



VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
September 23, 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 (not in attendance)
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

Manjit Sohi, Sohi Consulting & Code Solutions
Matt Gibson, ISL Engineering

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, September 23, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting of September 23, 2024 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES**3.1 Special Council Meeting, September 9, 2024**

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the minutes from the Special Council Meeting held on September 9, 2024 be adopted.

CARRIED

3.2 Regular Council Meeting, September 9, 2024

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the minutes from the Regular Council Meeting held on September 9, 2024 be adopted.

CARRIED

4. PUBLIC INPUT

The Mayor reviewed the process for public input. The Chief Administrative Officer 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

Deborah Struk, Belcarra resident, referred to Item 10.3 and work done on Bedwell Bay Road and the road upgrade. She asked whether drainage issues and upgrades identified in a 2017 drainage report will be considered prior to upgrade work going forward on the 3600 block of Bedwell Bay and Kelly Road. She also asked whether the financial aspect of the project will be taken into account.

Sy Rodgers, Belcarra resident, queried whether public input was the venue in which he could ask a question on Item 6.1.1.

Mayor Ross advised that questions can be asked at the end of the meeting during Question Period.

5. DELEGATIONS AND PRESENTATIONS**5.1 Trustee Kerri Palmer Isaak. School District No. 43, Villages of Anmore and Belcarra**

- Overview of School District No. 43 and the Ministry of Education for back to school.

Trustee Palmer Isaak distributed a copy of her presentation to Council.

She highlighted topics on which information was often required and questions put forward which included some of the following:

- Cell phone policy and device policy in schools
- Enrolment (2023) 2024 results at the end of September
- International students
- Budget 2025
- Cyber security
- Facilities Update

Trustee Palmer Issak encouraged residents to visit the School District website and to connect with her with any questions or concerns.

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

- 6.1.1 Brian Ashford, Sy Rodgers, Lynda Spence (Farrer Cove Road Committee), letter dated September 5, 2024 regarding the appointment of a member of Council to the Farrer Cove Road Committee.
- 6.1.2 Jan Devlin, Belcarra resident, email dated September 13, 2024 and an attachment letter dated September 12, 2024 regarding the Village of Belcarra water system.
- 6.1.3 E-Comm 9-1-1, Nancy Blair, Chief Transformation Officer and Stephen Thatcher, Vice President, Operations, email dated September 13, 2024 providing a mid-year "Transformation Update" detailing improvements to the service.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Elworthy

Seconded by: Councillor Wilder

That the items on the Consent Agenda of the September 23, 2024 Village of Belcarra Regular Council Meeting be received into the record.

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

Councillor Ruzycski requested that Item 6.1.2 be removed from the Consent Agenda to allow for discussion.

Councillor Wilder requested that Item 6.1.1 be removed from the Consent Agenda to allow for discussion.

The Mayor called the question on the motion. Note that all items were removed for discussion.

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA

Note: The items removed from the Consent Agenda were discussed in the order of the requests from the members of Council.

- 6.1.3 E-Comm 9-1-1, Nancy Blair, Chief Transformation Officer and Stephen Thatcher, Vice President, Operations, email dated September 13, 2024 providing a mid-year "Transformation Update" detailing improvements to the service.

Councillor Elworthy indicated his support of the report and the actions being carried out by E-Comm 9-1-1 to modernize. Councillor Wilder advised that she will be attending the 9-1-1 E-Comm meeting scheduled for next week on the behalf of the Village.

- 6.1.1 Brian Ashford, Sy Rodgers, Lynda Spence (Farrer Cove Road Committee), letter dated September 5, 2024 regarding the appointment of a member of Council to the Farrer Cove Road Committee.

Councillor Wilder thanked the Farrer Cove Road Committee for their submission. The Chief Administrative Officer was asked to advise on the request for an appointment of a member of Council to this committee.

The Chief Administrative Officer spoke on committees of Council and read a statement on the appointment of members of Council to private, resident-created committees. She outlined why it is not recommended that a member(s) of Council be appointed to private committees.

- 6.1.2 Ian Devlin, Belcarra resident, email dated September 13, 2024 and an attachment letter dated September 12, 2024 regarding the Village of Belcarra water system.

Councillor Ruzycki indicated that some questions put forward in the letter from Ian Devlin may be answered in a staff report provided later in the agenda. However, she requested a written response from staff to the letter to be shared at the next meeting.

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

- 8.1 Madeline Leaf, International Wrongful Conviction Day Committee, email dated July 15, 2024 requesting that the Village of Belcarra proclaim October 2, 2024 as "Wrongful Conviction Day."

Moved by: Councillor Ruzycki

Seconded by: Councillor Wilder

That the Village of Belcarra proclaim October 2, 2024 as "Wrongful Conviction Day" and that staff be directed to illuminate the Village Hall in yellow on that date.

CARRIED

9. UNFINISHED BUSINESS

No items

10. STAFF REPORTS

- 10.1 Manjit Sohi, Sohi Consulting & Code Solutions, report dated September 23, 2024 regarding an extension for a Temporary Use Permit for 8 Corners Canada Inc., a subsidiary of the Evangelical Laymen's Church (ELC).

The consultant reviewed the report. He responded to questions and concerns from members of Council.

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

- 1. That the report dated September 17, 2024, Amendments to and extension of Temporary Use Permit, TUP #2019-01 for 8 Corners Canada Inc. be received into the record for information; and**

2. **That the Temporary Use Permit, TUP # 2019 -01 be extended for one term not exceeding 3 years from October 20, 2024; and further**
3. **That staff be directed to prepare the amendments to the Temporary Use Permit, #TUP 2019-01 for consideration at the next Council meeting.**

CARRIED

- 10.2** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated September 23, 2024 regarding the Marine Avenue Road Rehabilitation Tender Summary

The Public Works and Emergency Preparedness Coordinator reviewed the report. He advised on the tender posting for work to be done on Marine Avenue and on the process followed by ISL Engineering to create the tender documents. The ISL Engineer spoke on tender submissions and evaluations.

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That Contract No. 2024-ITT-01: Marine Avenue Road Rehabilitation Project, be awarded to 1166618 BC LTD DBA Save on Blacktop in the amount of \$294,246.33 including taxes; and

That a contract contingency of \$30,000 be approved to address potential variations in field conditions; and

That additional funding for ISL Engineering of \$13,300 to provide for full-time inspection and monitoring throughout the construction phase be approved; and further

That the Chief Administrative Officer be authorized to execute the contract.

CARRIED

- 10.3** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated September 23, 2024 regarding the Bedwell Bay Road and Kelly Road Upgrade Project

The Public Works and Emergency Preparedness Coordinator reviewed the report and outlined the Class D Cost Estimate. The ISL Engineer provided a description of the project as well as a cost breakdown.

Moved by Councillor Ruzycki
Seconded by: Councillor Elworthy

That the report dated September 23, 2024 titled “Bedwell Bay and Kelly Road Upgrade Project Update – Class D Cost Estimate and Concept Design” be received into the record for information.

CARRIED

- 10.4** Stewart Novak, Public Works and Emergency Preparedness Coordinator, staff report dated September 23, 2024 regarding a cost estimate for a Tatlow Reservoir Chlorination Station by WSP Canada Inc.

The Public Works and Emergency Preparedness Coordinator reviewed report. He outlined the estimated cost for construction of a chlorination system and spoke on a letter of authorization required by Fraser Health.

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the *New Tatlow Reservoir Chlorination System Design Brief* dated June 14, 2024 prepared by WSP Canada Inc. be received into the record for information; and

That the cost estimate of \$173,900 for the construction phase of a new chlorination system project be approved; and further

That the Village of Belcarra Public Works and Emergency Preparedness Coordinator and representatives from WSP Canada Inc. be authorized to submit an application to Fraser Health requesting permission to modify the water distribution system and construct a chlorination system at the Tatlow Reservoir.

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:

- TransLink Mayors' Council Public Affairs & Governance Committee – September 11
- Metro Vancouver Mayors' Committee Meeting – September 12
- Metro Vancouver Council of Councils – September 14
- UBCM – September 16 to 20

Mayor Ross spoke on the September 30th National Day for Truth and Reconciliation. He spoke on the meaning of the day and encouraged all to wear orange to honour the thousands of Survivors of residential schools.

COUNCILLOR REPORTS

Councillor Wilder attended the UBCM Conference. She reported on the numerous workshops and forums she attended as well as meetings with Provincial staff and Ministers. Councillor Wilder advised that she attended MIABC's Annual General Meeting as a delegate for the Village. She reported that her name was drawn for a grant prize and that as a result, the Village of Belcarra is the recipient of a \$5,000 grant.

Councillor Elworthy attended a Council of Council's meeting. He advised that much of the meeting consisted of discussions related to the cost overrun of the North Shore Wastewater Treatment Plant as well as a number of upcoming projects and the costs involved.

Councillor Ruzycki attended the UBCM Conference. She advised on meetings attended with Provincial Government representatives and discussions held pertaining to challenges encountered by smaller municipalities and potential funding for outstanding projects in the Village.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer advised that a letter on the SVFD service review was sent to the Village of Anmore by the Village of Belcarra in response a letter received from Anmore previously. She also advised that the Belcarra letter will be posted on the Village's website.

The Chief Administrative Officer referred to comments made on social media pertaining to Village of Belcarra staff. She indicated that these types of comments are disheartening for staff and encouraged residents to connect with her should any questions or concerns arise. She also reminded residents that staff carries out their work plan as directed by Council.

14 OTHER MATTERS DEEMED EXPEDIENT

No items

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

16. PUBLIC QUESTION PERIOD

The Mayor reviewed the process for public question period. The Chief Administrative Officer 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

Ian Devlin, Belcarra resident, spoke in regard to 10.3. He expressed concerned with the size of the pipe along Kelly Avenue and the force of the water coming from that pipe at the bottom and referred to an engineering report provided over 5 years ago stating the pipe was undersized. He queried whether the pipe will be upgraded in conjunction with the Bedwell Bay and Kelly Road Upgrade Project.

The Public Works and Emergency Preparedness Coordinator advised that the engineer on the project reported that the pipe is of sufficient size and also advised that the pipe has been measured multiple times by Village staff.

Mr. Devlin asked which of the two reports should be used, given that both were done by the same engineering firm.

The Mayor indicated that staff will provide further information on the issue.

Jim Chisholm, Belcarra resident, referred to upfront engineering costs resulting from various projects and asked how much has been spent without the creation of one contract. He also queried how much is being paid to ISL for the work done, whether the firm is paid by the hour and whether quotes are requested on work.

The Public Works and Emergency Preparedness Coordinator will provide information to Council at a later date.

Mr. Chisholm reiterated his question on the cost of engineering for the work to create contracts.

Deborah Struk, Belcarra resident, referred to the report on the chlorination system and a paragraph on chlorine residue deficiencies. She asked whether the Village has received any complaints about smell and discolouration regarding Village water.

The Chief Administrative Officer advised that no communication was received on the issue by either herself or by Public Works.

Ryan Moon, Belcarra resident, submitted questions via email asking why the report from WSP on the 3600 Block of Bedwell Bay Road had not been released and why the Village was waiting and whether the BBUP update (item 10.3), addresses the drainage issues and upgrades that were identified in past reports, i.e. the 2017 Drainage study by OPUS, asset management, or the strategic plan.

The Public Works and Emergency Preparedness Coordinator advised on the timing of the WSP report. He also advised that the original Bedwell Bay Project did not include drainage issues associated with the 3600 block area and that a report including further information will be provided in the future.

Sy Rodgers, Belcarra resident, made a statement referring and expanding on Item 6.1.1. He outlined the issues encountered by the Farrer Cove Road Committee and outlined reasons as to why the committee is requesting the appointment of a Council member.

The Chief Administrative Officer requested that the committee provide her with information that the committee has gathered, indicating that none has been received to date.

Lynda Spence, Belcarra resident, spoke on the complexity of the issues being dealt with by the Farrer Cove residents such as the inability to subdivide without creating water access only lots. She also advised that three members of the private committee are working on all issues encountered and requested the appointment of a member of Council to the committee to assist. She indicated support for the formation of a formal committee.

17. ADJOURNMENT

Moved by: Councillor Wilder

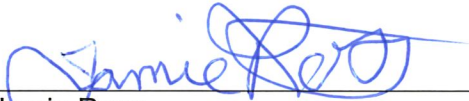
Seconded by: Councillor Ruzycski

That the September 23, 2024 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 8:44 pm

Certified Correct:



Jamie Ross
Mayor



Amanda Seibert
Corporate Officer