



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
March 27, 2023**



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
- Connie Esposito, Accounting Clerk
- Amanda Seibert, Corporate Officer/Recording Secretary

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, March 27, 2023

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting of March 27, 2023 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, March 6, 2023

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the minutes from the Regular Council Meeting held on March 6, 2023 be adopted as circulated.

CARRIED

3.2 Special Council Meeting, March 9, 2023

Moved by: Councillor Wilder
Seconded by: Councillor Elworthy

That the minutes from the Special Council Meeting held on March 9, 2023 be adopted as circulated.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items

5. REPORTS

5.1 Paula Richardson, Chief Administration Officer, report dated March 27, 2023 regarding the 2023 Council Code of Conduct Bylaw.

The Chief Administrative Officer viewed the report. She highlighted the need for a code of conduct for council resulting from a legislative requirement through the *Community Charter*.

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That Village of Belcarra Council Code of Conduct Bylaw No. 609, 2023 be read a first and second time.

CARRIED

5.2 Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated March 27, 2023 regarding Emergency Operating Procedures for Road Closures in the Village of Belcarra

The Public Works and Emergency Preparedness Coordinator reviewed the report. He outlined the procedural agreement between the Village of Belcarra and Metro Vancouver Parks.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the report dated March 27, 2023, regarding Emergency Operating Procedures for Road Closures in the Village of Belcarra, be received into the record for information.

CARRIED

- 5.3** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated March 27, 2023 regarding the replacement of a 2009 Ford Flat-deck dump truck.

The Public Works and Emergency Preparedness Coordinator reviewed the report. He provided detail on the cost of repair of the 2009 truck, the time it will take to go through a Request for Proposal (RFP) process and the requirement to purchase a replacement vehicle quickly.

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

- 1. That the purchase of a new 550 flatbed dump truck, or one with specifications similar to Belcarra's existing fleet truck be approved, at a cost of up to \$175,000; and**
- 2. That three (3) written competitive quotations be approved as the means of procuring the truck rather than a formal competitive bid process; and**
- 3. That the Village of Belcarra's 2023 – 2027 financial plan be amended to include the flat bed dump truck purchase in 2023 and the deferral of the Holland Tractor purchase from 2023 (\$195,000 budget) to 2024.**

CARRIED

- 5.4** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated March 27, 2023 providing an update on the Tatlow Reservoir.

The Public Works and Emergency Preparedness Coordinator reviewed the report and provided further detail on work being carried out to ensure the safety of the tank.

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the report dated March 27, 2023 on the Tatlow Reservoir be received into the record as information.

Council discussion ensued around inspections of the Tatlow tank and work in progress to ensure tank safety.

John Snell, Belcarra resident, referred to a mandate of the water committee and outlined information brought forward by Ian Devlin, Belcarra resident, on safety inspection guidelines pertaining to life expectancy of a tank. It was suggested that the Tatlow Reservoir tank be drained and inspected.

Brian Hirsch, Belcarra resident, requested that required work be done as soon as possible.

Staff responded to questions and comments, advising on safety issues, work involved with the draining of a tank and the potential impact on the water supply for the Village.

The Mayor called the question on the motion.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS**6.1 Mayor's Report**

- Announcement of Funding for TransLink by Premier David Eby
 - Following a call by the TransLink Mayors Council on Regional Transportation for increased funding, Premier Eby announced that the Provincial Government will provide TransLink a \$479 million grant to prevent service cuts, keep fares stable and fund the purchase of electric buses.
- Mayor Ross attended a Mayors' Council – TransLink Meeting on March 24, 2023

6.2 Councillors' Reports

Councillor Clark attended a Coquitlam RCMP Volunteer Appreciation Dinner on March 10, 2023.

Councillor Elworthy commented on the funding from TransLink and the need to continue to ask for improvements to the transit system into Belcarra. He gave credit to the transit workers who kept the system running during the pandemic.

7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer advised that the Coquitlam RCMP Block Watch Program is looking for volunteers and that application forms to volunteer can be found on the Village's website.

8. BYLAWS**8.1 Village of Belcarra 5-Year (2023 – 2027 Financial Plan Bylaw No. 606, 2023**

A Bylaw to establish the 5-Year Financial Plan for the years 2023 – 2027 inclusive

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That Village of Belcarra 5-Year (2023 – 2027) Financial Plan Bylaw No. 606, 2023 be adopted.

CARRIED

8.2 Village of Belcarra Fees and Charges Amendment Bylaw No. 607, 2023

A Bylaw to amend fees and charges for services

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 607, 2023 be adopted.

CARRIED

8.3 Water Parcel Tax Amendment Bylaw No. 608, 2023

A Bylaw to amend the Village of Belcarra's Water Parcel Tax

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That Village of Belcarra Water Supply and Distribution Local Area Service No. 1 Parcel Tax Bylaw No. 452, 2012 Amendment Bylaw No. 608, 2023 be adopted.

CARRIED

9. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That Item 9.4 be removed from the Information Items section and be added to the Action Items section for discussion purposes.

CARRIED

ACTION ITEMS

- 9.1** Colin Richardson, Deputy Fire Chief, Sasamat Fire Department, letter dated March 12, 2023 requesting financial assistance for the Firefighter's Association to fund a catered dinner for fire department volunteers.

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the Firefighter's Association be supported with financial assistance in the amount of \$400.00.

CARRIED

Agenda Varied

The agenda was varied to consider Item 9.4 prior to Item 9.2

- 9.4** Colleen MacDonald, Belcarra Resident, email dated March 20, 2023 pertaining to the Watson Road Maze Gate and requesting an upgrade of the gate to minimum cycling standards and maintenance of the trail surface.

The Public Works and Emergency Preparedness Coordinator provided an update on work done on trails throughout the municipality, noting that springtime assessments have been carried out with areas requiring improvement noted. He advised that trails and trail upkeep are items slated for discussion during strategic planning. He also advised that the Watson Road trail does not have the appropriate safety measures to allow the type of cycling referred to in the email.

Moved by: Councillor Wilder
Seconded by: Councillor Elworthy

That Action Item 9.4 be received into the record for information and that a response be drafted and sent to the author of the email indicating that the item is being reviewed.

Council discussion ensued over acceptable use of Watson Trail and safety issues involved.

John Snell, Belcarra resident, commented on the difficulty of the trail, possible liabilities, and signs to mitigate risk.

Jim Chisholm, Belcarra resident, queried with regard to parking on the bike lane area of Bedwell Bay Road

Brian Hirsch, Belcarra resident, commented on signs on the Watson Trail indicating that cyclists dismount and requested that a decision on types of trail use be made.

The Mayor called the question on the motion.

CARRIED

INFORMATION ITEMS

- 9.2** Oliver Gruter-Andrew, President and CEO, E-Comm 911, email dated March 1, 2023 advising on new Provincial funding to assist E-Comm and its local government partners with the cost of implementing federally mandated Next Generation 9-1-1 (NG9-1-1) technology improvements in BC.
- 9.3** Officer of the Premier, Ministry of Transportation and Infrastructure, news release dated March 15, 2023 providing details on the Provincial Government's \$479-million contribution to address TransLink's urgent financial needs.

Agenda Varied

The agenda was varied to consider Item 9.4 as an Action Item.

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That correspondence items 9.1 to 9.4 be received into the record as information.

CARRIED

10. NEW BUSINESS

Agenda varied

The agenda was varied to consider a motion by Councillor Clark. Items were renumbered accordingly.

10.1 Tank Inspection

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That an inspection of Dutchman's Creek tank be done with regard to life expectancy and a report provided to Council.

Discussion ensued on the motion with members of Council requesting more information from staff.

The Public Works and Emergency Preparedness Coordinator advised that the Dutchman Creek tank was inspected last year and that routine checks are carried out to ensure the water level is appropriate. He also advised on the estimated life expectancy of the tank.

Revised as per the
April 11, 2023
Council Meeting

It was the unanimous consent of Council that the motion on the floor moving that an inspection of Dutchman's Creek tank be done with regard to life expectancy and a report provided to Council be dealt with as a Notice of Motion. Councillor Clark will bring forward a motion at the next meeting requesting further information on the Dutchman's Creek tank.

10.2 The following items have been released from Closed Council status:

Mayor Ross declared a Conflict of Interest on Item 10.2 (5.5) 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 a member of a Group Wharf Association and one that is the subject of legal action.

I am now recusing myself."

Mayor Ross left the meeting at 8:26 pm

Deputy Mayor Elworthy assumed the Chair.

The Chief Administrative Officer announced the release of the following items from Closed Council status:

From the February 6, 2023 Special Closed Council Meeting

- Item 5.5 Appointment of Phil Chapman Consulting Services for the completion of the Belcarra Official Community Plan

The Chair requested that questions arising from the announcement of the release of Item 5.5 be asked during Public Question Period.

Note: Councillor Clark left at the meeting at 8:28 pm

From the March 6, 2023 Special Closed Council Meeting

- Item 5.1 Appointment of Connie Esposito as Acting Chief Administrative Officer
- Item 5.2 Resolution to provide a draft Council Code of Conduct at a regular Council meeting for readings.

11. PUBLIC QUESTION PERIOD

Jim Chisholm queried as to the additional cost for the Official Community Plan (OCP).

The Chief Administrative Officer advised that the sum of \$20,000 remains in the budget for Official Community Plan work and will be used to fund the planning consultant.

Brian Hirsch queried with regard to the timeline for getting the Official Community Plan underway.

The Chief Administrative Officer advised on a projected completion date for the Official Community Plan.

Note: Councillor Clark returned to the meeting at 8:31 pm

Don Babineau commented on the budget for the Official Community Plan and asked whether the OCP Committee was consulted on the hiring of a consultant. He also queried regarding the need for the services of a planner to complete the Official Community Planning process.

It was advised that the expertise of a planner is required to finalize the information gathered by the committee and produce an Official Community Plan bylaw.

Note: Mayor Ross returned to the meeting at 8:38 pm and assumed the Chair.

John Snell spoke on the Dutchman and Tatlow tanks and relayed information provided by Ian Devlin on findings of the water committee, on testing required to assess life expectancy of the tank as well as the ability to drain the tank to allow for inspection.

Jim Chisholm queried with regard to how long the Tatlow Reservoir tank will have to be dry to allow for inspection.

Staff responded to questions and comments on the proposed draining of the tank.

Don Babineau asked for the status of a letter he sent to the Village.

It was advised that the letter had not met the deadline to be placed on the Council agenda for this meeting.

Mr. Babineau summarized his letter and spoke on financial sustainability standards and the need to have a study done on the topic. He specifically asked for comments from Councillor Clark, Councillor Elworthy and Councillor Ruzycki.

Councillors Clark, Elworthy and Ruzycki responded.

John Snell requested an update on the issue of boats dumping sewage into Bedwell Bay.

Mayor Ross and the Chief Administrative Officer provided an update on work done on the topic through the office of Bonita Zarrillo, MP for Port Moody-Coquitlam, Anmore and Belcarra.

Jim Chisholm queried with regard to why parking restrictions are not enforced all year around.

Staff provided clarification on ticketing.

12. ADJOURNMENT


Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the March 27, 2023 Regular Meeting be adjourned at 8:59 pm

CARRIED

Certified Correct:



Jamie Ross
Mayor



Paula Richardson
Chief Administrative Officer