



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
Via Zoom
July 5, 2021**



This meeting was held via Zoom Teleconference and was recorded.

Council in Attendance

Mayor Jamie Ross
Councillor Carolina Clark
Councillor Bruce Drake
Councillor Liisa Wilder

Council Absent

Councillor John Snell

Staff in Attendance

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

Others in Attendance

Chris Boit, ISL Engineering Services, Engineering Consultant
Eric White, RWPAS Ltd., Planning Consultant (departed the meeting at 7:50 pm)

*AMENDED:
JULY 19/21
6.5 p.m.
D. Grant*

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, July 5, 2021

Moved by: Councillor Wilder
Seconded by: Councillor Drake

That the agenda for the Regular Council Meeting, July 5, 2021 be amended by removing the Delegation Item 4.1 Canadian Pacific Trials Association; and

That the agenda for the Regular Council Meeting, July 5, 2021 be amended by adding:

Item 9.1	Councillor Drake – Water Committee Update – Fraser Health
Item 9.2	Councillor Drake – Operational Procedures
Item 9.3	Councillor Drake – Risk of Wildfires
Item 9.4	Councillor Drake – Water System Pressure Levels
Item 9.5	Councillor Drake – Cost of Rechlorination
	Councillor Clark – Parking in Hall Parking Lot; and

That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES**3.1 Regular Council Meeting, June 21, 2021**

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held June 21, 2021 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS**4.1 Pierce McNeal, President, Ron Walsh, Director, Canadian Pacific Trials Association**

This item was withdrawn from the Agenda.

5. REPORTS**5.1 Public Meeting****Development Variance Permit Application (DVP 2021-01) - 5220 Coombe Lane**

L. Dysart advised that one written submission was received.

Written submission received:

NAME	CORRESPONDENCE DATE	RECEIVED DATE
1) Mary Ann Pope 5285 Coombe Lane	July 1, 2021	July 1, 2021 – no objection

Mayor Ross described the procedure for the Public Meeting as follows:

"All persons present who believe that their interest in property is affected by the proposed Development Variance Permit application will be given a reasonable opportunity to be heard, make representations, or to present written submissions. People who pre-registered and are on the Speakers' List will speak first. Put your hand up on the Zoom Webinar to join the Speakers' List during the Public Meeting. When called on, please state your full name and address for the record.

Members of Council may ask questions of you following your presentation. The function of Council members during the Public Meeting is to listen to the views of the public. It is not the function of Council at this time to debate the merits of the proposed Development Variance Permit application.

After the Public Meeting has concluded, Council may, without further notice, give whatever effect Council believes proper to the representations made.

Everyone will be given a reasonable opportunity to be heard at this Meeting. No one will be discouraged or prevented from making their views heard.

Written submissions received during the Meeting will be available on the website the day following the meeting so that everyone may examine these documents.

To maintain order and to ensure everyone has a reasonable opportunity to be heard, the following rules of procedure have been established:

1. A Speakers' List has been established. If you wish to address the Public Meeting, please ensure that you place your name on the Speakers' List. You may add your

name to the list at any time by using the “raise hand” function on the Zoom Webinar. If you are speaking from prepared remarks, please send a copy to the Chief Administrative Officer, ldysart@belcarra.ca.

2. Please commence your remarks by stating your name and address. If you are speaking on behalf of some other person or organization, please identify the name of that person or organization you are representing.
3. Each speaker is requested to limit their remarks to no more than five minutes each time, subject to adding your name to the Speakers' List again.
4. Your comments must be specifically related to the subject of the Development Variance Permit and be directed to the Chair. You must not obstruct the Public Meeting. I would request that all speakers be civil, respectful of others and ensure your comments address the specific issue being considered.
5. After everyone on the Speakers' List has spoken once, speakers will be allowed supplementary presentations, if they have added their name to the list again. You may not present a submission you have already made.

Please observe these rules and if you have any concerns with the manner in which the Public Meeting is conducted, please direct your comments to Mayor Ross”.

Mayor Ross called for Public Input.

David Goodman, 5163 Whiskey Cove Lane, queried with regard to why the application was considered a Development Variance Permit rather than a Board of Variance decision.

Patty Andersen, 5170 Coombe Lane, advised that she had no concern with the variance. She queried with regard to potential drainage issues with tree removal or landscaping.

John Shooolestani, 4376 Marine Avenue, queried with regard to a potential change to the Zoning Bylaw.

Mayor Ross called for public input. There was no further public input.

L. Dysart clarified the difference between a Development Variance Permit and a Board of Variance Application.

Council discussed various aspects of the DVP application.

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That all written and verbal submissions regarding DVP Application 2021-01 – 5220 Coombe Lane, be received.

CARRIED

Moved by: Councillor Clark
Seconded by: Councillor Drake

That Council authorize the issuance of the Development Variance Permit 2021-01 to relax zoning regulations to construct an Accessory Coach House on the property at 5220 Coombe Lane.

CARRIED

5.2 Lorna Dysart, Chief Administrative Officer, report dated July 5, 2021 regarding Strategic Planning Update

L. Dysart outlined the Strategic Planning Update. Discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That the report dated July 5, 2021 regarding Strategic Planning Update be received for information.

CARRIED

5.3 Lorna Dysart, Chief Administrative Officer, report dated July 5, 2021 regarding Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 588, 2021

L. Dysart outlined the report. Council discussed the staff recommendation in the report regarding the *Community Charter* and the Council meeting topics that must be closed to the public.

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the "Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 588, 2021" be amended by adding:

"The Mayor or whoever is Chairing the Council meeting, be granted the authority to consider if a question or comment from a member of the public is appropriate to be raised in a Regular Council meeting i.e. a matter of litigation, or personnel, or other topics that are included in the *Community Charter, Section 90 (1) and (2)*, as Council meeting topics that may or must be closed to the public."

CARRIED

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That "Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 588, 2021", be read a first time, as amended.

CARRIED

5.4 Lorna Dysart, Chief Administrative Officer, verbal report regarding reports presented at the Water Committee meeting held on June 28, 2021 as follows:

a) Chris Boit, ISL Engineering, memorandum dated June 24, 2021 regarding Operating Belcarra's Water System

b) Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated June 28, 2021 regarding Raising the Water Level in Tatlow Reservoir

L. Dysart provided a verbal report regarding the Water Committee meeting with Mayor Ross and Councillor Drake, held on June 28, 2021. Discussion ensued.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the following reports be received for information:

a) Chris Boit, ISL Engineering, memorandum dated June 24, 2021 regarding Operating Belcarra's Water System

b) Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated June 28, 2021 regarding Raising the Water Level in Tatlow Reservoir

CARRIED

- 5.5 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated July 5, 2021 regarding Purchase of a New Flail Mower Attachment

S. Novak outlined the report. It was noted that taxes are included in the price quoted.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the 2021-2025 Financial Plan for capital be amended to include \$35,000. in 2021 for the purchase of a new Flail Mower Attachment, with funding from the General Capital Reserve Fund; and

That a \$35,000. reduction be made in the capital budget in 2023 for the purchase of a New Holland tractor at a total cost of \$120,000. (\$155,000. - \$35,000.).

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

Mayor's Reports

6.1 Continued Support for Indigenous People – Next Steps

Mayor Ross expressed his deepest sympathies for the people of the community of Lytton, the Lytton First Nation and others in the area affected by the unfathomable losses recently incurred due to the wildfires. He noted that any donations made to the people of the region are very much appreciated.

6.2 COVID19 Step 3 – Restart Plan July 1, 2021

Mayor Ross provided an overview of the COVID-19 Step 3 Restart Plan scheduled for July 1, 2021. He extended a thank you to staff for their work during the COVID-19 Pandemic. Mayor Ross also expressed his appreciation to front line workers who worked tirelessly to keep citizens safe, protected and cared for, over the last 18 months.

6.3 TransLink Grant Application Update

Mayor Ross provided an overview of the TransLink Grant Funding of \$130,000. to the Village to help construct a multi-use path over a 12-block span from Midden Road to enhance active transportation and road safety.

6.4 Water Committee Update

Mayor Ross thanked Water Committee Members for their work and Councillor Drake as Council representative to the Water Committee.

6.5 Councillor Clark – Parking & Traffic Update

Councillor Clark advised that she is a member of the Metro Vancouver Parks Committee. She provided an overview of parking in the region. She noted that TransLink has provided short term and mid term plans that have included increasing the number of buses to the Belcarra area Parks. Councillor Clark expressed concern with regard to bus delays caused by traffic line ups at the Park. Residents provided comments related to traffic matters.

7. BYLAWS

No items.

"AND FIRST
RESPONDERS"
AMENDED:
JULY 19, 2021
[Signature]

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That correspondence items 8.1 to 8.5 be received.

CARRIED

ACTION ITEMS

- 8.1** Honourable Peter Julian, MP, New Westminster – Burnaby, letter dated June 17, 2021 regarding Seeking Your Endorsement for Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That a letter be sent to Honourable Peter Julian, MP, New Westminster – Burnaby, endorsing Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act.

CARRIED

- 8.3** Chris Nicolls, Secretary – Treasurer / CFO, School District No. 43 (Coquitlam), letter dated June 17, 2021 regarding 2021 Eligible School Sites Proposal Resolution

Moved by: Councillor Clark
Seconded by: Councillor Drake

That staff write a letter of response with regard to the Eligible School Sites Proposal Resolution.

CARRIED

INFORMATION ITEMS

- 8.2** Rob Martin, Mayor, City of Colwood, letter dated June 18, 2021 to Honourable Patty Hajdu, Minister of Health, regarding Support for 988, A 3-Digit Suicide and Crisis Prevention Hotline
- 8.4** Kerri Palmer Isaak, Chair, Board of Education, School District No. 43 (Coquitlam), letter dated June 22, 2021 regarding Child Care in School District No. 43
- 8.5** Karla Graham, Corporate Officer, City of North Vancouver, letter dated June 23, 2021 to Jamee Justason, Information & Resolutions Coordinator, UBCM, regarding REVISED UBCM Resolution on Safe Passing Distance for All Road Users (full report available at the Village office)

The meeting recessed at 9:00 pm and reconvened at 9:05 pm

9. NEW BUSINESS**9.1 Councillor Drake – Water Committee Update – Fraser Health**

Councillor Drake outlined the recommendation as follows:

That the Water Committee meet following staff consultations with Fraser Health on plans to raise the Tatlow refill level modestly in order to be briefed on that meeting and to review progress on outstanding issues including our request to DNV for consideration of increased inflow, manuals and standard operating procedures.

9.2 Councillor Drake – Operational Procedures

Councillor Drake outlined the motions with regard to Operational Procedures. Discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council direct staff to complete for Council review and approval, a set of operational procedures including any Council feel would be useful in ensuring improved support for firefighting, reducing uncertainty and ensuring documentation and including:

- a) Triggering DNV Inflow upon Fire Callout - explaining the rationale for the triggering of DNV inflow when a fire call is received for the Village; describing the procedure employed; clarifying responsibility; describing how we ensure it occurs and ensuring a record of this triggering of water inflow be included in a report to Council following a fire related callout for our Village.
- b) DNV Firefighting Notification - explaining the rationale, responsibility, process to be followed and ensuring documentation of advising appropriate DNV staff when significant fire flow is anticipated. Documentation can be managed within the report to Council following a fire related event. (Note may be cancelled if DNV confirms in writing it has no need for such notification)
- c) Dutchman's Creek Standby Tank Management - An operational procedure which outlines the capacity and role of Dutchman's Creek in enhancing fire protection in our Village as well as our operating commitments that ensure this system is periodically tested; confirmed to be filled & functional for purpose; that this testing is documented and reported to SVFD and Council when completed.

CARRIED

9.3 Councillor Drake - Risk of Wildfires

Councillor Drake outlined the motion with regard to the risk of wildfires.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council request the following reports from staff which:

- a) Explore steps that could be taken by the Village to reduce risk to homeowners (e.g. by the use of nonflammable material on new homes or when major renovations occur with existing homes.)
- b) Provide guidance on evacuation procedures for the Village identifying issues of concern and recommending steps to address these.
- c) Provide a draft letter of caution for consideration by Council to be provided to residents and, in particular, for those seeking building permits as to the unique challenges faced in fighting fires in Belcarra and recommending steps that can be taken by property owners to enhance their own safety and that of their neighbours (such as monitored fire alarms, the use of non-flammable roofing and siding materials and the installation of a sprinkler system).

CARRIED

9.4 Councillor Drake – Water System Pressure Levels

Councillor Drake outlined the motion. Discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That staff be directed to establish the pressure levels in different segments of the Village water system and provide a report to Council outlining the values found, their significance for firefighting and, if the pressure levels are considered a problem, a description of steps that could be taken to address this matter.

CARRIED

9.5 Councillor Drake – Cost of Rechlorination

Councillor Drake outlined the motion. Discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council request a report providing the approximate costs and implications of adding rechlorination capacity for the Village.

CARRIED

9.6 Councillor Clark – Cats Eyes

Councillor Clark queried with regard to the work that was completed in the Village with regard to the installation of cats eyes. She queried whether the cats eyes were recessed sufficiently so as not to be removed by the snow plow.

S. Novak advised that the cats eyes were installed using computer measurements and that they should not be affected by the snow plow.

L. Dysart will follow up with staff regarding Council input.

9.7 Councillor Clark – Parking & Hall Parking Lot

Councillor Clark expressed concern regarding parking at the Village Hall parking lot during the high fire season. Considerable discussion ensued.

L. Dysart advised that it would be difficult to monitor parking at the Village Hall parking lot if it varied due to different fire conditions. Residents provided input in support of resident only parking and permit parking at the Village Hall.

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That the parking lot at the Village Hall be established as Resident Only Parking and Permit only parking, until the end of September 2021.

CARRIED

10. PUBLIC QUESTION PERIOD

John Shooolestani, Belcarra Resident, queried with regard to public comments and questions during public meetings.

11. ADJOURNMENT

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the July 5, 2021 Regular Meeting be adjourned at 10:02 pm.

CARRIED

Certified Correct:



Jamie Ross
Mayor



Lorna Dysart
Chief Administrative Officer