



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
April 11, 2023**



This meeting was held in Council Chambers and live streamed at
[Village of Belcarra - YouTube](#)

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Joe Elworthy
Councillor Janet Ruzycki (participated via Zoom)
Councillor Liisa Wilder

Staff in Attendance

Paula Richardson, Chief Administrative Officer
Stewart Novak, Public Works & Emergency Preparedness Coordinator
Connie Esposito, Accounting Clerk
Amanda Seibert, Corporate Officer/Recording Secretary

Others in Attendance

Asifa Hirji, CPA, CA, Lead Engagement Partner, KMPG LLP
Nimisha Sharma, CPA Manager, KPMG LLP
Michael Levin, P. Eng., Team Lead & Project Manager, WSP Canada Inc.
Tom Nott, P.Eng., Senior Engineer, Bridges, WSP Canada Inc.

We wish to acknowledge that this meeting took place on the unceded territory of the Coast Salish peoples. Tum-Tumay-Whueton, or Belcarra, is home to an ancestral village of the Tsleil-Waututh Nation. We are thankful to conduct our work within their territory.

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:01 pm

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, April 11, 2023

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting of April 11, 2023 be amended to withdraw Item 9.1 until further information is received from E-Comm and that the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, March 27, 2023

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the minutes of the Regular Council Meeting held on March 27, 2023 be amended by deleting the text under Section 10.1 “A friendly amendment was put on the floor to consent to the change of the motion to a Notice of Motion.” and replacing it with the text “It was the unanimous consent of Council that the motion on the floor moving that an inspection of Dutchman’s Creek tank be done with regard to life expectancy and a report provided to Council be dealt with as a Notice of Motion.”; and

That the minutes be adopted as amended.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

4.1.1 Asifa Hirji, CPA, CA, Lead Engagement Partner, & Nimisha Sharma, CPA Manager, KPMG LLP, audit findings report for the Village of Belcarra for the year ended December 31, 2022.

Ms. Hirji provided an overview of the Audit Findings Report for the year ended December 31, 2022. She thanked Belcarra staff for the work done in conjunction with the auditors.

Ms. Hirji gave a presentation highlighting the status of the audit, the areas of focus and significant risks. She reported that the audit was carried out to conform with the audit planning report presented to Council in December 2022, that no new significant risks were identified and that no misstatements had been found. She emphasized that the audit was conducted in accordance with standards and had proven to be a clean audit.

Discussion on the audit process ensued and the auditor responded to questions from Council.

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the Village of Belcarra 2022 Audit Findings Report by KPMG LLP for the year ended December 31, 2022 be received into the record for information.

CARRIED

4.1.2 Ken Bjorgaard, Financial Consultant, report dated April 11, 2023 regarding Village of Belcarra 2021 Financial Statements

The Chief Administrative Officer reviewed the report in the absence of the Financial Consultant. She provided an overview of the Financial Statements and advised that Council is required to accept the Financial Statements as provided prior to the auditors issuing the 2022 Audit Report

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the report from the Financial Consultant dated April 11, 2023 and titled “2022 Financial Statements” be received for information; and

That the Village of Belcarra’s draft 2022 Financial Statements be accepted.

CARRIED

4.2 WSP Canada Inc., Michael Levin. P. Eng., Team Lead & Project Manager and Tom Nott, P. Eng., Senior Engineer, Bridges, presentation and report on the Senkler Road Bridge Inspection.

The Public Works & Emergency Preparedness Coordinator reviewed the staff report. He introduced the WSP Canada Inc. representatives.

Tom Nott, WSP Canada Inc. provided a presentation on work done on the inspection of the Senkler Road Bridge and the findings during the inspection. He outlined the background of the bridge and recommended maintenance. Mr. Nott advised that the bridge is in fair condition with no issues requiring immediate attention.

Council discussion ensued pertaining to the results of the bridge inspection. Staff and WSP representatives responded to questions and concerns of Council.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the report provided by WSP Canada Inc. titled “Senkler Road Bridge Inspection Report” be received into the record for information; and

That staff provide a report at a future Council meeting regarding the recommendations from WSP Canada Inc.

CARRIED

5. REPORTS

5.1 Ken Bjorgaard, Financial Consultant, report dated April 11, 2023 regarding an amendment to the 5-Year (2023-2027) Financial Plan Bylaw

The Chief Administrative Officer reviewed the report in the absence of the Financial Consultant. She advised on the purpose of the amendment to the Financial Plan Bylaw.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023, Amendment Bylaw No. 611, 2023 be read a first and second time.

CARRIED

- 5.2** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated April 11, 2023 regarding the Asset Management and Climate Change Planning Grant Application administered through the Union of British Columbia Municipalities (UBCM)

The Public Works & Emergency Preparedness Coordinator reviewed the report. He provided an update on the federal grant relating to asset management and climate change planning and spoke regarding the letter advising that the Village of Belcarra's grant request was not approved.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the report dated April 11, 2023 regarding Asset Management and Climate Change Planning Grant Application be received into the record for information.

Council discussion ensued on the grant process and members of Council queried on the different approaches used to apply for grants. The Public Works & Emergency Preparedness Coordinator responded to questions from Council.

The Mayor called the question on the motion.

CARRIED

- 5.3** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated April 11, 2023 regarding the replacement of Public Works Kubota.

The Public Works & Emergency Preparedness Coordinator reviewed the report. He provided details on the issues with the Kubota used by Public Works and advised on the necessity of replacing the vehicle.

Moved by: Councillor Elworthy
Seconded by: Councillor Clark

That the Public Works Kubota be replaced in 2023 at a total cost of up to \$35,000 to be funded from savings from the previously approved 2023 flat-bed truck budget and that the Village of Belcarra's 2023 – 2027 Financial Plan be amended accordingly.

Council discussion ensued and the Public Works & Emergency Preparedness Coordinator responded to questions and concerns.

The Mayor called the question on the motion.

CARRIED

- 5.4** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated April 11, 2023 providing an update on the Tatlow Reservoir.

The Public Works and Emergency Preparedness Coordinator provided an update on the progress of the work planned for the Tatlow Reservoir.

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the report dated April 11, 2023 regarding the Tatlow Reservoir Update be received into the record as information.

The Public Works and Emergency Preparedness Coordinator responded to questions on the timeline for the planned tank inspection work.

Ian Devlin, Belcarra resident, queried on the method by which life expectancy of the Tatlow and Dutchman Creek tanks will be determined.

Klaus Bever, Belcarra resident, reiterated Mr. Devlin's question on life expectancy of the Tatlow tank. Both residents expressed that they felt the tanks needed to be drained to determine life expectancy

Members of Council requested more detail from the Public Works and Emergency Preparedness Coordinator on the aspects of determining tank life expectancy.

The Public Works and Emergency Preparedness Coordinator outlined the process to be followed by WSP Canada Inc. in their inspection of the Tatlow tank.

Further discussion ensued on the methods to be used to inspect the Tatlow tank, excavation around the tank to prepare for fencing and continued safety risks.

Staff responded to concerns and questions from the public and from Council.

The Mayor called the question on the motion.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor's Report

Mayor Ross attended the following:

- TransLink Mayors' Council emergency meeting on March 30, 2023
- Metro Vancouver Mayors' Committee meeting on April 5, 2023
- Metro Vancouver Climate Action Committee meeting on April 6, 2023

Mayor Ross participated in the Easter Pancake Breakfast to help support the great work of CRAB in the Village and attended the Easter egg hunt at tæmtæmíxwtæn/Belcarra Regional Park.

6.2 Councillors' Reports

Councillor Wilder reported that the annual Village of Belcarra Egg Hunt was very well attended with numerous Easter festivities and many children participating. She attended a School District No. 43 wind up luncheon for the Mental Health Task Force. She advised that she will be attending the Young Women's Soroptimist International Give Her Wings Awards Gala along with Councillor Clark.

Councillor Clark attended Career Life Capstone presentations put on by students of Heritage Mountain Secondary School.

Councillor Ruzycski attended a meeting with the president of the Coquitlam Search and Rescue. She provided information on the work the Coquitlam Search and Rescue organization is involved in.

Councillor Elworthy attended a Tri-Cities Food Council meeting and provided details on plans the group has for supporting food security for the future.

7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer reported on additions to the transit service in Belcarra. She advised that the additional information will be provided on the Village's website along with a link to the TransLink website.

8. BYLAWS

8.1 Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023

A bylaw to govern the conduct of members of Council

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023 be read a third time.

CARRIED

9. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That correspondence items 9.2 to 9.8 be received into the record as information.

CARRIED

ACTION ITEMS

Note: Item 9.1 was withdrawn pending further information from E-Comm 911

9.1 Sarah Sidhu, Corporate Secretary, E-Comm 911, letter dated March 29, 2023, regarding the E-Comm Board of Directors Designate for the 2023-2024 Term

INFORMATION ITEMS

9.2 Anna Kang, Minister, Ministry of Municipal Affairs, letter dated March 16, 2023, advising on the grant received by the Village of Belcarra under the Growing Communities Fund.

- 9.3** George V. Harvie, Chair, Metro Vancouver Board, letter dated March 30, 2023, regarding the adoption of Metro 2050, the Updated Regional Growth Strategy.
- 9.4** George V. Harvie, Chair, Metro Vancouver Board, letter dated March 30, 2023, regarding Metro Vancouver's Solid Waste Management Plan Update.
- 9.5** Crossroads Hospice Society e-Newsletter for March 2023 regarding events and activities.
- 9.6** Kyle Rosenke, A/Director – Public Affairs, TransLink, email dated March 31, 2023 providing information on Spring seasonal service changes.
- 9.7** Don Babineau, Belcarra Resident, email dated to March 26, 2023 regarding the Belcarra Official Community Plan process and a financial sustainability plan.
- 9.8** Ian Devlin, Chairperson, OCP Committee, letter dated April 2, 2023 regarding the development of the Belcarra Official Community Plan, financial sustainability and issues being addressed within the community.

10. NEW BUSINESS

Item 10.1 was forwarded from the March 27, 2023 Regular Council Meeting

10.1 Notice of Motion by Councillor Clark

"That an engineering inspection of the Dutchman's Creek tank be considered"

Councillor Clark advised that she will not be moving ahead with the motion in that a similar motion was passed in 2021. She also advised that the topic will be brought forward at strategic planning.

10.2 Announcement of Items released from Closed

That the following item be released from Closed Council status:

Item 4.3 Funding for Belcarra Day by the Village of Belcarra and CRAB – resolution only – That the Village of Belcarra contribute up to a limit of \$4000 to Belcarra Day together with a contribution of up to \$2000 from CRAB.

11. PUBLIC QUESTION PERIOD

Ian Devlin, Belcarra resident, queried if the tracking report presented to Council on May 24, 2022 was still on the table. The Chief Administration Officer will provide further information at the next Council Meeting.

Klaus Bever, Belcarra resident, requested an update on pedestrian and cycling safety, in particular traffic calming for Kelly Avenue and Bedwell Bay Road.

The Public Works and Emergency Preparedness Coordinator advised on grants applied for to aid in costs of establishing traffic calming measures.

The Chief Administrative Officer will contact the RCMP and request increased enforcement of traffic violations.

12. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Elworthy

That the April 11, 2023 Regular Meeting be adjourned at 9:32 pm

CARRIED

Certified Correct:



Jamie Ross
Mayor



Paula Richardson
Chief Administrative Officer