



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, NOVEMBER 20, 2018 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance:

Council: Mayor Ron McLaughlin
Councillor Neville Abbott
Councillor Fred Bain
Councillor Norm Barmeier

Regrets: Councillor Jaime Cunliffe

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

Delegations: 0

Public: 3

1. Call to Order

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

2. Adoption of Agenda

Moved/Seconded

THAT an additional bullet item in 8Bi called "Infrastructure Committee Terms of Reference" be added; and

THAT the agenda be adopted, as amended.

CARRIED

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

A. Doug Pollock

Mr. Pollock noted that the location of the new Council Chambers was the original Council Chambers back when Curly Stewart was Mayor and that it brought back memories.

4. Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)

None

5. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – October 16, 2018

Moved/Seconded

THAT the Regular Council Meeting Minutes of October 16, 2018 be approved as circulated.

CARRIED

B. Inaugural Council Meeting – November 6, 2018

Moved/Seconded

THAT the Inaugural Council Meeting Minutes of November 6, 2018 be approved as circulated.

CARRIED

6. Business Arising from the Minutes

A. CN Parking Lot

CAO DeJong advised Council that there is an approved drainage plan for the CN parking lot, however there have been disagreements with CN with respect to their draft legal agreement for the lease. He noted that the requirements for environmental liability protection insurance is very expensive so staff is looking at how to deal with the issue and is examining other options.

Audio: 00:10

7. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Action
32	February 6, 2018	CAO DeJong to work on a Terms of Reference for a Lions Bay Trail Maintenance Committee	In progress
56	July 3, 2018	G4: City of North Vancouver – Notice to Withdraw from the North Shore Bylaw Notice Dispute Adjudication Registry Agreement – CAO to follow up	In progress, CAO DeJong provided an update
58	September 4, 2018	R2: Kelvin Grove Parking – Liz Bell – Mayor Buhr to respond	Completed

59	September 4, 2018	R4: Gate at End of Lions Bay Avenue – Max Wyman – CAO DeJong to respond	In progress
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Audio: 00:17

8. Reports

A. Staff

i. CAO: Review of Ethical Conduct Policy and Model of Excellence

CAO DeJong briefed Council on the existing Code of Conduct which was last updated in 2009 and suggested that it be updated. He discussed using the customizable Model Code of Conduct that a Working Group on Responsible Conduct (WGRC), consisting of members of the Ministry of Municipal Affairs and Housing, Union of BC Municipalities (UBCM) and the Local Government Management Association (LGMA), published with its fundamental principles of responsible conduct. CAO DeJong will customize attachment 5 to reflect the needs of Lions Bay and bring to Council at the December 18 meeting.

Moved/Seconded

THAT the CAO be directed to take advantage of the extensive work done by the WGRC and bring back a Model Code of Conduct with some additional provisions suitable for the Village of Lions Bay for Council to consider.

CARRIED

Audio: 00:32

ii. CFO: Parking Meter Revenue Report

CAO DeJong outlined the parking meter statistics in the expense report and discussed the idea of moving forward with parking meters again from May to September of 2019, covering the busy summer months. A detailed report and recommendation on a 2019 program will be brought to Council in due course.

Moved/Seconded

THAT the Information Report, “Parking Meter Revenue and Expense Report” be received for information.

CARRIED

Audio: 00:36

iii. CAO: Lions Bay Beach Park Upgrade Feedback

CAO DeJong touched on highlights in the report on the Lions Bay Beach Park Revitalization Project. In terms of financial considerations, he advised Council that the replacement or upgrading of the washrooms would be the most expensive part, being upwards of \$300,000 at first examination, and expressed what the concerns are with

the preferred upgrade. He suggested that if other features of the park need upgrading as well, then it may be wise to leverage the money and get 3 times the amount through free grant funding. With a 25% contingency fund, it is estimated the project would cost around \$785,000. The Community, Culture and Recreation (CCR) stream of the Investing in Canada Infrastructure Program (ICIP) grant provides 73 cents on the dollar towards projects like this one; therefore Lions Bay would need to provide 27% amounting to roughly \$210,000 coming from reserves, potentially supplemented through fundraising or the pending sale of municipal land. It was suggested that the Lions Bay Beach Park Advisory Committee would need to be reconstituted to provide recommendations for amendments to the draft concept plan in line with the feedback provided.

Moved/Seconded

THAT the Lions Bay Beach Park Revitalization Project should, subject to amendments to reflect input from the public, proceed and that staff commence the process of refining cost estimates and other requirements for the purposes of submitting a grant application under the Community, Culture and Recreation program by the January 23, 2019 deadline; and

THAT the Lions Bay Beach Park Advisory Committee be requested to reconvene to review the Lions Bay Beach Park Revitalization Project Draft Concept Plans and the public input received, and provide recommendations on amendments to the Draft Concept Plans.

CARRIED
COUNCILLOR ABBOTT OPPOSED

Audio: 01:02

iv. PWM: Bayview Culvert Emergency Repair

PWM Jaffer advised Council that staff completed a temporary repair of a sinkhole on Bayview Road in 2016 and determined the culvert was rotten and deteriorated at that time. The repair has held up until now; however, a further sinkhole is beginning to develop and is at risk of imminent collapse and therefore requires immediate replacement to alleviate potentially costly emergency repairs. Capilano Highway Services had the lowest quote at \$19,500.

Moved/Seconded

(1) THAT Council approve the award of the Bayview Culvert Emergency Repairs to Capilano Highway Services in the amount of \$19,500; and

(2) THAT the CAO be authorized to execute contract documents in accordance with the scope of work required up to the amount of \$19,500, not including GST; and

(3) THAT the work be funded from the Public Works operational budget or, if required, from reserves.

CARRIED

Audio: 00:08

B. Mayor

i. Appointments to Standing Committees

See reporting out from closed portion of the meeting for appointments to the Infrastructure Committee.

The Infrastructure Committee Terms of Reference was amended under Composition by changing the number of Council members and members of the public from “three” to “equal numbers of members”, and by changing “Division 3” under Policies and Procedures to reflect the appropriate Parts and Divisions of the *Community Charter*.

Moved/Seconded

THAT the Infrastructure Terms of Reference be amended under the title “Composition” to the following: “The Committee shall be comprised of equal numbers of members of Council, and members of the public as appointed by the Mayor” and by changing “Division 3” under “Policies and Procedures” to reflect the appropriate Parts and Divisions of the *Community Charter*.

CARRIED

Audio: 01:18

C. Council

i. Memorial Committee

See reporting out from closed portion of the meeting for appointments to the Memorial Committee.

ii. Councillor Bain: Consideration of Hiring a Part-Time Emergency Program Coordinator

Councillor Bain noted that the Municipality has not devoted the necessary and consistent attention to the Emergency Program that it requires and that hiring a dedicated Emergency Program Coordinator (EPC) or Deputy EPC, who specializes in that field of work would have the necessary connections and networking capabilities required to bring the Village up to the necessary standards and to enhance the response and recovery plans mandated by the *Emergency Program Act* without drawing on already overworked staff.

Moved/Seconded

THAT the Village of Lions Bay take active steps in pursuing the creation of a dedicated position for a part-time Emergency Program Coordinator (EPC) or Deputy EPC in the first quarter of 2019.

CARRIED

Audio: 01:33

D. Committees

i. Board of Variance – March 27, 2018 Meeting Minutes

Moved/Seconded

THAT the Board of Variance Meeting Minutes of March 27, 2018 be received for information.

CARRIED

ii. Trees, Views and Landscapes Committee – Tree App #87: 305 Bayview Road

Moved/Seconded

THAT once the final outstanding neighbour has been contacted and responded, as requested, the applicant is permitted to cut and clean the specified trees. All wood and debris must be removed.

CARRIED

[Staff has determined that the neighbour notification requirements have now been met.]

Audio: 01:36

E. Emergency Services

i. RCMP Monthly Report

Mayor McLaughlin and CAO DeJong met with the officer in charge of the Squamish RCMP 3 weeks ago who advised of a Provincial program which funds 50% of a half-time retired RCMP constable who could be posted to the Village of Lions Bay (through the Squamish branch). Mayor McLaughlin advised that the financial cost would be \$40,000 per year (the Province pays an additional \$40,000), which would include a constable in uniform dedicated to Lions Bay who has the ability to write speeding tickets, bylaw enforcement tickets, and allows for a police car presence within the Village and on the highway. Mayor McLaughlin suggested Council proceed with exploring the opportunity as it may be a valuable asset in the busy summer season and could free some of our Bylaw Enforcement Officer costs as well as alleviate staff dealing with other bylaw issues, not to mention the benefits to reduction of speeding motorists and resulting noise. This is an item to be considered by Council during future budget discussions.

Moved/Seconded

THAT the RCMP Monthly Report be received for information

CARRIED

Moved/Seconded

THAT the verbal report regarding RCMP be received.

CARRIED

Audio: 01:43

9. Resolutions

A. Council Chambers

CAO DeJong explained that the new Council Chambers location is in a room that has been rented out by the public since the library closed down and is still a space that can be rented out by the public (but as a whole since the washroom is in the smaller room). The use of Council Chambers must be booked by reception for all users.

Moved/Seconded

THAT the location of Council Chambers be officially moved to the “Upper Meeting Room” located at the Village Hall, 400 Centre Road, Lions Bay, BC (former Library).

CARRIED

Audio: 01:48

B. 2019 Council Meeting Schedule

Moved/Seconded

THAT the 2019 Council Meeting Schedule be adopted as follows:

January 8 & 22

February 5 & 19

March 5 & 19

April 2 & 16

May 7 & 21

June 4 & 18

July 2 & 16

AUGUST BREAK

September 3 & 17

October 1 & 15

November 5 & 19

December 3 & 17

CARRIED

C. Rescind Fees for “Walk for Erin” Event

Moved/Seconded

THAT Council waive the fees for the rental of five tables and for Public Works staff time to deliver and pick up the tables for the “Walk for Erin” event on December 15, 2018.

CARRIED

Audio: 01:49

10. Bylaws

A. 35 Kelvin Grove Way Delegation Bylaw No. 553, 2018 - Adoption

CAO DeJong advised Council that 35 Kelvin Grove Way is now listed and on the market.

Moved/Seconded

THAT 35 Kelvin Grove Way Delegation Bylaw No. 553, 2018 be adopted.

CARRIED

B. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 – First and Second Reading

CAO DeJong outlined the changes in the Fees Amendment Bylaw.

Moved/Seconded

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 be introduced and read a first and second time.

CARRIED

Audio: 01:59

11. Correspondence

A. List of Correspondence to November 15, 2018

Moved/Seconded

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

- G1: Notes from CEA Update – received
- G2: Adoption Awareness Month – received
- G3: A Letter on Transit – received
- G4: Congratulations from John Horgan, Premier – received
- G5: Congratulations from BC Assessment – received
- R1: Carole Conlin – Conflict of Interest – received, no further response
- R2: Brenda Broughton – Congratulations Council – received

CARRIED

12. New Business

None

Audio: 02:09

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

Doug Pollock

Mr. Pollock queried when the Infrastructure and Memorial Committee members would be assigned. He also noted his agreement with the 27 cents on the dollar with respect to the Lions Bay Beach Park upgrades, and queried whether the reconvened Beach Park Committee would be reassigned to new members or not.

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:

- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 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;
- j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

CARRIED

The meeting was closed to the public at 9:10 p.m.

The meeting was re-opened to the public at 9:53 p.m.

15. Reporting Out From Closed Portion of Meeting

Council reported out the following:

The following members were appointed to the Infrastructure Committee:

- Mayor Ron McLaughlin
- Councillor Fred Bain
- Councillor Norm Barmeier
- Councillor Neville Abbott

- Resident Karl Buhr
- Resident Tony Greville
- Resident Jim Mutrie
- Resident Brian Ulrich

The following members were appointed to the Memorial Committee:

- Mayor Ron McLaughlin
- Councillor Fred Bain (Chair)
- Councillor Jaime Cunliffe
- Resident Tony Cox
- Resident Trudi Luethy
- Resident Tony Greville
- Resident Arlene Halstrom
- Resident Phillip Marsh
- Resident Ute Phillips (Arts Council)

Council resolved the following: THAT Council appoint former mayor Karl Buhr for a period of one year as Council's representative on open matters relating to Highway 99, limited to signage, noise, average speed over distance, and dealing with Ministries and stakeholders on the preceding matters. No compensation is offered, he shall report to Council at least quarterly, and all correspondence (including emails) with external parties shall carry the following disclaimer:

"Karl Buhr is an appointed representative for the Village of Lions Bay (the "Municipality") in respect of Highway 99 matters covered by this correspondence. Except for statements of express Municipal policy, statements made by Mr. Buhr are in his personal capacity and are not binding on the Village of Lions Bay. Be aware that this email is the property of the Municipality and may not be disseminated in whole or part without the express written consent of the Municipality. This email may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the express written consent of the Municipality. Conversely, be aware that any response to the sender may be subject to disclosure under a freedom of information request."

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 9:55 p.m.

Mayor

Corporate Officer

Date Approved by Council:	December 4, 2018
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