



**VILLAGE OF BELCARRA**  
**SPECIAL COUNCIL MEETING MINUTES**  
**December 15, 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 – not in attendance  
Councillor Liisa Wilder

AMENDED BY MOTION  
- JANUARY 12, 2026

**Council not Present**

**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**

Chi Chi Cai, Pooni Group  
Angela Chau, Pooni Group

*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, December 15, 2025**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

**That the agenda for the Regular Council Meeting of December 15, 2025 be approved as circulated.**

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Special Council Meeting, December 1, 2025**

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

**That the minutes from the Special Council Meeting held on December 1, 2025 be adopted.**

**CARRIED**

**3.2 Regular Council Meeting, December 1, 2025**

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

**That the minutes from the Regular Council Meeting held on December 1, 2025 be adopted.**

**CARRIED**

**4. PUBLIC INPUT**

Mayor Ross reviewed the procedure for Public Input.

Klaus Bever, Belcarra resident, expressed a desire to recognize the contributions of the Board of Variance volunteers who have retired and included an invitation to take out the retiring members of the Board in appreciation of the years of work they have put in.

Note: Councillor Wilder left the meeting at 7:06 pm.

**5. DELEGATIONS AND PRESENTATIONS**

No items

**6. ITEMS ON CONSENT AGENDA**

**6.1 Correspondence**

**6.1.1** Letter dated December 2, 2025 from Lianne Payne, IRSS Project Manager, on behalf of the National Truth and Conciliation Day Planning Committee extending appreciation for the Mayor's participation in the Tsleil-Waututh Nation Walk with Family and Friends event on September 30, 2025.

**6.1.2** Letter dated December 5, 2025 from Dorothy Shermer, Corporate Officer, Metro Vancouver, providing information on a resolution passed at the November 28, 2025 Metro Vancouver Board of Directors meeting regarding the Sasamat Fire Halls replacement.

**6.2 Reports**

No items

**6.3 Recommendation to Receive Items on Consent**

Moved by: Councillor Clark  
Seconded by: Councillor Elworthy

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

**CARRIED**

**7. ITEMS REMOVED FROM THE CONSENT AGENDA**

No items

Note: Councillor Wilder returned to the meeting at 7:06 pm.

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

- 8.1** Application dated November 24, 2025 from Caryl Longden, Port Moody Secondary School AfterGrad, requesting \$500.00 from the Village of Belcarra as a financial contribution to be allocated to the organizing of a secure and substance-free AfterGrad event.

The Chief Administrative Officer reviewed the request from Port Moody Secondary School AfterGrad. She provided information on the amount provided for grants for graduation events for schools in past years.

Moved by: Councillor Elworthy  
Seconded by: Councillor Clark

**That the 2026 Port Moody Secondary School AfterGrad event be supported with financial assistance in the amount of \$250.**

**CARRIED**

**9. UNFINISHED BUSINESS**

No items

**10. STAFF REPORTS**

**10.1 Housing Needs Report Update**

Staff report by Chi Chi Cai, Pooni Group and Melony Burton, Chief Administrative Officer dated December 15, 2025 providing information on the Official Community Plan (OCP) amendments required to meet Provincial legislation requirements and recommending that the OCP Plan be amended to include housing statements and policies to support the 5- and 20-year targets outlined in the report.

The Chief Administrative Officer presented the report. She highlighted requirements to amend the OCP to meet Provincial legislative requirements, advised on communications with Provincial and outlined the next steps in the process. She introduced Chi Chi Cai, the planning consultant from Pooni Group.

Chi Chi Cai provided a summary of the housing needs report and responded to questions from Council members.

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

**That the Official Community Plan be amended to include housing statements and policies to support the 5- and 20-year targets outlined in the Village of Belcarra's 2024 Interim Housing Needs Report.**

CARRIED

#### **10.2 Port Moody 2050 - Draft Official Community Plan**

Staff report by Melony Burton, Chief Administrative Officer dated December 15, 2025 providing information on the Draft *Port Moody 2050* Official Community Plan and recommending that a letter be provided to Port Moody with comments on the plan.

The Chief Administrative presented the report. She advised on the history on the draft Port Moody 2050 Official Community Plan, outlined the information provided in the plan and highlighted input provided by Belcarra staff in response to a request for comments by Port Moody.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

**That a letter be provided to Port Moody with comments on the Draft Port Moody 2050 Official Community Plan, as reflected in this report and received by Council into the record at the December 15, 2025, regular Council meeting.**

CARRIED

#### **10.3 Road Ends Update**

Staff report by Melony Burton, Chief Administrative Officer dated December 1, 2025 providing information on the road ends disposition and next steps.

The Chief Administrative Officer presented the report. She provided information on work carried out on road ends to date and highlighted next steps to be taken to allow sale of Road End 13 in the first two quarters of 2026. She advised that a cost benefit analysis will be undertaken following the sale of the first road end.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

**That the report dated December 15, 2025 titled 'Road Ends Disposition Update' be received into the record for information.**

CARRIED

#### **10.4 Appointments to the Board of Variance**

Staff report by the Corporate Officer dated December 15, 2025 providing information on appointments to the Board of Variance for a three (3) year term commencing January 1, 2026 and ending December 31, 2029.

The Corporate Officer presented the report. She advised that background information is being provided on the process to appoint volunteers to the Board of Variance and the steps taken by the Village to recruit new volunteers and reported on the new appointments to the Board.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

**That the staff report dated December 15, 2025 titled "Appointments to the Board of Variance" be received into the record for information.**

CARRIED

#### **10.5 Board of Variance Bylaw No 636, 2025**

Staff report by the Corporate Officer dated December 15, 2025 providing information on a proposed updated Village of Belcarra Board of Variance Bylaw and recommending that Bylaw No. 636, 2025 be given three readings.

The Corporate Officer presented the report. She advised that the existing bylaw was adopted in 2007 and is outdated. She explained that the new bylaw will correspond with the latest Village zoning bylaw, and contains updated language, addresses changes in procedure and references to relevant sections of the *Local Government Act*.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

**That Village of Belcarra Board of Variance Bylaw No. 636, 2025 be read a first, second and third time.**

CARRIED

### **11. BYLAWS**

#### **11.1 Village of Belcarra 5-Year (2026 – 2030) Financial Plan Bylaw No. 637, 2025**

A bylaw to establish the 5-Year Financial Plan for the years 2026 – 2030 inclusive  
Adoption

Moved by: Councillor Clark

Seconded by: Councillor Elworthy

**That Village of Belcarra 5-Year (2026 – 2030) Financial Plan Bylaw No. 637, 2025 be adopted.**

CARRIED

#### **11.2 Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 638, 2025**

A bylaw to amend fees and charges for services

Moved by: Councillor Elworthy

Seconded by: Councillor Clark

**That Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 638, 2025 be adopted.**

CARRIED

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

The following item was released from Closed Council status:

December 1, 2025

Item 4.1 2026 Board of Variance Appointments – resolution only

The appointment of Sandra Chapman and Fraser MacDonald to the Board of Variance for a three (3) year term commencing January 1, 2026, and ending December 31, 2029.

**13. MAYOR AND COUNCILLOR REPORTS**

The Mayor attended the following events:

- Dec 10: Tri-Cities Chamber of Commerce Holiday Luncheon
- Dec 11: TransLink Mayors Council meeting
- Dec 11: CRAB Annual General Meeting
- Dec 12: Metro Vancouver Board Meeting
- Dec 13: Santa Ships and Fireworks

Councillor Clark

Councillor Clark attended the Annual General Meeting of CRAB as well as the firework held in Belcarra Park. She expressed her appreciation for all the hard work carried out by the volunteers on CRAB to contribute to the event.

Councillor Wilder

Councillor Wilder attended the Tri-City Chamber of Commerce Holiday Luncheon which was being held to raise funds for SHARE as the charity of choice. She volunteered at the CRAB AGM as well as with the Santa Ships and the fireworks and shared that she has been volunteering as “Santa’s elf” for 22 years. She expressed her appreciation for everyone who also volunteered for the event.

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

- Continue to clear catch basins and clean roads
- Removed a fallen tree from the road
- Dug out a drain trench on Kelly Avenue
- Field survey with ISL to pick up drainage information for capital projects
- Installed a water meter
- Calibrated the chlorine analyzer
- Purchased and received of 14’ EOC trailer.
- Outfitted the trailer with shelves and electrical outlets.
- 1 Call Before You dig response
- Window decorations – with in-house talent by Sophie, a Belcarra staff member

**ADMINISTRATIVE UPDATES**

The Chief Administrative Officer addressed questions posed at the last Council meeting as outlined below:

Question:

***Have we asked for a copy of the Tsleil-Waututh Emergency Management Plan?***

The Chief Administrative Officer advised that the Tsleil-Waututh Nation (TWN) has an Emergency Management Plan from 2009 available on their website. She also advised that similar to the Village's Emergency Management Plan, it is also slated for updates.

Question:

***What is the status and cost of the engineering report from design on the Village Hall sprinkler system?***

The Chief Administrative Officer noted that a motion was put forward on March 10, 2025 directing staff to provide a report with a recommendation on the installation of a sprinkler system for the Village of Belcarra Hall. She advised on work to be done in the future on the water system and fire flow review which will include a review of the history of the water system, Fire Underwriters Survey (FUS) guidelines, Bylaw specifications, Engineering Reports, Model results, and presentations from the water committee. She also advised that a comprehensive public report on the findings and the analysis will be provided in the new year and will include a recommendation on how best to move forward.

**14. OTHER MATTERS DEEMED EXPEDIENT**

No items

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

No items

**16. PUBLIC QUESTION PERIOD**

The Corporate Officer outlined the procedure for Public Question Period.

Penny Moen, Belcarra resident, thanked Mayor and Council for the comments made in reference to the Santa Ships and the fireworks. She advised that the CRAB Annual General Meeting was held on December 11 and thanked those involved in making the event a success. She also advised that CRAB has added a new director.

Jim Chisholm, Belcarra resident, referred to the Port Moody OCP and asked whether it is appropriate at this point in time to ask that all new buildings be equipped with fire sprinklers in the future.

The Chief Administrative Officer advised that she will follow up on this request.

Klaus Bever, Belcarra resident, referred to the potential sale of a road end and queried on how staff intended to get a professional appraisal for the property being considered.

The Chief Administrative Officer advised that a complete appraisal for Road End 13 has been secured, however, details on the amount of the appraisal will not be disclosed at this time.

Klaus Bever, Belcarra resident, asked whether the property will be re-appraised considering the change in market circumstances.

The Chief Administrative Officer advised that a re-appraisal has not been discussed; however, she will follow up.

Ian Devlin, Belcarra resident referred to a letter received from Rick Glumac, MLA, providing options on the sale of waterfront lots. He asked for the status on that letter and queried as to why it is not referred to in the report provided.

Mayor Ross spoke to the history of the document.

The Chief Administrative Officer provided information on legal advice provided on the potential sale of waterfront lots.

Klaus Bever, Belcarra resident referred to a letter received on December 5 from Dorothy Shermer, Metro Vancouver. He asked how Council and members of Council who sit on the SVFD Board of Trustees will make decisions regarding proposals going forward.

The Chief Administrative Officer explained the next steps in the process of securing funding for the proposed firehalls.

Mr. Bever clarified that he was asking whether there was any enthusiasm on the part of the administration to ask for revision and review of the bylaw.

The Chief Administrative Officer advised on the timeline for requesting amendments to the bylaw related to the service review.

Council members commented on the service review and the proposal for the funding of future firehalls for Anmore and Belcarra.

Ian Devlin, Belcarra resident referred to sprinkler systems for housing and advised on a recommendation made by the Water Committee accepted by Council. He advised that Council had written a letter to the Province and had received a response. He asked whether such a letter exists and if so, on the status of the letter.

The Chief Administrative Officer advised that an update on any such documentation will be provided.

Jim Chisholm, Belcarra resident provided follow up information on steps taken in the past pertaining to the installation of sprinkler systems.

The Chief Administrative Officer advised she will follow up with both speakers.



**17. ADJOURNMENT**

Moved by: Councillor Wilder

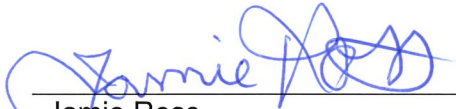
Seconded by: Councillor Clark

That the December 15, 2025 Regular Council Meeting be adjourned.

**CARRIED**

The meeting was adjourned at 8:30 pm

Certified Correct:

  
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Jamie Ross  
Mayor

  
\_\_\_\_\_  
Amanda Seibert  
Corporate Officer