



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, APRIL 16, 2019 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance:

Council: Mayor Ron McLaughlin
Councillor Neville Abbott
Councillor Norm Barmeier
Councillor Jaime Cunliffe

Regrets: Councillor Fred Bain

Staff: Chief Administrative Officer Peter DeJong
Chief Financial Officer Pamela Rooke
Public Works Manager Nai Jaffer
Office Coordinator Shawna Gilroy (Recorder)

Delegations: 0

Public: 0

1. Call to Order

Mayor McLaughlin called the meeting to order at 7:05 p.m.

2. Adoption of Agenda

Moved/Seconded

THAT item 8Aiv – Public Works Week be added; and
THAT item 8Bii – Glass Notice Board be added; and
THAT item 8Biii Op-Ed Septic Systems be added; and
THAT item 8Biv – Wood Burning be added; and
THAT item 8Bv – LGMA Exchange Magazine be added; and
THAT item 12B – Precise Parklink Meter Contract – CAO Verbal Report be added; and
THAT the agenda be adopted, as amended.

CARRIED

3. Public Participation (2 minutes per person totalling 10 minutes maximum)

None

4. Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)
 None

5. Review & Approval of Minutes of Prior Meetings

A. Special Council Meeting – January 4, 2019

Moved/Seconded

THAT the Special Council Meeting Minutes of January 4, 2019 be approved as circulated.

CARRIED

B. Regular Council Meeting – April 2, 2019

The following was amended in the first set of bullets on page 4 of 10, in item 8Ai:

- Strike the 2nd bullet and its contents and add the following to the 1st bullet – “Some questions could be included, possibly a survey”;
- New 2nd (formerly 3rd bullet) – strike “Town Hall” and replace with “Council”;
- New 3rd bullet reading: “If required, a Special Council Meeting could be held before or after May 7th”.

The following was amended in the second set of bullets in item 8Ai:

- 3rd bullet – strike “infrastructure reserve” and replace with “sewer surplus”.

Moved/Seconded

THAT the Regular Council Meeting Minutes of April 2, 2019 be approved as amended.

CARRIED

Audio: 00:07

6. Business Arising from the Minutes

April 2, 2019 Regular Council Meeting:

- Item 8Aii, 3rd set of bullets – Councillor Abbot queried whether the follow up items should be included on the follow-up action list (FUAL). CAO DeJong clarified that one item was already, and the others are not applicable for the FUAL, such as bylaw amendments and strategic planning session items.
- Item 8Ci, 6th bullet: BC Hydro Opportunities – Councillor Abbot explained that former Mayor Doug Miller had recently wrote a letter to the Utilities Commissioner and that he would provide a copy of the letter to Council to explore further. It was requested to add the BC Hydro letter to the FUAL as a reminder to action this item.

7. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Action
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76	March 19, 2019	Staff to consider the creation of a policy for the Infrastructure Committee and report back to Council.	[CAO DeJong - In progress]
77	March 19, 2019	G1: Legislative Assembly of BC – CAO DeJong to respond advising that accessibility standards will be investigated when the Building Bylaw is reviewed	[strike]
78	March 19, 2019	R1: Don Shaw – Train Whistle – CAO DeJong to respond advising that whistling cessation applications are very involved and require costly processes which the Municipality is not presently in a position to pursue.	[CAO DeJong - In progress]
82	April 2, 2019	Item 6A: Rural Dividend Program – draft letter to the Chair and Board of Metro Vancouver	[Completed - Strike]
83	April 2, 2019	Item 8Aiii: Investigate option of falling outside the UCB to avoid future bylaws intended for larger municipalities	[CAO DeJong - In progress]
84	April 2, 2019	R1: Anthony Tobin & Andrew Wilton – Forest Fires – Councillor Bain to respond	[Completed - Strike]
85	April 2, 2019	R2: Jon Povill – Port Moody PACE Program – Mayor to respond	[Completed - Strike]
86	April 2, 2019	R4: Kambiz Azordegan – Lower Kelvin Grove Issues – Mayor to respond	[Completed - Strike]
87	April 2, 2019	R5: McLaughlin/Doherty – Volunteer Week – Mayor to respond	[In progress]
88	April 16, 2019	Councillor Abbott to follow up with former Mayor Douglas Miller re. BC Hydro Tiers	[In Progress]

Audio: 00:13

8. Reports

A. Staff

i. CFO: Asset Management Investment Plan Final Report

CAO DeJong briefed Council on the Asset Management Investment Plan final report which was presented in draft form by Cory Sivell of Urban Systems in February. He noted that the total replacement cost of our current assets is about \$44.2 million, they have approximately 43% remaining life expectancy, while 11% of those assets have passed their expected lifespan already. He explained that replacing infrastructure and various other assets would require approximately \$1.2 million per year, however we only have the ability to use about \$300,000, therefore leaving a gap of about \$900,000. He noted that the Municipality needs to start addressing this as soon as possible and

Council has taken the first steps towards this by passing the first two readings of the Tax Rate bylaw and budgeting a 10% levy for this purpose, and further moving forward with the UBCM grant funding application for long-term financial planning to set replacement funding targets. He also noted that we will be looking at the development of an annual reporting template, potentially to live in the Municipality's Annual Report.

Moved/Seconded

THAT the Information Report, "Asset Management Investment Plan Final Report" be received.

CARRIED

Audio: 00:21

ii. CFO: UBCM Asset Management Planning Program Resolution

CFO Rooke advised Council that the second phase of the Asset Management UBCM grant has come out and is due May 3, 2019. She noted that it is the same grant program that we applied under for the Asset Management Plan, allowing for a project worth up to \$30,000 and covering 50%; therefore included in the Five Year Financial Plan is \$30,000 for a second phase project with a \$15,000 budget. As part of the application, CFO Rooke requested a resolution from Council to direct staff to apply for the grant.

Moved/Seconded

THAT Council direct staff to submit a UBCM Asset Management Planning Program grant application for Asset Management Phase II – Connecting asset management planning to long-term financial planning and to provide overall grant management of the project.

CARRIED

Audio: 00:24

iii. CAO: Budget Communications Principles

CAO DeJong noted the wide range of communications that local governments establish with the public, ranging from educating and informing to involving the public in the decision-making process. In terms of budget communications, it was suggested that the scale tends to fall closer to educating and informing as it is Council's duty to make those tough decisions, regardless of public opinion, based on what they think is best for the Municipality at that point in time. He advised Council that staff is cognizant of the fact that there is always room for improvement and he will certainly look at ways to improve our communications going forward in future budget processes. Council discussed their ideas around communications, including the notion of a "Have Your Say" letter box and the issues that would entail. Councillor Abbott noted that the Infrastructure Levy was not put forward until more recently and that he never intended the letterbox to be a one-time deal. Councillor Abbott will be writing a communication piece for the Village Update on April 26, to follow up on his January piece on the subject.

Moved/Seconded

THAT the Information Report, “Budget Communications Principles” be received.

CARRIED

Audio: 00:47

iv. Public Works Week

Mayor McLaughlin queried the details of Public Works Week. CFO Rooke advised Council that the office staff host a BBQ lunch for the Public Works crew every year.

B. Mayor

i. Events Committee – Verbal

Mayor McLaughlin and CFO Rooke met with one of the members of the Events Committee to discuss the beach park fundraising event and tax receipts. He noted that tickets will sell out fast and residents should purchase quickly if they haven’t done so yet.

ii. Glass Notice Board

Mayor McLaughlin advised the owner of the General Store that the Municipality was interested in taking over the glass notice board outside of the post office. The Strata Council queried how Council saw it working, how it would be prettied up, and suggested the idea of a monthly license fee. Council discussed their intent for using the notice board, that they would occasionally add items of importance to it, clean it up and remove the other items, but it was decided that they need more information on the expectation of the leasing agreement. CAO DeJong noted that a policy would need to be created in order to proceed with taking over the notice board in terms of what can be displayed and who can use it.

Audio: 00:58

iii. Op-Ed Septic Systems

Mayor McLaughlin suggested an Op-Ed piece in the Village Update on Septic Systems. Councillor Barmeier offered to write it.

iv. Wood Burning

Councillor Abbott offered to write an educational piece on wood-burning best practices in the Village Update on October 11th.

v. LGMA Exchange Magazine

The LGMA Exchange magazine is a BC local government quarterly with articles on all things local government professionals are involved with across the Province. Mayor McLaughlin advised Council that the Executive Director, Nancy Taylor, has reserved a

spot to profile Lions Bay in the “Our Town” section at the back of the magazine in the Fall 2019 edition.

C. Council

None

D. Committees

None

E. Emergency Services

None

9. Resolutions

A. Events Committee Bylaw Relaxation Request

Moved/Seconded

THAT Council relax the Noise Bylaw and the Traffic and Parking Bylaw to allow live music until 11:30 pm at 140 Lions Bay Avenue on Thursday, June 27, 2019, to allow angle parking on Lions Bay Avenue (excluding cul-de-sacs, no parking areas and fire hydrants), and to waive guest parking passes for visitors during this time for the Events Committee’s Beach Park Fundraising Event.

CARRIED

B. Appointment of Department of Fisheries and Oceans Representative

It was proposed that Glen Dennison be the Village’s liaison to the Department of Fisheries and Oceans for a four-year term. Council suggested that Mr. Dennison report to Council once a year with an update on activities.

Moved/Seconded

THAT Council re-appoint Glen Dennison as the Village of Lions Bay’s liaison to the Department of Fisheries and Oceans for a four-year term, and request that he provide an annual report on activities to Council.

CARRIED

Audio: 01:08

10. Bylaws

A. 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 – Third Reading

CFO Rooke discussed the changes that were made to the Five Year Financial Plan since second reading, specifically the addition of the one-time increase in the 2019 Federal Gas Tax allocation. The changes were outlined in yellow throughout the bylaw.

Moved/Seconded

THAT 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 be read a third time.

CARRIED

B. Tax Rate Bylaw No. 561, 2019 – First, Second, Third Reading

CFO Rooke explained that, per the Community charter, Council must adopt the Tax Rate Bylaw after adoption of the Five Year Financial Plan Bylaw, and it must be adopted before May 15th.

Moved/Seconded

THAT Tax Rate Bylaw No. 561, 2019 be read a first, second and third time.

CARRIED

Audio: 01:18

11. Correspondence

A. List of Correspondence to April 11, 2019

Moved/Seconded

THAT the following actions be taken with respect to the correspondence:

- G1: Update on Human Trafficking in BC Communities – no response
- G2: UBCM Provincial Response to 2018 Resolutions – no response
- G3: E-Comm Board of Directors Designate – see recommendation below:

Moved/Seconded

THAT Mayor McLaughlin review the E-Comm agenda and provide Richard Walton with directions to vote in respect of Lions Bay's Class A shares.

CARRIED

- R1: George Liu – Response re: Climate Change – no further response
- R2: Ian Mackie – Response re: Wood Fires – no further response
- R3: Alison Fischer – Wood Burning – Councillor Abbott to respond
- R4: Jennifer Monroe – Tree Cutting or Deforestation on School District Property – the School District was unaware of this particular tree cutting on their property and are looking into it with Public Works. PWM to respond to Ms. Monroe.
- R5: David Waller – Taxation – Mayor McLaughlin to respond
- R6: Penny Nelson – Public Consultation – Councillor Cunliffe to respond
- R7: Kambiz Azordegan – Response re: Lower Kelvin Grove Issues – no further response
- R8: Jon Povill – Response re: Program to Help our Village – no further response
- R9: Vivienne O'Keeffe – Increased Taxes – no response
- R10: Anthony Tobin and Andrew Wilton – Response re: Forest Fire Readiness and Prevention – no further response

CARRIED

Audio: 01:29

12. New Business

A. Community and School Signage – Verbal Update

PWM Jaffer and CAO DeJong have been reviewing the signage which was previously created and have settled on what will fit within our budget for this year plus additional informational signs that the Trailblazers have come up with. One issue before proceeding is the wayfinding sign which was intended to be installed in front of the municipal hall next to the notice board; however the Memorial Cairn was recently approved to go in front of the hall near the flags, so it will be necessary to engage in further discussion with Councillor Bain and a couple of Memorial Committee members. CAO DeJong also advised Council that he has requested the Ministry of Transportation and Infrastructure Operations Manager fill the empty spot on the highway informational signage entering Lions Bay with a suitable “school” symbol. The same symbol would be used as wayfinding signage in the Village leading to the school.

Audio: 01:32

B. Precise Parklink Meter Contract – CAO Verbal Update

CAO DeJong advised that the Municipality will be using the meters that were used two years ago, which functioned well. The term of the contract is from May 15 to September 15; Precise Parklink will install the meters and take them out at the end of the term. The cost is approximately \$6,550 plus GST plus any on site hourly maintenance charges. CAO DeJong proposed increasing the rates when the Fees Bylaw comes back to Council next meeting, from \$1.50 to \$2 per hour (max of \$16 per day) at Sunset (allows overnight parking), from \$2 to \$3/hr at Kelvin Grove (max of \$24 per day) for one day 8am-10pm, and from \$3 to \$4/hr (max of \$32/day) at Lions Bay Beach Park. Multiday tickets on weekdays at LBBP were briefly noted as a possibility, subject to meter programming capacity.

Moved/Seconded

THAT the CAO be authorized to sign the agreement for the rental, installation and operation of three DG7 Pay by Plate Pay Stations between Precise Parklink Inc. and the Village of Lions Bay.

CARRIED

Audio: 01:40

C. AECOM Verbal Update

PWM Jaffer advised Council that staff has been working with AECOM to model the water system for extreme summer drought and low water supply, and to provide fire flow information to the Fire Chief. He also advised staff is sourcing a water tanker that the fire department can drive to and from a fire site and connect to the pumper engine for the duration of the Harvey Tank Replacement Project.

13. Public Questions & Comments (2 minutes on any topic discussed in this meeting)

None

14. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

A. Personnel – Labour Relations

B. Crown Charges

Moved/Seconded

THAT the council considers that disclosure of law enforcement matters could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

CARRIED

Moved/Seconded

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter*:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

c) labour relations or other employee relations;

f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

CARRIED

The meeting was closed to the public at 8:54 p.m. There was a possibility of bringing Item 14B back into the open meeting for discussion per. s.90(1)(n) of the Community Charter. [Ultimately, this did not come to pass.]

The meeting was re-opened to the public at 9:27 p.m.

15. Reporting Out from Closed Portion of Meeting

Council approved a Limited Partnership Agreement with Tamara Leger, doing business as Lions Bay House Concerts.

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 9:27 p.m.

Mayor

Corporate Officer

Date Approved by Council:	May 7, 2019
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