



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VIA ZOOM**

**March 22, 2021 at 7:00 pm Reconvened
to March 25, 2021 at 7:00 pm**



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

Stewart Novak, Public Works & Emergency Preparedness Coordinator
Paula Richardson, Acting Corporate Officer
Connie Esposito, Recording Secretary

Staff Absent

Lorna Dysart, Chief Administrative Officer

Others in Attendance

Richard White, RWPAS Ltd., Planning Consultant (left 7:14 pm on Mar 22)
Dan Watson, Pooni Group, Planning Consultant
Ken Bjorgaard, Financial Consultant, K&E Business Services (left 9:55 pm Mar 25)

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:01 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, March 22, 2021

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, March 22, 2021 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES**3.1 Regular Council Meeting, March 8, 2021**

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the minutes from the Regular Council Meeting held March 8, 2021 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items presented.

5. REPORTS**5.1 Richard White, RWPAS, Planning Consultant, report dated March 22, 2021 regarding Province of British Columbia Housing Needs Assessment — UBCM Housing Needs Report**

R. White provided an overview of the BC Housing Needs Assessment Report. He noted that the Housing Needs Assessment report is required by the Province and is supplemented with a \$15,000 grant in order to cover the cost of producing the report. The report will be produced along with the Villages of Anmore and Lions Bay.

Moved by: Councillor Drake
Seconded by: Councillor Clark

That Staff and the Village Planning Consultants be directed to prepare a Belcarra Housing Needs Assessment using the UBCM grant, in co-operation with the Villages of Lions Bay and Anmore.

CARRIED

5.2 Dan Watson, Pooni Group, Planning Consultant, report dated March 22, 2021 regarding Short Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Policy update

D. Watson provided an overview of the Short-Term Rental Accommodation (STRA) and Bed and Breakfast (B&B) Policy report. He outlined his report noting the history of the policy that was approved by Council in 2020 and to bring back the policy for Council review.

That the Village of Belcarra Corporate Policy No. 210 be amended as follows:

Item 1: STRA/B&B Policy 2.5: Proof of Insurance

Moved by: Councillor Drake
Seconded by: Councillor Clark

That Council retain STRA/B&B Policy 2.5 requirement for \$2,000,000 insurance, naming the Village as additional insured.

CARRIED

Item 2: STRA/B&B Policy 5.1: Length of Stay

Moved by: Councillor Clark
Seconded by: Councillor Snell

That Council amend STRA/B&B Policy 5.1 as follows: "Short Term Rental and/or Bed & Breakfast Accommodations are permitted for a maximum stay of 30 nights per stay."

CARRIED

Item 3: STRA/B&B Section 6: Parking and Bylaw Compliance and Section 8: Noise and Nuisance

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That Council retain STRA/B&B Policy Section 6: Parking and Bylaw Compliance and Section 8: Noise and Nuisance.

CARRIED

Item 4: STRA/B&B Section 9: Enforcement

Moved by: Councillor Clark
Seconded by: Councillor Drake

That Council retain STRA/B&B Policy Section 9: Enforcement.

CARRIED

Item 5: Proposed amendments to Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 581, 2021

Moved by: Councillor Drake
Seconded by: Councillor Clark

That Council amend Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 581, 2021 by removing the requirement of a refundable security deposit of \$1,000.

CARRIED

Mayor Ross voted in opposition

Moved by: Councillor Snell
Seconded by: Councillor Wilder

That Council amend Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 581, 2021 by removing the \$250. Inspection fee.

CARRIED

Mayor Ross & Councillor Drake voted in opposition

Item 6: Community comments on the merits of STRA/B&B and implications for the rental market

Moved by: Councillor Drake
Councillor by: Councillor Clark

That Staff be directed to report back on the implementation of Village of Belcarra Corporate Policy No. 210 one year after the adoption of Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 580, 2021, if adopted.

CARRIED

Item 7: Ownership Occupancy

Moved by: Councillor Clark
Seconded by: Councillor Drake

That Council amend STRA/B&B Policy 4.1 as follows: "The property used for Short Term Rental or Bed & Breakfast Accommodation must be the principal residence of the business operator. The business operator must also be the/an owner of the property."

CARRIED

Item 8: Community comments on the cost-benefit analysis of implementing a STRA/B&B Policy

Moved by: Councillor Snell
Seconded by: Councillor Wilder

That the Inspection Fee of \$250 be removed from the Fees and Charges Bylaw 517, 2018 Amendment Bylaw No. 581, 2021.

CARRIED

Mayor Ross and Councillor Drake voted in opposition

Moved by: Councillor Drake
Seconded by: Councillor Clark

That the following bylaw be given First and Second Reading, and be referred to Public Hearing:

- Village of Belcarra Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 580, 2021.

CARRIED

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That the following bylaws be given First and Second Readings:

- Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 581, 2021; and
- Village of Belcarra Business License Bylaw No. 227, 1995, Amendment Bylaw No. 582, 2021.

CARRIED

Mayor Ross voted in opposition

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the Regular Council Meeting dated March 22, 2021 be extended by 5 minutes at 11:00 pm.

CARRIED

Moved by: Councillor Snell
Seconded by: Councillor Drake

That the Regular Council Meeting dated March 22, 2021 be reconvened on Thursday, March 25, 2021 at 7:00 pm.

CARRIED

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the Regular Council meeting dated March 22, 2021 be adjourned at 11:05 pm.

CARRIED

➤ **March 25, 2021 – The meeting reconvened at Item 5.3**

1. CALL TO ORDER

Mayor Ross called to order the Regular Council meeting of March 25, 2021, which was reconvened from March 22, 2021 at Item 5.3 at 7:00 pm

5.3 Ken Bjorgaard, Financial Consultant, report dated March 22, 2021 Draft 2021 – 2025 Financial Plan Update

K. Bjorgaard provided a detailed overview of the Draft 2021 – 2025 Financial Plan noting the following:

Appendix "A" – General Operating Fund Explanation of Variances versus Actual
Appendix "B" – Water Operating Fund Explanation of Variances versus Actual
Appendix "C" – Water Operating Fund Explanation of Variances versus Actual
Appendix "D" – 2021 Budget Items Received for Discussion Purposes
Appendix "E" – Draft 2021 – 2025 Financial Plan

Considerable discussion ensued relative to various items included in the 2021 – 2025 Financial Plan Update including:

- Housing Needs Assessment Study;
- Water debt payout option;
- Explanation of increase in utility rates;
- Varying rate schemes;
- Parking ticket revenue recorded based on accrual-based accounting method;
- Explanation of variances from 2020 versus 2021;
- Review of budgets for the General Operating Fund, Water Fund and WARD fund;
- Varying tax rate scenario's to be brought forward for public consultation;
- Inclusion of quote from Sea to Sky for live streaming of Council meetings;
- Council approach to Midden Road repair and multi use courts; and
- Grant requests from various community organizations to be reviewed.

Recess at 9:00pm

Meeting returned at 9:06pm

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the Draft 2021 – 2025 Financial Plan Update report dated March 22, 2021 be received for information.

CARRIED

Moved by: Councillor Drake
Seconded by: Councillor Clark

That Council consider three tax rate plan scenarios to be brought forward for public consultation as follows:

Scenario A

- 5% per increase in property taxes in 2021 and each year thereafter in the plan to 2025;
- 10% per increase in water user rates in 2021 and each year thereafter in the plan to 2025; and
- 10% per increase WARD (Waste & Recycle Depot) user rates in 2021 and each year thereafter in the plan to 2025.

Scenario B

- 7% per increase in property taxes in 2021 and each year thereafter in the plan to 2025;
- 12% per increase in water user rates in 2021 and each year thereafter in the plan to 2025; and
- 12% per increase WARD user rates in 2021 and each year thereafter in the plan to 2025.

Scenario C

- 10% per increase in property taxes in 2021 and each year thereafter in the plan to 2025;
- 12% per increase in water user rates in 2021 and each year thereafter in the plan to 2025; and
- 15% per increase WARD user rates in 2021 and each year thereafter in the plan to 2025.

CARRIED

Discussion ensued relative to the proposed expenditure for providing mulch for maintenance of Farrer Cove Road.

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That Council approve the expenditure for mulch for the maintenance of Farrer Cove Road from the public works budget for 2021.

CARRIED

5.4 Ken Bjorgaard, Financial Consultant, report dated March 22, 2021 regarding the 2021 – 2025 Financial Plan Bylaw Objectives and Policies

K. Bjorgaard provided an overview of the Draft 2021 – 2025 Financial Plan Bylaw Objectives and Policies noting that this is required by the *Community Charter*.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That "2021 – 2025 Financial Plan Bylaw Objectives and Policies" report dated March 22, 2021, from the Financial Consultant, be received for information.

CARRIED

5.5 Ken Bjorgaard, Financial Consultant, report dated March 22, 2021 regarding Monitored Fire Alarms

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That the Monitored Fire Alarms report dated March 22, 2021, from the Financial Consultant, be received for information.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

Mayor's Reports

6.1 Doug Bakker - Resignation

Mayor Ross provided a verbal report on the resignation of Doug Bakker. He noted that Doug Bakker has worked for the Village since 2012 as a Public Works Staff / Water Operator. He has also been a volunteer firefighter with the Sasamat Volunteer Fire Department (SVFD). Council and Staff wish him well in his future endeavors.

6.2 COVID-19 Vaccination Schedule

Mayor Ross provided a verbal report regarding the COVID-19 vaccination schedule noting that Fraser Health has accelerated the booking schedule for COVID-19 immunization appointments. The Village website is updated regularly with information from Fraser Health.

6.3 Strategic Plan Initiatives

Mayor Ross spoke regarding the Strategic Plan Initiatives priority list which include:

- Asset Management
- Consolidated Enhanced Fire Protection
- Parking Bylaw Enforcement
- Official Community Plan
- Group Wharfage's
- Belcarra Community Pathways

- Road to Farrer Cove
- Traffic Control
- Multi Use Court

6.4 Invitation Letters to Committees

Mayor Ross and the Council representatives are meeting with respective Committees in the coming weeks to receive an update with possible recommendations to be brought forward for Council review.

6.5 Councillor Clark - Reports

Councillor Clark commented regarding:

- The parking initiatives and current rules that will remain in effect until a public meeting takes place;
- The cutting of trees on park land that have been identified as diseased and therefore hazardous trees that need to be removed; and
- Metro Vancouver Park's implementation of pay parking that will take effect on April 1, 2021 with payment methods to include parking meters and through apps on smartphones.

6.6 Councillor Drake - Report

Councillor Drake commenting regarding Fire Smart initiatives that will be forthcoming pending the information received by the District of North Vancouver and recommendations from the Water Committee.

6.7 Councillor Wilder - Report

Councillor Wilder commented regarding the moratorium on docks in Bedwell Bay and seeking clarification on details included in the map from the Vancouver Port Authority.

7. BYLAWS

7.1 Village of Belcarra Council Indemnity Bylaw No. 579, 2021

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the "Village of Belcarra Council Indemnity Bylaw No. 579, 2021" be adopted.

CARRIED

8. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That correspondence items 8.1 to 8.15 be received.

CARRIED

ACTION ITEMS

No items.

INFORMATION ITEMS

- 8.1 Walt Cobb, Mayor, City of Williams Lake, letter dated February 18, 2021 to Premier John Horgan, Hon. Adrian Dix, Minister of Health and Dr. Bonnie Henry, Provincial Health Officer, regarding Vaccine Distribution
- 8.2 Jonathan Cote, Mayor, City of New Westminster, letter dated March 4, 2021 regarding Local Government Election Candidates: Access to Multifamily Dwellings during the Campaign Period (full report available at the Village office)
- 8.3 Jonathan Cote, Mayor, City of New Westminster, letter dated March 4, 2021 regarding Single-Use Item Regional Regulation (full report available at the Village office)
- 8.4 Gina Farid, Administrative Assistant, Office of Nelly Shin, MP, email dated March 4, 2021 regarding Canada Healthy Communities Initiative
- 8.5 Jonathan Cote, Mayor, City of New Westminster, letters dated March 5, 2021 to Honourable Harry Bains, Minister of Labour and Honourable Melanie Mark, Minister of Tourism, Arts, Culture & Sport regarding Support for Laid-off Hotel & Tourism Industry Workers
- 8.6 Christine Fraser, Mayor, Township of Spallumcheen, letter dated March 5, 2021 to Honourable Patty Hajdu regarding Support for 988 Crisis Line
- 8.7 Dr. Victoria Lee, President & Chief Executive Officer, Fraser Health Authority, letter dated March 8, 2021 regarding COVID-19 Immunization Clinics for Belcarra
- 8.8 Lisa Helps, Mayor, City of Victoria, letter dated March 10, 2021 regarding Endorsement of the Help Cities Lead Campaign
- 8.9 Walt Cobb, Mayor, City of Williams Lake, letter dated March 11, 2021 to Premier John Hogan regarding Call for Public Inquiry: Stronger Sentencing for Prolific & Repeat Offenders
- 8.10 Kate Barchard, Corporate Officer, City of Pitt Meadows, letter dated March 11, 2021 regarding Fair Taxation from Railway Operations & Industrial Parks
- 8.11 Jan Simpson, National President, Canadian Union of Postal Workers, letter dated March 2021 regarding Request for Support for Delivering Community Power
- 8.12 Colleen MacDonald, Belcarra Resident, email dated March 7, 2021 regarding Recording of Mikael Colville-Anderson Now Available (full report available at the Village office)
- 8.13 Sherry Chisholm, Belcarra Resident, letter dated March 9, 2021 regarding The Concerned Taxpayer
- 8.14 Julie Chamberlain, Belcarra Resident, email dated March 10, 2021 regarding Abuse of Belcarra Mayor and Council

- 8.15 Brian Hirsch, Belcarra Resident, email dated March 17, 2021 regarding Resubmission: Clarification & Comments on Corporate Policy 210 regarding STRA & B&B

9. **NEW BUSINESS**

No items presented.

10. **PUBLIC QUESTION PERIOD**

Joe Elworthy, Belcarra Resident, commented regarding the Financial Plan and requested that Council consider the ongoing impact of the COVID-19 pandemic on personal finances with respect to property taxes and the budget.

Ben Shoolestani, Belcarra Resident, queried regarding the status of moratoriums on docks in Bedwell Bay and clarification on updating of maps provided by the Vancouver Port Authority.

Conflict of Interest

10:21 pm Mayor Ross declared a Conflict of Interest and recused himself from the Regular Council meeting noting that he was not entitled to participate because of a direct or indirect pecuniary interest in the matter.

Deputy Mayor Clark assumed the Chair

Deputy Mayor Clark noted that the topic of maps related to docks will be brought forward at a later date and is not part of the current Regular Council Agenda

Mayor Ross returned to the meeting at 10:23 pm and assumed the Chair.

Conflict of Interest

10:26 pm Mayor Ross declared a Conflict of Interest and recused himself from the Regular Council meeting noting that he was not entitled to participate because of a direct or indirect pecuniary interest in the matter.

Deputy Mayor Clark assumed the Chair

Deputy Mayor Clark reiterated her earlier statement that the topic of maps related to docks will be brought forward at a later date and is not part of the current Regular Council Agenda

Mayor Ross returned to the meeting at 10:28 pm and assumed the Chair.

Peter Struk, Belcarra Resident, queried with regard to a letter that included comments pertaining to the gallery.


11. ADJOURNMENT

Moved by: Councillor Wilder
Seconded by: Councillor Drake

That the March 25, 2021 Regular Meeting be adjourned at 10:38 pm.

CARRIED

Certified Correct:



Jamie Ross
Mayor



Paula Richardson
Acting Corporate Officer