



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
Via Zoom
March 8, 2021**



This meeting was held via Zoom Teleconference and was recorded.

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Bruce Drake
Councillor John Snell
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

Brandon Ma, Partner, Audit & Amar Sanghera, Manager, KPMG LLP (departed at 7:25 pm)
Ken Bjorgaard, Financial Consultant, K&E Business Services
Dan Watson, Pooni Group, Planning Consultant (departed at 9:34 pm)

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:02 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, March 8, 2021

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, March 8, 2021 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, February 16, 2021

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the minutes from the Special Council Meeting held February 16, 2021 be adopted.

CARRIED

3.2 Regular Council Meeting, February 22, 2021

Moved by: Councillor Clark
Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held February 22, 2021 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS**4.1 Superintendent Keith Bramhill, Staff Sergeant Ted Lewko, Corporal Neil Roemer, Introduction of the RCMP Coquitlam Detachment Senior Management Team**

Mayor Ross welcomed Superintendent Keith Bramhill, Staff Sergeant Ted Lewko and Corporal Neil Roemer.

Superintendent Bramhill provided background on his policing experience. He outlined the impact of COVID-19 Pandemic on the RCMP. He noted that he is supportive of working in harmony with elected officials and looks forward to working with the Belcarra community.

Corporal Roemer provided an update on policing in Belcarra over the last year and provided policing statistics for the Village.

Mayor Ross thanked Superintendent Keith Bramhill and welcomed him to his new position. He also thanked Staff Sergeant Ted Lewko and Corporal Neil Roemer for attending the meeting and the RCMP support of the municipality.

4.2 Brandon Ma, Partner, Audit, & Amar Sanghera, Manager, KPMG LLP, verbal report regarding 2020 Audit Planning Report dated March 8, 2021

Brandon Ma provided a PowerPoint presentation on the 2020 Audit Plan and advised that the audit will be completed remotely, due to the COVID-19 Pandemic.

B. Ma provided an overview of the Audit Planning Report as follows:

- Areas of Focus for Financial Reporting
- Effective Communication
- Audit Materiality
- Quality Control & Independence
- New Accounting & Auditing Standards
- Current Developments

Moved by: Councillor Clark
Seconded by: Councillor Drake

That the 2020 Audit Planning Report provided by Brandon Ma and Amar Sanghera, KPMG be received for information.

CARRIED

Mayor Ross thanked Brandon Ma and Amar Sanghera, on behalf of Council, for their attendance and the work they do for the Village.

4.3 Brian Hirsch, Belcarra Resident, regarding Corporate Policy No. 210 regarding Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B)

Brian Hirsch presented a prepared statement with regard to Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B). He provided the history of STRA in Belcarra. He requested that no further action be taken and that the process be complaint driven. Considerable discussion ensued.

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) presentation made by Brian Hirsch be received for information.

CARRIED

5. REPORTS

5.1 Ken Bjorgaard, Financial Consultant, report dated March 8, 2021 regarding the Draft 2021 – 2025 Financial Plan

K. Bjorgaard provided a presentation and outlined the Draft 2021 – 2025 Draft Financial Plan report as follows:

- Impact of Strategic Planning
- General Operating Fund
- Water Operating Fund
- Waste & Recycle Depot (WARD) Operating Fund
- Capital Plan
- Reserve & Surplus
- Community Grants
- Property Tax & User Fees for Water & WARD
- Comparative Benchmarks

Considerable discussion ensued with regard to various aspects of the report. Council asked pertinent questions.

K. Bjorgaard advised that the Financial Plan will be brought forward to the Regular Council meeting scheduled for March 22, 2021.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the Draft 2021 – 2025 Financial Plan report dated March 8, 2021, be received for information.

CARRIED

5.2 Ken Bjorgaard, Financial Consultant, report dated March 8, 2021 regarding COVID-19 Safe Restart Grant

K. Bjorgaard outlined the report noting the purpose of the report was to inform Council of the use of COVID-19 Safe Restart Grant funds in 2020 and to highlight the remaining grant funds. All items and amounts claimed in 2020 were reviewed with the Local Government Infrastructure and Finance Branch of the Ministry of Municipal Affairs and Housing.

Discussion ensued. Council asked pertinent questions.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the COVID-19 Safe Restart Grant report dated March 8, 2021 from the Financial Consultant, be received for information.

CARRIED

- 5.3** Lorna Dysart, Chief Administrative Officer & Ken Bjorgaard, Financial Consultant, regarding the Village of Belcarra Council Indemnity Increase Bylaw No. 579, 2021

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That the Village of Belcarra Council Indemnity Bylaw No. 579, 2021 be read a third time.

CARRIED

- 5.4** Lorna Dysart, Chief Administrative Officer, verbal report regarding Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy update

Dan Watson, Pooni Group, Planning Consultant, provided an overview and update on the Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy.

L. Dysart advised that the policy was adopted on January 27, 2020. Considerable discussion ensued.

Des Wilson noted that the Zoning Advisory Committee agreed to increase the size of carriage houses for long term accommodation. The purpose was to provide affordable opportunities for young families and potential volunteer fire fighters to live in the Village.

Moved by: Councillor Clark
Seconded by: Councillor Drake

That "Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 580, 2021" be read a first and second time and be referred to Public Hearing

The motion was WITHDRAWN
with consent of the Mover and Seconder

Moved by: Councillor Clark
Seconded by: Councillor Snell

That staff bring back Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Accommodation Policy No. 210 to the Regular Council meeting scheduled for March 22, 2021, for further review by Council.

CARRIED

- 5.5** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated March 8, 2021 regarding Provincial FireSmart Economic Recovery Fund Grant Application

S. Novak outlined the Provincial FireSmart Economic Recovery Fund Grant Application. He noted that it is a group funding grant application for a 2021 FireSmart Grant with 3 other municipalities and requires approval of Council to participate. The City of Coquitlam is prepared to take on the responsibility of applying for the grant and submitting the business case for funding.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That Council approve an application for a 2021 FireSmart Economic Recovery Fund Grant in the amount of \$500,000 that will be managed by the primary applicant, the City of Coquitlam.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

6.1 International Women's Day

Mayor Ross acknowledged International Women's Day. He recognized the first Belcarra Mayor Verna Barrett, Councillor Clark and Councillor Wilder and the accomplishments and leadership they have provided. He noted that many female Belcarra residents work tirelessly in service to the community and are role models for other young women in the Village.

Mayor Ross recognized the work done by Lorna Dysart, Chief Administrative Officer, with Fraser Health during the COVID-19 Pandemic.

He expressed his appreciation to the Women of Belcarra for their contributions to the community.

Pay Parking at the Belcarra Park Picnic Area & White Pine Beach

Councillor Clark, who is a member of the Metro Vancouver Parks Committee, provided an overview on the upcoming Metro Parks news announcement regarding pay parking at Belcarra Regional Park Picnic Area and White Pine Beach. Pay parking is scheduled to commence on April 1, 2021 to September 30, 2021.

It is anticipated that park users will be encouraged to use transit and carpool to ease parking issues and that this is a traffic management tool being implemented.

It was noted that a meeting is taking place with staff from Metro Vancouver Parks, Port Moody and Belcarra to discuss parking matters that impact the three areas.

7. BYLAWS

No items.

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Drake
Seconded by: Councillor Clark

That correspondence items 8.1 to 8.18 be received.

CARRIED

ACTION ITEMS

- 8.1 Honourable Nelly Shin, Member of Parliament, Port Moody-Coquitlam, Anmore & Belcarra, letter dated February 22, 2021 regarding Establishing a National 3 Digit Suicide Prevention Hotline to Canada

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the Village of Belcarra endorse the 9-8-8 crisis line initiative; and
That staff be directed to send a letter indicating support to the local MP, MPP, Federal Minister of Health, the CRTC and UBCM municipalities to indicate the support of Belcarra.

CARRIED

- 8.2 Carmen Jaklin, Belcarra Resident, email dated March 2, 2021 regarding Possibility of Grant Money for Anmore Elementary

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the Anmore Elementary grant request be forwarded to budget discussions for consideration.

CARRIED

INFORMATION ITEMS

- 8.3 Kerri Palmer Isaak, School Trustee, School District 43 (Coquitlam), newsletter dated February 2021 regarding Community Update – Happy Spring 2021 Village Families
- 8.4 Katherine Vanlerberg, Co-Chair, Gleneagle Secondary After-Grad Committee, email dated February 15, 2021 regarding Celebrating Grads of 2021 in SD43
- 8.5 Jay Chalke, Ombudsperson, Province of BC, letter dated February 4, 2021 regarding Quarterly Reports: October 1 – December 31, 2020
- 8.6 Jonathan Cote, Mayor, City of New Westminster, letter dated February 23, 2021 regarding Equity and Diversity on the E-Comm Board
- 8.7 Sasamat Volunteer Fire Department (SVFD) Board of Trustees, Meeting Minutes of February 18, 2021
- 8.8 Brian Hirsch, Belcarra Resident, email dated February 18, 2021 regarding Clarification & Comments on Corporate Policy 210 regarding STRA & B&B
- 8.9 Dave Warren, Belcarra Resident, email dated February 22, 2021 regarding Council Consideration – Concept of Establishing Group Wharfs in Bedwell Bay
- 8.10 Barb & Randy Hubbs, Belcarra Residents, email dated February 22, 2021 regarding Group Docks
- 8.11 Jillian Hull, Belcarra Resident, letter dated February 23, 2021 regarding Notice of Motion – New Docks in Bedwell Bay
- 8.12 Nancy Johnston, Belcarra Resident, email dated February 24, 2021 regarding Group Wharves
- 8.13 Janet Robertson, Belcarra Resident, email dated March 1, 2021 regarding Active Transportation Path on Bedwell Bay Road

- 8.14 Jol & Jodi Drake, Belcarra Residents, email dated March 2, 2021 regarding Letter for Belcarra Council Supporting Pedestrian Walkway
- 8.15 John Stubbs, Belcarra Resident, email dated March 2, 2021 regarding Support to Mayor & Council for Pathway Along Belcarra Bay Road
- 8.16 Ian MacDonald, Belcarra Resident, email dated March 2, 2021 regarding Safe Walking Paths
- 8.17 Des Wilson, Belcarra Resident, letter received March 2, 2021 regarding Short Term Rental Accommodation (STRA)
- 8.18 Naing Family, Belcarra Residents, email dated March 3, 2021 regarding Support for Walking Areas

9. NEW BUSINESS

Procedure Bylaw

Councillor Snell proposed adding 9.1 Unfinished Business to the Council Agenda and to move New Business to 9.2.

L. Dysart advised that this recommendation would require an amendment to the Procedure Bylaw.

Council concurred that they would not make the change at this time.

Request for Chris Boit, ISL Engineering, Engineering Consultant

Councillor Snell requested that Chris Boit, ISL Engineering, Engineering Consultant, provide a written report regarding the request for drafting of Procedure Manuals for the Water Operators.

10. PUBLIC QUESTION PERIOD

Rob Begg, Belcarra Resident, requested to add an item under New Business.

Mayor Ross advised that Council members may bring items forward. He further noted that Public Question Period is where residents may raise questions on agenda items.

Sherry Chisholm, Belcarra Resident, queried with regard to the public asking questions or speaking on any topic in Public Question Period.

Considerable discussion ensued.

11. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the March 8, 2021 Regular Meeting be adjourned at 10:27 pm.

CARRIED

Certified Correct:



Jamie Ross
Mayor



Paula Richardson
Acting Corporate Officer