



**SPECIAL MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON FRIDAY, DECEMBER 15, 2023 AT 4:00P.M.  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY  
AND VIA ZOOM**

ZOOM INVITE LINK: <https://us02web.zoom.us/j/2780145720>  
JOIN BY PHONE, DIAL 778-907-2071 AND ENTER ID: 278 014 5720

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**AGENDA**

**1. Call to Order**

**2. Closure of Council Meeting**

Proposed topics for discussion in the absence of the public:

- A. Legal
- B. Labour

*Recommendation:*

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:

- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (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;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

- 3. Reporting Out from Closed portion of Meeting**
- 4. Adoption of Agenda**
- 5. Public Participation (2 minutes per person totalling 10 minutes maximum)**
- 6. Approval of Minutes of Prior Meetings**
  - A. Regular Meeting of Council – December 5, 2023 (*page 3*)
- 7. Public Participation (2 minutes per person totalling 10 minutes maximum)**
- 8. Adjournment**



**REGULAR MEETING OF COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, DECEMBER 5, 2023, AT 6:00 P.M.  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY BC**

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**MINUTES**

In Attendance: Mayor Ken Berry  
Councillor Neville Abbott  
Councillor Michael Broughton  
Councillor Jaime Cunliffe  
Councillor Marcus Reuter

Staff: Ross Blackwell, Chief Administrative Officer (CAO)  
Joe Chirkoff, Financial Officer (FO)  
Karl Buhr, Public Works Manager (PWM)  
Marina Blagodarov, Deputy Corporate Officer (DCO) (Recorder)  
Barret Gernscheid, Fire Chief (FC)  
Phil Folkersen, Emergency Program Coordinator (EPC)

Also Present: Paul Fripp, CPA, CA, Partner, Assurance Services, BDO Canada LLP  
Mark Zastre, CPA, CA, MBA, Partner, A&A, BDO Canada LLP

**1. Call to Order**

Mayor Berry called the meeting to order at 6:00p.m.

**2. Closure of Council Meeting**

Proposed topics for discussion in the absence of the public:

- A. Legal
- B. Labour

*Moved By: Councillor Broughton*

*Seconded By: Mayor Berry*

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:

- (c) labour relations or other employee relations;

- (d) the security of the property of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (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;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

**CARRIED**

*Open session of the meeting resumed at 7:06p.m.*

### **3. Reporting out from Closed portion of Meeting**

Council has resolved to approve the 2022 Audited Financial Statements.

### **4. Adoption of Agenda**

*Moved By: Councillor Broughton*

*Seconded By: Councillor Reuter*

THAT the Agenda of December 5, 2023, Regular Meeting of Council be adopted as amended:

- Move item 10Bi to the top of Reports
- Move item 10Aiii to follow item 10Bi
- Remove item 10Ai
- Remove items 10Ci, 10Cii, 10Ciii, and 10Civ

**CARRIED**

(Mayor Berry and Councillor Broughton Opposed)

### **5. Public Participation**

- A. Mike Porter: Resignation of the numerous Historical Society Volunteers
- B. Doug Pollock: Council function around the table
- C. Fred Bain: Commented on the proposed recommendation of agenda item 10Ci
- D. Rebecca Caspersen: Correspondence from residents not included in agenda

### **6. Delegations**

None.

## 7. Approval of Minutes of Prior Meetings

- A. Regular Meeting of Council – November 21, 2023 (*page 5 of the agenda package*)

*Moved By: Councillor Broughton*

*Seconded By: Councillor Cunliffe*

THAT the Regular Council Meeting Minutes of November 21, 2023, be approved as presented.

**CARRIED**

## 8. Business Arising from the Minutes

- A. Discussion arose regarding the inclusion of the names of specific members of Council under "moved by" and "seconded by" in the meeting minutes. CAO Blackwell explained that this practice is standard and aims to enhance transparency.

- B. Purchasing Policy

**Action:** FO to send out revised version of the Purchasing Policy to Council and publish it on the Village website.

- C. Office of the Municipal Government Ethics Commissioner

**Add to Action Log:** Staff to send a letter to the Lower Mainland Local Government Association (LMLGA), the Union of BC Municipalities (UBCM), the BC Premier and Minister of Municipal Affairs to inform them of the Resolution (Resolution passed on November 21, 2023, Regular Council Meeting)

## 9. Unfinished Business

- A. Follow-Up Action Items from Previous Meetings (see Schedule 9A)

*The agenda was varied.*

## 10. Reports

- B. Committees

- i. Emergency Program Coordinator (*page 57 of the agenda package*)  
Council received the EPC's report for information purposes.

- A. Staff

- iii. Fire Chief

Council received the FC's report for information purposes.

- ii. DCO: 2024 Council Meeting Calendar (*page 50 of the agenda package*)

*Moved By: Councillor Broughton*

*Seconded By: Mayor Berry*

THAT the proposed Council meeting dates for 2024 set out in Option 3 attached to this report be approved by Council.

**DEFEATED**

*Moved By: Councillor Cunliffe*

*Seconded By: Councillor Reuter*

THAT the proposed Council meeting dates for 2024 set out in Option 1 attached to this report be approved.

**CARRIED**

**B. Committees**

iii. Lions Bay Beach Park Advisory Committee *(page 60 of the agenda package)*

Council received the LBBP Report for information.

**11. Resolution**

None.

**12. Bylaws**

A. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 631, 2023 *(page 119 of the agenda package)*

*Moved By: Councillor Reuter*

*Seconded By: Councillor Abbott*

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 631, 2023 be introduced and read a first, second and third time.

**CARRIED**

(Councillor Abbott and Councillor Reuter Opposed)

**13. Correspondence**

A. List of Correspondence to November 30, 2023 *(page 144 of the agenda package)*

Correspondence was received for information purposes.

**14. New Business**

A. Historical Society Volunteers

*Moved By: Councillor Broughton*

*Seconded By: Councillor Cunliffe*

THAT the Mayor send letters of appreciation to the members of the Historical Society including the retired Chair.

**CARRIED**

## 15. Public Questions and Comments

None.

## 16. Resumption of Closed Council Meeting

*Moved By: Councillor Broughton*

*Seconded By: Councillor Cunliffe*

THAT the Open Session of the meeting go into recess.

**CARRIED**

*Meeting went into recess at 9:15p.m.*

## 17. Reporting Out from Closed Meeting

Council reported out:

- A. THAT Council endorse the LICENCE OF OCCUPATION between BC TRANSPORTATION FINANCING AUTHORITY (BCTFA) and THE VILLAGE OF LIONS BAY in the form hereto attached updated as to start date, and direct the CAO and Mayor to execute same; and  
  
THAT Council waive further tendering of the project and direct staff to contract the proposal of Koba Enterprises and deliver the contemplated project to the terms of Sec. 4.2 of the Licence of Occupation, that is within six months of Commencement Date (as finally established), at a cost of \$52,000 plus contingencies up to \$70,000.
- B. THAT Council indorsed in principle the concept of a full-time Bylaw Enforcement Officer position and that the CAO would come back to Council with further details in the future.

## 18. Adjournment

*Moved By: Councillor Reuter*

*Seconded By: Councillor Cunliffe*

THAT the Regular Meeting of Council be adjourned.

**CARRIED**

*Meeting adjourned at 10:30p.m.*

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Mayor

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CAO

Date Adopted by Council:	
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