



VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
December 4, 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
Councillor Liisa Wilder (absent)

Staff in Attendance

Paula Richardson, Chief Administrative Officer
Stewart Novak, Public Works & Emergency Preparedness Coordinator
Sartaj Grewal, Building Official
Amanda Seibert, Corporate Officer/Recording Secretary
Jane Dreier, Clerk

Others in Attendance

Asifa Hirji, Lead Engagement Partner, KPMG (via Zoom)
Ken Bjorgaard, Financial Consultant

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 7:00 pm

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, December 4, 2023

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the agenda for the Regular Council Meeting of December 4, 2023 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, September 28, 2023 and November 20, 2023

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the minutes from the Special Council Meetings held on September 28, 2023 and November 20, 2023 be adopted.

CARRIED

3.2 Regular Council Meeting, November 20, 2023

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the minutes from the Regular Council Meeting held on November 20, 2023 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

4.1 Asifa Hirji, Lead Engagement Partner, KPMG

- Presentation of the Audit Planning Report for the year ending December 31, 2023

The KPMG representative gave a PowerPoint presentation outlining the audit highlights for 2023. She spoke on the scope of the report, the calculation of materiality, risk assessment and other risks and required asset retirement. She confirmed and reported on KPMG's independence from the Village of Belcarra and addressed the required inquiry on risk and known instances of fraud. She responded to questions from Council.

Moved by: Councillor Elworthy
Seconded by: Councillor Clark

That the Audit Planning Report for the year ending December 31, 2023, be received into the record for information.

The Mayor opened the floor to questions and comments from the public

Jim Chisholm, Belcarra resident, expressed concern that the financing of a new fire hall was not included in the material provided.

The Financial Consultant provided clarification on what is included in an audit of financial statements.

The Mayor called the question on the motion.

CARRIED

5. REPORTS

5.1 Ken Bjorgaard, Financial Consultant, staff report dated December 4, 2023 regarding the Council Indemnity Increase

The Financial Consultant reviewed the report and advised on the decision made by Council to provide an indemnity increase as a specified rate.

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

That Village of Belcarra Council Indemnity Bylaw No. 620, 2023 be read a first and second time.

CARRIED

5.2 Sartaj Grewal, Building Official, staff report dated December 4, 2023 regarding a fire suppression system for Belcarra Municipal Hall

The Building Official reviewed the report and highlighted the requirements for the installation of a fire suppression system for Belcarra Municipal Hall.

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

That the staff report dated December 4, 2023 titled “Fire Suppression System for Belcarra Municipal Hall” be received into the record for information.

Council discussion ensued on requirements for a sprinkler system and on fees involved for installation of systems in private residences.

The Mayor opened the floor to questions and comments from the public.

Jim Chisholm, Belcarra resident, spoke on the fees for the installation of private fire suppression systems

The Building Official clarified fees involved with water applications.

The Mayor called the question on the motion.

CARRIED

5.3 Sartaj Grewal, Building Official and Amanda Seibert, Corporate Officer, staff report dated December 4, 2023 regarding Village of Belcarra Blasting Regulation Bylaw No. 619, 2023

MAIN MOTION

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

That Village of Belcarra Blasting Regulation Bylaw No. 619, 2023 be read a first and second time.

Council discussion ensued on the proposed blasting regulation bylaw.

MOTION TO AMEND

Moved by: Councillor Ruzycki
Seconded by: Mayor Ross

That Blasting Regulation Bylaw No. 691, 2023 be amended with the addition of time limits on a blasting project; and that a section on the prohibition of blasting during bird nesting season of Provincially protected bird species be added.

Council requested that the motion to amend on the floor be dealt with by separating the amendment to add time limits and the amendment to add a section on bird nesting.

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That Blasting Regulation Bylaw No. 691, 2023 be amended with the addition of time limits on a blasting project.

AMENDMENT CARRIED

Moved by: Councillor Ruzycki
Seconded by: Mayor Ross

That a section on the prohibition of blasting during bird nesting season of Provincially protected bird species be added.

Note: Through unanimous consent of Council, the second amendment related to bird nesting season was withdrawn. Staff will provide further information on prohibition of blasting during bird nesting season at third reading of the bylaw.

MAIN MOTION AS AMENDED

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

That the Village of Belcarra Blasting Regulation Bylaw No. 619, 2023 be amended with the addition of time limits on a blasting project; and

That the Bylaw as amended be read a first and second time.

CARRIED AS AMENDED

5.4 Paula Richardson, Chief Administrative Officer, verbal report regarding the Appointment of Trustees to the Sasamat Volunteer Fire Department Board of Trustees.

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

That Mayor Ross, Councillor Clark and Councillor Wilder be appointed as the Village of Belcarra three (3) Trustees to the Sasamat Volunteer Fire Department (SVFD) Board for the year 2024.

Council discussion ensued on the question of whether trustees are indemnified by Metro Vancouver. Staff will provide the information to members of Council.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor's Report

The Mayor attended the following events:

- Intergovernmental Meeting, Lions Bay, Bowen Island, Anmore & Belcarra, Mayors and CAOs – November 22, 2023
- TransLink Mayors' Council Meeting – November 23, 2023
- Metro Vancouver Board Meeting – November 24, 2023

Mayor Ross announced that a 988 Suicide Crisis Hotline has been put into place by the Federal Government as a coast-to-coast program

6.2 Councillors' Reports

No items

7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer reported that Village staff are in the process of training on the Alertable App and encouraged residents to watch for more detailed information on the app on the Village's website and through the resident email notification system. She provided clarification on the tree cutting being carried out on Marine Avenue and indicated that all requirements for the removal of trees on the property had been met.

Council discussion ensued on the tree cutting on Marine Avenue and the requirements of the tree bylaw.

The Chief Administrative Officer advised that a Finance Standing Committee meeting is scheduled for Wednesday, December 6, 2023 at 5:00 pm.

8. BYLAWS

8.1 Village of Belcarra Council Procedure Bylaw No. 617, 2023

A bylaw to regulate to the proceedings of Council, Council Meetings, and other Council reporting bodies for the Village of Belcarra.

The Chief Administrative Officer noted that the appropriate statutory notice under section 124 of the *Community Charter* providing notification of the repeal of Council Procedure Bylaw No. 593, 2021 was published prior to the adoption of Council Procedure Bylaw No. 617, 2023. She reported that no correspondence or comment was received.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

That the Village of Belcarra Council Procedure Bylaw No. 617, 2023 be adopted.

CARRIED

8.2 Village of Belcarra Public Notice Bylaw No. 618, 2023

A bylaw to provide alternate means for public notice

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

That the Village of Belcarra Public Notice Bylaw No. 618, 2023 be adopted.

CARRIED

9. CORRESPONDENCE/PROCLAMATIONS

INFORMATION ITEMS

- 9.1** Ralph Drew, Belcarra resident, email dated November 19, 2023 regarding Invasive Species Management Program 2024 Budget Discussions

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That correspondence Item 9.1 be received into the record for information.

Councillor Clark requested that Item 9.1 be moved to Action Items to allow for discussion. No items remain in the Information Items.

ACTION ITEMS

- 9.1** Ralph Drew, Belcarra resident, email dated November 19, 2023 regarding Invasive Species Management Program 2024 Budget Discussions

Councillor Clark expressed consideration of the letter's request particularly for the removal of ivy.

The Public Works and Emergency Preparedness Coordinator advised on work done recently in the removal of ivy.

10. NEW BUSINESS

Councillor Ruzycki reminded all that Councillor Wilder is collecting for Coats for Kids. The Chief Administrative Officer advised that donations can be dropped off at Belcarra Hall.

11. PUBLIC QUESTION PERIOD

Jim Chisholm, Belcarra resident, reiterated a question he posed at the last Council meeting when he had queried who had approved the water control manual and whether members of Council had read the manual.

The Public Works and Emergency Preparedness Coordinator advised that the water control manual was developed by ISL Engineering and was accepted by staff.

It was the consensus of Council that further discussion will be held with the Chief Administrative Officer prior to comments being made regarding the water control manual.

Jim Chisholm, Belcarra resident, thanked Village staff for the placement of cat's eyes on the road.

12. ADJOURNMENT

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the December 4, 2023 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 8:39 pm.

Certified Correct:



Jamie Ross
Mayor



Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MEETING MINUTES
December 4, 2023**



This meeting was held in Council Chambers

Council in Attendance

Mayor Jamie Ross
Councillor Joe Elworthy
Councillor Janet Ruzycki

Absent

Councillor Carolina Clark
Councillor Liisa Wilder

Staff in Attendance

Paula Richardson, Chief Administrative Officer
Amanda Seibert, Corporate Officer

Others in Attendance

Ken Bjorgaard, Financial Consultant

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.

Note: Councillor Clark was not in attendance at the meeting.

1. CALL TO ORDER

Mayor Ross called the meeting to order at 5:00 pm

2. APPROVAL OF THE AGENDA

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the agenda for the Special Council Meeting of December 4, 2023 be approved as circulated.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

That the December 4, 2023 special meeting of Council be closed pursuant to Sections 90(1) and 90(2) of the *Community Charter* as the subject matter being considered relates to the following:

Section 90(1)(c) Labour relations or other employee relations.

Section 90(1)(g) Litigation or potential litigation affecting the community.

Section 90(1)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

4. ADJOURNMENT

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the December 4, 2023 Special Council Meeting be adjourned.

CARRIED

The Special Council meeting was adjourned at 5:01 pm.

Certified Correct:



Jamie Ross
Mayor



Amanda Seibert
Corporate Officer