



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MINUTES
VILLAGE HALL
December 3, 2018**



Minutes of the Regular Council Meeting for the Village of Belcarra held December 3, 2018 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

Mayor Neil Belenkie
Councillor Rob Begg
Councillor Carolina Clark
Councillor Bruce Drake
Councillor Liisa Wilder

*P.7 - ITEM 14.
AMENDMENT
JANUARY 14, 2019
Depant*

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Bernie Serné, Superintendent Public Works
Paula Richardson, Administrative Services Assistant

Others in Attendance

Nancy Gomerich, NG Consulting

1. CALL TO ORDER

Mayor Belenkie called the meeting to order at 6:30 pm.

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, December 3, 2018

Moved by: Councillor Clark
Seconded by: Councillor Begg

That the agenda for the Special Council Meeting, December 3, 2018 be amended by adding:

"Item 3.1(a) Lorna Dysart, Chief Administrative Officer, verbal report regarding an Application for funding from the Union of British Columbia Municipality (UBCM) 2019 Community Resiliency Investment Program (CRI), FireSmart Community Funding & Supports"

CARRIED

3. REPORTS

- 3.1 a) Lorna Dysart, Chief Administrative Officer**, verbal report regarding an Application for funding from the Union of British Columbia Municipality (UBCM) 2019 Community Resiliency Investment Program (CRI), FireSmart Community Funding & Supports
- Discussion ensued with regard to the UBCM 2019 Community Resiliency Investment Program (CRI), FireSmart Community Funding & Supports grant application.

Moved by: Councillor Drake
Seconded by: Councillor Clark

That staff be directed to submit an application to the UBCM 2019 FireSmart Community Funding & Supports (CPI) program for funding in the amount of \$25,000. for Fuel Management Treatment for fuel removal and understory thinning as outlined in the application dated December 7, 2018; and
That the Village of Belcarra confirm its willingness to provide grant management should funding be approved.

CARRIED

- 3.1 Nancy Gomerich, NG Consulting**, report dated December 3, 2018 regarding 2019 Budget – Discussion Items.

N. Gomerich noted there are significant items to discuss with regard to the 2019 Budget and that all items, as discussed, will be brought back for final Budget review and adoption. Recommendations are not made and information is provided to Council for consideration.

N. Gomerich noted that the BC Assessment Authority has advised that approximately \$7,000 will be forthcoming. This revenue is the result of new construction that provided additional tax income revenue for the General Fund.

Nancy Gomerich outlined the Budget Discussions for 2019 as follows:

2019 Budget – Decision Packages:

Item 1: Website Development & Maintenance Budget

Description:

The existing Village website has been maintained by the former Mayor at no cost to the Village; the Village must now take over these costs. The Village has issued a Request for Proposals (RFP) for development and maintenance of the Village website.

Moved by: Councillor Drake
Seconded by: Councillor Begg

That Council support the 2019 Capital Costs in the Budget at \$7,500. for website development and maintenance.

CARRIED

Item 2: Public Works Trailer

Description:

Proposal to purchase a quality trailer to expand staff office space. The trailer would be placed in the Public Works Yard (replacing the current trailer / container) and would serve as the office space for the Public Works Superintendent and two Public Works staff and provide additional storage space (to be used primarily for municipal records).

The trailer would be fairly basic and would not include: septic or running water – only heat and lighting, as is currently in place for the existing trailer.

Mayor Belenkie outlined the need for additional office space and meeting space for the Mayor and Council.

L. Dysart provided an overview on the proposal for the Public Works Superintendent to have an office in a modular trailer with the Public Works staff which would also provide for additional record archive storage.

Considerable discussion ensued.

Moved by: Councillor Begg

Seconded by: Councillor Clark

That staff research options for one large or two small modular trailers in the range of \$40,000. - \$60,000. and report back for Budget discussion.

CARRIED

Item 3: Drainage Study

Description:

To complete a study to gather inventory data necessary to complete a drainage asset long-term capital and maintenance plan for the Village

It was noted that Phase 1 of the Drainage Study is complete. The Superintendent of Public Works outlined the work that was completed for that study. It was noted that staff did all the mapping of culverts, etc.

Council discussed various aspects of the study.

Nancy Gomerich commented that staff may apply in April 2019 for a Federation of Canadian Municipalities (FCM) grant. She noted that the 2019 Project Budget was \$50,000., funded: \$40,000. from an FCM grant and \$10,000. from unappropriated surplus.

Moved by: Councillor Begg

Seconded by: Councillor Clark

That staff look into expanding the scope of the Drainage Study within the \$50,000 budgeted.

CARRIED

Item 4 – Mayor & Council Indemnity – Adjustment for 1/3 Allowance becoming Taxable January 1, 2019

Description:

To increase the Mayor and Councillors indemnities from \$20,832. and \$10,446.

(x4 Councillors) respectively, to offset the impacts of the change in the tax rules making the Allowance, being 1/3 of the stated indemnity amounts, fully taxable starting in 2019.

N. Gomerich advised that the loss of the 1/3 tax free allowance by Municipal Council members throughout Canada is considered downloading by the Federal Government.

Council members concurred that an adjustment to their remuneration will not be made.

L. Dysart noted that the Council Indemnity Bylaw will go to Council in early 2019 with the Vancouver December CPI adjustment, as per the Policy

Item 5: Mayor & Council Benefits

Description:

To provide benefits to elected officials.

Mayor Belenkie noted that research will be required for self funding of the three options provided.

N. Gomerich will confirm with the Auditors as to whether tax is paid prior to the benefit payment. It was noted that a minimum of three Council members must join the UBCM plan before the February 28, 2019 deadline and remain on the plan for the full 4 year term of office.

Discussion ensued with regard to the Village paying a portion of the premium for Council members.

Item 6: Elected Officials Seminar

Description:

To provide for the Mayor and Council Members to attend the 3 day LGLA Elected Officials Seminar in Richmond.

Council members consensus was that the 4 Council members who wish to attend the seminar will car pool. Accommodations will not be provided.

Item 7: Increase in Administrative Staff Support (1-2 Days every 2 weeks, being .1 FTE to .2 FTE)

Description:

To increase funding for additional administrative staff support from .1 FTE (2018 Budget) to .3 FTE

L. Dysart outlined the Administrative Support Temp. Staff Services whose work includes follow up on parking tickets.

Mayor Belenkie noted that consideration is given to providing timely service to residents without raising taxes.

Consensus was reached that an additional .1 FTE be provided to a maximum of \$7,500.

Item 8 – Bylaw Enforcement & Waste and Recycle Depot (WARD) Attendant Services

Description:

To provide for Bylaw Enforcement services.

N. Gomerich outlined the General Fund and the WARD Fund and the work of staffing for WARD and Bylaw Enforcement.

L. Dysart provided an outline on implementation of the Traffic and Ticketing Bylaw with procedures and processes that have been developed. She advised that the WARD Attendant took Bylaw Enforcement training at the Justice Institute on her own and is now a qualified Bylaw Enforcement Officer. The hours of the Bylaw Enforcement Officer are limited during the off season.

Mayor Belenkie noted that there may be consideration in the future for "resident only" parking in the Village. Anmore has implemented resident only parking. Mayor Belenkie further noted that Bylaw Enforcement is necessary to support the quality of life for the residents in the Village. Discussion ensued regarding the feasibility of using Coquitlam Towing.

Council members consensus was that the overall cost increase of \$8,300. be approved for the WARD & Bylaw Enforcement Fund and that Council review this item with the 2020 Budget discussions.

Councillor Wilder requested to go on record for non-support of an Attendant at WARD.

Item 9 – Records Management Project

Description:

To develop a Records Management Policy for the Village and review and inventory current records, disposing of as dictated by the policy.

N. Gomerich outlined the project and noted that the Records Management work has been deferred in previous years.

Mayor Belenkie noted that staff may request policy information from Anmore who have recently updated their Records Management system.

L. Dysart noted that the long range proposal would be to have an electronic system implemented.

Mayor Belenkie proposed an additional study which would include a short term plan. He suggested that the Chief Administrative Officer consider how to manage the existing paper in the interim and to identify what the project might look like electronically. There would be no dollar value placed on Records Management until there is more research completed.

Item 10: Waste and Recycle Depot (WARD): Curbside Chipping

Description:

Curbside chipping pick up costs are not budgeted for but have been funded from the unused WARD Depot Attendant budget. As the budget in 2019 will be revised downward, this funding will no longer be available. This proposal is to provide curbside chipping twice per year.

The Superintendent of Public Works outlined the current curbside program, completed by an outside contractor, twice a year and used by approximately 50 residents. He advised that the chipping program had previously been managed by Public Works staff which took three days with a much smaller chipper. Residents are encouraged to put chipping in the organics bin at the Waste and Recycle Depot (WARD).

Moved by: Councillor Drake

Seconded by: Councillor Clark

That one chipping event be approved per year at a cost of \$2,700.; and

That staff prepare educational material for residents.

CARRIED

Councillor Begg voted in Opposition

Item 11 – Wildfire Assessment Project

Description:

Take actions to reduce the risks associated with forest fires in / around the Village. Initial work would focus on the removal of combustible materials such as brush / dead trees etc. (referred to as fuel management), followed by an update of the Village's Wildfire Preparedness Plan which was completed in 2007.

Council passed a motion previously on Item 3.1 a) directing Staff to apply for the UBCM 2019 FireSmart Grand Program.

The Superintendent of Public Works outlined the Wildfire grant proposal. The Community Wildfire Protection plan for both Belcarra and Anmore was completed in 2005. He proposed that a pilot project include fuel management with under brush clean up take place behind the Village Hall, the Sasamat Volunteer Fire Department Hall and the Public Works building.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council support the UBCM 2019 FireSmart Community Funding & Supports (CPI) program for funding as written.

CARRIED

A recess was called at 9:15 pm.

The meeting reconvened at 9:20 pm.

Item 12 – Village Liquor License

Description:

To provide for the purchase of a Village Liquor license.

Considerable discussion ensued with regard to residents use of the Village Hall as a public meeting space. The possibility of having a fridge with beer and wine paid for by users according to an honour system was discussed with a view to this proposal being cost neutral. Village liability, Hall cleanup and user accessibility were further discussed.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That staff research the provision of a Liquor License for the Village Hall and report back to Council.

CARRIED

Budget Meeting Schedule

N. Gomerich provided a schedule of meetings required to complete the Budget including the Strategic Plan. Staff will propose a schedule of meeting dates to Council for 2019.

Item 13 – Planning Consulting / Services

Description:

The annual 2018 budget for Planning Consulting is \$20,000. The previous Council approved a 5 year contract Planning Consultants to a maximum of \$5,000 per month, or \$60,000. per year. In accordance with recent amendments to the Village Fees & Charges Bylaw, parties for whom planning consulting services are incurred, may be billed by the Village for these costs. Given recent and future expected development in the Village, it is recommended that the Planning Budget be increased by \$10,000. per year to a total of \$30,000.

Discussion ensued with regard to planning services which may be required to deal with the decision of Port Moody Council related to road access at loco Road and Bert Flynn Park.

Moved by: Councillor Begg
Seconded by: Councillor Drake

That the 2019 Budget for Planning Consulting / Services be increased to a total of \$30,000.

CARRIEDItem 14 – Building Inspection

Description:

Building Inspection services were provided by the previous Public Works Superintendent. Following the retirement of the Superintendent, services have been provided by the Building Inspector for three days a week. To date the costs of the Building Inspector have been funded from higher, budgeted, building permit revenue fees and the unappropriated surplus. Anticipated building permit revenues have not materialized and funding from unappropriated surplus is not sustainable long-term, thus an increase in tax revenue is required to support this function.

N. Gomerich noted that municipalities may not profit from fees. The budget was not increased when the previous Public Works Superintendent and Building Inspector retired and the positions were divided. ~~She advised that \$7,000 should be added to the budget.~~

N. Gomerich indicated that staff review Building Inspection fees and obtain information from comparable municipalities and bring back options with the objective of achieving net neutrality.

Item 15 – Grants/Donations – Information Item

Description:

The Village has a limited grant / donation budget, with grants made typically repeated every year. Under the *Community Charter* grants to businesses are limited to the specific situations as detailed under the Act.

N. Gomerich noted that due to the additional budget information to review, discussions will continue at the Regular Council Meeting on December 10, 2018.

Mayor Belenkie advised that the Major Roads Network (MRN) Grant Application for an extension of Belcarra roadway coverage has again been denied by TransLink.

AMENDED
JAN. 14/19
[Signature]

4. ADJOURNMENT

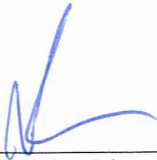
Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the December 3, 2018 Regular Meeting be adjourned at 10:10 pm.

CARRIED

Certified Correct:



Neil Belenkie
Mayor



Lorna Dysart
Chief Administrative Officer