



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, DECEMBER 20, 2016 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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**MINUTES**

In Attendance:

Council: Mayor Karl Buhr  
Councillor Fred Bain  
Councillor Jim Hughes  
Councillor Ron McLaughlin  
Councillor Eileen Wilke

Staff: Chief Administrative Officer Peter DeJong  
Chief Financial Officer Pamela Rooke  
Office Coordinator Shawna Gilroy (Recorder)

Delegations: 0

Public: 1

**1. Call to Order**

Mayor Buhr called the meeting to order at 7:00 p.m.

**2. Approval of Agenda**

Moved/Seconded

THAT item 8Div "Board of Variance Draft Minutes of December 7, 2016" be added; and

THAT item 12C "Council Procedures" be added; and

THAT the agenda be approved.

**CARRIED**

**3. Public Participation**

A. Mr. Alan Henshaw

Mr. Henshaw was concerned of the snow on the sidewalk along the bridge on Crosscreek Road which has not yet been shovelled. He also queried what the life-span of the noise reduction pavement is along the highway through Lions Bay.

**4. Delegations**

None

**5. Minutes**

A. Regular Council Meeting – December 6, 2016

The following items were amended:

- Item 1: change “Mayor Buhr” to read “Acting Mayor Bain”
- Item 4A: change the sentence to read “Mr. Loutet queried whether Council organizes individual/group Annual Performance Reviews for themselves.”
- Item 12: after “detailed proposal” add “regarding an Arts and Culture Centre to be established in the previous library space,”

Moved/Seconded

THAT the Regular Council Meeting Minutes of December 6, 2016 be approved as amended.

**CARRIED**

*Audio: 00:11*

**6. Business Arising from the Minutes**

A. Item 8A - IRRs

Mayor Buhr queried why ID111 “Hall Sound Speakers” was moved to the pre-empted list. Upon being advised the speakers are connected, they work and are used, he asked if they could be connected to the Public Address System as well. CAO DeJong offered to follow up on this question.

*Audio: 00:16*

**7. Unfinished Business**

A. Information and Resource Requests (IRRs)

Moved/Seconded

THAT the IRRs be updated in accordance with the following:

- ID 110: CFO hoping to send BC Assessment Data by December 22, 2016
- ID 114: referred to January
- ID 115: Public Works Manager to report back to Council in January regarding the Communications Study
- ID 116: staff to determine the whereabouts of the old “Harvey Creek” trestle sign

Staff to establish a timeline for IRR #s 103, 105 and 106 on the “Resolutions” page and report back to Council at the next meeting.

**CARRIED**

*Audio: 00:26*

**8. Reports**

A. Staff

i. Chief Election Officer’s By-Election Report

Mr. DeJong discussed the key points of his CEO’s By-Election report, noting the breakdown of voting in the by-election and assent voting opportunity, voter turnout, staff training and experience gained for next general election, and suggestions for amendments to the Election Procedures Bylaw No. 474, 2014.

Moved/Seconded

THAT the information report “Chief Election Officer’s By-Election Report” be received.

**CARRIED**

*Audio: 00:47*

ii. CFO – Approval of By-Election and Referendum Expenses

Moved/Seconded

THAT Council approve the \$26,820.76 of operating expenses incurred for the November 19, 2016 by-election and referendum.

**CARRIED**

*Audio: 00:52*

iii. CFO – BDO Planning Report

Moved/Seconded

THAT the information report “BDO Planning Report” be received for information purposes.

**CARRIED**

*Audio: 00:58*

iv. Public Works Manager – Award of Contract for Waste Collection Services

Council queried what Smithrite currently does with recyclable glass and requested a response at the next Council meeting. Council unanimously agreed on staff’s recommendation.

Moved/Seconded

THAT Waste Control Services Incorporated (WCS) be awarded the waste collection services contract for the Village of Lions Bay; and

THAT the Mayor and Corporate Officer be authorized to execute contract documents in substantial accordance with the Request for Proposals.

**CARRIED**

*Audio: 01:15*

v. CFO – Budget Process Discussion – Verbal Report

CFO Rooke updated Council on what the budget process looks like for 2017 and requested budget asks from Council at the January 10, 2017 meeting.

Moved/Seconded

THAT Council receive the CFO's Budget Process Discussion verbal report.

**CARRIED**

B. Mayor

Mayor Buhr updated Council on the previous Local Government Leadership Academy (LGLA) meeting he attended on December 6<sup>th</sup>, as well as the UBCM meeting he attended with other small Metro community mayors and Community Sport and Cultural Development Minister Fassbender.

C. Council

None

*Audio: 01:50*

D. Committees

Councillor Bain provided an update on the Infrastructure Committee's discussions with UBC regarding a water study and potential in-kind contributions that may be required of Lions Bay.

i. Trees, Views & Landscapes Committee – Application #76

Moved/Seconded

THAT Council approve the Trees, Views & Landscapes Committee's recommendation for application #76 to cut the subject trees and remove the associated debris.

**CARRIED**

ii. Bylaw and Policy Review Standing Committee – Dissolution

Mayor Buhr dissolved the Bylaw and Policy Review Committee and will write a letter to Ian Mackie to thank him for his service.

iii. Board of Variance – August 22, 2016 Draft Minutes

Moved/Seconded

THAT the draft August 22, 2016 Board of Variance minutes be received for information.

**CARRIED**

iv. Board of Variance – December 7, 2016 Draft Minutes

Moved/Seconded<sup>9i</sup>

THAT the draft December 7, 2016 Board of Variance minutes be received for information.

**CARRIED**

*Audio: 02:06*

E. Emergency Services

i. Lions Bay Fire Rescue Monthly Report

Moved/Seconded

THAT the Lions Bay Fire Rescue monthly report be received for information.

**CARRIED**

**9. Resolutions**

A. CAO Forum

Moved/Seconded

THAT Council approves sending CAO DeJong to the CAO Forum in Victoria from February 22-24, 2017, including the optional pre-conference workshop on Human Resource Strategies for Healthy Organizations; and

THAT the CFO add the cost of the workshop to the 2017 budget.

**CARRIED**

B. MATI Courses for Successful CAOs

Moved/Seconded

THAT Council approves sending CAO DeJong to the MATI course for Successful CAOs in Victoria from February 17-22, 2017, if available (presently waitlisted); and

THAT the CFO add the cost of the workshop to the 2017 budget, if CAO DeJong gets in.

**CARRIED**

*Audio: 02:15*

**10. Bylaws**

A. Fees Bylaw No. 497, 2016

Moved/Seconded

THAT Fees Bylaw No. 497, 2016 be adopted.

**CARRIED**

**11. Correspondence**

The following items from correspondence were discussed:

- R1: Carole Conlin – CAO DeJong to respond.
- G1: CFO Rooke to add Sea to Sky Clean Air Society to the 2017 budget.

**12. New Business**

A. BC Community Achievement Awards

Councillor Wilke updated Council on the annual BC Community Achievement Award noting a deadline of January 20, 2017, located in Victoria, that more time is needed, and perhaps Council address this next year.

B. Medal of Good Citizenship

Councillor Wilke updated Council on the Medal of Good Citizenship noting that it is a year round award, located in Victoria, that more time is needed, and perhaps Council address this next year.

C. Council Procedures – Action Items

Moved/Seconded

THAT this item be deferred due to time constraints on the Agenda.

**CARRIED**

**13. Public Questions & Comments**

None

**14. Closed Council Meeting**

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;
- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

**90 (2)** A part of a council 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 municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

**CARRIED**

*The meeting was closed to the public at 9:25 p.m.*

*The meeting was re-opened to the public at 10:59 p.m.*

**15. Reporting Out From Closed Portion of Meeting**

None

**16. Adjournment**

Moved/Seconded

THAT the meeting be adjourned.

**CARRIED**

*The meeting was adjourned at 10:59 p.m.*

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Mayor

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Corporate Officer

Date Adopted by Council:	January 10, 2017
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