



**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL MEETING MINUTES**  
**November 3, 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  
Catherine Grisewood, Clerk

**Others in Attendance**

Ken Bjorgaard, Financial Consultant  
Asifa Hirji, Lead Audit Engagement Partner, KPMG  
Avery Nguyen, CPA, Audit Manager, KPMG  
Jason Potter, Bunt Engineering

*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, November 3, 2025**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

**That the agenda for the Regular Council Meeting of November 3, 2025 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, Public Consultation on the Draft 2026 – 2040 Financial Plan - October 20, 2025**

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That the minutes from the Special Council Meeting, Public Consultation on the Draft 2026 – 2040 Financial Plan held on October 20, 2025 be adopted.**

**CARRIED**

**3.2 Regular Council Meeting, October 20, 2025**

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

**That the minutes from the Regular Council Meeting held on October 20, 2025 be adopted.**

**MOTION TO AMEND**

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That the minutes from the Regular Council Meeting held on October 20, 2025 be amended as follows:**

- **That the line in the Mayor's report reporting that the Mayor attended an SVFD meeting on October 7, 2025 be stricken from the record as no fire service review meeting was held on that date; and**
- **That in the Public Question Period section, as a response to a question asked by Klaus Bever, the text referring to the availability of October 7 meeting minutes and recording be stricken from the record as there was no meeting on that date; and**
- **That in Councillor Wilder's report, the minutes be amended to read that the date of the SVFD meeting attended by Councillor Wilder was September 11, 2025;**

**AMENDMENT CARRIED**

**MAIN MOTION AS AMENDED**

**That the minutes from the Regular Council Meeting held on October 20, 2025 be adopted as amended.**

**CARRIED AS AMENDED**

**4. PUBLIC INPUT**

Mayor Ross reviewed the procedure for Public Input.

Penny Moen, Belcarra resident, reminded residents of the Remembrance Day celebration on November 11, 2025 to be held at Belcarra Park commencing at 10:30 am. She advised that a lunch will be held after the event.

Ian Devlin, Belcarra resident commented on the Active Transportation Network Plan draft report. He expressed that the report was very information however he advised he would like to see a stronger linkage between the ATNP and Section 4 of the Official Community Plan Bylaw referring to mobility.

**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**

**8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)**

**9. UNFINISHED BUSINESS**

No items

**10. STAFF REPORTS**

**10.1 Audit Planning Report**

Staff report dated November 3, 2025 by Ken Bjorgaard, Financial Consultant dated November 3, 2025 providing information on the process for the audit of the 2025 Financial Statements and recommending that the report be received into the record for information.

Ken presented the report. He highlighted the upcoming audit process and advised that staff will prepare annual financial statements to be reviewed by the auditors who will then provide an audit statement. He introduced Asifa Hirji, from KPMG to provide a presentation on the audit planning report.

Asifa Hirji, Lead Audit Engagement Partner, provided a presentation of the Audit Planning Report for the year ending December 31, 2025. She addressed questions from Council.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That the staff report of November 3, 2025, titled “2025 Financial Audit Process” be received into the record for information.**

**CARRIED**

## **10.2 Financial Plan - Tax and Utility Rate Increases**

Staff report dated November 3, 2025 by the Financial Consultant and the Chief Administrative Officer recommending that property tax and utility rate increases to be reflected in a 2026 – 2029 Financial Plan Bylaw and amended Fees & Charges Bylaw.

The Financial Consultant presented the report and advised that staff are seeking Council approval to prepare the bylaws with the finalized property tax and utility rate increases. He stated that the bylaws are planned for review and approval before the end of the year.

Moved by: Councillor Elworthy  
Seconded by: Councillor Ruzycki

**That the following property tax and utility rate increases be reflected in a 2026 – 2030 Financial Plan Bylaw and amended Fees & Charges Bylaw:**

### **Property Taxes:**

**3% increase in property taxes in 2026**

**4% increase in property taxes in each year from 2027 to 2030 (subject to review/change with the next budget cycle).**

### **Water User Fees:**

**4% increase in water user rates in 2026**

**4% increase in water user rate in each year from 2027 to 2030 (subject to review/change with the next budget cycle)**

### **Waste & Recycle Depot (WARD) User Fees:**

**5% increase in WARD user rates in 2026**

**4% increase in WARD user rate in each year from 2027 to 2030 (subject to review/change with the next budget cycle)**

**CARRIED**

## **10.3 Active Transportation Network Plan – Draft Report**

Staff report dated November 3, 2025 by the Chief Administrative Officer recommending that input provided to staff regarding the Active Transportation Network Plan Draft Report be considered in preparing the final report.

The Chief Administrative Officer presented the staff report and advised that Village staff worked closely with staff from Bunt Engineering to prepare the ATNP Draft report. She stated the report was prepared according to the input and direction provided by Council and the public on the ATNP Engagement Results report on July 7, 2025. She introduced Jason Potter from Bunt Engineering to provide a presentation on the ATNP Draft Report.

Jason Potter, Senior Transportation Planner, Bunt Engineering gave a presentation on the ATNP Draft report, outlining the purpose of the transportation network plan, the project goals and improvement and implementation strategies.

Moved by: Councillor Ruzycki  
Seconded by: Councillor Clark

**That input provided to staff at the November 3, 2025, Regular Council meeting regarding the Active Transportation Network Plan be considered in preparing the final report.**

**CARRIED**

#### **10.4 Fire Safety Act and 2025 Fire Inspections**

Staff report dated November 3, 2025 by the Manager, Municipal Services providing information on legislative changes regarding the Fire Safety Act and recommending that Stuart Affleck, Fire Inspector, Verisk Canada be appointed as a contracted Fire Inspector for the Village of Belcarra until further notice. Information is also provided on the 2025 Fire Inspections.

The Manager, Municipal Services presented the report. He provided information on legislated changes resulting from the Province's Fire Safety Act which was introduced in August of 2024 and replaced the Fire Services Act. He highlighted the requirement for the appointment of a fire inspector and advised that a review of the Village's existing fire prevention and regulation bylaw will be undertaken in the future to incorporate changes relating to the Fire Safety Act.

Moved by: Councillor Clark  
Seconded by: Councillor Ruzycki

**That Stuart Affleck, Fire Inspector, Verisk Canada be appointed as a contracted Fire Inspector for the Village of Belcarra until further notice.**

**CARRIED**

#### **10.5 SVFD Service Review Conclusion**

Staff report dated November 3, 2025 by the Chief Administrative Officer providing information on the Sasamat Volunteer Fire Department (SVFD) Service Review and next steps and recommending a request be made to the Chair of the Review Board to formally conclude the SVFD service review and to document the review process and its outcomes in a final report, per Provincial service review guidelines, for explanation to future decision makers and the public.

The Chief Administrative Officer presented the report. She provided detailed information on the service review process undertaken as well as information on Provincial guidelines for such a review. She also advised on a number of positive actions which can be taken by the Village in the future.

Moved by: Councillor Clark

Seconded by: Councillor Ruzycki

**That the report dated November 3, 2025, titled “Sasamat Volunteer Fire Department – Service Review Conclusion” be received into the record for information; and further**

**That a request be made to the Chair of the Review Body to formally conclude the SVFD service review and to document the review process and its outcomes in a final report, per Provincial service review guidelines, for explanation to future decision makers and the public.**

**CARRIED**

**11. BYLAWS**

No items

**12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS**

No items

**13. MAYOR AND COUNCILLOR REPORTS**

The Mayor attended the following events:

- October 22: Metro Vancouver Board Meeting
- October 23: TransLink Mayors Council Meeting
- October 25: Metro Vancouver Council of Councils Meeting
- October 31: Metro Vancouver Board Meeting
- October 31: CRAB Halloween Event and Fireworks Display
- November 1: 30<sup>th</sup> Anniversary of the West Coast Express

**COUNCILLOR REPORTS**

Councillor Wilder

Councillor Wilder attended the 30th Anniversary of the West Coast Express on Saturday, November 1. She reported that the West Coast ran a special train for that day.

Councillor Ruzycki

Councillor Ruzycki provided an update on the HGTV Home Town Takeover. She advised that an application was submitted however she advised that the funding is designed to work through a business community which Belcarra does not have.

Councillor Ruzycki thanked Public Works staff for the quick response to a tree down on Belcarra Bay Road.

Councillor Clark

Councillor Clark reminded residents that they can call the Public Works emergency number.

**13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT**

**OPERATIONAL & ADMINISTRATIVE UPDATES**

- Flail mowing - continued
- Catch basin clearing and road clean up – removing leaves and fallen debris to ensure CBs are clear for heavy fall/winter rain
- Water service repair - Turtlehead
- SCADA system repair work at Strathcona - ongoing
- 2 Tree Cutting permits
- 2 tree hazard site assessments
- 1 Road Use permit
- 3 "call before you dig"
- WARD mixed recycle bin repair; looking into replacements

**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.

Jim Chisholm, Belcarra resident, inquired as to which date has been set to start selling road ends in order to start the financing of a new fire hall.

The Chief Administrative Officer advised that a report providing on update on road ends is currently being worked on and information will be provided by the end of the year.

Klaus Bever, Belcarra resident, asked whether all in-camera session pertaining to discussion on the service review will be made public once the Chair of the Service Review Committee indicates the process has ended. He also queried whether the Village will be asking other agencies involved in the process to their records, including in-camera video records, made public.

The Chief Administrative Officer advised that information pertaining to service review meetings has been requested from Metro Vancouver as meetings were arranged and hosted by them and any information will have to be supplied by Metro. She stated that the Village will request that the review body document the results and steps in the process in a final reports and outlined requirements according to provincial guidelines.

Klaus Bever, Belcarra resident, clarified that he was asking whether the in-camera information from the Village will be provided.

The Chief Administrative Officer advised that details pertaining to individual Council meetings and correspondence for the service review pertain to the negotiations administered by Metro Vancouver and will not be publicly released until released by Metro.

Jim Chisholm, Belcarra resident, asked how much the Village has in reserve funds for the replacement of the fire hall.

The Chief Administrative Officer advised that large infrastructure replacements are not typically funded through reserve funds. They are typically funded through loans, levies and or grants.

Councillor Clark advised on reserve funding in the SVFD Financial Plan for fire halls.

#### 17. ADJOURNMENT

Moved by: Councillor Wilder  
Seconded by: Councillor Ruzyski

**That the November 3, 2025 Regular Council Meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 8:42 pm

Certified Correct:

  
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Jamie Ross  
Mayor  
\_\_\_\_\_  
Amanda Seibert  
Corporate Officer