



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA**
Village Hall
April 2, 2024
7:00 PM



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

Note: This agenda is also posted on the Village's website at www.belcarra.ca

The purpose of a Council meeting is to enact powers given to Council by using bylaws or resolutions. This is the venue for debate of issues before voting on a bylaw or resolution.

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 Ruzyski
Councillor Liisa Wilder

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, March 11, 2024

Recommendation:

That the minutes from the Special Council Meeting held March 11, 2024 be adopted.

3.2 Regular Council Meeting, March 11, 2024

Recommendation:

That the minutes from the Regular Council Meeting held March 11, 2024 be adopted.

4. PUBLIC INPUT (15 minutes)

A period of fifteen (15) minutes will be made available on each Regular Council Meeting Agenda for members of the public to make submissions to Council. Any person wishing to speak during Public Input Period must so indicate by raising their hand. Each person will be permitted 2 minutes to comment on items presented on the agenda. A second opportunity to speak is permitted when all other interested parties have had an opportunity to provide their comments. Comments must be directed to the Chair of the meeting and not to individual members of Council. Public Input Period is a venue for submissions in the form of statements. Questions can be directed to Question Period at the end of the agenda.

5. DELEGATIONS

- 5.1** Asifa Hirji, CPA, CA, Lead Engagement Partner and Anita Teye, ACCA, Senior Accountant, audit findings report for the Village of Belcarra for the year ended December 31, 2023.

Recommendation:

That the Village of Belcarra 2023 Audit Findings Report by KPMG LLP for the year ended December 31, 2023 be received into the record for information.

- 5.2** Ken Bjorgaard, Financial Consultant, report dated April 2, 2024 regarding Village of Belcarra 2023 Financial Statements

Recommendation:

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

6. ITEMS ON CONSENT AGENDA

Council may adopt in one motion all recommendations appearing on the Consent Agenda, or prior to the question on the vote, any Council member may request that an item be removed from the Consent Agenda and placed in Section 7 for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.

6.1 Correspondence

- 6.1.1** Debra Struk, Belcarra resident, email dated March 6, 2024 regarding revenue generation for the Village of Belcarra.
- 6.1.2** Ralph Drew, Belcarra resident, email dated March 11, 2024 providing background information the municipal water metering system.
- 6.1.3** Randy Manhas, Secretary-Treasurer/CFO, School District No. 43 (Coquitlam), letter dated March 14, 2024 regarding a shift in timing for the Eligible School Sites Proposal Resolution for 2024 to align with appropriate Provincial legislation.
- 6.1.4** George V. Harvie, Chair, Metro Vancouver Board, letter dated March 21, 2024 regarding the Metro Vancouver Type 3 Amendment to Reflect Accepted Regional Context Statements and Correct Minor Errors. The full report can be viewed at the link below: [MVRD Board report dated January 23, 2024, titled "Metro 2050 Type 3 Proposed Amendment to Reflect Accepted Regional Context Statements and Correct Minor Errors \(pg. 139\)](#)
- 6.1.5** George V. Harvie, Chair, Metro Vancouver Board, letter dated March 21, 2024 regarding Metro 2050 proposed amendments to reflect the Electoral Area A Official Community Plan which applies to the majority of the rural and remote portions of the Electoral Area (excluding UBC, UEL, Bowyer Island, Passage Island, and First Nation reserve land). The full report can be viewed at the link below: [MVRD Board report dated January 20, 2024, titled "Metro 2050 Proposed Amendments to Reflect the Electoral Area A Official Community Plan" \(pg. 197\)](#)

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

That the items on the Consent Agenda of the April 2, 2024 Village of Belcarra Regular Council Meeting be received into the record.

7. ITEMS REMOVED FROM THE CONSENT AGENDA

No items

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

- 8.1** Colin Richardson, Deputy Fire Chief, Sasamat Fire Department, letter dated March 17, 2024 requesting financial assistance for the Firefighter's Association to fund a catered dinner for Fire Department volunteers.

Recommendation:

That the Firefighter's Association be supported with financial assistance in the amount of \$500.00.

9. UNFINISHED BUSINESS**10. STAFF REPORTS**

- 10.1** Paula Richardson, Chief Administrative Officer and Anika Bursey, Planning Consultant, Pooni Group, report dated April 2, 2024 providing an update on road ends in the Village of the Belcarra

Recommendation

That staff be directed to determine the potential for the disposition of the Road Ends identified in Section 5.0 – Next Steps.

11. BYLAWS

- 11.1** Village of Belcarra 5-Year (2024 – 2028) Financial Plan Bylaw No. 623, 2024

A bylaw to establish the 5-Year Financial Plan for the years 2024 – 2028 inclusive

Recommendation:

That Village of Belcarra 5-Year (2024-2028) Financial Plan Bylaw No. 623, 2024 be adopted.

- 11.2** Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 624, 2024

A bylaw to amend fees and charges for services

Recommendation:

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 624, 2024 be adopted.

11.3 Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018 Amendment Bylaw No. 626, 2024

An amendment bylaw to amend penalties of bylaw enforcement notices for Water Works Regulation in conjunction with Village of Belcarra Bylaw Adjudication Registry

Recommendation:

That Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018 Amendment Bylaw No. 626, 2024 be adopted.

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- Metro Vancouver Board Meeting – March 22, 2024
- Metro Vancouver Mayors' Committee Meeting – March 14, 2024
- Sasamat Volunteer Fire Department Board of Trustees Meeting – March 13, 2024
- Seasonal Hazard Update by Minister Bowinn Ma – March 27, 2024
- CRAB Easter Hunt and Pancake Breakfast – March 31, 2024

13.1 CHIEF ADMINISTRATIVE OFFICER REPORT**14. OTHER MATTERS DEEMED EXPEDIENT****15. NOTICES OF MOTIONS AND MATTERS FOR INTRODUCTION AT FUTURE MEETINGS****16. PUBLIC QUESTION PERIOD**

The public is invited to ask questions of Council regarding any item pertaining to Village business. A person wishing to make a submission will be limited to two (2) minutes and the submission must be in the form of a question. A second opportunity to ask a follow up or new question is permitted if no one else is waiting to participate. Questions, including follow up questions, must be directed to the Chair of the meeting and not to individual members of Council or staff. If a question(s) to staff arises during Public Question Period, the question(s) must be addressed to the Chair and the Chair can request clarification from staff.

The total session is limited to 20 minutes and will be completed by 11:00 pm unless extended with approval of Council through an affirmative vote.

17. ADJOURNMENT

Recommendation

That the April 2, 2024 Regular Council Meeting be adjourned.

17. ADJOURNMENT

Recommendation

That the April 2, 2024 Regular Council Meeting be adjourned.



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MEETING MINUTES
March 11, 2024**



This meeting was held in Council Chambers

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark (not in attendance at the start of the meeting)
Councillor Joe Elworthy
Councillor Janet Ruzycki
Councillor Liisa Wilder

Staff in Attendance

Paula Richardson, Chief Administrative Officer
Amanda Seibert, Corporate Officer/Recording Secretary
Stewart Novak, Public Works and Emergency Preparedness Coordinator

Others in Attendance

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

The meeting was called to order at 5:00 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, March 11, 2024

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the agenda for the Special Council Meeting of March 11, 2024 be approved.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

That the March 11, 2024 special meeting of Council be closed pursuant to Sections 90(1) and 90(2) of the *Community Charter* as the subject matter being considered relates to the following:

Section 90(1)(k) Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Section 90(2)(b) The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government.

CARRIED

4. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Elworthy

That the March 11, 2024 Special Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 5:02 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
March 11, 2024**



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

Council in Attendance

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

Staff in Attendance

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

Others in Attendance

Ken Bjorgaard, Financial Consultant

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1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, March 11, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting of March 11, 2024 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES**3.1 Special Council Meeting, February 20, 2024**

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That the minutes from the Special Council Meeting held on February 20, 2024 be adopted.

CARRIED

3.2 Regular Council Meeting, February 20, 2024

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That the minutes from the Regular Council Meeting held on February 20, 2024 be adopted.

CARRIED

4. PUBLIC INPUT

Ian Devlin, Belcarra resident, referred to Item 9.1 on the agenda. He spoke on Belcarra Bylaw No. 412, 2008 and indicated that the bylaw has no requirement for water metering. He expressed that procedures followed by previous Councils to defer decisions on water metering until required to meter by Metro Vancouver were appropriate. He suggested that water being received from the District of North Vancouver and water exiting the Tatlow tank should be metered if metering were to become mandatory.

Ryan Moon, Belcarra resident, referred to Item 10.4 on the agenda. He commended staff and Council for commencing a study. He asked whether WSP will be provided with reports submitted to the Village prepared by an engineer he had employed.

Mayor Ross encouraged Mr. Moon to reiterate his question during Public Question Period.

5. DELEGATIONS AND PRESENTATIONS**5.1 Tri-Cities Community Action Team, presentation on the response to the toxic drug crisis**

- Roxanne Saxon and Samantha Chong

The Tri-Cities Community Action Team representatives gave a presentation which outlined the history, background and mandate of the action team. They provided statistics on unregulated drug deaths and trends within the Tri-Cities, advised on partnerships with other communities and events attended and highlighted past and current projects.

6. ITEMS ON CONSENT AGENDA**6.1 Correspondence****6.1.1 Mayor Kermit Dahl, City of Campbell River, letter dated February 2, 2024 to the Honorable Minister Farnworth, expressing support for consideration of the enactment of the *Community Safety Act* or the *Community Safety Amendment Act* legislation.**

6.1.2 Rebecca Bishop, Program Officer, Union of British Columbia Municipalities, letter dated February 27, 2024 regarding payment of 2022 CRI FireSmart Community Funding & Supports in the amount of \$27,431.48.

6.1.3 George V. Harvie, Chair, Metro Vancouver Board, letter dated March 1, 2024 regarding a proposed land use designation amendment to Metro 2050 for the City of Maple Ridge for a 25.4-hectare site comprising 13 properties located south-west of the intersection of 232 Street and 128 Avenue in the Yennadon lands area.
(The full report can be viewed at [MVRD Board report dated January 3, 2024, titled "Metro 2050 Type 2 Proposed Amendment – City of Maple Ridge \(Yennadon Lands\) \(pg.462\)](#))

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That the items on the Consent Agenda of the March 11, 2024 Village of Belcarra Regular Council Meeting be received into the record.

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA

No items

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

No items

9. UNFINISHED BUSINESS

9.1.1 Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated March 11, 2024 providing an update on the Village of Belcarra's residential water metering system.

The Public Works and Emergency Preparedness Coordinator reviewed the staff report. He advised on the existing water distribution system and the installation of the original Sensus water metering system. He highlighted estimates provided by two metering installation companies. It was noted that the water metering business case is part of the Strategic Plan and will be brought forward to Council in the Fall.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That the staff report dated March 11, 2024 titled "Residential Water Metering System" be received into the record for information.

CARRIED

- 9.1.2** Motion deferred from the January 22, 2024 Council Meeting from a report by Ken Bjorgaard, Financial Consultant regarding water charges for properties with secondary suites

Motion as deferred:

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That the status quo for water user rates be maintained and that there be no extra water charges on those properties connected to the water system with secondary suites.

CARRIED

10. STAFF REPORTS

- 10.1** Ken Bjorgaard, Financial Consultant, report dated March 11, 2024 regarding the 5-Year (2024 – 2028) Financial Plan Bylaw.

The Financial Consultant reviewed the report and highlighted Schedule B titled Statement of Objectives and Policies. He advised that the proposed bylaw reflects previous budget decisions made by Council and feedback provided at the public consultation session.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

That Village of Belcarra 5-Year (2024 – 2028) Financial Plan Bylaw No. 623, 2024 be read a first, second and third time.

CARRIED

- 10.2** Ken Bjorgaard, Financial Consultant, report dated March 11, 2024, regarding the Village of Belcarra Fees and Charges Bylaw.

The Financial Consultant reviewed the report. He outlined bylaw amendments and highlighted new water rates taking effect on July 1, 2024.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 624, 2024 be read a first, second and third time.

CARRIED

- 10.3** Ken Bjorgaard, Financial Consultant, report dated March 11, 2024, regarding recommendations from the “The Village of Belcarra’s Draft Road Map to Financial Sustainability” report.

The Financial Consultant reviewed the report. He provided a summary on each item within the recommendation.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the following recommendations from “The Village of Belcarra’s Draft Road Map to Financial Sustainability” Report be approved and implemented:

- 1. That the Village implement automated solutions such as electronic bill payments and e-commerce services to assist staff and to supplement limited staff resources;**
- 2. That the Village’s performance bonds, and refundable deposits be reviewed to determine whether the funds should be returned, continue to be held by the Village or taken into revenue;**
- 3. That the Village continue to track its financial indicators annually based on year-end results with the results being reported to Council and the community;**
- 4. That a comprehensive review of the Village’s fees & charges be undertaken with the goal of increasing non-property tax-based revenue, and that these fees be reviewed annually to keep up with the Village’s increased cost of providing services which includes the impact of inflation;**
- 5. That Operating Spending Packages be completed as a means of approving all new expenditures that are related to new or expanded services or increased service levels;**
- 6. That the Village create additional operating reserves for the Water & WARD utilities to stabilize operations and to offset unanticipated expenditure increases and/or losses of revenue;**
- 7. That the Village investigate removing the Water and WARD utility charges from tax notices to be billed on separate utility bills;**
- 8. That minimum & optimal reserve and surplus levels be established, based on the Asset Management Plan and Long-Term Financial Plan results, & that Corporate Policy No. 211 – Reserve Funds and Surpluses, be updated;**
- 9. That lifecycle costing be integrated into procurement decisions when updating Corporate Policy No. 203 – Procurement (including Disposal of Assets);**
- 10. That the estimated operating cost impacts of capital projects be integrated into the capital decision making and approval process;**
- 11. That long-term cash flows be aligned with the Village’s long-term investment portfolio horizon to maximize investment returns;**
- 12. That Policy 195 (Financial Plan – Amendment, Monitoring and Control) be updated;**
- 13. That the following new policies be brought forward for Council’s consideration:**
 - a) Financial Plan Amendments and**
 - b) Investing Municipal Funds;**

14. **That the Village join a cooperative purchasing group to obtain bulk pricing on goods & services and to take advantage of economies of scale; and**
15. **That the Village implement formal project management policies and practices to ensure the best outcomes for projects.**

CARRIED

- 10.4** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated March 11, 2024 regarding a proposal for hydrological and environmental consulting services for a drainage assessment at the 3600 block of Bedwell Bay Road
- The Public Works and Emergency Preparedness Coordinator reviewed the staff report. He outlined what WSP will be working on during the study.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

That the WSP proposal for hydrological and environmental consulting services, for drainage assessment conditions and for flow diversion at the 3600 block of Bedwell Bay Road be approved at the cost of \$14,330 excluding taxes.

CARRIED

- 10.5** Paula Richardson, Chief Administrative Officer, staff report dated March 11, 2024 regarding fines for water usage by residents during water restrictions.

The Chief Administrative Officer reviewed the staff report. She addressed the anticipated water shortage as a result of low snowpack levels and the statement received from Metro Vancouver regarding water use. She advised that the proposed bylaw is meant to allow the Village of Belcarra to fine persons using water during restricted periods

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

That Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018 Amendment Bylaw No. 626, 2024 be read a first, second and third time.

CARRIED

Councillor Clark and Councillor Wilder voted in opposition

11. BYLAWS

No items

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEEINGS

No items

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- Sasamat Volunteer Firefighters Association Annual Awards Night – February 1, 2024
- Metro Vancouver Board Meeting – February 23, 2024
- Tri-Cities Chamber of Commerce International Women's Day Conference along with Councillors Clark, Ruzycki and Wilder – March 8, 2024

Mayor Ross presented a picture of a building in Belcarra which had been purchased at a thrift shop by Terry O'Neil, a long time Councillor from Coquitlam, who donated the picture to the Village

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer provided information on the following items:

- Projects which have been carried forward as well as the budgets for those projects
- Road ends and the development of a separate policy addressing these properties
- Restrictions on the subdivision of waterfront road ends which are 66 feet wide according to the Land Titles Act and legal advice

14. OTHER MATTERS DEEMED EXPEDIENT

No items

15. NOTICES OF MOTION AND MATTERS FOR INTRODUCTION AT FUTURE MEETINGS

No items

16. PUBLIC QUESTION PERIOD

Jim Chisholm, Belcarra resident, referred to Item 10.4 and queried when issues with drainage were first reported.

The Public Works and Emergency Preparedness Coordinator advised that there have been multiple reports from differing sources in this area and that staff is aware of issues with drainage.

Ryan Moon, Belcarra resident, stated it was hoped that a remedy for the issue would be found and that there have been reports on the drainage issues for a long time.

The Public Works and Emergency Preparedness Coordinator advised that a study is required prior to any planning decisions for the area.

Klaus Bever, Belcarra resident, queried whether it would be worthwhile to gather all information already available on drainage issues prior to proceeding further with spending an additional \$14,000.

The Public Works and Emergency Preparedness Coordinator advised that all information collected will be provided to WSP for consideration.

Jim Chisholm, Belcarra resident, referred to the topic of drainage and queried whether a report done 5 to 7 years ago by Dayton and Knight is available.

John Snell, Belcarra resident, submitted a question via email. He asked what happened to the practice of not having three readings at one time as per the water fine issue.

The Chief Administrative Officer indicated that it is the prerogative of Council to vote on the recommendation as put forward in the staff report.

Ian Devlin, Belcarra resident, compared the Village water system to larger Metro Vancouver municipalities in terms of domestic flow. He put forward that the Village's water flow is approximately that of a larger apartment building which is metered on a building basis rather than each apartment having a meter. He compared that scenario with the Village's and asked why water coming into the Village from the District of North Vancouver isn't metered.

Penny Moen, Belcarra resident, queried whether the Village wished to meter water to allow equity in payment for persons using more or whether metering is intended to help control or restrict overuse of water. She advised that as residences within the Village are on septic systems, water usage is automatically restricted to prevent overflow on those systems. She asked about the difference in water usage for an average home which is metered compared to one which is not.

17. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Elworthy

That the March 11, 2024 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 9:10 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

- 5.1 Presentation by Asifa Hirji, CPA, CA, Lead Engagement Partner and Anita Teye, ACCA, Senior Accountant, audit findings report for the Village of Belcarra for the year ended December 31, 2023.



COUNCIL REPORT

Date: April 2, 2024
From: Ken Bjorgaard, Financial Consultant
Subject: 2023 Financial Statements

RECOMMENDATIONS:

1. THAT the report from the Financial Consultant dated April 2, 2024 and titled "2023 Financial Statements" be received for information; and
2. THAT the Village of Belcarra's draft 2023 financial statements be accepted.

PURPOSE:

The purpose of this report is to present the Village of Belcarra's draft 2023 financial statements (see attached) for Council's acceptance. The draft financial statements are supported by a draft audit opinion which is also in the attachment. In accordance with audit standards, Council is required to accept the financial statements before the auditors issue their final audit report. A summary of the Village of Belcarra's 2023 financial results and financial position follows.

EXECUTIVE SUMMARY:

The Village of Belcarra's draft 2023 financial statements are attached for acceptance. Key highlights of the Village's 2023 financial position and results are as follows:

- The Village's annual surplus on an accrual basis was \$1,110,899 for 2023 (includes amortization expense for tangible capital assets and other accruals);
- At the end of 2023, the Village's unrestricted accumulated cash surplus in all operating funds (general, water & waste and recycle) totaled \$380,515 (an increase of \$2,409 over 2022);
- Reserve fund balances increased by \$1,036,328 in 2023 to \$3,210,860, of which \$782,583 (includes interest) was attributable to the Growing Communities grant funds; and
- Long-term debt decreased by \$165,165 to \$2,984,969.

In order to provide some historical context to the Village's 2023 financial results and position, the following key financial indicators have been compiled to show the movement from 2018 to 2023. Significant progress has been made in moving the Village in a positive financial direction including the build-up of reserves and the reduction of debt. Overall, the Village has moved from an overall net debt position of \$3,727,134 in 2018 to a net financial asset position of \$593,414 in 2023.

Summary of Key Financial Indicators (changes from 2018 - 2023)

Indicators	2018 Year-End Financial Results	2023 Year-End Financial Results (Pre-Audit)	\$ Change
Cash & Investments	\$ 1,700,055	\$ 4,088,372	\$2,388,317
Unrestricted Operating Surpluses	\$ 274,594	\$ 380,515	\$105,921
Reserve Funds	\$ 975,630	\$ 3,210,860	\$2,235,230
Long-Term Debt	(\$3,727,134)	(\$2,984,969)	\$742,165
Net Financial Assets (Debt)	(\$2,492,408)	\$593,414	\$3,085,822

A comparative summary (between the 2023 and 2022 year-ends) of the Village's various surplus and reserve balances is as follows:

Change in Village of Belcarra's Cash Surpluses & Reserves (from 2022 to 2023)			
<u>Unrestricted Operating Surpluses</u>	2023	2022	Increase / (decrease)
General operating surplus	285,963	262,641	23,322
Waste & recycle depot (WARD) operating surplus	2,582	28,814	(26,232)
Water operating surplus	91,970	86,651	5,319
Total Unrestricted Operating Surpluses	\$380,515	\$378,106	\$2,409
<u>Restricted Operating Surplus</u>			
General operating surplus (Unutilized COVID-19 Restart Grant)	\$0	\$12,666	(\$12,666)
<u>Reserve Funds</u>			
Community works fund	364,121	407,046	(42,925)
Financial stabilization	93,771	68,870	24,901
General capital	1,140,711	1,002,939	137,772
Growing communities	782,583	0	782,583
MFA cash deposit	59,422	57,631	1,791
Transportation infrastructure	520,003	373,090	146,913
Vehicles & equipment	113,259	95,811	17,448
Water capital	120,129	150,339	(30,210)
Water debt repayment	16,861	18,806	(1,945)
Total Reserve Funds	\$3,210,860	\$2,174,532	\$1,036,328

For the year ended December 31, 2023, the Village had an annual surplus of \$1,110,899, versus a budgeted surplus of \$325,011 on its Statement of Operations. Explanations of the significant variances that contributed to the differences are provided below. For purposes of this presentation amortization expense has been separated, as opposed to being reflected within the individual departments as per the Statement of Operation in the Financial Statements.

2023 Year-End Actual/Budget Variances					
	A	B	C = B-A	D = C/A	
	2023 Budget	2023 Actual	\$ Variance	% Variance	Explanations of Significant Variances
Revenue:					
Taxation (including grants in lieu)	\$ 1,284,104	\$ 1,290,159	\$6,055	0.5%	
Sales of services & regulatory fees	663,993	732,474	68,481	10.3%	Higher building permit and parking ticket revenue
Government transfers	529,119	1,329,802	800,683	151.3%	Unbudgeted grant funding (Growing Communities - Province of BC; FireSmart - UBCM; Long-Term Financial/Asset Management Plan - UBCM, Natural Assets - Province of BC)
Investment income	57,693	182,973	125,280	217.1%	Higher interest rates than anticipated - mostly distributed to reserves
Actuarial income	44,814	46,163	1,349	3.0%	
Other	11,516	36,962	25,446	221.0%	Increased filming revenue; sale of assets
Total Revenue	2,591,239	3,618,533	1,027,294	39.6%	
Expenses:					
General government & fiscal services	223,262	285,782	62,520	28.0%	Health benefit costs; strategic planning; convention costs; additional legal costs
Administration & human resources	267,901	267,208	(693)	-0.3%	
Information technology	40,636	51,559	10,923	26.9%	More IT network support required; alertable app
Support services (engineering, finance & planning)	158,985	282,860	123,875	77.9%	Added project expenses (OCP - paid for by Community Works Funds; Long-Term Financial/Asset Management Plan - paid for by grant & Community Works Funds; Natural Assets - paid for by grant and Community Works Funds); FireSmart - paid for by grant)
Building inspection & bylaw enforcement	87,334	101,573	14,239	16.3%	Additional bylaw enforcement costs
Public works & transportation	255,585	281,552	25,967	10.2%	Increase in vehicle/equipment costs; additional trail maintenance
Major road network (MRN)	168,196	136,440	(31,756)	-18.9%	Lower spending than anticipated; see offsetting reduction in Government transfers above
Fire & emergency services	7,454	5,183	(2,271)	-30.5%	
Waste & recycle depot (WARD)	187,873	199,720	11,847	6.3%	Additional centralized support, chipping costs & attendant costs
Water system	514,922	588,900	73,978	14.4%	Additional centralized support costs; more infrastructure costs from District of North Vancouver; increased maintenance Tatlow Reservoir
Amortization	354,090	306,857	(47,233)	-13.3%	Budgeted capital additions did not occur as anticipated
Total Expenses	2,266,238	2,507,634	241,396	10.7%	
Annual surplus	325,001	1,110,899	785,898	241.8%	
Accumulated surplus, beginning of year	9,946,680	9,946,680	0	0.0%	
Accumulated surplus, end of year	\$ 10,271,681	\$ 11,057,579	785,898	7.7%	

DISCUSSION:

Audit Opinion

The Village's external auditors have stated in their draft audit opinion that the Village's 2023 financial statements are presented fairly, in all material respects, in accordance with Canadian Public Sector Accounting Standards (PSAS).

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

The Statement of Financial Position, which is similar to a balance sheet, summarizes the Village's assets and liabilities, the net of which results in accumulated surplus. The components of accumulated surplus are detailed in Note 10 (pages 14 & 15) within the financial statements. Accumulated surplus is comprised of unrestricted and restricted cash surpluses, reserve funds and the Village's investment in inventory and tangible capital assets (i.e. funds spent to date on capital infrastructure, facilities, equipment, etc., less accumulated amortization on the assets and less debt owing on the assets).

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

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

The liabilities include accounts payable and accrued liabilities, performance bonds and deposits, deferred revenue, long-term debt and employee future benefit. Details of the Village's deferred revenues are shown in Note 7 (pages 10 & 11) within the Financial Statements.

At the end of 2023, the Village had net financial assets of \$593,414, which means that the Village's financial assets were greater than its liabilities. This represents a positive change from a net debt position of \$598,098 in 2022 to a net asset position of \$593,414 in 2023. The Village also had non-financial assets of \$10.46 million at the end of 2023, which includes the historical cost of tangible capital assets less accumulated amortization. The Village's net debt together with its non-financial assets contribute to its overall accumulated surplus position of approximately \$11 million at the end of 2023 (see Note 10 within the financial statements for a detailed breakdown of the accumulated surplus).

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

This statement, which is similar to an income statement, summarizes the Village's revenues and expenses for the year, the net of which results in the accrual-based annual surplus for the year of \$1,110,899. Revenues totaled \$3,618,533 in 2023 while expenses totaled \$2,507,634, the difference being the annual surplus. The annual surplus is added to the prior year's accumulated surplus, to arrive at the ending accumulated surplus for the year. The ending accumulated surplus position reflected in this statement of \$11,057,579 corresponds with the accumulated surplus shown on the Statement of Financial Position.

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

This statement adjusts the annual surplus for transactions involving non-financial assets, to arrive at the change in net assets for the year. The decrease in net assets is then added to the net debt at the beginning of the year to arrive at the year-end balance for net assets. The Village's net financial assets at the end of 2023 were \$593,414, which corresponds with the amount in the Statement of Financial Position.

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

This statement summarizes the sources and uses of cash over the year, under the operating, financing, investing and capital categories. The change in cash is reflected in the final cash position shown, which reconciles with the cash balance shown on the Statement of Financial Position. The Village's cash balance at the end of 2023 was \$3,002,723.

Notes to the Financial Statements (see pages 5 - 22 within the financial statements)

The Notes to the Financial Statements reflect significant accounting policies and the details of certain amounts shown in the Statement of Financial Position and in the Statement of Operations. The notes which correspond to specific line items in the Statement of Financial Position and in the Statement of Operations are cross referenced on these statements. For example, a detailed breakdown of the receivables balance shown in the Statement of Financial Position is reflected in Note 4 (page 9).

Note 8 – Debt (see pages 11 & 12 within the financial statements)

Note 8 reflects the principal amount of long-term debt owing (all is water utility debt). The Village had \$2,984,969 of external long-term debt outstanding at the end of 2023 and principal repayments and actuarial adjustments on long-term debt will range between approximately \$169,549 and \$194,562 per year over the next 5 years.

Note 9 – Tangible Capital Assets (see page 13 within the financial statements)

Note 9 reflects the historical cost of tangible capital assets and the change in the balance of these assets as a result of additions, disposals and amortization expense. Amortization is the public sector equivalent of depreciation which is commonly used in the private sector. The Village had \$14,734,962 (historical cost) of tangible capital assets at the end of 2023 with accumulated amortization of \$4,305,932 for a net book value of tangible capital assets of \$10,429,030. The comparative 2022 tangible capital asset numbers are also shown in this Note.

Note 10 – Accumulated Surplus (see pages 14 & 15 within the financial statements)

Note 10 details the composition of accumulated surplus which includes the general, water and waste & recycle depot unrestricted surpluses, the COVID-19 Safe Restart Grant restricted surplus (zero balance at the end of 2023), the various reserve funds and the Village's investment in tangible capital assets and inventory. The total accumulated surplus shown in the Note is \$11,057,579, which corresponds with the accumulated surplus in the Statement of Financial Position.

Note 18 – Segment Disclosure (see pages 18 - 21 within the financial statements)

Note 18 shows revenues and expenses for the year broken down into departmental/functional areas (i.e. segments). The net revenues and expenses for all of the departmental/functional areas balance to the Statement of Operations and the annual surplus. Descriptions of the services/functions included in each segment can be found in this Note.

Schedule to Financial Statements – COVID-19 Safe Restart Grant (see page 23 within the financial statements)

As requested by the Ministry of Municipal Affairs and Housing, the financial statements include an unaudited schedule for the COVID-19 Safe Restart Grant received by the Village in 2020. This schedule highlights how much of the Village's COVID-19 Safe Restart Grant funds have been utilized and the funds remaining. All of the COVID-19 Safe Restart Grant funds were utilized by the end of 2023. This schedule and related disclosure comply with the Province's requirement for reporting on these funds.

Schedule to Financial Statements – Growing Communities Fund Grant (see page 23 within the financial statements)

As requested by the Province of BC, the financial statements include an unaudited schedule for the Growing Communities Fund Grant received by the Village in 2023. This schedule highlights the funds received, utilized, interest allocated and the funding remaining under this program. This schedule and related disclosure comply with the Province's requirement for reporting on these funds.

Attachment:

- Financial Statements of Village of Belcarra and Independent Auditors' Report thereon
For Year ended December 31, 2023



Prepared by: Ken Bjorgaard
Financial Consultant



Concurrence: Paula Richardson,
Chief Administrative Officer

Financial Statements of

VILLAGE OF BELCARRA

And Independent Auditor's Report thereon

Year ended December 31, 2023

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, 2023, and the results of 2023 operations in accordance with PSAS.

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

Mayor

Chief Administrative Officer



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

INDEPENDENT AUDITOR'S REPORT

To the Council of Village of Belcarra

Opinion

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

- the statement of financial position as at December 31, 2023
- the statement of operations for the year then ended
- the statement of changes in net financial assets (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, 2023, and its results of operations, its changes in net financial assets (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.



Village of Belcarra
Page 3

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vancouver, Canada
[Date]

VILLAGE OF BELCARRA

Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
Financial assets		
Cash	\$ 3,002,723	\$ 2,047,060
Investments (note 3)	1,085,649	1,051,518
Receivables (note 4)	180,993	94,577
MFA debt reserve deposit (note 8)	59,422	57,631
	<u>4,328,787</u>	<u>3,250,786</u>
Liabilities:		
Accounts payable and accrued liabilities (note 5)	171,145	108,408
Performance bonds and refundable deposits (note 6)	242,123	258,734
Deferred revenue (note 7)	323,536	318,608
Debt (note 8)	2,984,969	3,150,134
Employee future benefit (note 13)	13,600	13,000
	<u>3,735,373</u>	<u>3,848,884</u>
Net financial assets (debt)	593,414	(598,098)
Non-financial assets:		
Tangible capital assets (note 9)	10,429,030	10,505,991
Prepaid expenses	12,992	13,268
Inventories held for consumption	22,143	25,519
	<u>10,464,165</u>	<u>10,544,778</u>
Accumulated surplus (note 10)	\$ 11,057,579	\$ 9,946,680
Commitments and contingencies (note 11)		
Contractual rights (note 16)		

See accompanying notes to financial statements.

Paula Richardson
Chief Administrative Officer

VILLAGE OF BELCARRA

Statement of Operations

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (notes 1(h) and 17)	2023	2022
Revenue:			
Taxation (including grants in lieu)	\$ 1,284,104	\$ 1,290,159	\$ 1,219,691
Sales of services and regulatory fees	663,993	732,474	650,720
Government transfers	529,119	1,329,802	551,651
Investment income	57,693	182,973	69,426
Actuarial income	44,814	46,163	45,064
Other	11,516	36,962	15,562
	2,591,239	3,618,533	2,552,114
Expenses:			
General government and fiscal services	304,296	306,802	248,756
Administration and human resources	267,901	267,208	309,032
Information technology	40,636	68,149	62,302
Support services (engineering, finance and planning)	158,985	282,860	220,172
Building inspection and bylaw enforcement	87,334	101,573	89,650
Public works and transportation	336,619	389,471	362,748
Major road network ("MRN")	168,196	136,440	119,320
Fire and emergency services	7,454	5,183	9,755
Waste and recycle depot ("WARD")	195,832	206,772	167,586
Water system	698,985	743,176	632,494
	2,266,238	2,507,634	2,221,815
Annual surplus	325,001	1,110,899	330,299
Accumulated surplus, beginning of year	9,946,680	9,946,680	9,616,381
Accumulated surplus, end of year	\$ 10,271,681	\$ 11,057,579	\$ 9,946,680

See accompanying notes to financial statements.

VILLAGE OF BELCARRA

Statement of Changes in Net Financial Assets (Debt)

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (notes 1(h) and 17)	2023	2022
Annual surplus	\$ 325,001	\$ 1,110,899	\$ 330,299
Acquisition of tangible capital assets	(550,100)	(295,603)	(248,242)
Amortization of tangible capital assets	354,090	306,857	303,456
Loss on disposal of tangible capital assets	-	65,707	-
	(196,010)	76,961	55,214
Prepaid expenses consumed	-	276	377
Inventories held for consumption consumed (acquired)	-	3,376	(19,646)
	-	3,652	(19,269)
Change in net financial assets (debt)	128,991	1,191,512	366,244
Net debt, beginning of year	(598,098)	(598,098)	(964,342)
Net financial assets (debt), end of year	\$ (469,107)	\$ 593,414	\$ (598,098)

See accompanying notes to financial statements.

VILLAGE OF BELCARRA

Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 1,110,899	\$ 330,299
Items not involving cash:		
Amortization of tangible capital assets	306,857	303,456
Loss on disposal of tangible capital assets	65,707	-
Actuarial income on debt	(46,163)	(45,064)
	1,437,300	588,691
Changes in non-cash operating working capital:		
Receivables	(86,416)	35,162
MFA debt reserve deposit	(1,791)	(1,260)
Accounts payable and accrued liabilities	62,737	(25,867)
Performance bonds and refundable deposits	(16,611)	43,554
Deferred revenue	4,928	84,108
Employee future benefit	600	(700)
Prepaid expenses	276	377
Inventories held for consumption	3,376	(19,646)
	1,404,399	704,419
Financing activity:		
Principal payments on debt	(119,002)	(106,645)
Investing activity:		
Purchase of investments	(34,131)	(25,380)
Capital activity:		
Acquisition of tangible capital assets	(295,603)	(248,242)
Increase in cash	955,663	324,152
Cash, beginning of year	2,047,060	1,722,908
Cash, end of year	\$ 3,002,723	\$ 2,047,060

See accompanying notes to financial statements.

VILLAGE OF BELCARRA

Notes to Financial Statements

Year ended December 31, 2023

The Village of Belcarra (the "Village") is a municipality in the Province of British Columbia which operates under the provisions of the *Local Government Act* and *Community Charter*. The Village's principal activities include the provision of local government services to residents and businesses.

1. Significant accounting policies:

The Village prepares its financial statements in accordance with Canadian Public Sector Accounting Standards ("PSAS"), which includes the following significant accounting 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) Non-financial assets:

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

(i) Tangible capital assets:

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

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

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

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.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(b) Non-financial assets (continued):

(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 PSAS.

(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.

(c) Debt:

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

(d) 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 non-vested 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.

(e) 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.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(f) 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.

(g) Government transfers:

Restricted transfers from governments 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.

(h) Budget reporting:

The budget figures reported in the statement of operations and statement of changes in net financial assets (debt) represent the 2023 component of the Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023, adopted by Village Council on March 27, 2023.

(i) 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.

(j) 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 in PSAS. The Village has provided definitions of segments as well as presented financial information in segmented format (note 18).

(k) 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.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(k) Contaminated sites (continued):

The liability is recognized as management's estimate of the cost of remediation and 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.

(l) Financial instruments:

The Village's financial instruments include cash, investments, receivables, accounts payable and accrued liabilities and debt.

Financial instruments are recorded at fair value on initial recognition. Equity instruments quoted in an active market and derivatives are subsequently recorded at fair value as at the reporting date. All other financial instruments are subsequently recorded at cost or amortized cost unless the Village elects to carry the instruments at fair value. The Village has not elected to carry any financial instruments at fair value.

Unrealized changes in fair value are recognized on the statement of remeasurement gains and losses. They are recorded in the statement of operations when they are realized. There are no unrealized changes in fair value as at December 31, 2023 and December 31, 2022. As a result, the Village does not have a statement of remeasurement gains and losses.

Transaction costs incurred on the acquisition of financial instruments subsequently measured at fair value are expensed as incurred. Investment transactions are recorded on the trade date.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations.

2. Adoption of new accounting standards:

(a) PS 3280 *Asset Retirement Obligations*:

On January 1, 2023, the Village of Belcarra adopted Canadian public sector accounting standard PS 3280 *Asset Retirement Obligations*. An asset retirement obligation is recognized when, as at financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefits will be given up; and,
- (iv) A reasonable estimate of the amount can be made.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

2. Adoption of new accounting standards (continued):

(a) PS 3280 *Asset Retirement Obligations* (continued):

The estimate of the asset retirement obligation includes costs directly attributable to the asset retirement activities and is recorded as a liability and increase to the related tangible capital assets if the tangible capital asset is in productive use. The asset retirement obligation is recorded as a liability and expense if the related tangible capital asset is unrecognized or no longer in productive use. The Village determined there were no significant asset retirement obligations associated with its tangible capital assets as at December 31, 2023 and December 31, 2022 and hence, the adoption of this standard did not have an impact on the amounts presented in these financial statements.

(b) PS 3450 *Financial Instruments* and related standards:

On January 1, 2023, the Village adopted Canadian public sector accounting standard PS 3450 *Financial Instruments*, PS 2601 *Foreign Currency Translation*, PS 1201 *Financial Statement Presentation* and PS 3041 *Portfolio Investments*. Under PS 3450 *Financial Instruments*, all financial instruments are included on the statement of financial position and are measured at either fair value or cost or amortized cost based on the characteristics of the instrument and the Village's accounting policy choices (see note 1(l)).

The adoption of these standards did not have an impact on the amounts presented in these financial statements.

3. Investments:

	2023	2022
MFA short-term bond fund	\$ 1,085,649	\$ 1,051,518

The fair value of the investments as at December 31, 2023 is \$1,038,711 (2022 - \$986,049).

4. Receivables:

	2023	2022
Municipal property taxes and user fees	\$ 34,947	\$ 1,855
Accounts receivable	49,301	30,119
Grants receivable	63,665	39,699
Goods and services tax	33,080	22,904
	\$ 180,993	\$ 94,577

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

5. Accounts payable and accrued liabilities:

	2023	2022
Trade accounts payables and accruals	\$ 103,509	\$ 51,243
MFA debt interest expense accrual	36,300	36,300
Payroll accrual	31,336	20,865
	\$ 171,145	\$ 108,408

6. Performance bonds and refundable deposits:

	2023	2022
Performance bonds	\$ 236,799	\$ 253,410
Refundable deposits	5,324	5,324
	\$ 242,123	\$ 258,734

7. Deferred revenue:

	Balance, beginning of year	Contributions received	Restricted interest income	Revenue recognized	Balance, end of year
Municipal Insurance Association	\$ 328	\$ -	\$ -	\$ -	\$ 328
Climate change action plan grant (a)	45,082	45,082	-	-	90,164
Major road network grant (b)	114,065	132,094	5,541	(181,880)	69,821
Next Generation 9-1-1 grant (c)	-	22,500	-	-	22,500
Property taxes paid in advance (d)	159,133	278,569	6,487	(303,465)	140,723
	\$ 318,608	\$ 478,245	\$ 12,028	\$ (485,345)	\$ 323,536

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

7. Deferred revenue (continued):

(a) Climate change action plan grant:

Funding provided by 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) Next Generation 9-1-1 grant:

Funding provided by the Province and administered by the Union of BC Municipalities to support local preparedness for the implementation of Next Generation 9-1-1. Next Generation 9-1-1 ("NG9-1-1") is an initiative aimed at updating the 9-1-1 service infrastructure to improve public emergency communications services in a growing wireless mobile society. In addition to calling 9-1-1 from a phone, it enables the public to transmit text, images, video and data to the 9-1-1 center. The NG9-1-1 infrastructure is intended to replace the current services over time.

The Village has been awarded \$45,000 under this grant program, 50% of which was received in 2023 and will be spent in future years.

(d) 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.

8. Debt:

The Village obtained a 25-year debt instrument through the MFA in 2012, 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. The debt was refinanced by the MFA in 2022, at which time the interest rate on the debt increased from 2.90% to 3.39%. 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	2023	2022
413	2037	3.39%	\$ 4,441,330	\$ 1,456,361	\$ 2,984,969	\$ 3,150,134

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

8. Debt (continued):

Total interest expense on the debt for the year was \$150,561 (2022 - \$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. The demand note is contingent in nature and is not reflected in the financial statements. The details of the debt reserve deposit and contingent demand note at December 31 are as follows:

	2023	2022
Debt reserve deposit	\$ 59,422	\$ 57,631
Demand note	73,309	73,309

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

2024	\$ 169,549
2025	175,484
2026	181,626
2027	187,982
2028	194,562
Future years	2,075,766
	\$ 2,984,969

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, 2023 and December 31, 2022.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

9. Tangible capital assets:

	Land	Buildings and facilities	Vehicle machinery and equipment	Office furniture and equipment	Recycling depot	Road and sidewalks	Storm sewer infrastructure	Water system infrastructure	Assets under construction	2023 Total	2022 Total
Cost:											
Opening balance	\$ 329,318	\$ 520,905	\$ 421,380	\$ 176,727	\$ 157,190	\$ 2,879,722	\$ 352,146	\$ 9,730,409	\$ 25,191	\$ 14,592,988	\$ 14,351,646
Add: Additions, net of transfers	-	1,188	156,104	15,273	1,188	-	55,380	33,998	32,472	295,603	248,242
Less: Disposals	-	-	(105,954)	-	-	-	-	(22,484)	(25,191)	(153,629)	(6,900)
	329,318	522,093	471,530	192,000	158,378	2,879,722	407,526	9,741,923	32,472	14,734,962	14,592,988
Accumulated amortization:											
Opening balance	-	278,494	260,028	131,888	99,911	1,184,494	312,413	1,819,769	-	4,086,997	3,790,441
Add: Amortization	-	21,020	28,607	16,590	7,052	76,558	2,754	154,276	-	306,857	303,456
Less: Accumulated amortization on disposals	-	-	(82,022)	-	-	-	-	(5,900)	-	(87,922)	(6,900)
	-	299,514	206,613	148,478	106,963	1,261,052	315,167	1,968,145	-	4,305,932	4,086,997
Net book value, end of year	\$ 329,318	\$ 222,579	\$ 264,917	\$ 43,522	\$ 51,415	\$ 1,618,670	\$ 92,359	\$ 7,773,778	\$ 32,472	\$ 10,429,030	\$ 10,505,991

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

10. Accumulated surplus:

	2023	2022	Increase (decrease)
Unrestricted operating surplus:			
General operating surplus	\$ 285,963	\$ 262,641	\$ 23,322
Waste and recycle depot ("WARD") operating surplus	2,582	28,814	(26,232)
Water operating surplus	91,970	86,651	5,319
Total unrestricted operating surplus (a)	380,515	378,106	2,409
Restricted operating surplus:			
General operating surplus (unutilized COVID-19 Safe Restart Grant) (b)	-	12,666	(12,666)
Statutory reserve funds:			
Community works gas tax	364,121	407,046	(42,925)
Financial stabilization	93,771	68,870	24,901
General capital	1,140,711	1,002,939	137,772
Growing Communities Fund	782,583	-	782,583
MFA cash deposit	59,422	57,631	1,791
Transportation infrastructure	520,003	373,090	146,913
Vehicles and equipment	113,259	95,811	17,448
Water capital	120,129	150,339	(30,210)
Water debt repayment	16,861	18,806	(1,945)
Total statutory reserve funds (c)	3,210,860	2,174,532	1,036,328
Investment in tangible capital assets:			
Tangible capital assets	10,429,030	10,505,991	(76,961)
Less debt	(2,984,969)	(3,150,134)	165,165
Total investment in tangible capital assets (d)	7,444,061	7,355,857	88,204
Inventories held for consumption (d)	22,143	25,519	(3,376)
Total accumulated surplus	\$ 11,057,579	\$ 9,946,680	\$ 1,110,899

(a) Unrestricted operating surplus:

Unrestricted operating 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 operating surplus:

Restricted operating surplus is the COVID-19 Safe Restart Grant funds that have been used to fund allowable COVID-19 related expenses.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

10. Accumulated surplus (continued):

(c) Statutory reserve funds:

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.

(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.

11. 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.

12. Pension plan:

The Village and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

12. Pension plan (continued):

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.

The Village paid \$41,915 (2022 - \$26,390) for employer contributions to the plan in 2023.

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.

13. Employee future benefits:

The Village provides non-vested sick leave to its employees. The accrued benefit liability related to these benefits is determined as follows:

	2023	2022
Accrued benefit obligation, beginning of year	\$ 14,400	\$ 15,300
Current service cost	2,700	2,600
Interest cost	300	300
Benefits paid	(2,400)	(3,600)
Amortization of actuarial gain	(200)	(200)
Accrued benefit obligation, end of year	14,800	14,400
Unamortized actuarial loss	(1,200)	(1,400)
Accrued benefit liability, end of year	\$ 13,600	\$ 13,000

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.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

13. Employee future benefits (continued):

An actuarial valuation of the Village's accrued sick leave benefit obligation was completed as at December 31, 2021, with extrapolations for each year to December 31, 2024. The actuarial assumptions used to determine the Village's accrued benefit obligation are as follows:

	2023	2022
Discount rate	2.4%	2.4%
Expected wage and salary range increases	2.5%	2.5%
Expected average remaining service period	16 years	17 years

14. 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:

	2023	2022
Province of British Columbia - school tax	\$ 1,171,102	\$ 1,007,547
TransLink	176,299	165,930
Metro Vancouver Regional District	374,826	299,720
Police tax	112,818	87,569
BC Assessment and MFA	27,496	26,031
	\$ 1,862,541	\$ 1,586,797

15. 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 25-year term of the related debt (note 8), 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.

16. Contractual rights:

The Village's contractual rights arise from rights to receive payments under grant and other agreements. The Village has the right to collect water parcel taxes between 2024 and 2037 in the total amount of \$3,731,078, which will be recorded in the year to which it relates. Revenue from other contractual rights is difficult to quantify and has not been recorded.

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

17. 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.

	2023 Budget	2023	2022
Annual surplus, statement of operations	\$ 325,001	\$ 1,110,899	\$ 330,299
Adjustments for non-cash items:			
Add: Amortization of tangible capital asset	354,090	306,857	303,456
Add: Loss on disposal of tangible capital assets	-	65,707	-
Add: Changes in inventories held for consumption	-	3,738	2,136
Deduct: Capital funded from grant receivable	-	(6,522)	-
Deduct: MFA actuarial interest	(44,814)	(46,163)	(45,064)
Adjustments for cash items that are not revenues or expenses, but are sources or uses of funds:			
Less: Capital expenditures	(550,100)	(295,603)	(248,242)
Less: Inventories held for consumption acquired	-	(361)	(21,782)
Less: Capital funded from deferred revenue	-	(45,440)	-
Less: Debt principal repayment	(119,002)	(119,002)	(106,645)
Net transfers for operating or capital purposes:			
To reserves	34,199	(984,366)	(226,617)
From surplus	27,126	38,929	25,807
To surplus (annual surplus)	(26,500)	(28,673)	(13,348)
	\$ -	\$ -	\$ -

18. 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 revenue and expenses for each segment. The various segments and the associated departmental functions or services are as follows:

General Government and Fiscal Services

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

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

18. 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 and Bylaw Enforcement

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

Public Works and 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 and 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 and Recycle Depot ("WARD")

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

Water System

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

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

18. Segment reporting (continued):

	General government and fiscal services	Administration and human resources	Information technology	Support services (engineering finance and planning)	Building inspection and bylaw enforcement	Public works and transportation	Carried forward
Revenue:							
Taxation (including grants in lieu)	\$ 1,023,653	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,023,653
Sales of services and regulatory fees	7,910	-	-	1,600	164,631	1,600	175,741
Government transfers	1,193,362	-	-	-	-	-	1,193,362
Investment income	165,856	-	-	-	-	-	165,856
Actuarial income	-	-	-	-	-	-	-
Other	36,962	-	-	-	-	-	36,962
	2,427,743	-	-	1,600	164,631	1,600	2,595,574
Expenses:							
Indemnities, salaries, and benefits	88,699	343,466	-	-	124,551	209,146	765,862
Contracted services	127,156	-	69,160	322,673	8,018	-	527,007
Supplies and materials	141,783	14,961	-	-	3,679	99,340	259,763
Grants	2,668	-	-	-	-	-	2,668
Interest and other	14,279	-	-	-	-	23,932	38,211
Amortization	21,020	-	16,590	-	-	107,919	145,529
Cost recoveries	(88,803)	(91,219)	(17,601)	(39,813)	(34,675)	(50,866)	(322,977)
	306,802	267,208	68,149	282,860	101,573	389,471	1,416,063
Annual surplus (deficit)	\$ 2,120,941	\$ (267,208)	\$ (68,149)	\$ (281,260)	\$ 63,058	\$ (387,871)	\$ 1,179,511

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

18. Segment reporting (continued):

	Brought forward	Major road network ("MRN")	Fire and emergency services	Waste and recycle depot ("WARD")	Water system	2023	2022
Revenue:							
Taxation (including grants in lieu)	\$ 1,023,653	\$ -	\$ -	\$ -	\$ 266,506	\$ 1,290,159	\$ 1,219,691
Sales of services and regulatory fees	175,741	-	-	171,697	385,036	732,474	650,720
Government transfers	1,193,362	136,440	-	-	-	1,329,802	551,651
Investment income	165,856	-	-	1,791	15,326	182,973	69,426
Actuarial income	-	-	-	-	46,163	46,163	45,064
Other	36,962	-	-	-	-	36,962	15,562
	2,595,574	136,440	-	173,488	713,031	3,618,533	2,552,114
Expenses:							
Indemnities, salaries, and benefits	765,862	52,201	-	31,398	58,673	908,134	802,895
Contracted services	527,007	-	-	75,137	122,683	724,827	647,213
Supplies and materials	259,763	22,225	6,953	5,395	40,266	334,602	329,236
Grants	2,668	-	-	-	-	2,668	2,713
Interest and other	38,211	-	-	-	192,335	230,546	136,302
Amortization	145,529	-	-	7,052	154,276	306,857	303,456
Cost recoveries	(322,977)	62,014	(1,770)	87,790	174,943	-	-
	1,416,063	136,440	5,183	206,772	743,176	2,507,634	2,221,815
Annual surplus (deficit)	\$ 1,179,511	\$ -	\$ (5,183)	\$ (33,284)	\$ (30,145)	\$ 1,110,899	\$ 330,299

VILLAGE OF BELCARRA

Notes to Financial Statements (continued)

Year ended December 31, 2023

19. Financial risk management:

Village Council ensures that the Village has identified its major risks and ensures that management monitors and mitigates them.

(a) Credit risk:

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. The Village is exposed to credit risk with respect to its cash, investments and receivables. The Village limits its exposure to credit risk by placing its cash and investments with high credit quality institutions. Receivables mainly consist of property taxes, utilities, grant, trade and other receivables. The *Community Charter* grants authority to the Village to enforce the collection of property taxes and outstanding utility charges. As at December 31, 2023 and December 31, 2022, there were no significant collection issues related to outstanding receivables. The Village has recorded an allowance for doubtful accounts of \$71,101 (2022 - \$56,822).

(b) Liquidity risk:

Liquidity risk is the risk that the Village will not be able to meet its obligations as they fall due. The Village is exposed to liquidity risk with respect to its accounts payable and accrued liabilities. The Village maintains adequate levels of working capital to ensure all obligations can be met when they fall due. The Village maintains strong liquidity from its cash and investments balances.

(e) Interest rate risk:

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The Village is exposed to interest rate risk on its investments, whose underlying securities are short-term bonds (note 3), and its debt (note 8).

There has been no change to the financial risks from the prior year.

VILLAGE OF BELCARRA

Schedules to Financial Statements (unaudited)

Year ended December 31, 2023

Schedule 1 - COVID-19 Safe Restart Grant:

	Total
Balance, December 31, 2022	\$ 12,666
Utilized during 2023:	
Computer and other electronics technology costs	(12,666)
Balance, December 31, 2023	\$ -

Schedule 2 - Growing Communities Fund Grant:

The Growing Communities Fund ("GCF") grant received from the Province under the GCF program is a one-time grant provided to all British Columbia communities, including the Village. The Province has provided a list of eligible expenditures for which the GCF grant can be used.

As a condition of this funding, the GCF grant has been placed in a segregated reserve fund established by bylaw and the Village will report annually on the grant received, the use of the grant and the unused year-end grant balance.

	Total
Funds received in 2023	\$ 759,000
Interest allocated in 2023	23,583
Balance, December 31, 2023	\$ 782,583

-----Original Message-----

From: pilgrim land <[REDACTED]>
Sent: Wednesday, March 6, 2024 1:09 PM
To: Paula Richardson <prichardson@belcarra.ca>; Carolina Clark <cclark@belcarra.ca>; Joe Elworthy <jelworthy@belcarra.ca>; Jamie Ross <jross@belcarra.ca>; Janet Ruzyski <jruzycki@belcarra.ca>; Liisa Wilder <lwilder@belcarra.ca>
Subject: OCP inclusionary

Hello Staff and Council,

Given the Villages long-term financial uncertainty and instability, I urge you to keep the sale of roads ends IN the OCP.

Further to that, I would hope you would bring to the table two revenue generating ideas I have previously suggested; lowering size of lots to allow subdivision and creating a subdivision tax of say a minimum of \$40,000, and maximum \$200,000. It would need to be low enough that it permits more people to subdivide while generating income. The other suggestion was a Belcarra Transfer Tax for people newly moving into our beautiful village.

The hope would either of these taxes would NOT be so punitive as to discourage people, or slow revenue growth in the village.

Sincerely,
Mrs. Deborah Struk
[REDACTED]

Freedom of Information &
Protection of Privacy Act
Section 22(1)
(Severed portions are shaded)

From: Ralph Drew <[REDACTED]>

Sent: Monday, March 11, 2024 12:18 PM

To: Jamie Ross <jross@belcarra.ca>; Carolina Clark <cclark@belcarra.ca>; Liisa Wilder <lwilder@belcarra.ca>; Janet Ruzyski <jruzycki@belcarra.ca>; Joe Elworthy <jelworthy@belcarra.ca>

Cc: Paula Richardson <prichardson@belcarra.ca>; Amanda Seibert <ASeibert@belcarra.ca>

Subject: Re: Municipal Water Metering

Dear Mayor Ross & Belcarra Councillors,

Re: Municipal Water Metering

The purpose of this letter is to provide some background information regarding municipal water metering.

People seem to have forgotten the prerequisite principles to which the *Village of Belcarra* had to agree as a condition of joining the *Greater Vancouver Water District*. Those principles are embodied in the “**Greater Vancouver Water District (GVWD) and Village of Belcarra Entry Agreement**” and adopted by Belcarra Council as the “**Greater Vancouver Water District Entry Agreement Bylaw No. 412, 2008**”. As part of the “GVWD Entry Agreement”, the *Village of Belcarra* had to agree “to comply with the plans, policies and regulations of the GVWD including the goals, strategies, actions, and performance measures of the GVWD's Drinking Water Management Plan.”

For the past 12 years, Belcarra Councils have postponed the implementation of water metering until such time as it was mandated by *Metro Vancouver*. This was primarily due to the administrative overhead associated with establishing a water system data management and billing system. However, the *status quo* has now changed. The current drought conditions being experienced across British Columbia are pushing *Metro Vancouver* and the *Provincial Government* to respond to climate change, very likely by mandating universal water metering.

It is not a question of “IF?” water metering will be mandated; rather, it is only a question of “WHEN?”. It is therefore essential that Belcarra Council plan now for the inevitable introduction of municipal water metering.

Regards,
Ralph Drew



1080 Winslow Avenue, Coquitlam, BC Canada V3J 0M6 • Phone: 604-939-9201

March 14, 2024

Raul Allueva, City Manager
City of Coquitlam
managersoffice@coquitlam.ca

Karen Elrick, Chief Administrative Officer
Village of Anmore
karen.elrick@anmore.com

Anna Mathewson, City Manager
City of Port Moody
amathewson@portmoody.ca

Paula Richardson, Chief Administrative Officer
Village of Belcarra
prichardson@belcarra.ca

Rob Bremner, Chief Administrative Officer
City of Port Coquitlam
bremnerr@portcoquitlam.ca

Dear Chief Administrative Officers and City Managers:

Re: 2024 Eligible School Sites Proposal Resolution

Due to recent changes to Ministry of Education and Child Care processes, it has come to our attention that the timing we have been using to bring forward our Eligible School Sites Proposal and School Site Acquisition Charge has not been fully aligned with the timelines set out in *School Act* and *Local Government Act* regulations. As such, we are going to rectify the timing issue by bringing the Eligible School Sites Proposal forward sooner this year. We would like to assure you that, as our rates have been at the maximum value for a few years now, this change in timing has no impact on the amount of funds collected.

On a go-forward basis, the Board of Education will pass our Eligible School Site Proposal (ESSP) Resolution in advance of our Capital Plan submission to the Ministry of Education and Child Care, which is normally submitted in June of each year. After the adoption of this resolution, we will provide a copy of the resolution along with the corresponding schedules for acceptance.

Pursuant to the Act, local governments have 60 days to:

1. Pass a resolution accepting the Board's proposed eligible school site requirements; or
2. Respond in writing to the Board indicating that it does not accept the Board's proposed site requirements by listing each school site it objects to and the reasons for the objection.
3. Not respond to the Board's eligible school site requirements, in which case the local government will have deemed to accept the proposal.

This accepted ESSP will then be incorporated into the Five-Year Capital Plan which must be submitted to the Ministry annually, by June 30. Upon receipt of approval from the Ministry of that Capital Plan,

typically received in March/April of the following year, SD43 will calculate the School Site Acquisition Charge (SSAC) and the Board of Education will pass the SSAC bylaw, giving the local governments a 60-day grace period before the bylaw comes into effect.

Our past practice was to complete the ESSP portion in June, and then the SSAC bylaw in September, which created some confusion as to which capital plan our ESSP corresponded with. The ESSP that we sent to you in June 2023, will be used for the capital plan that we will be submitting to the Ministry by June 30, 2024. We are going to bring this resolution back to our Board of Education at our April 9th public meeting. This will bring our timing for the ESSP on cycle as described above. It also means that this year, we will not be reaching out to your staff requesting housing start information, as we have already completed that work. We will also be adopting the SSAC bylaw at our April 9th meeting, to correspond with the approval of the 5-Year Capital Plan by the Ministry that was submitted last June. Again, as mentioned, our SSAC fees are already at the legislated maximum, so there will be no changes to fees collected, or dispersed.

We appreciate your understanding as we shift the timing of our process to align with the appropriate legislation. Should you have any questions on the above, please do not hesitate to contact me at 604-939-9201.

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)



Randy Manhas
Secretary-Treasurer/CFO

cc: Nita Mikl, Assistant Secretary-Treasurer
Ivano Cecchini, Executive Director – Facilities and Planning Services
Kimberley Wakil, Assistant Director, Financial Services

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

March 21, 2024

File: CR-12-01
Ref: RD 2024 02 23

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

Dear Mayor Jamie Ross and Council:

**Metro 2050 Type 3 Proposed Amendment to Reflect
Accepted Regional Context Statements and Correct Minor Errors**

Metro 2050, the regional growth strategy, is the regional federation's plan for managing growth coming to Metro Vancouver in a way that protects important lands like agricultural, ecologically important, and industrial lands; contains growth within an urban containment boundary and directs it to transit oriented locations; and supports the efficient provision of utilities and transit. *Metro 2050* contains six regional and parcel based land use designations that support those objectives. By signing on to *Metro 2050*, if a member jurisdiction aspires to change the regional land use designation for a site then, as part of the process, they have agreed to have the Metro Vancouver Board consider any regional implications of the proposed amendment. *Metro 2050* outlines the process for proposed amendments.

Over the first year since *Metro 2050* was adopted on February 24, 2023, Metro Vancouver staff identified some minor inconsistencies in terminology, formatting, numerical references, and mapping that are proposed to be corrected through a Type 3 amendment. The proposed amendment also includes mapping revisions that stem from MVRD Board-accepted regional context statements, regional land use designation amendments made under the municipal flexibility clause, updates to *Metro 2050* reference maps based on new data (e.g., new sensitive ecosystem inventory map) and corrections to map text and designation boundaries. The proposed revisions are administrative in nature, and do not alter the intent of *Metro 2050*. This amendment is an administrative amendment intended to ensure that *Metro 2050* contains the most current and correct maps and text.

66164757

At its February 23, 2024 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

That the MVRD Board:

- a) initiate the Metro 2050 amendment process for the Metro 2050 Type 3 Amendment to reflect accepted regional context statements and correct minor errors;*
- b) give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1380, 2024”; and*
- c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

As required by both the *Local Government Act* and *Metro 2050*, the regional growth strategy amendment process requires a minimum 45-day notification period to allow all affected local governments, First Nations, and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received and consider adoption of the amendment bylaw.

The proposed amendment is a Type 3 amendment to *Metro 2050*, which requires that an amendment bylaw be passed by the MVRD Board by an affirmative 50% + 1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2050*. Enclosed is a Metro Vancouver staff report dated January 23, 2024, titled “*Metro 2050 Type 3 Proposed Amendment to Reflect Accepted Regional Context Statements and Correct Minor Errors*” providing background information and a summary of the amendment.

You are invited to submit written comments via council resolution on the proposed amendment. If you have any questions, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391, or by email at jonathan.cote@metrovanancouver.org by **May 5, 2024**.

Yours sincerely,



George V. Harvie
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Paula Richardson, Chief Administrative Officer, Village of Belcarra
Jerry W. Dobrovolsky, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver

Encl: [MVRD Board report dated January 23, 2024, titled “Metro 2050 Type 3 Proposed Amendment to Reflect Accepted Regional Context Statements and Correct Minor Errors” \(pg. 139\)](#)

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

March 21, 2024

File: CR-12-01
Ref: RD 2024 02 23

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

Dear Mayor Jamie Ross and Council:

Metro 2050 Proposed Amendments to Reflect the Electoral Area A Official Community Plan

Metro 2050, the regional growth strategy, is the regional federation's plan for managing growth coming to Metro Vancouver in a way that: protects important lands like agricultural, ecologically important, and industrial lands; contains growth within an urban containment boundary and directs it to transit oriented locations; and supports the efficient provision of utilities and transit. *Metro 2050* contains six regional and parcel based land use designations that support those objectives. By signing on to *Metro 2050*, if a member jurisdiction aspires to change the regional land use designation for a site then, as part of the process, they have agreed to have the Metro Vancouver Board consider any regional implications of the proposed amendment. *Metro 2050* outlines the process for proposed amendments.

Amendments are proposed to *Metro 2050* that will better align its land use designations with the MVRD Board-adopted 2018 Electoral Area A Official Community Plan that applies to the majority of the rural and remote portions of the Electoral Area (excluding UBC, UEL, Bowyer Island, Passage Island, and First Nation reserve lands). Staff have identified *Metro 2050* regional land use designation changes to ninety-two Electoral Area A parcels for the MVRD Board's consideration.

These proposed amendments are consistent with *Metro 2050*'s goals and strategies, and bring the *Metro 2050* and OCP land use designations into closer alignment. They do not alter the intent of *Metro 2050*.

66173847

At its February 23, 2024 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

That the MVRD Board:

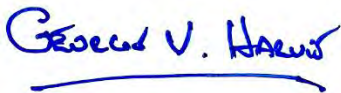
- a) initiate the Metro 2050 Type 2 and Type 3 amendment processes to reflect the Electoral Area A Official Community Plan;*
- b) give first, second, third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1378, 2024”;*
- c) give first, second, third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1379, 2024”; and*
- d) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

As required by both the *Local Government Act* and *Metro 2050*, the regional growth strategy amendment process requires a minimum 45-day notification period to allow all affected local governments, First Nations, and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received and consider adoption of the amendment bylaw.

The proposed amendments are either Type 2 and Type 3 amendments to *Metro 2050*. The first requires adoption with a weighted 2/3 majority of the Board, and the second requires adoption by a weighted 50%+1 vote of the Board. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2050*. Enclosed is a Metro Vancouver staff report dated January 20, 2024, titled “Metro 2050 Proposed Amendments to Reflect the Electoral Area A Official Community Plan” providing background information and an assessment of the proposed amendment regarding its consistency with *Metro 2050*.

You are invited to submit comments via council resolution on the proposed amendment. If you have any questions, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391, or by email at jonathan.cote@metrovanancouver.org by **May 5, 2024**.

Yours sincerely,



George V. Harvie
Chair, Metro Vancouver Board

cc: Paula Richardson, Chief Administrative Officer, Village of Belcarra
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver

Encl: [MVRD Board report dated January 20, 2024, titled "Metro 2050 Proposed Amendments to Reflect the Electoral Area A Official Community Plan" \(pg. 197\)](#)

66173847



Serving Anmore & Belcarra since 1978

Dear Mayor and Council,

March 17th, 2024

Re: Request for Funds for the SVFD Volunteer Appreciation Dinner.

We are writing on behalf of Chief Sharpe and the members of the SVFD to seek financial assistance from each village to partner with our Firefighter's Association to cater a dinner for the fire department volunteers.

Last year these funds contributed to a very successful evening for our volunteers. It was an opportunity for our members to relax, socialize and come together outside of our normal training and emergency events.

As we stated in our previous request (March 2023), we recognize and do appreciate that each village hosts a volunteer evening for all of our community volunteers. This Firefighter's dinner is not meant to undermine that very important event. However, many of our members believe that in our critical role as first responders, it is important for us to celebrate and socialize in a way that improves morale and makes us a better team.

To make this dinner a success, our Association will contribute \$600.00, but we are also asking each village for a contribution of \$500.00. This would enable us to cater a dinner for the 30 or so members who would attend.

We appreciate your consideration for this request. If Mayor and Council requires any further information, we would be happy to attend your regular meeting as a delegation.

We look forward to hearing from you.

Yours truly,

Colin Richardson
Deputy Fire Chief

Rob Schofield
Captain, President Sasamat Firefighter's Association



COUNCIL REPORT

Date: April 2, 2024

From: Paula Richardson, Chief Administrative Officer and Anika Bursey, Planning Consultant, Pooni Group

Subject: Road Ends Update

1.0 Recommendation

That staff be directed to determine the potential for the disposition of the Road Ends identified in Section 5.0 – Next Steps.

2.0 Purpose

The purpose of this report is to:

1. Provide an overview of each of the Village's Road Ends for Council's information.
2. Seek direction from Council on how to proceed with properties identified in Section 5.0.
3. Seek direction from Council regarding Next Steps as well as the development of a Land Disposition Policy.

3.0 Background

In the Fall of 2023, the draft Official Community Plan (OCP) garnered a considerable amount of feedback regarding the disposition of Road Ends. The Road End policies were removed from the OCP for Council to consider as a separate policy.

In response to concern from residents regarding the absence of Road Ends in the OCP, the Chief Administrative Officer provided the following verbal report at the Council meeting held on March 11, 2024:

"The absence of Road Ends policies in the OCP does not preclude the Village from creating a standalone Road Ends policy in the future. The legal effect of an OCP is that it requires all future bylaws and works undertaken by Council to be consistent with the plan: s.478(2) of the *Local Government Act*. It would be highly impractical for the OCP to have to contemplate every single policy area in order for Council to take action on an item. While bylaws and works must be consistent with the plan, if the plan is silent on an area (in this case the Road Ends) then there is no risk of inconsistency."

In 2014, the Village of Belcarra retained North West Environmental to conduct a detailed assessment of the Road Ends across the Village to understand opportunities and constraints. The outcome of this assessment can be found in Attachment 4.



On November 18, 2019, the Revenue Generation Committee brought a report to Council recommending further exploration of 7 surplus properties (“Road Ends”) located in the Village (#1, #2, #15, #17, #20, #21, #29). Council directed staff to survey and appraise the seven (7) properties and prepare a disposition plan. On February 10, 2020, Council approved funds to support staff in pursuing the disposition of between one (1) and three (3) parcels. In response, in June 2020, Pooni Group undertook a detailed analysis of the seven (7) road ends identified by the Revenue Generation Committee. As a follow-up to the June report, in July 2020 Pooni Group prepared a Land Disposition Policy for consideration by Council; the purpose of this Policy was to facilitate the sale of Road Ends.


Official Community Plan & Zoning Bylaw amendments for the sale of Road Ends were read a first and second time at the September 14, 2020 Council meeting and forwarded to Public Hearing on September 28, 2020. At the Council meeting held September 28, 2020, the Official Community Plan & Zoning Bylaw amendments were defeated. The June and July 2020 Council Reports can be found in Attachment 3.


4.0 Map Information



This map (included as Attachment 1) is intended to provide a visual summary of each of the Village's Road Ends and the associated land uses and/or challenges associated with selling the Road Ends; it was created using information from the 2014 and 2020 research. Please refer to Attachments 3 and 4 for more detailed information on each Road End.

Each map classification as identified in the map legend is described below:

Map Legend Classification	Description	Applicable Road End Numbers (#)	Additional Information
Stormwater Infrastructure 	Road End properties that contain stormwater drainage infrastructure, such as a ditch, gully or creek bed	1*	This road end contains a seasonal creek bed. *This property was selected by the Revenue Generation Committee but cannot be disposed of as it contains stormwater infrastructure.
Private Property Connection 	Road End properties that are currently being used to access a residential property.	2	Allows private driveway access, will landlock current residential property. Would require an easement if sold.

Map Legend Classification	Description	Applicable Road End Numbers (#)	Additional Information
		10	Allows private driveway access; would require an easement if sold
		11	Allows private driveway access; also has a storm main running the length of the property
		12	Allows private driveway access; also has a water main, hydrant and drainage catch basin
		13	Allows private driveway access from the north end of the property; would require easement if sold.
		30	Has all been developed as roadway, with multiple driveways accessing property; contains some municipal green space
Trail Access 	Road end properties that either contain or serve as an access point for a trail within the Village or Regional Park.	3	Lot 3 has a trail, crosses a creek on the north side; has 6 m width prior to dropping off to embankment; also used for groundwater management
		6, 7, 8	All properties contain municipal water infrastructure consisting of water mains; also contain trails and provide access to private driveways
		9, 10	These lots contain or provide access to regional trails; and provide access to private driveways

Map Legend Classification	Description	Applicable Road End Numbers (#)	Additional Information
		20, 21	These lots contain or provide access to local Village trails and are 0.22 ac.
		31	Lot 31 is part of Metro Parks trail system; this lot is too narrow to support residential development
		22	This property is part of a developed road to a Metro Vancouver Park (Sasamat Outdoor Centre)
Shoreland Limitation 	<p>Per the Community Charter (section 41.1), road-end properties with frontage on bodies of water can only be exchanged for land of at least equal benefit to the public.</p> <p>Section 75(1) of the Land Title Act requires all subdivisions to provide water access by highways 20m (approximately 66ft) wide to the adjacent body of water.</p> <p>Therefore, a 66ft wide road end cannot be further subdivided since it would not comply with the mandatory water access provisions of the Land Title Act. The 66ft wide road ends were dedicated on subdivision to satisfy the requirement for access to the inlet as required under the Land Title Act.</p>	4, 5, 14, 15*, 16, 17*, 18, 23, 26, 27, 28, 29*	*Lots 15, 17 & 29 were selected by the Revenue Generation Committee but cannot be disposed of as they are waterfront properties
		14, 15, 18, 23, 29	These lots also contain critical municipal utilities.

Map Legend Classification	Description	Applicable Road End Numbers (#)	Additional Information
Utilities 	These road end properties contain critical utilities, such as water mains, valves, or fire hydrants.	6, 7, 8, 12, 14, 15, 18, 19, 23, 25, 29, 30	Lot 8 provides access to Tatlow Tank and the main water distribution pipes for the Village; properties 6 and 7 contain pipes for the main water distribution system; property 14 is Midden Station for the DNV water crossing
Access Constraints 	Properties of irregular shape/size or that lack direct access from a road.	24	The sale of this property will require an easement through the adjacent property, limiting the building space on the lot.
		25	Narrow (6-meter wide), L-shaped lot.

5.0 Next Steps

As noted above, all Road End properties have varying degrees of encumbrance. Staff have identified five properties with relatively minor encumbrances that could merit 1) further exploration to determine if residential development is possible and/or suitable and 2) disposition potential. Please note that Road Ends #2, #20, and #21 were selected by the Revenue Generation Committee and surveyed as part of the report that was brought to Council in July 2020; Road Ends #10 and #13 have not been surveyed.

Road End	Key Considerations	Size
2	<ul style="list-style-type: none"> Refer to survey (Attachment 2a). Currently being used as driveway access for the property to the east. Option to sell to adjacent landowners could be explored. If the property were sold to a third party (not an adjacent landowner), an easement agreement would likely be required to maintain access for the adjacent property to the east. 	0.42 acre / 1,691 sq m

Road End	Key Considerations	Size
10	<ul style="list-style-type: none"> Currently being used as a driveway, providing primary access to the adjacent properties to the south. Primary opportunity to sell to adjacent landowners using the property for access, as selling the property with an easement agreement is not likely feasible given that the majority of the current Road End is being used as a driveway. Access to the regional trail would cease via this Road End; access would be provided via the existing trailhead 200m directly west, near the bus stop. 	0.29 acre / 1,182 sq m
13	<ul style="list-style-type: none"> Property access is from Young Road and is currently being used to access the adjacent property to the west. Option to sell to adjacent landowners could be explored. If the property were sold to a third party (not an adjacent landowner), an easement agreement would likely be required to maintain access for the adjacent property to the west. 	0.39 acre / 1,603 sq m
20	<ul style="list-style-type: none"> Refer to survey (Attachment 2b). Municipal trail used by Village residents connects Main Ave to Bedwell Bay Rd and the bus stop; follows the natural slope of the property. If the sale of this property were explored, the trail would likely need to be removed or altered (e.g. subject to slope steepness, the trail could be moved to either the east or west property line) to allow for sufficient developable area for a residential dwelling. 	0.22 acre / 893 sq m

Road End	Key Considerations	Size
21	<ul style="list-style-type: none"> Refer to survey (Attachment 2b). Municipal trail used by Village residents connects Main Ave to Bedwell Bay Rd and the bus stop; follows the natural slope of the property. If the sale of this property were explored, the trail would likely need to be removed or altered (e.g. subject to slope steepness, the trail could be moved to either the east or west property line) to allow for sufficient developable area for a residential dwelling. 	0.22 acre / 893 sq m

Should Council direct staff to explore the disposition of a property, the development of a Land Disposition Policy will be required, which would be brought forward to Council for comment and consideration before being adopted. All decisions to sell Village land, including sale price, would be approved by Council. Section 26 of the *Community Charter* requires the provision of public notice prior to the disposition of land or improvements.

In general, the sale of a Road End could follow the steps outlined below (which would be clearly outlined in the Land Disposition Policy and subject to Council direction):

1. Preliminary Survey to determine lot size, potential encroachments, etc;
2. Conduct an Appraisal to determine value;
3. Initiate a Reference Plan Survey;
4. Draft a Road Closure Bylaw;
5. Hold a Public Hearing;
6. Raise title and register at Land Title Office; and
7. Market and sell the property
8. Provide notice of disposition as per Section 26 of the *Community Charter* prior to final sale.

6.0 Strategic Plan and Financial Implications:

This project is not part of Council's Strategic Plan and may cause other work plan initiatives to be re-prioritized and moved to a later completion date. A budget for this work will be determined if Council directs staff to move forward on this initiative.

Funding for this project could potentially come from the monies recently received from the Province of BC (\$153,143) under the "Capacity Funding for Local Government Housing Initiatives" program; however, this would have to be confirmed. Should these funds be unavailable funding from other Village reserves could be utilized, with the reserve chosen being dependent upon the project budget.

For your information, under Subsection 188 (2) (e) of the Community Charter, money received from the sale of land and improvements, must be placed to the credit of a reserve fund for the purposes of paying any debt remaining in relation to the property and of acquiring land, improvements and other assets of a capital nature.

7.0 Conclusion:

Based on the mapping analysis undertaken, the information provided in both the 2014 and 2020 research documents (Attachments 3 & 4), and as noted in the table above, all Road Ends have features or regulations that pose challenges for disposition and future residential development.



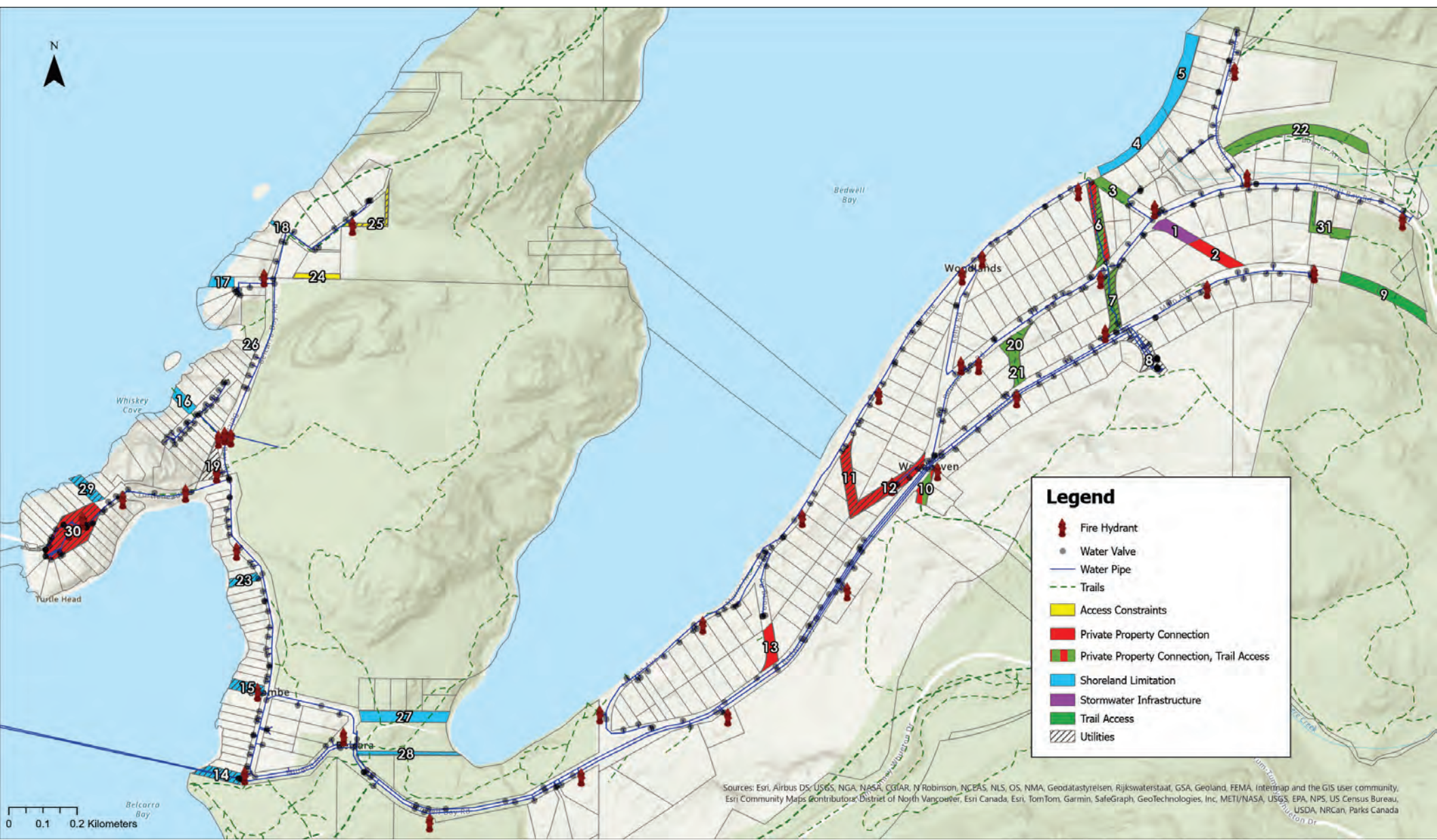
Prepared by: Paula Richardson
Chief Administrative Officer



Prepared by: Anika Bursey, MCRP
Planning Consultant
Pooni Group

The following documents are attached hereto:

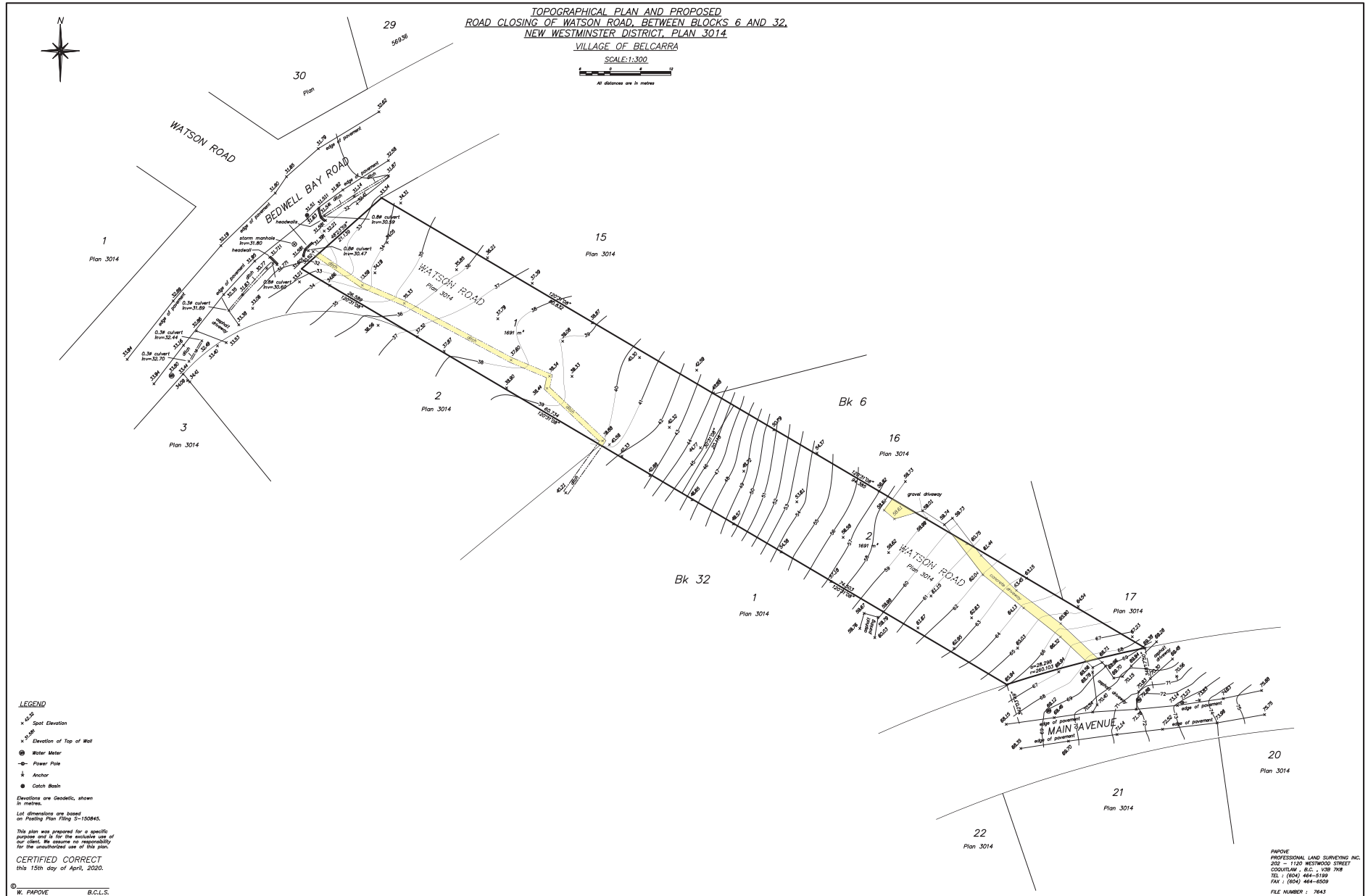
- Attachment 1 Map of Road Ends
- Attachment 2 Surveys for Lot No.'s 2, 20 and 21
- Attachment 3 Staff reports dated June 22, 2020 and July 20, 2020
- Attachment 4 North West Environmental Group Revenue Generation Options for Belcarra Roads – A Public Discussion Paper dated April 28, 2014
[\(click on link to view document\)](#)



Surveys 1 & 2: Road Ends 1 & 2

 potential encroachment

ATTACHMENT 2a



TOPOGRAPHICAL PLAN AND PROPOSED
ROAD CLOSING OF ROAD BETWEEN BLOCKS 33 AND 34,
NEW WESTMINSTER DISTRICT, PLAN 3014

VILLAGE OF BELCARRA

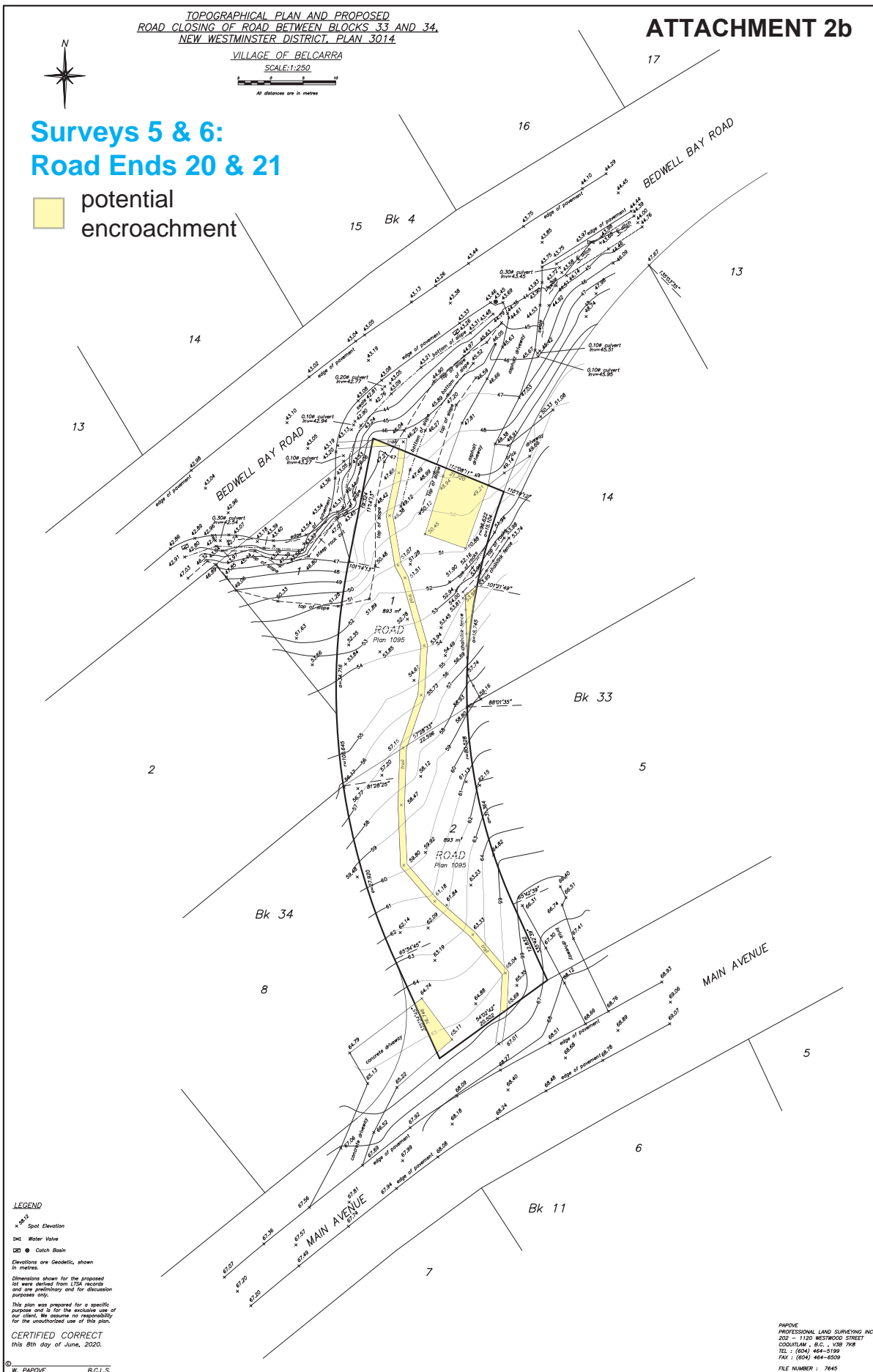
SCALE: 1:250

All distances are in metres

ATTACHMENT 2b

Surveys 5 & 6:
Road Ends 20 & 21

potential
encroachment



LEGEND

• Spot Elevation

WV Water Valve

CB Catch Basin

Elevations are Geodetic, shown in metres.

Dimensions shown for the proposed road are for the exclusive use of the client. We assume no responsibility for the unauthorised use of this plan.

This plan was prepared for a specific purpose and is for the exclusive use of the client. We assume no responsibility for the unauthorised use of this plan.

CERTIFIED CORRECT

this 8th day of June, 2020.

R. PAPOVE B.C.L.S.

PAPOVE
PROFESSIONAL LAND SURVEYING INC.
202 - 1120 WESTWOOD STREET
COQUITLAM, B.C. V3B 7Y8
TEL : (604) 464-5199
FAX : (604) 464-0509
FILE NUMBER : 7645



COUNCIL REPORT

File: 0890-07

Date: June 22, 2020

From: Lorna Dysart, Chief Administrative Officer

Subject: Land Disposition - Interim Report

Recommendation

That staff be directed to pursue implementation of land disposition substantially in accordance with the Land Disposition report dated June 22, 2020; and
That staff bring back a report on amending the Official Community Plan (OCP) and Zoning Bylaw to permit lot sizes less than 0.5 acres, only for Village owned parcels intended for land disposition.

Purpose

The purpose of the Interim Report is to provide an update on the status of the 7 Road Ends surveys and appraisals; to seek Council input on preparing amendments to the Official Community Plan and Zoning Bylaw to enable the Village to raise title on parcels smaller than the current minimum lot size; and to advise Council on next steps.

Background

On November 18, 2019, the Revenue Generation Committee brought a report to Council recommending further exploration of 7 surplus properties ("Road Ends") located in the Village. Council directed Staff to survey and appraise the seven (7) properties and prepare a disposition plan.

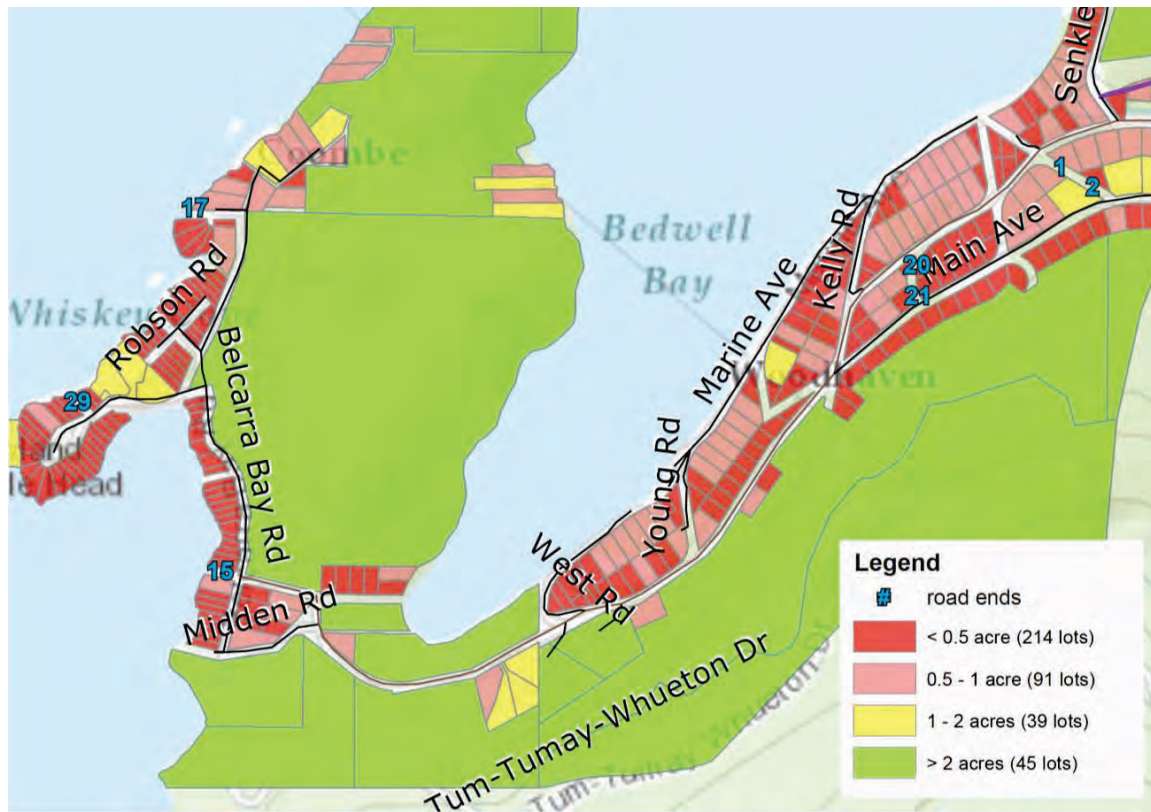
On February 10, 2020, Council approved funds to support staff pursuing the disposition of between one (1) and three (3) parcels.

Survey and Appraisal Findings

The surveys for the seven Road Ends selected by the Revenue Generation Committee are complete. Preliminary appraisal values have been provided for the purposes of this Interim Report (refer to Table 1). Detailed appraisals are underway for the 7 properties and detailed Appraisal Reports will be provided to Council in July 2020.

Map 1 below illustrates the location of each Road End as well as the size of the surrounding properties. Refer to Attachment 1 for Maps and Surveys; for illustrative purposes, potential encroachments have been highlighted on each survey.

Map 1: Road Ends and Lot Sizes (zoomed in)



Attachment 2 - Table 1 provides an overview of various characteristics related to the Road Ends, such as location (inland vs waterfront), developable area, potential encumbrances, anticipated value, etc. This information is intended to inform Council's decision related to prioritizing the disposition of the properties. Staff will provide Council with a detailed report including recommendations on parcels for disposition once the detailed Appraisals are complete in July.

Considerations

Minimum Subdivision Requirements

None of the Road Ends properties identified for potential disposition meet the minimum lot area and width requirements of the Village of Belcarra Zoning Bylaw (Section 302.5) or the Official Community Plan (Section 3.1.1.b).

Belcarra has a wide range of property sizes throughout the Village, with 214 properties (or 55% of the total) less than 0.5 acres. Map 1 (above and in Attachment 1) shows the Road Ends properties in the context of lot sizes within the Village.

For the lands to achieve their highest value, they must be developable. To make the properties developable, amendments to the OCP and Zoning Bylaw are required because neither document permits lots to be subdivided to less than 0.5 acres. A public notification process, including a Public Hearing, would be required if Council were to proceed with amending the OCP and Zoning Bylaw.

The following options are presented for Council consideration:

1. Amend the OCP and Zoning Bylaw to permit lot sizes less than 0.5 acres only for Village owned parcels intended for land disposition. *[recommended option]*
2. Explore amendments to the OCP and Zoning Bylaw that would lower minimum lot sizes for all properties less than 0.5 acres, allowing subdivision to occur on all lots large enough to be subdivided to the new minimum subdivision size.
3. Proceed with disposition of lands without amending the OCP and Zoning Bylaw, acknowledging that the lands may not achieve their highest value because they would not be developable per the OCP or Zoning Bylaw, and most likely the only option for disposition would be the sale to adjacent landowners.

Staff notes that the Revenue Generation Committee recommended a land disposition process that would require OCP and Zoning Bylaw amendments. Staff recommendation is that Council proceed with amending the OCP and the Zoning Bylaw to permit lot sizes less than 0.5 acres only for Village owned parcels intended for land disposition. This would allow road ends to be disposed of prior to the completion of the OCP Review.

Potential Encroachments

Road Ends 1 & 2, 15, 20 & 21, and 29 have potential encroachments; Road End 17 does not. The potential encroachments do not currently exist because the title has not yet been raised for the road ends. Once title is raised, potential encroachments including ditches, retaining walls, a trail, and driveways, would formally exist. The Village has the option of proceeding with disposition with the expectation that existing potential encroachments would be granted easements over the Road End properties, or Council may direct staff to relocate potential encroachments to improve the saleability of lands.

Consideration of Neighbouring Properties

One approach Council may want to consider is offering to sell the road ends to neighbours first, also known as Right of First Refusal (RFR). Three options for consideration are listed below, and the Draft Land Disposition Policy will include provisions for granting Right of First Refusal (RFR) to owners of properties abutting the side yards of lands being sold by the Village. It is important to note that these are considerations for Council information; Staff will be seeking Council direction on how to approach neighbouring property owners once the Detailed Appraisal Report for the 7 Road Ends is received in July.

Council may approach the RFR a number of ways:

1. When disposing property, offer it to immediate neighbours first, and do not market openly. Public notification will be required. Land would be offered at market value, but the final purchase price may be lower than the price achieved through an open sale.
2. Publicly market land, offer RFR to adjacent property owners to match the highest purchase price offered, and sell to neighbours if they meet the highest purchase price offered.
3. Publicly market land, offer RFR to adjacent property owners, but allow bidding between adjacent owners and the general public.

Staff will be seeking Council direction on the terms and conditions of Right of First Refusal once the Detailed Appraisal Report is received in July.

Waterfront Lot Restrictions

Section 41 (1) of the *Community Charter* only permits the closure and disposition of waterfront property if the municipality is exchanging the property for another property to provide public access to the same body of water. The new public access point must be of at least equal benefit to the public. If the proceeds of the disposition are to be paid into a reserve fund, the money from the fund must be used to acquire a property that provides access to the same body of water.

While the waterfront lots hold the highest value, the Village is limited as to how it can spend funds generated from the sale of these lands. Subject to a legal opinion, one option would be for Council to consider using the funds to support efforts to connect to Farrer Cove North, providing improved public access to the water in that part of the Village.

Building Code Limiting Distance

In some cases, buildings may have been constructed on properties neighbouring road ends that would not otherwise meet building code requirements for fire separation if the road end were developed. Village staff will need to identify how these limiting distances may impact the developable area of all road ends and neighbouring properties.

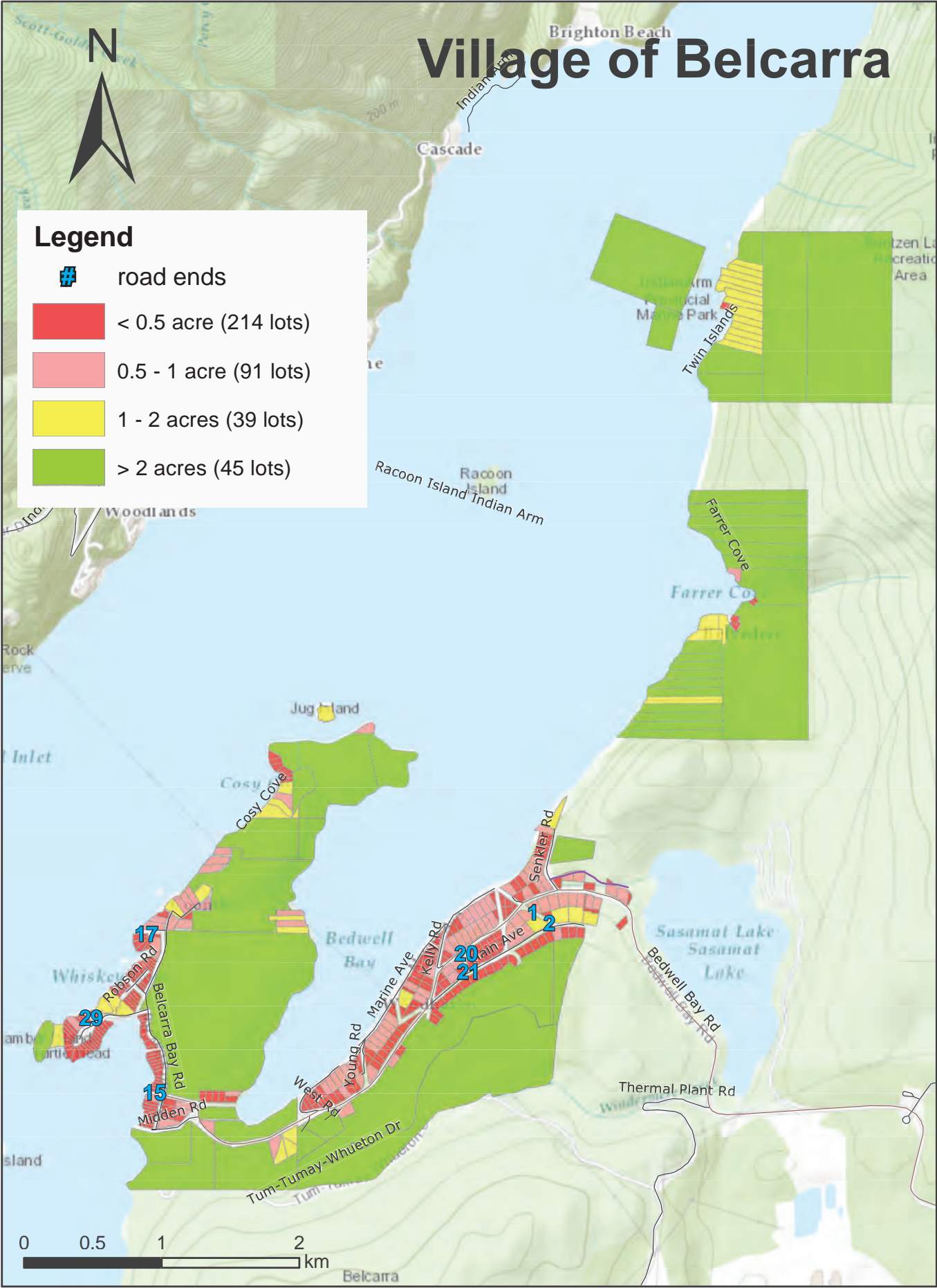
Next Steps

Subject to Council direction, which may involve more than one additional Report, the following are the next steps in the Land Disposition process:

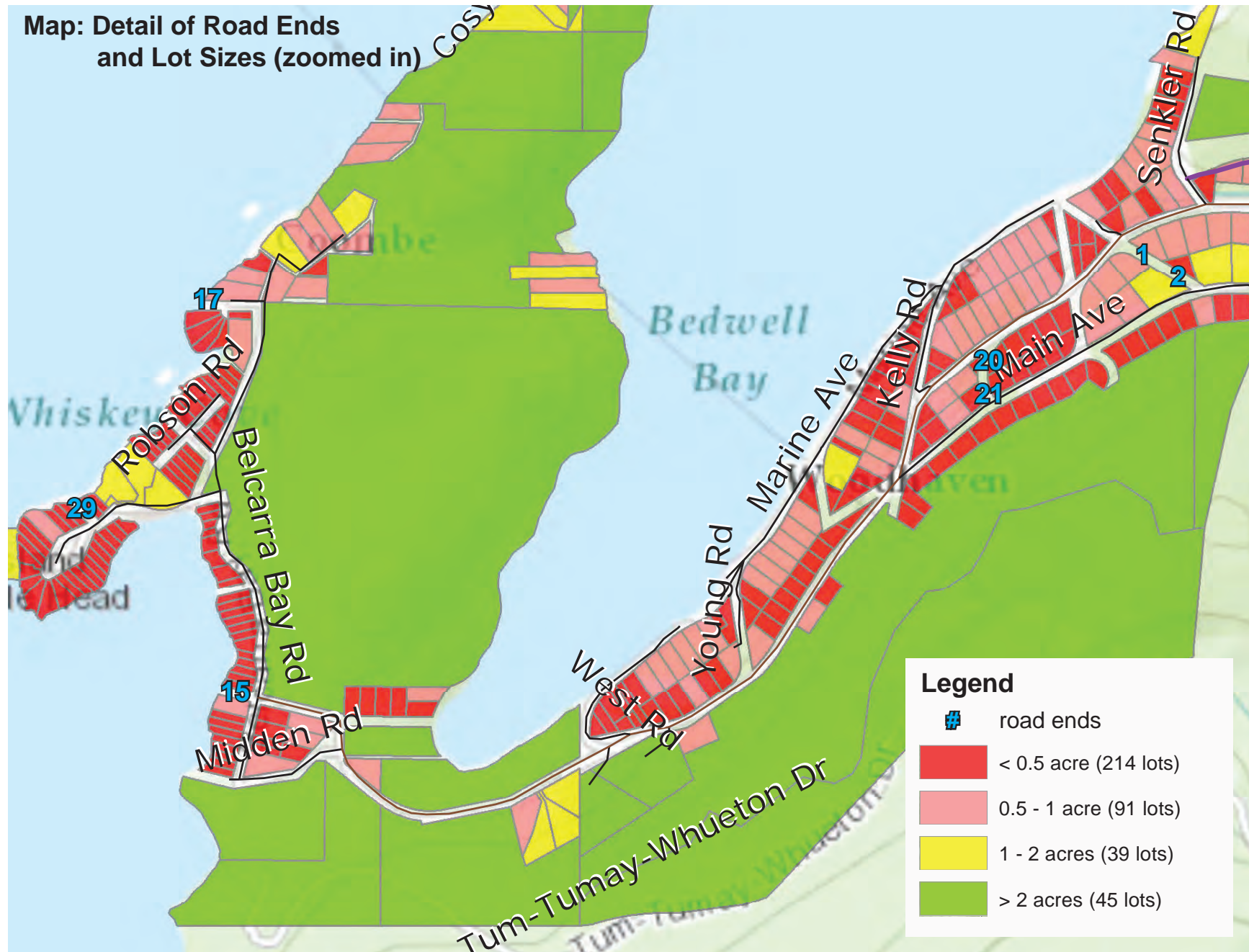
- Prepare Draft Land Disposition Policy for Council review
- Refer interim report and preliminary appraisals for review by Legal and Financial Consultants.
- Review separation distance requirements under the Building Code
- Draft updates to the OCP and Zoning Bylaw
- Identify preferred road end(s) for disposition
- Report back to Council
- Initiate Reference Plan Survey(s), Draft Road Closure Bylaw(s), raise title, and market the property/properties.

Attachments

- Attachment 1: 6 Maps and Surveys
- Attachment 2: Table 1 – Survey and Appraisal Information



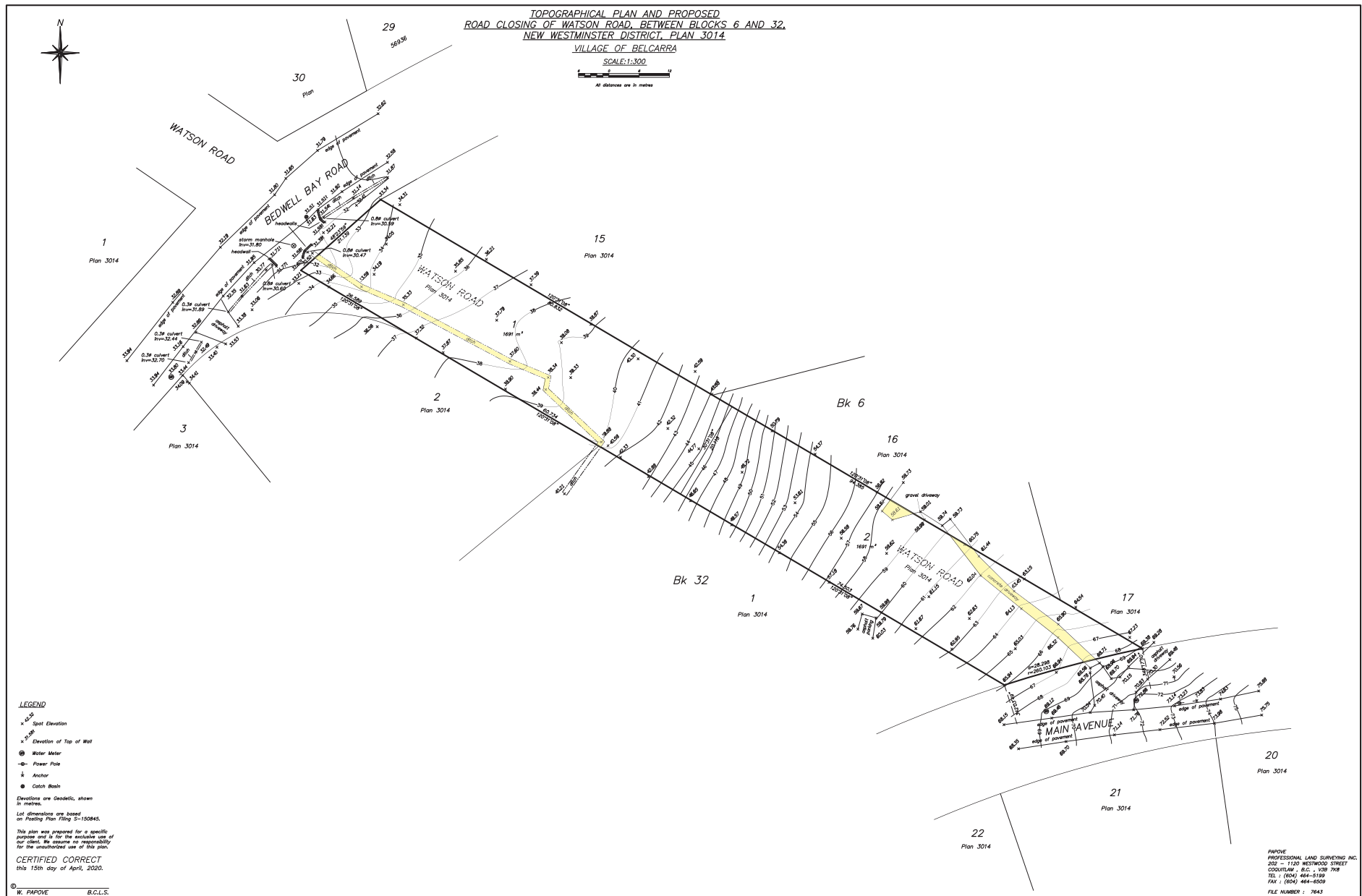
Map: Detail of Road Ends
and Lot Sizes (zoomed in)



Surveys 1 & 2: Road Ends 1 & 2


Attachment 1-2

 potential encroachment



Survey 3: Road End 15



 potential encroachment

TOPOGRAPHICAL PLAN AND PROPOSED ROAD
CLOSING OF ROAD BETWEEN BLOCKS 2 AND 3,
DISTRICT LOT 229, GROUP 1,
NEW WESTMINSTER DISTRICT, PLAN 1095
VILLAGE OF BELCARRA

SCALE:1:250



All distances are in metres

Attachment 1-3

BELCARRA BAY



LEGEND

- x 14.35 Spot Elevation
- Power Pole
- Water Valve
- Fire Hydrant
- Catch Basin

Elevations are Geodetic, shown in metres.

Dimensions shown for the proposed lot were derived from LTSA records and are preliminary and for discussion purposes only.

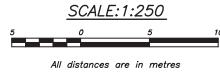
The Natural Boundary shown is according to Plan 1095 which may not reflect the true extent of ownership.

This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorized use of this plan.

CERTIFIED CORRECT
this 5th day of May, 2020.

TOPOGRAPHICAL PLAN AND PROPOSED
ROAD CLOSING OF A PORTION OF WHISKEY COVE LANE,
DISTRICT LOT 229, GROUP 1,
NEW WESTMINSTER DISTRICT, PLAN 1095
VILLAGE OF BELCARRA

Attachment 1-4



Survey 4: Road End 17

NORTH ARM OF
BURRARD INLET

Parcel A
Plan 52340

WHISKEY COVE LANE

Parcel 47
Plan 1095

Rem. 43
Plan 78100

WHISKEY COVE
LANE

A
Plan

B

52340
C

5
Plan 1095

LEGEND

x 13.89
Spot Elevation

— Power Pole

* Anchor

Elevations are Geodetic, shown
in metres.

Dimensions shown for the proposed lot
were derived from LISA records and are
preliminary and for discussion purposes
only.

The Natural Boundary shown is according
to Plan 1095 which may not reflect the
true extent of ownership.

This plan was prepared for a specific
purpose and is for the exclusive use of
our client. We assume no responsibility
for the unauthorized use of this plan.

CERTIFIED CORRECT
this 5th day of June, 2020.

© W. PAPOVE B.C.L.S.

PAPOVE
PROFESSIONAL LAND SURVEYING INC.
202 - 1120 WESTWOOD STREET
COQUITLAM, B.C., V3B 7K8
TEL : (604) 464-5199
FAX : (604) 464-6509

FILE NUMBER : 7647

TOPOGRAPHICAL PLAN AND PROPOSED
ROAD CLOSING OF ROAD BETWEEN BLOCKS 33 AND 34,
NEW WESTMINSTER DISTRICT, PLAN 3014

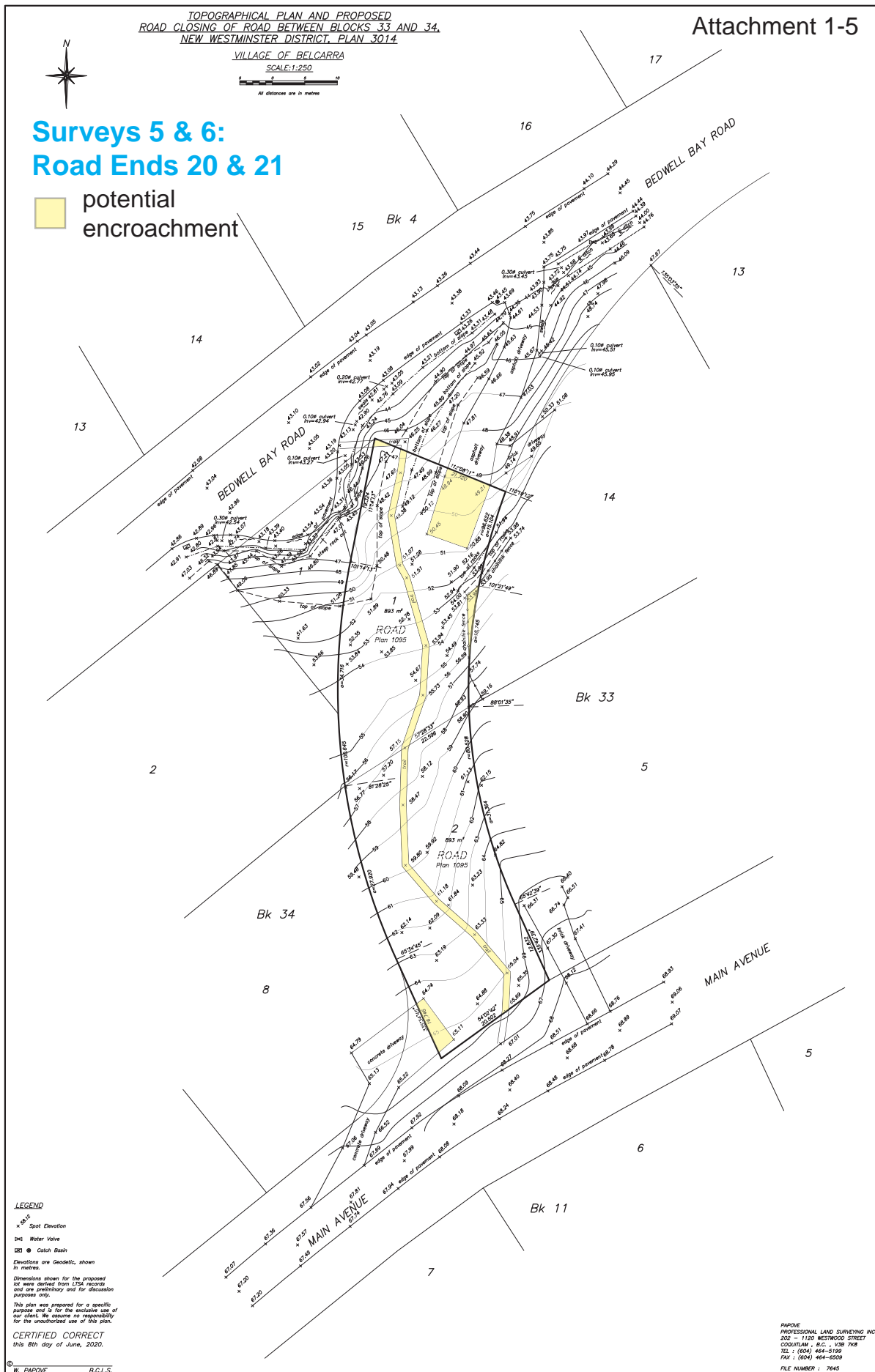
Attachment 1-5



VILLAGE OF BELCARRA
SCALE: 1:250
All distances are in metres

Surveys 5 & 6:
Road Ends 20 & 21

potential
encroachment



LEGEND
x 54.0 Spot Elevation
WV Water Valve
CB Catch Basin
Elevations are Geodetic, shown in metres.
Dimensions shown for the proposed road closing are for the exclusive use of our client. We assume no responsibility for the unauthorised use of this plan.
This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorised use of this plan.
CERTIFIED CORRECT
this 8th day of June, 2020.

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FAX : (604) 464-0559
FILE NUMBER : 7645

TOPOGRAPHICAL PLAN AND PROPOSED
ROAD CLOSING OF ROAD BETWEEN BLOCKS 9 AND 10,
DISTRICT LOT 229, GROUP 1,
NEW WESTMINSTER DISTRICT, PLAN 1095

VILLAGE OF BELCARRA

SCALE: 1:250

5 0 5 10
All distances are in metres

Attachment 1-6



Survey 7: Road End 29

potential encroachment

NORTH ARM OF BURRARD INLET

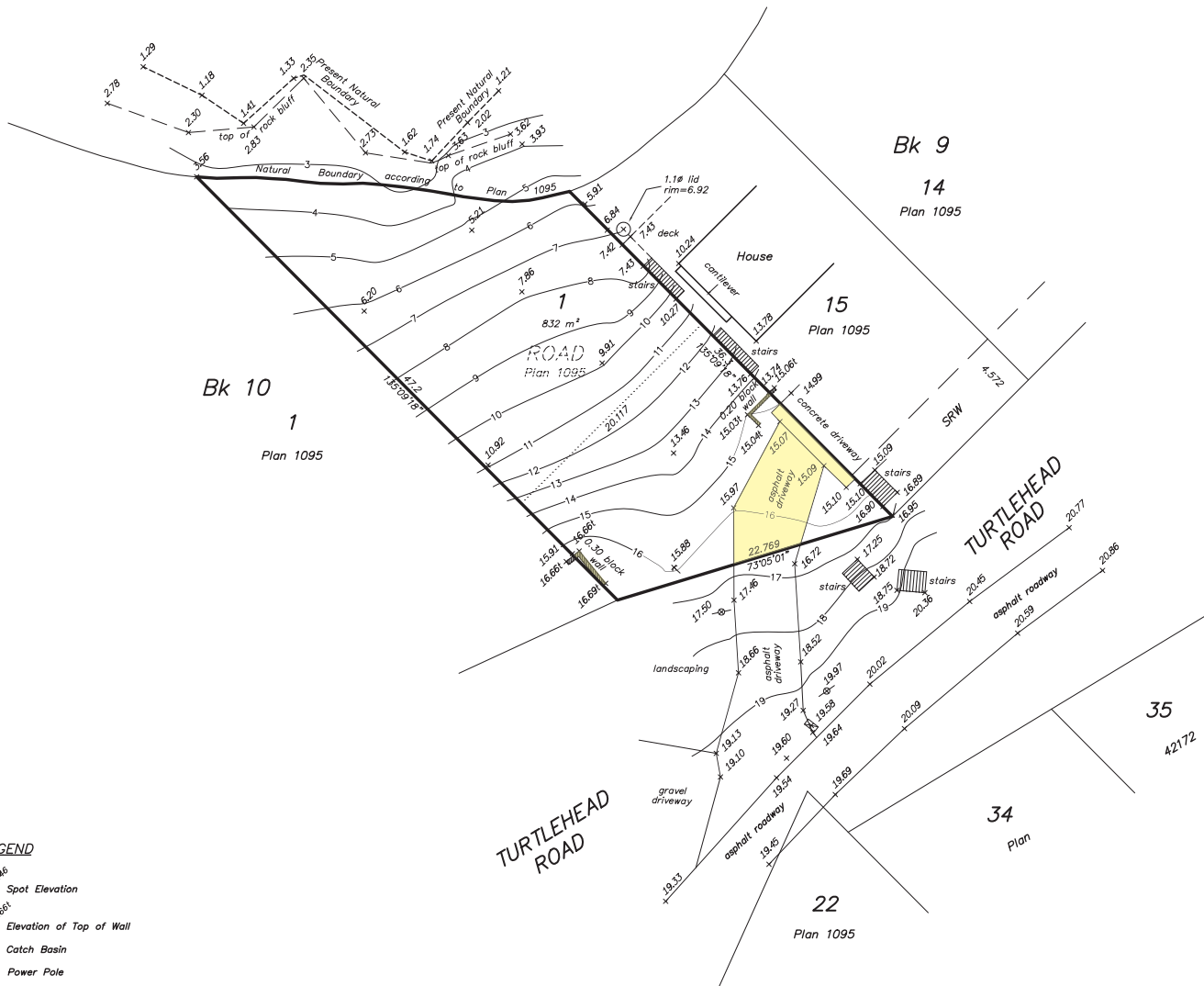


Table 1: Survey and Appraisal Information for the 7 Road Ends

Site	1	2	15	17	20	21	29
*Estimated Market Value	\$1,100,000	\$800,000	\$2,300,000	\$1,700,000	\$600,000	\$700,000	\$1,900,000
Est. value if assembled w neighbouring lots	\$550,000	\$400,000	\$1,150,000	\$850,000	\$300,000	\$350,000	\$950,000
Area	1,691 sq m (18,202 sq ft)	1,691 sq m (18,202 sq ft)	1,249 sq m (13,444 sq ft)	808 sq m (8,697 sq ft)	893 sq m (9,612 sq ft)	893 sq m (9,162 sq ft)	832 sq m (8,956 sq ft)
Meets Zoning Bylaw minimum subdivision size? (0.5 acres / 2,023.43 sq m)	No	No	No	No	No	No	No
Width	20.118 m (66 ft)	20.118 m (66 ft)	20.117 m (66 ft)	20.117 m (66 ft)	21.720 m (71 ft)	20.502 m (67 ft)	20.117 m (66 ft)
Area within setbacks that could be developed, if suitable	1,174 sq m (12,637 sq ft)	1,133 sq m (12,196 sq ft)	806 sq m (8,676 sq ft)	384 sq m (4,133 sq ft)	480 sq m (5,167 sq ft)	492 sq m (5,296 sq ft)	375 sq m (4,036 sq ft)
Permitted Floor Area (based on lot area)	610 sq m (6,566 sq ft)	610 sq m (6,566 sq ft)	579 sq m (6,232 sq ft)	550 sq m (5,920 sq ft)	556 sq m (5,984 sq ft)	556 sq m (5,984 sq ft)	552 sq m (5,942 sq ft)
Potential encroachments	Ditch	Concrete driveway	Asphalt driveway	None	Public trail, asphalt driveway, chain link fence	Public trail, concrete driveway	Asphalt driveway, retaining walls, stairs along property line
Could Right of First Refusal be offered to neighbours?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Area of neighbouring properties (BC Assessment)	East: 2,398 sq m (25,807 sq ft) West: 2,633 sq m (28,343 sq ft)	East: 1,590 sq m (17,112 sq ft) West: 5,200 sq m (55,970 sq ft)	North: 929 sq m (10,000 sq ft) South: 2,160 sq m (23,251 sq ft)	North: 3,683 sq m (39,642 sq ft) South: 1,552 sq m (16,706 sq ft)	East: 1,689 sq m (18,178 sq ft) West: 2,216 sq m (22,881 sq ft)	East: 2,010 sq m (21,635 sq ft) West: 1,603 sq m (17,250 sq ft)	North: 811 sq m (8,728 sq ft) South: 912 sq m (9,814 sq ft)
Waterfront / Inland	Inland	Inland	Waterfront	Waterfront	Inland	Inland	Waterfront
Other considerations	None at this time.	Heavily sloped site	Concerns have been expressed by neighbour at 4615 Belcarra Bay Road regarding fire separation and associated safety issues.	None at this time.	Adjacent to triangular municipal property and bus stop. Concerns have been expressed about the loss of the public trail.	Concerns have been expressed by neighbours regarding the loss of the public trail.	None at this time.
Public Access considerations?	None at this time.	None at this time.	When publicly owned waterfront land is sold, the proceeds must go towards the purchase of land that provides public access to the same body of water. Refer to Section 41 (1) of the Community Charter.	When publicly owned waterfront land is sold, the proceeds must go towards the purchase of land that provides public access to the same body of water. Refer to Section 41 (1) of the Community Charter.	There is a publicly accessible trail on site, connecting Bedwell Bay Road to Main Avenue.	There is a publicly accessible trail on site, connecting Bedwell Bay Road to Main Avenue.	When publicly owned waterfront land is sold, the proceeds must go towards the purchase of land that provides public access to the same body of water. Refer to Section 41 (1) of the Community Charter.
**Impacts fire separation “limiting distance” of neighbouring building?	Impact to neighbouring properties, including fire separation limiting distance, will need to be determined by the Village’s Building Inspector.						

*The appraised values assume Council will amend the OCP and Zoning Bylaw to enable lot sizes smaller than 0.5 acres for lands sold by the Village (see Section 6.1 Minimum Subdivision Requirements).

**Refer to “Considerations: Building Code Limiting Distance”



COUNCIL REPORT

File: 0890-07

Date: July 20, 2020

From: Lorna Dysart, Chief Administrative Officer and
Richard White, RWPAS Ltd., Planning Consultant

Subject: Land Disposition - Interim Report #2

Recommendation

That the Road Ends Appraisal Report dated July 20, 2020, be received; and
 That the Land Disposition Policy No. 214 be approved; and
 That the proposed approach to Right of First Refusal in the Land Disposition Policy No. 214 be endorsed; and
 That staff be directed to draft amendments to the Official Community Plan (OCP) and Zoning Bylaw to permit the development of Village-owned properties that are less than 0.5 acres; and
 That subject to the adoption of the Official Community Plan (OCP) and Zoning Bylaw amendments, staff be directed to report back to enable Council to select up to three Road Ends to be sold.

Purpose

To provide an update on advancing the Revenue Generation Committee Road Ends Sales recommendation;

To seek input on the Land Disposition Policy, including Right of First Refusal;

To direct Staff to prepare Bylaws amending the Village of Belcarra Official Community Plan and Zoning Bylaw to permit the creation of Village-owned lots less than 0.5 acres; and

To advance the sale of up to three Road Ends.

Background

On November 18, 2019, the Revenue Generation Committee brought a report to Council recommending exploration of 7 surplus properties ("Road Ends") located in the Village. The Revenue Generation Committee identified these 7 Road Ends as priorities for further exploration based on the comprehensive list of Road Ends noted in *2014 Road End Report*. Council directed Staff to survey and appraise these seven (7) properties and prepare a disposition plan.

On February 10, 2020, Council approved funds to support the disposition of between one (1) and three (3) parcels. Since that time, 19 pieces of correspondence have been received related to the disposition of the Road Ends. In general, correspondents have expressed:

- support for the sale of the Road Ends to generate revenue for the Village, including: a desire for more Road Ends to be sold and for the sale process to be expedited;
- concerns about the sale of the Road Ends, including: loss of a public trail, impact to property frontage, compliance with Village policy, fire safety concerns, questions about how the revenue will be used, transparency of the sale process, and loss of privacy;

- suggestions, including: potential encroachments on Road Ends be charged a lease for that potential encroachment and public access be maintained on waterfront Road Ends to allow for water access.

Appraisal Findings (Attachment 1)

The surveys for the seven Road Ends selected by the Revenue Generation Committee are complete. The Final Appraisal Report is included as Attachment 1. The Direct Comparison Approach was used in estimating the value of the Road Ends. This approach assumes that a prudent person would not pay more for a property than an equally desirable substitute and so it is based upon recent market activity in the area. The Appraiser notes that one of the challenges in this assignment is the lack of true comparable market evidence for the smaller and more constrained Road End properties, specifically Road Ends 2, 20, and 21. Therefore, it is a challenge to accurately estimate the discount to these properties given the market evidence.

The Appraisals are based upon the following assumptions:

- That all encroachments by neighbouring property owners, except for driveways, would be removed prior to sale. Regarding driveways, it is assumed that that easements would be registered in favour of neighbouring lands to allow for continued access.
- That the Zoning Bylaw and the Official Community Plan will be amended to permit the development of Village-owned properties that are less than 0.5 acres.
- That no extraordinary site preparations would be required prior to the development of the lands.
- That the sites have sufficient soil stability in order to be developed.
- That the sites are not environmentally contaminated.

In summary, the Final Appraisal Report had the following findings:

1. Standalone scenario: if parcels can be developed on a standalone basis, the highest and best use for all 7 Road Ends is low density single-family residential development (e.g. single-family homes).
2. Assembly scenario: conversely, if the parcels cannot be developed on a standalone basis, their highest and best use would be to assemble with adjacent properties. As the neighbouring property owners are the only potential buyers in this scenario, it is difficult to forecast demand for this use. Assuming there is demand from the neighbouring property owners, the highest and best use would be assembly with adjacent lands.

Table 1: Property Summaries and Values

Road End #	Summary	Estimated Market Value <i>Standalone Scenario</i>	Estimated Market Value <i>Assembly Scenario</i>
1	Road End 1 is a gently sloping site with expansive views of waterfront. Due to its location, views, and topography, it is considered an attractive property when compared to similar properties in the area.	\$1,100,000	\$550,000
2	Road End 2 is a heavily sloped site with expansive views of waterfront. However, its location, steep topography, and driveway encroachment, render it an inferior property when compared to similar properties in the area.	\$800,000	\$400,000
15	Road End 15 has views of Indian Arm and gently sloped topography with steeper topography closer to the water's edge. Due to its location, views, and topography, it is considered an attractive property when compared to similar properties in the area.	\$2,300,000	\$1,150,000
17	Road End 17 has views of Indian Arm and gently sloped topography along the eastern border, with steeper topography closer to the water's edge. Due to its location, views, and topography, it is considered an attractive property when compared to similar properties in the area.	\$1,700,000	\$850,000
20	Road End 20 has an irregular shape and steep topography. The parcel's small size limits its development potential when compared to similar properties in the area. Additionally, a considerable discount would be required to entice a buyer to purchase the property once the cost of constructing a dwelling is taken into account.	\$600,000	\$300,000
21	Road End 21 has a more regular shape than Road End 20 and its steep topography should offer water views. Despite this, a considerable discount would be required to entice a buyer to purchase the property once the cost of constructing a dwelling is taken into account.	\$700,000	\$350,000
29	Road End 29 has views of Indian Arm, a driveway encroachment from the neighbouring property, with gently sloping topography that becomes steeper closer to the water's edge. Due to its location, views, and topography, it is considered an attractive property when compared to similar properties in the area.	\$1,900,000	\$950,000

The Summary Table in Attachment 2 provides additional detail of various characteristics related to the Road Ends. This information is intended to inform of the Council decision related to prioritizing the disposition of the properties.

Land Disposition Policy (Attachment 3)

The Land Disposition Policy establishes the framework for a transparent process to manage the disposition of land that is owned by the Village. It indicates that the Village will keep a roster of surplus lands, which will be made public, and that the Village may entertain offers to purchase the land or may initiate the sale and marketing of the land. It is subject to change based on Council input and legal advice. The Policy assumes that lands are being sold at the full appraised market value.

Consideration of Neighbouring Properties

The Land Disposition Policy includes a section on allowing Neighbouring Owners the Right of First Refusal (RFR) to purchase properties being sold by the Village. More specifically, the Policy includes provisions to allow neighboring owners to purchase properties abutting the side yards of lands being sold by the Village. Based on Council direction and legal opinion, the policy may be amended. Three options are listed below for Council consideration:

1. The property is publicly marketed and offered to Neighbouring Owners with the option to purchase all or part of the property at the full appraised market value. Bidding between adjacent owners and the general public is permitted.
2. When disposing of property, prior to advertising / marketing land for sale, the Village will approach Neighbouring Owners with the opportunity to purchase all or part of the land at the full appraised market value. Public notification will be required. If neighbours are not interested, or only one neighbour is interested in purchasing 50% of the property (rendering the remaining 50% unusable), Council may then decide to market the entire parcel publicly at the full appraised market value. ***Current recommendation in Land Disposition Policy (Attachment 3)***
3. Only offer the land to neighbours at the full appraised market value and do not market publicly.

Staff is seeking Council direction regarding Right of First Refusal. The current approach, as described in option #2 above, is the recommended option because it allows the Village to provide neighbours with an option to purchase the land, but also maintains the property's highest saleable value. While option #1 would also allow for the Village to achieve the highest value, it could also create potential animosity between neighbours and the general public. Option #3 may result in lower land values because the land would not be marketed publicly, which would limit the Village's ability to negotiate on price.

Zoning Bylaw and Official Community Plan Amendments

Currently, the Official Community Plan and the Zoning Bylaw do not permit properties less than 0.5 acres to be developed, despite the fact that 55% (214 of 389 lots) of the existing properties in the Village are less than half an acre (refer to Map 1 on page 6). Therefore, before the Village owned lands can be sold, the Official Community Plan and the Zoning Bylaw must be amended to permit the creation and development of properties less than 0.5 acres.

Staff is recommending the following amendments, subject to Council direction. Once Council approves the language, an Amending Bylaw will be prepared, and a Public Hearing will be required. **In both instances, the proposed amending language focuses on Village-owned lands; this is intentional and is intended to help manage the rate of change for the creation of lots smaller than 0.5 acres in the Village.**

Official Community Plan

Amend Section 3.1.1.b of Official Community Plan to include the following clause:

“For the disposition of Village Lands, lot sizes of less than 0.5 acres may be permitted.”

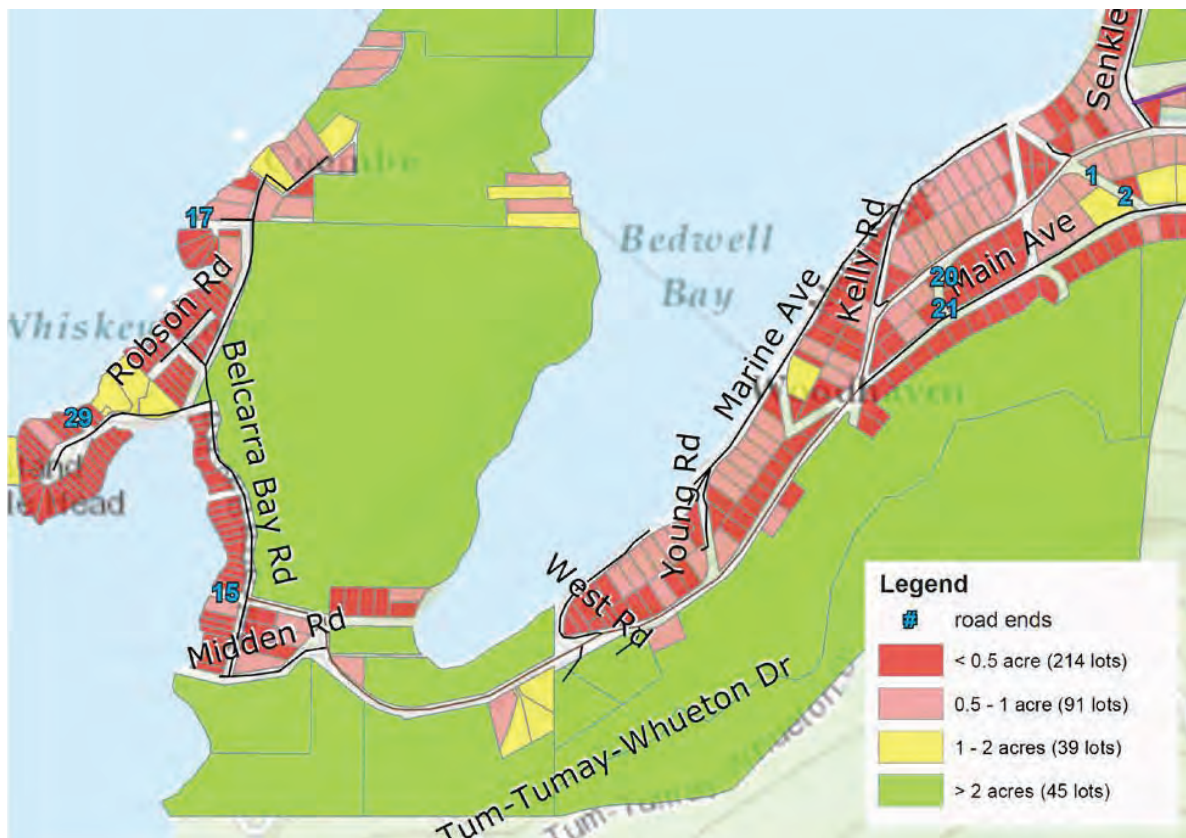
Zoning Bylaw

The following change is recommended in the Zoning Bylaw:

Amend Section 207 - Undersized Parcels as follows:

- (1) “Parcels of land that are created by the Village of Belcarra and a plan deposited in the Land Title Office, which have less than the minimum lot size requirement as established in the zone in which that parcel is situated, may be used for any use permitted in that zone, subject to all the regulations for that zone.”*

Map 1: Road Ends and Lot Sizes (zoomed in)



Considerations

Potential Encroachments

Road Ends 1 & 2, 15, 20 & 21, and 29 have potential encroachments; Road End 17 does not. The potential encroachments do not currently exist because the title has not yet been raised for the Road Ends. Once title is raised, potential encroachments including ditches, retaining walls, a trail, and driveways, would exist. The Village has the option of proceeding with disposition with the expectation that existing potential encroachments would be granted easements over the Road End properties, or Council may direct staff to relocate potential encroachments to improve the lands.

The Appraisal Report assumes that all encroachments by neighbouring property owners, except for driveways, would be removed prior to sale. Regarding driveways, it is assumed that that easements would be registered in favour of neighbouring lands to allow for continued access.

Refer to Attachment 1 for detailed appraisal information for each lot; refer to Attachment 4 for maps and surveys of each lot, including potential encroachments.

Waterfront Lot Restrictions

Section 41 (1) of the *Community Charter* only permits the closure and disposition of waterfront property if the municipality is exchanging the property for another property to provide public access to the same body of water. The new public access point must be of at least equal benefit to the public. If the proceeds of the disposition are to be paid into a reserve fund, the money from the fund must be used to acquire a property that provides access to the same body of water.

Therefore, while the waterfront lots hold the highest value, the Village is limited as to how it can spend funds generated from the sale of these lands.

Building Code Limiting Distance

In some cases, buildings may have been constructed on properties neighbouring road ends that would not otherwise meet building code requirements for fire separation if the road end were developed. The Village Building Official has conducted a preliminary visual review of the neighbouring properties of each Road End and did not foresee any concerns related to Building Code Limiting Distance, with the exception of Road End 15.

The neighbouring property to the north of Road End 15 is currently occupied with a single-family home that faces the adjoining property line between the two properties. The Village Building Official has reviewed the plans for the neighbouring property and has determined that a 20 ft setback from the northern property line would be required to achieve B.C. Building Code Compliance (this is approximately 15 ft of additional setback than is required by the Zoning Bylaw, which requires a 4.9 ft setback).

Next Steps

Subject to Council direction, which may involve more than one additional Report, the following are the next steps in the Land Disposition process:

1. Review by Legal and Financial Consultants
2. Subject to Council approval, prepare Bylaws to amend the Zoning Bylaw and Official Community Plan and schedule a Public Hearing
3. Report back to Council
4. Based on Council direction, and subject to the approval of the aforementioned Bylaw Amendments, initiate Reference Plan Survey(s), Draft Road Closure Bylaw(s), raise title, and market up to three Road Ends for disposition.

Attachments

Attachment 1: Road Ends Appraisal Report
Attachment 2: Summary Table
Attachment 3: Land Disposition Policy
Attachment 4: Maps and Surveys

Table 1: Survey and Appraisal Information for the 7 Road Ends

Site	1	2	15	17	20	21	29
Estimated Market Value (Standalone Scenario)*	\$1,100,000	\$800,000	\$2,300,000	\$1,700,000	\$600,000	\$700,000	\$1,900,000
Try Estimated Market Value (Assembly Scenario)*	\$550,000	\$400,000	\$1,150,000	\$850,000	\$300,000	\$350,000	\$950,000
Area	0.42 ac / 1,691 sq m (18,202 sq ft)	0.42 ac / 1,691 sq m (18,202 sq ft)	0.31 ac / 1,249 sq m (13,444 sq ft)	0.20 ac / 808 sq m (8,697 sq ft)	0.22 ac / 893 sq m (9,612 sq ft)	0.22 ac / 893 sq m (9,612 sq ft)	0.21 ac / 832 sq m (8,956 sq ft)
Meets Zoning Bylaw minimum subdivision size of 0.5 acres?	No	No	No	No	No	No	No
Area of neighbouring properties (BC Assessment)	East: 0.59 ac West: 0.65 ac	East: 0.39 ac West: 1.28 ac	North: 0.23 ac South: 0.53 ac	North: 0.91 ac South: 0.38 ac	East: 0.42 ac West: 0.55 ac	East: 0.50 ac West: 0.40 ac	North: 0.20 ac South: 0.23 ac
Width	20.118 m (66 ft)	20.118 m (66 ft)	20.117 m (66 ft)	20.117 m (66 ft)	21.720 m (71 ft)	20.502 m (67 ft)	20.117 m (66 ft)
Approximate area within setbacks that could be developed, if suitable	1,174 sq m (12,637 sq ft)	1,133 sq m (12,196 sq ft)	592 sq m (6372sq ft)	384 sq m (4,133 sq ft)	480 sq m (5,167 sq ft)	492 sq m (5,296 sq ft)	375 sq m (4,036 sq ft)
Permitted Floor Area (based on lot area)	610 sq m (6,566 sq ft)	610 sq m (6,566 sq ft)	579 sq m (6,232 sq ft)	550 sq m (5,920 sq ft)	556 sq m (5,984 sq ft)	556 sq m (5,984 sq ft)	552 sq m (5,942 sq ft)
Potential encroachments	Ditch	Concrete driveway (assume that an easement would be registered to maintain driveway access).	Asphalt driveway (assume that an easement would be registered to maintain driveway access).	None	Public trail, chain link fence, asphalt driveway (assume that an easement would be registered to maintain driveway access).	Public trail, concrete driveway (assume that an easement would be registered to maintain driveway access).	Retaining walls, stairs along property line, asphalt driveway (assume that an easement would be registered to maintain driveway access).
Could Right of First Refusal be offered to neighbours?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Waterfront / Inland	Inland	Inland	Waterfront	Waterfront	Inland	Inland	Waterfront
Other considerations	Gently sloping site, expansive views of waterfront.	Heavily sloped site, expansive views of waterfront.	Concerns have been expressed by neighbour at 4615 Belcarra Bay Road regarding fire separation and associated safety issues.	None at this time.	Adjacent to triangular municipal property and bus stop. Concerns have been expressed about the loss of the public trail.	Concerns have been expressed by neighbours regarding the loss of the public trail.	None at this time.
Public access considerations?	None at this time.	None at this time.	When publicly owned waterfront land is sold, the proceeds must go towards the purchase of land that provides public access to the same body of water. Refer to Section 41 (1) of the Community Charter.	When publicly owned waterfront land is sold, the proceeds must go towards the purchase of land that provides public access to the same body of water. Refer to Section 41 (1) of the Community Charter.	There is a publicly accessible trail on site, connecting Bedwell Bay Road to Main Avenue.	There is a publicly accessible trail on site, connecting Bedwell Bay Road to Main Avenue.	When publicly owned waterfront land is sold, the proceeds must go towards the purchase of land that provides public access to the same body of water. Refer to Section 41 (1) of the Community Charter.
Impacts fire separation “limiting distance” of neighbouring building?	None at this time.	None at this time.	A 20 ft interior side yard setback from the northern property line is required to meeting B.C. Building Code requirements (an additional ~15 ft than required by the Zoning Bylaw).	None at this time.	None at this time.	None at this time.	None at this time.

*The appraised values assume Council will amend the OCP and Zoning Bylaw to enable lot sizes smaller than 0.5 acres for lands sold by the Village.



VILLAGE OF BELCARRA

Corporate Policy No. 214

Land Disposition Policy

Attachment 3



Title: Land Disposition Policy

ISSUED BY: CAO	APPROVED BY: COUNCIL	DATE:
REVISED BY:	APPROVED BY:	DATE:

Purpose

- The Village of Belcarra has the ability to dispose of municipal land in accordance with Sections 40 and 41 of the *Community Charter*.
- This Policy is intended to guide Council with an approach to considering road closures and disposition of municipal lands.

Policy

1. General Policies

- 1.1. Council will consider the development potential and constraints of a property, including a Professional Appraisal, when determining suitability for future disposition.
- 1.2. When an application is submitted to purchase a portion of a municipal lot, the Village will review the request with consideration of all applicable policies and regulations of the Village of Belcarra, the *Community Charter*, and the *Local Government Act*.

2. Surplus Lands Inventory

- 2.1. Staff will maintain a public inventory of Surplus Lands that are owned by the Village for which no immediate or long-term operational need is identified. The list may be reviewed and updated on an as needed basis.
- 2.2. From time to time, Council may review the list of Surplus Lands, with recommendations from staff, and determine whether land should be marketed for disposition.

3. Direct vs Public Sales

- 3.1. As provided for by Provincial Legislation, the sale of Village land may be initiated in one of two ways, Public Sale or Direct Sale, defined as follows:
 - **Public Sale** includes the sale of land that the Village actively wants to sell and has been advertised for sale.
 - **Direct Sale** includes the sale of land that the Village has identified as surplus lands but has not actively marketed or advertised. Direct sales are initiated by a private individual, company, or organization who approaches the Village offering to purchase the land.

4. Right of First Refusal

- 4.1. Unless otherwise specified, the policies under this section shall apply for both Public Sales and Direct Sales.

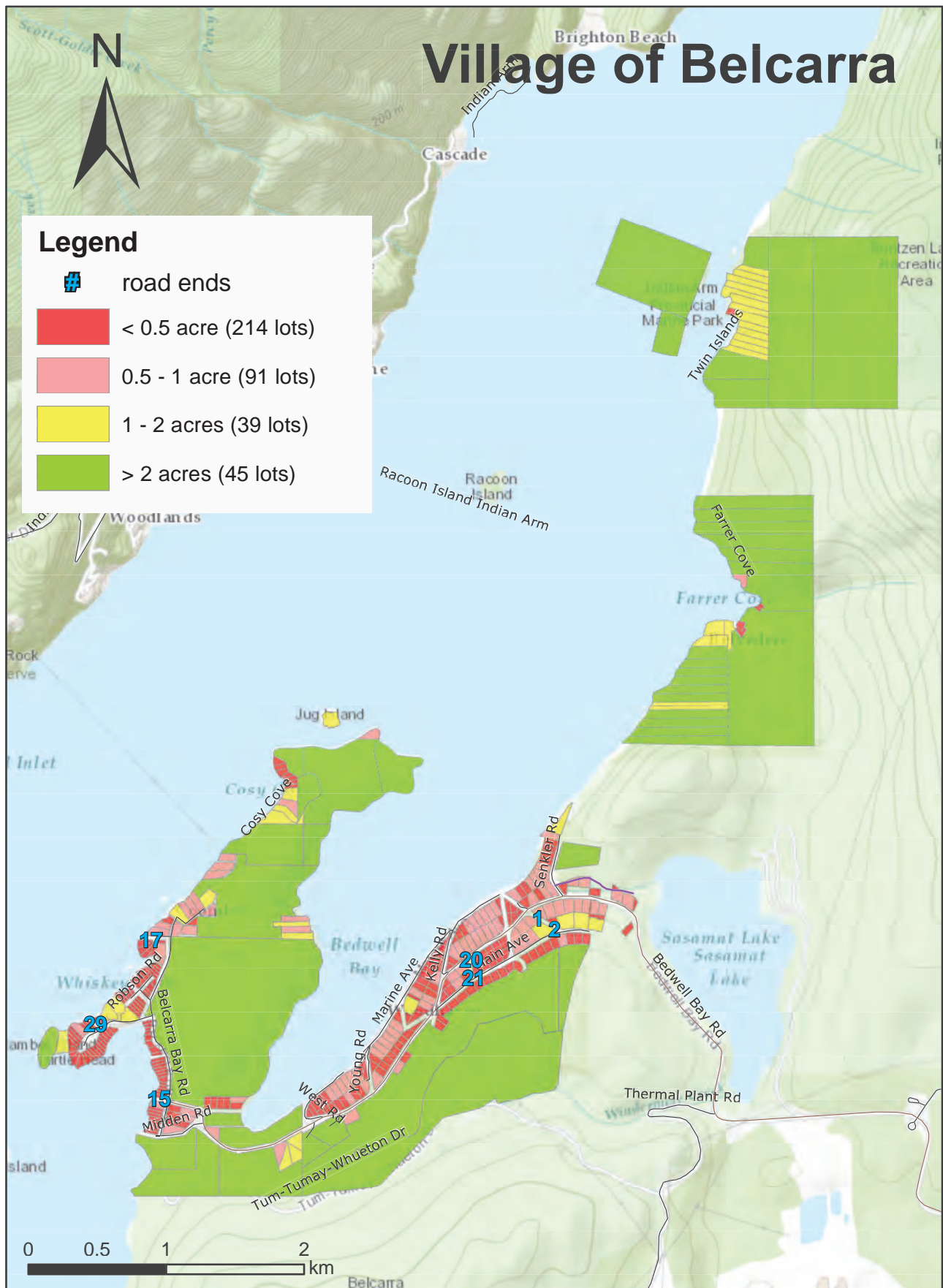
- 4.2. Right of First Refusal shall be granted to the owners of property (“Neighbouring Owners”) sharing a side yard with land being sold by the Village.
- 4.3. Where a lot has more than one neighbour on a given side yard, the properties abut at irregular angles, or it is otherwise unclear who might be considered the Neighbouring Owners, Council may determine at the time of the sale which Neighbouring Owners shall be granted Right of First Refusal.
- 4.4. Right of First Refusal shall be valid for 30 days from when Neighbouring Owners are first notified.
- 4.5. In the case of a **Public Sale**, prior to advertising/marketing land for sale, the Village will approach Neighbouring Owners with the opportunity to purchase all or part of the surplus land at market value. Public notification is required.
- 4.6. In the case of a **Direct Sale**, once Council has decided to consider an offer, Right of First Refusal will be granted to the Neighbouring Owners, who shall be given 30 days to make an offer that meets or exceeds any other offer Council receives. Public notification is required.
- 4.7. Where both Neighbouring Owners wish to purchase the land, it shall be split evenly down the middle from the front property line, unless otherwise agreed to by the Neighbouring Owners and the Village.
- 4.8. In the case that only one Neighbouring Owner wishes to purchase the entire parcel, they may do so, only after the other Neighbouring Owner(s) notify the Village in writing that they waive their Right of First Refusal or 30 days elapses.
- 4.9. In the case that a Neighbouring Owner wishes only to purchase half the lot for sale, and the other Neighbouring Owner does not wish to make a purchase, Council may decide to cancel the sale of the land or sell the entire parcel to a third party.
- 4.10. Council may choose to entertain counter offers from interested parties and will grant 30 days Right of First Refusal to Neighbouring Owners each time a counteroffer is considered.

5. Sale Process

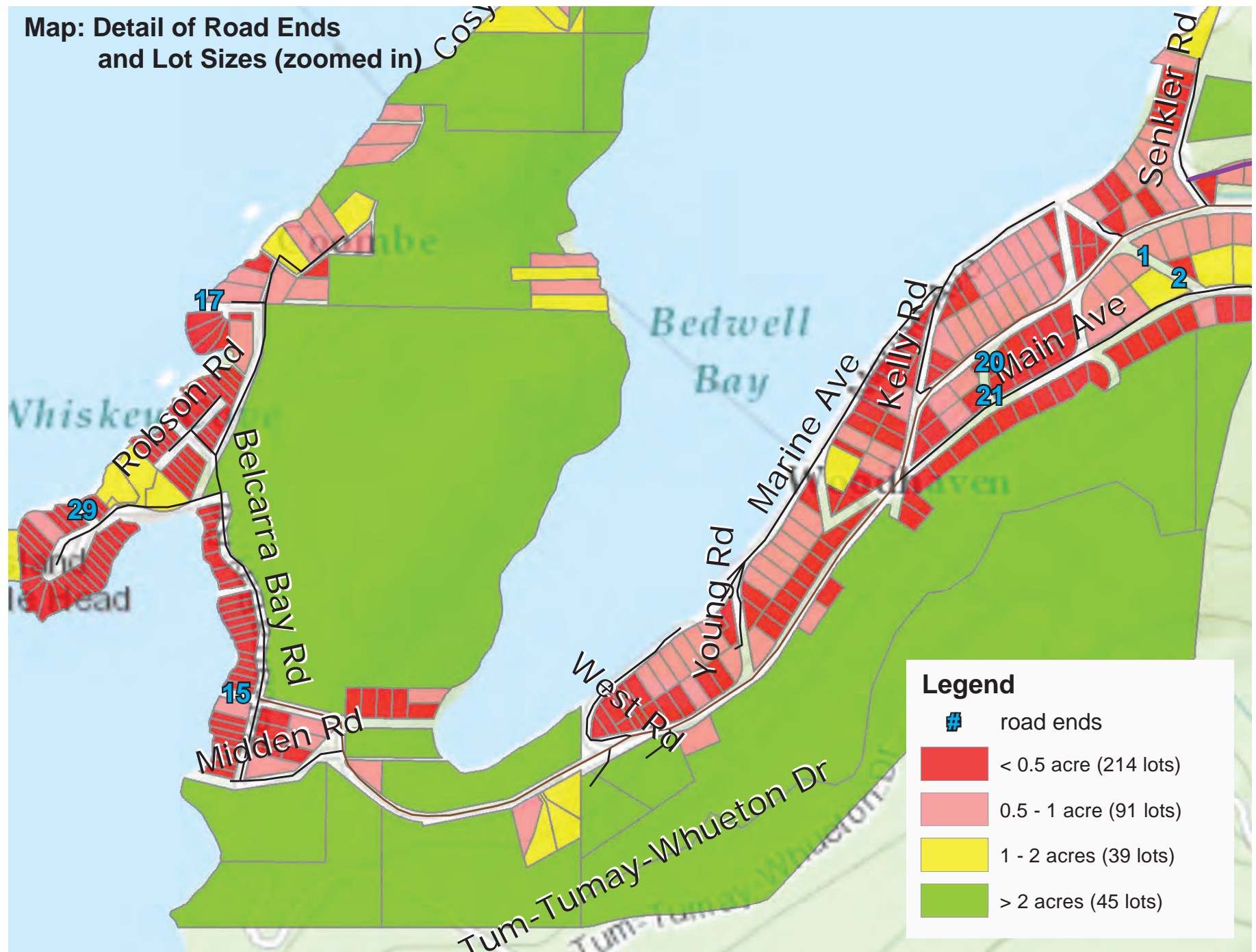
- 5.1. In general, the sale of a road end will follow this process: conduct Preliminary Survey to determine lot size, potential encroachments, etc; conduct an Appraisal to determine value; initiate a Reference Plan Survey; draft a Road Closure Bylaw; hold a Public Hearing; raise title and register at Land Title Office; and market the property.
- 5.2. All decisions to sell Village land, including sale price, shall be approved by Council.
- 5.3. Council will consider a current, independent appraisal (within 6 months) prior to accepting an offer to sell land through Direct Sales or initiating a Public Sale.
- 5.4. A real estate professional will be retained to market and manage the sale of the property.

6. Notification

- 6.1. Prior to raising title to any surplus lands, including Road Ends, for disposition, notification shall take place in accordance with Section 94 of the *Community Charter*, as may be amended from time to time.
- 6.2. Prior to the sale of any municipal lands, through either Direct Sale or Public Sale, notification shall take place in accordance with Sections 26 and 94 of the *Community Charter*, as may be amended from time to time.

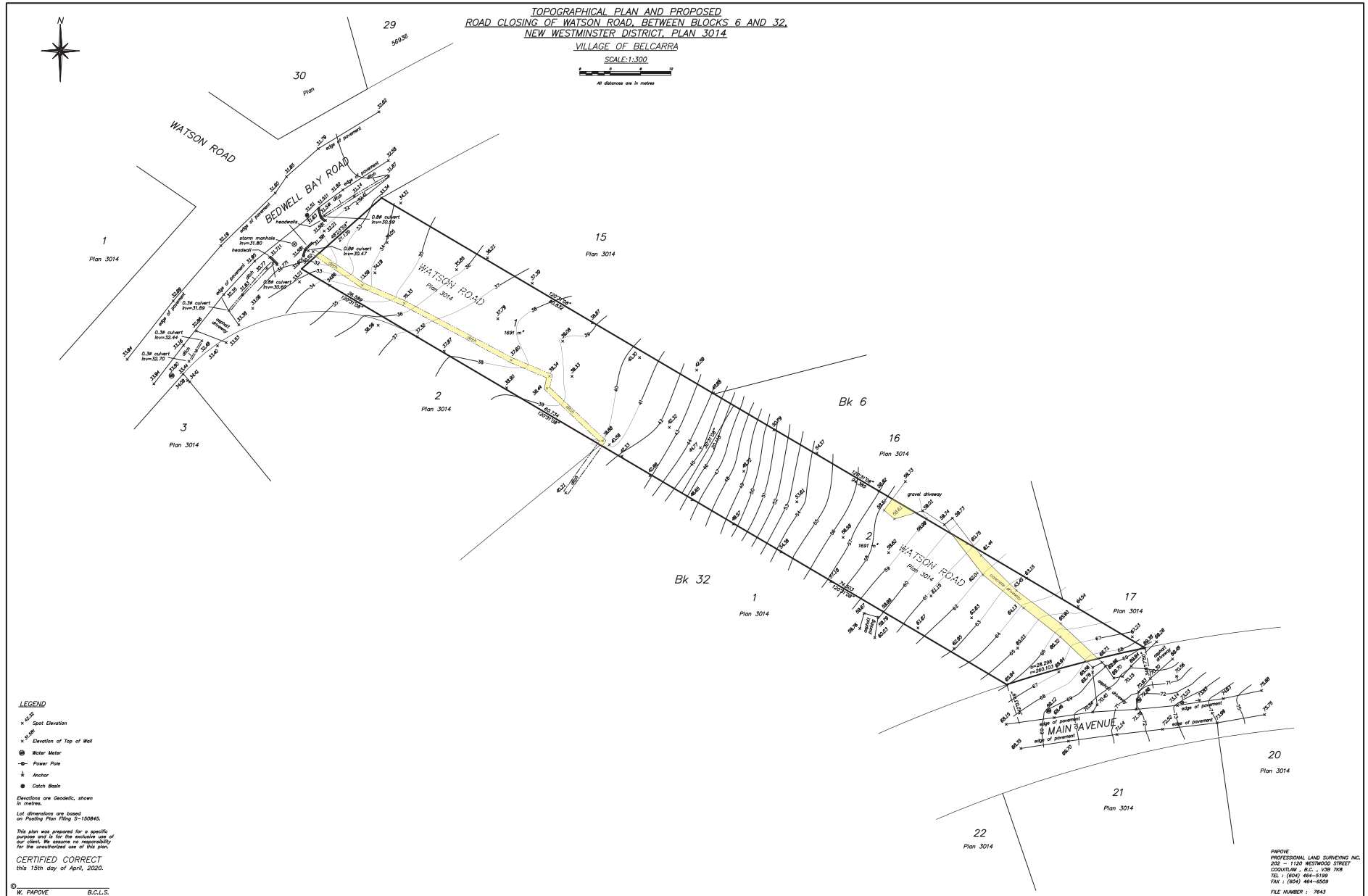


Map: Detail of Road Ends
and Lot Sizes (zoomed in)




Surveys 1 & 2: Road Ends 1 & 2

 potential encroachment



Survey 3: Road End 15



 potential encroachment

TOPOGRAPHICAL PLAN AND PROPOSED ROAD
CLOSING OF ROAD BETWEEN BLOCKS 2 AND 3,
DISTRICT LOT 229, GROUP 1,
NEW WESTMINSTER DISTRICT, PLAN 1095
VILLAGE OF BELCARRA

SCALE:1:250



All distances are in metres:

2

Plan 1095

Bk 2

1

Plan 1095

BELCARRA BAY

3

Bk 3

1

Plan EPP26106

LEGEND

- × 14.38 Spot Elevation
 —⊗— Power Pole
 ⋈ Water Valve
 ⊕ Fire Hydrant
 ⊗ Catch Basin

Elevations are Geodetic, shown in metres.

Dimensions shown for the proposed lot were derived from LTSA records and are preliminary and for discussion purposes only.

The Natural Boundary shown is according to Plan 1095 which may not reflect the true extent of ownership.

This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorized use of this plan.

CERTIFIED CORRECT
this 5th day of May, 2020.

© W. PAPOVE B.C.L.S.

Rem. DL 229

BELCARRA BAY ROAD

BEDWELL BAY ROAD

•

Plan 1095

PAPOVE
PROFESSIONAL LAND SURVEYING INC.
202 - 1120 WESTWOOD STREET
COQUITLAM, B.C., V3B 7K8
TEL : (604) 464-5199
FAX : (604) 464-6509
FILE NUMBER : 7644

TOPOGRAPHICAL PLAN AND PROPOSED
ROAD CLOSING OF A PORTION OF WHISKEY COVE LANE,
DISTRICT LOT 229, GROUP 1,
NEW WESTMINSTER DISTRICT, PLAN 1095

VILLAGE OF BELCARRA

SCALE: 1:250



All distances are in metres



Survey 4: Road End 17

NORTH ARM OF
BURRARD INLET

Parcel A

Plan 52340

WHISKEY COVE LANE

WHISKEY COVE
LANE

Parcel 47

Plan 1095

Rem. 43

Plan 78100

A
Plan

B

52340
C

5

Plan 1095

LEGEND

x 13.89
Spot Elevation

— Power Pole

* Anchor

Elevations are Geodetic, shown
in metres.

Dimensions shown for the proposed lot
were derived from LISA records and are
preliminary and for discussion purposes
only.

The Natural Boundary shown is according
to Plan 1095 which may not reflect the
true extent of ownership.

This plan was prepared for a specific
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for the unauthorized use of this plan.

CERTIFIED CORRECT
this 5th day of June, 2020.

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FAX : (604) 464-6509

FILE NUMBER : 7647

TOPOGRAPHICAL PLAN AND PROPOSED
ROAD CLOSING OF ROAD BETWEEN BLOCKS 33 AND 34,
NEW WESTMINSTER DISTRICT, PLAN 3014

VILLAGE OF BELCARRA

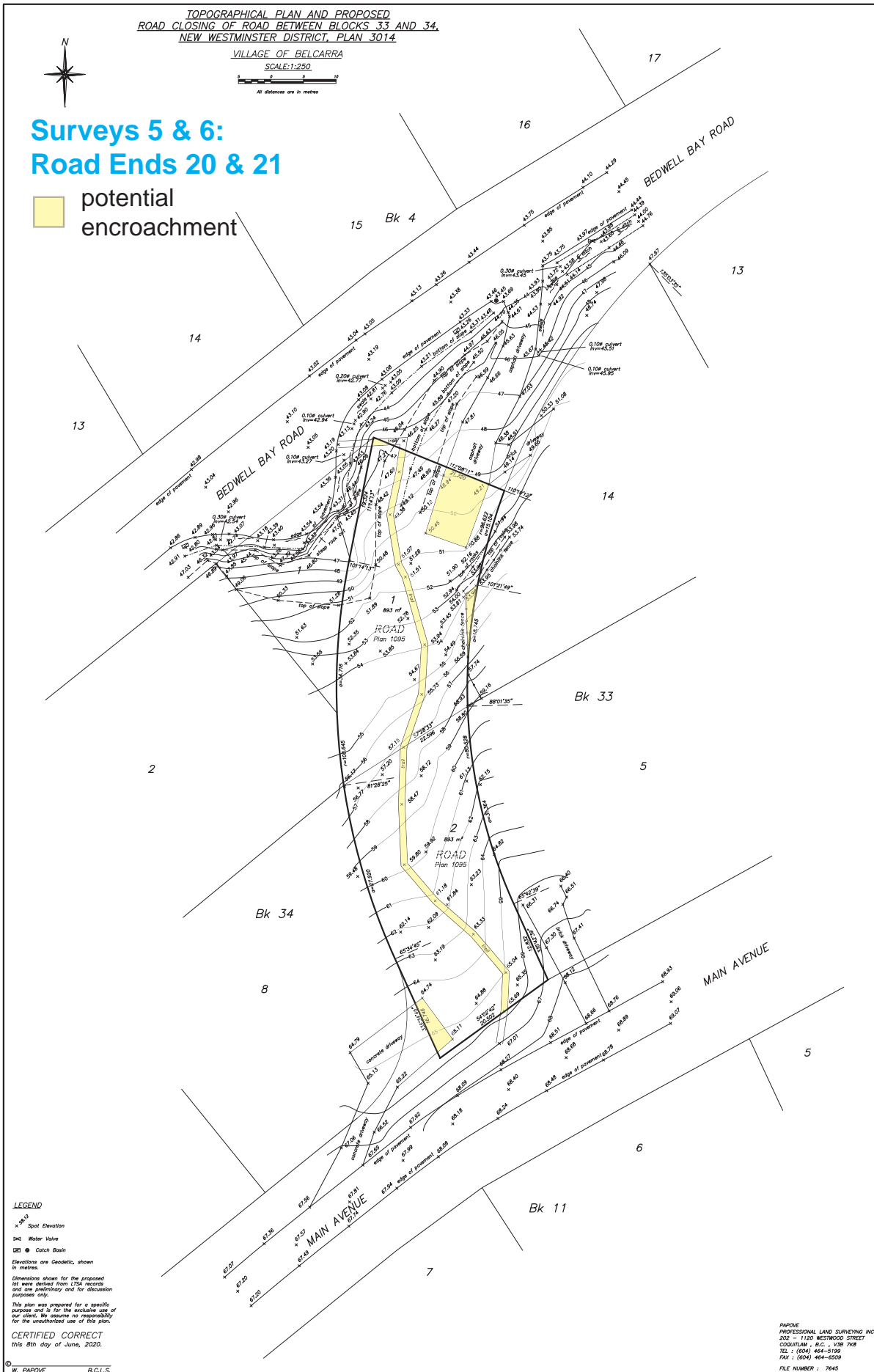
SCALE: 1:250

All distances are in metres

Surveys 5 & 6: Road Ends 20 & 21



potential
encroachment



LEGEND

✕ 54.0 Spot Elevation

WV Water Valve

CB Catch Basin

Elevations are Geodetic, shown in metres.

Dimensions shown for the proposed RD were derived from LTA records and are preliminary and for discussion purposes only.

This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorized use of this plan.

CERTIFIED CORRECT

this 8th day of June, 2020.

W. PAPOVE B.C.L.S.

PAPOVE
PROFESSIONAL LAND SURVEYING INC.
202 - 1120 WESTWOOD STREET
COQUITLAM, B.C. V3B 7Y8
TEL : (604) 464-5199
FAX : (604) 464-0509
FILE NUMBER : 7645

TOPOGRAPHICAL PLAN AND PROPOSED
ROAD CLOSING OF ROAD BETWEEN BLOCKS 9 AND 10.
DISTRICT LOT 229, GROUP 1.
NEW WESTMINSTER DISTRICT, PLAN 1095

VILLAGE OF BELCARRA

SCALE: 1:250

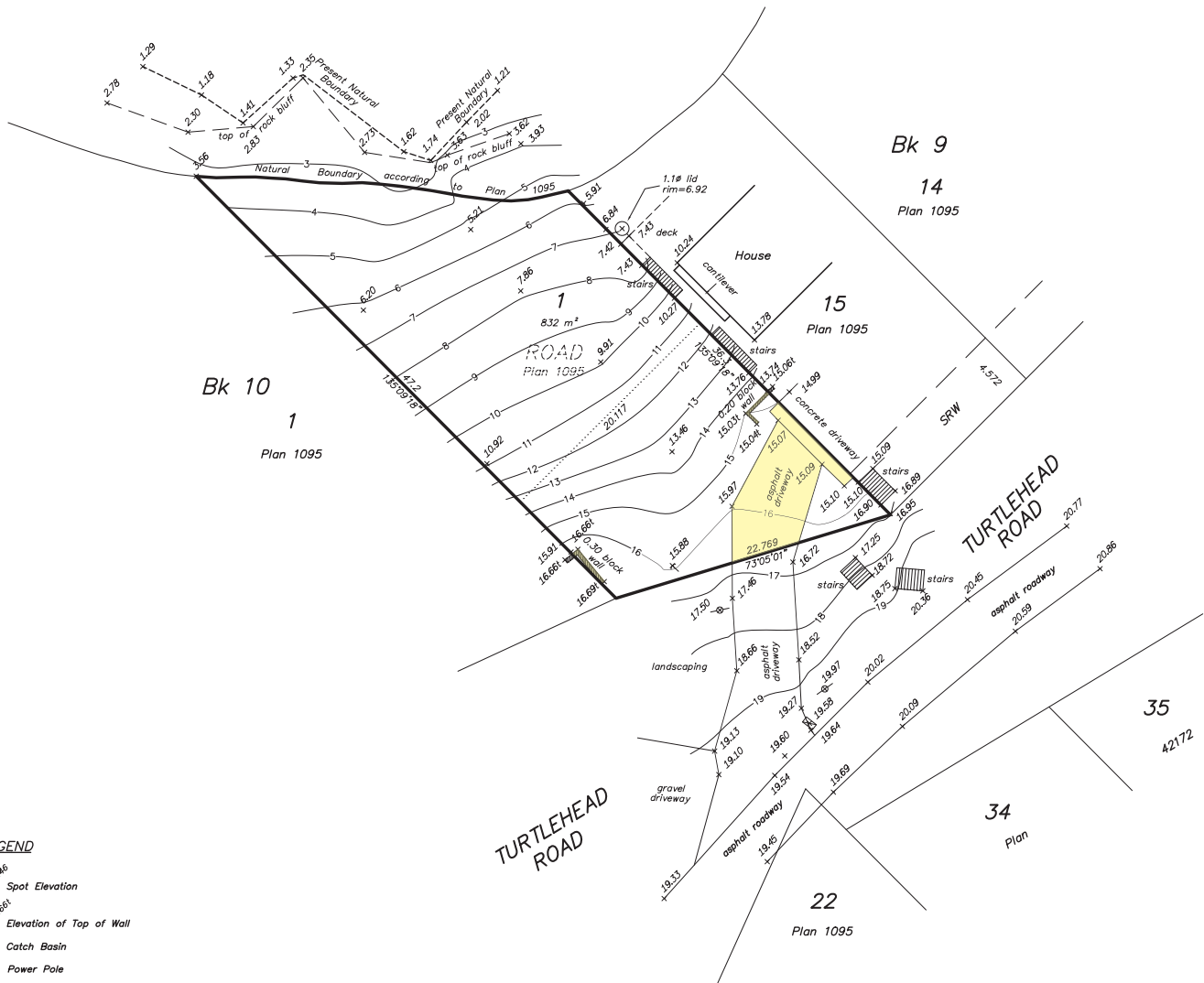
5 0 5 10
All distances are in metres



Survey 7: Road End 29

potential encroachment

NORTH ARM OF BURRARD INLET



LEGEND

- x 13.46 Spot Elevation
- x 16.661 Elevation of Top of Wall
- ☐ Catch Basin
- ⊖ Power Pole
- ★ Anchor

Elevations are Geodetic, shown in metres.

Dimensions shown for the proposed lot were derived from LISA records and are preliminary and for discussion purposes only.

The Natural Boundary shown is according to Plan 1095 which may not reflect the true extent of ownership.

This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorized use of this plan.

CERTIFIED CORRECT
this 1st day of May, 2020.

© W. PAPOVE B.C.L.S.

PAPOVE
PROFESSIONAL LAND SURVEYING INC.
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COQUITLAM, B.C., V3B 7K8
TEL : (604) 464-5199
FAX : (604) 464-6509
FILE NUMBER : 7646



VILLAGE OF BELCARRA
5-Year (2024 – 2028) Financial Plan
Bylaw No. 623, 2024



A bylaw to establish the 5-Year Financial Plan for the years 2024 – 2028 inclusive.

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

AND WHEREAS the Municipal Council has caused to be prepared a 5-Year Financial Plan for the period 2024 – 2028 inclusive;

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

1. This Bylaw shall be cited for all purposes as the “Village of Belcarra 5-Year (2024 – 2028) Financial Plan Bylaw No. 623, 2024”.
2. Council hereby adopts the 5-Year Financial Plan for the years 2024 – 2028 inclusive, as set out in Schedules A and B, attached to and forming part of this bylaw.
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

READ A FIRST TIME on March 11, 2024

READ A SECOND TIME on March 11, 2024

READ A THIRD TIME on March 11, 2024

ADOPTED by the Council on

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

This is a certified a true copy of
Village of Belcarra 5-Year (2024 – 2028) Financial
Plan Bylaw No.623, 2024

Chief Administrative Officer

Schedule A - Financial Plan

	2024	2025	2026	2027	2028
REVENUE					
Taxation (including grants in lieu)	(1,112,673)	(1,160,991)	(1,211,318)	(1,263,736)	(1,318,330)
Parcel taxes	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)
Sale of services & regulatory fees	(833,571)	(926,307)	(1,051,523)	(1,095,551)	(1,141,569)
Government transfers	(881,465)	(678,562)	(689,761)	(696,156)	(714,828)
Investment income	(162,507)	(165,855)	(169,274)	(172,765)	(176,329)
Actuarial income	(50,547)	(56,482)	(62,623)	(68,980)	(75,560)
Total Revenue	(3,308,380)	(3,255,814)	(3,452,116)	(3,564,805)	(3,694,233)
EXPENSES					
General government & fiscal services	267,167	275,335	312,919	288,015	294,020
Administration & human resources	305,679	307,476	346,322	355,471	435,706
Information technology	51,751	52,414	54,403	51,866	52,720
Support services (engineering, finance & planning)	229,121	134,915	137,603	140,343	203,138
Building inspection & bylaw enforcement	117,452	120,601	138,749	142,525	146,413
Public works & transportation	263,600	270,581	286,746	294,334	348,112
Major road network (MRN)	139,169	142,879	150,795	153,875	188,698
Fire & emergency services	8,945	9,125	9,307	9,494	9,684
Waste & recycle depot (WARD)	217,272	223,650	236,032	241,638	258,330
Water system	543,922	557,905	579,598	587,618	640,606
Amortization	371,555	389,889	409,135	429,339	450,547
Total Expenses	2,515,633	2,484,770	2,661,609	2,694,518	3,027,974
ANNUAL SURPLUS	(792,747)	(771,044)	(790,507)	(870,287)	(666,259)
RESERVES, DEBT & CAPITAL					
Tangible capital assets	1,176,406	718,650	976,350	687,680	699,700
Amortization	(371,555)	(389,889)	(409,135)	(429,339)	(450,547)
Repayment of debt (principal & actuarial)	169,549	175,484	181,625	187,982	194,562
Transfers from reserves	(891,818)	(541,636)	(834,235)	(511,799)	(603,902)
Transfers to reserves	695,983	780,311	832,836	888,671	776,086
Transfers from surplus	(12,348)	-	-	-	-
Transfers to surplus	26,530	28,124	43,066	47,092	50,360
Total Reserves, Debt & Capital	792,747	771,044	790,507	870,287	666,259
FINANCIAL PLAN BALANCE	-	-	-	-	-

Schedule B – Statement of Objectives and Policies

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

A. Funding Sources

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

Funding Sources

	2024	2025	2026	2027	2028
Operating Revenue Sources					
Property value taxation	37.4%	38.0%	37.4%	37.6%	37.6%
Parcel tax	9.0%	8.8%	8.2%	8.0%	7.6%
Fees	28.1%	30.4%	32.4%	32.6%	32.6%
Other sources*	25.5%	22.8%	22.0%	21.8%	22.2%
Proceeds from borrowing	0.0%	0.0%	0.0%	0.0%	0.0%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%
Capital Revenue Sources					
Other sources - Reserves	71.3%	71.2%	78.8%	69.9%	73.2%
Other sources - Grants	28.7%	28.8%	21.2%	30.1%	26.8%
Other sources - Appropriated Surplus	0.0%	0.0%	0.0%	0.0%	0.0%
Proceeds from borrowing	0.0%	0.0%	0.0%	0.0%	0.0%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%

* Government transfers, investment income & actuarial on debt

Objectives:

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

Policy:

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

B. Distribution of Municipal Property Taxes Across Property Classes

Over the term of the financial plan the distribution of municipal property taxes across the property tax classes is expected to be similar to 2023, as follows:

Distribution of 2023 Property Taxes

Property Classes	Property Tax Dollars Raised	% of Total Property Taxation
1 Residential	\$981,678	98.6%
2 Utilities	\$1,088	0.1%
3 Supportive Housing	\$0	0.0%
4 Major Industry	\$0	0.0%
5 Light Industry	\$0	0.0%
6 Business/Other	\$217	0.0%
7 Managed Forest Land	\$0	0.0%
8 Recreation/Non-Profit	\$12,685	1.3%
9 Farm	\$0	0.0%
Totals	\$995,668	100.0%

Objective:

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

Policy:

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

C. Permissive Tax Exemptions

Objective:

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

Policy:

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



VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 624, 2024



A bylaw to amend fees and charges for services

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

AND WHEREAS the Village of Belcarra Council has deemed it necessary to amend its fees and charges bylaw;

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 624, 2024"
2. That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" be amended:

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

replacing:

"Authorized User (per parcel of real property improved or unimproved)	\$496.00 per annum
---	--------------------

Authorized User (non-resident)	\$496.00 per annum
--------------------------------	--------------------

Accessory Suite (additional dwelling unit)	\$496.00 per annum"
--	---------------------

with:

"Authorized User (per parcel of real property improved or unimproved)	\$624.00 per annum
---	--------------------

Authorized User (non-resident)	\$624.00 per annum
--------------------------------	--------------------

Accessory Suite (additional dwelling unit)	\$624.00 per annum"
--	---------------------

b) In "Schedule 13 – Waterworks Fees" by

replacing:

"Basic Fee – Fire Protection (not connected to water system) (prorated upon date of permit)	\$1,098.00
---	------------

Use Fee – Domestic (connected to water system) (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$1,566.00"
--	-------------

with:

"Basic Fee – Fire Protection (not connected to water system) (prorated upon date of permit)	\$1,498.00
---	------------

Use Fee – Domestic (connected to water system) (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$2,138.00"
--	-------------

3. This bylaw shall take force and come into effect as of July 1, 2024.

READ A FIRST TIME on March 11, 2024

READ A SECOND TIME on March 11, 2024

READ A THIRD TIME on March 11, 2024

ADOPTED by the Council on

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

This is a certified a true copy of
Village of Belcarra Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 624, 2024

Chief Administrative Officer



VILLAGE OF BELCARRA
Bylaw Notice Enforcement
Bylaw No. 520, 2018, Amendment Bylaw No. 626, 2024
(Bylaw Notice Dispute Adjudication Registry)



An amendment bylaw to amend penalties of bylaw enforcement notices in conjunction with 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. 626, 2024”
2. That the “Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018” be amended in the “Water Works Regulation Bylaw No. 456, 2012, as Consolidated Table” by adding the following:

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>(*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is shown as "Yes")</small>
Water Works Regulation Bylaw No. 456, 2012, as Consolidated						
456	85	Water Restrictions: <ul style="list-style-type: none"> • Water Use contrary to restriction Stage 1 • Water Use contrary to restriction Stage 2 • Water Use contrary to restriction Stage 3 • Water Use contrary to restriction Stage 4 	\$150.00 \$250.00 \$350.00 \$500.00	\$150.00 \$250.00 \$350.00 \$500.00	\$150.00 \$250.00 \$350.00 \$500.00	NO

READ A FIRST TIME on March 11, 2024

READ A SECOND TIME on March 11, 2024

READ A THIRD TIME on March 11, 2024

ADOPTED by the Council on

 Jamie Ross
 Mayor

 Amanda Seibert
 Corporate Officer

This is a certified a true copy of
 Village of Belcarra Bylaw Notice Enforcement
 Bylaw No. 520, 2018, Amendment Bylaw No. 626, 2024

 Chief Administrative Officer