



VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES

May 24, 2022



This meeting was held via Zoom Teleconference.

Council in Attendance

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

Council Absent

Councillor Liisa Wilder

Staff in Attendance

Dennis Back, Acting Chief Administrative Officer
Stewart Novak, Public Works & Emergency Preparedness Coordinator
Paula Richardson, Acting Corporate Officer

Others in Attendance

Ken Bjorgaard, Financial Consultant (departed the meeting at 7:34 pm)
Lisa Zwarn, Chief Election Officer (departed the meeting at 8:04 pm)

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:01 pm

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, May 24, 2022

Moved by: Councillor Clark
Seconded by: Councillor Snell

That the agenda for the Regular Council Meeting, May 24, 2022 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, May 9, 2022

Moved by: Councillor Snell
Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held May 9, 2022 be amended by deleting Item 10. "Dennis Back confirmed that the Municipal Office will be re-opening tomorrow, May 10, 2022." and adding this item under Item 7. Report from Acting Chief Administrative Officer; and

That the minutes from the Regular Council Meeting held May 9, 2022, be approved as amended.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

- 4.1** Bonita Zarrillo, Member of Parliament, Port Moody – Coquitlam, Introduction to Council
MP Zarrillo did not attend.

5. REPORTS

- 5.1** Ken Bjorgaard, Financial Consultant, report dated May 24, 2022, regarding Corporate Policy No. 219 – Asset Management

K. Bjorgaard outlined the report noting that the Village of Belcarra's Integrated Asset Management/Long-Term Financial Plan project is partially funded via an approved Federation of Canadian Municipalities (FCM) grant. One of the deliverables in the grant application is the adoption of an Asset Management Policy (AM Policy). Discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Snell

That Corporate Policy No. 219 – Asset Management, be approved.

CARRIED

K. Bjorgaard departed the meeting at 7:34 pm

- 5.2** Lisa Zwarn, Chief Election Officer, report dated May 24, 2022, regarding Election and Assent Voting Bylaw No. 601, 2022

L. Zwarn advised that the purpose of the report is to highlight proposed changes to the election procedures in anticipation of the general local election to be held on October 15, 2022. She noted that in order for the changes to take effect in time for the upcoming October election, the proposed bylaw must be adopted prior to July 4, 2022.

Discussion ensued with regard to mail ballot voting and the number of scrutineers per candidate permitted in the voting place.

Moved by: Councillor Drake

Seconded by: Councillor Snell

That Election and Assent Voting Bylaw No. 601, 2022 receive first, second, and third reading.

CARRIED

- 5.3** Lisa Zwarn, Chief Election Officer, report dated May 24, 2022, regarding Public Notice Bylaw No. 602, 2022

L. Zwarn provided an overview of the bylaw which will enable the Village to use alternate methods of communications to publish notices required by Provincial legislation. Discussion ensued with regard to posting notices at the various bus shelters and the Waste and Recycle Depot (WARD).

Moved by: Councillor Drake

Seconded by: Councillor Snell

That Public Notice Bylaw No. 602, 2022, be given first reading.

CARRIED

L. Zwarn departed the meeting at 8:04 pm.

5.4 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated May 24, 2022, regarding 2021 Drinking Water Quality Annual Report

S. Novak noted that the purpose of the report was to provide the Belcarra Water Supply and Distribution System consumers and the Fraser Health Authority with the required annual water source, supply and water quality information based on 2021 analytical sampling and operational procedures.

Discussion ensued with regard to the following:

- The schedule of water sampling
- Chlorine readings
- Water metering
- Flushing & hydrant maintenance
- Water consumption
- The Tatlow Reservoir

Council thanked Mr. Novak for the thorough report and the service provided to the Village.

Moved by: Councillor Drake
Seconded by: Councillor Snell

That the 2021 Drinking Water Quality Annual Report be received for information and forwarded to the Fraser Health Authority for review and comment.

CARRIED

5.5 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated May 24, 2022, regarding Water Committee Recommendations – Status Report

S. Novak provided Council with the monthly progress report on the motions adopted on November 8, 2021. Discussion ensued with regard to:

- The Operation & Maintenance (O&M) Manual
- Operating Procedures for the Tatlow Reservoir & SCADA
- The Tatlow Reservoir inspection
- Reconditioning of the Strathcona meter & valve assemblies
- Meter readings & water consumption

Moved by: Councillor Clark
Seconded by: Councillor Drake

That the May 24, 2022, Monthly Water Report be received for information.

CARRIED

5.6 Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated May 24, 2022, regarding Metro Vancouver Water Restrictions Report

S. Novak outlined the report to provide Belcarra residents with an update on local water restrictions as mandated by Metro Vancouver and adopted as per municipal bylaw. Discussion ensued.

Moved by: Councillor Clark

Seconded by: Councillor Snell

That the Metro Vancouver Water Restrictions Report be received for information.

CARRIED

The meeting recessed at 8:50 pm and reconvened at 8:58 pm.

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1 Mayor's Report

- Mayor Ross provided an overview of the Iona Island Wastewater Treatment Plant Projects – Special Joint Committee Tour on May 4, 2022.
- Home Builders Association of Vancouver – Legends of Housing
Mayor Ross & Councillor Wilder attended the Home Builders Association of Vancouver – Legends of Housing dinner.
- Hike for Hospice – Port Moody Civic Centre – May 29, 2022 at 9:30 am.
Mayor Ross advised that he will attend the Hike for Hospice on Sunday, May 29, 2022.

6.2 Official Community Plan Review Committee

Councillor Clark reminded Council and residents that the OCP Review Committee Open House is scheduled for Wednesday, May 25, 2022. She noted that residents are invited to attend and provide feedback.

6.3 Councillor Drake, Notice of Motion

That staff be requested to organize a Council workshop, open to the public, on the water system to inform Council of the operation and ongoing work to improve the system.

7. REPORT FROM ACTING CHIEF ADMINISTRATIVE OFFICER

- 7.1** Dennis Back advised that the Property Tax notices will be sent out in the mail this week. The deadline for paying Property Taxes is Monday, July 4, 2022. He noted that a graphical breakdown of taxes collected by the municipality will be distributed by the Resident/Owner email notification list and will be available on the Village website.

8. BYLAWS

No items.

9. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Clark

Seconded by: Councillor Snell

That correspondence items 9.1 to 9.5 be received.

CARRIED

ACTION ITEMS

- 9.1 Lorraine Copas, Executive Director, SPARC BC, letter dated May 4, 2022, regarding Please Join Us in Celebrating Access Awareness Day on June 4, 2022

Moved by: Councillor Clark
 Seconded by: Councillor Drake

That Council declare Saturday, June 4, 2022, as Access Awareness Day in the Village of Belcarra.

CARRIED

- 9.2 a) Jonathan Cote, Mayor, City of New Westminster, letters dated May 11, 2022, to Krystal Boros, Acting Corporate Secretary, E-Comm, regarding:

1. E-Comm Board of Directors Designate – 2022-2023 Term
2. E-Comm Board of Directors Designates schedule through 2043

- 9.2 b) Dorothy Shermer, Corporate Officer, City of Port Moody, letter dated April 28, 2022 to Krystal Boros, Acting Corporate Secretary, E-Comm 911, regarding Nomination to E-Comm Board of Directors

P. Richardson noted that the nominations for the E-Comm Board of Directors Designates for the 2022 – 2023 Term had been changed by the other municipalities. The updated nominations were provided to Council for their support.

Moved by: Councillor Clark
 Seconded by: Councillor Snell

That the motion of Council dated April 25, 2022, to support the nomination of Joe Keithley (Burnaby) and Nancy McCurrach (Port Coquitlam), for appointment to the E-Comm Board of Directors for the 2022 – 2023 Term, to serve as representatives for the Village of Belcarra, City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Coquitlam and City of Port Moody, be rescinded.

CARRIED

Moved by: Councillor Clark
 Seconded by: Councillor Snell

That Council support the nomination of Councillor Nancy McCurrach of the City of Port Coquitlam and Councillor Brent Asmundson of the City of Coquitlam to the E-Comm 911 Board of Directors for the 2022 – 2023 Term, to serve as representatives for the Village of Belcarra, City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Coquitlam and City of Port Moody.

CARRIED**INFORMATION ITEMS**

- 9.3 Jaimie Jeon, Development Officer & Special Events Coordinator, Crossroads Hospice Society, note received April 4, 2022, Thank You Card for the Village's Generous Support
- 9.4 Christine Fraser, Mayor, Township of Spallumcheen, letter dated May 3, 2022, regarding Luxury Tax on Recreational Boats
- 9.5 Jeremy Hewitt, Associate Deputy Minister, Climate Action Secretariat, Minister of Environment & Climate Change Strategy, letter received May 16, 2022, regarding New Local Government Climate Action Program

Councillor Snell noted that Item 9.5. the New Local Government Climate Action Program website provided substantial funding opportunities for a range of initiatives. He requested that staff review the program and report back to Council.

Dennis Back, Acting CAO, noted that the program was just recently announced and that the portion of funding for the overall program for Belcarra is \$45,082. Staff will report back to Council with options available for the use of the New Local Government Climate Action Program funding.

10. NEW BUSINESS

No items.

11. PUBLIC QUESTION PERIOD

Jim Chisholm, Belcarra Resident, queried with regard to:

- The quality control and quality assurance manuals
- The parking policy on Midden Road & Bedwell Bay Road

12. RESOLUTION TO CLOSE MEETING

13. ADJOURNMENT


Moved by: Councillor Clark

Seconded by: Councillor Snell


That the May 24, 2022 Regular Meeting be adjourned at 9:22 pm

CARRIED

Certified Correct:



Jamie Ross
Mayor



Paula Richardson
Acting Corporate Officer