



**VILLAGE OF BELCARRA  
SPECIAL COUNCIL AGENDA  
VILLAGE HALL  
December 3, 2018  
6:30 PM**



**COUNCIL**

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

**1. CALL TO ORDER**

Mayor Belenkie will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Special Council Meeting, December 3, 2018**

**Recommendation:**

That the agenda for the Special Council Meeting, December 3, 2018 be approved as circulated.

**3. REPORTS**

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

- a) Public Presentation
- b) Public Consultation

**Recommendation:**

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

**4. ADJOURNMENT**

**Recommendation:**

That the December 3, 2018 Special Council Meeting be adjourned.



## COUNCIL REPORT

**Date:** December 3, 2018  
**From:** Nancy Gomerich, BBA, CA-CPA, NG Consulting  
**Subject:** 2019 Budget – Discussion Items

### Recommendation:

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

### Purpose:

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

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

### Background information:

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

<b>Impacts of a 1% Rate Increase:</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 Increase</b>	\$3	\$9	\$21	\$33

## **2019 Budget – Decision Packages:**

### **Item 1: Website Development & Maintenance Budget**

#### **Description:**

The existing Village website has been maintained by the former Mayor at no cost to the Village; the Village must now take over these costs.

#### **Staff Proposed Budget:**

2019 Capital Cost Budget: \$5,000. – \$40,000. (fund in full from unappropriated surplus)  
2019 ongoing, annual Operating Cost Budget: Nominal (staff would do most of maintenance); if cannot be funded within the existing budget will have to pick up in 2020.  
2019 General Municipal Tax Rate increase required: n/a

#### **Options and Considerations:**

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

### **Item 2: Public Works Trailer**

#### **Description:**

Proposal to purchase a quality trailer to expand staff office space. The trailer would be placed in the Public Works Yard (replacing the current trailer/container) and would serve as the office space for the Public Works Superintendent and two Public Works staff and provide additional storage space (to be used primarily for municipal records). The trailer would be fairly basic and would NOT include: septic or running water – only heat and lighting, as is currently in place for the existing trailer.

#### **Staff Proposed Budget:**

2019 Capital Cost Budget: \$40,000-\$60,000 (fund in full from Capital Reserve, Buildings)  
2019 ongoing, annual Operating Cost Budget: Nominal  
2019 General Municipal Tax Rate increase required: n/a

#### **Options and Considerations:**

- None.

### **Item 3: Drainage Study**

#### **Description:**

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

#### **Budget:**

2019 Project Budget: \$50,000 (funded \$40,000 FCM grant; \$10,000 unappropriated surplus)  
2020 Project Budget: \$40,000 (funded \$32,000 FCM grant; \$8,000 unappropriated surplus)  
Note: Phasing the work over 2 years would maximize the portion to be paid by grants. Above costs include third-party fee to complete the grant application.

#### **Options and Considerations:**

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

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

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

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

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

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

**Description:**

To increase the Mayor and Councilors indemnities from \$20,832 and \$10,446 (x4 councilors) respectively, to offset the impacts of the change in the tax rules making the Allowance, being 1/3 of the stated indemnity amounts, fully taxable starting in 2019.

**Budget:**

2019 ongoing, annual Operating Cost Budget increase:

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

2019 General Municipal Tax Rate increase required:

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

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

**Options and Considerations:**

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

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

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

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

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

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

**Item 5: Mayor & Council Benefits**

**Description:**

To provide benefits to elected officials.

**Budget:**

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

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

**Options and Considerations:**

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

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

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

\* Per UBCM Oct/2018 memo to Village.

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

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

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

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

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

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

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

### **Item 6: Elected Officials Seminar**

#### **Description:**

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

#### **Budget:**

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

2019 General Municipal Tax Rate increase required: none

#### **Options and Considerations:**

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

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

**Description:**

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

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

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

**Budget:**

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

**Options and Considerations:**

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

**Item 8: Bylaw Enforcement & WARD Attendant Services**

**Description:**

To provide for Bylaw Enforcement services.

**Budget:**

2019 ongoing, annual Operating Cost Budget increase:

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

General Fund Impact

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

WARD Fund Impact

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

Overall Cost Increase

\$8,300

2019 General Municipal Tax Rate increase required: 2.86%

2019 WARD Fee decrease required: (10.36%)

**Options and Considerations:**

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

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

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

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

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

**Item 9: Records Management Project**

**Description:**

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

**Budget:**

2019 Capital Cost Budget:

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

2019 ongoing, annual Operating Cost Budget: none

**Options and Considerations:**

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

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

**Description:**

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



**Budget:**

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

**Options and Considerations:**

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

**Item 11: Wildfire Assessment Project**

**Description:**

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

**Budget:**

2019 Project Cost Budget:

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

2020 Project Cost Budget:

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

2019 ongoing, annual Operating Cost Budget increase: none

2019 General Municipal Tax Rate increase required: none

**Options and Considerations:**

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

**Item 12: Village Liquor License**

**Description:**

To provide for the purchase of a Village Liquor license.

**Budget:**

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

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

2019 General Municipal Tax Rate increase required: ?%

**Options and Considerations:**

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

**Item 13: Planning Consulting/Services**

**Description:**

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

**Budget:**

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

**Options and Considerations:** None

**Item 14: Building Inspection**

**Description:**

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

**Budget:**

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

**Options and Considerations:**

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

- Calculation of additional tax revenue required

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

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

**Item 15: Grants/Donations – Information Item**

**Description:**

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

**Budget:**

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

**Options and Considerations:**

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

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

**Item 16: Capital Projects for Consideration**

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

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

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

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

**Forecast Available Capital Reserve Funds in Fiscal 2019**

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

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