



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING AGENDA**
Village Hall
February 9, 2026
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 Ruzicki
Councillor Liisa Wilder

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, January 26, 2026

3.2 Regular Council Meeting, January 26, 2026

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 Letter dated February 1, 2026 from Janis Cleugh, Co-founder, editor and reporter, Freshet News thanking Village of Belcarra Council for a \$200 community grant.

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

That the items on the Consent Agenda of the February 9, 2026 Village of Belcarra Regular Council Meeting be received into the record.

7. ITEMS REMOVED FROM THE CONSENT AGENDA**8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)**

8.1 Letter dated January 6, 2026 from Kirsten Clausen, Executive Director, Heritage BC providing information on BC Heritage Week and inviting the municipality to proclaim February 16 to February 20, 2026 as Heritage Week.

8.2 Email dated January 28, 2026 from Queena Wong, Admin Support Coordinator, BC Epilepsy Society, requesting a proclamation from the Village of Belcarra designating March 26, 2026 as International Purple Day for Epilepsy Awareness in the Village of Belcarra.

9. UNFINISHED BUSINESS**10. STAFF REPORTS****10.1 Road End 13 – Road Closure Bylaw No. 640, 2026**

Staff report dated February 9, 2026 by Melony Burton, Chief Administrative Officer, providing information on the closure of Road End 13 and recommending that Village of Belcarra Road Closure Bylaw No. 640, 2026 be read a first, second and third time.

10.2 Belcarra Twin Village Signage

Staff report dated February 9, 2026 by Stewart Novak, Manager, Municipal Services, providing information on proposed signage to honor the historical and twin village connection between the Village of Belcarra, British Columbia Canada and the Village of Belcarra, County Mayo, Ireland and recommending that the installation of signage at the Village Hall entrance that recognizes the twin village connection between the Village of Belcarra, Canada and Village of Belcarra, Ireland be approved.

11. BYLAWS**11.1 Village of Belcarra Council Remuneration Bylaw No. 639, 2026**

A Bylaw to Set Remuneration and Provide for Cost of Living Adjustments to the Village of Belcarra Mayor and Councillors
Adoption

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

From the January 26, 2026 Closed Council Meeting

Item 4.1 2026 Board of Variance Appointments – resolution only

The reappointment of Jim Hancock to the Board of Variance for a 3 year term commencing January 1, 2026 and ending December 31, 2028 and approval of amendments to be made to the dates of the three-year terms for Sandra Chapman and Fraser MacDonald with the replacement of the term ending December 31, 2029 with the term ending December 31, 2028.

13. MAYOR AND COUNCILLOR REPORTS**13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT****14. OTHER MATTERS DEEMED EXPEDIENT****15. NOTICES OF MOTION 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
SPECIAL COUNCIL MEETING MINUTES
January 26, 2025**



This meeting was held in Council Chambers

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Janet Ruzicki
Councillor Liisa Wilder

Council not in Attendance

Councillor Joe Elworthy

Note: Councillor Clark attended via Zoom

Staff in Attendance

Melony Burton, Chief Administrative Officer
Amanda Seibert, Corporate Officer/Recording Secretary

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

The meeting was called to order at 5:02 pm

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, January 26, 2026

Moved by: Councillor Ruzicki
Seconded by: Councillor Wilder

That the agenda for the Special Council Meeting of January 26, 2026 be approved.

CARRIED

3. RESOLUTION TO MOVE INTO CLOSED COUNCIL MEETING

Moved by: Councillor Wilder
Seconded by: Councillor Ruzicki

That the January 26, 2026 special meeting of Council be closed pursuant to Sections 90(1) and 90(2) of the Community Charter as the subject matter being considered relates to the following:

Section 90(1)(a) Personal information about an identifiable individual who is being considered for a position appointed by the municipality.

CARRIED

4. ADJOURNMENT

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the January 26, 2026 Special Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 5:04 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
January 26, 2026**



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

Council in Attendance

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

Staff in Attendance

Melony Burton, Chief Administrative Officer
 Stewart Novak, Manager, Municipal Services
 Amanda Seibert, Corporate Officer/Recording Secretary

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, January 26, 2026

Moved by: Councillor Clark
 Seconded by: Councillor Elworthy

That the agenda for the Regular Council Meeting of January 26, 2026 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES**3.1 Regular Council Meeting, January 12, 2026**

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held on January 12, 2026 be adopted.

CARRIED

4. PUBLIC INPUT

The Corporate Officer outlined the protocol for the Public Input session.

Sherry Chisholm, Belcarra resident, referred to a letter she previously submitted pertaining to locations for a new firehall in Belcarra and wished to reinforce the statement that Metro Parks does give up land for projects.

Ian Devlin, Belcarra resident, referred to the potable water item on the agenda. He felt the issue to be very technical and emphasized the importance of discussion on the topic. He advised that he is not able to provide opinions on the subject matter to Council as access to all data is not available to him. He spoke on the Belcarra CAO's experience and technical background with the item and recommended that Council base future decisions on information provided by staff and stated that information previously received from the Water Committee is historical.

5. DELEGATIONS AND PRESENTATIONS**5.1 Real Acts of Caring (RAC)**

School District No. 43 students gave a presentation outlining the work done on the 2026 Real Acts of Caring Project.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That February 8 to February 14, 2026 be declared “Real Acts of Caring (RAC) Week” in the Village of Belcarra.

CARRIED

6. ITEMS ON CONSENT AGENDA**6.1 Correspondence**

6.1.1 Email dated January 12, 2026 from Patrice Mathieu, Director General, Census Management Office, Statistics Canada, Government of Canada, providing information on how to apply for supervisory and non-supervisory positions needed to help Canadian residents complete census questionnaires in May 2026.

6.1.2 Letter dated January 20, 2026 from Mike Hurley, Chair, Metro Vancouver Boards, requesting consultation on proposed *Metro 2050* amendment options in response to a letter from three South of the Fraser Mayors.

6.2 Reports

No items

6.3 Recommendation to Receive Items on Consent

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the item on the Consent Agenda of the January 26, 2026 Village of Belcarra Regular Council Meeting be received into the record.

Councillor Clark requested that Item 6.1.2 be removed from the Consent Agenda to allow for comment and discussion.

With no further requests for removal of an item, the Mayor called the question on the motion.

CARRIED

7. ITEMS REMOVED FROM THE CONSENT AGENDA

6.1.2 Letter dated January 20, 2026 from Mike Hurley, Chair, Metro Vancouver Boards, requesting consultation on proposed *Metro 2050* amendment options in response to a letter from three South of the Fraser Mayors.

Councillor Clark requested the removal of Item 6.1.2 to receive an explanation of the process on the *Metro 2050* amendment options.

The Chief Administrative Officer advised on the letter from Metro Vancouver. She also advised that further information on a response will be forthcoming.

Councillor Elworthy spoke on the importance of food security and indicated interested in the responses to the letter from Metro Vancouver.

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

No items

9. UNFINISHED BUSINESS

No items

10. STAFF REPORTS**10.1 Private Residential Docks Update**

Staff report dated January 26, 2026 by the Chief Administrative Officer providing information received from the Vancouver Fraser Port Authority on changes to the Private Residential Docks program.

The CAO presented the report and outlined updates to the private residential docks program. She introduced Jennifer Natland from the Vancouver Fraser Port Authority.

Jennifer Natland, Vice President, Properties & Environment, Vancouver Fraser Port Authority gave a presentation providing background information on the Port Authority and the Port of Vancouver, highlighting the Private Residential Docks Program with a focus on requirements for private dock installation, the status of licence agreements in Belcarra and the development of an encroachment policy. She provided contact information for Belcarra residents with questions and concerns and addressed questions and concerns from members of Council.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the report dated January 26, 2026, titled 'Private Residential Docks Update' be received into the record.

CARRIED

10.2 Council Remuneration Bylaw

Staff report dated January 26, 2026 by the Chief Administrative Officer and the Financial Consultant providing information on annual cost of living increases for Council and introducing Council Remuneration Bylaw No. 639, 2026 and recommending that the proposed bylaw be read a first, second and third time.

The Chief Administrative Officer presented the report. She outlined the cost-of-living increases for Council and the background behind the annual adjustments. She indicated that an amendment is required to the bylaw as presented in the agenda due to a typo in the amounts paid to Council. Amendments prior to the first three readings of the bylaw are as follows:

4. Council Remuneration

Effective January 1, 2026, annual remuneration shall be paid as follows:

- i. Mayor, the gross sum or \$2196.52 monthly (\$26,250.28 per year)
amended to
i. Mayor, the gross sum of **\$2187.52** monthly (\$26,250.28 per year)
- ii. Each Councillor: the gross sum of \$1,098.27 monthly (\$13,125.20 per year)
amended to
ii. Each Councillor: the gross sum of **\$1,093.77** monthly (\$13,125.20 per year)

Moved by: Councillor Ruzycki
Seconded by: Councillor Clark

That Village of Belcarra Council Remuneration Bylaw No. 639, 2026 be read a first, second and third time as amended.

CARRIED

10.3 Tatlow Reservoir Chlorination System – Contract Award

Staff report dated January 26, 2026 by the Manager, Municipal Services providing information on the Tatlow Reservoir Chlorination System project award and installation, requesting that \$100,000 of additional funds be allocated to the project from the Water Capital Reserve and that the 2026-2030 Financial Plan be amended accordingly.

The Chief Administrative introduced the report. She provided introductory comments to address concerns about cost and value of the project and outlined the background on the chlorination system project.

The Manager Municipal Services presented the report. He provided details on negotiations between Drake Excavating and staff which concluded with the final contract costs. He explained the current funding as well as the request for additional funding.

Moved by: Councillor Clark

Seconded by: Councillor Ruzicki

That \$100,000 of additional funds be allocated to the Tatlow Reservoir Chlorination System project with funding from the Water Capital Reserve and that the 2026-2030 Financial Plan be amended accordingly.

CARRIED

10.4 Strategic Plan and Key Infrastructure Projects – Q4 2025 Status Report

Staff report dated January 26, 2026 by the Chief Administrative Officer providing an update on the status of the Strategic Plan and Key Infrastructure Projects for the fourth quarter as of December 31, 2025.

The Chief Administrative Officer presented the report. She provided an update on the strategic plan and key infrastructure projects for the fourth quarter of 2025.

Moved by: Councillor Clark

Seconded by: Councillor Ruzicki

That the report dated January 26, 2026, titled “Strategic Plan and Key Infrastructure Projects – Q4 2025 Status Report” 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

The Mayor attended the following events:

- January 14: Regional Parks Committee
- January 14: Connecting Leaders, Creating Opportunities – MV & European Union
- January 16: Metro Vancouver Air Quality Meeting

COUNCILLOR REPORTS

Councillor Wilder attended the Coquitlam 2026 Golden Maple Lunar New Year Gala on January 25, 2026.

Councillor Elworthy attended a meeting of the Tri-Cities Food Council on January 22, 2026.

Councillor Ruzycki complimented Village of Belcarra Public Works staff on the immediate response to her concerns with the slick condition of Bedwell Bay Road.

13.1 CHIEF ADMINISTRATIVE OFFICER'S REPORT

OPERATIONAL UPDATES

- Catch basin clearing
- Road salting
- Road shoulder repair
- Water sampling
- New Holland Tractor repair
- Salt truck repair
- WARD bin assessment
- Contractor mtgs and quotes
 - security alarm system and WARD gate upgrades
 - fuel storage tank and pump replacement

ADMINISTRATIVE UPDATES

Freshet News

New box at Village Hall outside the front door. Most recent papers were provided on January 22.

Question:

In reference to residential sprinkler systems and a recommendation accepted by Council from the Water Committee to write a letter to the Province pertaining installation, does such a letter exist and if so, what is the status of that letter.

The Chief Administrative Officer advised that a letter was submitted the Building and Safety Standards Branch of the Ministry of Municipal Affairs and Housing On June 18, 2020 requesting a variation to allow municipal requirements for sprinklers under Section 7 of the Building Act and that the letter was included in the June 22, 2020 Regular Council agenda package.

She reported on discussions held with the Province pertaining to the application process and costs of mandated sprinkler systems and spoke on a decision made by local government to wait for the Provincial Government to complete the work. She also advised on updates made to the BC Building Code in 2024.

The Chief Administrative Officer reported that in conjunction with comments made on the Tatlow Reservoir, staff has additional assessments planned to confirm water system deficiencies before considering any upgrades or additional measures.

14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

16. PUBLIC QUESTION PERIOD

The Corporate Officer reviewed the protocol for Public Question Period.

Sherry Chisholm, Belcarra resident, commented on the Mayor's attendance at a recent Parks Board meeting. She queried whether any discussion on the park property which was previously used as a caretaker's cabin had been held.

Mayor Ross advised that discussion on the topic was not held.

Jim Chisholm, Belcarra resident, referred to Item 10.3 and asked who selected the bidders for the installation of the chlorination system and how many bidders there were.

The Manager of Municipal Services advised that bidders are selected by staff and that one company had submitted a bid.

Ian Devlin, Belcarra resident, referred to previous discussions by Council on making a letter available to persons building new homes providing information on the benefits of installing a sprinkler system. He asked whether such a letter had been prepared and distributed.

The Chief Administrative Officer advised that such a letter had not gone out however mandatory or voluntary sprinkler systems can be explored in the future once a report on the water system is provided.

Klaus Bever, Belcarra resident, referred to the current peak forest fire season being in the second quarter and asked when would be the most rational time for the Village to reduce wildfire fuel.

The Chief Administrative Officer provided information on the work currently being carried out to remove vegetation and on requests for grant funding to further reduce wildfire fuel.

Sherry Chisholm, Belcarra resident, referred to residents in Belcarra not being allowed to have wood burning fire places and asked why Metro Vancouver is allowed to burn wood in an open pit in the park each day.

The Chief Administrative Officer advised on the ban on fireplaces as being for communities inside the urban boundary and did not apply to the Village of Belcarra.

Sherry Chisholm, Belcarra resident, reiterated her question whether it is known that Metro Park is burning an open fire in the pit in the park each day.

It was acknowledged by Council that persons were burning wood in pits in the park, however, this is a result of persons signing up with Metro Parks for use the pits for this purpose.

Klaus Bever, Belcarra resident, asked when the most practical and rational time would be to implement traffic calming measures on Belcarra Bay Road.

The Chief Administrative Officer advised that there is no plan for traffic calming measures for Belcarra Bay Road. She outlined improvements planned for the road which are part of safety measures.

Jim Chisholm, Belcarra resident asked why WSP was not asked to suggest bidders for the chlorination project as that company would who they should be? He asked whether a list could have been supplied by WSP.

The Chief Administrative Officer explained the BC Bids Process. She advised that additional efforts were made to solicit interest, however, there did not seem to be interest from the industry for this type of project.

John Snell, Belcarra resident, posed a question through email, asking whether there will be an opportunity for group wharf societies to discuss the new licence procedures before the Port finalizes with the Village.

The Chief Administrative Officer commented on work being done by the Port on sub-agreements for group wharfs and advised that the Village had not yet seen draft agreements. She also advised that information will be brought forward to the public.

17. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Ruzicki

That the January 26, 2026 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 9:11 pm

Certified Correct:

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer



Feb. 1, 2026

Dear Mayor Jamie Ross and councillors,

Freshet News would like to formally thank you for awarding a \$200 community grant to our non-profit organization.

Freshet News started in October 2025 with the aim to bring back local journalism to the Tri-Cities, Burnaby and New Westminster through a website, newsletter and newspaper.

We are happy to report that, with advertisements, donations and grants like yours, we have been able to scale up and produce a monthly newspaper; we plan to increase frequency in April 2026.

We believe it is important for democracy to have media from trusted and respected sources in the community, reporting on news from municipal halls and boards of education, as well as events, business, the arts and sports.

We are grateful for your contribution to make this happen.

Best wishes,

Janis Cleugh

Co-founder, editor and reporter



January 6, 2026



Dear Mayor and Council,

We're pleased to share this poster in celebration of BC Heritage Week, taking place February 16–22, 2026. This year's theme, *Stir the Pot*, celebrates food as heritage and how it brings together culture, memory, family, and community. Food traditions become a starting point for conversations about contemporary issues like food security, cultural recognition, and the value of tradition.

Heritage Week is a province-wide celebration that invites communities across British Columbia to recognize and celebrate local history, culture, and heritage.

We respectfully invite your municipality to proclaim February 16–22, 2026 as Heritage Week in your community. A municipal proclamation is a meaningful way to acknowledge the importance of local heritage and the individuals and organizations who steward it.

You can learn more about Heritage Week, access a proclamation template and download digital posters at heritageweek.ca. We also encourage you to display the enclosed poster in municipal buildings and community spaces to help spread the word locally.

Please share these posters and information about BC Heritage Week with staff responsible for heritage sites, cultural programs, and community services to help engage your residents.

Thank you for your leadership and for supporting the celebration of heritage in communities across British Columbia.

Warm regards,

A handwritten signature in black ink that reads "Kirstin Clausen".

Kirstin Clausen
Executive Director, Heritage BC
604 417 7243 | kclausen@heritagebc.ca



Heritage Week is a province-wide celebration that invites communities across British Columbia to recognize and celebrate local history, culture, and heritage. Heritage BC, a non-profit organization, coordinates Heritage Week each year through public outreach, community events, and municipal proclamations. **Learn more at heritageweek.ca.**

Heritage BC

45
YEARS

BC
Heritage
WEEK



Stir the Pot

FEB 16 - 22, 2026



Find events across the province at BCHeritageWeek.ca

From: Queena Wong <queena@bcepilepsy.com>
Sent: Wednesday, January 28, 2026 4:29 PM
To: Connie Esposito <cesposito@belcarra.ca>
Subject: Proclamation Request – International PURPLE DAY? for Epilepsy Awareness

To Mayor and Council,

As you may already be aware, epilepsy is one of the most common neurological conditions, however, it currently has the least recognition in society.

My name is Queena Wong and I am the Admin Support Coordinator at the BC Epilepsy Society, which is a provincially incorporated non-profit organization and a federally registered charitable organization. We support people living with epilepsy in BC and their families, friends and loved ones and work to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY? for Epilepsy Awareness is coming up and will be taking place on March 26th, 2026. International PURPLE DAY? for Epilepsy Awareness is a time when people in countries around the world take part in events and activities to raise much-needed awareness of epilepsy.

We would like to request a Proclamation from Belcarra designating March 26th, 2026 as International PURPLE DAY? for Epilepsy Awareness in Belcarra. Included with this email correspondence is a document outlining our draft Proclamation.

Through your participation in International PURPLE DAY? for Epilepsy Awareness on March 26th, 2026, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy across the Province of British Columbia.

We look forward to working with you on International PURPLE DAY? for Epilepsy Awareness on March 26th, 2026 and in the future. Please feel free to contact me via email at queena@bcepilepsy.com or via telephone at 604-875-6704 should you have any questions or require any additional information.

Sincerely,

Queena Wong

Admin Support Coordinator
BC Epilepsy Society
Telephone: 604-875-6704

Website: www.bcepilepsy.com

Would you like to stay up to date on our programs and services? Sign up for our newsletter [here](#)? or follow our social media below?

Instagram: [BCEpilepsySociety](#)

Facebook: [BC Epilepsy Society](#)

Twitter: [BCEpilepsy](#)

LinkedIn: [BC-Epilepsy-Society](#)



COUNCIL REPORT

Date: February 9, 2026

From: Melony Burton, Chief Administrative Officer

Subject: **Road End 13 – Road Closure Bylaw No. 640, 2026**

Recommendation

That Village of Belcarra Road Closure Bylaw No. 640, 2026 be read a first, second and third time.

Purpose

This report provides information on the closure of Road End 13 and introduces Road Closure Bylaw No. 640, 2026 for the first three readings. A copy of the bylaw is available in Attachment 1.

Background

On November 18, 2019, a Revenue Generation Committee brought a report to Council recommending the exploration of Village-owned road end properties based on a list of road ends noted in a 2014 Road End Report prepared by North West Environmental.

On September 23, 2024, a presentation was delivered to Council with updated information regarding the legal review, land disposition policy, and road end feasibility. Council directed staff to proceed with steps to dispose of Road Ends 2, 13, 20, and 21. Road End 13 was selected as the first Village-owned site for disposition due to its residential development potential (size and location).

On October 21, 2024, Land Disposition Policy No. 232 was approved by Council.

On December 15, 2025, a Road Ends Disposition Update report was brought forward to Council providing an overview of the historical work completed to date as well as information on more recent survey and appraisal work, disposition considerations, policy implications and next steps to proceed with the sale of Road End 13. A summary of the steps and status is provided below.

Road End 13 Disposition Steps

1. Letter sent to neighbouring owners - **COMPLETE**
2. Conduct initial survey - **COMPLETE**
3. Conduct an appraisal – **COMPLETE**
4. Assign a Road Closure Bylaw Number – **COMPLETE**
5. Survey (Reference Plan) for Road Closure Bylaw – **COMPLETE**
6. Draft a Road Closure Bylaw – **COMPLETE**

7. Road Closure Bylaw to Council for first three readings – **CURRENT STATUS**
8. Post notice to close road
9. Road Closure Bylaw – adoption
10. Raise title and register at Land Title Office
11. Right of first refusal offer to neighbouring owners
12. Complete sale*

*If neighbours decline to purchase land or offer unacceptable purchase price:

13. Village registers a statutory right of way (SROW) over the road end that is being disposed of to allow the neighbouring landlocked landowner to use the SROW to access their lot.
14. Post notice to dispose of road
15. Market the property

Discussion

Council has deemed it to be in the best interests of the Village of Belcarra to close to traffic and remove the dedication of Road End 13.

The Village of Belcarra Road Closure Bylaw No. 640, 2026, will remove the dedication as highway of Road End 13 and close it to traffic of all kinds.

In alignment with the *Community Charter*, Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway if, prior to adopting the bylaw, Council gives notice of its intention and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council.

On deposit of the Road Closure Plan and all other documentation for the closure of the road to the Land Title Office, the closed road will cease to be public highway and its dedication as a highway will be cancelled.

Next Steps

Pending approval of the first three readings, staff will make the arrangements for public notification of Council's intention to close Road End 13 and provide an opportunity for persons who consider they are affected by the bylaw to make representations to Council.

Prepared by:



Melony Burton, Chief Administrative Officer

Attachment 1: Road Closure Bylaw No. 640, 2026



**VILLAGE OF BELCARRA
Road Closure Bylaw No. 640, 2026**



A bylaw to close and remove the dedication as highway of a portion of Road End 13.

WHEREAS, pursuant to Section 40 (1) and (2) of the *Community Charter*, Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway if prior to adopting the bylaw, Council gives notice of its intention in accordance with Section 94 of the *Community Charter* and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS, Council deems it to be in the best interests of the Village of Belcarra to close to traffic and remove the dedication of that portion of Road End 13, more particularly hereinafter described.

AND WHEREAS, Council does not consider that the road closure will affect the transmission or distribution facilities or works of utility operators;

NOW THEREFORE the Council of the Village of Belcarra, in open meeting assembled, enacts as follows:

1. Attached to this bylaw as Schedule A and forming part of this bylaw is a reduced copy of the road closure reference plan EPP150270 prepared by Bennett Land Surveying Ltd. dated November 6, 2025 (the "Road Closure Plan").
2. The Village of Belcarra hereby authorizes the closure to traffic of all kinds and the removal of highway dedication as shown in bold and labelled as the "Road To be Closed" on the Road Closure Plan (the "Closed Road").
3. On deposit of the Road Closure Plan and all other documentation for the closure of the Closed Road in the Land Title Office, the Closed Road will cease to be public highway, its dedication as a highway cancelled and it will be owned by the Village of Belcarra.
4. The Mayor and the Chief Administrative Officer are authorized to execute all plans and other documentation necessary to effect this road closure and cancellation of highway dedication and registration of the title to the property in the name of the Village of Belcarra.
5. This bylaw may be cited as "Road Closure Bylaw No. 640, 2026".

Village of Belcarra Road Closure Bylaw No. 640, 2026

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

NOTICE OF INTENTION on

ADOPTED on

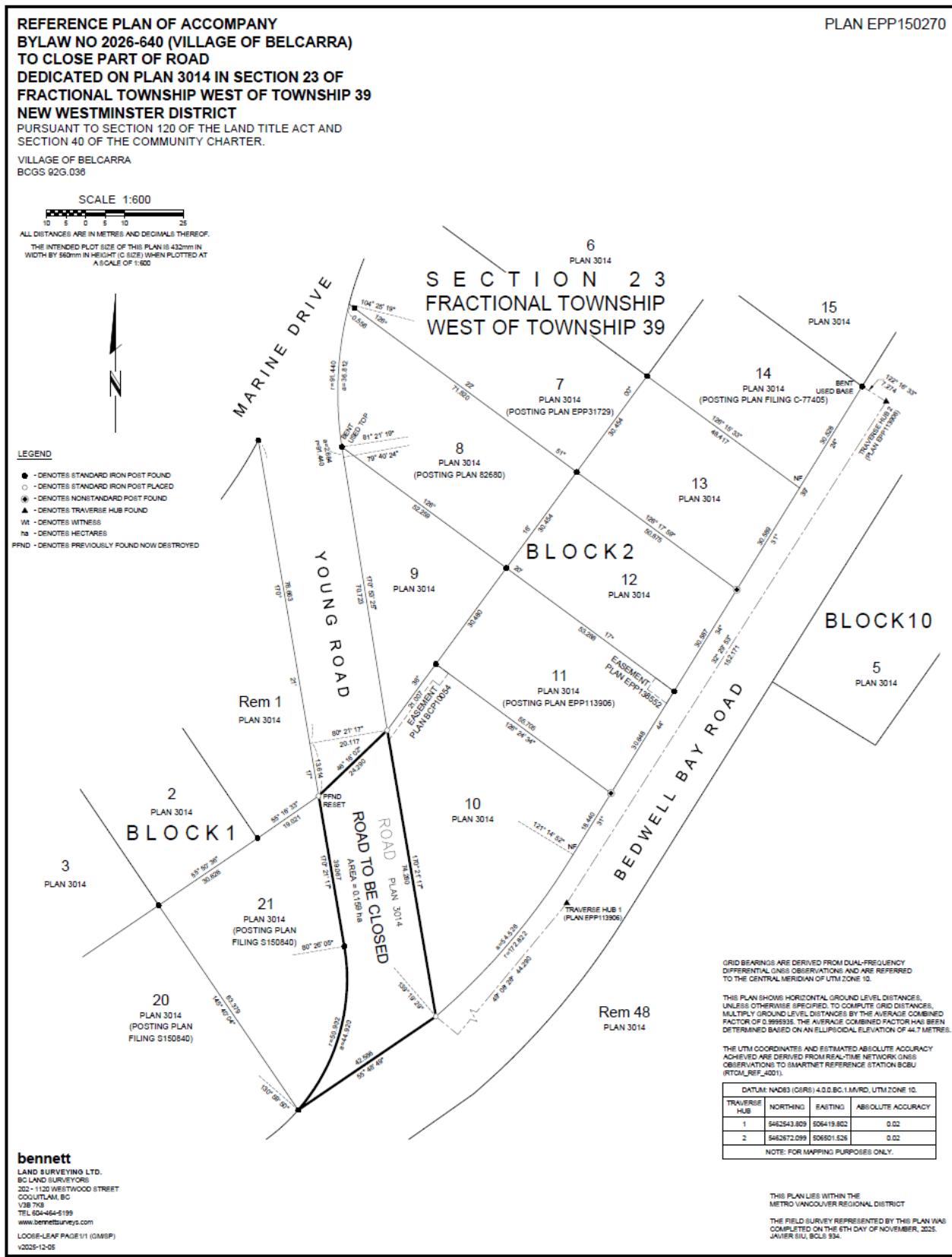
Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

Village of Belcarra Road Closure Bylaw No. 640, 2026

SCHEDULE A

Attached to and forming part of Road Closure Bylaw No.640, 2026





COUNCIL REPORT

Date: February 9, 2026
From: Stewart Novak, Manager Municipal Services
Subject: Belcarra Twin Village Signage

Recommendation

That the installation of signage at the Village Hall entrance which recognizes the twin village connection between the Village of Belcarra, Canada and Village of Belcarra, Ireland be approved.

Purpose

This report provides information on proposed signage to honor the historical and twin village connection between the Village of Belcarra, British Columbia Canada and the Village of Belcarra, County Mayo, Ireland.

Background

The Village of Belcarra, British Columbia, Canada was twinned with the Village of Belcarra, County Mayo, Ireland in June 2007. The relationship recognized the name established by William Norman Bole (1846–1923), an Irish born New Westminster lawyer and judge who reportedly acquired land in 1882 and named it after his hometown of Belcarra in County Mayo, Ireland. The land was acquired in partial payment for the legal services he provided to John Hall who had acquired the land in 1870 as a European settler in the area.

The twin village association was initiated by former Village of Belcarra Councillor Bruce Drake following a visit to Ireland, where he met with local Irish community leaders. The formal twinning ceremony took place in Ireland on June 22, 2007, marking the 125th anniversary of William Bole naming the property.

Belcarra Village in County Mayo, is located in the west of Ireland with a population of approximately 230. Belcarra (Baile na Cora) means 'the village of the weir' or river-crossing and is situated in a scenic area and offers a quiet, rural atmosphere with access to Belcarra River, local lakes and nature trails.

The twin village connection is recognized in Belcarra, Ireland with a roadside sign. The connection is recognized in Belcarra, Canada with a Belcarra Ireland crest painted on a cloth scroll by a local artist and currently hanging in the municipal hall behind the Council table.



Sign in Belcarra, Ireland (left) and scroll in Belcarra, Canada (right)

Discussion

In July 2025, the Irish Consulate in Vancouver contacted the Village of Belcarra with interest in the Belcarra twin village history. The Consulate requested a contact who could speak about the relationship between the two villages. Staff sent back some background information and provided Bruce Drake as a contact.

In follow up correspondence with Bruce Drake, the Consul General, Cathy Geagan, was intrigued with the story and expressed an interest in visiting the Village of Belcarra at an appropriate time. Mr. Drake proposed that the Village consider installing signage to acknowledge the twin village connection prior to the visit. Staff support the proposal and have prepared information and a recommendation for consideration by Council.

Two locations for the signage were considered: replacement of the existing signage at the Village Hall or modification of the existing Village entrance sign.

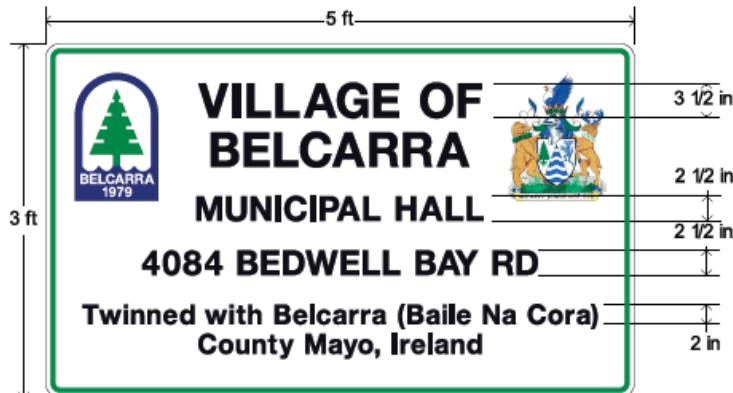
Option 1 – Replace Village Hall Signage

Option 1 proposes to replace the existing 4' x 2' Municipal Hall entrance signage with a new 5' x 3' sign with the added wording "Twinneed with Belcarra (Baile Na Cora) County Mayo, Ireland".



Existing sign at Village Hall entrance

The proposed replacement sign dimensions and details are shown below:



The estimated cost for the sign and installation by staff is approximately \$800.

Option 2 – Modify Village Entrance Signage

Option 2 considered modifying the Village entrance sign by adding signage with the wording: "Twinned with Belcarra (Baile na Cora), County Mayo, Ireland."



Existing sign (left) and proposed location for additional signage (right)

After taking measurements, staff determined there is insufficient room to add the proposed additional signage with the text of legible size.

Staff recommend replacing the Village Hall signage (Option 1) for the low cost and ease of installation.

Next Steps

Pending approval of Council, staff will purchase and install signage at the Village Hall entrance that recognizes the twin village connection between the Village of Belcarra, Canada and Village of Belcarra, Ireland



Prepared by: Stewart Novak,
Manager, Municipal Services



Reviewed by: Melony Burton,
Chief Administrative Officer



**VILLAGE OF BELCARRA
Council Remuneration
Bylaw No. 639, 2026**



A Bylaw to Set Remuneration and Provide for Cost of Living Adjustments to the Village of Belcarra Mayor and Councillors

WHEREAS the Council of the Village of Belcarra wishes to provide by bylaw, the remuneration and annual cost-of-living adjustments based on changes in the Consumer Price Index for elected officials

NOW THEREFORE the Council of the Village of Belcarra, in open meeting assembled, enacts as follows:

1. Citation

This bylaw may be cited as "**Council Remuneration Bylaw No 639, 2026.**"

2. Repeal

Village of Belcarra Council Indemnity Bylaw No. 631, 2024 and all amendments thereto are hereby repealed.

3. Interpretation

In this bylaw:

"CPI" means the Consumer Price Index for Vancouver, BC / All-items, as published by Statistics Canada.

"Council member" means the Mayor and each Councillor of the Village of Belcarra.

4. Council Remuneration

Effective January 1, 2026, annual remuneration shall be paid as follows:

- i. Mayor: the gross sum or \$2187.52 monthly (\$26,250.28 per year)
- ii. Each Councillor: the gross sum of \$1,093.77 monthly (\$13,125.20 per year)

5. Absences

The remuneration provided for in Section 4 shall be paid by the Chief Administrative Officer, save and except for the following provision:

In the event of any member of Council being absent from three consecutive regular Council meetings, the remuneration that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.

5. Annual CPI Adjustment

- i. Beginning January 1, 2026, and on January 1 of each subsequent year, the remuneration set out in Section 4 shall be adjusted by the percentage change in the CPI.
- ii. The CPI adjustment shall be calculated using the average CPI for the twelve months ending on December 31 of the preceding year.
- iii. Where the CPI change is negative, council remuneration shall remain unchanged for that year.

6. Retroactive Application for 2026

Despite the date of adoption of this bylaw, the remuneration amounts and CPI adjustment provided for in Sections 4 and 5 are effective January 1, 2026.

Any difference between remuneration paid and remuneration owing for the period from January 1, 2026 to the date of adoption shall be paid retroactively as soon as practicable following adoption of this bylaw.

7. Severability

If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions.

READ A FIRST TIME on January 26, 2026

READ A SECOND TIME on January 26, 2026

READ A THIRD TIME on January 26, 2026

ADOPTED by the Council on

Jamie Ross
Mayor

Amanda Seibert
Corporate Officer

This is a certified a true copy of
Village of Belcarra Council Remuneration Bylaw No 639, 2026

Chief Administrative Officer