METRO VANCOUVER REGIONAL DISTRICT
ELECTORAL AREA COMMITTEE

Minutes of the Regular Meeting of the Metro Vancouver Regional District (MVRD) Electoral Area Committee held at 9:03 a.m. on Wednesday, February 5, 2020 in the 28th Floor Committee Room, 4730 Kingsway, Burnaby, British Columbia.

MEMBERS PRESENT:
Chair, Director Jen McCutcheon, Electoral Area A
Vice Chair, Councillor David Hocking, Bowen Island
Mayor Neil Belenkie, Belcarra
Councillor Trish Mandewo, Coquitlam (arrived at 9:26 a.m.)
Mayor Ron McLaughlin, Lions Bay
Councillor Allison Patton, Surrey
Councillor James Wang, Burnaby

MEMBERS ABSENT:
Councillor Colleen Hardwick, Vancouver

STAFF PRESENT:
Marcin Pachcinski, Division Manager, Electoral Area and Environment, Regional Planning and Housing Services
Jerry W. Dobrovolny, Chief Administrative Officer
Janis Knaupp, Legislative Services Coordinator, Board and Information Services

1. ADOPTION OF THE AGENDA

1.1 February 5, 2020 Regular Meeting Agenda

It was MOVED and SECONDED
That the Electoral Area Committee adopt the agenda for its regular meeting scheduled for February 5, 2020 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 October 15, 2019 Regular Meeting Minutes

It was MOVED and SECONDED
That the Electoral Area Committee adopt the minutes of its regular meeting held October 15, 2019 as circulated.

CARRIED
3. **DELEGATIONS**
   No items presented.

4. **INVITED PRESENTATIONS**
   No items presented.

5. **REPORTS FROM COMMITTEE OR STAFF**

   5.1 **2020 Electoral Area Committee Priorities and Work Plan**
   Report dated January 17, 2020 from Marcin Pachcinski, Division Manager, Electoral Area and Environment, Regional Planning and Housing Services, providing the Electoral Area Committee with the priorities and work plan for the year 2020.

   Members were provided an overview of Electoral Area A (EAA) communities, services provided by Metro Vancouver, budget, and the Electoral Area Committee priorities and work plan for the year 2020.

   In response to questions, members were informed about:
   • staff liaising with RCMP on an incident-reporting basis, as needed
   • some EAA communities having locally-based water systems under the Ministry of Health jurisdiction
   • the EAA tax requisition including provincial school tax

   **Request of Staff**
   Staff was requested to report back to the Electoral Area Committee with information on provincial tax assessments for Electoral Area A communities, including a comparison with other Metro Vancouver communities, particularly those represented on the Committee.

   Members commented on exploring funding opportunities to expand the scope of the fire assessment study for Howe Sound to include communities along Indian Arm.

   Presentation material titled “2020 Priorities & Work Plan” is retained with the February 5, 2020 agenda.

   **It was MOVED and SECONDED**
   That the Electoral Area Committee endorse the work plan as presented in the report dated January 17, 2020 titled “2020 Electoral Area Committee Priorities and Work Plan”.

   **CARRIED**

   9:26 a.m. Councillor Mandewo arrived at the meeting.
5.2 **Electoral Area A Zoning Bylaw Review – Public Consultation Update**
Report dated January 17, 2020 from Tom Pearce, Planner, Regional Planning and Housing Services, updating the Electoral Area Committee on the public consultation undertaken to date as part of the review of the *Electoral Area A Zoning Bylaw*.

Presentation material titled “Electoral Area A Zoning Bylaw Review Public Consultation Update” is retained with the February 5, 2020 agenda.

**It was MOVED and SECONDED**
That the Electoral Area Committee receive for information the report dated January 17, 2020, titled “Electoral Area A Zoning Bylaw Review – Public Consultation Update”.

**CARRIED**

5.3 **UBCM Emergency Preparedness Grant Applications for Electoral Area A (UBC/UEL)**
Report dated January 17, 2020 from Rod Tulett, Emergency Preparedness and Security Coordinator, Security & Emergency Management, Corporate Services and Marcin Pachcinski, Division Manager, Electoral Area and Environment, Regional Planning and Housing Services, seeking MVRD Board endorsement of two UBCM grant applications, totaling $41,836, to enhance emergency preparedness capacity in the Point Grey communities of Electoral Area A (EAA).

Members were provided an overview of the grant application. In response to questions, members were informed about operations and support services, communications with residents, staff resources and expertise, proposed technology, and the *Electoral Area A Emergency Management Plan*.

Discussion ensued about exploring technology opportunities to enhance, add to and standardize existing EAA communications infrastructure, including opportunities in adjacent Metro Vancouver municipalities.

Members were informed that staff will explore grant opportunities as they arise and through the regular budget process.

**It was MOVED and SECONDED**
That the MVRD Board endorse the applications for two grants totaling $41,836 from the Union of BC Municipalities to enhance emergency preparedness capacity in the Point Grey (UBC/UEL) communities of Electoral Area A.

**CARRIED**

5.4 **Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020**
Report dated January 17, 2020 from Marcin Pachcinski, Division Manager, Electoral Area and Environment, Regional Planning and Housing Services, seeking
approval of *Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020*.

Comments were offered about the importance that permit fees cover building inspection function costs.

In response to questions, members were informed about the rationale supporting the proposed permit fee increase, regular fee reviews going forward, and future public consultation on other bylaw amendments to come forward for consideration.

**It was MOVED and SECONDED**

That the MVRD Board:

a) give first, second and third reading to *Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020*; and

b) pass and finally adopt *Electoral Area A Building Administration Amendment Bylaw No. 1301, 2020*.

**CARRIED**

**It was MOVED and SECONDED**

That the Electoral Area Committee direct staff to undertake a review of permit fee schedules established in the *Electoral Area A Building Administration Bylaw*, as part of the Committee’s 2021 Work Plan, to ensure permit fees cover the cost of the building inspection function.

**CARRIED**

5.5 **Manager’s Report**

Report dated January 17, 2020 from Marcin Pachcinski, Division Manager, Electoral Area and Environment, Regional Planning and Housing Services, updating the Electoral Area Committee on the community engagement series for UBC and UEL residents.

**It was MOVED and SECONDED**

That the Electoral Area Committee receive for information the report dated January 17, 2020, titled “Manager’s Report”.

**CARRIED**

6. **INFORMATION ITEMS**

No items presented.

7. **OTHER BUSINESS**

No items presented.

8. **BUSINESS ARISING FROM DELEGATIONS**

No items presented.
9. **RESOLUTION TO CLOSE MEETING**
No items presented.

10. **ADJOURNMENT/CONCLUSION**

   **It was MOVED and SECONDED**
   That the Electoral Area Committee conclude its regular meeting of February 5, 2020.  
   **CARRIED**  
   (Time: 10:13 a.m.)

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   Janis Knaupp,      Jen McCutcheon, Chair
   Legislative Services Coordinator