

**METRO VANCOUVER REGIONAL DISTRICT
ELECTORAL AREA COMMITTEE**

Minutes of the Regular Meeting of the Metro Vancouver Regional District (MVRD) Electoral Area Committee held at 9:20 a.m. on Wednesday, July 4, 2018 in the 28th Floor Committee Room, 4730 Kingsway, Burnaby, British Columbia.

MEMBERS PRESENT:

Chair, Director Maria Harris, Electoral Area A
Vice Chair, Mayor Karl Buhr, Lions Bay
Mayor Mike Clay, Port Moody
Mayor Ralph Drew, Belcarra
Councillor Tom Gill, Surrey
Councillor Kerry Jang, Vancouver
Mayor Michael Smith, West Vancouver (departed at 10:38 a.m.)

MEMBERS ABSENT:

Councillor Mae Reid, Coquitlam

STAFF PRESENT:

Marcin Pachcinski, Electoral Area and Environment Division Manager, Parks, Planning, and Environment
Carol Mason, Chief Administrative Officer
Janis Knaupp, Legislative Services Coordinator, Board and Information Services

1. ADOPTION OF THE AGENDA

1.1 July 4, 2018 Regular Meeting Agenda

It was MOVED and SECONDED

That the Electoral Area Committee adopt the agenda for its regular meeting scheduled for July 4, 2018 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 March 7, 2018 Regular Meeting Minutes

It was MOVED and SECONDED

That the Electoral Area Committee adopt the minutes of its regular meeting held March 7, 2018 as circulated.

CARRIED

3. DELEGATIONS

No items presented.

4. INVITED PRESENTATIONS

4.1 Rob Nicholls, Manager, Safety, Security & Emergency Management

Rob Nicholls, Safety, Security, and Emergency Management Manager, Corporate Services, provided members with a presentation on emergency management in Electoral Area A.

In response to questions about emergency management in Electoral Area A, members were informed about:

- the Plan identifying various activation levels and resources available to respond to a variety of risks
- response, support, and communications with UEL residents reflected in both Metro Vancouver's and UBC's plans, and the ability to include UEL residents in both emergency notification systems
- collaborative efforts between Metro Vancouver staff, municipalities adjacent to Electoral Area A, and emergency agencies to prepare for a major incident

Members offered comments about Passage Island residents developing a community emergency plan following fire protection training provided to them by Metro Vancouver staff in 2017. The Chair requested that Committee members review management plans giving consideration to Electoral Area communities adjacent to their own municipalities.

Presentation material titled "Emergency management in Electoral Area A" is retained with the July 4, 2018 Electoral Area Committee agenda.

5. REPORTS FROM COMMITTEE OR STAFF

5.1 Electoral Area A Bylaw Enforcement Policy

Report dated June 13, 2018 from Tom Pearce, Regional Planner, Parks, Planning, and Environment, seeking MVRD Board approval of the *Electoral Area A Bylaw Enforcement Policy* to guide staff in undertaking bylaw enforcement investigations and determining under what circumstances investigations should commence in the MVRD's Electoral Area A, excluding University of British Columbia lands, University Endowment Lands, and First Nation reserve lands.

Members discussed enforcement cost recovery options, concerns expressed by residents about placing complaints against neighbours, and suggested that the policy clearly reflect what drives an enforcement response.

The Committee suggested that consideration be given to developing a ticketing bylaw, identifying required resources, and developing communications for residents about the bylaw and its enforcement.

Members were informed that following adoption of the Official Community Plan, staff will explore ticketing provisions as part of a review of the zoning and building administration bylaws.

Referral Motion

It was MOVED and SECONDED

That the Electoral Area Committee refer to staff the *Electoral Area A Bylaw Enforcement Policy*, as presented in the report dated June 13, 2018 titled “Electoral Area A Bylaw Enforcement Policy”, and direct staff to report back to the Committee with consideration being given to broader issues of enforcement including the potential to develop a ticketing bylaw.

CARRIED

5.2 Electoral Area A 2018 Annual Budget and Work Plan

Report dated June 15, 2018 from Marcin Pachcinski, Electoral Area and Environment Division Manager, Parks, Planning, and Environment, providing an overview of the 2018 Electoral Area Work Plan items, description of services provided to residents, distribution of property taxes, and information regarding grant revenues and the Electoral Area A (EAA) reserve.

Members suggested that the 2019 Work Plan include development an Electoral Area A resident guide identifying Metro Vancouver’s role as the local government, the Province’s role in building regulations, and listing other agencies and a description of services provided for posting to the Electoral Area A website.

Request of Staff

Staff was requested to report back to the Electoral Area Committee with information on how other BC regional districts are addressing services offered and building regulations related to seasonal, recreational properties in electoral areas.

In response to questions, members were informed about the MVRD’s *Operating, Statutory, and Discretionary Reserves Policy*, rate stabilization, and staff exploring opportunities to phase general reserves into the Electoral Area A function through the five-year financial plan as part of the 2019 budget process.

It was MOVED and SECONDED

That the Electoral Area Committee receive for information the report dated June 15, 2018, titled “Electoral Area A 2018 Annual Budget and Work Plan”.

CARRIED

5.3 Manager’s Report

Report dated June 18, 2018 from Marcin Pachcinski, Electoral Area and Environment Division Manager, Parks, Planning, and Environment, updating the Electoral Area Committee on emergency management updates through the Electoral Area A website, UBC and UEL agreements letters related to Community

Works Fund projects, and history of the west side of Pitt Lake as part of the MVRD Electoral Area.

10:38 a.m. Mayor Smith departed the meeting.

It was MOVED and SECONDED

That the Electoral Area Committee receive for information the report dated June 18, 2018, titled "Manager's Report".

CARRIED

6. INFORMATION ITEMS

It was MOVED and SECONDED

That the Electoral Area Committee receive for information the following Information Items:

- 6.1 Electoral Area A Director's Update – June 2018 issue
- 6.2 Electoral Area A Metro Vancouver Bulletin – June 2018 issue

CARRIED

7. OTHER BUSINESS

No items presented.

8. BUSINESS ARISING FROM DELEGATIONS

No items presented.

9. RESOLUTION TO CLOSE MEETING

It was MOVED and SECONDED

That the Electoral Area Committee close its regular meeting scheduled for July 4, 2018 pursuant to the *Community Charter* Provisions, Section 90 (1) (d), (i), and 90 (2) (b) as follows:

- "90 (1) A part of the meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
 - (d) the security of the property of the regional district;
 - (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- 90 (2) A part of a meeting must be closed to the public if the subject matter being considered relates to one or more of the following:
 - (b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both and a third party."

CARRIED

10. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED

That the Electoral Area Committee adjourn its regular meeting of July 4, 2018.

CARRIED

(Time: 10:44 a.m.)

Janis Knaupp,
Legislative Services Coordinator

Maria Harris, Chair