



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA**
Village Hall
May 26, 2025
7:00 PM



*This meeting is live streamed and recorded by the Village of Belcarra
To view the meeting click: [Village of Belcarra - YouTube](#)*

Note: This agenda is also posted on the Village's website at www.belcarra.ca

The purpose of a Council meeting is to enact powers given to Council by using bylaws or resolutions. This is the venue for debate of issues before voting on a bylaw or resolution.

We wish to acknowledge that this meeting is taking 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.

COUNCIL

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

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1 Minutes of the Regular Council Meeting of May 12, 2025

4. PUBLIC INPUT (15 minutes)

A period of fifteen (15) minutes will be made available on each Regular Council Meeting Agenda for members of the public to make submissions to Council. Any person wishing to speak during Public Input Period must so indicate by raising their hand. Each person will be permitted 2 minutes to comment on items presented on the agenda. A second opportunity to speak is permitted when all other interested parties have had an opportunity to provide their comments. Comments must be directed to the Chair of the meeting and not to individual members of Council. Public Input Period is a venue for submissions in the form of statements. Questions can be directed to Question Period at the end of the agenda.

5. DELEGATIONS**6. ITEMS ON CONSENT AGENDA**

Council may adopt in one motion all recommendations appearing on the Consent Agenda, or prior to the question on the vote, any Council member may request that an item be removed from the Consent Agenda and placed in Section 7 for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.

6.1 Correspondence**6.2 Reports****6.3 Recommendation to Receive Items on Consent****7. ITEMS REMOVED FROM THE CONSENT AGENDA****8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)****9. UNFINISHED BUSINESS****10. STAFF REPORTS****10.1 Tatlow Reservoir Repair Report**

Staff report by the Manager, Municipal Services dated May 26, 2025 providing information regarding the inspection and repair of the interior of the Tatlow Tank.

11. BYLAWS**13. MAYOR AND COUNCILLOR REPORTS**

Mayor Ross attended the following events:

- May 15: Metro Vancouver Electoral Area and Small Communities Committee
- May 16: Metro Vancouver Small Communities Meeting
- May 16: Ministry of Infrastructure - Bill 15 Briefing
- May 20: Vancouver Fraser Port Authority - Burrard Inlet Mayors Committee Meeting
- May 22: Mayors Council Meeting (in camera)
- May 23: Metro Vancouver Board Meeting
- May 25: Hike for Hospice

13.1. CHIEF ADMINISTRATIVE OFFICER REPORT

14. OTHER MATTERS DEEMED EXPEDIENT

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

16. PUBLIC QUESTION PERIOD

The public is invited to ask questions of Council regarding any item pertaining to Village business. A person wishing to make a submission will be limited to two (2) minutes and the submission must be in the form of a question. A second opportunity to ask a follow up or new question is permitted if no one else is waiting to participate. Questions, including follow up questions, must be directed to the Chair of the meeting and not to individual members of Council or staff. If a question(s) to staff arises during Public Question Period, the question(s) must be addressed to the Chair and the Chair can request clarification from staff.

The total session is limited to 20 minutes and will be completed by 11:00 pm unless extended with approval of Council through an affirmative vote.

17. ADJOURNMENT



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
May 12, 2025**



This meeting was held in Council Chambers and live streamed at
[Village of Belcarra - YouTube](https://www.youtube.com/watch?v=...)

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Joe Elworthy
Councillor Janet Ruzyski
Councillor Liisa Wilder

Staff in Attendance

Melony Burton, Chief Administrative Officer
Stewart Novak, Manager, Municipal Services
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 12, 2025

Moved by: Councillor Wilder
Seconded by: Councillor Ruzyski

That the agenda for the Regular Council Meeting of May 12, 2025 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, March 11, 2025 and April 14, 2025

Moved by: Councillor Ruzyski
Seconded by: Councillor Wilder

That the minutes from the Special Council Meeting held on March 11, 2025 and April 14, 2025 be adopted.

CARRIED

3.2 Regular Council Meeting, April 14, 2025

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held on April 14, 2025 be adopted.

CARRIED

4. PUBLIC INPUT

Mayor Ross reviewed the process for public input.

There were no speakers.

5. DELEGATIONS AND PRESENTATIONS

No items

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

6.1.1 Office of the Minister of Housing and Municipal Affairs, letter dated March 31, 2025 advising of the approval of an infrastructure planning grant for a storm water collection network review and update in the amount of \$10,000.

6.1.3 School District No. 43 (Coquitlam), letter dated April 16, 2025 regarding School District No. 43 Capital Bylaw No. 3, Amendment No. 2.4 – 2025 (School Site Acquisition Charge Bylaw Amendment) setting school site acquisition charge rates.

6.1.4 Fraser Health, Medical Health Officer, letter dated April 14, 2025 regarding community preparedness for projected hot and smoky periods during summer 2025.

6.1.6 BC Hydro, news release dated May 2, 2025 providing information on the online parking reservation system for Buntzen Lake.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Ruzycki

Seconded by: Councillor Wilder

That the items on the Consent Agenda of the May 12, 2025 Village of Belcarra Regular Council Meeting be received into the record.

Councillor Ruzycki requested the removal of Items 6.1.2, 6.1.5 and 6.1.7 from the Consent Agenda to allow for comment and discussion.

The Mayor called the question on the motion.

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA

- 6.1.2** Tony and Lynda Spence, letter dated April 10, 2025 regarding the Active Transportation Network Plan with reference to public road access to Farrer Cove.

Councillor Ruzycki asked for confirmation that the Active Transportation Network Plan (ATNP) is meant for non-motorized vehicles. The Chief Administrative Officer confirmed that the scope of the ATNP is limited to active transportation which is human-powered mobility.

- 6.1.5** Metro Vancouver, email dated April 28, 2025 providing a copy of the Statutory Approval Certificate for the Sasamat Fire Service Conversion Bylaw.

Councillor Ruzycki requested confirmation that the new Sasamat Fire Conversion Bylaw is a refresh of the existing bylaw versus any changes being made to the service agreement. The Chief Administrative Office confirmed that the conversion bylaw must be adopted prior to any changes being made to the service agreement between the Villages of Anmore and Belcarra.

Councillor Elworthy spoke on the email. He spoke favourably on the approval of the bylaw. However, he expressed concern with meetings on the service review being conducted through the Board of Trustees rather than the Village Councils.

The Chief Administrative Officer advised that future meetings with Metro Vancouver as well as the SVFD Fire Chief are being arranged and information will be brought back to Council.

- 6.1.7** Sherry Chisholm, letter dated May 5, 2025 regarding the consideration of the installation of a septic system on Midden Road by Metro Parks.

Councillor Ruzycki asked for further information on the subject of the letter.

The Chief Administrative Officer reported on meetings held with Metro Vancouver on the subject and advised that Metro Vancouver is currently only at the investigation stage of finding a location for a septic system. She also advised that any additions will have to be approved by the Village.

Council members expressed their support for the concerns expressed in the letter.

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

No items

9. UNFINISHED BUSINESS

No items

10. STAFF REPORTS**10.1 Waste and Recycle Depot Driveway (WARD) Exit Repair**

Staff report by the Manager, Municipal Services dated May 12, 2025 recommending the approval of a quote submitted by Burnaby Blacktop to repair the driveway exit at WARD in the amount of \$37,456.00 plus applicable taxes, the approval of funding in the amount of \$3,100.00 plus applicable taxes to replace the WARD gate sensors and the addition of a 15% contingency in the amount of \$6,084.75.

The Manager, Municipal Services reviewed the report. He advised on the three quotes received and highlighted the lowest quote. He also advised that funding will come from 2025 capital budget.

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That a quote of \$37,465.00 plus applicable taxes submitted by Burnaby Blacktop to repair the Waste and Recycle Depot (WARD) driveway exit;

And that \$3,100.00 plus applicable taxes be approved to replace the WARD gate sensors; and further

That a 15% contingency of \$6,084.75 be added for a total cost of \$46,649.75 plus tax.

CARRIED

10.2 Belcarra Day 2025

Staff report by the Chief Administrative Officer dated May 12, 2025 providing information on the June 1, 2025 Belcarra Day event.

The Chief Administrative Officer reviewed the report. She recognized the work done by members of CRAB and by staff members providing support. Information was provided on invitations sent out for the event.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the staff report dated May 12, 2025, titled “Belcarra Day 2025” be received into the record for information.

CARRIED

11. BYLAWS**11.1 Village of Belcarra 2025 Tax Rates Bylaw No. 634, 2025**

A bylaw to set Tax Rates for the Year 2025

Moved by: Councillor Elworthy
Seconded by: Councillor Wilder

That Village of Belcarra 2025 Tax Rates Bylaw No. 634, 2025 be adopted.

CARRIED

Councillor Clark and Councillor Ruzycki voted in opposition

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items

13. MAYOR AND COUNCILLOR REPORTS

Mayor Ross attended the following events:

- TransLink Mayors' Council Meeting – April 17
- Metro Vancouver Board Meeting – April 25
- LMLGA Annual Conference & AGM – April 29 to May 1
- TransLink Mayors' Council Meeting – April 30
- Belcarra Volunteer Appreciation – May 1
- Metro Vancouver Regional Parks Committee Meeting – May 7
- Metro Vancouver Air Quality and Climate Committee Meeting – May 9

COUNCILLORS' REPORT

Councillor Wilder

- Councillor Wilder attended the Lower Mainland Local Government Association Convention held in Whistler from April 29 to May 1, 2025. She highlighted the workshops and events she attended at the convention.
- Councillor Wilder attended the Volunteer Appreciation event held at the Village Hall on May 1. She thanked staff for arranging the event and advised that it was well attended. She also attended the Coquitlam RCMP Volunteer Appreciation Dinner held on May 2.

Councillor Ruzycki

- Councillor Ruzycki attended the Volunteer Appreciation event held at the Village Hall on May 1. She thanked staff for hosting a great event. Councillor Ruzycki attended May Day Celebrations hosted by the City of Port Coquitlam on May 10.
- Councillor Ruzycki acknowledged the Sasamat Volunteer Fire Department members for the effort made during the recent fire event in the Village of Anmore.

Councillor Elworthy

- Councillor Elworthy attended a meeting of the Tri-Cities Food Council on April 24. He reported on discussions pertaining to educational programs for businesses on food recovery.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The new Chief Administrative Office expressed her appreciation for the warm welcome received from staff, Council and residents. She reported on work done in her first weeks and outlined work carried out by staff since the last Council meeting:

- Records management and preparation for the Annual Report
- Preparation of tax notices for mail out this week
- Water system- blow offs and blow down maintenance, inspection of backflow preventer
- Culvert inspections
- New bin received at WARD for mixed recyclables
- Fraser Health permit received for the water chlorination system; preparing Request for Proposals to install the system

The Chief Administrative Officer provided the following notifications:

- Metro Vancouver water restrictions have been put into place as of May 1. Information on the restrictions is available on the Village website.
- Canada Post may be going on strike beginning May 22 and therefore Village of Belcarra Tax Notices will be mailed out on May 13. The deadline for payment of property taxes is July 2 and residents are reminded to submit electronic payments 3 business days in advance to avoid late payment penalties. Cheques can also be dropped off in the mailbox or in person at the Village Hall.

14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

No items

16. PUBLIC QUESTION PERIOD

Mayor Ross outlined the procedure for Public Question Period.

Sherry Chisholm, Belcarra resident referred to Correspondence Item 6.1.7 and expressed her appreciation for Council support of the concerns she put forward.

Penny Moen, Belcarra resident, encouraged residents to attend the Belcarra Day event scheduled for June 1, starting at 10:00 am.

Jim Chisholm, Belcarra resident, referred to the SVFD service review and queried on the status of the document.

Mayor Ross advised that timelines will be set by Metro Vancouver.

Jim Chisholm, Belcarra resident, asked if Council and the SVFD Board of Trustees will decide on changes to the service agreement and whether there is a required timetable.

Mayor Ross advised that information will be received from Metro Vancouver and will be provided to Council.

Peter Boekhout, Belcarra resident, referred to the paving of the entrance of WARD and asked whether there will be drainage placed at the end of the driveway to catch runoff.

The Manager, Municipal Services advised that consideration was given to water flow on that roadway.

Jim Chisholm, Belcarra resident suggested that the Village put forward a request that Metro Parks auction off the lot on Midden Avenue.

17. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That the May 12, 2025 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 7:43 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



COUNCIL REPORT

File:

Date: May 26, 2025
From: Stewart Novak, Manager, Municipal Services
Subject: **Tatlow Reservoir Repair Report**

Recommendation

That the staff report dated March 31, 2025, titled "Tatlow Reservoir Repair Report" be received into the record for information.

Purpose

To provide Council with information regarding the inspection and repair of the interior Tatlow Reservoir located at 3460 Main Avenue.

Background

The Tatlow Reservoir is located at 3460 Main Avenue and is positioned on the high end of a road end, accessible via a gravel roadway. The reservoir is part of Belcarra's potable drinking water system and provides storage capacity for times of high domestic water usage as well as providing the capacity for firefighting purposes.

The reservoir is a glass-lined steel tank set on a concrete slab with anchor bolts securing the tank at every second panel. Records indicate the reservoir was installed in 1999 by Western Tank & Lining LTD. The reservoir is 18' high and a diameter of 26.2' which provides a water storage capacity of 58,000 imperial gallons.

Discussion

In July 2023, WSP Canada Ltd (WSP) and Aquavision Services Ltd conducted an inspection of the reservoir as part of Public Works scheduled maintenance. An inspection report provided by WSP in September 2024 recommended that during the next scheduled emptying of the tank, connectors, interior brackets, and bolts be cleaned of rust, inspected and recoated or patched with approved sealant where required.

In 2024, Belcarra staff began planning the scheduled emptying of the Tatlow Reservoir to conduct the cleaning, inspection and repair of the tank. During this process it became clear that, if possible, the work should be completed as one single event due to the lack of redundancy in the water distribution system.

Following discussions with several service providers, staff secured a proposal from Western Tank & Lining Ltd. as they were the only provider capable of cleaning, inspecting and repairing the tank in one service. In addition, they were able to complete the work within a critical timeline, after the last frost and before fire season.

At the Council meeting of February 10, 2025, Council approved a total budget of \$68,250 which included a 25% contingency, for Western Tank & Lining to clean, inspect and repair the Tatlow Reservoir. The staff report noted that additional funding may be required for fire service-related equipment rentals or possibly stand-by coverage.

As the full of work required the reservoir to be out of commission continuously for up to seven days, Sasamat Fire Chief Jay Sharpe provided a fire safety plan. The plan required staff to provide a water tanker truck stationed at the municipal hall, an emergency call in operator for the duration of the shutdown, and the rental of a high-capacity portable pump to stored at the fire hall.

The work took place Monday March 31, 2025, and concluded on Sunday April 6, 2025. Due to the increased fire safety risks, shut down permission was given to Western Tank & Lining to work through the weekend including Sunday.

A full pressure wash of the tank was completed, followed by an inspection which observed the following:

Tank Floor

- Corrosion on the hardware at the seams of the floor panels
- Rust on the floor panel and its hardware
- No corrosion pits, or advanced corrosion

Tank Walls

- Rust in a few spots with rust on the wall sheets
- Rust on the roof beams.
- Deep set in corrosion on the tank ladder.

The following repair work was conducted:

- Cleaning of all rust spots using grinders and wire brushes
- Application of NSF-61certified two-part epoxy paint
- Installation of poli-caps for the seam bolts
- Replacement of the 18' hot dipped galvanized ladder a 10' stainless steel ladder and stainless steel hardware
- Disinfection of the tank per AWWA standards.
- Sealing of the tank

Cost Breakdown:

Western Tank & Lining Ltd.	\$57,700
Water Tanker and Emergency Standby	\$6,050
Large capacity portable pump rental	<u>\$1,400</u>
Total	\$65,150
Council Approved Budget/Contingency	\$68,250

Conclusion

Inspection and repairs were completed on the Tatlow Reservoir in 2025 per recommendations from a September 2023 WSP inspection report. The work included pressure washing, inspecting and repairing the interior tank, replacing the hot dipped ladder with a stainless steel ladder, installing poli-caps over the seam bolts, as well as disinfection and sealing of the tank.

Work began on March 31, 2025, following a fire safety review conducted by Fire Chief Jay Sharpe and with assistance from Public Works staff.

The project was completed within the scheduled time frame. Despite extra costs incurred due to the rental of a water tanker, a portable pump, and weekend overtime rates, the total project was delivered at a cost of \$65,150, coming in \$3,100 under the council approved funding of \$68,250.



Prepared by: Stewart Novak
Manager, Municipal Services



Concurrence: Melony Burton
Chief Administrative Officer

The following appendix is attached hereto:

Appendix A: Tatlow Reservoir Interior Inspection, Cleaning & Repair
- Report dated May 4, 2025 by Western Tank & Lining Ltd.

**WESTERN TANK
& LINING LTD.**YOUR CONTAINMENT SPECIALISTS SINCE 1985

May 4th, 2025

Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8
Tel: 604-937-4100 - Fax: 604-939-5034

Attn: Stewart Novak | Manager, Municipal Services
E-mail: snovak@belcarra.ca

Project: Report for Tatlow Road Reservoir at Village of Belcarra: Interior Inspection, Cleaning & Repair.

INTRODUCTION

This report documents findings, and work completed during the interior inspection and repairs, carried out on March 31st through April 6th, 2025 by Western Tank & Lining Ltd. (WTL), on the Tatlow Road Reservoir located at 3460 Main Avenue, Belcarra, BC. The tank dimensions: 26.2' diameter x 18' eave height; Nominal Capacity 58,000 IG. This tank was installed in 1999 by WTL. The bolted tank is epoxy coated carbon steel, and the panels are sealed with EPDM gaskets. See below for a detailed account of observations made and repairs done.

TANK INTERIOR: FLOOR

We found corrosion on the hardware at the seams of the floor panels and sediment build up on the floor panels. We did not encounter corrosion pits, or advanced corrosion. The pipes through the floor panel and its hardware were also covered in rust. The tank interior (walls, floor, and piping) was cleaned, and an NSF-61 certified two-part epoxy paint was applied around the piping connection through the floor panels and its hardware. Finally, all exposed floor hardware was cleaned, and covered with NSF-61 certified poly cap protection caps, and sealant to prevent corrosion.

TANK INTERIOR: WALLS & ROOF BEAMS

There were a few spots with rust on the wall sheets and the roof beams. Majority of them were close to the bolt seams or bolts in the wall panels for pipe supports, beams, and ladder brackets. We cleaned all the rust spots and applied the NSF-61 certified two-part epoxy paint. The tank interior ladder had deep set in corrosion. As requested, we replaced the 18' interior hot dipped galvanized ladder with a 304 stainless steel 10' long ladder with 304 stainless steel hardware.

TANK EXTERIOR: No works were performed for the tank exterior

The exterior tank coating for the sidewall and the roof is in good condition. There is one rust spot between couple bolts on the manway that needs a touch up. The discoloration of the roof panels seems to be surface level, you might be able to wash it clean. Most of the exterior galvanized accessories (exterior ladder, anchor chairs and anchors), seem to have some surface level rust. Applying some Galvacon can help prevent further rust issues.

VANCOUVER: 7192 Vantage Way, Delta, BC V4G 1K7
CALGARY: 105 Stockton Pt., Okotoks, AB T1S 1A5

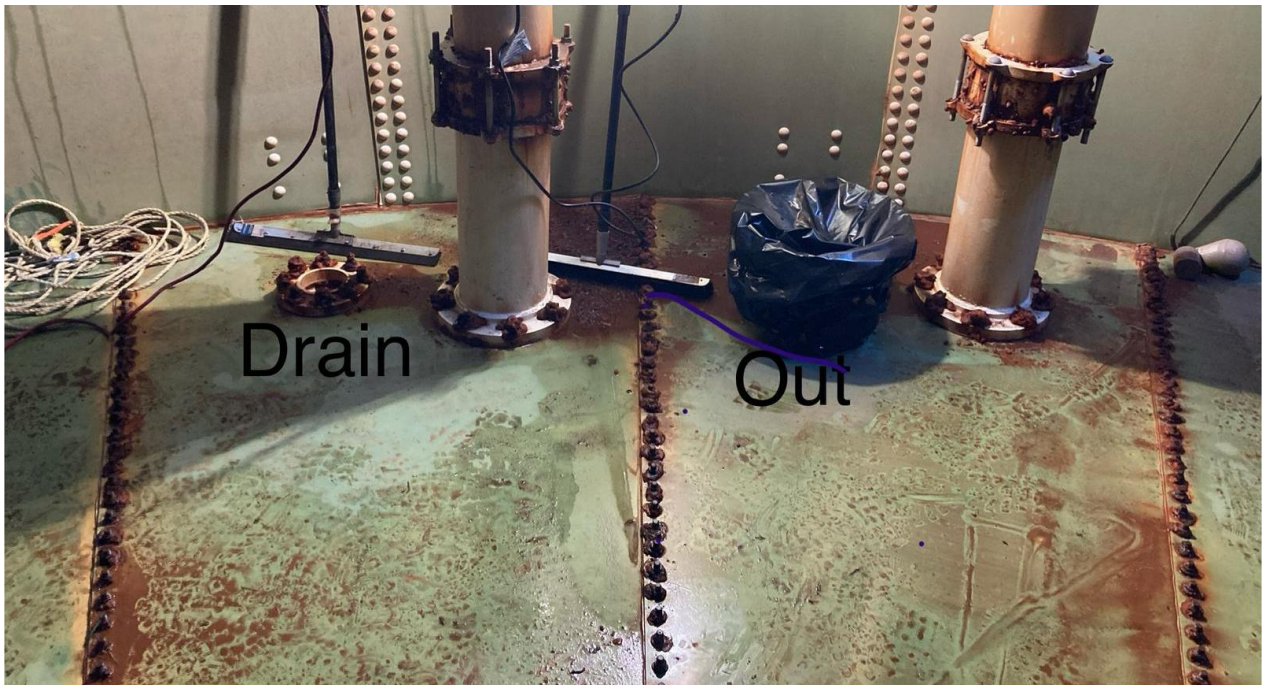
T: 604-241-9487 F: 604-241-9485
T: 403-938-4361 F: 403-938-4371

1-800-551-4355

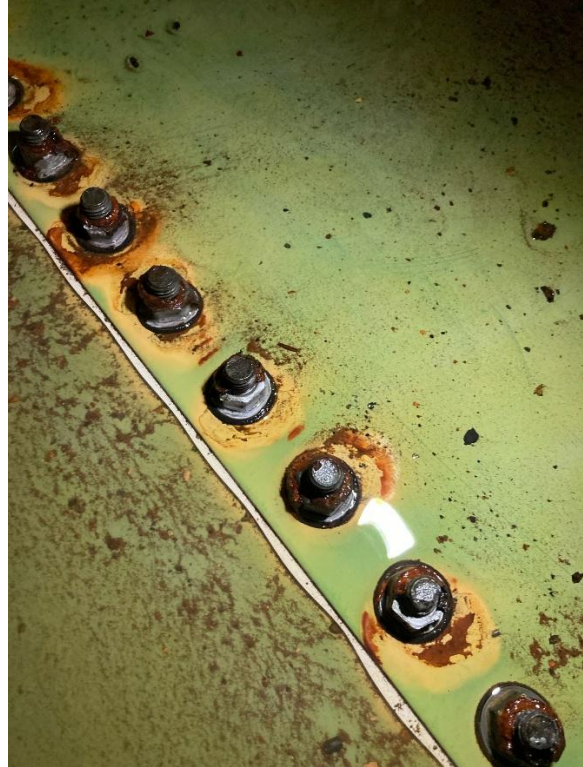
See pictures below of the tank floor before cleaning:

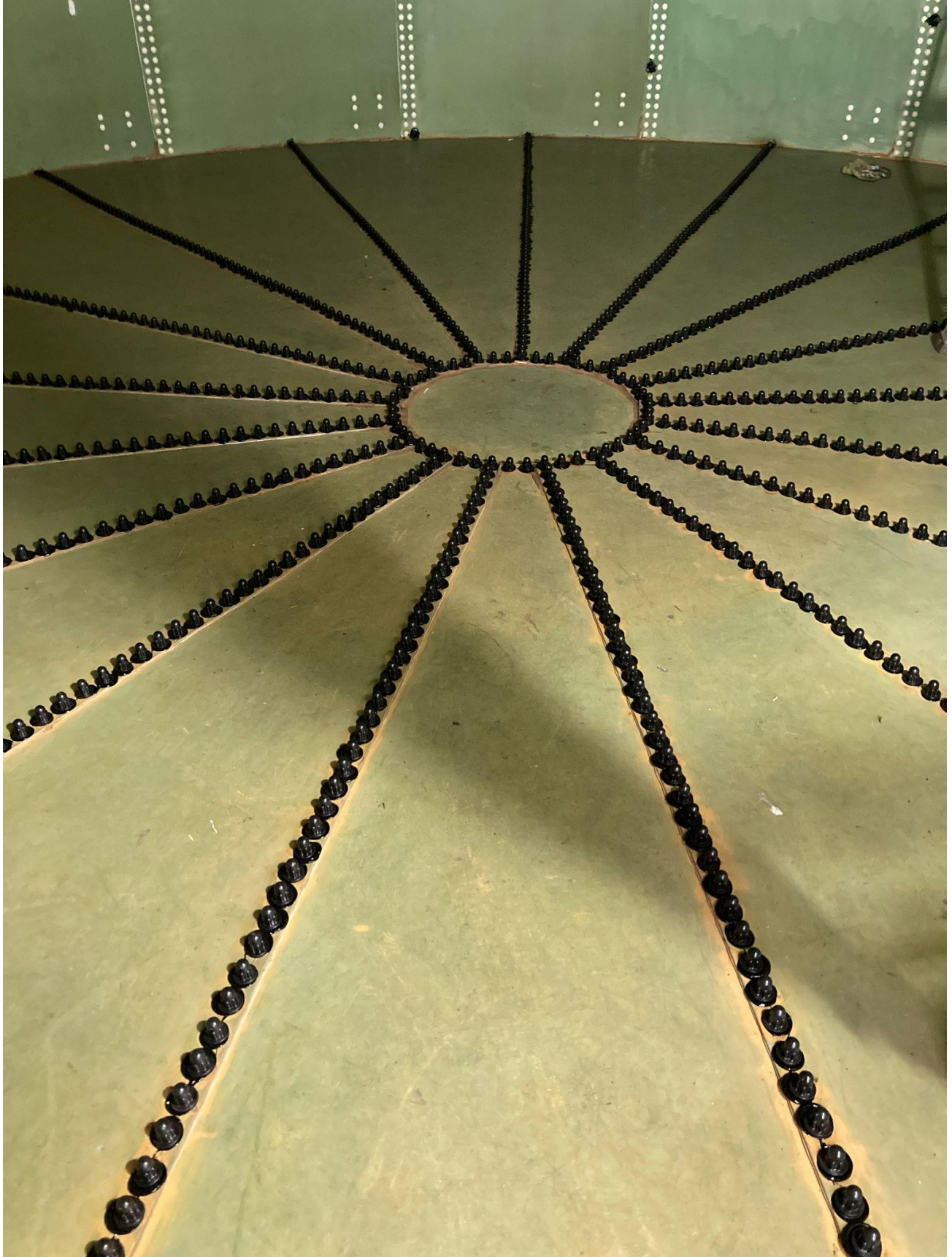






See pictures below of tank floor after cleaning and repairs:

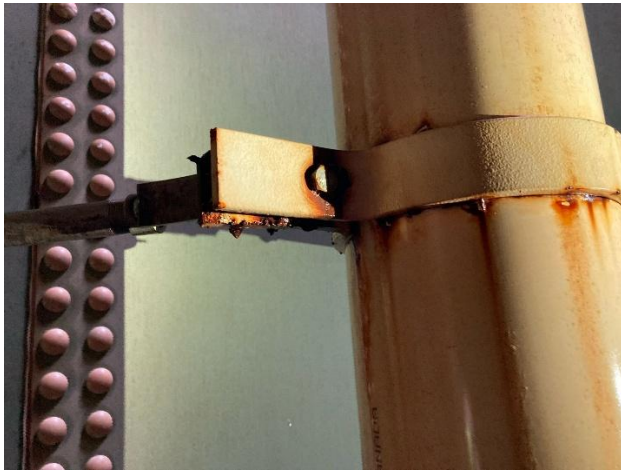
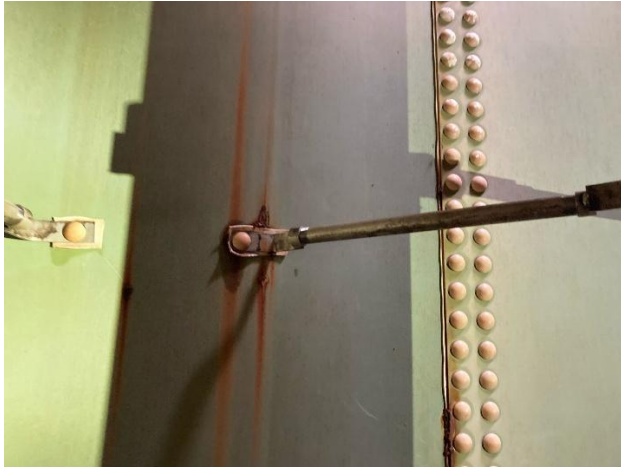


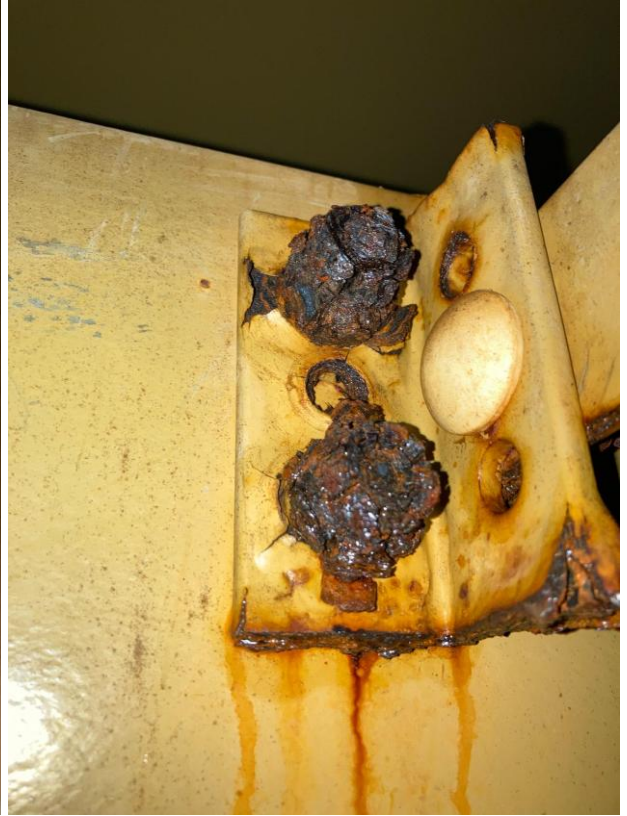
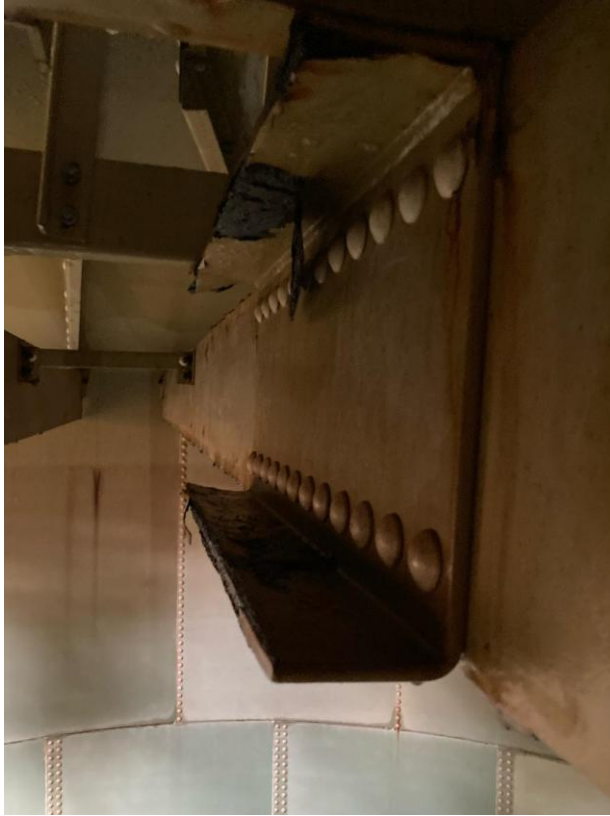






See pictures below of tank interior sidewalls and roof before cleaning





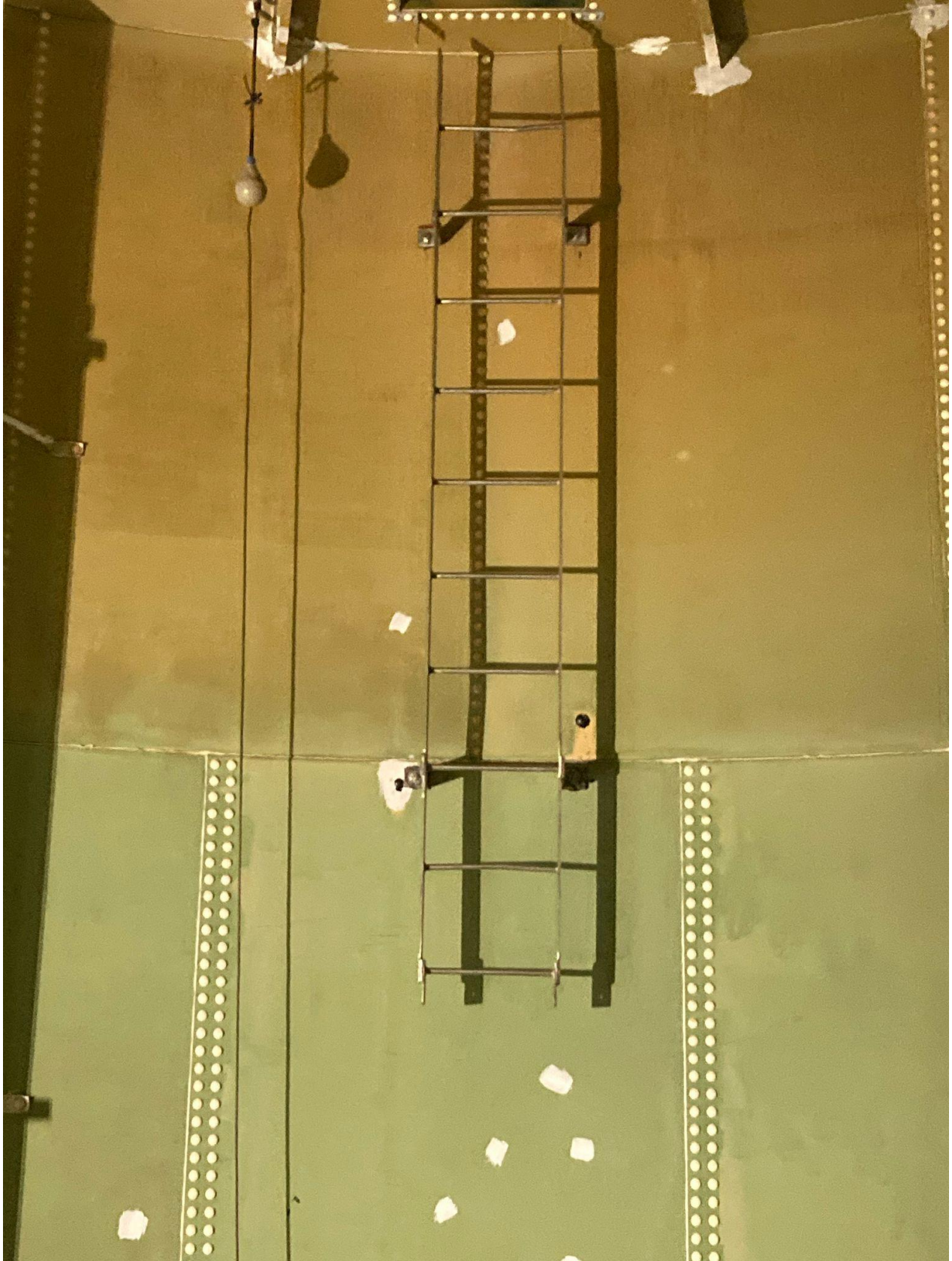
See pictures below of tank interior sidewalls and roof after cleaning & repairs











See pictures below of tank exterior









CLOSING

WTL also recommends implementing regular 5-year maintenance cycles for these tanks. This will allow the tanks to fully function to the end of its service life.

If we have overlooked anything or any clarification is required, please contact us at 604.241.9487.

Regards,

Western Tank and Lining Ltd.

Ben Josephs
Project Manager
b.josephs@wtl.ca

Disclaimer: This report and recommendations are based on previous experience. WTL will not be held liable for the accuracy of this report or its recommendations.