



**VILLAGE OF BELCARRA  
OCP REVIEW COMMITTEE 2022  
Wednesday, March 2, 2022  
7:00 pm to 9:00 pm**



This meeting is being held via Zoom Teleconference and will be recorded.  
Click link to join meeting: <https://us06web.zoom.us/j/85933726654>  
Meeting ID: 859 3372 6654

**Committee Members**

Ian Devlin, Chair  
Ralph Drew, Vice Chair  
Larry Carlsen  
Paul Degraaf  
Jol Drake  
Kevin Ferris  
Tracy McRae  
Mary-Ann Pope  
Sandra Rietchel  
Janet Ruzycki  
Angela Yin

**Council Representative**

Councillor Carolina Clark

**Staff**

Lorna Dysart, Chief Administrative Officer  
Paula Richardson, Municipal Coordinator

**Planning Consultants**

Melissa Clement, Senior Planner, Project Lead, Urban Systems  
Andrew Cuthbert, Community Planner, Urban Systems

**1. Call to Order**

Ian Devlin, Chair, will call the meeting to order.

**2. Approval of the Agenda**

**2.1 OCP Review Committee meeting, March 2, 2022**

**Recommendation:**

That the Agenda for the OCP Review Committee meeting, March 2, 2022, be approved as circulated.

**3. Adoption of the Minutes**

**3.1 OCP Review Committee Meeting, January 26, 2022**

**Recommendation:**

That the Minutes of the OCP Review Committee meeting held January 26, 2022, be approved.

**4. Official Community Plan 101 Presentation**

- Urban Systems to provide the presentation

**5. Existing OCP Discussion**

- Urban Systems to seek feedback from Committee members

**6. Describing the Community Character of Belcarra**

- Urban Systems to summarize Committee feedback

**7. Visioning and Goal Setting Exercise**

- Urban Systems to lead this exercise

**8. Communication and Engagement Update**

- Urban Systems to provide an update

**9. Next Steps**

- Urban Systems to outline and assign research topics

**10. Questions/Comments**

**11. Adjournment**

**Open House:  
Thursday, March 10, 2022  
6:00 pm – 8:00 pm on Zoom**

**Next meeting date:  
Wednesday, April 6, 2022  
7:00 pm – 9:00 pm on Zoom**



**VILLAGE OF BELCARRA**  
**OCP REVIEW COMMITTEE 2022**  
**Minutes**  
**January 26, 2022**



This meeting was held via Zoom Teleconference and was recorded.

**Members in Attendance**

Ian Devlin, Chair  
 Ralph Drew, Vice Chair  
 Larry Carlsen  
 Paul Degraaf  
 Jol Drake  
 Kevin Ferris  
 Tracy McRae  
 Mary-Ann Pope  
 Sandra Rietchel  
 Janet Ruzycki  
 Angela Yin

**Council in Attendance**

Councillor Carolina Clark

**Staff in Attendance**

Lorna Dysart, Chief Administrative Officer  
 Paula Richardson, Municipal Coordinator



**Also in Attendance**

Melissa Clement, Senior Planner, Project Lead, Urban Systems  
 Andrew Cuthbert, Community Planner, Urban Systems

**1. Call to Order**

Lorna Dysart, Chief Administrative Officer, called the meeting to order at 7:00 pm.

L. Dysart outlined Zoom protocol as follows:

- Committee members were requested to have their video turned on with full name visible and sound muted.
- To speak, members are to click the **Reactions**  button and find the icon to Raise Hand / Lower Hand  sound is kept off until the committee member is called upon.
- The public may view meetings as observers but are not be permitted to participate. Observers will keep their video off and keep the sound off. Questions or comments may be sent to the Committee by emailing the CAO at [ldysart@belcarra.ca](mailto:ldysart@belcarra.ca)
- Interruptions may cause attendees to be removed from the meeting.
- Open houses will be held and the public may also provide input at that time.

## 2. Welcome & Introductions – L. Dysart

Committee members provided self Introductions, outlining their backgrounds and history in the Village.

Council Representative, Councillor Carolina Clark, introduced herself and provided background of her time in Belcarra and as a member of Council.

Staff members Lorna Dysart, Chief Administrative Officer and Paula Richardson, Municipal Co-ordinator, introduced themselves.

Urban Systems, Planning Consultants, Melissa Clements and Andrew Cuthbert introduced themselves and provided an overview of Urban Systems experience and Project Team members.

M. Clements noted that Committee members have a wide range of experience and thanked the members for sharing information about themselves.

## 3. Overview of Roles and OCP Committee Purpose – M. Clements & A. Cuthbert

Melissa Clements & Andrew Cuthbert provided a PowerPoint presentation outlining the following:

- An introduction to Urban Systems and their work with community planning
- Background on the Urban Systems Team: Melissa Clements & Andrew Cuthbert, projects and experience
- The purpose of the OCP Committee is to provide recommendations to Council regarding revisions and updates to the Belcarra OCP which was adopted in 2011
- Committee meeting dates
- Review of the Terms of Reference

## 4. Election of Chair and Vice Chair – L. Dysart

Lorna Dysart called for nominations for Chair and Vice Chair.

- Ralph Drew was nominated for Chair.
- Janet Ruzycki was nominated for Chair
- Ian Devlin was nominated for Chair.

Nominations were closed

An electronic election was launched on Zoom.

Ian Devlin was elected Chair, Ralph Drew was elected Vice Chair.

## 5. Ground Rules & Expectations – M. Clements

An overview was provided of the following:

- Expectations for public participation and attendance
- That meetings allow an opportunity for all Committee members to share their ideas

## 6. OCP Planning Process & Timeline – A. Cuthbert

An overview of the OCP Planning Process and Timeline was outlined as follows:

- Phase 1 – Project Launch & Background Work
- Phase 2 – Community Engagement, Information Gathering and Visioning

- Phase 3 – Plan Development
- Phase 4 – Finalize and Adopt

## **7. Communication & Engagement Strategy – A. Cuthbert**

The Communication & Engagement Strategy was outlined as follows:

- Phase 2 - End of February / Early March
  - Community Survey
  - Stakeholder Workshop
  - First Nations Engagement
  - Community Open House #1
- Phase 3 – End of May / Early June
  - Community Feedback Form
  - Community Open House #2
  - First Nations Engagement

- A list of Stakeholders was provided

It was noted that the Official Community Plan Review Page on the Belcarra website will be one of the mechanisms for sharing polls and surveys. Agendas, videos and approved minutes will be posted for resident information.

Chair Devlin thanked Committee members for electing him as Chair. Committee members discussed the changes in Belcarra since the last OCP in 2011. Further discussion included stakeholder consultation, policies related to fuel reduction, and invasive species management.

Discussion ensued with regard to in person Committee meetings. L. Dysart noted that the office has been closed due to the COVID pandemic since March 2020. OCP Review Committee meetings will take place on Zoom. She noted that Minutes will be taken at all meetings. Once the minutes are approved by the Committee, the Minutes will be provided to Council for information.

## **8. Next Steps – M. Clements & A. Cuthbert**

A review of next steps was provided as follows:

- Review Background Materials (Phase 1)
- Develop Communication and Engagement Strategy (Phase 1)
- Review Meeting with Village Staff (Phase 1)
- Develop Communication Materials (Phase 2)
- Draft Community Survey (Phase 2)

## **9. Adjournment**

The meeting adjourned at 8:30 pm.

**Next meeting date:  
Wednesday, March 2, 2022  
at 7:00 pm on Zoom**