



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
April 25, 2022
7:00 PM**



This meeting was held via Zoom Teleconference.

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Bruce Drake
Councillor John Snell
Councillor Liisa Wilder

Staff in Attendance

Dennis Back, Acting Chief Administrative Officer
Paula Richardson, Acting Corporate Officer
Stewart Novak, Public Works & Emergency Preparedness Coordinator

Others in Attendance

Brandon Ma, Partner, Audit, KPMG LLP (departed the meeting at 7:47 pm)
Victoria Whittaker, Manager, KPMG LLP (departed the meeting at 7:47 pm.)
Ken Bjorgaard, Financial Consultant (departed the meeting at 9:57 pm)
Chris Boit, ISL Engineering (joined the meeting at 8:00 pm and departed at 9:57 pm)

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:02 pm.

Mayor Ross introduced Dennis Back, Acting Chief Administrative Officer, and welcomed him to the Village.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, April 25, 2022

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, April 25, 2022 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, April 11, 2022

Moved by: Councillor Clark
Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held April 11, 2022 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS**4.1 Brandon Ma, Partner, Audit, & Victoria Whittaker, Manager, KPMG LLP, verbal report regarding Village of Belcarra 2021 Audit Report**

Mayor Ross welcomed Brandon Ma and Victoria Whittaker of KPMG.

Brandon Ma provided an overview of the 2021 Audit Report. He thanked Ken Bjorgaard, management and staff for their assistance in preparing the audit. Brandon Ma provided a PowerPoint presentation noting the following:

- a) Management Letter
- b) Financial Statements and Independent Auditors' Report – Year Ended December 31, 2021
- c) Audit Findings Report for the year ended December 31, 2021

Victoria Whittaker advised that there was one change from the audit plan, materiality was reassessed based on the 2021 actual year end results using a similar benchmark. She outlined the following:

- Areas of audit focus
- Audit risks
- Accounting policies & practices
- Control & other observations

It was noted that a formal process will be implemented to provide written documentation of approval of manual journal entries.

Discussion ensued. Council asked pertinent questions.

Moved by: Councillor Clark

Seconded by: Councillor Snell

That the verbal report regarding Village of Belcarra 2021 Audit Report, be received for information.

CARRIED

Mayor Ross thanked Brandon Ma and Victoria Whittaker for their attendance and their work on the audit.

5. REPORTS**5.1 Ken Bjorgaard, Financial Consultant, report regarding Village of Belcarra 2021 Financial Statements**

K. Bjorgaard provided an overview of the 2021 Financial Statements. He noted that in accordance with audit standards, Council is required to accept the Financial Statements before the auditors issue the final Audit Report.

Council asked pertinent questions. Discussion ensued with regard to the following:

- Annual surplus
- COVID-19 Restart Grant Funds
- Reserve fund balanced
- Long-term debt
- 2021 Year End Actual / Budget Variances

Moved by: Councillor Clark
 Seconded by: Councillor Wilder

That the report from the Financial Consultant dated April 25, 2022 and titled "2021 Financial Statements" be received for information; and
 That the Village of Belcarra's draft 2021 Financial Statements be accepted.

CARRIED

Brandon Ma and Victoria Whittaker left the meeting at 7:47 pm.

5.2 Ken Bjorgaard, Financial Consultant, report regarding Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 596, 2021

Moved by: Councillor Clark
 Seconded by: Councillor Wilder

That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 596, 2021" be amended, at second reading, as follows (as per highlights and strike outs below):

"Basic Fee – Fire Protection **(not connected to water system)**
 (prorated upon date of permit for Use Fee Domestic)
~~or Use Fee Fire Sprinkler System~~ \$1,066.00

Use Fee – Domestic **(connected to water system)**
 (pro-rated as of one month after the first day of
 the month in which the connection permit is issued) \$1,520.00

~~Use Fee – Fire Sprinkler System~~
~~(pro-rated as of one month after the first day of~~
~~the month in which the connection permit is issued)~~ ————— \$1,520.00"

CARRIED

Moved by: Councillor Drake
 Seconded by: Councillor Clark

That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 596, 2021" be read a third time, as amended.

CARRIED

5.3 Ken Bjorgaard, Financial Consultant, regarding Village of Belcarra Waterworks Bylaw No. 456, 2012, Amendment Bylaw No. 600, 2022

K. Bjorgaard noted that the amendment is brought forward to keep the Fees & Charges and Waterworks bylaws in sync.

Councillor Drake noted that the Fire Sprinkler System item will be reviewed at a later date.

Moved by: Councillor Drake
 Seconded by: Councillor Clark

That Village of Belcarra Waterworks Bylaw No. 456, 2012, Amendment Bylaw No. 600, 2022 be read a first, second, and third time.

CARRIED

5.4 Ken Bjorgaard, Financial Consultant, report dated April 25, 2022, regarding 2022 Tax Rates Bylaw

Moved by: Councillor Clark
Seconded by: Councillor Drake

That Village of Belcarra 2022 Tax Rates Bylaw No. 599, 2022, be read a first, second, and third time.

CARRIED

5.5 a) Ken Bjorgaard, Financial Consultant, report dated April 25, 2022, regarding Funding Source for Multi-Use Path Capital Project

K. Bjorgaard outlined the report. He provided information regarding the Community Works Fund program which is under the Canada Community – Building Fund and is an eligible funding source for the potential multi use path capital project.

Discussion ensued regarding the following:

- The deadline for the use of Community Works Fund program funds
- Eligible projects for the use of funds
- It was noted that firehall upgrades are the function of Metro Vancouver & Sasamat Volunteer Fire Department Trustees
- The Asset Management Plan

Moved by: Councillor Drake
Seconded by: Councillor Clark

That the report dated April 25, 2022, titled “Funding Source for Multi-Use Path Capital Project”, be received for information.

CARRIED

5.5 b) Notice of Motion from Regular Council Meeting held April 11, 2022, TransLink Funding Grants – Mayor Ross

8:49 pm Deputy Mayor Clark assumed the chair

An application has been forwarded to TransLink by our Village staff and engineer.

The following motion needs to be passed if Belcarra wants to secure the funds for the 2022 Major Road Network (MRN) Structure grant and the 2022 Cost Share programs.

If the motion does not pass, then Belcarra will not receive the funding for the 2022 Major Road (MRN) Structure grant and the Cost Share Programs for 2022 will be returned to TransLink and redistributed to other municipalities for projects.

The Village of Belcarra seeks to maintain and improve three important aspects of our Village life:

1. Asset management
2. Safety along roadways and footpaths
3. Services and infrastructure

The Village of Belcarra seeks to provide their assets, safety and service provision for all Villagers, of all abilities.

Village staff and engineer have identified a need for a culvert replacement along Bedwell Bay Road.

Village staff and engineer have identified a TransLink supported program of pathway construction along Belcarra's Major Road Network (MRN) roadway, Bedwell Bay Road.

The Village has applied for and received previous funding for pathway construction along Bedwell Bay Road.

An engineering study is now necessary to detail the design and cost of a culvert replacement and pathway construction along Bedwell Bay Road. The costs to the Village for this engineering study have been identified as \$60,750.

Our financial consultant has indicated that the funds for this engineering study are available from the Community Works Fund. There is no need for any additional taxation to complete this engineering study.

Discussion ensued with regard to:

- The value of an engineered design plan for the Multi Use Path and Culvert
- The strong opinions on both sides of the issue
- Building a legacy for the future
- The importance of safe active transportation
- The costs involved with completing the Multi Use Path project
- Discretionary spending
- Future grant funding to assist with the Multi Use Path project
- The trail system in the Village

Chris Boit, ISL Engineering, noted that the TransLink Structures Grant does not require any building to be completed. The grant is strictly for the cost of the engineered design of a Multi Use Path from the entrance of the Village to Midden Road and the culvert.

Mayor Ross thanked everyone for their input.

Moved by: Mayor Ross
Seconded by: Councillor Drake

That Council direct staff to apply for the 2022 Major Road Networks (MRN) Structure Grant which will provide the Village of Belcarra with design (engineering) for both the culvert and the Multi-Use Path for the entire length (from Midden Road to the entrance to the Village of Belcarra); and

That Council direct staff to apply for the 2022 Cost Share Programs: (MRNB) (BICCS-cycling) and (WITT – walking).

DEFEATED

Councillor Clark, Councillor Snell and Councillor Wilder voted in opposition

Mayor Ross thanked Ken Bjorgaard and Chris Boit for attending the meeting.

Ken Bjorgaard & Chris Boit left the meeting 9:57 pm

Mayor Ross assumed the chair 9:57

The meeting recessed at 9:58 pm and reconvened at 10:07 pm.

5.6 Dennis Back, Acting Chief Administrative Officer, report dated April 25, 2022, regarding Regional Public Works Mutual Aid Agreement

D. Back provided an overview of the Regional Public Works Mutual Aid Agreement. Discussion ensued.

Moved by: Councillor Snell
Seconded by: Councillor Wilder

That Council authorize the Mayor and Chief Administrative Officer to sign the Regional Public Works Mutual Aid Agreement on behalf of the Village of Belcarra.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor's Report

- Mayor Ross attended a meeting with Municipal Affairs Minister Nathan Cullen and Mayors from BC to discuss the newly created BC Wildfire Service and Emergency Planning
- Mayor Ross noted that there is a TransLink Consultation on the 2022 Investment Plan and Transport 2050 10 year Priorities – and that the Consultation period is April 20, 2022 – May 4, 2022 (link is available on the Village Website)
- Metro Vancouver Growth Strategy Public hearing
Mayor Ross noted that a report will be brought forward to Council regarding the Public Hearing

6.2 Councillor Clark & Councillor Wilder – Parking Survey

Councillors Clark & Wilder provided an overview of the Parking Survey to date. Residents were encouraged to complete the survey before the April 27, 2022 deadline. Residents were also encouraged to register with the Village office to become part of the resident email list.

6.3 Councillor Wilder – Mental Health Task Force & Sasamat Volunteer Fire Department (SVFD) Trustees

Councillor Wilder noted that she attended the Mental Health Task Force meeting as Council lead for the Village.

Councillor Wilder joined Mayor Ross and other SVFD Trustees on a tour of the Bowen Island fire hall. A report will be brought to Council at a later date.

7. REPORT FROM ACTING CHIEF ADMINISTRATIVE OFFICER

Dennis Back, Acting CAO, noted that he has enjoyed his short time at the Village, and that there is a lot of good work being done in the community.

8. BYLAWS**8.1 Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021, Amendment Bylaw No. 597, 2022**

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That “Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021, Amendment Bylaw No. 597, 2022”, be adopted.

CARRIED**9. CORRESPONDENCE/PROCLAMATIONS**

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That correspondence items 9.1 to 9.20 be received.

CARRIED**ACTION ITEMS****9.1 Krystal Boros, Assistant Corporate Secretary, E-Comm 9-1-1, letter dated March 25, 2022, regarding E-Comm Board of Directors Designate – 2022–2023 Term**

Moved by: Councillor Wilder
Seconded by: Councillor Drake

That Council support the nomination of Joe Keithley (Burnaby) and Nancy McCurrach (Port Coquitlam), for appointment to the E-Comm Board of Directors for the 2022 – 2023 Term, to serve as representatives for the Village of Belcarra, City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Coquitlam and City of Port Moody.

CARRIED**9.2 Paul Gregory, Nature Network Organizer, Nature Canada, email dated April 7, 2022, regarding World Ocean Day, June 8, 2022 – Motion for Ocean Protection**

Moved by: Councillor Snell
Seconded by: Councillor Drake

That Council Recognize the 30th Anniversary of World Ocean’s Day on June 8, 2022, and Support for National and International Efforts to Protect 30% of the Ocean by 2030.

CARRIED**INFORMATION ITEMS****9.3 Bonnie McCue, Corporate Officer, City of Fort St. John, letter dated April 7, 2022, regarding Extended Hour Child Care for Shift Workers****9.4 Terry Rysz, Mayor, District of Sicamous, letter dated April 7, 2022, regarding Invasive Mussel Defense Program (full report available at the Village office)**

Moved by: Councillor Snell
Seconded by: Councillor Wilder

That Council direct staff to write a letter of support for the Invasive Mussel Defense Program.

CARRIED

- 9.5 John & Mayling Stubbs, Belcarra Residents, email dated April 10, 2022, regarding Path Proposal
- 9.6 Terry Rysz, Mayor, District of Sicamous, letter dated April 7, 2022, regarding Luxury Tax on Recreational Boats
- 9.7 Deborah Struk, Belcarra Resident, email dated April 11, 2022, regarding Multi Use Pathway
- 9.8 Jeff Chute, Belcarra Resident, email dated April 11, 2022, regarding Trail Engineering Assessment of Bedwell Bay Road
- 9.9 Mary Ann Pope, Belcarra Resident, email dated April 16, 2022, regarding An Engineering Study for a Multi-User Path on Bedwell Bay Road
- 9.10 Judi Kask, Belcarra Resident, email dated April 18, 2022, regarding Support for the Path
- 9.11 Cathy MacDonald, Belcarra Resident, email dated April 18, 2022, regarding Support for Path for the April 25 Meeting
- 9.12 Jol & Jodi Drake, Belcarra Residents, email dated April 18, 2022, regarding Letter to Council – Improvements for Pedestrian & Cycling Safety on Bedwell Bay Road
- 9.13 Colleen MacDonald, Belcarra Resident, email dated April 19, 2022, regarding Yes – Culvert Study & Safe Active Transportation
- 9.14 Ian MacDonald, Belcarra Resident, email dated April 19, 2022, regarding Engineering Study for Road and Sidewalk Improvements
- 9.15 Fraser MacDonald, Belcarra Resident, email dated April 19, 2022, regarding Multi Use Path
- 9.16 Peter Boekhout, Belcarra Resident, email dated April 20, 2022, regarding Multi-Use Pathway Feedback
- 9.17 Nora Boekhout, Belcarra Resident, email dated April 20, 2022, regarding Multi-Use Pathway Feedback
- 9.18 Cheryl Papove, Belcarra Resident, email dated April 18, 2022, regarding Engineering Study for Road and Sidewalk Improvements
- 9.19 Kyle MacDonald, Belcarra Resident, email dated April 19, 2022, regarding Please Vote Yes
- 9.20 Emily Hicks, Belcarra Resident, email dated April 19, 2022, regarding Yes to Safe Active Transportation in Belcarra

10. NEW BUSINESS

10.1 Councillor Snell – Road Shoulder Clean Up

Councillor Snell queried with regard to a Road Shoulder Clean Up program.

Dennis Back, Acting CAO, will follow up with staff and report back to Council.

11. PUBLIC QUESTION PERIOD

No items.

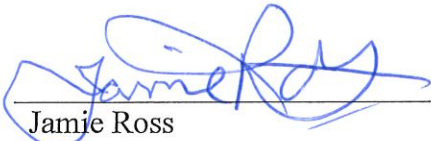
12. RESOLUTION TO CLOSE MEETING

13. ADJOURNMENT

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the April 25, 2022 Regular Meeting be adjourned at 10:28 pm

Certified Correct:



Jamie Ross
Mayor

Paula Richardson
Acting Corporate Officer