



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
November 21, 2022  
Village Hall**



Participation was also available via Zoom Teleconference.

**Council in Attendance**

Mayor Jamie Ross  
Councillor Carolina Clark  
Councillor Joe Elworthy  
Councillor Janet Ruzycki (attended virtually)  
Councillor Liisa Wilder

**Staff in Attendance**

Paula Richardson, Chief Administrative Officer  
Stewart Novak, Public Works and Emergency Preparedness  
Connie Esposito, Accounting Clerk and Records Management

**Others in Attendance**

Ken Bjorgaard, Financial Consultant (departed the meeting at 8:23 pm)  
Chi Chi Cai, Pooni Group (departed the meeting at 7:10 pm)  
Lisa Zwarn, Chief Election Officer (departed the meeting at 7:20 pm)

**Recording Secretary**

Renée Frappier, Raincoast Ventures Ltd.

*We wish to acknowledge that this meeting is taking place on the unceded territory of the Coast Salish peoples. Tum-Tumay-Whueton, or Belcarrá, 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 Jamie Ross called the meeting to order at 7:02 pm.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, November 21, 2022**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, November 21, 2022 be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, September 6, 2022**

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

That the minutes from the Regular Council Meeting held September 6, 2022 be adopted.

**CARRIED**

**3.2 Inaugural Council Meeting, November 7, 2022**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

That the minutes from the Inaugural Council Meeting held November 7, 2022 be adopted.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

No items.

**5. REPORTS**

**5.1 Paula Richardson, Chief Administrative Officer, Council Report dated November 21, 2022, regarding West Road Name Change**

Chi Chi Cai, Pooni Group, outlined the report noting that this item was brought forward from the Regular Council meeting held September 6, 2022. Staff requested information on the process required to change the name of West Road. Four residents of Marine Avenue had requested the change to alleviate confusion caused by the small section of the road having a different name.

Section 39 of the Community Charter permits the municipality to change the name of streets through a bylaw process.

A broad notification process would involve sending letters to residents of Marine Avenue and West Road, posting on the Village website, and emails sent through the Village's resident email list. A one-month notification process followed by reporting results back to Council and required bylaw readings was recommended.

During discussion, comments were offered relating to a past first response delay due to confusion caused by the road name.

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

That Council direct staff to undertake broad public notification regarding the West Road Name Change and report the results back to Council.

**CARRIED**

5.2 Lisa Zwarn, Chief Election Officer, Council Report dated October 27, 2022, regarding 2022 Local Government General Elections

L. Zwarn reviewed the report dated October 27, 2022 describing the process and results of the October 5, 2022, Village of Belcarra Local Government Election, highlighting:

- There were no irregularities;
- The Provincial List of Registered Electors was used;
- 26 new voters registered;
- A 70% turnout was achieved;
- Mail-in ballots were received at pre-COVID levels; and
- Comments received on the post-election blog were included in the briefing.

During discussion, comments were offered on:

- Delay in delivery of requested ballots due to information verification requirements and the printing process; and
- Small communities are commonly aware of each small disturbance, whereas disturbances may go unreported in larger communities.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

That the report titled “2022 Local Government General Elections” from Lisa Zwarn, Chief Election Officer, dated October 27, 2022, be received for information.

**CARRIED**

5.3 Ken Bjorgaard, Financial Consultant, Council Report dated November 21, 2022, regarding Projected 2022 Budget Variances Based on Results to September 30, 2022

K. Bjorgaard reviewed the Projected 2022 Budget Variance for the period ending September 30, 2022, summarizing:

- Purpose – to compare expenditures and revenues to date with the budget to provide staff with the opportunity to adjust if required
- General Operating Fund – an increase (9.0%) in projected revenue partially offset by increased operating expenses (3.4%) results in additional funds available for transfer to general reserves
- Water Operating Fund – increases in Supervisory Control and Data Acquisition (SCADA) operating costs, administrative cost allocation, and Strathcona expenditures result in a reduction in transfers available to the Water Capital Reserve Fund.
- Waste and Recycling Depot (WARD) Operating Fund revenues were expected to be aligned with the budget, while a vacant position would partially offset higher hauling costs.

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

That the report entitled “2022 Budget Variance Report Based on Results to September 30, 2022”, dated November 21, 2022, be received for information.

**CARRIED**

5.4 Ken Bjorgaard, Financial Consultant, report dated November 21, 2022, regarding the 2023 – 2027 Financial Plan/Budget Schedule

K. Bjorgaard reviewed the 2023 – 2027 Financial Plan and budget Schedule noting it presents tasks and dates for completion before the adoption of a five-year Financial Plan by the legislative deadline of May 15, 2022.

Discussion ensued relative to the adoption of the final budget on March 27, 2023, in advance of the legislative deadline of May 15, 2023.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

That the 2023 – 2027 Financial Plan/Budget Schedule be approved.

**CARRIED**

5.5 Paula Richardson, Chief Administrative Officer, report dated November 21, 2022, regarding 2023 Council Meeting Schedule

P. Richardson reviewed the 2023 Council Meeting Schedule for Council’s approval, informing that the Council Procedure Bylaw requires the schedule to be adopted before December 31, 2022.

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

That the 2023 Council Meeting Schedule be approved.

**CARRIED**

5.6 Stewart Novak, Public Works & Emergency Preparedness Coordinator, Council Report dated November 21, 2022, regarding Winter Snow and Ice Removal

S. Novak provided an update on winter snow removal for the Village, noting that when residents do their part, removing vehicles from the side of the road and shovelling snow to the right side of the driveway helps staff keep the roads clear. Furthermore, it is helpful when residents clear leaves and snow from the stormwater catch basins in front of their homes to improve drainage and prevent icy roads.

During discussion, it was noted that the Village Hall parking lot is available to residents who cannot use their driveway during inclement weather.

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

That the Winter Snow and Ice Removal report, dated November 21, 2022, be received for information.

**CARRIED**

5.7 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated November 21, 2022, regarding ICBC Safety Review and Recommendations

S. Novak outlined his report dated November 21, 2022, regarding recommendations made by the Insurance Corporation of BC (ICBC) to improve road safety in the Village. Installation of crosswalk flashing beacons at the intersection of Bedwell Bay Road and Kelly Avenue was recommended.

Discussion ensued relative to the various recommendations made by ICBC and those that could be implemented in a short time frame to improve road safety.

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

That ICBC Safety Review be received for information; and  
That Council approve the recommendation of installing pedestrian-activated beacons at the intersection of Bedwell Bay Road and Kelly Avenue.

**(amended)**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

That the forgoing motion be amended to read as follows:

That ICBC Safety Review be received for information; and  
That Council approve the recommendation of installing pedestrian-activated beacons at the intersection of Bedwell Bay Road and Kelly Avenue; and  
That staff pursue potential grant funding from ICBC Road Improvement Program.

**CARRIED**

## **5.8 Council Committee Appointments**

**Mayor Ross declared a Conflict of Interest as follows:**

“I am declaring a Conflict of Interest and am recusing myself from this Council meeting, noting that I am not entitled to participate in the discussion of the matter, or to vote on the matter, because of a direct pecuniary interest in the matter. I am a director and member of a Group Wharf Association and one that is subject of legal action.”

**Mayor Ross departed the meeting at 9:03 p.m.**

**Deputy Mayor Clark assumed the chair.**

P. Richardson provided an overview of the OCP Review Committee Terms of Reference noting that the duration of the committee was to serve until the OCP Bylaw was adopted by Council (anticipated by the Summer of 2022).

Chair Clark noted that the OCP Bylaw was not complete and that OCP Review Committee must be brought forward to the newly formed Council.

During discussion, it was confirmed that, as a Council Member, Councillor Ruzycki would no longer hold a seat on the Committee.

Moved by: Councillor Wilder  
Seconded by: Councillor Elworthy

That the appointment of members to the Official Community Plan Review Committee be extended until the Official Community Plan is adopted by Council; and  
That a letter be sent to the Official Community Plan Review Committee members to request their continued work on the Committee.

**CARRIED**

Mayor Ross returned to the meeting at 9:05 pm and assumed the Chair.

## 6. REPORTS FROM THE MAYOR AND PROJECT LEADS

### 6.1.1 Mayor's Report

- Elected Officials' Legal Orientation Seminar, November 4, 2022. Mayor Ross noted that Council attended the Lidstone Elected Officials' Legal Orientation Seminar prior to Inauguration
- Remembrance Day, November 11, 2022. Mayor Ross noted that the Remembrance Day ceremony was hosted by the Port Moody Power & Sail Squadron at Belcarra Park
- Mayor Ross attended the Swearing-In Ceremony for Premier David Eby on November 18, 2022 at the Musqueam Community Centre
- Crossroads Hospice Society – Treasures of Christmas 2022, November 19, 2022. Mayor Ross outlined the work of the Crossroads Hospice Society and the Treasures of Christmas event.

### 6.2 Councillor Wilder - Homebuilders Association Vancouver - Municipal Dinner

Mayor Ross, Councillor Ruzycki, and Councillor Wilder attended the Homebuilders Association Vancouver (HAVAN) Municipal Dinner on November 3, 2022.

Councillor Wilder noted that HAVAN launched its 27<sup>th</sup> Annual Coats for Kids campaign on November 7, 2022, in support of the Lower Mainland and Surrey Christmas Bureaus. The Village will support the campaign by providing a donation box for collecting new and gently used coats, hats, scarves, and toys until December 1, 2022, at the Village Hall. Information will be available on the Village website.

## 7. REPORT FROM THE CHIEF ADMINISTRATIVE OFFICER

### 7.1 Appointment of CAO – Administrative Appointments

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

That for the Village of Belcarra, Paula Richardson be appointed as Chief Administrative Officer, Financial Officer, Approving Officer, Freedom of Information Coordinator, and Secretary to the Board of Variance.

Signing Officer:

That Paula Richardson, as Chief Administrative Officer, be:

1. an authorized bank signing officer for the Village of Belcarra; and
2. authorized to transfer funds by electronic funds transfer or fax transmission from the operating account to/or from the reserve accounts, the Municipal Finance Authority and the Province of BC.

**CARRIED**

**8. BYLAWS**

No items.

**9. CORRESPONDENCE/PROCLAMATIONS**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

That correspondence items 9.1 to 9.11 be received.

**CARRIED**

**ACTION ITEMS**

- 9.1** Honourable Mitzi Dean, Minister of Children & Family Development, email dated September 27, 2022, regarding October is Foster Family Month

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

That Council recognize that October was Foster Family Month.

**CARRIED**

- 9.2** Honourable Mitzi Dean, Minister of Children & Family Development, email dated October 31, 2022, regarding November is Adoption Awareness Month

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

That Council recognize November as Adoption Awareness Month.

**CARRIED**

**INFORMATION ITEMS**

- 9.3** Carol Drew, Belcarra Resident, email dated September 15, 2022, regarding the Barnacle

Moved by: Councillor Elworthy  
Seconded by: Councillor Wilder

That Council move item 9.3 from an Information Item to an Action Item for future consideration of the Barnacle.

**CARRIED**

- 9.4** Ambrose Yung, Registrar, Youth Parliament of BC Alumni Society, letter dated September 19, 2022, regarding British Columbia Youth Parliament, 94<sup>th</sup> Parliament

- 9.5** Mohammed Azim, Secretary-Treasurer/CFO, School District 43, letter dated September 22, 2022, regarding Capital Bylaw No. 3, Amendment Bylaw No. 2.1 – 2022 (School Site Acquisition Charge Capital Bylaw Amendment)

- 9.6** Sasamat Volunteer Fire Department (SVFD) Board of Trustees, Meeting Minutes of September 22, 2022

- 9.7 Nathan Cullen, Minister of Municipal Affairs, Jen Ford, President, UBCM, & Corrie Griffiths, President, LGMA, letter dated October 20, 2022, regarding New Online Course to Support Responsible Conduct
- 9.8 Troy Clifford, Provincial President, Ambulance Paramedics of BC, letter dated November 4, 2022, regarding Congratulations & Invitation to follow up on initiatives from UBCM – Paramedic Services in your Community
- 9.9 Christine Trefanenko, Manager, Project Emergency Management, Trans Mountain, email dated November 7, 2022, regarding Report on Trans Mountain Fate & Behaviour Bitumen Research (BC EAO Condition 35) – Local Coastal Governments (full report available at the Village office)
- 9.10 Michael Law, Deputy Assessor, Greater Vancouver Region, BC Assessments, email dated November 9, 2022, regarding Congratulations in the 2022 Local Government General Elections
- 9.11 Mohammed Azim, Secretary-Treasurer/CFO, School District 43 (Coquitlam), letter dated November 14, 2022, regarding Announcement of the Board of Education Chair & Vice Chair

**10. NEW BUSINESS**

No items.

**11. PUBLIC QUESTION PERIOD**

Penny Moen, Village Resident, queried regarding the costs related to the operation of the Waste and Recycling Depot (WARD)

John Snell, Village Resident, queried regarding various Capital Projects that have yet to be completed.

**12. ADJOURNMENT**

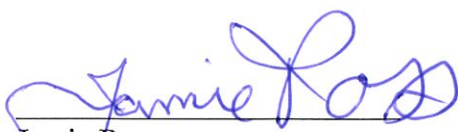
Moved by: Councillor Wilder

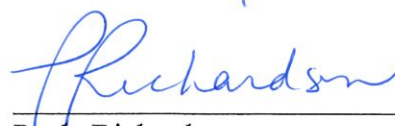
Seconded by: Councillor Clark

That the November 21, 2022 Regular Meeting be adjourned at 9:40 PM.

**CARRIED**

Certified Correct:

  
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Jamie Ross  
Mayor

  
\_\_\_\_\_  
Paula Richardson  
Chief Administrative Officer