



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
February 13, 2018**



Minutes of the Regular Council Meeting for the Village of Belcarra held February 13, 2018 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

Mayor Ralph Drew (via Skype at 8:10 pm)
Deputy Mayor Bruce Drake
Councillor Jennifer Glover
Councillor Perry Muxworthy
Councillor Jamie Ross

*AMENDED: 4.2
FEB. 26, 2018
[Signature]*

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Bernie Serné, Superintendent of Public Works
Paula Richardson, Administrative Services Assistant

1. CALL TO ORDER

Deputy Mayor Drake called the meeting to order at 7:30 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, February 13, 2018

Moved by: Councillor Glover
Seconded by: Councillor Muxworthy

That the Agenda for the Regular Council Meeting, February 13, 2018 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, January 8, 2018

Moved by: Councillor Muxworthy
Seconded by: Councillor Glover

That the minutes from the Regular Council Meeting held January 8, 2018 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

4.1 Bryant Ko, Director with Kevin Ham and Douglas Lange, Evangelical Laymen's Church of Canada (Vancouver), regarding Camp Howdy

Bryant Ko made a presentation to Council and noted the following:

- The 8 Corners Tea Room is open Friday and Saturdays for 5 hours per day

- The intention of the 8 Corners Tea Room is to provide wholesome organic products to customers;
- Weddings were "inherited" from the former owners, the YMCA. Camp Howdy hosts 8 – 10 weddings per year and will not host weddings after 2018;
- It was noted that, in the past under the YMCA, there were many children's programs; however, the property is now under the umbrella of a church.

Discussion ensued with regard to Camp Howdy being located in the CI – 1 (Civic Institutional) Zone. It was noted that the CI – 1 (Civic Institutional) Zone does not allow for commercial business. The Evangelical Laymen's Church of Canada (Vancouver) (ELC) will be required to make an application to the Village for re-zoning if they wish to continue operation of the 8 Corners Tea Room. It was further noted that the Zoning Advisory Committee has been meeting for the last year to review zones in the Village and appropriate use for each zone. Any business that charges for services regardless of whether it is a money making venture, is considered commercial.

Filming of movies and tv shows at Camp Howdy requires permits and fees as per the Fees & Charges Bylaw.

Deputy Mayor Drake thanked Bryant Ko for his presentation.

Mayor Drew joined the meeting at 8:10 pm via Skype.

4.2 Chief Jay Sharpe, Sasamat Volunteer Fire Department (SVFD) and Rob Nicholls, Manager, Metro Vancouver, Safety, Security & Emergency Management Division, regarding Fire Protection Services

Fire Chief Sharpe provided history of Sasamat Volunteer Fire Department (SVFD) and Eagle Mountain Middle School in Anmore. Port Moody Fire Department was contracted to provide fire protection service when the school was under construction as SVFD did not originally have a pumper truck that could provide 1,500 gallons of water per minute, or a ladder truck that was required to service the school. At the time of construction, School District 43 (SD43) altered plans for the school by reducing the height of the building and providing a fire wall down the middle of the building. This change eliminated the need for a ladder truck. The purchase of a new pumper truck in 2017, provided the necessary water capacity. This purchase coincided with the completion of the SD43 contract with the Port Moody Fire Department for fire protection services.

Councillor Ross noted that if an executive summary of the confidential report had been released, residents' concerns may have been alleviated.

Chief Sharpe noted that he has an excellent working relationship with the Port Moody Fire Chief Ron Coulson. SVFD and the Port Moody Fire Department have a mutual aid agreement in which either Fire Department will support the other when requested.

Council asked pertinent questions and noted there is a waiting list for volunteers. Chief Sharpe highlighted the level of passion and capability of SVFD volunteer members with 10 people usually available in a 5 minute time frame when a call is received.

Rob Nicholls commented on his confidence in SVFD volunteers. He noted that with the addition of the new pumper truck, SVFD is capable of providing fire service to Eagle Mountain Middle School in a safe, confident and legal manner. *ROB ALSO NOTED THAT THE FIRE DEPARTMENT BOUNDARY WAS TO BE CHANGED AND THIS DID NOT, IN FACT, HAPPEN.*

Deputy Mayor Drake thanked Chief Sharpe and Rob Nicholls for attending the meeting and for the valuable information provided. He noted that the Village appreciates the level

of commitment and professionalism provided by Sasamat Volunteer Fire Department members.

A recess was called at 9:10 pm. The meeting reconvened at 9:18 pm.

4.3 Don Reid, 154 Turtlehead Road, regarding Parking Concerns

Don Reid outlined concern with regard to parking on Bedwell Bay Road and Turtlehead Road noting the narrow road and blind curve. He queried with regard to unsafe parking of construction workers and bylaw enforcement.

L. Dysart advised that the Municipal Ticket process and the Parking Bylaw are currently being worked on by staff. The Superintendent of Public Works has spoken with the contractor in question and reinforced that a flag person must be present when vehicles are on site. Workers were advised of the rules and must abide by them.

Council discussed various aspects of parking noting that wheels need to be off the pavement. Deputy Mayor Drake thanked Don Reid for his presentation.

5. REPORTS

5.1 Lorna Dysart, Chief Administrative Officer, verbal report regarding Petitioning Resolution to Attorney General's Office for Bylaw Adjudication Designation

L. Dysart outlined the report noting that Rick Beauchamp gave a presentation regarding Bylaw Adjudication and the ticketing process at a Council meeting in November 2017.

Moved by: Councillor Glover
Seconded by: Councillor Muxworthy

That Council authorize staff to petition the Attorney General's Office, requesting the Village of Belcarra be designated as a municipality for the purpose of administering bylaw enforcement adjudication procedures under the Local Government Bylaw Notice Enforcement Act, and applicable Provincial regulations.

CARRIED

5.2 Lorna Dysart, Chief Administrative Officer, report dated February 13, 2018 regarding Council Indemnity Bylaw No.514, 2018

Moved by: Councillor Muxworthy
Seconded by: Councillor Ross

That "Village of Belcarra Council Indemnity Bylaw No. 514, 2018" be read a first, second and third time.

CARRIED

5.3 Lorna Dysart, Chief Administrative Officer, report dated February 13, 2018 regarding Appointment of 2018 Chief Election Officer and Deputy Chief Election Officers

L. Dysart noted that 2018 is an election year for Municipal Governments in British Columbia. The Village is required to appoint a Chief Election Officer and Deputy Chief Election Officers for the election proceedings. Karen-Ann Cobb provided election services for the Village in 2014. A quotation for CEO has been provided for the upcoming election.

Moved by: Councillor Glover

Seconded by: Councillor Ross

That Karen-Ann Cobb be appointed Chief Election Officer; and
That Connie Esposito and Paula Richardson be appointed Deputy Chief Election Officers for the 2018 General Local Election in accordance with Div. 3, S. 58(1) of the Local Government Act; and

That the Deputy Chief Election Officers be authorized to enter into service agreements as may be necessary in respect of the 2018 General Local Election.

CARRIED

5.4 Lorna Dysart, Chief Administrative Officer, verbal report regarding an Application for Funding to the Community Emergency Preparedness Fund (Emergency Operations Centres & Training)

L. Dysart outlined the application for funding from UBCM for the Community Emergency Preparedness Fund (Emergency Operations Centres & Training).

Moved by: Councillor Muxworthy

Seconded by: Councillor Glover

That staff be directed to submit an application for funding to the Community Emergency Preparedness Fund (Emergency Operations Centres & Training) in the amount of \$25,000. for the purchase of EOC equipment / technology as outlined in the application dated February 2, 2018; and

That the Village of Belcarra confirm its willingness to provide grant management should funding be approved.

CARRIED

5.5 Lorna Dysart, Chief Administrative Officer, dated February 13, 2018 regarding Master Email List for Village Residents

L. Dysart outlined the report noting that in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), the following 5 items are to be followed when collecting residents' names and email addresses:

- 27(c) (purpose) – the email address must relate directly to and be necessary for a program or activity of the Village (i.e. easier communication with individuals re: Village business. The email addresses cannot be used for political purposes)
- 27(1) (collection) – the email address must be collected directly from the individual (individual must consent by signing name)
- 27(2) (collection) – the person from whom the email address is collected must be told
 - (a) the purpose of collecting it
 - (b) the legal authority for collecting it (section 26(c))
 - (c) the title, business address and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection
- 30 – Village must make reasonable security arrangements to protect the email list from unauthorized access, collection, use, disclosure or disposal
- 30.1 – The Village must ensure the email addresses are stored and accessed in Canada (no US or foreign-based servers) unless the individual consents in the prescribed manner to foreign storage

Moved by: Councillor Muxworthy
Seconded by: Councillor Ross

That staff be requested to develop a Master Email List of Village residents' email addresses, which are to be collected and used in accordance with the 'Freedom of Information and Protection of Privacy Act' (FIPPA) Legislation.

CARRIED

5.6 Bernie Serné, AScT, Superintendent of Public Works, report dated February 13, 2018 regarding Kubota Replacement

B. Serné advised that the Kubota has been extensively used for maintenance and water works functions and that Douglas Lake Equipment Ltd. was able to provide the most competitive price. Considerable discussion ensued.

Moved by: Councillor Glover
Seconded by: Councillor Muxworthy

That Council approve the replacement of the Public Works Kubota at the cost of \$23,500.00, funded from the Equipment Reserve Budget

CARRIED

5.7 Nancy Gomerich, NG Consulting, report dated February 13, 2018 regarding Request for Proposal – Actuarial Valuation for Sick Leave Benefits

L. Dysart outlined the report noting that under the Public Sector Accounting Standards ("PSAB") an organization must value all employee sick leave benefits by projecting the sick leave amounts expected to be paid over the employees' expected year's of employment, and then expense sick leave amounts evenly over those employment years.

Council discussed the requirement for an Actuary report related to sick leave. It was noted that the actuarial valuation was a request from the Auditors. Council requested that the Chief Administrative Officer query the Financial Consultant as to whether an estimate would suffice, with the limited number of employees employed by the Village.

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor's Report – 2017 Recycle & Refuse Analysis

7. BYLAWS

No items

8. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Muxworthy
Seconded by: Councillor Glover

That correspondence item 8.1 – 8.12 be received.

CARRIED

ACTION ITEMS

- 8.1 Gurinder Mann, Executive Director, CERA Society, January 8, 2018, Application from Communities Embracing Restorative Action (CERA) Society for a Community Grant.

Moved by: Councillor Glover

Seconded by: Councillor Muxworthy

That a Community Grant in the amount of \$353.00 be provided to the Communities Embracing Restorative Action for support of the Community Youth Justice Program 2018 fiscal year.

CARRIED

- 8.2 Chris Plagnol, Corporate Officer, Metro Vancouver, dated January 31, 2018 regarding Consent to *Metro Vancouver Regional Parks Service Amendment Bylaw No. 1255, 2017* (full report available at the Village office)

Moved by: Councillor Ross

Seconded by: Councillor Muxworthy

That the Council of Belcarra approves adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* by providing consent on behalf of the electors.

CARRIED

INFORMATION ITEMS

- 8.3 Greg Moore, Chair, Metro Vancouver Board, dated December 22, 2017 regarding Transit – Oriented Affordable Housing Study (full report available at the Village Office)
- 8.4 Daynta Welch, Manager, Local Government Program Services, U.B.C.M., dated January 10, 2018 regarding 2018 Asset Management Planning Program – Grant Approval and Terms & Conditions
- 8.5 Rebecca Bishop, Program Officer, Local Government Program Services, U.B.C.M., dated January 15, 2018 regarding 2017 Emergency Social Services – Approval and Terms & Conditions
- 8.6 John Van Laerhoven, Mayor, District of Kent, dated January 16, 2018 regarding Cannabis Sales Revenue Sharing
- 8.7 Janice Brown, Mayor, Township of Spallumcheen, dated January 23, 2018 regarding Cannabis Sales Revenue Sharing
- 8.8 Letters to Honourable George Heyman, Minister of Environment and Climate Change Strategy regarding Prevention of Quagga and Zebra Mussels
- a) Jonathan X. Coté, Mayor, City of New Westminster, dated January 17, 2018
- b) Jim Garlick, Mayor, District of Coldstream, dated January 22, 2018
- 8.9 Cheryl Papove, 4545 Belcarra Bay Road, dated January 24, 2018 regarding My Bylaw Concerns
- 8.10 Ron Davis, 280 Turtlehead Road, dated January 30, 2018 regarding Comment Form from Open House #3 Held at the Village Hall January 24, 2018
- 8.11 Gerrit van Staalduin, 3789 Bedwell Bay Road, dated February 1, 2018 regarding ZAC Open House Meeting – January 24, 2018

- 8.12 Kerri Palmer Isaak, Chair, Board of Education, School District No. 43 (Coquitlam), letter to Ms. Leslie Wallace & Mr. Mauro Comensoli dated February 6, 2018 regarding Business Consideration Response

9. **NEW BUSINESS**

Deputy Mayor Drake noted that a Canada Post representative and the RCMP have been invited to an upcoming Council meeting to discuss the status of mail delivery in the Village.

10. **PUBLIC QUESTION PERIOD**

Jim Chisholm, 4505 Belcarra Bay Road, queried with regard to a device to support the lid on the compostable container at the Waste and Recycle depot.

Deborah Struk, 4575 Belcarra Bay Road, queried with regard to whether consideration would be given for security cameras at the entrance to the Village.

Rob Begg, 3424 Marine Avenue, queried with regard to whether consideration would be given to the use of night vision cameras at the mail boxes to increase security

Barbara Shelley, 3440 Marine Avenue, queried with regard to the recent Canada Post mail thefts.

Motion to extend the meeting: 5 minutes

Moved by: Councillor Glover

Seconded by: Councillor Ross

That the regular Council meeting held on Tuesday, February 13, 2018 be extended at 11:00 pm by 5 minutes.

CARRIED

Rob Begg, 3424 Marine Avenue, queried with regard to Watson Trail

It was noted that the Department of Fisheries provides a limited window of time for work to be completed and that this matter requires further discussion.

11. **ADJOURNMENT**

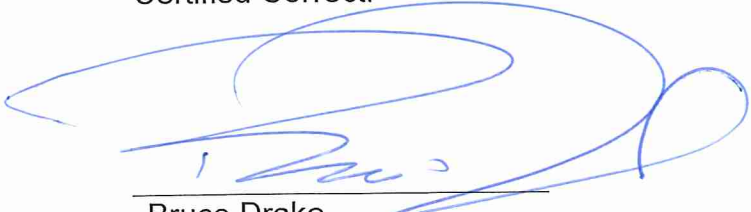
Moved by: Councillor Ross

Seconded by: Councillor Glover

That the February 13, 2018 Regular Meeting be adjourned at 11:06 pm.

CARRIED

Certified Correct:



Bruce Drake
Deputy Mayor



Lorna Dysart
Chief Administrative Officer