



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA
Village Hall
June 3, 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 Tseil-Waututh Nation. We are thankful to conduct our work within their territory.

COUNCIL

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

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, May 21, 2024

Recommendation:

That the minutes of the Special Council Meeting held May 21, 2024 be adopted.

3.2 Regular Council Meeting, May 21, 2024

Recommendation:

That the minutes from the Regular Council Meeting held May 21, 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

No items

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 Superintendent Darren Carr Officer in Charge, Coquitlam Detachment RCMP, letter of introduction from the new Officer in Charge of the Coquitlam Detachment RCMP.

6.1.2 Superintendent Darren Carr, OIC – Coquitlam RCMP, letter dated May 15, 2024 providing information on the 2024 Law Enforcement Torch Run for Special Olympics. *A link to the event will be added to the Village's website.*

6.1.3 Jennifer Whitside, Minister, Ministry of Mental Health & Addictions, copy of a letter dated May 14, 2024 to Mayor Richard Stewart, City of Coquitlam providing information on the Safer Communities Action Plan and Peer Assisted Care Teams (PACT).

6.1.4 Douglas Holmes, Chief Administrative Officer, Regional District of Nanaimo, email correspondence dated May 17, 2024 providing information on discussion on a proposed reform/rewrite of the *Local Government Act*.

6.1.5 John Wolff, Chair, Coquitlam Foundation; Dawn Becker, Chair, Port Coquitlam Community Foundation and Robert Simons, President, Chair, Port Moody Foundation, letter dated May 24, 2024 providing information on the Community Prosperity Fund.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

That the items on the Consent Agenda of the June 3, 2024 Village of Belcarra Regular Council Meeting be received into the record.

7. ITEMS REMOVED FROM THE CONSENT AGENDA**8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)****8.1 Pride Month June 2024**

June is Pride Month and across the world there are celebrations and commemorations to celebrate the progress made towards a more inclusive society and to recognize all who identify as LGBTQ+ and their community.

Recommendation:

That June 2024 be declared as Pride Month in the Village of Belcarra.

9. UNFINISHED BUSINESS

Note: The motion on the floor as Item 9.1.2 was deferred from the April 22, 2024 Council Meeting. The staff report dated April 22, 2024 is attached for reference. Council deferred the motion to give second and third reading to Bylaw No. 621, 2024. Although the deferral referred to second and third readings, the entire motion as originally presented is on the table. An additional motion was made directing staff to provide further information on options for an access road to Farrer Cove and a report is provided as part of Item 9.1.1 with that information.

9.1.1 Paula Richardson, Chief Administrative Officer, staff report dated June 3, 2024 regarding Official Community Plan Deferral on April 22, 2024 and introducing a report written by consultant Fraser Smith, P. Eng., MBA regarding options for an access road to Farrer Cove.

Recommendation:

That the staff report dated June 3, 2024 titled "Farrer Cove Access Road Options – Official Community Plan Deferral on April 22, 2024" be received into the record for information.

- 9.1.2** Motion deferred from the April 22, 2024 Council Meeting from a report by Paula Richardson, Chief Administrative Officer requesting second and third reading for Official Community Plan Bylaw No. 621, 2024

Motion as deferred:

That the consultation requirements under Section 475 of the *Local Government Act* in relation to the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 have been considered specifically with:

- i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;
 - ii. The Board of any Regional District that is adjacent to the area covered by the plan;
 - iii. The Council of any municipality that is adjacent to the area covered by the plan;
 - iv. First Nations;
 - v. Boards of Education, Greater Boards and Improvements Districts Board; and
 - vi. The Provincial and Federal Governments and their agencies; and
2. That extensive consultation with all affected parties during the two years of preparation of the draft Official Community Plan Bylaw No. 621, 2024 is sufficient for the purpose of consultation under Section 475 of the *Local Government Act*; and
 3. That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be considered in conjunction with the Village of Belcarra Financial Plan and Waste Management Plan; and
 4. That it be confirmed that Village of Belcarra Official Community Plan Bylaw No. 621, 2024 is consistent with the Village of Belcarra Financial Plan and Waste Management Plan; and
 5. That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be read a second and third time; and further
 6. That the Regional Context Statement contained in Schedule A of the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be submitted to the Metro Vancouver Regional Board for acceptance.

10. STAFF REPORTS

- 10.1** Ken Bjorgaard, Financial Consultant, report dated June 3, 2023 regarding grant applications & funding

Recommendation:

That the report dated June 3, 2024 titled "Grant Applications & Funding", be received into the record for information.

- 10.2** Paula Richardson, Chief Administrative Officer, staff report regarding the 2023 Statement of Financial Information (SOFI)

Recommendation:

That the Village of Belcarra's 2023 Statement of Financial Information (SOFI) report be approved; and

That the Mayor and Chief Administrative Officer be authorized to sign off on the applicable statements within the SOFI report.

- 10.3** Paula Richardson, Chief Administrative Officer, report dated June 3, 2024 introducing a report written by consultant Fraser Smith, P. Eng, MBA regarding the applicability of development cost charges and amenity cost charges for the Village of Belcarra.

Recommendation:

That the staff report dated June 3, 2024 titled "New Provincial Housing Legislation – Next Steps Update, Bill 46 – Development Financing Tools – Development Cost Charges and New Amenity Cost Charges" be received into the record for information.

10.4 Water Quality Report 2023

Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated June 3, 2024 providing the yearly information on water quality in the Village of Belcarra.

Recommendation:

That the 2023 Drinking Water Quality Annual Report be received into the record for information and be forwarded to the Fraser Health Authority for review and comment.

11. BYLAWS

11.1 Village of Belcarra Business Licence Bylaw No. 227, 1995, Amendment Bylaw No. 628, 2024

A bylaw to amend fines for offences related to Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B).

Recommendation:

That Village of Belcarra Business Licence Bylaw No. 227, 1995 Amendment Bylaw No. 628, 2024 be adopted.

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- Electoral Area Committee – May 22
- Greater Vancouver Board of Trade Transportation Forum, Pan Pacific – May 23
- FireSmart Hands on Workshop – Metro Vancouver & Sasamat Volunteer Fire Department – təmtəmíxwtən/Belcarra Park – May 25
- TransLink Mayors' Council – May 30
- Metro Vancouver Board – May 31

13.1. CHIEF ADMINISTRATIVE OFFICER REPORT**15. OTHER MATTERS DEEMED EXPEDIENT****16. NOTICES OF MOTIONS AND MATTERS FOR INTRODUCTION AT FUTURE MEETINGS****17. 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.

18. ADJOURNMENT



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MEETING MINUTES
May 21, 2024**



This meeting was held in Council Chambers

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark (participated via Zoom)
Councillor Joe Elworthy
Councillor Janet Ruzycki
Councillor Liisa Wilder

Staff in Attendance

Paula Richardson, Chief Administrative Officer
Amanda Seibert, Corporate Officer/Recording Secretary

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 Tseil-Waututh Nation. We are thankful to conduct our work within their territory.

1. CALL TO ORDER

The meeting was called to order at 5:01 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, May 21, 2024

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the agenda for the Special Council Meeting of May 21, 2024 be approved.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the May 21, 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)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

4. ADJOURNMENT

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the May 21, 2024 Special Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 5:03 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
May 21, 2024**



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

Council in Attendance

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

Staff in Attendance

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

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

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, May 21, 2024

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the agenda for the Regular Council Meeting of May 21, 2024 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, May 6, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the minutes from the Special Council Meeting held on May 6, 2024 be adopted.

CARRIED

3.2 Regular Council Meeting, May 6, 2024

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the minutes from the Regular Council Meeting held on May 6, 2024 be adopted.

CARRIED

4. PUBLIC INPUT

The Mayor reminded residents that any comments pertaining to the April 8, 2024 Public Hearing item will not be accepted. He called for speakers three times. There were no speakers for Public Input.

5. DELEGATIONS AND PRESENTATIONS**5.1 Vancouver Fraser Port Authority Presentation**

- Jennifer Natland, Vice President, Real Estate
- Naomi Horsford, Municipal Executive Liaison
- Andrea Kwasnicki, Senior Advisor, Municipal Relations

The Vice President, Real Estate gave a presentation providing the history and mandate of the Port Authority and outlining the variety of the responsibilities of the Port Authority some of which include:

- The facilitation of trade objectives
- Leasing of land
- Functioning as a permitting authority
- Collaboration with other agencies on safety and security
- Protection of the environment
- Administration of recreational docks

She advised that the Vancouver Fraser Port is the most diversified port in North America and handles five different business sectors which are broken down into bulk, containers, breakbulk, automobiles and cruises.

The Vice President, Real Estate, responded to questions from Council.

6. ITEMS ON CONSENT AGENDA**6.1 Correspondence**

6.1.1 Laurel Grimm, Director of Corporate Affairs, District of Logan Lake, letter dated May 6, 2024 to The Honourable David Eby, Premier, indicating support for Bill-34 and the Restricting of Consumption of Illegal Substances Act.

6.1.2 Fraser Health, letter dated May 9, 2024 regarding community preparedness for projected hot and smoky periods during summer 2024.

- 6.1.3** Lynsay Pacey, Program Officer, Union of BC Municipalities (UBCM), letter dated May 9, 2024 regarding the approval of a \$25,000 grant in response to the Village of Belcarra's 2023 (Spring) Asset Management Planning Program - Development of an Integrated Long-term Financial/Asset Management Plan project.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That the items on the Consent Agenda of the May 21, 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

No items

10. STAFF REPORTS

- 10.1** Ken Bjorgaard, Financial Consultant, report dated May 21, 2024 regarding Comparative 2024 & 2023 Property Tax Levies

The Chief Administrative Officer reviewed the report. She advised that the Financial Consultant had provided information on the different authorities issuing tax requisitions.

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

That the report dated May 21, 2024 titled "Comparative 2024 & 2023 Property Tax Levies" be received into the record for information.

CARRIED

- 10.2** Paula Richardson, Chief Administrative Officer, staff report dated May 21, 2024 regarding the next steps in meeting the requirements in the new Provincial Housing Legislation.

The Chief Administrative Officer reviewed the staff report. She advised that the report pertains to action items brought forward by a report provided by Pooni Group on new Provincial Government legislation. She reported that the Village's policy and bylaw require updates to be concurrent with the new legislation.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

That the Short-Term Rental Accommodation and Bed & Breakfast Accommodation Policy No. 210 amendment to increase the fine for operating without a valid Business License to up to \$3,000 per day, be approved; and further

That Village of Belcarra Business Licence Bylaw No. 227, 1995, Amendment Bylaw No. 628, 2024, be read a first, second and third time.

CARRIED

- 10.3** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated May 21, 2024 regarding the purchase of a new tractor in 2025 rather than 2024 in conjunction with a flail mower attachment.

The Public Works and Emergency Preparedness Coordinator reviewed the staff report. He outlined the work the tractor is currently being used for and the shortcomings of the existing flail mower and spoke on Belcarra's new membership with the Canoe Procurement Group of Canada and the discounts available through that group.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

That the capital budget allocation of \$160,000 for a new tractor be moved forward to 2025; and further

That the capital budget for the new tractor be increased from \$160,000 to \$260,000 to account for price increases and the addition of a flail mower attachment with funding coming from the general capital reserve fund.

CARRIED

- 10.4** Paula Richardson, Chief Administrative Officer, verbal report regarding a donation to Eagle Ridge Hospital Foundation.

The Chief Administrative Officer advised on the request for donation.

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

That a donation of \$300.00 to the Eagle Ridge Hospital Foundation be approved.

CARRIED

11. BYLAWS

No items

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items

13. MAYOR AND COUNCILLOR REPORTS

The Mayor attended the following events:

- Parks Committee – May 8
- Climate Action Committee – May 9
- Metro Mayors' Committee – May 10
- Port Coquitlam May Day Breakfast – May 11
- Tsleil-Waututh Nation Welcome Pole Brushing Ceremony - tæmtæmíxʷtæn/Belcarra Park – May 15
- Metro Mayors' Committee – May 16
- Metro Vancouver Board Budget Workshop – May 17

Reminder:

- FIRESMART HANDS-ON WORKSHOP – Metro Vancouver in collaboration with Sasamat Volunteer Fire Department
- Date: Saturday, May 25, 2024
- Time: 10am – Noon
- Location: Belcarra Regional Park, by the tæmtæmíxʷtæn/Belcarra Park picnic area dock

COUNCILLOR REPORTS

Councillor Elworthy attended the KidsSmart Program for Grades K to 6 for discussion of programs available for kids in that age bracket. He also attended a Provincial Hazard Update meeting as Acting Mayor.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer advised that staff are working on tax notices to be sent out by the end of the month and the annual report which will be presented at the last meeting in June. She attended a meeting on the 2024 UBCM meeting requests and advised that follow up discussions will be held with members of Council members on the subject.

14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

No items

16. PUBLIC QUESTION PERIOD

The Mayor reminded residents that any comments pertaining to the April 8, 2024 Public Hearing item will not be accepted and opened the floor to questions from the public.

Jim Chisholm, Belcarra resident, queried on a letter received from the Village of Anmore and asked on the next phase of the letter.

The Chief Administrative Officer advised on the status of the correspondence.

17. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That the May 21, 2024 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 8:04 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

6.1.1

Royal Canadian Mounted Police



Gendarmerie royale du Canada



Mayor Jamie Ross
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, B.C. V3H 4P8

Dear Mayor Ross,

As you are probably aware, I have been appointed as your new Officer in Charge of Coquitlam Detachment. I am both humbled and excited to take on this important role full time and carry on our commitment to keeping your community safe alongside my fellow Members.

I am committed to ensuring the safety and well-being of your residents and look forward to maintaining and strengthening our relationships into the future.

As such, I look forward to meeting with you in person in the near future and discussing our collaborative role in your community and how best we can serve you.

Until then, please feel free to reach out to me at any time.

Sincerely,

A blue handwritten signature, appearing to be "Darren Carr", written in a cursive style.

Darren CARR, Superintendent
Officer in Charge
Coquitlam Detachment
O: 604-945-1492
C: 778 554 0589
Darren.carr@rcmp-grc.gc.ca

DC/ng



May 15, 2024

Re: Law Enforcement Torch Run Mayor Invitation

To Mayor Jamie Ross and Councillors:

You are warmly invited to inspire respect and inclusion for people with intellectual disabilities by being part of the 2024 Law Enforcement Torch Run for Special Olympics BC.

On June 5, 2024, members of the Coquitlam RCMP, Special Olympics BC athletes, and other members of the community will participate in the Law Enforcement Torch Run for Special Olympics BC. The community run/walk will create inclusion for Special Olympics BC athletes with intellectual disabilities, and support for SOBC's empowering year-round sport, youth, and health programs.

The Torch Run will take place at Buchanan Square/Coquitlam Detachment. We would like to invite the Mayor and Councillors to attend at 11: 00 and deliver a short 1-2 minutes speech to show support on behalf of your community. I can provide speaking notes if required. If you would like to also participate the run itself, please don't hesitate to let me know.

From May 25 to June 9, Law Enforcement Torch Run participants will be in action across B.C., creating awareness and raising funds to support Special Olympics BC athletes and programs.

The Law Enforcement Torch Run (LETR) is an innovative initiative powered by dedicated law enforcement personnel around the world who want to help Special Olympics athletes experience acceptance, achievement, and admiration through sport. The support, awareness, and funds raised by the LETR have had a significant impact for Special Olympics athletes and programs across Canada, and the movement has spread the message about Special Olympics to thousands of Canadians and many more worldwide.

Involvement in Special Olympics BC offers year-round opportunities for 5,200 athletes with intellectual disabilities of all ages and levels to improve their health and well-being, in 55 communities throughout our province.

Please feel free to contact me for further information.

Sincerely,

Supt. Darren Carr,
OIC – Coquitlam RCMP
/tvDC

Law Enforcement Torch Run for Special Olympics BC

3701 Hastings St., Unit 210, Burnaby, BC V5C 2H6

Tel 604 737 3078 **Toll-free** 1-888-854-2276

Email info@specialolympics.bc.ca www.specialolympics.bc.ca/letr

Facebook & Instagram @specialolympicsbc Twitter @BCLETR

Proudly endorsed by the British Columbia Association of Chiefs of Police



The Law Enforcement Torch Run for Special Olympics BC



Register for our event:

Event date and time:

Event location:

The **Law Enforcement Torch Run for Special Olympics BC** is an innovative initiative powered by dedicated law enforcement personnel around the world who want to help Special Olympics athletes experience acceptance, achievement, and admiration through sport. **Virtual event dates: May 25 to June 9**



Scan for more information

www.specialolympics.bc.ca/letr

Have questions?

Please contact: **Meg Ishida**

Email: mishida@specialolympics.bc.ca



**Special
Olympics**
British Columbia





6.1.3

May 14, 2024

1268275

Via email: rstewart@coquitlam.ca

Their Worship Richard Stewart
Mayor of The City of Coquitlam
3000 Guildford Way
Coquitlam BC V3B 7N2

Dear Mayor Stewart:

Thank you for your email of October 4, 2023, regarding your request for a Peer Assisted Care Team (PACT) in the Tri-Cities. I apologize for the delayed response.

As you noted, in November 2022, the Province announced the [Safer Communities Action Plan](#). It includes commitments to ensure that more people in crisis are met early on by health care professionals and community members. Three PACTs are already operational on Vancouver's North Shore, in New Westminster, and in Victoria. Three more teams will launch during 2024 in Kamloops, the Comox Valley, and Prince George.

In Spring and Summer 2023, CMHA-BC encouraged community members, organizations, and municipalities across BC to recommend their community to receive a PACT. Coquitlam, Port Coquitlam, Port Moody, Belcarra, and Anmore were all recommended through this process. I can assure you that all community recommendations, along with considerations for community need and readiness, will help to inform any future community selection.

Thank you for sharing your support for the PACT model.

Sincerely,

Jennifer Whiteside
Minister

pc: Honourable Mike Farnworth, Minister of Public Safety and Solicitor General
Selina Robinson, MLA for Coquitlam-Maillardville
Their Worship Brad West, Mayor of Port Coquitlam
Their Worship Meghan Lahti, Mayor of Port Moody
Their Worship John McEwen, Mayor of Village of Anmore
Their Worship Jaime Ross, Mayor of Belcarra
Chief Ron Giesbrecht, kwikwəłəm First Nation
Ebony Rosa, PACT Program Coordinator, Canadian Mental Health Association,
BC Division
Clare MacLean, Chief Executive Officer, SHARE Family and
Community Services Society
Polly Krier, Coordinator, Tri-Cities Homelessness and Housing Task Group
Keir MacDonald, Chief Executive Officer, Coast Mental Health Foundation

From: Douglas Holmes <DHolmes@rdn.bc.ca>
Sent: Friday, May 17, 2024 8:51 AM
To: Douglas Holmes <DHolmes@rdn.bc.ca>
Subject: Legislative Reform Initiative

You don't often get email from dholmes@rdn.bc.ca. [Learn why this is important](#)

Good morning, fellow CAOs.

As many of you will have seen, the Regional District of Nanaimo (RDN) has been leading, in collaboration with some of you, the conversation for a proposed reform/rewrite of the *Local Government Act*.

We have sponsored several sessions on this topic at both UBCM and AVICC, (Association of Vancouver Island and Coastal Communities). This work has been generously supported (including on the panel sessions) by Don Lidstone.

I am writing today to invite your local government to endorse this work through writing a letter of support. RDN Chair Vanessa Craig has sent a letter to your Mayors and Chairs making this request and I have attached that letter with background materials as well as a draft letter of support for you to use, should that be helpful. A sincere thank you to those local governments who have provided letters of support already.

Nothing will change if this matter is not seen to have political support around the Province. Letters from your local governments will help to demonstrate that support.

We have heard concerns that new legislation will mean more work at a time when we are already very busy. I wish to remind us all that our legislation is *enabling*, meaning that our Local Governments access the powers that our elected officials have decided are useful to the constituencies they serve. We sincerely hope that new and more flexible powers are made available through legislative reform; powers that our local governments *can* access, but don't have to.

Thank you for your consideration in your already-busy day.

Very best regards,
Doug.

Douglas Holmes, BBA, CPA, CA (he/him/his) [Why do I share pronouns?](#)
Chief Administrative Officer
Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
C: 250-268-2271 | Email: dholmes@rdn.bc.ca
[RDN](#) | [Get Involved RDN](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)

We acknowledge that for thousands of years the Coast Salish First Nations have been deeply connected to the territories where we now work.

Re: Legislative Reform Initiative

I am writing to you on behalf of [regional district or municipality Board/Council] regarding the proposed reform of the *Local Government Act* (LGA), a topic that was considered in a panel discussion at the 2023 Union of BC Municipalities (UBCM) Annual Convention. I understand that the Regional District of Nanaimo is exploring the potential formation of a working group through the UBCM. This letter serves to express our support and encouragement for this.

A comprehensive review and reform of the *Local Government Act* has long been needed. Although the Ministry of Municipal Affairs has made significant incremental changes to the legislation, more substantial modernization of the LGA is required to provide municipalities and regional districts with sufficient tools and/or authority to meet their expanding responsibilities and challenges. In addition, the social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance. These changes should be reflected in modernized legislation.

[Regional district or municipality] supports the Regional District of Nanaimo's request that the UBCM Executive form a working group to steer this important initiative. We are eager to see this initiative continue momentum and support the creation of a process to organize and enable broad and inclusive consultation to work toward a modernized legislative scheme.

January 19, 2024

Re: Legislative Reform Initiative Update

Dear Local Government Colleagues:

On September 21, 2023, the Regional District of Nanaimo (RDN), Alberni-Clayoquot Regional District, Fraser Valley Regional District (City of Chilliwack), and Don Lidstone, K.C., hosted an interactive, discussion-based panel session (Legislative Reform Initiative) focused on reform of the *Local Government Act (LGA)* at the UBCM Annual Convention in Vancouver. While the lack of powers for regional districts in the *Act* was a major spark for this initiative, the session was intended for both municipal and regional district officials because many aspects of municipal operations are contained in the *LGA* and municipal issues with the *Act* have been the subject of numerous UBCM resolutions over the years. Similar workshops have been held previously at the Association of Vancouver Island and Coastal Communities' Annual Conventions in 2022 and 2023. Approximately 80-85 people attended the September 2023 UBCM session, indicating a broad interest in this evolving topic.

Concerns about the dated *Local Government Act* have been widespread for some time among local governments. Although the Ministry of Municipal Affairs has made significant incremental changes in the legislation over time, without a comprehensive modernization of the *LGA* regional districts are left without sufficient tools or authority to meet expanding responsibilities or to legislate in key areas in comparison with municipalities. Moreover, the evolving social, political, and economic environments that both municipalities and regional districts operate within, such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance, should be reflected in updated and modernized legislation. A key component of our discussions is that any additional powers or tools granted to local government are opt-in so that local governments can choose to implement tools based on what is best for their area.

The goals of the September 2023 UBCM interactive panel session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

Prior to the session, the Ministry of Municipal Affairs provided some background information and several questions to consider during the group's discussion. This material was useful and very much appreciated.

The RDN committed to sending UBCM members a "What We Heard" document summarizing discussion at the session and next steps. We are attaching that document to this letter for your information, as well as the material provided by the Ministry of Municipal Affairs that was considered as part of the September 2023 panel discussion at UBCM. In addition, we are attaching the slide deck presented at the UBCM session.

We encourage other local governments to participate in this important initiative. As indicated in the "What We Heard" document, the RDN is currently following up with UBCM on the possibility of requesting that the UBCM Executive form a working group on this topic. Having letters of support from local governments across the province would be helpful in demonstrating interest. Should you wish to send a letter of support, have any questions, or wish to share examples of legislative challenges stemming from the *Local Government Act*, please contact RDN Chief Administrative Officer Douglas Holmes at dholmes@rdn.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Vanessa Craig". The signature is fluid and cursive, with the first name "Vanessa" written in a larger, more prominent script than the last name "Craig".

Vanessa Craig
Chair, Regional District of Nanaimo

Encl.

TO: RDN Board of Directors

DATE: March 22, 2024

FROM: Elizabeth J. Hughes, Manager, Strategy and Intergovernmental Services

SUBJECT: Update on Legislative Reform Initiative

Background

The Legislative Reform Initiative began in 2021, led by the RDN, and envisions mobilizing a collective intergovernmental effort to update and modernize the *Local Government Act*.

Concerns with the dated *Local Government Act* include restrictions on taxation and revenue sources, complexities in establishing services, and the lack of provisions in comparison with Section 8 of the *Community Charter* which gives municipalities powers to regulate, prohibit, and impose requirements by bylaw without provincial approval or establishing bylaws. Regional districts are limited in their legislative authority in several areas such as business licensing authority (which the province is now addressing as part of its efforts around short-term rental housing), subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models. Social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in governance. These realities should be reflected in a modernized legislative framework.

Actions Taken

Since 2021, discussions of the Legislative Reform Initiative have been held with three Ministers of Municipal Affairs. The RDN has hosted or co-hosted 8 panel sessions or presentations about this initiative at AVICC, UBCM, and several Chair/CAO Forums, including an upcoming session at the Regional District Chair/CAO Forum on March 26, 2024. Chair Vanessa Craig and CAO Douglas Holmes have been invited to present an update on the initiative at the Electoral Area Directors Forum at AVICC on April 12, 2024.

Most recently, at the panel session on legislative reform at UBCM in September 2023, co-hosted by the RDN, Fraser Valley Regional District (City of Chilliwack), Alberni-Clayoquot Regional District, and Don Lidstone, K.C., session attendees expressed support for asking UBCM to lead the initiative and establish a working group to steer the process. The proposed working group would include representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff, and would conduct research and policy work to develop a framework for reviewing and modernizing the *Local Government Act*.

Following the September 2023 UBCM panel session, the RDN drafted a "What We Heard" document (attached) and circulated it to UBCM members, summarizing the session discussion and next steps, and requesting letters of support for a UBCM working group on comprehensive legislative reform and modernization.

Current Status

Letters of support are being received from regional districts and municipalities and are being provided to directors in weekly Board correspondence. While UBCM has not come to a decision about including the legislative reform initiative in its work plan, UBCM leadership has held several discussions about the initiative and is gathering further information. This is long term project will likely take several years to unfold and come to fruition.

Background and Discussion Questions

The Ministry of Municipal Affairs (MUNI) is committed to listening to local governments about their evolving needs and how the existing legislated framework accommodates new responsibilities and challenges. Much of the legislative agenda sponsored by MUNI in recent years has responded to critical local government needs uncovered as a result of the pandemic and in response to UBCM resolutions. The development of legislative change is a lengthy, complex, and resource intensive process. Therefore, it must be rooted in and supported by a clear gap in existing tools and authorities to fix an identified problem that the current legislation or other tools don't resolve. The mere desire for regional district (RD) legislation alone needs to be tested against a real need, with a clear path on policy development for the province to consider.

Government Priorities

The province has been clear in its priorities and focus on pressing issues of affordability and housing supply – allocating significant resources from both the Ministry of Housing and MUNI to initiatives in this space. That scarce allocation is determined by elected decision makers. The priority on affordability and housing supply also presents an opportunity and recognizes that issues of housing availability and affordability are not just urban issues – and that there is a role for regional approaches to support this work that may require new thinking of how RDs are better able to participate in solutions that will have direct implications for RD regulatory authorities.

In addition, MUNI along with other agencies and ministries, are working on other initiatives that have a direct impact on RD authorities, these include:

- The local government financial review working group, made up of staff from the province and UBCM, where work has been underway to review the local government finance system in B.C., analyzing the recommendations in the 2021 UBCM report, and discussing matters of mutual interest;
- Inclusive regional governance to explore First Nations' interests on RD boards (explore issues such as geographic implications/boundaries of the current RD system and alignment with First Nation territories, election mechanics, and service provision);
- Consideration of business licensing and enforcement authorities for RDs, as previously requested by RDs.

<p>Discussion questions – Are there specific RD challenges and legislative concerns that align with the current provincial priorities? What are the clearly defined problem statements/lack of authority for RDs not already accommodated for?</p>

Other Approaches and Tools

In the past, RD officials have expressed a range of concerns such as lack of regulatory authority – in some cases the authorities in question may exist or it may be facilitated through regulation (recent examples include fireworks and source separation regulations). Other identified concerns relate to some of the fundamental foundations of RD structures and principles – such as the principle that cost-recovery for services being matched with the beneficiaries of the service, or the unique ability of RDs to balance rural and urban interests. Any changes contemplated need to be evidence-based and targeted

and not be change for “a nice to have” versus a particular business or governance need for which a policy rationale exists and no other tools exist.

Discussion questions – given the inherent flexibility in the RD system, are there other tools or approaches that may address challenges that could support RDs in the absence of legislative changes?

Process for further engagement

Given the key and pressing priorities that the province is currently engaged on (e.g., housing and homelessness, climate change and emergency planning, health, and the opioid crisis) there are practical considerations about how the local government system (including municipalities and RDs) will partner and collaborate with the province to address these issues. MUNI remains committed to understanding the broad views and perspectives of local government officials (both regional and municipal) across BC on the issues facing their regions and communities including the need for legislative change. We will take under consideration the results of this session.

Discussion questions – Have inclusive, broad meaningful conversations about RD outcomes and authorities occurred across all RDs? And have those been shared with MUNI? How will RDs organize themselves to ensure that all voices will be heard?

LEGISLATIVE REFORM INITIATIVE: NEXT STEPS
UBCM ANNUAL CONVENTION, September 21, 2023
Summary of Session and What We Heard

SUMMARY OF SESSION

On September 21, 2023, the Regional District of Nanaimo, Fraser Valley Regional District (City of Chilliwack), Alberni-Clayoquot Regional District, and Don Lidstone, K.C., hosted an interactive, discussion-based session on legislative reform. The session was intended for both municipal officials as well as regional district officials because many aspects of municipal operations are contained in the *Local Government Act*.

The goals of the session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

The Ministry of Municipal Affairs provided background and several questions to consider during the group's discussion (Attachment 1).

Approximately 80-85 people attended the session, indicating a broad interest in this evolving topic.

Concerns with the dated *Local Government Act* include restrictions on taxation and revenue sources, complexities in establishing services, and the lack of provisions in comparison with Section 8 of the *Community Charter* which gives municipalities powers to regulate, prohibit, and impose requirements by bylaw without provincial approval or establishing bylaws. Regional districts are limited in their legislative authority in comparison with municipalities in several key areas such as business licensing authority (which the province is now addressing as part of its efforts around short-term rental housing), subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models. Further, social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance. These realities should be reflected in a modernized legislative framework.

During the session, Slido polls were used to conduct two "straw polls" of the participants, on these questions: 1) whether or not to proceed with the Legislative Reform Initiative, and 2) whether a UBCM working group or a joint local government project is the best path forward to steer the process.

The majority of participants indicated support for the Legislative Reform Initiative, and indicated their preference would be for a UBCM working group to steer the initiative. These polls were conducted to gain a sense of the sentiments of the session participants only, and are not assumed to represent the views of the UBCM membership as a whole.

WHAT WE HEARD

WHY A COMPREHENSIVE MODERNIZATION EFFORT IS NEEDED

- The Ministry of Municipal Affairs has made important incremental changes in the legislation over time, but a more comprehensive modernization project is needed.
- Extensive downloading of responsibilities from the Province to local governments has exacerbated the problems local governments face; outdated legislation prevents local governments from addressing these issues effectively.
- Over 90% of the province is rural and is not under the *Community Charter*; these areas should not be governed by legislation that was drafted in 1966.
- Regional districts and municipalities have restricted powers where they have delegated authority only, are not constitutionally protected, and have few tools or resources to address local problems.
- Particular challenges with the *Local Government Act* (LGA) raised by participants at this session:
 - responding effectively to emergencies and natural disasters
 - taking measures to mitigate the effects of climate change
 - dealing with old infrastructure and the ability to fund these projects solely through property taxes
 - population growth and migration from cities during the pandemic is rapidly changing the character of rural areas; incoming residents have higher expectations for services
 - incorporation should not be the only other governance option for rural areas; there should be an intermediate step available
 - Electoral Areas lack power and resources
 - business licensing authority¹ and subdivision approval are difficult for regional districts
 - small municipalities and regional districts are unable to fund necessary projects costing millions, such as recycling, dikes, etc., to continue to provide the quality of life that residents cherish in these communities.

CONSIDERATIONS FOR PURSUING LEGISLATIVE REFORM RAISED AT THIS SESSION

- The background and questions provided by the Ministry of Municipal Affairs were very helpful in this discussion.
- Need to identify and list specific, concrete, local community issues and distill them from a 10,000-foot level to provide the Ministry of Municipal Affairs with evidence for the need to modernize the *Local Government Act*.
- Legislative reform should be viewed as supporting the Province, not in conflict with the Province.
- The Ministry of Municipal Affairs should be involved from day one.
- The Ministry should provide funding for this initiative's research and policy work, as they have done for the Northwest Benefits Alliance.

¹ The Province is addressing this as part of its efforts around short term rental housing. Amendments to the *Local Government Act* allow Regional Districts to regulate and licence short-term rentals and other businesses in similar ways to municipalities [see link](#)

- What is working well in the legislation should be left as is.
- If legislative reform is successful in providing new powers and tools for local governments, that does not mean all local governments must use them.
- Islands Trust has an even smaller toolbox than municipalities and regional districts.
- Metro Vancouver has excellent models and best practices, especially in the area of climate change; we can borrow good ideas.
- Local governments need a legislative framework that recognizes the importance of, and facilitates working together with, First Nations in a respectful, effective, and inclusive manner.
- When First Nations participate at the Board level, it changes the conversation and the votes. Local governments often are not well informed regarding Indigenous rights and title.
- The inclusive governance goals in UNDRIP legislation and provincial action plans can be reinforced and worked on concurrently with the Legislative Reform Initiative.
- Need to consider 7 generations into future when modernizing the LGA.
- Planning and land use issues should not be included in this initiative.
- Several participants stressed the need to draft a new charter rather than revise portions of the LGA in a continuation of the “band aid” approach.
- Area associations of UBCM should be included in the conversation.
- A retired CAO or Chair could be a primary resource person for this project, conducting research and policy work and keeping the project on track.

DECIDING WHETHER TO PROCEED WITH THE LEGISLATIVE REFORM INITIATIVE

- **Slido poll #1:** Is there an interest in proceeding with the Legislative Reform Initiative? (96% yes, 4% no)

OPTIONS FOR STEERING AND MANAGING THE LEGISLATIVE REFORM INITIATIVE

Option 1: UBCM Executive could form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

Option 2: This could be structured as a joint local government project, with local governments contributing funding to form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

Considerations for Option 1:

Pros:

- UBCM has an efficient network, broad reach, consistency, research capacity, and impact with the province.
- UBCM can be representative.
- UBCM has already been doing some work on legislative reform, and has experience.
- UBCM can allocate resources if legislative reform is identified as a priority.
- Reporting back will happen at UBCM.

Cons:

- Last UBCM working group report in 2010 did not meet expectations.
- Some uncertainty on the part of some participants as to how a UBCM working group functions.
- A UBCM working group may be more distant from local governments than is ideal.

Considerations for Option 2:

Pros:

- May insulate the project from getting sidetracked, if the Province does not assist with resources for UBCM.
- With a group of passionate people committed to working together on the project, the Legislative Reform Initiative may not need UBCM.

Cons:

- Challenges with resources and capacity: initiative will require significant buy-in and continued long-term commitment from local governments in terms of funding and staff time.
- Difficult to achieve forward momentum “off the side of the desk”.
- The complex coordination required for the project will be a challenge.

➤ Slido poll #2:

- **Option 1:** UBCM Executive forming a working group (85% in favour)
- **Option 2:** Joint local government project (15% in favour)

NEXT STEPS

- A “What We Heard” document summarizing the session will be distributed to UBCM members.
- It is noted that although there was significant enthusiasm for the initiative, including from areas outside the AVICC region, some representatives indicated they would like additional information on the initiative.

UPDATE: December 2023

Following the UBCM Annual Convention, Douglas Holmes, CAO of the Regional District of Nanaimo had the opportunity to discuss the Legislative Reform Initiative and the September 21, 2023, interactive panel session with Gary Maclsaac, Executive Director, UBCM. Mr. Maclsaac is in the process of seeking direction on this matter from the President’s Committee.



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

May 24, 2024

Dear Mr. Ross,

I hope this letter finds you well. On behalf of the Coquitlam, Port Coquitlam and Port Moody Foundations I am writing to inform you that our foundations will be helping to deliver the Community Prosperity Fund.

Announced on the inaugural B.C. Nonprofit Day, the Government of B.C. announced the Community Prosperity Fund, a \$25 million investment that is part of a commitment to invest in the nonprofit sector and advance poverty reduction and social inclusion in local communities.

As a leader in our communities, we encourage you to share information about the Community Prosperity Fund with your constituents. Applications open May 24th and organizations can submit applications until June 24, 2024. Applicants are encouraged to visit the websites below to explore resources and submit an application.

We are grateful for your community leadership in supporting and promoting this program. Please do not hesitate to contact us if you have any questions about our participation in the Community Prosperity Fund or the work of the Coquitlam, Port Coquitlam and Port Moody Foundations more broadly.

Yours sincerely,

John Wolff – Chair
 Coquitlam Foundation
 Box 64710 Sunwood Square
 Coquitlam, BC V3B 0H1
www.coquitlamfoundation.com
info@coquitlamfoundation.com
 604.468.9598

Dawn Becker – Chair
 Port Coquitlam Community
 Foundation
 2580 Shaughnessy St.
 Port Coquitlam, BC V3C 2A8
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info@pocofoundation.com
 778.617.2211

Robert Simons - President
 Port Moody Foundation
 300 Ioco Road,
 Port Moody, BC V3H 2V7
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 604.469.4699

“Funded by the Government of British Columbia through the Community Prosperity Fund.”

ITEM 8.1

Pride Month June 2024

June is Pride Month and across the world there are celebrations and commemorations to celebrate the progress made towards a more inclusive society and to recognize all who identify as LGBTQ+ and their community.

Recommendation that June 2024 be declared as Pride Month in the Village of Belcarra.



COUNCIL REPORT

File: 5400-10

Date: June 3, 2024
From: Paula Richardson, Chief Administrative Officer
Subject: **Farrer Cove Access Road Options – Official Community Plan Deferral on April 22, 2024**

Recommendation

That the staff report dated June 3, 2024 titled “Farrer Cove Access Road Options – Official Community Plan Deferral on April 22, 2024” be received into the record for information.

Purpose

To provide Council with information regarding options for an access road to Farrer Cove.

Background

Whereas at the April 8, 2024 Public Hearing on Official Community Plan Bylaw No. 621, 2024, the issue of road access to Farrer Cove was raised by members of the community; and

Whereas staff have followed up on a Council request to provide information on the access issues raised by the community; and

Therefore, the following information on options for access to Farrer Cove is provided for information.

At the Regular Council meeting held on April 22, 2024, the following motions were passed:

“That the second and third reading of Official Community Plan Bylaw No. 621, 2024 be deferred to the Council Meeting of June 3, 2024;

And that staff be directed to provide a report on the options for Farrer Cove access.”

Staff has reached out for legal advice. After considering legal advice, staff have determined that the Official Community Plan (OCP) has sufficient policies to support Farrer Cove residents in their quest for an access road. The current OCP does not prevent Council and staff from working with the Farrer Cove residents to further their efforts.

Should Council indicate that they wish staff to be involved to assist Farrer Cove residents in approaching Metro Vancouver Parks regarding the use of the current service road for access to all properties and keys for new residents in Farrer Cove, it is advised that direction for this approach be discussed at an upcoming Strategic Planning meeting.

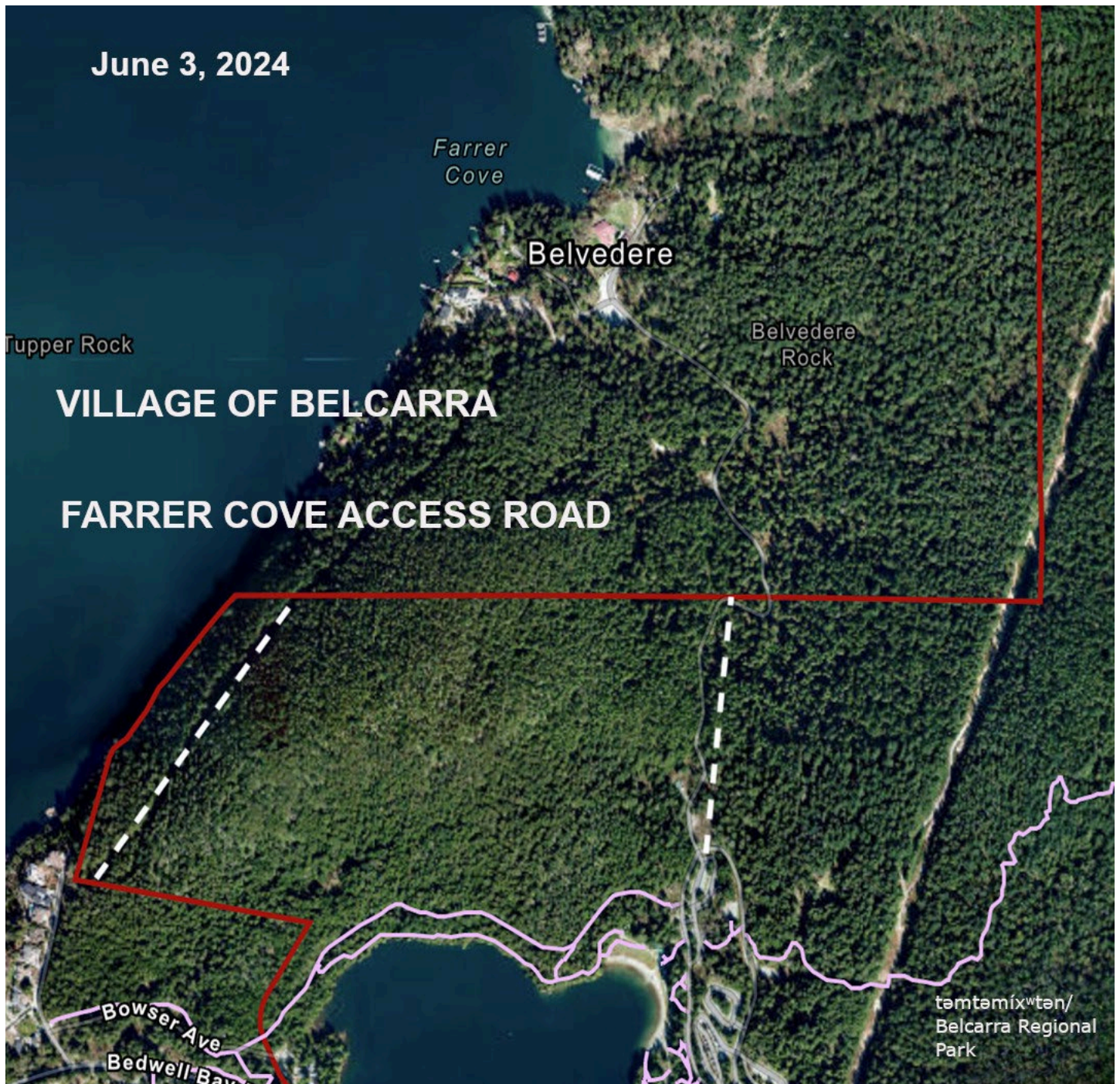
Summary

In response to Council's request for information on options for access to Farrer Cove, staff engaged the services of Fraser Smith Consulting to provide the necessary expertise on the matter. The attached report was prepared by Fraser Smith Consulting for information as per Council's request.



Prepared by: Paula Richardson
Chief Administrative Officer

Appendix A: Farrer Cove Access Road Report prepared by Fraser Smith Consulting
Appendix B: Staff report dated April 22, 2024



Prepared for
Village of Belcarra
4084 Bedwell Bay Road
Belcarra BC V3H 4P8

Prepared by
Fraser Smith P.Eng., MBA
16536 - 78 Avenue
Surrey BC V4N 0M3

Farrer Cove Access Road

INTRODUCTION

The Village of Belcarra is investigating the constraints and possible funding options to build an access road to the isolated Farrer Cove area of Belcarra given that any alignment of the Farrer Cove road would not be within the Village of Belcarra's municipal boundary. This report will discuss the background of the current access road to Farrer Cove, the constraints in building a new access road and possible ways to fund the capital construction and on-going maintenance of the new access road.

BACKGROUND

Currently the properties in the Farrer Cove area are only accessible by boat and restricted access through the t̄əmt̄əmíx̄^wt̄ən/Belcarra Regional Park located in Port Moody. BC Hydro has a separate rough, private access road to the Farrer Cove area to service their power line. The Farrer Cove access road is a complicated issue with many interested parties including the Village of Belcarra, City of Port Moody, Metro Vancouver, Tsleil-Waututh Nation and BC Hydro. In addition there are technical and environmental issues related to the road that may also prove challenging.

At this time the discussion is focused on either possibly providing a road from the north end of White Pine Beach Road to the north boundary between Port Moody and Belcarra or the second option a road from the end of Senkler Road to the north boundary between Port Moody and Belcarra. Access further north from the north municipal boundary between Port Moody and Belcarra will involve dedication of privately owned lands for a new road and or complicated right-of-way agreements, possible subdivision and all the associated servicing costs and many other considerations.

Currently Metro Vancouver Parks provides keys to the existing service road gate to property owners who had a connection to the road prior to MVRD acquiring the parklands. At this time residents of a new or second house on a property in the Farrer Cove area are not eligible for a key agreement with the MVRD. Service vehicles that support maintenance of a home owned by an owner with a key agreement are allowed. The limited access to the Farrer Cove area is due to the constraints of the use of parkland under the *Local Government Act*. This constraint complicates any access road use or construction.

Any access road alignment to Farrer Cove envisioned at this time will have to cross lands owned by the City of Port Moody. The City of Port Moody will have to grant access either through a right-of-way, new municipal road or complicated sale of land which is likely impossible due the

interests of Port Moody and regional park designation. The City of Port Moody may allow construction of the access road with the understanding that the capital construction cost and on-going maintenance costs of the new access road would be by others. The cost of the road has not been estimated nor the on-going maintenance costs. It is likely the new access road will be owned by the City of Port Moody.

The design of the access road is complicated due to the topography of the area, soil conditions, environmental sensitivities of the area, proposed road use and potential development needs. The type of access road has not been confirmed. The road could be designed as a simple two way access without sidewalks, bike lanes and street lights. The road design could also be designed to include underground services such as extension of municipal water, telecommunication works and other services. Ultimately the design and use of the road need to be confirmed. The type of road chosen will significantly impact the cost of the new road access.

The cost of the new access road may be significant. At this time there are no estimates of the road construction or on-going maintenance costs. The construction of the road may be a requirement of some development in Belcarra or constructed by either the Village of Belcarra or City of Port Moody. The on-going maintenance may be by either of the communities or contracted to others. At this time there is no funding plan for the capital cost of the new Farrer Cove access road or the on-going maintenance of the road.

It is not possible at this time to determine what access servicing is needed for the Farrer Cove area without a land use plan to confirm development type and density. Regardless some form of road and service access route may be required in the future.

GROWTH

The Farrer Cove area of Belcarra has been identified as having some residential growth potential. There are no detailed land use and subdivision and servicing plans for the area. The OCP does not identify specific population or unit projections for the Farrer Cove community. From the Village of Belcarra *Road Map to Financial Sustainability* report of January 2024 it is estimated that through the subdivision of the 15 large lots and a portion of the Evangelical Laymen's Church (ELC) site some additional housing could be created in Farrer Cove. Growth in the area is limited at this time due to the servicing constraints mentioned earlier in this report.

EXISTING INFRASTRUCTURE CAPITAL PROGRAMS

The infrastructure capital needs of the Village of Belcarra are not being driven by growth but include works that are necessary to maintain the current level of service to the existing residents, businesses and civic uses. The funding for these projects are from municipal reserves, taxation, utility charges and grants.

There are no growth related infrastructure capital projects or plans to service the limited projected growth in the Village of Belcarra *Long Term Financial Plan 2024-2028* or envisioned at this time. There is no Farrer Cove access road identified in any short or long term infrastructure capital plan.

GROWTH RELATED CAPITAL FUNDING TOOLS

For discussion purposes of possible methods to fund an access road to Farrer Cove, it may be helpful to assume that the Village of Belcarra Council is in agreement of an access road and the City of Port Moody grants access across their land. In addition Metro Vancouver would have to allow a road be built within the t̄əmt̄əmíx^wt̄ən/Belcarra Regional Park. In one of the two possible road alignments, BC Hydro would also have to allow access along their existing power pole right-of-way alignment.

The *Local Government Act and Community Charter* contain a number of alternative methods to fund growth related infrastructure. The following is a discussion of some growth related funding options.

It should be noted that in the case of Development Cost Charges and Local Area Service taxes the Village of Belcarra would likely have to upfront the capital costs, with external or internal borrowing, and the interest costs would have to be passed on to the developer(s)/owners which would add to the overall cost of the road.

Development Cost Charges

Development Cost Charges (DCCs) are a common method used to finance infrastructure projects related to development of a new subdivision or new building. DCCs may be imposed by the local government to assist in funding for providing, constructing, altering or expanding sewage, water, drainage, fire protection, police, highway (also cost-shared provincial highway projects) and solid waste and recycling facilities, and providing and improving park land. DCC bylaws are typically created to share the costs of significant infrastructure amongst a large group of benefiting developers and builders.

To develop a DCC bylaw the municipality must consider the projected growth in the community and identify the infrastructure required to service the projected residential, commercial and institutional growth.

A new access road to the Farrer Cove community is a project which could be considered as a DCC project. Unfortunately based on the current growth projections and current infrastructure program, the Farrer Cove access road would not be suitable for inclusion in a DCC program at this time.

Until a significant amount of growth is identified in the OCP in the Farrer Cove area and a technically feasible access road alignment is agreed to and costs identified the creation of a road DCC bylaw and use of DCCs to partially fund the road is not appropriate. Alternative approaches to fund the Farrer Cove access road may be possible.

Works and Services

Typically, the construction of an access road to a development is the responsibility of the developer to construct at their cost unless the municipality has the full or part of the road funded by other sources. Under Part 14, Division 11, of the *Local Government Act (LGA)* a local government may require the owner of a parcel under development to provide work and services on the portion of a highway adjacent to the parcel and all on-site servicing. The current Village of Belcarra Subdivision and Development Servicing Bylaw #492, 2015 states the requirements of the developer of the land.

Applying the bylaw requirements to future development within the Farrer Cove area the access road could be funded and built by developers and builders, subject to the provisions of the Subdivision and Development bylaw requirements.

There is a provision in the *Local Government Act* that costs of excess or extended service requirements to the developer or builder as defined in *LGA* Sections 507 and 508 can be reimbursed through a Latecomer Agreement with the developer or builder and the City. In other words, should a developer build the road there is a possibility that they may be reimbursed by future developers or builders for some of the costs.

Local Area Service

Imposing fees and charges, as defined in the *Local Government Act and Community Charter*, can be used to fund infrastructure servicing projects if the Village of Belcarra has appropriate bylaws in place. A fee can be imposed regarding the use of all or part of a service of the municipality, or to regulate and impose requirements.

A Local Area Service (LAS) (Community Charter, Division 5) can be defined and costs imposed to cover all or part of the cost for service improvements provided to the specific area. The new Farrer Cove access road could be identified as a possible LAS project. Collection of the road capital construction costs can be implemented in the form of a parcel tax or frontage tax. In the case of a larger development area, the LAS charge would likely be levied under bylaws associated with a parcel tax rather than a frontage tax as the infrastructure would service parcels throughout the development.

The LAS can be initiated by the Village of Belcarra or by property owners through petition of those who benefit from the engineering works. The LAS must be defined by bylaw and costs recovered by land owners who benefit from the works over a specific time period.

LAS projects can be a useful tool to share the cost of a project over a large benefiting area and ensure the costs are allocated to those properties that benefit from the works.

Development Works Agreements

Development Works Agreements are contracts between a municipality and a developer for the provision of specific road, sewage, water, drainage works and parkland improvements (developer-financed) for a specific area in the municipality (*LGA s. 570*). This type of agreement states that either the municipality or the developer is held responsible for providing and financing the work and services. Where the developer provides the work and services, the municipality must allocate all or part of the cost of the works to the development area property owners. This is usually done in a one-time charge, and interest must be paid if any has accrued. This charge is set by the municipality and can vary based on the impact of the services. These agreements are established by bylaw.

The Development Works Agreements can be initiated by either the municipal council or the developer, and proper steps set forth by the *LGA* must be followed for either method. This type of agreement can provide the developer with a level of financial comfort as the time limit for the collection is established in the agreement.

Grants

A high level search for potential grants to construct a Farrer Cove access road was undertaken and no grants were identified. Grants to support private development and/or, a small benefiting area of a community, are not generally available or provided.

CONCLUSION

A new access road to service the Farrer Cove area is a complicated issue. Due to the possible alignment of the access road many parties are involved. The parties involved include the Village of Belcarra, City of Port Moody, Metro Vancouver, Tsleil-Waututh Nation and BC Hydro. Also complicating the development of the access road is the topography, environmental sensitivities of the land and technical issues involved in constructing the access road.

The capital cost and on-going maintenance costs of the Farrer Cove access road is not known at this time. It is likely the costs will be significant. The growth projected for the Farrer Cove area is very limited and there are no access road works identified in the Village of Belcarra capital plans.


Due to the limited growth projected in the Village and no infrastructure capital plan for that growth the use of Development Cost Charges are not an option to fund the Farrer Cove access road.

At this time there are no developers or builders bringing forward a development application that would trigger the provisions of the Subdivision and Development Servicing bylaw for the construction of the Farrer Cove access road. Should a development application require the new access road the Works and Services provisions of the Village bylaws will apply.

The Village of Belcarra Council or a group of residents through a petition may initiate a Local Area Service for the Farrer Cove access road. Typically the Village of Belcarra would fund the road with cost recovery from the benefiting specified area land owners over some period of time through a parcel tax. Alternatively a group of residents or developers may fund the cost of the road and seek reimbursement of the costs from the land owner of the benefiting area. The municipality would typically assist in the reimbursement agreement.

As previously mentioned there are a number of external organizations that would have to approve the location and construction of the Farrer Cove access road. The capital required for the new road is not in the current Village of Belcarra capital budget and therefore would have to be approved by the local government or an alternative funding source identified. To move forward on a LAS a series of agreements will have to be made and various Village bylaws would have to be approved.

The funding of the necessary on-going operation and maintenance of the Farrer Cove access road will also have to be resolved. Currently the proposed road would be located in the City of Port Moody. It is presumed that the ownership of any access road outside the Village boundary would likely stay with the City of Port Moody. An agreement will be required between the Village of Belcarra and the City of Port Moody and possible others for the works including how the works will be funded, who will do the construction, who will own the road, what is the involvement of BC Hydro and Metro Vancouver Parks and many other considerations. The access road is a complex issue.

A handwritten signature in black ink that reads "Fraser Smith". The signature is written in a cursive style with a large, stylized initial 'F'.

Fraser Smith, P.Eng., MBA
EGBC Permit to Practice #1003829



COUNCIL REPORT

Date: April 22, 2024

From: Paula Richardson, Chief Administrative Officer and Phil Chapman,
Chapman Planning & Consulting

Subject: **Village of Belcarra Official Community Plan Bylaw No. 621, 2024
Second and Third Reading**

Recommendation

1. That the consultation requirements under Section 475 of the *Local Government Act* in relation to the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 have been considered specifically with:
 - i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;
 - ii. The Board of any Regional District that is adjacent to the area covered by the plan;
 - iii. The Council of any municipality that is adjacent to the area covered by the plan;
 - iv. First Nations;
 - v. Boards of Education, Greater Boards and Improvements Districts Board; and
 - vi. The Provincial and Federal Governments and their agencies.
2. That extensive consultation with all affected parties during the two years of preparation of the draft Official Community Plan Bylaw No. 621, 2024 is sufficient for the purpose of consultation under Section 475 of the *Local Government Act*;
3. That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be considered in conjunction with the Village of Belcarra Financial Plan and Waste Management Plan; and
4. That it be confirmed that Village of Belcarra Official Community Plan Bylaw No. 621, 2024 is consistent with the Village of Belcarra Financial Plan and Waste Management Plan; and
5. That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be read a second and third time.

Purpose

To provide Council the opportunity to review additional staff information as well as public input regarding Official Community Plan Bylaw No. 621, 2024 prior to considering second reading.

Background

On February 20, 2024, Official Community Plan Bylaw No. 621, 2024 was introduced to Council for first reading and referred to public hearing on April 8, 2024. The staff report dated February 20, 2024 outlined the most recent changes to the Official Community Plan attached as Schedule A to Bylaw No. 621, 2024. The report noted that, following two meetings in November 2023, the Official Community Plan Review Committee supported the Official Community Plan as revised and forwarded the plan back to Council for readings.

After due consideration, Bylaw No. 621, 2024 was given first reading and the date of April 8, 2024 was set for the public hearing. Advertising for the public hearing through appropriate notification was carried out and incoming correspondence was catalogued and provided to Council. A package for inspection by the public was also prepared.

Also on February 20, 2024, and prior to the introduction of Bylaw No, 621, 2024, Council received a report from the Chief Administrative Officer and Pooni Group reviewing how recent Provincial Housing Legislation will impact short-term rentals, housing and density, development costs and development financing. It was noted that the Village's Zoning Bylaw and draft Official Community Plan currently meet Provincial standards and that the Village has until the end of December 2025 to update its Housing Needs Report and make any required amendments to the OCP. Pooni Group advised that the Village would need to create a development cost charges bylaw to ensure new development pays its share for required infrastructure.

Since the introduction of Bylaw No. 621, 2024 and responding to concerns on the absence of a road ends policy in the OCP, on March 11, 2024 the Chief Administrative Officer provided a verbal report on the disposition of road ends. She advised that the absence of road end policies in the OCP does not preclude the Village from creating a stand-alone road end policy in the future. Subsequently, on April 2, 2024, a full report on road ends was provided with a recommendation that staff be directed to determine the potential for the disposition of several identified road ends.

Public Hearing Response

A summary of public input provided for the April 8, 2024 Public Hearing on Bylaw No. 621, 2024 is provided as Attachment 1. Responses have been broken down into three categories as follows

- 1) Input on policies pertaining to Farrer Cove
 - Nine (9) individuals provided eleven (11) submissions expressing support for the inclusion of a policy to allow individual applications for ½ acre subdivisions and questioning Metro Vancouver Park's authority to restrict vehicle access via the service road through Belcarra Regional Park to the owners of the existing legal lots in Farrer Cove.
- 2) Input on the lack of policy direction regarding road ends
 - Fifty-five (55) signed form letters distributed by a citizens group were received requesting that the OCP include provisions permitting the sale of surplus municipal land . In addition, two other individuals made submissions in favour of including a policy to consider the sale of road ends as a means to raise funds to support future infrastructure projects such as a new firehall.
- 3) Miscellaneous input on other policies contained in the draft OCP
 - One person felt there was not enough public review of the recent changes made to the OCP and expressed concerns over several proposed changes to land uses in Farrer Cove and Woodhaven. One couple also expressed concern over suggested reduction of lot size as well and one person spoke in favour of including a policy prioritizing recreational dock allocation in the OCP.

Approximately 42 people attended the April 8, 2024 Public Hearing held at the Village Hall. A summary of comments provided by speakers at the meeting is provided below.

- Seven comments in favour of allowing ½ lots in Farrer Cove South
- Six comments objecting to Metro Vancouver Parks' position with respect to not issuing road gate keys to owners of newly subdivided lots in Farrer Cove South and not allowing use of this road to transport construction materials or for property services
- Three comments supporting inclusion of a policy on use/disposition of road ends in the OCP
- Three comments on the importance of fire safety
- Three comments on reducing lot sizes in the Village to create less expensive housing
- Two comments on the importance to include a policy on waterfront docks
- One comment on the lack of opportunity for the Official Community Plan Review Committee to consider the many changes between the most recent draft Plan (note that the Chief Administrative Officer clarified that the Official Community Plan Review Committee met twice in November of 2023 to review changes and passed a motion to support the OCP and referred the document back to Council.)

Staff and Consultant Response and Recommendations

In response to residents' input on allowing ½ acre subdivision lots in Farrer Cove South, staff note that the OCP provides for this type of application under Policy M 27. The policy notes new lots created will have to be entirely dependent on water access as Metro Vancouver Parks has advised the municipality that gate keys will not be issued to access the existing service road to the owners of any new lot(s). Contrary to concerns expressed during the public hearing, Metro Vancouver Parks does not control nor approve any subdivision application in Farrer Cove or on Evangelical Layman's Church's (ELC) lands. It is however, within Metro Vancouver's rights to control access on a private road through a park. Policies HCLU 11 and HCLU 12 also support reducing minimum lot sizes in Farrer Cove to ½ acre in the absence of a Subdivision Master Plan developed by a collaboration between resident owners and the ELC.

- Changes to the proposed policies with respect to the development of Farrer Cove South/Special Study Area 2 are not recommended.

Several comments were made that Council should take a stronger leadership role in resolving the access issue to Farrer Cove. Policy M25 addresses this concern by outlining the Village's participation in and support of an appropriate planning process led by the Farrer Cove residents to develop legal road access to the area.

Metro Vancouver Parks was asked to provide clarification on the use of the road to Farrer Cove.

The following responses to questions from staff were provided:

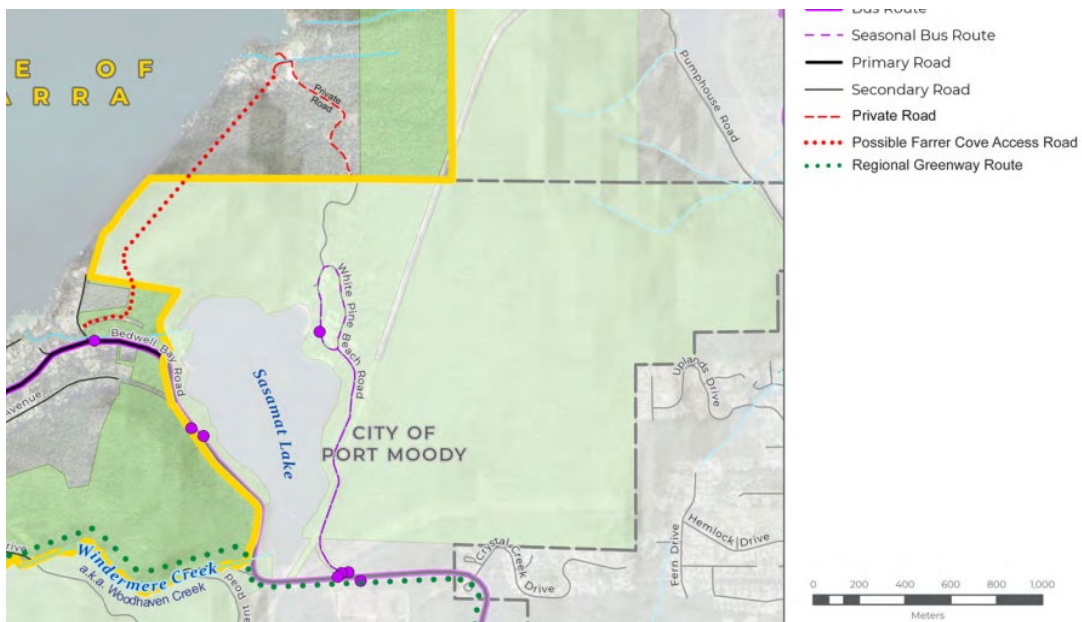
Belcarra Staff Question	Metro Parks Response
1. Clarification on key agreements.	
<ul style="list-style-type: none"> • Is the key agreement attached to the property or the resident? 	<p>A key agreement is an exceptional agreement in the nature of a licence between MVRD and a resident owner. The agreement is not attached to the property and the agreements are not registered on title. MVRD considers whether a property owner is eligible for a key agreement, by reference to the historic use of the property and road that existed in connection with that property prior to the time that MVRD acquired the parklands. We provide more explanation of the key agreement further on in our responses.</p>
<ul style="list-style-type: none"> • If the property sells, is the new owner given the same rights to the key as the original owner? 	<p>If a house that existed on a property prior to the time that the parkland was granted to MVRD (then GVRD) is sold, the key must be returned to MVRD and the new owner may apply to enter into a key agreement with MVRD, if the proposed use is the same or similar to the historic use. MVRD would consider whether the property is developed to the same degree as it was at the time MVRD acquired the parklands. If, for example, new lots are being created through subdivision, MVRD would not consider that to be a similar use.</p>
<ul style="list-style-type: none"> • Can new builds get a key agreement? (new house on a subdivided property or a coach house) 	<p>Residents of a new build/second (new) house on a subdivided property, or a coach house, are not eligible for a key agreement with MVRD. Consistent with the <i>Local Government Act</i>, park land is dedicated and reserved for public park purposes and MVRD cannot permit new proposed private uses of park land that are non-park uses.</p>
<ul style="list-style-type: none"> • Can construction vehicles for new builds use the road? 	<p>Construction vehicles are not permitted to use MVRD's road through the park. This suggests that construction activities have the option to use the property's legal water access, subject to any permits required by the Port or other applicable agencies. MVRD cannot permit new proposed private uses of park land that are non-park uses.</p>

<ul style="list-style-type: none"> • Explain historical use for key agreements 	<p>Around the time of the transfer of the parklands to GVRD, the GVRD Board resolved to allow to the Farrer Cove residents of the time the provision of keys to the gates on what is now White Pine Beach Rd., because of the historical informal access these residents enjoyed through the formerly Crown lands. Keys were and are issued further to eligible residents' agreement to the terms and conditions of the Key Agreement, the terms of which may be revised from time to time. If a key agreement holder does not follow the terms and conditions of the key agreement, MVRD may revoke the key agreement along with the permission to access provided by the key agreement. Holders of a key agreement must also abide by the Regional Parks Regulation Bylaw when using the road; no special permissions other than the ability to access through the closed gate, to access along the road while the park is closed, and to access the service road section north of the White Pine Beach Rd. loop are conferred upon a key holder.</p>
<p>2. Can service vehicles (i.e. septic maintenance trucks or roof repair etc.) for general home maintenance use the road? This item was included in the public hearing by one of the speakers "She (the buyer) was told by Metro Vancouver that commercial vehicles are prohibited, and that the road was in the process of being decommissioned."</p>	<p>Service vehicles supporting the regular maintenance and operation of a home lived in by a homeowner that has a key agreement with Metro Vancouver can use the road. The statement regarding prohibition of commercial vehicles was accurate in the context of a question that was asked of MVRD, because the buyer was inquiring about building a new house on a vacant lot.</p>
<p>3. Is there any plan to decommission the current road Farrer Cove residents are using through the Park?</p>	<p>There are no plans to decommission the current road for which eligible Farrer Cove residents have gate keys. No letter has been mailed to Farrer Cove residents by MVRD stating that the road is to be decommissioned.</p>
<p>4. Can Belcarra rename the road to "access road"? See below for comments from Metro regarding renaming the road.</p>	<p>Metro Vancouver's comments provided on August 10, 2023 relate to changing the appearance of the road on the OCP map. The road appearance on the map was showing as a "secondary road" according to the legend on the map. Our request was to change how the road was illustrated on the map (see screen shot below) because it is not a</p>

	<p>secondary road. With respect to how to name the road on the map, while the road has been called an “access” road in previous OCPs we feel this is not an appropriate descriptor. The access provided over the road is only by key agreement to a small number of eligible Farrer Cove residents who meet the conditions of being granted a key agreement. The section of the road that eligible Farrer Cove residents use north of the loop and north to the park boundary appears unnamed in these maps. It could remain unnamed, it could have a ‘service road’ label applied, or it could state “limited access by agreement” directly on the map.</p> <p>We note in passing that the portion of the road that travels through the park is within Port Moody municipal boundaries, not Village of Belcarra municipal boundaries.</p>
--	--

On August 10, 2023 Metro Vancouver staff sent the following comment with regard to the name of the road on the maps:

“Draft OCP maps (all) Maps appear to show the road from White Pine Beach Rd north to the park boundary as ‘secondary road.’ Regional Parks staff request that this road section be distinguished (e.g. different colour/symbology) and marked as private road. This road is not public and is permitted for use by only those properties conforming to their use at the time of the parkland’s Crown grant.”



- Changes to Policy M 25 are not recommended.

Many residents felt it important to include a policy statement in the OCP with respect to the use and disposition of surplus municipal lands. The potential sale of these surplus municipal lands is seen by residents as a source of funds to pay for future infrastructure improvements.

Several residents expressed concern regarding the absence of road end policies in the OCP. As noted, staff provided Council with a report on the potential for the disposition of several identified road ends on April 2, 2024.

- The inclusion of a policy in the OCP regarding the use and disposition of surplus municipal lands is not recommended.

Several residents commented on allowing smaller lots, smaller houses, and multi-unit development in the RS1 zoned area of the Village. Opinions were offered both for and against this concept. It should be noted that there is no policy statement in the OCP to change the Zoning Bylaw or subdivision requirements at this time, however Policy HCLU 2 provides direction for a review of the Zoning Bylaw and subdivision requirements and Policy HCLU 4 provides for consideration of allowing an additional coach house or a second secondary suite on larger lots. HCLU 5 speaks to supporting duplex, triplex or fourplex forms of development.

- Changes to these policies are not recommended.

A concern was raised by a resident that major changes were made to the OCP in the time between September 2022 and March 2024 without input from the OCP Review Committee or residents.

It was clarified that many of the changes made to the draft plan during that period were the result of issues brought up by residents after reading the earlier draft of the OCP document. It also noted that Council directed the consultant to meet with OCP Review Committee. Subsequently, two additional meetings were arranged in November of 2023 to allow the committee to review and revise the draft again. At the November 28, 2023 meeting, the OCP Review Committee recommended Committee support of the Official Community Plan as revised and that the plan be forwarded to a Council meeting for readings.

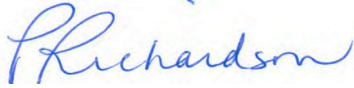
Lastly, two residents commented on the need to include a policy in the OCP to address current dock agreement issues of retention and allocation. It is noted that these matters are under Provincial and Federal jurisdiction.

- It is recommended that this matter not be addressed in the Official Community Plan as it out of the Local Government mandate. Any future changes to be on a Federal or Provincial level will have application beyond the Village of Belcarra.

Conclusion

This report provides a summary of correspondence received and comments made at the April 8, 2024 Public Hearing for the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 for Council consideration as well as recommendations from staff and the planning consultants.

It is recommended that the Official Community Plan Bylaw No. 621, 2024 be given second reading. Following second reading and inclusion of any amendments which may be recommended by Council, the bylaw will be brought forward for third reading and then will be forwarded to Metro Vancouver for acceptance of the Regional Context Statement. Following Metro Vancouver's acceptance of the Regional Context Statement, Bylaw No. 621, 2024 will be provided to Council for adoption.



Prepared by: Paula Richardson
Chief Administrative Officer



Prepared by: Phil Chapman
Chapman Planning and Consulting

The following appendices are attached hereto:

Appendix A Village of Belcarra Official Community Plan Bylaw No. 621, 2024
Appendix B Official Community Plan Document

ITEM 9.1.2

Motion deferred from the April 22, 2024 Council Meeting from a report by Paula Richardson, Chief Administrative Officer requesting second and third reading for Official Community Plan Bylaw No. 621, 2024

Motion as deferred:

“That the consultation requirements under Section 475 of the *Local Government Act* in relation to the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 have been considered specifically with:

- i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;
 - ii. The Board of any Regional District that is adjacent to the area covered by the plan;
 - iii. The Council of any municipality that is adjacent to the area covered by the plan;
 - iv. First Nations;
 - v. Boards of Education, Greater Boards and Improvements Districts Board; and
 - vi. The Provincial and Federal Governments and their agencies; and
2. That extensive consultation with all affected parties during the two years of preparation of the draft Official Community Plan Bylaw No. 621, 2024 is sufficient for the purpose of consultation under Section 475 of the *Local Government Act*; and
 3. That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be considered in conjunction with the Village of Belcarra Financial Plan and Waste Management Plan; and
 4. That it be confirmed that Village of Belcarra Official Community Plan Bylaw No. 621, 2024 is consistent with the Village of Belcarra Financial Plan and Waste Management Plan; and
 5. That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be read a second and third time; and further
 6. That the Regional Context Statement contained in Schedule A of the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be submitted to the Metro Vancouver Regional Board for acceptance.”



COUNCIL REPORT

Date: June 3, 2024
From: Ken Bjorgaard, Financial Consultant
Subject: Grant Applications & Funding

Recommendation:

That the report dated June 3, 2024 titled "Grant Applications & Funding", be received into the record for information.

Purpose:

The purpose of this report is to apprise Council of the status of the Village of Belcarra's grant applications and related funding.

Report:

One of the strategic priorities in the Council approved strategic workplan is to achieve financial sustainability by "securing a grant writing resource, providing a list of grant targets and starting application processes." The grant writing process has been ongoing and has been undertaken by staff with outside assistance as needed.

The Appendix "A" table below highlights the Status of the Village of Belcarra's Grant Applications & Funding as at May 31, 2024. To date approximately \$504,000 of application-based grant funding and \$1.13 million of non-application based grant funding has been approved. Staff and the Village's financial consultant will continue to pursue other grant opportunities to fulfill Council's strategic grant priorities with the goal of achieving greater financial sustainability for the Village of Belcarra.

Prepared by: Ken Bjorgaard
Financial Consultant

Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendix is attached hereto:

- Appendix A - Status of the Village of Belcarra's Grant Applications & Funding as at May 31, 2024

APPENDIX "A" - STATUS OF VILLAGE OF BELCARRA'S GRANT APPLICATIONS & FUNDING

(As at May 31, 2024)

Grant Program & Project Name	Department Contact Person	Total Project Cost	Capital or Operating	Grant \$s Requested	Village's Budgeted Funding	Source of Village's Funding	Status of Grant Application	\$ Amount of Grant Funds Approved	\$ Amount of Grant Funds Received	Project Status/ Grant Reporting Requirements	Deadlines/Notes
Application-Based Grants											
Province of BC - Natural Capital Asset Grant	Ken Bjorgaard	\$15,000	Operating	\$10,000	\$5,000	Community Works Fund (CWF)	Approved	\$10,000	Pending	Project completed in 2024	Final grant reporting is in progress
UBCM- 2022 CRI Fire smart Community Funding (Wildfire Resiliency) CRI-582	Stewart Novak	\$49,793	Operating	\$49,836	100% grant funding	N/A	Approved	\$49,793	\$27,431	Completed; monies received	Grant funds were partially utilized
UBCM - Development of an Integrated Long-Term Financial/Asset Management Plan	Ken Bjorgaard	\$75,000	Operating	\$25,000	\$50,000	Community Works Fund (CWF)	Approved	\$25,000	\$25,000	Project completed in 2024	50% grant funding for portion of project
TransLink -Bedwell Bay Rd Safety Barriers	Stewart Novak	\$62,125	Capital	\$46,594	\$15,531	Community Works Fund (CWF)	Approved; Agreement 211020-0203	\$46,594	Pending	2023/2024 budgeted capital project	75% grant funding; 2023/2024 budgeted capital project
TransLink -Bedwell Bay Rd Safety Barriers	Stewart Novak	\$84,000	Capital	\$63,000	\$21,000	Community Works Fund (CWF)	Approved; Agreement 221036-0201	\$63,000	Pending	Not budgeted yet	75% grant funding
TransLink - Active Transportation Network Grant	Andrew Picard - TransLink & Ken Bjorgaard Belcarra	\$75,000	Operating	\$37,500	\$37,500	Community Works Fund (CWF)	Approved	\$37,500	Pending	In 2024 budget	Province denied grant and TransLink has decided to fund 50% of project; project has not started yet
TransLink 2024 MRN Structures program - Bedwell Bay Road Upgrade Project (BBUP) (Design)	Stewart Novak	\$65,000	Capital	\$65,000	\$65,000	Community Works Fund (CWF)	Approved	\$65,000	Pending	In capital financial plan in 2023/2024	Project is in progress
TransLink (2024 MRNB/BICSS/WITT programs)- Bedwell Bay Upgrade Project (BBUP) (Construction)	Stewart Novak	\$1,265,000	Capital	\$207,000	\$106,250	Growing Communities Reserve	Approved	\$207,000	Pending	In capital financial plan 2024 - 2027 (4 years)	Project has not started yet; TransLink's commitment is for one year however project is budgeted over 4 years with projected TransLink funding for a further 3 years to complete the project; 65% grant funded project
Subtotal Application-Based Grants		\$1,690,918		\$503,930	\$300,281			\$503,887	\$52,431		
Non-Application Based Grants											
Province of BC - Growing Communities Funding	Ken Bjorgaard	\$759,000	Operating or Capital	N/A	N/A	N/A	Approved	\$759,000	\$759,000	Schedule of spending in yearly financial statements	Funds received in 2023; funds placed in reserve fund
Province of BC - Climate Action Program	Ken Bjorgaard	\$135,246	Operating or Capital	N/A	N/A	N/A	Approved	\$135,246	\$90,164	\$90,000 of funds budgeted for use in 2024 for Marine Avenue Rd. Project	Funding to be provided over 3 years @ \$45,082 per year (2022 to 2024); funds in deferred revenue
Province of BC - 2023 Next Generation 911 Funding	Paula Richardson	\$45,000	Operating or Capital	N/A	N/A	N/A	Approved	\$45,000	\$22,500	N/A	\$22,500 received in 2023. Final report due no later than Sept 11, 2026. All project activities to completed within 3yrs, no later than August 7, 2026; funds in deferred revenue
Province of BC - Local Government Housing Initiatives Funding Program	Paula Richardson	\$153,143	Operating	N/A	N/A	N/A	Approved	\$153,143	\$153,143	N/A	Funds to be used by Dec. 31, 2025; The grant funding will support local government planning capacity to adopt Local Government Housing Initiative requirements for small-scale multi-unit housing, pro-active planning and transit-oriented development areas, as well as adopt development finance tools
Province of BC - Emergency and Disaster Management Act Implementation (Indigenous Engagement Requirements Funding Program)	Stewart Novak	\$40,000	Operating	N/A	N/A	N/A	Approved	\$40,000	\$40,000	N/A	The Recipient must provide the Province with a final report that summarizes the outcome(s) and work completed, including financial reporting, on the selected Project(s). The final report will be required by March 31, 2025. In February 2025, the Province will provide material to support this report, including instructions and a template
Subtotal Non-Application Based Grants		\$1,132,389		N/A	N/A			\$1,132,389	\$1,064,807		
Totals All Grants		\$2,823,307		\$503,930	\$300,281			\$1,636,276	\$1,117,238		

* Not including ongoing funding for Major Road Network (MRN) from TransLink and from Province of BC for Small Communities Grant



COUNCIL REPORT

Date: June 3, 2024

File: 1680-20-23

From: Paula Richardson, Chief Administrative Officer

Subject: 2023 Statement of Financial Information (SOFI)

Recommendations:

1. That the Village of Belcarra's 2023 Statement of Financial Information (SOFI) report be approved; and
2. That the Mayor and Chief Administrative Officer be authorized to sign off on the applicable statements within the SOFI report.

Purpose:

The purpose of this report is to introduce the Village's 2023 SOFI report for approval and subsequent sign-off.

Background:

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

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

It is recommended that the Village's 2023 SOFI report be approved for sign-off. After sign-off the report will be available to the public and will be forwarded to the Ministry.



Prepared by: Connie Esposito
Accounting Clerk



Reviewed by: Ken Bjorgaard
Financial Consultant



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendix is attached hereto:

Appendix A: Statement of Financial Information (SOFI) Report for the Year Ended
December 31, 2023



VILLAGE OF BELCARRA

STATEMENT OF FINANCIAL INFORMATION (SOFI) REPORT

FOR THE YEAR ENDED DECEMBER 31, 2023

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

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

Section 1

VILLAGE OF BELCARRA

STATEMENT OF FINANCIAL INFORMATION APPROVAL

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

Paula Richardson
Chief Administrative Officer
June 3, 2024

Jamie Ross
Mayor
June 3, 2024

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



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8
TELEPHONE 604-937-4100 FAX 604-939-5034
belcarra@belcarra.ca • www.belcarra.ca



Section 2

VILLAGE OF BELCARRA MANAGEMENT REPORT

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

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

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

On behalf of the Village of Belcarra,

Paula Richardson
Chief Administrative Officer
June 3, 2024

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

Section 3

VILLAGE OF BELCARRA

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The Village of Belcarra has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation during the 2023 fiscal year.

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

Section 4

VILLAGE OF BELCARRA

SCHEDULE OF REMUNERATION AND EXPENSES

Elected Officials

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>	<u>Total</u>
Clark, Carolina	Councillor	\$ 12,000.80	\$ 3,677.74	\$ 15,678.54
Elworthy, Joe	Councillor	\$ 12,000.80	\$ 809.52	\$ 12,810.32
Ross, Jamie	Mayor	\$ 24,001.50	\$ 3,858.10	\$ 27,859.60
Ruzycki, Janet	Councillor	\$ 12,000.80	\$ 3,491.27	\$ 15,492.07
Wilder, Liisa	Councillor	\$ 12,000.80	\$ 4,921.84	\$ 16,922.64
Total Elected Officials (Mayor and Council)		\$ 72,004.70	\$ 16,758.47	\$ 88,763.17

Employees

<u>Employee Name</u>	<u>Position</u>	<u>Remuneration ¹</u>	<u>Expenses</u>	<u>Total</u>
Fortier, Lance	Public Works Maintenance Worker	\$ 83,991.32	\$ 453.87	\$ 84,445.19
Grewal, Sartaj	Building Official	\$ 84,863.40	\$ 761.53	\$ 85,624.93
Novak, Stewart	Public Works and Emergency Preparedness Coordinator	\$ 105,231.91	\$ 1,559.52	\$ 106,791.43
Richardson, Paula	Chief Administrative Officer	\$ 114,257.68	\$ 5,569.76	\$ 119,827.44
Smith, Brad	Public Works Maintenance Worker	\$ 86,689.05	\$ 1,282.62	\$ 87,971.67
Connie Esposito	Accounting Clerk & Records Management Coordinator	\$ 76,548.10	\$ 661.00	\$ 77,209.10
Amanda Seibert	Corporate Officer	\$ 82,162.68	\$ 0.00	\$ 82,162.68
Total for Employees Over \$75,000		\$ 633,744.14	\$ 10,288.30	\$ 644,032.44
Total For Employees Under \$75,000		\$ 48,322.55	\$ 1,426.57	\$ 49,749.12
Total Remuneration & Expenses for Employees		\$ 682,066.69	\$ 11,714.87	\$ 693,781.56
Total Remuneration & Elected Officials & Employees		\$ 754,071.39	\$ 28,473.34	\$ 782,544.73

¹Includes taxable benefits

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

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

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

Section 5

**VILLAGE OF BELCARRA
STATEMENT OF SEVERANCE AGREEMENTS**

There were no severance agreements during the fiscal year 2023.

Prepared pursuant to Financial Information Regulation, Schedule 1, subsections 6(7) & 6(8)

Section 6

VILLAGE OF BELCARRA

SCHEDULE OF PAYMENTS TO PERSONS OR ENTITIES

PAYMENTS TO PERSONS OR ENTITIES	AMOUNT
NAME	
A MAIS Technologies Inc.	\$ 26,666.11
Andrea Saito	36,375.00
Avenue Machinery Corp.	40,600.00
B.A. Blackwell & Associates Ltd.	28,304.04
BC Assessment Authority	27,336.28
Chapman Planning & Consulting	40,992.75
District of North Vancouver	108,361.80
Drive Products Inc.	44,632.80
Dueck on Marine	84,238.56
K&E Business Services Inc. ¹	151,116.00
Lidstone & Company	51,158.34
Metro Vancouver Regional District (water debt repayment)	269,563.20
Metro Vancouver Regional District (Property Tax Levy) ²	374,826.49
Municipal Insurance Association of BC	43,935.00
Municipal Pension Plan ³	84,707.44
Pacific Blue Cross	43,810.41
Pooni Group Inc.	37,802.39
Province of British Columbia (School Tax Remittance) ²	1,210,876.32
Receiver General (Employment Insurance and Canada Pension Plan employer portions)	39,858.79
Sandpiper Contracting LLP	47,460.00
Sea to Sky Network Solutions	64,897.22
South Coast British Columbia Transportation (Property Tax Levy) ²	176,299.17
Waste Connections	62,629.81
WSP Canada Inc.	27,735.92
Young, Anderson	49,552.82
Total Payments to Suppliers Over \$25,000	\$ 3,173,736.66
TOTAL PAYMENTS TO SUPPLIERS UNDER \$25,000	\$ 467,405.50
GRANTS & CONTRIBUTIONS	\$2,668.00
GRAND TOTAL	\$ 3,643,810.16

¹ Includes special, one-time projects for strategic planning (\$10,710), long-term financial plan (\$18,690), road map to financial sustainability (\$20,230), asset management plan (\$3,430) & natural assets (\$490), with partial offsetting funding from grant (\$21,671) and Community Works Fund Reserve (\$21,169)

² Taxes or levies collected on behalf of taxing authorities and forwarded to authorities

³ Employer and employee pension contributions

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

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

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

Section 7

**VILLAGE OF BELCARRA
STATEMENT OF INACTIVE CORPORATIONS**

The Village of Belcarra does not have any inactive corporations.

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

Section 8

**VILLAGE OF BELCARRA
FINANCIAL STATEMENTS**

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

- STARTING NEXT PAGE -

Financial Statements of

VILLAGE OF BELCARRA

And Independent Auditor's Report thereon

Year ended December 31, 2023

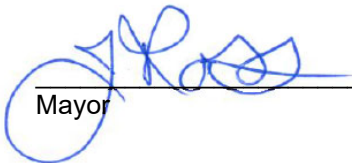
MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

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.

KPMG LLP

Chartered Professional Accountants

Vancouver, Canada
April 2, 2024

VILLAGE OF BELCARRA

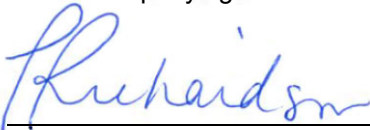
Statement of Financial Position

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
	<u>2,591,239</u>	<u>3,618,533</u>	<u>2,552,114</u>
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
	<u>2,266,238</u>	<u>2,507,634</u>	<u>2,221,815</u>
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	<u>\$ 10,271,681</u>	<u>\$ 11,057,579</u>	<u>\$ 9,946,680</u>

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
	<hr/>
	\$ 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
	<u>2,427,743</u>	<u>-</u>	<u>-</u>	<u>1,600</u>	<u>164,631</u>	<u>1,600</u>	<u>2,595,574</u>
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)
	<u>306,802</u>	<u>267,208</u>	<u>68,149</u>	<u>282,860</u>	<u>101,573</u>	<u>389,471</u>	<u>1,416,063</u>
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



COUNCIL REPORT

File: 0410-06

Date: June 3, 2024

From: Paula Richardson, Chief Administrative Officer

Subject: **New Provincial Housing Legislation – Next Steps Update
Bill 46 – Development Financing Tools – Development Cost
Charges (DCC's) and New Amenity Cost Charges (ACC's)**

Recommendation

That the staff report dated June 3, 2024 titled “New Provincial Housing Legislation – Next Steps Update, Bill 46 – Development Financing Tools – Development Cost Charges and New Amenity Cost Charges” be received into the record for information.

Purpose

To advise on the next steps required in the new Provincial Housing Legislation related to Bill 46, Development Financing Tools – Development Cost Charges (DCC's) and New Amenity Cost Charges (ACC's).

Background

On February 20, 2024, Pooni Group provided a report to Council with regard to the new Provincial Housing Legislation (Bill 35, 44, 46, 47). The report provided a high-level summary of each bill, their applicability to the Village of Belcarra, and the action items required of the Village to fulfill the Provincial requirements.

On November 30, 2023, Bill 46: *Housing Statutes (Development Financing) Amendment Act, 2023* (“**Bill 46**”) received royal assent. The Bill proposes several changes to the *Local Government Act*, RSBC 2015, c 1, and the *Vancouver Charter*, SBC 1953, c 55 which are anticipated to impact how local governments plan for and finance development in their jurisdictions.

Attached is a summary of the applicability of Bill 46, as it relates to the Village of Belcarra, provided by Fraser Smith Consulting.

Paula Richardson, Chief Administrative Officer

Council Report: New Provincial Housing Legislation – Next Steps Update,
Bill 46 – Development Financing Tools – Development Cost, Charges (DCC's) and New Amenity
Cost Charges (ACC's)

June 3, 2024

Page 2 of 2

Summary

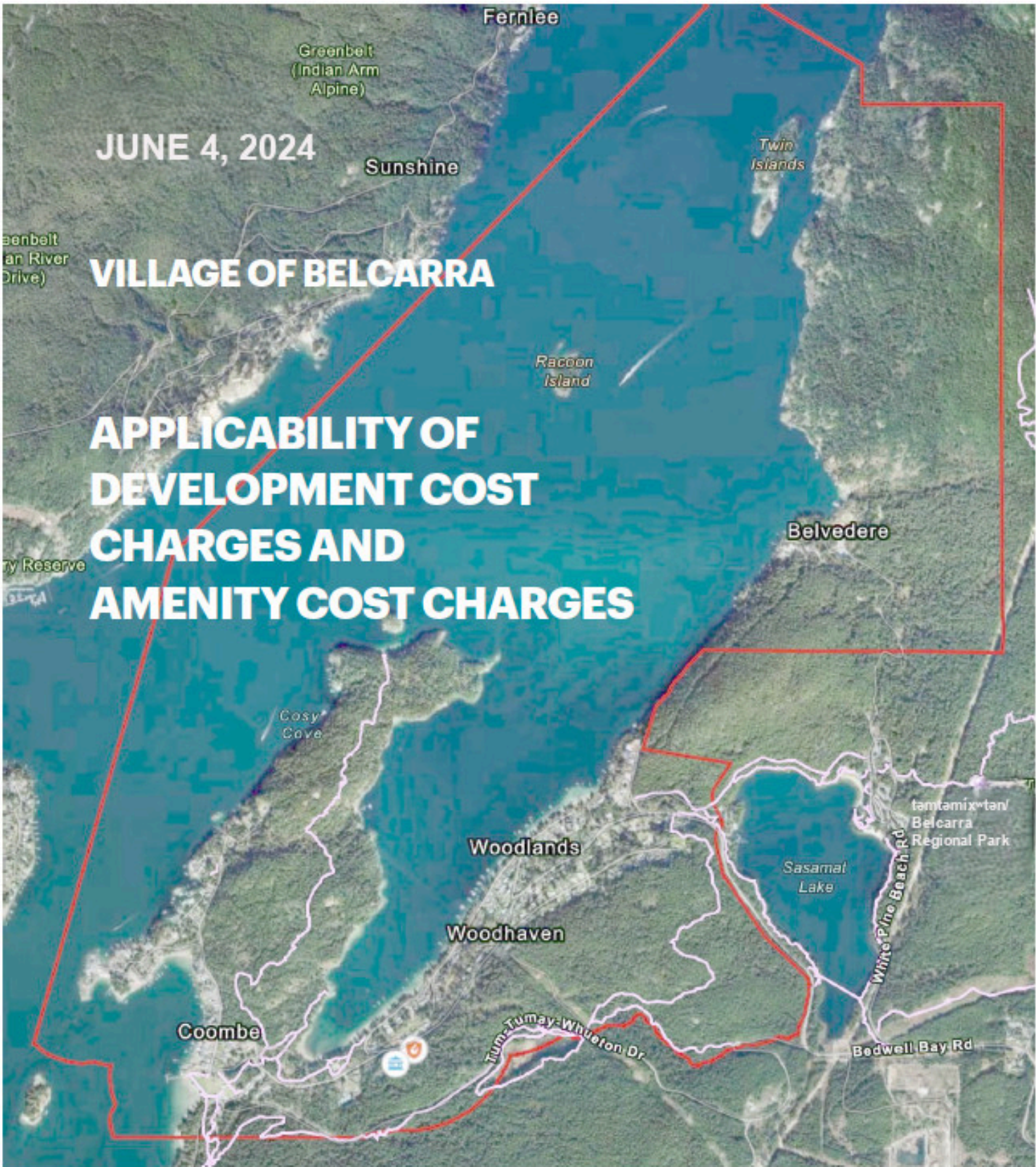
No further action is required on the part of the Village with regard to *Bill 46 – Housing Statutes (Development Financing) Amendment Act*.



Prepared by: Paula Richardson
Chief Administrative Officer

The following appendix is attached hereto:

Appendix A: Applicability of Development Cost Charges and Amenity Cost Charges Report
prepared by Fraser Smith Consulting



JUNE 4, 2024

VILLAGE OF BELCARRA

APPLICABILITY OF DEVELOPMENT COST CHARGES AND AMENITY COST CHARGES

Prepared for
Village of Belcarra
4084 Bedwell Bay Road
Belcarra BC V3H 4P8

Prepared by
Fraser Smith P.Eng., MBA
16536 - 78 Avenue
Surrey BC V4N 0M3

Applicability of Development Cost Charges (DCCs) and Amenity Cost Charges (ACCs) for the Village of Belcarra

INTRODUCTION

The Village of Belcarra is assessing the applicability of implementing and using Development Cost Charges (DCCs) and Amenity Cost Charges (ACCs) to help fund infrastructure in the community. As part of the investigation the Village also wants to understand the suitability of other funding mechanisms or tools that could be utilized to fund infrastructure given the very limited growth potential in the community.

BACKGROUND

Recently the Mayor and Council of the Village of Belcarra were introduced to the changes to the Local Government Act, provincial legislation sections Division 19 - Development Costs Recovery specifically the Development Cost Charges and the new Division 19.1 Amenity Cost Recovery. Currently the Village does not have a Development Cost Charge (DCC) bylaw or Amenity Cost Charge (ACC) bylaw.

To develop DCC and ACC bylaws the municipality must consider the projected growth in the community and identify the infrastructure required to service the projected residential, commercial and institutional growth. The development potential for the Village as a whole is quite limited. Currently the capital programs do not contain any works related to the projected growth needs.

The Village wants to assess the suitability of adding DCCs and ACCs as a growth infrastructure funding tool given the changes in the new provincial cost recovery legislation and infrastructure needs of Belcarra. Funding mechanisms also need to be identified to fund growth related infrastructure in general.

It should be noted that there are no requirements under the updated DCC legislation and new ACC legislation that requires a municipality to use DCCs and ACCs. They are just two

provincial funding tools that municipalities may use to help fund the capital infrastructure and amenity needs of growth.

Key to the use of DCCs and ACCs is the identification of significant future growth in the community and a capital program that helps meet the needs of the future growth. Rehabilitation and maintenance works cannot be funded by DCCs or ACCs.

DEVELOPMENT COST CHARGES

Development Cost Charges (DCCs) are a common method used to finance infrastructure projects related to development of a new subdivision or new building. DCCs can be levied on land use zones including residential, commercial, institutional and industrial developments and can vary by area in the community. DCC bylaws require developers and builders to contribute funds for infrastructure necessary to service development in the community. DCC bylaws are typically created to share the costs of significant infrastructure amongst a large group of benefiting developers and builders. British Columbia's Local Government Act (LGA s., Division 19) states that DCCs may be imposed by the local government to assist in funding for providing, constructing, altering or expanding sewage, water, drainage, fire protection, police, highway (also cost-shared provincial highway projects) and solid waste and recycling facilities, and providing and improving park land.

Currently the Village of Belcarra does not have a DCC bylaw. A DCC bylaw must specify the amount of the charge or the charges imposed in a schedule of DCCs. When setting the DCCs, it is important that the local government consider future land use plans, phasing of work and services, official community plans, low environmental impact developments, excessive charges in relation to the capital cost of prevailing standards and service in the municipality, and whether the charges deter or discourage development or construction of the development. These considerations, in addition to DCC schedule calculations and information must be made public upon request, excluding information respecting contemplated acquisition costs of specific properties.

AMENITY COST CHARGES

Amenity Cost Charges (ACCs) are a new tool to assist municipalities to fund growth related amenities those being facilities or features that provide social, cultural, heritage, recreational or environmental benefits. ACCs can be levied on various land uses including

residential, commercial and industrial development. ACC capital projects may include community, youth or senior centres, recreational facilities, libraries, day care facility and public squares. In the past communities have created community amenity contributions as part of new land use and servicing plans to collect monies from developers and builders to fund these amenities in high growth areas. Bonus density provisions have and continue to also be used to fund growth related amenities.

The principles and practices used to develop DCC programs are, for the most part, appropriate to use in the application of ACCs. Once again ACCs are meant for application in communities with significant growth projected in the future. The municipality may develop a program of ACC capital works that are necessary for the future growth for inclusion in an ACC bylaw. ACC bylaws are not required under the new ACC legislation. The mechanisms for collection of ACCs are similar to DCCs. Prior to collecting ACCs a bylaw must be imposed but unlike DCCs the bylaw does not require approval of the Inspector of Municipalities.

GROWTH

According to the 2021 Census of Population there were 687 residents in the Village of Belcarra. That is an increase of 44 people over the last 5 year period. It is worth noting that in 2006 Census of Population the Village had a population of 676 people and the population decreased in 2011 and in 2016. The draft OCP projects a population of 690 people by 2030. From the 2021 Housing Needs Report the demand for new housing units in the next 5 years is only 4 additional single family units. There is very limited growth projected in the Village of Belcarra over the next 10 years.

The Village of Belcarra has a limited land base suitable for residential development. Today much of the residential construction is related to renovations and demolitions and rebuilds. Most of Belcarra is serviced by road access, water, limited transit service and on-site sewage disposal.

There is some potential for development of coach houses and secondary suites subject to meeting sewage disposal requirements and Council approval. In addition the possibility of creating duplex, triplex and fourplex forms of housing may provide some accommodation for additional growth. These alternative forms of housing will require changes to the existing Village land use zoning bylaws.

There are two areas in Belcarra identified with some growth potential. They include the Crown Lands and Farrer Cove area of Belcarra. There are no detailed land use, subdivision and servicing plans for these two areas. The OCP does not identify specific population or unit projections for the Crown Lands or Farrer Cove community. Growth in the two areas is limited at this time due to inadequate road access, lack of engineering services and environmental sensitivities to support development.

GROWTH RELATED CAPITAL PROGRAMS

The infrastructure capital needs of Belcarra are not being driven by growth but include works that are necessary to maintain the current level of service to the existing residents, businesses and civic uses. In the Long Term Financial Plan 2024 - 2028 there are a number of expenditures related to roads, drainage, water, public works and parks. Examples of the works include; public works equipment, vehicle replacement, road rehabilitation, road upgrade works, bridge replacement, culvert replacement, trail rehabilitation, new water meters and improvements to the waste management centre. The funding for these projects are from general capital reserve, vehicle and equipment capital reserve, water capital reserve, transportation infrastructure reserve, major road network grants, and growing communities fund reserve.

The plan does not include growth related projects that would be considered eligible for a DCC or ACC program. DCC and ACC projects must directly or indirectly benefit new development and cannot include rehabilitation, operation or maintenance capital works. The projects in the Long Term Financial Plan are not driven by the very limited potential growth over the next 5 to 10 years.

FIRE PROTECTION FACILITIES

The updated DCC legislation does include provision for fire protection facilities be included in a DCC bylaw. This does not include replacement costs or on-going maintenance of existing facilities. Fire protection related vehicles and gear or equipment to be carried to the site of a fire cannot be included. There are no capital projects in the Long Term Financial Plan 2024 - 2028 for a new firehall to meet the need of future growth.

Metro Vancouver, through the Board of Trustees as governors, is authorized to exercise the function of fire protection for the Village of Belcarra and the Village of Anmore. It is the responsibility of the Sasamat Volunteer Fire Department to provide fire and rescue

services for the communities. The general administration of the Sasamat Volunteer Fire Department is the responsibility of the Sasamat Volunteer Fire Department Board of Trustees made up of three (3) councillors each from the Village of Belcarra and Village of Anmore, and one representative from Metro Vancouver.

Under Metro Vancouver Bylaw No. 1204, 2014, Metro Vancouver is responsible for fire protection of the two communities and therefore the responsibility for capital investments such as a fire hall to service future growth. The use of DCCs or any other growth related funding tool would likely be the responsibility of Metro Vancouver and therefore Metro Vancouver would likely have to create a DCC bylaw for Fire Protection. Given the current projected growth in Belcarra and current capital plans creating a Village of Belcarra DCC for fire protection is not feasible.

EVALUATION OF DCCS AND ACCS

DCCs and ACCS are funding tools designed to assist local government in ensuring growth in their community has the services and amenities necessary to meet the needs of the new residents and businesses. The growth projected over the next 5 years is only 4 new single family units. Also from the draft OCP the 2030 anticipated population is only increased by 20 people as compared to the 2020 population. The Village of Belcarra has projected very limited growth due to physical constraints and of services and access to potential developable lands.

The Long Term Financial Plan 2024 - 2028 does not include any growth specific capital works. There are no other infrastructure and amenity servicing plans listing the works and costs of projects necessary for the projected growth. The infrastructure and park/ facility amenity work listed in the Long Term Financial Plan 2024-2028 are rehabilitation and maintenance capital projects necessary to service the exiting residents. DCCs and ACCS cannot fund operation and maintenance works.

There have been discussions by the Sasamat Volunteer Fire Department Board of Trustees about the replacement of the two fire halls in Anmore and Belcarra. Under the new DCC legislation new fire halls are projects which could be considered as DCC projects. Unfortunately, based on the current growth projections for Belcarra and the existing infrastructure program, a new fire hall project would not be suitable for inclusion in a Belcarra DCC program at this time. Funding should come from another funding source.

Fire protection in the Village of Belcarra is the responsibility of Metro Vancouver and the Board of Trustees. Once again given the very limited growth in the Village a new fire hall does not appear necessary for growth in the Village. If there maintenance issues with the fire protection facilities these costs cannot be funded by DCCs.

CONCLUSION

Based on the materials reviewed and specifically the draft OCP, 2021 Housing Needs Report and Long Term Financial Plan 2024 - 2028 it is not recommended at this time the Village of Belcarra pursue DCCs and ACCs as possible tools to fund the servicing costs of future growth in the Village of Belcarra. There are no provincial government requirements under the various new legislative changes for the Village of Belcarra to implement DCC or ACC bylaws.

ALTERNATIVE GROWTH RELATED CAPITAL FUNDING METHODS

In communities with very limited growth, such as the Village of Belcarra, most engineering and community capital infrastructure are funded by property taxation, grants, utilities and fees and charges.

In addition to DCCs and ACCs the Local Government Act and Community Charter does contain a number of alternative methods to fund growth related infrastructure. This section of the report will focus on some of the most often used tools to fund growth besides DCCs and ACCs.

Alternatives ways to fund the growth related capital costs include:

1. Works and Services
2. Fees and Charges - Parcel Tax, Local Area Service
3. Agreements
4. Grants

WORKS AND SERVICES

Typically the road, water, drainage and sanitary sewer services for a development is the responsibility of the developer to construct at their cost unless the municipality has identified other sources of infrastructure funding. Under Part 14, Division 11, of the Local Government Act (LGA) a local government may require the owner of a parcel under development to provide work and services on the portion of a highway adjacent to the parcel and all on-site servicing. The current Village of Belcarra Subdivision and Development Servicing Bylaw #492, 2015 states the requirements of the developer of the land.

There is a provision in the Local Government Act that costs of excess or extended service requirements to the developer or builder as defined in LGA Sections 507 and 508 can be reimbursed through a Latecomer Agreement with the developer or builder and the City. In other words should a developer build the engineering infrastructure there is a possibility that they may be reimbursed by future developers or builders for some of the costs.

FEES AND CHARGES

Imposing fees and charges that are defined in the LGA and Community Charter can be used to fund infrastructure servicing projects if the Village has appropriate bylaws in place. A fee can be imposed regarding the use of all or part of a service of the municipality, or to regulate and impose requirements.

A Parcel Tax (Community Charter, Division 4) is another common funding option for projects of similar scope. The Community Charter states that a parcel tax may be imposed on parcels that have the opportunity to be provided with the new or improved service. This indicates that if a parcel in the proposed development will use the proposed service, or if the parcel is given the opportunity to use the service, a parcel tax may be imposed. This tax is often imposed based on the parcel frontage or area of property.

A Local Area Service (LAS) (Community Charter, Division 5) can be defined and costs imposed to cover all or part of the cost for service improvements provided to the specific area. This can be implemented in the form of a parcel tax or frontage tax. In the case of a larger development area, the LAS charge would likely be levied under bylaws associated with a parcel tax rather than a frontage tax as the infrastructure would service parcels

throughout the development. The LAS can be initiated by the Village of Belcarra or by property owners through petition of those who benefit from the engineering works. The LAS must be defined by bylaw and costs recovered by land owners who benefit from the works over a specific time period.

AGREEMENTS

Typically, funding or cost recovery options for complex scoped projects can incorporate a variety of works and services agreements. Servicing agreements are implemented by local governments in order to regulate and require the developer to provide the works and services for the associated subdivision of land (LGA s. 506). This means that, by bylaw, the Village may require, within the subdivision a road, water distribution system, fire hydrant system, sewage disposal system, drainage collection system and/or a drainage disposal system, be provided, located and constructed in accordance with the Village of Belcarra standards and specifications.

In addition to the Servicing Agreement, a Latecomer Agreement (LGA s. 507-508) may be established in order for the developer to provide extended services for a portion of the works and recover some share of the costs over 15 years. This means that construction of any of these systems in the developed area may also require the developer to provide excess or extended connections for these services. Repayment of the funds to the developer who front ends the costs for this service is coordinated by the municipality.

Development Works Agreements are contracts between a municipality and a developer for the provision of specific water, sewage, roads, drainage works and parkland improvements (developer-financed) for a specific area in the municipality (LGA s. 570). This agreement states that either the municipality or the developer is held responsible for providing and financing the work and services. Where the developer provides the work and services, the municipality must allocate all or part of the cost of the works to the development area property owners. This is usually done in a one-time charge, and interest must be paid if any has accrued. This charge is set by the municipality and can vary based on the impact of the services. These agreements are established by bylaw.

The Developers Work Agreement can be initiated by either the municipal council or the developer, and proper steps set forth by the LGA must be followed for either method. This

type of agreement can provide the developer with a level of financial comfort as the time limit for the collection is established in the agreement.

In the past municipalities have entered into agreements with developers to help fund the capital costs of amenities necessary to support growth. These negotiated agreements are typically part of the rezoning process and may involve adding increased density to the property being rezoned as part of the agreement. The municipality will ask for funds to help pay for day care facilities, community centres, libraries, affordable housing sport and recreation facilities, fire and police facilities. The contributions are typically cash or in-kind voluntary contribution by the developer to the municipality. The developer will get increased development rights through zoning that are often in the form of a bonus density. Many communities in the lower mainland have been using negotiated agreements to fund new amenities to offset the impacts of growth.

The new ACC legislation is an approach to formalize what amenities are needed to support the new residents and businesses. The ACC legislation structures how the ACCs are calculated, collected and spent. The new ACC legislation may limit the use of negotiated agreements to fund amenities in the future.

GRANTS

The provincial and federal government have various grants and funding programs to help support municipalities in the construction and operation of engineering infrastructure. Examples of such programs are; Canada Infrastructure Program - Community, Culture and Recreation, Rural and Northern Communities Infrastructure, Green Infrastructure - Environmental Quality fund and Infrastructure Planning Grant program. For the most part all the government grant programs exclude funding infrastructure to support growth including the minor development envisioned in the Village of Belcarra.

The exception to funding growth related projects is the new BC Growing Communities Fund. The intent of the BC provincial program is to share \$1 billion dollars in new grants to local governments to help build community infrastructure and amenities to meet the demands of population growth. How much each community receives is based on the size of the municipality. The choice of what to spend the funds on is up to the individual municipality under certain conditions. Project examples given by the province include sewers, roads, park and recreation facilities. In 2023 the Village of Belcarra received

funds from the Growing Communities Fund to pay for some infrastructure including the Bedwell Bay road upgrade project and water chlorination system construction project.

Translink provides grant funding through a cost sharing program with the Village of Belcarra. The TransLink funding include the Major Roads Network and Bike Upgrades (MRNB), Bicycle Infrastructure Capital Cost Share (BICCS) and Walking Infrastructure to Transit (WITT) programs. The MRNB program is meant to assist municipalities on minor capital road improvement projects on the TransLink Major Road Network (MRN) or bike infrastructure on or off the TransLink MRN. The other TransLink Municipal cost sharing programs include funding for bikeways, bike signals, pedestrian signals, multi-use paths and other road related projects. The Village makes use of these funds for projects such as improvements to the Bedwell Bay road with the construction of safety barriers. The MRN grants are not meant to fund capital projects to service growth.

SUMMARY OF ALTERNATIVE GROWTH RELATED FUNDING OPTIONS

The most useful tool to fund new infrastructure are the requirements within Subdivision and Development Servicing bylaw works and services provisions. With limited growth in the community the funding of new infrastructure through the subdivision process will likely be limited at least in the short term. Without a Servicing Agreement a Developer Work Agreement or Latecomer Agreement would not be applicable. Therefore using Works and Services Agreements, Development Works Agreements or Latecomer Agreements to help fund growth related infrastructure are not appropriate at this time.

The Village of Belcarra Council or a group of residents through a petition may initiate a Local Area Service for an area of the community to fund engineering services. The Village of Belcarra could fund the project with cost recovery from the benefiting specified area land owners over some period of time through a parcel tax. Alternatively a group of residents or developers may fund the cost of the works and seek reimbursement of the costs from the land owner of the benefiting area. The municipality would typically assist in the reimbursement agreement.

Grant programs can help communities move forward amenity projects which benefit the entire Village. Unfortunately there are limited grant programs from either the provincial or federal governments at this time. TransLink MRN funding programs continue to be a

successful source of revenue throughout the Lower Mainland but are limited in scope and funds.

With limited growth projected in the Village of Belcarra in the short term most engineering and community capital infrastructure will continue to be funded by property taxation, grants, utilities and fees and charges.

A handwritten signature in black ink, appearing to read "Fraser Smith". The signature is written in a cursive style with a large initial "F".

Fraser Smith, P.Eng., MBA

EGBC Permit to Practise: #1003829

May 24, 2024



COUNCIL REPORT

Date: June 3, 2024
From: Stewart Novak, Public Works and Emergency Preparedness Coordinator
Subject: **2023 Drinking Water Quality Annual Report**

Recommendation

That the 2023 Drinking Water Quality Annual Report be received into the record for information and be forwarded to the Fraser Health Authority for review and comment.

Purpose

To provide the Belcarra Water Supply and Distribution System consumers and the Fraser Health Authority with the required annual water source, supply and water quality information based on 2023 analytical sampling and operational procedures.

Background

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

Water Quality for 2023

Metro Vancouver reported that all samples collected in 2023 satisfied the bacteriological requirements of the BC Drinking Water Protection Regulation. The Village has not had any water advisories for many years. This report to be provided to the Fraser Health Authority for review and comment following Council's acceptance.

Strategic Plan & Related Work Plan Implications

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

Prepared by: Stewart Novak,
Public Works and Emergency Preparedness Coordinator

Concurrence: Paula Richardson, Chief Administrative Officer

The following appendix is attached hereto:

Appendix A: 2023 Drinking Water Quality Annual Report



VILLAGE OF BELCARRA

DRINKING WATER QUALITY ANNUAL REPORT

2023

Submitted: June 3, 2024

TABLE OF CONTENTS

Introduction.....	3
A. General Description.....	3
B. Distribution system.....	3
1. General.....	3
2. Belcarra Water Quality Testing.....	3
3. Results.....	4
4. Work Program.....	5
C. Incidents/Significant Complaints.....	6
D. General Water Advisories.....	6
E. Operator Training/Qualifications.....	6
F. Security Measures.....	6
G. Notifications and Emergency Response Plan.....	6
List of Appendices	
Appendix A: Map of Belcarra Water System, sampling and site Locations	8
Appendix B: List of Belcarra Sample Per Month coliform.....	9
Appendix C: Schedule for Belcarra sampling and Reporting for 2023	10
Appendix D: Belcarra Sample Station Readings of: chlorine free, E Coli, HPC, Temperature.....	11
Appendix E: Metro Van’s Results of Bacterial Analysis.....	14
Appendix F: Metro Van’s Annual Metal Sampling	15
Appendix G: Notification for Unusual situations Potentially affecting Water Quality.....	16

INTRODUCTION

This report is prepared by the Village of Belcarra (Belcarra) under the Water Quality Monitoring and Reporting Plan for the Metro Vancouver (MV) and Member Municipalities. The purpose of the report is to provide Belcarra water consumers and the Medical Health Officer (MHO) with drinking water sampling test results for 2023, and to present background information on Belcarra concerning water supply, treatment, and specific measures being taken to protect and enhance drinking water quality as per requirements under the Drinking Water Protection Act.

A. GENERAL DESCRIPTION

Belcarra delivers potable water to its customers via a waterworks distribution system incorporating approximately 11 Km of water mains, one high pressure zone, one low pressure zone, a pumping station, and a water storage reservoir. As of December 31, 2023, the water distribution system provides water to 192 of a possible 270 parcels.

From January 1, 2023, to December 27, 2023, there was 3,078,115 cubic feet (87,162 cubic meters) of water used in Belcarra. This compares to 2022 total water usage of 3,148,430 cu/ft (89,154 cubic meters), indicating a decrease of 70,315 cu/ft (1991 cubic meters). The primary use of Belcarra's potable water is residential domestic consumption, however there is one commercial water connection installed in Belcarra Park for public washrooms, irrigation system, and drinking fountains.

Staff continue to monitor water usage for Belcarra Park tracking total volume and monthly consumption patterns. From December 31, 2022 to December 30 2023 Belcarra Park utilized 2,275 Cu/Meters which is 963 Cu/Meters less than the prior years usage of 3,238 Cu/Meters

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

B. WATER DISTRIBUTION SYSTEM – Village of Belcarra

1. General

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

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

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

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

2. Belcarra Water Quality Testing

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

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

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

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

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

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

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

(a) Physical Parameters

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

(b) Chemical Parameters

In 2023, chemical monitoring in the water distribution system was conducted for the following:

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

3. Results

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

- Belcarra Bacteria Counts.

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

Metro Vancouver’s analysis of HPC confirmed that out of 90 samples submitted, 5 samples exceeded Metro Vancouver’s threshold of 500 CFU/ml. All samples were taken from dead end water mains and can be adversely affected by the water age and usage at these dead-end locations. All mains with samples over the threshold were flushed to improve the water quality in those locations.

Metro Vancouver reported that all samples collected in 2023 satisfied the bacteriological requirements of the BC Drinking Water Protection Regulation.

- Belcarra Physical Parameters

In 2023, 90 samples were tested for turbidity levels in the Belcarra water distribution system and no samples were greater than 3.8 NTU. Water temperatures ranged from a March low of 4.4° C to an August high of 22.4° C.

- Belcarra Chemical Parameters

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

90 samples were taken at various end of the run locations. Out of 90 samples, one was below the minimum chlorine residual concentration of 0.2 mg/l which tested at .19. As a result, staff turned the discharge water flow rate up slightly.

A real time chlorine monitoring station is installed in the Tatlow facility which sends an alarm to all our water service technicians when the system senses a low chlorine reading.

- Haloacetic Acids (HAA's)** – Haloacetic Acids (HAA)

In Belcarra all **8** of the 2023 samples taken were below the MAC of 80 ppb/mL for this parameter (See Appendix E).

- Trihalomethanes (THMs)** – Trihalomethanes (THMs)

All **8** of the 2023 samples taken in Belcarra all were below the MAC of 100 ppb/mL for this parameter (See Appendix E).

- pH** – All **8** of the samples taken in 2023 were within the Aesthetic Objective guidelines of between **6.5** and **8.5** pH (See Appendix E).
- Metals** – a total of **4** samples for metals, which include testing for copper, lead, and zinc, among other metals were collected in 2023 for Metro Vancouver Metals Sampling Program for Belcarra (See Appendix F). All the metals tested were under the recommended maximum allowable Guideline Limits.

4. Challenges

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

Work Program 2023

- Water sampling ports are installed at the water main ends, and at dead-end branch lines. They are opened to allow additional waterflow as an operational means to move water through the lines thereby helping to maintain the quality of water in these low waterflow areas. However, in extreme cold conditions during winter the testing ports are shut down and drained to prevent freezing.
- A total of 1 new water service connection applications were applied for and pending completion in 2023.
- 50% of the hydrants were flushed in Belcarra, and in addition to routine flushing Public Works Department monitors the HPC results and will perform additional flushing through the sample ports and fire hydrants when HPC readings are greater than 500 CFU/ml.
- 50% of the hydrants received full tear downs and service. The municipality gets divided into two zones for hydrant servicing; one zone gets a tear down and service, while the second zone receives a hydrant flushing. Each year the services gets switched from the first zone to the second zone.
- Residential and commercial meter boxes were inspected in May and November for condition and water consumption data.
- Fuel tank scrubbing was completed as part of the yearly maintenance on the generator and the fire pump.
- The interior of Tatlow Reservoir was vacuum scrubbed removing all sediment.

- Both Tatlow and Dutchman reservoirs were inspected by WSP Engineering. The report indicated the reservoir is in good condition but recommended the reservoir be drained to further determine the extent of repair work needed on the interior protective resin coating, as they observed some chips in the coating. The chips are scheduled for repair.
- Staff constructed an access path around the perimeter of the reservoir, excavating around the reservoir creating an access path for vehicles and machinery to work on all sides of the tank. At the same time improving the perimeter drainage by channelling the water away from the reservoir.
- Installed chain-link fencing around the Tatlow station and reservoir to improve safety and security.
- Council approved a motion to design a chlorination system for Tatlow reservoir. A detailed design is pending in 2024.
- Site inspections were conducted at Strathcona Station, and have increased the site visit scheduling from quarterly to every two months.

INCIDENTS/SIGNIFICANT COMPLAINTS

- No Potable water related complaints recorded.

C. GENERAL WATER ADVISORIES

No water advisories have been issued to date in Belcarra.

D. OPERATOR TRAINING/QUALIFICATIONS

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

SECURITY MEASURES

Security features at Belcarra include:

- Locked off access to the Tatlow Reservoir with the ladder removed.
- Perimeter fencing around Tatlow Station installed.
- Exterior lighting and fencing for the water receiving building at Midden
- Dual locking mechanisms to enter the Midden and pump station buildings.
- Door alarms at Strathcona chamber & kiosk, and Midden & Tatlow buildings
- Intrusion alarm at the Strathcona chamber sent to the Belcarra Water Operators
- CCTV cameras at Public Works, Midden building, Tatlow reservoir and pump station

E. NOTIFICATION AND EMERGENCY RESPONSE PLAN

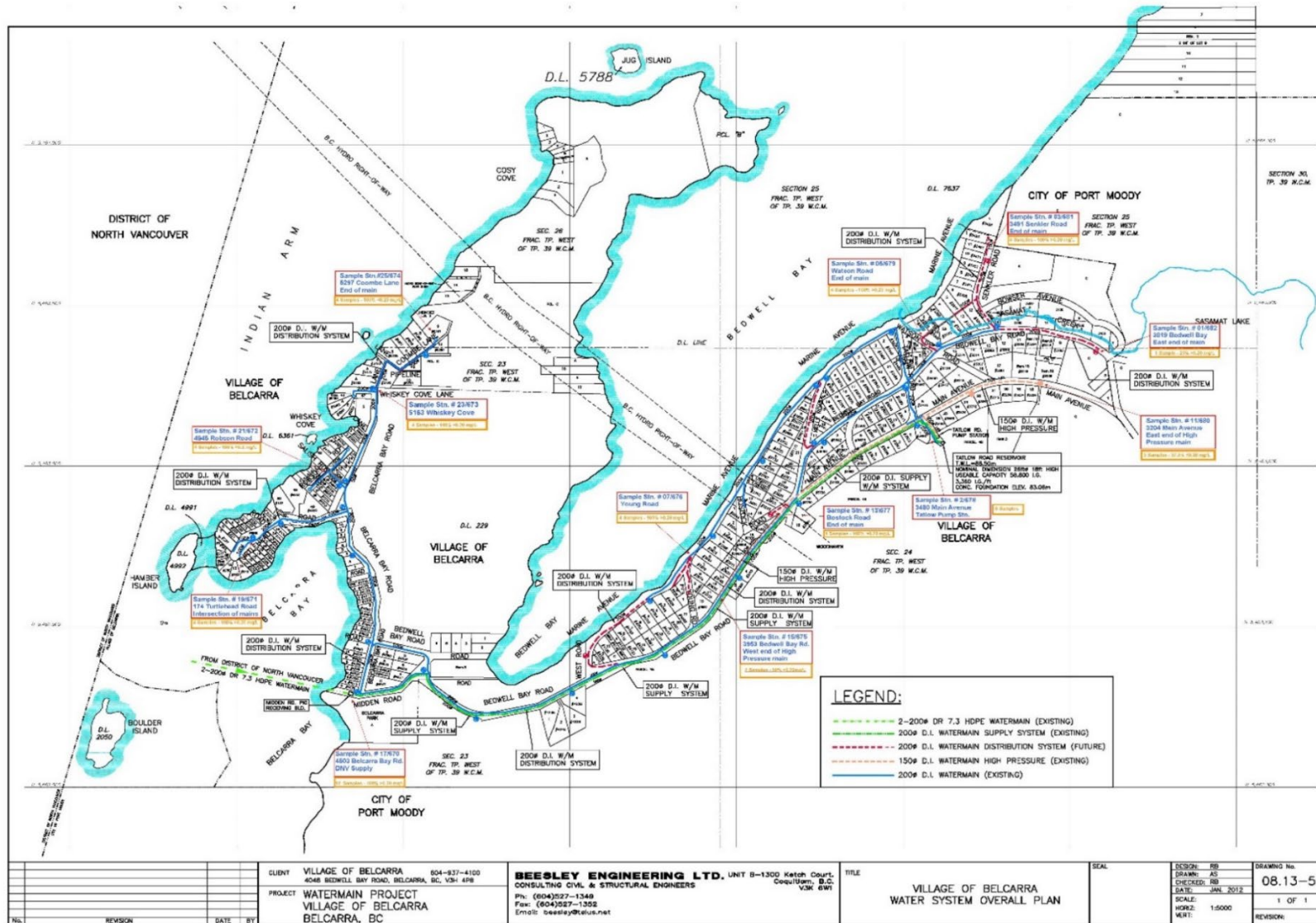
All water system alarms and emergency phone calls coming from the residents are sent directly to the on call public works staff member who is on duty for the week (24 hr clock). There are three staff members who rotate the duty on a weekly basis.

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

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

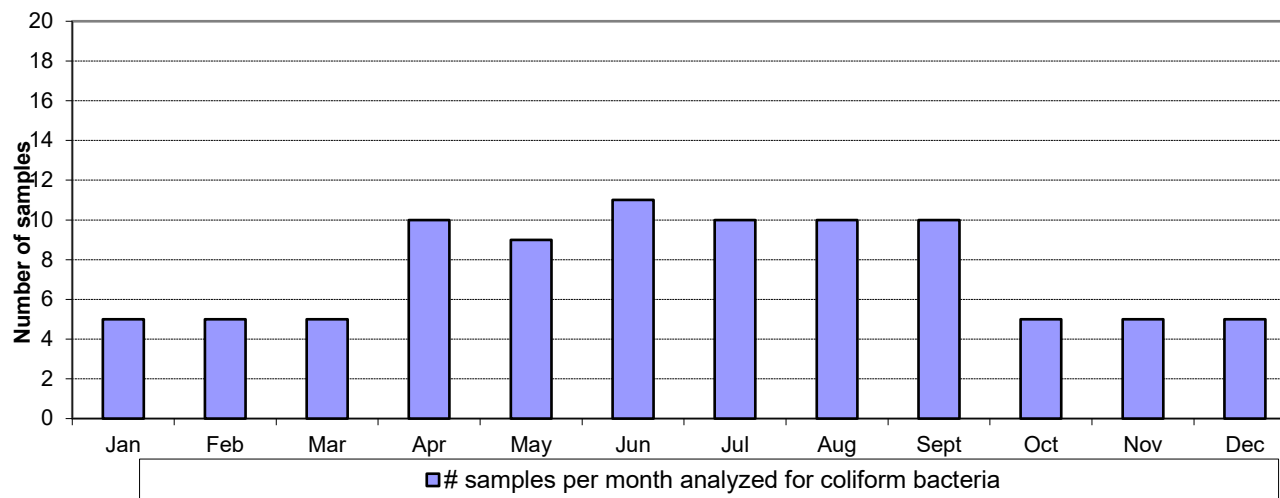
Appendix A

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



Appendix B

Village of Belcarra - 2023



Appendix C

Schedule for Belcarra Sampling and Reporting for 2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>DISTRIBUTION SYSTEM SAMPLING</u>												
Temperature, E. coli, HPC, Total Coliform, Turbidity, & Free Chlorine Residuals (Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
HAA's, THM's, pH (Quarterly)		X			X			X				X
Metals: Copper, Lead, Zinc				X						X		
<u>NOTIFICATION</u>												
2023 Annual Report:												
Annual Report sent to MHO						X						
MHO to send Council response						X						
Staff Report to Council						X						
Posted on Web						X						

Appendix D

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

Sample Name	Description	Sampled Date	Chlorine Free mg/L	Turbidity NTU	Temperature °C	HPC CFU/mL	Ecoli CFU/100mLs	Total Coliform CFU/100mLs
BLC-670	4503 Belcarra Bay Road	2023-01-10 09:30	0.72	0.12	6.7	20	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-02-14 10:32	0.66	0.1	7	<2	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-03-14 09:45	0.76	0.12	6.3	<2	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-04-12 09:15	0.62	0.14	7.8	26	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-04-25 09:00	0.53	0.16	7.9	<2	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-05-09 09:05	0.62	0.21	8.9	10	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-05-26 09:25	0.58	0.16	11.8	24	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-06-13 08:30	0.71	0.18	12.7	26	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-06-27 10:15	0.62	0.18	12.6	36	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-07-12 09:00	0.67	0.14	13.5	110	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-07-26 08:45	0.74	0.17	15.2	70	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-08-09 13:00	0.63	0.24	16.1	4	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-08-23 08:30	0.74	0.16	16.2	12	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-09-13 09:30	0.72	0.12	16	6	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-09-28 08:20	0.69	0.09	14.9	20	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-10-12 10:20	0.59	0.12	NA	10	-	-
BLC-670	4503 Belcarra Bay Road	2023-11-14 09:30	0.62	0.13	10.9	6	<1	<1
BLC-670	4503 Belcarra Bay Road	2023-12-13 08:30	0.6	0.51	8.9	4	<1	<1
BLC-671	174 Turtlehead Road	2023-02-14 10:40	0.49	0.12	7.1	<2	<1	<1
BLC-671	174 Turtlehead Road	2023-04-25 09:08	0.46	0.14	8.6	<2	<1	<1
BLC-671	174 Turtlehead Road	2023-06-13 08:35	0.5	0.15	17.2	24	<1	<1
BLC-671	174 Turtlehead Road	2023-07-26 08:52	0.65	0.18	20.3	34	<1	<1
BLC-671	174 Turtlehead Road	2023-09-13 09:40	0.44	0.13	18.4	32	<1	<1
BLC-671	174 Turtlehead Road	2023-11-14 10:07	0.24	0.12	11.2	2	<1	<1
BLC-672	4945 Robson Road	2023-02-14 11:07	0.37	0.28	7	12	<1	<1
BLC-672	4945 Robson Road	2023-04-25 09:15	0.46	0.11	8.5	4	<1	<1
BLC-672	4945 Robson Road	2023-06-13 08:40	0.5	0.2	16.6	48	<1	<1

Appendix D

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

BLC-672	4945 Robson Road	2023-07-26 09:00	0.67	0.14	20	48	<1	<1
BLC-672	4945 Robson Road	2023-09-13 09:45	0.4	0.14	18.5	270	<1	<1
BLC-672	4945 Robson Road	2023-11-14 09:40	0.25	0.11	11.3	8	<1	<1
BLC-673	5163 Whiskey Cove	2023-02-14 11:11	0.37	3.8	6.1	<2	<1	<1
BLC-673	5163 Whiskey Cove	2023-04-25 09:23	0.3	0.14	7.9	<2	<1	<1
BLC-673	5163 Whiskey Cove	2023-06-13 08:45	0.55	0.76	16.7	16	<1	<1
BLC-673	5163 Whiskey Cove	2023-07-26 09:05	0.3	0.22	19.9	68	<1	<1
BLC-673	5163 Whiskey Cove	2023-09-13 09:50	0.58	0.11	18.3	68	<1	<1
BLC-673	5163 Whiskey Cove	2023-11-14 09:45	0.23	0.11	11.5	36	<1	<1
BLC-674	5297 Coombe Lane	2023-02-14 11:18	0.2	0.18	5.8	8	<1	<1
BLC-674	5297 Coombe Lane	2023-04-25 09:30	0.47	0.15	7.6	4	<1	<1
BLC-674	5297 Coombe Lane	2023-06-13 08:50	0.36	0.2	16.4	10	<1	<1
BLC-674	5297 Coombe Lane	2023-07-26 09:15	0.27	0.15	18.9	54	<1	<1
BLC-674	5297 Coombe Lane	2023-09-13 09:56	0.43	0.12	17.7	140	<1	<1
BLC-674	5297 Coombe Lane	2023-11-14 09:55	0.24	0.11	10.9	6	<1	<1
BLC-675	3953 Bedwell Bay Road	2023-01-10 11:30	0.45	0.1	6.1	2	<1	<1
BLC-675	3953 Bedwell Bay Road	2023-04-12 10:30	0.35	0.13	7.4	<2	<1	<1
BLC-675	3953 Bedwell Bay Road	2023-05-26 10:46	0.31	0.12	13.7	22	<1	<1
BLC-675	3953 Bedwell Bay Road	2023-07-12 11:30	0.34	0.09	16.3	110	<1	<1
BLC-675	3953 Bedwell Bay Road	2023-08-23 09:05	0.28	0.08	17.6	400	<1	<1
BLC-675	3953 Bedwell Bay Road	2023-10-12 11:39	0.2	0.12	NA	860	-	-
BLC-676	Young Road	2023-01-10 11:12	0.51	0.22	5.8	36	<1	<1
BLC-676	Young Road	2023-04-12 10:25	0.51	0.71	8.3	20	<1	<1
BLC-676	Young Road	2023-05-26 11:15	0.73	0.2	17.3	6	<1	<1
BLC-676	Young Road	2023-07-12 10:30	0.66	0.12	20.7	28	<1	<1
BLC-676	Young Road	2023-08-23 09:39	0.44	0.2	20.9	520	<1	<1
BLC-676	Young Road	2023-10-12 11:45	0.35	0.2	NA	94	-	-
BLC-677	Bostock Road	2023-03-14 11:33	0.52	0.15	5.6	80	<1	<1
BLC-677	Bostock Road	2023-05-09 09:40	0.55	0.23	11	2	<1	<1

Appendix D

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

BLC-677	Bostock Road	2023-06-27 10:57	0.57	0.26	17.3	10	<1	<1
BLC-677	Bostock Road	2023-08-09 13:11	0.35	0.27	19.2	860	<1	<1
BLC-677	Bostock Road	2023-09-28 09:05	0.22	0.42	15.4	1100	<1	<1
BLC-677	Bostock Road	2023-12-13 09:50	0.39	0.21	8.3	210	<1	<1
BLC-679	Watson Road	2023-01-10 11:05	0.56	0.19	5.7	<2	<1	<1
BLC-679	Watson Road	2023-04-12 10:45	0.4	0.3	8	2	<1	<1
BLC-679	Watson Road	2023-05-26 10:55	0.5	0.15	15	2	<1	<1
BLC-679	Watson Road	2023-07-12 10:05	0.5	0.18	19.7	12	<1	<1
BLC-679	Watson Road	2023-08-23 09:15	0.78	0.1	18.5	20	<1	<1
BLC-679	Watson Road	2023-10-12 11:15	0.3	0.16	NA	14	-	-
BLC-680	3204 Main Avenue	2023-01-10 10:30	0.19	0.15	4.9	14	<1	<1
BLC-680	3204 Main Avenue	2023-03-14 10:30	0.22	0.21	4.4	12	<1	<1
BLC-680	3204 Main Avenue	2023-04-12 09:55	0.36	0.4	7	10	<1	<1
BLC-680	3204 Main Avenue	2023-05-09 09:53	0.4	0.23	12.4	20	<1	<1
BLC-680	3204 Main Avenue	2023-06-13 09:15	0.25	0.7	19.2	190	<1	<1
BLC-680	3204 Main Avenue	2023-06-27 10:52	0.42	0.21	18.7	50	<1	<1
BLC-680	3204 Main Avenue	2023-07-12 09:50	0.57	0.5	22.4	250	<1	<1
BLC-680	3204 Main Avenue	2023-08-09 13:17	0.32	1.2	22.4	440	<1	<1
BLC-680	3204 Main Avenue	2023-08-23 11:00	0.22	0.34	21.7	700	<1	<1
BLC-680	3204 Main Avenue	2023-09-28 09:00	0.2	0.96	15.2	NA	<1	<1
BLC-680	3204 Main Avenue	2023-10-12 11:09	0.21	0.19	NA	190	-	-
BLC-680	3204 Main Avenue	2023-12-13 09:15	0.39	0.21	7.2	6	<1	<1
BLC-681	3491 Senkler Road	2023-03-14 10:50	0.4	0.15	6	22	<1	<1
BLC-681	3491 Senkler Road	2023-05-09 10:08	0.39	0.23	12.8	26	<1	<1
BLC-681	3491 Senkler Road	2023-06-27 11:08	0.64	0.23	15.8	8	<1	<1
BLC-681	3491 Senkler Road	2023-08-09 13:25	0.36	0.24	19.5	56	<1	<1
BLC-681	3491 Senkler Road	2023-09-28 08:39	0.5	0.1	16.2	170	<1	<1
BLC-681	3491 Senkler Road	2023-12-13 09:25	0.27	0.25	8.3	94	<1	<1
BLC-682	3819 Bedwell Bay	2023-03-14 11:00	0.22	0.15	4.7	20	<1	<1

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

BLC-682	3819 Bedwell Bay	2023-05-09 10:17	0.36	0.21	10.6	10	<1	<1
BLC-682	3819 Bedwell Bay	2023-06-27 11:15	0.43	0.85	16.4	58	<1	<1
BLC-682	3819 Bedwell Bay	2023-08-09 13:35	0.39	0.28	19.8	42	<1	<1
BLC-682	3819 Bedwell Bay	2023-09-28 08:45	0.5	0.75	15.6	180	<1	<1
BLC-682	3819 Bedwell Bay	2023-12-13 09:30	0.4	0.17	8.2	8	<1	<1

Appendix E

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

Date Sampled	THM (ppb)					HAA (ppb)							Extras
	Bromodichloromethane	Bromoform	Chlorodibromomethane	Chloroform		Total Trihalomethanes	Dibromoacetic Acid	Dichloroacetic Acid	Monobromoacetic Acid	Monochloroacetic Acid	Trichloroacetic Acid		Total Haloacetic Acid
Feb 1 2023	<1	<1	<1	38	38	<0.5	9.2	<0.5	>0.5	6.1	14		8
Feb 1 2023	<1	<1	<1	52	52	<0.5	4.1	<0.5	0.6	11	16		8.1
May 31 2023	<1	<1	<1	21	22	<0.5	7.7	<0.5	>0.5	4.3	15		8.2
May 31 2023	<1	<1	<1	31	34	<0.5	5.2	<0.5	>0.5	7.3	13		8.2
Aug 23 2023	1	<1	<1	19	21	<0.5	7.6	<0.5	1.1	4	13		8.2
Aug 23 2023	1	<1	<1	27	30	<0.5	5.1	<0.5	>0.5	5.3	10		8.2
Nov 28 2023	<1	<1	<1	27	28	<0.5	11	<0.5	0.8	4.9	16		8.2
Nov 28 2023	<1	<1	<1	36	37	<0.5	11	<0.5	>0.5	8.6	20		8.3

Appendix F

Metro Vancouver Annual Metals Sampling Program

Customer:	Village of Belcarra		Village of Belcarra		
Title:	Municipal Metals Feb-14/23		Municipal Metals Sep-11/23		
Project Number:	222051		226669		
Project Date:	14-Feb-2023		11-Sep-2023		
Project Status:	Authorized by DMULZET		Authorized by TEWONG		
Project Notes:					
Analysis	Units	BLC-670	BLC-682	BLC-670	BLC-682
		4503 Belcarra Bay Road	3819 Bedwell Bay Road	4503 Belcarra Bay Road	3819 Bedwell Bay Road
		2023-02-14 10:30	2023-02-14 11:28	2023-09-13 9:30	2023-09-13 9:20
		GRAB	GRAB	GRAB	GRAB
Aluminum Total	µg/L	42	55	27	25
Antimony Total	µg/L	<0.5	<0.5	<0.5	<0.5
Arsenic Total	µg/L	<0.5	<0.5	<0.5	<0.5
Barium Total	µg/L	3	3.5	3.5	3.6
Boron Total	µg/L	<10	<10	<10	<10
Cadmium Total	µg/L	<0.2	<0.2	<0.2	<0.2
Calcium Total	µg/L	9880	8920	8820	8240
Chromium Total	µg/L	0.07	0.06	<0.05	<0.05
Cobalt Total	µg/L	<0.5	<0.5	<0.5	<0.5
Copper Total	µg/L	1.6	5.6	2.2	3.8
Iron Total	µg/L	8	26	5	12
Lead Total	µg/L	<0.5	<0.5	<0.5	<0.5
Magnesium Total	µg/L	220	190	223	220
Manganese Total	µg/L	2.8	1.3	7.1	7.1
Mercury Total	µg/L	<0.05	<0.05	<0.05	<0.05
Molybdenum Total	µg/L	<0.5	<0.5	<0.5	<0.5
Nickel Total	µg/L	<0.5	<0.5	<0.5	<0.5
Potassium Total	µg/L	180	201	212	224
Selenium Total	µg/L	<0.5	<0.5	<0.5	<0.5
Silver Total	µg/L	<0.5	<0.5	<0.5	<0.5
Sodium Total	µg/L	1560	1590	1710	1780
Zinc Total	µg/L	<3.0	4.3	9.8	<3.0

Appendix G

Notification for Unusual Situations Potentially Affecting Water Quality

Situation	Notifying Agency	Agency Notified	Time Frame for Notification
E. coli – positive sample	MV Laboratory or BC Centre for Disease Control	Belcarra and Fraser Health Authority	Immediate
Total Coliform over 10 mg/L and no Free Chlorine Residual	Belcarra	Fraser Health Authority	Immediately upon receipt of sample test results
Chemical Contamination	Belcarra	Fraser Health Authority	Immediate
Turbidity > 5 NTU	MV Laboratory or GVWD Operations	Belcarra and Fraser Health Authority	Immediate
GVWD Disinfection failure	GVWD Operations	Belcarra and Fraser Health Authority	Immediate in any situation in which the BCSDWR or the GCDWQ may not be met
Loss of pressure due to high demand	Belcarra	DNV Operations and Fraser Health Authority	Immediate
Water main break in Belcarra, where contamination is suspected	Belcarra	Fraser Health Authority	Immediate
Water main break in DNV, where contamination is suspected	DNV	Belcarra and Fraser Health Authority	Immediate

REPORT PREPARED BY:

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

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



VILLAGE OF BELCARRA
Business Licence Bylaw No. 227, 1995,
Amendment Bylaw No. 628, 2024



A bylaw to amend fines for offences related to Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B).

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Business Licence Bylaw No. 227, 1995 Amendment Bylaw No. 628, 2024".

2. That the "Village of Belcarra Business Licence Bylaw No. 227, 1995" be amended:

a) By replacing the following text under **Section 14. Offences**:

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

"14.5 Notwithstanding Section 14.2, anyone operating a Short Term Rental Accommodation (STRA) or Bed & Breakfast (B&B) without a valid Business License may be subject to a fine of up to **\$1,000.00** per day, per offence, at the discretion of the Village of Belcarra Chief Administrative Officer."

b) With the following text:

"14.2 Every person who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects or refrains from doing anything required by a provision of this bylaw, is guilty of an offence and is liable, upon summary conviction, to a fine not exceeding **\$50,000** and not less than \$2,500, and is guilty of a separate offence each day that a violation continues or exists."

"14.5 Notwithstanding Section 14.2, anyone operating a Short Term Rental Accommodation (STRA) or Bed & Breakfast (B&B) without a valid Business License may be subject to a fine of up to **\$3,000.00** per day, per offence, at the discretion of the Village of Belcarra Chief Administrative Officer."

**Village of Belcarra Business Licence Bylaw No. 227, 1995,
Amendment Bylaw No. 628, 2024**

Read a First Time on May 21, 2024

Read a Second Time on May 21, 2024

Read a Third Time on May 21, 2024

ADOPTED by Council on

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

This is a certified a true copy of
Village of Belcarra Business Licence Bylaw No. 227, 1995
Amendment Bylaw No. 628, 2024

Chief Administrative Officer