



**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL MEETING MINUTES**  
**April 22, 2024**



This meeting was held in Council Chambers and live streamed at  
[Village of Belcarra - YouTube](#)

**Council in Attendance**

Mayor Jamie Ross  
Councillor Joe Elworthy  
Councillor Janet Ruzycki  
Councillor Liisa Wilder

**Absent**

Councillor Carolina Clark

**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  
Leon Gaber, Executive Director – Public Sector Advisory; National Lead – Critical Infrastructure Resilience & Emergency Management Practice, KPMG

*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, April 22, 2024**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That the agenda for the Regular Council Meeting of April 22, 2024 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, April 2, 2024**

Moved by: Councillor Wilder  
Seconded by: Councillor Elworthy

**That the minutes from the Regular Council Meeting held on April 2, 2024 be adopted.**

**CARRIED**

**3.2 Report of Public Hearing, April 8, 2024**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Wilder

**That the report of Public Hearing held on April 8, 2024 be adopted.**

**CARRIED**

**4. PUBLIC INPUT**

The Mayor called for speakers for public input. No speakers came forward.

**5. DELEGATIONS AND PRESENTATIONS**

**5.1 Village of Belcarra Emergency and Disaster Management Review and Recommendations**

- Presentation by Leon Gaber, Executive Director – Public Sector Advisory; National Lead – Critical Infrastructure Resilience & Emergency Management Practice, KPMG

Mr. Gaber gave a presentation reviewing the Emergency and Disaster Management Act and how it applies to the Village of Belcarra. He provided an overview of the Act and the key themes relevant to Belcarra and the local authority jurisdiction and planning responsibilities. He defined multijurisdictional emergency management organizations, which include Tsleil-Waututh Nation, their purpose and how they can be established. He addressed consultation and cooperation requirements and reviewed funding opportunities for programs and projects related to emergency management.

He responded to questions from Council.

**6. ITEMS ON CONSENT AGENDA**

**6.1 Correspondence**

- 6.1.1** Randy Manhas, Secretary-Treasurer/CFO, School District No. 43 (Coquitlam), letter dated April 12, 2024 providing information on an amendment to Capital Bylaw No. 3, Amendment Bylaw No. 2.3 – 2024 (School Site Acquisition Charge Capital Bylaw Amendment)

**6.2 Reports**

No items

**6.3 Recommendation to Receive Items on Consent**

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**That the items on the Consent Agenda of the April 22, 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)**

- 8.1** Randy Manhas, Secretary-Treasurer/CFO, School District No. 43 – Coquitlam, letter dated April 12, 2024 regarding the resolution passed by the Board of Education pertaining to the District's 2025-26 Eligible Schools Sites

Moved by: Councillor Ruzycki  
Seconded by: Councillor Wilder

**That the School District No. 43 (Coquitlam) Board resolution for proposed eligible school site requirements be accepted.**

**CARRIED**

**9. UNFINISHED BUSINESS**

No items.

**10. STAFF REPORTS**

- 10.1** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated April 22, 2024 regarding Emergency Management Planning

The Public Works and Emergency Preparedness Coordinator reviewed the report. He outlined aspects of the new Provincial Emergency & Disaster Management Act and spoke on holding meetings with neighbouring municipalities as well as Tsleil-Waututh Nation to discuss multijurisdictional emergency management planning.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Wilder

**That staff exploration of opportunities of multijurisdictional emergency management planning and response with neighbouring municipalities be supported.**

**CARRIED**

**10.2** Ken Bjorgaard, Financial Consultant, staff report dated April 22, 2024 regarding the 2024 Tax Rates Bylaw & Sample 2024 Tax Notice

The Financial Consultant reviewed the report. He outlined key aspects of requirements and reviewed the language in the bylaw. He provided a sample tax notice which broke down rates for the municipality including taxes requisitioned by Metro Vancouver that also reflect Sasamat Volunteer Fire Department operating and capital funds provided as separate line items. He reminded residents that municipalities do not set school tax rates or tax rates for TransLink.

Moved by: Councillor Elworthy  
Seconded by: Councillor Ruzycki

**That Village of Belcarra 2024 Tax Rates Bylaw No. 625, 2024 be read a first, second and third time.**

**CARRIED**

**10.3** Paula Richardson, Chief Administrative Officer and Phil Chapman, Chapman Planning & Consultant, staff report dated April 22, 2024 regarding Village of Belcarra Official Community Plan Bylaw No. 621, 2024.

The Planning Consultant reviewed the report. He highlighted comments received during the public hearing process, outlined which sections of the draft Official Community Plan addressed concerns put forward at public hearing, reviewed the response from Metro Parks pertaining to a road to Farrer Cove and read staff recommendations.

Prior to the motion being put on the floor, the Chief Administrative Officer requested that an additional item be added to the recommendation to read as follows:

6. That the Regional Context Statement contained in Schedule A of the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be submitted to the Metro Vancouver Regional Board for acceptance.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That the consultation requirements under Section 475 of the *Local Government Act* in relation to the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 have been considered specifically with:**

- i. **The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;**
- ii. **The Board of any Regional District that is adjacent to the area covered by the plan;**
- iii. **The Council of any municipality that is adjacent to the area covered by the plan;**
- iv. **First Nations;**
- v. **Boards of Education, Greater Boards and Improvements Districts Board; and**
- vi. **The Provincial and Federal Governments and their agencies; and**

2. That extensive consultation with all affected parties during the two years of preparation of the draft Official Community Plan Bylaw No. 621, 2024 is sufficient for the purpose of consultation under Section 475 of the *Local Government Act*; and
3. That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be considered in conjunction with the Village of Belcarra Financial Plan and Waste Management Plan; and
4. That it be confirmed that Village of Belcarra Official Community Plan Bylaw No. 621, 2024 is consistent with the Village of Belcarra Financial Plan and Waste Management Plan; and
5. That Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be read a second and third time; and further
6. That the Regional Context Statement contained in Schedule A of the Village of Belcarra Official Community Plan Bylaw No. 621, 2024 be submitted to the Metro Vancouver Regional Board for acceptance.

Council discussion ensued on the need to include stronger language within the Official Community Plan on options for the provision of road access to owners of properties in Farrer Cove.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That the second and third reading of Official Community Plan Bylaw No. 621, 2024 be deferred to the Council Meeting of June 3, 2024;**

**And that staff be directed to provide a report on the options for Farrer Cove access.**

**CARRIED**

**10.4** Ken Bjorgaard, Financial Consultant, report dated April 22, 2024 regarding the status of Strategic Priorities Work Plan Initiatives as at March 31, 2024

The Financial Consultant reviewed the report. He emphasized the impact on strategic plan priorities of other projects such as road ends being moved forward by Council and being added to the staff workplan. He advised that a review of the strategic plan and its priorities may be appropriate in the near future.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Wilder

**That the report dated April 22, 2024 titled "Status of Strategic Priorities Work Plan Initiatives as at March 31, 2024 be received into the record as information.**

**CARRIED**

- 10.5** Paula Richardson, Chief Administrative Officer, report dated April 22, 2024 regarding quarterly updates on administrative and public works operational priorities and progress for the quarter ending March 31, 2024

The Chief Administrative Officer reviewed the report. She highlighted major work done by staff during the quarter alongside strategic plan items. The Public Works and Emergency Preparedness Coordinator reviewed projects in progress or completed during the third quarter reporting period.

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycski

**That the report dated April 22, 2024 titled “Quarterly Department Reports – For Quarter ending March 31, 2024” be received into the record for information.**

**CARRIED**

**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:

- Metro Vancouver Treaty Day 2024 – April 3
- TransLink Mayors' Council Media Event with Minister Fleming 2024 Transit Funding Announcement – April 17
- Village of Belcarra Volunteer Recognition Evening – April 18

Mayor Ross provided highlights of the media event with Minister Fleming.

**Councillor Reports**

Councillor Wilder

Councillor Wilder reminded residents of the CRAB sponsored Spring Social and BBQ Pub Night scheduled for Saturday, May 5 at the Village Hall. She encouraged those who wish to attend to purchase tickets from CRAB. She also advised that volunteers are still welcome to help with the event.

Councillor Ruzycski

Councillor Ruzycski attended the Volunteer Appreciation Event hosted by the Village on April 18. She also attended a volunteer appreciation event held at Eagle Ridge Hospital.

Councillor Elworthy

Councillor Elworthy attended a meeting of the Tri-Cities Food Council, a group which focuses on supporting food security for all residents in the Tri-Cities region.

**13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT**

The Chief Administrative Officer reported that Village of Belcarra has received grant funding from TransLink related to the Bedwell Bay Upgrade Project in the amount of \$272,000 at 75% grant funding.

She advised residents that Metro Vancouver Stage 1 water restrictions will come into effect from May 1 to October 15 which restrict lawn watering to one day a week and also advised that information on water restrictions will be published on the Village's website.

The Chief Administrative Officer reminded all that April 22 is Earth Day and encouraged all to view the Earth Day website.

**14 OTHER MATTERS DEEMED EXPEDIENT**

No items.

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

Councillor Ruzycki advised that she will bring forward a motion at the next regular Council meeting requesting that staff be directed to explore an encroachment policy for the municipal lands within the boundaries of the Village of Belcarra.

**16. PUBLIC QUESTION PERIOD**

Suzanne Kyra, Belcarra resident, complimented members of Council on the sincerity and energy in the room during meetings.

Penny Moen, Belcarra resident, thanked Councillor Wilder for the reminder on the upcoming CRAB BBQ. She also thanked the Village of Belcarra staff for hosting Volunteer Appreciation Night.

**17. ADJOURNMENT**

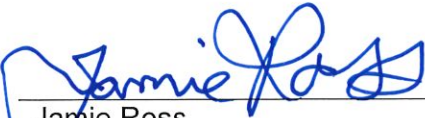
Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**That the April 22, 2024 Regular Council Meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 9:35 pm

Certified Correct:

  
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Jamie Ross  
Mayor

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