



**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL MEETING MINUTES**  
**February 20, 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  
Laura Beveridge, Planning Consultant, Pooni Group  
Phil Chapman, Planning Consultant, Chapman Planning & Consulting

*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, February 20, 2024**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

**That the agenda for the Regular Council Meeting of February 20, 2024 be amended to include the following item:**



- 8.1 **Barb Anderson, Fundraising Lead, Heritage Woods Secondary School After Grad Committee**, email dated January 24, 2024 requesting any available financial contribution from the Village of Belcarra to assist the 2024 HWSS After Grad committee to help provide a safe, celebratory event with a recommendation to provide financial assistance in the amount of \$150.00.

And that the agenda be approved as amended.

CARRIED

3. **ADOPTION OF MINUTES**

3.1 **Special Council Meeting, February 5, 2024 and February 12, 2024**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the minutes from the Special Council Meetings held on February 5, 2024 and February 12, 2024 be adopted.**

CARRIED

3.2 **Regular Council Meeting, February 5, 2024**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Clark

**That the minutes from the Regular Council Meeting held on February 5, 2024 be adopted.**

CARRIED

3.3 **Special Council Meeting and Public Consultation Session, February 5, 2024**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That the minutes from the Special Council Meeting and Public Consultation Session held on February 5, 2024 be adopted.**

CARRIED

4. **PUBLIC INPUT**

Brian Hirsch, Belcarra resident, referred to Item 10.3 on the agenda. He commented on a statement in the report which referred to the removal of road ends to be addressed in a separate document. He questioned why this was done and what can be expected. Mr. Hirsch was advised that his question would be answered during question period.

Sy Rogers, Belcarra resident, asked if the Planner from Pooni Group will be available to answer questions at Question Period.

The Planner confirmed her availability to address questions.



Jim Chisholm, Belcarra resident, referred to a letter he submitted and whether he had to wait until Question Period to have questions answered.

The Mayor confirmed that questions will be addressed during Question Period.

**5. DELEGATIONS AND PRESENTATIONS**

No items

**6. ITEMS ON CONSENT AGENDA**

*Note: Council may adopt in one motion all recommendations appearing on the Consent Agenda, or prior to the question on the vote, any Council member may request that an item be removed from the Consent Agenda and placed in Section 7 for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.*

**6.1 Correspondence**

- 6.1.2** Niina Niemi, Director, Helpline Services, United Way British Columbia, email dated February 8, 2024 providing information on 211 British Columbia

**6.2 Reports**

No items

**6.3 Recommendation to Receive Items on Consent**

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

**That item 6.1.2 on the Consent Agenda of the February 20, 2024 Village of Belcarra Regular Council Meeting be received into the record for information.**

Councillor Ruzycki requested that item 6.1.1 be removed from the consent agenda to allow for discussion. Councillor Clark requested that Item 6.1.3 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**

- 6.1.1** Jim Chisholm, Belcarra resident, letter dated February 3, 2024 regarding the statement to open each meeting with regard to the Coast Salish People and the SVFD

Councillor Ruzycki advised that she asked for this item to be removed from the consent agenda to gain some clarity on how the process came about.



Council discussion ensued on the history of the opening statement with regard to the Coast Salish People, the legislation related to the process and the procedure followed by other municipalities and agencies.

**6.1.3** John McEwen, Mayor, Village of Anmore, letter dated February 8, 2024 regarding the Sasamat Volunteer Fire Department

Councillor Clark reviewed the letter from the Village of Anmore and asked when a response can be expected.

Council discussion ensued on the correspondence interchanged with the Village of Anmore relating to the Sasamat Volunteer Fire Department.

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

**8.1** Barb Anderson, Fundraising Lead, Heritage Woods Secondary School After Grad Committee, email dated January 24, 2024 requesting any available financial contribution from the Village of Belcarra to assist the 2024 HWSS After Grad committee to help provide a safe, celebratory event

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That the 2024 Heritage Woods Secondary School Dry Grad be supported with financial assistance in the amount of \$150.00.**

**CARRIED**

**9. UNFINISHED BUSINESS**

No items

**10. STAFF REPORTS**

**10.1** Laura Beveridge, Planning Consultant, Pooni Group, report dated February 20, 2024 regarding new Provincial Housing Legislation Bills 35, 44, 46 and 47.

The Planning Consultant provided a PowerPoint presentation on the new Provincial Housing Legislation. She provided an overview of Bill 35, 44, 46, 47 and the applicability of the legislation to Belcarra.

Council discussion ensued on the impact of the new Provincial legislation on the Village of Belcarra.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

**That staff be directed to prepare legislative changes and bring them forward for Council consideration.**

**CARRIED**



**10.2** Ken Bjorgaard, Financial Consultant, staff report dated February 20, 2024 regarding the 5-year (2024 – 2028) Financial Plan & Related 2024 Budget.

The Financial Consultant reviewed the report. He advised on the proposed rate increases and on the timeline for allowing for adoption of the budget in April 2024.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

**That the Village's 2024 – 2028 Financial Plan Bylaw and 2024 Utility Rates Bylaw be prepared on the basis of the following:**

**Property Taxes:**

- 10% increase in property taxes in 2024;
- 4% increase in property taxes in each year from 2025 to 2028 (all property tax increases in 5-year Financial Plan after 2024 are subject to review and change in the next budget cycle in 2025);

**Water User Fees:**

- 20% increase in water user rates in 2024;
- 15% increase in water user rate in 2025 and 2026 and 5% increases in 2027 and 2028 (all water rate increases in 5-year Financial Plan after 2024 are subject to review and change in the next budget cycle in 2025);

**Waste & Recycle Depot (WARD) User Fees:**

- 20% increase in WARD user rates in 2024;
- 10% increase in WARD user rate in 2025 and 2026 and 4% increases in 2027 and 2028 (all WARD rate increases in 5-year Financial Plan after 2024 are subject to review and change in the next budget cycle in 2025).

**CARRIED**

The Financial Consultant advised that Climate Action grant funding can be used on the Marine Avenue project.

**10.3** Paula Richardson, Chief Administrative Officer and Phil Chapman, Chapman Planning & Consulting, report dated February 20, 2024 regarding first reading of Official Community Plan Bylaw No. 621, 2024

The Planning Consultant provided an overview of work done on the Official Community Plan since its review by the Official Community Plan Committee

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be read a first time; and**

**That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be forwarded to Public Hearing on April 8, 2024.**

**CARRIED**



**10.4** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated February 20, 2024 regarding the Waste and Recycling Depot (WARD)

The Public Works and Emergency Preparedness Coordinator reviewed the report. He advised that the staff report was brought forward to increase public awareness on costs and ongoing challenges at the WARD facility;

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the report dated February 20, 2024 titled “Waste and Recycling Depot (WARD) Update” be received into the record for information.**

**CARRIED**

**10.5** Amanda Seibert, Corporate Officer, report dated February 20, 2024 providing a review and update on the status of a comprehensive policy review.

The Corporate Officer reviewed the report. She advised on the status of a project to review and update existing Village policies.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the report dated February 20, 2024 titled “Status Update on a Comprehensive Policy Review” 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:

- Metro Vancouver Regional Park Committee – February 7, 2024
- Metro Vancouver Climate Action Committee Meeting – February 8, 2024
- UBCM Housing Summit – February 13 and 14, 2024
- Special Meeting of the TransLink Mayors’ Council – February 16, 2024

Councillor Clark advised that public feedback on changes to the Land Act will be sought until March 31 and advised residents to educate themselves on the subject. She reported that she has attended sessions held by groups concerned about the changes.



### 13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer reported on the following

- The Federal Government has committed \$2 million to assist with the financing of BC Builds;
- BC Housing is offering a secondary suite incentive program to help homeowners create affordable housing in their communities. She outlined conditions set by BC Housing and advised that information will be posted on the Village's website;
- The consultant looking after the GIS system has updated data and property lines are more accurate. More work on the system is expected going forward and asset management records will be added as well.
- A Sasamat Volunteer Fire Department Board of Trustees meeting is scheduled for March 14 at 7:00 at the Anmore Hub

### 14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

No items

### 16. PUBLIC QUESTION PERIOD

Sy Rodgers, Belcarra resident, queried about the involvement of Pooni Group with ELC's project.

The Planner clarified that Pooni Group is working on behalf of the Village.

Sy Rodgers, Belcarra resident, spoke on a development application made by ELC and asked whether it will be beneficial for the Village to complete the ELC application prior to moving ahead with the Official Community Plan.

Staff advised on the need to move forward with an Official Community Plan and not wait for development applications. It was also advised that policies within an Official Community Plan are meant to be flexible in considering future development and that as applications come forward, an OCP bylaw can be amended. It was also advised that residents will have opportunity to speak on the proposed Official Community Plan at an upcoming Public Hearing on April 8, 2024.

Irene VanderSpek, Belcarra resident, spoke on the removal of road ends policies from the proposed Official Community Plan and expressed concern that upon removal of this section, discussion on road ends no longer be held. She also expressed concern with the availability of funding to deal with the proposed fire halls and not being able to use funds from the sale of road ends to deal with the debt.



Staff provided clarification on the removal of the policy on road ends from the Official Community Plan.

Jim Chisholm, Belcarra resident, agreed with the previous speaker and put forward that there should be a short dissertation left in the proposed Official Community Plan addressing road ends

Brian Hirsch, Belcarra resident, expressed concern with a section pertaining to road ends being left out of the proposed Official Community Plan. He will submit his comments as part of the correspondence for the public hearing.

Deborah Struk, Belcarra resident, submitted a question via email. She requested that Council consider holding the public hearing on the proposed Official Community Plan after Spring Break and Easter.

The Chief Administrative Officer advised that the Public Hearing will be held on April 8, 2024 as per a resolution made by Council.

Sy Rodgers, Belcarra resident, asked why the ELC was not allowed to have movies shot on their properties. He referred to conversations the OCP Planning Consultant had with Metro Parks and queried whether the topic was discussed,

The Planning Consultant provided clarification on his understanding of Metro Parks right to disallow use of the road for commercial traffic.

## 17. ADJOURNMENT

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

That the February 20, 2024 Regular Council Meeting be adjourned.

**CARRIED**

The meeting was adjourned at 8:59 pm

Certified Correct:

  
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Jamie Ross  
Mayor

  
\_\_\_\_\_  
Amanda Seibert  
Corporate Officer