



**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL MEETING MINUTES**  
**July 22, 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 (participated via Zoom)

**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 (participated via Zoom)  
Matt Gibson, P.Eng. ISL Engineering and Land Services Ltd. (participated via Zoom)

*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, July 22, 2024**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

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

**CARRIED**

**3. ADOPTION OF MINUTES****3.1 Regular Council Meeting, July 8, 2024**

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

**That the minutes from the Regular Council Meeting held on July 8, 2024 be adopted.**

**CARRIED**

**4. PUBLIC INPUT**

The Chief Administrative Officer reviewed the process for public input. She advised that questions or comments pertaining to the Official Community Plan Bylaw brought forward at the April 8, 2024 Public Hearing will not be considered

Penny Moen, Belcarra resident, commented on the remediation planned for Marine Drive. She stated that residents are currently permitted to park off the pavement and expressed that she was hopeful that these plans will not impact parking on the road.

**5. DELEGATIONS AND PRESENTATIONS**

No items

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

**6.1.1** Sydney Murphy, Executive Assistant to the Mayor, Mayor's Office, District of Saanich, email dated July 11, 2024 providing a resolution sent to the Union Of British Columbia Municipalities (UBCM) regarding the establishment of funding for climate action ecosystem restoration for BC Hydro projects.

**6.1.2** Ralph Drew, Belcarra resident, email dated July 14, 2024 regarding water main looping in the Village of Belcarra's water system.

**6.1.3** Ian Devlin, Belcarra resident, email dated July 15, 2024 regarding the drainage issues along Marine Drive.

**6.2 Reports**

No items

**6.3 Recommendation to Receive Items on Consent**

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

**That the items on the Consent Agenda of the July 22, 2024 Village of Belcarra Regular Council Meeting be received into the record.**

Councillor Ruzycki requested that Item 6.1.3 be removed from the Consent Agenda to allow for discussion.

With no other requests to remove items forthcoming, the Mayor called the question on the motion.

**CARRIED**

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

### **6.1.3 Ian Devlin, Belcarra resident, email dated July 15, 2024 regarding the drainage issues along Marine Drive.**

Councillor Ruzycki requested information on the current and past process of dealing with water runoff from private property.

The Public Works and Emergency Preparedness Coordinator provided information on the process. He advised that the Village currently does not require property owners of existing driveways to deal with water runoff unless driveway access is changed, or a complaint is lodged.

Further discussion ensued on runoff from driveways.

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

### **8.1 Kaelan D'Sena, Member Services Manager, Lifesaving Society – BC & Yukon Branch, email dated July 11, 2024 requesting that the Village of Belcarra proclaim July 21-27, 2024 as National Drowning Prevention Week.**

Moved by: Councillor Elworthy  
Seconded by: Councillor Clark

**That the week of July 21 to 27, 2024 be proclaimed National Drowning Prevention Week in the Village of Belcarra.**

**CARRIED**

## **9. UNFINISHED BUSINESS**

**Note:** The motion on the floor as Item 9.2 was deferred from the July 8, 2024 Council Meeting. The staff report dated July 8, 2024 is attached for reference. As part of the deferral, staff was directed to provide information on drainage issues on Marine Avenue. A report outlining the requested information is provided as Item 9.1.

### **9.1 Stewart Novak, Public Works & Emergency Preparedness Coordinator, staff report dated July 22, 2024 regarding Marine Avenue road repair and an ISL Engineering drainage review.**

The Public Works & Emergency Preparedness Coordinator reviewed the report.

The Engineer provided an in-depth outline of the work done by ISL and Public Works staff to review drainage works on Marine Avenue. He also advised on works which can be incorporated to mitigate runoff from driveways on Marine Avenue which would include rain curbing.

The Public Works & Emergency Preparedness Coordinator advised on a budget increase resulting from the installation of rain curbing.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the staff report dated July 22, 2024 titled “Marine Avenue Road Repair, ISL Drainage Review” be received into the record for information.**

**CARRIED**

**9.2** Motion deferred from the July 8, 2024 Regular Council Meeting from a staff report dated July 8, 2024 by Stewart Novak, Public Works & Emergency Preparedness Coordinator, regarding Marine Avenue Road Repair, Design & Estimate

**MAIN MOTION (as deferred)**

Moved by: Councillor Elworthy  
Seconded by: Councillor Ruzycki

**That ISL Engineering’s detailed design and class B cost estimate for the Marine Avenue Road repair be approved; and**

**That staff proceed to Request for Proposal (RFP) for the final cost estimates; and**

**That the 2024 capital budget for the Marine Avenue Road project be increased by \$217,811 to \$468,222 (\$250,411 + \$217,811) with the additional funding for the \$217,811 coming from the Community Works Reserve Fund; and further**

**That the 2024 – 2028 Financial Plan be amended accordingly.**

**MOTION TO AMEND**

Moved by: Councillor Elworthy  
Seconded by: Councillor Clark

**That the motion be amended to add the text “that the cost to add the curbing for the low side and driveways on Marine Avenue in the amount of \$25,000.00 (including a 20% contingency) be approved.**

**AMENDMENT CARRIED**

**MAIN MOTION AS AMENDED**

**That ISL Engineering’s detailed design and class B cost estimate for the Marine Avenue Road repair be approved; and**

**That staff proceed to Request for Proposal (RFP) for the final cost estimates; and**

**That the 2024 capital budget for the Marine Avenue Road project be increased by \$217,811 to \$468,222 (\$250,411 + \$217,811) with the additional funding for the \$217,811 coming from the Community Works Reserve Fund; and**

**That the cost to add rain curbing for the low side and driveways on Marine Avenue in the amount of \$25,000.00 (including a 20% contingency) be approved; and further**

**That the 2024 – 2028 Financial Plan be amended accordingly.**

**MAIN MOTION AS AMENDED CARRIED**

**10. STAFF REPORTS**

- 10.1** Amanda Seibert, Corporate Officer, staff report dated July 22, 2024 regarding a proposed new fire prevention and regulation bylaw and required amendments to the Fees and Charges Bylaw and the Bylaw Notice Enforcement Bylaw.

The Corporate Officer reviewed the staff report. She advised that the proposed fire prevention and regulation bylaw was a collaboration between Village staff and the Sasamat Volunteer Fire Department (SVFD) Fire Chief and is intended to replace an outdated Belcarra fire prevention bylaw and allow for consistency with the Village of Anmore's bylaw.

SVFD Fire Chief Sharpe attended the meeting and addressed questions and concerns put forward by members of Council.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycski

**That Village of Belcarra Fire Prevention and Regulation Bylaw No. 627, 2024 be read a first, second and third time; and**

**That Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 629, 2024 be read a first, second and third time; and**

**That Village of Belcarra Bylaw Notice Enforcement Bylaw No. 520, 2018, Amendment Bylaw No. 630, 2024 be read a first, second and third time; and further**

**That Village of Belcarra Open Burning Policy 5.04.02B be repealed.**

**CARRIED**

- 10.2** Ken Bjorgaard, Financial Consultant, report dated July 22, 2024 providing a budget variance report based on results to June 30, 2024.

The Financial Consultant reviewed the report. He advised that the report is the first budget variance report of the year and is meant to indicate where the Village is in terms of spending compared to the budget and where it may be heading in terms of spending. He reviewed the summaries for each operating fund and responded to questions from Council.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycski

**That the report dated July 22, 2024 titled "Budget Variance Report Based on Results to June 30, 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:

- Port Coquitlam Community Foundation –Croquet for Community - July 11, 2024
- TransLink Mayors' Council Public Affairs & Governance Committee - July 12, 2024
- Metro Vancouver Regional Parks Committee Meeting - July 17, 2024

**13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT**

The Chief Administrative Officer advised that a Finance Standing Committee Meeting is scheduled for July 24, 2024 at 7:00 pm and can be watched on YouTube or residents can attend in person. She also advised that the July 22, 2024 Council Meeting is the last meeting of Council prior to the August break. She thanked residents for attending Council meetings and wished all a healthy and safe summer.

**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 Chief Administrative Officer reviewed the process for public question period. She advised that questions or comments pertaining to the Official Community Plan Bylaw brought forward at the April 8, 2024 Public Hearing will not be considered

Jim Chisholm, Belcarra resident, asked when a road end report can be expected and what it was costing the Village to use Pooni Planning.

The Chief Administrative Officer advised that a review of material is being undertaken and a report will be provided.

Jim Chisholm, Belcarra resident, questioned why it is not mandatory for property owners to deal with runoff from their driveways. He referred to the driveway of WARD as having a large amount of runoff.

The Public Works and Emergency Preparedness Coordinator advised that Public Works staff is aware of runoff from driveways in the Village and will continue to address issues as they arise.

**17. ADJOURNMENT**

Moved by: Councillor Wilder


Seconded by: Councillor Clark

That the July 22, 2024 Regular Council Meeting be adjourned.

**CARRIED**

The meeting was adjourned at 8:16 pm

Certified Correct:



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Jamie Ross  
Mayor



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Amanda Seibert  
Corporate Officer