



**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 Bordinon, 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 BCAWARE 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**

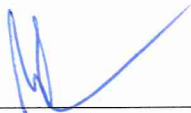
Moved by: Councillor Wilder

Seconded by: Councillor Drake

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

**CARRIED**

Certified Correct:



Neil Belenkie  
Mayor



Lorna Dysart  
Chief Administrative Officer