



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MEETING MINUTES**

**April 2, 2024**



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

**Staff in Attendance**

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

**Others in Attendance**

Ken Bjorgaard, Financial Consultant  
Asifa Hirji, CPA, CA, Lead Engagement Partner, KPMG LLP (participated via Zoom)  
Anita Teye, ACCA, Senior Accountant, KPMG LLP (participated via Zoom)  
Laura Beveridge, Planning Consultant, Pooni Group  
Anika Burse, Planning Consultant, Pooni Group

*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 6:59 pm

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, April 2, 2024**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the agenda for the Regular Council Meeting of April 2, 2024, 2024 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, March 11, 2024**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That the minutes from the Special Council Meeting held on March 11, 2024 be adopted.**

**CARRIED**

**3.2 Regular Council Meeting, March 11, 2024**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

**That the minutes from the Regular Council Meeting held on March 11, 2024 be adopted.**

**CARRIED**

**4. PUBLIC INPUT**

Mayor Ross called for speakers three times. There were no speakes.

**5. DELEGATIONS AND PRESENTATIONS**

**5.1 Asifa Hirji, CPA, CA, Lead Engagement Partner and Anita Teye, ACCA, Senior Accountant, KPMG LLP, audit findings report for the Village of Belcarra for the year ended December 31, 2023.**

Ms. Hirji gave a presentation providing an overview of the audit findings report for the year ended December 31, 2023. She highlighted the scope of the work, on the status of the audit and risk assessment carried out. She thanked staff for the work done in conjunction with the auditors to meet required deadlines. auditors and staff to meet the required deadlines. She reported that the Village received a clean audit opinion.

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 2023 Audit Findings Report by KPMG LLP for the year ended December 31, 2023 be received into the record for information.**

**CARRIED**

**5.2** Ken Bjorgaard, Financial Consultant, report dated April 2, 2024 regarding Village of Belcarra 2023 Financial Statements

The Financial Consultant reviewed the report and the attached 2023 Financial Statements. He provided highlights of the Financial Statements including the draft audit opinion and reported that the Village of Belcarra is in a net asset position. He advised that Council is required to accept the Financial Statements as provided prior to the auditors issuing the 2023 Audit Report.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

- 1. That the report from the Financial Consultant dated April 2, 2024 and titled “2023 Financial Statements” be received into the record for information; and**
- 2. That the Village of Belcarra’s draft 2023 financial statements be accepted.**

**CARRIED**

**6. ITEMS ON CONSENT AGENDA**

**6.1 Correspondence**

**6.1.1** Debra Struk, Belcarra resident, email dated March 6, 2024 regarding revenue generation for the Village of Belcarra.

**6.1.2** Ralph Drew, Belcarra resident, email dated March 11, 2024 providing background information the municipal water metering system.

**6.1.3** Randy Manhas, Secretary-Treasurer/CFO, School District No. 43 (Coquitlam), letter dated March 14, 2024 regarding a shift in timing for the Eligible School Sites Proposal Resolution for 2024 to align with appropriate Provincial legislation.

**6.1.4** George V. Harvie, Chair, Metro Vancouver Board, letter dated March 21, 2024 regarding the Metro Vancouver Type 3 Amendment to Reflect Accepted Regional Context Statements and Correct Minor Errors. The full report can be viewed at the link below: [MVRD Board report dated January 23, 2024, titled “Metro 2050 Type 3 Proposed Amendment to Reflect Accepted Regional Context Statements and Correct Minor Errors \(pg. 139\)”](#)

**6.1.5** George V. Harvie, Chair, Metro Vancouver Board, letter dated March 21, 2024 regarding Metro 2050 proposed amendments to reflect the Electoral Area A Official Community Plan which applies to the majority of the rural and remote portions of the Electoral Area (excluding UBC, UEL, Bowyer Island, Passage Island, and First Nation reserve land). The full report can be viewed at the link below: [MVRD Board report dated January 20, 2024, titled “Metro 2050 Proposed Amendments to Reflect the Electoral Area A Official Community Plan” \(pg. 197\)](#)

**6.2 Reports**

No items.

**6.3 Recommendation to Receive Items on Consent**

Moved by: Councillor Elworthy  
Seconded by: Councillor Ruzycki

**That the items on the Consent Agenda of the April 2, 2024 Village of Belcarra Regular Council Meeting be received into the record.**

Councillor Ruzycki requested that item 6.1.2 be removed from the consent agenda to allow for discussion.

With no other requests coming forward to remove items from the consent agenda, the Mayor called the question on the motion.

**CARRIED**

**7. ITEMS REMOVED FROM THE CONSENT AGENDA**

- 6.1.2** Ralph Drew, Belcarra resident, email dated March 11, 2024 providing background information the municipal water metering system.

Councillor Ruzycki advised that she asked for this item to be removed from the consent agenda as she would like to see the information provided included as part of an upcoming report on the municipal water metering system being provided in the Fall.

**8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)**

- 8.1** Colin Richardson, Deputy Fire Chief, Sasamat Fire Department, letter dated March 17, 2024 requesting financial assistance for the Firefighter's Association to fund a catered dinner for Fire Department volunteers.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the Firefighter's Association be supported with financial assistance in the amount of \$500.00.**

**CARRIED**

**9. UNFINISHED BUSINESS**

No items

**10. STAFF REPORTS**

- 10.1** Paula Richardson, Chief Administrative Officer and Anika Bursey, Planning Consultant, Pooni Group, report dated April 2, 2024 providing an update on road ends in the Village of the Belcarra.

The Chief Administrative Officer introduced the report and welcomed the planning consultants from Pooni Group to speak on the topic.

The Planning Consultant gave a presentation on road ends in the Village outlining the background and history of road ends and the work done to review all findings from previous reports provided to Council. She provided a map which indicated the location of each road end and outlined the encumbrances on each property. She identified the properties which could merit further exploration and outlined strategic plan and financial implications.

Moved by: Councillor Elworthy  
Seconded by: Councillor Wilder

**That staff be directed to determine the potential for the disposition of Road End No. 2, No. 10, No. 13, No. 20 and No. 21.**

**CARRIED**

## **11. BYLAWS**

- 11.1** Village of Belcarra 5-Year (2024 – 2028) Financial Plan Bylaw No. 623, 2024  
A bylaw to establish the 5-Year Financial Plan for the years 2024 – 2028 inclusive

Moved by: Councillor Ruzycki  
Seconded by: Councillor Wilder

**That Village of Belcarra 5-Year (2024-2028) Financial Plan Bylaw No. 623, 2024 be adopted.**

**CARRIED**

- 11.2** Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 624, 2024  
A bylaw to amend fees and charges for services

Moved by: Councillor Elworthy  
Seconded by: Councillor Ruzycki

**That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 624, 2024 be adopted.**

**CARRIED**

- 11.3** Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018 Amendment Bylaw No. 626, 2024

An amendment bylaw to add penalties for bylaw enforcement notices for water use during restrictions in conjunction with Village of Belcarra Bylaw Adjudication Registry.

Moved by: Councillor Elworthy  
Seconded by: Councillor Ruzycki

**That Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018 Amendment Bylaw No. 626, 2024 be adopted.**

**CARRIED**

**Councillor Clark voted in opposition**

## **12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS**

No items.

### 13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- Metro Vancouver Mayors' Committee Meeting – March 14, 2024
- Sasamat Volunteer Fire Department Board of Trustees Meeting – March 14, 2024
- Metro Vancouver Board Meeting – March 22, 2024
- Mayors and Chairs Seasonal Hazard Update by Minister Bowinn Ma – March 27, 2024
- CRAB Easter Hunt and Pancake Breakfast – March 31, 2024
  - Thanks all the volunteers who made the event so enjoyable.

#### COUNCILLOR REPORTS

Councillor Ruzycki attended the CRAB Easter Egg Hunt on March 31. She thanked Councillor Wilder and Penny Moen as the CRAB representatives for the work done on the event.

Councillor Wilder helped organize and attended the CRAB Easter Egg Hunt. She thanked Penny Moen and Dayna Fitz and all the volunteers for their hard work and support.

Councillor Clark attended a Sasamat Volunteer Fire Department Board of Trustees Meeting on March 13, 2024 at the HUB in the Village of Anmore.

A question was asked whether recordings of the Board of Trustees meetings will be recorded and posted. The Chief Administrative Officer advised that recordings of the meetings will be placed on the Village website as well as the agenda packages for the meetings.

Councillor Elworthy will be attending a meeting of the Tri-Cities Food Security Committee.

#### 13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer referred to comments made on social media pertaining to Village of Belcarra staff. She indicated that these types of comments are disheartening for staff and encouraged residents to connect with her should any questions or concerns arise. She also reminded residents that staff carries out their work plan as directed by Council.

### 14 OTHER MATTERS DEEMED EXPEDIENT

No items.

**15. NOTICES OF MOTION AND MATTERS FOR INTRODUCTION AT FUTURE MEETINGS**

No items.

**16. PUBLIC QUESTION PERIOD**

Sherry Chisholm, Belcarra resident, commented on the expense of fire halls, spoke on the importance of not going into debt and noted that the sale of a road end property would help offset any debt. She did not feel that persons parking on a road end should be able to lease property for \$100 per year.

Irene VanderSpek, Belcarra resident, requested clarification of section 41 of the *Community Charter* in that she feels the section dealing with access to water gives Council leeway in providing that access thereby allowing for the sale of the road end that are classified as waterfront property. She questioned why properties with the potential of being sold were required to be 66 ft. wide.

The Chief Administrative Officer advised that municipalities cannot work against sections of the *Community Charter* and that the *Land Title Act* dictates property size. She also advised that a follow up report will provide further detail on legislation.

Irene VanderSpek, Belcarra resident, asked whether other municipalities have dealt with the question relating to lake-based or ocean-based access properties. The Planning Consultant indicated this is a legal question and can be investigated to provide more clarity.

Jim Chisholm, Belcarra resident, spoke in favour of leasing the land for these properties and ask if the final report will offer solutions on how to make the road ends saleable.

John Snell, Belcarra resident, spoke on the loss of volunteers for the Fire Department and expressed concern that this will be a problem going forward.

Jim Chisholm, Belcarra resident, commented on maintaining the cost of a rental suite to a certain amount and suggested a tax deduction for property owners with suites to help keep costs down.

**17. ADJOURNMENT**

Moved by: Councillor Wilder  
Seconded by: Councillor Elworthy

That the April 2, 2024 Regular Council Meeting be adjourned.

**CARRIED**

The meeting was adjourned at 8:40 pm

Certified Correct:



Jamie Ross  
Mayor



Amanda Seibert  
Corporate Officer