



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA
Village Hall
September 15, 2025
7:00 PM**



*This meeting is live streamed and recorded by the Village of Belcarra
To view the meeting click: [Village of Belcarra - YouTube](#)*

Note: This agenda is also posted on the Village's website at www.belcarra.ca

The purpose of a Council meeting is to enact powers given to Council by using bylaws or resolutions. This is the venue for debate of issues before voting on a bylaw or resolution.

We wish to acknowledge that this meeting is taking 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.

COUNCIL

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

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
- 3.1 Regular Council Meeting of July 21, 2025**
- 4. PUBLIC INPUT (15 minutes)**

A period of fifteen (15) minutes will be made available on each Regular Council Meeting Agenda for members of the public to make submissions to Council. Any person wishing to speak during Public Input Period must so indicate by raising their hand. Each person will be permitted 2 minutes to comment on items presented on the agenda. A second opportunity to speak is permitted when all other interested parties have had an opportunity to provide their comments. Comments must be directed to the Chair of the meeting and not to individual members of Council. Public Input Period is a venue for submissions in the form of statements. Questions can be directed to Question Period at the end of the agenda.

- 5. DELEGATIONS**

6. ITEMS ON CONSENT AGENDA

Council may adopt in one motion all recommendations appearing on the Consent Agenda, or prior to the question on the vote, any Council member may request that an item be removed from the Consent Agenda and placed in Section 7 for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.

6.1 Correspondence

6.1.1 TransLink, Michael Ohnemus, Manager, Transit Network Management, Transportation Planning & Policy Division, email dated August 8, 2025 providing information on TransLink's Fall 2025 Service Changes

6.1.2 Union of British Columbia Municipalities (UBCM) Canada Community Building Fund BC, Councillor Trish Mandewo, UBCM President, letter dated August 13, 2025 regarding the Canada Community-Building Fund and the first Community Works Fund Payment to the Village of Belcarra for 2025/2026 in the sum of \$32,816.00.

6.1.3 Metro Vancouver, informational document dated August 2025 providing information on the Big Brothers of Greater Vancouver Reuse Pilot at the United Boulevard Recycling and Waste Centre.

6.2 Reports**6.3 Recommendation to Receive Items on Consent**

That the items on the Consent Agenda of the September 15, 2025 Village of Belcarra Regular Council Meeting be received into the record.

7. ITEMS REMOVED FROM THE CONSENT AGENDA**8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)****9. UNFINISHED BUSINESS****10. STAFF REPORTS****10.1 2026 Financial Planning Process and Schedule**

Staff report dated September 15, 2025 by Ken Bjorgaard, Financial Consultant and Melony Burton, Chief Administrative Officer recommending that the 2026 financial planning process and 2026 – 2030 Financial Plan/Budget schedule be approved.

10.2 Emergency Operations Centre Grant Funding

Staff report dated September 15, 2025 by Stewart Novak, Manager, Municipal Services recommending that the report dated September 15, 2025 titled 'Emergency Operations Grant Funding' be received into the record for information.

11. BYLAWS

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

13. MAYOR AND COUNCILLOR REPORTS

13.1. CHIEF ADMINISTRATIVE OFFICER REPORT

14. OTHER MATTERS DEEMED EXPEDIENT

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

16. PUBLIC QUESTION PERIOD

The public is invited to ask questions of Council regarding any item pertaining to Village business. A person wishing to make a submission will be limited to two (2) minutes and the submission must be in the form of a question. A second opportunity to ask a follow up or new question is permitted if no one else is waiting to participate. Questions, including follow up questions, must be directed to the Chair of the meeting and not to individual members of Council or staff. If a question(s) to staff arises during Public Question Period, the question(s) must be addressed to the Chair and the Chair can request clarification from staff.

The total session is limited to 20 minutes and will be completed by 11:00 pm unless extended with approval of Council through an affirmative vote.

17. ADJOURNMENT



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
July 21, 2025**



This meeting was held in Council Chambers and live streamed at
[Village of Belcarra - YouTube](https://www.youtube.com/watch?v=...)

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark – not in attendance
Councillor Joe Elworthy
Councillor Janet Ruzycki
Councillor Liisa Wilder – attended via Zoom

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 7:01 pm

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, July 21, 2025

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the agenda for the Regular Council Meeting of July 21, 2025 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, July 7, 2025

Moved by: Councillor Ruzycki
Seconded by: Councillor Elworthy

That the minutes from the Special Council Meeting held on July 7, 2025 be adopted.

CARRIED

3.2 Regular Council Meeting, July 7, 2025

Moved by: Councillor Elworthy

Seconded by: Councillor Ruzycki

That the minutes from the Regular Council Meeting held on July 7, 2025 be adopted.

CARRIED

4. PUBLIC INPUT

No speakers came forward.

5. DELEGATIONS AND PRESENTATIONS

No items

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

- 6.1.1** Sasamat Fire Department, Jay Sharpe, Fire Chief, notification dated July 16, 2025 advising of an open burning ban to be put into effect at 12:01 am, Thursday, July 17, 2025.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That the items on the Consent Agenda of the July 21, 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 Budget Variance Report – Q2 Results to June 30, 2025**

Staff report by Ken Bjorgaard, Financial Consultant dated July 21, 2025 recommending that the report titled “Budget Variance Report – Q2 Results to June 30, 2025” be received into the record for information.

The Chief Administrative Officer introduced the report. She thanked staff and the financial consultant for the work done in preparing the Q2 results.

The Financial Consultation presented the report. He highlighted the summary information and provided detailed information on the various operating funds.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That the report dated July 21, 2025 titled “Budget Variance Report – Q2 Results to June 30, 2025” be received into the record for information.

CARRIED

10.2 Strategic Plan and Key Infrastructure Projects – Q2 2025 Status Report

Staff report by the Chief Administrative Officer dated July 21, 2025 recommending that the report titled “Strategic Plan and Key Infrastructure Projects – Q2 2025 Status Report” be received into the record for information.

The Chief Administrative Officer presented the report. She advised on the progress made on the strategic plan.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That the report dated July 21, 2025, titled “Strategic Plan and Key Infrastructure Projects – Q2 2025 Status Report” be received into the record for information.

CARRIED

10.3 West Road Recreation (Tennis Court) Site Remediation

Staff report by the Chief Administration Officer dated July 21, 2025 recommending the release of a resolution from the July 7, 2025 Closed Council Meeting pertaining to the termination of the current licence agreement with Metro Vancouver for the West Road Recreation Site.

The CAO presented the report. She provided information on the agreement between the Village of Belcarra and Metro Vancouver regarding remediation of the West Road Recreation Site and outlined the resolution approved by Council. She advised that funds previously received from CRAB for remediation of the site will be returned upon finalized of the agreement with Metro Vancouver.

Moved by: Councillor Ruzycki

Seconded by: Councillor Wilder

WHEREAS Section 91 of the Community Charter permits a municipal council to release to the public information from a closed (in-camera) meeting when it is determined that disclosure is no longer harmful to the public interest;

AND WHEREAS Council met in a closed meeting on July 7, 2025, pursuant to Section 90(1)(e) [the acquisition, disposition or expropriation of land] and/or Section 90(1)(k) [negotiations and related discussions respecting the provision of a municipal service], to consider matters relating to the remediation of the West Road Recreation (Tennis Court) site;

AND WHEREAS Council has determined that the disclosure of the decisions and discussions related to the West Road Recreation (Tennis Court) Site Remediation from the July 7, 2025 Closed Council meeting is now appropriate and in the public interest;

NOW THEREFORE BE IT RESOLVED:

That release of the following resolution from the Closed Council Meeting held on July 7, 2025 be authorized:

That the current license agreement with Metro Vancouver for the West Road Recreation Site be terminated with the understanding that a new license or agreement for the space can be considered in the future, and further

That the proposal from Metro Vancouver to restore the West Road Recreation (Tennis Court) site to passive regional park space and manage the area as part of tæmtæmíxʷtæn/Belcarra Regional Park be accepted.

BE IT ALSO RESOLVED

That funds received in the amount of \$15,321 for the demolition of the tennis courts be returned from the Village of Belcarra to the Community Recreation Association of Belcarra (CRAB).

Council members spoke on the difficulty of the decision to return the site to Metro Vancouver, with the consensus being that due to future costs involved in the remediation of the site, moving forward with an agreement with Metro Vancouver was the best alternative.

The Mayor called the question on the motion.

CARRIED

10.4 Marine Avenue Line Painting and Signage

Staff report by the Manager, Municipal Services dated July 21, 2025 recommending a budget of \$2,500 to add parking signage and paint curb lines on the west (waterfront) side of Marine Avenue between the addresses of 3732 and 3974 Marine Avenue be approved.

The Manager, Municipal Services presented the report. He advised on the request for the parking and painting of curb lines and advised on the funding for the project.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That a budget of \$2,500 to add parking signage and paint curb lines on the west (waterfront) side of Marine Avenue between the addresses of 3732 and 3974 Marine Avenue, be approved

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:

- July 10: Electoral A and Small Communities Committee Meeting
- July 10: PoCo Community Foundation Croquet
- July 15: Tri-City Chamber of Commerce Meeting

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

OPERATIONAL & ADMINISTRATIVE UPDATES

- WARD – new bin, new signage, and changes to the bin locations for improved functionality:
 - New bin for mixed recyclables is located beside Bin A to keep the recycling containers in one area
 - Bin A (compactor bin) is now for cardboard only
 - Bin C remains the bin for household waste only
 - Bin B remains the bin for green waste and has been moved to a new location at the west corner of WARD.
 - New signage has been placed on each bin to assist residents in depositing their materials correctly
- Drainage reconnaissance and inventory work is underway
- Crack sealing starting soon
- Starting preparations for the 2026-2030 Financial Plan

The Manager, Municipal Services, responded to questions and comments made by Council on the changes made at WARD.

14. OTHER MATTERS DEEMED EXPEDIENT

No Items

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

No items

16. PUBLIC QUESTION PERIOD

No speakers came forward.

17. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycki

That the July 21, 2025 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 7:43 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

From: Ohnemus, Michael <Michael.Ohnemus@translink.ca>
Sent: August 8, 2025 2:20 PM
To: Melony Burton <mburton@belcarra.ca>
Cc: Stewart Novak <snovak@belcarra.ca>
Subject: For Your Information - TransLink Fall 2025 Service Changes

Hi Melony,

We implement service changes every January, April, June, and September to ensure service is provided where it's needed most based on seasonal patterns and recent trends.

Starting September 1, TransLink is increasing service on 53 routes across the region to address overcrowding, improve convenience for customers, and extend the hours of service on some routes.

- These improvements are made possible through the [2025 Investment Plan](#), which will deliver the largest bus service expansion since 2018.

TransLink is making seasonal service changes to increase service on routes serving post-secondary institutions while rolling back seasonal service to popular outdoors destinations until spring 2026.

- With the return of school, service is being increased on five bus routes serving UBC, SFU, and Capilano University.
- Seasonal service is being rolled back on 17 routes and four summer-only routes are being discontinued until next year.

Details of Service Changes in Belcarra:

Seasonal service on the 182 Moody Centre Station / Belcarra will be rolled back until spring 2026.

We will continue monitoring ridership levels across the region to ensure service is provided where it is needed most as more people choose transit.

Find the most up to date information about service changes [here](#). This webpage will be updated on Monday, August 18 with our Fall Service Changes.

This information has also been translated to Punjabi, Simplified Chinese, and Traditional Chinese, which can also be found on our webpage starting on Monday.

If you have any questions, please feel free to reach out. Our Government Relations team will be informing the Mayor and Council of these service changes on Friday, August 15, 2025.

Warm regards,

Michael

MICHAEL OHNEMUS (he/him/his)
Manager
Transit Network Management
Transportation Planning & Policy Division

TransLink
400-287 Nelson's Court, New Westminster, BC, V3L 0E7, Canada



August 13, 2025

Mayor Jamie Ross and Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

Dear Mayor Jamie Ross and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: FIRST COMMUNITY WORKS FUND
PAYMENT FOR 2025/2026**

I am pleased to advise that UBCM is in the process of distributing the first Community Works Fund (CWF) payment for fiscal 2025/2026. An electronic transfer of \$32,816 is expected to occur in August 2025. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Trish Mandewo
UBCM President

PC: Connie Esposito, Accounting Clerk

Big Brothers of Greater Vancouver Reuse Pilot at United Boulevard Recycling and Waste Centre

Metro Vancouver is expanding donation options at the United Boulevard Recycling and Waste Centre through a pilot with Big Brothers of Greater Vancouver.

Big Brothers will be on site in the free recycling area from 9:00 am – 5:00 pm on Fridays, Saturdays, and Sundays accepting donations of small and medium-sized reusable household goods. These items include dishes, games, tools, small electronics, and The full list of accepted items is on Big Brothers website: <https://bigclothingdonation.com/what-we-pick-up/>.

Big Brothers staff will use their expertise to assess items and make sure they are suitable for reuse before accepting them, so residents can donate with confidence. Reusing an unwanted item reduces waste and helps ensure the maximum value of that item is realized over its lifetime.

Metro Vancouver already has donation bins for books and clothing at United Boulevard Recycling and Waste Centre, and this pilot means that even more items can be donated for reuse.

Large items, such as furniture, building materials, and mattresses will not be accepted. These are accepted for recycling or disposal at the United Boulevard Recycling and Waste Centre (fees may apply). For more info about how to dispose of unwanted items, visit metrovanancouverrecycles.org.

Please direct general questions to the Metro Vancouver Info Centre via phone at 604-432-6200 (Monday to Friday 8:00 am - 4:30 pm) or email icentre@metrovanancouver.org.



COUNCIL REPORT

Date: September 15, 2025

From: Ken Bjorgaard, Financial Consultant and Melony Burton, Chief Administrative Officer

Subject: 2026 Financial Planning Process and Schedule

Recommendation

That the 2026 financial planning process and 2026 – 2030 Financial Plan/Budget schedule be approved.

Purpose

The purpose of this report is to provide information to Council on the 2026 financial planning process and related schedule.

Background

The previous 5-year Financial Plan (2025-2029) included the following increases:

Property Taxes

- 8% increase in 2025
- 4% increase each year from 2026 to 2029 (subject to review and change with the 2026 budget cycle)

Water User Fees

- 7% increase in 2025
- 5% increase each year from 2026 to 2029 (subject to review and change with the 2026 budget cycle)

Waste & Recycle Depot (WARD) User Fees

- 20% increase in WARD user rates in 2025
- 15% increase in WARD user rate in 2026 and 4% increases in 2027 to 2029 (subject to review and change with the 2026 budget cycle).

Discussion

The focus of the 2026 financial planning process is to establish the 2026 capital and operating budgets, along with the accompanying user and tax rates to financially support them. However, the benefits of long-term financial planning cannot be overstated for gauging the long-term impacts of present-day decisions and guiding the establishment of annual budgets.

The core operating budgets (for the General Operating, Water Operating & WARD Operating Funds) are derived from the funds required to maintain existing services and programs at previously approved service levels. Additional expenditures relate to new or expanded services and increased service levels.

The core capital budget is derived from the Village's asset management plan which provides a long-term list of capital replacements and/or renewals that are confirmed yearly based on condition assessments. Additional expenditures in the capital budget relate to new assets or infrastructure.

The Village has a 15-year financial planning model which can be updated with different property tax and utility rate increase scenarios based on the approved operating and capital budgets. The model is used to assess the impact of different scenarios over the long term, including the impact on reserve funding levels.

The 2026 financial planning process and schedule is included in Appendix A. The schedule calls for the approval of the 2026 – 2030 Financial Plan bylaw before the beginning of the 2026 fiscal year. This positions the Village advantageously to implement its approved projects and secure better contractor/consultant availability and pricing at the start of the year.

With the Village's robust and solid long-term financial planning process, there is less need for discussion at a micro level of budgets, and the focus can be directed to the approval of additions to the core budgets and consideration of the long-term consequences for various financial plan scenarios.

As in the prior budget year, staff will clearly identify the core budget increases required to maintain existing services and programs, as well as any new expenditures and their impact on user and tax rates.



Prepared by: Ken Bjorgaard
Financial Consultant



Prepared by: Melony Burton,
Chief Administrative Officer

Appendix A: 2026 – 2030 Financial Plan/Budget Schedule

Appendix A: 2026 – 2030 FINANCIAL PLAN/BUDGET SCHEDULE (2026 Budget Cycle)

| DATE(S) | Council Meeting | EVENT/TASK |
|-----------------|-----------------|---|
| Sept 15, 2025 | Regular | Financial Plan Schedule Presentation and approval of the financial plan schedule. |
| Oct 6, 2025 | Regular | Draft 2026-2030 Financial Plan Presentation, review and approval of proposed operating and capital budgets and five year financial plan. |
| Oct 20, 2025 | Regular | Tax and Utility Rates Presentation and review of different property tax and utility rate increase scenarios based on the approved operating and capital budgets. Determine increases for public consultation. |
| Nov 3, 2025 | Regular | Public Consultation Presentation of property tax and utility rate increase scenarios to the public for feedback. |
| Dec 1, 2025 | Regular | Public Consultation Results Consideration of public consultation feedback and determination of final property tax and utility rate increases for the 2026-2030 financial plan and 2026 user rate bylaws. |
| Dec 15, 2025 | Special | Financial Plan and User Rate Bylaws – First 3 Readings Presentation of the 2026-2030 financial plan and 2026 user rate bylaws for first three readings. |
| By Dec 31, 2025 | Special | Financial Plan and User Rate Bylaws - Adoption Presentation of the 2026-2030 financial plan and 2026 user rate bylaws for adoption. |
| By Apr 30, 2026 | Regular | Tax Rate Bylaw – First 3 Readings Presentation of the 2026 tax rates bylaw for first three readings. |
| By May 15, 2026 | Regular | Tax Rate Bylaw - Adoption Adoption of the 2026 tax rates bylaw |



COUNCIL REPORT

Date: September 15, 2025
From: Stewart Novak, Manager, Municipal Services
Subject: **Emergency Operations Centre Grant Funding**

Recommendation

That the report dated September 15, 2025 titled 'Emergency Operations Centre Grant Funding' be received into the record for information.

Purpose

The purpose of this report is to provide Council with information regarding the successful application and award of Emergency Operations Centre (EOC) grant funding to purchase equipment for a mobile emergency operations centre.

Background

At a regular Council meeting on February 24, 2025, Council supported an application for grant funding up to \$40,000 to purchase equipment for an emergency operations centre in Belcarra.

The Ministry of Emergency Management and Climate Readiness provided funding through the Emergency Operations Centres Equipment and Funding stream under the Community Emergency Preparedness Fund delivered through the Union of British Columbia Municipalities (UBCM).

The funding is intended for the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres and enhance EOC capacity through training and exercises.

On February 26, 2025, staff submitted a grant application to create a mobile emergency operations center including the purchase of a cargo trailer and equipment, laptop computer lockable cabinet, awning or tent, folding tables and chairs, helmets and vests, IT hardware/software and installation support totaling \$33,150.

Discussion

On April 23, 2025 staff received notification that the grant application was approved for the total amount of \$33,150 at 100% funding. The Province of BC requested that the grant funding approval be kept in confidence until June 15, 2025 to allow them time to make announcements.

The funding is to be used solely for the purposes of the project and the expenses itemized in the approved grant application and budget. All funding activities must be completed within one year and no later than April 23, 2026.

Next Steps

Staff will proceed with the purchase of the equipment and plans for installation well in advance of the April 23, 2026 deadline.



Prepared by: Stewart Novak
 Manager, Municipal Services



Concurrence: Melony Burton
 Chief Administrative Officer