



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
VILLAGE HALL  
January 28, 2019  
7:00 PM**



**COUNCIL**

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

**1. CALL TO ORDER**

Mayor Neil Belenkie will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, January 28, 2019**

**Recommendation:**

That the agenda for the Regular Council Meeting, January 28, 2019 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, January 14, 2019**

**Recommendation:**

That the minutes from the Regular Council Meeting held January 14, 2019 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

**4.1 Harriette Chang, Counsellor, School District 43 (SD43), Real Acts of Caring (RAC) and Leadership Students**

**Recommendation:**

That Council declare "February 10 – 16, 2019 as Real Acts of Caring Week in the Village of Belcarra"

**5. REPORTS**

- 5.1** Lorna Dysart, Chief Administrative Officer, report dated January 28, 2019 regarding Water Servicing Extension Agreement with the District of North Vancouver

**Recommendation:**

That Council approve the Belcarra Water Servicing Extension Agreement with the District of North Vancouver dated January 1, 2019; and  
That the Mayor and Chief Administrative Officer sign the 10-year extension agreement.

- 5.2** Lorna Dysart, Chief Administrative Officer, verbal report regarding Election of Committee Members Meeting on January 29, 2019 at 7:00 pm

- 5.3** Nancy Gomerich, NG Consulting, presentation as follows:

- a) Corporate Strategic Plan Update
- b) 2019 Budget – Discussion Report

**Recommendation:**

That the Corporate Strategic Plan Update and the 2019 Budget – Discussion Report dated January 28, 2019 be received for information.

**6. REPORTS FROM MAYOR AND PROJECT LEADS****7. BYLAWS****8. CORRESPONDENCE/PROCLAMATIONS****Recommendation:**

That correspondence items 8.1 – 8.3 be received.

**ACTION ITEMS**

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

**Recommendation:**

That Council donate \$100.00 to the Heritage Woods Secondary School Dry After Grad Celebration and \$100.00 to the Port Moody Secondary School Dry After Grad Celebration.

**INFORMATION ITEMS**

- 8.2** Brock Macdonald, Chief Executive Officer, Recycling Council of British Columbia, dated January 11, 2019 regarding Recycling Council of British Columbia 45<sup>th</sup> Annual Zero Waste / Circular Economy Conference 2019
- 8.3** Matthew Borghese, Government and Community Relations Consultant, Communications and Public Affairs, Fraser Health, dated January 18, 2019 regarding Fraser Health: Work Starts on New Emergency Departments at Eagle Ridge Hospital

- 9. NEW BUSINESS**
- 10. PUBLIC QUESTION PERIOD**
- 11. ADJOURNMENT**

**Recommendation:**

That the January 28, 2019 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
VILLAGE HALL  
January 14, 2019**



Minutes of the Regular Council Meeting for the Village of Belcarra held January 14, 2019 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**

Nancy Gomerich, NG Consulting  
Brandon Ma, Auditor, KPMG  
Andrew Bordignon, Auditor, KPMG

**1. CALL TO ORDER**

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

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, January 14, 2019**

Moved by: Councillor Begg  
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting, January 14, 2019 be amended by adding:

Item 6.1 Farrer Cove Road Mulch

Item 6.2 Traffic Control – Black Cat Radar Detection Equipment Purchase

And be adopted as amended.

**CARRIED**

**3. ADOPTION OF MINUTES****3.1 Special Council Meeting, December 3, 2018**

Moved by: Councillor Clark

Seconded by: Councillor Begg

That the minutes from the Regular Council Meeting held December 3, 2018 be adopted;

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the minutes from the Special Council Meeting held December 3, 2018 be amended by removing the last sentence in the second paragraph of Item 14, page 7:

“...She advised that \$7,000. should be added to the budget.”

And adopted as amended

The motion as amended was voted on and **CARRIED**

**3.2 Regular Council Meeting, December 10, 2018**

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held December 10, 2018 be adopted.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS****4.1 Brandon Ma & Andrew Bordignon, KPMG, presentation regarding:**

- a) Audit Planning Report for the Year Ended December 31, 2018
- b) Governance and Financial Reporting in Local Government

Mayor Belenkie introduced the Auditors.

Brandon Ma provided a PowerPoint presentation regarding Governance and Financial Reporting in Local Government. He noted that auditors follow Public Sector Accounting Standards when completing the Audit. B. Ma outlined the audit roles and responsibilities of Mayor and Council as follows:

- Overseeing the development and evaluation of local government policies and programs
- Reviewing and approving operating and capital budgets
- Ensuring Management accountability for effectiveness of internal controls
  - Receiving the annual financial statements
  - Providing oversight of processes and control over financial risks
  - Providing oversight of the external audit process including consideration of matters brought forward by the External Auditor
- Appointment of the External Auditor

Mayor Belenkie requested that the Auditors provide benchmarking in their report.

Andrew Bordignon provided a PowerPoint presentation regarding the Audit Plan for 2019. He advised that there are new reporting requirements that will be included in the 2019 Audit.

Mayor Belenkie thanked the Auditors for their presentations and the information provided.

Brandon Ma and Andrew Bordignon, KPMG, departed the meeting.

## 5. REPORTS

### 5.1 Lorna Dysart, Chief Administrative Officer, verbal report regarding John Stubbs, appointment to the Board of Variance

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That the motion dated December 10, 2018 "That John Stubbs re-appointment to the Board of Variance for a one year term beginning January 1, 2019 and ending December 31, 2019" be rescinded; and

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, in accordance with the *Local Government Act*.

**CARRIED**

### 5.2 Nancy Gomerich, NG Consulting, report dated January 14, 2019 regarding the Current Investment Strategy

N. Gomerich outlined the report.

Mayor Belenkie indicated that it is the responsibility of Council to assess options for the Village Investment Strategy and review practices of other Municipalities. This will be done in accordance with the *Community Charter*.

Moved by: Councillor Clark

Seconded by: Councillor Begg

That additional information be provided related to the Investment Strategy practice of other Municipal Governments.

**CARRIED**

### 5.3 Nancy Gomerich, NG Consulting, presentation regarding Review and Update of the Corporate Strategic Plan

N. Gomerich provided an overview of the Corporate Strategic Plan. Each priority was discussed in detail. Discussion ensued with regard to the 2019 / 2020 Strategic Plan as follows:

Priority #1 – Municipal Bylaws & Policies, Review & Update

- Committees will be formed and will report back to Council as follows:
  - Revenue Generation Committee (RGC)
  - Farrer Cove Committee (FCC)
  - Water System Capacity for Fire Protection Committee (WSCFPC)
  - Tree Committee (TC)
  - Belcarra Day Committee (BDC)
  - Future Committees will be formed as required

## Priority #2 – Public Safety – Non-Vehicle Travel – Trail &amp; Roadway Improvements

- Explore Speed Control Options
- Explore Resident Only Parking
- Pursue funding for Lighting at Bus Stops and Mail Boxes
- Young Road Turnaround has issues with Snow Plowing. Chains for the truck were recommended.
- Mulch for road in Farrer Cove

## Priority #3 – Transportation Infrastructure – Transportation Capital Plan

- Retaining Walls – Main Avenue & Kelly Avenue
  - Staff to investigate further and provide a report regarding action required – Kelly Avenue is the priority.
- Develop a 10 year Prioritized Plan

## Priority #4 – Recreation Infrastructure – Multi Use Court

- Future group of volunteers to identify requirements and work plan
- Consider Grants, Corporate Sponsorship, Donations

## Priority #5 – Drainage Infrastructure – Long Term Drainage Capital Plan

- Short Term
  - Identify and address issues on prioritized basis
- Long Term
  - Apply for Grant for Phase II (System Analysis)
  - 80% Grant available April 2019, add to budget only if Grant application accepted

## Priority #6 – Emergency Preparedness

- Wildfire Assessment
  - Grant Dependent
  - Community Group to be established
  - Investigate a plan that may allow for periodic burning to reduce fuel load in a safe way
  - The City of Coquitlam has offered to do Inter – Municipal mapping
- Emergency Preparedness supplies required (Grant dependent)
  - Radios and batteries
  - SAT phone
  - EOC Supplies

## Priority #7 – Water Infrastructure – Water Metering &amp; Long Term Water System Plan

- Carry forward; Metro Vancouver to provide a report on Universal Water Metering in the Fall of 2019
- Long Term High Level Plan required based on existing data
  - Potability issues / risks
  - Chlorination
- Committee to be formed to investigate the water Infrastructure and whether it is sufficient for fire suppression

## Priority #8 – Operational Efficiency – Records Management

- Carry forward
- Investigate shared resources with neighboring municipalities

## Priority #9 – Waste and Recycle Depot - WARD

- Review operations / staffing etc.

## Priority #10 – Vancouver Fraser Port Authority

- Moritorium
- Advocacy

## Priority #11 – Official Community Plan (OCP) Review

- Full or partial review
- Consider Revenue Generation Options – Committee to report

## Priority #12 – Village Hall Community Use

- Procedure for Public Access

Considerable discussion ensued with regard to the Corporate Strategic Plan and priorities for 2019 / 2020. Mayor Belenkie noted that the Town Hall meetings have addressed several priorities that require attention with the possible formation of future committees to investigate options.

A 10 minute recess was called at 8:50 pm.

The meeting reconvened at 9:00 pm.

**5.4** Lorna Dysart, Chief Administrative Officer, verbal report regarding Ride Share opportunities in the Village

L. Dysart will bring back a Council report with regard to Ride Share opportunities, such as Uber and Lyft, in the Village.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That Council direct the Chief Administrative Officer to prepare a Council report regarding the potential for Ride Share opportunities in the Village.

**CARRIED**

**5.5** Lorna Dysart, Chief Administrative Officer, verbal report regarding Resident Only Parking in the Village

L. Dysart will bring back a Council report regarding Resident Only Parking in the Village. She noted that Anmore has implemented Resident Only Parking.

Mayor Belenkie provided an overview on parking enforcement in the Village. He noted that the RCMP were given ticket books to provide further ticketing options. Considerable discussion ensued.

Moved by: Councillor Begg

Seconded by: Councillor Wilder

That Council direct the Chief Administrative Officer to prepare a Council report and related Bylaw Amendments regarding Resident Only Parking in the Village.

**CARRIED**



**6. REPORTS FROM MAYOR AND PROJECT LEADS****6.1 Farrer Cove Road Mulch**

Mayor Belenkie advised that the original order with Sandpiper Contracting for Road Mulch for Farrer Cove was for 7 tonnes of material. Due to a misunderstanding, 40 tonnes of mulch was delivered. Sandpiper Contracting agreed to cover the extra cost; however, it was felt that the delivery was made in good faith and the Village agreed to pay the cost.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That Council approve a payment to Sandpiper Contracting in the amount of \$837.36 for road mulch for Farrer Cove.

**CARRIED****6.2 Traffic Control – Black Cat Radar Detection Equipment Purchase**

Mayor Belenkie advised that a meeting was held with the RCMP where discussion of the RCMP use of Black Cat Radar Detection equipment and of a scarecrow image were outlined. Due to heavy demand for this program, the RCMP would not be able to provide this service to the Village until May 2019. Consideration is being given by the RCMP to rent the Black Cat Radar Detection equipment from the Village should the Village choose to purchase a unit.

Considerable discussion ensued.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That, subject to RCMP consent, Council approve the purchase of:

- 1 Black Cat Radar Detection equipment unit for \$3,500. and a scarecrow image for \$400. which includes installation costs; and

That the Village rent the Black Cat Radar Detection equipment back to the RCMP at the rate of \$1,000. per month.

**CARRIED****7. BYLAWS****7.1 Village of Belcarra Revenue Anticipation Borrowing Bylaw No. 528, 2018**

Moved by: Councillor Drake

Seconded by: Councillor Begg

That "Village of Belcarra Revenue Anticipation Borrowing Bylaw No. 528, 2018 be adopted.

**CARRIED****8. CORRESPONDENCE / PROCLAMATIONS**

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That correspondence item 8.1 to 8.9 be received.

**CARRIED**

**ACTION ITEMS**

- 8.1** Charles Wordsworth, Volunteer, ISACA BCWARE Committee, dated November 13, 2018 regarding Declaration of January 28 – February 5, 2019 as BC Aware Days in the Village of Belcarra

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council declare January 28 – February 5, 2019 as BC Aware Days in the Village of Belcarra.

**CARRIED**

- 8.2** Gurinder Mann, Executive Director, CERA Society, dated January 2, 2019, Application from Communities Embracing Restorative Action (CERA) Society for a Community Grant.

Moved by: Councillor Clark

Seconded by: Councillor Drake

That a Community Grant in the amount of \$353.00 be provided to the Communities Embracing Restorative Action (CERA) Society for support of the Community Youth Justice Program 2019 fiscal year.

**CARRIED**

**INFORMATION ITEMS**

- 8.3** Sasamat Volunteer Fire Department, Board of Trustees Meeting Minutes of September 27, 2018
- 8.4** Barb Hobson, Chair, Board of Education, School District No. 43 (Coquitlam), dated November 26, 2018 regarding Child Care Task Force
- 8.5** Oliver Gruter-Andrew, President and CEO, E-Comm, Emergency Communications for BC Incorporated, dated November 30, 2018 regarding Congratulations and Invitation to Tour the E-Comm Facility
- 8.6** Andrew Gage, Staff Lawyer and Anna Barford, Community Organizer, West Coast Environmental Law, dated December 10, 2018 regarding Your Local Climate Change Impacts and the Fossil Fuel Industry
- 8.7** Sav Dhaliwal, Chair, Metro Vancouver Board, dated December 17, 2018 regarding 2019 Metro Vancouver Committee Appointments
- 8.8** Steve Higginbottom, Community Relations Coordinator, BC Hydro, dated December 18, 2018 regarding Lower Mainland Community Relations 2018 Annual Report
- 8.9** Bowinn Ma, MLA (North Vancouver – Lonsdale), Chair and Stephanie Cadieux, MLA (Surrey South), Deputy Chair, Legislative Assembly of BC, dated December 18, 2018 regarding Call for Written Submissions – Select Standing Committee on Crown Corporations

**9. NEW BUSINESS**

**Injured Wildlife**

Councillor Clark reported that there was an injured animal near Crystal Creek in Port Moody during the previous week. She advised residents to please call the RCMP non – emergency number if they witness an incident involving an injured animal.

**10. PUBLIC QUESTION PERIOD**

Dave Warren, 4925 Robson Road, queried with regard to outstanding Legal action against the Village.

Deborah Struk, 4575 Belcarra Bay Road, queried with regard to the cost of road repairs at Midden Road.

**11. ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the January 14, 2019 Regular Meeting be adjourned at 9:27 pm.

**CARRIED**

Certified Correct:

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Neil Belenkie  
Mayor

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Lorna Dysart  
Chief Administrative Officer



## COUNCIL REPORT

**Date:** January 28, 2019

**From:** Lorna Dysart, Chief Administrative Officer

**Subject:** **Water Servicing Extension Agreement with the District of North Vancouver**

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### Recommendation

That Council approve the Belcarra Water Servicing Extension Agreement with the District of North Vancouver dated January 1, 2019; and  
 That the Mayor and Chief Administrative Officer sign the 10-year extension agreement.

### Purpose

To approve the Water Servicing Extension Agreement for 10 years with the District of North Vancouver with minor wording amendments plus the change to approval for a water flow from 14 liters per second to 21 liters per second.

### Background

The Village of Belcarra entered into a 10-year Water Servicing Agreement with the District of North Vancouver for the District to facilitate the conveyance of water from the Greater Vancouver Water District (GVWD) to the Village infrastructure through the District's System and Infrastructure. The Village agreed to become a member of the GVWD and to comply with the plans, policies and regulations of the GVWD as approved by the GVWD Board of Directors.

### Attachments:

- A. Water Servicing Extension Agreement with the District of North Vancouver dated Jan.1, 2019
- B. Water Servicing Agreement with the District of North Vancouver dated January 1, 2009

**BELCARRA WATER SERVICING EXTENSION AGREEMENT**

THIS EXTENSION AGREEMENT dated for reference the 1<sup>st</sup> day of January, 2019.

**BETWEEN:**                **District of North Vancouver**  
355 West Queens Road  
North Vancouver, BC V7N 4N5  
  
(the “**District**”)

**AND:**                    **Village of Belcarra**  
4084 Bedwell Bay Road  
Belcarra, BC V3H 4P8  
  
(the “**Village**”)

WHEREAS:

- A.     The District and the Village entered an agreement on November 25, 2008 with respect to the Village connecting to the Greater Vancouver Water District (the “GVWD”) water supply system via the District’s water distribution system (the “Original Agreement”);
- B.     Under the terms of the Original Agreement, the Village was granted the option to extend the term of the said agreement for a further 10 years (the “Extension Period”);
- C.     The Village has requested that the District extend the term of the Original Agreement as set out in this agreement (the “Water Servicing Extension Agreement”).

NOW THEREFORE in consideration of the grants, rents, and mutual covenants hereinafter reserved and contained, the parties covenant and agree as follows:

- 1.     In accordance with the terms of the Original Agreement, the parties agree that the term of the Original Agreement is hereby extended for the Extension Period upon the same terms, conditions, and covenants as are contained in the Original Agreement, except as modified in this Water Servicing Extension Agreement.
- 3.     The Original Agreement is hereby modified as follows:
  - (a)    After the word “term” in the first line of Subsection 7.1(a)(ii) the following words are inserted “or any extension of said term”;
  - (b)    In the first and third lines of Section 8.1 and in Subsection 20.1(f) the number 14 is deleted and replaced with the number 21.

- (c) The second sentence in Section 17.1 is deleted in its entirety.
4. This Water Servicing Extension Agreement is expressly made a part of the Original Agreement as if incorporated in the Original Lease, and the parties agree that all agreements, covenants, conditions, and provisos contained in the Original Agreement, except as amended or altered in this Water Servicing Extension Agreement, will be and remain unaltered and in full force and effect during the Extension Period. The District and the Village acknowledge and agree to perform and observe, respectively, the obligations of the Village and the District under the Original Lease as extended and modified hereby. The District and the Village hereby confirm and ratify the Original Agreement and extension of its term.
5. This Water Servicing Extension Agreement will ensure to the benefit of and be binding upon the parties and their respective successors and assigns.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date below.

Executed the \_\_\_\_\_ day of \_\_\_\_\_, 2019

**DISTRICT OF NORTH VANCOUVER**  
by its authorized signatories:

\_\_\_\_\_  
Mayor Mike Little

\_\_\_\_\_  
Municipal Clerk,

Executed the \_\_\_\_\_ day of \_\_\_\_\_, 2019

**VILLAGE OF BELCARRA**  
by its authorized signatories:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

## WATER SERVICING AGREEMENT

This Agreement is dated for reference the 25<sup>th</sup> day of November, 2008.

**BETWEEN:** District of North Vancouver  
355 West Queens Road  
North Vancouver, BC V7N 4N5

(the "District")

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

(the "Village")

### WHEREAS:

- A. The District and the Village entered an Agreement in Principle dated November 27, 2007 with respect to the Village connecting to the Greater Vancouver Water District (the "GVWD") water supply system via the District's water distribution system;
- B. The District has agreed to facilitate the conveyance of water from the GVWD to the Village infrastructure through the District's System and Infrastructure, in accordance with the terms and conditions of this Water Servicing Agreement;
- C. The Village has agreed to become a member of the GVWD and to comply with the plans, policies and regulations of the GVWD as approved by the GVWD Board of Directors.
- D. The District has authorized the execution of this Water Servicing Agreement by a resolution duly passed on the 31<sup>st</sup> day of November 2008;
- E. The Village has authorized the execution of this Water Servicing Agreement by a resolution duly passed on the 17<sup>th</sup> day of November 2008;

In consideration of the terms and conditions set out below, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by both parties, the parties covenant and agree as follows:

### 1.0 Definitions:

- 1.1. In this Agreement, (including the recitals), except as expressly provided or as the context otherwise requires:

"Additional Infrastructure" means any water works or services which may, after the initial installation of water distribution infrastructure under this Agreement, be required, according to good engineering practices, to be constructed and installed, upgraded or replaced within the District in order to service the Village, directly or indirectly in the future;

**"Agreement"** means this Water Servicing Agreement, including the recitals and schedules hereto, as amended and supplemented from time to time;

**"Annual Base Charge"** means the annual charge referred to in Section 7.1(a);

**"Commencement Date"** means the date on which this Agreement comes into effect;

**"District Engineer"** means the District's Director of Environment, Parks and Engineering;

**"District Infrastructure"** means that part of the infrastructure constructed or installed by or on behalf of the District specifically to service the Village, directly or indirectly, and located upstream of and including the water meter chamber isolation valves as shown in Schedule A located in the District of North Vancouver;

**"District Water Service"** means the service of conveying water to the Village Infrastructure via the District's System and includes:

- (a) maintenance and repair of the District System and Infrastructure as provided in this Agreement; and
- (b) other works and services the District generally provides to properties within the District with respect to the supply and distribution of GVWD water;

**"District System"** means the District's water distribution system;

**"Emergency Repairs"** means unscheduled repairs or maintenance requiring immediate action to restore the integrity of Village Infrastructure or prevent damage to property or the environment;

**"Force Majeure Event"** means a cause beyond the reasonable control of the parties, including acts of God or nature, fire, flood, explosion, strikes, lockouts or other industrial disturbances, laws, rules and regulations or orders of any duly constituted governmental authority or non-availability of materials or transportation;

**"Greater Board"** means a corporate body, incorporated by an Act of the British Columbia Legislative Assembly, which body has responsibility for the provision of water and drainage services;

**"GVWD"** means the Greater Vancouver Water District;

**"Village Infrastructure"** means infrastructure constructed or installed by or on behalf of the Village downstream of the water meter chamber isolation valves (excluding the water meter, which will be owned by the District), as shown in Schedule A, to the point of curb stop connection servicing a property within the Village;

**"Water By Volume Charge"** means the amount charged by the District for the volume of water conveyed through the District System as set out in Section 7.1(b).



## **1.0 District Water Service**

- 1.1. Subject to the terms and conditions of this Agreement, the District agrees to facilitate the conveyance of GVWD water to the Village Infrastructure through the District System.

## **2.0 Limitations**

- 2.1. The District is not required to provide District Water Service to the Village if:
- (a) at any time the District, acting reasonably, determines it does not have the capacity to provide the District Water Service to the Village; or
  - (b) the matters referred to in Section 13.1 have not been resolved or determined by agreement or arbitration.

## **3.0 Construction of Village Infrastructure**

- 3.1. The Village shall, at its expense, construct or install, or cause to be constructed or installed:
- (a) all Village Infrastructure necessary for the provision of District Water Service by the District under this Agreement and generally as set out in the sketch plan in Schedule A which is attached and forms part of this Agreement; and
  - (b) any required Additional Infrastructure.
- 3.2. The Village agrees not to commence construction of the Village Infrastructure or Additional Infrastructure unless and until it has submitted and obtained the approval of the District Engineer, acting reasonably, of the detailed plans for the Village Infrastructure or Additional Infrastructure that will be situated within the District.
- 3.3. The Village Infrastructure and any required Additional Infrastructure situated within the District shall be constructed to and conform to the standards and specifications set out in the District's *Development Servicing Bylaw*, as amended, or any replacement bylaw.
- 3.4. The Village agrees not to commence construction or installation of any component of the Village Infrastructure or Additional Infrastructure which is to be situated on land within the District without first advising the District Engineer in writing at least five (5) days before commencing construction or installation, except for Emergency Repairs.
- 3.5. The Village shall allow the District to inspect the Village Infrastructure from time to time as considered necessary by the District for the purpose of determining whether the Village Infrastructure conforms to the standards and specifications required under Section 3.3 of this Agreement. For clarity, the cost of such inspections is included in the Annual Base Charge.
- 3.6. Upon completion of the construction or installation of any portion of the Village Infrastructure or Additional Infrastructure which is situated on land within the District, the Village agrees to provide the District with as-constructed drawings of such works.

#### **4.0 Maintenance of Infrastructure**

- 4.1. The parties agree to maintain, at their own cost, their respective infrastructure at the frequency and to the standard generally accepted for such municipal works.
- 4.2. For clarity and without limiting the effect of Section 25, if, due to earthquake, fire, flood, or other Act of God, District Infrastructure or Additional Infrastructure is damaged or destroyed, the parties agree to replace such infrastructure, except to the extent that it is not necessary, based on generally accepted municipal engineering practice, to replace the infrastructure, in which case the parties will repair the infrastructure to the extent that it is required, with the costs of such repair or replacement to be shared equally.
- 4.3. If the Village fails to maintain or repair any portion of the Village Infrastructure which is situated on land within the District to the standards specified in Section 3.3, the District may, at its option and in its sole discretion, perform such maintenance or repairs as is required to bring the Village Infrastructure up to the specified standard and the Village will reimburse the District for any and all costs associated with such maintenance or repair.

#### **5.0 Notice in the Event of Damage**

- 5.1. In the event of any damage or destruction of any works which has or may have the effect of interrupting the provision of District Water Service to the Village pursuant to this Agreement, the party first becoming aware of such damage or destruction shall forthwith notify the other party to this Agreement and the District and the Village shall then jointly and diligently proceed to take such action as may be necessary to repair such damage or destruction. Each party will bear the costs associated with respect to repairing their own respective infrastructure.
- 5.2. In the event that damage occurs to either party's infrastructure and the damage requires immediate action to prevent further damage from occurring, the District may take such action as is reasonably necessary in all of the circumstances to repair the damage, including, where necessary, repairing Village Infrastructure. The Village will promptly reimburse the District for the cost of any such repairs to Village Infrastructure carried out by the District.

#### **6.0 Costs**

- 6.1. The Village is responsible for all costs associated with the conveyance of GVWD water to the Village Infrastructure, including and not limited to all costs associated with all plans, permits, inspections, materials and construction.
- 6.2. The Village will reimburse the District for any costs incurred by the District, now or in the future, related to the conveyance of water to the Village including, and not limited to, the cost of upgrades to the District System or District Infrastructure, engineering, inspections and legal services, with such costs to include District staff time.
- 6.3. The Village will be responsible for the actual, not just estimated, costs of any District System upgrades required to supply water to the Village Infrastructure.

## **7.0 Charges for Water Supplied to the Village**

7.1. The Village will pay the District for the conveyance of GVWD water through the District System an Annual Base Charge plus a Water By Volume Charge as follows:

(a) the Annual Base Charge is due on January 31 of each year during the term of this Agreement and is based on a share of annual District System operations, maintenance and capital costs, determined by the ratio of design peak capacity requirements for District and Village flows within the portion of the District System conveying Village flows, as illustrated below:

(i) in respect of 2009, the Annual Base Charge is \$12,900.00 plus an amount equal to the 2009 Annual Base Charge multiplied by the percentage increase over 2008 amounts of the 2009 District Water Utility operating and capital budgets, including administration, operations and maintenance (but not including reservoir and fire hydrant operations and maintenance), contribution to operating fund, and contribution to capital fund. For clarity, the sum of these budget amounts in 2008 is \$7,057,200;

(ii) In respect of 2010 and each subsequent calendar year during the term of this Agreement, the Annual Base Charge may be increased annually and equal the amount of the Annual Base Charge for the previous year plus the percent increase over the prior year of the budget amounts outlined in Section 7.1(a)(i);

(b) the Water By Volume Charge is calculated based on the volume of water supplied multiplied by the GVWD unit rate in force, for which the District will invoice the Village on a monthly basis and which is payable within 30 days of the date of the invoice.

## **8.0 Water Quantity Available to the Village**

8.1. The Village will not draw water from the District System at a rate exceeding 14 litres per second (L/sec). There will be no limit to the annual volume of water supplied except as restricted by the maximum instantaneous flow of 14 L/sec, subject to any Force Majeure (Section 25) and the limitations of the District System and District Infrastructure.

## **9.0 Water Quality and Supply**

9.1. The Village will at all times be responsible for addressing all aspects of water quality within the Village Infrastructure and the District will have no responsibility or liability in this regard.

9.2. The District is not responsible for any interruptions in water service to the Village due to any cause, including but not limited to water main break or leak, earthquake, flood or other act of nature or negligence by the District, but excepting gross negligence or willful misconduct on the part of the District.

9.3. It is not the intended that and nothing in this Agreement requires the District to provide sufficient instantaneous water flow to meet the Village's fire flow requirements.

#### **10.0 Non-Payment of Charges**

- 10.1. If the Village fails to pay the charges payable under Section 7 of this Agreement within 30 days of the payment due date specified in that section, the unpaid amount is a debt due and owing to the District and bears interest at the same rate as is payable by District ratepayers under applicable enactments.
- 10.2. If all or any portion of the Annual Base Charge, including interest accrued, is in arrears, the District may, after sixty (60) days' notice to the Village, suspend the provision of District Water Service to the Village until such time as the Annual Base Charge and accrued interest are paid in full.

#### **11.0 Information Exchange**

- 11.1. Each party agrees to the timely exchange of information, including bylaws and amendments, at such frequencies negotiated by both parties if not specified in this Agreement, for and not limited to the following:
  - (a) Annual Base Charge;
  - (b) Water By Volume Charges and unit rates for water supplied to the Village;
  - (c) Water conveyance meter readings;
  - (d) Information pertinent to the supply and distribution of water to the Village; and
  - (e) Notifications under this Agreement.

#### **12.0 Notification for Alterations to the Parties Infrastructure**

- 12.1. The parties agree that in the spirit of good government to government relations:
  - (a) The District will inform the Village of any planned infrastructure repairs, replacement or alterations which may affect the supply of water to the Village and provide plans and other pertinent information to the Village, if requested;
  - (b) The Village will inform the District of any planned infrastructure repairs, replacement or alterations which may affect the supply of water to the Village Infrastructure and provide plans and other pertinent information to the Village, if requested;
  - (c) On receipt of the plans described in this Section 12.0, the District or Village, as applicable, shall review the plans forthwith and within sixty (60) days of receipt, advise the other party with respect to any engineering or other concerns relating to the provision of District Water Service that the parties may have with respect to the respective infrastructure.

#### **13.0 Engineering Concerns**

- 13.1. If the District has engineering or other concerns relating to the provision of District Water Service to the Village or that it does not have the infrastructure capacity to supply adequate District Water Service to the Village Infrastructure, the Village and the District will cooperate in an effort to resolve those engineering or other concerns. If the Village and the District are unable to reach an agreement in this regard, the matter shall be resolved under the Dispute Resolution Section (Section 32).

- 13.2. Without limitation, if Additional Infrastructure is required to maintain the supply of water to the Village Infrastructure, the Village will bear the sole cost of same as well as any charges lawfully imposed by a Greater Board.

**14.0 Easements**

- 14.1. Both Parties will use their reasonable best efforts to grant to each party, at no cost or liability to each party, such statutory rights-of-way, easements, licenses or other rights-of-way as are reasonably required to protect each party's Infrastructure.

**15.0 Ownership of Works**

- 15.1. The parties agree that the Village is the owner of the Village Infrastructure as defined and amended from time to time in Section 1.0 of this Agreement.

**16.0 Access**

- 16.1. Both parties agree that upon notification, each party will provide the other and its employees, agents and contractors, all necessary access to specified locations within the Village or the District for the provision of the party's municipal services and maintenance, repair and replacement of the infrastructure, in the same manner and frequency as conducted generally within the District or Village.

**17.0 Term**

- 17.1. The term of this Agreement shall be a period of ten (10) years commencing on the Commencement Date. The Village may renew or extend the term if a request for such renewal or extension is made in writing at least five (5) years before the expiry date, otherwise this Agreement shall expire absolutely at the end of the term.

**18.0 Commencement Date**

- 18.1. The Commencement Date of this agreement is the 1st day of January, 2009.

**19.0 Defaults by the Village**

- 19.1. If there is a breach of the terms of this Agreement by the Village, the District may, at its option, notify the Village of such breach and give the Village such time as is reasonable, in view of the nature of the breach, to remedy the breach. If the breach continues after the period of time provided to remedy the breach, the District may, at its option, suspend the provision of all or part of the District Water Service provided hereunder until such time as the breach of this Agreement has been remedied or the District may terminate this Agreement on ninety (90) days' notice.

## **20.0 General Release and Indemnity**

20.1. The Village will, subject to Section 25, release, indemnify and save harmless the District and its officers, elected officials, employees, volunteers and agents from and against any and all losses, damages, costs, liabilities, suits, claims or expenses arising directly or indirectly out of:

- (a) any breach by the Village of any of its obligations under this Agreement;
- (b) any damage to property or personal injury or death arising, directly or indirectly, out of the performance of this Agreement;
- (c) the maintenance or use of District Infrastructure;
- (d) the design, planning, construction or installation of Village Infrastructure;
- (e) provision of District Water Service to the Village;
- (f) drawing of water by the Village at a rate greater than the 14 litres per second permitted under this Agreement;
- (g) interruption of water to the Village Infrastructure due to any cause other than gross negligence or willful misconduct by the District; and
- (h) the quality, potability, pressure, volume or rate of flow of the water delivered to the Village Infrastructure;

This indemnity will survive the expiry or termination of this Agreement.

20.2. The District will, subject to Section 25, indemnify and save harmless the Village and any officer or employee thereof, from and against any and all losses, damages, costs, liabilities, suits, claims or expenses arising out of any breach by the District of any of its obligations under this Agreement only so far as such breach results from gross negligence by the District. This indemnity will survive the expiry or termination of this Agreement.

## **21.0 Insurance**

21.1. The Village agrees to ensure that at all times during the Term and any renewal of this Agreement it has comprehensive general liability insurance in an amount not less than \$5 million per occurrence to cover the indemnities set out in Section 19 of this Agreement.

## **22.0 Further Agreements**

22.1. The Village and the District shall execute such further agreements, authorities and assurances and enact such bylaws as may be necessary to give effect to their covenants herein.

### **23.0 Delivery of Notices**

23.1. All notices and other communications with respect to this Agreement shall be given or made in writing and may be delivered personally or sent by pre-paid registered mail or by facsimile transmission as follows:

(a) To the Village:

Attention: CAO  
Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra, British Columbia, V3H 4P8  
Facsimile number (604) 939-5034;

(b) To the District:

Attention: Municipal Clerk  
District of North Vancouver  
355 West Queens Road  
North Vancouver, BC, V7N 4N5  
Facsimile number (604) 984-9637

or at such other address or in care of such other officer or person as the parties may advise the other party by notice in writing.

23.2. The date of receipt of any such notice shall be deemed to be:

- (a) the date of delivery, if delivered personally; or
- (b) five days after the date of mailing in Canada, if mailed; or
- (c) if sent by facsimile transmission, on the date sent or if not a business day, the next business day.

### **24.0 Agreement Binding**

24.1. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

### **25.0 Force Majeure**

25.1. No party will be liable for its failure to perform any of its obligations under this Agreement due to a Force Majeure. For clarity, lack of funds is not a Force Majeure Event.

### **26.0 Amendment**

26.1. No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein shall be of any force or effect unless the same is reduced to writing duly executed by all parties hereto in the same manner and with the same formality as this Agreement. No waiver of any of the provisions of this Agreement will constitute a waiver of any other provision, whether or not similar, and no waiver will constitute a continuing waiver unless otherwise expressly provided.

**27.0 Time**

- 27.1. Subject to a Force Majeure Event, time shall be of the essence in this Agreement.

**28.0 Assignment**

- 28.1. This Agreement and any right or benefit hereunder may not be assigned by any party without the prior express written consent of the other party.

**29.0 Severability**

- 29.1. If a provision of this Agreement, or part of it, is deemed invalid, illegal or unenforceable in whole or in part by any court of competent jurisdiction, the remaining provisions of this Agreement or part thereof shall continue in full force and effect, provided that if the intent of the parties is not thereby preserved then any party may terminate this Agreement on thirty (30) days' notice to the other party.

**30.0 Included Words**

- 30.1. Wherever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural, the feminine or the body corporate or politic where the context or the parties so require, and vice versa.

**31.0 Headings**

- 31.1. The captions and headings throughout this Agreement are for convenience of reference only; and the words contained therein shall in no way be held or deemed to define, limit, describe, explain, modify, amplify or add to the interpretation, construction or meaning of any provision of or the scope of intent of this Agreement or in any way affect this Agreement.

**32.0 Dispute Resolution**

- 32.1. The parties agree that in the spirit of good government to government relations, collaboration and consensus will be the primary means to resolve issues; however as a last resort the dispute resolution mechanisms defined under the Community Charter will apply.




**33.0 Counterparts**

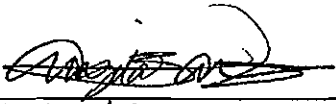
33.1. This Agreement may be executed in any number of counterparts with the same effect as if both parties had all signed the same document and all counterparts and adopting instruments will be construed together and will constitute one and the same agreement.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date below.

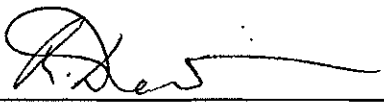
Executed the 1<sup>st</sup> day of December, 2008.


**DISTRICT OF NORTH VANCOUVER**  
by its authorized signatories:

  
\_\_\_\_\_  
Mayor Richard Walton

  
\_\_\_\_\_  
A/Municipal Clerk, ANGELA BAINS

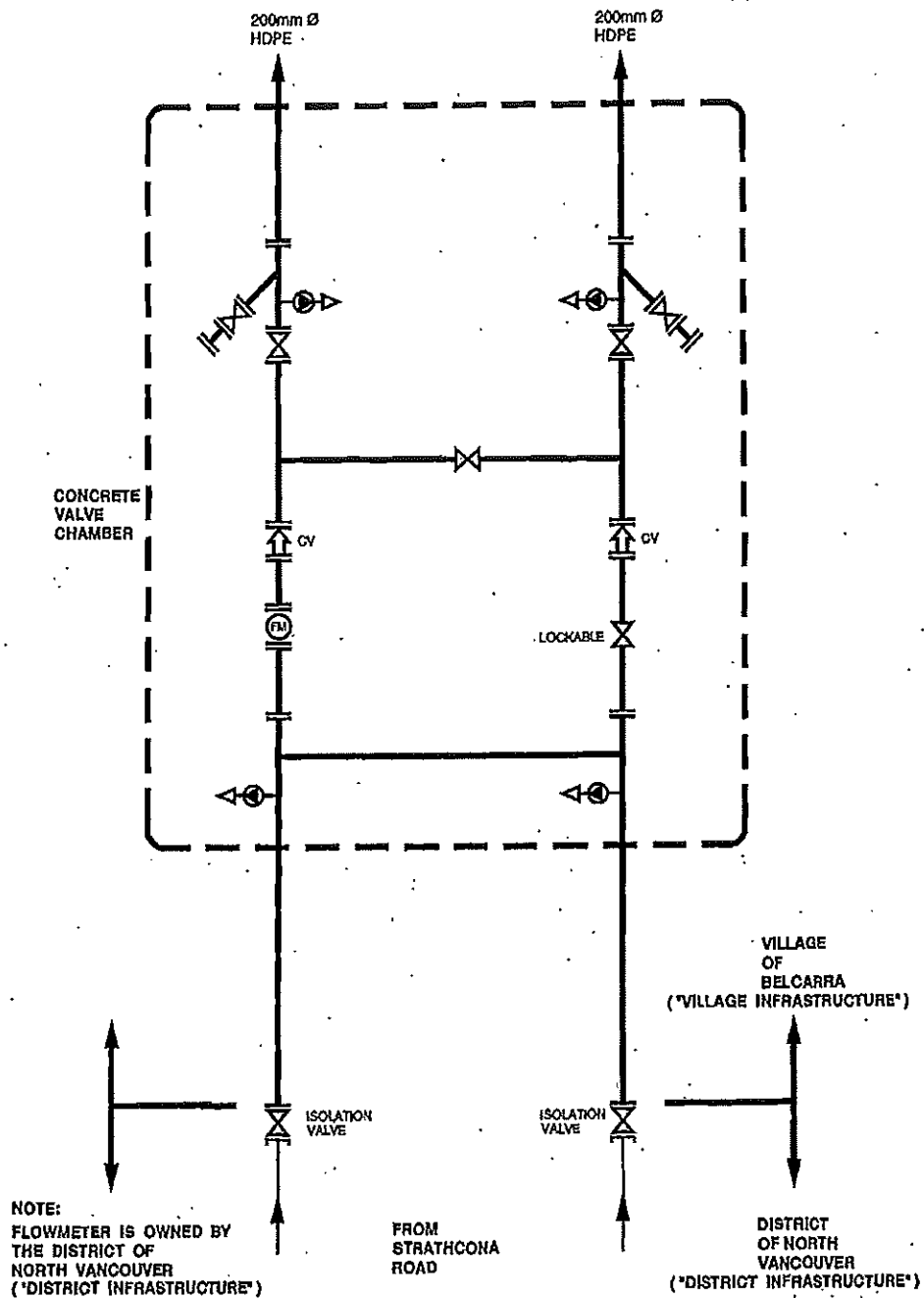
**VILLAGE OF BELCARRA**  
by its authorized signatories:

  
\_\_\_\_\_  
Mayor Ralph Drew

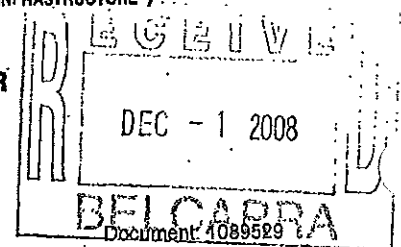
  
\_\_\_\_\_  
CAO, Lynda Floyd

## SCHEDULE "A"

Sketch 1 showing the water meter chamber and limits of responsibility of the District and the Village



**SKETCH 1 - DISTRICT OF NORTH VANCOUVER  
FLOWMETER CHAMBER**  
NTS





VILLAGE OF BELCARRA  
*"Between Forest and Sea"*



# Corporate Strategic Plan 2019 – 2022 Updated January 2019

## Corporate Strategic Plan Purpose & Process

This Corporate Strategic Plan (“the Strategic Plan”) is Council’s leadership document for the Village.

The purpose of the Strategic Plan is to provide overall direction and set strategic priorities to focus the Village’s limited resources to best support the achievement of a community, and the provision of services, desired by the citizens of Belcarra.

Although the Village is guided by various plans, the Strategic Plan fulfills a need to have a single plan that provides over-riding direction given the complexity of our operating environment and the ever-increasing demand on our limited resources. As such, the Strategic Plan is considered the “mother of all plans”, and accordingly, all plans, activities and actions of the Village must be consistent with, and support the implementation of, the Strategic Plan.

The Strategic Plan articulates the purpose of the Village (Mission Statement), details Community and Corporate Values to be honored and used to guide all actions and decisions, sets out the longer-term direction of the Village (Vision and Goal Statements), and identifies and prioritizes a limited number of Strategic Objectives and supporting Strategies and Action Plans. The Strategic Objectives are the “core” of the Strategic Plan as they identify the areas of Village operations, identified by Council, to be the most important to focus on, in order to move the Village towards achievement of its longer-term Vision and Goals. Strategic Objectives are prioritized and limited in number in recognition of the Village’s limited resources and existing legislative and operational requirements

The Mission, Vision, Values, Goals, Strategic Objectives and Strategies contained in the Strategic Plan will be revisited and either confirmed or amended by Council near the beginning of each new term of Council, augmented by annual review and adjustments as required prior to the coming years financial planning process. In response to Council’s set Strategic Objectives and Strategies the Village’s Management Team will develop two year supporting Action Plans that will identify the actions to be undertaken to support their achievement. The Action Plans will be approved by Council and included in the Strategic Plan. The Action Plans will be reviewed and updated as required, following quarterly Progress Reports to Council that identify actions and achievements to date and provide an opportunity to make timely changes thereto as approved by Council.

### Village of Belcarra Mission

To enhance the quality of life for citizens, visitors and future generations in our municipality and the region. We strive to live in harmony with each other and our environment, while providing core municipal services.

### Community Values

#### **Belcarra is a proud and unique community.**

Belcarra recognizes our municipality's natural west coast beauty as a source of pride worth protecting. We treasure tradition in our community comprised in its welcoming character and accessible allure.

#### **Belcarra is a model municipal entity that works effectively to engage and respect the diverse interests of its citizens.**

Belcarra celebrates the diverse and active engagement of its citizens and the significance of its volunteerism. Belcarra offers simple and basic neighbourhood opportunities to sustain and enrich our lives. We are actively involved in the social, environmental and political life of the region.

#### **Belcarra is a clean, green, semi-rural and sustainable municipality.**

We recognize the importance of the natural beauty surrounding Belcarra and integrate environmental stewardship into our daily activities. We respect, preserve and enhance the health of the environment for present and future generations.

### Corporate Values

#### **The Village of Belcarra supports community engagement and advocates accessible and transparent local government administration.**

We utilize clear, consistent and transparent decision-making processes, offering opportunities for input and guidance; embracing change while respecting tradition.

#### **The Village of Belcarra fosters civic stability and security.**

Our semi-rural setting provides a distinct perspective within the regional district, and the municipality seeks to represent the interests of those in similar environments while supporting economic, social and community consistency and sustainability. In endeavoring to preserve health and safety, we consider the needs and well being of the community, our operations and our physical environment.

#### **The Village of Belcarra promotes wellness and progression in the workplace.**

## Corporate Plan 2019 -2022, Updated January 2019

We embrace principles which facilitate staff empowerment, development and succession opportunities, while striking a balance between home and work life.

### Village of Belcarra Vision & Goals

We are committed to achieving social, environmental and economic sustainability. Given the value of our community's heritage and its diversification, we will harness **a balance between consistency and progression – enhancing the livability, health, safety and civic pride** for future generations of Belcarra.

### Community Sustainability:

- Goal 1** Individuals and groups have a collective sense of belonging and contributing to the municipality and the municipality's social, political, economic and cultural life.
- Goal 2** Volunteerism is an integral component of community sustainability and is encouraged.
- Goal 3** Individuals have access to the natural amenities of the area and feel safe and secure in doing so.

### Environmental Sustainability

- Goal 1** Awareness of environmental impacts results in active public participation in environmental improvements.
- Goal 2** Human activities and consumption are balanced with the environment's ability to absorb emissions and impacts.
- Goal 3** The health of residents is protected from environmental risks.

### Governance:

- Goal 1** We are a model of open, accessible, democratic decision-making processes. We encourage and embrace dialogue encouraging residents to contribute their ideas, opinions, and energy to the well being of the municipality.
- Goal 2** The Village of Belcarra has appropriate legislative authority, financial tools and organizational structures and processes to undertake its responsibilities and achieve goals that support and enhance the municipality's quality of life within its financial capacity.
- Goal 3** Core Public services are appropriate for community needs, of high quality, well-coordinated and easy to access.
- Goal 4** The Village of Belcarra actively engages with other orders of government particularly regarding issues affecting the municipality.

### Economic Sustainability:

- Goal 1**                The Village of Belcarra has the necessary social, budgetary and physical infrastructure to ensure sustainability as a municipality.
- Goal 2**                Long term financial planning with minimal debt financing, focused on maintaining and acquiring quality infrastructure.
- Goal 3**                Projects and initiatives are evaluated against sustainability.

## **Village of Belcarra Strategic Objectives/Priorities, Strategies and Action Plans**

The following Strategic Objectives/Priorities identify topic areas and strategies and specific action plans where staffs limited discretionary time, beyond the day-to-day operational requirements, should be focused in order to best move the Village toward achievement of its' Vision. They are not intended to, nor do they, encompass everything that the Village does or all services. These Plans are prioritized with significant focus directed to the top one to four items.

A goal of Council is to increase engagement with Village residents through open dialogue and transparent, consultative decision making. To support this goal a number of Town Hall meetings have been held.

The following Council Committees are being formed:

- Revenue Generation Committee (RGC)
- Farrer Cove Committee (FCC)
- Water System Capacity for Fire Protection Committee (WSCFPC)
- Tree Committee (TC)

These Council Committees have specific mandates to consider certain topic areas and will form recommendations for consideration of Council.



## Corporate Plan 2019 -2022, Updated January 2019

Priority #1 – Municipal Bylaws & Policies, Review/Update					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Ensure key municipal bylaws and policies meet legislative and operational requirements	Identify, prioritize and review and update municipal Bylaws and policies	<p><b>Zoning Bylaw</b></p> <ul style="list-style-type: none"> <li>• Complete review and update of the Zoning Bylaw</li> <li>- Prepare Draft and finalize with Council</li> <li>- Hold Public Hearing</li> <li>- Obtain Council approval</li> </ul> <p><b>Highway Encroachment</b></p> <ul style="list-style-type: none"> <li>• Complete review and update of Highway Encroachment Bylaw &amp; Agreements</li> </ul> <p><b>Parking</b></p> <ul style="list-style-type: none"> <li>• Parking/MTI Bylaw review and update</li> <li>- Hire consultant</li> <li>- Update bylaw</li> <li>- Develop supporting policy/procedures</li> </ul>	<p><b>Zoning Bylaw</b></p> <ul style="list-style-type: none"> <li>• Zoning Bylaw Completed</li> </ul> <p><b>Highway Encroachment</b></p> <ul style="list-style-type: none"> <li>• Reviewed and updated the Highway Encroachment Bylaw &amp; Agreements</li> </ul> <p><b>Parking</b></p> <ul style="list-style-type: none"> <li>• Parking/MTI Bylaw completed and enforcement and ticketing system implemented</li> </ul>	<p><b>Tree Bylaw</b></p> <ul style="list-style-type: none"> <li>• Review and update the Tree Bylaw, policies etc., with a focus on tree trimming and hazardous trees</li> <li>• Tree Committee</li> </ul> <p><b>Farrer Cove Road Policy</b></p> <ul style="list-style-type: none"> <li>• Identify, assess and recommend opportunities to improve access to, and transportation within;</li> <li>• Consider current Village policy for private road maintenance</li> <li>• Farrer Cove Committee</li> </ul> <p><b>Short Term Rentals</b></p> <ul style="list-style-type: none"> <li>• Consider amendments to the Zoning Bylaw to allow short-term rentals in the Village</li> </ul>	<p><b>OCP Update/Review</b></p> <ul style="list-style-type: none"> <li>• Complete this work after development and review of the Infrastructure Long-Term Asset Management Plans</li> <li>• As a first step, complete a high-level review to identify the level of work and potential changes to be considered</li> </ul>

## Corporate Plan 2019 -2022, Updated January 2019

Priority #2 – Public Safety					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020 /2021 Plan
<p>Improve non-vehicle travel (pedestrian, bike etc.):</p> <ul style="list-style-type: none"> <li>- Safety on roadways</li> <li>- Trails</li> </ul>	<p>Increase driver awareness</p> <p>Identify and implement new and improved signage and/or physical roadway changes/additions</p> <p>Identify and implement new and improved trail options</p>	<p>Safety Concerns</p> <ul style="list-style-type: none"> <li>• Address prioritized road safety concerns identified in the 2017 Asset Management Plan</li> </ul> <p>Trail Work</p> <ul style="list-style-type: none"> <li>• Complete priority trail works:                             <ul style="list-style-type: none"> <li>- Middle Tatlow</li> <li>- Phase II Watson</li> </ul> </li> </ul> <p>Grant Funding</p> <ul style="list-style-type: none"> <li>• Identify and apply for all possible grants to fund planned capital works in 2018</li> </ul>	<p>Safety Concerns</p> <ul style="list-style-type: none"> <li>• See Transportation Infrastructure section for Results</li> </ul> <p>Trail Work</p> <ul style="list-style-type: none"> <li>• Completed work on middle Tatlow and Phase II of Watson Trails</li> </ul> <p>Grant Funding</p> <ul style="list-style-type: none"> <li>• See Transportation Infrastructure section for Results</li> </ul>	<p>Resident Only Parking</p> <ul style="list-style-type: none"> <li>• Investigate and consider implementation of Resident only parking in the Village, including related Parking Bylaw amendments</li> </ul> <p>Speed Management</p> <ul style="list-style-type: none"> <li>• Identify and consider various speed management options in key locations</li> </ul> <p>Bus Stop &amp; Mail Box Lighting</p> <ul style="list-style-type: none"> <li>• Install lighting at Bus Stops/Mail Boxes, utilizing grant funding if available</li> </ul>	<p>Bedwell Bay Road Sidewalks</p> <ul style="list-style-type: none"> <li>• Consider options</li> </ul>

## Corporate Plan 2019 -2022, Updated January 2019

Priority #3 – Transportation Infrastructure					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Infrastructure meets current and future community needs	Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan	<p>Retaining Wall &amp; Priority Roads Study</p> <ul style="list-style-type: none"> <li>Refine plan via obtaining geotech report on priority road works and retaining walls</li> </ul> <p>Roads Asset Mgmt. Plan</p> <ul style="list-style-type: none"> <li>Develop prioritized 10-year funding plan</li> </ul> <p>Safety Concerns</p> <ul style="list-style-type: none"> <li>Address prioritized safety concerns identified in the 2017 Asset Management Plan</li> </ul>	<p>Retaining Wall &amp; Priority Roads Study</p> <ul style="list-style-type: none"> <li>Geotech Report on 2 retaining walls completed</li> <li>Geotech Report on road base at various locations completed</li> </ul> <p>Roads Asset Mgmt. Plan not done</p> <p>Safety Concerns</p> <ul style="list-style-type: none"> <li>Addressed the following concerns: <ul style="list-style-type: none"> <li>Item: Potholes, road edge, corner failures &amp; shoulder drop-offs – addressed some</li> <li>Item: Catch basin failure (Young Road) – Deferred</li> <li>Item: Steep slopes with no roadside barriers, - Did 3-year plan to do, &amp; obtained 50% grant funding</li> </ul> </li> </ul>	<p>Retaining Wall Study</p> <ul style="list-style-type: none"> <li>Staff to investigate next steps and report back to Council; Identified wall at Kelly as the priority</li> </ul> <p>Roads Asset Mgmt. Plan</p> <ul style="list-style-type: none"> <li>Review the 2017 Roads Asset Management Plan (10-year plan) and develop supporting funding plan</li> </ul> <p>Note: Midden Road is identified in this Plan as a priority</p> <p>Grant Funding</p> <ul style="list-style-type: none"> <li>Identify and apply for all possible grants to fund planned capital works in 2019</li> </ul>	<i>To be determined</i>

## Corporate Plan 2019 -2022, Updated January 2019

Priority #3 – Transportation Infrastructure (continued)					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
		<p>Crack Sealing Program</p> <ul style="list-style-type: none"> <li>Implement crack sealing maintenance program as per the 2017 Asset Management Plan</li> </ul> <p>Grant Funding</p> <ul style="list-style-type: none"> <li>Identify and apply for all possible grants to fund planned capital works in 2018</li> </ul>	<ul style="list-style-type: none"> <li>Items: Power pole within paved road surface; Blind corner; Private staircase at road edge; and cross-walk signage – Reviewed and updated signage etc. for visibility</li> </ul> <p>Crack Sealing Program</p> <ul style="list-style-type: none"> <li>Completed crack sealing work as recommended</li> </ul> <p>Grant Funding</p> <ul style="list-style-type: none"> <li>Identified and rec'd approval for:               <ul style="list-style-type: none"> <li>3yr Guard Rail plan (50% grant; \$63,000)</li> <li>Retaining wall &amp; road base Geotech Report (80% grant; \$11,450)</li> </ul> </li> </ul>		

## Corporate Plan 2019 -2022, Updated January 2019

Priority #4 – Recreation Infrastructure & Community Events					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Recreation Infrastructure meets current and future community needs	Multi-Use Court <ul style="list-style-type: none"> <li>Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan</li> </ul>	Multi-Use Court <ul style="list-style-type: none"> <li>Prioritize needed repairs and develop implementation and funding plan (phase works if reasonable)</li> </ul>	Multi-Use Court <ul style="list-style-type: none"> <li>Staff Report on court status and likely works (incl. costs) completed. Given identified costs, project deferred to the 2019 budget process</li> </ul>	Multi-Use Court <ul style="list-style-type: none"> <li>Consider forming a group of interested volunteers to review and consider options (no budget in 2019 for works)</li> </ul> Village Hall Use <ul style="list-style-type: none"> <li>Identify and consider options for community use for social/meetings purposes</li> </ul>	<i>To be determined</i>

## Corporate Plan 2019 -2022, Updated January 2019

Priority #5 – Drainage Infrastructure					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Drainage (and related) infrastructure meets community needs and provides protection from climate change related events	Update/Identify risks and requirements (maintenance & capital) to address drainage needs	<p>Drainage Study</p> <ul style="list-style-type: none"> <li>Draft and Issue RFP /w Consultant for Drainage Asset Mgmt. Plan, to identify operating and capital needs /w focus on next 10 years</li> <li>Apply for grant funding for Plan</li> </ul> <p>Drainage Asset Mgmt. Plan</p> <ul style="list-style-type: none"> <li>Complete Drainage Long Term Plan</li> <li>Consider and address any Bylaw changes</li> </ul>	<p>Drainage Study</p> <ul style="list-style-type: none"> <li>RFP issued; single response significantly above budget so not awarded</li> <li>Applied for 80% FCM Grant but was not approved</li> </ul> <p>Drainage Asset Mgmt. Plan</p> <ul style="list-style-type: none"> <li>Not completed as required info. not available</li> </ul>	<p>Drainage Plan</p> <ul style="list-style-type: none"> <li>Apply for available grant funding for Plan</li> <li>Draft and issue RFP /w Consultant for Drainage Asset Mgmt Plan, to identify operating and capital needs /w focus on next 10 years, ONLY IF obtain grant</li> <li>Staff to identify and report on prioritized list of drainage works that are aware of for funding consideration</li> <li>Staff to identify situations where surface water from private properties is flowing onto municipal roads, and address as required</li> </ul>	<p>Drainage Asset Mgmt. Plan</p> <ul style="list-style-type: none"> <li>Complete Plan</li> <li>Consider and address any Bylaw changes</li> </ul>

## Corporate Plan 2019 -2022, Updated January 2019

Priority #6– Emergency Preparedness					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Ensure emergency plans and supplies are up to date and relevant in the event of an emergency	Identify and update the municipality's emergency supplies and review and update emergency plan	<p>Replenish Supplies</p> <ul style="list-style-type: none"> <li>• Prepare inventory of current emergency supplies and replenish identified needs</li> </ul> <p>Council Committee</p> <ul style="list-style-type: none"> <li>• Facilitate creation of Community Group to lead Emergency Preparedness efforts</li> </ul>	<p>Completed</p> <p>Council Committee</p> <ul style="list-style-type: none"> <li>• Not done</li> </ul>	<p>Emergency Equipment</p> <ul style="list-style-type: none"> <li>• Update equipment with funding from grants to fund various emergency equipment (e.g. radio batteries, satellite phone and EOC supplies)</li> </ul> <p>Wildfire Plan &amp; Preparedness</p> <ul style="list-style-type: none"> <li>• Fuel Management: <ul style="list-style-type: none"> <li>- Apply for possible grant funding</li> <li>- Complete initial removal work (behind Village Hall and Fire Hall)</li> </ul> </li> </ul>	<p><i>To be determined</i></p> <p>Options:</p> <ul style="list-style-type: none"> <li>• Review and update Emergency Plan</li> <li>• Complete other key supporting plans: <ul style="list-style-type: none"> <li>- Geotechnical Hazard Mapping</li> <li>- Fuel Management work</li> </ul> </li> </ul> <p>Council Committee</p> <ul style="list-style-type: none"> <li>• Form Council Committee to lead Emergency Preparedness efforts</li> </ul>

## Corporate Plan 2019 -2022, Updated January 2019

Priority #7 – Water Infrastructure					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Infrastructure meets current and future community needs	Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan	Water Asset Mgmt. Plan <ul style="list-style-type: none"> <li>Using existing inventory data develop a high-level Asset Management Plan</li> </ul>	Water Asset Mgmt. Plan <ul style="list-style-type: none"> <li>Inventory and long-term plan updated, and high-level review done with Council</li> </ul>	Water Asset Mgmt. Plan <ul style="list-style-type: none"> <li>Using existing inventory data, develop a high-level Asset Management Plan (include. timing and funding plan)</li> </ul>	
Increase benefiter/user pay component of water fee and encourage water conservation	Consider implementing community water metering	Water Metering <ul style="list-style-type: none"> <li>Review Metro Vancouver study of water metering for region once complete</li> <li>Update water metering business case</li> </ul>	Water Metering <ul style="list-style-type: none"> <li>Not done as Study not completed</li> <li>Obtained additional cost and option info but, business case not updated as waiting on Metro Study</li> </ul>		Water Metering <ul style="list-style-type: none"> <li>Review Metro Vancouver study of water metering for region</li> <li>Update water metering business case</li> </ul>



## Corporate Plan 2019 -2022, Updated January 2019

Priority #8 – Operational Efficiency / Revenue Generation					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Support and enhance operational efficiency and identify revenue generation options	Establish and implement bylaw changes, policy and procedures to support improved operational efficiencies and generation of new revenues	Records Management <ul style="list-style-type: none"> <li>Complete initial project planning if time permits</li> </ul>	Not completed	Shared Resources /w Other Local Governments <ul style="list-style-type: none"> <li>Work with other local governments to share information and resources, addressing common issues/works collectively when possible</li> </ul> Revenue Generation <ul style="list-style-type: none"> <li>Council Committee to identify new opportunities for revenue</li> </ul>	Records Management <ul style="list-style-type: none"> <li>Identify needs and develop a Plan</li> <li>Begin implementation</li> </ul>

## Corporate Plan 2019 -2022, Updated January 2019

Priority # 9 – Community Communication and Involvement & Advocacy					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Residents actively involved in Village decision making leading to better, community understood and supported decisions	<p>Pro-actively seek opportunities to involve and engage with residents.</p> <p>Open, transparent decision making.</p> <p>Provide residents with required background information</p>	N/A	N/A	<p>Pro-Active Communication</p> <ul style="list-style-type: none"> <li>With residents: <ul style="list-style-type: none"> <li>- Mayor's Meetings</li> <li>- Town Halls</li> <li>- Council Meetings</li> <li>- New website</li> </ul> </li> </ul> <p>Council Committee(s) Formation:</p> <ul style="list-style-type: none"> <li>Establish Council Committees consider/lead various community issue discussions, reporting back to council</li> </ul> <p>Port Authority</p> <ul style="list-style-type: none"> <li>Consider advocacy on behalf of community</li> </ul>	<i>To be determined</i>

## Corporate Plan 2019 -2022, Updated January 2019

Priority # 10 – Waste & Recycling Deport (WARD)					
Objective	Strategy	2018 Plan	2018 Results	2019 Plan	2020/2021 Plan
Efficient and Effective WARD Deport Operation that meets community needs	Review current operation and consider alternatives	N/A	N/A	WARD Operations <ul style="list-style-type: none"> <li>Review current operation and consider alternatives</li> </ul>	<i>To be determined</i>



## COUNCIL REPORT

**Date:** January 28, 2019  
**From:** Nancy Gomerich, BBA, CA-CPA, NG Consulting  
**Subject:** 2019 Budget – Discussion Report

### Recommendation

That the 2019 Budget – Discussion Report dated January 28, 2019 be received for information.

### Purpose:

To provide an overview of the status of the 2019-2023 Financial Plan ("Budget"), including background information on various projects/works to be discussed and considered ("Decision Packages") as part of the 2019 budget deliberations, based on Council decisions/discussions to date.

### Background information:

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:

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

### Budget Status & Outstanding Decision Packages:

#### WARD Fund

There are no outstanding decision packages to be considered for the WARD Fund.

#### Fee Proposal

<b>WARD Fee</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
% Change	<b>4.00%</b>	4.00%	2.25%	2.25%	2.25%
\$ Change	<b>12.16</b>	12.65	7.40	7.56	7.73
User Fee	<b>316.16</b>	328.81	336.20	343.77	351.50

This proposal is almost the same as budgeted in 2018 with the exception that 2021-2023 is 1/4% higher due to anticipated higher materials hauling and disposal costs (contract will likely go to tender in 2020). The higher increases in 2019 and 2020 are part of the planned phase-in of increases in the WARD fees to cover increased service-level costs implemented in fiscal 2016.

## 2019 Fee Increase - Drivers

Changes in the 2019 budget over the 2018 budget that are funded by the WARD user fee, are what are driving the proposed increase. These changes are as follows:

Decrease in WARD Attendant costs	\$ 11,400	Reflects past two years actual costs
Increase in hauling and disposal costs	(11,400)	Increase over prior year actuals of 3%
New budget for a <u>single</u> curbside chipping	(1,700)	\$2,700 less 2018 budget of \$1,000
Correct 2018 Hydro budget	(2,500)	2018 budget was a revenue, in error
Reduction in use of surplus*	(1,160)	
Net other	945	
New User Fees Required	<u>\$4,415</u>	

\*Surplus use was part of the planned phase-in approach to increase the user fee to fund the implemented increased WARD service level. The 2019 surplus use budget is \$1,527, with no planned further use over the term of the Plan.

## Capital Plan

The WARD long-term capital plan is fully funded.<sup>1</sup>

Proposed 2019 Capital - \$5,000 misc. capital (contingency budget)

Proposed 2020-2023 Capital - Replacement/upgrade of the Universal compactor and container as required (2023 – full replacement cost \$31,000)

## Water Fund

There are no outstanding decision packages to be considered for the Water Fund.

## Fee Proposal and Fee Increase Drivers

	2019	2020	2021	2022	2023
<b>% Change - GVWD Water Purchase Cost</b>	<b>5.79%</b>	10.90%	11.00%	11.70%	11.60%
<b>% Change - Village (all other) Costs</b>	<b>4.00%</b>	4.00%	4.00%	4.00%	4.00%
<b><u>TOTAL User Fee</u></b>					
<b>Connected Rate</b>	<b>\$918</b>	976	1038	1108	1183
<b>\$ Change</b>	<b>\$ 40</b>	57	62	70	76
<b>% Change</b>	<b>4.58%</b>	6.25%	6.38%	6.74%	6.83%
<b>Not Connected Rate</b>	<b>\$614</b>	639	664	691	719
<b>\$ Change</b>	<b>\$ 24</b>	25	26	27	28
<b>% Change</b>	<b>4.00%</b>	4.00%	4.00%	4.00%	4.00%
<b><u>TOTAL Parcel Tax</u></b>	<b>\$973</b>	973	973	973	973

GVWD Water Purchase Cost:

- This proposal is almost the same as budgeted in 2018 with the exception that the budgeted GVWD water purchase costs increased significantly from 2019 to 2022 as per the GVWD Board approved budget.
- The 2023 increase is estimated based on prior years.

<sup>1</sup> "Fully funded" means that the Capital Funding Envelope (CFE), being the annual amount required to be funded and put into the related Capital Works Reserve to fund related capital works, is being made (i.e. is in the budget) at the estimated amount required. AND, that the five (5) year Capital Plan is funded in full from the respective Capital Works Reserve and/or grants/third-party contributions.

#### Village (all other) Costs:

- The 4% increase in the Village portion of the user fee continues the plan, implemented in fiscal 2018, to increase the amount available to fund future water capital works and periodic maintenance work (inspections and / or cleaning of mains and reservoirs).
- With actual costs increasing in the 2% / inflation range, this leaves about 2% or about \$4,500 each year, to be used to increase water capital / periodic maintenance funding.
- In 2018, the Water Reserve Capital Funding Envelope (i.e. the annual amount collected and transferred to the Water Capital Reserve) was \$27,700.
- Under the proposed budget this will increase in 2019 by \$5,600 to \$33,300 and to \$51,000 by 2023.
- By comparison the estimated annualized water capital assets replacement cost amortization is about \$140,000 per year, however many of the assets have very long expected useful lives (50-100 year plus range).

#### 2019 Fee Proposal – Recommended Option

Currently 100% of the GVWD water purchase cost is funded entirely by the Connected Users.

It is estimated that 20% of the water purchase costs are for water that is used for overall system maintenance, fire protection, and for general government for the Village Municipal Hall, Fire Hall etc. ("system water use").

As the system water use is required to maintain the water system in a state that the currently Not Connected Users could connect to at any time, and for purposes that benefit all residents, it is recommended that 20% of the GVWD water purchase costs be shared across ALL Uses, not just the Connected Users. *If this recommendation is approved by Council, the 2019 Not Connected Water User Fee would increase by \$40, and the Connected Water User Fee would decrease by \$22.*

#### Capital Plan & Periodic Maintenance Work

A long-term Capital/Periodic Maintenance Work Plan has not been completed for the Village, thus, the required annual funding (CFE) has not been established. It is anticipated that the five (5) year budgeted Plan is fully funded (pending clarity on the decision in 2020, and costs of, moving to water metering as the basis for the User Fee).

#### Proposed 2019 Capital & Periodic Maintenance Work:

- \$5,000 Inspection of Tatlow Reservoir (done every five years, last done in 2012)
- \$10,000 Main Ave Auto-Flusher
- \$5,000 misc. capital (contingency budget)

#### Proposed 2020-2023 Capital & Periodic Maintenance Work:

- \$16,000 in 2022 – Underwater mains inspection
- \$52,000 in 2022 – Scada system replacement/upgrade as required
- ? – Pending review of Metro Vancouver Water Metering Study in 2020, cost would be determined regarding implementation of water metering, if Council elects to proceed

## **General Fund**

There are a number 2019 General Fund Decision Packages, operating and capital, to still be considered by Council (see Attachments A & B).

### **Operating Budget**

Based on Council deliberations to date an additional \$68,982 is required to balance the budget; this equates to a 10% increase in general municipal taxes. This amount does not recognize options available to charge back for work by Planners and the Building Inspector. See Attachment C for a summary / explanation. For clarity, the 10% increase does not include financial impacts that may flow from Council decisions on the remaining / outstanding General Fund operating Decision Packages (see Attachment A).

### **Options to Reduce the 10% Impact, for consideration**

Option	Tax Impact	Comments
Increase Building Permit Fees by 36%	3.13%	<ul style="list-style-type: none"><li>• Increase should be made asap</li><li>• Increased revenue to be generated for the increase assumes that the increase will be implemented early in 2019 (asap), and is based on an assumption of 2019 building permit fees before <u>any</u> increase of \$60,800 (average of past 2 years)</li><li>• Actual revenues will depend on building activity.</li></ul>
Phase-in possible impact of Bylaw Enforcement Services using surplus funds	1.43%	<ul style="list-style-type: none"><li>• This option would fund ½ of the 2019 net budgeted costs for this service, being \$9,850. with surplus funds</li><li>• Given the unknowns about ultimate ticket revenue to be collected and actual time to be incurred by the Officer, using surplus will avoid increasing taxes by too much if the assumptions made are too conservative (i.e. assumed net cost of service is too high).</li></ul>
Fund the one-time MSP cost of \$5,552 in 2019 with surplus funds	0.80%	<ul style="list-style-type: none"><li>• In fiscal 2020 the Provincial Government has committed to eliminate in full the MSP premium.</li></ul>
<b>Total</b>	<b>5.36%</b>	

## **Attachment A: General Fund – Outstanding Decision Packages**

### **Item 1: Public Works Trailer**

#### **Description:**

Proposal to lease two (2) trailers to expand staff office space.

One trailer will 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 plus provide additional Public Works storage. A second trailer will be placed on the North side of the Village office and will provide for meeting space and municipal corporate record storage. The trailers will be fairly basic and not include: septic or running water – only heat and lighting, as is currently in the existing Public Works trailer.

#### **Proposed Budget:**

2019 Capital Cost Budget: 2,400 (to move-in) plus \$600 electrical hook-up = \$3,000

2019 ongoing, annual Operating Cost Budget: \$16,572\*

2019 General Municipal Tax Rate increase required: 2.4%

\*10 x 52 / 2 partitions \$762 / mo including insurance

10 x 24 / 1 partition \$619 / mo including insurance

### **Item 2: Mayor & Council Benefits**

*This item has been carried forward from December 2018 Report, focusing only on Extended Health and Dental benefits.*

#### **Description:**

To provide benefits to elected officials.

#### **Budget:**

2019 ongoing, annual Operating Cost Budget: 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.
- 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:



<b>Total Premium Cost - Per Year</b>	<b>Single</b>	<b>Couple</b>	<b>Family</b>
	<b>To add 3 Council Members</b>	<b>To add 3 Council Members</b>	<b>To add 3 Council Members</b>
Standard Extended Health*	\$1,682 / 3	\$3,785 / 3	\$3,785 / 3
Enhanced Extended Health*	2,056 / 3	4,625 / 3	4,625 / 3
<i>Extended Health(rate that is the same as staff plan)**</i>	1,449 / 3	4,334 / 3	4,334 / 3
Dental *	1,078 / 3	4,665 / 3	4,665 / 3
<i>Dental (rate that is the same as staff plan)**</i>	1,805 / 3	3,383 / 3	5,617 / 3
<b>TOTAL (of grey shaded lines)</b>	<b>\$3,254 / 3</b>	<b>\$7,717 / 3</b>	<b>\$9,951 / 3</b>
<b>General Municipal Tax Increase</b>	<b>0.47%</b>	<b>1.12%</b>	<b>1.44%</b>

\* Per UBCM October / 2018 memo to Village.

\*\* Village staff plan rates October 1/2018.

NOTE: In order to be eligible to participate in the UBCM benefit plan a minimum of three (3) elected officials must participate in the plan.

- Premiums paid by the Village for Extended Health and Dental are not taxable benefits.
- Value of paid Extended Health and Dental Benefits to Elected Official:

IF Elected Official pays the premium directly (or a portion of the premium):

- ✓ If they have their own business (incorporated or not) they can deduct the paid amount against their business income like any other expense. The value of this deduction is equal to the premium paid times the effective tax rate for the tax bracket they fall into.  
**Value = The premium paid x that effective tax rate (i.e. b/w about 20% and about 50%)**
- ✓ If they do not have their own business, then they can obtain a tax credit for any portion of the premium they pay as a medical expense. Generally, total qualifying medical expenses must first be reduced by 3% of your net income or **\$2,237**, whichever is less. The tax credit is then equal to 15% of the amount remaining (in the end effectively saves taxes at the lowest tax rate which is about 20%).  
**Value = AT BEST 20% x. the premium paid**

IF the Village pays the premium directly:

- ✓ Since these benefits are not taxable benefits, **the value to the elected official in this scenario is 100% of the premium paid by the Village.**
- Per the Village's lawyer and auditors, it is permissible for the Village to vary an elected officials pay by reducing the indemnity that would otherwise be paid, by any health premium paid for the elected official, by the Village.

### **Item 3: Building Inspection**

*This item has been carried forward from December 2018 Report. The 2019 budget estimates have been updated (specifically the permit revenue budget has been increased from \$43,000 to \$60,000), and related funding options developed for consideration.*

#### **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: \$21,600

Options:

1. Increase Building Permit Fees 36% (\$21,600 / \$60,000) to fully cover short-fall.
2. Increase 2019 General Municipal Taxes by 3.12% to fully cover short-fall.
3. Combination of above.

#### **Considerations:**

- Calculation of additional tax revenue required:

	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Revenues:</b>		
Building Permits	(65,000)	(60,000)*
Unappropriated Surplus	(15,400)	0
	(80,400)	(60,000)
* Staff estimate of future annual fees \$60,000 (average last 2 years)		
<b>Expenses:</b>		
Building Inspector	63,500	60,800
Plumbing Inspector	0	2,700
Cell Phone (BI)	0	1,200
	63,500	64,700
<b>Net Budget Impact</b>	<b>(16,900)</b>	<b>4,700</b>
<b>Required Tax Increase</b>	<b>21,600</b>	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:
 

2010 - \$20,700	2014 - \$34,300	2018 - \$55,700
2011 - \$21,000	2015 - \$28,900	
2012 - \$8,000	2016 - \$38,700	
2013 - \$25,500	2017 - \$63,900	

#### **Item 4: Resident Use of Municipal Hall/ Village Liquor License**

*This topic was generally discussed at the December 2018 meeting, additional information is provided for consideration.*

#### **Considerations:**

- The Village cannot obtain a liquor license based on the current legislation / policy of the BC Liquor Control Board. To serve alcohol the Village must obtain a permit per event, and is required to pay a licensed server with proper training (serve it right) to serve.
- To provide residents entry to Village Hall with FOBS would require:
  - ✓ Purchasing new FOBS at a cost of \$10,500 (for 1000 FOBS)
  - ✓ Upgrades/changes to the Village Hall security system, at \$3,500

#### **Item 5: Drainage Study and List of Drainage Works**

#### **Drainage Study:**

See the December 12, 2018 Council Report for details on the Drainage Study.

The December Report estimated the cost to complete the necessary work in the \$90,000 range, with a proposal to break the project into two phases to maximize grant options (FCM grant at 80%). Recent information suggests that it is very unlikely that the desired FCM grant will be approved as the grant funds may be limited to Quebec local governments only for the 2019 funding phase. Staff are actively seeking out other grant options.

Currently this project is included in the 2019 Budget for Phase I at a cost of \$50,000 funded by a 80% grant (\$40,000).

#### **Possible Drainage Works:**

Following is a list of drainage works that staff are aware of that require work for consideration:

Location	Description	Length	Size	Cost	Notes	Risk
3600 Bedwell	Culvert replacement	20-600	600	16,000	Failed	1
Salish/Belcarra	Manhole repair			1,050	Grout	3
Kelly/Bedwell	Manhole repair				Eroding inside	5
Bedwell/Bostock	Lawn Basin	20-100	300		New	3
Bedwell SE Bostock	Chg MH Lid to CB		525?			5
Senkler/Bowser	Catch Basin	4-150	600		New	4
4012 Marine	Catch Basin	20-150	600	3,000	Replace	2
End of Young	Culvert replacement	10	300		Replace/upsized	4
End of Young	Manhole replacement		1,050		Replace	3
End of Young	Catch Basin replace	10-150	600	26,000		2
Main/Bedwell	Manhole replacement		1,050		Replace	5
Belcarra/Bedwell	Inlet		200?		New	3
4773 Belcarra	Inlet		100?		New	3
5250 Coombe	Catch Basin relocate	4	150?			5
3424 Marine	Lawn Basin	4-100	300	7,500	Pending	3

## **Attachment B: General Fund – Summary of Capital Works (based on deliberations to date)**

\*Items were approved by Council at the December meetings.

\*\*Items require Council discussion and decision.

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

<b>Status</b>	<b>Item</b>	<b>Capital</b>	<b>Grant?</b>	<b>Annual Operating</b>	<b>Comments</b>
*	Information Technology	6,000			For improvements to council meeting room to support posting meetings on website, and general contingency budget.
** New	Municipal Hall Public Access	14,000			See Attachment A, Item 4
** Change	Emergency Preparedness - Supplies	30,000	25,000		For purchase of satellite phone, radio batteries and other EOC equipment and supplies. Grant not yet applied for.
** New	Website	7,500		3,650	Cost per awarded RFP.
**Change	Marine Drive - Stair Replacement	20,000			\$45,000 estimate for concrete; \$20,000 for wooden.
** Change	Staff Trailers (2) - Delivery and setup	3,000			See Attachment A, Item 1
**Change	Lighting at Bus Stops (8) /mail-boxes (5)	200,000	?	2,400	TransLink MRN 50% grant likely available for two locations (20% ridership – 2 Midden locations). Manager West Coast Buses said \$20-\$25,000 to light each stop x 8 stops plus operating costs (about 25 per month per light).
** NEW	Bedwell Bay – Guardrails	40,000	20,000		Grant approved. Part of a 3 year plan to install safety guardrails along Bedwell Bay.
**Change	3607 Bedwell Bay - Culvert (MRN)	16,000	16,000		Grant approved. PW Superintendent identified as #1 priority for culvert works <u>that staff are aware of</u> .
*	Marine Ave - mill & fill	30,000			Sections of road failing.
*	Midden Road	60,000			Asphalt overlay.
**NEW	Black Cat Radar Detection Equip & Scarecrow	4,000			To lease to RCMP.

**Attachment C: General Fund – Status of Tax Increase Required (based on deliberations to date)**

	<u>\$ Impact</u>	<u>Tax Impact</u>	
<b>Tax Increase Required:</b>	<u>68,982</u>	<u>10.00%</u>	
<b>Tax Increase Drivers:</b>			
Tax Revenue	(7,000)	-1.01%	Tax revenue due to new construction
Staff & Council Compensation	6,862	0.99%	2018 Staff S&B & Council Indemnity (2% salary plus existing benefits) Excluding Building Inspector & Payroll Tax/MSP changes (included separately)
Support Staff	6,800	0.99%	Administration Staff increase by .1FTE
Bylaw Enforcement	(5,000) 23,500 <u>1,200</u> 19,700		New Ticket Revenue Officer Compensation Phone
		2.86%	
Building Inspection	5,000 2,700 (1,500) <u>15,400</u> 21,600		Building Permit Revenue reduction Plumbing Inspector compensation Building Inspector compensation Eliminate use of surplus
		3.13%	
Planning Consultants	10,000	1.45%	Increase budget to \$30,000 Note: Bylaw No. 524, 2018 Amendment to Fees & Charges Bylaw No. 517, 2018 provides that fees for Staff (i.e. the Building Inspector) and Consultants (i.e. Planners) will be charged for certain development application fees to cover Village costs
Website maintenance	3,650	0.53%	Per RFP
MSP to NEW Health Tax	2,984 <u>(5,552)</u> (2,568)		Health Tax Lower MSP (2018 Budget - 2019 Budget)
		-0.37%	
All Other (inflation)	<u>9,938</u>	1.44%	
<b>Total Tax Drivers:</b>	<u><b>68,982</b></u>		

HERITAGE WOODS SECONDARY SCHOOL  
1300 David Avenue Port Moody, B.C. V3H 5K6  
Phone: 604-461-8679 Fax: 604-937-8055



October 17, 2018

file No. 1850-01

Village of Belcarra

4084 Bedwell Bay Road,

Belcarra, BC V3H 4P8

RECEIVED

OCT 17 2018

Attn: Lorna Dysart, Chief Administration Officer

Re: HWSS DRY GRAD 2019

Good morning Lorna,

Please consider this as a formal request for a financial donation from the Village of Belcarra towards this years Dry Grad taking place at Heritage Woods Secondary School.

I've stepped into the Lead role for Donations / Sponsorship for the event, therefor I am calling upon local businesses and organizations for their assistance in making this a dry, safe, successful evening for our graduating students. As you can imagine, keeping between 300-400 ....17 and 18 year olds fed and entertained from 11 PM till 5 AM is not going to be a cheap or easy task.

I'm hoping the Village of Belcarra can offer support.

Thank you in advance for your consideration,

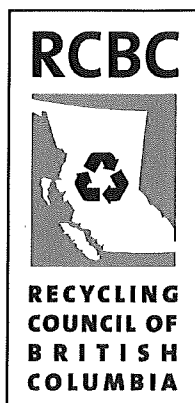
Lisa Johnston

604-868-4608

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HWSS 2019 GRAD COMMITTEE

January 11, 2019



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

Dear Mayor Neil Belenkie and Council:

Re: Recycling Council of British Columbia 45<sup>th</sup> Annual Zero Waste/Circular Economy Conference 2019

Established in 1974, the Recycling Council of British Columbia (RCBC) is Canada's first non-profit waste prevention organization. Since that time, the Council has worked side-by-side with local governments to eliminate waste in B.C. and develop a sustainable circular economy.

We invite you to attend **RCBC 2019 "Conference on Circular Economy" on May 8, 9, 10 2019 in Whistler, B.C.**, featuring a variety of topics relevant to local governments in B.C. Programming for RCBC 2019 ([www.rcbcconference.ca](http://www.rcbcconference.ca)) will include:

- extended producer responsibility
- illegal dumping
- reuse and repair
- waste prevention
- communications and engagement

As well, we plan to address a variety of waste, recycling, and diversion-related issues your council may be facing now or in the near future. We provide a three-day experience of workshops, presentations, and opportunities to network with professionals and area experts to become better informed. B.C.'s industry stewardship agencies, such as RecycleBC, Regeneration, and Encorp Pacific will be in attendance, as well as the BC Ministry of Environment.

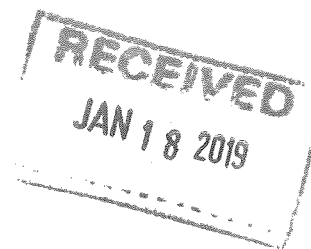
RCBC provides comprehensive public education to support recycling and waste-related programs and services through the BC Recycling Hotline, the online Recyclepedia and the free BC Recyclepedia phone app. Last year alone, we answered more than 280,000 questions from people in communities just like yours.

In our public policy work, we engage a variety of stakeholders to collaboratively develop and recommend progressive waste prevention initiatives and legislation. RCBC also facilitates the sharing of knowledge, good practices, and professional development. All of those elements are included as part of Canada's longest running waste prevention event, the annual RCBC Zero Waste Conference on Circular Economy, now in its 45<sup>th</sup> year.

Thank you for your continued support. Let us keep working together to make a waste-free province through the application of sustainable circular economy principles. If you have any questions, you can reach me at 604-683-6009 ext. 307 or at [brock@rcbc.ca](mailto:brock@rcbc.ca).

Sincerely,

Brock Macdonald  
Chief Executive Officer



file NO. 0230-01

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**Subject:** FW: Fraser Health: Work starts on new emergency department at Eagle Ridge Hospital

**From:** Borghese, Matthew

**Sent:** Friday, January 18, 2019 3:43 PM

**To:** Neil Belenkie

**Cc:** Lorna Dysart

**Subject:** Fraser Health: Work starts on new emergency department at Eagle Ridge Hospital

FILE NO. 2640-02

Good afternoon Mayor Belenkie,

This morning, the Ministry of Health announced that better access to emergency care for people in the Tri-Cities area is on the way as construction work begins on a new emergency department at Eagle Ridge Hospital.

This is great news for our hospital, as the expansion will increase the number of patient treatment spaces in the emergency department from 19 to 39. The work will also include four new isolation rooms to support improved infection control measures - as well as two new trauma resuscitation bays. Separated entrances will also be created for walk-in patients and ambulances, and there will be a decontamination area to assist with chemical contamination.

The provincial government is investing \$22.6 million through the regional health authority in the emergency department expansion. The Eagle Ridge Hospital Foundation is providing an additional \$5 million. Construction is expected to be complete in late 2020.

If you would like to share this news on social media, I have enclosed a couple of sample tweets:

Great news as @FraserHealth begins construction on a new emergency department for #EagleRidgeHospital – see what's coming at: <https://bit.ly/2sCTmEs>

The Tri-Cities are growing, and so is @FraserHealth's #EagleRidgeHospital's emergency department – learn more at: <https://bit.ly/2sCTmEs>

I have enclosed a copy of the news release below. Please let me know if you have any questions,

**Matthew Borghese**

Government and Community Relations Consultant  
Communications and Public Affairs

**Fraser Health** | Better health. Best in health care.





## **NEWS RELEASE**

### **Work starts on new emergency department at Eagle Ridge Hospital**

Better emergency care for people in the Tri-Cities area is on the way as construction work begins on a new emergency department at Eagle Ridge Hospital.

“Our government is making the investment for an expanded emergency department at Eagle Ridge Hospital that will meet the needs of the growing Tri-Cities population,” said Adrian Dix, Minister of Health. “We are treating emergency care in this region as a priority, so people will be able to receive health-care services in a state-of-the-art facility, and health-care workers will have the room they need to help patients get better, quicker.”

The provincial government is investing \$22.6 million through the regional health authority in the emergency department expansion. The Eagle Ridge Hospital Foundation is providing an additional \$5 million.

The prior plan for the project, announced March 29, 2017, left unresolved questions about the Province's share of the funding.

The expansion will more than double the number of patient treatment spaces in the emergency department from 19 to 39. Construction is expected to be complete in late 2020.

The work will include four new isolation rooms to support improved infection-control measures as well as two new trauma resuscitation bays. Walk-in patients and ambulances will have separate entrances. An area will be designated for chemical decontamination.

When Eagle Ridge Hospital opened almost 35 years ago, the hospital's emergency department had about 20,000 patient visits per year. Since then, visits have increased to more than 50,000 per year. By 2030, demand is projected to increase to 68,000 per year.

## Quotes:

### **Rick Glumac, MLA for Port Moody-Coquitlam –**

"I know that over the past years, we've seen overcrowding in the emergency room and people deserve better when it comes to their care. This expanded emergency department is great news for the health needs of people in the community and the region."

### **Selina Robinson, MLA for Coquitlam-Maillardville –**

"It's great to see construction is underway for the expanded emergency department at Eagle Ridge Hospital. I heard from many people that action needed to be taken about emergency care within the facility, and the new ER will help people get the services they rely on."

### **Mike Farnworth, MLA for Port Coquitlam –**

"The expansion of the Eagle Ridge Hospital emergency department is essential to reducing overcrowding and allowing our dedicated health-care workers to continue to provide a great service. I'm proud our government is moving forward with this project."

### **Dr. Victoria Lee, president and chief executive officer, Fraser Health –**

"We know that as the Tri-Cities continue to grow and change, so will the demand for emergency care, which is why we are expanding the emergency department at Eagle Ridge Hospital as one of several expansions we are making across our region. By improving and streamlining the care we deliver, we can ensure our emergency department is there for patients when they need it, and that our physicians and staff can build upon the exceptional care they already deliver in a new facility that will benefit the community now and for many years to come."

### **Alison Johansen, board chair, Eagle Ridge Hospital Foundation –**

"Together with our donor community, we are thrilled to have construction begin on this first phase of the hospital expansion. This is an exciting time for the foundation as we experience first-hand how immensely philanthropic our community is and how transformational the generosity of individuals, businesses and families can be to Eagle Ridge Hospital. Today's event furthers the momentum forward, in partnership with Fraser Health and our passionate community, towards our \$5-million fundraising goal to make this expanded hospital a reality."

## **Quick Facts:**

- To expand the emergency department, health records will move to the basement of the hospital, and diagnostic cardiology will expand into some of the existing health records area.
- Community outpatient services will relocate to a vacant part of the hospital and rehabilitation services will move to the existing community outpatient services area.
- Built in 1984, Eagle Ridge Hospital is a community hospital located in Port Moody, providing primary and secondary services to the areas of Coquitlam, Port Coquitlam, Port Moody and the villages of Anmore and Belcarra.

By 2024, the population of the Tri-Cities is expected to grow by 10%, from approximately 253,000 to just over 278,000.