



**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL MEETING MINUTES**  
**September 25, 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 (attended via Zoom)

**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**

Brant Arnold-Smith, Program Manager, Security & Emergency Management, Metro Vancouver,  
Emergency Alerts and Emergency Management Resources  
Karen Degraaf, Belcarra Resident  
Bruce Blackwell, B.A. Blackwell & Associates Ltd  
Ken Bjorgaard, Financial Consultant

*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, September 25, 2023**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the agenda for the Regular Council Meeting of September 25, 2023 be amended to indicate the withdrawal of Item 4.1 and that the agenda be approved as amended.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, September 11, 2023**

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That the minutes from the Regular Council Meeting held on September 11, 2023 be adopted.**

**CARRIED**

Note: Councillor Wilder joined the meeting at 7:04 p.m. via Zoom.

**4. DELEGATIONS AND PRESENTATIONS**

**4.1 Oliver Grüter-Andrew, President & CEO, E-Comm 9-1-1**

Item 4.1 was withdrawn.

**4.2 Brant Arnold-Smith, Program Manager, Security & Emergency Management, Metro Vancouver, Emergency Alerts and Emergency Management Resources**

Mr. Arnold-Smith gave a presentation on Metro Vancouver's implementation and use of the Alertable app. He provided details on the platform and outlined Metro Vancouver's transition to Alertable. He highlighted the app's ability to align with partners to use one mass notification system for cross-jurisdictional applications.

**4.3 Karen Degraaf, Belcarra Resident, Road Use Application**

Ms. Degraaf spoke on an application for a tram and provided reasons on the request for Council support.

The Chief Administrative Officer outlined the details related to the request in terms of a Highway Encroachment Agreement "HEA" and indicated that HEA's are attached to a dock on a property. She reported that further work is ongoing on the request by the Degraaf's and will be provided to Council.

Council discussion ensued on the use of a road use permit rather than a HEA.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

**That staff be directed to provide a report on the provision of access to the property based on the letter provided to Council (Item 9.2) and in the presentation provided by Karen Degraaf.**

**CARRIED**

**5. REPORTS**

**5.1 Bruce Blackwell, B.A. Blackwell & Associates Ltd., presentation and proposed policy for the Interface Wildfire Development Permit Area**

The Public Works and Emergency Preparedness Coordinator introduced Bruce Blackwell of B.A. Blackwell & Associates.

Mr. Blackwell gave a PowerPoint presentation which outlined the following:

- The Scope of the project;
- The Rationale behind the Interface Wildfire DPA;
- How to change the foundations of the FireSmart Home Ignition Zone;
- The history of the process in the development of the DPA;
- The applicable area for the Interface Wildfire DPA which will be renovations, new construction and all subdivisions;
- Key policies pertaining to structures, landscaping, and subdivisions with safe access/egress;
- The Interface Wildfire DPA process and what will be expected prior to development.

Council discussion ensued on the proposed Interface Wildfire DPA policy with questions and comments on the impact on affordability of housing should the DPA be implemented, underground servicing requirements, the impact on insurance rates, the addition of property maintenance on title of the property and information on other municipalities which have implemented a DPA policy.

Mr. Blackwell responded to the question of ongoing property maintenance being on title.

The Mayor opened the floor to questions from the public.

Debra Struk, Belcarra resident, commented on the impact of wildfires on homeowners' ability to get insurance.

Jim Chisholm, Belcarra resident, commented that powerlines could be placed in the same category as propane tanks.

**5.1** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated September 25, 2023 regarding the Interface Wildfire Development Permit Area Policy

The Public Works and Emergency Preparedness Coordinator reviewed the report. He advised that additional work by staff will be required on the policy. It was also advised that B.A. Blackwell & Associates has provided a policy and that staff will bring back a final policy for Council review and approval.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

**That the Wildfire Development Permit Area (DPA) Policy prepared by B.A. Blackwell & Associates Ltd. be supported; and**

**That staff be directed to prepare a report recommending that a final Wildfire Development Permit Area (DPA) Policy be approved.**

Council discussion ensued on the future work to be carried out by staff to provide a final Wildfire Development Permit Area Policy for review.

Staff advised on timelines and work to be included in order to present a final policy to Council.

The Mayor opened the floor to questions from the Public.

Debra Struk, Belcarra resident, commented on the issue of property maintenance being on title and asked if residents can be fined should they not maintain their property as per the policy.

Mr. Blackwell clarified that should a new house be built under the proposed DPA policy and the property is not maintained, should this be listed on title, it will not be up to the Village to enforce, however it may reduce liability on the part of Village and place responsibility on an owner to maintain their property.

Jim Chisholm, Belcarra resident, queried whether the inclusion of property maintenance on title will be backdated or will only be on new builds.

Mr. Blackwell advised that the bylaw as presented will apply to new build and significant renovations and that current properties are grandfathered in. He clarified the intent of the bylaw to stop the growth of hazardous interface throughout the Village.

The Mayor called the question on the motion.

**CARRIED**

**5.2** Ken Bjorgaard, Financial Consultant, report dated September 25, 2023 regarding the 2024 Budget Process and Timeline

The Financial Consultant reviewed the report. He advised that the report will allow the Village to follow a procedure which will differ from other years due to a higher level of reporting and offering of a longer-term view than previously done.

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

**That the report dated September 25, 2023 titled "2024 Budget Process and Timeline" be received into the record for information.**

**CARRIED**

**5.3** Ken Bjorgaard, Financial Consultant, report dated September 25, 2023 regarding a Active Transportation Network Planning Grant Application

The Financial Consultant reviewed the report. He provided details on network planning grants the Village can apply for pertaining to Active Transportation Planning and advised that Council support is required to allow staff to move forward with grant applications.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

**That the Village of Belcarra's grant application in the amount of \$75,000 under the Province of BC's Active Transportation Planning Grant program be supported; and**

**That the Village of Belcarra's share (50% or \$37,000) of the project costs come from the Village's Climate Action Plan Funds.**

Council discussion ensued on the process of requesting grants

The Mayor opened the floor to questions from the public.

Jim Chisholm, Belcarra resident, queried whether this will be another multi-purpose trail discussion. He expressed concern over the amount of time and funds spent on applying for grants.

The Financial Consultant provided clarification on staff time and funds spent on applying for grants. He advised that in this case, TransLink staff has offered to work on the development of the grant application and therefore there will be no cost to the Village.

The Mayor called the question on the motion.

**CARRIED**

**5.4** Ken Bjorgaard, Financial Consultant, report dated September 25, 2023 regarding the status of Council's Strategic Priorities Work Plan Initiatives as at August 31, 2023

The Financial Consultant reviewed the report. He outlined the quarterly updates and highlighted the status of action items.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That the report dated September 25, 2023 titled "Status of Strategic Priorities Work Plan Initiatives as at August 31, 2023" be received into the record for information.**

**CARRIED**

**5.5** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated September 25, 2023 regarding costing for water chlorination system and a related water report

The Public Works and Emergency Preparedness Coordinator reviewed the report.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

**That a budget of \$46,000 be established for the water chlorination system class B cost estimate (includes detailed design and estimate for geotechnical analysis) with funding coming from the Community Building Reserve Fund; and**

**That the engineering report and recommendations on options for addressing water system deficiencies including risk factors and budgets, as identified in the strategic work plan, proceed with a budget of \$30,000 with funding coming from the Community Building Reserve Fund; and further**

**That the Village of Belcarra's financial plan be amended accordingly to reflect this work.**

Council discussion ensued on protocols in place to protect water quality including taste with the addition of chlorine to the tank and the cost of the design estimate.

The Mayor opened the floor to comments from the public.

Jim Chisholm, Belcarra resident, referred to the seismic quote and expressed concern over the amount of the cost estimate for that work. He put forward that this estimate should be reviewed as the amount was too high for this size of the area.

Paul Degraaf, Belcarra resident, requested clarification on the question raised on the price of components.

The Public Works and Emergency Preparedness Coordinator clarified that the quote provided refers to engineering work to be done for the design of the actual system and what will be involved.

Ralph Drew, Belcarra resident, sent in an e-mail and requested that staff elaborate on rationale for need for an updated geotechnical analysis

The Public Works and Emergency Preparedness Coordinator clarified that a geotechnical analysis was recommended by WSP.

The Mayor called for the question on the motion.

**CARRIED**

**5.6** Amanda Seibert, Corporate Officer, report dated September 25, 2023 regarding Council Meeting Minute-Taking Standards Corporate Policy No. 226.

The Corporate Officer reviewed the staff report. She advised that the proposed policy will set standards and allow for consistency in minutes taken for all meetings, regardless of which staff member is the recording secretary and will allow them to be as accurate and concise as possible.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That Village of Belcarra Council Meeting Minute-Taking Standards Corporate Policy No. 226 be approved.**

**CARRIED**

**5.7** Amanda Seibert, Corporate Officer, report dated September 25, 2023 regarding a proposed Village of Belcarra Council Procedure Bylaw No. 617, 2023

The Corporate Officer reviewed the staff report and advised on the intent of the proposed Council procedure bylaw.

Moved by: Councillor Elworthy  
Seconded by: Councillor Ruzycki

**That Village of Belcarra Council Procedure Bylaw No. 617, 2023 be read a first time.**

Council discussion ensued on sections of the proposed bylaw including the addition of an outline of an agenda setup, a consent agenda, the procedure for motions and revisions to public input.

The Mayor opened the floor to comments from the public.

Debra Struk, Belcarra resident, queried whether the public will have opportunity to speak on items when a motion is on the floor from this date moving forward.

The Mayor advised that the bylaw will have to be adopted prior to changes being made. The Corporate Officer advised that the time provided for the Public Input section as well as the Question Period section can be extended to allow more time for public participation if necessary.

Jim Chisholm, Belcarra resident, queried when the public will have an opportunity to ask questions on an item. He expressed that the current method of having discussion on each item as brought forward should be retained.

Mayor Ross explained the sections on public input and question period.

The Corporate Officer clarified the section on removing public input from items on the floor through motion.

The Mayor called the question on the motion.

**CARRIED**

Note: The meeting was recessed at 9:24 pm and reconvened at 9:34 pm

## **6. REPORTS FROM MAYOR AND PROJECT LEADS**

### **6.1 Mayor's Report**

Mayor Ross spoke on the death of RCMP Constable Rick O'Brien from Maple Ridge who was killed in the line of duty and offered condolences on the behalf of the Village of Belcarra.

The Mayor attended various meetings and functions at the Union of British Columbia Municipalities (UBCM) conference.

He reminded residents that September 30 is National Day for Truth and Reconciliation.

### **6.2 Councillors' Reports**

Councillor Ruzycki attended the UBCM conference and spoke on the events attended. She advised that one of the most valuable exercises while attending the conference was to allow for a clear understanding of process and how individual resolutions put forward by municipalities from across the Province were introduced, debated and voted on.

Councillor Clark attended the UBCM conference and spoke on the issues she focused on which included fire risk reduction, firefighter volunteers and funding for fire halls. She advised that the concerns of many rural communities regarding firefighting are consistent with those of the Village of Belcarra.

Councillor Wilder attended the UBCM conference and spoke positively on the amount of networking done at the conference and the format of the clinics and sessions she attended. She advised that Belcarra Council members had been involved in meetings with the Minister of Forests as well as staff from the Ministry of Municipal Affairs and BC Housing.

**7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer advised that the Village office will be closed on Monday, October 2, 2023, in lieu of National Day for Truth and Reconciliation. She provided an update on culvert replacement work to be carried out in the near future as approved by Council in the 2023 Budget and Strategic Plan. She spoke on an incident of a deer being hit by a car and then moved and encouraged all residents to call the Village's emergency number to report such incidences.

**8. BYLAWS****8.1 Village of Belcarra Freedom of Information and Protection of Privacy Bylaw No. 616, 2023**

A bylaw to allow for the administration of the Freedom of Information and Protection of Privacy Act

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

**That the Village of Belcarra Freedom of Information and Protection of Privacy Bylaw No. 616, 2023 be read a third time.**

**CARRIED**

**9. CORRESPONDENCE/PROCLAMATIONS****INFORMATION ITEMS**

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That item 9.1 and 9.2 in Section 9 – Correspondence/Proclamations – Information Items be received into the record as information.**

**CARRIED**

**9.1** Ralph Drew, Belcarra Resident, email dated September 14, 2023 regarding background information for communicating with WSP.

**9.2** Karen Degraaf, Belcarra Resident, letter dated September 12, 2023 regarding a permit to access Marine Drive from the residence on Senkler Road.

**ACTION ITEMS**

**9.3** Duncan Wilson, Vice President, Environment and External Affairs, Vancouver Fraser Port Authority, letter dated September 16, 2023 providing an update regarding recreational docks in Bedwell Bay.  
Council discussion ensued on the letter from the Port of Vancouver. History on the moratorium of docks issued by the Port Authority was discussed.



Moved by: Councillor Ruzycki  
Seconded by: Councillor Clark

**That Item 9.3 be received into the record as information.**

**CARRIED**

- 9.4** Madeline Leaf, Volunteer, Proclamations & Illuminations, International Wrongful Conviction Day Committee, e-mail and attached proclamation requesting that the City of Belcarra proclaim October 2, 2023, as "Wrongful Conviction Day"

Moved by: Councillor Elworthy  
Seconded by: Councillor Clark

**That the Village of Belcarra proclaim October 2, 2023 as "Wrongful Conviction Day."**

**CARRIED**

**10. NEW BUSINESS - NONE**

**11. PUBLIC QUESTION PERIOD**

Jim Chisholm, Belcarra resident, queried on the status of a quote for a fire protection system, either a wet or dry system, for the Village of Belcarra Hall.

Mayor Ross advised that staff will follow up on the query and an update will be provided.

Peter Boekhout, Belcarra resident, spoke on recycling and expressed concern on whether recycling bales were going to recycling depots or were being taken to landfills. He questioned whether the Public Works and Emergency Preparedness Coordinator was aware of where Belcarra recycling was going after it is picked up from WARD.

The Public Works and Emergency Preparedness Coordinator advised that he could not advise on where recycling was being taken after being picked up from WARD.

Council discussion ensued on the topic.

Jim Chisholm, Belcarra resident, commented on the information provided by a resident on recycling and asked if staff can investigate where recycling from the Village was going.

**12. ADJOURNMENT**


Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

That the September 25, 2023 Regular Council Meeting be adjourned at 10:19 pm

**CARRIED**

Certified Correct:

  
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Jamie Ross  
Mayor

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