



**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL MEETING MINUTES**  
**March 11, 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

*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 7:01 pm

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, March 11, 2024**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Wilder

**That the agenda for the Regular Council Meeting of March 11, 2024 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, February 20, 2024**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That the minutes from the Special Council Meeting held on February 20, 2024 be adopted.**

**CARRIED**

**3.2 Regular Council Meeting, February 20, 2024**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the minutes from the Regular Council Meeting held on February 20, 2024 be adopted.**

**CARRIED**

**4. PUBLIC INPUT**

Ian Devlin, Belcarra resident, referred to Item 9.1 on the agenda. He spoke on Belcarra Bylaw No. 412, 2008 and indicated that the bylaw has no requirement for water metering. He expressed that procedures followed by previous Councils to defer decisions on water metering until required to meter by Metro Vancouver were appropriate. He suggested that water being received from the District of North Vancouver and water exiting the Tatlow tank should be metered if metering were to become mandatory.

Ryan Moon, Belcarra resident, referred to Item 10.4 on the agenda. He commended staff and Council for commencing a study. He asked whether WSP will be provided with reports submitted to the Village prepared by an engineer he had employed.

Mayor Ross encouraged Mr. Moon to reiterate his question during Public Question Period.

**5. DELEGATIONS AND PRESENTATIONS**

**5.1 Tri-Cities Community Action Team, presentation on the response to the toxic drug crisis**

- Roxanne Saxon and Samantha Chong

The Tri-Cities Community Action Team representatives gave a presentation which outlined the history, background and mandate of the action team. They provided statistics on unregulated drug deaths and trends within the Tri-Cities, advised on partnerships with other communities and events attended and highlighted past and current projects.

**6. ITEMS ON CONSENT AGENDA**

**6.1 Correspondence**

**6.1.1 Mayor Kermit Dahl, City of Campbell River, letter dated February 2, 2024 to the Honorable Minister Farnworth, expressing support for consideration of the enactment of the *Community Safety Act* or the *Community Safety Amendment Act* legislation.**

**6.1.2** Rebecca Bishop, Program Officer, Union of British Columbia Municipalities, letter dated February 27, 2024 regarding payment of 2022 CRI FireSmart Community Funding & Supports in the amount of \$27,431.48.

**6.1.3** George V. Harvie, Chair, Metro Vancouver Board, letter dated March 1, 2024 regarding a proposed land use designation amendment to Metro 2050 for the City of Maple Ridge for a 25.4-hectare site comprising 13 properties located south-west of the intersection of 232 Street and 128 Avenue in the Yennadon lands area.  
(The full report can be viewed at [MVRD Board report dated January 3, 2024, titled "Metro 2050 Type 2 Proposed Amendment – City of Maple Ridge \(Yennadon Lands\) \(pg.462\)](#))

**6.2 Reports**

No items

**6.3 Recommendation to Receive Items on Consent**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That the items on the Consent Agenda of the March 11, 2024 Village of Belcarra Regular Council Meeting be received into the record.**

**CARRIED**

**7. ITEMS REMOVED FROM THE CONSENT AGENDA**

No items

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

No items

**9. UNFINISHED BUSINESS**

**9.1.1** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated March 11, 2024 providing an update on the Village of Belcarra's residential water metering system.

The Public Works and Emergency Preparedness Coordinator reviewed the staff report. He advised on the existing water distribution system and the installation of the original Sensus water metering system. He highlighted estimates provided by two metering installation companies. It was noted that the water metering business case is part of the Strategic Plan and will be brought forward to Council in the Fall.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That the staff report dated March 11, 2024 titled "Residential Water Metering System" be received into the record for information.**

**CARRIED**

- 9.1.2 Motion deferred from the January 22, 2024 Council Meeting from a report by Ken Bjorgaard, Financial Consultant regarding water charges for properties with secondary suites

**Motion as deferred:**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the status quo for water user rates be maintained and that there be no extra water charges on those properties connected to the water system with secondary suites.**

**CARRIED**

**10. STAFF REPORTS**

- 10.1 Ken Bjorgaard, Financial Consultant, report dated March 11, 2024 regarding the 5-Year (2024 – 2028) Financial Plan Bylaw.

The Financial Consultant reviewed the report and highlighted Schedule B titled Statement of Objectives and Policies. He advised that the proposed bylaw reflects previous budget decisions made by Council and feedback provided at the public consultation session.

Moved by: Councillor Elworthy  
Seconded by: Councillor Ruzycki

**That Village of Belcarra 5-Year (2024 – 2028) Financial Plan Bylaw No. 623, 2024 be read a first, second and third time.**

**CARRIED**

- 10.2 Ken Bjorgaard, Financial Consultant, report dated March 11, 2024, regarding the Village of Belcarra Fees and Charges Bylaw.

The Financial Consultant reviewed the report. He outlined bylaw amendments and highlighted new water rates taking effect on July 1, 2024.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 624, 2024 be read a first, second and third time.**

**CARRIED**

- 10.3 Ken Bjorgaard, Financial Consultant, report dated March 11, 2024, regarding recommendations from the “The Village of Belcarra’s Draft Road Map to Financial Sustainability” report.

The Financial Consultant reviewed the report. He provided a summary on each item within the recommendation.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the following recommendations from “The Village of Belcarra’s Draft Road Map to Financial Sustainability” Report be approved and implemented:**

1. That the Village implement automated solutions such as electronic bill payments and e-commerce services to assist staff and to supplement limited staff resources;
2. That the Village’s performance bonds, and refundable deposits be reviewed to determine whether the funds should be returned, continue to be held by the Village or taken into revenue;
3. That the Village continue to track its financial indicators annually based on year-end results with the results being reported to Council and the community;
4. That a comprehensive review of the Village’s fees & charges be undertaken with the goal of increasing non-property tax-based revenue, and that these fees be reviewed annually to keep up with the Village’s increased cost of providing services which includes the impact of inflation;
5. That Operating Spending Packages be completed as a means of approving all new expenditures that are related to new or expanded services or increased service levels;
6. That the Village create additional operating reserves for the Water & WARD utilities to stabilize operations and to offset unanticipated expenditure increases and/or losses of revenue;
7. That the Village investigate removing the Water and WARD utility charges from tax notices to be billed on separate utility bills;
8. That minimum & optimal reserve and surplus levels be established, based on the Asset Management Plan and Long-Term Financial Plan results, & that Corporate Policy No. 211 – Reserve Funds and Surpluses, be updated;
9. That lifecycle costing be integrated into procurement decisions when updating Corporate Policy No. 203 – Procurement (including Disposal of Assets);
10. That the estimated operating cost impacts of capital projects be integrated into the capital decision making and approval process;
11. That long-term cash flows be aligned with the Village’s long-term investment portfolio horizon to maximize investment returns;
12. That Policy 195 (Financial Plan – Amendment, Monitoring and Control) be updated;
13. That the following new policies be brought forward for Council’s consideration:
  - a) Financial Plan Amendments and
  - b) Investing Municipal Funds;
14. That the Village join a cooperative purchasing group to obtain bulk pricing on goods & services and to take advantage of economies of scale; and

- 15. That the Village implement formal project management policies and practices to ensure the best outcomes for projects.**

**CARRIED**

- 10.4** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated March 11, 2024 regarding a proposal for hydrological and environmental consulting services for a drainage assessment at the 3600 block of Bedwell Bay Road. The Public Works and Emergency Preparedness Coordinator reviewed the staff report. He outlined what WSP will be working on during the study.

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That the WSP proposal for hydrological and environmental consulting services, for drainage assessment conditions and for flow diversion at the 3600 block of Bedwell Bay Road be approved at the cost of \$14,330 excluding taxes.**

**CARRIED**

- 10.5** Paula Richardson, Chief Administrative Officer, staff report dated March 11, 2024 regarding fines for water usage by residents during water restrictions.

The Chief Administrative Officer reviewed the staff report. She addressed the anticipated water shortage as a result of low snowpack levels and the statement received from Metro Vancouver regarding water use. She advised that the proposed bylaw is meant to allow the Village of Belcarra to fine persons using water during restricted periods.

Moved by: Councillor Elworthy  
Seconded by: Councillor Ruzycki

**That Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018 Amendment Bylaw No. 626, 2024 be read a first, second and third time.**

**CARRIED**

Councillor Clark and Councillor Wilder voted in opposition

**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:

- Sasamat Volunteer Firefighters Association Annual Awards Night – February 1, 2024
- Metro Vancouver Board Meeting – February 23, 2024
- Tri-Cities Chamber of Commerce International Women's Day Conference along with Councillors Clark, Ruzycski and Wilder – March 8, 2024

Mayor Ross presented a picture of a building in Belcarra which had been purchased at a thrift shop by Terry O'Neil, a long time Councillor from Coquitlam, who donated the picture to the Village

**13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT**

The Chief Administrative Officer provided information on the following items:

- Projects which have been carried forward as well as the budgets for those projects
- Road ends and the development of a separate policy addressing these properties
- Restrictions on the subdivision of waterfront road ends which are 66 feet wide according to the Land Titles Act and legal advice

**14. OTHER MATTERS DEEMED EXPEDIENT**

No items

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

No items

**16. PUBLIC QUESTION PERIOD**

Jim Chisholm, Belcarra resident, referred to Item 10.4 and queried when issues with drainage were first reported.

The Public Works and Emergency Preparedness Coordinator advised that there have been multiple reports from differing sources in this area and that staff is aware of issues with drainage.

Ryan Moon, Belcarra resident, stated it was hoped that a remedy for the issue would be found and that there have been reports on the drainage issues for a long time.

The Public Works and Emergency Preparedness Coordinator advised that a study is required prior to any planning decisions for the area.

Klaus Bever, Belcarra resident, queried whether it would be worthwhile to gather all information already available on drainage issues prior to proceeding further with spending an additional \$14,000.

The Public Works and Emergency Preparedness Coordinator advised that all information collected will be provided to WSP for consideration.

Jim Chisholm, Belcarra resident, referred to the topic of drainage and queried whether a report done 5 to 7 years ago by Dayton and Knight is available.



John Snell, Belcarra resident, submitted a question via email. He asked what happened to the practice of not having three readings at one time as per the water fine issue.

The Chief Administrative Officer indicated that it is the prerogative of Council to vote on the recommendation as put forward in the staff report.

Ian Devlin, Belcarra resident, compared the Village water system to larger Metro Vancouver municipalities in terms of domestic flow. He put forward that the Village's water flow is approximately that of a larger apartment building which is metered on a building basis rather than each apartment having a meter. He compared that scenario with the Village's and asked why water coming into the Village from the District of North Vancouver isn't metered.

Penny Moen, Belcarra resident, queried whether the Village wished to meter water to allow equity in payment for persons using more or whether metering is intended to help control or restrict overuse of water. She advised that as residences within the Village are on septic systems, water usage is automatically restricted to prevent overflow on those systems. She asked about the difference in water usage for an average home which is metered compared to one which is not.

**17. ADJOURNMENT**


Moved by: Councillor Wilder  
Seconded by: Councillor Elworthy

**That the March 11, 2024 Regular Council Meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 9:10 pm

Certified Correct:

  
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Jamie Ross  
Mayor

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