

#### VILLAGE OF BELCARRA REGULAR COUNCIL AGENDA Village Hall June 19, 2023 7:00 PM



This meeting is live streamed and recorded by the Village of Belcarra
To view the meeting click: <u>Village of Belcarra - YouTube</u>

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 19, 2023

#### **Recommendation:**

That the agenda for the Regular Council Meeting, June 19, 2023 be approved as circulated.

#### 3. ADOPTION OF MINUTES

#### 3.1 Regular Council Meeting, June 5, 2023

#### Recommendation:

That the minutes from the Regular Council Meeting held June 5, 2023 be adopted.

#### 4. DELEGATIONS AND PRESENTATIONS

No items

#### 5. REPORTS

5.1 Ken Bjorgaard, Financial Consultant, report dated June 19, 2023 regarding amendments to Financial Plan Bylaw No. 606, 2023 to provide funding necessary to achieve Council's Strategic Plan and related Work Plan

#### **Recommendation:**

That the Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023, Amendment Bylaw No. 613, 2023 be read a first, second and third time.

**5.2** Paula Richardson, Chief Administrative Officer, report dated June 19, 2023 regarding the Village of Belcarra 2022 Annual Report

#### Recommendation:

That the Village of Belcarra 2022 Annual Report be received as required by the *Community Charter*.

5.3 Paula Richardson, Chief Administrative Officer, report dated June 19, 2023 regarding a proposed new Noise Control Bylaw for the Village of Belcarra and an accompanying amendment to the Bylaw Notice Enforcement Bylaw.

#### Recommendation:

That Village of Belcarra Noise Control Bylaw No. 605, 2023 be read a first and second time; and

That Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018, Amendment Bylaw No. 614, 2023 (Bylaw Notice Dispute Adjudication Registry) be read a first and second time.

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

#### 6.1 Mayor's Report

- Metro Vancouver Meetings:
  - Regional Parks Committee June 7, 2023
  - Metro Vancouver Mayors' Committee June 7, 2023
  - Metro Vancouver Climate Action Committee Meeting June 8, 2023
- Council of Councils Meeting June 10, 2023
- Meeting with Mayor Nathan Pachal, City of Langley Mayor Pachal is a full time transit user who visited Belcarra via the Skytrain and bus – June 12, 2023
- TransLink Mayors' Council Public Affairs and Governance Committee Meeting
   June 14, 2023

- 2023 Regional Gathering: Metro Vancouver Regional District and 10 Local First Nations – June 16, 2023
  - This event is taking place in a traditional longhouse, where disagreements and disputes are left outside, this informal and interactive event will enable mutual learning and reflection for First Nations and Metro Vancouver. It will also include cultural activities and opportunities to strengthen First Nationlocal government connections. Through conversation and cultural experience, we seek to build relationships and commitments to a collaborative future.
- National Indigenous Peoples Day June 21, 2023
- Belcarra Day Event June 11, 2023

#### 7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

#### 8. BYLAWS

No items.

#### 9. CORRESPONDENCE/PROCLAMATIONS

#### **ACTION ITEMS**

**9.1** June is Pride Month and across the world there are celebrations and commemorations to recognize all who identify as LGBTQ and their community.

#### Recommendation:

That June 2023 be declared as Pride Month in the Village of Belcarra.

9.2 Sharon Gregson, Coalition of Child Care Advocates of BC, email dated June 3, 2023 requesting that Council adopt a resolution urging the Ministry of Education and Child Care to provide multi-year funding to local and Indigenous governments and non-profit organizations to enhance their organizational capacity to coordinate the current grant applications process.

#### Recommendation:

#### Option A

That a resolution urging the Ministry of Education and Child Care to provide multi-year funding to local and Indigenous governments and non-profit organizations to enhance their organizational capacity to coordinate the current grant applications process be adopted.

#### Option B

That the email dated June 3, 2023 from Sharon Gregson, Coalition of Child Care Advocates of BC be received into the record for information.

#### **INFORMATION ITEMS**

No items

#### 10. NEW BUSINESS

#### 11. PUBLIC QUESTION PERIOD

#### 12. ADJOURNMENT

#### Recommendation:

That the June 19, 2023 Regular Meeting be adjourned.



# VILLAGE OF BELCARRA REGULAR COUNCIL MEETING MINUTES June 5, 2023



This meeting was held in Council Chambers and live streamed at Village of Belcarra - YouTube

#### **Council in Attendance**

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

#### Staff in Attendance

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

#### Others in Attendance

Ken Bjorgaard, Financial Consultant (participated via Zoom)

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

#### 1. CALL TO ORDER

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

#### 2. APPROVAL OF THE AGENDA

#### 2.1 Regular Council Meeting, June 5, 2023

Moved by: Councillor Wilder Seconded by: Councillor Clark

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

**CARRIED** 

#### 3. ADOPTION OF MINUTES

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

Moved by: Councillor Clark Seconded by: Councillor Wilder

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

**CARRIED** 

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

Moved by: Councillor Clark Seconded by: Councillor Ruzycki

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

**CARRIED** 

#### 4. DELEGATIONS AND PRESENTATIONS

No items

#### 5. REPORTS

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

The Financial Consultant reviewed the report. He advised that the report is a yearly statement of financial information and is filed with the Ministry of Finance and placed on the Village's website. He outlined the required schedules and provided information on each section.

Moved by: Councillor Clark Seconded by: Councillor Elworthy

- 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.

<u>Jim Chisholm, Belcarra resident</u>, queried on the two figures indicated for water and requested clarification on what the funds were for.

The Financial Consultant advised on the funds shown for the water system.

<u>Jim Chisholm, Belcarra resident</u>, asked how much water Belcarra was receiving for the funds paid.

The Public Works & Emergency Preparedness Coordinator indicated that the report on water usage to be presented later on the agenda would provide the answer.

The Mayor called the question on the motion.

**CARRIED** 

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

The Financial Consultant reviewed the report. He advised that the institution of a finance committee was part of Council's strategic plan and outlined the terms of reference for the committee as well as the committee's mandate.

Moved by: Councillor Wilder Seconded by: Councillor Ruzycki

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

**CARRIED** 

5.3 <u>Stewart Novak, Public Works and Emergency Preparedness Coordinator</u>, report dated June 5, 2023 regarding the 2022 Drinking Water Quality Annual Report

The Public Works and Emergency Preparedness Coordinator provided the figure for the amount of water used in Belcarra in 2022 and in 2021 in response to an earlier question from a resident.

Questions and discussion with residents attending the meeting continued regarding the amount of water usage by the Village and on the ability of Village staff to track the amount in order to determine how much water the Village was 'dumping'.

Staff provided clarification on the capability to track the amount of water used and the amount of water 'dumped' annually.,

<u>Ian Devlin, Belcarra resident,</u> commented positively on the ability of Village staff to maintain the existing water system.

Moved by: Councillor Wilder Seconded by: Councillor Elworthy

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.

**CARRIED** 

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

The Public Works & Emergency Preparedness Coordinator reviewed the report. He advised that the draft policy will be published on the Village's website and an open house will be held to allow for feedback from residents.

Moved by: Councillor Elworthy Seconded by: Councillor Clark

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.

Council discussion ensued on aspects of the draft wildfire development permit area policy.

The Mayor opened the floor to questions from the public.

<u>lan Devlin, Belcarra resident</u>, requested clarification on various green points indicated on the map provided.

A more refined map will be provided by staff.

<u>Jim Chisholm, Belcarra resident</u>, queried whether B.A. Blackwell will make recommendations regarding the national building code.

Staff indicated that recommendations of modifications to buildings will fall within the scope of the BC Building Code and advised that more in-depth questions can be answered by B.A. Blackwell at the open house.

The Mayor called the question on the motion.

**CARRIED** 

#### 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
  - Mayor Ross advised that the forum was held to celebrate the 150 year anniversary of the RCMP. He indicated that the RCMP at the Human Resources level are changing procedures to attract persons to BC.
- 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

#### 6.2 Councillors' Reports

Councillor Ruzycki commented positively on how the RCMP dealt with a dangerous driver on Bedwell Bay Road.

#### 7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer reported the following:

- That Sophie Gable has been hired by the Village as the new Bylaw Officer and WARD Attendant
- That the Village of Belcarra 2022 Annual Report is available on the Village website and at the Village office for public comment
- That Belcarra Day will be held on Sunday, June 11, 2023 from 10 am to 2 pm

 That the BC Housing Minister has announced an expanded list of municipalities on the Provincial Government's "Naughty List". She advised the Village of Belcarra is on that list and that a report will be provided to Council on potential impacts.

Discussion ensued on the Provincial Government's list, the reaction among various municipalities and the concerns of the effect the government's demands may have on smaller municipalities.

#### 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 Wilder Seconded by: Councillor Ruzycki

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

**CARRIED** 

#### 9. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Clark Seconded by: Councillor Wilder

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

**CARRIED** 

#### **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.

Moved by: Councillor Clark Seconded by: Councillor Ruzycki

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

**CARRIED** 

#### INFORMATION ITEMS

No items.

#### 10. NEW BUSINESS

Councillor Ruzycki expressed concern over the amount of cigarette butts being left on Village of Belcarra roads outside of the park area. The Chief Administrative Officer will follow up with Metro Vancouver Parks.

#### 11. PUBLIC QUESTION PERIOD

<u>Klaus Bever, Belcarra resident,</u> commented on a motion made by Council in November 2022 pertaining to traffic calming. He queried whether traffic calming is still in the work plan.

Discussion ensued on work currently being carried out pertaining to traffic calming including the installation of crosswalk control lighting.

<u>Jim Chisholm, Belcarra resident</u>, expressed concern with persons stepping into flashing light-controlled crosswalk without looking for ongoing traffic.

<u>Klaus Bever, Belcarra resident</u>, requested a review of the motion passed by Council in November 2022 relating to traffic calming.

Further clarification on traffic calming measures was provided by staff.

#### 12. ADJOURNMENT

Moved by: Councillor Clark Seconded by: Councillor Wilder

That the June 5, 2023 Regular Council Meeting be adjourned at 8:30 pm

**CARRIED** 

Certified Correct:	
Jamie Ross	Paula Richardson
Mayor	Chief Administrative Officer





#### **COUNCIL REPORT**

**Date:** June 19, 2023

**From:** Ken Bjorgaard, Financial Consultant

**Subject:** 5-Year (2023 – 2027) Financial Plan Amendment Bylaw & Related

Strategic/Work Plans

#### Recommendation:

That Village of Belcarra 5-Year (2023 – 2027) Financial Plan No. 606, 2023, Amendment Bylaw No. 613, 2023 be read a first, second and third time.

#### Purpose:

At the May 23, 2023 regular Council meeting the following motions were adopted:

- 1. That the Overview of Council's Strategic Priorities & Goals (Strategic Plan) and related Strategic Priorities Work Plan (Work Plan), as attached to this report, be adopted; and
- 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.

A 2023 – 2027 Financial Plan Amendment Bylaw is now being brought forward to provide the funding necessary to achieve Council's Strategic Plan and related Work Plan, as per the second motion above.

#### Background:

The following projects (see table below) within Council's Strategic Plan and related Work Plan require new, additional and/or advanced funding to proceed in 2023, and as such have been included in the attached financial plan amendment bylaw.

The costs for the Watson Trail Improvements have not yet been determined and the Marine Avenue Road Project (Project) has an existing 2023 capital budget which can be used for the preliminary work related to the Project. When the other 2023 budget requirements, including those related to the Watson Trail, are available and which are needed to achieve Council's recently adopted Strategic/Work Plans, other financial plan amendment bylaws will be brought forward. The Strategic/Work Plans budget impacts that affect 2024 – 2026 will be included in the 2024 budget cycle as part of the 2024 – 2028 financial plan, and as such will not require financial plan amendments in 2023.

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Description of Projects	Comments & Explanations	New, Additional or Advanced Budget Required	Funding Sources
Tatlow Water Reservoir – chlorination investigation	Additional budget for chlorination system options & related budgets	\$5,000	Water Capital Reserve Fund
Options for Addressing Water System Deficiencies	Design options & budgets for increasing water capacity & efficiency	\$30,000	Community Building Fund
Bedwell Bay Rd Culvert Repair	In progress	\$40,000	Originally budgeted at 75% TransLink Major Road Network (MRN) grant and 25% Community Building Fund funding. Due to small culvert size the culvert can now be funded with 100% grant funding from the Village's MRN grant account (budget advanced from 2024 to 2023)
Re-Development of Tennis Court Site	Initial clean-up and investigation - amenities at site to be determined	\$10,000	Growing Communities Fund
Bedwell Bay Upgrade Project (BBUP)	Design & engineering only for drainage, gabion walls and paving on Kelly Ave with potential path on Kelly and inclusion of gabion wall on Main Ave. Actual work to occur from 2024 - 2026	\$65,000	Community Building Fund
Multi-Use Path, Trail and Road Shoulder (MTRS) Network Mapping	Mapping of existing network and inclusion in GIS system	\$10,000	Community Building Fund – any grant received would reduce funding source
Long-Term (minimum 15- year time horizon) Financial Planning Model & Report on Financial Sustainability	Will incorporate asset management results & land use scenarios. Terms of reference to be approved by Council.	\$20,000	Community Building Fund – UBCM grant has been applied for and would reduce funding source if received
Total 2023 Budget Changes		\$180,000	

<sup>\*</sup> All capital plan amendments except for Long-Term Financial Planning Model & Report on Financial Sustainability which is an operating plan amendment

Ken Bjorgaard, Financial Consultant Council Report: 5-Year (2023 – 2027) Financial Plan Amendment Bylaw No. 613, 2023 June 19, 2023 Page 3 of 3

Local governments often approve financial plan amendments via motions and accumulate the amendments into the financial plan amendment bylaw which is adopted later on in the year. The motions provide the approval to proceed with the work before adoption of the financial plan amendment bylaw. This is a practical approach as the work associated with budget amendments is often time sensitive. As the projects noted in the table above have already been approved through the strategic planning process, it is recommended that the financial plan amendment bylaw undergo three readings initially. The work will proceed immediately on these projects so that they can be completed in 2023.

For Council's information this is the second financial plan amendment bylaw of 2023. The first amendment was \$175,000 for a new flatbed dump truck and the deferral of the Holland Tractor purchase from 2023 (\$195,000 budget) to 2024. \$35,000 of savings from the \$175,000 of funding approved for the dump truck was also subsequently approved to be transferred for the Public Works Kubota purchase.



Chief Administrative Officer

#### VILLAGE OF BELCARRA 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023 Amendment Bylaw No. 613, 2023



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

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

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

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

- 1. This Bylaw shall be cited for all purposes as the "Village of Belcarra 5-Year (2023 2027) Financial Plan Bylaw No. 606, 2023, Amendment Bylaw No. 613, 2023".
- 2. "Village of Belcarra 5-Year (2023 2027) Financial Plan Bylaw No. 606, 2023", is hereby amended by deleting Schedule A Financial Plan in its entirety and replacing it with Schedule A Financial Plan attached to and forming part of this Bylaw.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

Jamie Ross
Mayor

Paula Richardson
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra 5-Year (2023 – 2027) Financial
Plan Bylaw No.606, 2023, Amendment Bylaw No. 613, 2023

### Schedule A - Financial Plan

	2023	2024	2025	2026	2027
REVENUE					
Taxation (including grants in lieu)	(1,006,297)	(1,036,380)	(1,067,363)	(1,099,273)	(1,132,139)
Parcel taxes	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)
Sale of services & regulatory fees	(685,699)	(746,355)	(813,326)	(887,294)	(969,009)
Government transfers	(569,119)	(507,677)	(502,279)	(519,477)	(776,167)
Investment income	(57,693)	(58,425)	(59,171)	(59,930)	(60,704)
Actuarial income	(44,814)	(50,547)	(56,482)	(62,623)	(68,980)
Total Revenue	(2,631,239)	(2,667,001)	(2,766,238)	(2,896,214)	(3,274,616)
EXPENSES					
General government & fiscal services	223,262	228,842	234,474	265,198	241,798
Administration & human resources	267,901	273,757	285,942	291,535	297,237
Information technology	40,636	41,478	42,347	43,243	44,166
Support services (engineering, finance & planning)	178,985	140,854	142,757	144,697	146,671
Building inspection & bylaw enforcement	87,334	89,057	90,813	92,605	94,432
Public works & transportation	255,585	250,905	255,063	268,331	272,825
Major road network (MRN)	168,196	170,403	173,628	176,923	179,683
Fire & emergency services	7,454	7,492	7,530	7,568	7,607
Waste & recycle depot (WARD)	187,873	192,246	198,155	204,252	209,690
Water system	514,922	529,209	555,788	579,713	605,853
Amortization	354,090	371,555	389,889	409,135	429,339
Total Expenses	2,286,238	2,295,798	2,376,386	2,483,200	2,529,301
ANNUAL SURPLUS	(345,001)	(371,203)	(389,852)	(413,014)	(745,315)
RESERVES, DEBT & CAPITAL					
Tangible capital assets	690,100	425,500	200,000	253,000	436,000
Amortization	(354,090)	(371,555)	(389,889)	(409, 135)	(429,339)
Repayment of debt (principal & actuarial)	163,816	169,549	175,484	181,625	187,982
Transfers from reserves	(675,146)	(446,196)	(231,946)	(300,748)	(205,446)
Transfers to reserves	520,947	569,038	609,642	656,680	724,494
Transfer from appropriated surplus	(9,400)	-	-	-	-
Transfers from surplus	(17,726)	(1,663)	-	-	-
Transfers to surplus	26,500	26,530	26,561	31,592	31,624
Total Reserves, Debt & Capital	345,001	371,203	389,852	413,014	745,315
FINANCIAL PLAN BALANCE	-			-	





#### **COUNCIL REPORT**

**Date:** June 19, 2023

From: Paula Richardson, Chief Administrative Officer

Subject: 2022 Annual Report

#### Recommendation

That the 2022 Annual Report be received as required by the Community Charter.

#### **Purpose**

The purpose of this report is to bring forward the Village of Belcarra annual report for 2022 for consideration by Council, together with any submissions or questions from the public. For the purpose of the *Community Charter*, the June 19, 2023 Council meeting is deemed to be the annual meeting.

#### **Background**

The 2022 Annual Report has been prepared in accordance with Section 98 of the *Community Charter*. Local governments are required to prepare an annual report which states their goals and municipal objectives for the coming year and demonstrates progress towards the achievement of goals from the preceding year. A major component of the annual report are the 2022 Audited Financial Statements for the year ended December 31, 2022 which were formally accepted through a resolution of Council at the April 11, 2023 Regular Council Meeting.

Local governments must present the annual report at a public meeting before June 30 each year and make the report available for public inspection at least 14 days prior to that meeting. The Village of Belcarra 2022 Annual Report was made available for public inspection at the front counter of the Village office on June 1, 2023. A Public Notice of Intention was posted in the Tri-City News on June 1 and June 8 as required by Section 94 of the *Community Charter*. The Public Notice of Intention was also posted on the Village's website and distributed through the resident email system on June 1.

No written submissions have been received as of the deadline for submitting correspondence pertaining to items on the June 19, 2023 Regular Council Meeting.

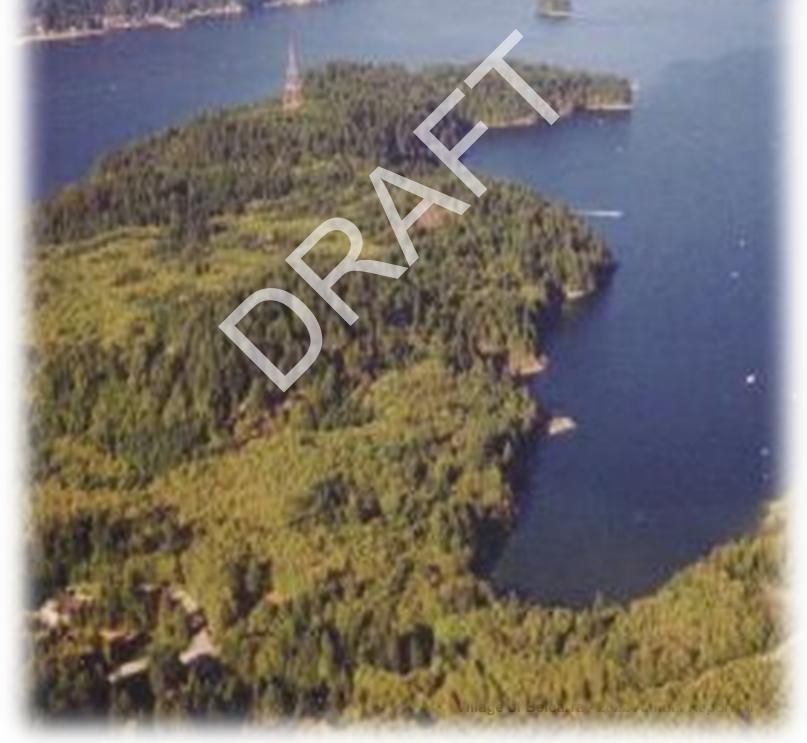
Appendix A: 2022 Annual Report

# Village of Belcarra



2022 Annual Report

For the Fiscal Year ended December 31, 2022



# Village of Belcarra Council (2022-2026)





**Mayor Jamie Ross** 



Carolina Clark Councillor



Janet Ruzycki Councillor



Liisa Wilder Councillor



Joe Elworthy Councillor



# Fiscal Year ended December 31, 2022



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# An Open Letter from Council to the Citizens of Belcarra

On behalf of our Council, it is my pleasure to present the 2022 Annual Report and the Audited Financial Statements of the Village of Belcarra.

During 2022 our long standing Chief Administrative Officer, Lorna Dysart, retired and by year-end, Paula Richardson had been appointed to that position.

Bruce Drake, Belcarra's longest serving Councillor retired and Belcarra elected a new Council in October. Joe Elworthy and Janet Ruzycki joined Councillors Carolina Clark and Liisa Wilder.

Community members were appointed to the Official Community Plan (OCP) Review Committee and work started in January. Their work continued throughout 2022 and is now approaching its final stage.



Belcarra staff coordinated multiple projects including consultant recommendations for asset management, completion of the paving and re-opening of Midden Road, implementation of the Geographic Information System (GIS), development of a Council correspondence policy, signing of a Regional Public Works mutual aid agreement, contracting of B.A. Blackwell and Associates for Fire Smart initiatives and furthering the eradication of invasive plant species.

Improving Public Road Safety was a focus of Council in 2022. Various options were considered including a TransLink supported Multi-Use Path and an ICBC Road Safety Audit. This work is continuing.

In late Fall, the municipal hall was re-opened to in-person Council meetings. Since the Spring of 2020, all Council meetings had been held virtually, on-line, as a result of the COVID 19 pandemic.

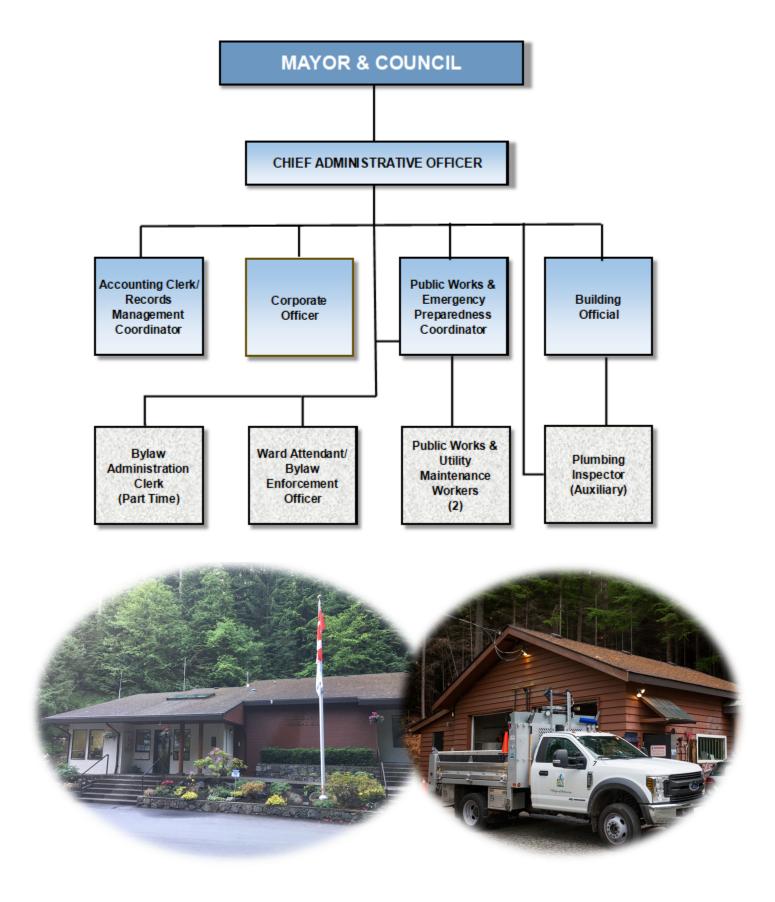
In closing, I want to express my gratitude to our Village residents, our Council, Village staff and the consultants who work on our behalf. I would like to recognize Ken Bjorgaard and KPMG for their financial guidance this past year and Paula Richardson for stepping into the role of Chief Administrative Officer.

Thank you all.

Jamie Ross

Mayor

# **Organizational Chart**



### Mission Statement & Council

The Village of Belcarra's mission is to enhance the quality of life for citizens, visitors and future generations in our municipality and the region. We strive to live in harmony with each other and our environment, while providing opportunities for the advancement of economic, physical and social well-being.



#### Council

The Village of Belcarra is governed by an elected Council consisting of a Mayor and four Councillors. Council was elected on October 15, 2022 by the community for the four-year term from 2022-2026. Mayor Jamie Ross, Councillor Carolina Clark, Councillor Joe Elworthy, Councillor Janet Ruzycki and Councillor Liisa Wilder were elected in that process and were sworn in at the Inaugural Meeting held on November 7, 2022.

Council reviews and establishes budget levels for civic operations and capital expenditures. The Mayor chairs meetings of Council, is an ex-officio member of all Council committees, and all bodies to which Council has the right to appoint members.

After the 2022 election, as COVID infections began to slow, Council meetings were held in a hybrid format which allowed both in-person and Zoom participation. In January 2023, public participation through Zoom was phased out to encourage residents to attend meetings and meetings are livestreamed on YouTube. The Council meeting schedule, agendas and minutes are available on the municipal website at www.belcarra.ca and from the Municipal office.



### **Vision Statement**

#### Belcarra is a model municipal entity that works effectively to engage and respect the diverse interests of its citizens.

It offers simple and basic neighborhood opportunities to sustain and enrich our lives and reach our highest potential. Our municipality's natural west coast beauty is valued and celebrated and is a source of pride worth protecting. Belcarra is actively involved in the social, environmental and political life of the region.

#### Belcarra is a clean, green, rural and sustainable municipality.

The importance of the natural beauty surrounding Belcarra is recognized and environmental stewardship is integrated into our daily activities. We respect, preserve and enhance the health of the environment for present and future generations



### Citizen Involvement

#### Volunteers — Visible, Vital and Valuable to Belcarra

Volunteerism and community participation play an important part in building the spirit of our community.

Beginning with the dedicated efforts of Belcarra's two original ratepayer's associations that were successful in the incorporation of the municipality in 1979, our Sasamat Volunteer Fire Department (SVFD), our Community and Recreation Association of Belcarra (CRAB), and Council citizen committees, Belcarra residents have a long history of volunteer activities.

Belcarra is a strong community because of its many volunteers who support community projects and contribute to making our Village a strong, safe and healthy community. Belcarra volunteers give hope and friendship to those in need; help when asked and, more importantly, give help just because they can.

You will find volunteers involved in the Sasamat Volunteer Fire Department, Block Watch programs and on Council committees. Volunteers take wonderful care of the planters at the Village Hall and at the Village entrance. The participation, commitment and contributions of Belcarra residents are essential to the quality of life in our community.

The Village of Belcarra is a better place to live thanks to the tireless efforts of volunteers working throughout the community. It is with sincere appreciation that we say "thank you" to our volunteers who generously give assistance to make the Village a beautiful place to live, grow and prosper.

#### Committee members are important volunteers.

In 2022, the Village of Belcarra undertook the process of renewing Official Community Plan (OCP) Bylaw No. 435, as consolidated, which was adopted in 2011. An Official Community Plan Review Committee was formed to represent the interests of the community within the OCP process. Committee members were tasked with gathering and disseminating data, providing local knowledge and technical expertise, identifying issues, assessing priorities, reviewing progress, setting objectives and providing an understanding of various constraints/opportunities from a technical standpoint.

The Official Community Plan (OCP) Review Committee consists of 11 members appointed by Council in December 2021 and meetings commenced early 2022.

- Committee Members: Larry Carlsen, Paul Degraaf, Ian Devlin, Jol Drake, Ralph Drew, Kevin Ferris, Tracey McRae, Mary-Ann Pope, Sandra Rietchel, Janet Ruzycki, Angela Yin
- Council Liaison: Councillor Carolina Clark

# **Strategic Plan Priorities Summary - 2022**

Belcarra is committed to achieving social, environmental and economic sustainability. Given the value of our community heritage and its diversification, Belcarra will harness a balance between consistency and progression - enhancing the livability, health, safety and civic pride for future generations of Belcarra.

#### 1) Asset Management – Financial Plan / Sustainability

- a. Roads Asset Management
- b. Midden Road Discussion
- c. Drainage Plan
- d. Depreciation Management

#### 2) Consolidated Enhanced Fire Protection

- a. Emergency Preparedness
- b. FireSmart
- c. Monitored Fire Alarms
- d. Water Hook up for Sprinklers waive water connection application fee of \$750.
- e. Water Capacity for fire fighting Reservoir
- f. Tree Bylaw & Report
- g. Application to the Province to request a Local Variance (Sprinklers)
- h. Water Metering
- 3) Parking Bylaw Enforcement Public Information meeting
- 4) Official Community Plan review and update
- 5) Group Wharfages & lifting the Moratorium on Marine Avenue & Senkler Road
  - a. Highway Encroachment Areas
- 6) **Pathways and Trails**

#### **Secondary Items**

- 7) Road to Farrer Cove
- 8) Traffic Control
  - a. speed bumps
  - b. speed issues
  - **c.** Bedwell Bay Road encroachments & shrubbery
- 9) Multi Use Court

### 2022 Work Plan

- Appoint Election Officers & manage municipal election
- Support Official Community Plan Committee
- Grant Funding opportunities ongoing
- Work with WSP to complete Hydraulic Water Model for the Village water system
- Residential surveys Midden Road reopening & Parking
- Work with TransLink on Multi-Use Path funding
- Complete Grants in Aid & Council Correspondence Policies
- Sign Regional Public Works Mutual Aid Agreement
- **Engage ICBC Road Safety Review**
- Reopen Village Hall for public use
- Regrade and repave Midden Road & Belcarra Bay Road (to the stop sign)
  - ♦ Reopen Midden Road
- Continued work with B.A. Blackwell on the Community Wildfire Resiliency Plan
- Work with consultants to provide Geography Information System (GIS) on Village website
- Partner with Vancouver Fraser Port Authority Wharf Management Ongoing
- Parking Enforcement & Speed Management Ongoing
- Waste and Recycle Depot (WARD) Operations Ongoing

### • PRIORITY #1 - ASSET MANAGEMENT - FINANCIAL PLAN/SUSTAINABILITY

Objective/Strategy	2022 Action Plan	2022 Results
A) Roads Asset Management     Include in the Asset Management     Plan development	Asset Management Plan to be presented to Council	Asset Management Summary Reports presented in April 2022:
r iair development		Phase 1 Strategy &     Roadmap
		Phase 2 Asset     Replacement Forecast
		Phase 3 Financial     Forecast
B) Midden Road Discussion     Provide an update to Council on Midden Road closure	Road renewal project, complete re-grade and paving – Midden Road and Belcarra Bay Road (to the stop sign)	Complete reopened April 2022
	Residents surveyed to provide feedback	
C) Drainage Plan     Include in the Asset Management Plan	Develop a high level plan of drainage assets & replacement - measured pipes to confirm sizing	Ongoing assessment
D) Depreciation Management	Included in 1 <sup>st</sup> phase asset management	Will form part of the new long-term financial plan in 2023



**Belcarra Bay Road regrade and paving** 



Midden Road regrade and paving

### • PRIORITY #2- CONSOLIDATED ENHANCED FIRE PROTECTION

Objective/Strategy	2022 Action Plan	2022 Results
A) Emergency Preparedness	Ongoing discussion with Port Moody	Emergency Preparedness ongoing
B) 1. FireSmart  • Community Wildfire Grant	Completed plan allows for creating a Development Plan Area (DPA) for FireSmart Zoning as well as prescriptions for fuel reduction in forests	Ongoing work with BA Blackwell
B) 2. FireSmart  • 2021 FireSmart Economic Recovery Fund – grant application with Coquitlam, Port Coquitlam, Anmore and Belcarra	Northeast Sector FireSmart Program Ongoing through September 2022	Provided opportunity for residents to participate in a FireSmart home assessment
C) Monitored Fire Alarms	No action	
D) Water hookup for sprinklers – waive water connection application of \$750	Report provided to Council	No action
E) Water capacity for firefighting	WSP completed hydraulic water model for water system	Ongoing work
F) Tree Bylaw and report	Tree Bylaw adopted in October 2021	Complete
G) Application to Province to request a local variance for sprinklers	Report provided to Council regarding Local Authority Variance	No action
H) Water Metering	Ongoing – Public Works inspect meters bi-annually and record usage	Ongoing

### • PRIORITY #3- PARKING BYLAW ENFORCEMENT

Objective/Strategy	2022 Action Plan	2022 Results
A) Hold a public information meeting on parking issues in the Village	Residents surveyed to provide feedback	Completed guidelines provided to staff and residents

### • PRIORITY #4 - OFFICIAL COMMUNITY PLAN (OCP)

Objective/Strategy	2022 Action Plan	2022 Results
A) Review and update 2011 Official Community Plan	OCP Review Committee commence meetings in January 2023  Complete OCP review and present to Council in July 2022	OCP Committee provided draft to Council to be brought forward after election

### • PRIORITY #5 - Group Wharfages & Lifting the Moratorium on Marine Avenue and Senkler Road

Objective/Strategy	2022 Action Plan	2022 Results
A) Provide opportunities for residents to apply for dock licenses in the Highway Encroachment Area (HEA)	Bedwell Bay Wharf Program drafted & awaiting completion of an area study by the Vancouver Fraser Port Authority (VFPA)	VFPA moratorium on wharfs in the HEA area

## • PRIORITY #6 - Community Pathways & Trails

Objective/Strategy	2022 Action Plan	2022 Results
A) Belcarra Community Pathways –     Multi-Use Path (MUP)	TransLink Grant applications approved	Project not approved by Council
B) Trails	Maintain designated trails and road ends	Ongoing

# • PRIORITY #'s 7, 8 & 9 - Secondary Items

Objective/Strategy	2022 Action Plan	2022 Results
A) Road to Farrer Cove	Ongoing	No action
B) Traffic Control	ICBC study on road safety	Work on traffic control issues will be brought forward to 2023
C) Tennis Court (multi use court)	No action in 2022	Brought forward to 2023 Strategic Planning

## • MANAGING OUR ASSETS & INFRASTRUCTURE

Asset Management Program	Actions To Achieve Results	Expected Completion Date	
OUTCOMES/MEASURES OF ACHIEVEMENT	Complete review and undertake field work to provide breakdown of asset	By September 2024 and updated annually	
Functioning ongoing asset management program	components (including remaining useful lives) and update GIS system	components (including remaining useful lives) and	
Complete inventory of assets broken down into asset components with respective estimated remaining useful life of major	accordingly		
components	Complete 5-year condition     assessment schedule for     assessing key assets and	By September 2023 and updated annually by	
All assets and infrastructure recorded in GIS system	update annually	September of each year	
Multi-year condition assessment schedule as identified through asset management program	Complete annual condition assessments	By September of each year starting in 2024	
Completion of condition assessments for key infrastructure on a yearly basis			

Renewal of Existing Infrastructure & Assets	Actions To Achieve Results	Expected Completion Date
OUTCOMES/MEASURES OF ACHIEVEMENT  Long-term infrastructure/asset renewal and replacement schedule for existing assets based on asset management results including drainage systems, roads, water and WARD  Completion of priority infrastructure projects including drainage and roads (see Key Project Lists)	Complete long-term financial estimates and plan for infrastructure/asset replacements (based on asset management and condition assessment results)	By September 2024
	Update long-term financial estimates and plan for infrastructure/assets renewal annually	Annually by August of each year starting in 2025
	Integrate long-term infrastructure/asset replacement plan into long-term financial plan	Annually by September of each year starting in 2024
	Tender and complete priority infrastructure projects identified including drainage and roads priorities (see Key Project Lists)	Annually

### • MANAGING OUR ASSETS & INFRASTRUCTURE

Water System Improvements	Actions To Achieve Results	Expected Completion Date
OUTCOMES/MEASURES OF ACHIEVEMENT	Complete engineering report and work on water reservoir	By July 2023
Assessment, excavation and fencing of existing water reservoir completed  Clear options for addressing water system deficiencies defined	Engineering report and recommendations on options for addressing water system deficiencies including risk factors and budgets	By September 2023
Budget and schedule water system changes to address deficiencies  Business case for universal water	Final decision(s) on projects and budgets for addressing water deficiencies in part based on risk tolerance	By October 2023
metering completed  Complete review of water charges for Belcarra Park as per Metro Vancouver	Provide for water system improvements in long-term financial plan	By October 2023
agreement completed	Complete water metering business case	By September 2024
	Complete review of Belcarra     Park water charges	By October 2023
Masta 9 Daniela Daniel (MADD)		Farmanta d Communication

	Faik water charges	
Waste & Recycle Depot (WARD) Improvements	Actions To Achieve Results	Expected Completion Date
OUTCOMES/MEASURES OF ACHIEVEMENT  Formal review of WARD services and infrastructure	Complete WARD service     review including review of     current service provider and     the option of utilizing Recycle     BC to save costs	By June of 2025
Provide options for changes in services and service levels outlined including cost control options	Review of WARD infrastructure to match services provided	By June of 2025
Plan, budget and schedule for changes to WARD services and infrastructure	Recommendations and approvals related to service changes and infrastructure needed	By June of 2025
ADA TO THE STATE OF THE STATE O	Implementation of any approved changes including provision for changes in financial plan	By June of 2026
WARD		TATLOW TANK

### • STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT

Actions To Achieve Results	Expected Completion Date
Complete inventory and mapping of natural assets and include in GIS system	By April 2024
Council report on ongoing budget needs for tree management program	By June 2024
Operational plan to implement tree trimming and maintenance plan	By September 2024
	Complete inventory and mapping of natural assets and include in GIS system      Council report on ongoing budget needs for tree management program      Operational plan to implement tree trimming and

Official Community Plan (OCP)	Actions To Achieve Results	Expected Completion Date
OUTCOMES/MEASURES OF ACHIEVEMENT  Final OCP adoption  OCP implemented into daily operations  Ongoing monitoring of the OCP as a tool to guide development and growth	Finalize OCP and conduct public hearing	By July 2023
	Adopt OCP and implement the same into daily operations	Adoption by September 2023 and implementation by November 2023
	Prioritization of OCP action items and completion of action items	Ongoing
	Ongoing monitoring of OCP and its effect on the community	Ongoing



### • STEWARDING OUR COMMUNITY & ITS NATURAL ENVIRONMENT

Multi-Use Path, Trail and Road Shoulder (MTRS) Network	Actions To Achieve Results	Expected Completion Date
OUTCOMES/MEASURES OF ACHIEVEMENT	Complete mapping of existing MTRS network and include in GIS system	By September 2023
Mapping and plan for multi-use paths/ trails/road shoulder enhancement (MTRS) network within the community completed	Create plan for incremental build out of MTRS network including budget	By October 2023
Funding for incremental buildout of MTRS network secured including grants	requirements	
Ongoing maintenance program for MTRS implemented	Complete funding     applications for new MRTS     and secure grant funding	Ongoing
Incremental construction of new MTRS as per plan and as funding allows	Include budgets for maintaining existing MTRS network in long-term financial plan	Annually
	Build out MTRS network including prioritized section	Annually as approved
Re-Development of Tennis Court Site	Actions To Achieve Results	Expected Completion Date
OUTCOMES/MEASURES OF ACHIEVEMENT  Plan and budget for amenities at the Tennis Court site in place	Report to Council on amenity options for tennis court site including associated budget implications and any First Nation requirements	By October 2023
Agreement with Metro Vancouver on plan and related amenities finalized	Decision on amenities and budget for tennis court site	By March 2024
Construction of amenities completed	Presentation of tennis court site plan to Metro Vancouver and finalization of agreement on site improvements	By June 2024
	Construction of tennis court site amenities	By June 2025



### • FISCAL MANAGEMENT & FISCAL SUSTAINABILITY

Fiscal Management	Actions To Achieve Results	Expected Completion Date
OUTCOMES/MEASURES OF ACHIEVEMENT  Up and running Finance Committee	Create & approve Terms of Reference for a Finance Committee and start Committee meetings	By July of 2023 with quarterly meetings thereafter
Regular fiscal updates to Council and the community  Council input into annual, long-term financial plans including capital review	Complete fiscal updates and present to Council	For the periods ending June and September of each year with the reports to be finalized by the end of the month following each of these periods
	Finance Committee to review and approve long-term capital and operating plans	By September of each year as part of the financial planning process

Financial Sustainability	Actions To Achieve Results	Expected Completion Date
OUTCOMES/MEASURES OF ACHIEVEMENT  Long-term (15-year) operating and capital financial plans completed and updated annually	Create long-term (15 years) financial planning model with integration to infrastructure and capital plans (based on asset management results)	By October of 2023 with updates each year thereafter
Integration of infrastructure renewal/ replacement plans with long-term financial plans  Formal grant writing resources and	Produce report for Council and community based on long-term financial plan which also addresses financial sustainability	By October of 2023 with updates each year thereafter
Process in place Ongoing grant applications submitted	Secure grant writing resource, provide list of grant targets and start application process	Ongoing

# **Strategic Priorities - Looking Forward**

# • EMERGENCY MANAGEMENT & PREPAREDNESS

Emergency Planning & Management	Actions To Achieve Results	Expected Completion Date
OUTCOMES/MEASURES OF ACHIEVEMENT	Review and update     emergency management plan	By June of 2024
Emergency management plan updated including consideration of climate change implications	Implement mass notification system	By October of 2023
Mass notification system in place	3. Complete Inventory of	By August of 2024
Inventory and replenishment of emergency supplies completed	emergency supplies replenishment same as needed	
Fire Safety including Wildfire Management	Actions To Achieve Results	Expected Completion Date
aagoo		Date
OUTCOMES/MEASURES OF ACHIEVEMENT	Complete fire safety &     resiliency plan	By June 2023
OUTCOMES/MEASURES OF ACHIEVEMENT  Fire safety & resiliency plan finalized		2000
OUTCOMES/MEASURES OF ACHIEVEMENT	resiliency plan  2. Create and maintain wildfire prescriptive zones including	By June 2023 By June 2023
OUTCOMES/MEASURES OF ACHIEVEMENT  Fire safety & resiliency plan finalized  Wildfire prescriptive zones created and	create and maintain wildfire prescriptive zones including development planning area	By June 2023

# **Strategic Priorities - Looking Forward**

# • COMMUNICATION & COMMUNITY ENGAGEMENT

Communication & Community Engagement	Actions To Achieve Results	Expected Completion Date
OUTCOMES/MEASURES OF ACHIEVEMENT  New protocol for community/public input	Procedures for Community input & engagement at Council meetings written into updated Council Procedure bylaw	By September of 2023
and engagement at Council meetings in place	Write and adopt internal communications protocols	By October of 2023
Communication protocol for interaction between CAO, staff & Council formalized  Communication strategy in place for engaging the public on key issues on an	Write, approve, implement and monitor communications strategy including social media presence	By October of 2024
ongoing basis including the use of social media  Implementation and monitoring of communication strategy	Hold townhall meetings to engage with citizens on topics of interest and to provide community updates	Starting in 2023

# **Strategic Priorities - Looking Forward**

## • OPERATIONAL PRIORITIES & STRATEGIES

Human Resources Planning	Actions To Achieve Results	Expected Completion Date
OUTCOMES/MEASURES OF ACHIEVEMENT  Clear human resources plan for staff	Council report and recommendations on staff resources	By September 2023
resource needs in short, medium & long-term  Plan and terms for engaging external resources (consultants & contractors) to supplement staff	Council report on consulting resources and recommendations including engineering, finance planning, information technology, etc.	By September 2023
Implementation of human resource plan including budgeting for resources as approved	3. Implementation of Human Resources plan including budgeting approved resources & undertaking request for proposals (RFPs) for outside resources as needed	By March 2024

Information Systems & Technology	Actions To Achieve Results	Expected Completion Date
OUTCOMES/MEASURES OF ACHIEVEMENT	Develop and implement staff training programs to make	By October of 2023 & ongoing
Secure and stable information systems with protection from threats	best use of existing programs and technology	
E-commerce capability up and running	Implement e-commerce capabilities for payments, look ups, email responses, etc.	By May of 2024
Budget for IT system replacements and improvements including hardware and software	Review of website content and maintenance and plan for	By June of 2024
Plan for content and maintenance of Village website	future use	
Document management system options reviewed and recommendations provided	Conduct system review with IT provider to ensure maximum protection for Village system	By March of 2024
	Create longer term budgets for IT hardware and software replacements	By September of 2024
	Complete review of document management system options and provide recommendations	By September of 2024

# RCMP YEAR IN REVIEW Village of Belcarra 2022

## **Police Service Levels**

Police calls for service in 2022 were down approximately 28% from 2021. The most noticeable decrease was in reported property crime which was very nearly zero for the year. Assaults returned to normal historical levels. There was an increase in collisions up to 6 for the year, but an analysis shows no particular cause or trend. Belcarra is one of the safest communities in BC.



Total calls for service in 2022 were 79 compared with 110 in 2021.

## **Property Offences**

	2021	2022
Break and Enter – Res/Bus/Oth	0	1
Theft From Auto	0	0
Theft – Veh & Other	4	0
Mischief Offences	1	0
Fraud	3	0

#### **Person Offences**

	2021	2022
Assault – all levels	0	4
Utter Threats/Harassing Behaviour	2	1

#### **Other Criminal Offences**

	2021	2022
Causing A Disturbance	4	3
Other	2	1

#### **Traffic Calls for Service**

	2021	2022
Collisions	1	6
Driving Complaints	4	2

#### Other Calls for Service

	2021	2022
Bylaw – Noise and Other	7	2
Suspicious Per/Veh/Circumstance	9	5
Mental Health Act	1	3

# Sasamat Volunteer Fire Department (SVFD) 2022 Call-out Statistics

#### **2022 SVFD CALL-OUT STATISTICS**

The **SVFD** call-outs during 2022:



Anmore Village 90 (74%)

Belcarra Village 31 (26%)

Fire Calls (FIRE) accounted for 8 call-outs (7%):

Anmore Village 8 (100%)

Belcarra Village 0 (0%)

Medical Emergencies (MESA) accounted for 62 call-outs (51%):

Anmore Village 49 (79%)

Belcarra Village 13 (21%)

Motor Vehicle Incidents (MVI) accounted for 10 call-outs (8%):

Anmore Village 4 (40%)

Belcarra Village 6 (60%)

Power Lines accounted for 6 call-outs (5%):

Anmore Village 3 (50%)

Belcarra Village 3 (50%)

Alarms accounted for 29 call-outs (24%):

Anmore Village 22 (76%)

Belcarra Village 7 (24%)

Burning Complaints accounted for 2 call-outs (2%):

Anmore Village 1 (50%)

Belcarra Village 1 (50%)

Gas Leak accounted for 1 call-outs (1%):

Anmore Village 1 (100%)

Belcarra Village 0 (0%)

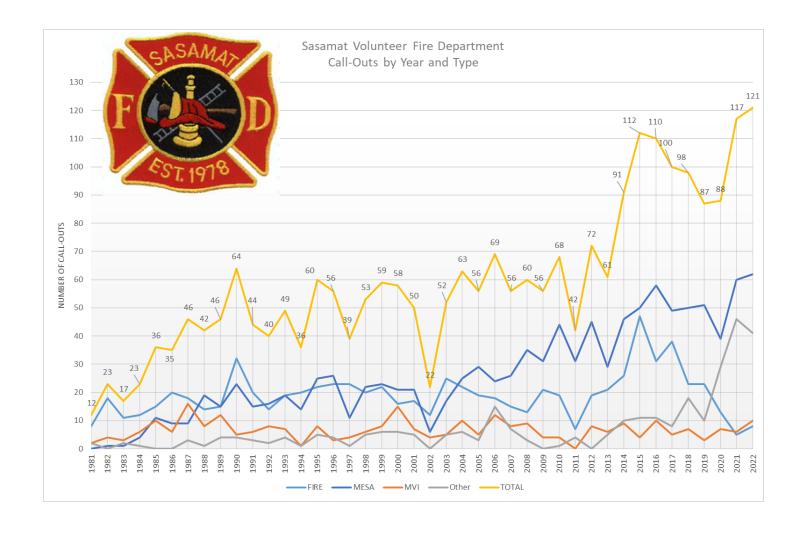
Other (Misc.) accounted for 3 call-outs (2%):

Anmore Village 2 (67%)

Belcarra Village 1 (33%)



# **Sasamat Volunteer Fire Department** 2022 Call-out Statistics



# **2022 Audited Financial Statements**

#### 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.

Chartered Professional Accountants

Vancouver, Canada April 11, 2023

LPMG LLP

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
		3,250,786		2,935,156
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
		3,848,884		3,899,498
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
		10,544,778		10,580,723
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

Statement of Operations

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

	2	022 Budget	2022	2021
		(notes 1( <i>i</i> ) and 16)		
		and 10)		
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		40,332	02,302	00,040
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
vvator system		2,275,196	2,221,815	2,139,090
		2,270,100	2,221,010	2,100,000
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.

Statement of Changes in Net Debt

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

	20	022 Budget	2022	2021
		(notes 1( <i>i</i> ) and 16)		
Annual surplus	\$	379,810	\$ 330,299	\$ 215,188
Acquisition of tangible capital assets Amortization of tangible capital assets Loss on disposal of tangible capital assets Write-off of capital work-in-progress		(641,833) 337,451 - - (304,382)	(248,242) 303,456 - - 55,214	(98,590) 304,665 3,000 34,012 243,087
Prepaid expenses consumed Inventories held-for-consumption consumed (acquired)		-	377 (19,646)	277 7,476
consumed (acquired)		<u>-</u>	(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.

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.

Notes to Financial Statements

Year ended December 31, 2022

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

#### 1. Significant accounting policies:

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

#### (a) Basis of presentation:

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

#### (b) Investments:

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

#### (c) Non-financial assets:

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

#### (i) Tangible capital assets:

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

Asset	Useful life - years
Dellations and facilities	74- 50
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.

Notes to Financial Statements (continued)

Year ended December 31, 2022

#### 1. Significant accounting policies (continued):

- (c) Non-financial assets (continued):
  - (i) Tangible capital assets (continued):

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

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

(ii) Works of art and heritage assets:

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

(iii) Interest capitalization:

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

(iv) Leased tangible capital assets:

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

(v) Inventories held for consumption:

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

(d) Debt:

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

(e) Employee future benefits:

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

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

Notes to Financial Statements (continued)

Year ended December 31, 2022

#### 1. Significant accounting policies (continued):

#### (f) Revenue recognition:

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

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

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

#### (g) Expense recognition:

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

#### (h) Government transfers:

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

#### (i) Budget reporting:

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

#### (j) Use of accounting estimates:

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

#### (k) Segment disclosures:

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

Notes to Financial Statements (continued)

Year ended December 31, 2022

#### 1. Significant accounting policies (continued):

#### (I) 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

Notes to Financial Statements (continued)

Year ended December 31, 2022

#### 5. Performance bonds and refundable deposits:

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

#### 6. Deferred revenue:

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

#### (a) Climate change action plan grant:

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

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

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

#### (c) Property taxes paid in advance:

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

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 Demand note	\$ 57,631 73,309	\$ 56,371 73,309

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

2023 2024 2025 2026 2027 Future years	\$ 163,816 169,549 175,484 181,626 187,982 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.

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	F	Recycling depot	Road and sidewalks	infr	Storm sewer astructure	Water system infrastructure	cons	Assets under truction	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	1,312,427
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	1,351,646
Accumulated amortization:																
Opening balance	-	256,841	244,851		117,573		92,669	1,105,599		309,900	1,663,008		-	3,790,441	3	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	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

Notes to Financial Statements (continued)

Year ended December 31, 2022

#### 9. Accumulated surplus:

	2022		2021	Increase (decrease)
	2022		2021	(decrease)
Unrestricted operating surplus:				
General operating surplus	\$ 262,641	\$	260,735	\$ 1,906
Waste and recycle depot (WARD) operating surplus		Ψ	34,987	(6,173)
Water operating surplus	86,651		76,234	10,417
Total unrestricted operating surplus (a)	378,106		371,956	6,150
Total unrestricted operating surplus (u)	070,100		071,000	0,100
Restricted operating surplus:				
General operating surplus (Unutilized COVID-19				
Safe Restart Grant) (b)	12,666		31,276	(18,610)
	,000		0 1,=1 0	(10,010)
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.

Notes to Financial Statements (continued)

Year ended December 31, 2022

#### 9. Accumulated surplus (continued):

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

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

#### 10. Commitments and contingencies:

#### (a) Contingent liability:

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

#### (b) Third party claims:

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

#### 11. Pension plan:

The Village and its employees contribute to the Municipal Pension Plan (a jointly trusteed 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.

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 Interest cost	2,600 300	2,600 400
Benefits paid Amortization of actuarial loss	(3,600) (200)	(1,700) -
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 Expected wage and salary range increases Expected average remaining service period	2.4% 2.5% 17 years	2.4% 2.5% 10 years

Notes to Financial Statements (continued)

Year ended December 31, 2022

#### 13. Collections for other governments:

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

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

#### 14. Water parcel taxes:

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

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

#### 15. Contractual rights:

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

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 <sup>′</sup>	`161,196 <sup>°</sup>
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.

Notes to Financial Statements (continued)

Year ended December 31, 2022

#### 17. Segment reporting (continued):

#### **Administration and Human Resources**

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

#### Information Technology

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

#### Support Services (engineering, finance and planning)

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

#### **Building Inspection & Bylaw Enforcement**

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

#### **Public Works & Transportation**

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

#### Major Road Network (MRN)

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

#### Fire & Emergency Services

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

#### Waste & Recycle Depot (WARD)

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

#### **Water System**

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

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 17. Segment reporting (continued):

	General government and fiscal services	ninistration and human resources	Information technology	Support services engineering finance and planning)	a	Building nspection and bylaw orcement	Public works and nsportation	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

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 17. Segment reporting (continued):

		Brought forward	N	//ajor road network (MRN)		Fire and emergency services	re	Waste and cycle 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		_	Ċ	_		153,147	353,830	·	650,720	544,199
Government transfers		432,331		119,320		-		, -	<i>,</i> -		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

Notes to Financial Statements (continued)

Year ended December 31, 2022

#### 18. Subsequent event:

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

Scheduled to Financial Statements (unaudited)

Year ended December 31, 2022

#### **COVID-19 Safe Restart Grant:**

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





#### **COUNCIL REPORT**

**Date:** June 19, 2023

From: Paula Richardson, Chief Administrative Officer

**Subject:** Village of Belcarra Noise Control Bylaw, No. 605, 2023

Village of Belcarra Bylaw Notice Enforcement Amendment Bylaw No. 614, 2023

#### Recommendations

That Village of Belcarra Noise Control Bylaw No. 605, 2023 be read a first and second time; and

That the Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018, Amendment Bylaw No. 614, 2023 (Bylaw Notice Dispute Adjudication Registry) be read a first and second time.

#### **Purpose**

To provide a current up-to-date noise control bylaw that both the public and staff can work with to deal with noise issues in the community.

To amend the Bylaw Notice Enforcement Bylaw with the addition of the Noise Control Bylaw penalties and payment options.

#### **Background**

Village of Belcarra Noise Control Bylaw No. 40, 1981 regulates noise within the Village of Belcarra through a complaint driven system. Adopted in October 1981, the bylaw is outdated and does not capture additional conditions that may cause noise nuisances. It is recommended that the current noise bylaw be repealed, and a new Noise Control Bylaw which captures conditions that cause noise, nuisances, or other noise management updates be adopted.

At the May 23, 2023 Regular Council meeting, a draft Noise Control Bylaw No. 605, 2023 was presented to Council for consideration and feedback. Comments have been incorporated into the bylaw where possible.

#### **General Regulations Section**

Sound Noise Levels

It is recommended that sound noise levels measured in decibels be part of the Noise Control Bylaw. This will avoid any interpretation required by the Peace Officer or Inspector and provides a clear guideline to follow. Staff is recommending a noise level for daytime and nighttime be added to the general regulations.

Paula Richardson, Chief Administrative Officer Council Report: Noise Control Bylaw No. 605, 2023 June 19, 2023 Page 2 of 3

It is proposed that daytime be defined as the hours between 7:00 am and 10:00 pm, and daytime noise will not be permitted to exceed 80 decibels. At 80 decibels, some examples of noise sources include: a busy road with heavy car traffic or a diesel truck - 30 km hr (19 mph) at 50 ft (84 dB).

For nighttime, the hours between 10:00 pm and 7:00 am, noise should not exceed 50 decibels. This would be equivalent to conversation in a restaurant; office; and background music.

As a comparison, a few of the other municipalities which define and measure sound noise levels similar to the levels proposed by Belcarra staff include the City of North Vancouver, the City of Richmond, the City of Port Coquitlam, the Village of Anmore, the District of West Vancouver and the City of Pitt Meadows.

#### Construction Hours

The current Noise Control Bylaw prohibits construction noise "... on a Sunday or between the hours of 9:00 o'clock in the evening and 7:00 o'clock in the morning". Staff recommend the time remain at 7:00 am on Monday to Friday, with a Saturday (that is not a holiday) at 9:00 am and construction noise prohibited on Sundays and holidays.

#### Commercial Filming

The Village of Belcarra is a film friendly community and has had the opportunity to host various filming productions. commercial filming, which ensures that commercial filming is not creating noise during certain hours of the day, unless a valid permit has been obtained from the Village (to film during the hours usually prohibited).

Staff recommend including a provision for commercial filming in the proposed Noise Control Bylaw. A valid Filming Permit is required to be obtained from the Village.

#### **Revisions Based on Feedback**

Section 4.1.2 c) [from the operation of a lawnmower] was revised to allow the operation of a lawnmower for the following hours:

- i. before 9:00 AM or after 9:00 PM on a Saturday, Sunday or holiday;
- ii. before 7:00 AM or after 9:00 PM on any other day that is not a Saturday, Sunday or holiday;

#### **Exemptions**

The current Noise Control Bylaw includes some exemptions, such as the provision that the bylaw does not apply to police, fire or ambulance employees acting in emergency situations.

In the proposed new bylaw, this information is included in a specific section titled "Exemptions", which lists all the exemptions to the "General Regulations" section. Other bylaws typically include provisions related to emergency vehicles and emergency works (police enforcement, fire, or ambulance) to be exempt, as well as the operators of maintenance equipment (for example snow removal), and events (approved by the Village). Staff have also included additional exemptions to the bylaw for events or public gatherings as approved by the Village.

Paula Richardson, Chief Administrative Officer Council Report: Noise Control Bylaw No. 605, 2023 June 19, 2023 Page 3 of 3

#### **Enforcement**

A section titled "Enforcement" includes the provisions for how the proposed Noise Control Bylaw will be enforced. It should be noted that enforcement of the bylaw will be on a complaint driven basis.

#### **Penalty**

Local governments that have chosen to implement the bylaw notice administrative penalty system may use that system instead of using the more formal court-based processes for simple bylaw contraventions like parking violations. Local governments choosing this option establish a dispute process that is presided over by a neutral adjudicator with the maximum penalty that may be imposed established by regulation (currently \$500).

Noise Control Bylaw No. 40, 1981 includes a provision for penalty. This will be included in the proposed Noise Control Bylaw No. 613, 2023 in a section titled "Penalty". It is recommended the fee be a maximum of \$500.00 noting that each day a violation continues or exists under the bylaw is a separate offence.

Appendix A: Village of Belcarra Noise Control Bylaw, No. 605, 2023

Appendix B: Village of Belcarra Bylaw Notice Enforcement Amendment Bylaw No. 614, 2023





Noise Control Bylaw No. 605, 2023

#### A bylaw to regulate and prohibit certain noises and sounds within the Village of Belcarra

**WHEREAS** the Council of the Village of Belcarra wishes to exercise its authority pursuant to the *Community Charter* [SBC] 2003, c. 26;

**AND WHEREAS** the *Community Charter* authorizes Council by bylaw, to regulate or prohibit noise, vibration, odour, dust, illumination or any other matter that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;

**AND WHEREAS** the Council deems it expedient to provide for regulations and prohibitions regarding the making of noise;

**NOW THEREFORE**, pursuant to section 64(b) of the *Community Charter*, the Council of the Village of Belcarra enacts as follows:

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

#### **PART 1 – CITATION**

1.1 This Bylaw may be cited as the "Village of Belcarra Noise Control Bylaw No. 605, 2023."

#### **PART 2 – DEFINITIONS**

2.1 In this Bylaw:

**"Bylaw Enforcement Officer**" means every person designated by Council as a Bylaw Enforcement Officer, and includes every peace officer;

"Council" means the Municipal Council of the Village of Belcarra;

"Construction" means the erection, reconstruction, alteration, repair, relocation, demolition or removal of a building, structure, or thing; structural maintenance, painting, land clearing, earth moving, grading, excavating, the laying of pipe or conduit, whether above or below ground level; street and highway building, concreting, equipment installation or alteration; and the structural installation of construction components and materials in any form or for any purpose; and includes any work being done in connection therewith;

"Commercial Filming" means filming activity that is conducted within the Village in a manner set out by an approved filming permit and business licence;

"**Decibel**" means the ratio between levels of sound pressure expressed as 20 times the base logarithm of the said ratio;

"Highway" includes a street, road, land, bridge, viaduct and any other way open to the public use, but does not include a private right of way on private property;

"Holiday" means dates as defined in the Interpretation Act [RSBC] 1996, Ch. 239, s. 29;

"Meter" means an instrument which accurately measures levels of sound pressure on an "A" weighted scale in accordance with the American National Standards Institute standard for meters set out in S1.4-1983 as amended from time to time;

"Motor Vehicle" means a vehicle that is designed to be self-propelled and includes offroad vehicles, parts and equipment;

"**Person**" includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to the law;

"Point of Reception" means the place where a Meter is located to measure the Sound Level from a source of noises or sounds;

"Power Equipment" means any tool, equipment or machinery powered by an internal combustion engine or electric motor that is used for construction, lawn, garden, building and property maintenance, and includes edge trimmers, line trimmers, rototillers, pressure washers, carpet cleaning equipment, and hand operated power tools including but not limited to chain saws, chippers and leaf blowers;

"**Premises**" means the smallest unit of ownership or occupation of real property, whichever is the lesser;

"Sound Level" means the Meter reading or recording in Decibels using an "A" weighted network at the slow response setting of the Meter.

#### **PART 3 – GENERAL REGULATIONS**

- 3.1 No person shall make or cause, or permit to be made or caused, any noise, sound or vibration which:
  - a) disturbs or is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood, individuals in the vicinity or the public; or
  - b) exceeds the Sound Levels prescribed in this Bylaw under Section 4.2
- 3.2 No owner or occupier of real property shall allow the real property to be used so that any noise, sound or vibration which emanates from the real property which:
  - a) disturbs or is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public; or
  - b) exceeds the Sound Levels prescribed in this Bylaw under Section 4.2.
- 3.3 Despite compliance with Part 4, a person may be found in violation of sections 3.1 or 3.2.

#### PART 4 – OBJECTIONABLE NOISES OR SOUNDS

- 4.1 Without limiting sections 3.1 to 3.3, the following noises or sounds are deemed to disturb the quiet, rest, enjoyment, comfort or convenience of individuals or the public and are prohibited:
  - 4.1.1 any noises or sounds produced within or outside a Motor Vehicle and created by the following:
    - a) a Motor Vehicle engine or exhaust system when such noises are loud, roaring or explosive:
    - b) a Motor Vehicle horn or other similar warning device except when authorized by law;
    - a Motor Vehicle driven in such a manner which causes any loud and unnecessary noise in or from the engine, exhaust system or the braking system, or from the contact of the tires with the roadway
    - d) a load or tow of a Motor Vehicle which causes a banging, clanking, squealing, or other like noise or sound due to improperly secured load or equipment, or inadequate maintenance;
    - e) a radio, television, stereophonic equipment or sound playback device, amplification equipment, or a musical instrument, which can easily be heard by a person outside the Motor Vehicle;
  - 4.1.2 any of the following noises or sounds:
    - a) from Construction Noise:
      - i. on a Sunday or a holiday;
      - ii. before 9:00 AM or after 7:00 PM on a Saturday that is not a holiday;
      - iii. before 7:00 AM or after 7:00 PM on any other day that is not a Saturday, Sunday or a holiday;
    - b) from Power Equipment:
      - i. on a Sunday or a holiday;
      - ii. before 9:00 AM or after 6:00 PM on any other day that is not a Sunday or holiday;
    - c) from operation of a lawnmower:
      - i. before 9:00 AM or after 9:00 PM on a Saturday, Sunday or holiday;
      - ii. before 7:00 AM or after 9:00 PM on any other day that is not a Saturday, Sunday or holiday;
    - d) from the operation of any radio, television, stereophonic equipment, or other instrument or any apparatus for the production or amplification of sound or music:
      - i. before 9:00AM or after 10:00 PM on a Friday or Saturday;
      - ii. before 9:00 AM or after 9:00 PM on a Sunday, Monday, Tuesday, Wednesday or Thursday;

- 4.1.3 any noises or sounds, the occurrence of which extends continuously or non-continuously for 15 minutes or more which can be heard from a contiguous or nearby Premises, created by the following:
  - a) a dog or bird or any other animal;
  - b) a radio, television, stereophonic equipment or other instrument or apparatus for the production or amplification of such; or
  - c) a burglar alarm or security system.
- 4.2 In addition to the noises or sounds described in section 4.1, the following noises or sounds are deemed to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public and are prohibited:
  - 4.2.1 any noise that exceeds 80 Decibels at the Point of Reception between the hours of 7:00 AM and 10:00 PM:
  - 4.2.2 any noise that exceeds 50 Decibels at the Point of Reception between the hours of 10:00 PM and 7:00 AM.

#### PART 5 - LOCATION OF POINT OF RECEPTION

- 5.1 For the purpose of enforcing this Bylaw, measurement of Sound Levels shall be made:
  - a) in the case of noises or sounds in or on a Highway, in a public park or in another public place, from a Point of Reception not less than 6.1 metres from the noises or sounds:
  - b) in the case of Construction Noise, from a Point of Reception on any Premises, not including the Premises on which the Construction is taking place; and
  - **c)** in all other cases, from a Point of Reception not on the Premises upon which the source of the noise or sound is located.

#### **PART 6 - EXEMPTIONS**

- 6.1 This Bylaw does not apply to:
  - a) police, fire, or other emergency personnel vehicles and equipment in relation to an emergency;
  - b) vehicles and equipment used to make emergency repairs to public utilities and services;
  - c) work carried out by officers, employees or agents of the Village;
  - d) noises or sounds from Commercial Filming;
  - e) the use, in a reasonable manner, of an apparatus or mechanism for the amplification of the human voice or music in a public facility, or on a public right-of way in connection with a public meeting, public celebration, athletic or sports event or other public gathering, provided that such event or gathering has been approved by the Village of Belcarra.

#### PART 7 – EXEMPTION BY APPLICATION

- 7.1 A person may submit an application for a temporary exemption from the provisions of this Bylaw to the Chief Administrative Officer, in a form and with content satisfactory to the Chief Administrative Officer, who may, in writing, allow the exemption with or without terms and conditions or refuse the exemption.
- 7.2 The responsibility for obtaining written approval for an exemption lies with the person seeking the exemption.
- 7.3 An exemption is only valid for the activities and timeframe specified in the written approval, up to a maximum of 48 hours.
- 7.4 An applicant who has been refused an exemption by a decision of the Chief Administrative Officer may apply to have Council reconsider that decision in accordance with the following procedures:
  - a) the applicant may apply by notice to the Corporate Officer within 14 days of any refusal by the Chief Administrative Officer to grant an exemption;
  - b) the applicant may address Council in writing or in person concerning the specific exemption or any future exemptions; and
  - c) Council may allow or revise the exemption with or without terms and conditions or refuse the exemption.

#### PART 8 - ENFORCEMENT

- 8.1 Every Bylaw Enforcement Officer is authorized to enforce this Bylaw, and, for that purpose, may enter at all reasonable times, on any property subject to the regulations of Council, to ascertain whether the provisions of this Bylaw are being observed.
- 8.2 No person shall interfere with or obstruct a Bylaw Enforcement Officer in issuing a ticket or bylaw notice or otherwise carrying out his or her duties in accordance with this Bylaw, and it is an offence for any person to interfere with a Bylaw Enforcement Officer in the enforcement of this Bylaw.
- 8.3 No person shall interfere with or obstruct the entry of a Bylaw Enforcement Officer onto any land, into any building, or any vehicle to which entry is made or attempted pursuant to the provisions of this Bylaw.
- 8.4 Without limiting the enforcement options available under this Bylaw, a person who contravenes this Bylaw will be liable to a penalty established under the *Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018 (Bylaw Notice Dispute Adjudication Registry).*

#### **PART 9 – PENALTY**

- 9.1 Every person who violates a provision of this Bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this Bylaw, or who neglects or refrains from doing anything required by a provision of this Bylaw, is guilty of an offence and is liable, upon summary conviction, to a fine not exceeding \$10,000 and not less than \$2,500.
- 9.2 Each day that a violation continues or exists under this Bylaw is a separate offence.

#### PART 10 - REPEAL

Chief Administrative Officer

10.1 "Village of Belcarra Noise Control Bylaw, 1981, No. 40" is hereby repealed in its entirety.

READ A FIRST TIME ON	
READ A SECOND TIME ON	
READ A THIRD TIME ON	
ADOPTED BY COUNCIL ON	
Jamie Ross Mayor	Paula Richardson Chief Administrative Officer
This is a certified a true copy of Village of Belcarra Noise Control Bylaw, No. 605, 2023	



# VILLAGE OF BELCARRA Bylaw Notice Enforcement Bylaw No. 520, 2018, Amendment Bylaw No. 614, 2023 (Bylaw Notice Dispute Adjudication Registry)



An amendment bylaw to amend penalties of bylaw enforcement notices in conjunction with the Village of Belcarra Bylaw Adjudication Registry

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

NOW THEREFORE the Village of Belcarra enacts as follows:

- 1. That this bylaw be cited for all purposes as the "Village of Belcarra Bylaw Enforcement Bylaw No. 520, 2018, Amendment Bylaw No. 614, 2023".
- 2. That the "Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018" be amended by adding the following "Noise Control Bylaw No. 605, 2023 Table" to Schedule A as follows:

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available ("Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is shown as "Yes")
Noise Co	ontrol Bylaw	No. 605, 2023				
605	3.1	Unlawful Noise	\$500.00	\$500.00	\$500.00	NO
605	3.2	Noise from Real Property	\$250.00	\$200.00	\$300.00	NO
605	4.1.1	Motor Vehicle Noise	\$250.00	\$200.00	\$300.00	NO
605	4.1.2(a)	Construction Noise	\$500.00	\$500.00	\$500.00	NO
605	4.1.2(b)	Power Equipment	\$250.00	\$200.00	\$300.00	NO
605	4.1.2(c)	Lawnmowers	\$160.00	\$100.00	\$240.00	NO
605	4.1.2(d)	Radio Equipment	\$160.00	\$100.00	\$240.00	NO
605	4.1.3	Repetitive & Ongoing Noise	\$160.00	\$100.00	\$240.00	NO
605	4.2	Exceeding Decibel Limit	\$500.00	\$500.00	\$500.00	NO
605	8.3 & 8.4	Obstruction	\$250.00	\$200.00	\$300.00	NO

VILLAGE OF BELCARRA Bylaw Notice Enforcement Bylaw No.	<b>520</b> ,	2018,
Amendment Bylaw No. 614, 2023		

2

READ A FIRST TIME on		
READ A SECOND TIME on		
READ A THIRD TIME on		
ADOPTED by the Council on		
Jamie Ross Mayor	Paula Richardson Chief Administrative Officer	
This is a certified a true copy of Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018, Amendment Bylaw No. 614, 2023		
Chief Administrative Officer		

## **9.1** June is Pride Month

## Recommendation:

That June 2023 be declared as Pride Month in the Village of Belcarra.

From: Sharon Gregson

**Sent:** Saturday, June 3, 2023 6:30 PM

To: Connie Esposito <cesposito@belcarra.ca>; Jamie Ross <iross@belcarra.ca>

Subject: Urgent - UBCM Child Care Resolution

Sharon Gregson Coalition of Child Care Advocates of BC 2772 East Broadway Vancouver, BC V5M 1Y8

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

Subject: Urgent - UBCM Child Care Resolution

To Honourable Mayor Jamie Ross and Council,

The Coalition of Child Care Advocates of BC is a longstanding, non-profit organization dedicated to the creation of a high-quality, affordable, accessible child care system in BC. We appreciate that your Council shares this vision to support families with young children, and the local economy in your community.

In recent years there has been measurable progress toward a quality child care system in BC with historic provincial and federal investments. New publicly-funded affordability measures for families including \$10aDay sites, wage enhancements for educators, and more licensed programs are making a positive difference.

However, local and Indigenous governments and nonprofit organizations across BC are still facing significant child care challenges, with demand for licensed child care outstripping supply, and a severe shortage of early childhood educators.

One of the major obstacles facing local governments when they want to expand child care in their communities is the grant-based application process required to access provincial capital funding. The current process places a major burden on applicants, usually local government staff working with non-profit agencies, requiring them to coordinate all aspects of design, development, and implementation. Significant technical expertise and organizational capacity are also necessary to complete the online applications, which often does not exist at the local level or pulls resources away from other municipal duties.

To address this urgent issue, we request that your Council adopt the resolution shared below, as originally supported by the Regional District of Nanaimo, or a similar resolution. Once adopted we hope the resolution will be forwarded to your local area association and on to the 2023 UBCM Convention.

This resolution urges the Ministry of Education and Child Care to provide multi-year funding to local and Indigenous governments and non-profit organizations to enhance their organizational capacity to coordinate the current grant applications process.

The resolution further requests the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

Evidence-based research makes clear that such a systemic approach will lead to a more equitable and accessible child care system across British Columbia.

Thank you for your attention to this matter, and for recognizing that child care is a priority for healthy communities. Please reach out should any clarification be required.

Yours sincerely,

Sharon Gregson

Shrepa

Spokesperson \$10aDay

Coalition of Child Care Advocates of BC

(Interested in further supporting child care advocacy in BC? Sign the \$10aDay Child Care Petition here or join the Coalition of Child Care Advocates of BC here.)

#### Sample Resolution

WHEREAS the Ministry of Education and Child Care is responsible for B.C.'s \$10/day child care program, and ChildCareBC's growing system of universal child care has been life-changing for families, with demand far outstripping supply;

AND WHEREAS the current grant-based process to expand universal child care relies on grant applicants to coordinate all aspects of design and implementation, and local and Indigenous governments and nonprofit organizations often lack the resources to successfully manage this process in accordance with UBCM-funded child care needs assessments and action plans:

THEREFORE BE IT RESOLVED that while the Province continues to rely on individual grant applicants to plan and develop child care expansion, that instead, the Province provide multi-year funding to local and Indigenous governments and nonprofit organizations to support resources to coordinate this process:

AND BE IT FURTHER RESOLVED that UBCM urge the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.