



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA**

**Via Zoom  
February 7, 2022  
7:00 PM**



This meeting is being held via Zoom Teleconference and will be recorded.

Meeting details as follows:

Click link to join meeting: <https://us06web.zoom.us/j/87247976498>

Meeting ID: 872 4797 6498

**COUNCIL**

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

**1. CALL TO ORDER**

Mayor Ross will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, February 7, 2022**

**Recommendation:**

That the agenda for the Regular Council Meeting, February 7, 2022 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, January 24, 2022**

**Recommendation:**

That the minutes from the Regular Council Meeting held January 24, 2022 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

**4.1 Harriette Chang, Counsellor and Leadership Students, School District 43 (SD43), Real Acts of Caring (RAC)**

**Recommendation:**

That February 13-19, 2022 be declared "Real Acts of Caring (RAC) Week" in the Village of Belcarra.

**5. REPORTS**

- 5.1** Lorna Dysart, Chief Administrative Officer, verbal report regarding Appointment of Sartaj Grewal, Building Official, as a Bylaw Enforcement Officer

**Recommendation:**

That Sartaj Grewal, Building Official, be appointed as a Bylaw Enforcement Officer authorized to enforce the bylaws of the Village and to serve summonses under section 28 of the *Offence Act*.

- 5.2** Lorna Dysart, Chief Administrative Officer, verbal report regarding Appointment of Acting Corporate Officer

**Recommendation:**

That Council approve the appointment of Paula Richardson, as Acting Corporate Officer, for the Council meetings scheduled for February 22, 2022.

- 5.3** Lorna Dysart, Chief Administrative Officer, report dated February 7, 2022, regarding Corporate Policy No. 223, COVID-19 Vaccination Policy

**Recommendation:**

That Corporate Policy No. 223, COVID-19 Vaccination Policy, be approved.

- 5.4** Lorna Dysart, Chief Administrative Officer, report dated February 7, 2022, regarding Corporate Policy No. 224 – Council Correspondence

**Recommendation:**

That Corporate Policy No. 224, Council Correspondence, be approved.

- 5.5** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated February 7, 2022, regarding Tatlow Seismic Sensor and Valve Update

**Recommendation:**

That the report dated February 7, 2022, regarding the Tatlow Seismic Sensor and Valve Update be received for information.

- 5.6** Lorna Dysart, Chief Administrative Officer, report dated February 7, 2022, regarding Update on Water System – Staff Tracking Form

**Recommendation:**

That the Update on Water System – Staff Tracking Form, be received for information.

- 5.7** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated February 7, 2022, regarding Belcarra Bay Road and Midden Road Paving Update & Resident Feedback

**Recommendation:**

That the report dated February 7, 2022 regarding Belcarra Bay Road and Midden Road Paving Update & Resident Feedback, be received for information; and  
That Midden Road be re-opened to traffic at Bedwell Bay Road; and  
That feedback be requested from residents regarding options for future use of Midden Road.

**6. REPORTS FROM MAYOR AND PROJECT LEADS****6.1 Continuing Progress on our Strategic Plan:**

- **Official Community Plan Review Committee**  
Thank you to all OCP Committee members, Council Lead – Councillor Clark, Urban Systems Planning Consultants and staff.
- **Asset Management & Financial Sustainability**  
Thank you for the work of Consultant John Weninger, Council Lead – Councillor Drake, Lorna Dysart, CAO, and staff
- **Lunar New Year & 2022 is the Year of the Tiger (Water)**

**7. REPORT FROM CHIEF ADMINISTRATIVE OFFICER**

- 7.1** Questions to Shezana Hassko, Director, Infrastructure Programs, TransLink, to lead off the process for the Multi Use Path.

**8. BYLAWS**

No items.

**9. CORRESPONDENCE/PROCLAMATIONS****ACTION ITEMS**

- 9.1** Deirdre Syms, Interim Executive Director, BC Epilepsy Society, letter dated February 3, 2022, regarding International Purple Day for Epilepsy Awareness.

**Recommendation:**

That Council declare March 26, 2022 as “International Purple Day for Epilepsy Awareness” in the Village of Belcarra.

**10. NEW BUSINESS****11. PUBLIC QUESTION PERIOD****12. RESOLUTION TO CLOSE MEETING**

That the February 7, 2022 meeting of Council be closed pursuant to the *Community Charter* Section 90 (1) “A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”

**13. ADJOURNMENT****Recommendation:**

That the February 7, 2022 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA**  
**REGULAR COUNCIL MINUTES**  
**January 24, 2022**



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**

Michael Moll, Barrister & Solicitor, Young Anderson (departed at 7:36 pm)  
 Michael Levin, Project Manager, Infrastructure, WSP (departed at 8:03 pm)  
 Negin Tousi, Project Engineer / Manager, Transportation & Infrastructure, WSP (departed at 8:03 pm)

**1. CALL TO ORDER**

Mayor Ross called the meeting to order at 7:06 pm.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, January 10, 2022**

Moved by: Councillor Wilder  
 Seconded by: Councillor Snell

That the agenda for the Regular Council Meeting, January 24, 2022 be amended by adding:

**Item 9.5** Kerri Palmer Isaak, Chair, Board of Education, School District No. 43 (Coquitlam),  
 letter dated October 28, 2021, regarding the 2022 Mental Health Task Force  
 And be approved as amended.

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, January 10, 2022**

Moved by: Councillor Clark

Seconded by: Councillor Snell

That the minutes from the Regular Council Meeting held January 10, 2022, be adopted.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

No items.

**5. REPORTS**

**5.1** Lorna Dysart, Chief Administrative Officer and Sartaj Grewal, Building Official, report dated January 24, 2022, regarding Potential Remedial Action Requirement re Lot A Section 31 Township 39 New Westminster District Plan EPP93027

L. Dysart advised that the potential remedial action requirement for Lot A on Twin Island is the result of many years of work by Belcarra staff, particularly the former Building Official, Paul Wiskar.

S. Grewal noted that he has worked with the CAO and P. Wiskar since he became the Belcarra Building Official. He advised that Council use powers given to it under the *Community Charter* to address a hazardous and nuisance condition on private property, as identified by staff. He further outlined the proposed remedial action that includes removal of structures and overall cleanup of the property is required.

The proposed remedial work was outlined including the process as provided for in the *Community Charter* for imposing a remedial action requirement. It was noted that under resolution 7b on Schedule A, a wording correction was recommended.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Item 7 (b) on Schedule A of the report dated January 24, 2022, regarding Potential Remedial Action Requirement re Lot A Section 31 Township 39 New Westminster District Plan EPP93027, be amended as follows:

“7 (b) posting a notice on the Modified Tent and the Shelter advising that the Village will be demolishing those structures in no ~~less~~ **fewer** than 7 days from the date the notice is posted;”

**CARRIED**

Discussion ensued with regard to various aspects of the report. Chloe Dubois, one of the property owners, requested consideration of the proposed timeline. L. Dysart advised that staff will work with the owners as this matter moves forward; however the recommended motions outline the requirements for the owners.

Moved by: Councillor Snell  
Seconded by: Councillor Wilder

That Council adopt resolutions 1 to 7 inclusive, in the report dated January 24, 2022, regarding Potential Remedial Action Requirement re Lot A Section 31 Township 39 New Westminster District Plan EPP93027, as follows:

- 1) That Council of the Village of Belcarra shall receive the report of the Building Official dated January 24, 2022 regarding the modified tent structure (the “Modified Tent”) and the shelter constructed using an overturned boat hull (the “Shelter”) on land legally described as PID: 031-121-101, Lot A Section 31 Township 39 New Westminster District Plan EPP93027 (the “Property”) and shall note the concerns, as stated in the report and its attachments, that:
  - (a) the Modified Tent has panels that are attached to the roof and supported in a structurally unsound manner;
  - (b) the Modified Tent contains a wood-stove; and
  - (c) the Modified Tent and the Shelter are both in a dilapidated condition and vulnerable to collapse, including under heavy snow; and
- 2) That Council, under the authority provided by sections 72 and 73 of the *Community Charter*, finds the Modified Tent, the Shelter to be in and to create an unsafe condition; and
- 3) That Council, under the authority provided by sections 72 and 74 of the *Community Charter*, declares the Modified Tent and the Shelter to be a nuisance, including because they are each so dilapidated and unclean so as to be offensive to the community; and
- 4) That Council hereby requires the registered owners of the Property and occupiers of the adjacent foreshore, James Daniel Rockwell, James Lee Middleton and Chloe Arielle Elyse Dubois-Garbuio, (the “Owners”) to demolish and remove the Modified Tent and the Shelter no later than 90 days after the day that notice of this resolution has been sent to the Owners in accordance with Section 77(1) of the *Community Charter*; and
- 5) That Council further requires the Owners to:
  - (a) apply for and obtain all permits necessary to demolish and remove the Modified Tent and the Shelter; and
  - (b) ensure that all waste, debris and discarded materials be removed from the Property and the adjacent foreshore be disposed of at an appropriate waste disposal facility; and
- 6) That Council directs Village staff to send the notice to all affected persons as required by section 77 of the *Community Charter*; and
- 7) That if the Owners fail to fulfill this remedial action requirement in the time required, that Council hereby authorizes Village staff to fulfill the remedial action requirement at the Owners’ expense by:
  - (a) retaining a contractor in accordance with the Village’s procurement policy;
  - (b) posting a notice on the Modified Tent and the Shelter advising that the Village will be demolishing those structures in no fewer than 7 days from the date the notice is posted;

- (c) together with the contractor, entering onto the Property and performing the work required by this remedial action requirement; and
- (d) seeking recovery of the cost of acting on the Owners' default in accordance with section 17 [*municipal action at defaulter's expense*] and section 258 [*special fees may be collected as property taxes*] of the *Community Charter*.

**CARRIED**

Mayor Ross thanked Michael Moll for attending the meeting.

M. Moll left the meeting at 7:36 pm.

**5.2** Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated January 24, 2022, regarding Water Model Quote from WSP

S. Novak outlined the report and noted that the purpose of a water model study is to develop a water model to assess the long-term infrastructure capacity of the water service area, to carry out a hydrant field testing, and to develop a model calibration program for the Water Distribution System.

Michael Levin, Project Manager, Infrastructure, and Negin Tousi, Project Engineer / Manager, Transportation & Infrastructure, WSP, responded to questions from Council and further outlined the purpose of the water model study including the scope of work and the tasks required.

Staff will continue to work with WSP consultants on the list of Water Committee motions.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council approve a quote for \$25,205.00 plus GST for payment to WSP:

- for the development of water model and assessment of the capacity of the Belcarra water system at a cost of \$19,745.00; and
- for the conducting of field testing in order to calibrate the model results with the actual observations at a cost of \$5,460.00; and

That the funds come from the 2022 Water Capital Funding Budget.

**CARRIED**

Mayor Ross thanked Michael Levin & Negin Tousi for attending the meeting.

M. Levin & N. Tousi left the meeting at 8:03 pm.

**6. REPORTS FROM MAYOR AND PROJECT LEADS**

**6.1 Mayor's Report**

**Mayors' Food Bank Challenge – Greater Vancouver Food Bank assisted by SHARE Society**

Mayor Ross provided an outline of the Mayor's Food Bank Challenge which takes place in the month of May and is a fundraising initiative to help the Greater Vancouver Food Bank assisted by SHARE Society. Mayor Ross displayed a sweatshirt he received from the SHARE Society and noted it will be provided to an appropriate resident.

**Metro Vancouver Water Committee & Parks Committee**

Mayor Ross advised that he was appointed by Chair Sav Dhaliwal to the Metro Vancouver Water Committee and Metro Vancouver Parks Committee. He thanked Councillor Clark for her previous role on the Parks Committee.

**Thank You to All Front-line Workers in Belcarra**

Mayor Ross expressed his appreciation to front line workers who have worked tirelessly to keep citizens safe, protected and cared for, during the COVID19 Pandemic.

**7. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER****7.1 Management / Staff Update****Public Works / Water Operators**

L. Dysart outlined work taking place related to a fluctuating valve at the Strathcona Water Station. It was noted that the reservoir is filling as required. Work is continuing on repairing a malfunctioning sensor and the SCADA is continually monitored by the Water Operators.

**OCP Review Committee**

An organizational meeting for the OCP Review Committee is scheduled for Wednesday, January 26, 2022 at 7:00 pm on Zoom. Residents may observe the meeting. The meeting Agenda is available on the website. A link to the Zoom meeting is on the Agenda and residents may observe the meeting. The Council representative for the OCP Review Committee is Councillor Clark.

**7.2 Fraser Health Update to Stakeholders meeting held Friday, January 21, 2022**

Mayor Ross and L. Dysart attended a Fraser Health Update meeting on the COVID19 Pandemic. She outlined the key message with regard to personal responsibility to help slow the spread of Omicron. Information is available on the Fraser Health, WorkSafe BC and the Provincial Government websites. Strict COVID protocols remain in place at the Village office.

**8. BYLAWS****8.1 Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021**

Moved by: Councillor Drake  
Seconded by: Councillor Wilder

That “Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021” be adopted.

**CARRIED**

**8.2 Village of Belcarra Council Indemnity Bylaw No. 595, 2021**

Moved by: Councillor Drake  
Seconded by: Councillor Wilder

That the “Village of Belcarra Council Indemnity Bylaw No. 595, 2021”, be adopted.

**CARRIED**



**9. CORRESPONDENCE/PROCLAMATIONS**

Moved by: Councillor Wilder  
Seconded by: Councillor Drake

That correspondence items 9.1 to 9.5 be received.

**CARRIED**

**ACTION ITEMS**

- 9.1** Sav Dhaliwal, Chair, Metro Vancouver Board, letter dated December 15, 2021, regarding Race to Zero Initiative (full report available at the Village office)

There is no action on this item at the current time.

- 9.2** Isabella Lee, BC Public Relations & Communications Adviser, BC Council, Girl Guides of Canada, email dated January 6, 2022, regarding Guiding Lights Across BC, February 22, 2022

Moved by: Councillor Drake  
Seconded by: Councillor Snell

That Council support the Girl Guides of Canada Guiding Lights Across BC, in celebration of World Thinking Day on February 22, 2022.

**CARRIED**

**INFORMATION ITEMS**

- 9.3** Darryl Walker, Mayor, White Rock, letter dated January 12, 2022, to Chair Dhaliwal & Board Members, Metro Vancouver, regarding Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights

- 9.4** Sabrina Locicero, Community Relations Manager, Lower Mainland, BC Hydro, email dated January 17, 2022, regarding BC Hydro Community ReGreening Program Update

- 9.5** Kerri Palmer Isaak, Chair, Board of Education, School District No. 43 (Coquitlam), letter dated October 28, 2021, regarding 2022 Mental Health Task Force

Moved by: Councillor Clark  
Seconded by: Councillor Snell

That Councillor Wilder be appointed to the School District No. 43 (Coquitlam) 2022 Mental Health Task Force.

**CARRIED**

**10. NEW BUSINESS**

No items.

**11. PUBLIC QUESTION PERIOD**

No items.

**12. ADJOURNMENT**

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the January 24, 2022 Regular Meeting be adjourned at 8:35 pm.

**CARRIED**

Certified Correct:

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Jamie Ross  
Mayor

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Lorna Dysart  
Chief Administrative Officer



## COUNCIL REPORT

**Date:** February 7, 2022

**From:** Lorna Dysart, Chief Administrative Officer

**Subject:** Corporate Policy No. 223 – COVID-19 Vaccination Policy

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### Recommendation

That Corporate Policy No. 223, COVID-19 Vaccination Policy, be approved.

### Purpose

The purpose of this report is to propose the adoption of a Corporate Policy to require all employees, volunteers (including committee members) and contractors to be fully vaccinated, if they are coming into the Hall or attending an in person meeting, unless otherwise accommodated from mandatory vaccination under the policy on grounds that are protected under the *Human Rights Code* of British Columbia.

### Background

The Village of Belcarra is committed to providing a safe workplace for all its employees. As the current COVID-19 Pandemic continues, it is imperative that the Village take steps to ensure that all its employees, and anyone attending a municipal workplace, be fully vaccinated. This policy provides a process for confirming that its employees, volunteers and contractors are all fully vaccinated, if they are coming into the Hall or attending an in person meeting, and the consequences for non-compliance with the policy.

The policy proposed follows the lead of other Lower Mainland municipalities, and is consistent with requirements established by other local governments.

The approval of this policy will not have an impact on the current workforce. The Village will continue to take measures to protect the safety of employees and residents, as well as minimize any service impacts. Other COVID-19 safety protocols include hand hygiene, cough / sneezing etiquette, self-monitoring, physical distancing, physical barriers, regular equipment cleaning (including vehicles), enhanced cleaning and disinfecting in offices, appropriate WorkSafe and other signage, the wearing of personal protective equipment (including mask wearing), and a minimal amount of in person meetings.



**VILLAGE OF BELCARRA**  
**CORPORATE POLICY NO. 223**



**Title: COVID-19 Vaccination Policy**

<b>ISSUED BY:</b> CAO	<b>APPROVED BY:</b>	<b>DATE:</b>
<b>REVISED BY:</b>	<b>APPROVED BY:</b>	<b>DATE:</b>

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**Legislative Basis**

This policy complements and is not intended to replace or contradict any Provincial Health Officer (PHO) orders, public health guidance and any Provincial Ministry guidelines which set out additional health and safety measures and procedures for local governments.

**Purpose**

The purpose of this policy is to support a safe workplace for all Village of Belcarra employees through the implementation of health and safety measures designed to incorporate the Office of the Provincial Health Officer (PHO) guidance. This policy will ensure increasing the protection of all employees, visitors and members of the public, from risk of serious illness and death from COVID-19.

**Policy Statement**

The health and safety of employees is a priority. Vaccination is a safe and effective way to prevent infection with COVID-19, and is the best protection against hospitalization for COVID-19.

This policy sets out the Village of Belcarra requirements and process for employees, volunteers and contractors, to provide confirmation of full vaccination or, alternatively, to participate in other preventive safety measures or accommodation as outlined in this policy.

**Scope**

This policy shall apply to all Village of Belcarra employees, volunteers (including committee members), and contractors. For clarity with regard to contractors, this policy applies to those contractors who provide an ongoing service on behalf of the Village and are required to attend a Village workplace during those hours when the workplace is occupied. This Policy does not apply to contractors who provide services where they do not come in contact with Village staff.

## **Compliance**

In order to protect the health and safety of employees and other individuals required to attend a Village workplace, all employees, volunteers and contractors must comply with this policy.

## **Definitions**

*Approved Vaccine:* A COVID-19 vaccine that has been approved for use by Health Canada.

*Chief Administrative Officer:* The appointed Chief Administrative Officer or acting Chief Administrative Officer for the Village of Belcarra.

*Fully Vaccinated:* An individual is considered fully vaccinated under this policy, 7 days after they have received all required doses of an Approved Vaccine. The Employer may amend this definition in accordance with guidance from the PHO.

*Partially Vaccinated:* An individual is partially vaccinated under this policy, 7 days after they have received the first dose of a two-dose Approved Vaccine.

*Proof of Vaccination:* Government issued or provided documentation which confirms that the individual has been vaccinated with an Approved Vaccine.

*Workplace:* All facilities at which the Village work functions and responsibilities are performed or discharged.

## **Responsibilities**

All levels of management are responsible for the administration of this Policy.

All employees, volunteers and contractors are required to be fully vaccinated as defined in this policy.

Employees, volunteers and contractors who fail to comply with this policy may be subject to disciplinary action up to and including termination of employment, or cancellation of appointment or contract.

Providing false information or documents as Proof of Vaccination is a very serious offence and will ordinarily result in termination of employment, or cancellation of appointment or contract.

## **Safety Requirements**

1. All Employees, volunteers and contractors must provide the Chief Administrative Officer with Proof of Vaccination prior to attending any Workplace or event of the Village of Belcarra by February 15, 2022. Proof of vaccination is a condition of employment for current and future employees.
2. Proof of Vaccination will be collected by the Chief Administrative Officer.

3. Employees, volunteers and contractors and their employees who do not comply with the requirements of this Policy will not be allowed to attend Village worksites while they are occupied.

### **Exemptions / Accommodations**

The Village will consider requests for an accommodation from the requirements of this policy on an individual basis for those individuals who are unable to comply with the Policy because of a personal characteristic protected by the *Human Rights Code* of British Columbia.

Accommodation requests must be submitted to Chief Administrative Officer. The Village reserves the right to require supporting medical documentation and to verify that documentation prior to commencing the accommodation process.

### **Privacy**

The Village will collect, use and disclose personal health information, including proof of vaccination and COVID-19 screening results, in accordance with the Village privacy policy and applicable privacy legislation including the Freedom of Information and Protection of Privacy Act.

The Village will limit access to personal health information on a strictly need to know basis and only for the purposes of described above. The Village may share personal health information externally with its service providers, professional advisors as necessary for the purposes set out in this policy, or to other third parties such as law enforcement officials, public health officials, or other government agencies as permitted or required by law.

### **Policy Review**

This policy may be amended at any time and particularly in response to updated information from the PHO or other government entities.



## COUNCIL REPORT

**Date:** February 7, 2022

**From:** Lorna Dysart, Chief Administrative Officer

**Subject:** Corporate Policy No. 224 – Council Correspondence

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### Recommendation

That Corporate Policy No. 224, Council Correspondence, be approved.

### Purpose

The purpose of this report is to propose the adoption of a Corporate Policy to manage incoming correspondence addressed to Mayor and Council.

### Background

Incoming correspondence and items for Council information are currently listed on the Council agenda. A new policy is being proposed in an effort to process and manage this correspondence in a more efficient manner. This policy is not intended to include correspondence that is specifically sent to the Mayor.

### New Policy

Incoming correspondence to be provided to all Council members, should be addressed to Mayor and Council and copied to the Chief Administrative Officer. Correspondence intended for Council attention and / or action, is received in a variety of different forms.

Correspondence that specifically requests Council action, such as grant requests or something that may be more policy related, will continue to be placed on the Council agenda under Correspondence.

There is a considerable amount of incoming correspondence that is intended more for Council information or consideration, and where immediate action is not required. This is the correspondence that this new policy proposes be placed in a correspondence package, and distributed to Council separate from the Council Agenda.

Any member of Council wishing to highlight a particular item of correspondence, or to have Council consider some specific action on the item, may request the Chief Administrative Officer to place the correspondence on the agenda or raise such an item at the Council meeting under New Business.

Anonymous and unsigned correspondence will be provided to Council, but under separate cover and distribution, and will not form part of the correspondence package.

The draft policy also recommends that certain correspondence that has Human Resource implications, or is confidential in nature, be distributed to Council under separate cover.

Correspondence that contains threats or has defamatory content will also be handled in a similar manner, at the discretion of the Chief Administrative Officer.

The net effect of this policy does not change the correspondence that goes forward to Council, but rather the management of correspondence.

It will always be at the discretion of the Mayor to request that an item of incoming correspondence be placed on the Council Agenda.





**VILLAGE OF BELCARRA**  
**CORPORATE POLICY NO. 224**



Title: Council Correspondence

<b>ISSUED BY:</b> CAO	<b>APPROVED BY:</b>	<b>DATE:</b>
<b>REVISED BY:</b>	<b>APPROVED BY:</b>	<b>DATE:</b>

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### Legislative Basis

The Chief Administrative Officer is responsible for the coordination of correspondence addressed to Mayor and Council, and for the preparation and distribution of the Council Correspondence to Council.

### Purpose

The purpose of this policy is to outline the process and procedure for the coordination and management of correspondence addressed to Mayor and Council.

### Policy

1. For the purpose of this policy, Council Correspondence refers to:
  - a. written submissions from a third party addressed to the Mayor and Council, and which should be copied to the Chief Administrative Officer, received either electronically or in hard copy, regarding one or more of the following :
    - a request for information or clarification regarding corporate activities and / or initiatives;
    - the conveyance of information; and / or
    - a complaint pertaining to corporate service delivery; and
  - b. written responses from the Village of Belcarra to a written submission as defined herein;but does not include routine requests for service or information that are received and responded to by Staff.
2. The Chief Administrative Officer must, on a bi-weekly basis:
  - a. Prepare and distribute a correspondence package to Council; and
  - b. Prepare and make public a copy of that correspondence package, which must be redacted in order to comply with the *Freedom of Information and Protection of Privacy Act*.

3. Anonymous or unsigned correspondence will not be included in the correspondence package, but will be distributed to Council under separate cover for their information. Notwithstanding the foregoing, such correspondence may be disclosed by the Chief Administrative Officer in order to comply with the legal obligations of the Village.
4. Any member of Council may request the Chief Administrative Officer to place an item of correspondence on the agenda or raise an item from the Council Correspondence package under New Business if they wish to have the item considered for action by Council or to speak to the subject of the correspondence.
5. Council correspondence that requires action by Council will be placed on the Council Agenda under the Correspondence section.
6. Correspondence that must be distributed to Council under separate cover for their information, but must not be included in an agenda is correspondence:
  - a. regarding, or that contains reference to, any human relations matter;
  - b. regarding, or that contains reference to, any matter protected under the *Freedom of Information and Protection of Privacy Act* that cannot be reasonably redacted;
  - c. regarding, or that contains reference to, a confidential matter; and / or
  - d. that contains content that is deemed, at the discretion of the Chief Administrative Officer, or designate, to be or to include parts that are threatening, deliberately and unreasonably repetitious, defamatory, or otherwise inappropriate;



## COUNCIL REPORT



**Date:** February 7, 2022 **File No.** 5610-04-1

**From:** Stewart Novak, Public Works and Emergency Preparedness Coordinator

**Subject:** **Tatlow Seismic Sensor and Valve Update**

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### Recommendation

That the report dated February 7, 2022, regarding the Tatlow Seismic Sensor and Valve Update, be received for information.

### Background

In 2018, the seismic sensor and valve was continually activating, setting off alarms, and constantly needed to be calibrated so that it would function only during a seismic event.

Later that year, the sensor was replaced but critical mishaps still occurred relating to the sensor and automatic valve. In 2019 the electric valve and sensor was disconnected and turned off.

In 2020, the Public Works and Emergency Preparedness Coordinator prepared a report to Council advising that a seismic sensor automatically shutting down the water supply was contrary to procedures. The shut down could cause damage to the system and possibly interfere with emergency response.

The 2020 report did point out that there were some advantages to having parts of the seismic control system remain operational, in particular, the reservoir outflow shut off valve, controllable via SCADA would remain operational, that would allow staff to isolate the water in certain emergency circumstances. Because of the operational need, staff did reactivate the electric valve and it is currently controllable from our SCADA system.

The report also explained that it is not advisable to have the seismic sensor attached to and controlling the shut off valve. Using the seismic sensor as a simple alarm is helpful for the Water Operators, it is not an essential piece of notification as other alarms will activate when the water system is impacted.

Please see the excerpt from the 2020 staff report below:

#### ***“Disadvantages:***

***As the seismic system was designed, the seismic valve is positioned close to the reservoir so that it shuts down all distribution water, including the high-pressure and the low-pressure distribution branches. When the seismic valve closes, the high-pressure water branch senses a loss in water pressure and the fire pump starts running. This puts risk on the fire pump of running dry and causing severe damage to the pump. A new fire pump may cost in excess of \$30,000.00***

*In addition, there is an issue with the sensitivity of the seismic detection sensor. The seismic detection equipment is in the Tatlow station. When the fire pump starts running as part of its regular routine, vibration from the motors that drive the pump and generator may be enough to trigger the seismic detection sensor which automatically shuts down the seismic valve. This causes a low water pressure reading and causes the fire pump to turn on and run dry.*

*Other issues that need to be considered with an automatically actuated seismic valve:*

- *When the valve shuts down during an earthquake or other event, it completely shuts down the flow of water to the residential houses. This also shuts down any water flow for residential sprinkler systems. During the times of large seismic events, it is not uncommon to have structure fires due to gas lines being severed or other causes of ignition. If the water service remains on, it can help to reduce overall damage if the residential sprinklers remain functional.*
- *“When the valve shuts down it preserves the water in the reservoir and allows the Water Operators to survey the area for leaks before turning the system back on”:*  
*This scenario may work for a large system break. For smaller line breaks, the Water Operators may likely need to turn the valve back on in order to survey the area and identify where the actual leak is.*  
*\*Note\* A large water line break due to a seismic occurrence may involve the water supply line in addition to the distribution line. This means that the Water Operators would need to shut the water down from the supply side and the tank would not be able to be re-filled until the major break is repaired.*
- *“When the seismic valve shuts down it preserves water for fighting fires”:*
  1. *In the event of a long-term water disruption due to a major seismic event, the reservoir water in Tatlow could be used in a similar fashion as the Dutchman Reservoir. Obviously, it would only last for a short period of time if the supply water line were severed and not functioning and could only be used in a locally defined zone.*
  2. *Allowing the seismic valve to shut down automatically in order to preserve reservoir capacity could hinder firefighting attempts. When the seismic valve shuts down, it shuts down the water to all hydrants which will prevent an efficient fire attack.*  
*One of the most valuable assets to the reduction of fire loss is a quick fire attack. It is more efficient to attack a fire early with possibly a limited amount of water than to wait for the water distribution system to be turned on before fighting a fire with full operational capacity.”*

WSP and a representative of the seismic sensor company were on site with staff to view the seismic sensor installation. The representative advised that the company no longer supports or supplies parts for this model of seismic sensor. They advised to purchase a new model will cost between \$2,500.00 to \$4,500.00.

At the same time, Negin Tousi, Engineer at WSP, is researching whether another municipality even uses a seismic sensor for water reservoirs as it appears to be uncommon.

## Summary

The shut off valve has been activated which was previously controlled by the seismic sensor. It is now controlled through SCADA by the Water Operators at their discretionary need.

An opportunity to purchase a new seismic sensor is available. Staff recommends keeping the sensor isolated from the shut off valve.

An additional improvement is required: an alarm code switch related to the valve needs to be attached to the shut off valve so that SCADA alerts the Water Operators when the valve is closed. This is being researched for pricing.



**VILLAGE OF BELCARRA**  
**Council Motions – November 8, 2021**  
**Water Committee – Councillor Drake**  
**Updated February 7, 2022**



**Recommendation B:**

That Council approve the Water System motions below #1 to #31.

1. That each of the following list of recommendations derived primarily from the Water Committee Technical Brief Report #2 dated September 26, 2021 be approved; amended and approved; deferred for subsequent discussion or not approved.
2. That, unless otherwise specified, recommendations be referred to staff for action and
3. That the motions approved be retained and that staff advise Council as progress is made on the motions adopted which would include such matters as projected completion dates and completed status.

<b>Motion</b>	<b>Action</b>	<b>Completed</b>
4. That a written report on progress be provided at the first Council meeting of each month.	Dec 6/21 – WSP to Council re: SCADA Upgrades <ul style="list-style-type: none"> <li>• Additional reports are being worked on by WSP</li> </ul>	
5. That staff prepare and maintain an up-to-date Water System Operation and Maintenance <b>Manual (OM Manual)</b> ; and	Ongoing – Draft <b>Manual</b>	
6. That staff prepare and maintain an up-to-date <b>SCADA Manual</b> ;	Ongoing – Draft <b>Manual</b>	
7. That Council recognize that the Belcarra water system is dual-purpose - intended both to provide potable water in accordance with applicable regulations and to support fire fighting.	No Action	Council supported

Motion	Action	Completed
8. That the OM <b>Manual</b> and the procedures outlined reflect and support the dual-purpose nature of its water system ensuring water quality while optimizing firefighting capacity subject to that water quality assurance	Procedures for fire calls are included in the Water Operator manual. Water Operators are trained in the procedures. Fire hydrants are maintained to operational standards as is the entire water distribution system. The water model study currently being conducted by WSP Engineers will assist with establishing protocols for the water system.	Complete
9. That the OM <b>Manual</b> framework prepared by Ralph Drew be adopted and that detailed material, as completed, be inserted into this framework, as required.	Ongoing. The Water Operators manuals are continually revised, as operators needs and conditions change.	
10. That the detailed operating procedure pertaining to the triggering of Tatlow inflow upon SVFD fire callout and the advising of DNV of any substantial structural fire be included in the manual.	<b>Manual</b> – section completed in the Draft <b>Manual</b> . As per question 8.	
11. That as sections of the OM <b>Manual</b> are completed, the sections be presented to Council.	Draft <b>Manual</b> under review	
12. That in response to the 2019 recommendation from Fraser Health, (*2), a report be presented to council on the feasibility and cost of adding chlorination capacity to our system.	Nov 19/21 – WSP will provide a quote estimate for a water model. Jan 24/22 – Report to Council, the following motion was approved: “That Council approve a quote for \$25,205.00 plus GST for payment to WSP: <ul style="list-style-type: none"> <li>• for the development of water model and assessment of the capacity of the Belcarra water system at a cost of \$19,745.00; and</li> <li>• for the conducting of field testing in order to calibrate the model results with the actual observations at a cost of \$5,460.00; and</li> </ul> That the funds come from the 2022 Water Capital Funding Budget.”	

<b>Motion</b>	<b>Action</b>	<b>Completed</b>
13. That tracking of the ongoing chlorine & water sampling monitoring program through Metro Vancouver and ongoing documentation be described in the OM <b>Manual</b> .	Ongoing – this is included in the Annual Water Report	Complete
14. That a complete set of water system drawings (including engineering drawings for both Tatlow and the Dutchman Creek reservoirs) be included in the OM <b>Manual</b> or referenced and readily accessible	Ongoing – Water System drawings are in the main computer. There are too many files to make hard copies. They are in a secure location on the office computer files.	
15. That Village wide meter readings be used to provide a report to Council estimating domestic consumption and comparing the consumption to measured inflow.	Future Council Strategic Planning Item	
16. That results of the 2022 inspections of both the Tatlow & Dutchman Creek reservoirs be reported to Council and include assessments of the life expectancy of the reservoirs, as well as information for use in long term capital planning.	Will take place in 2022 <ul style="list-style-type: none"> <li>• Quotes being tendered</li> </ul>	
<b>That WSP engineers report the following to Council:</b>		
17. That the potential for and high level costs of increased inflow from DNV be discussed considering:	Nov 19/21 – Stewart & Lorna meeting with WSP Negin Tousi, Report Forthcoming	
18. a modest increase with modest impact and costs and	See #17 above	
19. a more ambitious option which may be dependent on a number of factors including funding (grant) assistance.	See #17 above	

<b>Motion</b>	<b>Action</b>	<b>Completed</b>
20. a review and upgrade of the SCADA system	Report to Council Dec 6/21. A contract was awarded to WSP for a SCADA upgrade. Work will begin February 2022	
21. a report on the apparent discrepancy between DNV metering of water provided to the Village and the Village metering of received water	WSP overseeing project. The water meter in Strathcona is being replaced.	
22. should a discrepancy be found per 7(c) above, either resolve the matter or suggest and cost estimate potential solutions.	See #21 above	
23. report on the capacity of the twin lines that cross under Indian Arm connecting the District of North Vancouver water system to the Village water system while assuming a credible range of flow rates	WSP overseeing project	
<b>That the Master Capital Asset Management Plan being prepared for the Village:</b>		
24. include the water system and all components	Asset Management Plan under way	
25. include a multiyear financial plan for the water system.	See #24 above	
<b>That, as part of mitigation strategies, Council consider:</b>		
26. Fire Smart practices	Residents received an overview from Blackwell, Grant Application completed for prescription	
27. Sprinkler bylaws - Council assess the benefits of seeking mandatory sprinkler	Future Council Strategic Planning consideration	



Motion	Action	Completed
authority; the cost and probability of success in addition to the impact in terms of sprinkler installations and decide whether to pursue this authority.		
28. If council decides to not seek approval to mandate sprinklers, that the Village prepare an information sheet for homeowners explaining local firefighting challenges, particularly for larger homes, and recommending sprinkler installations.	See #27 above	
29. That Council approve offering further information to residents about the benefits of other mitigating steps such as monitored and/or modern alarm systems.	Future Council Strategic Planning consideration	
30. That Council consider the recommendations of the Tree Committee related to fire risk reduction.	This work is ongoing as per #26 above, FireSmart	
31. That the reduction and mitigation strategies suggested by B.A. Blackwell and Associates be considered as outlined in the Community Wildfire Resilience Plan presented to Council September 26, 2021.	Ongoing for staff and residents as per #26 & #30	

Abbreviations:

OM Manual - Operating and Maintenance Manual

SCADA - Supervisory Control and Data Acquisition



## COUNCIL REPORT

**Date:** February 7, 2022

**From:** Stewart Novak, Public Works and Emergency Preparedness Coordinator

**Subject:** **Belcarra Bay Road and Midden Road Paving Update & Resident Feedback**

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### Recommendation

That the report dated February 7, 2022 regarding Belcarra Bay Road and Midden Road Paving Update & Resident Feedback, be received for information; and  
 That Midden Road be re-opened to traffic at Bedwell Bay Road; and  
 That feedback be requested from residents regarding options for future use of Midden Road.

### Purpose

The purpose of this report is to provide an update to Council regarding the Belcarra Bay Road and Midden Road paving project and to seek public input on a variety of options for consideration of residents.

### Background

On September 27, 2021, Council approved a Request for Proposal for Capital Budget, Paving on Midden Road. Jack Cewe Construction was awarded the contract.

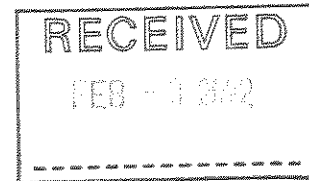
The paving work on Belcarra Bay Road and Midden Road is expected to commence the week of February 21, 2022 and will take approximately 2 days. Residents will be notified prior to the work being conducted. The 'no post barriers' at the end of Midden Road will be temporarily removed in order to complete the paving work.

### **The Village is seeking feedback from residents regarding the following options for traffic on Midden Road:**

1. The direction of traffic:
    - a) One way traffic, if so, which direction
    - b) Two way traffic
  2. The addition of a right turn only sign when turning from Midden Road to Bedwell Bay Road, that would assist in traffic flow
  3. The bus stop to be moved back to Midden Road or to remain on Bedwell Bay Road
  4. Parking to remain Resident Only
  5. Any other issues of importance
- Please provide input to [belcarra@belcarra.ca](mailto:belcarra@belcarra.ca) with **"Resident Feedback re: Midden Road"** in the subject line. **Response is requested by February 14, 2022.**



# BC Epilepsy Society



FILE NO. 630-01

February 3<sup>rd</sup>, 2022

Via Email: [ldysart@belcarra.ca](mailto:ldysart@belcarra.ca)

Mayor and Council  
Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra, BC V3H 4P8

To Mayor and Council,

Epilepsy is one of the most common neurological conditions, however, it has the least recognition in society. The BC Epilepsy Society is a provincially incorporated non-profit organization and a federally registered charitable organization that serves the over 50,000 people living with epilepsy in BC and their families, friends and loved ones and works to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY® for Epilepsy Awareness is coming up and will take place on March 26<sup>th</sup>, 2022. International PURPLE DAY® for Epilepsy Awareness is a time when people in countries around the take part in events and activities to raise much-needed awareness of epilepsy.

We would like to request a Proclamation from Mayor and Council designating March 26<sup>th</sup>, 2022, as International PURPLE DAY® for Epilepsy Awareness in the Village of Belcarra. Included with this letter is a document outlining our draft Proclamation.

Through your participation in International PURPLE DAY® for Epilepsy Awareness on March 26<sup>th</sup>, 2022, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy in the community.

We look forward to working with you on International PURPLE DAY® for Epilepsy Awareness on March 26<sup>th</sup>, 2022, and in the future. Please feel free to contact me via email at [deirdre@bcepilepsy.com](mailto:deirdre@bcepilepsy.com) or via telephone at 1-788-533-0790 should you have any questions or require any additional information.

Sincerely,

Deirdre Syms  
Interim Executive Director  
BC Epilepsy Society