



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
VILLAGE HALL  
March 9, 2020**



Minutes of the Regular Council Meeting for the Village of Belcarra held March 9, 2020 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

**Council in Attendance**

Mayor Neil Belenkie  
Councillor Rob Begg  
Councillor Carolina Clark  
Councillor Bruce Drake  
Councillor Liisa Wilder

**Staff in Attendance**

Lorna Dysart, Chief Administrative Officer  
Stewart Novak, Public Works & Emergency Preparedness Coordinator  
Paula Richardson, Municipal Coordinator

**Also in Attendance**

Ken Bjorgaard, Financial Consultant, K&E Business Services (departed at 8:17 pm)  
Chris Boit, Engineering Consultant, ISL Engineering & Land Services (arrived at 7:00 pm and departed at 8:17 pm)

**1. CALL TO ORDER**

Mayor Belenkie called the meeting to order at 6:00 pm.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, March 9, 2020**

Moved by: Councillor Wilder  
Seconded by: Councillor Begg

That the agenda for the Regular Council Meeting, March 9, 2020 be revised by adding:  
**Item 8.5** Ralph Drew, Belcarra Resident, email dated March 9, 2020 regarding  
Applicants for the Official Community Plan (OCP) Review Committee

And be approved as amended.

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, February 24, 2020**

Moved by: Councillor Begg  
Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held February 24, 2020 be adopted.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS****4.1 Tree Committee – Report to Council**

Item moved to follow Agenda Item 5.3

**5. REPORTS****5.1 Lorna Dysart, Chief Administrative Officer & Ken Bjorgaard, Financial Consultant, report dated March 9, 2020 regarding Council Indemnity Bylaw No. 544, 2020**

K. Bjorgaard outlined the report.

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That "Village of Belcarra Council Indemnity Bylaw No. 544, 2020" be read a first, second and third time.

**CARRIED**

**Councillor Clark voted in opposition**

**5.2 Lorna Dysart, Chief Administrative Officer, report dated March 9, 2020 regarding Short Term Rental Accommodation and Bed & Breakfast**

L. Dysart outlined the report. Discussion ensued.

Don Reid, resident, provided a document dated March 9, 2020 with comments and questions regarding a Proposal to Define STRA as a Home-Based Business.

Council members discussed various aspects of the Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) policy and associated bylaws.

Moved by: Councillor Drake

Seconded by: Councillor Begg

That Short Term Rental Accommodation and Bed & Breakfast Accommodation Corporate Policy No. 210, Item 5 "Length of Stay" be amended as follows:

"5.2 The minimum length of stay is 2 **nights.**"

**CARRIED**

Moved by: Councillor Begg

Seconded by: Councillor Clark

That the Short Term Rental Accommodation and Bed & Breakfast Accommodation Corporate Policy No. 210 and Amendment Bylaws No. 556, 557 & 558, 2020 be **DEFERRED..**

**CARRIED**

Staff will prepare a subsequent report for Council with regard to the input received.

Chris Boit arrived at the meeting.

**5.3** Ken Bjorgaard, Financial Consultant, report dated March 9, 2020 regarding 2020 – 2024 Financial Plan Scenarios

K. Bjorgaard outlined the 3 scenarios proposed by Council and detailed in the report.

Chris Boit outlined the expected timeline for construction of a new water reservoir, with the total cost being estimated at \$3.835 million (including contingency). He noted that any money spent prior to the award of grant funding would be ineligible for federal grant funding.

K. Bjorgaard noted that there is an option to pay the water debt in full with the Municipal Finance Authority (MFA) in 2022. The next opportunity to pay off the water debt is in 2027. Partial payment of the water debt is not acceptable. Full payment of the water debt would be permitted every 5 years.

Mayor Belenkie provided information regarding the building of a reservoir in Lions Bay.

Councillor Clark declared a Conflict of Interest with regard to specific Road Ends and left the meeting at 7:23 pm.

Council discussed the proposed sale of Road Ends and the potential for those funds being used to offset the cost of a new water reservoir.

Councillor Clark returned to the meeting at 7:27 pm.

Further discussion ensued with Council regarding the cost of maintaining roads, the need for a new Fire Hall and an Asset Management Plan.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That the 2020 – 2024 Financial Plan Bylaw be brought forward to reflect Scenario C "2020 – 2024 Financial Plan including a Water Reservoir in 2020, a Fire Hall in 2022 & Funding of \$350,000 for Infrastructure Deficit (from taxation) Over 3 Years (2021, 2022 & 2023)", with amendments to include a Water Reservoir at a value of \$3.835 million, funded by the sale of one Road End lot for \$2 million and 73% grant funding.

**CARRIED**

**4.1 Tree Committee report**

Sandra Chapman, Chair of the Tree Committee, introduced Committee members, Mary Begg – Vice Chair, Les Bramley and Deborah Struk plus Council representative, Councillor Clark. Committee member Vicki Greig was unable to attend.

S. Chapman provided a PowerPoint presentation as follows:

- The Tree Committee Terms of Reference
- Challenges
- Potential Items for posting on the Village Website
- Council Action Items
- Grant Applications
- Curbside Tree Chipping – Fuel Removal Service
- Riparian Zones
- Tree Trimming Permit
- Dangerous Trees
- New Tree Bylaw
- View Retention

Discussion ensued with regard to various aspects of the Tree Committee report.

Mayor Belenkie noted that when staff bring back a report, costs associated with the recommendations will be included. Mayor Belenkie thanked Committee members for their work on behalf of the Village and for the thorough report.

Moved by: Councillor Clark  
 Seconded by: Councillor Drake

That Council direct staff to prepare a report regarding a Bylaw and / or policy and required actions with regard to the Tree Committee Report dated March 9, 2020.

**CARRIED**

## **6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES**

### **7. BYLAWS**

- 7.1 a) "Village of Belcarra Community Works Gas Tax Reserve Fund Establishment Bylaw No. 546, 2020";**  
**b) "Village of Belcarra Financial Stabilization Reserve Fund Establishment Bylaw No. 547, 2020";**  
**c) "Village of Belcarra General Capital Reserve Fund Establishment Bylaw No. 548, 2020";**  
**d) "Village of Belcarra Land Sale Reserve Fund Establishment Bylaw No. 549, 2020";**  
**e) "Village of Belcarra Parkland Acquisition Reserve Fund Establishment Bylaw No. 550, 2020";**  
**f) "Village of Belcarra Transportation Infrastructure Reserve Fund Establishment Bylaw No. 551, 2020";**  
**g) "Village of Belcarra Vehicle & Equipment Reserve Fund Establishment Bylaw No. 552, 2020";**  
**h) "Village of Belcarra Water Capital Reserve Fund Establishment Bylaw No. 553, 2020";**  
**i) "Village of Belcarra Capital Reserve Fund Transfer Bylaw No. 554, 2020";**  
**j) "Village of Belcarra Operating Reserve Fund Transfer Bylaw No. 555, 2020".**

Moved by: Councillor Drake  
 Seconded by: Councillor Wilder

That Bylaws No. 546, 547, 548, 549, 550, 551, 552, 553, 554, and 555, 2020 be adopted.

**CARRIED**

## **8. CORRESPONDENCE / PROCLAMATIONS**

Moved by: Councillor Wilder  
 Seconded by: Councillor Clark

That correspondence items 8.1 to 8.5 be received.

**CARRIED**

### **INFORMATION ITEMS**

- 8.1** Richelle Foulkes, Community Health Specialist, Healthy Living / Healthier Communities, letter dated February 14, 2020 regarding Fraser Health Tri-Cities Healthier Communities Partnership (TC HCP), Update to Councils and Partners on Key Community Health Issues from July – December 2019

- 8.2 Heather Skipworth, Committee Treasurer, Port Moody Secondary School Parent After Grad Committee, email dated November 4, 2020 regarding Thank you for the Donation to the PMSS 2020 After Grad
- 8.3 Maja Tait, UBCM President & Claire Moglove, Chair, Resolutions Committee, UBCM, letter dated March 4, 2020 regarding UBCM Resolutions Process
- 8.4 Wayne Clogg, Board Chair, Forest Enhancement Society of BC, letter dated March 2, 2020 regarding Forest Enhancement Society of BC Accomplishments Update (full report available at the Village office)
- 8.5 Ralph Drew, Belcarra Resident, email dated March 9, 2020 regarding Applicants for the Official Community Plan (OCP) Review Committee

Moved by: Councillor Clark  
 Seconded by: Councillor Drake

That all Council Committee meetings be recorded and posted on the Village website.

**CARRIED**

**9. NEW BUSINESS**

**10. PUBLIC QUESTION PERIOD**

Sherry Chisholm, 4505 Belcarra Bay Road, queried with regard to her letter dated February 18, 2020 being included in the Belcarra Barnacle.

**11. ADJOURNMENT**

Moved by: Councillor Clark  
 Seconded by: Councillor Begg

That the March 9, 2020 Regular Meeting be adjourned at 9:10 pm.

**CARRIED**

Certified Correct:

  
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 Neil Belenkie  
 Mayor

  
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 Lorna Dysart  
 Chief Administrative Officer