



**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL MEETING MINUTES**  
**June 9, 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**

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, June 9, 2025**

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the agenda for the Regular Council Meeting of June 9, 2025 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, June 2, 2025**

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzycki

**That the minutes from the Special Council Meeting held on June 2, 2025 be adopted.**

**CARRIED**

**3.2 Regular Council Meeting, May 26, 2025**

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the minutes from the Regular Council Meeting held on May 26, 2025 be adopted.**

**CARRIED**

**4. PUBLIC INPUT**

Mayor Ross advised on the procedure for Public Input.

There were no speakers.

**5. DELEGATIONS AND PRESENTATIONS**

**5.1 Anmore Residents Association – Anmore South OCP Amendment Process**

- Neil Lyons

Mr. Lyons introduced himself as a director of the Anmore Residents Association. He outlined concerns with the process involved in the potential revisions to the Anmore Official Community Plan in response to a development proposal put forward by Icona Properties. He provided information on actions being taken by the group which included petitions and surveys requesting feedback on the proposal.

Mr. Lyons responded to questions from Council members.

**6. ITEMS ON CONSENT AGENDA**

**6.1 Correspondence**

**6.1.1** Metro Vancouver, Dorothy Shermer, Corporate Officer, letter dated May 29, 2025 providing a certified copy of Metro Vancouver Regional Sasamat Fire Service Conversion Bylaw No. 1402, 2024.

**6.1.2** TransLink, Michael Ohnemus, Manager, Transit Network Management, Transportation Planning & Policy Division, email dated June 2, 2025 providing information on TransLink's Summer 2025 service changes.

**6.2 Reports**

No items.

**6.3 Recommendation to Receive Items on Consent**

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the items on the Consent Agenda of the June 9, 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** Lifesaving Society – BC & Yukon Branch, Dany Rubbo, Communications and Events, email dated May 30, 2025 providing information on National Drowning Prevention Weeks and requesting that Village of Belcarra Council proclaim July 20 to July 25, 2025 National Drowning Prevention Week

Moved by: Councillor Wilder

Seconded by: Councillor Clark

**That the week of July 20 to 25, 2025 be proclaimed National Drowning Prevention Week in the Village of Belcarra.**

**CARRIED**

**9. UNFINISHED BUSINESS**

No items

**10. STAFF REPORTS**

**10.1 Information Technology Server Replacement**

Staff report by the Financial Consultant dated June 9, 2025 recommending the amendment of Village of Belcarra's 2025-2025 capital financial plan by transferring \$12,000 from 2026 to 2025 for an information technology server with funding coming from the General Capital Reserve Fund.

The Chief Administrative Officer presented the report. She advised that the existing server for the Village has reached the end of its life and replacement of the equipment is required.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That the Village of Belcarra's 2025 – 2029 capital financial plan be amended by transferring \$12,000.00 from 2026 to 2025 for an information technology server replacement, with funding coming from the General Capital Reserve Fund.**

**CARRIED**

**10.2 Storm Water Network Review and Update**

Staff report by the Manager, Municipal Services dated June 9, 2025 recommending the retention of LandInfo Technologies for GIS and asset management planning support with services to be based on an hourly charge rate basis not to exceed \$15,000 without prior approval from the Village.

The Manager, Public Works presented the report. He highlighted the grant funding received and advised on work previously done by LandInfo Technologies.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Clark

**That the services of LandInfo Technologies for GIS and asset management planning support be retained; and further**

**That services be based on hourly rates applicable at the time of invoicing, not to exceed \$15,000 (plus taxes) without prior approval from the Village.**

**CARRIED**

### **10.3 2024 Drinking Water Quality Annual Report**

Staff report by the Manager, Municipal Works, dated June 9, 2025 providing the yearly information on water quality in the Village of Belcarra and recommending that the report be forwarded to the Fraser Health Authority for review and comment.

The Manager, Municipal Services presented the report. He advised that the Drinking Water Annual Report will be submitted for public viewing and will be forwarded to Fraser Health prior to July 1, 2025. He provided a summary of works carried out on other areas of the water system within the Village.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

**That the 2024 Drinking Water Quality Annual Report be received into the record for information and be forwarded to the Fraser Health Authority for review and comment.**

**CARRIED**

### **10.4 Official Community Plan (OCP) Amendment – Anmore South**

Staff report by the Chief Administrative Officer dated June 9, 2025 providing updated information on the Village of Anmore's Official Community Plan (OCP) Amendment Bylaw No. 686-2023 and outlining next steps in the process.

The Chief Administrative Officer presented the report. She highlighted information received from the Village of Anmore pertaining to their OCP Amendment Bylaw and outlined next steps in the process. She advised that staff will review all available information forthcoming with a particular focus on answering questions asked by Village of Belcarra Council.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the staff report dated June 9, 2025, titled "Official Community Plan Amendment – Anmore South Update" be received into the record for information.**

**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:

- May 26: Eagle Ridge Hospital Honouring Ceremony of Rosalie Dipscu Williams, Kwikwetlem First Nation Artist
- June 1: Belcarra Day
- June 5: Sasamat Volunteer Fire Department Board of Trustees Regular Meeting

#### COUNCILLOR REPORTS

##### Councillor Clark

Councillor Clark attended Belcarra Day. She recognized all those who volunteered for the event particularly those members of CRAB. She also attended the Sasamat Volunteer Fire Department (SVFD) Board of Trustees Meeting on June 5 and spoke on some of the discussion held at that meeting. She highlighted the receipt of a 5-year yearly \$10,000 grant received by the SVFD from BC Hydro and advised on the need for more firefighter volunteers from Belcarra.

##### Councillor Ruzycki

Councillor Ruzycki attended Belcarra Day on June 8. She also attended the Coquitlam Search and Rescue Open House. She advised on the event put on by Search and Rescue and complimented the organization for the quality of the open house and the information provided.

##### Councillor Wilder

Councillor Wilder reported on the funds donated to the SVFD raised at Belcarra Day and at the CRAB pub night held in March.

### 13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

The Chief Administrative Officer provided the following information:

#### **Operational & Administrative Updates**

- Statement of Financial Interest preparation
- Water system leak detection and repairs
- Security system review and update planning

#### **Notifications/Announcements**

- Municipal Insurance Association of BC grant award for \$8,480 to update and revise the Village's records management system. Thank you to Amanda Seibert, Corporate Officer, for a successful application.
- 2024 Annual Report – is available for viewing on the website and front counter from June 9-June 23. Council will consider the report and input at the June 23, 2025, Council meeting.
- Water main flushing planned to start next week

**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 reviewed the procedure for Public Question Period.

Peter Boekhout, Belcarra resident, asked if a date has been set for the construction of the entrance way to WARD.

The Manager, Municipal Services, advised that repair work on the WARD entrance is scheduled for June 24 to 29, 2025. He also advised that the WARD facility will be closed during those days and that notifications to residents will be sent out.

Ken Juvik, Village of Anmore; Anmore Residents Association, thanked Mayor and Council for the decorum and respect shown to the Association's delegation. He advised on the timing of upcoming readings of Anmore's OCP bylaw.

Peter Boekhout, Belcarra resident, queried when residents will be able to use the new bin at WARD.

The Manager, Municipal Services advised that no date has been set, however, the Village will provide notification to residents prior to the new bin being open.

**17. ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Ruzyski

That the June 9, 2025 Regular Council Meeting be adjourned.

**CARRIED**

The meeting was adjourned at 8:02 pm

Certified Correct:

  
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Jamie Ross  
Mayor

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