



VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
September 6, 2022



This meeting was held via Zoom Teleconference.

Council in Attendance

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

Staff in Attendance

Stewart Novak, Public Works & Emergency Preparedness Coordinator
Connie Esposito, Acting Corporate Officer
Christel Guenette, Recording Secretary, Raincoast Ventures

Staff Absent

Paula Richardson, Acting Chief Administrative Officer

Others in Attendance

Joel Pineau, Stantec (departed the meeting at 7:27 p.m.)
Leslie Cabbott, Stantec (departed the meeting at 7:27 p.m.)
Jared Ens-Rempel, Imperial Oil (departed the meeting at 7:27 p.m.)
Ali Tejpar, Imperial Oil (departed the meeting at 7:27 p.m.)
Mike Gardam, Imperial Oil (departed the meeting at 7:27 p.m.)
Laura Beveridge, Pooni Group, Planning Consultant (departed the meeting at 8:10 p.m.)
Anika Bursey, Pooni Group, Planning Consultant (departed the meeting at 8:10 p.m.)
Larissa Lau, Invasive Species Council of Metro Vancouver, Operations Coordinator (departed the meeting at 8:02 p.m.)
Tasha Murray, Invasive Species Council of Metro Vancouver, Executive Director (departed the meeting at 8:02 p.m.)
Sanwal Gilani, WSP, (departed the meeting at 9:18 p.m.)
Michael Levin, WSP, Project Manager, Infrastructure (departed the meeting at 9:18 p.m.)
Ian Devlin, Official Community Plan Review Committee, Chair (departed the meeting at 11:17 p.m.)

1. CALL TO ORDER

Mayor Ross called the meeting to order at 7:01 p.m.

2. APPROVAL OF THE AGENDA

2.1. Regular Council Meeting, September 6, 2022

Discussion ensued relative to Council Procedure Bylaw 593, 2021, regarding the order of business at a Regular Council Meeting.

Moved by: Councillor Clark
 Seconded by: Councillor Wilder

That the agenda for the Regular Council Meeting, September 6, 2022, be amended by adding:

Item 5.3 Michael Levin, Project Manager, Infrastructure, WSP, report dated September 2, 2022, regarding Village of Belcarra Hydraulic Water Model Development; and

Item 10.1 Dave Warren, Belcarra Resident, request by CRAB to use the Village Hall; and

That the order of the agenda be varied to consider Item 10.1 after 5.5

And be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1. Regular Council Meeting, July 25, 2022

Moved by: Councillor Clark
 Seconded by: Councillor Wilder

That the minutes from the Regular Council Meeting held July 25, 2022, be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

4.1. Joel Pineau & Lesley Cabott, Stantec and Ali Tejpar, Mike Gardam, Keri Scobie & Jared Ens-Rempel, Imperial Oil

L. Cabott introduced A. Tejpar, who would provide a presentation to Council.

A. Tejpar provided a PowerPoint presentation on the following:

- The objective of the project to create a plan to address seepage observed by the Ministry of Forests, Lands and Natural Resource Operations during an inspection in August 2019
- Overview of options: replacement or decommissioning
- Technical work and ongoing field studies completed

J. Pineau continued the PowerPoint presentation, noting highlights of the technical report detailing impacts on vegetation, wildlife, fish, and fish habitat.

A. Tejpar concluded the PowerPoint presentation by outlining the next steps for the project, including:

- Geotechnical exploration work around dam location (later 2022)
- Continued discussions with First Nations and stakeholders to obtain option selection feedback
- Option selection (later 2022)
- Detailed design/permitting (2022/2023).

Council queried regarding:

- Enhancements to White Pine Beach should water levels drop by two metres; and
- Impacts a drop in water levels would have on the pedestrian floating bridge.

Moved by: Councillor Snell
Seconded by: Councillor Drake

That the presentation provided by Stantec and Imperial Oil on September 6, 2022, be received for information.

CARRIED

J. Pineau, L. Cabott, A. Tejpar, M. Gardam, and J. Ens-Rempel left the meeting at 7:27 pm.

4.2. Tasha Murray, Executive Director & Larissa Lau, Operations Coordination, Invasive Species Council of Metro Vancouver, report dated July 29, 2022, regarding Village of Belcarra Invasive Plan Inventory Summary Report 2022

T. Murray provided a PowerPoint presentation on the “Village of Belcarra’s Invasive Plant Inventory Summary Report 2022,” noting the history of Belcarra’s invasive plant management and the use of chemical controls of high-priority species since 2013.

L. Lau provided an overview of the 2022 inventory summary, particularly knotweed sites found in 2022.

T. Murray noted that the 2022 workplan included the continued treatment of the highest priority sites. Challenges to treating invasive species included managing private property, introducing invasive plant species as horticulture plants, and dumping. Resources were available for staff and residents to further educate on invasive plant species located within Belcarra.

Discussion ensued with regard to:

- Resources available to homeowners to remove invasive plants from private properties;
- Measures used to remove knotweed, including the hiring of professionals training in herbicides;
- Educating residents on the impacts invasive species have on the environment and infrastructure;
- Inclusion of resources on Belcarra’s website;
- Bylaws which may be expanded to include the responsibility of residents to address invasive plant species on private property; and
- Removal of English ivy from trees along Marine Drive.

Moved by: Councillor Clark
Seconded by: Councillor Snell

That the Village of Belcarra Invasive Plant Inventory Summary Report 2022, dated July 29, 2022, be received for information.

CARRIED

T. Murray and L. Lau left the meeting at 8:02 pm.

5. REPORTS

5.1. Paula Richardson, Acting Chief Administrative Officer, report dated September 6, 2022, regarding West Road – Name Change

L. Beveridge, Pooni Group, referred to correspondence received at the July 25, 2022, Council Meeting regarding citizens' request to change the name of West Road to Marine

Avenue due to challenges with the West Road and Marine Avenue interface. Staff reviewed the proposal, noting that Section 39 of the *Community Charter* permitted municipalities to change the name of a street through a bylaw process, including first, second, and third readings followed by adoption. As no properties had a West Road address and given the life, safety, and logistical challenges with West Road, staff did not foresee any issues with the name change. Staff’s report would be forwarded to the next Council, providing an update on the process.

Discussion ensued relative to ramifications to organizations that provide GPS guidance systems and expenses that may be incurred by the municipality resulting from the name change.

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the West Road – Name Change report dated September 6, 2022, be received for information; and
That Council direct staff to bring the West Road – Name Change Report, dated September 6, 2022, forward to the next Council.

CARRIED

5.2. Paula Richardson, Acting Chief Executive Officer, report dated September 6, 2022, regarding Online GIS Map – Lot Areas

L. Beveridge noted that the Village of Belcarra’s online GIS map could be updated on an ongoing basis depending on the community’s interest. Staff recommended that lot sizes were information that could be included on the GIS map as it was publicly available through BC Assessment.

Moved by: Councillor Snell
Seconded by: Councillor Drake

That Council direct staff to update the online GIS map to include lot areas.

CARRIED

L. Beveridge and A. Burse left the meeting at 8:10 pm.

5.3. Michael Levin, Project Manager, Infrastructure, WSP, report dated September 2, 2022, regarding Village of Belcarra Hydraulic Water Model Development

M. Levin provided an overview of the report, which was to develop the Village of Belcarra’s water model to represent the existing water model and provide recommendations on further studies to identify capital upgrades to address any issues in the existing system:

- Section 1 – Introduction
- Section 2 – Existing Water System
- Section 3 – Design Criteria
- Section 4 – Model and Scenario Development
- Section 5 – Model Calibration
- Section 6 – Hydraulic Analysis
- Section 7 – Summary and Recommendations.

Discussion ensued relative to:

- Adoption of urban standards at a minimum of 60 L/second;
- Residential fire requirements, fire flow capabilities, and storage;
- Separating residential sections; requirement for further clarity on whether residential lots were connected to the high or low-pressure side;
- Water levels within the Tatlow Reservoir and the need for an additional chlorination station to raise those levels;
- Comparison of the report to the original design criteria of the water system;
- Required pressures of each fire hydrant in the Village;
- Further design criteria studies along with discussions with fire services, engineering and the Water Committee;
- Water pressure and usage within Belcarra Regional Park;
- Next steps;
- Offsetting deficits for fire flow requirements; and
- Possible upgrades and assessment of the Tatlow Reservoir.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the Village of Belcarra Hydraulic Water Model Development report dated September 2, 2022, be received for information.

CARRIED

M. Levin and S. Gilani left the meeting at 9:18 pm.

5.4. Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 6, 2022, regarding 2022 MRNB TransLink Funding Approval

S. Novak noted that TransLink approved and announced \$84,000 of grant funding to work with the Insurance Corporation of BC to review road safety on Bedwell Road. Recommendations will be forthcoming following the review to provide guidance and options on safety devices and road markings.

During discussion, it was noted that the project's total eligible cost was \$112,000, of which the Village of Belcarra was responsible for 25%, or \$28,000.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the 2022 MRNB TransLink Funding Approval Report be received for information.

CARRIED

5.5. Stewart Novak, Public Works & Emergency Preparedness Coordinator, report dated September 6, 2022, regarding Emergency Mass Notification App

S. Novak noted that mass notification and mass texting were key components of emergency management. It would allow emergency responders to provide direction to residents, coordinate effective evacuation, and forward important information as dictated by the incident.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That Council direct staff to purchase the Alertable App as recommended in the Emergency Mass Notification App report dated September 6, 2022; and
 That Council direct staff to inform the Village of Anmore and Sasamat Volunteer Fire Department Chief Jay Shape of the direction to purchase the Alertable App.

(amended)

Discussion ensued relative to:

- Immediate notification regarding any local event to residents through the Alertable App;
- Partnering with neighbouring municipalities;
- Size of the Village of Belcarra versus the cost of the Alertable App;
- The purchase of the Alertable App by the Sasamat Volunteer Fire Department; and
- Administration of the Alertable App.

Moved by: Councillor Wilder
 Seconded by: Councillor Clark

That the foregoing motion be AMENDED to state:
 That Council direct staff to defer the purchase of the Alertable App as recommended in the Emergency Mass Notification App report dated September 6, 2022, until such time that it is further explored by the Sasamat Volunteer Fire Department and Chief Jay Sharpe.

CARRIED

Agenda Varied

The Agenda was varied at this time to consider Item 10.1.

10. NEW BUSINESS

10.1. David Warren, Belcarra Resident, request by the Community Recreation Association of Belcarra to use the Village Hall

D. Warren requested the use of the Village Hall for the Community Recreation Association of Belcarra (CRAB) to house an All-Candidates meeting between September 19-25, 2022, and a social following the election.

Discussion ensued relative to current guidelines enforced by the Fraser Health Authority.

Moved by: Councillor Clark
 Seconded by: Councillor Drake

That Council direct staff to reopen the Village Hall to the public subject to the guidelines of the Fraser Health Authority.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

6.1. Mayor's Report

- a) Metro Vancouver has proposed a new Regional Park on Bowen Island that includes camping opportunities. Metro Vancouver plans to preserve a forested and waterfront property at Cape Roger Curtis on Bowen Island for public enjoyment as a new regional park incorporating both day use and overnight camping areas.

- b) Metro Vancouver PNE Showcase – Residents invited to learn about critical regional projects and services.
- c) Tri-Cities Chamber of Commerce, Mayors’ BBQ – September 7, 2022, at Riverside Community Church. Mayors from the cities of Coquitlam, Port Coquitlam, Port Moody, and the Villages of Anmore and Belcarra, will attend.
- d) Coquitlam Search and Rescue 50th Anniversary Celebration – September 17, 2022.
- e) Truth and Reconciliation Day – September 30, 2022.

Discussion ensued relative to the purchase of land on Bowen Island.

6.2. Union of BC Municipalities (UBCM) Conference – September 12 – 16, 2022

Mayor Ross will attend the UBCM Conference on behalf of the Village in September.

The BC Crisis Line Network has requested support at the UBCM Conference for its provincial 24/7 crisis lines that provides lifesaving crisis intervention, suicide risk assessment, and strength-based collaborative safety planning and follow-up to vulnerable British Columbians.

Moved by: Councillor Snell
 Seconded by: Councillor Drake

That Council express its strong support for Resolution EB42 – New Provincial Mandate and Funding for 911.

CARRIED

Mayor Ross declared a conflict of interest as follows:

“I am declaring a Conflict of Interest and am recusing myself from this Council meeting, noting that I am not entitled to participate in the discussion of the matter or to vote on the matter because of a direct pecuniary interest in the matter. I am a director and a member of a Group Wharf Association and one that is the subject of legal action.

In addition, the Village of Belcarra applied to the Supreme Court and the Justice provided the following:

“[4] Now, regarding the petition itself, I am of the view that having declared a conflict of interest in relation to the Bedwell Bay Wharf Program Report (the “Report”), it would be inappropriate for Mayor Jamie Ross and Councillors John Snell and Liisa Wilder to be permitted to participate, discuss, and vote on any matter arising from or in relation to that Report.”

I am now recusing myself. I would like to note that I am not making any indication in regard to my colleagues, and I know that they will do what makes sense for them.”

Mayor Ross departed the meeting at 10:28 p.m.

Deputy Mayor Snell assumed the chair.

6.3. Ian Devlin, Chair, on behalf of the Official Community Plan Review Committee, report dated September 6, 2022, regarding Summary of OCP Consultation – Other Agencies

Councillor Clark introduced I. Devlin and thanked those that volunteered for the Official Committee Plan (OCP) Review Committee.

I. Devlin noted that docks and wharves were excluded from the OCP as they fell under the Port of Vancouver's authority. The OCP was created with input from residents, who identified the importance of a balance of community character and a future that considers the social environment and financial sustainability. The OCP Committee met 12 times over the planning process to share research, discuss best practices and make recommendations on various policy areas requiring updates in the OCP, resulting in a draft OCP that went out for comment to residents and other agencies.

Significant feedback included:

- Road access through to Farrow Cove
- Existing lot sizes and subdivisions
- Types of residences.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the September 6, 2022, Regular Meeting be extended to 11:15 p.m.

CARRIED

Moved by: Councillor Clark

Seconded by: Councillor Drake (both motions at the same time;

- 1) That the Summary of the Official Community Plan (OCP) Consultation – Other Agencies report dated September 6, 2022, be received for information;
- 2) That Council direct the OCP Review Committee and staff to bring the Draft Official Community Plan forward to the next Council for Bylaw readings, Public Hearing and Adoption;
- 3) That the Official Community Plan (OCP) report regarding Summary of Resident Feedback and Draft OCP with OCP Review Committee Edits, dated September 6, 2022, be received for information; and
- 4) That Council direct the OCP Review Committee and staff to bring the Draft Official Community Plan forward to the next Council for Bylaw readings, Public Hearing and Adoption.

CARRIED

Discussion ensued relative to the authority of the Port of Vancouver over docks and wharves.

- 6.4. Ian Devlin, Chair, on behalf of the Official Community Plan Review Committee, report dated September 6, 2022, regarding Summary of Resident Feedback and Draft OCP with OCP Review Committee Edits.

Consideration of this item occurred during Item 6.3.

7. REPORT FROM ACTING CHIEF ADMINISTRATIVE OFFICER

No Items.

8. BYLAWS

No Items.

9. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That correspondence items 9.1 to 9.19 be received.

(amended)

Discussion ensued relative to item 9.7's inclusion within the agenda package.

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That the foregoing motion be amended to read as follows:

That correspondence items 9.1 to 9.19 be received; and
Council expresses regret that item 9.7 was not screened by the Acting Chief Administrative Officer.

CARRIED

ACTION ITEMS

No Items.

INFORMATION ITEMS

- 9.1. Sean Galloway, Director, Regional Planning and Electoral Area Services, Metro Vancouver, letter dated July 19, 2022, regarding Best Management Practices for Invasive Species: Garlic Mustard, Poison Hemlock and Spurge Laurel (full report available at the Village office)
- 9.2. Councillor Laurey-Anne Roodenburg, UBCM President, letter dated July 25, 2022, regarding Canada Community-Building Fund: First Community Works Fund Payment for 2022-2023
- 9.3. Aaron Demes, Senior Advisor, Government Relations, Government & Public Affairs, TransLink, email dated August 2, 2022, Municipal Upgrade Program Funding Announcement
- 9.4. Roger Quan, Director, Air Quality and Climate Change, Metro Vancouver, letter dated August 10, 2022, regarding Caring for the Air 2022, Metro Vancouver's Annual Review of Air Quality and Climate Change (full report available at the Village office)
- 9.5. Ralph Drew, Belcarra Resident, letter dated August 15, 2022, regarding Undeveloped Road Rights-of-Way ("Road Ends")
- 9.6. Sherry Chisholm, Belcarra Resident, letter dated July 21, 2022, regarding the Recent OCP, My Priorities Are As Follows
- 9.7. Sherry Chisholm, Belcarra Resident, letter dated July 21, 2022, regarding Official Community Plan
- 9.8. Sherry Chisolm, Belcarra Resident, letter dated August 20, 2022, regarding Official Community Plan for Belcarra
- 9.9. Brian Ashford, Sy Rodgers, Lynda Spence, Belcarra Residents, letter dated August 16, 2022, regarding Response to OCP dated August 2, 2022

- 9.10. Zachary Kyra-Derksen, Belcarra Resident, email dated August 22, 2022, regarding OCP letter
- 9.11. Robert Wilson, Belcarra Resident, email dated August 24, 2022, regarding Belcarra OCP
- 9.12. Shand Lander, Belcarra Resident, email dated August 24, 2022, regarding 1/2 Acre Lots Farrer Cove
- 9.13. Suzanne Kyra, Belcarra Resident, email dated August 22, 2022, regarding OCP Feedback
- 9.14. Ron Davis, Belcarra Resident, email dated August 24, 2022, regarding letter to the Belcarra OCP Committee
- 9.15. Brian Ashford, Belcarra Resident, letter dated August 24, 2022, regarding Belcarra August 2, 2022, OCP Draft Review, Comments and Suggestions
- 9.16. Belle Bojanowski, Belcarra Resident, email dated August 25, 2022, regarding Community Plan – Lot Size
- 9.17. Daniel Richardson, BTM Lawyers, LLP, email dated August 24, 2022, regarding Belcarra Draft OCP Submissions Proof Read Suggestion
- 9.18. Sy Rodgers, Belcarra Resident, email dated August 25, 2022, regarding Broad View of OCP Draft
- 9.19. Jason Sadler, Belcarra Resident, email dated August 26, 2022, regarding OCP Committee

10. NEW BUSINESS

- 10.1. Darren Warren, Belcarra Resident, request by CRAB to use the Village Hall
Consideration of this item occurred prior to Item 6.0.

11. PUBLIC QUESTION PERIOD

Moved by: Councillor Clark
 Seconded by: Councillor Wilder
 To extend the meeting until 11:20 p.m.

CARRIED

Mayor Ross returned to the meeting at 11:15 p.m. and resumed the role of chair.

Sherry Chisolm, Belcarra Resident, commented on the meeting’s response to Item 9.7.

Joe Elworthy, Belcarra Residential, commented on protocols for correspondence included within the agenda package.


12. ADJOURNMENT

Moved by: Councillor Clark
 Seconded by: Councillor Wilder


That the September 6, 2022, Regular Meeting be adjourned at 11:24 p.m.

CARRIED

Certified Correct:



Jamie Ross
Mayor



Paula Richardson
Acting Chief Administrative Officer