



VILLAGE OF BELCARRA
REGULAR COUNCIL MEETING MINUTES
December 1, 2025



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
Catherine Grisewood, 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 7:01 pm

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, December 1, 2025

Moved by: Councillor Ruzicki
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting of December 1, 2025 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, November 3, 2025

Moved by: Councillor Wilder
Seconded by: Councillor Elworthy

That the minutes from the Regular Council Meeting held on November 3, 2025 be adopted.

CARRIED

4. PUBLIC INPUT

Mayor Ross reviewed the procedure for Public Input.

There were no speakers.

5. DELEGATIONS AND PRESENTATIONS

No items

6. ITEMS ON CONSENT AGENDA

6.1 Correspondence

- 6.1.1 News release dated October 20, 2025 from Michael Ohnemus, Manager, Transit Network Management, TransLink providing information on enhanced transit services as part of seasonal Summer service changes in 2026.
- 6.1.2 Letter dated November 6, 2025 from Sherry Chisholm, Belcarra resident, pertaining to locations of a new firehall in Belcarra.
- 6.1.3 Letter dated November 6, 2025 from Sherry Chisholm, Belcarra resident, pertaining to possible overnight camping sites in Belcarra Park.
- 6.1.4 Email dated November 12, 2025 from the Prime Minister's Awards Office providing information on nominating an educator for a 2026 Prime Minister's Award.

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 December 1, 2025 Village of Belcarra Regular Council Meeting be received into the record.

Councillor Ruzycki requested removal of item 6.1.3 and Councillor Wilder requested removal of Item 6.1.2 from the consent agenda to allow for discussion and comment.

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

Note: The items removed from the Consent Agenda were discussed in the order of the requests from the members of Council.

6.1.3 Letter dated November 6, 2025 from Sherry Chisholm, Belcarra resident, pertaining to possible overnight camping sites in Belcarra Park.

Councillor Ruzycki expressed concerns associated with the possibility of Metro Parks providing overnight camping sites in the park. Other members of Council echoed those concerns.

The Chief Administrative Officer noted that the high level Metro Vancouver camping study is looking at some potential sites, and there is a lot more work to do before moving ahead with most of those locations. She said Metro Vancouver staff have started building a planning process for Admiralty Heights, which is where camping was identified as possible in Belcarra. The planning process will include the entire area and will focus on more than just camping (trail development, cultural identification, restoration).

She said Metro Vancouver staff have confirmed that there will be planning and engagement, in particular to understand the issues and concerns with the proposed camping. Round 1 of public and interest holder engagement is anticipated for Q2/Q3 2026.

6.1.2 Letter dated November 6, 2025 from Sherry Chisholm, Belcarra resident, pertaining to locations of a new firehall in Belcarra.

Councillor Wilder spoke on the letter received from Sherry Chisholm and indicated that she felt the information provided is worth investigating.

The Chief Administrative Officer advised that staff will follow up on the information provided in the letter.

8. CORRESPONDENCE/PROCLAMATIONS (ACTION ITEMS)

No items

9. UNFINISHED BUSINESS

No items

10. STAFF REPORTS**10.1 Financial Plan Bylaw - First 3 Readings**

Staff report dated December 1, 2025 by the Financial Consultant recommending that Village of Belcarra Five Year (2026 – 2030) Financial Plan Bylaw No. 637, 2025 be read a first, second and third time.

The Financial Consultant presented the report. He advised that the proposed bylaw reflects Council's direction and decision for the rates for property taxes and utilities and highlighted the schedules attached to the report.

Moved by: Councillor Ruzycki

Seconded by: Councillor Wilder

That Village of Belcarra Five Year (2026 – 2030) Financial Plan Bylaw No. 637, 2025 be read a first, second and third time.

CARRIED

10.2 Fees and Charges Bylaw Amendment - First 3 Readings

Staff report dated December 1, 2025 by the Financial Consultant recommending that Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 638, 2025 be read a first, second and third time.

The Financial Consultant presented the report. He advised that the proposed amendment bylaw is necessary to implement water rates and waste and recycling rates. He outlined the proposed rates.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 638, 2025 be read a first, second and third time.

CARRIED

10.3 2026 SVFD Board of Trustees Appointments

Staff report dated December 1, 2025 by the Corporate Officer providing information annual appointments to the Sasamat Volunteer Fire Department (SVFD) Board of Trustees and recommending that three members of Council be chosen to hold that office for the year 2026.

The Corporate Officer presented the report. She outlined the requirement to annually appoint three Council members to serve as trustees for the Village of Belcarra on the Sasamat Volunteer Fire Department Board of Trustees.

Moved by: Councillor Ruzycki

Seconded by: Councillor Elworthy

That three (3) members of Council be chosen to hold office at the Sasamat Volunteer Fire Department Board of Trustees for the year 2026.

Council discussion was held on the appointment of Council members to the Board. Mayor Ross, Councillor Clark and Councillor Wilder indicated that they are willing to continue to serve as trustees on the Board for the 2026 term.

When no more discussion was forthcoming, the Mayor called the question on the first motion.

CARRIED

Moved by: Councillor Elworthy
Seconded by: Councillor Ruzycki

That Councillor Clark, Councillor Wilder and Mayor Ross be appointed as the Village of Belcarra's three (3) trustees to the Sasamat Volunteer Fire Department Board of Trustees for the year 2026.

CARRIED

10.4 Active Transportation Network Plan – Final Report

Staff report dated December 1, 2025 by the Chief Administrative Officer providing information on the Active Transportation Network Plan Final Report.

The CAO noted presented the report. She noted that input provided to staff on the Draft Report at the November 3, 2025 regular Council meeting, along with email correspondence from residents, was considered in preparing the final report. The revisions included the addition of Official Community Plan clauses specific to the ATNP, as well as minor corrections to trail names/locations and typos.

Moved by: Councillor Ruzycki
Seconded by: Councillor Wilder

That the Active Transportation Network Final 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

Mayor Ross attended the following events:

- November 5: Regional Parks Committee Mtg
- November 5: SVFD Board of Trustees Mtg – approved capital project to replace Fire Halls
- November 7: Air Quality and Climate Committee Mtg
- November 7: Mayors Committee Special Mtg
- November 8: Treasures of Christmas
- November 11: Remembrance Day Celebration
- November 13: Lunch with Leaders
- November 18: SHARE Smile Cookie Campaign
- November 26: Freshet News: Under the Stars Charity Event
- November 27: Zero Waste Conference
- November 28: MVRD Board – approved capital project to replace the Fire Halls

COUNCILLORS' REPORTSCouncillor Ruzycki

Councillor Ruzycki announced that the Vancouver Marine Mammal Rescue Society had won the 2025 Defender Service Award and received a vehicle and \$30,000 to support their mission. She thanked Councillor Wilder for her help in putting up congratulations on the Belcarra sign celebrating her father-in-law's 99th birthday.

Councillor Elworthy

Councillor Elworthy attended the Tri-City Kids Matter Community Table on November 20, 2025. He reported on the sessions he attended, the signing of an accord and the work on middle childhood matters. Councillor Elworthy also attended a meeting of the Tri-Cities Food Security Committee and encouraged Belcarra residents to be aware of food waste.

Liisa Wilder

Councillor Wilder attended the Nocturne: Under the Stars, a fashion benefit for Freshet News held on November 26, 2025.

Councillor Elworthy thanked Councillor Wilder for attending the event and indicated he will bring forward a notice of motion pertaining to a donation from the Village to the Freshet News.

Councillor Clark

Councillor Clark attended the November 5 SVFD Board of Trustees meeting. She outlined the concerns she raised at the meeting pertaining to the proposed construction budget for the Anmore and Belcarra fire hall.

Reminders

Councillor Ruzycki reminded residents that the CPKC Holiday Train will stop in Port Moody on Friday, December 20th with *The Bare Naked Ladies* performing.

Councillor Wilder reminded residents of CRAB Annual General Meeting and Holiday Social on Thursday, December 11th at 6:30 pm. She announced that on Saturday, December 13th, the Santa Ships will be in Belcarra Bay and that fireworks will be held in Belcarra Park.

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

- Catch basin leaf clearing continues
- Street Sweeping
- Ditch Maintenance - Belcarra Bay Road
- Fallen tree on side of the road – cut up and chipped
- Water reservoir and service support - structure fire on Senkler Rd
- Water Samples
- Exercised water valves
- Flushed Tatlow Reservoir
- Meter box inspections
- Maintained pressure washing equipment
- Greased Machinery

- Deisel tank scrubbed
- Replaced electric outlets - municipal hall
- 3 Call Before You Dig reviews
- Replaced the No Parking sign at Village entrance – larger, more visible
- Delivered Bin E waste

ADMINISTRATIVE UPDATES

Records management works continues to organize the Village's digital records according to LGMA standards.

Staff from KPMG were at the hall from Monday to Thursday last week with staff supporting them to complete the interim audit. The work is ongoing off-site with continued staff support.

14. OTHER MATTERS DEEMED EXPEDIENT

No items

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

Councillor Elworthy advised that he will be bringing forward a motion that Council consider a contribution to the Freshet News in the amount of \$200.

16. PUBLIC QUESTION PERIOD

Mayor Ross reviewed the procedure for Public Question Period

Sherry Chisholm, Belcarra resident, asked why the Village was not moving forward more rapidly on the sale of upland road ends to help pay for the new fire hall that must be built.

The Chief Administrative Officer advised that updates on road ends were provided at the last two Council meetings and that an open report is scheduled to be on the December 15 regular Council meeting agenda.

Sherry Chisholm, Belcarra resident, queried whether a more open meeting will be held when the report comes forward.

The Chief Administrative Officer advised that the report will be presented at the next Council meeting.

Jim Chisholm, Belcarra resident, asked about the status and cost of the engineering report and design of the Village Hall sprinkler system.

The Chief Administrative Officer advised that staff will check on the status and provide an answer at the next meeting.

Ian Devlin, Belcarra resident, referred to the water use during the fire in Belcarra on Senkler Road and asked whether an analysis will be done using the SCADA system to determine the amount of water used and the volume of water left in the tank when the fire was extinguished.

The Chief Administrative Officer and the Manager, Municipal Services advised that in the future a meter being installed with the chlorination system will provide a more detailed analysis of water usage.

Sherry Chisholm, Belcarra resident, queried whether Mayor and Council are prepared to support and be enthusiastic about putting forward a proposal to Metro Vancouver Parks for use of a piece of park land, previously the tennis court site, for the location of the new fire hall.

Jim Chisholm, Belcarra resident, referred to the Emergency Preparedness Management Program and asked if the Village have asked for a copy of the program written for the Tsleil-Waututh. He indicated that he would like a copy of the Tsleil-Waututh document.

The Manager, Municipal Services referred to a presentation provided to Council at a previous meeting pertaining to the Emergency Preparedness Management Program

The Chief Administrative Officer requested clarification on the question in whether the resident was asking the Village has requested the Tsleil-Waututh Nation Emergency Management Plan.

Mr. Chisholm confirmed that this was his question. He expressed concern that the Nation has veto power over the Village's emergency management plan.

The Chief Administrative Officer referred to a presentation provided by KPMG at a previous meeting speaking to engagement and consultation with Tsleil-Waututh First Nation rather than approval of a Village plan by the Nation. She advised that the Village has not requested a specific plan from Tsleil-Waututh however can do so in the future.

Peter Boekhort, Belcarra resident, referred to a SVFD meeting where Metro representatives had indicated they wished to 'get shovels in the ground' for the proposed fire halls by Spring. He asked for confirmation on the statement.

The Chief Administrative Officer advised that the timeline seemed ambitious and outlined the general process involved in moving toward construction.

Peter Boekhort, Belcarra resident, asked about water diversion at WARD on the left hand side of the driveway and asked whether this was addressed.

The Chief Administrative Officer outlined the discussions held with the contractor. The Manager, Municipal Affairs spoke on the rain curbs installed at WARD during paving.

17. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Ruzycski

That the December 1, 2025 Regular Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 8:27 pm

Certified Correct:



Jamie Ross
Mayor



Amanda Seibert
Corporate Officer