



VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
July 7, 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, July 7, 2025

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting of July 7, 2025 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, June 23, 2025

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held on June 23, 2025 be adopted.

CARRIED

4. PUBLIC INPUT

Mayor Ross advised on the procedure for the Public Input session.

5. DELEGATIONS AND PRESENTATIONS

No items

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

No items

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

No items

7. ITEMS REMOVED FROM THE CONSENT AGENDA

No items

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

8.1 Coquitlam Search and Rescue, Tracy Crawford, Fundraising Manager, Grant-in-Aid Program Application dated June 18, 2025 requesting a grant in the amount of \$500.00.

Moved by: Councillor Ruzyski

Seconded by: Councillor Clark

That a Community Grant in the amount of \$1000.00 to the Coquitlam Search and Rescue be authorized.

CARRIED

Mayor Ross and Councillor Elworthy voted in opposition

9. UNFINISHED BUSINESS

No items

10. STAFF REPORTS

10.1 Appointment of 2026 Chief Election Officer and Deputy Chief Election Officer

Staff report by the Chief Administrative Officer dated July 7, 2025 recommending that Lisa Zwarn be appointed as Chief Election Officer and that Connie Esposito be appointed as Deputy Election Officer for the Village of Belcarra's 2026 general local election.

The Chief Administrative Officer presented the report. She highlighted the background of Lisa Zwarn in terms of the Chief Election Officer position and the experience provided by Connie Esposito through appointment as Deputy Election Officer for past elections.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That pursuant to Section 58 (1) of the *Local Government Act*, Lisa Zwarn be appointed Chief Election Officer for conducting the October 17, 2026, Village of Belcarra general election with power to appoint other election officials as required for the administration and conduct of the 2026 local general election; and further

That Connie Esposito be appointed Deputy Chief Election Officer for the October 17, 2026, Village of Belcarra general local election.

CARRIED

10.2 Active Transportation Network Plan – Engagement Results

Staff report by the Chief Administrative Officer dated July 7, 2025 recommending the receipt of the report titled “Active Transportation Network Plan – Engagement Results” into the record for information and that input provided by Council at the July 7, 2025 Regular Council meeting be considered in the drafting of the final report on the Active Transportation Network Plan.

The Chief Administrative Officer presented the report. She spoke on the work done by the consultant in terms of public engagement and advised on feedback received from residents on the plan. She requested feedback from Council which will then be considered as part of the final report.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

That the report dated July 7, 2025, titled “Active Transportation Network Plan – Engagement Results” be received into the record for information; and further

That input provided to staff at the July 7, 2025, Regular Council meeting regarding the Active Transportation Network Plan be considered in drafting the final report.

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:

- Thurs, June 26 – TransLink Mayors' Council Meeting
- Friday, June 27 – Metro Vancouver Board Meeting
- Friday, June 27 - Sasamat Volunteer Fire Department Service Review – Discussion of Proposed Approach
- Wednesday, July 2 – Metro Vancouver Regional Parks Committee Meeting
- Friday, July 4 – Metro Vancouver Air Quality and Climate Committee Meeting

Councillor Ruzycki

Councillor Ruzycki commented on an article in the Vancouver Sun showcasing local Belcarra resident Sandi Saunier, who specializes providing tattoo services for breast cancer survivors.

She advised on a situation she encountered with an abandoned newborn seal and commented on the professionalism and expert process carried out by the Marine Mammal Rescue Society in the rescue of the seal.

Councillor Wilder

Councillor Wilder attended the Annual General Meeting for E-Comm 911 on June 25, 2025. She commented on the substantial improvements in E-Com over the last year.

Mayor Ross

Mayor Ross commented on the article on Sandi Saunier and the work she does. He also commented on seal rescues carried out by residents in the past..

Councillor Elworthy

Councillor Elworthy attended a meeting of the Tri-Cities Food Council on June 26, 2025. He advised that Jennnifer McKinnon, the Executive Director of the Coquitlam Chamber of Commerce has joined the council. He also advised on discussions held regarding food waste management.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT**OPERATIONAL & ADMINISTRATIVE UPDATES**

- Quarterly variance and strategic plan reporting is underway
- Newspaper box – staff followed up with Janis Cleugh from the UCI News Cooperative after the June 26 Council meeting regarding placement of newspaper boxes at the Village Hall and bus stops and asked if UCI will be providing the boxes; Janis is going to confirm in the Fall.
- WARD paving – complete; the gate requires replacement due to parts being discontinued; as a result, a system upgrade is now underway
- Watermain and hydrant flushing is complete
- Crack sealing will be starting soon
- Drainage inventory work will be starting soon

14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

No items

16. PUBLIC QUESTION PERIOD

Dave Warren, Belcarra resident, commented on the Active Transportation Network Plan – Engagement Results report and felt that the general consensus among residents on the plan is to maintain the current status. He asked how the report is being interpreted by Council and queried whether subcommittees will be formed or whether follow up work will be done by the consultants.

Mayor Ross advised that the work will go back to the consultant to prepare a report which will be presented to Council for consideration.

The Chief Administrative Officer confirmed that staff will provide direction to the consultant to prepare the draft report consistent with comments from the staff report, public engagement results, and Council which all supported maintenance of the existing network and a preference for low low-cost, minimal-impact improvements.

17. ADJOURNMENT

Moved by: Councillor Wilder

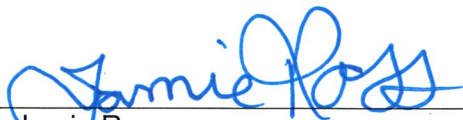
Seconded by: Councillor Ruzycki

That the July 7, 2025 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 7:57 pm

Certified Correct:



Jamie Ross
Mayor



Amanda Seibert
Corporate Officer