



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA
Village Hall
November 18, 2024
7:00 PM**



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

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

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

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

COUNCIL

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

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
- 3.1 Special Council Meeting, November 4, 2024**

Recommendation:

That the minutes from the Special Council Meeting held on November 4, 2024 be adopted.

- 3.2 Regular Council Meeting, November 4, 2024**

Recommendation:

That the minutes from the Regular Council Meeting held on November 4, 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**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 Ralph Drew and Ian Devlin, Belcarra residents, email dated November 3, 2024 regarding the Belcarra Water System Capital Works Plan.

6.1.2 Janet Roberson, Belcarra resident, email dated November 3, 2024 regarding the inclusion of pickleball lines in the redevelopment of the tennis court site.

6.2 Reports**6.3 Recommendation to Receive Items on Consent**

That the items on the Consent Agenda of the November 18, 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

9. UNFINISHED BUSINESS

9.1 Motion by Councillor Clark (brought forward as a Notice of Motion at the Regular Council Meeting of November 4, 2024)

That staff be directed to provide a report with a recommendation on the installation of a sprinkler system for the Village of Hall.

10. STAFF REPORTS

- 10.1** Ken Bjorgaard, Financial Consultant, report dated November 18, 2024 regarding Draft Long-Term (2025 – 2039) Financial Plan & Projected 2024 Year-End Budget Variances

Recommendations:

That the following 2025 - 2029 financial plan/budget scenario be brought forward for public consultation and feedback:

Property Taxes:

- 6% increase in property taxes in 2025;
- 4% increase in property taxes in each year from 2026 to 2029 (all property tax increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle for 2026);

Water User Fees:

- 7% increase in water user rates in 2025;
- 5% increase in water user rate in 2026 to 2029 (all water rate increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle for 2026);

Waste & Recycle Depot (WARD) User Fees:

- 20% increase in WARD user rates in 2025;
- 15% increase in WARD user rates in 2026;
- 4% increase in WARD user rate in 2027 to 2029 (all WARD rate increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle for 2026).

- 10.2** Stewart Novak, Manager, Municipal Services, staff report dated November 18, 2024 regarding the purchase of a 2024 New Holland Power Star 90 Tractor plus attachments.

Recommendations:

That the purchase from Rollins Machinery Ltd of one (1) 2024 New Holland Power Star 90 Tractor plus an attachment of a Tiger RBM Three Point Hitch Boom Mower in the amount of \$200,518 (net of GST rebate) be approved; and further

That \$215,000 (includes cost of the tractor with attachments plus other costs to put unit into service) be added to the 2024 Capital Budget, with funding from the General Capital Reserve Fund, to facilitate this purchase; and

That the 2024 Budget/Financial Plan be amended accordingly.

- 10.3** Amanda Seibert, Corporate Officer, staff report dated November 18, 2024 regarding the Regular Council Meeting schedule for 2025 and the Acting Mayor schedule appointments for the 2024-2025 term.

Recommendation:

That the 2025 Regular Council Meeting Calendar attached to the staff report dated November 18, 2024 be approved; and further

That the Acting Mayor schedule and appointments for December 2024 to November 2025 as attached to the staff report dated November 18, 2024 be approved.

- 10.4** Paula Richardson, Chief Administrative Officer, verbal report regarding the Appointment of Trustees to the Sasamat Volunteer Fire Department Board of Trustees.

Recommendation:

That Mayor Ross, Councillor Clark and Councillor Wilder be appointed as the Village of Belcarra's three (3) Trustees to the Sasamat Volunteer Fire Department (SVFD) Board for the year 2025.

11. BYLAWS

11.1 Village of Belcarra Council Indemnity Bylaw No. 631, 2024

A bylaw to provide for the payment of an indemnity to Village of Belcarra Mayor and Councillors

Recommendation:

That Village of Belcarra Council Indemnity Bylaw No. 631, 2024 be adopted.

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- Metro Vancouver Regional Parks Committee Meeting – November 6, 2024
- TransLink Mayors' Council Public Affairs & Governance Committee – November 6, 2024
- HAVAN CONNECT Municipal Dinner – November 6, 2024
- Metro Vancouver Climate Action Committee Meeting – November 7, 2024
- Coquitlam RCMP Officer-in-Charge Awards Ceremony – November 7, 2024
- Coquitlam, Burnaby, Port Moody, and Royal City Squadrons Remembrance Day Celebrations – November 11, 2024
- Crossroads Hospice Treasures of Christmas – November 16, 2024

13.1 CHIEF ADMINISTRATIVE OFFICER REPORT

14. OTHER MATTERS DEEMED EXPEDIENT

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

16. PUBLIC QUESTION PERIOD

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

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

17. ADJOURNMENT



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MEETING MINUTES
November 4, 2024**



This meeting was held in Council Chambers

Council in Attendance

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

Staff in Attendance

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

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

1. CALL TO ORDER

The meeting was called to order at 5:00 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, November 4, 2024

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

That the agenda for the Special Council Meeting of November 4, 2024 be approved.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That the November 4, 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)(c) Labour relations or other employee relations.

CARRIED

4. ADJOURNMENT

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the November 4, 2024 Special Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 5:01pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
November 4, 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, Manager, Municipal Services
Amanda Seibert, Corporate Officer/Recording Secretary
Jane Dreier, Clerk

Others in Attendance

Ken Bjorgaard, Financial Consultant
Asifa Hirji, Lead Engagement Partner, KPMG
Jordan Patterson, Senior Manager, KPMG
Sinead McNally, P. Eng., Project Manager, Infrastructure, WSP
Ana Kovacevic, PMP, WSP

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1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, November 4, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting of November 4, 2024 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, October 21, 2024

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held on October 21, 2024 be adopted.

CARRIED

4. PUBLIC INPUT

Mayor Ross reviewed the procedure for public input.

There were no speakers.

5. DELEGATIONS AND PRESENTATIONS

5.1 Asifa Hirji, Lead Engagement Partner, and Jordan Patterson, Senior Manager, KPMG

KPMG representatives gave a presentation outlining the Audit Planning Report for the year ending December 31, 2024. The Senior Manager focused on highlights including the scope, strategy, quality and independence of the audit and advised on risk assessment.

The Lead Engagement Partner spoke on the requirement to make inquiries with Council regarding risk assessment, including fraud risks, processes and significant unusual transactions. Members of Council did not indicate any concerns.

The Lead Engagement Partner advised that KPMG is expecting a straightforward audit this year and answered questions from Council.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

That the Audit Planning Report for the year ending December 31, 2024, be received into the record for information.

CARRIED

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

6.1.1 Cory Heavener, Provincial Director of Child Welfare and Renaa Bacy, Provincial Director of Adoption, Ministry of Children and Family Development, email proclaiming November as Adoption and Permanency Awareness Month.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Wilder
Seconded by: Councillor Elworthy

That the item on the Consent Agenda of the November 4, 2024 Village of Belcarra Regular Council Meeting be received into the record.

Councillor Ruzycki requested that Item 6.1.1 be removed from the Consent Agenda to allow for discussion.

The Mayor called the question on the motion. Note that all items were removed for discussion.

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA**6.1.1 Cory Heavener, Provincial Director of Child Welfare and Renaa Bacy, Provincial Director of Adoption, Ministry of Children and Family Development, email proclaiming November as Adoption and Permanency Awareness Month.**

Councillor Ruzycki requested the removal of Item 6.1.1 for discussion. She queried why Council was not asked to put forward a separate proclamation.

The Corporate Officer advised that a proclamation was not requested by the Ministry of Children and Family Development, however, the letter will be placed on the Village website to allow residents to link to resources and support services involved with Adoption and Permanency Awareness Month.

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

No items

9. UNFINISHED BUSINESS

No items

10. STAFF REPORTS**10.1 Stewart Novak, Manager, Municipal Services, report dated November 4, 2024 regarding the Village of Belcarra Water System Capital Works Plan by WSP Canada Inc.**

The Manager, Municipal Services reviewed the staff report. He introduced WSP representatives, Sinead McNally and Ana Kovacevic.

The WSP representatives gave a presentation providing an overview of the Village of Belcarra Water System Capital Works Plan. The presentation provided an overview of the project parameters, outlined the Fire Underwriters Survey (FUS) calculations, highlighted conceptual capital projects, described a storage capacity analysis and provided options for system upgrades and existing storage. Cost estimates for two options provided. The WSP representatives responded to questions and concerns of Council.

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the report dated November 1, 2024 written by WSP Canada Inc. titled “Village of Belcarra Water System Capital Works Plan” be received into the record for information.

CARRIED

- 10.2** Paula Richardson, Chief Administrative Officer and Ken Bjorgaard, Financial Consultant, report dated November 4, 2024 regarding an update of the 2023 Strategic Plan

The Financial Consultant reviewed the report and outlined updates to the 2023 Strategic Plan. He highlighted items which were removed, items being moved forward to be dealt with in 2025 and new items considered priorities added to the plan by Council. He answered questions and addressed concerns of Council.

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the report titled “Strategic Plan Update” dated November 4, 2024 be received for information.

CARRIED

- 10.3** Paula Richardson, Chief Administrative Officer, report dated November 4, 2024 regarding Quarterly Department Reports – For the Quarter ending September 30, 2024

The Chief Administrative Officer reviewed the report. She outlined the numerous projects worked on by Village staff.

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the report dated November 4, 2024 titled “Quarterly Department Reports – For Quarter ending September 30, 2024” be received into the record for information.

CARRIED

- 10.4** Paula Richardson, Chief Administrative Officer and Ken Bjorgaard, Financial Consultant, report dated November 4, 2024 regarding a Council Indemnity Increase

The Financial Consultant reviewed the report. He provided information on the proposed indemnity increase in relation to the cost of inflation and the Consumer Price Index (CPI).

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That Village of Belcarra Council Indemnity Bylaw No. 631, 2024 be read a first, second and third time.

CARRIED

- 10.5** Paula Richardson, Chief Administrative Officer, report dated November 4, 2024 regarding the conclusion of the Official Community Plan Review Committee

The Chief Administrative Officer reviewed the report. She expressed her appreciation of the work done by the members of the Official Community Plan Review Committee.

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the work of the Official Community Plan Review Committee be considered complete upon the adoption of Official Community Plan Bylaw No. 631, 2024; and further

That the Official Community Plan Review Committee be officially dissolved.

CARRIED

- 10.6** Stewart Novak, Manager, Municipal Services, report dated November 4, 2024 regarding staff responses to questions from a resident.

The Manager, Municipal Services reviewed the report. He responded to questions and concerns from members of Council.

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the report dated November 4, 2024 titled “Responses to Resident Questions re: Belcarra Water Distribution System” be received into the record for information.

CARRIED

11. BYLAWS

No items

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- TransLink Mayors’ Council – October 31, 2024
- Metro Vancouver Board Meeting – November 1, 2024
- C.R.A.B. Halloween Fireworks in the Park – September 31, 2024
- Celebration of Life for Joyce Evans – November 3, 2024

COUNCILLOR REPORTS

Councillor Wilder

Councillor Wilder attended the Celebration of Life for Belcarra resident Joyce Evans. In the role of Acting Mayor, she also attended a Mayors' Council meeting on October 24 and a Council of Councils meeting held on October 26.

Councillor Wilder reminded residents of the Coats for Kids campaign. She congratulated a local resident on their participation in the New York City Marathon.

Councillor Ruzycki

Councillor Ruzycki attended the Council of Councils meeting held on October 26.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer provided details on Belcarra Day held on June 9, 2024. She announced that the event had come in under budget and that \$775 will be donated to the Sasamat Volunteer Fire Department. She thanked C.R.A.B. for the work done on organizing the event.

The Chief Administrative Officer advised that the Village Office will be closed on November 11 in honour of Remembrance Day. She also advised that Remembrance Day Ceremonies will be held at Belcarra Park on November 11 beginning at 10:30 am.

14. OTHER MATTERS DEEMED EXPEDIENT

No items.

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

Councillor Clark advised that she will bring forward a motion requesting that a staff report be provided with a recommendation on the installation of the sprinkler system for the Village Hall.

16. PUBLIC QUESTION PERIOD

Mayor Ross outlined the procedure for Public Question Period.

Sherry Chisholm, Belcarra resident, commented on a main water line in Belcarra and asked whether homeowners are being encouraged to connect to the main line. She expressed concern that the Active Transportation Network Project survey was not inclusive of persons who can only get around by car.

Ian Devlin, Belcarra resident, commented on the WSP report. He asked whether WSP was given calculations with respect to the water system and the Tatlow tank done by the Water Committee.

The Manager, Municipal Services, advised that the WSP report provided is based on an independent study done by the engineering firm hired by the Village.

Ian Devlin, Belcarra resident, queried how WSP arrived at the conclusion that the Tatlow tank is undersized.

Jim Chisholm, Belcarra resident, asked what the quoted cost for the WSP report was.

The Manager, Municipal Services advised that cost information on the study can be provided at a later date.

Sherry Chisholm, Belcarra resident, suggested that local residents who are experts in the water system be utilized to work with WSP Engineering and assist Council with understanding what is needed and what is not needed in relation to the system.

Jim Chisholm, Belcarra resident, asked how many quotes were provided for the proposed sprinkler system for the Village Hall and on the amounts in the estimates.

The Manager, Municipal Services, indicated that a number of contractors were contacted, however, only one company responded to a call for a high level quote which was consequently presented to Council.

Jim Chisholm, Belcarra resident, referred to work on twin lines going across the water and asked whether this work only involved a report received from surveyors.

The Manager, Municipal Services, advised on further details he had requested as part of the work to be done with respect to the water lines.

17. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Elworthy

That the November 4, 2024 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 8:59 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

Freedom of Information &
Protection of Privacy Act

Section 22(1)

(Severed portions are shaded)

From: Ralph Drew [REDACTED]

Sent: Sunday, November 3, 2024 1:41 PM

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

Subject: Re: Belcarra Water System Capital Works Plan

Mayor Ross & Belcarra Councillors,

Re: Agenda Item #10.1 -- Belcarra Water System Capital Works Plan

The purpose of this email is to provide some perspective regarding **Item #10.1** on the up-coming [November 4th Council meeting agenda](#).

The report dated October 16, 2024, written by **WSP Canada Inc.** titled "[Village of Belcarra Water System Capital Works Plan](#)", is a comprehensive analysis by competent engineers that contains a considerable number of calculations and a large amount of data. However, such an analysis can be quite overwhelming for the general public and, as a consequence, the following summary assessment is offered for your consideration:

First, as noted in the report, "the Village only requires a 60 L/s residential fire flow" and "a majority of the nodes [hydrants] that require 60 L/s of fire flow are satisfied and can provide fire flows between 60 L/s – 231 L/s." The one fire hydrant that was identified as having a fire flow of 57 L/s should be considered a minor variance (5%) and, given that FUS [guidelines](#) are not mandatory requirements, this minor variance does not warrant a large expenditure to address. (**Note:** On [October 10, 2023](#), Council received a [letter from Ian Devlin](#) that provided clarification regarding fire flow calculations and the volume of water that can be provided for firefighting by Belcarra's current water system.)

Second, it should be remembered that the [official fire flow for Belcarra](#) is currently 30 L/s as per Schedule 'A' of the [Subdivision and Development Bylaw No.492, 2015](#). Based on the report dated October 16, 2024, written by **WSP Canada Inc.**, the official fire flow for Belcarra now can be increased to 60 L/s via amendment of [Bylaw No.492, 2015](#).

Third, regarding the most practical means to provide the maximum flow of water for firefighting, the above noted [letter from Ian Devlin](#) concluded that [installation of a chlorination system](#) at the Tatlow Reservoir would maintain the reservoir level at near the maximum capacity of 270,000 litres. This objective should be a Council priority.

Fourth, regarding installation of a chlorination system at the Tatlow Reservoir, on [September 11, 2023](#), WSP presented a "[Costing Exercise for New Chlorination System at Tatlow Reservoir](#)" and "It was the consensus of Council that staff and WSP provide a more detailed cost estimate for a chlorination system..." On [September 23, 2024](#), Council received a report titled: "[New Tatlow Reservoir Chlorination System Design Brief](#)" dated June 14, 2024, prepared by **WSP Canada Inc.** A follow-up report regarding installation of the chlorination system is still pending.

Fifth, regarding the fire flow shortfall for public buildings, this deficiency is primarily due to the 90 L/s FUS benchmark fire flow for the municipal hall. This shortfall can be mitigated by installing a fire suppression system in the Village Hall. (**Note:** On [February 5, 2024](#), Council received a staff report titled [“Fire Suppression System for Belcarra Municipal Hall”](#) and discussed the potential cost of a fire suppression system and next steps in the process. A follow-up report from staff is still pending.)

Sixth, regarding the fire low requirement identified for the fire station, this can be mitigated by including fire sprinklers or other fire suppression system in the design specifications for the new fire hall that is currently in the planning stage.

In conclusion, the [WSP report dated October 16, 2024](#), contains very useful information for future water system modifications. However, the report should not be considered as necessitating priority expenditures within the next ten (10) years other than a chlorination system at the Tatlow Reservoir and a fire suppression system for the municipal hall.

Council may want to request an updated report that details the impact of Council’s approved projects once fully implemented; namely, a chlorination system for the Tatlow Reservoir and fire suppression system for the Village Hall.

Thank you for your attention.

Ralph Drew
Ian Devlin

From: Janet Robertson [REDACTED]
Sent: Sunday, November 3, 2024 10:10 AM
To: Connie Esposito <cesposito@belcarra.ca>
Subject: Tennis Site Redevelopment

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

Dear Council,

I would like to request that pickleball lines be included in the redevelopment of the tennis court site. There are multiple ways this can be done to maximize the space and this depends on how the lines are drawn. Two pickleball courts would be ideal. Also, there are several Belcarra residents who play pickleball using public courts in Port Moody, Coquitlam, Port Coquitlam and Pitt Meadows. There is a demand for this. Should you need more information please let me know.

Janet Robertson

[REDACTED]
[REDACTED]

9. UNFINISHED BUSINESS

9.1 Motion by Councillor Clark (brought forward as a Notice of Motion at the Regular Council Meeting of November 4, 2024)

That staff be directed to provide a report with a recommendation on the installation of a sprinkler system for the Village of Hall.



COUNCIL REPORT

Date: November 18, 2024

From: Ken Bjorgaard, Financial Consultant

Subject: Draft Long-Term (2025 – 2039) Financial Plan & Projected 2024 Year-End Budget Variances

Recommendations:

That the following 2025 - 2029 financial plan/budget scenario be brought forward for public consultation and feedback:

Property Taxes:

- 6% increase in property taxes in 2025;
- 4% increase in property taxes in each year from 2026 to 2029 (all property tax increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle for 2026);

Water User Fees:

- 7% increase in water user rates in 2025;
- 5% increase in water user rate in 2026 to 2029 (all water rate increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle for 2026);

Waste & Recycle Depot (WARD) User Fees:

- 20% increase in WARD user rates in 2025;
- 15% increase in WARD user rates in 2026;
- 4% increase in WARD user rate in 2027 to 2029 (all WARD rate increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle for 2026).

Purpose:

The purpose of this report is to present the Village's Draft Long-Term (2025 – 2039) Financial Plan (includes 2025 Budget) and the projected 2024 budget/actual variances. Based on this information, staff are seeking direction from Council in regards to the final budget scenario to be presented to the public for consultation and feedback purposes.

Report:

2024 Operating Budget/Actual Variances

The Village’s attached financial plan includes the 2024 operating budgets as well as projections to year-end with related variances. This information has been used to inform the 2025 budget process and is summarized as follows for each of the operating funds:

General Operating Fund					
	A	B	C = B-A	D = C/A	
Description	Final 2024 Budget	Estimated 2024 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues ¹	\$1,694,146	\$1,758,183	\$64,037	3.8%	Higher interest earnings partially offset by lower permit revenue
Regular Operating Expenses ¹	\$1,452,537	\$1,511,009	\$58,472	4.0%	Higher planning & legal costs
Allocation of Centralized Support Costs to MRN, Water & WARD	\$(339,152)	\$(330,662)	\$8,490	-2.5%	Lower support costs allocated
Transfers to General Reserves & Surplus	\$643,735	\$643,469	\$(266)	-0.04%	On budget; includes transfer to Community Works Fund

¹ Not including one time project revenues & expenses

Water Operating Fund					
	A	B	C = B-A	D = C/A	
Description	Final 2024 Budget	Estimated 2024 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues	\$469,409	\$471,390	\$1,981	0.4%	Increased revenue partially offset by lower connection fees
Regular Operating Expenses	\$393,361	\$387,925	\$(5,436)	-1.4%	Lower repair & maintenance costs
Transfers to Reserves & Surplus	\$76,048	\$82,354	\$6,306	8.3%	More funds available for transfer

Waste & Recycle Depot (WARD) Operating Fund					
	A	B	C = B-A	D = C/A	
Description	Final 2024 Budget	Estimated 2024 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
Regular Operating Revenues	\$207,654	\$209,760	\$2,106	1.0%	Increased revenue from more interest earnings
Regular Operating Expenses	\$217,272	\$231,794	\$14,522	6.7%	Higher processing & hauling costs
Net Transfer from Surplus/Reserve	\$(9,618)	\$(22,034)	\$(12,416)	-129.10%	More funding from surplus required to offset higher operating costs

2024 Capital Budget/Actual Variances

The projected 2024 capital budget/actual variances are as follows:

Capital Funds					
	A	B	C = B-A	D = C/A	
Description	Final 2024 Budget	Estimated 2024 Year-End Balance	Projected Year-End/Budget \$ Variances	Projected Year-End/Budget % Variances	Explanations/Comments
General Capital Expenditures	\$1,031,217	\$486,353	\$(544,864)	-52.8%	Bedwell Bay Road Upgrade project (BBUP) did not proceed as planned & Marine Avenue Road rehabilitation under budget
Water Capital Expenditures	\$160,000	\$91,000	\$(69,000)	-43.1%	Pipeline inspection, reservoir repairs & new water meters did not proceed as planned
WARD Capital Expenditures	\$38,000	\$8,000	\$(30,000)	-79.0%	Mobile office expenditure was deferred to 2025

Property Tax and Utility Rate Scenarios

Three (3) 2025 budget scenarios are shown in the table below and are summarized as follows.

Scenario "A" - 4% increase in property taxes; 5% increase in water user rates (connected & unconnected); 20% increase in WARD user rates

Results in overall 4.9% or \$338.00 increase for those connected to the water system and 4.9% or \$310.00 for those not connected to the water system

Scenario "B" - 6% increase in property taxes; 7% increase in water user rates (connected & unconnected); 25% increase in WARD user rates

Results in overall 6.9% or \$469.00 increase for those connected to the water system and 6.8% or \$430.00 for those not connected to the water system

Scenario "C" - 8% increase in property taxes; 10% increase in water user rates (connected & unconnected); 30% increase in WARD user rates

Results in overall 9.0% or \$618.00 increase for those connected to the water system and 9.0% or \$563.00 for those not connected to the water system

2025 Increases in Municipal Property Taxes, User Rates and Parcel Tax Based on Different % Increases

Based on Estimated Average Value Home in 2023 adjusted to Market value to 2024 = \$2,553,462

		Scenario A (4% increase in property taxes, 5% increase in water user rates, 20% increase in WARD user rates)			Scenario B (6% increase in property taxes, 7% increase in water user rates, 25% increase in WARD user rates)			Scenario C (8% increase in property taxes, 10% increase in water user rates, 30% increase in WARD user rates)		
FOR AVERAGE ASSESSED VALUE RESIDENTIAL CLASS PROPERTY	2024 Actual	\$ Levies	% Increase	\$ Increase	\$ Levies	% Increase	\$ Increase	\$ Levies	% Increase	\$ Increase
<u>For Homes Connected to Water System</u>										
Property Taxes	3,314	3,447	4.0%	133	3,513	6.0%	199	3,579	8.0%	265
Water User Fee (connected to water system)	1,852	1,945	5.0%	93	1,982	7.0%	130	2,037	10.0%	185
Water Parcel Tax	1,110	1,110	0.0%	0	1,110	0.0%	0	1,110	0.0%	0
Waste & Recycle Depot (WARD) User Fee	560	672	20.0%	112	700	25.0%	140	728	30.0%	168
Total Property Taxes, User Rates & Parcel Tax	6,836	7,174	4.9%	338	7,305	6.9%	469	7,454	9.0%	618
<u>For Homes Not Connected to Water System</u>										
Property Taxes	3,314	3,447	4.0%	133	3,513	6.0%	199	3,579	8.0%	265
Water User Fee (not connected to water system)	1,298	1,363	5.0%	65	1,389	7.0%	91	1,428	10.0%	130
Water Parcel Tax	1,110	1,110	0.0%	0	1,110	0.0%	0	1,110	0.0%	0
Waste & Recycle Depot (WARD) User Fee	560	672	20.0%	112	700	25.0%	140	728	30.0%	168
Total Property Taxes, User Rates & Parcel Tax	6,282	6,592	4.9%	310	6,712	6.8%	430	6,845	9.0%	563

A public budget consultation meeting is being scheduled for December 2, 2024 and staff need direction from Council as to which budget scenario that they would like presented at that meeting, in terms of the proposed property tax, water rate and WARD rate increases. A recommended scenario is provided to facilitate the decision making process.



Prepared by: Ken Bjorgaard
Financial Consultant



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendix is attached hereto:
Appendix A Draft 2025 – 2039 Financial Plan



Village of Belcarra
Draft 2025 – 2039 Financial Plan

The background of the title page is a wide-angle photograph of a stunning natural landscape. It shows a deep blue fjord or lake nestled between steep, forested mountains. The water is calm, reflecting the sky and the surrounding greenery. In the foreground, a wooden dock extends into the water. The entire image is framed with rounded corners and has a subtle reflection effect at the bottom.

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Introduction

Staff and the Village's Financial Consultant are pleased to present the Village of Belcarra's Draft 2025 – 2039 Financial Plan (Financial Plan) which includes the Provisional 2025 Budget. This document builds upon the Financial Sustainability Report (completed in early 2024) which included a long-term Asset Management Plan.

Core Budget Increases & Financial Plan Scenarios

This Financial Plan focuses on the cost of maintaining existing services and service levels (core budgets) in the Village's three (3) operating funds (General Operating Fund, Water Operating Fund, WARD Operating Fund) and the impact of various property tax and utility rate increases on the three (3) funds. The focus on core budget increases is one of the key recommendations which came out of the Financial Sustainability Report. Funding levels beyond those required to maintain core operations can be used to build up reserves which are important for the long-term sustainability of the community.

General Operating Fund

The changes in the core General Operating Fund budget and the cost of maintaining existing services/service levels are shown in the table below. Overall, a 3.3% property tax increase is needed to maintain existing services levels, which is based on an increase in revenue/recoveries of (-0.2%), additional expenses of 3.8% and the estimated impact of new construction (-0.3%). This increase does not provide for any additional transfers to reserves for future capital and operating expenditures.

In 2025, every 1% increase in General Property Taxes will generate \$10,992 of additional revenue

The Village's financial plan identifies the core, cash-based operating budgets (both revenues and expenses) that are needed to maintain the Village's existing services and programs.

CORE BUDGET CHANGES IN GENERAL OPERATING FUND			
(from 2024 approved budget to 2025 draft budget)			
	2025 Draft Budget Changes		
Revenue/Recovery Increases (-) and Decreases (+)	Budget Dollars	% Property Tax Impact	Comments & Notes
Reduction in 1% Utility Taxes	1,439	0.1%	Based on 2024 results
Reduction in bylaw ticket revenue	1,998	0.2%	Based on 2024 results
Reduction in building permit fees	8,367	0.8%	Loss of revenue
Increase in centralized costs allocations	(11,085)	-1.0%	Cost allocations to MRN, Water & WARD
Net increase in interest revenue	(6,116)	-0.6%	90% of interest revenue is transferred to reserves (non-surplus portion) and is not used to fund operations
Other revenue	3,234	0.3%	Loss of other revenues
Total Revenue/Recovery Increases over Prior Year	(\$2,163)	-0.2%	
Expenditure Increases (+) and Decreases (-)			
Wages & benefits	41,268	3.8%	Staff wage adjustments, 4.6% increase in health benefits & increases in statutory benefits (CPP, EI and Pension)
Increase in legal & audit costs	18,500	1.7%	Based on historical spending for legal
Vehicles, Equipment & Supplies	(6,582)	-0.6%	Saving from fleet operations
Planning	10,000	0.9%	Increase in general planning costs based on history
Other	(22,496)	-2.0%	Other savings based on review of historical spending
Total Expenditure Increases over Prior Year	\$40,690	3.8%	
Other Increases (+) and Decreases (-)			
Estimated new construction revenue	(3,500)	-0.3%	Estimated revenue from non-market value changes
Change in general reserve & surplus transfers	TBD	TBD	To be determined
Total Other Increases (Decreases) over Prior Year	(\$3,500)	-0.3%	
Net Changes to General Operating Fund Core Budget	\$35,027	3.3%	Net increase from all general core operating budget changes

A long-term (15-year) base general operating fund financial plan with 4% annual rate increases is shown in attached Appendix "A". The table below shows the impact on reserve/surplus transfers and reserve & surplus balances with 4%, 6% and 8% property tax increases in 2025 with 4% each year thereafter to 2029.

	General Operating 5-Year Plan Scenarios				
	2025	2026	2027	2028	2029
Scenario A					
General Property Tax Increases	4.0%	4.0%	4.0%	4.0%	4.0%
Transfers to General Fund Reserves & Surplus	\$703,603	\$685,051	\$722,458	\$642,113	\$670,001
General Fund Reserve & Surplus Balances	\$3.051M	\$2.886M	\$3.027M	\$2.943M	\$3.389M
Scenario B					
General Property Tax Increases	6.0%	4.0%	4.0%	4.0%	4.0%
Transfers to General Fund Reserves & Surplus	\$725,589	\$707,917	\$746,237	\$666,844	\$695,719
General Fund Reserve & Surplus Balances	\$3.074M	\$2.933M	\$3.099M	\$3.042M	\$3.517M
Scenario C					
General Property Tax Increases	8.0%	4.0%	4.0%	4.0%	4.0%
Transfers to General Fund Reserves & Surplus	\$747,574	\$730,780	\$770,016	\$691,573	\$721,439
General Fund Reserve & Surplus Balances	\$3.096M	\$2.979M	\$3.171M	\$3.141M	\$3.645M
General Sustainable Annual Funding (Reserve Transfers) to Replace Existing Assets	\$370,334	\$370,334	\$370,334	\$370,334	\$370,334

Water Operating Fund

The changes in the core Water Operating Fund budget are shown in the table below. A loss of revenue with a 0.7% impact and increased expenses with a 4.3% impact, together result in a 5.0% increase in base water rates.

In 2025, every 1% increase in Water User Rates will generate \$4,588 of additional revenue

CORE BUDGET CHANGES IN WATER OPERATING FUND			
(from 2024 approved budget to 2025 draft budget)			
Revenue/Recovery Increases (-) and Decreases (+)	2025 Draft Budget Changes		Comments & Notes
	Budget Dollars	% Property Tax Impact	
Net loss of interest revenue	1,897	0.4%	Based on increase in transfer of interest to reserves
Service connection fees	1,500	0.3%	Less connections
Total Revenue Reductions over Prior Year	\$3,397	0.7%	
Expenditure Increases (+) and Decreases (-)			
Wages & benefits	2,510	0.5%	Increase in allocated Public Works wages & benefits
Allocation of centralized support costs	5,975	1.3%	Increase in General Operating Fund costs allocated
Water purchases & infrastructure costs	7,235	1.6%	Based on Metro Vancouver & District of North Vancouver charges
Water operating costs	4,187	0.9%	Increase in all operating costs
Total Expenditure Increases over Prior Year	\$19,907	4.3%	
Other Increases (+) and Decreases (-)			
Increase reserve transfers	TBD	TBD	To achieve sustainable level of funding as identified in Asset Management Study; increase can be implemented over transitional period
Total Other Increases (Decreases) over Prior Year	\$0	0.0%	
Net Changes to General Operating Fund Core Budget	\$23,304	5.0%	Net increase from all general core operating budget changes

The long-term (15-year) base water operating financial plan with 5% annual rate increases is shown in attached Appendix "B". The table below illustrates the impact on water reserve/surplus transfers and water reserve & surplus balances with 5%, 7% and 10% water rate increases in 2025 and with 5% each year thereafter to 2029. As per the 2024 Asset Management Report, a sustainable annual level of water reserve transfers to replace existing water infrastructure was estimated at \$189,320. The base water operation plan in 2025 which includes a 5% increase in water rates provides for a transfer of \$85,317. Transitioning over time to a sustainable level of funding is a reasonable approach.

The biggest factors affecting the water operating fund are the water rates set by Metro Vancouver, particularly the peak period rates from June to September, and the Village's actual water usage.

	5-Year Water Operating Plan Scenarios				
	2025	2026	2027	2028	2029
Scenario A					
Water Rate Increases	5.0%	5.0%	5.0%	5.0%	5.0%
Transfers to Water Fund Reserves & Surplus	\$85,317	\$89,587	\$107,242	\$81,352	\$96,038
Water Fund Reserve & Surplus Balances	\$ 268,268	\$ 267,220	\$ 344,994	\$ 353,180	\$ 432,375
Scenario B					
Water Rate Increases	7.0%	5.0%	5.0%	5.0%	5.0%
Transfers to Water Fund Reserves & Surplus	\$94,533	\$99,264	\$117,403	\$92,021	\$107,241
Water Fund Reserve & Surplus Balances	\$ 277,622	\$ 286,677	\$ 375,348	\$ 395,274	\$ 487,103
Scenario B					
Water Rate Increases	10.0%	5.0%	5.0%	5.0%	5.0%
Transfers to Water Fund Reserves & Surplus	\$108,357	\$113,779	\$132,643	\$108,023	\$124,043
Water Fund Reserve & Surplus Balances	\$ 291,653	\$ 315,862	\$ 420,877	\$ 458,411	\$ 569,188
Water Sustainable Annual Funding (Reserve Transfers) to Replace Existing Assets	\$189,320	\$189,320	\$189,320	\$189,320	\$189,320

WARD Operating Fund

The core WARD Operating Fund budget shows a loss of revenue with a 0.7% impact, increased expenses with an 8.6% impact, and an internal loan repayment with a 2.4% impact, which together result in a 11.7% increase in WARD user rates. Due to annual operating deficits, the WARD operating fund no longer has an accumulated surplus to draw upon to offset annual deficits and therefore a \$25,000 internal loan has been set up from the General Operating Fund Surplus to WARD which is repayable over 5 years at \$5,000 per year.

In 2024 every 1% increase in WARD User Rates will generate \$2,050 of additional revenue

CORE BUDGET CHANGES IN WARD OPERATING FUND			
(from 2024 approved budget to 2025 draft budget)			
	2025 Draft Budget Changes		
Revenue/Recovery Increases (-) and Decreases (+)	Budget Dollars	% Property Tax Impact	Comments & Notes
Loss of interest revenue	1,530	0.7%	No interest earning as WARD surplus is in deficit position
Total Revenue/Recovery Increases over Prior Year	\$1,530	0.7%	
Expenditure Increases (+) and Decreases (-)			
Wages & benefits	4,683	2.3%	Increase in allocated Public Works & WARD wages & benefits
Allocation of centralized support costs	2,993	1.5%	Increase in General Operating Fund costs allocated
Waste, recycling & organics disposal	9,696	4.7%	Increase in contractor rates
Other WARD operating costs	196	0.1%	Increase in other operating costs
Total Expenditure Reductions over Prior Year	\$17,568	8.6%	
Other Increases (+) and Decreases (-)			
Internal loan repayment	5,000	2.4%	Loan repayment to General Operating Fund Surplus
Surplus transfer	TBD	TBD	Transfer required to build up surplus which has a negative balance
Total Other Increases (Decreases) over Prior Year	\$5,000	2.4%	
Net Changes to General Operating Fund Core Budget	\$24,098	11.7%	Net increase from all general core operating budget changes

A long-term (15-year) base WARD operating financial plan with 20% increase in 2025, a 15% increase in 2026, and 4% annual rate increases thereafter is shown in attached Appendix “C”. The table below illustrates the impact on WARD reserve/surplus transfers and water reserve & surplus balances with 20%, 25% and 30% WARD rate increases in 2025, a 15% increase in 2026 and with 4% each year thereafter to 2029.

The biggest factor affecting the WARD operating fund are the collection and disposal rates charged by Waste Connections, which are in turn impacted by Metro Vancouver disposal rates.

	WARD Operating 5-Year Plan Scenarios				
	2025	2026	2027	2028	2029
Scenario A					
WARD Rate Increases	20.0%	15.0%	4.0%	4.0%	4.0%
Transfers to Water Fund Reserves & Surplus	\$7,323	\$31,493	\$36,819	\$31,572	\$35,167
WARD Surplus Balances	\$ 9,798	\$ 36,982	\$ 70,388	\$ 99,470	\$133,074
Scenario B					
WARD Rate Increases	25.0%	15.0%	4.0%	4.0%	4.0%
Transfers to Water Fund Reserves & Surplus	\$17,579	\$43,287	\$49,085	\$44,328	\$48,433
WARD Surplus Balances	\$ 20,207	\$ 59,675	\$ 106,212	\$149,316	\$197,880
Scenario C					
WARD Rate Increases	30.0%	15.0%	4.0%	4.0%	4.0%
Transfers to Water Fund Reserves & Surplus	\$27,834	\$55,081	\$61,350	\$57,084	\$61,699
WARD Surplus Balances	\$ 30,616	\$ 82,367	\$ 142,033	\$199,159	\$262,683
Waste & Recycle Depot Sustainable Annual Funding (Reserve Transfers) to Replace Existing Assets	\$16,083	\$16,083	\$16,083	\$16,083	\$16,083

Capital Plan

The draft capital plan over 5 years (2025 – 2029) totals approximately \$4.2 million. The capital projects planned for are shown below.

Page 1 of 3	5-Year Financial Plan				
	Draft Budget 2025	Plan 2026	Plan 2027	Plan 2028	Plan 2029
GENERAL CAPITAL					
General & Information Technology					
Computers	1,800	10,100	12,600	2,000	27,317
Server	-	12,000	-	-	3,326
Peripherals	600	1,710	330	-	2,209
Power & UPS	-	290	-	1,700	-
Subtotal General	\$2,400	\$24,100	\$12,930	\$3,700	\$32,852
Public Works & Municipal Hall					
New Generator (for Municipal Hall & Public Works)			40,000		
Permanent Shelter For Public Works Machinery		100,000			
Public Works Driveway		50,000			
Public Works Fuel Station (above ground fuel tank, pump & catchment) (per Asset Management)			60,000		
Public Works Equipment	20,000	5,000	5,000	5,000	5,000
Municipal Hall Septic Systems (per Asset Management)	75,000				
Municipal Computer Room (per Asset Management)				10,000	
Municipal Hall Furnace (per Asset Management)	20,000				
Municipal Hall Appliances (per Asset Management)			7,000		
Portable Generator (small one for Public Works)			6,000		
Subtotal Public Works	\$115,000	\$155,000	\$118,000	\$15,000	\$5,000
Vehicles & Equipment					
Plows (per Asset Management)				8,000	
Salt Spreaders (per Asset Management) (one hydraulic one electric)				15,000	
Chipper (per Asset Management)			20,000		
Holland TN70DA Tractor, Deluxe Cab 4x4 with bucket/New Backhoe, JD 310 (Amended Budget)	260,000				
Subtotal Vehicle & Attachments	\$260,000	\$0	\$20,000	\$23,000	\$0

	5-Year Financial Plan				
	Draft Budget 2025	Plan 2026	Plan 2027	Plan 2028	Plan 2029
GENERAL CAPITAL					
Non-MRN Roads including Access					
Turn around area 4000 block Marine ave (per Asset Management)		287,500			
Belcarra Bay Rd (from stop sign to Turtlehead Rd) + possible drainage design				200,000	
Young Rd (per Asset Management)	20,000				
Senkler Road Bridge Replacement			10,000		
Tatlow Station Access Rd.		70,000			
Road Rehabilitation (including pothole repairs)	30,000		30,000		30,000
Shouldering Boulevards	15,000		15,000	15,000	15,000
Subtotal Non-MRN Roads	\$65,000	\$357,500	\$55,000	\$215,000	\$45,000
MRN Roads					
Bedwell Bay Upgrade Project (BBUP) (Design including Drainage Design)	80,000				
Bedwell Bay Upgrade Project (BBUP) (Design including Drainage Design)	20,000				
Bedwell Bay Upgrade Project (BBUP) (Construction)	207,000	207,000	207,000	207,000	
Bedwell Bay Upgrade Project (BBUP) (Construction)	109,250	109,250	109,250	109,250	
Gabion wall Main Ave (intersection Bedwell Bay Rd) (per Asset Management)				187,500	
Gabion wall Main Ave (intersection Bedwell Bay Rd) (per Asset Management)				62,500	
Subtotal MRN Roads	\$416,250	\$316,250	\$316,250	\$566,250	\$0
Drainage					
Creek Surveys (assess riparian areas)	20,000				
Culvert Replacement (under Turtlehead Rd west of Belcarra Bay and Turtlehead Rd intersection) (per Asset Management)		10,000			
Catch Basin on Salish Rd	20,000				
Storm Sewer & Catch Basin Replacements		15,000	80,000	15,000	
Subtotal Storm Sewer	\$40,000	\$25,000	\$80,000	\$15,000	\$0
Parks & Recreation					
Trail System Rehabilitation & Improvements	5,000	5,000	5,000	5,000	5,000
Small bridge on trail at end of Salish Rd (per Asset Management)			10,000		
Concrete stairs with wooden railing - Marine Ave (per Asset Management)				20,000	
Salish Foreshore Bridge		20,000			
Three (3) Trails from Marine Avenue to Beach (3400 block) Marine – wooden stairs down to beach; 3700 block – divers' trail; 3900 block Marine – cement staircase	50,000			20,000	
Subtotal Parks & Recreation	\$55,000	\$25,000	\$15,000	\$45,000	\$5,000
TOTAL GENERAL CAPITAL	\$953,650	\$902,850	\$617,180	\$882,950	\$87,852

	5-Year Financial Plan				
	Draft Budget 2025	Plan 2026	Plan 2027	Plan 2028	Plan 2029
WATER CAPITAL					
Universal Water Meters (radio read/pit antennae)		40,000	10,000		
New Water Meters		10,000		10,000	
New Water Meter for Leak Detection (Tatlow)	30,000				
Tatlow/Dutchman Reservoir Repairs	30,000				
Options for Addressing Water System Deficiencies					
Water Equipment	15,000	15,000	15,000	15,000	15,000
Water Chlorination System Construction	175,000				
Pipeline Inspection (see Sept. 11th, 2023 Council agenda)		30,000			
Tatlow Reservoir Water Pump				55,000	
SCADA System	10,000		10,000		10,000
TOTAL WATER CAPITAL	\$260,000	\$95,000	\$35,000	\$80,000	\$25,000
WASTE & RECYCLE DEPOT (WARD) CAPITAL					
Minor WARD Equipment		8,000		8,000	8,000
Recycle center security system (per Asset Management)			15,000		
Recycle depot electric gate and components (per Asset Management)				20,000	
Wasteline porta Pak 3032 compactor and container - Bin A (per Asset Management)			50,000		
Universal UP200 compactor and container - Bin C (per Asset Management)				40,000	
Wasteline Storage container - Bin B (per Asset Management)					20,000
Mobile Office	30,000				
Gate & Access Control		9,500			
Repaving Tarmac Area	70,000				
TOTAL WARD CAPITAL	\$100,000	\$17,500	\$65,000	\$68,000	\$28,000
TOTAL CAPITAL EXPENDITURES - ALL FUNDS	\$1,313,650	\$1,015,350	\$717,180	\$1,030,950	\$140,852

Historical Rate Increases

The historical property tax, water rate and WARD rate increases from 2020 – 2024 are shown in the table below, for information purposes.

HISTORICAL PROPERTY TAXES & USER FEES					
Description of Taxes & Fees	2020	2021	2022	2023	2024
Home Value (average home)	1,987,068	1,994,671	2,208,300	2,412,568	2,553,462
Property Taxes	2,842	3,063	2,939	3,027	3,314
WARD Fee	332	372	417	467	560
Water - Connected					
Water Fee (Connected)	1,119	1,253	1,403	1,543	1,852
Water Parcel Tax	973	973	973	1,110	1,110
Total Water Fee (Connected) & Parcel Tax	2,092	2,226	2,376	2,653	2,962
Water - Not Connected Fee					
Water Fee (Non-Connected)	785	879	984	1,082	1,298
Water Parcel Tax	973	973	973	1,110	1,110
Total Water Fee (Not Connected) & Parcel Tax	1,758	1,852	1,957	2,192	2,408
Total Taxes & Fees (Connected to Water System)	5,266	5,661	5,732	6,147	6,836
Total Taxes & Fees (Not Connected to Water System)	4,932	5,287	5,313	5,686	6,282
Property Taxes - % change	15%	7%	5%	3%	9%
Refuse & Recycling Fee - % change	5%	12%	12%	12%	20%
Refuse & Recycling Fee - \$ change	16	40	45	50	93
Water Connected Fee - % change	6%	11%	12%	10%	20%
Water Connected Fee - \$ change	0	128	150	277	309
Water Not Connected Fee - % change	10%	12%	12%	10%	20%
Water Not Connected Fee - \$ change (total)	71	94	105	235	216
All Taxes & Fees					
Total - Connect EXCL. Parcel Tax - % Change	12.92%	7.0%	6.1%	7.2%	11.2%
Total - Connect Fee Summary - \$ Change	453	367	348	415	689
Total - Not Connect EXCL. Parcel Tax - % Change	23.64%	8.4%	5.7%	7.0%	10.5%
Total - Not Connect Fee Summary - \$ Change	757	333	303	373	596

Summary of Financial Indicators

One of the recommendations coming out of the Financial Sustainability Report was an annual reporting of the financial indicators (sustainability, flexibility and vulnerability) as shown below. Generally speaking, the indicators are trending in a positive direction.

SUMMARY OF FINANCIAL INDICATORS						
Indicators	2020	2021	2022	2023	Explanation	Trend
Sustainability						
Financial assets to financial liabilities	63.9%	75.3%	84.5%	115.9%	Ability to cover obligations or liabilities	Improving
Total surplus & reserve funds per household	5,198	6,740	7,524	12,427	Indication of savings for future expenditures & ability to minimize new debt	Improving
Total operating expenses as a % of taxable assessment	0.36%	0.36%	0.31%	0.31%	Ability to cover operating cost with tax base	Improving
Operating reserve & unrestricted surpluses as a % of operating expenses	20.30%	21.04%	20.12%	18.91%	Indicates the ability to offset unexpected revenue losses or excess expenses	Worsening
Flexibility						
Municipal residential taxes per house	2,893	3,119	3,295	3,804	Increase in tax burden per household; % rise decreasing	Improving
Total long-term debt per water user	14,372	13,758	13,126	12,437	Remaining debt burden on each water user	Improving
Average residential taxation as a percentage of average after tax household income	2.1%	Not available	Not available	Not available	Impact of property taxation on households	Not available
Total taxation as a % of total assessment	0.14%	0.15%	0.13%		Ability to sustain tax revenue	Improving
Debt servicing costs (interest and principal) as a % of water revenues	42.2%	39.8%	37.6%	37.8%	Ability to cover debt costs; have dedicated parcel tax to cover debt costs	Improving
Net book value of tangible capital assets as a percentage of historical cost of tangible capital assets	75.5%	73.6%	72.0%	70.8%	Indication of remaining life of assets or % consumed	Expected decline
Vulnerability						
Operating grants as a % of total revenues	10.0%	10.9%	12.8%	7.1%	Degree of reliance on assistance for core operations; 2022 affected by one-time top up in grant	Less Reliance
Capital grants as a % of total capital expenditures	0.0%	26.9%	0.0%	16.9%	Ability to tap into grants for capital projects	No Trend

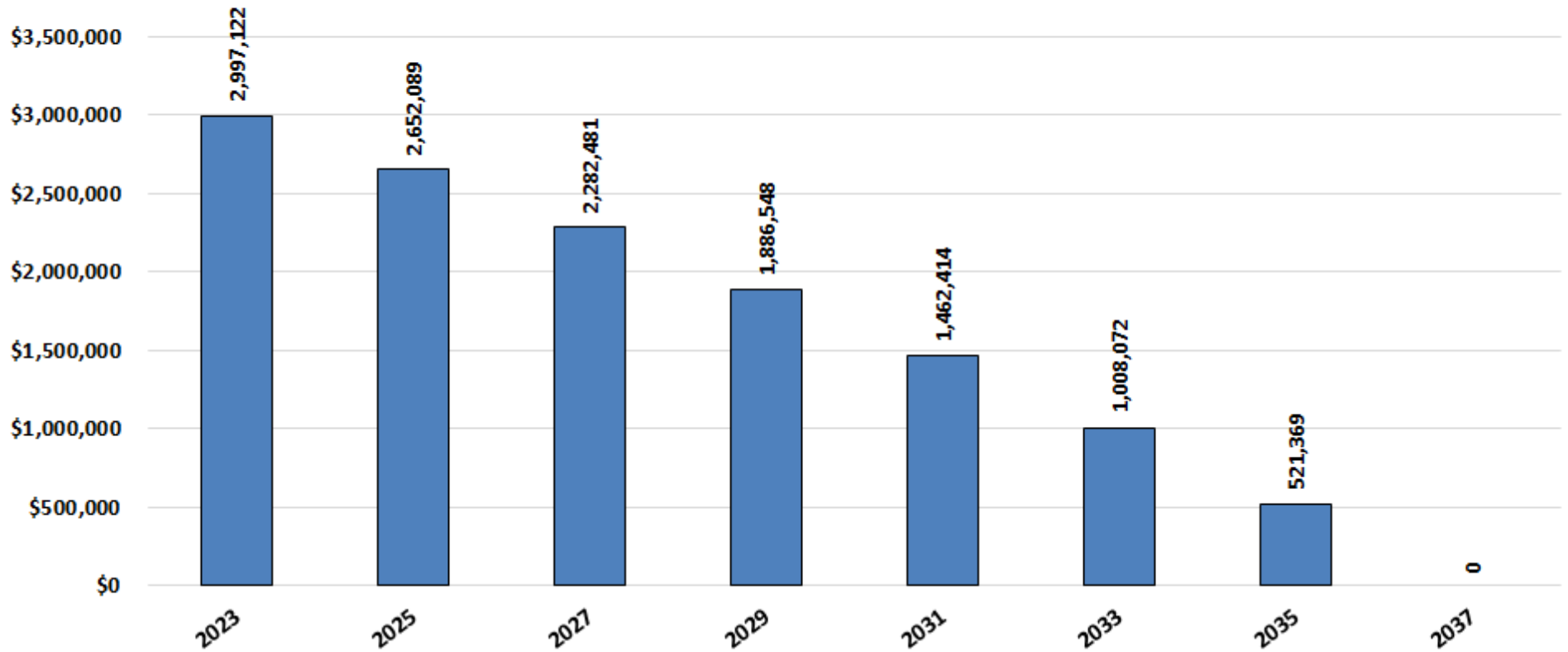
Projected Reserve & Surplus Balances

The Village's reserve and surplus accounts are projected to grow from about \$3.7 million to \$3.9 million over the next 5 years (see graph below) based on the Draft 2025 – 2029 Financial Plan, which includes the planned reserve and surplus transfers and capital spending. These projections are very much dependent upon future capital spending levels.

ALL OF THE VILLAGE'S RESERVES AND SURPLUSES	2024	2025	2026	2027	2028	2029
GENERAL FUND						
<u>Reserve Funds</u>						
BC Growing Communities Fund	806,060	541,728	447,091	349,615	249,215	256,691
Canada Community-Building Reserve Fund	51,746	38,716	106,495	178,972	129,286	203,140
General Capital Reserve Fund	1,278,593	965,031	919,118	940,309	1,057,248	1,143,354
Vehicle & Equipment Capital Reserve Fund	204,338	278,806	366,210	329,560	323,433	385,788
Stabilization Reserve Fund	151,064	221,143	255,060	329,545	393,423	443,567
Transportation Infrastructure Reserve Fund	658,395	687,440	444,097	520,037	379,723	512,901
Subtotal Capital Reserve Funds	\$ 3,150,196	\$ 2,732,864	\$ 2,538,071	\$ 2,648,038	\$ 2,532,328	\$ 2,945,441
<u>Unrestricted & Restricted Funds</u>						
Unrestricted General Operating Fund Surplus	289,467	318,451	348,305	379,054	410,726	443,348
Subtotal Unrestricted & Restricted Accumulated Surplus	\$ 289,467	\$ 318,451	\$ 348,305	\$ 379,054	\$ 410,726	\$ 443,348
GENERAL FUND TOTALS	\$ 3,439,663	\$ 3,051,315	\$ 2,886,376	\$ 3,027,092	\$ 2,943,054	\$ 3,388,789
WATER UTILITY FUND						
<u>Reserve Fund</u>						
Water Capital Reserve Fund	147,725	137,804	116,360	172,747	148,362	193,605
<u>Appropriated Water Surplus</u>						
Restricted Water Debt Repayment	14,915	12,969	11,023	9,077	7,131	5,185
<u>Unrestricted Accumulated Surplus</u>						
Unrestricted Water Operating Fund Surplus	101,032	117,495	139,837	163,170	197,687	233,585
WATER UTILITY FUND TOTALS	\$ 263,672	\$ 268,268	\$ 267,220	\$ 344,994	\$ 353,180	\$ 432,375
WASTE & RECYCLING DEPOT FUND						
<u>Unrestricted Accumulated Surplus</u>						
Unrestricted Waste & Recycling Operating Fund Surplus	7,223	9,798	36,982	70,388	99,470	133,074
WASTE & RECYCLING UTILITY FUND TOTALS	\$ 7,223	\$ 9,798	\$ 36,982	\$ 70,388	\$ 99,470	\$ 133,074
GRAND TOTAL ALL RESERVES AND SURPLUSES	\$ 3,710,558	\$ 3,329,381	\$ 3,190,578	\$ 3,442,474	\$ 3,395,704	\$ 3,954,238

Water Long-Term Debt

Water Fund
Long-Term Debt Outstanding
(Total annual principal & interest payments of \$269,563)



Appendix “A” - General Operating Fund Long-Term (2025 – 2039) Financial Plan

VILLAGE OF BELCARRA GENERAL OPERATING FUND 15-YEAR (2025 - 2039) FINANCIAL PLAN

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Regular Operating Revenues

Taxes

	Budget 2024	Estimated Year-End 2024	% change from 2024 Budget	Draft Budget 2025	% change from 2024 Budget	Plan 2026	Plan 2027	Plan 2028	Plan 2029	Plan 2030	Plan 2031	Plan 2032	Plan 2033	Plan 2034	Plan 2035	Plan 2036	Plan 2037	Plan 2038	Plan 2039
Municipal Taxes	1,099,234	1,099,236	0.0%	1,146,703	4.3%	1,196,141	1,247,628	1,301,247	1,357,085	1,415,232	1,475,782	1,538,833	1,604,486	1,672,847	1,744,027	1,818,139	1,895,303	1,975,642	1,980,260
1% Utility Taxes	13,439	11,717	-12.8%	12,000	-10.7%	12,240	12,485	12,735	12,990	13,250	13,515	13,785	14,061	14,342	14,629	14,922	15,220	15,524	15,834

Taxes	1,112,673	1,110,953	-0.2%	1,158,703	4.1%	1,208,381	1,260,113	1,313,982	1,370,075	1,428,482	1,489,297	1,552,618	1,618,547	1,687,189	1,758,656	1,833,061	1,910,523	1,991,166	1,996,094
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Fees & Charges

Leases	2,100	2,100	0.0%	2,100	0.0%	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100
Penalties & interest (on taxes)	12,766	12,964	1.6%	12,762	0.0%	12,890	13,019	13,150	13,282	13,415	13,549	13,685	13,822	13,960	14,100	14,241	14,383	14,527	14,672
Permits and Licences	130,299	120,976	-7.2%	117,083	-10.1%	122,564	128,311	134,339	140,659	147,288	154,241	161,532	169,180	177,201	185,614	194,439	203,696	213,408	223,595
Other	17,746	8,808	-50.4%	15,000	-15.5%	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,927	18,286	18,652	19,025	19,406	19,794

Fees & Charges	162,911	144,848	-11.1%	146,945	-9.8%	152,854	159,036	165,507	172,277	179,364	186,782	194,547	202,677	211,188	220,100	229,432	239,204	249,441	260,161
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Grant Transfers

COVID-19 Restart Grant & Transfers	0	0	0.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
School Tax Administration & Climate Change	3,458	3,791	9.6%	3,825	10.6%	3,860	3,895	3,930	3,966	4,002	4,038	4,075	4,112	4,149	4,187	4,225	4,264	4,303	4,342
Small Communities Investment Fund (SCIF)	259,000	261,000	0.8%	261,000	0.8%	263,610	266,246	268,908	271,597	274,313	277,056	279,827	282,625	285,451	288,306	291,189	294,101	297,042	300,012

Grant Transfers	262,458	264,791	0.9%	264,825	0.9%	267,470	270,141	272,838	275,563	278,315	281,094	283,902	286,737	289,600	292,493	295,414	298,365	301,345	304,354
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Other Revenue

Interest Income	156,104	237,591	52.2%	213,832	37.0%	218,109	222,471	226,920	231,458	236,087	240,809	245,625	250,538	255,549	260,660	265,873	271,190	276,614	282,146
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Total Regular Operating Revenues	1,694,146	1,758,183	3.8%	1,784,305	5.3%	1,846,814	1,911,761	1,979,247	2,049,373	2,122,248	2,197,982	2,276,692	2,358,499	2,443,526	2,531,909	2,623,780	2,719,282	2,818,566	2,842,755
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15-YEAR (2025 - 2039) FINANCIAL PLAN

	Budget 2024	Estimated Year-End 2024	% change from 2024 Budget	Draft Budget 2025	% change from 2024 Budget	Plan 2026	Plan 2027	Plan 2028	Plan 2029	Plan 2030	Plan 2031	Plan 2032	Plan 2033	Plan 2034	Plan 2035	Plan 2036	Plan 2037	Plan 2038	Plan 2039
Regular Operating Expenses																			
<u>Council, Grants & Meetings</u>																			
Indemnities & Benefits	94,668	93,994	-0.7%	97,229	2.7%	100,116	103,089	106,150	109,302	112,549	115,892	119,335	122,881	126,532	130,292	134,165	138,152	142,259	146,488
Council Other	12,826	13,975	9.0%	14,575	13.6%	14,721	14,868	15,016	15,166	15,317	15,471	15,626	15,782	15,939	16,100	16,262	16,425	16,589	16,754
Grants	4,130	2,493	-39.6%	3,700	-10.4%	3,737	3,774	3,812	3,850	3,888	3,927	3,966	4,005	4,045	4,086	4,127	4,168	4,210	4,252
Meetings, Events & Appreciation	13,840	8,215	-40.6%	10,100	-27.0%	10,201	10,302	10,406	10,510	10,615	10,720	10,827	10,935	11,043	11,152	11,265	11,379	11,493	11,609
Council, Grants & Meetings	125,464	118,677	-5.4%	125,604	0.1%	128,775	132,033	135,384	138,828	142,369	146,010	149,754	153,603	157,559	161,630	165,819	170,124	174,551	179,103
<u>Administration, Human Resources & Information Systems</u>																			
General Administration	386,931	392,312	1.4%	405,190	4.7%	457,345	469,717	577,444	593,390	609,801	626,690	644,071	761,960	783,372	805,412	828,098	851,450	980,489	398,275
Human Resources	15,053	16,879	12.1%	16,348	8.6%	16,565	16,784	17,008	17,234	17,464	17,697	17,933	18,174	18,417	18,664	18,916	19,172	19,431	19,694
Information Systems	69,418	78,381	12.9%	75,133	8.2%	77,906	74,611	75,867	87,994	89,184	92,494	88,598	90,107	104,528	105,962	109,914	105,308	107,125	48,125
Administration, Human Resources & Information Systems	471,402	487,572	3.4%	496,671	5.4%	551,816	561,112	670,319	698,618	716,449	736,881	750,602	870,241	906,317	930,038	956,928	975,930	1,107,045	466,094
<u>Municipal Hall, Legal & Audit</u>	213,409	231,438	8.4%	222,700	4.4%	227,918	233,150	237,805	242,581	247,485	252,517	257,683	262,986	268,430	274,018	279,756	285,646	291,698	297,909
<u>Planning</u>	35,000	56,908	62.6%	45,000	28.6%	45,900	46,818	47,754	48,709	49,683	50,677	51,691	52,725	53,780	54,856	55,953	57,072	58,213	59,377
<u>Contracted Support Services (Finance, Engineering, Website & Other)</u>	105,565	105,158	-0.4%	105,500	-0.1%	107,595	109,732	111,912	114,135	116,403	118,716	121,075	123,481	125,934	128,435	130,988	133,591	136,247	138,954
<u>Building & Plumbing Inspection</u>	112,725	119,755	6.2%	118,062	4.7%	141,105	144,835	148,671	152,618	156,677	160,852	165,146	169,562	174,107	178,781	183,591	188,536	193,625	198,861
<u>Bylaw Enforcement</u>	44,823	47,425	5.8%	46,506	3.8%	47,807	49,147	50,523	51,942	53,399	54,896	56,438	58,023	59,654	61,333	63,059	64,833	66,660	68,538
<u>Public Works</u>																			
Public Works General	223,130	228,941	2.6%	229,066	2.7%	235,870	242,864	296,039	304,804	313,816	323,082	332,609	390,584	402,104	413,953	426,139	438,672	501,933	567,077
Vehicles, Equipment & Supplies	54,657	40,318	-26.2%	48,075	-12.0%	48,983	49,908	50,851	51,811	52,792	53,792	54,811	55,851	56,909	57,990	59,090	60,213	61,357	62,523
Roads, bridges, storm sewers etc. (Non-MRN)	26,262	17,454	-33.5%	26,788	2.0%	39,324	40,112	40,913	41,731	42,565	43,417	44,285	45,171	46,074	46,996	47,935	48,894	49,872	50,869
Trails & Public Spaces	11,000	4,551	-58.6%	10,500	-4.5%	10,710	10,924	11,143	11,366	11,594	11,826	12,063	12,304	12,550	12,801	13,057	13,318	13,585	13,857
Public Works	315,049	291,264	-7.5%	314,429	-0.2%	334,887	343,808	398,946	409,712	420,767	432,117	443,768	503,910	517,637	531,740	546,221	561,097	626,747	694,326
<u>Fire & Emergency Operations</u>																			
Fire Protection	5,000	5,982	19.6%	5,100	2.0%	5,202	5,306	5,412	5,520	5,630	5,743	5,858	5,975	6,095	6,217	6,341	6,468	6,597	6,729
Emergency Preparedness	7,000	2,536	-63.8%	3,000	-57.1%	3,060	3,121	3,183	3,247	3,312	3,378	3,446	3,515	3,585	3,657	3,730	3,805	3,881	3,959
Fire & Emergency Operations	12,000	8,518	-29.0%	8,100	-32.5%	8,262	8,427	8,595	8,767	8,942	9,121	9,304	9,490	9,680	9,874	10,071	10,273	10,478	10,688
<u>Interest, Bank Expenses, Bad Debts & Other</u>	17,100	44,294	159.0%	14,000	-18.1%	14,229	14,463	14,701	14,944	15,192	15,444	15,701	15,963	16,230	16,503	16,782	17,066	17,356	17,651
Total Regular Operating Expenses	1,452,537	1,511,009	4.0%	1,496,572	3.0%	1,608,294	1,643,525	1,824,610	1,880,854	1,927,366	1,977,231	2,021,162	2,219,984	2,289,328	2,347,208	2,409,168	2,464,168	2,682,620	2,131,501
Allocation of Centralized Support Costs to MRN, Water & WARD	(339,152)	(330,662)	-2.5%	(350,237)	3.3%	(380,898)	(385,964)	(419,218)	(432,541)	(446,454)	(454,466)	(464,286)	(501,229)	(520,763)	(529,940)	(543,797)	(555,828)	(600,644)	(441,030)
Surplus Before Other Revenue/Expenses & Transfers	580,761	577,836	-0.5%	637,970	9.9%	619,418	654,200	573,855	601,060	641,336	675,217	719,816	639,744	674,961	714,641	758,409	810,942	736,590	1,152,284

**VILLAGE OF BELCARRA GENERAL OPERATING FUND
15-YEAR (2025 - 2039) FINANCIAL PLAN**

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	Budget 2024	Estimated Year-End 2024	% change from 2024 Budget	Draft Budget 2025	% change from 2024 Budget	Plan 2026	Plan 2027	Plan 2028	Plan 2029	Plan 2030	Plan 2031	Plan 2032	Plan 2033	Plan 2034	Plan 2035	Plan 2036	Plan 2037	Plan 2038	Plan 2039
Major Road Network (MRN) - TransLink																			
Conditional Operating Transfers (MRN)	(139,169)	(170,028)	22.2%	(148,927)	7.0%	(156,987)	(160,219)	(195,148)	(200,872)	(206,798)	(211,690)	(217,024)	(255,135)	(263,346)	(269,708)	(277,094)	(284,268)	(326,595)	(330,881)
Allocation of Centralized Support to MRN	64,778	63,144	-2.5%	66,895	3.3%	72,752	73,719	80,071	82,615	85,273	86,803	88,679	95,735	99,466	101,219	103,865	106,163	114,723	84,237
MRN Operating Costs	74,391	106,884	43.7%	82,032	10.3%	84,235	86,500	115,077	118,257	121,525	124,887	128,345	159,400	163,880	168,489	173,229	178,105	211,872	246,644
Net MRN	0	0	0.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Building Fund Grant & Transfers																			
Community Works Fund Grant	(62,974)	(65,633)	4.2%	(65,633)	4.2%	(65,633)	(68,258)	(68,258)	(68,941)	(69,630)	(70,326)	(71,029)	(71,739)	(72,456)	(73,181)	(73,913)	(74,652)	(75,399)	(76,153)
Transfer to Community Works Fund Reserve	62,974	65,633	4.2%	65,633	4.2%	65,633	68,258	68,258	68,941	69,630	70,326	71,029	71,739	72,456	73,181	73,913	74,652	75,399	76,153
Net Community Works Fund	0	0	0.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Reoccurring & Special Operating Expenses & Funding																			
Emergency Management Grant	0	(20,439)	>100.0%	(19,561)	>100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Emergency Management Expenses	0	20,439	>100.0%	19,561	>100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Housing Initiatives Grant	0	(66,361)	>100.0%	(66,782)	>100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Housing Initiatives Expenses (includes Housing Needs Assessment)	0	66,361	>100.0%	66,782	>100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer from Stabilization Reserve	(6,000)	(9,314)	55.2%	0	-100.0%	(34,338)	0	0	0	(37,772)	0	0	0	(41,549)	0	0	0	(45,704)	0
Strategic Planning	0	3,313	>100.0%	0	0.0%	12,000	0	0	0	13,200	0	0	0	14,520	0	0	0	15,972	0
Election Expenses	0	0	0.0%	0	0.0%	22,338	0	0	0	24,572	0	0	0	27,029	0	0	0	29,732	0
Transfer from Community Works Gas Tax Res	(44,538)	(20,006)	-55.1%	0	-100.0%	0	0	(60,000)	0	0	0	0	(65,000)	0	0	0	0	(70,000)	(70,000)
Integrated Long-Term Financial & Asset Management Grant	(3,110)	(4,919)	58.2%	0	-100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Natural Asset Planning Project Grant	(1,682)	(2,010)	19.5%	0	-100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Climate Action Plan Deferred Revenue (Active Transportation Plan)	(37,500)	(18,750)	-50.0%	(18,750)	-50.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Active Transportation Plan Grant	(37,500)	(18,750)	-50.0%	(18,750)	-50.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asset Management & Long-Term Financial Plan	36,820	9,838	-73.3%	0	-100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Natural Asset Planning Project	2,510	3,000	19.5%	0	-100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Privacy Management Program (PMP)	6,000	6,000	0.0%	0	-100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Active Transportation Plan	75,000	37,500	-50.0%	37,500	-50.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OCP Review & Update	10,000	14,098	41.0%	0	-100.0%	0	0	60,000	0	0	0	0	65,000	0	0	0	0	70,000	70,000
Net Non-Reoccurring & Special Projects	0	0	0.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers to Reserves & Surplus																			
General Capital Reserve Fund	146,973	89,688	-39.0%	150,683	2.5%	142,843	153,643	124,119	94,436	103,465	110,874	120,938	99,814	107,493	116,262	126,032	137,967	118,159	220,838
Vehicle & Equipment Capital Reserve Fund	83,985	83,985	0.0%	86,104	2.5%	81,624	87,795	70,925	75,550	82,772	110,872	120,938	99,815	107,492	116,262	126,031	137,968	118,159	220,838
Transportation Infrastructure Reserve Fund	125,977	125,977	0.0%	129,156	2.5%	122,435	131,692	106,389	169,987	186,236	199,570	217,689	179,667	193,485	209,271	226,854	248,342	212,687	397,509
Financial Stabilization Reserve Fund	62,989	62,989	0.0%	64,578	2.5%	61,218	65,846	53,194	37,775	41,385	22,173	24,188	19,964	21,497	23,252	25,206	27,594	23,632	44,168
Transfer of Interest to Reserves/Surplus	140,837	195,197	38.6%	192,449	36.6%	196,298	200,224	204,228	208,312	212,478	216,728	221,063	225,484	229,994	234,594	239,286	244,071	248,953	253,931
Transfer to General Fund Surplus	20,000	20,000	0.0%	15,000	-25.0%	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total Transfers to Reserves & Surplus	580,761	577,836	-0.5%	637,970	9.9%	619,418	654,200	573,855	601,060	641,336	675,217	719,816	639,744	674,961	714,641	758,409	810,942	736,590	1,152,284
FINANCIAL PLAN BALANCE	0	0	0.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Appendix “B” - Water Operating Fund Long-Term (2025 – 2039) Financial Plan

VILLAGE OF BELCARRA WATER OPERATING FUND 15-YEAR (2025 - 2039) FINANCIAL PLAN

Page 1 of 2		Budget 2024	Estimated Year-End 2024	% change from 2024 Budget	Draft Budget 2025	% change from 2024 Budget	Plan 2026	Plan 2027	Plan 2028	Plan 2029	Plan 2030	Plan 2031	Plan 2032	Plan 2033	Plan 2034	Plan 2035	Plan 2036	Plan 2037	Plan 2038	Plan 2039
Regular Operating Revenues																				
<u>User Fees, Charges & Interest</u>																				
Water Annual Fees	460,786	458,827	-0.4%	483,825	5.0%	508,016	533,417	560,088	588,092	617,497	648,372	680,791	714,831	750,573	788,102	827,507	868,882	912,326	912,326	
Water System Connection Fees/Other	3,750	1,800	-52.0%	2,250	-40.0%	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750
Interest Income	4,873	10,763	120.9%	10,000	105.2%	10,400	10,816	11,249	11,699	12,167	12,654	13,160	13,686	14,233	14,802	15,394	16,010	16,650	17,316	
<u>User Fees, Charges & Interest</u>	469,409	471,390	0.4%	496,075	5.7%	522,166	547,983	575,087	603,541	633,414	664,776	697,701	732,267	768,556	806,654	846,651	888,642	932,726	933,392	
Total Regular Operating Revenues	469,409	471,390	0.4%	496,075	5.7%	522,166	547,983	575,087	603,541	633,414	664,776	697,701	732,267	768,556	806,654	846,651	888,642	932,726	933,392	
Regular Operating Expenses																				
<u>Administration</u>																				
Allocation of Centralized Support	182,803	178,128	-2.6%	188,778	3.3%	205,304	208,035	225,959	233,140	240,639	244,957	250,250	270,162	280,691	285,638	293,107	299,591	323,747	237,715	
Other (Environmental Monitoring & Lease)	277	277	0.0%	277	0.0%	277	277	277	277	277	277	277	277	277	277	277	277	277	277	277
<u>Allocation of Centralized Cost/Other</u>	183,080	178,405	-2.6%	189,055	3.3%	205,581	208,312	226,236	233,417	240,916	245,234	250,527	270,439	280,968	285,915	293,384	299,868	324,024	237,992	
<u>Water Purchases & Conveyance</u>	113,605	113,224	-0.3%	120,840	6.4%	123,545	126,313	129,145	132,043	135,009	138,044	141,149	144,327	147,579	150,907	154,313	157,799	161,367	165,018	
<u>Water Systems Operations</u>																				
Public Works	60,686	64,736	6.7%	63,196	4.1%	65,047	66,955	98,423	101,328	104,322	107,405	110,577	144,754	149,046	153,466	158,018	162,702	199,842	238,097	
Utilities & Scada	10,350	17,033	64.6%	14,208	37.3%	14,479	14,755	15,037	15,323	15,614	15,912	16,215	16,525	16,841	17,164	17,492	17,826	18,167	18,515	
Water Mains Repair & Maintenance	5,255	0	>100.0%	0	-100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Station Repair & Maintenance	14,160	4,157	-70.6%	13,741	-3.0%	14,015	14,296	14,582	14,874	15,171	15,474	15,783	16,099	16,420	16,749	17,084	17,426	17,774	18,129	
Reservoir Repair & Maintenance	1,125	0	>100.0%	1,148	2.0%	1,171	1,194	1,218	1,242	1,267	1,292	1,318	1,344	1,371	1,398	1,426	1,455	1,484	1,514	
Materials & Equipment	5,100	10,370	103.3%	8,570	68.0%	8,741	8,916	9,094	9,276	9,461	9,650	9,843	10,040	10,241	10,446	10,655	10,868	11,086	11,307	
<u>Water Systems Operations</u>	96,676	96,296	-0.4%	100,863	4.3%	103,453	106,116	138,354	142,043	145,835	149,733	153,736	188,762	193,919	199,223	204,675	210,277	248,353	287,562	
Total Regular Operating Expenses	393,361	387,925	-1.4%	410,758	4.4%	432,579	440,741	493,735	507,503	521,760	533,011	545,412	603,528	622,466	636,045	652,372	667,944	733,744	690,572	
Surplus Before Debt & Transfers	(76,048)	(83,465)	9.8%	(85,317)	12.2%	(89,587)	(107,242)	(81,352)	(96,038)	(111,654)	(131,765)	(152,289)	(128,739)	(146,090)	(170,609)	(194,279)	(220,698)	(198,982)	(242,820)	

**VILLAGE OF BELCARRA WATER OPERATING FUND
15-YEAR (2025 - 2039) FINANCIAL PLAN**

Page 2 of 2

	Budget 2024	Estimated Year-End 2024	% change from 2024 Budget	Draft Budget 2025	% change from 2024 Budget	Plan 2026	Plan 2027	Plan 2028	Plan 2029	Plan 2030	Plan 2031	Plan 2032	Plan 2033	Plan 2034	Plan 2035	Plan 2036	Plan 2037	Plan 2038	Plan 2039
<u>Long-Terms Debt Payments/Transfers (Funded by Parcel Taxes & Transfer)</u>																			
Long-Term Debt Interest Expense	150,561	150,561	0.0%	150,561	0.0%	150,561	150,561	150,561	150,561	150,561	150,561	150,561	150,561	150,561	150,561	150,561	150,561	150,561	150,561
Debt Principle Payment	119,002	119,002	0.0%	119,002	0.0%	119,002	119,002	119,002	119,002	119,002	119,002	119,002	119,002	119,002	119,002	119,002	119,002	119,002	119,002
Parcel tax	(267,617)	(266,506)	-0.4%	(267,617)	0.0%	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)	(267,617)
Transfer from Water Debt Repayment Reserve	(1,946)	(1,946)	0.0%	(1,946)	0.0%	(1,946)	(1,946)	(1,946)	(1,946)	(1,946)	(1,946)	(1,293)	0	0	0	0	0	0	0
Total Net Long-Term Debt	0	1,111	0.0%	0	0.0%	0	0	0	0	0	0	653	1,946	1,946	1,946	1,946	1,946	1,946	1,946
<u>Transfers to Reserve Funds & Surplus</u>																			
Transfer To Water Capital Reserve	68,638	74,944	9.2%	70,859	3.2%	69,800	87,114	50,870	65,189	80,424	100,140	119,601	94,334	111,244	135,306	158,501	184,428	162,202	205,510
Transfer to Vehicle & Equipment Reserve	1,200	1,200	0.0%	1,224	2.0%	1,248	1,273	1,298	1,324	1,350	1,377	1,405	1,433	1,462	1,491	1,521	1,551	1,582	1,614
Transfer of Interest to Reserves	1,210	1,210	0.0%	8,234	580.5%	8,539	8,855	9,184	9,525	9,880	10,248	10,630	11,026	11,438	11,866	12,311	12,773	13,252	13,750
Transfer to Water Operating Fund Surplus	5,000	5,000	0.0%	5,000	0.0%	10,000	10,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Transfers to Reserve Funds & Surplus	76,048	82,354	8.3%	85,317	12.2%	89,587	107,242	81,352	96,038	111,654	131,765	151,636	126,793	144,144	168,663	192,333	218,752	197,036	240,874
FINANCIAL PLAN BALANCE	0	0	0.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Appendix “C” - WARD Operating Fund Long-Term (2025 – 2039) Financial Plan

VILLAGE OF BELCARRA WASTE & RECYCLE DEPOT (WARD) OPERATING FUND 15-YEAR (2025 - 2039) FINANCIAL PLAN

	Budget 2024	Estimated Year-End 2024	% change from 2024 Budget	Draft Budget 2025	% change from 2024 Budget	Plan 2026	Plan 2027	Plan 2028	Plan 2029	Plan 2030	Plan 2031	Plan 2032	Plan 2033	Plan 2034	Plan 2035	Plan 2036	Plan 2037	Plan 2038	Plan 2039
REGULAR OPERATING REVENUES																			
FEEES & CHARGES																			
Waste & Recycling Annual Fee & Tags	206,024	205,710	-0.2%	247,063	19.9%	284,001	295,342	307,136	319,402	332,158	345,424	359,220	373,568	388,489	404,006	420,144	436,926	454,380	472,531
Permits & Licences	100	50	-50.0%	100	0.0%	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Fees & Charges	206,124	205,760	-0.2%	247,163	19.9%	284,101	295,442	307,236	319,502	332,258	345,524	359,320	373,668	388,589	404,106	420,244	437,026	454,480	472,631
Interest Income	1,530	4,000	161.4%	0	-100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Regular Operating Revenues	207,654	209,760	1.0%	247,163	19.0%	284,101	295,442	307,236	319,502	332,258	345,524	359,320	373,668	388,589	404,106	420,244	437,026	454,480	472,631
REGULAR OPERATING EXPENSES																			
Allocation of Centralized Support	91,571	89,389	-2.4%	94,564	3.3%	102,842	104,210	113,189	116,786	120,543	122,706	125,357	135,332	140,606	143,084	146,825	150,074	162,174	119,078
OPERATIONS & MAINTENANCE																			
Public Works	6,695	7,142	6.7%	6,971	4.1%	7,175	7,387	10,859	11,179	11,509	11,848	12,200	15,969	16,443	16,931	17,433	17,950	22,047	26,267
Utilities	500	720	44.0%	520	4.0%	541	563	586	609	633	658	684	711	739	769	800	832	865	900
Depot Operations	41,179	48,768	18.4%	45,614	10.8%	46,527	47,458	48,406	49,375	50,363	51,370	52,398	53,446	54,514	55,605	56,718	57,852	59,009	60,189
Materials & Equipment	5,841	4,893	-16.2%	5,958	2.0%	6,078	6,199	6,323	6,450	6,579	6,710	6,844	6,981	7,121	7,264	7,409	7,558	7,710	7,864
Processing & Hauling Expense	71,486	80,882	13.1%	81,213	13.6%	84,445	87,806	91,301	94,936	98,716	102,646	106,733	110,983	115,402	119,998	124,777	129,747	134,915	140,289
WARD Operations	125,701	142,405	13.3%	140,276	11.6%	144,766	149,413	157,475	162,549	167,800	173,232	178,859	188,090	194,219	200,567	207,137	213,939	224,546	235,509
Total Regular Operating Expenses	217,272	231,794	6.7%	234,840	8.1%	247,608	253,623	270,664	279,335	288,343	295,938	304,216	323,422	334,825	343,651	353,962	364,013	386,720	354,587
(SURPLUS) DEFICIT BEFORE OTHER REVENUE/EXPENSES & TRANSFERS	9,618	22,034	129.1%	(12,323)	-228.1%	(36,493)	(41,819)	(36,572)	(40,167)	(43,915)	(49,586)	(55,104)	(50,246)	(53,764)	(60,455)	(66,282)	(73,013)	(67,760)	(118,044)
TRANSFERS TO (FROM) RESERVES & SURPLUS & INTERNAL LOAN REPAYMENT																			
Transfer to Vehicle & Equipment Reserve	1,200	0	-100.0%	0	-100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer of Interest to WARD Surplus	1,530	0	-100.0%	0	-100.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internal Loan Repayment	0	0	0.0%	5,000	>100.0%	5,000	5,000	5,000	5,000	0	0	0	0	0	0	0	0	0	0
Transfer (from) WARD Surplus to Offset Operating Deficits & Transfer to Reserve	(12,348)	(22,034)	78.4%	7,323	-159.3%	31,493	36,819	31,572	35,167	43,915	49,586	55,104	50,246	53,764	60,455	66,282	73,013	67,760	118,044
TOTAL TRANSFERS TO (FROM) RESERVES & SURPLUS	(9,618)	(22,034)	129.1%	12,323	-228.1%	36,493	41,819	36,572	40,167	43,915	49,586	55,104	50,246	53,764	60,455	66,282	73,013	67,760	118,044
FINANCIAL PLAN BALANCE	0	0	0.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Appendix “D” Comparative Benchmarks

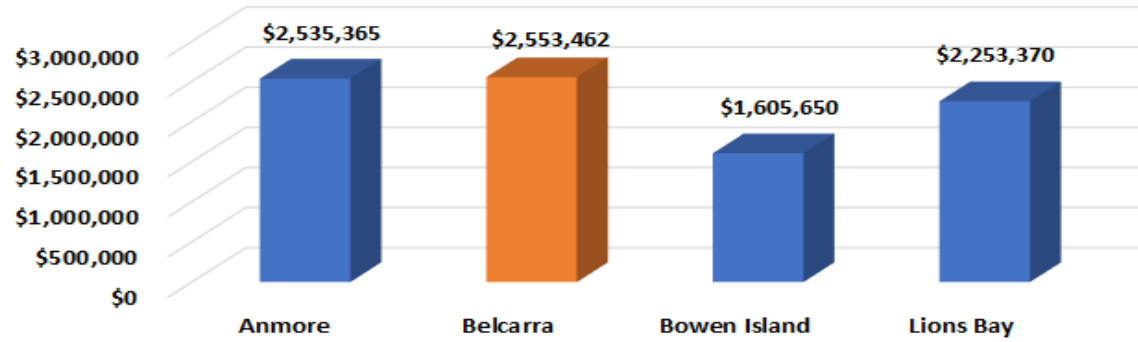
The comparisons or benchmarks presented here are for discussion purposes during budget deliberations. When viewing the data, it is important to remember that each community is unique in terms of its assessment base, its geography, its budgetary demands, etc. In other words, no two (2) communities are exacting alike.

When looking at comparisons from general context certain trends begin to emerge which are worthy of thought and discussion. The following communities have been chosen as comparators to Belcarra.

- Anmore
- Bowen Island
- Lions Bay

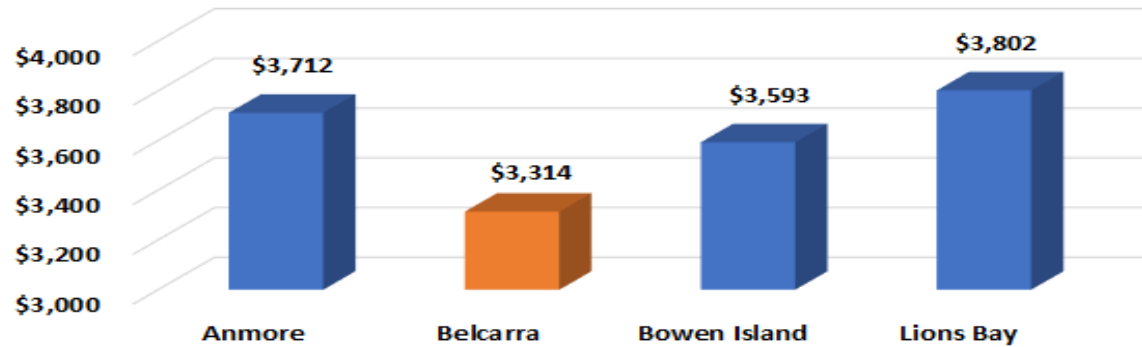
This statistical data is published by the Ministry of Community, Sport and Cultural Development (Ministry) annually and is referred to as “Local Government Statistics”. The value of a representative house in Belcarra for 2024, was \$ 1,941,000; however, this value is artificially low as it is impacted by water lot values on specific properties. The true value of a representative home in Belcarra for 2024 is \$2,553,462 after negating the impact of the water lots. This updated value and the associated tax impact of this value has been used in the tax comparisons shown in the benchmark comparisons below.

**2024
Representative House Value**

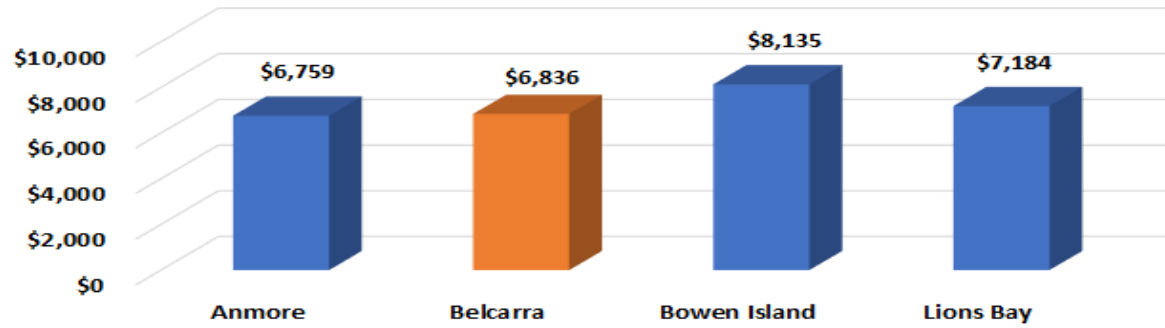


BC Local Government Statistics - 2024 with house value/taxes in Belcarra increased based on impact of water lots

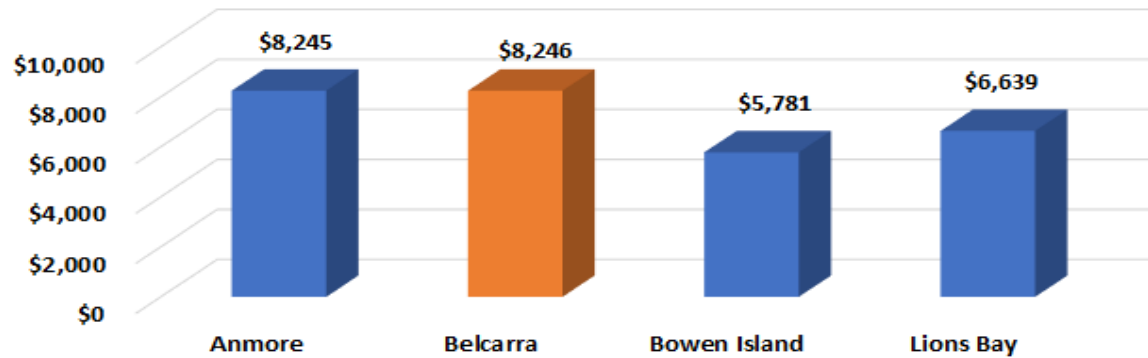
**2024
General Municipal Taxes
(based on representative house)**



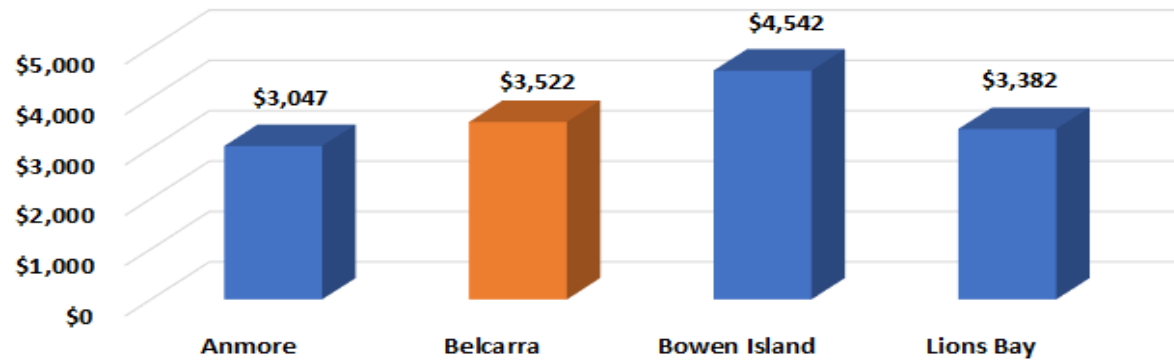
2024
Total Municipal Taxes, User Fees & Parcel Taxes
(based on representative house)



2024
Total Property Taxes
(based on representative house)



2024
Total User Fees & Parcel Taxes
(based on representative house)





COUNCIL REPORT

File:

Date: November 18, 2024

From: Stewart Novak, Manager, Municipal Services

Subject: **Purchase of 2024 New Holland Power Star 90 Tractor plus Attachments**

Recommendation:

That the purchase from Rollins Machinery Ltd of one (1) 2024 New Holland Power Star 90 Tractor plus an attachment of a Tiger RBM Three Point Hitch Boom Mower in the amount of \$200,518 (net of GST rebate) be approved; and further

That \$215,000 (includes cost of the tractor with attachments plus other costs to put unit into service) be added to the 2024 Capital Budget, with funding from the General Capital Reserve Fund, to facilitate this purchase; and

That the 2024 Budget/Financial Plan be amended accordingly.

Purpose:

To provide information regarding the purchase of a new tractor and the move to fleet insurance for the Village of Belcarra.

Background:

The Draft 2025 Budget/Financial Plan includes \$260,000.00 for the purchase of a new tractor with a flail mower. A 2024 New Holland Power Star 90 Tractor plus attachments (Tractor) is currently available with pricing as follows:

- Price of purchase direct from Rollins Machinery \$200,518 (net of GST Rebate)
- Additional price discount through Canoe Purchasing Group to be determined

Other cost items are needed to put the Tractor into service, including a hazard light package, therefore a total budget of \$215,000 is requested.

To provide a comparable for another 2024 tractor currently available on the market, the cost for a 2024 Kubota M6-111DTCC-F 4WD Cab Tractor with mower purchased through the Canoe Purchasing Group amounts to \$267,530 (net of GST rebate).

The purchase of the New Holland Tractor available at 2024 pricing will provide cost savings and will mitigate expected price increases in 2025. Moreover, the addition of another tractor to the Village's equipment inventory will allow the Village to have enough vehicles to qualify for fleet insurance, which it currently does not have. The need to introduce fleet insurance is seen as a priority. Due to ICBC moving to a more driver-based model for vehicle insurance, staff operating Village vehicles consequently risk impact to their own personal vehicle insurance should an accident occur.

It should be noted that as a result of concerns from local government, ICBC reviewed and clarified their vehicle insurance policies in the context of fleet operations, as indicated in the following statement:

“After hearing from fleet customers and listening to their concerns, ICBC is making a change to its new rating model so that at-fault crashes that occur in a fleet vehicle will not impact the driver’s ICBC premiums. This means at-fault crashes that occur in a fleet vehicle will not impact the driver’s ICBC premiums, including their personal policy or other policies where they are listed as a driver. The at-fault crash will also have no impact on the driver’s crash forgiveness eligibility.”

With this ICBC policy in mind, staff recommend that priority be given to moving all Village vehicles to fleet insurance as soon as possible. The additional purchase of a tractor, which is in the Draft 2025 Budget, will allow for participation in that form of insurance.

Comment from Financial Consultant:

The 2024 Capital Budget included a new tractor purchase for \$160,000 with funding coming from the General Capital Reserve Fund. The purchase of the tractor was subsequently deferred to 2025 with an updated cost of \$260,000 (approved by Council motion) and is presently included in the Draft 2025 Budget/Financial Plan, again with funding from the General Capital Reserve Fund.

If this purchase is now going to occur in 2024 an amendment to the 2024 Budget/Financial Plan, to allow for the expenditure is required.

Conclusion:

Staff recommend an amendment to the Financial Plan to move the purchase of a new Tractor from the 2025 Budget to the 2024 Budget. The purchase of the equipment in 2024 will provide cost savings as a price increase is expected in 2025 and will provide an additional vehicle which will allow the Village to qualify for fleet insurance through ICBC.



Prepared by: Stewart Novak
Manager, Municipal Services



Concurrence: Paula Richardson,
Chief Administrative Officer



COUNCIL REPORT

Date: November 18, 2024
From: Amanda Seibert, Corporate Officer
Subject: 2025 Regular Council Meeting Calendar

File No. 0530-01

Recommendation

That the 2025 Regular Council Meeting Calendar attached to the staff report dated November 18, 2024 be approved; and further

That the Acting Mayor schedule and appointments for December 2024 to November 2025 as attached to the staff report dated November 18, 2024 be approved.

Purpose

To present the 2025 Council Meeting Schedule with details on variations to the scheduling of meetings for specific months and to provide the schedule for Acting Mayor appointments for the remainder of 2024 to the end of November 2025.

Background

Pursuant to section 127(1) of the *Community Charter*, a council must make available to the public a schedule of the date, time and place of regular council meetings and give notice of the availability of the schedule in accordance with section 94 [*public notice*] at least once a year. Consistent with section 8 of *Council Procedure Bylaw No. 617, 2023*, the meeting schedule will be made available to the public by being posted to the Public Notice Posting Place as well as the Village website.

As per section 7 of *Council Procedure Bylaw No. 617, 2023*, the attached calendar generally follows the established pattern of Regular Council Meetings held every two weeks on the Monday of each month and includes the following information:

- All Regular Council Meetings;
- Acting Mayor appointments and schedule;
- Major conferences and local events.

Variations to the calendar are noted below:

1. March
 - a. Spring break for School District No. 43 falls from March 17 to 28, 2025. Staff recommend that meetings be scheduled for Monday, March 10, 2025 and Monday, March 31, 2025 in order to accommodate the break.
2. August
 - a. No meetings are scheduled for the month August as the time is set aside for summer break.

3. September

- a. When Council meetings resume in September, staff recommend scheduling the first meeting on Monday, September 15, 2025 to accommodate attendance at the Union of British Columbia Municipalities (UBCM) 2025 convention which runs from September 22 to September 26.

4. December

- a. Staff recommend scheduling one meeting for the month on December 1, 2025. The winter break is scheduled for the remainder of December with meetings resuming in January of 2026.

5. Other events

- a. Belcarra Day has been scheduled for June 1, 2025.
- b. A Volunteer Appreciation Event has been scheduled for May 1 as National Volunteer Week in 2025 runs from April 27 to May 3, 2025.

Acting Mayor Appointments

Council is required, under section 130 of the *Community Charter* and section 11(1) of *Council Procedure Bylaw No. 617, 2023*, to appoint from amongst all of its members, for defined periods of the year, members to serve on a rotating basis as the Acting Mayor. The attached Appendix B provides the proposed schedule and appointments for Acting Mayor for the remainder of 2024 and ending November 2025.

Conclusion:

Regular Council Meetings for 2025 have been scheduled to fall on the second and fourth weeks for the majority of the months. The recommendations in this report set an annual meeting schedule to be approved by Council in accordance with the *Community Charter*.



Prepared by: Amanda Seibert
Corporate Officer



Concurrence: Paula Richardson,
Chief Administrative Officer

The following appendices are hereto attached:

Appendix A: 2025 Council Meeting Calendar

Appendix B: Schedule of 2024-2025 Acting Mayor Schedule and Appointments

2025 COUNCIL MEETING CALENDAR

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Council Meetings:

Denoted in **BLUE**

CAO Forum
February 18-21 (Victoria)

SD 43 Spring Break
March 17 – 28

Volunteer Appreciation
May 1

LMLGA
(Harrison Hot Springs)
May 7 - 9

LGMA (Kelowna)
June 10-12

Belcarra Day June 1

UBCM Annual Convention
(Victoria)
September 22-26

Holidays:

Denoted in **RED**

Jan 1: New Year's Day

Feb 17: Family Day

April 18: Good Friday

Apr 21: Easter Monday

May 19: Victoria Day

Jul 1: Canada Day

Aug 4: BC Day

Sep 1: Labour Day

Sep 30: Truth &

Reconciliation Day

Oct 13: Thanksgiving Day

Nov 11: Remembrance Day

Dec 25: Christmas Day

Dec 26: Boxing Day

Acting Mayor Appointments 2024-2025

December 2024 up to & including February

March up to & including May

June up to & including August

September up to & including November

Councillor Carolina Clark

Councillor Joe Elworthy

Councillor Janet Ruzycski

Councillor Liisa Wilder

APPENDIX B to Item 10.3

Acting Mayor Appointments 2024-2025	
December 2024 up to & including February	Councillor Carolina Clark
March up to & including May	Councillor Joe Elworthy
June up to & including August	Councillor Janet Ruzycki
September up to & including November	Councillor Liisa Wilder

- 10.4 Paula Richardson, Chief Administrative Officer, verbal report regarding the Appointment of Trustees to the Sasamat Volunteer Fire Department Board of Trustees.

Recommendation:

That Mayor Ross, Councillor Clark and Councillor Wilder be appointed as the Village of Belcarra's three (3) Trustees to the Sasamat Volunteer Fire Department (SVFD) Board for the year 2025.



VILLAGE OF BELCARRA
Council Indemnity
Bylaw No. 631, 2024



A bylaw to provide for the payment of an indemnity to
Village of Belcarra Mayor and Councillors

WHEREAS the Municipal Council may, by bylaw, provide for the payment from annual general revenue, an indemnity to the Mayor and to each Councillor for the discharge of their duties of office;

NOW THEREFORE the Municipal Council of the Village of Belcarra in open meeting assembled enacts as follows:

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Council Indemnity Bylaw No. 631, 2024".
2. The indemnity for the Mayor starting January 1, 2025 shall be the gross sum of \$2,142.53 monthly.
3. The indemnity for each Councillor starting January 1, 2025 shall be the gross sum of \$1,071.27 monthly.
4. The indemnities provided for in Section 2 and 3 above shall be paid by the Chief Administrative Officer, save and except for the provisions of Section 5 hereof.
5. In the event of any member of Council being absent from three consecutive regular Council meetings, the indemnity that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.
6. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
7. This bylaw shall take force and come into effect as of January 1, 2025.

8. The “Village of Belcarra Council Indemnity Bylaw No. 620, 2023” is repealed effective January 1, 2025.

READ A FIRST TIME on November 4, 2024

READ A SECOND TIME on November 4, 2024

READ A THIRD TIME on November 4, 2024

ADOPTED by the Council on

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

This is a certified a true copy of
Village of Belcarra Council Indemnity Bylaw No. 631, 2024

Chief Administrative Officer