



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, MAY 16, 2017 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance:

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

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

Guests: Steven Olmstead, Planning Consultant (via Electronic Communication)

Delegations: 0

Public: 1

1. Call to Order

Mayor Buhr called the meeting to order at 7:03 p.m.

2. Approval of Agenda

Moved/Seconded

THAT under item 14 – Closed Council Meeting, section 90(1)(c) be added as an additional ground to close the meeting, and the agenda be approved 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. Regular Council Meeting – May 2, 2017

Moved/Seconded

THAT the Regular Council Meeting Minutes of May 2, 2017 be approved as circulated.

CARRIED

B. Special Council Meeting – May 5, 2017

The following item was amended:

- Item 8 – strike sentence and replace with “Mayor Buhr provided an update to Council on the Public Hearing for the Draft Zoning Bylaw on May 4, 2017 (Official Report to follow).

Moved/Seconded

THAT the Special Council Meeting Minutes of May 5, 2017 be approved as amended.

CARRIED

6. Business Arising from the Minutes

None

7. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

Moved/Seconded

THAT Council receive the following items:

#	Description of Action Item	Action
2	2017 Parking Plan Initiatives	In progress
3	Councillor McLaughlin to be kept up to date as the organizing contact person for the Pulling Together Canoe Journey	Canoe Journey agreed to take the \$2000 and organize lunch
5	Canada Day Celebration – begin organization	In progress – Shawna has corresponded with Events Committee
10	Correspondence G4: MLA Pimm’s First Nations Stakeholder Advisory Committee Report – staff to identify the Notice of Interest’s (NOI) in Lions Bay, if any, and report to Council in due course	In progress
14	Correspondence R1: Leslie Nolin – Secondary Suite Fees – Mayor Buhr to respond	Responded – strike item

16	G6: Request to Support the Salish Sea UNESCO World Heritage Site Application – Mayor Buhr to contact Salish Sea Trust for a stock letter to sign and support the initiative.	In progress
17	R3: Louis Peterson – Request for Use of Old Library Space – staff respond to Mr. Peterson advising of process	In progress

CARRIED

Audio: 00:13

B. Information and Resource Requests (IRRs)

Moved/Seconded

THAT the IRRs be updated in accordance with the following:

- ID 129: 879-RIDE Service – move to completed
- ID 130: Park and Ride – move to completed
- ID 131: Block Parent Signage – PWM to remove signage at Lions Bay Avenue
- ID 132: Property Tax Bills – CFO to investigate ability of changing “School Tax” to read “Provincial Levy” on Property Tax Notices
- ID 133: Electrical Box at Lions Bay School – PWM to inquire with Metro whether the electrical box can be accessible during emergency events
- ID 134: Illuminated Wind Sock – move to Pre-empted, no investigation to be done
- ID 135: Wi-Fi in Klatt and Village Hall Buildings – staff investigating issue
- ID 136: Onsite Wastewater (Septic) Guidelines– staff to check for updates to Regulations
- ID 137: Water Licenses – staff to check that our Water Licences are current

CARRIED

Audio: 00:27

8. Reports

A. Staff

i. Public Works Manager: Request for Direction – Community Centre Landscaping Plan

Council discussed various options with respect to implementing a landscaping plan for public lands in the Village. A preliminary quote from a landscape architect regarding the Village Hall area was reviewed along with recommended improvements provided by Public Works staff. The costs of proceeding with a plan through a landscape architect were determined to be too expensive at this time compared to having staff proceed

with obtaining quotes from contractors to proceed with the staff-recommended improvements. Allocate items were discussed, such as creating a pathway from the Village Hall linking to Marjorie Meadows. Staff is to come back with a list of the total costs for Council’s decision, including a separate list of allocated items.

Moved/Seconded

THAT staff obtain quotes from contractors based upon the draft landscaping improvements included in the report to Council, with optional pricing on the various components to enable an a la carte selection by Council of the deliverables; and

THAT the quotes be reported to Council by the first meeting in July.

CARRIED

Audio: 00:53

ii. CAO: Request for Decision – Approval of Website Content Policy No. 1704 and Website Privacy Policy No. 1705

Moved/Seconded

THAT Website Content Policy No. 1704 be approved.

CARRIED

Moved/Seconded

THAT Website Privacy Policy No. 1705 be approved.

CARRIED

B. Mayor

None

C. Council

None

D. Committees

i. Trees, Views and Landscapes Committee – Tree Application #75 (445 Timbertop)

Public Works Manager Nai Jaffer met with the parties involved with Tree Application #75 and reported to Council that the arborist re-marked the respective trees and provided his amended recommendations to Council as follows.

Moved/Seconded

- A) THAT the recommendations for the embankment at 435-475 Timbertop Drive contained in the arborist report from George Amos dated February 20, 2017, as amended per inspection on May 1, 2017, be approved as follows:
- (1) All previously topped trees at the top of the bank by the driveway (not flagged) are to be reduced 2-4 feet to the topping cuts, whilst maintaining live foliage. The lateral branches are to be reduced at the same time in order to establish hedge characteristics that will allow for on-going management. These should be re-topped on an annual or bi-annual schedule to maintain low risk failure rate, aesthetics, and vista; at that time, the bank should be inspected for any signs of management adjustments as required.
 - (2) All trees to be removed have been identified with flagging tape as of May 1, 2017.
 - (3) The coppiced Maples and Cherry trees are to be cut back to the stump now and on a 3-5 year cycle.
 - (4) The dead stumps, lower deadwood, fallen debris throughout the bank is to be removed in order to improve the quality and quantity of understory plants.
 - (5) The tree stock of single stem species is young, however, can be managed on a rotational cycle of 6-8 years to identify trees to remove, to maintain continual aging tree stock. Bank stabilization is a crucial factor and in order to maintain this there must be vegetation with significant root networks present on the bank. By selecting the largest single stem trees and removing to ground level, this will allow for increased light to be penetrated to the understory increasing the native flora ground cover. The younger single stem trees will have more room to establish, and will also give room for young saplings to establish. As a rotational cycle, this management will allow for an on-going process of tree maintenance, bank stabilization maintenance, reduced fire risk hazard, and an improved ecosystem.
 - (6) No debris, garbage or dumping of any kind to be left on the bank. This will reduce fire hazard and improve the availability, and quality of ground flora.
- B) THAT the Applicant(s), upon agreeing to be bound to the management plan set out above for the embankment at 435-475 Timbertop Drive (the “Management Plan”), along with the other requirements of the municipality’s approval processes regarding fees, deposits and insurance requirements, be granted a tree cutting permit for execution of the Management Plan, provided that further applications shall be required to confirm work to be performed for:
- (1) Annual or biannual topping maintenance and re-inspection of embankment;

- (2) 3-5 year cutting back of the coppiced Maples and Cherry trees;
- (3) 6-8 year re-inspection and potential cutting of aging tree stock;
and that this resolution and the staff report of May 16, 2017 regarding this matter be appended to such further applications.

CARRIED

E. Emergency Services

None

Audio: 01:10

9. Resolutions

None

10. Bylaws

A. Election Procedures Bylaw No. 474, 2014, Amendment Bylaw No. 511, 2017 - Adoption

Moved/Seconded

THAT Election Procedures Bylaw No. 474, 2014, Amendment Bylaw No. 511, 2017 be adopted.

CARRIED

B. Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017 – Rescind and Re-Read Third Reading

Council reviewed the changes in the amending bylaw and requested that the definition of secondary suites be added to reflect the definition in the Zoning Bylaw, the word “regulations” be removed from the title of the draft consolidation cover page, and that the title in the header of the bylaw be corrected.

Moved/Seconded

THAT third reading to Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017 be rescinded.

CARRIED

Moved/Seconded

THAT Building Bylaw No. 234, 1994, Amendment Bylaw No. 524, 2017 be read a third time, as amended to add the definition of Secondary Suites as contained in Zoning Bylaw No. 520, 2017, and that the word “regulations” be removed from the title of the draft consolidation cover page, and that the title in the header of the bylaw be corrected.

CARRIED

Audio: 01:30

Steven Olmstead, Planning Consultant, joined the meeting via electronic communication at 8:33 p.m.

C. Zoning and Development Bylaw No. 520, 2017 – Receipt of Public Hearing Report and Consideration of Third Reading

Moved/Seconded

THAT the request for decision report titled “Zoning and Development Bylaw No. 520, 2017 – Receipt of Public Hearing Report and Consideration of Third Reading” dated May 8, 2017 be received.

CARRIED

Council discussed around the table whether they were in favour of going to third reading, and it was agreed that after hearing from the community at the Public Hearing, there were no further changes to be made.

Moved/Seconded

THAT Zoning and Development Bylaw No. 520, 2017 be read a third time.

CARRIED

Steven Olmstead, Planning Consultant, left the meeting at 8:46 p.m.

Audio: 01:45

11. Correspondence

Moved/Seconded

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

- G1: Rethinking the Region Forum – no response
- G2: Child Find BC Proclamation – no response
- G3: PRIMECorp Budget – no response
- G4: E-Comm Board of Directors Designate Appointment – no response
- R2: Greg Weary – Howe Sound Community Forum – PWM to respond
- R3: Ingrid Wray – Citizen of the Year Awards – Councillor Hughes to respond – applicant will be considered with all others

CARRIED

Audio: 01:47

12. New Business

A. Security Issuing Resolution – Fall MFA 2017 Borrowing

CFO Rooke explained the purpose of the Municipal Security Issuing Resolution is to authorize, through the Metro Vancouver Regional District, the borrowing of the Municipality's share of the water tank replacement project for which the Village was awarded a Clean Water Wastewater Fund grant. The balance of the project is to be funded by a Municipal Finance Authority of BC (MFA) loan, as authorized through Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016.

Moved/Seconded

THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2017 Fall Borrowing Session, \$460,900 as authorized through "Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016" and that the Metro Vancouver Regional District be requested to consent to our borrowing over a thirty (30) year term and include the borrowing in their Security Issuing Bylaw.

CARRIED

Audio: 01:51

B. Public Works Manager: Request for Decision – Clean Water Wastewater Fund – Water Tank Replacement Engineering & Project Management

Council discussed the replacement of water tanks pursuant to a Request for Proposal (RFP) issued by Public Works Manager Jaffer for engineering and project management services related to the project.

Moved/Seconded

THAT Council award the agreement for RFP 17.01 Water Storage Facility Replacement to AECOM in the amount of \$302,807.00 and authorize the Mayor and CAO to execute a contract, substantially in the same form as in the RFP, and any associated documents pertaining to the fulfillment of the contract.

CARRIED

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

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:
- b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
 - c) labour relations or other employee relations

CARRIED

The meeting was closed to the public at 9:00 p.m.

The meeting was re-opened to the public at 9:17 p.m.

15. Reporting Out From Closed Portion of Meeting

Matters discussed in closed pertained to the reasons for closing the meeting, and specifically the timing and content for the mid-year review for the CAO.

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 9:17 p.m.

Mayor

Corporate Officer

Date Approved by Council:	June 6, 2017
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