



VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
October 21, 2024



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

Council in Attendance

Councillor Carolina Clark
Councillor Joe Elworthy
Councillor Janet Ruzycki
Councillor Liisa Wilder

Council Absent

Mayor Jamie Ross

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

Jason Potter, Senior Transportation Planner, Bunt & Associates Engineering
Laura Beveridge, Planning Consultant, Pooni Group
Manjit S. Sohi, Consultant, Sohi Consulting and Code Solutions
Peter Smith, Smithcraft Architecture
Eric White, Land Use and Planning Consultant, RWPAS Ltd.

Note: The meeting was chaired by Councillor Wilder as Acting Mayor as Mayor Ross was absent.

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

Acting Mayor Wilder called the meeting to order at 7:01 pm

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, October 21, 2024

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

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

CARRIED

3. ADOPTION OF MINUTES**3.1 Special Council Meeting, October 7, 2024**

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

That the minutes from the Special Council Meeting held on October 7, 2024 be adopted.

CARRIED

3.2 Regular Council Meeting, October 7, 2024

Moved by: Councillor Clark
Seconded by: Councillor Elworthy

That the minutes from the Regular Council Meeting held on October 7, 2024 be adopted.

CARRIED

4. PUBLIC INPUT

The Acting Mayor outlined the procedure for Public Input.

Penny Moen, Belcarra resident, reminded residents of the Halloween event to be held at the Village Hall on Saturday, October 26 from 2:00 pm to 5:00 pm, complete with games and treats and encouraged all to bring their kids out.

5. DELEGATIONS AND PRESENTATIONS**5.1 Bunt & Associates Engineering Ltd.**

- **Jason Potter, M.Sc., PTP | Associate | Senior Transportation Planner**

The Chief Administrative Officer introduced Jason Potter, Associate and Senior Transportation Planner from Bunt & Associates Engineering Ltd. She advised that Bunt & Associates Engineering Ltd. is the successful proponent of the recent RFP for the Belcarra Active Transportation Network Plan, and that Jason will provide an overview of the process that is currently underway.

The Senior Transportation Planner gave a presentation outlining the Belcarra Active Transportation Network Plan. He stated that the process was just beginning and introduced the consulting team. He advised on the purpose and objective of the plan, what the consultants planned to do moving forward, the process to engage the community and next steps following the introduction. He also advised that the launch date for the project will be October 28, 2024.

The Senior Transportation Planner responded to questions from members of Council.

6. ITEMS ON CONSENT AGENDA**6.1 Correspondence****6.1.1 Ralph Drew, Belcarra resident, email dated September 27, 2024 regarding the Proposed Farrer Cove Access Road Project**

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That the item on the Consent Agenda of the October 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

9.1 Motion by Councillor J. Ruzycki (brought forward as a Notice of Motion at the Regular Council Meeting of October 7, 2024)

MAIN MOTION

Moved by: Councillor Ruzycki

Seconded by: Councillor Clark

That staff be directed to prepare a report responding to questions in a letter from Ian Devlin provided at the September 23, 2024 Council Meeting.

MOTION TO AMEND

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That the text “by the next Council meeting on November 4, 2024” be added following the text “September 23, 2024 Council Meeting.”

AMENDMENT CARRIED

Question on the Main Motion

The question was then called on the Main Motion as amended.

MAIN MOTION AS AMENDED

That staff be directed to prepare a report responding to questions in a letter from Ian Devlin provided at the September 23, 2024 Council Meeting by the next Council meeting on November 4, 2024.

CARRIED AS AMENDED

10. STAFF REPORTS

- 10.1** Paula Richardson, Chief Administrative Officer and Laura Beveridge, Planning Consultant, Pooni Group, report dated October 21, 2024 regarding Corporate Policy No. 232 Land Disposition Policy

The Chief Administrative Officer introduced the topic and introduced Laura Beveridge, Planning Consultant, Pooni Group.

The Planning Consultant gave a presentation providing information on the proposed land disposition policy. She outlined the purpose of the policy, the process for disposition established by the policy, spoke on what the policy will apply to, highlighted the process involved in the right of first refusal and outlined how proceeds from a sale may be used. She provided information on the next steps to be taken upon approval of the policy and the process which will be followed for the sale of a Village-owned road end.

The Planning Consultant advised that an amendment to the Official Community Plan bylaw is not required.

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

That Corporate Policy No. 232 Land Disposition Policy be approved.

CARRIED

- 10.2** Paula Richardson, Chief Administrative Officer and Manjit S Sohi, Consultant, Sohi Consulting and Code Solutions, report dated October 21, 2024 regarding Temporary Use Permit No. 2019-01 Extension (2024 Amendments) for 8 Corners Canada Inc, 123 Dough Canada, Inc., and ELC Canada, Inc.

The consultant reviewed the report. He provided details on the requests by the applicant and highlighted sections of the Temporary Use Permit.

The consultant and the applicant responded to questions and concerns of Council.

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

That Temporary Use Permit No. 2019-01 extension for one term not exceeding 3 years from October 21, 2024 requested by 8 Corners Canada Inc., 123 Dough Canada, Inc., and ELC Canada, Inc., be approved as amended and be referred to as Temporary Use Permit No. 2019-01 Extension (2024 Amendments) upon approval; and further

That the Mayor and Chief Administrative Officer be authorized to sign Temporary Use Permit No. 2019-01 Extension (2024 Amendments).

CARRIED

It was the consensus of Council that staff be directed to follow up on fire safety and the condition of the water tank on the property.

10.3 Paula Richardson, Chief Administrative Officer and Eric White, Land Use and Planning Consultant, RWPAS Ltd., report dated October 21, 2024 regarding the Village of Belcarra Housing Needs Report Update

The Land Use and Planning Consultant gave a presentation providing information on the Housing Needs Report (HNR) Update as legislated by the Provincial Government. He outlined how the Village can proceed to meet the Provincial requirements. He provided details on what a housing needs report is, explained the standardized HNR method provided by Metro Vancouver and outlined the next steps in the development of an interim housing needs report.

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

That staff be directed to update the existing Village of Belcarra Housing Needs Assessment Report prior to January 1, 2025 to incorporate the most recent Housing Needs data provided by Metro Vancouver.

CARRIED

11. BYLAWS

No items

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

The following item was released from Closed Council Status:

- October 7, 2024 Closed Council Meeting:
Item 4.4 Update to the 2023 Strategic Plan – to be presented at the November 4, 2024 at the Regular Council Meeting

13. MAYOR AND COUNCILLOR REPORTS

Acting Mayor Wilder

Acting Mayor Wilder attended a Joint Council Workshop for the City of Port Moody, the City of Port Coquitlam, the City of Coquitlam, the Village of Anmore and the Village of Belcarra hosted by the City of Port Moody on October 16, 2024.

She reminded residents that the Coats for Kids Campaign will begin on November 1, 2024 and that a donation box will be made available at the Village Hall.

Acting Mayor Wilder expressed her gratitude to the Public Works staff for the work done on the weekend during the atmospheric river. She also thanked community members who made efforts to keep ditches, catch basins and drains clear.

Councillor Clark

Councillor Clark attended a Metro Vancouver Budget Workshop Meeting on behalf of Mayor Ross. She thanked Public Works staff for their work on the weekend as well as residents who assisted in keeping water drainage paths clear. She also thanked Public Works staff for the patching work done on Bedwell Bay Road.

Councillor Elworthy

Councillor Elworthy thanked staff for the work done on the weekend during the atmospheric river. He commented on the amount of debris coming down from higher elevations and on the amount of runoff to be dealt with.

The Public Works and Emergency Preparedness Coordinator commented on the number of new water flows coming from higher levels and advised on creeks which changed paths. He also advised on the work done by the Public Works staff.

Councillor Ruzycki

Councillor Ruzycki commented on the atmospheric river being dealt with on the weekend. She expressed that the ditches along Bedwell Bay Road performed well in handling the large amount of water.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer attended the Joint Council Workshop hosted by the City of Port Moody and chaired by Mayor Meghan Lahti. She advised on topics covered at the workshop.

The Chief Administrative Officer expressed appreciation to the Public Works staff for their work over the weekend during the atmospheric river event. She also thanked those residents who assisted in keeping catch basins clear.

The Chief Administrative Officer reported that a budget of \$7,750 was approved to allow Pooni Group to develop a land disposition policy and that the scope of work in this budget has been completed. She advised that additional items were required to advance the work on land disposition which were beyond the budget and that a line item will be added to the 2025 budget to allow work to continue. She also advised that upon the sale of a property, cost recovery may be achieved.

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 Acting Mayor outlined the procedure for Public Question Period.

Ian Devlin, Belcarra resident, commented on the atmospheric river on the weekend, indicating this event was the second in two years. He advised on the state of the water level in front of his house during the storm and expressed that he felt the problem culvert was on Main Avenue. He asked what will be done with this flow and expressed his view that the existing culvert should be replaced with a larger one as per the 2017 Drainage Study.

The Public Works and Emergency Preparedness Coordinator advised that on the priorities of work pertaining to culverts. He also referred to other issues impacting potential culvert replacements such as culverts historically installed by residents which are running parallel to roads.

Deborah Struk, Belcarra resident, commented on the disposition of surplus land and asked whether future consideration will be given to applying a rental fee for the use of road ends by residents to allow for an increase in Village revenue.

Acting Mayor Wilder advised that the topic has been brought forward in the past and will be part of the discussion on the disposition of road ends.

Sy Rodgers, Belcarra resident, referred to the registration of road ends with the Land Titles Office and asked if the Village will consider registering six or seven lots at a time to save money.

The Acting Mayor advised that this will be part of the future discussion on land disposition.

The Chief Administrative Officer advised on the encroachment issue.

Jim Chisholm, Belcarra resident, referred to a water tank on the ELC lands and asked if the Public Works and Emergency Preparedness Coordinator was aware of specifics of the tank, namely its size and the amount of time it can provide water for firefighting for the present operation and the facilities on the property. He asked if the Fire Department is aware of the hours of fire protection time available.

The Public Works and Emergency Preparedness Coordinator stated he could not comment on a building department or fire department issue; however, he advised that the reservoir and the fire hydrant should be approved to National Fire Protection Association (NFPA) and engineering standards.

Penny Moen, Belcarra resident, reminded all of the Halloween event being held at the Village Hall on Saturday, October 26 and advised that C.R.A.B. will host a fire works event on October 31 in the park.

Ian Devlin, Belcarra resident, referred to a large swale running parallel to the Tatlow Trail and expressed concern that during the recent atmospheric event, the swale was full of water which ran across a ditch area and onto the roadbed, possibly undermining that roadbed. He asked when something will be done about the swale and commented that this same situation occurred during the last atmospheric river.

17. ADJOURNMENT

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

That the October 21, 2024 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 9:06 pm

Certified Correct:



Liisa Wilder
Acting Mayor



Amanda Seibert
Corporate Officer