



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

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 Ruzycki

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 Ruzycki
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

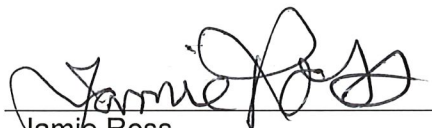
Moved by: Councillor Wilder
Seconded by: Councillor Ruzycki

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