



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES**

**February 7, 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

**1. CALL TO ORDER**

Mayor Ross called the meeting to order at 7:00 pm.

**2. APPROVAL OF THE AGENDA**

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

Moved by: Councillor Clark  
Seconded by: Councillor Drake

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

**CARRIED**

**3. ADOPTION OF MINUTES**

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

Moved by: Councillor Wilder  
Seconded by: Councillor Snell

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

**CARRIED**

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

Mayor Ross welcomed Harriette Chang and the Leadership Students from School District 43 and noted that he was pleased to see the students make their presentation.

Leadership Students provided a PowerPoint presentation focused on Climate Change and COVID caring. The students took turns reading the presentation noting the importance of finding creative ways to be caring and kind while being COVID safe. They outlined small way for people to assist in Climate Change caring by recycling, using transit, or unplugging unused electronic items.

Council thanked Harriette Chang and the students for their exceptional work. Mayor Ross noted that the enthusiasm the young people brought to the meeting was remarkable.

Moved by: Councillor Wilder  
Seconded by: Councillor Clark

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

**CARRIED**

H. Chang & Leadership Students left the meeting.

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

L. Dysart provided a verbal report regarding the Appointment of Sartaj Grewal, Building Official, as a Bylaw Enforcement Officer. Council asked pertinent questions.

Moved by: Councillor Wilder  
Seconded by: Councillor Snell

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*.

**CARRIED**

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

L. Dysart advised that she would be absent from the Council meeting on February 22, 2022. The Appointment of an Acting Corporate Officer is required in her absence.

Moved by: Councillor Clark  
Seconded by: Councillor Wilder

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

**CARRIED**

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

L. Dysart outlined the report and the COVID-19 Vaccination Policy.

Mayor Ross called for a mover for the motion. There was no mover to the motion.

Mayor Ross asked Councillor Wilder to assume the chair.

**7:29 pm Deputy Mayor Wilder assumed the chair.**

Considerable discussion ensued with regard to various aspects of the report. It was noted that the Village Office and Hall have been closed to the public since March 2020. The requirement for a COVID-19 Vaccination Policy was questioned. It was noted that the workplace is very small and that it has been fortunate that a COVID-19 Pandemic outbreak has not occurred.

L. Dysart noted that most municipalities have vaccination policies. It was further noted that if the Province requires municipalities to open, it may not be possible for the Village Office and Hall to remain closed.

Moved by: Mayor Ross

Seconded by: Councillor Drake

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

**DEFEATED**

Councillors Clark, Drake, Snell and Wilder Voted in Opposition

This item will be brought back to a future Council meeting.

**7:58 pm Mayor Ross assumed the chair.**

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

L. Dysart outlined the report and Council Correspondence Policy. Discussion ensued with regard to whether there was a need for a correspondence policy. Council discussed the preference for a guideline rather than a policy. A report will be brought back to Council in this regard.

Moved by: Councillor Drake

Seconded by: Councillor Clark

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

**DEFEATED**

Councillors Clark, Snell and Wilder Voted in Opposition

**The meeting recessed at 8:40 pm and reconvened at 8:50 pm.**

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

S. Novak outlined the report. Council discussed various aspects of the information provided.

Moved by: Councillor Clark  
Seconded by: Councillor Drake

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

**CARRIED**

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

L. Dysart provided an update on the Water System – Staff Tracking Form. Discussion ensued. The CAO will review a request for former Water Committee members to view the Water Operators Manuals.

Moved by: Councillor Drake  
Seconded by: Councillor Clark

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

**CARRIED**

- 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

S. Novak outlined the report. Discussion ensued with regard to reopening Midden Road at Bedwell Bay Road to traffic. He noted that the report will be brought back to Council with an amendment to the Financial Plan to allow 2021 funds to be brought forward to the 2022 Budget.

Council feedback included:

- Opening Midden Road to one way traffic, turning left onto Belcarra Bay Road and around the triangle;
- Returning Midden Road to its former traffic pattern;
- The possibility of including Midden Road in TransLink MRN;
- In favour of retaining permit only parking;
- Interest in seeking opinions of those residents who are directly affected;
- The impact of the closure on emergency vehicles access;
- Support of the bus stop remaining on Bedwell Bay Road;
- The issue of speeding.

Resident feedback was received as follows:

- In favour of reopening with two way traffic;
- In favour of retaining permit only parking;
- In favour of the bus stop remaining on Bedwell Bay Road.
- In favour of reopening with one way traffic;

L. Dysart noted that resident feedback will be collected until February 14, 2022, and a survey summary will be brought back to Council.

Moved by: Councillor Clark

Seconded by: Councillor Snell

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.

**CARRIED**

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

### **6.1 Mayor's Report**

#### **Continuing Progress on our Strategic Plan:**

- **Official Community Plan Review Committee**

Mayor Ross stated: Thank you to all OCP Committee members, Council Lead – Councillor Clark, Urban Systems Planning Consultants and staff. Mayor Ross noted that the OCP Committee held their first meeting and that progress will be reported.

- **Asset Management & Financial Sustainability**

Mayor Ross stated: Thank you for the work of Consultant John Weninger, Council Lead – Councillor Drake, Lorna Dysart, CAO, and staff. Mayor Ross noted that the Asset Management Plan is underway and a report will be brought to Council at an upcoming meeting.

#### **Lunar New Year & 2022 is the Year of the Tiger (Water)**

Mayor Ross noted that 2022 is the Year of the Tiger and that celebrations are taking place around the community.

#### **Official Community Committee – Councillor Clark**

Councillor Clark noted that the first Official Community Plan Review Committee meeting was held on Wednesday, January 26, 2022. OCP Review Committee meetings are recorded and posted on the website. An overview of the selection process for the OCP Review Committee is also posted on the website. Councillor Clark noted that any residents who may have feedback or questions for the Committee, are welcome to send an email to the CAO who will forward to the committee. Councillor Clark thanked Committee members for their commitment.

## **7. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER**

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

L. Dysart advised that questions residents may have with regard to the proposed Multi Use Path may be sent to Paula Richardson at [prichardson@belcarra.ca](mailto:prichardson@belcarra.ca) by February 14, 2022. Shezana Hassko, Director, Infrastructure Programs, TransLink will attend the Regular Council meeting scheduled for February 22, 2022 and the questions received will be part of the discussion.

**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.

Moved by: Councillor Drake

Seconded by: Councillor Clark

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

**CARRIED**

**10. NEW BUSINESS****10.1 Strategic Plan – Parking – Councillor Snell**

Councillor Snell suggested that a third category be provided for parking permits in the Village to capture short term / seasonal parking for landscapers etc. It was noted that there currently is a process in place for temporary parking permits. Contractors may contact the Village office for eligibility for a temporary parking permit.

Moved by: Councillor Snell

Seconded by: Councillor Drake

That a third category be provided for parking permits in the Village to capture short term / seasonal parking for trades people.

**This motion was withdrawn by unanimous consent.**

This item is a Strategic Planning item and will be included in an upcoming parking survey.

**10.2 Protection of Staff – Village Office & Hall Closure – Councillor Drake****Notice of Motion**

Councillor Drake provided the following Notice of Motion:

“That, subject to direction from more senior provincial officials, the Belcarra municipal hall and buildings remain closed to everyone other than staff until further notice; and  
That it is understood that this restriction may be waived on a case-by-case basis by the CAO or A/CAO where they conclude reasonable safety provisions may be applied and access is important enough that it should be facilitated.”

Councillor Drake will provide a copy of the motion in writing to the CAO.

**11. PUBLIC QUESTION PERIOD**

Deborah Struk, Belcarra Resident, queried regarding the process for public business at the office and hall if they remain closed to public.

Joe Elworthy, Belcarra Resident, queried with regard to Council members voting on the proposed COVID-19 Vaccination Policy.



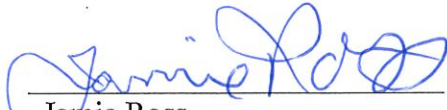
**12. ADJOURNMENT**

Moved by: Councillor Wilder  
Seconded by: Councillor Snell

That the February 7, 2022 Regular Meeting be adjourned at 10:36 pm.

**CARRIED**

Certified Correct:

  
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Jamie Ross  
Mayor

  
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Lorna Dysart  
Chief Administrative Officer