



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MEETING MINUTES  
June 23, 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 – not in attendance  
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

**Others in Attendance**

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, June 23, 2025**

Moved by: Councillor Elworthy  
Seconded by: Councillor Clarke

**That the agenda for the Regular Council Meeting of June 23, 2025 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, June 9, 2025**

Moved by: Councillor Clarke  
Seconded by: Councillor Elworthy

**That the minutes from the Regular Council Meeting held on June 9, 2025 be adopted.**

**CARRIED**

**4. PUBLIC INPUT**

Mayor Ross outlined the procedure for Public Input.  
No speakers were forthcoming.

**5. DELEGATIONS AND PRESENTATIONS**

**5.1 UCI News Cooperative – introduction to a New Non-Profit News Co-op**

- Janis Cleugh, UCI New Co-operative

Ms. Cleugh gave a presentation outlining the negative impacts of the closure of local news groups and provided information on the launching of the first non-profit news co-op in North America meant to provide news to local readers in written format accessible to all. She outlined the goal of the venture and spoke on fundraising efforts. She requested that the Village consider providing space in the municipal hall for the distribution of the newspapers. She responded to questions and comments from members of Council.

**6. ITEMS ON CONSENT AGENDA**

**6.1 Correspondence**

**6.1.1 Village of Anmore Notice of Public Hearing**

Notice provided by the Village of Anmore that Anmore Council will hold a Public Hearing to consider the proposed Village of Anmore Official Community Plan Bylaw Amendment No. 686-2023 in Council Chambers at the Anmore Community Hub, 2697 Sunnyside Road, Anmore on Monday, June 23, 2025, starting at 6:00 p.m.

**6.2 Reports**

No items

**6.3 Recommendation to Receive Items on Consent**

Moved by: Councillor Clarke  
Seconded by: Councillor Wilder

**That the items on the Consent Agenda of the June 23, 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 2024 Statement of Financial Information (SOFI)**

Staff report by the Village Accounting Clerk, Connie Esposito, and Financial Consultant, Ken Bjorgaard Chief Administrative Officer dated June 23, 2025 recommending that the Village of Belcarra's 2024 Statement of Financial Information (SOFI) report be approved and that the Mayor and Chief Administrative Officer be authorized to sign off on the applicable statements within the SOFI report.

The Chief Administrative Officer presented the report. She advised that upon approval of the Statement of Financial Information by Council, the document will be forwarded to the Ministry of Municipal Affairs and will be added to the Village website. She advised that the Financial Consultant was in attendance via Zoom and available to answer questions.

Moved by: Councillor Clarke

Seconded by: Councillor Wilder

- 1. That the Village of Belcarra's 2024 Statement of Financial Information (SOFI) report be approved; and**
- 2. That the Mayor and Chief Administrative Officer be authorized to sign off on the applicable statements within the SOFI report.**

**CARRIED**

**10.2 2024 Annual Report**

Staff report by the Corporate Officer dated June 23, 2025 recommending that the 2024 Annual Report for the Village of Belcarra be received as required by the *Community Charter*.

The Corporate Officer presented the report. She reported that no public submissions or questions were received from the public as of the June 23, 2025 noon deadline.

Moved by: Councillor Clarke

Seconded by: Councillor Wilder

**That the 2024 Annual Report be received as required by the Community Charter.**

**CARRIED**

**10.3 ISL Engineering Contract Renewal**

Staff report by the Manager, Municipal Services dated June 23, 2025 recommending that the Village of Belcarra retains ISL Engineering and Land Services Ltd. (ISL) for a second five-year term of a Master Standing Offer Agreement for consulting engineering services.

The Manager, Municipal Services presented the report. He highlighted work done by ISL in the past and outlined reasons considered by staff prior to requesting approval of a contract extension.

Moved by: Councillor Elworthy

Seconded by: Councillor Clarke

**That the Village of Belcarra retains ISL Engineering and Land Services Ltd. (ISL) for a second five-year term of a Master Standing Offer Agreement for consulting engineering services.**

**CARRIED**

**10.4 Marine Pipeline Inspection and Recommendation**

Staff report by the Manager, Municipal Services dated June 23, 2025 recommending that Fraser Burrard Diving Ltd be retained to conduct an underwater marine pipeline inspection at the cost of \$25,295, that WSP Canada Ltd. be retained to make recommendations based on the inspection results at the cost of \$4,000, and that the Village of Belcarra 2025 to 2029 capital financial plan be amended by transferring the \$75,000 Municipal Hall septic field replacement budget from 2025 to 2026 and transferring the \$30,000 marine pipeline inspection budget from 2026 to 2025.

The Manager, Municipal Services presented the report. He advised on proposed amendments to the financial plan to allow for inspection of the underwater marine pipeline in 2025 rather than 2026 and reported on the recommendation by staff to hire Fraser Burrard Diving Ltd.

Moved by: Councillor Elworthy

Seconded by: Councillor Clarke

**That Fraser Burrard Diving Ltd be retained to conduct an underwater marine pipeline inspection at the cost of \$25,295 and,**

**That WSP Canada Ltd. be retained to make recommendations based on the inspection results at the cost of \$4,000, and further**

**That the Village of Belcarra 2025 to 2029 capital financial plan be amended by transferring the \$75,000 Municipal Hall septic field replacement budget from 2025 to 2026 and transferring the \$30,000 marine pipeline inspection budget from 2026 to 2025.**

**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:

- Tuesday, June 17: RCMP “E” Division’s Lower Mainland District Mayors’ Forum
- Thursday, June 19: TransLink Joint ECP Director Recruitment Committee Meeting
- Thursday, June 19: TransLink Mayors' Council Public Affairs Committee Meeting
- Thursday, June 19: Cops for Cancer “Cuffed for a Cure” Fundraiser

### **13.1 CHIEF ADMINISTRATIVE OFFICER’S REPORT**

The Chief Administrative Officer provided the following information:

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

- Quarterly variance and strategic report preparation
- Records management: meetings with consultant and staff; file structure and process established and work underway
- Water main flushing is underway
- WARD review: signage and bin placement to optimize operations
- Chlorination system: WSP retained for contract administration and procurement support. A request for proposals document is being prepared for the system installation.

#### **Notifications/Announcements**

- WARD will be closed for a driveway entrance repair from June 24-27 and will re-open for regular business on Saturday June 28th, at 07:30 am. Notices have been sent out to public, and signs will be posted at the depot.
- Tax Notices - final notice that taxes are due July 2, and reminder if you are making payments online to pay -2-3 days in advance time to allow for bank processing

### **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.

Klaus Bever, Belcarra resident, queried when information and results on the active transportation survey will be available.

The Chief Administrative Officer advised that information on the active transportation network plan will be provided at a Council meeting in July.

Penny Moen, Belcarra resident, requested confirmation that property taxes submitted online should be paid 3 business days prior to the July 2 deadline.

The CAO provided confirmation. The Mayor advised that payments can also be dropped off at the Village Hall.

**17. ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the June 23, 2025 Regular Council Meeting be adjourned.

**CARRIED**

The meeting was adjourned at 7:33 pm

Certified Correct:

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

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