



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MEETING MINUTES  
March 31, 2025**



**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  
Connie Esposito, 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**

The meeting was called the meeting to order at 7:00 pm.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, March 31, 2025**

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**That the Agenda for the Regular Council Meeting of March 31, 2025 be approved.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meetings, March 10, 2025 and March 22, 2025**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That the minutes from the Special Council Meetings held on March 10, 2025 and March 22, 2025 be adopted.**

**CARRIED**

**3.2 Regular Council Meeting, March 10, 2025**

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**That the minutes from the Regular Council Meetings held on March 10, 2025 be adopted.**

**CARRIED**

**4. PUBLIC INPUT (15 minutes)**

Mayor Ross reviewed the procedure for public input.

Penny Moen, Belcarra resident, commented regarding the CRAB sponsored Easter Breakfast taking place at the Village Hall on Sunday, April 20, 2025.

Greg Moore, Icona Properties, commented regarding the Anmore South Lands proposal.

**5. DELEGATIONS**

No items.

**6. ITEMS ON CONSENT AGENDA**

**6.1 Correspondence**

**6.1.1** John Willms, Belcarra resident, email dated March 15, 2025 regarding private use of public property in the Village of Belcarra.

**6.1.2** Trans Mountain, Kelly Malinoski, Director, Emergency Management, email dated March 19, 2025 regarding a progress report on Year 1 of Trans Mountain BC EAO Condition 35 – Fate and Behaviour of Bitumen Research (full report is available at the Village Office)

**6.2 Reports**

No Items.

**6.3 Recommendation to Receive Items on Consent**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the items on the Consent Agenda of the March 31, 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)**

No items.

**9. UNFINISHED BUSINESS**

No items.

**10. STAFF REPORTS**

- 10.1** Paula Richardson, Chief Administrative Officer, staff report dated March 31, 2025 regarding planning commentary pertaining to an input request from Anmore on Official Community Plan Amendment Bylaw No. 686.2023 – Anmore South

Discussion ensued relative to the input request from Anmore on Official Community Plan Amendment Bylaw No. 686.2023 – Anmore South including:

- Fire safety concerns;
- Support for long term proposal for facilities;
- Impact of the proposal on Belcarra; and
- Impact on traffic and effects on emergency services.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

**That the letter dated April 1, 2025 to the Village of Anmore regarding the Anmore South Lands OCP Amendment Application and Neighbourhood Plan be sent; and further**

**That staff's request in the letter for an additional 60 days to respond after supporting technical memos are made available and questions in the letter dated April 1, 2025, have been addressed by the Village of Anmore be approved.**

**CARRIED**

- 10.2** Stewart Novak, Manager, Municipal Services, staff report dated March 31, 2025, regarding the Marine Avenue Road Rehabilitation

Stewart Novak, Manager, Municipal Services, provided an overview of the report regarding the Marine Avenue Road Rehabilitation that is nearing completion including:

- Drainage issues that were remediated;
- Additional catch basin that was installed;
- Substantial Completion was achieved on December 17, 2024; and
- Some remaining deficiencies currently being dealt with;

Concern raised regarding parking along Marine Avenue and that the Active Transportation Network Plan (ATNP) work currently being done may provide solutions.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That the staff report dated March 31, 2025 titled "Marine Avenue Road Rehabilitation, Summary of Project Completion" be received into the record for information.**

**CARRIED**

- 10.3** Stewart Novak, Manager, Municipal Services, staff report dated March 31, 2025, regarding the purchase of a Building Department portable office.

Stewart Novak, Manager, Municipal Services, provided an overview of the report noting that the original proposal to purchase the portable office fell through.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

**That the motion passed at the January 27, 2025 Regular Council Meeting authorizing the purchase of a used 10' x 24' portable field office to replace the rented 10' x 24' Building Department office at a cost of \$25,910.00 plus applicable taxes be repealed; and**

**That the purchase of Belcarra's existing and currently rented 10' x 24' portable field office at a cost of \$31,000 plus applicable taxes be authorized.**

**CARRIED**

- 10.4** Amanda Seibert, Corporate Officer, staff report dated March 31, 2025 regarding a flag protocol policy

Staff received an email from the B.C. Office of Protocol which administers the provincial policy for flying flags at half-mast. This prompted a review of the flag protocol and an update to the policy to reflect the Government of Canada flag etiquette.

Discussion ensued regarding maintenance of the schedule for lowering the flag as per Policy 182.

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

**That Village of Belcarra Flag Protocol Corporate Policy No. 182 approved on May 25, 2009 be repealed; and further**

**That Village of Belcarra Flag Protocol Corporate Policy No. 236 be approved.**

**CARRIED**

## **11. BYLAWS**

### **11.1 Village of Belcarra Records Management Bylaw No. 635, 2025**

A bylaw to establish the Village of Belcarra's Records Management System and to designate and authorize a Village of Belcarra Officer to act on the behalf of the Village to manage and maintain the records management system.

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

**That Village of Belcarra Records Management Bylaw No. 635, 2025 be adopted.**

**CARRIED**

## **12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS**

No items.

**13. MAYOR AND COUNCILLOR REPORTS**

Mayor Ross attended the following events:

- CRAB St Patrick's Day Village Pub Night – March 15
- Metro Vancouver Board Meeting – March 28

Councillor Wilder noted that the CRAB St. Patrick's Day Pub Night was well attended, and proceeds collected will be donated to SVFD. Reminder that the Easter Pancake Breakfast will take place on Sunday, April 20 at the Belcarra Municipal Hall.

**13.1 CHIEF ADMINISTRATIVE OFFICER REPORT**

**Federal Election – Village Hall, Monday, April 28, 2025**

Moved by: Councillor Elworthy

Seconded by: Councillor Wilder

**That the Regular Council meeting scheduled for Monday, April 28, 2025, be cancelled due to the Federal Election.**

**CARRIED**

It was noted that the Active Transportation Network Plan (ATNP) Open House will be taking place on Wednesday, April 2, 2025, from 5:30 to 8:00pm.

**14. OTHER MATTERS DEEMED EXPEDIENT**

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

**16. PUBLIC QUESTION PERIOD**

The Mayor outlined the procedure for Public Question Period.

Jim Chisholm, Belcarra resident, queried regarding the sprinkler system in the proposed development at Anmore South Lands.

**17. ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Elworthy

That the March 31, 2025 meeting be adjourned at 7:58 pm.

Certified Correct:

  
\_\_\_\_\_  
Jamie Ross  
Mayor

  
\_\_\_\_\_  
Amanda Seibert  
Corporate Officer