



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
VILLAGE HALL  
MONDAY, MAY 12, 2008**



Minutes of the Regular Meeting of the Municipal Council for the Village of Belcarra, held Monday, May 12, 2008, at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra BC.

Council in Attendance:

Mayor Ralph Drew  
Councillor Jennifer Glover (arrived 8:34pm)  
Councillor Colin Richardson  
Councillor Jamie Ross

Staff in Attendance:

Chief Administrative Officer, Lynda Floyd  
Superintendent Public Works/Building Inspector, Larry Scott  
Administrative Assistant, Erin Harron

Absent:

Councillor Bruce Drake

**1. CALL TO ORDER**

The meeting was called to order at 7:39 pm.

**2. APPROVAL OF THE AGENDA**

**Regular Council Meeting Monday, May 12, 2008**

Moved by: Councillor Richardson  
Seconded by: Councillor Ross

That the Agenda for the Regular Council Meeting Monday, May 12, 2008 be amended by adding:

Item 12.4 Staffing Requirements,

By withdrawing:

Item 12.3 Subdivision Servicing and Development Bylaw No. 133, 1989,  
Amendment Bylaw No. 406, 2008;

And that the agenda as amended be adopted.

**CARRIED**

**3. ADOPTION OF THE MINUTES**

**3.1 Regular Council Meeting Monday, April 28, 2008**

Moved by: Councillor Ross  
Seconded by: Councillor Richardson

That the Minutes of the Regular Council Meeting held Monday, April 28, 2008 be adopted.

**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES AS ADOPTED**

No items presented.

**5. INTRODUCTION OF LATE ITEMS**

No items presented.

**6. DELEGATIONS**

- 6.1** Dave Ruzycki, 5191 Belcarra Bay Road, presented a donation to the Village of Belcarra of a painting of the E. T. Julian Cottage.

It was noted that due to the historical significance of the cabin a print of the original painting was made as a donation to the Village as the cabin is scheduled to be demolished.

Discussion ensued relative to the architect and history of the cabin.

- 6.2** Bruce Macfarlane, D & H Group LLP Chartered Accounts, presented a summary of the 2007 Audit noting:

- Statement of Financial Position;
- Statement of Operations;
- Statement of Change in Net Financial Assets;
- Statement of Cash Flows;
- Government Grants;
- General Government Expenditures;
- Accounting Policies;
- Change in Accounting Policy;
- Accounts Receivable;
- Non- Financial Assets;
- Commitment Under Operating Lease;
- Pension Liability;
- Contingent Liability;
- Reserve Funds;
- Taxation – Net;
- Financial Instruments; and
- Subsequent Event.

Discussion ensued relative to:

- Operational problems with the Asyst accounting software; and
- Amortizing capital assets.

Moved by: Councillor Ross

Seconded by: Councillor Richardson

That the Financial Statements for the Village as at December 31, 2007 be received.

**CARRIED**

- 6.3** Dennis and Sandy Saunier, 4825 Belcarra Bay Road, regarding their subdivision application.

It was noted that they submitted their subdivision application in December 2007, and have yet to receive a formal response.

Discussion ensued relative to:

- The subdivision referral process;
- Limited staff resources and project / legislation priorities; and
- The status of the application.

**7. BUSINESS POSTPONED OR TABLED AT OR NOT DEALT WITH AT A PREVIOUS MEETING**

No items presented.

**8. REPORT OF PUBLIC WORKS SUPERINTENDENT/DEVELOPMENT VARIANCE PERMITS**

No items presented.

**9. COMMITTEE REPORTS**

**9.1 Public Works & Planning – Councillor Ross**

It was noted that there will be patch paving throughout the Village in the next few weeks.

**9.2 Treaty Advisory Committee & Special Projects – Councillor Richardson  
Lower Mainland Board-In-Brief Report**

It was noted that the report addresses LMTAC goals for the coming year.

**9.3 Protective Services – Councillor Drake**

No items presented.

**9.4 Environmental Affairs – Councillor Glover**

No items presented.

**10. MAYOR'S REPORT**

**10.1 2008 Budget-In-Brief**

A brief overview of the report was provided.

**11. FINANCE REPORT**

No items presented.

**12. ADMINISTRATOR'S REPORT**

**12.1 Council Review Policy 154, 165, 167 and 173**

Lynda Floyd, Chief Administrative Officer, provided a report dated May 7, 2008 regarding the review and changes of Policies 154, 165, 167 and 173.

It was noted that as a result of the Fees and Charges bylaw being changed, these polices needed to be brought forward to reflect current procedures.

Moved by: Councillor Ross  
Seconded by: Councillor Richardson

That:

1. Policy 154 – Midden Road Gate Access Agreement adopted September 13, 1999, as amended, be adopted;
2. Policy 165 – Building Department Search Fees adopted March 11, 2002, be rescinded;
3. Policy 167– Security Deposits for Work Near High Precision Network Monuments, adopted April 16, 2003, as amended, be adopted; and
4. Policy 173– Public Works Cost Recovery Policy, adopted June 26, 2006, as amended, be adopted.

**CARRIED**

**12.2 Financial Information Act Reports – Fiscal year 2007**

Lynda Floyd, Chief Administrative Officer, provided a report dated May 9, 2008 regarding the Financial Information Act Reports – Fiscal Year 2007.

It was noted that these reports must be available to the public on an annual basis as per the Financial Information Act.

Moved by: Councillor Richardson  
Seconded by: Councillor Ross

That Council approve the schedules and statements included in the Statement of Financial Information 2007 Reports.

**CARRIED**

**12.3 Village of Belcarra Subdivision Servicing and Development Bylaw No. 133, 1989, Amendment No. 406, 2008**

Item 12.3 was withdrawn from the agenda.

**12.4 Staffing Requirements**

Lynda Floyd, Chief Administrative Officer, provided a report dated May 12, 2008 regarding staffing requirements noting that:

- An increase in staffing is required due to an ongoing increase of workload from a number of sources including:
  - new requirements set out in the Community Charter for increased public reporting and consultation processes, policy development and additions to financial audit and reporting processes;
  - amended or new Provincial legislation requirements;
  - Provincial regulation changes which place the onus on the Village to establish or amend its regulatory bylaws;
  - implementing the new financial reporting software for more efficient property tax management, cash management and tangible capital asset management; and
  - municipal initiatives such as the Belcarra Potable Water Infrastructure Project.

8:34pm

Councillor Jennifer Glover arrived at the meeting.

Discussion ensued relative to whether a part time administrative assistant could fulfill the workload demand.

Moved by: Councillor Ross

Seconded by: Councillor Richardson

That item 12.4 be deferred until the May 26, 2008 Council Meeting.

**CARRIED**

**13. BYLAWS**

**13.1 Village of Belcarra 5 Year Financial Plan Bylaw No. 404, 2008**

Moved by: Councillor Richardson

Seconded by: Councillor Glover

That the "Village of Belcarra 5 Year Financial Plan 2008-2012 Bylaw No. 404, 2008" be adopted.

**CARRIED**

**13.2 Village of Belcarra 2008 Annual Tax Rates Bylaw No. 405, 2008**

Moved by: Councillor Glover

Seconded by: Councillor Ross

That the "Village of Belcarra 2008 Annual Tax Rates Bylaw No. 405, 2008" be adopted.

**CARRIED**

**14. CORRESPONDENCE/PROCLAMATIONS**

Moved by: Councillor Ross

Seconded by: Councillor Glover

That the following correspondence, as follows, be received.

**ACTION ITEMS**

**14.1 Roxanna Wong, Belcarra Summer Program, requesting that a grant of \$2000 be considered to assist the 2008 Belcarra Children's Summer Program.**

Moved by: Councillor Glover

Seconded by: Councillor Ross

That the Belcarra Summer Program request for a \$2000.00 community grant be considered in the 2008 financial planning process.

**CARRIED**

**14.2 Mayor Derek Corrigan, City of Burnaby, April 22, 2008, requesting that the Village of Belcarra endorse their resolution on highway maintenance specifications.**

Moved by: Councillor Ross  
Seconded by: Councillor Glover

That:

- Item 14.2 be deferred until the May 26, 2008 Council meeting, and
- That staff review and provide comment on Burnaby's request.

**CARRIED**

**INFORMATIONS ITEMS**

**14.3** Ron Riach, City of Maple Ridge, April 23, 2008, regarding the use of bio-fuels in British Columbia.

**14.4** Lois E Jackson, Chair, Metro Vancouver Board, April 23, 2008, regarding the Evergreen Rapid Transit line announcement and implementation.

**14.5** Ann Lorentsen, City of Burnaby, April 29, 2008, regarding the use and disposal of plastic grocery bags.

**14.6** David Taylor, BC Egg Marketing Board, May 2, 2008, regarding the preservation of egg choices for all British Columbia families.

**CARRIED**

**15. NEW BUSINESS**

It was noted that Councillor Glover received a letter from Anmore resident Tracy Green regarding the creation of reusable no-cost, shopping bags for the Village of Anmore, and possibly Belcarra.

Moved by: Councillor Glover  
Seconded by: Councillor Richardson

That an invitation to Tracy Green be sent inviting her to speak as a delegation at the May 26, 2008 Council Meeting on the re-usable shopping bag initiative.

**CARRIED**

**16. UNFINISHED BUSINESS**

No items presented.

**17. NOTICES OF MOTION**

No items presented.

**18. PUBLIC QUESTION PERIOD**

Jim Chisholm, 4505 Belcarra Bay Road, queried regarding:

- the cost of adding an additional staff member; and
- the status of amending the BC Building Code to require residential sprinklers.

Discussion ensued relative to meeting with other North Shore Fire Chiefs to develop a strategy to promote BC Building Code amendments for mandatory residential sprinkling.

**19. ADJOURN TO CLOSED MEETING**

That the May 12, 2008 regular meeting of Council be closed pursuant to the Community Charter section S90 (1) “a part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:”

- (k) “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

**20. ADJOURNMENT**

Moved by: Councillor Richardson  
Seconded by: Councillor Glover

That the May 12, 2008 Regular Meeting be terminated. (9:05pm)

**CARRIED**

**C E R T I F I E D C O R R E C T**

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**Mayor R. E. Drew**

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**L. Floyd Chief Administrative Officer**