



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
December 5, 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~~) *amended as per the January 23, 2023 Council Meeting*

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

Elder Carleen Thomas, Tsleil-Waututh Nation (departed the meeting at 7:08 p.m.)

Brandon Ma, Quality Review Partner, KPMG (departed the meeting at 7:31 p.m.)

Asifa Hirji, Lead Engagement Partner, KPMG (departed the meeting at 7:31 p.m.)

Ken Bjorgaard, Financial Consultant (departed the meeting at 9:00 p.m.)

Laura Beveridge, Pooni Group (departed the meeting at 10:23 p.m.)

Anika Burse, Pooni Group (departed the meeting at 10:23 p.m.)

Recording Secretary

Renée Frappier, Raincoast Ventures Ltd.

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 Jamie Ross called the meeting to order at 7:00 p.m.

BLESSING

Elder Carleen Thomas, Tsleil-Waututh Nation, provided a Blessing of Council.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, December 5, 2022

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, December 5, 2022 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, November 21, 2022

Moved by: Councillor Clark
Seconded by: Councillor Ruzycski

That the minutes from the Regular Council Meeting held November 21, 2022 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

4.1 Asifa Hirji, Lead Engagement Partner, KPMG, Brandon Ma, Quality Review Partner & KPMG, presentation regarding Audit Planning Report for the year ending December 31, 2022.

A. Hirji reviewed KPMG’s audit plan, highlighting:

- No significant risks of material misstatement identified
- Focus on tangible capital assets, payroll, and other operating expenses
- Materiality determined to be \$60,000
- KPMG is committed to transparent and thorough reporting with strict quality controls.

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the Audit Planning Report for the year ending December 31, 2022, be received for information.

CARRIED

5. REPORTS

5.1 Ken Bjorgaard, Financial Consultant, report dated December 5, 2022, regarding Draft 2023 – 2027 Financial Plan.

K. Bjorgaard presented a report regarding the Village’s provisional Operating and Capital plans for 2023 – 2027, including financial comparisons with benchmark communities. Three different property tax and user rate schedules were offered for consideration by Council, and possible presentation for public consultation on January 23, 2023.

Discussion ensued regarding budgetary allocations for various projects, the importance of aligning budgets to the Strategic Plan, and the possibility of internal borrowing from reserves.

Moved by: Councillor Elworthy
Seconded by: Councillor Clark

That the Village of Belcarra’s Financial Plan Document be presented at the Public Budget Consultation meeting on January 23, 2023, together with rate and fee increase Scenario “A” identified in the report titled “Draft 2023 – 2027 Financial Plan”, for public comment and feedback.

AMENDED

Discussion ensued, and comments were offered regarding the benefits of receiving public consultation on more than one rate and fee increase scenario.

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the Village of Belcarra’s Financial Plan Document (represents Scenario “A”) be presented at the Public Budget Consultation meeting on January 23, 2023, together with Scenario “B” identified in the report titled “Draft 2023 – 2027 Financial Plan”, for public comment and feedback.

CARRIED

AGENDA VARIED

9. CORRESPONDENCE/PROCLAMATIONS

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 as a director and member of a Group Wharf Association and one that is subject of legal action.”

Mayor Ross departed the meeting at 8:57 p.m.

Deputy Mayor Clark assumed the Chair.

9.3 Ian Devlin, Chair, OCP Committee, email dated November 30, 2022, regarding Question regarding the OCP Budget Costs

P. Richardson provided an overview of the Official Community Plan (OCP) Committee Chair’s question regarding the budget for the OCP bylaw and funds spent between the June 30, 2022 year-end and September 30, 2022 year-to-date reports.

K. Bjorgaard noted the following:

- The expenditures noted within the September 30, 2022 report were made from funds that remained at the 2021/2022 fiscal year-end and were allocated in the 2022/2023 draft budget to finish the OCP

- Some expenditures were made before the 2021/2022 year-end but not posted until the subsequent quarter.

Moved by: Councillor Wilder
 Seconded by: Councillor Ruzycki

That correspondence item 9.3 be received.

CARRIED

Mayor Ross returned to the meeting at 9:00 p.m. and assumed the Chair.

The meeting recessed at 9:00 pm and reconvened at 9:10 pm.

5. REPORTS CONTINUED

5.2 Paula Richardson, Chief Administrative Officer, report dated December 5, 2022, regarding ELC Rezoning and Official Community Plan Amendment Pre-Application

L. Beveridge, Pooni Group, outlined a preliminary inquiry submitted by Smithcraft Architecture on behalf of The Evangelical Layman’s Church of Canada (ELC), outlining the purpose, background, and key considerations.

Discussion ensued relative to staff capacity, the role of Council in engaging with stakeholders, questions and concerns regarding the preliminary inquiry and road or ferry access to the property, and the urban containment boundary.

Moved by: Councillor Elworthy
 Seconded by: Councillor Wilder

That Council defer consideration of the preliminary application pending the provision of further information by the applicant.

AMENDED

Discussion ensued regarding a six-month period for deferral in alignment with Roberts Rules of Order.

Moved by: Councillor Clark
 Seconded by: Councillor Elworthy

That Council defer the preliminary application until sufficient information is provided to enable further review; and

That the preliminary application be deferred for six months.

CARRIED

5.3 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated December 5, 2022, regarding Water Report and Status Update

S. Novak provided an update regarding the Water Distribution System, noting:

- SCADA system upgrade is substantially complete; review of the work and issuance of revised operator manuals are in progress

- A new pressure transmitter installed at Strathcona Station resolved the water level issue of Monday, October 17, 2022
- A structural analysis of the reservoir is recommended before conducting a study for potential water service upgrades; an onsite meeting would be scheduled with WSP for planning and coordination purposes.

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the Water Report and Status Update dated December 5, 2022, be received for information.

CARRIED

6. REPORTS FROM THE MAYOR AND PROJECT LEADS

6.1 Mayor's Report

Mayor Ross advised that he attended the following:

- Inaugural Meeting – TransLink Mayors Council, November 17, 2022
 - Brad West, Port Coquitlam, elected Chair
- Annual General Meeting, Chamber of Commerce, November 24, 2022
 - TransLink CEO Kevin Quinn guest speaker
 - The new Chair, Jennifer Wright and Daniel Richardson, Vice Chair of the Chamber of Commerce, swore an oath in front of Mayor Richard Stewart and Mayor Jamie Ross as required by Canada's *Board of Trade Act*
- Inaugural Meeting of Metro Vancouver Board November 25, 2022
 - George Harvie was elected Chair, and John McEwen was elected Vice Chair.

- 6.2** Councillor Wilder noted that the HAVEN Coats for Kids campaign deadline was extended from December 1 to December 8, 2022; a collection box would be available at the Village Hall until December 8, 2022, to donate new and gently used coats, hats, mittens, scarves, and new unwrapped toys.

7. REPORT FROM THE CHIEF ADMINISTRATIVE OFFICER

P. Richardson advised that the office would close for the Christmas holidays on Friday, December 23, 2022, at 4:00 p.m., and resume normal office hours on Tuesday, January 3, 2023. Public Works would be available through the emergency number 24 hours/day. A notice would be sent to residents.

S. Novak advised that WARD will be closed on Christmas Day, December 25, 2022, to resume normal operating hours on Boxing Day, December 26, 2022. A notice will be sent to residents.

8. BYLAWS

No items.

9. CORRESPONDENCE/PROCLAMATIONS CONTINUED

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That correspondence items 9.1 to 9.2 be received.

CARRIED

ACTION ITEMS

No items.

INFORMATION ITEMS

- 9.1** Sabrina Locicero, Community Relations Manager, Lower Mainland, BC Hydro, letter dated November 18, 2022, regarding Congratulations & Offer of Support of Lower Mainland Community Relations Team
- 9.2** Ruby Ng, Chief Executive Officer & Kevin Erickson, Board President, Canadian Mental Health Association, Vancouver-Fraser, email dated November 22, 2022, regarding Congratulations from the Canadian Mental Health Association Vancouver-Fraser
- 9.3** This item was moved to after Item 5.1.

10. NEW BUSINESS

No items.

11. PUBLIC QUESTION PERIOD

No items.


12. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Elworthy


That the December 5, 2022 Regular Meeting be adjourned at 10:34 p.m.

CARRIED

Certified Correct:



Jamie Ross
Mayor



Paula Richardson
Chief Administrative Officer