



VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
April 14, 2025



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

Council in Attendance

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

Council Absent

Councillor Carolina Clark

Staff in Attendance

Paula Richardson, Chief Administrative Officer
Stewart Novak, Manager, Municipal Services
Amanda Seibert, Corporate Officer/Recording Secretary
Jane Dreier, Clerk

Others in Attendance

Asifa Hirji, CPA, CA, Lead Engagement Partner, KPMG
Ken Bjorgaard, Financial Consultant

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, April 14, 2025

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the agenda for the Regular Council Meeting of April 14, 2025 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, March 31, 2025

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the minutes from the Special Council Meeting held on March 31, 2025 be adopted.

CARRIED

3.2 Regular Council Meeting, March 31, 2025

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the minutes from the Regular Council Meeting held on March 31, 2025 be adopted.

CARRIED

4. PUBLIC INPUT

The Mayor reviewed the procedure for the Public Input session. There were no speakers

5. DELEGATIONS AND PRESENTATIONS

5.1 Asifa Hirji, CPA, CA, Lead Engagement Partner and Jordan Patterson, CPA, Senior Manager, KPMG, audit findings report for the Village of Belcarra for the year ended December 31, 2024.

The Auditor provided a summary of the audit report. She advised that the Village of Belcarra received a clean or unqualified report and that there were not outstanding items. She referred to one adjustment due to the receipt of a late invoice and advised that it was recognized as being in the wrong period. She also advised on changes made to the documentation involving the permitting process.

The Auditor answered questions put forward by Council. She thanked Village of Belcarra staff for their work in complying with the audit and wished the Chief Administrative Officer well in her retirement.

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the Village of Belcarra 2024 Audit Findings Report by KPMG LLP for the year ended December 31, 2024 be received into the record for information.

CARRIED

5.2 Ken Bjorgaard, Financial Consultant, report dated April 14, 2025, regarding Village of Belcarra 2024 Financial Statements

The Financial Consultant reviewed the report and provided an overview of the 2024 Financial Statements. He responded to questions from Council and noted that the Village has progressed to a more favourable financial position over the years.

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

- 1. That the report from the Financial Consultant dated April 14, 2025 and titled "2024 Financial Statements" be received into the record for information; and**
- 2. That the Village of Belcarra's draft 2024 financial statements be accepted.**

CARRIED

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

6.1.1 Jonathan Cote, Deputy General Manager, Regional Planning & Housing Development, letter dated April 9, 2025 regarding Metro 2050 Regional Affordable Rental Housing Target – Baseline Data

6.1.2 TransLink, information bulletin dated April 10, 2025, regarding Public Engagement opportunity on TransLink's 2025 Investment Plan. Open until April 24, 2025

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 April 14, 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 Janet Andrews, Secretary-Treasurer, New Westminster & District Labour Council, letter dated March 13, 2025 regarding Declaration of April 28, 2025 as the official "Day of Mourning for Workers Killed and Injured on the Job"

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

That Council declare April 28, 2025 as the official "Day of Mourning for Workers Killed and Injured on the Job"; and further

That Council observe one minute of silence on or before April 28, 2025.

CARRIED

8.2 Li-Jeen Broshko, KC, Corporate Secretary, E-Comm 9-1-1, letter dated March 26, 2025, requesting agreement for the re-nominations of Mayor Meghan Lahti, City of Port Moody and Councillor Nancy McCurrach, City of Port Coquitlam as the E-Comm Board of Directors for the 2025-2026 term.

Moved by: Councillor Ruzycki

Seconded by: Councillor Wilder

That the re-nominations of Mayor Meghan Lahti, City of Port Moody and Councillor Nancy McCurrach, City of Port Coquitlam for appointment to the E-Comm Board of Directors for the 2025-2026 term, as representatives for the Village of Belcarra, the City of Coquitlam, the City of New Westminster, the City of Port Coquitlam and the City of Port Moody, be supported.

CARRIED

9. UNFINISHED BUSINESS

No items

10. STAFF REPORTS

- 10.1** Paula Richardson, Chief Administrative Officer and Ken Bjorgaard, Financial Consultant, report dated April 14, 2025, regarding Status of Strategic Priorities Work Plan Initiatives and Key Infrastructure Projects as at March 31, 2025

The Financial Consultant reviewed the report. He highlighted items which have been completed and advised on the progress being made on outstanding projects. He advised on the addition of several projects to the strategic priorities plan which included potential land disposition and fire halls. He responded to questions from Council.

Moved by: Councillor Ruzycki

Seconded by: Councillor Wilder

That the report dated April 14, 2025 titled “Status of Strategic Priorities Work Plan Initiatives and Key Infrastructure Projects as at March 31, 2025” be received for information

CARRIED

- 10.2** Paula Richardson, Chief Administrative Officer, report dated April 14, 2025, regarding the quarterly department report for the quarter ending March 31, 2025.

The Chief Administrative Officer reviewed the staff report. She highlighted the additional tasks carried out by staff to assist the auditors and to prepare for repair work on the Tatlow Tank.

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That the report dated April 14, 2025, titled “Quarterly Department Reports – For Quarter ending March 31, 2025” be received into the record for information.

CARRIED

- 10.3** Ken Bjorgaard, Financial Consultant, report dated April 14, 2025, regarding the 2025 Tax Rates Bylaw

The Financial Consultant reviewed the report. He advised that the bylaw is being presented for three readings. He highlighted the schedule of the tax rates, general purposes and rates charged by Metro Vancouver.

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

That Village of Belcarra 2025 Tax Rates Bylaw No. 634, 2025 be read a first, second and third time.

CARRIED

Councillor Ruzycki voted in opposition

11. BYLAWS

No items.

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

No items.

13. MAYOR AND COUNCILLOR REPORTS

The Mayor attended the following events:

- Metro Vancouver Regional Parks Committee Meeting – April 2
- Metro Vancouver Air Quality and Climate Committee Meeting – April 4
- Tri-City Chamber of Commerce Excellence Awards Gala 2025 – April 5
- Metro Vancouver Board Meeting – April 9

COUNCILLOR REPORTS

Councillor Ruzycki queried on work being done on a Metro Vancouver lot across the street from the park. The Manager, Municipal Services, advised that Metro Vancouver Parks was considering the placement of a septic system on that lot.

Councillor Elworthy commented on the April 9, 2025 Metro Vancouver Board Meeting and Metro Vancouver's work on cutting costs and the possible impacts on the Village of Belcarra.

Councillor Wilder reminded residents that CRAB is hosting their annual pancake breakfast on Easter Sunday and invited all to attend along with the easter egg hunt in the park.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer introduced a motion appointing the new Chief Administrative Officer and the administrative appointments required.

Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That for the Village of Belcarra, Melony Burton be appointed as Chief Administrative Officer, Financial Officer, Approving Officer, and Secretary to the Board of Variance, effective April 24, 2025.

Signing Officer:

That, effective April 24, 2025, Melony Burton, as Chief Administrative Officer, be:

- 1) an authorized bank signing officer for the Village of Belcarra; and**
- 2) authorized to transfer funds by electronic funds transfer or fax transmission from the operating account to/or from the reserve accounts, the Municipal Finance Authority and the Province of BC.**

CARRIED

The Chief Administrative Officer highlighted the following information:

- 1) Starting April 21, TransLink is implementing modest increases to bus service levels on 35 routes around the region to help address overcrowding and improve convenience for customers. More seasonal service will be added to the 182 Moody Centre Station/Belcarra.
- 2) Metro Vancouver's Stage 1 Watering Restrictions come into effect May 1, 2025. A notice will be sent to residents and will be posted on the website with a link to further information.
- 3) FortisBC is announcing a Gas Advanced Metering Infrastructure Project. Fortis will be upgrading meters to an automated process starting on May 12 in Belcarra. Communication will be sent out directly to customers via bill inserts, e-bill notifications as well as advertising on the radio. For further information, please see the FortisBC website.

The Chief Administrative Officer provided the following statement:

"This is my last meeting, and I would just like to take the opportunity to say that it has been my privilege to work in Belcarra for almost 9 years and as I retire, I am excited to spend more time with my family, including my 4 grandsons. Thank you to those of you in the community that I know, those who I have worked with and all of the passionate residents who have kept me on my toes. It has been a pleasure to get to know so many. Lastly, it has been an honour to work with Council over the years and to the Belcarra staff, each and every one of you is a treasure and I will miss you all. I couldn't have done it without you. Cheers to Belcarra and many, many good memories."

14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

No items

16. PUBLIC QUESTION PERIOD

Klaus Bever, Belcarra resident, thanked the Chief Administrative Officer for the work done over the years. He asked if a recent accident on Bedwell Bay Road which impacted access to the Village was covered by Alertable.

The Manager, Municipal Services advised that Village staff were in close contact with the SVFD Fire Chief during the incident and that an alternative access route was opened. He also advised that staff considered using Alertable however due to the short amount of time it took to clear the road, a decision was made not to do so.

Ian Devlin, Belcarra resident, wished the Chief Administrative Officer all the best in her retirement.

Note: Council presented the Chief Administrative Officer with a retirement gift and thanked her for her service to the Village and its residents.

17. ADJOURNMENT

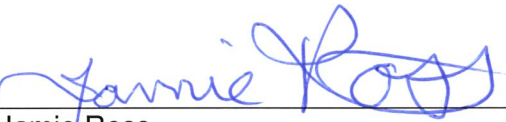
Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

That the April 14, 2025 Regular Council Meeting be adjourned.

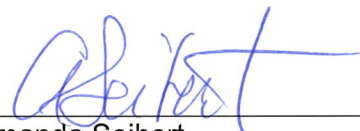
CARRIED

The meeting was adjourned at 8:13 pm

Certified Correct:



Jamie Ross
Mayor



Amanda Seibert
Corporate Officer