



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
December 6, 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 at 10:30 pm)

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, December 6, 2021

L. Dysart advised that 12 email messages were received as late correspondence related to Item 5.2 and that they may be considered as an amendment to the agenda.

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the agenda for the Regular Council Meeting, December 6, 2021 be amended by adding correspondence:

Item 8.10 Wisdom Chan, Acting Project Manager II, Infrastructure Program, TransLink, email dated December 1, 2021, regarding Multi Use Path Discussion

Item 8.11 Jol Drake, Belcarra Resident, email dated December 5, 2021, regarding Letter of Support for TransLink Subsidy Application – Potential Multi Use Path

Item 8.12 Colleen MacDonald, Belcarra Resident, email dated December 5, 2021, regarding Please... Tonight... Vote Yes for Second Grant Application

- Item 8.13** Cheryl Papove, Belcarra Resident, email dated December 5, 2021, regarding TransLink Grant
- Item 8.14** Kyle MacDonald, Belcarra Resident, email dated December 5, 2021, regarding Next Phase of Active Transportation Path Funding
- Item 8.15** Judi Kask, Belcarra Resident, email dated December 6, 2021, regarding Sidewalk on Bedwell Bay Road
- Item 8.16** Kristina Bell, Belcarra Resident, email dated December 6, 2021, regarding Sidewalk / Senkler Road
- Item 8.17** Ian MacDonald, Belcarra Resident, email dated December 6, 2021, regarding Support for Bedwell Bay Path
- Item 8.18** Kevin Ferris, Belcarra Resident, email dated December 6, 2021, regarding Safe Side Walks
- Item 8.19** Emily Hicks, Belcarra Resident, email dated December 6, 2021, regarding Request for Funding: Bedwell Bay Path
- Item 8.20** Cecily Baptist, Belcarra Resident, email dated December 6, 2021, regarding Bedwell Bay Walkway
- Item 8.21** Klaus Bever, Belcarra Resident, email dated December 6, 2021, regarding MUP

And be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, November 22, 2021

Moved by: Councillor Snell
 Seconded by: Councillor Drake

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

CARRIED

4. DELEGATIONS AND PRESENTATIONS

4.1 Steve Pomeroy, Focus Consulting Group & Richard White, RWPAS Ltd., presentation regarding Housing Needs Assessment

Richard White provided an outline of the Provincial requirement for every municipality to complete a Housing Needs Assessment. He noted that the assessment for Belcarra was done in conjunction with Anmore and Lions Bay. R. White advised that a \$15,000. UBCM grant was provided to the Village to complete the assessment.

Steve Pomeroy provided a PowerPoint presentation outlining the following:

- Clarifying two concepts: housing required and housing need
- Overview of the local demographic & market context
- Comparing household & dwelling size
- Home prices and affordability
- Core housing need = much lower than Metro Vancouver
- Recent Population, household growth & housing market response
- Estimating future housing required
- Anticipating future core housing needs

- Conclusions included the need to plan / build smaller dwelling types and expanding policies to encourage secondary suites in existing homes

Discussion ensued with regard to the report provided.

Lorna Dysart, Chief Administrative Officer, report dated December 6, 2021, regarding Province of British Columbia Housing Needs Assessment – UBCM Housing Needs Report

L. Dysart outlined the report noting that all communities are required to prepare a Housing Needs Report based on a prescribed format produced by the Ministry of Municipal Affairs and Housing. This report was required within one year of the project being authorized.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the Belcarra Housing Needs Assessment 2021 be forwarded to the Province of British Columbia, the Union of British Columbia Municipalities and Metro Vancouver.

CARRIED

Mayor Ross thanked Richard White and Steve Pomeroy for their presentation.

R. White & S. Pomeroy left the meeting at 7:34 pm.

5. REPORTS

5.1 Memo to L. Dysart, Chief Administrative Officer, from Wilson Zhu & Mike Rotzien, WSP, dated November 30, 2021, regarding Proposal for SCADA System Upgrades: HMI Computer Replacements and Miscellaneous Programming Changes

L. Dysart provided a correction to the motion adding that \$52,000. be provided from the SCADA Capital Budget for the upgrade. She introduced Mike Rotzien, Senior SCADA Technologist and Negin Tousi, Project Engineer / Manager Transportation & Infrastructure, WSP.

Negin Tousi noted that the hardware and software that run the Village water SCADA system are outdated and have caused reliability concerns throughout the months. She advised that Belcarra Water Operators have requested to have the totalized flow data for their flowmeters at the three (3) stations displayed on their SCADA computer screens. This addition will require programming changes to the station control system and the SCADA computer.

Mike Rotzien provided an overview of the memo regarding the Proposal for SCADA System Upgrades. He noted that a redundant system for emergencies may be added at a later date.

Discussion ensued. Council asked pertinent questions.

Moved by: Councillor Clark
Seconded: Councillor Drake

That staff proceed with Option 1, in the amount of \$43,000.00, as outlined in the memo provided by WSP, dated November 30, 2021, regarding funding costs for an upgrade to the SCADA system; and
That funding for the upgrade be provided from the 2022 SCADA Capital Budget in the amount of \$52,000.00; and
That an additional report be provided to Council with additional project costs as details are confirmed.

CARRIED

Mayor Ross thanked Mike Rotzien & Negin Tousi for the presentation.

M. Rotzien & N. Tousi left the meeting at 7:43 pm

5.2 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated December 6, 2021, regarding 2022 TransLink Grant Funding, Multi Use Path on Bedwell Bay Road

S. Novak outlined the report. It was noted that Late Item 8.10, an email from Wisdom Chan, Acting Project Manager II, Infrastructure Program, TransLink, provides a summary of pooling funds from the cost share programs for the Bedwell Bay Road MUP Project until 2024.

Wisdom Chan outlined the commitment of TransLink to provide continual support for the successful delivery of the project. She noted that these funding programs are not in competition with other municipalities.

Council asked pertinent questions related to the location and width of the pathway, as well as whether the pathway would be paved or gravel. L. Dysart noted that Belcarra funding would be from the Community Works Gas Tax Reserve. Residents provided comments.

8:55 pm Mayor Ross requested that Councillor Wilder assume the chair for Item 5.2.

Deputy Mayor Wilder assumed the chair.

Moved by: Mayor Ross
Seconded by: Councillor Drake

That Council approve 2022 TransLink Grant Funding in the amount of (75%) \$191,000.00 (MRNB \$84,000, BICCS \$59,000 and WITT \$48,000) and Belcarra of (25%) \$63,340.00; and

That Council confirms its willingness to continue providing grant management should funding be approved.

CARRIED

Councillor Clark voted in opposition

9:17 pm Mayor Ross assumed the chair

Discussion ensued.

The meeting recessed at 9:22 pm and reconvened at 9:32 pm.

- 5.3 Ken Bjorgaard, Financial Consultant, report dated December 6, 2021, regarding 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021

K. Bjorgaard outlined the report. Discussion ensued regarding work taking place with staff on the Asset Management Plan, which is a Strategic Priority of Council.

Moved by: Councillor Clark
Seconded by: Councillor Drake

That "Village of Belcarra 5-Year (2022 – 2026) Financial Plan Bylaw No. 594, 2021" be read a first and second time.

CARRIED

- 5.4 Ken Bjorgaard, Financial Consultant, report dated December 6, 2021, regarding Fees and Charges Amendment Bylaw No. 596, 2021

K. Bjorgaard outlined the report. Council asked questions related to User Rates. K. Bjorgaard provided a breakdown of the rates. Additional details related to this matter will be provided. Discussion ensued.

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That Village of Belcarra Fees and Charges Bylaw No. 517, 2018, Amendment Bylaw No. 596, 2021 be read a first and second time.

CARRIED

- 5.5 Lorna Dysart, Chief Administrative Officer & Ken Bjorgaard, Financial Consultant, report dated December 6, 2021, regarding Council Indemnity Increase

K. Bjorgaard outlined the report. Discussion ensued.

Moved by: Councillor Wilder
Seconded by: Councillor Snell

That the Village of Belcarra Council Indemnity Bylaw No. 595, 2021, be read a first and second time.

CARRIED

- 5.6 Lorna Dysart, Chief Administrative Officer, verbal report regarding the Appointment of Trustees to Sasamat Volunteer Fire Department (SVFD)

L. Dysart outlined the report noting that appointments to the SVFD Trustees are annual appointments.

Moved by: Councillor Clark
Seconded by: Councillor Snell

That Council appoint Mayor Ross, Councillor Drake and Councillor Wilder as the Village of Belcarra three (3) Trustees to the Sasamat Volunteer Fire Department (SVFD) Board.

CARRIED

- 5.7 Lorna Dysart, Chief Administrative Officer, report dated December 6, 2021, regarding Update on Water System – Staff Tracking Form

L. Dysart outlined the Tracking Form prepared by staff which provided an update on the Council motions from the Regular Council meeting on November 8, 2021.

L. Dysart advised of the hiring of Lance Fortier as Public Works and Utilities Maintenance Worker / Water Operator 1. He will start work for the Village on December 20, 2021.

L. Dysart advised that WSP staff engineers are working on a few matters. Reports will be brought forward to Council as the reviews are completed. The Staff Tracking Form will be brought back to Council when updates occur.

Considerable discussion ensued with regard to the 31 points on the Water System motions. Various items were queried and comments were provided.

Moved by: Councillor Clark
Seconded by: Councillor Drake

That the Regular Council meeting of December 6, 2021 be extended to 11:10 pm.

CARRIED

Moved by: Councillor Drake
Seconded by: Councillor Clark

That the "Update on Water System Staff Tracking Form" dated December 6, 2021, be received for information.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

6.1 Mayor's Reports

- a) Tri-Cities Chamber of Commerce
 - Mayor Ross will attend the Tri- Cities Chamber of Commerce Christmas Luncheon on December 9, 2021
- b) School District 43 (SD43)
 - Mayor Ross was joined by Councillor Clark & Councillor Wilder at a SD43 meeting held November 25, 2021. Michael Thomas, the new Chair, and Carol Cahoon, the new Vice-Chair of SD43 were introduced. He noted that SD43 is looking for support of local Councils for a Mental Health Committee.
- c) Covid 19 Update
 - Mayor Ross noted that Belcarra Council and other meetings in 2022 may be hybrid meetings, if COVID restrictions are lifted.
- d) Season's Greetings
 - On behalf of Council, Mayor Ross extended Seasons Greetings to residents.

7. BYLAWS

7.1 Village of Belcarra Council Procedure Bylaw No. 593, 2021

Moved by: Councillor Snell
Seconded by: Councillor Drake

That "Village of Belcarra Council Procedure Bylaw No. 593, 2021" be adopted.

CARRIED

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Drake
Seconded by: Councillor Clark

That correspondence items 8.1 to 8.21 be received.

CARRIED

ACTION ITEMS

No items.

INFORMATION ITEMS

- 8.1 Bill Dingwall, Mayor, City of Pitt Meadows, letter dated November 17, 2021 to Honourable Selina Robinson, Minister of Finance, regarding Unfair Taxation Benefitting Railway and Industrial Operations
- 8.2 Honourable Selina Robinson, Minister of Finance, letter dated November 22, 2021, regarding Speculation and Vacancy Tax – Mayors Feedback Timeline Extension
- 8.3 Dave Warren, Belcarra Resident, email dated November 22, 2021, regarding Taxes
- 8.4 Chris Nicolls, Secretary – Treasurer / CFO, School District No. 43 (Coquitlam), letter dated November 24, 2021 regarding Announcement of New Board Chair and Vice–Chair
- 8.5 Stephanie Lam, Legislative Services Manager, City of Coquitlam, letter to Chris Plagnol, Corporate Officer / Director Board and Information Services, Metro Vancouver, dated November 25, 2021, regarding City of Coquitlam Comments on Draft Metro 2050 Regional Growth Strategy (full report available at the Village office)
- 8.6 Richard Stewart, Mayor, City of Coquitlam, letter to Honourable David Eby, Attorney General & Minister Responsible for Housing & Honourable Josie Osborne, Minister of Municipal Affairs, dated November 25, 2021, regarding Opening Doors: Unlocking Housing Supply for Affordability
- 8.7 Ian Devlin, Belcarra Resident, letter dated November 28, 2021, regarding the Multi Use Path Project
- 8.8 Brian & Carol Hirsch, Belcarra Residents, letter dated November 30, 2021, regarding Multi Use Path (MUP) Project
- 8.9 Don Babineau, Belcarra Resident, email dated November 30, 2021, regarding the Multi use Path Project
- 8.10 Wisdom Chan, Acting Project Manager II, Infrastructure Program, TransLink, email dated December 1, 2021, regarding Multi Use Path Discussion
- 8.11 Jol Drake, Belcarra Resident, email dated December 5, 2021, regarding Letter of Support for TransLink Subsidy Application – Potential Multi Use Path
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9. **NEW BUSINESS**

Councillor Drake advised that he will report on community discussions regarding biking and pathway priorities at the January 10, 2022 Council meeting.

10. **PUBLIC QUESTION PERIOD**

Sherry Chisholm, Belcarra Resident, queried with regard to the affordability of building pathways.

Deborah Struk, Belcarra Resident, queried with regard to the cost of providing one phase of the proposed pathway.


11. **ADJOURNMENT**

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the December 6, 2021 Regular Meeting be adjourned at 11:02 pm.

CARRIED

Certified Correct:



Jamie Ross
Mayor



Lorna Dysart
Chief Administrative Officer