



**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL MEETING MINUTES**  
**November 6, 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  
Jane Richardson, Clerk  
Amanda Seibert, Corporate Officer/Recording Secretary

**Others in Attendance**

Laura Beveridge, Pooni Group Consulting  
Peter Smith, Smithcraft Architecture, ELC representative  
Bryant Ko, ELC representative

*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, November 6, 2023**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

**That the agenda for the Regular Council Meeting of November 6, 2023 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meetings, October 17, 2023 and October 23, 2023**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the minutes from the Special Council Meetings held on October 17, 2023 and October 23, 2023 be adopted.**

**CARRIED**

**3.2 Regular Council Meetings, October 10, 2023 and October 23, 2023**

Moved by: Councillor Elworthy  
Seconded by: Councillor Wilder

**That the minutes from the Regular Council Meetings held on October 10, 2023 and October 23, 2023 be adopted.**

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

No items

**5. REPORTS**

**5.1 Laura Beveridge, Senior Planner, Pooni Group Consulting, report dated November 6, 2023 regarding a follow-up report to December 5, 2022 Council Meeting Motion regarding The Evangelical Laymen's Church (ELC) Rezoning and Official Community Plan Amendment Pre-Application**

The Planning Consultant reviewed the report. She advised that the planners felt ELC provided sufficient information in response to a deferred report and recommended that the applicant be moved forward through the application process.

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**That staff and the Village's Planning Consultant be directed to process a detailed development application for the ELC proposal once the following activities are undertaken:**

- **work with the applicant on the items outlined in Section 4.0 of this report, as well as any other items that may arise through the review process and**
- **consult with Tsleil-Waututh First Nation, Metro Vancouver, and any other relevant organizations, groups, agencies, or municipalities regarding the preliminary application.**

Council discussed the next steps in the procedure with a focus on consultation required with other agencies.

The Mayor opened the floor to comments from the public.

Deborah Struk, Belcarra resident, referred to the historical use of the property by a camp and questioned the current restrictions.

The Chief Administrative Officer advised on requirements for development applications.

Sy Rogers, Belcarra resident, queried on the length of time it may take for the application to go through the rezoning process.

The Planning Consultant responded to the question. She gave an approximate time of six months to one year, however, she quantified that such a timeline will depend on required material being provided by the applicant.

It was the consensus of Council that the Planning Consultant provide an interim report identifying the outcome of preliminary discussions with other agencies.

The Mayor called the question on the motion.

**CARRIED**

**5.2** Paula Richardson, Chief Administrative Officer, report dated November 6, 2023 regarding the Official Community Plan next steps

The Chief Administrative Officer reviewed the report. She advised that input from residents received in response to the public hearing indicated a preference to return the Official Community Plan to the OCP Review Committee for review and feedback.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That Schedule A of Official Community Plan Bylaw No. 615, 2023 presented at the September 11, 2023 Regular Council Meeting be referred back to the OCP Review Committee for review.**

Council discussion ensued on the preference to return the draft document as presented at the September 11, 2023 Council Meeting to the committee.

The Mayor opened the floor to comments from the public

Sy Rogers, Belcarra resident, commented on the changes made to the draft OCP document between 2022 and 2023 and asked whether future meetings of the committee will be public.

The Chief Administrative Officer advised on some of the revisions made in the 2023 document. She also advised that the committee meetings will be open to the public, stated that no public participation in the meeting will take place and that the meeting will be livestreamed.

Lynda Spence, Belcarra resident, queried on the timeline for the next public hearing.

The Chief Administrative Officer outlined the steps to be taken to get to the next public hearing and offered a tentative timeline.

The Mayor called the question on the motion.

**CARRIED**

- 5.3** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated November 6, 2023 regarding recommended repair and maintenance work to be carried out on the Senkler Bridge and proposing an addition to the 2024 Capital Budget.

The Public Works & Emergency Preparedness Coordinator reviewed the report. He advised on work done by staff and indicated that \$20,00 will be required to complete work on the east wing wall.

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That an amount of \$20,000 for repair work on the Senkler Bridge as recommended in the WSP Engineering report dated April 5, 2023 be added to the 2024 Capital Budget.**

**CARRIED**

**Note: The motion on the floor for Item 5.4 was deferred at the July 24, 2023 Regular Council Meeting**

- 5.4** Amanda Seibert, Corporate Officer, report dated November 6, 2023 regarding the July 10, 2023 deferred motion on the seismic sensor at the Tatlow Station.

The Corporate Officer advised on the procedure for dealing with a deferred motion.

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

**That staff be directed to purchase and install a new seismic sensor for the Tatlow Station at an estimated cost of up to \$10,000.00 and that the strategic plan and capital budgets be amended accordingly.**

The Public Works and Emergency Preparedness Coordinator reviewed the report from the July 10, 2023 Council meeting and advised on the business case of purchasing a new seismic sensor.

Council discussion ensued on the dialogue held when the item was first presented and the changes in functionality of the type of sensor staff was proposing to purchase since the July 10 report

The Mayor opened the floor to questions from the public.

Ian Devlin, Belcarra resident, queried on the function of the seismic sensor and whether the water operators will still be able to activate the seismic sensor through the SCADA system. He felt that the cost for a new seismic sensor was an expensive proposition.

Klaus Bever, Belcarra resident, queried whether Public Works is aware of any other seismic sensors in use in Metro Vancouver, which municipalities they may be in and what they are used for.

Staff provided responded to questions asked by the public.

The Mayor called the question on the motion.

**DEFEATED**

Mayor Ross, Councillor Clark, Councillor Elworthy, Councillor Ruzycki, and Councillor Wilder voted in opposition

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

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

The Mayor attended the following events:

- Sasamat Volunteer Fire Department Board of Trustees Meeting  
- October 26, 2023
- Metro Vancouver Board Meeting – October 27, 2023
- School District No. 43 Board Chair and Vice Chair Lunch with Mayors  
- October 27, 2023
- Metro Vancouver Parks Committee Meeting – November 1, 2023
- Homebuilders Association of Vancouver (HAVAN) – November 1, 2023
- Metro Vancouver Climate Action Committee Meeting – November 2, 2023
- The Mayor was invited by the Port Moody Power & Sail Squadron to join in the laying of wreaths in Belcarra Park on Remembrance Day.

### **6.2 Councillors' Reports**

Councillor Wilder reported that she, Mayor Ross and Councillor Ruzycki attended HAVAN's annual CONNECT Municipal Dinner.

She advised that the Annual Coats for Kids Campaign begins on November 14 and runs through to December 1 and encouraged residents to donate. She also advised that a drop-off location will be made available at the Village hall.

Councillor Ruzycki commented on the annual CONNECT Municipal Dinner and advised that the City of Vancouver Mayor Ken Sim was the event speaker.

## **7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer advised that the Village Office was closed on November 13 in lieu of Remembrance Day. She reported that she and the Corporate Officer attended a law seminar hosted by Lidstone and Company which had covered numerous topics relevant to Councils.

## **8. BYLAWS**

### **8.1 Village of Belcarra Council Procedure Bylaw No. 617, 2023**

A bylaw to regulate the proceedings of Council, Council Meetings, and other Council reporting bodies for the Village of Belcarra.

The Chief Administrative Officer advised that the bylaw will require public notification prior to adoption. She requested that staff be directed to provide notification to the public.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the appropriate statutory notice under section 124 of the *Community Charter* providing notification of the repeal of Council Procedure Bylaw No. 593, 2021 be published prior to the adoption of Council Procedure Bylaw No. 617, 2023.**

**CARRIED**

**9. CORRESPONDENCE/PROCLAMATIONS**

**INFORMATION ITEMS**

**9.1 Sasamat Volunteer Fire Department (SVFD) Board of Trustees Meeting Minutes**

- March 2, 2023
- June 1, 2023
- September 22, 2023

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**That correspondence item 9.1 be received into the record for information.**

**CARRIED**

**ACTION ITEMS**

**9.2 Honourable Mitzi Dean, Minister of Children & Family Development, email dated October 31, 2023 regarding November is Adoption Awareness Month**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

**That the month of November be recognized as Adoption Awareness Month.**

**CARRIED**

**10. NEW BUSINESS**

**11. PUBLIC QUESTION PERIOD**

Sy Rogers, Belcarra resident, queried on the real cost of building a fire hall.

Mayor Ross advised on projected numbers for construction per fire hall.

Lynda Spense, Belcarra resident, asked whether the use of a designer for the fire hall is a necessity and whether a design for another small village fire hall can be replicated.

Mayor Ross responded to the question.

Sy Rogers, Belcarra resident, asked whether Belcarra has thought to approach Port Moody for fire fighting in a manner similar to how the Village uses Coquitlam RCMP.

Mayor Ross advised on complexities involved should Port Moody provide fire fighting services. Councillor Clark advised on the requirement for a municipality to have a fire hall at an 8 km distance in order to qualify for insurance.

Peter Boekhout, Belcarra resident, questioned a motion of deferral made at a Sasamat Volunteer Fire Department Board of Trustees Meeting. He also asked if it was viable to have a fire hall completed by 2026.

The Mayor advised on the request for deferral and the projected completion date for a fire hall.

Joe Weber, Belcarra resident, queried whether the replacement of the Village Hall was being contemplated.

Mayor Ross advised that this was not being contemplated at this time.

Deborah Struk, Belcarra resident, referred to an email dated November 2 with regard to the spraying of herbicides and questioned why residents were not notified, why spraying was being carried out on a holiday weekend and why the person carrying out the spraying work was taking photos of residents' properties.

The Chief Administrative Officer responded to questions and concerns and advised that a report will be provided by the Invasive Species Council on the work that was done.

## 12. ADJOURNMENT

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That the November 6, 2023 Regular Council Meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 8:31 pm

Certified Correct:

  
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Jamie Ross  
Mayor

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