



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
September 14, 2020**



Minutes of the Regular Council Meeting for the Village of Belcarra held September 14, 2020 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

This meeting was held via Zoom Teleconference and was recorded.

Council in Attendance

Mayor Neil Belenkie
Councillor Rob Begg (arrived at 7:02 pm)
Councillor Carolina Clark
Councillor Bruce Drake (arrived at 7:03 pm)
Councillor Liisa Wilder

Staff in Attendance

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

Others in Attendance

Ken Bjorgaard, Financial Consultant, K&E Business Services (departed at 7:27 pm)
Chris Boit, Engineering Consultant, ISL Engineering & Land Services Ltd. (departed at 8:37 pm)
Laura Beveridge, Pooni Group, Planning Consultant

1. CALL TO ORDER

Mayor Belenkie called the Zoom meeting to order at 7:00 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, September 14, 2020

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting, September 14, 2020 be approved as circulated.

CARRIED

Councillor Begg arrived at 7:02 pm

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, July 20, 2020

Moved by: Councillor Begg
Seconded by: Councillor Wilder

That the minutes from the Regular Council Meeting held July 20, 2020 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items.

5. REPORTS

Councillor Drake arrived at 7:03 pm

5.1 Ken Bjorgaard, Financial Consultant, report dated September 14, 2020 regarding Federation of Canadian Municipalities (FCM) Grant Application for Integrated Asset Management / Long-Term Financial Plan Project

K. Bjorgaard outlined the report. He noted that the FCM grant application to develop the Village Integrated Asset Management / Long-Term Financial Plan requires a motion from Council.

Council queried various aspects of the proposed grant application as it relates to Infrastructure. K. Bjorgaard noted that the \$25,000 Village share was approved in the Budget.

Moved by: Councillor Clark
Seconded by: Councillor Drake

1. That Council direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the development of its Integrated Asset Management/Long-Term Financial Plan.

CARRIED

Moved by: Councillor Clark
Seconded by: Councillor Wilder

2. That Council commits to conducting the following activities in its Integrated Asset Management/Long-Term Financial Plan project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Establish Foundation for Asset Management
- Evaluation of Assets/Infrastructure
- Financial Plan Integration & Final Asset Management Report; and

That \$25,000 is committed from the budget toward the cost of this initiative.

CARRIED

5.2 Ken Bjorgaard, Financial Consultant, report dated September 14, 2020 regarding the Statement of Financial Information (SOFI) 2019 Report

K. Bjorgaard outlined the report. He noted that the Statement of Financial Information (SOFI) report is an annual requirement of the Ministry of Municipal Affairs.

Discussion ensued with regard to Council expenses.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the 2019 Statement of Financial Information (SOFI) report be approved; and
That the Mayor and Chief Administrative Officer be authorized to sign the applicable statements within the SOFI report.

CARRIED

5.3 Chris Boit, Engineering Consultant, ISL Engineering and Land Services Ltd., report dated September 10, 2020 regarding Village of Belcarra Fire Flow Modelling

C. Boit outlined a revised introduction to the report. He provided comment and analysis on water consumption / demand during a Fire event illustrating various scenarios.

C. Boit noted that the Fire Underwriters Survey (FUS) is used to inform Municipalities of Underwriter's expectations when setting premiums for insurance. He advised that water supply is not the only consideration in the evaluation process.

Detailed fire flow scenarios were outlined. Considerable discussion ensued with regard to various flow rates.

Moved by: Councillor Clark
Seconded by: Councillor Drake

That Council direct the CAO and Chris Boit, ISL Engineering & Land Services Ltd., to contact the District of North Vancouver to request options and costs on fire flows for 60, 90 and 120 litres of water per second for a period of 2 hours.

CARRIED

Moved by: Councillor Drake
Seconded by: Councillor Begg

That the from Chris Boit, Engineering Consultant, ISL Engineering and Land Services Ltd. dated September 10, 2020 regarding Village of Belcarra Fire Flow Modelling be received for information.

CARRIED

A 5 minute recess was called at 8:37 pm.
The meeting reconvened at 8:41 pm.

5.4 Lorna Dysart, Chief Administrative Officer, report dated September 14, 2020 regarding Land Disposition Policy No. 214

L. Dysart outlined the report. Land Disposition Policy No. 214 would apply to land disposition in the Village generally. The Policy came about as a result of the Revenue Generation Committee recommendation to examine opportunities for disposing of Road End properties. It was noted that the removal of the right of first refusal clause was at Council direction.

Considerable discussion ensued.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That Land Disposition Policy No. 214 be amended to reinstate the right of first refusal, at a discounted market value.

DEFEATED

Mayor Belenkie, Councillor Begg, Councillor Drake
and Councillor Wilder voted in opposition

Moved by: Council Wilder
Seconded by: Council Drake

That Land Disposition Policy No. 214 be deferred to the next meeting to obtain more information from residents.

CARRIED

- 5.5** Lorna Dysart, Chief Administrative Officer, report dated September 14, 2020 regarding Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 569, 2020 – Land Disposition (Road Ends) and Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020

L. Beveridge outlined the report. She noted that the amendments are a result of a land disposition process that was initiated by the Revenue Generation Committee recommendations to examine opportunities for disposing of Road End properties. This process has been ongoing for some time. Considerable discussion ensued.

Moved by: Councillor Drake
Seconded by: Councillor Begg

1. That the Village of Belcarra Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 569, 2020 be read a first and second time; and That the Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 569, 2020 be referred to Public Hearing on September 28, 2020.

CARRIED

Moved by: Councillor Wilder
Seconded by: Councillor Clark

2. That the Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020 be read a first and second time; and That the Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020 be referred to Public Hearing on September 28, 2020.

CARRIED

Moved by: Councillor Begg
Seconded by: Councillor Drake

3. That the Village of Belcarra Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 569, 2020 and Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 568, 2020 be distributed to Metro Vancouver, the City of Port Moody, the Village of Anmore, and the Tsleil-Waututh Nation for review and comment pursuant to Section 475 of the *Local Government Act*.

CARRIED

- 5.6** Lorna Dysart, Chief Administrative Officer, report dated September 14, 2020 regarding Village of Belcarra Fees & Charges Bylaw No. 517, 2018, Amendment No. 570, 2020 (Pre-Application Rezoning Fee)

L. Beveridge outlined the bylaw amendment. She noted the intention of the update is to include a \$500 pre-application fee for large or complex rezoning projects in the Fees and Charges Bylaw. Many municipalities in the Lower Mainland charge a pre-application review fee.

Moved by: Councillor Begg
Seconded by: Councillor Drake

That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 570, 2020 be read a first, second and third time.

CARRIED

5.7 Lorna Dysart, Chief Administrative Officer, verbal report regarding the 2019 Annual Report

L. Dysart outlined the 2019 Annual Report and noted it is a mandatory document required by the Province. The 2019 Annual Report will be posted on the Village website for public viewing.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That the Village of Belcarra 2019 Annual Report be received for information.

CARRIED

5.8 Lorna Dysart, Chief Administrative Officer, report dated September 14, 2020 regarding Letter of Understanding with Port Moody - Proposed Road to Farrer Cove

L. Dysart outlined the report. She noted the purpose of the report is to seek a Letter of Understanding with the City of Port Moody for a proposed road to be built between the Belcarra Village site and Farrer Cove with the inclusion of an Annual Maintenance Agreement with the Village, who would be responsible for costs related to Port Moody managing the maintenance of the road.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That the City of Port Moody be requested to enter into a Letter of Understanding with the Village of Belcarra in support of Belcarra building a road between the Village site and Farrer Cove; and

That the City of Port Moody also be requested to enter into an Annual Maintenance Agreement with the Village of Belcarra, who will be responsible for costs related to Port Moody managing the maintenance of the road.

CARRIED

5.9 Lorna Dysart, Chief Administrative Officer, verbal report regarding letter dated September 3, 2020 from Andrew Pape-Salmon, Executive Director, Building & Safety Standards Branch, Municipal Affairs & Housing regarding Application to Request a Local Authority Variation

Mayor Belenkie outlined the letter received from the Building & Safety Standards Branch, Municipal Affairs & Housing regarding Application to Request a Local Authority Variation. He noted that the Village is requesting permission to establish local building requirements for fire sprinklers.

Considerable discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That the letter dated September 3, 2020 from Andrew Pape-Salmon, Executive Director, Building & Safety Standards Branch, Municipal Affairs & Housing regarding Application to Request a Local Authority Variation be received for information.

CARRIED

- 5.10** Lorna Dysart, Chief Administrative Officer, report dated September 14, 2020 regarding Keeping Chickens, Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 571, 2020 and Fees & Charges Bylaw No. 517, 2018, Amendment Bylaw No. 572, 2020

L. Beveridge outlined the report. Discussion ensued.

Jared Carriere, 3477 Bedwell Bay, provided comments with regard to the experience of his family keeping chickens on a residential property.

Council discussion ensued, public input was provided

Moved by: Councillor Wilder

Seconded by: Councillor Clark

1. Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 571, 2020 be read a first and second time; and

That the Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 571, 2020 be referred to Public Hearing on September 28, 2020.

CARRIED

Councillor Begg voted in opposition

Moved by: Councillor Wilder

Second by: Councillor Drake

That the Keeping of Chickens fee be established \$50.00.

CARRIED

Moved by: Councillor Clark

Seconded by: Councillor Drake

2. That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 572, 2020 be read a first, second and third time, as amended.

CARRIED

- 5.11** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 14, 2020 regarding the 2019 Drinking Water Quality Annual Report.

S. Novak outlined the report which provides the Belcarra Water Supply and Distribution System consumers and the Fraser Health Authority with the required annual water source, supply and water quality information based on 2019 analytical sampling and operational procedures. Considerable discussion ensued.

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the 2019 Drinking Water Quality Annual Report be received for information.

CARRIED

- 5.12** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 14, 2020 regarding Managing Trees, Views & Landscapes Bylaw No. 567, 2020

S. Novak provided an overview of changes implemented per the Tree Committee recommendations as a result of the council meeting held July 20, 2020.

Sandra Chapman, Tree Committee Chair thanked S. Novak for the report.

It was noted that the following items should have been included in the bylaw:

- A map identifying Riparian Areas
- A Tree Maintenance Program for maintaining views
- A Buffer Zone requirement of a maximum 16 ft height for trees within 10 ft of a property line
- Elimination of fees for cutting trees on private land

Mary Begg, Tree Committee Vice-Chair, thanked S. Novak for his work on the bylaw. She queried with regard to the removal of "tree trimming on the foreshore" on the Tree Removal application form.

S. Novak noted that Tree Maintenance was to be included in a separate bylaw as well as the Riparian Zone Map. These items may be more suited to a policy. He further noted that to address a Buffer Zone, residents have been advised and encouraged to implement FireSmart policies.

Considerable discussion ensued.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the "Managing Trees, Views & Landscapes" Bylaw No. 567, 2020 be deferred.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

Mayor Belenkie

6.1 Sasamat Volunteer Fire Department Trustee Appointment

Councillor Begg declared a Conflict of Interest with regard to being named in the motion and left the meeting at 10:34 pm.

Councillor Drake declared a Conflict of Interest with regard to being named in the motion and left the meeting at 10:34 pm.

Mayor Belenkie called for a mover and seconder for a motion to rescind the appointment of Councillor Drake as the Village of Belcarra Trustee to the Sasamat Volunteer Fire Department (SVFD) Board; and
To appoint Councillor Begg as the Village of Belcarra Trustee to the Sasamat Volunteer Fire Department (SVFD) Board.

No mover was forth coming.

Councillor Begg and Councillor Drake returned to the meeting at 10:35 pm.

6.2 Fire Prevention Update

Mayor Belenkie advised that due to Fire Chief Jay Sharpe not signing the Fire Underwriters Survey application, as per the discussion at the Sasamat Volunteer Fire Department Trustees meeting, the report will not move forward.

6.3 RCMP Update

The current RCMP Officer in Charge (IOC) has made a lateral move. Interviews are taking place for a new RCMP IOC soon.

6.4 Parking Update

A report on the Parking Enforcement Bylaw results will be presented at the September 28, 2020 Regular Council meeting.

6.5 Thank you to Belcarra Resident, Paul Droulis for his generous donation of thermometers donated to the Sasamat Volunteer Fire Department.**Councillor Drake****6.6 Speed Control Issues – Indian Arm**

Councillor Drake outlined the speeding issues in Indian Arm. Discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Begg

That Council direct staff to write a letter to the Vancouver Fraser Port Authority requesting consideration for installing buoys for speed control in Indian Arm.

CARRIED**7. BYLAWS****7.1 Village of Belcarra Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020**

Moved by: Councillor Clark

Seconded by: Councillor Begg

That "Village of Belcarra Official Community Plan (OCP) Bylaw No. 435, 2011, Amendment Bylaw No. 566, 2020" be read a third time and adopted.

CARRIED**8. CORRESPONDENCE / PROCLAMATIONS**

Moved by: Councillor Drake

Seconded by: Councillor Begg

That correspondence items 8.1 to 8.23 be received.

CARRIED**ACTION ITEMS****8.1 Jessie Christophersen, Information & Member Services Coordinator, Recycling Council of BC, email dated August 11, 2020 regarding the declaration of "National Waste Reduction Week in Canada, October 19 – 25, 2020".**

Moved by: Councillor Clark

Seconded by: Councillor Begg

That the week of October 19 – 25, 2020 be declared as "National Waste Reduction Week" in the Village of Belcarra.

CARRIED**INFORMATION ITEMS****8.2 Water Committee Meeting Minutes, May 21, 2019****8.3 Kerri Palmer Isaak, Chair, Board of Education, letter dated July 15, 2020 regarding Mental Health Initiative Proposal****8.4 Parent AfterGrad Committee, Port Moody Secondary School, letter dated July 2020 regarding Appreciation for the Donation to the Port Moody Secondary School AfterGrad**

- 8.5 Sav Dhaliwal, Chair, Metro Vancouver Board, letter to Honourable Jonathan Wilkinson Minister of Environment & Climate Change and Honourable George Heyman, Minister of Environment & Climate Change Strategy, dated July 15, 2020 regarding Low Carbon Economic Stimulus Funding in Response to COVID-19 (Full report available at the Village office)
- 8.6 Malcolm Brodie, Mayor, City of Richmond, letter dated July 17, 2020 regarding A Statement Against Racism Related to the COVID-19 Pandemic
- 8.7 Ben Pires, Victoria Resident, email dated July 21, 2020 regarding Colonial Name of Our Province
- 8.8 Rick Glumac, MLA Port Moody – Coquitlam, letter dated July 21, 2020 regarding UBCM 2020
- 8.9 Suzan Hewat, Mayor, Village of Kaslo, letter dated July 23, 2020 regarding A Strategy for Rural Economic Development Through Health Care
- 8.10 Sav Dhaliwal, Chair, Metro Vancouver Board, letter dated July 30, 2020 regarding Approved Metro Vancouver Regional Industrial Lands Strategy
- 8.11 Lori Ackerman, Mayor, Fort St. John, letter dated July 31, 2020 to Premier John Horgan regarding BC Utilities Commission's Approval of BC Hydro's Application to Amend the Net Metering Service under Rate Schedule 1289
- 8.12 Honourable Selina Robinson, Minister of Municipal Affairs & Housing, letter dated August 4, 2020 to Honourable John Horgan, Premier & Honourable Carole James, Minister of Finance regarding UBCM Submission Building BC's Recovery Together (full report available at the Village office)
- 8.13 Malcolm Brodie, Mayor, City of Richmond, letter dated July 31, 2020 regarding Support in Opposition for Fortis BC's Proposed Tilbury Phase 2 LNG Expansion Project (full report available at the Village office)
- 8.14 Mark Vernon, Chief Executive Officer, Architectural Institute of British Columbia, letter dated August 26, 2020 regarding The "Langford Decision" and the Application of the Architects Act.
- 8.15 Chris Nicolls, Secretary-Treasurer/CFO, School District No. 43 (Coquitlam), letter dated September 9, 2020 regarding Capital Bylaw No. 3, Amendment Bylaw No. 1.9 – 2000 (School Site Acquisition Charge Capital Bylaw Amendment) (full report available at the Village office)
- 8.16 Rob Aiello, General Manager, BC, Telus, email dated September 10, 2020 regarding Draft Letter to Honourable Justin Trudeau, Prime Minister of Canada regarding Prioritization of Rural Connectivity Across Canada
- 8.17 Gordon Sadler & Tarja Halmekangas, Belcarra Residents, email dated July 9, 2020 regarding Parking
- 8.18 Sandra Chapman, Tree Committee Chair, letter dated July 18, 2020 regarding Tree Management Bylaw No. 567, 2020 Report dated July 20, 2020
- 8.19 Sandra Chapman, Mary Begg, Vicky Greig, Les Bramley and Deborah Struk, Tree Committee Members, letter dated August 14, 2020 regarding Proposed Bylaw 567
- 8.20 Angela Yin & Yongtao Jiang, Belcarra Residents, email dated August 3, 2020 regarding Upper Watson Road – Access to Main Avenue

- 8.21 Julie Chamberlain, Belcarra Resident, email dated August 9, 2020 regarding Development of the Municipal Property
- 8.22 Deborah Struk, Belcarra Resident, email dated August 18, 2020 regarding Accessibility
- 8.23 Deborah Struk, Belcarra Resident, email dated September 6, 2020 regarding Yard Waste Dumping Marine Foreshore

9. NEW BUSINESS

Town Hall Meetings

Councillor Clark outlined concerns with regard to a Town Hall meeting discussion as it related to reader board signs on Bedwell Bay Road.

Mayor Belenkie apologized as the information he received was misunderstood.

Correspondence – Sasamat Volunteer Fire Department (SVFD) Trustees

Councillor Wilder requested that the letter addressed to the Village of Belcarra Council dated September 14, 2020, regarding the SVFD Board of Trustees, be placed on the September 28, 2020 Council Agenda.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the Regular Council meeting of September 28, 2020 be extended by 15 minutes, per Procedure Bylaw No. 356, 2004.

CARRIED

10. PUBLIC QUESTION PERIOD

Jamie Ross, Belcarra Resident, queried Mayor Belenkie regarding item 6.1 on the Agenda, the SVFD Trustee appointment motion.

Mayor Belenkie and Jamie Ross discussed proper procedure and communication.

L. Dysart noted that the SVFD Board of Trustees letter will be discussed at the next Council meeting.

Peter Struk, Belcarra Resident, queried with regard to the authorization of the towing of cars in the Village.

Mayor Belenkie advised that Council sets policy and staff implement policies as authorized.

John Shooolestani, Belcarra Resident, queried with regard to when dock applications would be available.

11. ADJOURNMENT

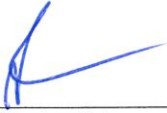
Moved by: Councillor Clark

Seconded by: Councillor Drake

That the September 14, 2020, 2020 Regular Meeting be adjourned at 11: 09 pm.

CARRIED

Certified Correct:



Neil Belenkie
Mayor



Lorna Dysart
Chief Administrative Officer