



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, MARCH 23, 2021
CLOSED MEETING AT 6:00 PM
OPEN MEETING AT 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

In Attendance:

Council: Mayor Ron McLaughlin
Councillor Neville Abbott (via video conference)
Councillor Fred Bain (via video conference)
Councillor Norm Barmeier (via video conference)
Councillor Jaime Cunliffe (via video conference)

Staff: Chief Administrative Officer Peter DeJong
Chief Financial Officer Pamela Rooke
Public Works Manager Nai Jaffer (via video conference)
Municipal Coordinator Karla Duarte (Recorder)

Delegations: 2

Public: 20

1. Call to Order

Mayor McLaughlin called the meeting to order at 6:02 p.m.

2. Closed Council Meeting (6:00 PM)

Proposed topics for discussion in the absence of the public:

- A. Citizen of the Year and Citizen of Distinction Awards
- B. Personnel

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* and where required, the Council does consider that the matters could reasonably be expected to harm the interests of the municipality if they were held in public:

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;

(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

The meeting was closed to the public at 6:05 p.m.

The meeting was re-opened to the public at 6:57 p.m.

3. Reporting Out from Closed Portion of Meeting (if applicable)

Council decided on the recipients for the Citizen of the Year and Citizen of Distinction Awards.

4. Adoption of Regular Meeting Agenda

Moved/Seconded

- (1) THAT item 10Av additional information re: parking feedback be added; and
- (2) THAT item 10Ci additional information Broughton Hall Facilities Rental Application be added; and
- (3) THAT item 10Ciii Councillor Barmeier: Climate Change Action Committee Agenda be added; and
- (4) THAT item 13B Additional Correspondence; and
- (5) THAT item 15 public participation be considered prior to item 13; and
- (6) THAT the agenda be adopted, as amended

CARRIED

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

A. David Shore

D. Shore commented on Village volunteers' desirability to participate in local initiatives, such as beach washrooms, that residents should be informed about upcoming projects and questioned whether residents will be informed about the next PRV projects.

B. Marek Sredzki

M. Sredzki commented on his opposition to the parking plan, noting safety and the Official Community Plan. He questioned Councillor Cunliffe's support for the Lions Bay Connector Project.

Councillor Cunliffe replied, noting challenges with wi-fi and bandwidth, which affect video capabilities. She noted her support for the Lions Bay Connector project for increased pedestrian safety.

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

A. Brenda Broughton

B. Broughton presented her concerns on the 2021 parking plan and recommended that Council proceed slowly.

B. Michael Broughton

M. Broughton presented his concerns on the limitations of green waste and bylaw adoption protocols and requested that Council not limit green waste.

7. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – March 2, 2021

Moved/Seconded

THAT the Regular Council Meeting Minutes of March 2, 2021 be approved as circulated.

CARRIED

8. Business Arising from the Minutes

CAO DeJong confirmed that the signage project would be covered under the insurance for the Lions Bay Trailblazers.

9. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

173	January 19, 2021	R3 P. Nelson, Public Consultation	Councillor Cunliffe to respond in writing
178	R2 M. Sredzki	Requesting information on the property at Oceanview and Highview	CAO DeJong to reply
182	R2 J. Schneider	Urban Containment Boundary	Completed
183	R3 R. Dudley	Lions Bay Connector Project	Councillor Bain to respond
184	R5 T. Luethy	Public Engagement	Complete
185	R6 J Vantomme	PRV Station	Complete
186	R7 C. Brien	PRV Station	Complete
187	R9 P. Craig	PRV Station	Complete
188	R10 D. Waller	COVID-19 Funds	Responded verbally in meeting

189	R11 F. Azordegan	KG Parking lot change of clothes	Complete
190	R12 P. May	Requesting that Indigenous land acknowledgement be place on Village website	Complete
191	R13 F. Potgieter	Requesting fenced in dog run	Complete – Councillor Abbott confirmed that he has spoken to F. Potgieter and will provide more information at a later date
192	R14 B. Bull	PRV Station	Complete
193	R15 B. Broughton	Village Finances	Councillor Bain to respond

B. MIA Service Provider Agreements

CAO DeJong provided an update on the Municipal Insurance Association (MIA) agreements, noting that they cover the volunteer organizations for their services and that the organizations agree.

Council noted their support for the agreements.

Moved/Seconded

THAT the draft Service Provider Agreement attached between the Village of Lions Bay and the Village of Lions Bay 50th Anniversary Committee be approved; and THAT the Agreement be forwarded to the Village of Lions Bay 50th Anniversary Committee for execution and then forwarded to the Municipal Insurance Association with payment of the premium of \$250.

CARRIED

Moved/Seconded

THAT the draft Service Provider Agreement attached between the Village of Lions Bay and the Lions Bay Trailblazers be approved; and THAT the Agreement be forwarded to the Lions Bay Trailblazers for execution and then forwarded to the Municipal Insurance Association with payment of the premium of \$250.

CARRIED

C. Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 591, 2021

CAO DeJong provided an overview of the amendment bylaw, noting:

- Overview of contract and upcoming issuance of Request for Proposal (RFP)
- Constraints and challenges for Contractors due to increase in tonnage in 2020 over 2019; Contractor absorbed increase in tonnage and fees set by Metro
- Overview of options:
 - a. Set a limit to green waste, as presented and as is current in all other Metro municipalities
 - b. If not limit, Village will need to take over payment for tipping fees; Lions Bay only ones that do it through the contractor; may have increased costs
- RFP: no other contractors will offer an unlimited yard waste pick up in all inclusive price; future: pay tipping fees to Metro
- in past year, 10% of all households that have exceeded the limit; small fraction of residents that are producing excess waste

Discussion ensued on:

- calculation of limitations and cost: contractor sends one truck each week, key issue is quantity and cost of excess tonnage
- issue of rainwater adding weight to bags vs quantity
- average of bags per household
- calculation of excess tipping fees
- source of increase of green waste and whether it can be paid from COVID-19 grant relief fund
- contractor profit and loss
- challenging the mutual agreement
- confirmation that payment is for volume of waste generated and overview of process – haulers haul to Metro facilities and are weighed going in and out; bottom line is green waste has increased
- Contractor has absorbed Metro's increase in fees
- Ability to pay for this year with COVID-19 funds
- Options for payment in the future: paying tipping fees per haul; rate stabilization fund requirement
- Contract terms – expiration and option to extend
- Limitations and behaviour towards green waste
- Estimate of cost of tipping fees: \$7,000 – \$8,000, if same as 2020, assuming no overages on garbage or recycling
- Other suggested changes to the Garbage and Recycling Collection Bylaw No. 455, 2013

Moved/Seconded

THAT Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 591, 2021 be introduced and read a first, second and third time.

NO SECONDER/MOTION FAILED

Moved/Seconded

THAT Council direct staff to proceed with arrangements for billing and payment of all tipping fees for solid waste, recycling and green waste directly with Metro, with hauling fees only being continued for the final year of the contract, as amended, with Waste Control Services.

CARRIED

Moved/Seconded

THAT Council direct staff to review Bylaw No. 455, 2013 and provide an amending bylaw that clarifies language and housekeeping items, as suggested at the March 23, 2021 regular Council meeting.

CARRIED

Councillor Cunliffe noted that the Climate Action Committee would look at education on waste reduction as part of their agenda.

10. Reports

A. Staff

i) Evacuation Planning Update

R. Whitney presented the evacuation planning update, noting:

- grant from UBCM was unsuccessful
- Can continue with plan: will develop work plan and take it to Emergency Program Committee to see if any steps need to be added
- Look at holding meetings with stakeholders for evacuation planning to see if aligns, option for town hall meetings through Zoom
- Will bring back timeline, dependent on work week and availability of stakeholders

R. Whitney responded to questions, noting:

- Can provide a plan update in July
- Grants heavily oversubscribed due to COVID-19; grant was delayed which gave more communities opportunities to apply
- Village applied early
- can look at how to incorporate with what has already been done in terms of evacuation plan

Councillor Abbott noted that he would like to see an evacuation plan before the summer, based on what was done previously.

Discussion ensued on:

- objectives that can be achieved by the summer
- what has already been accomplished, steps required to move forward
- request to increase visibility of emergency portfolio, reporting at Council meetings, periodic updates to establish relationship
- roadblocks faced to this point

R. Whitney confirmed that a Committee meeting will be convened in early April.

F. Bain noted that there were no encroachments agreement on any easement that may contribute to an evacuation system. Privacy is of concern to residents with evacuation trails.

Moved/Seconded

THAT the Deputy Emergency Planning Coordinator convene a meeting with the Emergency Program Committee and report to Council in July 2021.

CARRIED

ii) Emergency Program Update

R. Whitney presented the Emergency Program Update report initiatives, providing an overview of completed items and in progress, which has been impacted by COVID-19, as per the report.

R. Whitney responded to questions, noting:

- completed progress reports can they be sent to Committee and Council, public facing documents available on website
- EOC and ESS annex were presented in the first emergency committee planning meeting, along with emergency plan, will send copies to Council.

Mayor McLaughlin requested that R. Whitney report back in first meeting in May to update Council.

R. Whitney confirmed that Alert numbers have been slowly increasing and that the Wildfire Protection Plan is under review by the CAO.

Moved/Seconded

THAT the Information Report, “Emergency Program Update” be received.

CARRIED

iii) 2021-2025 Five Year Financial Plan

CFO Rooke presented the 2021-2025 Five Year Financial Plan, noting the assumptions that are incorporated into the plan, including grants, and

requested that Council provide direction on capital and supplementals to be included.

CFO Rooke responded to questions, noting:

- Clarification of net proceeds from land sale with required cost allocation for road right of way that was closed and sold
- Projected sale of Public Works land is an estimate
- More detail on expenditures can be provided at next meeting
- Level of details in budget reports – seeing the capital expenditures separate than the supplementals
- Purpose of five-year plan, for forward planning, not locked into it
- if Public Works land does not sell, then not all capital projects will be completed
- how to build reserves, look for alternate sources and part of strategic planning
- grants require evidence of asset management, more pressure to budget for depreciation of assets

Discussion ensued on:

- what other small municipalities are doing for revenue
- true cost of replacement of the fire engine 62
- differences between the budget presentations
- extension of the Deputy Emergency Planning Coordinator's contract: not locked into the 2022 plan but serves as a placeholder in case Council would like to maintain expense, does not mean Council has to spend funds
- traffic calming and speed radar signs

CFO Rooke confirmed that she will provide the differences between the budgets that have been presented.

PWM Jaffer noted that traffic calming items will be a joint venture with ICBC, which will cover some costs. Hard traffic calming measures require significant capital costs and require engineering and would need to look into costs of temporary speed bumps.

CFO Rooke confirmed that if unsuccessful with grant that for the Emergency building expansion, then a report would be presented to Council to ask for resolution on how to move forward, as it would require a budget amendment for the modified version.

Moved/Seconded

THAT the report “Draft 2021-2025 Five Year Financial Plan” be received for information purposes

CARRIED

Discussion ensued on:

- Tax rate increase of 3%, 10% infrastructure levy within the tax rate
- Not putting enough away for future replacement of assets
- Need to start saving, support infrastructure and asset management plans
- Tax rate needs to cover more than the annual cost of living, such as depreciation of assets
- Impacts of COVID on income, no tax increase, ideas for spending COVID-19 relief fund

Moved/Seconded

THAT Council direct staff to provide a 3% tax increase to the 2021-2025 Five Year Financial Plan Bylaw to be presented at the April 13, 2021 for three readings.

CARRIED

OPPOSED: Cllr. Abbott

Councillor Abbott confirmed that he is requesting a reconciliation between the presentations of the five-year plan.

Mayor McLaughlin left the meeting at 9:42 p.m.

Moved/Seconded

THAT Council recess the meeting for two minutes.

CARRIED

At 9:42 p.m. the Council meeting was recessed.

Mayor McLaughlin returned to the meeting at 9:44 p.m.

At 9:44 p.m. Council resumed the meeting.

iv) Housing Needs Assessment

CAO DeJong presented the Housing Needs Assessment, noting the qualifications of the contractor and the summary of deliverables.

CAO DeJong noted that staff time required will be for the provision of information to the contractor and that the Province is requiring baseline data for future housing needs.

Discussion ensued on:

- Downloading from the Province
- Community and Stakeholder engagement
- Necessity of baseline data
- Need for local input
- Greater engagement vs. baseline data

Moved/Seconded

THAT the meeting be extended to 12:00 a.m., March 24, 2021.

CARRIED

Moved/Seconded

THAT the Housing Needs Assessment proposal from Richard White Planning Advisory Services Ltd. (RWPAS) be accepted; and
THAT the CAO be authorized to enter into an agreement with RWPAS in substantial accordance with their proposal dated March 2021 and attached to the Request for Decision: Housing Needs Assessment report from the CAO dated March 18, 2021.

CARRIED

OPPOSED: Cllrs. Bain and Abbott

v) 2021 Parking Plan

CAO DeJong provided an overview of the 2021 parking plan and provided an overview of the maps and parking areas.

Discussion ensued on:

- Presentation of parking maps
- Divers vs cliff jumpers at Kelvin Grove parking lot
- Pushing issues up to Upper Kelvin Grove by closing Lower Kelvin Grove
- Neighbourhood engagement and representation for parking plan
- Timing of plan
- Living document, process is ongoing
- Last year has been unique, COVID-19, need a framework to start a plan and get feedback
- Monetization of parking
- Social media creates accountability, out of our control, not policed
- Need to react, opportunity to generate revenue for infrastructure
- Hall parking when in use: plan needed

- Tidewater Way & Lower Kelvin Grove: provide more resident only parking
- Parking is a year-round issue, not a seasonal issue
- Overview and access of street parking on several streets
- Bayview Road widening and safety, caution regarding steep bank above School
- Improvements on Sunset
- Tidewater – resident only
- Revisit Mountain Drive due to concerns
- Kelvin Grove direction – residents only section in parking lot

CAO DeJong noted that any consideration of parking lot closures in July and August is being deferred until closer to that time frame.

Discussion on Monetization:

- Not about monetization but about controlling and limiting number of people: we will know how many people paid for on street parking at any given time, but not where
- Ability to forecast to control numbers
- Bain: not in favour of monetization, in favour of different signage
- Pay parking everywhere: only way we can control visitation and adherence to bylaws

Discussion on Signage

- Neighbourhood representation for feedback
- Amending plan as season goes on
- Ensuring visitors are aware of shared roads with kids, pets, etc.
- Bylaw enforcement: confirmation of when it is starting

Moved/Seconded

1. THAT Council approve:
 - (a) on-street parking as set out in this report, in accordance with the amended mapping attached to this report and subject to continuous amendments based on feedback, as at the March 23, 2021 regular Council meeting; and
 - (b) a rate of \$2.00/hour (max \$16.00 for the day) applicable to all approved on-street parking locations, with residents parking in any such spots free of charge provided their parking permit is readily displayed;
2. THAT staff be directed to proceed with signage, website and other electronic communications to emphasize clarity around parking rules in Lions Bay;

3. THAT staff continue to work with key stakeholders to seek the best results for residents in terms of parking and traffic issues affecting the community; and
4. THAT staff monitor progress through the season and adjust service levels as needed to ensure issues that arise are addressed satisfactorily.

CARRIED

Moved/Seconded

THAT the agenda be modified to consider item 12A, 15, 13A, 13B and 10Dii prior to the remainder of the agenda.

CARRIED

12. Bylaws

- A. Bylaw Notice Enforcement Bylaw No. 385, 2006, Amendment Bylaw No. 594, 2021

Moved/Seconded

THAT Bylaw Notice Enforcement Bylaw No. 385, 2006, Amendment Bylaw No. 594, 2021 be introduced and read a first, second and third time.

CARRIED

The order of the agenda was varied to consider Public Participation prior to Correspondence

15. Public Participation

- A. Brenda Broughton

B. Broughton commented on her opposition to items in the parking plan and sale of land.

CFO Rooke confirmed that the sale of public works land is noted in the 2023 budget.

- B. Tamara Leger

T. Leger commented on volunteerism, staff reporting and attendance of Councillors at meetings.

- C. Michael Broughton

M. Broughton thanked Council for not limiting green waste and requested that decisions be data driven.

The order of the agenda was resumed.

13. Correspondence

- A. List of Correspondence to March 19, 2021

Moved/Seconded

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

FROM	TOPIC	ACTION
G1 M McCullough, Puppy Mill Free Canada	Protection for companion animals	Received
G2 MP Weiler	March 2021 Newsletter	Received
G3 Canadian Wildlife Service/Pacific Region	Consultation on proposed Management Plans for Species at Risk	Received
G4 City of Pitt Meadows	Resolutions for Fair Taxation from Railway Operations & Industrial Parks	Received
G5 MP Weiler	Emergency Support Fund for Cultural, Heritage and Sport Organizations	Received
G6 MP Weiler	Canada-BC Housing Benefit	Received
G7 MP Weiler	Public transit enhancement funding	Received
G8 City of Williams Lake	Call for Public Inquiry: Stronger sentencing for prolific and repeat offenders	Received
G9 MP Weiler	Support for retrofits, repairs, or upgrades to community buildings	Received
G10 R. Kahlon, Minister	BC Business Recovery Grant Program	Received
G11 L Helps, City of Victoria	Held Cities Lead campaign	Received
G12 Canadian Wildlife Service/Pacific Region	Consultation on amending Schedule 1 of the Species at Risk Act	Received
R1 F Azordegan	Lower Kelvin Grove parking lot	Received
R2 H van Hoogstraten & A Fischer	Vehicles on Mountain Drive and northern Sunset Drive	Mayor McLaughlin to respond
R3 M. Sredzki	Sewage rates	Mayor McLaughlin to respond
R4 M. Sredzki	Village Finances	Mayor McLaughlin to respond

R5 K. Buhr	EV Fast Charger	Received
R6 A. Gerlack	Land Acknowledgement	Mayor McLaughlin to respond
R7 T. Leger	Neighbourhood Grants	Received
R8 K. Buhr	Feedback on various initiatives	Received
R9 T. Luethy	David and Tom Wade Memorial Park	Received
R10 S & C Ashcroft	210 Bayview Road	Mayor McLaughlin to respond
R11 B. Broughton	David and Tom Wade Memorial Park	Received
R12 M. Broughton	Green Waste	Received
Various	Responses from Council	Received

Councillor Bain left the meeting at 11:30 p.m.

B. On-Table Correspondence – For Information

10Dii. Council Strategy Committee Meeting from March 16, 2021

Moved/Seconded

THAT Council direct staff to schedule a Council Strategy Committee meeting on only the topic of Communication for March 30, 2021 at 7p.m. and a Special Council meeting at 6:30p.m.

CARRIED

The Order of the Agenda was resumed.

10. Reports

A. Staff

vi) Broughton Hall User Groups and Liability Insurance

CAO DeJong provided an overview of the Liability Insurance, noting:

- No staff to monitor activities outside of hours
- People renting the hall need to have liability insurance, done that way throughout the province, unless you have staff monitoring activities
- Council may set up a Recreation department to provide the service
- Background on the options for insurance
- Staff rectified online portal service for Parents and Tots
- Overview of Village Hall user groups
- Stratas that use the hall

Discussion ensued on:

- Risk for each event
- Going back to way things used to be
- Holding residents harmless
- Events committee is child-centric
- Not understanding why Village cannot insure the tots group and any other group that is not a business or not profiting from it

CAO DeJong noted that the Municipality cannot purchase insurance on behalf of other people, cannot act as Insurance Brokers - option to purchase \$250 per group.

Discussion ensued on:

- Value of volunteerism
- Option to have no insurance

Council requested that staff provide a report noting all the options for the “Broughton Hall User Groups and Liability Insurance”.

B. Mayor

i) Sale of 35 Kelvin Grove Way

Mayor McLaughlin reported that the lot at 35 Kelvin Grove Way was sold, the land cost associated with it, and that he will report it in the Village Update.

C. Council

i) Councillor Barmeier: Tots Program Insurance and Indemnity Agreement

Councillor Barmeier provided an overview of his report, noting:

- Volunteerism
- Taking hurdles away
- Organized initiatives as service agreements vs. private events

Discussion ensued on:

- Tot program
- Attendees at tot program
- Importance of child education

CAO DeJong noted that he will bring back the report to Council with options for insurance for hall user groups.

At 12:00 a.m. the meeting was extended to 12:30 a.m.

Moved/Seconded

THAT the meeting be extended to 12:30 a.m.

CARRIED

Moved/Seconded

- (1) THAT Council approve Tots Play Program to be considered a Village run program; and
- (2) THAT Council direct Staff to insure the program, its participants and its volunteers under the Village's insurance; and
- (3) THAT Council allow the program to be run by a resident volunteer; and
- (4) THAT Council direct Staff to provide an indemnity agreement for the resident volunteer running the Tots Play Program.

CARRIED

CAO DeJong noted that the resolution would need to be subject to qualifications and requirements of our general liability insurance program with MIABC.

ii) Councillor Abbott: Accounts Payable (AP) Cheque Report

Councillor Abbott noted that the AP cheque reports were received prior and requested that it be provided to help with the understanding of the financial report.

Discussion ensued on:

- level of detail of reporting – not a consistent history of provision of the report
- Council decision at a higher level of policy making
- personality types requiring details

Moved/Seconded

- (1) THAT Council direct staff to provide the 2020 AP Listing at the next Regular Council Meeting; and
- (2) THAT Council direct Staff to provide the Accounts Payable Report Quarterly; and
- (3) THAT Council direct Staff to continue this practice until otherwise advised by Council.

CARRIED

iii) Climate Action Committee Agenda

Councillor Barmeier provided a draft agenda for the March 31, 2021 Climate Action Committee agenda for information.

D. Committees

i) Board of Variance Minutes from July 9, 2019 – For Information

Moved/Seconded

THAT the July 9, 2019 Board of Variance Minutes be received.

CARRIED

- ii) Parcel Tax Roll Review Panel Meeting Minutes from March 11, 2021 – For Information
THAT the Parcel Tax Roll Review Panel Meeting Minutes from March 11, 2021 be received.

CARRIED

E. Emergency Services

- i) February 2021 Surrey Regional Fire Dispatch Monthly Report for Lions Bay Fire Rescue
Moved/Seconded
THAT the February 2021 Surrey Regional Fire Dispatch Monthly Report for Lions Bay Fire Rescue be received.

CARRIED

- ii) January and February 2021 RCMP Report
Moved/Seconded
THAT the January and February 2021 RCMP Report be received.

CARRIED

11. Resolutions

None

14. New Business

None

16. Continuation of Closed Council Meeting (if applicable)

Not Applicable

17. Reporting Out from Closed Portion of Meeting

Same as item 3.

18. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 12:21 a.m., March 24, 2021

Mayor

Corporate Officer

Date Approved by Council:	April 13, 2021
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