



**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL MEETING MINUTES**  
**November 20, 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 (not in attendance at the start of the meeting)

**Staff in Attendance**

Paula Richardson, Chief Administrative Officer  
Stewart Novak, Public Works & Emergency Preparedness Coordinator  
Jane Dreier, Clerk  
Amanda Seibert, Corporate Officer/Recording Secretary

**Others in Attendance**

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.*

Note: Councillor Wilder was not in attendance at the start of the meeting.

**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 20, 2023**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the agenda for the Regular Council Meeting of November 20, 2023 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, November 6, 2023**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the minutes from the Special Council Meeting held on November 6, 2023 be adopted.**

**CARRIED**

**3.2 Regular Council Meeting, November 6, 2023**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That the minutes from the Regular Council Meeting held on November 6, 2023 be adopted.**

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

No items

Note: Councillor Wilder joined the meeting at 7:02 pm

**5. REPORTS**

**5.1 Ken Bjorgaard, Financial Consultant, staff report dated November 20, 2023 regarding Village of Belcarra Municipal Policies & Procedures Policy No. 227**

The Financial Consultant reviewed the report. He advised that this policy is being brought forward as part of Council's strategic plan and is intended to clarify the difference between administrative policy and procedure versus Council policy with the goal of making governance and operational roles distinct to allow staff to deal with operational/administrative matters.

Council discussion ensued on the differences between governance and administrative/operational policies. Council members requested further information on the topic.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That staff provide a report including further detail on a policies & procedures policy which includes examples and outlines the foundation of the differences legislatively within the *Community Charter* or similar legislation.**

The Mayor opened the floor to questions from the public.

Jim Chisholm, Belcarra resident, suggested the additional of a flow chart to follow up staff report on a policies and procedures policy.

Debra Struk, Belcarra resident, commented on Council having a say in what occurs and spoke in favour of a follow up report which will look at the positive and negative aspects of a policies and procedures policy.

The Mayor called the question on the motion.

**CARRIED**

Note: Councillor Elworthy declared conflict of interest and recused himself from discussion of Item 5.2 due to proximity of his property to the Tatlow roadway. He left the meeting at 7:26 pm

**5.2** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated November 20, 2023 regarding an update on Public Works operations.

The Public Works and Emergency Preparedness Coordinator reviewed the report. He provided a point-to-point update on the operational activities listed in the report.

Council discussion and questions ensued on the various updates provided in the staff report. The Public Works and Emergency Preparedness Coordinator answered questions, addressed concerns and provided more detail on topics when requested.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

**That the report dated November 20, 2023 regarding the Public Works operational update be received into the record for information.**

**CARRIED**

Note: Councillor Elworthy returned to the meeting at 7:59 pm

**5.3** Amanda Seibert, Corporate Officer, staff report dated November 20, 2023 regarding the Regular Council Meeting schedule for 2024 and the Acting Mayor schedule appointments for the 2023-2024 term.

The Corporate Officer reviewed the report. She advised on the legislation within the *Community Charter* requiring Council to adopt a meeting schedule and approve a schedule and appointments for Acting Mayor.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

**That the Regular Council Meeting schedule attached to the staff report dated November 20, 2023 be adopted; and further**

**That the Acting Mayor schedule and appointments for December 2023 to November 2024 as attached to the staff report dated November 20, 2023 be approved.**

**CARRIED**

- 5.4** Amanda Seibert, Corporate Officer, staff report dated November 20, 2023 regarding the development of a privacy management program as per the Freedom of Information and Protection of Privacy Act (FOIPPA)

The Corporate Officer reviewed the report. She advised on the legislative requirements to develop a privacy management program.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That a \$6,000 budget be established in 2024 for the development of a privacy management program (PMP) and for related training, with funding coming from the Financial Stabilization Reserve.**

**CARRIED**

- 5.5** Amanda Seibert, Corporate Officer, staff report dated November 20, 2023 regarding Public Notice Bylaw No. 618, 2023

The Corporate Officer reviewed the report. She advised on changes made and requested three readings to allow the bylaw to be in place prior to the next Public Hearing on the Official Community Plan.

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

**That Village of Belcarra Public Notice Bylaw No. 618, 2023 be read a first, second time and third time.**

**CARRIED**

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

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

The Mayor attended the following events:

- Mayor Ross spoke on the passing of Diana Drake. He quoted from the obituary and put forward sympathies on the behalf of Council and residents of the Village of Belcarra
- TransLink Mayors' Council Public Affairs & Governance Committee – November 8, 2023
- Coquitlam RCMP Officer In Charge Awards – November 8, 2023 – attended with Councillor Wilder
- Minister Ravi Kahlon -Technical Briefing re Housing Announcements – November 9, 2023
- Remembrance Day Ceremony, Port Moody Power & Sail Squadron – November 11, 2023
- CRAB Winter Fair – November 12, 2023
- Metro Vancouver Mayors Committee Meeting – November 16, 2023
- Joint Mayors' Council & TransLink Board Investment Plan Workshop – November 17, 2023

**6.2 Councillors' Reports**

No items

**7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer reported on the November 15, 2023 OCP Review Committee Meeting and advised that another meeting is scheduled for November 28, 2023. She also advised that the Finance Standing Committee is scheduled to meeting on December 6, 2023 to review the long term financial plan and that the meeting will be facilitated by the Financial Consultant.

**8. BYLAWS**

No items

**9. CORRESPONDENCE/PROCLAMATIONS**

**INFORMATION ITEMS**

- 9.1** Klaus Bever, Belcarra resident, email dated October 20, 2023 regarding a motion passed by Council on October 10, 2023 on the budgeting and repairing of the Tatlow and Dutchmen Creek tanks.

- 9.3** Minister of Housing, Ravi Kalon, letter dated November 9, 2023 providing information on new Provincial legislation to support local government housing initiatives.

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

**That correspondence items 9.1 and 9.3 be received into the record for information.**

**CARRIED**

**ACTION ITEMS**

- 9.2** Debra Struk, Belcarra resident, email dated November 2, 2023 regarding groundwater spraying herbicide

Councillor Clark referred to correspondence received from other residents pertaining to the spraying of herbicides particularly with concern for persons on wells.

The Chief Administrative Officer advised that Invasive Species Council will be providing a report to Council in the near future.

Councillor Wilder referred to the letter and requested further details on the work being done by the contractor for Invasive Species. The Chief Administrative Officer will follow up with Invasive Species Council and request that further information be provided in their follow up report. She advised that staff will request that Invasive Species provide a presentation to Council at a future Council Meeting.

**10. NEW BUSINESS**

No items

**11. PUBLIC QUESTION PERIOD**

Jim Chisholm, Belcarra resident, queried on the status of the possibility of selling the land where a caretaker's residence was to Parks.

Mayor Ross advised that Parks had not shown interest.

Jim Chisholm, Belcarra resident, reiterated a question he had asked at a previous meeting pertaining to the quality control manual whereby he had asked who had written the manual and who had approved it.

The Public Works and Emergency Preparedness Coordinator advised that the manual was written by Matt Gibson of ISL Engineering and Land Services Ltd. and was reviewed by staff.

Jim Chisholm, Belcarra resident, spoke on the sprinkler system for the Village Hall and expressed that information should only be solicited from companies that have qualified engineers to design and build systems for these types of buildings. He also put forward that a stainless-steel ladder that can be taken in and out of the Tatlow Tank be installed.

Deborah Struk, Belcarra resident, suggested that the Invasive Species contractor be asked why he was taking photos of residents' wells and why he wished to know where wells were located. She asked whether Invasive Species Council will be brought in to remove English Ivy and other invasive plants.

**12. ADJOURNMENT**


Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That the November 20, 2023 Regular Council Meeting be adjourned at 8:36 pm

**CARRIED**

Certified Correct:

  
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Jamie Ross  
Mayor

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