



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MEETING MINUTES  
May 21, 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

*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, May 21, 2024**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the agenda for the Regular Council Meeting of May 21, 2024 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, May 6, 2024**

Moved by: Councillor Ruzycki  
Seconded by: Councillor Elworthy

**That the minutes from the Special Council Meeting held on May 6, 2024 be adopted.**

**CARRIED**

**3.2 Regular Council Meeting, May 6, 2024**

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**That the minutes from the Regular Council Meeting held on May 6, 2024 be adopted.**

**CARRIED**

**4. PUBLIC INPUT**

The Mayor reminded residents that any comments pertaining to the April 8, 2024 Public Hearing item will not be accepted. He called for speakers three times. There were no speakers for Public Input.

**5. DELEGATIONS AND PRESENTATIONS****5.1 Vancouver Fraser Port Authority Presentation**

- Jennifer Natland, Vice President, Real Estate
- Naomi Horsford, Municipal Executive Liaison
- Andrea Kwasnicki, Senior Advisor, Municipal Relations

The Vice President, Real Estate gave a presentation providing the history and mandate of the Port Authority and outlining the variety of the responsibilities of the Port Authority some of which include:

- The facilitation of trade objectives
- Leasing of land
- Functioning as a permitting authority
- Collaboration with other agencies on safety and security
- Protection of the environment
- Administration of recreational docks

She advised that the Vancouver Fraser Port is the most diversified port in North America and handles five different business sectors which are broken down into bulk, containers, breakbulk, automobiles and cruises.

The Vice President, Real Estate, responded to questions from Council.

**6. ITEMS ON CONSENT AGENDA****6.1 Correspondence**

**6.1.1** Laurel Grimm, Director of Corporate Affairs, District of Logan Lake, letter dated May 6, 2024 to The Honourable David Eby, Premier, indicating support for Bill-34 and the Restricting of Consumption of Illegal Substances Act.

**6.1.2** Fraser Health, letter dated May 9, 2024 regarding community preparedness for projected hot and smoky periods during summer 2024.

- 6.1.3** Lynsay Pacey, Program Officer, Union of BC Municipalities (UBCM), letter dated May 9, 2024 regarding the approval of a \$25,000 grant in response to the Village of Belcarra's 2023 (Spring) Asset Management Planning Program - Development of an Integrated Long-term Financial/Asset Management Plan project.

**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 May 21, 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**

No items

**10. STAFF REPORTS**

- 10.1** Ken Bjorgaard, Financial Consultant, report dated May 21, 2024 regarding Comparative 2024 & 2023 Property Tax Levies

The Chief Administrative Officer reviewed the report. She advised that the Financial Consultant had provided information on the different authorities issuing tax requisitions.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Clark

**That the report dated May 21, 2024 titled "Comparative 2024 & 2023 Property Tax Levies" be received into the record for information.**

**CARRIED**

- 10.2** Paula Richardson, Chief Administrative Officer, staff report dated May 21, 2024 regarding the next steps in meeting the requirements in the new Provincial Housing Legislation.

The Chief Administrative Officer reviewed the staff report. She advised that the report pertains to action items brought forward by a report provided by Pooni Group on new Provincial Government legislation. She reported that the Village's policy and bylaw require updates to be concurrent with the new legislation.

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That the Short-Term Rental Accommodation and Bed & Breakfast Accommodation Policy No. 210 amendment to increase the fine for operating without a valid Business License to up to \$3,000 per day, be approved; and further**

**That Village of Belcarra Business Licence Bylaw No. 227, 1995, Amendment Bylaw No. 628, 2024, be read a first, second and third time.**

**CARRIED**

- 10.3** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated May 21, 2024 regarding the purchase of a new tractor in 2025 rather than 2024 in conjunction with a flail mower attachment.

The Public Works and Emergency Preparedness Coordinator reviewed the staff report. He outlined the work the tractor is currently being used for and the shortcomings of the existing flail mower and spoke on Belcarra's new membership with the Canoe Procurement Group of Canada and the discounts available through that group.

Moved by: Councillor Elworthy  
Seconded by: Councillor Ruzycki

**That the capital budget allocation of \$160,000 for a new tractor be moved forward to 2025; and further**

**That the capital budget for the new tractor be increased from \$160,000 to \$260,000 to account for price increases and the addition of a flail mower attachment with funding coming from the general capital reserve fund.**

**CARRIED**

- 10.4** Paula Richardson, Chief Administrative Officer, verbal report regarding a donation to Eagle Ridge Hospital Foundation.

The Chief Administrative Officer advised on the request for donation.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Clark

**That a donation of \$300.00 to the Eagle Ridge Hospital Foundation be approved.**

**CARRIED**

**11. BYLAWS**

No items

**12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS**

No items

**13. MAYOR AND COUNCILLOR REPORTS**

The Mayor attended the following events:

- Parks Committee – May 8
- Climate Action Committee – May 9
- Metro Mayors' Committee – May 10
- Port Coquitlam May Day Breakfast – May 11
- Tsleil-Waututh Nation Welcome Pole Brushing Ceremony - təmtəmíxwtən/Belcarra Park – May 15
- Metro Mayors' Committee – May 16
- Metro Vancouver Board Budget Workshop – May 17

Reminder:

- FIRESMART HANDS-ON WORKSHOP – Metro Vancouver in collaboration with Sasamat Volunteer Fire Department
- Date: Saturday, May 25, 2024
- Time: 10am – Noon
- Location: Belcarra Regional Park, by the təmtəmíxwtən/Belcarra Park picnic area dock

**COUNCILLOR REPORTS**

Councillor Elworthy attended the KidsSmart Program for Grades K to 6 for discussion of programs available for kids in that age bracket. He also attended a Provincial Hazard Update meeting as Acting Mayor.

**13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT**

The Chief Administrative Officer advised that staff are working on tax notices to be sent out by the end of the month and the annual report which will be presented at the last meeting in June. She attended a meeting on the 2024 UBCM meeting requests and advised that follow up discussions will be held with members of Council members on the subject.

**14. OTHER MATTERS DEEMED EXPEDIENT**

No items

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

No items

**16. PUBLIC QUESTION PERIOD**

The Mayor reminded residents that any comments pertaining to the April 8, 2024 Public Hearing item will not be accepted and opened the floor to questions from the public.

Jim Chisholm, Belcarra resident, queried on a letter received from the Village of Anmore and asked on the next phase of the letter.

The Chief Administrative Officer advised on the status of the correspondence.

**17. ADJOURNMENT**

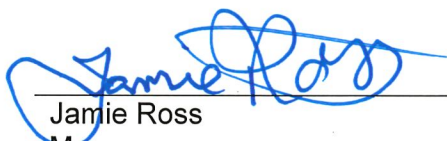
Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki


**That the May 21, 2024 Regular Council Meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 8:04 pm

Certified Correct:

  
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Jamie Ross  
Mayor

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