



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
Via Zoom  
October 25, 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**

Ken Bjorgaard, Financial Consultant (departed the meeting at 8:04 pm)

**1. CALL TO ORDER**

Mayor Ross called the meeting to order at 7:03 pm.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, October 25, 2021**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, October 25, 2021, be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

**7:04 pm Mayor Ross requested that Councillor Snell assume the chair for Item 3.1.**

**7:04 pm Deputy Mayor Snell assumed the chair.**

**3.1 Regular Council Meeting, October 12, 2021**

Moved by: Mayor Ross  
 Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held October 12, 2021 be amended on page 6, Item 9.1: Conflict of Interest, (amendment in bold) as follows:

“...He is a **director** and a member of a Group Wharf Association...”

**CARRIED**

Moved by: Councillor Wilder  
 Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held October 12, 2021 be approved, as amended.

**CARRIED**

**7:11 pm Mayor Ross** declared a Conflict of Interest and recused himself from the Council meeting noting that he was not entitled to participate in the discussion of the matter, or to vote on the matter, because of a direct pecuniary interest in the matter. He is a director and a member of a Group Wharf Association that is the subject of a legal action.

**7:11 pm Deputy Mayor Snell** declared a Conflict of Interest with the Bedwell Bay Wharf program, insofar that his personal membership in a Group Wharf establishes a pecuniary interest in the matter and recused himself from the Council meeting.

**7:11 pm Acting Mayor Drake** assumed the chair.

**3.2 Special Council Meeting, October 18, 2021**

Moved by: Councillor Clark  
 Seconded by: Councillor Wilder

That the minutes from the Regular Council Meeting held October 18, 2021, be adopted.

**CARRIED**

**7:15 pm Mayor Ross and Councillor Snell** returned to the meeting. **Mayor Ross** assumed the chair.

**4. DELEGATIONS AND PRESENTATIONS**

No Items.

**5. REPORTS**

**5.1** Ken Bjorgaard, Financial Consultant, report dated October 25, 2021, regarding Review of Draft 2022 – 2026 Financial Plan

K. Bjorgaard outlined the Draft 2022 – 2026 Financial Plan report as follows:

- Details for Scenarios A, B and C were outlined
- Strategic Plan Priorities guided the allocation of budgetary resources
- Projected 2021 Year End Financial Results
- The status of COVID-19 Restart Grant Funds

7:33 pm Mayor Ross called a recess due to a power outage.

7:39 pm The meeting reconvened.

K. Bjorgaard continued to outline the Draft 2022 – 2026 Financial Plan report as follows:

- The Draft 2022 – 2026 Financial Plan Scenarios & Major Impacts
  - General Operating Fund
  - Water Operating Fund
  - WARD Operating Fund
- The Canada Community Building Fund (formerly Gas Tax Fund)
- Taxes and User Rates on Average Value Home

K. Bjorgaard noted that there was a correction on page 5 of the report as follows:

“Water Operating Fund

- Projected water usage in line with 2021 & 2019 not the larger increase in water usage that occurred in **2022.** (2022 should be 2020)

Council discussed various aspects of the report. The Draft 2022 – 2026 Financial Plan report will be brought forward for Public Consultation at the Council meeting scheduled for November 8, 2021.

Moved by: Councillor Clark  
 Seconded: Councillor Wilder

That the report entitled “Draft 2022 – 2026 Financial Plan” be considered at the Public Budget Presentation on November 8, 2021.

**CARRIED**

Mayor Ross thanked Ken Bjorgaard for the presentation.

Ken Bjorgaard departed the meeting at 8:04 pm.

**5.2** Stewart Novak, Public Works and Emergency Preparedness Coordinator, report dated October 25, 2021 regarding UBCM Grant Application for Community Resiliency Investment Funding

S. Novak outlined the report. Council asked pertinent questions with regard to the report. The area for prescription development was noted. Discussion ensued.

Moved by: Councillor Clark  
 Seconded by: Councillor Wilder

That Council approve an application for 2022 UBCM Community Resiliency Investment Grant Funding in the amount of \$49,836; and  
 That Council confirm its willingness to provide grant management should funding be approved.

**CARRIED**

**6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES****Mayor's Reports****6.1 Mayors' Chamber of Commerce Event**

Mayor Ross attended the Chamber of Commerce Mayors' BBQ held on October 14, 2021. The event was attended by local area Mayors and was held according to COVID-19 protocols.

**Tri-Cities Prayer Breakfast**

Mayor Ross and Councillor Wilder attended the Tri-Cities Prayer Breakfast on October 16, 2021.

**Metro Housing Meeting**

Mayor Ross will attend the Homebuilders Association Vancouver - Municipal Dinner on November 3, 2021.

**6.2 Council of Councils**

Mayor Ross advised that Metro Vancouver held a Council of Councils on October 23, 2021 via Zoom. Mayors, Council members and CAOs attended to receive information on reports from Metro Vancouver Boards.

**6.3 TransLink 2050**

Mayor Ross advised that TransLink 2050 information is available on the website and that TransLink will be making a presentation at a November Council meeting.

**Councillor Clark – Metro Vancouver Parks & Traffic Study**

Councillor Clark advised that pay parking at Belcarra Park and White Pine Beach has been discontinued for the Winter season and will commence in the Spring.

Councillor Clark advised that Port Moody and Metro Vancouver are conducting a joint traffic study which should be complete in 2022. She noted appreciation for the work Port Moody has done for traffic management on Bedwell Bay Road.

**The meeting recessed at 8:32 pm and reconvened at 8:40 pm.**

**Council Committees****Water Committee****6.4 Ian Devlin, Chair, Water Committee, letter dated September 26, 2021, regarding Continue Review of Technical Brief #2**

Councillor Drake noted that he had outlined the first 5 recommendations at the Council meeting on October 12, 2021. He welcomed Ian Devlin, Water Committee Chair, to the meeting.

Chair Devlin provided a PowerPoint presentation outlining Technical Brief #2 dated September 26, 2021. Topics included:

- Looking back
- Looking forward – the ten puzzle pieces
- Operational & Maintenance Manual for the Water System & the SCADA

- Letter from Fraser Health, July 19, 2021
- Belcarra Water System drawings
- Household water meter readings – analysis of domestic water consumption data
- Tatlow Tank – 10 year inspection in February 2022
- Dutchman Creek Tank – inspection to be included in February 2022 inspection
- Farrer Cove Water Pond
- Contract with WSP, Engineering Consultant
- Capital Asset Management Plan
- Prevention and Mitigation activities
- In-home sprinkler systems
- Administrative program
- Future role of the Water Committee

Council asked pertinent questions. Discussion ensued. Councillor Drake noted that he will bring recommendations related to Technical Brief #2 and the future of the Committee to the November 8, 2021 Council meeting.

Moved by: Councillor Drake  
Seconded by: Councillor Wilder

That the Technical Brief #2, dated September 26, 2021, provided by Ian Devlin, Chair, Water Committee, be received for information.

**CARRIED**

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

### **CAO Update**

L. Dysart provided an update on the following:

#### **Asset Management**

John Weninger, JW Infrastructure Planning, has been approved to manage the Asset Management process in the Village. L. Dysart noted that John Weninger has significant experience in Asset Management review for various municipalities.

#### **Official Community Plan (OCP)**

A Request for Proposal (RFP) has been posted for Planning Consultants to oversee the OCP review and to work with the OCP Committee. There is a revised deadline for submissions of November 4, 2021.

A notice has been distributed to residents advising of Volunteer positions to sit on the OCP Committee. The deadline for applications is November 12, 2021.

#### **Water Operator 1**

Brad Smith, Water Operator 1, has received his certificate as a Chlorine Handler.

**7. BYLAWS****7.1 Village of Belcarra Managing Trees, Views & Landscapes Bylaw No. 589, 2021**

Moved by: Councillor Clark  
Seconded by: Councillor Drake

That "Village of Belcarra Managing Trees, Views & Landscapes Bylaw No. 589, 2021" be adopted.

**CARRIED**

**7.2 Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021**

Moved by: Councillor Clark  
Seconded by: Councillor Snell

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 590, 2021, be read a second time.

**CARRIED**

**8. CORRESPONDENCE / PROCLAMATIONS**

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

That correspondence items 8.1 to 8.4 be received.

**CARRIED**

**ACTION ITEMS**

No items.

**INFORMATION ITEMS**

- 8.1** Honourable Jennifer Whiteside, Minister of Education, letter dated September 27, 2021, regarding the 2021 Premier's Awards for Excellence in Education
- 8.2** Norm Stickelmann, Property Tax Specialist, FortisBC, letter dated October 7, 2021, regarding FortisBC Energy Inc.'s Annual S644 Local Government Act Revenue Reporting 2022 Property Tax Payment
- 8.3** Lisa Helps, Mayor, City of Victoria, letter dated October 14, 2021, regarding 2021 UBCM Convention Resolution regarding Paid Sick Leave for Workers
- 8.4** Katherine Huggins, Planner, Vancouver Fraser Port Authority, letter dated October 20, 2021, regarding Notification – PER No. 21-152, Vancouver Fraser Port Authority – Speed Buoy Installation Lower Indian Arm

Council discussed Item 8.4, Vancouver Fraser Port Authority – Speed Buoy Installation Lower Indian Arm. L. Dysart will contact the Water Ski Club to ensure they are aware of this matter.

**9. NEW BUSINESS**

No. items.

**10. PUBLIC QUESTION PERIOD**

Rob Begg: Belcarra Resident, queried with regard to private use of public property as a revenue stream.

Esmail Shoolestani, Belcarra Resident, raised the matter of Conflict of Interest on the Bedwell Bay Wharf Program.

L. Dysart provided information with regard to Council members declaring a Conflict of Interest. She noted that the matter of the Bedwell Bay Wharf Program resulted in a loss of quorum. L. Dysart noted that a declaration of a conflict of interest is a personal Council member decision.

**9:38 pm Mayor Ross** declared a Conflict of Interest and recused himself from the Council meeting noting that he was not entitled to participate in the discussion of the matter, or to vote on the matter, because of a direct pecuniary interest in the matter. He is a director and a member of a Group Wharf Association that is the subject of a legal action.

**9:38 pm Deputy Mayor Snell assumed the chair.**

**9:41 pm Councillor Wilder** declared a Conflict of Interest and recused herself from the Council meeting stating:  
"I am declaring a conflict of interest and recuse myself from any discussion due to a direct or indirect pecuniary interest as I am a member and director of a group wharf association."

Joe Elworthy, Belcarra Resident, queried with regard to the Budget.

**11. ADJOURNMENT**

Moved by: Councillor Clark  
Seconded by: Councillor Drake

That the October 25, 2021 Regular Meeting be adjourned at 9:50 pm.

**CARRIED**

Certified Correct:

  
Jamie Ross  
Mayor

  
Lorna Dysart  
Chief Administrative Officer