



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
December 10, 2018
6:30 PM**



COUNCIL

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

1. CALL TO ORDER

Mayor Belenkie will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, December 10, 2018

Recommendation:

That the agenda for the Regular Council Meeting, December 10, 2018 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, November 20, 2018

Recommendation:

That the minutes from the Special Council Meeting held November 20, 2018 be adopted.

3.2 Regular Council Meeting, November 26, 2018

Recommendation:

That the minutes from the Regular Council Meeting held November 26, 2018 be adopted.

4. DELEGATIONS AND PRESENTATIONS

5. REPORTS

5.1 Lorna Dysart, Chief Administrative Officer, report dated December 10, 2018 regarding Re-appointment to Board of Variance

Recommendation:

That John Stubbs be re-appointed to the Board of Variance for a three year term beginning January 1, 2019 and ending December 31, 2021.

5.2 Revenue Anticipation Borrowing Bylaw No. 528, 2018

Lorna Dysart, Chief Administrative Officer, verbal report regarding the Revenue Anticipation Borrowing Bylaw No. 528, 2018.

Recommendation:

That the Village of Belcarra Revenue Anticipation Borrowing Bylaw No. 528, 2018 be read a first, second and third time.

5.3 Nancy Gomerich, NG Consulting, discussion continued from December 3, 2018 Special Council meeting regarding 2019 Budget – Discussion Items.

- a) Public Presentation
- b) Public Consultation

Recommendation:

That the 2019 Budget – Discussion Items report from N. Gomerich, Financial Consultant, dated December 3, 2018 be received for information.

6. REPORTS FROM MAYOR AND PROJECT LEADS

7. BYLAWS

7.1 Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018

Recommendation:

That “Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018” be adopted

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence item 8.1 to 8.5 be received.

INFORMATION ITEMS

8.1 Honourable John Horgan, Premier, Province of British Columbia, dated November 13, 2018 regarding Congratulations on the Election

8.2 Honourable Selina Robinson, Minister of Municipal Affairs and Housing, Province of British Columbia, dated November 15, 2018 regarding Congratulations on the Election

8.3 Honourable David Eby, Attorney General and Honourable Mike Farnsworth, Minister of Public Safety and Solicitor General, Province of British Columbia, dated November 22, 2018 regarding Congratulations on Election and Retail Sale of Non-Medical Cannabis

8.4 Gordon Ruth, Auditor General for Local Government, Province of British Columbia, dated November 29, 2018 regarding Congratulations on Election and Introduction

8.5 Isobel Mackenzie, Seniors Advocate, Province of British Columbia, dated November 30, 2018 regarding Congratulations on the Election

- 9. NEW BUSINESS**
- 10. PUBLIC QUESTION PERIOD**
- 11. RESOLUTION TO CLOSE MEETING**
- 12. ADJOURNMENT**

Recommendation:

That the December 10, 2018 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MINUTES
VILLAGE HALL
November 20, 2018**



Minutes of the Regular Council Meeting for the Village of Belcarra held November 20, 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

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
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, November 20, 2018

Moved by: Councillor Drake
Seconded by: Councillor Begg

That the agenda for the Special Council Meeting, November 20, 2018 be approved as circulated.

CARRIED

3. REPORTS

3.1 Lorna Dysart, Chief Administrative Officer, verbal report regarding Request for Proposal (RFP) for Website Design & Development

L. Dysart outlined the report. She advised that current website management is being reviewed.

Moved by: Councillor Drake
Seconded by: Councillor Clark

That the Chief Administrative Officer develop a Request for Proposal (RFP) for Website Design and Development; and
That the Chief Administrative Officer report back to Council with costs and a timeline for the work to be completed.

CARRIED

3.2 Nancy Gomerich, NG Consulting, presentation regarding Financial Overview

- a) Policy 195 Financial Plan – Amendment, Monitoring and Control
- b) Policy 196 Financial Plan – Sources and Uses of Funds
- c) Policy 203 – Procurement – including Disposal of Assets
- d) 2017 Audited Financial Statements
- e) 2018 – 2022 Financial Plan Bylaw
- f) Corporate Strategic Plan
- g) Statement of Financial Information (SOFI) Vender List Over \$25,000
2014 – 2018 (October)

Nancy Gomerich outlined the policies and provided background on the budget process.

Council members queried with regard to:

- Water meter boxes and installation
- Funding paid to Metro Vancouver
- The cost of the Drainage Study and the amount of the grant received for
Phase 1 of the Drainage Study

It was noted that under the Local Government Act, all Municipal Budgets must be adopted prior to May 15, 2018.

Meeting recessed at 8:50 pm

Meeting reconvened at 9:00 pm

Nancy Gomerich provided an overview on developing the Corporate Strategic Plan which is a 5 year plan.

Discussion ensued with regard to the timeline for continuing Budget discussions.

N. Gomerich noted that Metro Vancouver is now the formal name for what was the Greater Vancouver Regional District (GVRD).

The Chief Administrative Officer recommended that a Special Council Meeting be held on Monday, December 3, 2018 at 6:30 pm to continue Budget Discussions. All items will be brought forward for continued discussion at the Special Council Meeting.

4. PUBLIC QUESTION PERIOD**5. ADJOURNMENT**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the November 20, 2018 Regular Meeting be adjourned at 9:40 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
November 26, 2018**



Minutes of the Regular Council Meeting for the Village of Belcarra held November 26, 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

Staff in Attendance

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

Others in Attendance

Dan Watson, Brook Pooni Associates

1. CALL TO ORDER

Mayor Belenkie called the meeting to order at 7:00 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, November 26, 2018

Moved by: Councillor Begg
Seconded by: Councillor Drake

That the agenda for the Regular Council Meeting, November 26, 2018 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, September 24, 2018

Moved by: Councillor Clark
Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held September 24, 2018 be adopted.

CARRIED

3.2 Inaugural Council Meeting, November 5, 2018

Moved by: Councillor Wilder
Seconded by: Councillor Begg

That the minutes from the Inaugural Council Meeting held November 5, 2018 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items presented.

5. REPORTS**5.1 Karen-Ann Cobb, Chief Election Officer, report dated November 26, 2018 regarding 2018 Local Government Elections held on October 20, 2018**

Lorna Dysart, Chief Administrative Officer outlined the Election report.

It was noted that Belcarra had a very significant voter turnout of 85%.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the report titled "2018 Local Government Elections held on October 20, 2018" from Karen-Ann Cobb, Chief Election Officer, be received for information.

CARRIED

5.2 Lorna Dysart, Chief Administrative Officer, dated November 26, 2018 regarding Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 526, 2018

Dan Watson provided an overview of the two minor housekeeping amendments to the Zoning Bylaw addressed by Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 526, 2018.

Considerable discussion ensued.

Don Reid, 154 Turtlehead Road, raised questions with regard to a number of his Zoning Bylaw concerns.

Councillor Begg agreed to meet with Mr. Reid with the possible formation of a group to discuss this matter.

Moved by: Councillor Begg
Seconded by: Councillor Drake

That Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 526, 2018 be deferred.

CARRIED

5.3 Lorna Dysart, Chief Administrative Officer, dated November 26, 2018 regarding Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the "Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018" be read a first, second and third time.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

Mayor Belenkie enquired if there were any questions from the floor.

Les Bramley, 4071 Bedwell Bay Road, enquired with regard to funding from Burrard Thermal.

The Chief Administrative Officer will look into this matter.

7. BYLAWS

No items presented.

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Drake

Seconded by: Councillor Begg

That correspondence item 8.1 to 8.12 be received.

CARRIED

ACTION ITEMS

- 8.1** Honourable Katrine Conroy, Minister of Children and Family Development, dated November 2, 2018 regarding the declaration of November, 2018 as Adoption Awareness Month

Moved by: Councillor Drake

Seconded by: Councillor Clark

That November, 2018 be declared as Adoption Awareness Month in the Village of Belcarra.

CARRIED

- 8.2** Lisa Johnston, Heritage Woods Secondary School 2019 Grad Committee, dated October 17, 2018 regarding 2019 Dry Grad donation request

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the Heritage Woods Secondary School 2018 Grad Committee donation request dated October 17, 2018 be brought forward to the 2019 budget discussions.

CARRIED

INFORMATION ITEMS

- 8.3** David Eby, Attorney General and Mike Farnworth, Minister of Public Safety and Solicitor General, Province of British Columbia, dated October 4, 2018 regarding Licences for the Retail Sale of Non-Medical Cannabis (full report available in the Village office)
- 8.4** Roger G. Quan, Director, Air Quality and Climate Change, Metro Vancouver, dated October 5, 2018 regarding Caring for the Air, Metro Vancouver's 2018 Report on Air Quality and Climate Change (full report available in the Village office)
- 8.5** Kailah Knittle, Marketing & Events Specialist, Eagle Ridge Hospital Foundation, dated October 5, 2018 regarding Thank You for the Auction Contribution in Support of the 28th Annual Evening of Caring Gala Held September 29, 2018
- 8.6** Kerri Palmer Isaak, Chair, Board of Education, School District No. 43 (Coquitlam), dated October 9, 2018 regarding Child Care Task Force

- 8.7 Lois Jackson, Mayor, Corporation of Delta, dated October 12, 2018 regarding a letter to Linda Lupini, Executive Vice-President, Provincial Health Services Authority & BC Emergency Health Services, regarding BC Emergency Health Services (BCEHS) and Delta Fire Dispatch
- 8.8 Kerri Palmer Isaak, Chair, School District 43 (Coquitlam), Board of Education, dated October 26, 2018 regarding End of Term
- 8.9 Jill Atkey, Chief Executive Officer, BC Non-Profit Housing Association and Thom Armstrong, Executive Director, Co-operative Housing Federation of BC, dated November 1, 2018 regarding Affordable Housing
- 8.10 Chris Nicolls, Secretary-Treasurer / CFO, School District No. 43 (Coquitlam), dated November 7, 2018 regarding Election of Board of Education Chair Barb Hobson and Vice-Chair Christine Pollock
- 8.11 Sarah Ross, Director, System Planning, TransLink, dated November 7, 2018 regarding 2018 Major Road Network (MRN) Expansion Process and Recommended MRN Additions

Mayor Belenkie has been in contact with the TransLink Chief Executive Officer for reconsideration of additional Major Road Network (MRN) funding.

- 8.12 Edward Shum, Assessor, Greater Vancouver Region, BC Assessment, dated November 13, 2018 regarding Introduction and Congratulations on the 2018 Local Government General Elections

9. NEW BUSINESS

No items presented.

10. PUBLIC QUESTION PERIOD

Cicely Baptist, 3426 Main Avenue, advised that she was following up on the election request for transparency. She noted that it would be prudent for Council to provide leadership with facts and civil public discourse.

Dave Warren, 4925 Robson Road, enquired with regard to legal action with the Village.

Les Bramley, 4071 Bedwell Bay Road, queried with regard to the disposal of Styrofoam.

Signage will be updated at the Waste and Recycle Depot (WARD).

Deborah Struk, 4575 Belcarra Bay Road, enquired with regard to funding received for recyclables.

Funding for recyclables such as cardboard are no longer available.

11. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the November 26, 2018 Regular Meeting be adjourned at 7:50 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

File: 3730-01

Date: December 10, 2018
From: Lorna Dysart, Chief Administrative Officer
Subject: **Re-appointment to Board of Variance**

Recommendation:

That John Stubbs be re-appointed to the Board of Variance for a three year term beginning January 1, 2019 and ending December 31, 2021.

Purpose:

To re-appoint 1 member to the Board of Variance.

Background:

The term for the Board of Variance (BOV) appointment for John Stubbs will expire in January 2019. He has served for 2 terms. The Community Charter stipulates that Board of Variance members be appointed by Council. Mr. Stubbs has agreed to let his name stand for re-appointment.

The Board of Variance Committee is also comprised of Paul Teichroeb and Paul Droulis.

Village of Belcarra Board of Variance Bylaw 399, 2007 adopted December 3, 2007, provides for Council to appoint Board of Variance members for a three year term. There are 3 members on the Board of Variance.

The Board of Variance is a statutory committee that has the power to grant minor variances in situations where compliance with the Zoning Bylaw respecting the siting, dimension or size of a building or structure would cause a person undue hardship. BOV members serve on the Board without remuneration. The Board operates independently from Council and is regulated by bylaws, the *Community Charter* and the *Local Government Act*. The BOV meets according to the schedule approved by the Board at the first meeting in each calendar year.



VILLAGE OF BELCARRA
Revenue Anticipation Borrowing
Bylaw No. 528, 2018



A Bylaw to provide for borrowing of money as may be requisite to meet the current lawful expenditures for the Village of Belcarra for the year 2019

WHEREAS the Council of the Village of Belcarra, hereinafter called the "Village", is empowered by section 177 of the Community Charter to provide, by bylaw, for the borrowing of such sums of money as may be requisite to meet the 2019 lawful expenditures of the Village, such borrowing not to exceed at any time the aggregate sum of:

- a) The entire amount remaining unpaid of the taxes for all purposes during the year 2019;

AND WHEREAS prior to the adoption of the annual rates bylaw in any year, the taxes in the current year shall be deemed to be seventy-five per cent (75%) of all taxes levied for all purposes in the preceding year;

AND WHEREAS the aggregate sum that the Village may presently borrow calculated in accordance with the foregoing is: \$1,330,000.

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

1. This bylaw shall be cited for all purposes as the "Village of Belcarra Revenue Anticipation Borrowing Bylaw No. 528, 2018".
2. The Village of Belcarra is hereby authorized and empowered to borrow upon the credit of the Village from the TD Canada Trust or Municipal Finance Authority, the sum of one million three hundred thirty thousand dollars (\$1,330,000.00) in such amounts and at such times as the same may be required and to pay interest thereon.
3. The form of obligation to be given as an acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Chief Administrative Officer of the Village.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof may be necessary shall, when collected, be used to repay the money so borrowed.
5. 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 phrases.

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by the Council

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Revenue Anticipation
Borrowing Bylaw No. 528, 2018

Chief Administrative Officer



COUNCIL REPORT

Date: December 3, 2018

From: Nancy Gomerich, BBA, CA-CPA, NG Consulting

Subject: 2019 Budget – Discussion Items

Recommendation:

That the 2019 Budget – Discussion Items report from N. Gomerich, Financial Consultant, dated December 3, 2018 be received for information.

Purpose:

To provide background information on various projects/works to be discussed and considered (“Decision Packages”) as part of the 2019 budget deliberations.

The items in this list are projects/works identified by staff and elected officials to date that should be reviewed/discussed as part of the 2019 budget process. ***The list is not intended to be a complete list of projects/works that will need to be reviewed as part of the 2019 budget process, and inclusion in this list does not mean that the item is supported by staff and/or any elected officials.***

Background information:

- The Decision Packages only estimate the 2019 budget impacts, assuming a full year of operations/services.
- Future year costs (beyond 2019) will be subject to inflationary and other cost escalation impacts, and periodic maintenance and/or upgrade/replacement costs, as applicable.
- Options to reduce any stated rate/fee increase include:
 1. Phase in the costs in over a number of years using unappropriated surplus funds.
 2. Start the service after January 1, 2019 – e.g. if start April 1, the cost would be for 9/12 of the full year amount in 2019.
 3. Reduce costs in other areas, including transfers to reserves for capital purposes. *Reducing transfers to reserves for capital purposes is not recommended given identified capital needs/requirements.*
- For reference, a 1% increase in Municipal Property Taxes, WARD and Water Fees has the following impacts on the Villages revenue and on the average home total municipal taxes and fees:

Impacts of a 1% Rate Increase:				
	WARD	Water	General	Total
New Revenue Raised	\$1,100	\$2,100	\$6,900	\$10,100
Avg. Home Taxes/Fee Increase	\$3	\$9	\$21	\$33

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.

Staff Proposed Budget:

2019 Capital Cost Budget: \$5,000. – \$40,000. (fund in full from unappropriated surplus)

2019 ongoing, annual Operating Cost Budget: Nominal (staff would do most of maintenance); if cannot be funded within the existing budget will have to pick up in 2020.

2019 General Municipal Tax Rate increase required: n/a

Options and Considerations:

- The Village has issued a request for quotations to build and maintain a Village website.

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.

Staff Proposed Budget:

2019 Capital Cost Budget: \$40,000-\$60,000 (fund in full from Capital Reserve, Buildings)

2019 ongoing, annual Operating Cost Budget: Nominal

2019 General Municipal Tax Rate increase required: n/a

Options and Considerations:

- None.

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.

Budget:

2019 Project Budget: \$50,000 (funded \$40,000 FCM grant; \$10,000 unappropriated surplus)

2020 Project Budget: \$40,000 (funded \$32,000 FCM grant; \$8,000 unappropriated surplus)

Note: Phasing the work over 2 years would maximize the portion to be paid by grants. Above costs include third-party fee to complete the grant application.

Options and Considerations:

- The Village currently does not have a current, detailed inventory of drainage works.
- In order to develop a long-term capital plan to ensure that needed works are addressed in a timely manner an inventory of existing works detailing: current condition, risk of failure assessment, replacement/repair estimates and likely timing of such needs, and identification of any new works, is required.
- In 2017 the Drainage Study completed by Opus stated “The Village may wish to, as a next-step, consider completing data collection for its drainage (and potentially other)

assets including its ageing culverts. An RFP for this work was issued in 2018 but as the responses were significantly higher than budget (budget was \$50,000; likely bid cost about \$87,000*) and the budgeted for 80%/\$40,000 FCM grant was not approved, the work was not started.

- Grant funding to support these works may be available ranging from a flat \$10,000 planning grant to a maximum of \$50,000 or 80% of the cost of the works (FCM's Municipal Asset Management program IF it is funded in 2019 and future years).

* Estimate of Drainage Study costs (prepared by Opus, 2018):

Stage 1 - Data Collection & Reporting	\$ 48,518
Project Management + 2 Project Meetings	\$ 5,425
Develop Culvert Inventory and Inspection Criteria + Forms	\$ 4,363
Site Visits and Inspections of ~141 culverts @ 1.5 hrs ea.	\$ 24,880
Condition Rating/Scoring	\$ 8,060
Reporting	\$ 5,790
Stage 2 - Risk Assessment & Renewal Plan	\$ 38,455
Project Management + 2 Project Meetings	\$ 5,425
Develop Risk Framework (Consequence & Probability of Failure)	\$ 3,560
Establish Culvert Importance (Consequence)	\$ 6,780
Risk Rating/Scoring	\$ 3,280
Prioritized 10-Year Renewal Plan	\$ 13,620
Reporting	\$ 5,790

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

Description:

To increase the Mayor and Councilors indemnities from \$20,832 and \$10,446 (x4 councilors) 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.

Budget:

2019 ongoing, annual Operating Cost Budget increase:

\$1,397 (Option 1); \$8,000 (Option 2); \$10,404 (Option 3)

2019 General Municipal Tax Rate increase required:

0.20% (Option 1); 1.16% (Option 2); 1.51% (Option 3)

The options are based on different assumptions about the amount of taxes that would be paid on the Allowance in 2019, *which depends on the amount of other taxable income*. Option 2 is likely the most reasonable of the three assumptions, assuming other taxable income of about \$100,000.

Options and Considerations:

- The exact amount of taxes that will be paid on the Allowance will depend on the respective Mayor/Councillor's tax situation; the greater their total taxable income, the greater the amount of taxes that will be paid on the Allowance.
- Using 2018 tax rates net of the personal tax exemption:

	Indemnity Increase Required to Fully Offset Taxes Paid on 1/3 Allowance		General Municipal Tax Increase Required
Assumption 1:	1,397	Mayor	0.20%
	0	All Council	0.00%
	1,397		0.20%
Assumption 2:	2,667	Mayor	0.39%
	5,333	All Council (\$1,333 each)	0.77%
	8,000		1.16%
Assumption 3:	3,468	Mayor	0.50%
	6,936	All Council (\$1,734 each)	1.01%
	10,404		1.51%

Assumption 1 - Assumes that the indemnity is the 1st dollars earned, which means they will be taxable at the lowest tax rate (20.06% to the extent that it is greater than the basic personal exemption of \$10,412).

Assumption 2 - Assumes taxable income of \$100,000 to which the 1/3 Allowance is added (taxed at 38.29%).

Assumption 3 - Assumes that the indemnity is the last dollars earned and that they are taxable at the highest tax rate of 49.80% (assumes elected officials other taxable income is at least 205,842).

- Under existing Village Policy, Indemnities are adjusted each year (by Bylaw) by the increase in the Vancouver CPI for December of the previous year. The adjustment for fiscal 2019 is estimated to be in the 2% range.

Item 5: Mayor & Council Benefits

Description:

To provide benefits to elected officials.

Budget:

2019 ongoing, annual Operating Cost Budget increase: Many Options – See Table Below.

2019 General Municipal Tax Rate increase required: Many Options – See Table Below.

Options and Considerations:

- The Village currently has its staff benefit plan through the Union of BC Municipalities (UBCM). Refer to the October 15, 2018 Memo from UBCM to the Village, detailing the benefits offered, and terms of engagement, for elected officials.
- The staff benefit plan for extended health and dental provides different benefits than the plans detailed in the October 15 UBCM Memo (details of the staff plan benefits are provided separately). If only for administration purposes, it is desirable that the Council and staff plans provide the same benefits.

- In order to be eligible to participate in the UBCM benefit plan a minimum of three (3) elected officials must participate in the plan.
- Enrollment for benefits must be made within four (4) months of appointment to council, therefore, the deadline for enrollment is February 28, 2019. Failure to apply within the required timeline will elicit late-applicant rules (which may include providing evidence of insurability, back-billing of premiums, and/or coverage restrictions). Also, enrollment must be for the full term of office; this is to protect against abuse of the plan.
- The actual benefit cost will depend on: the benefits plans selected, the number of elected officials participating in the plan, and the percentage of the premium paid by the Village. Assuming that ONLY 3 of the 5 elected officials would participate in the plan and that 100% of the premium would be paid by the Village:

Total Premium Cost Per Year	Single For 3 Persons	Couple For 3 Persons	Family For 3 Persons
Standard Extended Health*	1,682	3,785	3,785
Enhanced Extended Health*	2,056	4,625	4,625
<i>Staff Extended Health**</i>	<i>1,449</i>	<i>4,334</i>	<i>4,334</i>
Dental *	1,078	4,665	4,665
<i>Staff Dental**</i>	<i>1,805</i>	<i>3,383</i>	<i>5,617</i>
<i>Family Assistance Plan*</i>	126	126	126
Life Insurance*	436	436	436
Optional AD&D*	50	50	50
TOTAL (of grey shaded lines)	3,866	8,329	10,563
General Municipal Tax Increase	0.56%	1.21%	1.53%

* Per UBCM Oct/2018 memo to Village.

-Life Insurance - assumed rate for age 50-54, non-smoker, avg. of female and male rate

(.485 per \$1,000 coverage); assumed maximum coverage of \$25,000.

-AD&D - .055 per \$1,000 coverage; assumed maximum coverage of \$25,000.

-Have option to select one of the EHealth Plans AND Dental Plan, plus option of EAP,

plus option of Life & AD&D, OR JUST Life and AD&D.

** Village staff plan rates Oct/1/2018.

- Staff premium payments for like benefits are 100% paid for by the Village.
- Premiums paid by the Village for Extended Health, Dental and Family Assistance Plan are NOT taxable benefits; premiums paid for Life and AD&D are taxable benefits.

Item 6: Elected Officials Seminar

Description:

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

Budget:

2019 one-time, Operating Cost Budget increase: \$4,250 (funded from unappropriated surplus)

2019 General Municipal Tax Rate increase required: none

Options and Considerations:

- Seminar cost per person: \$350 course fee + \$50 mileage + \$50 parking/other misc + \$400 for 2 nights accommodation = \$850 each x 5
- OPTIONS: Not all Mayor and Council attend, do not pay for accommodation

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

Description:

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

A .1FTE increase is necessary to meet current work demands, including anticipated additional work to support the new bylaw enforcement system. An additional .1FTE has been used in 2017 and 2018 to meet work demands.

The additional .1FTE would be required to provide necessary support to Council Committees currently being discussed.

Budget:

2019 ongoing, annual Operating Cost Budget: About \$7,500(.1FTE) to \$15,000 (.2FTE) per year
2019 General Municipal Tax Rate increase required: 1.09%(.1FTE) to 2.17%(.2FTE)

Options and Considerations:

- Work expectations/demands are currently beyond what can be reasonably supported by existing staffing levels.
- The Budget for administrative staff support has been exceeded in the past two years, and staff's ability to respond in a timely manner to work requests/requirements is often not satisfactory.
- Additional support for Council Committees would ensure proper agendas, minutes, public notice, hall security, meeting set-up etc. is effectively provided.

Item 8: Bylaw Enforcement & WARD Attendant Services

Description:

To provide for Bylaw Enforcement services.

Budget:

2019 ongoing, annual Operating Cost Budget increase:

The following cost estimates assumes that the position would be filled by the current WARD Attendant in addition to the WARD duties, and that the position is filled as a regular employee with benefits paid at the 12% in lieu rate.

General Fund Impact

\$23,500 S&B
1,200 phone and supplies
(5,000) annual ticket revenue
\$19,700

WARD Fund Impact

(\$11,400) Current budget for staffing is \$30,200 and would be reduced to \$18,800

Overall Cost Increase

\$8,300

2019 General Municipal Tax Rate increase required: 2.86%

2019 WARD Fee decrease required: (10.36%)

Options and Considerations:

- Position to share WARD and Bylaw Enforcement duties as follows:

	Hours Per Week	Hourly Rate	Salary	Salary + 12% in Lieu*	Salary + Full Benefits **
WARD	20	15	15,653	18,819	21,342
Bylaw	15	25	19,567	23,525	25,966
	35			42,344	47,308

*WCB, EI, CPP and 12% in lieu of all other benefits (including vacation, statutory holidays and all health benefits)

**WCB, EI, CPP, Municipal Pension Plan, and all health benefits. Also entitled to paid vacation (starting at 2 weeks) and paid statutory holidays (11 per year).

- WARD Attendant hours set above are considered the minimum suitable for the work required. A further reduction in these hours would result in increased staff time and potentially additional recycling costs due to contamination as a result of the lack of Attendant supervision and availability.

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.

Budget:

2019 Capital Cost Budget:

\$15,000 – \$20,000 for policy and analysis; \$10,000 – \$20,000 additional funds for inventory and disposal work. The majority of work would be done by consultant(s) due to limited staff capacity. Funded in full from unappropriated surplus.

2019 ongoing, annual Operating Cost Budget: none

Options and Considerations:

- OPTION: Utilize consultants to develop the policy and do the initial analysis only (estimated cost of \$15,000 – \$20,000), with staff completing inventory and disposal as time permits.
- The Villages records are currently stored on site with little additional storage space available.
- If the Village does not dispose of “disposable” records they must be accessed and provided as required under a FOI (*Freedom of Information Act*) request, which could consume a significant amount of staff time.
- Potential staff time savings (in filing and locating records, responding to FOI requests etc.) if the project was complete.
- Staff considers this a lower priority project.

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.

Budget:

2019 ongoing, annual Operating Cost Budget increase: \$2,700 x 2 events = \$5,400
2019 WARD Fee increase required: 4.90%

Options and Considerations:

- OPTION2: Provide curb side chipping event only once per year (annual additional cost 2,700)
- OPTION3: Residents bring the same materials to the WARD yard for recycling (annual additional cost \$0)

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.

Budget:

2019 Project Cost Budget:

\$30,000 for fuel management (funded by \$25,000 Grant, \$5,000 unappropriated surplus)

2020 Project Cost Budget:

\$25,000 to update the Village's Wildfire Preparedness Plan (funded by \$25,000 grant)

2019 ongoing, annual Operating Cost Budget increase: none

2019 General Municipal Tax Rate increase required: none

Options and Considerations:

- This work has been identified as a high priority by the Sasamat Volunteer Fire Department.
- Grant funding from the "Community Resiliency Program". Staff are in the process of applying for the 2019 grant (deadline is Dec/7/2018).
- The 2019 work would focus on fuel management activities on BC Provincial Forestry lands only. The grant does not cover costs of access or removal of other found materials on these lands such as hazardous waste/garbage, or removal of materials on Village or private properties.
- Significant additional fuel management work and on-going maintenance would be required in order to effectively and sustainably, reduce associated fire risks.
- The Village has an annual budget of about \$6,000 for climate change relate costs, of which the unused budget has been transferred to the Village's Climate Change Reserve. These funds could be used for fuel management works.
- This work could potentially be done as a joint project with other local municipalities.

Item 12: Village Liquor License

Description:

To provide for the purchase of a Village Liquor license.

Budget:

2019 one-time, Operating Cost Budget increase: \$4,400 for initial license

2019 ongoing, annual Operating Cost Budget increase: \$? based on prior years sales

2019 General Municipal Tax Rate increase required: ?%

Options and Considerations:

- The license would provide the option for the Village staff to serve liquor at the Village Hall.
- Liability issues would need to be considered and minimized.

Item 13: Planning Consulting/Services

Description:

The Village's annual 2018 budget for Planning Consulting is \$20,000. The previous council approved the use of Planning Consultants to a maximum of \$5,000 per month, or \$60,000 per year. In accordance with recent amendments to the Village's Building Bylaw, parties for whom planning consulting services are incurred will be required to pay for these costs, however, this may not always be possible/appropriate. Given recent and future expected activity, it is recommended that the Planning Budget be increased by \$10,000 per year to a total of \$30,000.

Budget:

2019 ongoing, annual Operating Cost Budget increase: \$10,000
2019 General Municipal Tax Rate increase required: 1.45%

Options and Considerations: None

Item 14: Building Inspection

Description:

Building Inspection services were provided by the previous Public Works Superintendent. Following the Superintendent's retirement, services have been provided by a three day a week employee position. To date, these costs, have been funded from higher anticipated (budgeted) building permit revenue fees and 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.

Budget:

2019 ongoing, annual Operating Cost Budget increase:
\$43,133 x 90% (assume 10% charged back to third-party under the Building Bylaw) = \$38,900
2019 General Municipal Tax Rate increase required: 5.62%

Options and Considerations:

- **OPTION:** Increase the current Building Permit Fees to cover 100% of the costs of the direct building inspection services. The increase in current permit fees would be \$26,300, an increase averaging about 65% in all building fees, reducing the required general municipal tax increase to 1.83%.

- Calculation of additional tax revenue required

	2018 Budget	2019 Budget
Revenues:		
Building Permits	(65,000)	(40,000)
Unappropriated Surplus	(15,400)	0
	(80,400)	(40,000)
Expenses:		
Building Inspector	63,500	62,333
Plumbing Inspector	0	2,700
Cell Phone (BI)	0	1,200
	63,500	66,233
Net Budget Impact	(16,900)	26,233
Required Tax Increase	43,133	Change in Budget Impact 2019 over 2018

- Under the Building Bylaw the person/organization for whom building inspection related services are incurred outside of the regular inspection services (i.e. for re-inspection or work required for larger, more complicated projects) can be charged back to that party.
- Actual building permit revenue by year:

Year	Revenue
2010	20,700
2011	21,000
2012	8,000
2013	25,500
2014	34,300
2015	28,900
2016	38,700
2017	63,900
2018 estimate	40,000

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.

Budget:

2019 ongoing, annual Operating Cost Budget increase: \$0
2019 General Municipal Tax Rate increase required: n/a

Options and Considerations:

- A summary of 2018 grants are as follows (* items have not yet been paid in 2018):

	2018 Forecast	2018 Budget
Belcarra Barnacle Society	1,500	1,500
Sasamat Fire Department - 40th Anniversary	750	
Sasamat Fire Department - Water User Charge	878	820
Art Donation (Glen Atkinson)		300
Youth Justice System (Cera Society)	353	363
Port Moody - Dry Grad	100	100
Heritage Woods Secondary - Dry Grad	100	100
<i>Eagle Ridge Hospital - Evening of Caring*</i>	500	500
<i>Belcarra Education Award*</i>	250	250
Misc	0	1,000
	4,431	4,933

Item 16: Capital Projects for Consideration

The listing of capital projects below includes those projects identified by staff as priorities for 2019, and as identified/requested by the Mayor or a Councilor for 2019 budget discussions.

All capital projects are funded from Capital Reserves that are funded annually from revenue (i.e. taxation/fees).

	Capital	Grant?	Capital Reserve	Annual Operating	Comments
GENERAL FUND					
Technology for Council - cell phones				4,800	For 5 units (\$80/month/unit)
Technology for Council - ipads	3,000		Equipment		For 5 units (\$600 each). Note: If to be used for Council Agenda packages will be additional costs for s/w, licenses and setup.
Information Technology	5,000		Equipment		Contingency budget for potential works.
Emergency Preparedness	25,000	25,000			2018 project carry forward. Grant funding approved is for 2018 and may not be able to be carry forward to 2019.
NEW PW Trailer	40-60000		Building		See earlier discussion item.
Lighting (8) Bus Stops	180,000	90,000	G. Capital	4,000	Manager of West Coast Buses advised cost to light \$20-\$25,000 per bus stop, plus annual operating costs. Option to start with 1 or 2 first. TransLink 50% grant available (possibly more for some stops), but application deadline for 2019 has passed (deadline is Oct/31 of preceding year).
Lighting Other locations	?	?	G. Capital	?	
Reader Board (on Bedwell Bay)	32,000		G. Capital		To supply and install a digital reader board including staff training and cellular access (for remote updating) for two years. A number of grants were applied for in the prior years and were not awarded.
Multi-Use Court	120,000		Courts (45,000) & G. Capital	1,000	Budget Includes: excavation of soil and replacement with structural fill, retaining wall construction, re-paving of surface, fencing, painting and necessary equipment purchase and installation. Does NOT include lighting/power, installation of a water connection, or security gates/fob set up. Staff would need to inspect weekly and clean up at a minimum if was open for public use (currently gate is locked).

	Capital	Grant?	Capital Reserve	Annual Operating	Comments
3600 Block Bedwell Bay Culvert (MRN)	16,000	16,000	n/a		Existing culvert failed and was "fixed up" to work satisfactorily. Could defer this work. Could use part of annual MRN O&M grant for this work.
Young Ave Turnaround (road and storm)	150,000		G. Capital		Carry forward from 2018. Funded in full from annual MRN O&M Grant. In 2018 did survey and engineering work, and did tender but came in substantially higher than budget (contractor costs have gone up dramatically given demands; only 1 bid was received on tender; 2018 budget was \$90,000). Work to be done will eliminate safety issue for staff when doing snow removal.
Tatlow Trail - Phase 2	18,000		G. Capital		Continue upgrading work on trail. Not recommended by staff at this time because of recent upgrade work done.
Salish Trail Steps	22,000		G. Capital		Steps are rotten; safety issue.
Marine Ave - mill & fill	30,000		G. Capital		Sections of road failing.
Midden Road	100-300,000		G. Capital		Budget depends on work to be done - basic mill and repave vs re-build from base up. This road is in very poor shape and work is considered a priority.
WATER FUND					
Main Ave auto flusher	10,000		W. Capital		Automates flushing with plan to flush more often to improve water quality issues in some areas.
WARD FUND					
Various	5,000		WARD Capital		Nothing specific is planned for 2019. Contingency budget for potential works.

Forecast Available Capital Reserve Funds in Fiscal 2019

Capital Reserve	2019 Capital Project Use (per above list of works)		Forecast Dec/2018	2019 Budget Addition	Available in 2019
General Capital*	517,000	to 717,000	377,000	120,000	497,000
MRN O&M Capital	16,000		35,000	30,000	65,000
Building Capital	40,000	to 60,000	85,500	20,000	105,500
Equipment Capital*	8,000		(73,000)	15,000	(58,000)
Courts	45,000		45,000	0	45,000
Water Capital	10,000		27,000	27,000	54,000
WARD Capital	5,000		14,000	11,000	25,000
	641,000	to 901,000	510,500	223,000	733,500

*Reserves are not sufficient to fully fund capital projects; shortfall can be financed short-term with existing surplus.



VILLAGE OF BELCARRA
Council Procedure Bylaw No. 356, 2004
Amendment Bylaw No. 527, 2018



A Bylaw to amend the Council Procedure Bylaw

WHEREAS the *Community Charter* provides for the establishment of a Council Procedure Bylaw;

AND WHEREAS it is deemed necessary to amend the Council Procedure Bylaw to establish a more acceptable time for Council meetings to commence, the following change is provided for the Time of the call to Order for Regular Council meetings:

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

1. This Bylaw may be cited as the "Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018";
2. That "Council Procedure Bylaw No. 356, 2004" be amended by replacing Part 4, Clause (2) (a) in its entirety with the following:

 "(2) Council shall establish annually by resolution a schedule of Council meetings
 (a) beginning at 7:00 pm."
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

READ A FIRST TIME on November 26, 2018

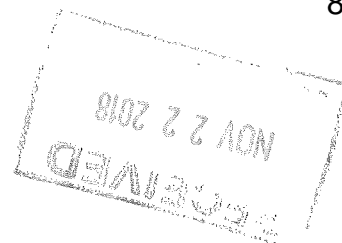
READ A SECOND TIME on November 26, 2018

READ A THIRD TIME on November 26, 2018

ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



FILE NO. 410-01

November 13, 2018

Mayor Belenkie and Councillors
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

Dear Mayor Belenkie and Councillors:

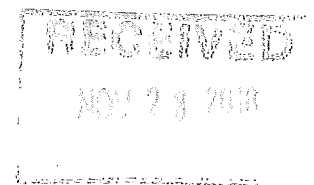
I would like to congratulate you all for being elected to serve the Village of Belcarra.

Serving in public office is both a great honour and an important responsibility, and your success in the 2018 election is a testament to your hard work and dedication to your community. I have every confidence that you will be effective voices for your constituents in the months and years ahead. Local representatives are vital to the growth and well-being of our province as a whole, and I look forward to working collaboratively with the Village of Belcarra as we strive to make life better for all British Columbians.

Congratulations, once again, and best wishes for your time in public office.

Sincerely,

John Horgan
Premier



November 15, 2018

Ref: 242156

FILE NO 410-01

Mayor Neil Belenkie
and Members of Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra BC V3H 4P8

Dear Mayor Belenkie and Councillors:

I am writing to congratulate you on your recent election. As you know, good local government depends on people willing to stand for office and serve their communities. Whether this is your first time as an elected official, or you are returning to office for another term, your contribution to public service is appreciated.

Our government is committed to working with local governments in making life more affordable, improving services people count on, and building a strong, sustainable economy that works better for everyone.

As a former municipal councillor, I recognize the opportunities, challenges and choices elected officials face every day. I fully appreciate that these roles are often difficult, with success determined both by the strength of your organizations and by the relationships elected colleagues build among themselves, with local government staff and with members of the public. Paramount to each local government's success is also the standard set by each elected official in conducting themselves with honesty and integrity.

As you are forming, I encourage you to review the attached document, Foundational Principles of Responsible Conduct, developed by a working group from the Union of BC Municipalities (UBCM), the Ministry of Municipal Affairs and Housing and the Local Government Management Association (LGMA). The four foundational principles - integrity, accountability, respect, and leadership and collaboration - can be used to guide the conduct of both individual elected officials and the collective council or board.

I also encourage you to explore the Working Group's Model Code of Conduct that sets out shared principles and standards of conduct to help local councils and boards start developing their own code of conduct. A Companion Guide is available to facilitate a local council or board's conversations as they go through the process. These materials are available on the UBCM website.

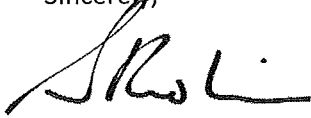
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Mayor Belenkie
and Members of Council
Village of Belcarra
Page 2

If you have questions about responsible conduct or other topics of education, training and advice for elected officials and local government staff, I encourage you to contact partner organizations such as the Local Government Leadership Academy, the UBCM and the LGMA. The Ministry of Municipal Affairs and Housing can also advise and support local governments to better serve their communities. In this context, I would like to introduce or re-introduce you to Jacqueline Dawes, Deputy Minister, who can be contacted at: Jacquie.Dawes@gov.bc.ca, and Tara Faganello, Assistant Deputy Minister, Local Government Division, who can be contacted at: Tara.Faganello@gov.bc.ca.

Thank you again for your commitment to public service. I look forward to working with you to make life better for all the people of British Columbia.

Sincerely,

A handwritten signature in black ink, appearing to read 'Selina Robinson', with a stylized flourish at the end.

Selina Robinson
Minister

Enclosure

Foundational Principles Of Responsible Conduct

FOR B.C.'S LOCAL GOVERNMENTS

Key Foundational Principles

- ◇ INTEGRITY
- ◇ ACCOUNTABILITY
- ◇ RESPECT
- ◇ LEADERSHIP & COLLABORATION

PRODUCED BY THE WORKING GROUP ON RESPONSIBLE CONDUCT

January 2018

What are foundational principles?

This document outlines four key foundational principles – *integrity, accountability, respect, and leadership & collaboration* – to guide the conduct of local government elected officials in B.C.

The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public.

These principles are intended to guide both the conduct of individual elected officials and the collective behaviour of the local government council or board. The principles are also meant to guide local governments in fulfilling their corporate functions and responsibilities to their communities.

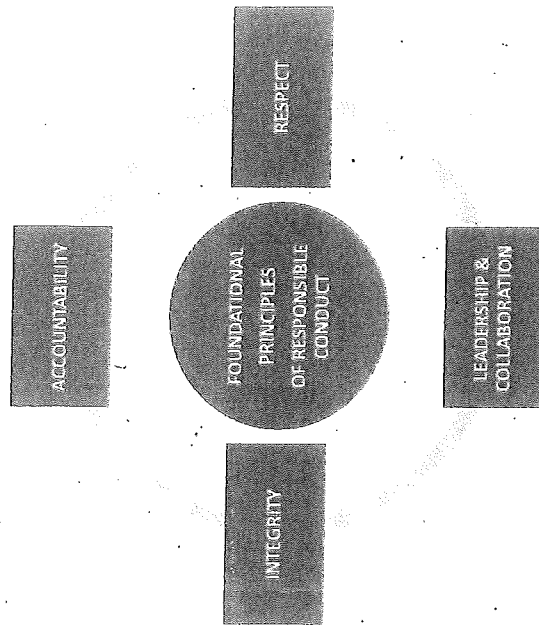
Responsible conduct at all of these levels is key to furthering a local government's ability to provide good governance to its community.

"The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public."

How do the principles "fit" with legal obligations?

It is the duty of elected officials to understand and abide by all legal requirements that apply to elected officials and local governments¹, and nothing in this document should be interpreted as taking precedence over such legal obligations.

Local government elected officials should interpret the principles described below in accordance with the responsibilities and obligations set out in B.C.'s local government legislation, other applicable legislation, the common law and the policies and bylaws of the local government.



¹ Many legal obligations apply to elected officials and local governments, including but not limited to rules about: ethical standards such as conflict of interest; open meetings; protecting confidential information; workplace safety such as harassment; and expenditure of local government funds.

Integrity: being honest and demonstrating strong ethical principles.

- Be truthful, honest and open in all dealings.
- Behave in a manner that promotes public confidence in local government, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Uphold the public interest, serving citizens diligently to make decisions in the best interests of the community.
- Ensure alignment between stated values and actions, including following through on commitments, engaging in positive communication with the community, and correcting errors in a timely, transparent manner.

Accountability: an obligation and willingness to accept responsibility or to account for one's actions.

- Be transparent in how an elected official individually, and a council/board collectively, conducts business and carries out their duties.
- Ensure information is accessible, and citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- Accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for the decisions they make in fulfilling their roles as council/board members.
- Listen to and consider the opinions and needs of the community in all decision making, and allow for discourse and feedback.

Respect: having due regard for others' perspectives, wishes, and rights; displaying deference² to the offices³ of local government, and the role of local government in community decision making.

- Treat every person, including other members of council/board, staff and the public, with dignity, understanding and respect.
- Show consideration at all times for colleagues and staff, including by honouring people's values, beliefs, ideas, roles, contributions and needs.
- Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- Value the role of diverse perspectives and debate in decision making.
- Act in a way that is respectful of the roles and responsibilities of the offices of Mayor/Chair and Councillor/Director.
- Value the distinct roles and responsibilities of local government staff and the community in local government considerations and operations, and commit to foster a positive working relationship between staff, the public and elected officials.
- Call for and expect respect from the community towards elected officials and staff, and their roles and responsibilities within the local government system.

² Displaying deference is acting in a way that is respectful of both the tradition and legacy enshrined in the various local government positions, as well as their intended functions.

³ 'Offices' of local government refers to the roles/responsibilities of the various roles and positions within the local government system, such as Mayor, Chair, Councillor or Director.

Leadership and Collaboration: an ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.

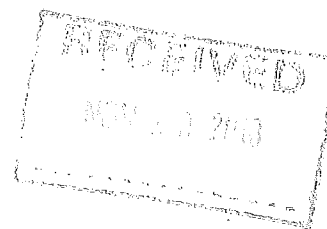
- Demonstrate behaviour that builds and inspires public trust and confidence in local government.
- Calmly face challenges and provide considered direction on the issues of the day, while empowering colleagues and staff to do the same.
- Create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority.
- Accept that it is the equal responsibility of the individual elected official, the council/board as a collective, the community and stakeholders to work together to achieve common goals.
- Be an active participant in ensuring the foundational principles are followed in all local government dealings (e.g., including among elected officials, between council/board members and staff, with community members, with other orders of government, in the decisions of a council/board, and in services and other activities of the local government).



LGMA



The Working Group on Responsible Conduct is a joint initiative between the UBCM, LGMA and the Ministry of Municipal Affairs & Housing. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.



November 22, 2018

FILE NO. 410-01

His Worship Neil Belenkie
Mayor of the Village of Belcarra
4084 Bedwell Bay Road
Belcarra BC V3H 4P8

Dear Mayor Belenkie and Council:

The Province has started issuing licences for the retail sale of non-medical cannabis, and we are currently in the process of assessing the applications that have been submitted to us.

Our previous consultations with local governments before the recent municipal elections indicated local governments wanted to ensure that the needs of your communities were considered as part of the licensing process. We would like to take this opportunity to explain the important role local governments have in cannabis licensing.

It is up to each municipality to determine if and where non-medical cannabis can be sold, and whether it is sold in private or government stores, or a mixture of both.

Once an application is received by the provincial government and it is deemed to contain the required information, the Province will notify the respective local government of the area where the proposed store is located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the Province cannot issue a licence unless the local government gives a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence.

If the local government makes a recommendation to deny the application then the Province may not issue the licence, and if a recommendation in favour of the application is made, then the Province has discretion whether or not to issue the licence, but must consider the local government's recommendation in the decision whether to issue a licence.

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Mayor and Council
Page 2

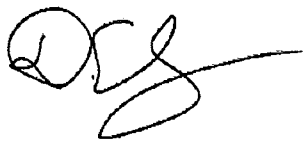
The Province will notify local governments about applications in the order that they are confirmed as complete. This ensures that you will have all the information you need to begin your process of making a recommendation.

We would also like to remind local governments that they may delegate the recommendation decision to staff.

We invite you to review the enclosed Local Government's Role in Licensing Cannabis Retail Stores for detailed information that will help you navigate the recommendation process. If after reviewing this information you have any questions, please contact Joshua Huska, Licensing Manager, by email at Joshua.Huska@gov.bc.ca.

Thank you for your consideration in this important new process.

Yours truly,

A handwritten signature in black ink, appearing to be 'DE' followed by a stylized flourish.

David Eby, QC
Attorney General

A handwritten signature in black ink, appearing to be 'Mike Farnworth' followed by a stylized flourish.

Mike Farnworth
Minister of Public Safety
and Solicitor General

Enclosure

pc: Chief Administrative Officer



Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores

If you have any questions about this document, please contact the Liquor and Cannabis Regulation Branch toll-free at 1-866 209-2111, or email cannabisregs@gov.bc.ca. NOTE: This document will be updated from time to time as additional information surrounding the regulatory framework for cannabis retail sales becomes available. (Last updated 28 September, 2018)

Non-medical cannabis retail licence

The province will be issuing licences for non-medical cannabis retail stores. A cannabis retail store must be a standalone business. This licence requires input and a positive recommendation from a local government in whose area the proposed store is located.

The province recognizes the importance of ensuring carefully regulated access to non-medical cannabis in all areas of the province, including rural areas.

As a first step, the province will open opportunities to apply for regular retail licences. Once the regional distribution of retail non-medical cannabis stores is known, the province will consider issuing licences to service rural or remote areas that are not sufficiently served by existing retail cannabis stores.

The role of local governments in the cannabis retail store licensing process

Applicants for a non-medical cannabis retail store licence must submit a licence application to the LCRB. When an application is received, the LCRB will notify the local government of the area where the proposed store will be located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the LCRB cannot issue a licence unless the local government gives the LCRB a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence. Note that:
 - if the local government chooses to make a comments and recommendation on the licensee's application to the LCRB, it must gather the views of residents
 - if it makes a recommendation to deny the application then the LCRB may not issue the licence
 - if it makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence, but must consider the local government's recommendation.

Local Governments (municipalities, regional districts or Islands Trust local trust committees) have some or all of the following regulatory powers in respect of cannabis retail store licences:

- Impose restrictions in its zoning bylaws regarding the location of cannabis retail stores
- Regulation of business (municipalities only): by terms and conditions in its business licensing bylaw, a municipality may limit the hours that cannabis retail stores can operate or impose other conditions such specifications regarding signage
- Charge the applicant fees if choosing to assess an application.

The above process applies to all relocations of existing cannabis retail stores.

Gathering residents' views

If the local government decides to consider the notice of application and to provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area if the location of the proposed store may affect nearby residents. It may gather resident's views by using one or more of the following methods:

- Receiving written comment in response to a public notice of the application
- Conducting a public hearing in respect of the application
- Holding a referendum, or
- Using another method the local government considers appropriate.

It is up to the local government to determine the area, relative to the licensee's application, where resident's views must be gathered.

Please note: Gathering the views of residents of the area/providing a recommendation to the LCRB must be unique to each provincial licence application. In other words, past recommendations cannot be used in a new licensing process. Each individual application must be considered separately by the local government.

What must the local government's recommendation include?

The recommendations and comments the local government provides to the LCRB must:

- be in writing (this may or may not be in the form of a resolution)
- show that the local government has considered the location of the proposed store
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents if the local government has gathered residents' views, and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments.

What if the local government does not want to provide a recommendation?

If a local government does not want to accept the notice of application and provide a recommendation for the proposed retail location, they should notify the LCRB. A licence for a cannabis retail store will not be issued without a positive recommendation from a local government. If a response is not received, LCRB will not consider the application any further.

What if the recommendation does not meet the regulatory requirements?

If the recommendation does not meet the regulatory requirements, the LCRB will ask the local government to provide new or amended comments that address outstanding issues.

How long does the local government have to provide comments?

Unlike in the process for liquor licensing, local governments are not required to provide a recommendation on a cannabis retail store application within a specific time period. Please note that delays in the application process can have a significant impact on the applicant. If the applicant is the reason for the delay, please notify the LCRB. If the applicant is not trying to move an application forward, the application can be cancelled.

Can the local government recommend approval subject to certain conditions?

In some circumstances, the local government can recommend that the LCRB approve the application as long as certain restrictions (e.g. hours of operation) are placed on the licence. In these situations, the recommendation should clearly explain the rationale for placing restrictions.

If the local government intends to request that the LCRB impose terms and conditions on a licence, prior to sending such a recommendation the local government should consult with the LCRB so that the LCRB can determine whether it has the authority to impose the requested terms and conditions before finalizing their conditional recommendation.

The local government may also have the ability to impose other operating rules on the proposed store through the terms and conditions of the applicant's business licence, zoning or bylaw. The local government is responsible for enforcing these rules.

Floor Plans

Applicants must submit a floor plan with their licence application for approval so the LCRB can identify store features such as sales, storage and delivery areas. Unlike for some kinds of liquor licence applications, local governments are not required to provide occupant load stamps or approve the applicant's floor plans as part of the provincial licensing process for cannabis retail stores.

A municipal council or regional district board can delegate authority to their staff to provide comments and a recommendation to the LCRB

A municipal council or regional district board may delegate its powers and duties to provide comments and a recommendation to the LCRB regarding a cannabis retail store licence application. If a council or board has delegated this authority, a cannabis retail store applicant may ask for comments and recommendations made by delegated staff to be reconsidered by the local government.

Council as defined in the Vancouver Charter:

A Council, as defined in the *Vancouver Charter*, choosing to delegate to its staff must establish procedures for a reconsideration of comments and recommendations made by delegated staff, including how a cannabis retail store applicant may apply for reconsideration. In undertaking a reconsideration, the Council will have the same authority as it delegated to staff.

Right of reconsideration:

Delegated local government staff must advise the cannabis retail store licence applicant that the applicant has the right of reconsideration of the staff's recommendation by the council or board.

How local governments inform the LCRB of delegation:

A local government that has delegated authority to staff should send a copy of the delegation to the LCRB at Cannabis.Licensing@gov.bc.ca.

Revised
September
2018

Subject:

FW: Letter from the Auditor General for Local Government (AGLG) to New Councils and Boards

FILE NO. 410-05



**AUDITOR GENERAL FOR
LOCAL GOVERNMENT**

ACCESSIBILITY · INDEPENDENCE · TRANSPARENCY · PERFORMANCE



**BRITISH
COLUMBIA**

November 29,
2018

To: Mayors and Councillors
Chairs and Directors of Regional District Boards
Chairs and Directors of Greater Boards

Please accept my congratulations on your election and best wishes for your new term in office. The beginning of a new term is always an exciting time, full of possibilities and opportunities for local governments and their communities.

As you may be aware, the mandate of the Auditor General for Local Government is to assist local governments across B.C. by providing objective information and relevant advice that will assist in local governments' accountability to their communities for the stewardship of public assets and the achievement of value for money in their operations.

We accomplish this through performance audits, which are quite different from the financial audits you may be more familiar with. Performance audits can be valuable tools for local governments as they point out areas relating to the audit topic that could be improved while – equally importantly – also providing assurance in areas where a local government already has good practices.

In our reports, we try to highlight such good practices and recommend them to other local governments. This is why our audit reports are relevant to more than just the local government being audited, as we are always looking for opportunities to provide useful advice to local governments of varying sizes and other characteristics. Our AGLG Perspectives booklets have a similar goal, offering a variety of best practices for a wide range of local governments to consider.

I am pleased that we have received a great deal of positive feedback from local governments and other stakeholders on the work that we have done in recent years and hope that you will also find our reports and recommendations to be useful in your work.

We anticipate the release of a performance audit on the topic of Emergency Management in Local Governments and a Perspectives booklet related to the topic of Local Government's Role in Ensuring Clean Drinking Water in the short term and I would encourage you to review each one once released. All of our audit reports and Perspectives booklets are published on our website at www.aglg.ca under the 'Publications' tab.

Success for our office almost always depends on collaboration and engagement with elected officials and local government staff. I look forward to working with you and welcome any questions or feedback that you may have, or opportunities to meet with your Council or Board to share the work that we do.

Sincerely,

Gordon Ruth, FCPA, FCGA
Auditor General for Local Government
201 - 10470 152nd Street, Surrey, BC V3R 0Y3
Phone: 604-930-7100 | Fax: 604-930-7128



**AUDITOR GENERAL FOR
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cc: Chief Administrative Officers

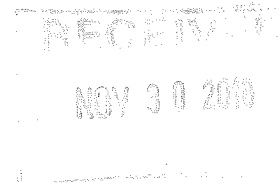
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OFFICE OF THE
SENIORS ADVOCATE
BRITISH COLUMBIA



8.5

November 30, 2018

Ref: 317203
file no. 410-01

Dear Mayors, Chairs, Councillors and Directors,

As the Seniors Advocate for British Columbia, I am very pleased to extend my sincere congratulations to each of you on your recent election to local government.

Whether you are newly elected or returning to serve as a municipal leader, the impact of your contributions to the quality of life in communities across British Columbia will be immense and will directly affect your constituents on a daily basis. This is particularly the case regarding the most vulnerable of our citizens, which often includes seniors.

My office, the first of its kind in Canada, was established in 2014 to monitor and analyze seniors' services and issues in BC, and recommend solutions to systemic challenges to government and service providers. Our monitoring spans five key areas: health care, housing, income supports, personal supports and transportation. All of these areas are of direct concern and consequence to local government. Whether allocating municipal funds for walkability corridors, sidewalk repairs and curb cuts, and transportation to regional health care, or developing policy around accessibility, age-friendliness and social inclusivity, municipal governments play a significant role in improving the lives of seniors in British Columbia.

Seniors are a rapidly growing demographic in Canada. Here in British Columbia, seniors currently comprise 19% of our total population (920,000 of 4.8M) and we expect to see a continued rise in the population over 65 in the years ahead. Seniors are forecast to constitute 25% of British Columbians by 2031 (1.4M of 5.63M). Research consistently shows that being a partner in helping seniors age well and in place is a solid investment economically and socially.

Please feel free to contact my office at any time as we work together to improve the lives of British Columbian seniors. Please also check out our website for additional information.

Thank you again for your commitment to municipal leadership. I wish you my very best for the duration of your term.

Sincerely,

Isobel Mackenzie
Seniors Advocate
Province of British Columbia