



VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
VILLAGE HALL  
December 7, 2020



Minutes of the Regular Council Meeting for the Village of Belcarra held December 7, 2020 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

This meeting was held via Zoom Teleconference and was recorded.

**Council in Attendance**

Deputy Mayor Liisa Wilder  
Councillor Carolina Clark  
Councillor Bruce Drake

**Staff in Attendance**

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

**Others in Attendance**

Lisa Zwarn, Chief Election Officer (departed at 7:20 pm)  
Chris Boit, Engineering Consultant, ISL Engineering (departed at 8:30 pm)

Deputy Mayor Wilder made a public statement related to the Village obligation to provide a safe and respectful workplace for employees.

**1. CALL TO ORDER**

Deputy Mayor Wilder called the meeting to order at 7:00 pm.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, December 7, 2020**

Moved by: Councillor Clark  
Seconded by: Councillor Drake

That the agenda for the Regular Council Meeting, December 7, 2020 be revised by adding:

**Item 8.6** Deborah Struk, Belcarra Resident, email dated December 1, 2020 regarding Referendum with Election and response from Lisa Zwarn, Chief Election Officer

And be approved as amended.

**CARRIED**

**3. ADOPTION OF MINUTES****3.1 Regular Council Meeting, November 23, 2020**

Moved by: Councillor Clark  
 Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held November 23, 2020 be adopted.

**CARRIED****4. DELEGATIONS AND PRESENTATIONS**

No items.

**5. REPORTS****5.1 Lisa Zwarn, Chief Election Officer, report dated December 7, 2020 regarding the Ministerial Order for the Belcarra By-Election**

L. Zwarn outlined the report. Discussion ensued.

Moved by: Councillor Clark  
 Seconded by: Councillor Drake

That the following requirements be adopted for the January 23, 2021 By-election:

- 1) All eligible electors be permitted to vote by mail ballot and be permitted to register in conjunction with voting by mail ballot;
- 2) Only 1 scrutineer for each candidate for each ballot box in use at a voting place be permitted while voting proceedings are being conducted;
- 3) An elector, as directed by the election official responsible, be able to make an oral declaration that the elector is entitled to vote in the By-election and has not voted before in the same By-election when obtaining a ballot for voting, in which the election official responsible must make a record that the elector has made an oral declaration;
- 4) Chief Election Officer be able to declare an election by voting or by acclamation at 4:05 pm on December 28; and
- 5) Pursuant to *Community Charter*, section 94(4), as an alternative means of publication, the notices for the advance voting opportunity and the holding of the By-election be given in combination with the following:
  - a) by publishing the notices twice in the Tri-City News;
  - b) by posting the notices on the Village website for the required amount of time;
  - c) by posting the notice on the Village public notice posting place at the Village Hall for the required amount of time; and
  - d) by posting the notice at the various bus stops around the Village for the required amount of time.

Moved by: Councillor Drake  
 Seconded by: Councillor Clark

That the motion be amended by adding:

- e) by sending the notice to residents through the Village email list.

**CARRIED**

The main motion as amended was voted on and

**CARRIED**

Deputy Mayor Wilder thanked Lisa Zwarn for attending the meeting and the information provided.

**5.2** Chris Boit, Engineering Consultant, ISL Engineering and Land Services Ltd., verbal report regarding Water System Information Update

C. Boit provided a verbal report regarding the Belcarra Water System. He has been in contact with the Engineering Department at the District of North Vancouver (DNV). Further information has been requested from the DNV and will be provided when their timetable permits. Council members asked pertinent questions.

Discussion ensued relative to firefighting, the Fire Underwriters Survey, the size of the Tatlow Tank and the feasibility of producing a Standard Water Operators Procedure Manual.

Considerable discussion ensued regarding various aspects of the water system.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Chris Boit, ISL Engineering and Land Services Ltd., be requested to prepare a Standard Water Operators Procedure Manual.

**CARRIED**

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the verbal report regarding Water System Information Update be received for information.

**CARRIED**

Deputy Mayor Wilder thanked Chris Boit for attending the meeting and the information provided.

**5.3** Lorna Dysart, Chief Administrative Officer, report dated December 7, 2020 regarding Sprinklers in New Builds or Major Renovations – Removal of Charges

**Recommendation #1:**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the Tabled item from the November 23, 2020 Council meeting regarding Sprinklers in New Builds or Major Renovations – Removal of Charges, be lifted from the table.

**CARRIED**

L. Dysart outlined the report. Chris Boit outlined concern with regard to a property connecting to the water system for sprinkler use only. There are mandatory regulations and health concerns for the potential of cross contamination if a property connected to the water system for sprinklers only without decommissioning their well. Chris Boit will review information relative to the health code.

**Recommendation #2:**

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 576, 2020" be read a first, second, and third time.

**CARRIED**

**6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES****6.1 TransLink**

Deputy Mayor Wilder provided an update regarding TransLink and the current information provided to the public related to the use of debit and credit cards.

**7. BYLAWS****7.1 Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 575, 2020**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That "Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 575, 2020" be adopted.

**CARRIED****8. CORRESPONDENCE / PROCLAMATIONS**

Moved by: Councillor Clark

Seconded by: Councillor Drake

That correspondence items 8.1 to 8.6 be received.

**CARRIED****ACTION ITEMS****8.1 a) Belcarra Barnacle Volunteers: Michele Babineau, Nora Boekhout, Clive Evans, Bonni Marshall, Michelle Montico, Sandra Reitchel, Deborah Struk and Isabel Wilson, letter dated November 21, 2020 regarding Request for \$1,500.00 Grant for Belcarra Barnacle Society**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the Belcarra Barnacle Society request for a Grant in the amount of \$1,500.00 be approved.

**CARRIED****8.1 b) Rob Vagramov, Mayor, City of Port Moody, letter dated November 4, 2020 regarding Support for the UBCM Resolution regarding Flood Risk Mitigation through Green Infrastructure and Natural Assets**

Moved by: Councillor Clark

Seconded by: Councillor Drake

That Council write a letter of Support for the UBCM Resolution regarding Flood Risk Mitigation through Green Infrastructure and Natural Assets to the Minister of Municipal Affairs & Housing, the Minister of Agriculture and the Premier of British Columbia.

**CARRIED****INFORMATION ITEMS****8.2 Darlene Hartmann, Eagle Ridge Hospital Foundation, email dated November 25, 2020 regarding Eagle Ridge Hospital Foundation – Give Where You Live – Online Holiday Auction, November 27 – December 13, 2020**

- 8.3 Chris Nicolls, Secretary-Treasurer / CFO, School District 43, letter dated November 23, 2020 regarding the Board of Education acclamation of Kerri Palmer Isaak as Chair of the Board and Michael Thomas as Vice-Chair of the Board.
- 8.4 Lori Ackerman, Mayor, City of Fort St. John, letter dated December 1, 2020 regarding UBCM Convention Schedule
- 8.5 Dr. Teale Phelps Bondaroff, Chair & Co-Founder & Devon Black, Co-Founder, AccessBC, email dated December 2, 2020 regarding Thank You for Supporting Increasing Access to Contraception
- 8.6 Deborah Struk, Belcarra Resident, email dated December 1, 2020 regarding Referendum with Election and response from Lisa Zwarn, Chief Election Officer

## 9. NEW BUSINESS

### 9.1 Congratulations

Deputy Mayor Wilder congratulated Lorna Dysart for the 35 year service award she recently received from the Local Government Management Association (LGMA).

### 9.2 Waste and Recycle Depot (WARD)

Councillor Clark queried with regard to progress on the WARD green waste lid repair.

## 10. PUBLIC QUESTION PERIOD

Dave Goodman, Belcarra Resident, queried with regard to an All Candidates meeting and if staff may assist with facilitating the meeting.

Jim Chisholm, Belcarra Resident, queried with regard to the progress on the Village request to the Province for a Sprinkler Bylaw Exception.


## 11. ADJOURNMENT

Moved by: Councillor Drake  
Seconded by: Councillor Clark

That the December 7, 2020 Regular Meeting be adjourned at 8:53 pm.

**CARRIED**

Certified Correct:

  
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Jamie Ross  
Mayor

  
\_\_\_\_\_  
Lorna Dysart  
Chief Administrative Officer