



VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
March 10, 2025



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, 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 7:05 pm

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, March 10, 2025

Moved by: Councillor Clark
Seconded by: Councillor Ruzycki

That the agenda for the Regular Council Meeting of March 10, 2025 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, February 24, 2025

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the minutes from the Regular Council Meeting held on February 24, 2025 be adopted.

CARRIED

4. PUBLIC INPUT

Mayor Ross reviewed the procedure for Public Input.

Penny Moen, Belcarra resident, reminded residents of CRAB's Pub Night being held on Saturday, March 15, 2025 at Belcarra Village Hall. She also reminded all that tickets to the event must be purchased ahead of time and encouraged everyone to wear something green.

5. DELEGATIONS AND PRESENTATIONS

No items

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

- 6.1.1** City of Abbotsford, Mayor Ross Siemens, letter dated February 28, 2025 requesting consideration of a proposed resolution for infrastructure support for specified municipalities to be brought forward at the upcoming LMLGA Convention.

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 March 10, 2025 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)

- 8.1** BC Epilepsy Society, Deirdre Syms, Executive Director and Sonia Velji, Provincial Manager of Programs and Services, email dated December 17, 2024 requesting a proclamation from the Village of Belcarra designating March 26, 2025 as International Purple Day for Epilepsy Awareness in the Village of Belcarra.

Moved by: Councillor Wilder

Seconded by: Councillor Elworthy

That March 26, 2025 be designated International Purple Day for Epilepsy Awareness in the Village of Belcarra.

CARRIED

- 8.2 Village of Anmore, Karen Elrick, Chief Administrative Officer, letter dated February 26, 2025 regarding Official Community Plan (OCP) Amendment Bylaw No. 686.2023 – Anmore South and seeking input from agencies and organizations whose interests may be affected by the bylaw.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

That the letter from the Village of Anmore be forwarded to the Village planning consultant for review and comment and that staff be directed to provide any other relevant input on OCP Amendment Bylaw No. 686.2023 to the Village of Anmore.

CARRIED

- 8.3 School District No. 43 (Coquitlam), Randy Manhas, Secretary-Treasurer/CFO, letter dated March 5, 2025 regarding the resolution passed by the Board of Education pertaining to the District's 2026-2027 Eligible School Sites

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That the School District No. 43 (Coquitlam) Board resolution for proposed 2026-2027 eligible school site requirements be accepted.

CARRIED

9. UNFINISHED BUSINESS

- 9.1 Motion deferred from the November 18, 2024 Regular Council Meeting. The motion was originally brought forward by Councillor Clark at the November 4, 2024 Regular Council Meeting as a Notice of Motion

Councillor Clark provided background on the motion she put forward.

A discussion was held on the merits and cost of the installation of a fire suppression system in the Village Hall.

Motion as deferred:

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That staff be directed to provide a report with a recommendation on the installation of a sprinkler system for the Village of Belcarra Hall.

DEFEATED

Mayor Ross, Councillor Clark, Councillor Elworthy, Councillor Ruzycki, and Councillor Wilder voted in opposition

Moved by: Councillor Elworthy
Seconded by: Councillor Wilder

Subsequent to a staff report dated February 5, 2024, that staff be directed to engage the services of a registered professional to bring forward a report on options and cost for the installation of a sprinkler system for the Village of Belcarra Hall.

CARRIED

10. STAFF REPORTS

- 10.1** Paula Richardson, Chief Administrative Officer, staff report dated March 10, 2024 providing an update on a discussion with the MLA pertaining to residents' queries regarding road ends

The Chief Administrative Officer reviewed the report. She highlighted discussions held with MLA Rick Glumac and advised that the MLA's office as well as Municipal Affairs both noted that decisions relating to municipal property are made by Council and that their offices do not provide legal advice.

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

That the staff report dated March 10, 2025 titled "Discussion with MLA regarding Residents' Queries regarding Road Ends" be received into the record as information.

CARRIED

- 10.2** Amanda Seibert, Corporate Officer, staff report dated March 10, 2025 regarding a Village of Belcarra records management bylaw and policy and the implementation of a revised records management program

The Corporate Officer reviewed the report. She outlined the importance of an up-to-date records management program to allow for efficient management of records and advised that a bylaw and a policy were first steps in the process of bringing the records management system up to acceptable standards.

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

That Village of Belcarra Records Management Bylaw No. 635, 2025 be read a first, second and third time; and

That Village of Belcarra Records Management Policy No. 233 be approved; and

That the 2025 budget be amended to provide for the Records Management Project with funding of \$10,000 coming from the Stabilization Reserve Fund; and further

That the 2025 Financial Plan be amended accordingly.

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:

- Metro Vancouver Board Meeting – February 28, 2025
- Metro Vancouver Regional Parks Committee Meeting – March 5, 2025
- Sasamat Volunteer Fire Department Board of Trustees Meeting – March 6, 2025
- Share Imagine 2025 Gala – March 8, 2025

The Mayor commented on International Women's Day celebrated on March 8 and recognized staff and members of Council in commemoration of that event.

COUNCILLORS' REPORT

Councillor Clark attended the Sasamat Volunteer Fire Department Board of Trustees Meeting on March 6, 2025. She provided detail on some of the items discussed at the meeting.

Councillor Elworthy stated that it is expected that updates on the fire department service review will be provided to Council. He thanked Councillor Clark for her report and also thanked the Belcarra Barnacle for their detailed reporting on the subject.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer advised that Metro Vancouver is holding a 2026 Budget and Five Year Financial Plan budget process and is looking for public engagement. Information on how to engagement on the 2026 Budget and Five Year Financial Plan can be found on the Village's website or on the Metro Vancouver website.

She reported that Public Works staff are planning a bypass test on the Tatlow Reservoir and asked the Manager, Municipal Services to provide details.

The Manager, Municipal Services advised that a bypass test on the Tatlow Reservoir will take place on Wednesday, March 13 in preparation for repair work to be done on the reservoir in late March or early April. He requested that residents conserve water on March 13.

The Chief Administrative Officer advised that Public Works staff have been working with Fire Chief Jay Sharpe on the repair plan and process and announced that a notification on the bypass testing of the reservoir will be send out by the Village on March 12.

The Chief Administrative Officer spoke on the installation of a new light on Bedwell Bay Road. She requested that the Manager, Public Works speak on the issue.

The Manager, Public Works provided details on the installation of the streetlight. He reported that the light was installed by BC Hydro in error and that it will be taken down.

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 outlines the procedure for public question period.

There were no speakers.

17. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the March 10, 2025 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 9:02 pm

Certified Correct:



Jamie Ross
Mayor



Amanda Seibert
Corporate Officer