2	<1	<1	0.16	0.7
BLC-670	4503 Belcarra Bay Road	2022-07-26 09:15	13.3	4	<1	<1	0.14	0.89
BLC-670	4503 Belcarra Bay Road	2022-08-09 09:30	13.5	2	<1	<1	0.1	0.75
BLC-670	4503 Belcarra Bay Road	2022-08-25 09:25	15.3	70	<1	<1	0.13	0.75
BLC-670	4503 Belcarra Bay Road	2022-09-06 09:45	15.6	16	<1	<1	0.13	0.59
BLC-670	4503 Belcarra Bay Road	2022-09-27 10:35	13.9	160	<1	<1	0.13	0.69
BLC-670	4503 Belcarra Bay Road	2022-10-11 09:30	14.7	72	<1	<1	0.13	0.22
BLC-670	4503 Belcarra Bay Road	2022-11-09 10:00	10.3	20	<1	<1	0.14	0.37
BLC-670	4503 Belcarra Bay Road	2022-12-14 09:25	7.3	16	<1	<1	0.12	0.69
BLC-671	174 Turtlehead Road	2022-02-09 10:10	5.9	<2	<1	<1	0.12	0.5
BLC-671	174 Turtlehead Road	2022-04-27 09:05	10.1	<2	<1	<1	0.11	0.47
BLC-671	174 Turtlehead Road	2022-06-14 09:30	14.5	2	<1	<1	0.1	0.41
BLC-671	174 Turtlehead Road	2022-07-12 09:25	16.9	4	<1	<1	0.1	0.6
BLC-671	174 Turtlehead Road	2022-09-06 09:50	19.2	82	<1	<1	0.13	0.4
BLC-671	174 Turtlehead Road	2022-11-09 10:20	10.1	16	<1	<1	0.13	0.57
BLC-672	4945 Robson Road	2022-02-09 10:20	5.8	2	<1	<1	0.11	0.6

BLC-672	4945 Robson Road	2022-04-27 09:10	9.7	58	<1	<1	0.12	0.49
BLC-672	4945 Robson Road	2022-06-14 09:36	14.1	36	<1	<1	0.12	0.44
BLC-672	4945 Robson Road	2022-07-12 09:35	16.7	90	<1	<1	0.11	0.63
BLC-672	4945 Robson Road	2022-09-06 09:55	19.9	36	<1	<1	0.11	0.67
BLC-672	4945 Robson Road	2022-11-09 10:30	10.5	16	<1	<1	0.12	0.32
BLC-673	5163 Whiskey Cove	2022-02-09 10:25	5.3	<2	<1	<1	0.23	0.5
BLC-673	5163 Whiskey Cove	2022-04-27 09:15	8.8	<2	<1	<1	0.11	0.47
BLC-673	5163 Whiskey Cove	2022-06-14 09:45	13.6	<2	<1	<1	0.13	0.45
BLC-673	5163 Whiskey Cove	2022-07-12 09:45	16.6	2	<1	<1	0.12	0.53
BLC-673	5163 Whiskey Cove	2022-09-06 10:05	18.8	64	<1	<1	0.14	0.49
BLC-673	5163 Whiskey Cove	2022-11-09 10:42	10	50	<1	<1	0.15	0.26
BLC-674	5297 Coombe Lane	2022-02-09 10:35	5.3	<2	<1	<1	0.11	0.43
BLC-674	5297 Coombe Lane	2022-04-27 09:20	9.1	<2	<1	<1	0.12	0.44
BLC-674	5297 Coombe Lane	2022-06-14 09:50	12.8	4	<1	<1	0.23	0.26
BLC-674	5297 Coombe Lane	2022-07-12 09:52	17.9	24	<1	<1	0.22	0.28
BLC-674	5297 Coombe Lane	2022-09-06 10:10	18.8	62	<1	<1	0.19	0.34
BLC-674	5297 Coombe Lane	2022-11-09 11:00	10	68	<1	<1	0.18	0.33
BLC-675	3953 Bedwell Bay Road	2022-01-12 11:00	7.5	<2	<1	<1	0.12	0.6
BLC-675	3953 Bedwell Bay Road	2022-04-12 09:55	7.7	100	<1	<1	0.11	0.46
BLC-675	3953 Bedwell Bay Road	2022-05-24 09:22	10	2	<1	<1	0.1	0.41
BLC-675	3953 Bedwell Bay Road	2022-07-26 09:50	15.2	2	<1	<1	0.16	0.46
BLC-675	3953 Bedwell Bay Road	2022-08-25 10:09	17.5	48	<1	<1	0.14	0.34
BLC-675	3953 Bedwell Bay Road	2022-10-11 10:15	15.2	58	<1	<1	0.16	0.4
BLC-676	Young Road	2022-01-12 11:45	2.5	<2	<1	<1	0.15	0.62
BLC-676	Young Road	2022-04-12 10:21	8.5	32	<1	<1	0.11	0.48
BLC-676	Young Road	2022-05-24 09:50	12.9	4	<1	<1	0.1	0.49
BLC-676	Young Road	2022-07-26 10:40	17.5	40	<1	<1	0.14	0.64
BLC-676	Young Road	2022-08-25 10:55	21.4	76	<1	<1	0.14	0.53
BLC-676	Young Road	2022-10-11 11:10	16.7	64	<1	<1	0.14	0.45
BLC-677	Bostock Road	2022-03-08 09:41	5.2	2	<1	<1	0.32	0.39
BLC-677	Bostock Road	2022-05-10 09:30	9.6	<2	<1	<1	0.1	0.55
BLC-677	Bostock Road	2022-06-29 11:20	12.4	190	<1	<1	0.21	0.48
BLC-677	Bostock Road	2022-08-09 11:25	18.4	90	<1	<1	0.15	0.55

BLC-677	Bostock Road	2022-09-27 11:00	15.7	540	<1	<1	0.13	0.63
BLC-677	Bostock Road	2022-12-14 10:00	6	4	<1	<1	0.15	0.59
BLC-679	Watson Road	2022-01-12 11:30	3.4	<2	<1	<1	0.12	0.66
BLC-679	Watson Road	2022-04-12 10:15	8	2	<1	<1	0.11	0.51
BLC-679	Watson Road	2022-05-24 09:45	12.4	<2	<1	<1	0.1	0.5
BLC-679	Watson Road	2022-07-26 10:15	17.8	<2	<1	<1	0.1	0.51
BLC-679	Watson Road	2022-08-25 10:35	18	6	<1	<1	0.14	0.56
BLC-679	Watson Road	2022-10-11 10:50	15.7	36	<1	<1	0.16	0.48
BLC-680	3204 Main Avenue	2022-01-12 11:20	1.7	<2	<1	<1	0.26	0.43
BLC-680	3204 Main Avenue	2022-03-08 09:30	4.2	84	<1	<1	0.79	0.24
BLC-680	3204 Main Avenue	2022-04-12 10:05	7.1	12	<1	<1	0.72	0.23
BLC-680	3204 Main Avenue	2022-05-10 09:20	9.6	8	<1	<1	0.17	0.37
BLC-680	3204 Main Avenue	2022-05-24 09:33	12.2	<2	<1	<1	0.26	0.25
BLC-680	3204 Main Avenue	2022-06-29 11:30	18	18	<1	<1	0.19	0.47
BLC-680	3204 Main Avenue	2022-07-26 10:00	20.2	160	<1	<1	0.33	0.49
BLC-680	3204 Main Avenue	2022-08-09 10:30	21.9	1500	<1	<1	0.37	0.31
BLC-680	3204 Main Avenue	2022-08-25 11:13	19	670	<1	<1	0.31	0.58
BLC-680	3204 Main Avenue	2022-09-27 11:15	17.2	<2	<1	<1	0.96	0.2
BLC-680	3204 Main Avenue	2022-10-11 10:40	14.6	2300	<1	<1	0.32	0.31
BLC-680	3204 Main Avenue	2022-12-14 10:30	4.2	46	<1	<1	0.39	0.25
BLC-681	3491 Senkler Road	2022-03-08 09:57	6.2	8	<1	<1	0.45	0.51
BLC-681	3491 Senkler Road	2022-05-10 09:45	10.9	14	<1	<1	0.09	0.46
BLC-681	3491 Senkler Road	2022-06-29 11:40	15.6	52	<1	<1	0.22	0.62
BLC-681	3491 Senkler Road	2022-08-09 10:55	18	52	<1	<1	0.11	0.69
BLC-681	3491 Senkler Road	2022-09-27 11:30	16.3	300	<1	<1	0.12	0.8
BLC-681	3491 Senkler Road	2022-12-14 10:39	5.5	56	<1	<1	0.14	0.61
BLC-682	3819 Bedwell Bay	2022-03-08 10:05	5.4	<2	<1	<1	0.52	0.28
BLC-682	3819 Bedwell Bay	2022-05-10 09:00	8.7	2	<1	<1	0.12	0.47
BLC-682	3819 Bedwell Bay	2022-06-29 11:45	15.8	20	<1	<1	0.52	0.57
BLC-682	3819 Bedwell Bay	2022-08-09 11:05	19.1	40	<1	<1	0.33	0.33
BLC-682	3819 Bedwell Bay	2022-09-27 11:40	15.7	36	<1	<1	0.14	0.68
BLC-682	3819 Bedwell Bay	2022-12-14 10:45	5.4	10	<1	<1	0.22	0.21

## Appendix E

## Metro Vancouver Quarterly THMs, HAAs, and pH Results of Bacteriological Analysis

Date Sampled	THM (ppb)						HAA (ppb)							Extras
	Bromodichloromethane	Bromoform	Chlorodibromomethane	Chloroform	Total Trihalomethanes		Dibromoacetic Acid	Dichloroacetic Acid	Monobromoacetic Acid	Monochloroacetic Acid	Trichloroacetic Acid	Total Haloacetic Acid		pH units pH
Feb 14 2022	<1	<1	<1	17	18		<0.5	8	<0.5	<0.5	5.7	14		8
Feb14 2022	<1	<1	<1	11	11		<0.5	11	<0.5	<0.5	9.5	20		8.1
May 10 2022	<1	<1	<1	26	27		<0.5	9.5	<0.5	<0.5	5.2	15		8.2
May 10 2022	<1	<1	<1	36	37		<0.5	9.4	<0.5	<0.8	9.2	19		<b>8.2</b>
Aug 25 2022	<1	<1	<1	19	23		<0.5	8	<1	.6	4	13		8.2
Aug 25 2022	1	<1	<1	26	27		<0.5	8.8	<1	.9	5.8	15		8.2
Nov 15 2022	<1	<1	<1	22	28		<0.5	9.1	<0.5	<0.5	57	16		8.2
Nov 15 2022	<1	<1	<1	24	30		<0.5	7	<0.5	<0.5	8.9	16		8.3

## Appendix F

### Metro Vancouver Annual Metals Sampling Program

<b>Customer:</b>	<b>Village of Belcarra</b>
<b>Title:</b>	Municipal Metals May-03/22
<b>Project Number:</b>	215461
<b>Project Date:</b>	3-May-2022
<b>Project Status:</b>	Authorized by RSTRACKE
<b>Project Notes:</b>	

Analysis	Units	<b>BLC-670</b>	<b>BLC-682</b>
		4503 Belcarra Bay Road	3819 Bedwell Bay
		5/4/2022 8:50	5/4/2022 9:03
		GRAB	GRAB
Aluminum Total	µg/L	25	26
Antimony Total	µg/L	<0.5	<0.5
Arsenic Total	µg/L	<0.5	<0.5
Barium Total	µg/L	2.8	3
Boron Total	µg/L	<10	<10
Cadmium Total	µg/L	<0.2	<0.2
Calcium Total	µg/L	9190	8550
Chromium Total	µg/L	<0.05	<0.05
Cobalt Total	µg/L	<0.5	<0.5
Copper Total	µg/L	1.4	9
Iron Total	µg/L	5	18
Lead Total	µg/L	<0.5	<0.5
Magnesium Total	µg/L	199	194
Manganese Total	µg/L	3.5	5.2
Mercury Total	µg/L	<0.05	<0.05
Molybdenum Total	µg/L	<0.5	<0.5
Nickel Total	µg/L	<0.5	<0.5
Potassium Total	µg/L	154	171
Selenium Total	µg/L	<0.5	<0.5
Silver Total	µg/L	<0.5	<0.5
Sodium Total	µg/L	1450	1520
Zinc Total	µg/L	<3.0	<3.0

## Appendix G

## Notification for Unusual Situations Potentially Affecting Water Quality

Situation	Notifying Agency	Agency Notified	Time Frame for Notification
E. coli – positive sample	MV Laboratory or BC Centre for Disease Control	Belcarra and Fraser Health Authority	Immediate
Total Coliform over 10 mg/L and no Free Chlorine Residual	Belcarra	Fraser Health Authority	Immediately upon receipt of sample test results
Chemical Contamination	Belcarra	Fraser Health Authority	Immediate
Turbidity > 5 NTU	MV Laboratory or GVWD Operations	Belcarra and Fraser Health Authority	Immediate
GVWD Disinfection failure	GVWD Operations	Belcarra and Fraser Health Authority	Immediate
Loss of pressure due to high demand	Belcarra	DNV Operations and Fraser Health Authority	Immediate
Water main break in Belcarra, where contamination is suspected	Belcarra	Fraser Health Authority	Immediate
Water main break in DNV, where contamination is suspected	DNV	Belcarra and Fraser Health Authority	Immediate

**REPORT PREPARED BY:**

**Stewart Novak**  
**Public Works & Emergency Preparedness Coordinator**

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



## COUNCIL REPORT

**File:** 1850-20-25

**Date:** June 5, 2023

**From:** Stewart Novak, Public Works & Emergency Preparedness Coordinator

**Subject:** Interface Wildfire Development Permit Area Policy – Opportunity for Public Consultation – Comments & Questions; Open House

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### Recommendation

That staff be directed to organize an open house with B.A. Blackwell & Associates Ltd. regarding the Village of Belcarra Interface Wildfire Development Permit Area Policy to provide residents with the opportunity for public consultation – comments & questions.

### Purpose

The purpose of this report is to provide Council with information regarding public consultation on the Village's Interface Wildfire Development Permit Area (DPA) Policy.

### Background

Further to the Village's 2021 Community Wildfire Resiliency Plan (CWRP), B.A. Blackwell has been working on a new Interface Wildfire Development Permit Area Policy which is an effective tool for municipalities to enact to manage development through a FireSmart lens. An Interface Wildfire DPA uses development regulations available to the municipality under the Local Government Act to introduce design guidelines to both exterior of structures and surrounding landscaping/vegetation that will reduce wildfire hazard on the subject property.

Public engagement is the next step in the process. B.A. Blackwell has provided the attached information sheet and will work with staff to provide the opportunity for residents to attend an open house for public consultation, comments and questions. The information attached will be posted on the website and emailed to residents. Residents will be notified when the date of the open house has been established.

### **Village of Belcarra Interface Wildfire Development Permit Area Policy** ***Opportunity for Public Consultation – Comments and Questions; Open House***

Recent studies completed by the Institute for Catastrophic Loss Reduction have shown that the ultimate root of the wildland-urban interface (WUI) wildfire issue is the vulnerability of structures to ignition during wildfire events, in particular their vulnerability to embers. Although wildfire conditions pass quickly in a wildland setting (approximately 60 seconds), homes will burn independently of the wildfire event, and for a long time. Wildfire then moving through an urban community most often becomes a structure-to-structure ignition and burning event – once initial homes are on fire, they then transfer fire to other structures, and so on. This creates an urban conflagration which quickly overwhelms emergency response.

The Village of Belcarra's 2021 Community Wildfire Resiliency Plan (CWRP) provides an analysis of wildfire threat to the community and recommendations to reduce it. The wildfire threat analysis conducted, shown below on Map 1, identifies most of the public land within the municipality's wildland-urban interface as having a moderate or high wildfire risk, which will likely only increase in the future due to the predicted environmental changes associated with climate change. Although wildfire risk was not analyzed on private land as part of the CWRP analysis (due to project funding requirements), it is expected, and was qualitatively recorded, that the private land threat profile is similar to the wildfire threat on adjacent public land. One of the key challenges highlighted in the CWRP is managing wildfire risk on private land, recognizing that the structures and associated vegetation are part of the overall community's wildfire environment. The central recommendation for reducing wildfire risk on private land is the establishment of a new Interface Wildfire Development Permit Area (DPA). Interface Wildfire DPAs are an effective tool for municipalities and governments to enact to manage development (both single lot and subdivision) through a FireSmart™ lens. An Interface Wildfire DPA uses development regulations available to the municipality under the Local Government Act to introduce design guidelines to both exteriors of structures and surrounding landscaping/vegetation that will reduce wildfire hazard to, and on, the subject property. Over time, the Wildfire DPA results in a reduction in wildfire hazard to the community as new developments implement the DPA policies.

The Village has retained B.A. Blackwell & Associates Ltd. to develop Interface Wildfire DPA policy and associated mapping for the municipality. The process undertaken in the development of the Interface Wildfire DPA policy involved a combination of research and engagement in coordination with Village of Belcarra staff and its elected Council. The resulting Interface Wildfire DPA policy is based on the context of the neighbourhoods within the municipality and their unique challenges relating to wildfire threat and emergency access and egress.

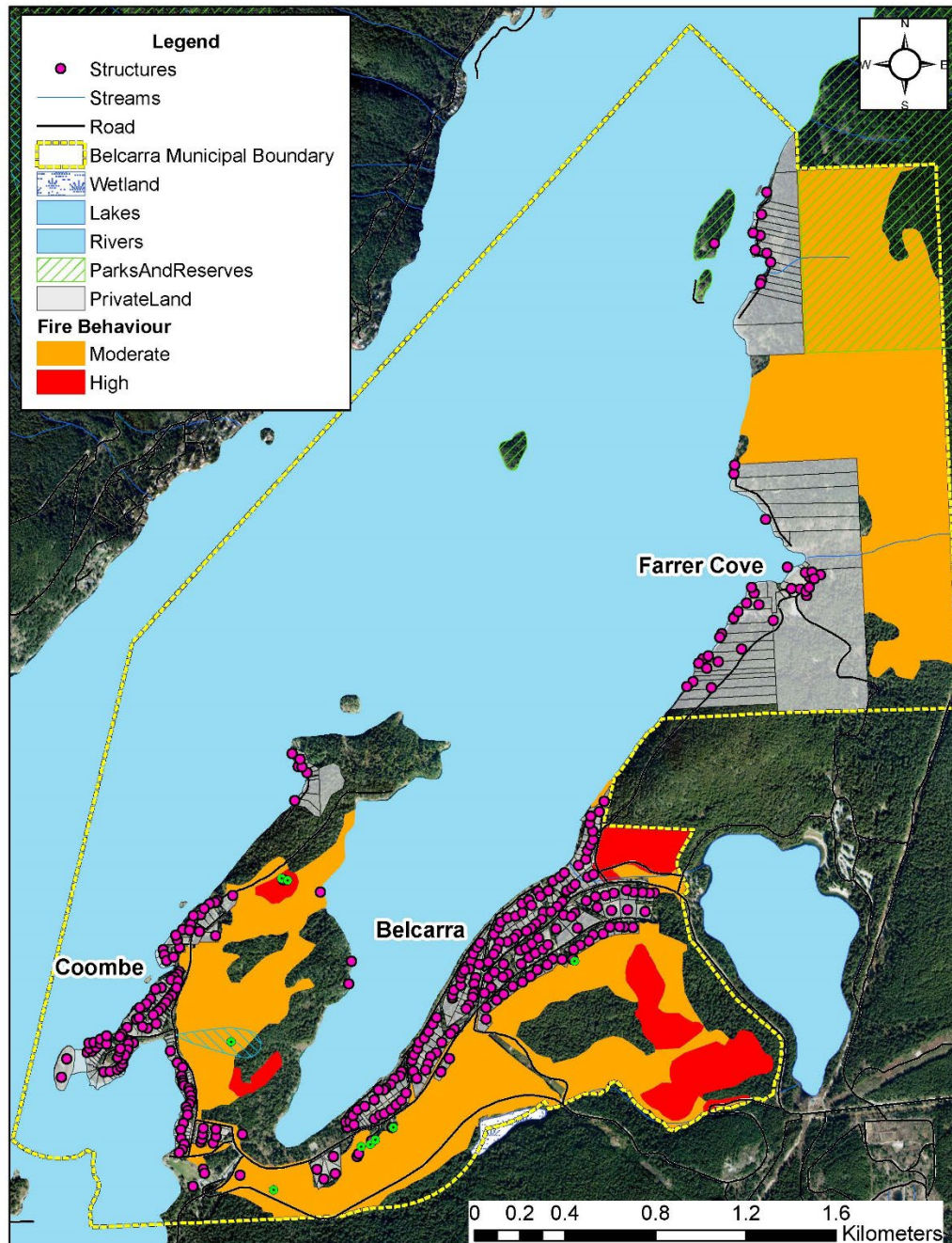
Public engagement is now requested to give residents and stakeholders in the community a chance to participate in the process. Engagement is an integral and ongoing element of the process – it allows for information to flow giving residents a better understanding of the proposed policy and how it affects them, as well as giving Council a gauge on the level of support for implementing the Interface Wildfire DPA Guidelines.



Engagement is available as follows:

- Please take the time to review the proposed draft guidelines by clicking on this [link](#).
- Questions and comments can be emailed to [belcarra@belcarra.ca](mailto:belcarra@belcarra.ca) and will be received from Tuesday, June 6 to Friday, June 23, 2023.
- An open house will be taking place in July at the Village Hall and will include Interface Wildfire DPA policy development professionals from B.A. Blackwell & Associates Ltd. (further details will be provided to residents when a date is set).

Map 1: Village of Belcarra Forest Interface and Wildfire Threat Analysis





**VILLAGE OF BELCARRA**  
**Growing Communities Reserve Fund Establishment**  
**Bylaw No. 612, 2023**



**A bylaw to establish a reserve fund to account for the Growing Communities Fund grant monies received from the Province of BC which are to be used for specific purposes**

WHEREAS, pursuant to section 188 of the *Community Charter*, Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

NOW THEREFORE the Council of the Village of Belcarra, in open meeting assembled, ENACTS AS FOLLOWS:

1. This bylaw may be cited for all purposes as "Village of Belcarra Growing Communities Reserve Fund Establishment Bylaw No. 612, 2023".
2. There shall be and is hereby established a reserve fund, under the provisions of section 188 of the *Community Charter*, to be known as the "Growing Communities Reserve Fund".
3. The one-time grant funds received from the Province of BC under the Growing Communities Fund program, together with interest earned on the reserve fund balance, will be paid into the "Growing Communities Reserve Fund".
4. Monies in the "Growing Communities Reserve Fund" shall be used to pay for one-off infrastructure and amenity costs as detailed by the Province of BC.
5. This bylaw comes into force upon adoption.

READ A FIRST TIME on May 8, 2023

READ A SECOND TIME on May 8, 2023

READ A THIRD TIME on May 23, 2023

ADOPTED by the Council on

---

Jamie Ross  
Mayor

---

Paula Richardson  
Chief Administrative Officer

This is a certified true copy of  
 Village of Belcarra Growing Communities Reserve Fund  
 Bylaw No.612, 2023

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Chief Administrative Officer

## **9.1 Requests for Meetings at the Union of British Columbia Municipalities (UBCM) 2023 Convention**



May 24, 2023

Dear Mayors and Regional District Chairs:

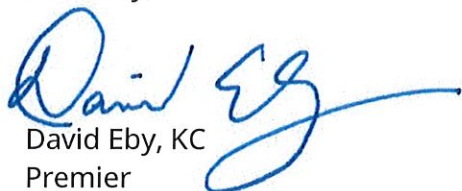
The 2023 Union of British Columbia Municipalities (UBCM) Convention will be held in Vancouver from September 18-22. As we prepare for the upcoming convention, my caucus colleagues and I are looking forward to meeting and working with you to continue building strong, sustainable and vibrant communities throughout our province.

We all have a role to play in finding ways to ensure our communities thrive, and UBCM provides a wonderful opportunity to listen to one another, share ideas and find new approaches. With local, provincial, federal and First Nations governments working together, we can continue to build a better BC and ensure high-quality and affordable housing for all.

If you would like to request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2023** and it is case sensitive. The deadline to submit your meeting requests is June 30, 2023. If you have any questions, please contact [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) or phone 250-213-3856.

I look forward to once again being part of your convention, meeting with many of you and exploring ways that we can partner together to address the urgent need for housing and other common issues.

Sincerely,



David Eby, KC  
Premier





May 24, 2023

Ref: 272632

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you as the Minister of Municipal Affairs regarding the process for requesting a meeting with me, or provincial staff, during the upcoming 2023 UBCM Convention taking place from September 18–22, 2023 in Vancouver, B.C.

You will receive a separate letter from the Honourable David Eby, Premier, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to meet with me, please complete the online request form at [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs by **June 30, 2023**. Meeting dates and times will be confirmed in late August. I will do my best to accommodate as many meeting requests as possible. If I am unable to meet with you, arrangements may be made for a meeting post-Convention.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible in the online form on topics you wish to discuss. Providing this information in advance gives me a better understanding of your delegation's interests and our discussion can be more productive.

Ministry staff will email you shortly with the Provincial Appointment Book. This document lists all ministry, agency, commission, and corporation (MACC) staff available to meet with delegates at Convention, as well as details on how to submit an online staff meeting request.

While this will be my first UBCM Convention as Minister responsible for local government, my background has focused on community, as a three-term Burnaby City Councillor and a teacher in the Burnaby school system. I understand the importance of these opportunities to connect in person and have enjoyed meeting with many communities during my first six months in this portfolio to hear more about challenges and accomplishments. I look forward to continuing these meetings this summer and at Convention. As partners, we can build vibrant and healthy communities.

Sincerely,

Anne Kang  
Minister

pc: Honourable David Eby, Premier  
Jen Ford, President, Union of BC Municipalities

**From:** Locicero, Sabrina <[Sabrina.Locicero@bchydro.com](mailto:Sabrina.Locicero@bchydro.com)>  
**Sent:** Wednesday, May 31, 2023 10:14 AM  
**To:** Jamie Ross <[jross@belcarra.ca](mailto:jross@belcarra.ca)>  
**Cc:** Paula Richardson <[prichardson@belcarra.ca](mailto:prichardson@belcarra.ca)>; Lahti, Matt <[Matt.Lahti@bchydro.com](mailto:Matt.Lahti@bchydro.com)>  
**Subject:** BC Hydro - 2023 UBCM



May 31, 2023

Dear Mayor Ross and Council

BC Hydro is once again offering local government officials the opportunity to meet with senior company executives during the week of September 18, at the 2023 UBCM Convention, to discuss an issue of concern facing your community.

As always, we are pleased to meet with you outside of UBCM to discuss any issues.

If you would like to arrange a meeting, the deadline to submit the attached request form is **Friday, June 30**. Please return the form to Matt Lahti ([matt.lahti@bchydro.com](mailto:matt.lahti@bchydro.com)).

We will provide full meeting details in early September when we confirm the date and time.

If you have any questions, please don't hesitate to contact me.

Sincerely,  
Sabrina Locicero  
Community Relations Manager, Lower Mainland