



VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
November 4, 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, Manager, Municipal Services
Amanda Seibert, Corporate Officer/Recording Secretary
Jane Dreier, Clerk

Others in Attendance

Ken Bjorgaard, Financial Consultant
Asifa Hirji, Lead Engagement Partner, KPMG
Jordan Patterson, Senior Manager, KPMG
Sinead McNally, P. Eng., Project Manager, Infrastructure, WSP
Ana Kovacevic, PMP, WSP

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, November 4, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting of November 4, 2024 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, October 21, 2024

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held on October 21, 2024 be adopted.

CARRIED

4. PUBLIC INPUT

Mayor Ross reviewed the procedure for public input.

There were no speakers.

5. DELEGATIONS AND PRESENTATIONS

5.1 Asifa Hirji, Lead Engagement Partner, and Jordan Patterson, Senior Manager, KPMG

KPMG representatives gave a presentation outlining the Audit Planning Report for the year ending December 31, 2024. The Senior Manager focused on highlights including the scope, strategy, quality and independence of the audit and advised on risk assessment.

The Lead Engagement Partner spoke on the requirement to make inquiries with Council regarding risk assessment, including fraud risks, processes and significant unusual transactions. Members of Council did not indicate any concerns.

The Lead Engagement Partner advised that KPMG is expecting a straightforward audit this year and answered questions from Council.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

That the Audit Planning Report for the year ending December 31, 2024, be received into the record for information.

CARRIED

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

6.1.1 Cory Heavener, Provincial Director of Child Welfare and Renaa Bacy, Provincial Director of Adoption, Ministry of Children and Family Development, email proclaiming November as Adoption and Permanency Awareness Month.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Wilder
Seconded by: Councillor Elworthy

That the item on the Consent Agenda of the November 4, 2024 Village of Belcarra Regular Council Meeting be received into the record.

Councillor Ruzycki requested that Item 6.1.1 be removed from the Consent Agenda to allow for discussion.

The Mayor called the question on the motion. Note that all items were removed for discussion.

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA**6.1.1 Cory Heavener, Provincial Director of Child Welfare and Renaa Bacy, Provincial Director of Adoption, Ministry of Children and Family Development, email proclaiming November as Adoption and Permanency Awareness Month.**

Councillor Ruzycki requested the removal of Item 6.1.1 for discussion. She queried why Council was not asked to put forward a separate proclamation.

The Corporate Officer advised that a proclamation was not requested by the Ministry of Children and Family Development, however, the letter will be placed on the Village website to allow residents to link to resources and support services involved with Adoption and Permanency Awareness Month.

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

No items

9. UNFINISHED BUSINESS

No items

10. STAFF REPORTS**10.1 Stewart Novak, Manager, Municipal Services, report dated November 4, 2024 regarding the Village of Belcarra Water System Capital Works Plan by WSP Canada Inc.**

The Manager, Municipal Services reviewed the staff report. He introduced WSP representatives, Sinead McNally and Ana Kovacevic.

The WSP representatives gave a presentation providing an overview of the Village of Belcarra Water System Capital Works Plan. The presentation provided an overview of the project parameters, outlined the Fire Underwriters Survey (FUS) calculations, highlighted conceptual capital projects, described a storage capacity analysis and provided options for system upgrades and existing storage. Cost estimates for two options provided. The WSP representatives responded to questions and concerns of Council.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That the report dated November 1, 2024 written by WSP Canada Inc. titled “Village of Belcarra Water System Capital Works Plan” be received into the record for information.

CARRIED

- 10.2** Paula Richardson, Chief Administrative Officer and Ken Bjorgaard, Financial Consultant, report dated November 4, 2024 regarding an update of the 2023 Strategic Plan

The Financial Consultant reviewed the report and outlined updates to the 2023 Strategic Plan. He highlighted items which were removed, items being moved forward to be dealt with in 2025 and new items considered priorities added to the plan by Council. He answered questions and addressed concerns of Council.

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the report titled “Strategic Plan Update” dated November 4, 2024 be received for information.

CARRIED

- 10.3** Paula Richardson, Chief Administrative Officer, report dated November 4, 2024 regarding Quarterly Department Reports – For the Quarter ending September 30, 2024

The Chief Administrative Officer reviewed the report. She outlined the numerous projects worked on by Village staff.

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the report dated November 4, 2024 titled “Quarterly Department Reports – For Quarter ending September 30, 2024” be received into the record for information.

CARRIED

- 10.4** Paula Richardson, Chief Administrative Officer and Ken Bjorgaard, Financial Consultant, report dated November 4, 2024 regarding a Council Indemnity Increase

The Financial Consultant reviewed the report. He provided information on the proposed indemnity increase in relation to the cost of inflation and the Consumer Price Index (CPI).

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That Village of Belcarra Council Indemnity Bylaw No. 631, 2024 be read a first, second and third time.

CARRIED

10.5 Paula Richardson, Chief Administrative Officer, report dated November 4, 2024 regarding the conclusion of the Official Community Plan Review Committee

The Chief Administrative Officer reviewed the report. She expressed her appreciation of the work done by the members of the Official Community Plan Review Committee.

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the work of the Official Community Plan Review Committee be considered complete upon the adoption of Official Community Plan Bylaw No. 631, 2024; and further

That the Official Community Plan Review Committee be officially dissolved.

CARRIED

10.6 Stewart Novak, Manager, Municipal Services, report dated November 4, 2024 regarding staff responses to questions from a resident.

The Manager, Municipal Services reviewed the report. He responded to questions and concerns from members of Council.

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the report dated November 4, 2024 titled “Responses to Resident Questions re: Belcarra Water Distribution System” be received into the record for information.

CARRIED

11. BYLAWS

No items

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- TransLink Mayors' Council – October 31, 2024
- Metro Vancouver Board Meeting – November 1, 2024
- C.R.A.B. Halloween Fireworks in the Park – September 31, 2024
- Celebration of Life for Joyce Evans – November 3, 2024

COUNCILLOR REPORTSCouncillor Wilder

Councillor Wilder attended the Celebration of Life for Belcarra resident Joyce Evans. In the role of Acting Mayor, she also attended a Mayors' Council meeting on October 24 and a Council of Councils meeting held on October 26.

Councillor Wilder reminded residents of the Coats for Kids campaign. She congratulated a local resident on their participation in the New York City Marathon.

Councillor Ruzycki

Councillor Ruzycki attended the Council of Councils meeting held on October 26.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer provided details on Belcarra Day held on June 9, 2024. She announced that the event had come in under budget and that \$775 will be donated to the Sasamat Volunteer Fire Department. She thanked C.R.A.B. for the work done on organizing the event.

The Chief Administrative Officer advised that the Village Office will be closed on November 11 in honour of Remembrance Day. She also advised that Remembrance Day Ceremonies will be held at Belcarra Park on November 11 beginning at 10:30 am.

14. OTHER MATTERS DEEMED EXPEDIENT

No items.

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

Councillor Clark advised that she will bring forward a motion requesting that a staff report be provided with a recommendation on the installation of the sprinkler system for the Village Hall.

16. PUBLIC QUESTION PERIOD

Mayor Ross outlined the procedure for Public Question Period.

Sherry Chisholm, Belcarra resident, commented on a main water line in Belcarra and asked whether homeowners are being encouraged to connect to the main line. She expressed concern that the Active Transportation Network Project survey was not inclusive of persons who can only get around by car.

Ian Devlin, Belcarra resident, commented on the WSP report. He asked whether WSP was given calculations with respect to the water system and the Tatlow tank done by the Water Committee.

The Manager, Municipal Services, advised that the WSP report provided is based on an independent study done by the engineering firm hired by the Village.

Ian Devlin, Belcarra resident, queried how WSP arrived at the conclusion that the Tatlow tank is undersized.

Jim Chisholm, Belcarra resident, asked what the quoted cost for the WSP report was.

The Manager, Municipal Services advised that cost information on the study can be provided at a later date.

Sherry Chisholm, Belcarra resident, suggested that local residents who are experts in the water system be utilized to work with WSP Engineering and assist Council with understanding what is needed and what is not needed in relation to the system.

Jim Chisholm, Belcarra resident, asked how many quotes were provided for the proposed sprinkler system for the Village Hall and on the amounts in the estimates.

The Manager, Municipal Services, indicated that a number of contractors were contacted, however, only one company responded to a call for a high level quote which was consequently presented to Council.

Jim Chisholm, Belcarra resident, referred to work on twin lines going across the water and asked whether this work only involved a report received from surveyors.

The Manager, Municipal Services, advised on further details he had requested as part of the work to be done with respect to the water lines.

17. ADJOURNMENT

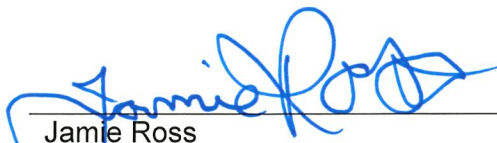
Moved by: Councillor Wilder
Seconded by: Councillor Elworthy

That the November 4, 2024 Regular Council Meeting be adjourned.

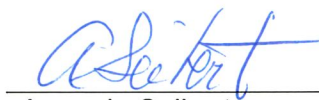
CARRIED

The meeting was adjourned at 8:59 pm

Certified Correct:



Jamie Ross
Mayor



Amanda Seibert
Corporate Officer