



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, FEBRUARY 4, 2020 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

1. **Call to Order**
2. **Adoption of Agenda**
3. **Public Participation (2 minutes per person totalling 10 minutes maximum)**
4. **Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)**
5. **Review & Approval of Minutes of Prior Meetings**
 - A. Regular Council Meeting Minutes – January 28, 2020 (Page 5)
THAT the Regular Council Meeting Minutes of January 28, 2020 be approved as circulated.
6. **Business Arising from the Minutes**
7. **Unfinished Business**
 - A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Person Responsible
104	September 17, 2019	G2: Letter from Minister of Public Safety re. Speeding on Sea to sky – Mayor McLaughlin following up with Mayor of Squamish and RCMP.	Mayor McLaughlin
105	January 14, 2020	Research re. establishment of Curly Stewart Memorial Trust Fund Award (CSMTFA)	CFO Rooke
106	January 14, 2020	Contact Vancity Foundation re. Matching Funds for Scholarship Committee Accounts	CFO Rooke
107	January 14, 2020	Post Request for Expressions of Interest for the 2 vacancies on CSMTFA Committee	CAO DeJong
108	January 28, 2020	R4: Rose Dudley – Dog Bags and Collection – Mayor McLaughlin to respond, PWM Jaffer to investigate the use and cost of biodegradable bags	Mayor McLaughlin/ PWM Jaffer
109	January 28, 2020	R10: Don Shaw – Train Whistle Cessation	Mayor McLaughlin

110	January 28, 2020	Volunteer Week Update by end of February 2020	Councillor Cunliffe
-----	------------------	---	---------------------

8. Reports

A. Staff

- i. CFO: 2020 Municipal Grants (Page 15)
THAT Council approve the 2020 Municipal Grants.
- ii. CFO: 2020 Preliminary Budget (Page 59)
THAT the report “2020 Preliminary Budget” be received for information purposes.
- iii. CFO: 2020 Draft Water, Sewer and Solid Waste Budgets (Page 75)
THAT the report “2020 Draft Water, Solid Waste and Sewer Budgets” be received for information purposes.
- iv. DEPC: Council Resolution for UBCM ESS Grant (Page 83)
THAT an application be submitted under the UBCM Community Emergency Preparedness Fund for an Emergency Support Services stream grant for the purpose of funding the purchase of new equipment and technology assets to ensure that the Lions Bay ESS team is positioned to take full advantage of Emergency Management BC’s ESS Modernization program once fully implemented. Support for this project and overall grant management will be provided by the Village of Lions Bay.
- v. PWM: Verbal Updates re: Loggers Lane Washout
- vi. PWM: Kelvin Grove Waste Water Treatment Plant Replacement Award (On Table)

B. Mayor – None

C. Council – None

D. Committees – None

E. Emergency Services – None

9. Resolutions

10. Bylaws

- A. Secondary Suite Surcharge Bylaw No. 513, 2017, Amendment Bylaw No. 571, 2020 – Third Reading (Page 95)
(1) THAT third reading of Secondary Suite Surcharge Bylaw No. 513, 2017, Amendment Bylaw No. 571, 2020 be rescinded;

(2) THAT Secondary Suite Surcharge Bylaw No. 513, 2017, Amendment Bylaw No. 571, 2020, as amended, be re-read a third time.

- B. Water Rates and Regulations Bylaw No. 2, 1971, Amendment Bylaw No. 568, 2020 – Three Readings (Page 105)
 THAT Water Rates and Regulations Bylaw No. 2, 1971, Amendment Bylaw No. 568, 2020 be introduced and read three times.
- C. Sewer User Rates Bylaw No. 122, 1984, Amendment Bylaw No. 569, 2020 – Three Readings (Page 127)
 THAT Sewer User Rates Bylaw No. 122, 1984, Amendment Bylaw No. 569, 2020 be introduced and read three times.
- D. Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 570, 2020 – Three Readings (Page 135)
 THAT Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 570, 2020 be introduced and read three times.

11. Correspondence

- A. List of Correspondence to January 30, 2020 (Page 147)
 THAT the following actions be taken with respect to the correspondence:

12. New Business

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

14. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

- A. ICIP Grant Resolution
- B. Kelvin Grove WWTP Award
- C. Labour Relations

THAT Council considers disclosure of information related to the acquisition of improvements could reasonably be expected to harm the interests of the Municipality; and

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;
- 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;
- n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

Council does not anticipate reconvening the open meeting for any purpose other than to adjourn the meeting generally and report out if applicable.

[OR]

Council anticipates reconvening the open meeting to discuss the following item(s):

- 15. Reporting Out from Closed Portion of Meeting**
- 16. Adjournment**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, JANUARY 28, 2020 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
Councillor Jaime Cunliffe

Staff: Chief Administrative Officer Peter DeJong
Chief Financial Officer Pamela Rooke
Public Works Manager Nai Jaffer
Recording Secretary Carol Lee

Delegations: 0
Public: 1

1. Call to Order

Mayor McLaughlin called the meeting to order at 7:06 p.m.

2. Adoption of Agenda

Moved/Seconded

THAT:

- (1) Item 11A: R12 through R18 – On-table correspondence be added; and
- (2) The agenda be adopted, 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 – January 14, 2020

The following amendments to the draft minutes of the January 14, 2020 Regular Council meetings were identified:

- Page 2, Item 8 – Change in Chair: Revise the first sentence to read “Mayor McLaughlin declared that he is also an “affected neighbour” in respect to the next item on the Agenda and relinquished the Chair but, in earlier consultation with the CAO, determined he was not in a conflict of interest.”
- Page 3, Item 8Di – Trees, Views and Landscape Committee – Tree App #98: 385 Oceanview Road: Amend the first sentence of Item (1) of the resolution to read “the applicant for tree application #98: 385 Oceanview Road is permitted to trim and level off the four (4) firs mentioned in the application by an additional twelve (12) inches from the BC Hydro cut line.”
- Page 4, Item 5B – Council Strategy Committee Meeting – November 25 and 26, 2019: Amend the first paragraph following the resolution to read “Councillor Abbott suggested that if the Village undertakes a major update of the Official Community Plan (OCP), it be conducted in a manner similar to the last OCP review, which was done at minimal cost with the use of volunteer resources.
- Page 4, Item 7A, Action Item #104: Amend the action to read “Mayor McLaughlin to follow up”.

Moved/Seconded

THAT the Regular Council Meeting Minutes of January 14, 2020 approved, as amended.

CARRIED

Audio: 00:07

6. Business Arising from the Minutes

In response to a question, CAO DeJong confirmed that a conflict of interest is not required to be pecuniary.

Councillor Abbott expressed disappointment that the 2020 meeting schedule did not continue with meetings being held on the first and third Tuesdays of every month.

CAO DeJong stated that in the past, Council had suggested cancelling Council meetings on numerous occasions to allow staff sufficient time to focus on accomplishing major pieces of work. In addition, it is easier to add a meeting than to cancel a meeting.

7. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Action
104	September 17, 2019	G2: Letter from Minister of Public Safety re. Speeding on Sea to Sky – Mayor McLaughlin	Mayor McLaughlin

#	Meeting Date	Description of Action Item	Action
		involved with Mayor of Squamish, RCMP and the Province of BC.	
105	January 14, 2020	Research re. establishment of Curly Stewart Memorial Trust Fund Award (CSMTFA)	CFO Rooke
106	January 14, 2020	Contact Vancity Foundation re. Matching Funds for Scholarship Committee Accounts	CFO Rooke
107	January 14, 2020	Post Request for Expressions of Interest for the 2 vacancies on CSMTFA Committee	CAO DeJong

Audio: 00:14

8. Reports

A. Staff

i. CFO: 2019 Draft Water, Solid Waste and Sewer Budgets

CFO Rooke referenced the report that was provided with the agenda material and responded to questions from Council.

Discussion ensued on:

- The allocation of staff costs to the draft water budget
- The loan payment in the draft water budget is established by the Municipal Finance Authority (MFA) and includes an offset for the actuarial gain on debt
- Rationale for increases and decreases in the expenses listed in the budgets
- Council will be requested to select the proponent for the RBC Replacement request for proposal (RFP) at the February 4, 2020 Council meeting:
 - Kelvin Grove residents will be informed of the contract award with their utility bills
- Opportunities to increase the green initiatives within the current solid waste collection contract
- Whether the amortization associated with the water tank should be included as an expense in determining the utility tax rate:
 - The budget surplus will be transferred to a fund for the future replacement of infrastructure
- Whether the utility tax rate should be increased, given that the Village has implemented an Infrastructure Levy:
 - The need to clearly communicate that the utility rate increase is intended to generate a surplus to be transferred to a reserve for the future replacement of infrastructure
 - Suggestion to include a specific line item for the future replacement of the water tank
- The need to demonstrate to residents that the funds generated from increased taxation are being utilized:
 - The Infrastructure Plan includes projects to be undertaken over the next ten years

- The need to ensure sufficient funds are held in reserve for future asset replacement
- Recommendation to include a 5% water utility tax increase (about \$84 per household) in the budget, resulting in the generation of \$44,000 of additional tax revenue
- Recommendation to include a 4% solid waste utility tax increase to meet the expenses included in the budget
- Recommendation to include a 0% sewer utility tax increase for 2020.

Moved/Seconded

THAT the report “2020 Draft Water, Solid Waste and Sewer Budgets” be received for information purposes.

CARRIED

Mayor McLaughlin reported that the owner of the commercial complex located on Centre Road had requested Council consider a reduction in its water rate.

Discussion ensued on:

- A multiplier of 2.92 of the residential utility tax rate is utilized to establish the commercial rate:
 - Normal practice to use similar multipliers for commercial rates
 - Any reduction in the commercial rate would result in an increase in the residential rate
- A flat rate for water is utilized throughout the Village because there is no water metering.

It was agreed that there is no justification to change the water rate for the store/café commercial premises at this time.

Audio: 01:15

ii. CFO: BDO Planning Report

CFO Rooke referenced the report that was provided with the agenda material and noted that it provides details on how the audit will be undertaken by BDO.

During discussion, it was noted that provincial legislation requires all municipalities to undertake an annual audit. The Village of Lions Bay’s annual audit fee is approximately \$37,500.

Moved/Seconded

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

CARRIED

Audio: 01:18

B. Mayor

i. Throne Speech

Mayor McLaughlin reported that the local Member of Legislative Assembly (MLA), Jordan Sturdy, has invited him to attend the February 11, 2020 throne speech in Victoria.

ii. Average Speed Over Distance (ASOD)

Mayor McLaughlin advised that the Mayor of Squamish has indicated support and the Resort Municipality of Whistler is considering support for the Village’s proposal that the Province of BC to establish an ASOD pilot project in the corridor.

Discussion ensued on the difference between ASOD and photo radar.

iii. Snow Angels

Mayor McLaughlin advised that he has received an approximately equal number of responses to provide and receive snow removal service. There is a need to identify coordinators to administer the program.

iii. TransLink

Mayor McLaughlin advised that he is unsatisfied with TransLink’s response regarding the lack of alerts of the service delays during the snowstorm on January 14, 2020 and undertook to follow up with TransLink.

Councillor Abbott reported that a resident has expressed concern regarding the application of the TransLink development cost charges (DCC). CAO DeJong advised that the DCC is applied only to net new residential and commercial developments. CAO DeJong will provide clarification on the application of the TransLink DCC on the Village website and in the Village Update.

Audio: 01:33

C. Council

None

D. Committees

i. Trees, Views and Landscapes Committee – Tree App #99, 233 Bayview Road – Committee Recommendation

Mayor McLaughlin referenced the recommendation from the Trees, Views and Landscapes Committee that was provided with the agenda material, along with an additional requirement to submit a Traffic Management Plan as requested by the Public Works Manager.

Moved/Seconded

THAT the applicant of 233 Bayview Road be permitted to trim the past 12 months growth of the trees mentioned in the application. The Tree Committee viewed this as maintenance and not topping. It should be noted that the trees have been topped for many years and this maintenance will help stop leaders from growing;

THAT the maples and the cherry trees should be removed completely;

THAT the applicant must clean up and remove all associated debris; and

THAT the applicant’s tree service provider submits a Traffic Management Plan (TMP) to be approved by the Public Works Manager prior to commencement of any maintenance works.

CARRIED

Audio: 01:35

E. Emergency Services

None

9. Resolutions

None

10. Bylaws

A. Secondary Suite Surcharge Bylaw No. 513, 2017, Amendment Bylaw No. 571, 2020 – Three Readings

CAO DeJong reviewed the report provided with the agenda material and highlighted the requirement for amendments to the draft Secondary Suite Surcharge Bylaw that was included with the agenda material:

- Addition of the phrase “regardless of” prior to “whether or not it has been approved by the Municipality” in Item 7a
- Addition of Item 10 as follows: “If any section or other part of this bylaw is held invalid by a court, the invalid portion shall be severed and the remainder of this bylaw is deemed to have been adopted without the severed portion”.

Discussion ensued on:

- The amendments are intended to clarify the Bylaw, to clarify the property owner's obligations, and to enable more flexibility to the Municipality in terms of how the Secondary Suite Surcharge is administered.
- There will be increased communication and a corresponding increase in the enforcement of the amended Bylaw.

Moved/Seconded

THAT Secondary Suite Surcharge Bylaw No. 513, 2017, Amendment Bylaw No. 571, 2020 be introduced and read a first, second and third time.

CARRIED

Audio: 01:46

11. Correspondence

A. List of Correspondence to January 24, 2020

Moved/Seconded

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

- G1: *Species at Risk Act* – No action required
- R1: Penny Nelson – Proposed Cell Tower to be considered at the February 4, 2020 Council meeting
- R2: Karl Buhr – Woodsmoke – Received
- R3: Hugo Van Hoogstraten – TransLink – Response provided by Mayor McLaughlin
- R4: Rose Dudley – Dog Bags and Collection – Mayor McLaughlin to respond; PWM Jaffer to investigate the use and cost of biodegradable bags
- R5: Nicole and Carl Lund – Large Fallen Municipal Tree Branch – Received
- R6: Kirsten Reid – 52 Brunswick Tree Removal – Received
- R7: Jennie Cipolla – 52 Brunswick Trees – Received
- R8: Jens Petersen – Dangerous Trees – Received
- R9: Russ Meiklejohn – Tree Damage to Lund Property – Received
- R10: Don Shaw – Train Whistle Cessation – Mayor McLaughlin to respond
- R11: Charlie Bradbury – Cell Tower Responses to be considered at the February 4, 2020 Council meeting
- R12: Nicole and Carl Lund – Fallen Municipal Tree Branch at 52 Brunswick Beach – Received
- R13: Noah Lund – 52 Brunswick Trees – Received
- R14: Alex Lund – 52 Brunswick Beach Road Municipal Trees and Stairwell Safety Concerns – Received
- R15: Tanis Fritz – 52 Brunswick Trees – Received
- R16: Andrea Klas – 52 Brunswick Trees – Received

- R17: Dorothy and Russ Meiklejohn – Tree Removal Application #52 Brunswick Beach – Received
- R18: Carl and Nicole Lund: Fallen Municipal Tree Branch at 52 Brunswick Beach – Received

Audio: 02:01

Recess

The meeting recessed at 9:07 p.m. and reconvened at 9:09 p.m.

12. New Business

A. CAO 2020 (mid/final) Performance Review

Mayor McLaughlin requested that Councillor Abbott lead the CAO's 2020 performance review.

B. Volunteer Week

Mayor McLaughlin requested Councillor Cunliffe to provide an update on ideas for Volunteer Week by the end of February 2020.

Agenda Varied

The agenda was varied to add Item 12C – Cell Tower.

C. Cell Tower

Mayor McLaughlin noted that Councillor Cunliffe will be away next week and raised the possibility of a split vote at the February 4, 2020 Council meeting and questioned whether Councillors who are unable to attend in person would be able to attend via teleconference.

Discussion ensued on:

- The CAO will not be in attendance at the February 18, 2020 Council meeting
- Options:
 - Defer consideration of the issue to the March 17, 2020 Council meeting
 - Provide an information report at the February 4, 2020 Council meeting and defer a decision to the March 17, 2020 Council meeting
- The importance of having all Council members present at the meeting where the decision on the cell tower is made.

It was agreed to defer consideration of the cell tower to March 17, 2020.

Audio: 02:20

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

None

14. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Inter-Municipal Business Licensing Proposals for Ride Hailing
- B. 35 Kelvin Grove Way Property For Sale
- C. Municipal trees.

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:

- 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;
- g) litigation or potential litigation affecting 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;
- 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;
- n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

CARRIED

Mayor McLaughlin advised that Council does not anticipate reconvening the open meeting for any purpose other than to adjourn the meeting generally and report out if applicable.

The meeting was closed to the public at 9:28 p.m.

The meeting was reopened to the public at 10:33 p.m.

15. Reporting Out from Closed Portion of Meeting

Mayor McLaughlin reported that during the Closed portion of the meeting, Council discussed:

- Support for the operation of ride-hailing within the Village
- Approval to transfer the listing of 35 Kelvin Grove Way to the realtor's new brokerage
- The Village's legal position with respect to the correspondence received pertaining to 52 Brunswick Beach Road

- Direction to the CAO to respond to the owners of 52 Brunswick Beach Road in accordance with legal advice.

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

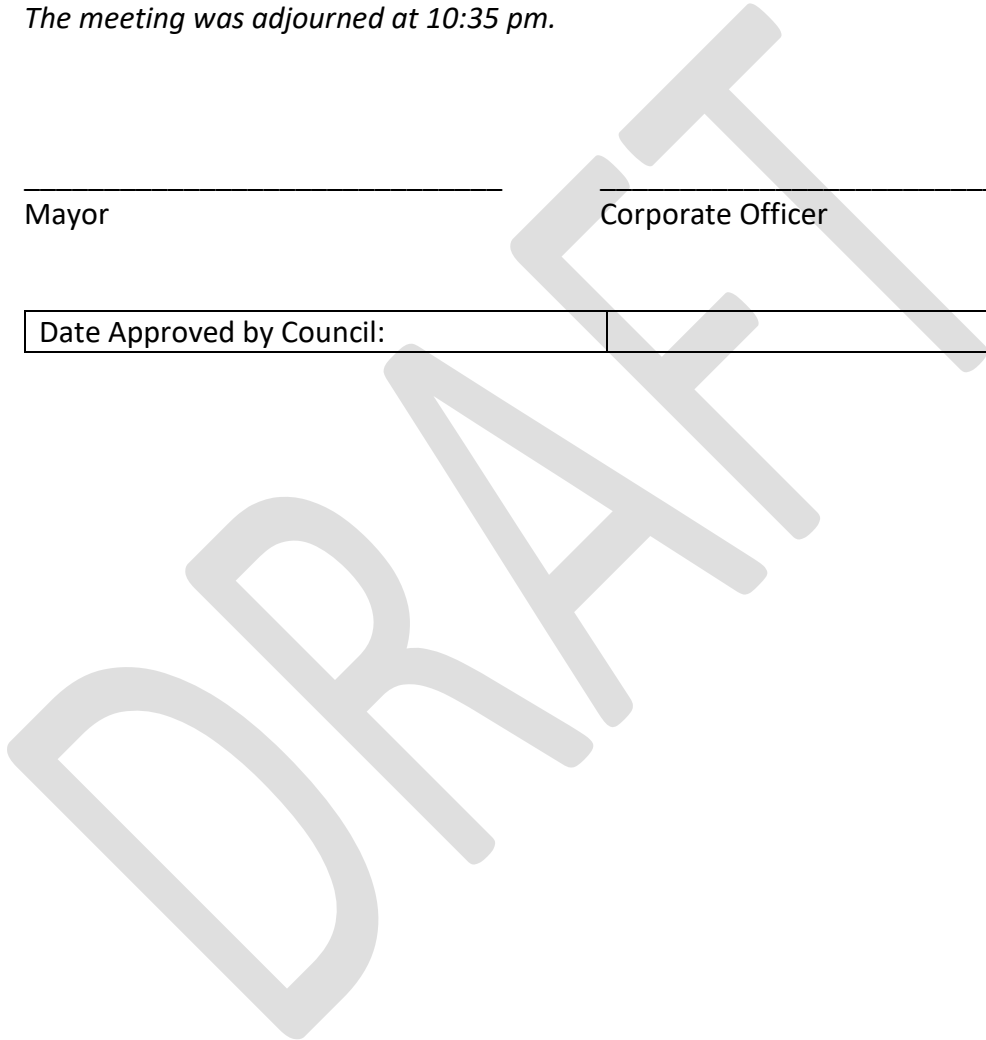
CARRIED

The meeting was adjourned at 10:35 pm.

Mayor

Corporate Officer

Date Approved by Council:	
---------------------------	--





THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	2020 Municipal Grants		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	January 30, 2020	Version	-
Issued for	February 4, 2020 Regular Council Meeting		

RECOMMENDATION

THAT Council approve the 2020 Municipal Grants.

ATTACHMENTS

1. 2020 Municipal Grant Summary
2. 2020 Municipal Grant Applications

KEY INFORMATION

The Village of Lions Bay (VOLB) provides municipal grants to non-profit community groups that demonstrate a need for funding to provide services or programs that benefit the VOLB community as a whole. The Finance department tabulates and summarizes the applications for Council's review. The 2020 requests total \$9,980 (2019 - \$11,797) from eight different applicants – this amount is included in the current version of the preliminary budget. Council approves the grants in whole or in part by resolution and the approved funds are then allocated in the 2020 budget.

OPTIONS

1. Approve the 2020 Municipal Grants as presented;
2. Amend the 2020 Municipal Grants and then approve;
3. Refer the 2020 Municipal Grants back to staff and request that applicants with grant requests greater than \$2,000 make a brief presentation to Council at the February 18, 2020 Council meeting during the public participation portion of the agenda.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

FOLLOW UP ACTION

The grants approved by Council will be included in the 2020 budget.

COMMUNICATION PLAN

The community groups for whom grants are approved are notified by the Finance department and the funds are disbursed after the adoption of the Five Year Financial Plan Bylaw.

**Village of Lions Bay
2020 Municipal Grant Applications**

Group		2016 Grant Awarded	2017 Grant Awarded	2018 Grant Awarded	2019 Grant Awarded	2020 Grant Requested		
						Actual \$	In-Kind	
Lions Bay Events Committee	10-2-0602-003	6,000.00	6,000.00	2,800.00	3,730.00	5,000.00	1,121.00	Attached
Seniors Social Circle	10-2-0601-311	5,000.00	4,100.00	3,100.00	3,050.00	3,100.00	500.00	Hall Rental
Lions Bay Arts Council	10-2-0602-005	7,800.00	5,000.00	6,250.00	2,400.00	-	25.00	Hall Rental
Lions Bay Trail Blazers	10-2-0703-023	1,000.00	1,000.00	1,250.00	1,250.00	1,250.00	180.00	Tables
Lions Bay Historical Society	10-2-0602-002	980.00	900.00	608.00	987.00	500.00	200.00	Hall Rental
Lions Bay Community Garden	10-2-0703-018	500.00	250.00	250.00	250.00	-	200.00	PW Time
Lions Bay Caroling Team	10-2-0602-008	130.00	130.00	130.00	130.00	130.00	25.00	Hall Rental
LB Community Scholarship Foundation (LBCSF)	10-2-0602-009	-	-	900.00		-	25.00	Hall Rental
Howe Sound Biosphere Region Initiative Society	10-2-0400-591	-	-	-				
LB Native Plants Garden Association	10-2-0702-025	1,500.00	600.00					
Lions Bay Community Association (2017 One-time)	10-2-0601-311	n/a	2,500.00					
Lions Bay Playschool Association	10-2-0602-006	2,000.00	-					
Lions Bay Reading Centre	10-2-0602-001	1,500.00	-					
Total Requested		26,410.00	20,480.00	15,288.00	11,797.00	9,980.00	2,276.00	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MUNICIPAL GRANT APPLICATION

For Specific Projects/Services/Events/Programs

Only applications that are completed legibly and in full will be accepted.

The deadline for submitting grant applications is December 20, 2019.

Please provide a copy of your organization's financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).

A. APPLICANT INFORMATION	
Application Date	December 19, 2019
Name of Organization/Group	Lions Bay Events Committee
Contact Person	Noelene Searle
Telephone	██████████
Email	██████████
BC Society Number	N/A
Date of Registration	N/A
Describe your organization's objectives	
<p>The Events Committee aims to create great moments where the Lions Bay community can enjoy community spirit, meet our neighbours, foster pride in where we live, and appreciate the friends and relationships in the Village.</p> <p>We provide opportunities for people of all ages to come together many times during the year. We organize events that appeal to various demographics and bring people together to spend time as a community. We believe our annual events are a cornerstone which helps define our Village identity and develop community ties.</p>	
Number of members	We have sixteen volunteer members.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

--	--

B. PROJECT INFORMATION	
-------------------------------	--

Amount requested (*see note below)	\$5,000.00 and \$1,376 in kind fee waivers
--	--

*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 453 and Fees & Charges Amendment Bylaw No. 480 for fee schedules)

Provide details of other services and facilities requested (e.g. hall rental, Public Works time)

Please refer to the attached spreadsheet of events, which outlines the proposed calendar for the upcoming year. It is indicated where requests to book the hall and use tables and chairs would be required.

We rely heavily on time from the Public Works team for the set-up and preparation of some of our events. They prepare the beach area for Easter, and set up tents. They set-up and take down the stage at the Talent Show. They provide night lighting and prepare the bonfire area for Halloween. They set up the tents and sound system at Canada Day, and bring down tables and chairs. Their support is warmly appreciated and well recognized by all our members.

Please note that this calendar is subject to change. It is illustrative of what the EC has run previous years. New events may be added; it is unlikely any would be removed.

--



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Project title and Description

This grant request is for our entire calendar of events. The events are outlined in the attached spreadsheet of the budget for 2019/2020.

As our events have grown in popularity, and attendees, so have the demands for responsible event management, and we need further resources, beyond the unpaid volunteer work force. Previous years' grants have helped u further develop the events strategy to reach a wider demographic in the community and provide support to maintain the strong reputation of current events.

Our event management includes compliance with Vancouver Costal Health, applications for Gaming licenses, Serving It Right and liquor permits, and extensive catering.

Describe your target population (age, gender, disability etc.)

We aim to target the entire Village population with our calendar of events. Not every event is of interest to everyone, but we hope that every resident attends at least one event during the year.

Some events, such as Easter and the Halloween Haunted House, are primarily for families with young children, but Canada Day, the Halloween Fireworks, and the Polar Bear Swim are popular community events that appeal to all age groups.

We strive to broaden the target demographics of our events and at the same time are aware that at some times of the year, the calendar can get too full and attendance is low.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Describe your goals and your success criteria
<p>The events we organize provide an opportunity to bring the community together and instill a sense of village pride, vibrancy and fun, as well as strengthen relationships. The events also attract visitors (friends of villagers) which stimulates interest in our community, real estate market, and local businesses. We believe village pride is critical to the improvement and development of any community, and that the Lions Bay events do just that. Our goals are to create a high-quality event, that runs smoothly and provides time for the community to be together. Our success criteria is a high turnout and people leaving happy, and feeling proud to live in Lions Bay.</p>

Approximately how many individuals will be served by your project?
<p>Events range from 50-400 people.</p>
What community need or issue is your project/event responding to?
<p>Our events respond to the general desire of Lions Bay residents to feel part of a small, familiar community. We believe it is with our (and other groups') community events where Lions Bay comes alive as a village, and where residents leave the event feeling part of the Lions Bay community. We believe our events foster community building and are an integral part of Village life.</p>

Describe any partners or sponsors involved in your project/event.
<p>This year we received sponsorship donations from Thyra Mckilligan of Remax Realty.</p> <p>We also secure donations for specific events from Starbucks, Cobbs Bread, Safeway and Save On Foods.</p>

A. ACCOUNTABILITY



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Describe how you will evaluate the effectiveness of the project/event

The Events Committee meets to review and discuss each event after it takes place. We maintain notes on how to run each event, and after each year's review suggestions are made for improvement.

That being said, each event team is free to run an event how they see fit, which allows for new ideas. The Events Committee is held accountable by the community, who freely give feedback during and after events.

We expect all our events to run to budget, which they do. And we expect each event to run smoothly and be well attended.

A. FINANCIAL INFORMATION

- Attach your most recent financial statement
- Provide current fiscal year project budget for your organization
- If your group received a municipal grant in 2018, provide a breakdown of how the money was spent
- Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions.

TERMS & CONDITIONS

In the event that the funds are not used or the project/event, as described in the application, or there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the municipality.

1. If there are any changes in the funding of the project/event from that contemplated in the application, the municipality will be notified of such changes immediately.
2. The applicant will make, or continue to make attempts to secure funding from other sources indicated in its application.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

3. The applicant will keep proper records and accounts of all receipts and expenditures relating to the project/event.
4. If the project/event is not commenced, not completed, or if the project/event is completed without requiring the full use of the grant funds and there remain municipal funds on hand, or if Council directs that the funds be returned; all unused funds will be returned without delay.
5. Unless there is prior written approval from the Village of Lions Bay, the project/event may not be represented as a municipal project, and the applicant does not have the authority to hold itself as an agency of the municipality in any way. The only relationship being that the municipality has approved and granted financial assistance to the applicant.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

We certify that to the best of our knowledge the information provided in this municipal grant request is accurate and complete and is endorsed by the organization which we represent. If our organization receives a municipal grant, we agree to the conditions set out below and to any other conditions determined by Council.

(Must be signed by two officers of the organization).

Signed					
Name		Title		Date	
Signed					
Name		Title		Date	

LIONS BAY EVENTS COMMITTEE
Profit and Loss - 2019

	TOTAL
INCOME	
Grant Income - Canada Day, Village Grant, Beach Grant	4,130.00
Sponsorship	2,000.00
Halloween Kids Dance	600.00
Games Night x 2 events	900.00
Interest Earned	19.12
Beach Fund Raiser	25,080.00
Total Income	\$ 32,729.12
EXPENSES	
Dip N Dash	150.00
Games Night	900.00
Easter	638.00
Canada Day	2,979.09
Christmas Carrolling	284.03
Halloween Kids Dance & Party	1,500.00
Halloween Fireworks	999.71
Beach Expenses	4,780.56
Office Expenses	175.00
Donation to Village for LB Beach Renovation	20,299.44
Returned Village grant money from Beach	1,300.00
Total Expenses	\$ 34,005.83
Balance	\$ (1,276.71)

LIONS BAY EVENTS COMMITTEE
Budget 2020

BUDGET 2020

INCOME

Grant Income - Canada Day	650.00
Grant Income - Village Grant	5,000.00
Sponsorship	1,000.00
Halloween Kids Dance	600.00
Games Night x 2 events	700.00
Interest Earned	22.00
Total Income	\$ 7,972.00

EXPENSES

Dip N Dash	150.00
Games Night x 2 events	700.00
Easter	750.00
Canada Day	3,500.00
Halloween Kids Dance & Party	1,500.00
Halloween Fireworks	1,100.00
Signage	400.00
Office Expenses	175.00
Total Expenses	\$ 8,275.00
Profit	\$ (303.00)

Lions Bay Events Committee
2020 Village Grant Application
REQUESTED FEE WAIVERS

EVENT	Hall Rental	Stage	Sound	Table	Chair	Fireworks Permit	Works Service	
	\$ 25	\$ 100	\$ 50	\$ 10	\$ 1	\$ 50	\$ 80	
Dip N Dash							2	
Games Night	2			10 - incl in Hall Rental	75 - incl in Hall Rental			
Easter				8	6		1	
Canada Day			1	2	100	1	3	
Halloween Kids Dance & Party	1			8 - incl in Hall Rental				
Halloween Fireworks						1	2	
<hr/>								
Total required	3	0	2	10	106	2	8	
Cost	\$ 75	\$ -	\$ 100	\$ 100	\$ 106	\$ 100	\$ 640	\$ 1,121

Draft #2 (18Dec2019)

Draft 2020 MUNICIPAL GRANT APPLICATION [LBSSC]

(an edited version of the 2016/2017 Application)

A. APPLICANT INFORMATION

Application Date: 20 December 2019

Name of Organization/Group: Lions Bay Seniors Social Circle (LBSSC)

Contact Persons: Louis Peterson John Phillips

Telephone: [REDACTED] [REDACTED]

Email: [REDACTED] [REDACTED]

BC Society Number: N/A

Date of Registration: N/A

Describe your organization's objectives:

1 To build upon the initiatives made possible and started in 2015 under a UBCM Age Friendly Grant.

2 To promote activities and events of interest to a broad spectrum of residents of all ages within the inclusive concept of a "Community Social Circle" (possibly under the new name "Lions Bay Friendship Association, LBFA". See Appendix III).

3 To engage seniors, their friends and colleagues and others in activities that promote social interaction and also cater to requests for a program or programs with a focus on health and fitness. Such programs reduce the need to drive outside the Village.

4 To choose activities that are complementary to those organized by other community groups or "circles" and avoid duplicating their efforts. Such activities are "investments in the fabric of community".

5 To foster a sense that the Community Center is a "Village hub" for community activities of all kinds.

Number of members: The purpose of the LBSSC (or LBFA) is to be inclusive of all the members of the community and their friends (the original mandate).

B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION

Amount requested: \$2,850 (Cash); \$1,500 (in kind) (see Appendix I).

***Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees and Charges Bylaw N0. 497 as amended for fee schedules.**

Provide details of other services and facilities requested (e.g. hall rental, Public Works time):

1 Hall and Council Chambers (10 months, two 3.5 hour session per week, for "Stillness" and "Dance your Muse").

2 Occasional Office Staff assistance: e.g., printing flyers, brochures, advertising in "Village Update", other publicity.

Project title and description:

1 "Lions Bay Seniors Social Circle" (or "Lions Bay Friendship Association", LBFA).

2 Depending on funding, volunteer interest to self-direct, and resources such as catalytic (or “seed”) subsidies, it is intended for the LBSSC to include “mini projects” such as activities addressing: (a) Health and Fitness; (b) Trips & Outings; (c) Speaker/Discussion group Events; (d) Lions Bay Resources Directory update; (e) other Social or Cultural Events.

3 Some aspects of the “Mini Projects” will consist of activities requiring qualified instructors, while other self-directed aspects will operate on a "pay as you go" basis requiring no or little Project funding.

Describe your target population (age, gender, disability, etc):

While the emphasis of most activities and events will be for choices that are likely to be of interest to and accessible by adults and seniors, inclusive of all Lions Bay residents and their colleagues, irrespective of age, gender or ability. self-selection will determine the level of participation in the different parts of the program.

Describe your goals and success criteria:

1 To provide opportunities for social interaction for seniors, adults, their colleagues, and others within the community.

2 To provide regular physical activities of different types, in collaboration with existing groups.

3 To provide opportunities for a diversity of social and fitness activities, to complement existing offerings. Examples inclusive of seniors and others are: instructor led exercises such as Tai Chi and "Chairobics", outings, and a talks/discussion Speaker’s Program.

Approximately how many individuals will be served by your project?

The intent of the LBSSC is to serve all seniors, their colleagues and others who wish to participate in the community events that are offered. Experience has shown that there is considerable variability in attendances.

What community need or issue is your project/event responding to?

1 There are needs to help seniors to keep fit, active and healthy through exercise, social interaction and nutrition, to feel connected to their community and not feel isolated, and to be aware of services within the local community and on the North Shore.

2 There is a need to enhance provision of activities to be available to residents within the community, to reduce a need for driving to external venues.

3 There is potential benefit to be had from fostering collaboration among all local volunteer groups that address the various aspirations to be found within a community (a "Linking of Circles". See Appendix III).

Describe any partners or sponsors involved in your project:

The Village of Lions Bay

Interested Lions Bay Community Groups

Other local services

C. ACCOUNTABILITY

Describe how you will evaluate the effectiveness of the project/event:

- 1 Planning, advertising and execution of events and activities.
- 2 Establishment of new ongoing programs within the Village (e.g. previous and current (2019) examples: TaiChi; Qigong; Finding Stillness; Dance Your Muse; LBSSC Spring and Christmas Luncheons); Speakers Program (Rod Baker, John Dudley, Joe Ronsley).
- 3 Reporting to Council that funds are used as planned.

D. FINANCIAL INFORMATION

Attach your most recent financial statement: (See Appendix I.)

Provide current fiscal year project budget for your organization (see Appendix II).

If your group received a municipal grant in 2018, provide a breakdown of how the money was spent: (see Appendix I)

Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions: (see Budget Request, Appendix II).

Appendix I LBSSC Budget vs Actual 2019

Budgeted item	Budget	Actual	Variance
Tai Chi	1700	1400	-300
Other programs	0	250	250
Publicity	400	0	-400
Hospitality	400	850	450
Miscellaneous	300	0	-300
Banking	0	100	100
Totals	2800	2600	-200

Variance = Actual – Budget = unspent funds if negative.

Appendix II Budget Request (Financial Estimates, April 2020-March 2021)

Budget item	Expense (est.)	Revenue/Fees (est.)	Budget Request
Adult Tai Chi*	\$6,900	\$5,500	\$1,400
Speakers etc(b)	400		400
Pilot projects(c)	300		300
Hospitality(d)	1,100	550	550
Publicity etc(e,f)	200		200
Total grant request (cash)			<u>\$2,850</u>
In Kind waiver request, Hall/Chambers rental			<u>\$1,500</u>

*Instructor fee @ \$165 per week.

(a) A community mini bus would be a very valuable asset.

- (b) Honoraria to not-for-profit groups. There are problems with this concept. No honoraria to business speakers.
- (c) May need catalytic incentives and support to get off the ground (e.g., "Dance your Muse").
- (d) This is a good catalyst. May ne supplemented by nominal fees or door charges.
- (e) flyers, publicity posters.
- (f) Out-of-pocket expenses.

Appendix III

Potential Affiliates of a Lions Bay Friendship Association

The Municipal Council

Societies:

**Historical Society
Arts Council Society**

Clubs, groups (recreational "circles"):

**Native Plant Garden Society
Events committee
Trail blazers
Happy Hikers
Yoga
Tai Chi
Qigong
Badminton
Tennis
Volleyball
Theatre, Music**

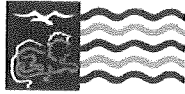
"Gourmet Kitchens"

**Book Clubs
Cards & Games**

School and Education support groups

**Scholarship Awards groups
Parent Advisory Committee
Elementary School group
Pre-school group
Playschool Association
Daycare
Saplings**

External Recreation Centres (North Shore)



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<p>MUNICIPAL GRANT APPLICATION For Specific Projects/Services/Events/Programs</p>
<p>Only applications that are completed legibly and in full will be accepted.</p> <p>The deadline for submitting grant applications is December 20, 2019.</p> <p>Please provide a copy of your organization's financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).</p>

A. APPLICANT INFORMATION	
Application Date	December 19th 2019
Name of Organization/Group	Lions Bay Trailblazers
Contact Person	John Dudley
Telephone	[REDACTED]
Email	[REDACTED]
BC Society Number	
Date of Registration	
Describe your organization's objectives	
Maintaining the trail system in the village and constructing new interconnecting trails	
Number of members	12



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION	
Amount requested (*see note below)	\$1200.00
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 497 as amended, for fee schedules)	
Provide details of other services and facilities requested (e.g. hall rental, Public Works time)	
Public Works - delivering and picking up tables for annual Walk for Erin" Delivering wood chips for spreading on trails in various locations throughout village.	
Project title and Description	
Lions Bay Trails construction and maintenance	
Describe your target population (age, gender, disability etc.)	
The trail system benefits everyone in the village which has a population of approximately 1400 people.	
Describe your goals and your success criteria	
To constantly improve and maintain our trails so that people can avoid walking on the roads and get their regular exercise. The success of the trail system since we started construction of it 20 years ago is demonstrated by real estate salespeople who describe our "World class" trails in their advertising. The trails are recommended on several hiking club's websites in the lower mainland	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Approximately how many individuals will be served by your project?
Including residents and visitors approximately 2,000
What community need or issue is your project/event responding to?
Recreation and connectivity
Describe any partners or sponsors involved in your project/event.
The group is run by volunteers with no sponsors.
C. ACCOUNTABILITY
Describe how you will evaluate the effectiveness of the project/event
The effectiveness has been demonstrated by the number of people who use the trails on a daily basis



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

D. FINANCIAL INFORMATION	
<input type="checkbox"/>	Attach your most recent financial statement
<input type="checkbox"/>	Provide current fiscal year project budget for your organization
<input type="checkbox"/>	If your group received a municipal grant in 2019, provide a breakdown of how the money was spent
<input type="checkbox"/>	Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions

TERMS & CONDITIONS

In the event that the funds are not used or the project/event, as described in the application, is not completed or there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the municipality.

1. If there are any changes in the funding of the project/event from that contemplated in the application, the municipality will be notified of such changes immediately.
2. The applicant will make, or continue to make attempts to secure funding from other sources indicated in its application.
3. The applicant will keep proper records and accounts of all receipts and expenditures relating to the project/event.
4. If the project/event is not commenced, not completed, or if the project/event is completed without requiring the full use of the grant funds and there remain municipal funds on hand, or if Council directs that the funds be returned; all unused funds will be returned without delay.
5. Unless there is prior written approval from the Village of Lions Bay, the project/event may not be represented as a municipal project, and the applicant does not have the authority to hold itself as an agency of the municipality in any way. The only relationship being that the municipality has approved and granted financial assistance to the applicant.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

We certify that to the best of our knowledge the information provided in this municipal grant request is accurate and complete and is endorsed by the organization which we represent. If our organization receives a municipal grant, we agree to the conditions set out below and to any other conditions determined by Council.

(Must be signed by two officers of the organization).

Signed					
Name	JOHN H. DUDLEY	Title	HEAD OF TRAILBLAZERS	Date	18/12/19
Signed					
Name	Randy LUCIFITY	Title	CO-LEADER	Date	18/12/19

TRAIL BLAZERS BUDGET 2020

When we started building the Centennial Trail in 2009 a lot of the lumber for boardwalks, steps and bridges was donated by Kiewit, however none of it was treated wood and consequently has started to rot. We have started replacing rotten wood with treated wood, but it is hard to calculate how much will be needed through next year.

The Erin Moore Commemorative Walk has become more popular each year. On December 14th, 175 people participated, compared to 128 in 2018. However through donations I feel we can keep the costs to about the same for the 2020 walk..

I am requesting \$1250 for 2020 which is the same as 2019.

The estimated expenses are as follows:

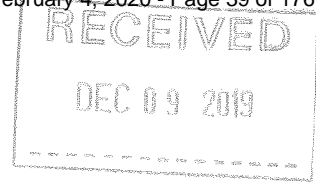
Chain saw chains and sharpening;	\$150.00
Gas and chain oil	\$150.00
Tools, wire mesh, hardware etc.	\$600.00
Wood for new signage, stain	\$100.00
Erin Moore Commemorative walk expenses	\$250.00
Total	\$1250.00

John Dudley
December 18th 2019

TRAIL BLAZERS EXPENSES 2019

Jan 15 – Home Depot – Pick ax	54.85
Jan 30 - Shell gas	24.64
April 19 – Home Depot – 2 brooms	25.96
May 6 – Simpson Hardware – brass screws for trail signs	24.63
May 12 – Arrow Equipment – 2 air filters, 1 coil strimmer cord	31.19
May 12 – Rona – I gall Cetol, I gall oxford brown stain	160.36
June 23 – Lions Bay cafe – coffee for volunteers	9.64
June 23 – Lions Bay Cafe – coffee for volunteers	31.54
July 26 – Andrew Wray – lumber for boardwalk on Trudi's Trail	87.23
Aug 9 – Canadian Tire – green bags for trail clean up	12.31
Oct 2 – Chevron – gas for chain saws, brush cutters, blowers etc.	72.59
July 26 – Andrew Wray – Lee Valley – template for trail signs	109.21
Oct 11 – Home Depot – rake – screwa for boardwalk repairs	58.22
Nov 22 – Rona – Lumber for bridge on Eagleview Loop, wire	89.13
Nov 22 – Rona – wire mesh for bridge	42.09
Nov 26 – Rona – treated 2x 4's repairing board walks on Centennial Trail	58.33
Nov-26 – Rona – wire mesh and screws	29.32
Nov 29 – Rona – lumber for repairs on “39 Steps”	73.37
Nov 29- Rona – 7 inch spiral nails	14.74
Dec 10 – City Market – Supplies for “Walk for Erin”	64.99
Dec- 10 - London Drugs – bamboo plates	29.97
Dec 14 - Safeway – 100 buns	35.00
Dec 17 – Amazon – Bostich heavy duty staple gun, 1000 staples	74.65
Total expenses	\$1213.96

As of December 18th there is a surplus of \$26.51 in the account



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MUNICIPAL GRANT APPLICATION For Specific Projects/Services/Events/Programs	
<p>Only applications that are completed legibly and in full will be accepted.</p> <p>The deadline for submitting grant applications is December 20, 2019.</p> <p>Please provide a copy of your organization's financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).</p>	

A. APPLICANT INFORMATION	
Application Date	December 2019
Name of Organization/Group	Lions Bay Historical Society
Contact Person	Tony Cox
Telephone	[REDACTED]
Email	[REDACTED]
BC Society Number	S-33635
Date of Registration	May 17 1995
Describe your organization's objectives	
<p>To stimulate public interest in history and in Lions Bay in particular. To encourage historical research and publication. To gather and preserve information, records and objects of educational, historical and cultural value associated with this area of B.C.1</p>	
Number of members	10



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION	
Amount requested (*see note below)	Year 2020 \$500.00
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 497 as amended, for fee schedules)	
Provide details of other services and facilities requested (e.g. hall rental, Public Works time)	
Meetings in the old library room.	
Project title and Description	
50th Anniversary presentation to Council of picture.	
Describe your target population (age, gender, disability etc.)	
All ages.	
Describe your goals and your success criteria	
<p>We have purchased 2 benches for the south end of Broughton Hall from LBHS funds. Our intent is to now purchase a suitable bench/table for this same area.</p> <p>Continue our current work with meetings, work sessions and attending Village functions as well as maintaining our website.</p> <p>To stimulate public interest in history by contributing to the Village Update and continuing our work projects like the photos of all Lions Bay Veterans for events like the November 11th service.</p> <p>We made many trips to Squamish in 2019 selecting the stone for the Memorial cairn.</p>	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Approximately how many individuals will be served by your project?
All residents.
What community need or issue is your project/event responding to?
To increase everyones knowledge of Lions Bay history.
Describe any partners or sponsors involved in your project/event.
C. ACCOUNTABILITY
Describe how you will evaluate the effectiveness of the project/event
Through residents showing their appreciation and particularly through residents purchasing the Lions Bay booklet.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

D. FINANCIAL INFORMATION
<input type="checkbox"/> Attach your most recent financial statement
<input type="checkbox"/> Provide current fiscal year project budget for your organization
<input type="checkbox"/> If your group received a municipal grant in 2019, provide a breakdown of how the money was spent
<input type="checkbox"/> Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions

TERMS & CONDITIONS

In the event that the funds are not used or the project/event, as described in the application, is not completed or there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the municipality.

1. If there are any changes in the funding of the project/event from that contemplated in the application, the municipality will be notified of such changes immediately.
2. The applicant will make, or continue to make attempts to secure funding from other sources indicated in its application.
3. The applicant will keep proper records and accounts of all receipts and expenditures relating to the project/event.
4. If the project/event is not commenced, not completed, or if the project/event is completed without requiring the full use of the grant funds and there remain municipal funds on hand, or if Council directs that the funds be returned; all unused funds will be returned without delay.
5. Unless there is prior written approval from the Village of Lions Bay, the project/event may not be represented as a municipal project, and the applicant does not have the authority to hold itself as an agency of the municipality in any way. The only relationship being that the municipality has approved and granted financial assistance to the applicant.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

We certify that to the best of our knowledge the information provided in this municipal grant request is accurate and complete and is endorsed by the organization which we represent. If our organization receives a municipal grant, we agree to the conditions set out below and to any other conditions determined by Council.

(Must be signed by two officers of the organization).

Signed	[Redacted Signature]				
Name	Tony Cox	Title	Chair	Date	7/12/19
Signed	[Redacted Signature]				
Name	Wendy Conway-Morris	Title	Treasurer	Date	7/12/19

L.B.H.S. Financial Statement for 2019

	Expenses	Income
L.B.H.S. Registration	40.00	
Archival dues	120.00	
Go Daddy Website	143.88	
Bench for Broughton Hall	447.98	
Mr Edit (Iola Knight)	59.75	
Tidey's	47.61	
Varathane (Noel Day Bench)	35.16	
Squamish Graphics	35.36	
Mr Edit Video of Nov 11 th	84.00	
Book Sales		50.00
Village Grant		952.00
Expenses for 2018	<u>1013.00</u>	Income <u>1002.00</u>

L.B.H.S. Grant Proposal for 2020

L.B.H.S. Registration	40.00
Archival Dues	120.00
Website	143.88
Website Manager	100.00
50 th Anniversary picture	500.00
Bank charges	25.00
Croquet Trophy	20.00
Total Expenses for 2020	<u>\$948.88</u>

We have changed our 50th Anniversary presentation from a Coffee Table Book to a picture for Council.

We also intend to donate a Table/ Bench at Broughton Hall in the same area as the existing benches. These will be paid for from the L.B.H.S. Funds.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MUNICIPAL GRANT APPLICATION For Specific Projects/Services/Events/Programs
Only applications that are completed legibly and in full will be accepted. The deadline for submitting grant applications is December 20, 2019. Please provide a copy of your organization's financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).

A. APPLICANT INFORMATION	
Application Date	DECEMBER 18, 2019
Name of Organization/Group	LIONS BAY COMMUNITY GARDEN
Contact Person	TINA SCHNEIDER
Telephone	[REDACTED]
Email	[REDACTED]
BC Society Number	—
Date of Registration	—
Describe your organization's objectives	
OUR VISION IS TO PROMOTE FOOD SUSTAINABILITY BY ALLOWING OUR RESIDENTS TO HAVE ACCESS TO COMMUNITY GARDEN PLOTS	
Number of members	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION	
Amount requested (*see note below)	As the COMMUNITY GARDEN SITE WILL BE USED AS THE SEWAGE TREATMENT AREA
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 497 as amended, for fee schedules)	
Provide details of other services and facilities requested (e.g. hall rental, Public Works time)	
PUBLIC WORKS - TO REMOVE & STORE ALL THE COMMUNITY GARDEN PROPERTY THAT'S REMOVABLE - eg GARDEN SHED, PICNIC TABLE, COMPOST BINS ^{etc.} UNTIL THE TIME A NEW GARDEN CAN BE CREATED - AS THE SITE IS TO BE REPURPOSED INTO A TEMPORARY SEWAGE TREATMENT SITE	
Project title and Description	
—	
Describe your target population (age, gender, disability etc.)	
—	
Describe your goals and your success criteria	
—	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Approximately how many individuals will be served by your project?
—
What community need or issue is your project/event responding to?
—
Describe any partners or sponsors involved in your project/event.
—
C. ACCOUNTABILITY
Describe how you will evaluate the effectiveness of the project/event
—



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

D. FINANCIAL INFORMATION
<input checked="" type="checkbox"/> Attach your most recent financial statement
<input checked="" type="checkbox"/> Provide current fiscal year project budget for your organization
<input checked="" type="checkbox"/> If your group received a municipal grant in 2019, provide a breakdown of how the money was spent
<input type="checkbox"/> Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions

TERMS & CONDITIONS

In the event that the funds are not used or the project/event, as described in the application, is not completed or there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the municipality.

1. If there are any changes in the funding of the project/event from that contemplated in the application, the municipality will be notified of such changes immediately.
2. The applicant will make, or continue to make attempts to secure funding from other sources indicated in its application.
3. The applicant will keep proper records and accounts of all receipts and expenditures relating to the project/event.
4. If the project/event is not commenced, not completed, or if the project/event is completed without requiring the full use of the grant funds and there remain municipal funds on hand, or if Council directs that the funds be returned; all unused funds will be returned without delay.
5. Unless there is prior written approval from the Village of Lions Bay, the project/event may not be represented as a municipal project, and the applicant does not have the authority to hold itself as an agency of the municipality in any way. The only relationship being that the municipality has approved and granted financial assistance to the applicant.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

We certify that to the best of our knowledge the information provided in this municipal grant request is accurate and complete and is endorsed by the organization which we represent. If our organization receives a municipal grant, we agree to the conditions set out below and to any other conditions determined by Council.

(Must be signed by two officers of the organization).

Signed	[Redacted Signature]				
Name	TINA SCHNEIDER	Title	Community Garden Director	Date	Dec 18, 2019
Signed	[Redacted Signature]				
Name	Jan Schneider	Title	Community Gardens Director	Date	Dec 18/2019

Lions Bay Community Garden Financial Report - 2019

- As of December 19, 2019

Assets

Cash - Reserve Fund for Original Purchase of Shed \$441.25
 (Funds were raised in a BBQ Fundraiser
 and Pizza/Art Fundraiser 2012)

\$441.25

Liabilities

0.00

Revenue

Garden Fees Collected from 9 plots - @ \$25 each \$225.00
 2019 Community Garden Grant - VOLB \$250.00
Total Income \$475.00

Expenses

Village of LB Garden Fees - Forwarded to Village \$225.00
 2019 Community Garden Grant Purchases \$13.18
 Unused Portion of 2019 Grant that Remained with VOLB \$236.82
Total Expense \$475.00

Prepared by
Tina (Kerstin) Schneider

P.O. Box [REDACTED]
 [REDACTED]
 Lions Bay, B.C.
 V0N 2E0
 Ph# [REDACTED]

Lions Bay Community Garden

Proposed Budget for 2020

Revenue

Garden Fees to be collected from Plots - WAIVED	\$0.00
Garden Fees to be forward from available plots - once taken	\$0.00

VoLB Municipal Grant Appliation for 2020	\$0.00
--	--------

<u>Projected Total Income for 2020</u>	<u>\$0.00</u>
---	----------------------

Expenses

Village of LB Garden Fees forwarded to Village	\$0.00
Garden Fees from unrenewed plots - to be forwarded once taken	\$0.00

We need:

Garden to be Destroyed - Summer 2020	<u>0.00</u>	
Amount applied for VoLB 2020 Municipal Grant	<u>0.00</u>	0.00

<u>Projected Total Expenses for 2020</u>	<u>\$0.00</u>
---	----------------------

Prepared by
Tina (Kerstin) Schneider

P.O. Box [REDACTED]
 [REDACTED]
 Lions Bay, B.C.
 V0N 2E0
 Ph# [REDACTED]



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MUNICIPAL GRANT APPLICATION For Specific Projects/Services/Events/Programs	
Only applications that are completed legibly and in full will be accepted.	
The deadline for submitting grant applications is December 20, 2019.	
Please provide a copy of your organization's financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).	

A. APPLICANT INFORMATION	
Application Date	December 17, 2019
Name of Organization/Group	Lions Bay CAROLING TEAM
Contact Person	TINA SCHNEIDER
Telephone	[REDACTED]
Email	[REDACTED]
BC Society Number	—
Date of Registration	—
Describe your organization's objectives	
<p>TO CREATE A FESTIVE MEMORABLE EVENT WHERE RESIDENTS AND FAMILIES CAN COME TOGETHER AND SING CHRISTMAS CAROLS - BRINGING CHRISTMAS SPIRIT TO LIONS BAY</p>	
Number of members	3-4 VOLUNTEERS - FOR SETUP/HOST EVENT



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION	
Amount requested (*see note below)	\$13000 + IN KIND USE OF HALL & ASSOCIATED FEES
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 497 as amended, for fee schedules)	
Provide details of other services and facilities requested (e.g. hall rental, Public Works time)	
BROUGHTON HALL - ON SUNDAY DECEMBER 13, 2020 PLEASE SEE ATTACHED FOR IN KIND FEES	
Project title and Description	
"A MAGICAL CHRISTMAS FOR 2020 WE PROVIDE A FESTIVE ATMOSPHERE WITH MUSIC, CAROLING SHEETS AND FOOD, SO RESIDENTS/FAMILIES CAN COME TOGETHER AND SHARE A TRADITIONAL LIONS BAY CHRISTMAS EVENT	
Describe your target population (age, gender, disability etc.)	
- IT IS OPEN TO ALL RESIDENTS, WHERE YOUNG OR OLD, FAMILIES OR INDIVIDUALS CAN PARTICIPATE - WE TRY TO USE A VARIETY OF DIFFERENT VENUES IN OUR COMMUNITY - ACCESS FOR PEOPLE WITH DISABILITIES DEPENDS ON WHERE THE EVENT IS HELD - WADE PARK, THE HALL (EASIER ACCESS)	
Describe your goals and your success criteria	
TO CREATE A MEMORABLE EVENT WHERE FAMILIES CAN SHARE A FESTIVE TIME TOGETHER	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Approximately how many individuals will be served by your project?

ANYWHERE FROM 30-80 PEOPLE ^{DEPENDS ON HOW MANY OTHER EVENTS ARE HOSTED ON THE SAME WEEKEND - OR WEATHER}

What community need or issue is your project/event responding to? ^(PEOPLE PREFER OUTSIDE)

- PROVIDING AN EVENT FOR PEOPLE TO GET TOGETHER AND SING CHRISTMAS CAROLS
- WE BRING A FESTIVE / CHRISTMAS SPIRIT TO THE COMMUNITY

Describe any partners or sponsors involved in your project/event.

- No

C. ACCOUNTABILITY

Describe how you will evaluate the effectiveness of the project/event

2019 - CHRISTMAS CAROLING EVENT WAS HELD IN WADE PARK IT WAS VERY SUCCESSFUL

- THERE WAS BETWEEN 45-50 PEOPLE IN ATTENDANCE
- SOME NEW FACES CAME TO THE OUTDOOR VENUE THAT WOULDN'T GO TO THE HALL
- WE HAVE OUR OWN PRINTED BOOKS, RE-USABLE PVC ROAD SIGNS
- CAROLING IN LIONS BAY HAS BEEN AN ANNUAL EVENT AND HAS BEEN IN EXISTANCE FOR MANY DECADES - IN DIFFERENT FORMS

- WHEN YOU SEE SMILING, LAUGHTER, EVERYONE PARTICIPATING - WE KNOW WE ARE DOING SOMETHING GOOD - GIVING JOY TO PEOPLES LIVES - WE GET FEED BACK AFTER THE EVENT



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

D. FINANCIAL INFORMATION
<input type="checkbox"/> Attach your most recent financial statement
<input type="checkbox"/> Provide current fiscal year project budget for your organization
<input checked="" type="checkbox"/> If your group received a municipal grant in 2019, provide a breakdown of how the money was spent
<input type="checkbox"/> Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions

TERMS & CONDITIONS

In the event that the funds are not used or the project/event, as described in the application, is not completed or there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the municipality.

1. If there are any changes in the funding of the project/event from that contemplated in the application, the municipality will be notified of such changes immediately.
2. The applicant will make, or continue to make attempts to secure funding from other sources indicated in its application.
3. The applicant will keep proper records and accounts of all receipts and expenditures relating to the project/event.
4. If the project/event is not commenced, not completed, or if the project/event is completed without requiring the full use of the grant funds and there remain municipal funds on hand, or if Council directs that the funds be returned; all unused funds will be returned without delay.
5. Unless there is prior written approval from the Village of Lions Bay, the project/event may not be represented as a municipal project, and the applicant does not have the authority to hold itself as an agency of the municipality in any way. The only relationship being that the municipality has approved and granted financial assistance to the applicant.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

We certify that to the best of our knowledge the information provided in this municipal grant request is accurate and complete and is endorsed by the organization which we represent. If our organization receives a municipal grant, we agree to the conditions set out below and to any other conditions determined by Council.

(Must be signed by two officers of the organization).

Signed	[Redacted]				
Name	TINA SCHNEIDER	Title	EVENT ORGANIZER	Date	Dec 17, 2019
Signed	[Redacted]				
Name	Jan Schneider	Title	Event Organizer	Date	Dec 17/2019

Lions Bay Caroling Team – Presents “A Magical Christmas” for 2020

Projected Budget for 2020.

We try to do different locations - outside - in different parks found in the Village or inside the Hall depending on the weather. We want residents to see Lions Bay has a lot to offer.

Because of the unpredictable weather at this time of the year and we use our own personal valuable equipment and have own printed caroling books, it is difficult to have a Christmas Caroling event held always outside and possibly require the use of the Hall. Decorations, songbooks and equipment will be continued to be provided by our volunteers.

Christmas Caroling Grant Requested		\$130.00
Projected Expenses		
Budget Advertising –Printing Advertising Posters		\$ 10.00
Food	Drinks & Snacks to be served during The caroling	\$100.00
Insurance	Hall etc.	<u>\$ 20.00</u>
		\$130.00

In Kind – We ask the Council, if we may use the Hall on **Sunday, December 13, 2020.** To facilitate our event and have all the fees that are associated with holding our Christmas Caroling event in the Community Hall waived.

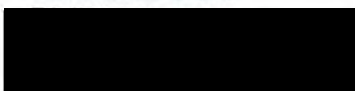
Our General Time Schedule would be:

Set up 12:00-3:00pm

Event - 4:00 - 5:30pm

Clean up 5:30 to 7:00pm

Prepared by:
Tina Schneider





THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	2020 Preliminary Budget		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	January 30, 2020	Version	
Issued for	February 4, 2020 Regular Council Meeting		

RECOMMENDATION

THAT the report “2020 Preliminary Budget” be received for information purposes.

ATTACHMENTS

1. 2020 Preliminary Budget
2. Preliminary Capital and Supplemental Operating Requests

KEY INFORMATION

At the November 19, 2019 Council meeting, staff presented a very preliminary first draft of the 2020 budget. The attached preliminary budget has been updated and includes the departmental summaries with notes along with a list of capital and supplementary requests. The purpose of this second draft is to continue discussion on the 2020 budget.

FOLLOW UP ACTION

Staff will be available to respond to any questions at the February 4, 2020 Council meeting. The draft budget will be reviewed again at the February 18, 2020 meeting along with the preliminary capital and supplemental operating requests.

The Village of Lions Bay

Preliminary Consolidated Operating Budget 2020

	2019 Budget	2020 Budget	Change	%
Revenues				
Taxation	1,550,775	1,548,843	(1,932)	-0.1%
Infrastructure Levy	144,658	144,658	(1)	0.0%
Utility Fees and Rates	1,138,127	1,191,782	53,655	4.7%
Fees, Licenses and Permits	177,723	206,629	28,906	16.3%
Grants	2,413,179	670,855	(1,742,324)	-72.2%
Loan Proceeds	380,000	600,000	220,000	57.9%
Net Land Sales	2,353,539	500,000	(1,853,539)	-78.8%
Other Revenue	118,751	114,531	(4,220)	-3.6%
	8,276,752	4,977,298	(3,299,454)	-39.9%
Expenditures				
Administrative Services	1,230,426	1,269,920	39,494	3.2%
Council	66,726	66,720	(6)	0.0%
Emergency Management	53,476	50,420	(3,056)	-5.7%
Fire	326,705	319,312	(7,393)	-2.3%
Bylaw	38,974	38,366	(608)	-1.6%
Parks and Recreation	240,370	244,112	3,742	1.6%
Planning and Development	95,973	95,839	(134)	-0.1%
Public Works	518,257	552,572	34,315	6.6%
Water Fund	957,180	1,084,982	127,802	13.4%
Sewer Fund	176,063	107,612	(68,451)	-38.9%
Solid Waste	190,258	195,594	5,336	2.8%
	3,894,408	4,025,449	131,041	3.4%
Surplus / (Deficit)	4,382,344	951,849		
Non-cash items included in Surplus/(Deficit)				
Add back amortization	736,618	788,813		
MFA Actuarial Gain on Debt	(26,901)	(30,481)		
	5,092,061	1,710,181		
Cash items NOT included in Surplus/(Deficit)				
Repayment of Debt Principal	(178,273)	(189,295)		
	4,913,788	1,520,886		
Capital Expenditures - Water		(1,006,070)		
Capital Expenditures - General		-		
Transfer from (to) Reserves:				
Gas Tax Funding		(59,117)		
Transfer from Surplus - Loan		62,232		
Transfer from Surplus - Re-budgets		233,670		
Transfer to Reserves - Net Land Sales		(500,000)		
Transfer to Reserves - Infrastructure Levy		(144,658)		
Water Surplus		(84,235)		
Sewer Surplus		(7,870)		
Solid Waste Surplus		(3,261)		
Cash Surplus		11,577		

**Village of Lions Bay
2020 Draft Budget**

Revenues

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Taxation							
General Municipal Property Tax	1,446,609	1,489,938	1,489,972	1,489,938	(34)	0.0%	1
Infrastructure Levy	-	144,658	144,658	144,658	(1)	0.0%	
Parcel Taxes	10,585	10,585	10,585	10,585	-	0.0%	
Grants in Lieu	47,855	50,218	50,218	48,320	(1,898)	-3.8%	
	1,505,049	1,695,399	1,695,433	1,693,501	(1,933)	-0.1%	
Utility Fees and Rates							
Water User Rates	837,613	879,494	879,494	925,126	45,632	5.2%	
Sewer User Rates	68,034	72,276	72,276	72,276	-	0.0%	
Solid Waste User Rates	183,570	186,697	186,357	194,380	8,023	4.3%	
	1,089,217	1,138,467	1,138,127	1,191,782	53,655	4.7%	
Fees, Licenses and Permits							
Building Permits	54,300	91,797	55,000	65,000	10,000	18.2%	
Temporay Use Permits	2,500	-	-	-	-	n/a	
Board Of Variance Application Fee	2,000	1,500	2,000	2,000	-	0.0%	
Secondary Suite Surcharge Fees	28,307	24,248	28,435	26,550	(1,885)	-6.6%	
Other Permits	(200)	3,205	1,150	1,150	-	0.0%	
Fire Training Programs	600	1,200	1,200	600	(600)	-50.0%	
Recreation Programs	3,124	3,552	2,600	2,600	-	0.0%	
Hall Rental	6,700	4,809	7,000	5,000	(2,000)	-28.6%	
In-Kind Revenue	2,750	-	-	-	-	n/a	
Boat Space Rentals	7,475	5,925	7,625	7,000	(625)	-8.2%	
Rental Agree - BC Ambulance	25,113	25,113	25,113	26,454	1,341	5.3%	
Parking Fines	10,238	22,356	10,000	18,000	8,000	80.0%	
Parking Passes - Other	1,760	1,320	1,400	2,650	1,250	89.3%	
Parking Meters	22,350	45,745	20,900	35,000	14,100	67.5%	
Dog Licences	3,900	3,150	4,000	3,500	(500)	-12.5%	
Filming Revenue	12,150	20,535	8,000	8,000	-	0.0%	

**Village of Lions Bay
2020 Draft Budget**

Revenues

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Tree Cutting Applications	600	675	500	500	-	0.0%	
Tax Information Charges	1,920	1,710	2,000	2,000	-	0.0%	
Miscellaneous	878	2,521	800	625	(175)	-21.9%	
	186,465	259,359	177,723	206,629	28,906	16.3%	
Grants							
Small Community Grant	296,118	296,642	295,000	295,000	-	0.0%	
CWWF Grant	75,532	1,641,372	1,961,229	303,838	(1,657,391)	-84.5%	2
Gas Tax Funding	59,264	118,381	118,381	59,117	(59,264)	-50.1%	
Provincial Government Grants	9,800	-	-	-	-	n/a	
Emergency Financial Assistance (EMBC)	110,553	-	-	-	-	n/a	
Other Grants	22,126	15,455	38,569	12,900	(25,669)	-66.6%	
	573,392	2,071,850	2,413,179	670,855	(1,742,324)	-72.2%	
Other Revenue							
External Borrowing	-	-	380,000	600,000	220,000	57.9%	3
Net Proceeds from Land Sales	-	1,810,716	2,353,539	500,000	(1,853,539)	-78.8%	
Insurance Proceeds	49,965	-	-	-	-	n/a	
Fire Department Callouts Highway	10,110	6,115	12,000	12,000	-	0.0%	
Donations to LB Fire Department	1,650	11,061	8,000	2,000	(6,000)	-75.0%	
Fire Fighter Day Revenue	15,324	20,191	20,000	20,000	-	0.0%	
Tax Penalties and Interest	25,873	22,194	23,250	21,250	(2,000)	-8.6%	
Admin Fees - Schools Taxes	2,966	3,037	2,800	3,000	200	7.1%	
MFA Actuarial Interest	23,456	26,901	26,901	30,481	3,580	13.3%	
Bank Return on Investment	33,517	62,355	25,300	25,300	-	0.0%	
Miscellaneous	13,178	40,113	500	500	-	0.0%	
Water/Sewer Connection Fees	1,200	13,891	-	-	-	n/a	
	177,240	2,016,574	2,852,290	1,214,531	(1,637,759)	-57.4%	
Total Revenues	3,531,363	7,181,648	8,276,752	4,977,298	(3,299,454)	-39.9%	

**Village of Lions Bay
2020 Draft Budget**

Revenues

2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%
-------------	--------------------	-------------	-------------	--------	---

Notes

Notes:

- 1 The revenue includes a 0% increase in the tax rate (rate to be determined).
(A 1% increase in taxation raises \$14,900).
- 2 The Clean Water Wastewater Fund (CWWF) grant revenue and related capital expense have been re-budgeted for 2020 as the project was not completed in 2019.
- 3 Further to the December 3, 2019 Council resolution, the Village has submitted an application for the 2020 MFA Spring borrowing for water infrastructure (PRV's)

**Village of Lions Bay
2020 Draft Budget**

General Fund - Administration

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Expenditures							
Amortization	321,477	-	452,031	452,031	-	0.0%	
Communications	51,787	56,317	56,250	61,500	5,250	9.3%	1
Fiscal Charges	5,657	11,404	6,250	11,450	5,200	83.2%	2
Insurance	34,755	36,386	38,157	42,508	4,351	11.4%	
Internal Allocations	(53,500)	(53,500)	(53,500)	(53,500)	-	0.0%	
Maintenance	3,978	5,451	7,500	7,500	-	0.0%	
Material, Supplies and Equipment	14,103	12,253	22,700	19,200	(3,500)	-15.4%	3
Professional Fees / Contract Services	106,547	68,314	137,800	128,100	(9,700)	-7.0%	4
Salaries and Benefits	524,670	530,533	541,788	579,681	37,893	7.0%	5
Sundry	1,770	1,504	3,600	3,600	-	0.0%	
Training / Professional Development	9,797	11,538	15,850	15,850	-	0.0%	
Utilities	1,878	1,764	2,000	2,000	-	0.0%	
	1,022,919	681,963	1,230,426	1,269,920	39,494	3.2%	

Notes:

- 1 Budget includes increases in the fees for our accounting software (MAIS).
- 2 Budget includes Moneris fees and Parklink parking fees.
- 3 Budget includes a \$4.2k re-budget for the purchase and installation of a fire proof safe for the Village office.

4 Budget is comprised of:

Legal Fees	35,000	
Contract Services - Minute Taking	3,000	
Audit Fees	39,000	
Grant Writing Services	5,000	
General Contract Services	4,000	
Asset Management - Phase 2 (re-budget)	26,500	Offset by 50% grant
Records Management (re-budget)	15,600	
	<u>128,100</u>	

- 5 Salaries include the new 3 day a week administrative assistant position approved by Council.

**Village of Lions Bay
2020 Draft Budget**

General Fund - Council

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Expenditures							
Council Communication	-	686	250	1,200	950	380.0%	1
Office Supplies	260	220	300	300	-	0.0%	
Council Chambers	8,591	39	1,100	-	(1,100)	n/a	
Professional Services	1,262	1,561	2,450	2,000	(450)	-18.4%	
Salaries and Benefits	43,868	50,059	50,876	51,520	644	1.3%	
Council Funded Events	4,072	3,141	5,750	5,750	-	0.0%	
Election	2,420	-	-	-	-	n/a	
Conferences & Conventions	1,850	1,050	4,000	3,000	(1,000)	-25.0%	
Association Dues / Memberships	398	1,350	500	1,450	950	190.0%	2
Travel	2,050	743	1,500	1,500	-	0.0%	
	64,770	58,848	66,726	66,720	(6)	0.0%	

Notes:

- 1 Budget includes software licenses fees.
- 2 Budget includes annual dues for UBCM and the Federation of Canadian Municipalities (FCM).

**Village of Lions Bay
2020 Draft Budget**

General Fund - Emergency Management

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Expenditures							
Communications	3,167	3,040	3,500	3,500	-	0.0%	
Search and Rescue	2,944	598	2,100	2,100	-	0.0%	1
Emergency Support Services (ESS)	524	1,379	5,205	4,350	(855)	-16.4%	2
Maintenance	11,656	5,640	6,800	7,850	1,050	15.4%	
Material, Supplies and Equipment	-	2,114	7,500	7,500	-	0.0%	3
Salaries and Benefits	-	19,095	25,871	21,345	(4,526)	-17.5%	4
Training / Professional Development	50	675	1,000	2,275	1,275	127.5%	5
Utilities	1,013	5,943	1,500	1,500	-	0.0%	
	19,355	38,485	53,476	50,420	(3,056)	-5.7%	

Notes:

- 1 Search and Rescue phone paid for by the Village and their share of facility maintenance.
- 2 Lions Bay Emergency Social Services (ESS) provides an annual budget to the Village for their expenses which are included in the budget. The Village reimburses ESS for the actual costs incurred.
- 3 Includes \$7,500 for EOC supplies, \$5,000 of which was re-budgeted from 2019.
- 4 Budget is for a part-time Emergency Planning Co-ordinator (2 days per week - one year contract) which commenced in August 2019 and will end in July 2020.
- 5 Includes JIBC courses for all staff.

**Village of Lions Bay
2020 Draft Budget**

General Fund - Fire Department

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Expenditures							
Communications	45,567	47,769	53,700	51,250	(2,450)	-4.6%	
Fiscal Charges	96	144	125	175	50	40.0%	
Interest Payments	3,063	2,445	2,678	2,282	(396)	-14.8%	1
Insurance	14,905	15,382	15,130	17,164	2,034	13.4%	
Maintenance	54,153	38,577	50,450	51,500	1,050	2.1%	
Material, Supplies and Equipment	106,599	59,691	52,500	37,500	(15,000)	-28.6%	2
Salaries and Benefits	93,737	109,989	103,925	115,112	11,187	10.8%	3
Training / Professional Development	25,547	31,329	44,997	41,129	(3,868)	-8.6%	
Utilities	3,142	2,876	3,200	3,200	-	0.0%	
	346,809	308,201	326,705	319,312	(7,393)	-2.3%	

Notes:

- 1 Budget includes interest on the E-Comm radios capital lease.
- 2 Budget includes lower uniform purchases - 2019 budget included the purchase of fire jackets.
- 3 Budget includes increases to shift and callout payments for the volunteers to reflect actual time spent in 2019.

**Village of Lions Bay
2020 Draft Budget**

General Fund - Bylaw Services

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Expenditures							
Communications	1,054	1,256	1,200	1,300	100	8.3%	
Material, Supplies and Equipment	1,419	3,878	3,250	3,250	-	0.0%	
Professional Fees / Contract Services	1,370	744	2,250	2,250	-	0.0%	1
Salaries and Benefits	29,766	26,897	29,774	31,566	1,792	6.0%	2
Training / Professional Development	-	-	2,500	-	(2,500)	-100.0%	
	33,609	32,774	38,974	38,366	(608)	-1.6%	

Notes:

- 1 Includes fees for collection agency and bylaw enforcement contract.
- 2 Budgeted for 3 days per week from May 17 to September 30 - 8 hours Friday, 14 hours Saturday, Sunday and stats.

**Village of Lions Bay
2020 Draft Budget**

General Fund - Parks and Recreation

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Expenditures							
Communications	626	594	650	650	-	0.0%	
Grants	25,050	15,107	18,294	16,762	(1,532)	-8.4%	1
Insurance	290	20	500	250	(250)	-50.0%	
Maintenance	53,821	46,814	47,000	51,750	4,750	10.1%	2
Material, Supplies and Equipment	7,756	4,018	7,500	10,500	3,000	40.0%	3
Professional Fees / Contract Services	13,194	8,051	8,100	8,100	-	0.0%	4
Recreation Programs	2,740	3,117	2,300	2,300	-	0.0%	
Salaries and Benefits	156,311	139,973	147,776	146,550	(1,226)	-0.8%	
Training / Professional Development	-	-	1,250	1,250	-	0.0%	5
Utilities	5,272	4,709	7,000	6,000	(1,000)	-14.3%	
	265,059	222,403	240,370	244,112	3,742	1.6%	

Notes:

- 1 Budget includes the 2020 Municipal Grant requests.
- 2 Budget includes the cost for porta potties (unbudgeted in 2019) and repairs to the beach float.
- 3 Budget includes \$3k for two bear proof garbage cans and \$2k for a log splitter.
- 4 Budget includes \$8,100 for invasive species eradication.
- 5 The 2019 budget included a Playground course for one staff which has been re-budgeted.

**Village of Lions Bay
2020 Draft Budget**

General Fund - Planning and Development

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Expenditures							
Communications	4,163	1,531	4,000	4,000	-	0.0%	
Professional Fees / Contract Services	15,308	4,374	48,500	48,000	(500)	-1.0%	1
Salaries and Benefits	28,366	30,602	39,973	40,839	866	2.2%	
Sundry	144	933	1,000	1,000	-	0.0%	
Training / Professional Development	2,301	1,027	2,500	2,000	(500)	-20.0%	
	50,282	38,466	95,973	95,839	(134)	-0.1%	

Notes:

1 Budget is comprised of:

Building Inspection Services (vacation coverage)	2,000	
Communication Consultant (initiatives per strategic plan)	7,500	(re-budget)
Planning Consultants	25,000	(re-budget)
Charging Station Design	5,500	
Land Surveys	5,000	
Land Appraisals	3,000	48,000
	<u> </u>	

**Village of Lions Bay
2020 Draft Budget**

General Fund - Public Works

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Expenditures							
Communications	7,596	9,788	10,750	10,750	-	0.0%	
Interest Payments	16,649	18,562	22,551	18,514	(4,037)	-17.9%	
Insurance	13,392	22,762	23,586	21,752	(1,834)	-7.8%	
Internal Allocations	(15,000)	(15,000)	(15,000)	(15,000)	-	0.0%	
Maintenance	162,216	146,730	195,334	228,325	32,991	16.9%	1
Material, Supplies and Equipment	42,473	48,844	44,368	47,100	2,732	6.2%	
Professional Fees / Contract Services	25,780	17,818	23,500	17,500	(6,000)	-25.5%	2
Salaries and Benefits	190,536	201,830	200,668	205,031	4,363	2.2%	
Training / Professional Development	3,514	4,019	5,000	11,100	6,100	122.0%	3
Utilities	7,441	6,044	7,500	7,500	-	0.0%	
Total Expenditures	454,597	461,397	518,257	552,572	34,315	6.6%	

Notes:

- 1 The 2019 budget included \$67,745 to complete the work on the KG and one of the two BB railway grade crossings. The work was not completed and has been re-budgeted in 2020 along with \$40,000 for the second BB railway grade crossing. All three crossings must be upgraded by 2021. (Staff are awaiting updated budgets from CN).
- 2 Budget includes a \$5,000 re-budget for the balance of the Oceanview drainage study (ISL Engineering).
- 3 Budget includes several group courses for PW staff, including bucket truck and forklift training and occupational first aid.

Village of Lions Bay
2020 Budget
Operational Re-Budgets included in Preliminary Budget

General Fund

Administration:

Phase II Asset Management	26,500
Records Management	15,600
Legal Fees	30,000
Fire Proof Safe	4,200
Alarm Monitoring	1,500

Emergency Management

DEPC Salary (due to delayed 2019 hiring)	9,596
EOC Supplies	5,000

Fire

Training Courses (underspent in 2019)	9,529
---------------------------------------	-------

Planning

Building Inspector hours (2019 underspent)	9,000
Communications Consultant	7,500
Planning Consultants	25,000
EV Charging Station Design	5,500
Land Surveys	5,000
Land Appraisals	3,000

Public Works

KG CN Railway Crossing Upgrades	35,300
BB CN Railway Crossing Upgrades	32,445
Lane Painting	4,000
Oceanview Drainage (ISL)	5,000

233,670

Village of Lions Bay

2020 Budget - Proposed Capital and Supplemental Requests

Description	Amount	Notes
1 Lions Bay Avenue Stairs to Bus Stop <i>A Translink grant has been awarded (50% of cost to a maximum of \$40k) The project must be completed by 2021.</i>	80,000 (40,000) <u>(40,000)</u> -	Capital expenditure TransLink Grant (awarded) 2019 re-budget
2 Kelvin Grove Stairs to Beach	25,000 <u>(25,000)</u> -	Draw from restricted land reserve
3 Lions Bay Beach Park - Kayak Rack <i>(could use re-budget to put towards Village's share of LBBP project if grant application is successful)</i>	20,000 <u>(20,000)</u> -	2019 re-budget
4 Lions Bay Beach Park - Playground <i>(could use funds to put towards Village's share of LBBP project if grant application is successful)</i>	40,000 <u>(40,000)</u> -	fundraising
5 Emergency Generator(s) (Could use \$30k for one generator for office only)	65,000 <u>(30,000)</u> 35,000	Capital expenditure 2019 re-budget
6 Septic Field - Klatt Building <i>requires replacement in 2020</i>		45,000
7 Admin - Office Laptop (Replacement)		2,000
8 Extend DEPC Contract: 1 day per week to end of year (5 months) 2 days per week to end of year (5 months) Annual Cost of Position - 2 days per week - \$36,164 <i>Currently budgeted to end of July at 2 days per week</i>		7,573 7,573
	add'l cost	

Village of Lions Bay
2020 Budget - Proposed Capital and Supplemental Requests

Description	Amount	Notes
9 PW - Various Road Paving (will request an additional \$125,000 in 2021)	125,000 <u>(88,000)</u> 37,000	Re-budget of prior year's unused funds
10 PW - Culvert replacements (minor)	25,000	
11 PW - Shop Hoist for Trucks	10,000	
12 Fire Department - Burn Building	20,000 <u>(20,000)</u> -	Capital expenditure 2019 re-budget
13 Fire Capital:		
Turn-Out Gear	10,000	
Hose & Fittings	2,000	
SCBA	4,500	
Pagers	4,000	
IPADS for trucks	2,000	
Rip Run Router Setup Printer	3,000	
Security Cameras for Pit	1,500	
	<u>(22,500)</u> 4,500	2019 re-budget of unspent capital
14 Fire Hall Expansion (see attached)	125,000	
15 Fire Trucks Replacement - E61 and E62 Both trucks nearing end of insurable life (start to put money aside)		tbd
	<u>298,646</u>	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	2020 Draft Water, Solid Waste and Sewer Budgets		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	January 30, 2020	Version	
Issued for	February 4, 2020 Regular Council Meeting		

RECOMMENDATION

THAT the report “2020 Draft Water, Solid Waste and Sewer Budgets” be received for information purposes.

ATTACHMENTS

1. 2020 Draft Water, Solid Waste and Sewer Budgets

KEY INFORMATION

The attached 2020 draft budgets provide the details and backup for the calculation of the user rates that will form the basis of the Water, Solid Waste and Sewer Bylaws. The draft budgets were initially presented to Council at the January 28, 2020 regular Council meeting for review and discussion. Staff were directed to update and bring back the draft budgets to the February 4, 2020 meeting for additional review, along with the Water, Solid Waste and Sewer Bylaws for 1st, 2nd and 3rd reading, with rate increases of 5% for Water, 0% for Sewer and 4% for Solid Waste.

FOLLOW UP ACTION

Staff will be available to respond to any questions at the February 4, 2020 Council meeting.

Village of Lions Bay 2020 Draft Water Budget

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Parcel Tax Brunswick Beach	10,585	10,585	10,585	10,585	-	0.0%	
Water User Rates	837,613	879,494	879,494	925,126	45,632	5.2%	1
Secondary Suite Fees	21,056	18,289	21,056	20,000	(1,056)	-5.0%	2
Connection Fees	1,200	13,891	-	-	-	n/a	
CWWF Grant	75,532	1,641,372	1,961,229	303,838	(1,657,391)	-84.5%	3
Other Grants	7,450	2,550	2,550	-	(2,550)	-100.0%	
Loan Proceeds	-	-	-	600,000	600,000	n/a	4
Emergency Financial Assistance (EMBC)	110,553	-	-	-	-	n/a	
Other - MFA Actuarial Gain	19,902	22,869	22,869	25,952	3,083	13.5%	
Total Revenues	1,083,890	2,589,050	2,897,783	1,885,501	(1,012,282)	-34.9%	
Amortization	161,786	263,626	263,626	310,526	46,900	17.8%	
Communications	2,775	2,787	2,900	2,900	-	0.0%	
Interest Payments	89,146	57,336	57,336	64,728	7,392	12.9%	
Emergency Repairs	110,553	-	-	-	-	n/a	
Insurance	26,446	26,649	26,649	35,175	8,526	32.0%	
Maintenance	50,363	55,681	45,500	107,665	62,165	136.6%	5
Material, Supplies and Equipment	45,059	39,391	46,000	46,000	-	0.0%	
Professional Fees / Contract Services	46,421	55,289	64,063	65,000	937	1.5%	6
Salaries and Benefits	282,493	327,460	362,376	361,988	(388)	-0.1%	
Sundry	15,931	15,829	17,500	18,500	1,000	5.7%	
Training / Professional Development	4,894	3,842	3,480	4,750	1,270	36.5%	7
Utilities	11,976	11,620	12,750	12,750	-	0.0%	
Internal Allocations	55,000	55,000	55,000	55,000	-	0.0%	
Total Expenditures	902,843	914,508	957,180	1,084,982	127,802	13.4%	
Surplus / (Deficit)	181,047	1,674,542	1,940,603	800,519			

**Village of Lions Bay
2020 Draft Water Budget**

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Amortization	161,786	263,626	263,626	310,526			
MFA Actuarial Gain on Debt	(17,328)	(22,869)	(22,869)	(25,952)			
Cash Surplus	325,505	1,915,299	2,181,360	1,085,093			
Capital Expenditures	(91,003)	(1,997,548)	(2,420,426)	(1,006,070)			8
Repayment of Debt Principal	(53,021)	(62,832)	(62,862)	(63,019)			
Draw from Surplus (loan)	15,471	336,185	401,697	62,232			
Draw from Surplus (re-budget)		14,760	23,063	6,000			9
Transfer (from) to Water Surplus	196,952	205,864	122,832	84,235			

Notes:

- 1 The revenue includes a 5% increase in user rates.
- 2 Secondary suite fees are based on the actual number of suites paid in 2019 (30).
- 3 The Clean Water Wastewater Fund (CWWF) grant revenue and related capital expense have been re-budgeted for 2020 as the project was not completed in 2019.
- 4 Further to the December 3, 2019 Council resolution, the Village has submitted an application for the 2020 MFA Spring borrowing.
- 5 Budget includes additional water maintenance requirements mandated by Vancouver Coastal Health as part of routine operations and maintenance, \$25k for a watermain upgrade for a section of road in Brunswick Beach and additional hydrant and intake maintenance.

**Village of Lions Bay
2020 Draft Water Budget**

2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
-------------	--------------------	-------------	-------------	--------	---	-------

6 Budget is comprised of:

Rock Slope Remediation	30,000					
UBC Hydrology Study Contribution	8,000	(includes \$6k re-budget)				
General Contract Services	15,000					
Water Testing	12,000		65,000			
			<u> </u>			

7 Budget includes a group Confined Space Entry course for all PW staff.

8 Capital Expenditures include the balance of the CWWF Water Tank and three PRV's.

9 Re-budget is comprised of the UBC Hydrology Study contributions for the years 2017-2019 which were budgeted but have not been paid.

**Village of Lions Bay
2020 Draft Solid Waste Budget**

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Garbage User Fees	183,570	186,697	186,357	194,380	8,023	4.3%	1
Secondary Suite Fees	4,690	3,942	4,690	4,200	(490)	-10.4%	2
Miscellaneous Revenue	296	424	275	275	-	0.0%	
Total Revenues	188,556	191,063	191,322	198,855	7,533	3.9%	
Supplies and Education	103	806	500	750	250	50.0%	
NS Transfer Station Agreement	-	1,500	1,500	1,500	-	0.0%	
Collection Contract	49,907	50,535	50,791	53,169	2,378	4.7%	3
Recycle Removal Contract	50,887	50,786	52,972	52,704	(268)	-0.5%	3
Green Waste Contract	73,910	69,889	69,780	72,571	2,791	4.0%	3
Prompt Payment Discounts	5,082	4,951	5,215	5,400	185	3.5%	
Internal Allocations	9,500	9,500	9,500	9,500	-	0.0%	
Total Expenditures	189,389	187,969	190,258	195,594	5,336	2.8%	
Surplus / (Deficit)	(833)	3,094	1,064	3,261			

Notes:

- 1 The revenue includes a 4.0% increase in residential user rates (equates to \$14 increase over 2019 rates per household).
- 2 Secondary suite fees are based on the actual number of suites paid in 2019 (30).
- 3 Garbage, recycling and green waste costs will increase by 4% in 2019 due to an increase in Metro Vancouver disposal costs.

Village of Lions Bay 2020 Draft Sewer Budget

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Utility Fees and Rates	68,034	72,276	72,276	72,276	-	0.0%	1
Secondary Suite Fees	2,561	2,017	2,689	2,350	(339)	-12.6%	2
Connection Fees	-	-	-	-	-	n/a	
Total Revenues	70,595	74,293	74,965	74,626	(339)	-0.5%	
Amortization	14,407	20,961	20,961	26,256	5,295	25.3%	
Communications	-	-	700	700	-	0.0%	
Insurance	2,470	3,498	3,498	3,057	(441)	-12.6%	
Maintenance	33,222	37,683	44,500	29,000	(15,500)	-34.8%	3
Material, Supplies and Equipment	50	-	6,100	11,150	5,050	82.8%	4
Professional Fees / Contract Services	1,763	14,864	75,000	9,000	(66,000)	-88.0%	5
Salaries and Benefits	12,895	19,363	13,979	17,824	3,845	27.5%	6
Sundry	1,943	1,991	2,125	2,125	-	0.0%	
Training / Professional Development	629	367	2,700	2,000	(700)	-25.9%	7
Utilities	2,309	1,401	2,500	2,500	-	0.0%	
Internal Allocations	4,000	4,000	4,000	4,000	-	0.0%	
Total Expenditures	73,689	104,128	176,063	107,612	(68,451)	-38.9%	
Surplus / (Deficit)	(3,094)	(29,835)	(101,098)	(32,986)			
Amortization	14,407	20,961	20,961	26,256			
Cash Surplus / (Deficit)	11,313	(8,874)	(80,137)	(6,730)			
Capital Expenditures	-	-	(95,000)	-			8
Transfer from Surplus - Re-Budgets	-	5,000	7,100	14,600			9
Transfer (from) to Sewer Surplus	11,313	(3,874)	(168,037)	7,870			

Village of Lions Bay
2020 Draft Sewer Budget

Notes:

- 1 The revenue includes a 0% increase in user rates.
- 2 Secondary suite fees are based on the actual number of suites paid in 2019 (7).
- 3 Budget includes \$20k for the annual treatment plant pump-out.
- 4 Budget includes \$4k for confined space rescue equipment and \$6.4k for a microscope.
- 5 Budget includes \$6.5k for a re-budget of the balance of the EHD Consulting fees for the RBC Replacement RFP.
- 6 The portion of PW salaries allocated to the sewer fund was increased to better reflect the actual time spent on sewer tasks.
- 7 Budget includes a group Confined Space Entry course for all PW staff and a Wastewater course for one staff.
- 8 Capital will include the replacement of the Wastewater Treatment Plant. Funding options (including a parcel tax) will be considered by Council when the costs have been determined.

9 Re-budgets include:

Material, Supplies and Equipment	6,100	
EHD Consulting - RBC Replacement RFP	6,500	
Training / Professional Development	2,000	14,600

These items were budgeted in 2019 but will not be purchased/completed until 2020.

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Council Resolution for UBCM ESS Grant		
Author	Robert Whitney	Reviewed By:	
Date	January 23, 2020	Version	1
Issued for	February 7, 2020 Council Meeting		

Recommendation:

(1) THAT an application be submitted under the UBCM Community Emergency Preparedness Fund for an Emergency Support Services stream grant for the purpose of funding the purchase of new equipment and technology assets to ensure that the Lions Bay ESS team is positioned to take full advantage of Emergency Management BC's ESS Modernization program once fully implemented. Support for this project and overall grant management will be provided by the Village of Lions Bay.

Attachments:

- (1) CEPF Emergency Support Services 2020 Program & Application Guide;
- (2) ESS Modernization Newsletter November 2019

Key Information:

EMBC is currently in the process of modernizing the way that ESS teams complete the registration process of individuals seeking ESS support. One of the ways this will change is that registrations in Reception Centres/Group Lodgings will occur online to allow for a centralized document storage system. When the modernization changes are in place ESS teams will require computers and/or tablets to be used to complete the registration process and a printer to print copies of the documents for the registering party.

Options:

- (1) Do nothing: We will be unable to apply for the Emergency Support Services stream grant.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

(2) Provide the resolution: The Emergency Program will apply for a grant under the Emergency Support Services stream of the Community Emergency Preparedness Fund.

Preferred Option: Council provides the resolution so that an application will be made. Doing this will allow the ESS team to be ready before the modernization project enters general use by EMBC.

Legal Considerations: None.

Follow Up Action: Upon receipt of the Council Resolution the DEPC will complete the application package for the Emergency Support Services grant and submit to UBCM no later than February 7, 2020.

Communication Plan: Upon receipt of the grant an article will be written for the Village Update outlining the project to modernize the Lions Bay ESS team acknowledging the CEPF grant funding.

Community Emergency Preparedness Fund

Emergency Support Services

2020 Program & Application Guide

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

Starting in May 2019, the funding streams include:

- Indigenous cultural safety and cultural humility training
- Emergency operations centres and training
- Emergency support services
- Evacuation route planning
- Flood risk assessment, flood mapping and flood mitigation planning
- Structural flood mitigation
- Volunteer and composite fire departments equipment and training

Background

British Columbians forced from their homes by fire, floods, earthquakes or other emergencies may receive emergency support services. Services may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. There may also be special services like first aid, child minding, pet care and transportation.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing emergency support services. Under the 10 year agreement between Indigenous Services Canada and the Province, First Nations in BC may elect to provide emergency support services to their residents.

Emergency Support Services Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency support services through training, volunteer recruitment and retention, and the purchase of ESS equipment. Starting in 2020, the focus of the ESS funding stream is to support the modernization of local ESS programs in order to move toward electronic registration and reporting.

2. Eligible Applicants

All local governments (municipalities and regional districts) and all First Nations (bands and Treaty First Nations) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Eligible Projects

In order to qualify for funding, applications must demonstrate the extent to which proposed projects will build local capacity to provide emergency support services.

In addition, to qualify for funding, projects must be:

- A new project (retroactive funding is not available)
- Capable of completion by the applicant within one year from the date of grant approval

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the CEPF Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Purchase of supplies and equipment in support of modernization (i.e. computers, printers and mobile devices)
- Purchase of supplies and equipment (i.e. reception centre kits, group lodging kits and storage containers for supplies and equipment)
- Training and exercises to increase capacity for the provision of emergency support services, including travel costs
- Volunteer recruitment and retention activities directly related to the provision of emergency support services

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the CEPF Evaluation Committee is not eligible for grant funding. This includes:

- Routine or ongoing operating costs (i.e. heating and lighting; security; software subscriptions or other subscription fees)

- Delivery of emergency support services during an emergency
- Activities intended to increase the capacity of third party organizations to deliver emergency support services on behalf of the approved applicant
- Training offered through the [EMBC 2019/2020 ESS Training program](#)
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities
- Purchase of vehicles
- Costs related to developing or submitting the application package

5. Grant Maximum

The Emergency Support Services funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadline

The application deadline is **February 14, 2020**. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form
- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

<p>Resolutions from partnering applicants must include the language above</p>
--

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the CEPF Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Were not funded as part of the 2017 or 2018 Emergency Social Services intake
- Support the modernization of local ESS programs in order to move toward electronic registration and reporting
- Clearly demonstrate how the capacity of the eligible applicant to deliver emergency support services in their community will be increased
- Support recommendations or requirements identified in the local Emergency Plan
- Demonstrate transferability to other local governments and First Nations in BC
- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners or other grant funding
- Are cost-effective

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding. The CEPF Evaluation Committee will consider the provincial and regional distribution of all proposed projects. Funding decisions will be made on a provincial priority basis

All application materials will be shared with the Province of BC

7. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM. Grants are paid at the completion of the project and only when the final report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the CEPF Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, updated budget and an updated resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the CEPF Evaluation Committee at the next scheduled meeting.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval. Under exceptional circumstances, an extension beyond this date may be requested in writing and is subject to approval by the CEPF Evaluation Committee.

8. Final Report Requirements & Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Financial summary
- Copies of any training or capacity building materials that were produced with grant funding
- Optional: photos and/or media directly related to the funded project

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final report materials will be shared with the Province of BC.
--

9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: cepf@ubcm.ca

Phone: (250) 387-4470

MODERNIZATION PROJECT COMMUNICATION

Emergency Support Services Modernization Newsletter

EMBC is pleased to offer a visual introduction to the upcoming digital evacuee-centered, registration assistance system and companion tools, created by the ESS Modernization Project.



EMERGENCY SUPPORT SERVICES
The **ESS Registration Assistance System** can be accessed online by evacuees in British Columbia who have been displaced due to an Evacuation Order and require Emergency Support Services.

Secure
This security increases
 Privacy Protection
 Controlled-access
 FOIPPA Compliant

Accountable
This accountability increases
 Communication
 Reporting
 Auditing

Efficient
This efficiency increases
 Awareness
 Accuracy
 Access

Adaptive
This adaptivity increases
 Usability
 Preparedness
 Learning

The ESS Registration Assistance System is part of the ESS Modernization Project

This infographic is intended as a useful resource for Local Authorities, First Nations and ESS Teams. EMBC encourages the inclusion of this graphic in presentation materials, recruitment and training information, and for promoting general awareness throughout the ESS Modernization Project timeline.

SUBSCRIBE to our Publications Page to receive ESS news updates in your inbox.

UPDATES IN THIS NEWSLETTER

NEW INFOGRAPHIC	- 1
ESS MODERNIZATION PILOT	- 2
PILOT KEY TAKEAWAYS	- 3
NEXT STEPS	- 4

ESS MODERNIZATION PILOT

ESS Modernization Project launched with a **PILOT PHASE** which ran from April to September 2019 in partnership with four pilot communities.

These communities worked in collaboration with EMBC staff, Regional Offices, and ESS teams to trial and test a **PROOF OF CONCEPT** for the new digital system.



PILOT PHASE OBJECTIVES

- validate ability to digitally administer ESS
- gather design input for final system capabilities
- identify requirements for provincial implementation

WHAT IS A PROOF OF CONCEPT?

PURPOSE

verify the viability and application

SCALE

small; represents a part of final product

TEST

identify technical and logistical issues

GOALS

support existing program requirements

PILOT STATISTICS

875

**SIMULATED
EVACUEES
REGISTERED**

316

**ESS RESPONDERS
TRAINED**

26

**PILOT FEEDBACK
SURVEYS COMPLETED**

8

**PILOT TRAINING
SESSIONS**

5

**PILOT
EXERCISES**

PILOT TAKEAWAYS

Key takeaways from the pilot communities are listed below:



TRAINING

- increased confidence in using the system after receiving training
- request for Local Authority and First Nation ESS Modernization toolkit
- inclusive "train the trainer" approach for building digital literacy among volunteers that meet diversity and inclusion objectives



TECHNOLOGY

- need to include consideration for the ergonomics of worker care
- desire to exercise the reduction of Reception Centre wait times
- consensus on user-friendliness "if you shop online you can use this system!"



CONNECTIVITY

- challenges with internet access and reliability may be addressed through local connectivity assessments (mobile, wireless, wired)
- need to integrate connectivity into all aspects of local emergency planning
- new system creates opportunity for ESS Teams to reach out to your community IT resources



ENGAGEMENT

- inclusion of local community lens in the system's provincial engagement strategy to ensure successful adoption and implementation
- confirmation that the ESS Modernization newsletter is a helpful resource
- echoing the need for continuous consultation and input from all user groups



BUSINESS PROCESSES

- identified key preliminary business process considerations for training and operations at the local, regional and provincial level



DID YOU KNOW?

Regular Council Meeting - February 4, 2020 - Page 93 of 176

EMBC is currently modernizing the Emergency Program Act (EPA) to support more effective management of emergencies in B.C. by incorporating best practices such as the United Nations Sendai Framework for Disaster Risk Reduction, the United Nations Declaration on the Rights of Indigenous Peoples and the 10 Draft Principles. Last month, a **discussion paper** outlining the proposed policy direction was publicly released; of particular note, one section of the paper discusses proposed policy changes to strengthen support for Public Safety Lifeline Volunteers. Feedback on the proposed changes is being accepted until January 31, 2020 and should be emailed to EmergencyProgramAct@gov.bc.ca.

NEXT STEPS

OUTREACH An **Expert Advisory Group** with representatives from Local Authorities, First Nations and ESS teams from across the Province has been created to collaboratively support and guide the next phase of ESS Modernization Project. For more information, please reach out to your Local Authority or First Nation who will connect in with the EMBC Regional Offices.

FEEDBACK A big **THANK YOU** for the generous feedback regarding the proposed updates to the **ESS Field Guide**. EMBC is carefully compiling and considering all responses. A revised version will be posted to the **ESS Publications** page shortly.

BRANDING The new **ESS logo** is also will soon be launched publicly!

TIMELINES More details on timelines and the provincial implementation strategy for the new digital system will be available next month.

Find Us Online!

STAY TUNED - The ESS Modernization web page will soon be live! Remember to **SUBSCRIBE** to our **Publications Page** - receive notifications about ESS Modernization News and Publication updates ([like the Field Guide!](#)).

REMINDER! CEPF GRANT DEADLINES

December 13, 2019

Indigenous Cultural Safety & Cultural Humility Training stream

February 14, 2020

Emergency Support Services stream

CEPF Program Funding and Applications

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Secondary Suite Surcharge Bylaw No. 513, 2017, Amendment Bylaw No. 571, 2020		
Author	Peter DeJong	Reviewed By:	
Date	January 30, 2020	Version	1
Issued for	February 4, 2020 Council Meeting		

Recommendation:

- (1) THAT third reading of Secondary Suite Surcharge Bylaw No. 513, 2017, Amendment Bylaw No. 571, 2020 be rescinded;
- (2) THAT Secondary Suite Surcharge Bylaw No. 513, 2017, Amendment Bylaw No. 571, 2020, as amended, be re-read a third time.

Attachments:

- (1) Draft Secondary Suite Surcharge Bylaw No. 513, 2017, Amendment Bylaw No. 571, 2020, as amended;
- (2) Draft Consolidation of Secondary Suite Surcharge Bylaw No. 513, 2017 with tracked changes proposed, as amended.

Key Information:

At the Council meeting on January 28, 2020, one of the amendments requested at the meeting prior to readings was to add a severance clause to the end of the draft bylaw. That amendment was approved by Council and was part of the 3 readings given to the bylaw. After the meeting, staff determined that the severance clause was already in the bylaw at section 4 (not the usual spot for such a provision). As a result, the duplicated clause needs to be removed from the end of the bylaw and to do so, Council needs to rescind 3rd reading and re-read it a third time as amended.

Options:

- (1) Approve the recommendations;



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

- (2) Amend the bylaw further before re-reading it a third time; or
- (3) Refer the bylaw back to staff with alternative directions.

Preferred Option: Option 1 will enable Council to consider adopting the amending bylaw at the February 18, 2020 Council meeting, which will enable staff to proceed with next steps.

Follow Up Action: Per Council direction.

Communication Plan: Update the secondary suite education campaign in conjunction with the upcoming utility billing at the end of February.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



**Secondary Suite Surcharge Bylaw No. 513, 2017,
Amendment Bylaw No. 571, 2020**

Adopted:

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0

Phone: 604-921-9333 Fax: 604-921-6643

Email: office@lionsbay.ca Web: www.lionsbay.ca

Bylaw No. 571, 2020

Secondary Suite Surcharge Bylaw Amendments

The Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

Citation

1. This bylaw may be cited for all purposes as "Secondary Suite Surcharge Bylaw No. 513, 2017, Amendment Bylaw No. 571, 2020."
2. Secondary Suite Surcharge Bylaw No. 513, 2017, as amended, is hereby further amended as follows:
 - (a) The defined term for *municipality* be capitalized and all defined terms throughout the text of the bylaw be italicized;
 - (b) Section 5 is hereby deleted and the following substituted in its place:

"If a property contains a *secondary suite*, regardless of whether or not it has been approved by the *Municipality*, the property owner must pay a *secondary suite* surcharge, unless the property owner certifies that:
 - (a) the *secondary suite* is not *occupied*, or
 - (b) the *secondary suite* is accommodating the property owner's *immediate family members*."
 - (c) Section 6 is hereby deleted and the following substituted in its place:

"The *secondary suite* surcharge for an applicable property shall be based on the *Municipality's* annual charges for utilities, before prompt payment discount. The rate of the *secondary suite* surcharge shall be 40% of the property's utility billing for garbage and recycling collection, water and, where applicable, sewer. The *secondary suite* surcharge may be billed with the annual charges for utilities or invoiced separately."
 - (d) Section 7 is hereby deleted and the following substituted in its place:

"Either prior to or when remitting annual *Municipality* utility charges, all property owners must certify:
 - (a) whether the property contains a *secondary suite*, regardless of whether or not it has been approved by the *Municipality*;

- (b) if so, whether the *secondary suite* is *occupied*; and
- (c) if so, whether the *secondary suite* is accommodating the homeowner's *immediate family members*;

and all known *secondary suites* and their status will be recorded on the *Municipality's secondary suite register*."

(e) The following is added as section 10: "If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid."

Commented [A1]: Delete – already part of bylaw at s.4

READ A FIRST TIME	January 28, 2020
READ A SECOND TIME	January 28, 2020
READ A THIRD TIME	January 28, 2020
THIRD READING RESCINDED	February 4, 2020
RE-READ A THIRD TIME, AS AMENDED	February 4, 2020
ADOPTED	February 18, 2020

Mayor

Corporate Officer

Certified a true copy of Secondary
Suite Surcharge Bylaw No. 513, 2017
Amendment Bylaw No. 571, 2020

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Secondary Suite Surcharge Bylaw No. 513, 2017

Office Consolidation

This document is an office consolidation of Secondary Suite Surcharge Bylaw No. 513, 2017 with subsequent amendments adopted by the Village of Lions Bay.

All persons making use of this consolidation are reminded that it has no Council sanction, that amendments have been incorporated only for convenience of reference, and that for all purposes of interpretation and application, the original bylaws should be consulted. The Village of Lions Bay will, in no event, be liable or responsible for damages of any kind arising out of the use of this consolidation.

This is not the official version of Secondary Suite Surcharge Bylaw No. 513, 2017, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: admin@lionsbay.ca

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
536	2(a),(b),(c)	Amends definitions	February 26, 2018
<u>571</u>	<u>2(a),(b),(c),(d)</u>	<u>Clarifies application to all suites and provides ability to separate declarations and invoicing</u>	

Secondary Suite Surcharge Bylaw No. 513, 2017

A bylaw to provide for Secondary Suite utilities surcharges

The Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

Citation

1. This bylaw may be cited for all purposes as "Secondary Suite Surcharge Bylaw No. 513, 2017".

Repeal

2. Secondary Suite Surcharge Bylaw No. 442 is hereby repealed.

Definitions

3. In this bylaw:
 - (a) *immediate family members* means parents, brothers, sisters, children (including adopted and step children), father-in-law, mother-in-law, sister-in-law and brother-in-law, and in addition, other relatives in the case that they are being supported financially by the property owner;
 - (b) *occupied* means inhabited for periods of one month or longer within a calendar year or advertising for habitation or residency for periods of one month or longer within a calendar year;
 - (c) *secondary suite* means a secondary suite as defined in Zoning and Development Bylaw No. 520, 2017;
 - (d) ~~M~~*Municipality* means the Village of Lions Bay.

[Amended by Bylaw No. 536]

4. If any section or other part of this bylaw is held invalid by a court, the invalid portion shall be severed and the remainder of this bylaw is deemed to have been adopted without the severed portion.

5. If a property contains a *secondary suite*, ~~regardless of whether or not it has been approved by the Municipality,~~ the property owner must pay a *secondary suite* surcharge, ~~unless, if~~ the property owner ~~will be exempted from the surcharge if~~ certifies that:

- (a) the *secondary suite* is not *occupied*, or

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

~~(b) if the *secondary suite* is accommodating the property owner's immediate family members.~~

Formatted: Font: Italic

~~5-6.~~ The *secondary suite* surcharge for an applicable property shall be based on ~~and added to~~ the ~~property's annual m~~*Municipality's annual* charges for utilities, before prompt payment discount. The rate of the *secondary suite* surcharge shall be 40% of the property's utility billing for garbage and recycling collection, water and, where applicable, sewer. ~~The *secondary suite* surcharge may be billed with the annual charges for utilities or invoiced separately.~~

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

~~6-7.~~ ~~Either prior to or w~~hen remitting annual ~~Village~~*Municipality* utility charges, all property owners must certify:

Formatted: Font: Italic

(a) whether the property contains a *secondary suite*, ~~regardless of whether or not it has been approved by the *Municipality*;~~

Formatted: Font: Italic

Formatted: Font: Italic

(b) if so, whether the *secondary suite* is *occupied*; and

Formatted: Font: Italic

(c) if so, whether the *secondary suite* is accommodating the homeowner's *immediate family members*;

Formatted: Font: Italic

Formatted: Font: Italic

~~and all known *secondary suites* and their status will be recorded on the *Municipality's secondary suite register*.~~

Formatted: Justified

Formatted: Font: Italic

Formatted: Indent: Left: 0.5"

~~7-8.~~ Every person who:

(a) makes a false report under Section 7 of this bylaw, or

(b) neglects to report under Section 7 and is later found to have a *secondary suite* on the property,

Formatted: Font: Italic

shall be deemed to have committed an offence and, upon a summary conviction, is liable to a minimum fine of \$2,000 and a maximum fine of \$10,000.

~~8-9.~~ Despite section 8, this bylaw is designated under section 264(1)(a) of the *Community Charter* as a bylaw that may be enforced by means of a municipal ticket information under the *Community Charter*, and is also designated under section 4 of the *Local Government Bylaw Notice Enforcement Act* as a bylaw that may be enforced by means of a bylaw notice, in which case contravention of this bylaw shall not constitute the commission of an offence.

10. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

Commented [PD1]: Delete – already part of bylaw at s.4

READ A FIRST TIME	January 24th, 2017
READ A SECOND TIME	January 24th, 2017
READ A THIRD TIME	January 24th, 2017
ADOPTED	February 7th, 2017

Mayor

Corporate Officer

Certified a true copy of Secondary
Suite Surcharge Bylaw No. 513, 2017

Corporate Officer

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Water Rates and Regulations Bylaw No. 2, 1971, Amendment Bylaw No. 568, 2020		
Author	Peter DeJong	Reviewed By:	Pamela Rooke
Date	January 30, 2020	Version	
Issued for	February 4, 2020 Regular Council Meeting		

Recommendation:

THAT Water Rates and Regulations Bylaw No. 2, 1971, Amendment Bylaw No. 568, 2020 be introduced and read three times.

Attachments:

- (1) Water Rates and Regulations Bylaw No. 2, 1971, Amendment Bylaw No. 568, 2020;
- (2) Water Rates and Regulations Bylaw No. 2, 1971 Consolidation.

Key Information:

The due date for payment needs to be clarified to say "December 31st" instead of "March 31st" of each year, as the latter is simply the due date for receipt of the applicable discount for early payment. In accordance with the Water utility budget for this year, the Schedule A rates to the bylaw have been updated. Additionally, a number of typos and housekeeping amendments are included in this amending bylaw.

Options:

- (1) Approve the recommendation;
- (2) Amend the bylaw further before giving it 3 readings;
- (3) Refer the bylaw back to staff with alternative directions.

Preferred Option: Option 1.

Legal Considerations: The correction to the due date is an important consideration for enforcement and when unpaid amount roll over to taxes in arrears.

Follow Up Action and Communication Plan: Post the updated consolidation of the bylaw on the Municipality's website. Additional communications will be part of the utility bill mailouts at the end of February.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Water Rates and Regulations Bylaw No. 2, 1971, Amendment Bylaw No. 568, 2020

Adopted: February __, 2020

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Phone: 604-921-9333 Fax: 604-921-6643
Email: office@lionsbay.ca Web: www.lionsbay.ca

Water Rates and Regulations Amendment Bylaw No. 568, 2020

A bylaw to amend Water Rates and Regulations Bylaw No. 2, 1971

The Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as “Water Rates and Regulations Bylaw No. 2, 1971, Amendment Bylaw No. 568, 2020”.
2. Water Rates and Regulations Bylaw No. 2, 1971, as amended, is hereby amended as follows:
 - a. Typographical errors in the title of the bylaw are amended so that it reads “Village of Lions Bay Bylaw No. 2”;
 - b. The second iteration of the enactment clause is hereby deleted;
 - c. Section 5(1)(b) is amended by correcting the spelling of the word “description”;
 - d. Section 6(2) is amended by adding the following clause to the end of the paragraph: “covering the annual period January 1st to December 31st”;
 - e. Section 6(2) is further amended by deleting subsection 6(2)(a) and substituting the following in its place: “Rates shall be due and payable to the Village of Lions Bay on or before December 31st each year. A prompt payment discount shall be allowed, as set out in Schedule “A” if payment is made on or before the 31st of March of each year.”;
 - f. Section 8(2) is amended by striking the word “affectually” and substituting the word “effectively”;
 - g. Subsection 8(5)(f) is amended by striking the word “decive” and substituting the word “device”;
 - h. Schedule “A” attached to Bylaw No. 2, 1971, as amended, is hereby deleted and the attached Schedule “A” is substituted therefore.
3. This bylaw shall take effect upon adoption.

READ A FIRST TIME

February 4, 2020

READ A SECOND TIME

February 4, 2020

READ A THIRD TIME

February 4, 2020

ADOPTED

February 18, 2020

Mayor

Corporate Officer

**Certified a true copy of Water
Rates and Regulations Bylaw No. 2, 1971
Amendment Bylaw No. 568, 2020
as adopted.**

Corporate Officer

SCHEDULE "A"

**Attached to and forming
part of Bylaw No. 2, 1971, as amended**

WATER USER RATES**Prompt Payment Discount**

1. Single Family Residence	\$1,658.16 per year	2.0%
2. Townhouses/Condominiums	\$1,658.16 per year	2.0%
3. Businesses – Store/Café	\$4,343.85 per year	2.0%
4. Businesses – Marina	\$4,343.85 per year	2.0%
5. Businesses – Other	\$1,141.09 per year	2.0%
6. Schools	\$4,343.85 per year	2.0%



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Water Rates and Regulation Bylaw No. 2, 1971

Office Consolidation

This document is an office consolidation of Water Rates and Regulation Bylaw No. 2, 1971, with subsequent amendments adopted by the Village of Lions Bay.

All persons making use of this consolidation are reminded that it has no Council sanction, that amendments have been incorporated only for convenience of reference, and that for all purposes of interpretation and application, the original bylaws should be consulted. The Village of Lions Bay will, in no event, be liable or responsible for damages of any kind arising out of the use of this consolidation.

This is not the official version of Water Rates and Regulations Bylaw No. 2, 1971, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: admin@lionsbay.ca

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted/In Force
44	Sched A	Replaces Schedule A	April 5, 1976
110	Sched A	Replaces Schedule A	July 4, 1983
119	Sched A,	Replaces Schedule A, amends text,	June 4, 1984

BY LAW NO. 2

Sheet 2

	6-3(a)		
129	Sched A	Replaces Schedule A	May 6, 1985
144	Sched A	Replaces Schedule A	May 5, 1986
159	Sched A	Replaces Schedule A	January 4, 1988
174	Sched A	Replaces Schedule A	January 9, 1989
189	Sched A	Replaces Schedule A	February 4, 1991
197	Sched A	Replaces Schedule A	February 3, 1992
210	Sched A	Replaces Schedule A	February 1, 1993
225	Sched A	Replaces Schedule A	January 24, 1994
236	Sched A	Replaces Schedule A	February 6, 1995
249	Sched A	Replaces Schedule A	February 6, 1996
262	Sched A	Replaces Schedule A	January 6, 1997
273	Sched A	Replaces Schedule A	January 5, 1998
287	Sched A	Replaces Schedule A	March 1, 1999
304	Sched A	Replaces Schedule A	March 6, 2000
319	Sched A	Replaces Schedule A	March 5, 2001
331	Sched A	Replaces Schedule A	March 4, 2002
342	Sched A	Replaces Schedule A	March 3, 2003
357	Sched A	Replaces Schedule A	March 1, 2004
365	Sched A	Replaces Schedule A	March 7, 2005
378	Sched A	Replaces Schedule A	Feb 27, 2006
387	Sched A	Replaces Schedule A	March 8, 2007
399	Sched A	Replaces Schedule A	Feb 18, 2008
419	Sched A	Replaces Schedule A	Feb 3, 2010
426	Sched A	Replaces Schedule A	Feb 21, 2011
441	Sched A	Replaces Schedule A	Feb 21, 2012
454	Sched A	Replaces Schedule A	Feb 21, 2013
465	3.1(1) and 4	Delete connection charges of Sched A and amend s.4 text	
467	Sched A	Replaces Schedule A	Feb 18, 2014
482	Sched A	Replaces Schedule A	Feb 17, 2015
499	Sched A	Replaces Schedule A	Feb 16, 2016
497	4,	Amends s.4 text, amends Schedule 'A'	Dec 20, 2016 /January 1, 2017
514	Sched A	Replaces Schedule A	Feb 21, 2017
538	Sched A	Replaces Schedule A	Feb 20, 2018
557	Sched A	Replaces Schedule A	Feb 19, 2019
<u>568</u>	<u>Various</u>	<u>Typos & Housekeeping, Clarifying Payment Due Date, Replace Schedule A Rates</u>	

Sheet 3

BY LAW NO. ~~1~~

VILLAGE ~~OP-OF~~ LIONS BAY

BYLAW NO. 2

A by-law to regulate the rates, terms and conditions under which water from the municipal water utility may be supplied and used.

The Council of the Village of Lions Bay, in open meeting assembled, ENACTS AS FOLLOWS:

~~THE COUNCIL of the Village of Lions Bay, in open meeting assembled, enacts as follows:~~

1. INTERPRETATION

In this by-law, unless the context otherwise requires, "Clerk" means the Clerk of the Village of Lions Bay.

"water connection" means the water line extending from the water main to the property line of the property being serviced or about to be serviced;

"consumer" means any person, company or corporation who is the owner or agent for the owner of any premises to which water is supplied or make available from the works and also any person who is the occupier of any such premises, and also includes any premises or by any service from the said works;

"service pipes" means that portion of the water supply line extending from the property line of the property concerned to the building situated thereon, and joining the water connection to the plumbing system at the building;

"Water mains" means any water service under the control of

BY LAW NO. 2

Sheet 4

the municipality which is intended for public use;

"water service" means the supply of water from the water works to any person and all the taps, valves, meters, connections and other things necessary to any actually used for the purpose of such supply;

"works" means the waterworks of the Village of Lions Bay

2. APPLICATION FOR SERVICES

(1) Application in the form of "Schedule C" attached and forming part of this by-law for the supplying of water to any property shall be made and delivered to the Clerk, and must be signed by the owner of such property or his duly authorized agent, signing as such or by the consumer applying for such service. Each application, when signed by the potential customer, shall be an agreement whereby the customer agrees to abide by the terms

(2) Upon approval of the application by the Clerk, he may turn on or cause to be turned on, the water service to the consumer's premises.

3. CONNECTIONS

(1) Application in the form of "Schedule B" attached to and forming part of this by-law for the installation and connection of a water service to any parcel of land shall be delivered to the Clerk, which shall be signed by the owner of the property or his duly authorized agent signing as such, and shall be accompanied by the required connection charges as established in section 4 of this by-law.

Sheet 5

BY LAW NO. 11

- (2) Where any new building or structure is being build and will come within the provisions of this by-law, the owner or his agent shall make application for a connection permit at the same time he makes application for a building permit.
- (3) The Clerk shall determine the size of the pipe that is to be used in supplying any premises, the position to the street in which it is to be placed, and the main to which the connection shall be made if there is a choice of mains.
- (4) Upon approval of the application by the Clerk, a water connection extending from the water main to the applicant's property line shall be laid, unless already laid; thereupon the owner shall connect his service pipe to the water connection in accordance with the regulations hereinafter contained.
- (5) No work shall be permitted to be done on or under any street other than by an employee or agent of the municipality and no person shall be allowed to make any connection within eh waterworks system without the permission in writing from the Clerk.
- (6) It shall be the responsibility of the consumer to supply, install and maintain the connection or joint at the property line between the consumer's service pipe and the municipality's connection pipe. The said connection or joint shall be of an approved flange or flare-type fitting. No soldered joints below ground will be permitted.

4. CONNECTION CHARGE

BY LAW NO. 2

Sheet 6

Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended.

[amended by Bylaw No. 465]

[amended by Fees Bylaw No. 497, 2016]

5. SERVICE PIPES

- (1) Before any person shall install or construct any water service, or commence doing any construction work in relation to or in connection with, he shall notify the Clerk in writing. If required by the Clerk he shall furnish a plan and specification which shall show:
 - (a) The purpose for which the water is to be used, the size of the pipes and the number of outlets in connection with such an installation;
 - (b) A de~~s~~cription of the material which the applicant proposes to use in connection with such and installation or construction.
- (2) The installation of service pipes shall be the responsibility of the property owner but shall conform to the specification approved by the Clerk.
- (3) All underground pipes on any premises shall be placed below the frost line, and in no cases, not less than thirty inches (30") below the surface of the ground or in placed under a driveway, sidewalk or other area that will be cleared of snow, not less than forty eight inches (48") below the surface of the ground. All other pipes exposed to frost shall be properly and sufficiently protected therefrom.

Sheet 7

BY LAW NO. 11

- (4) It shall be the duty of every consumer to provide that all taps, fittings and other things connected with the service within the premises are in good order and installed and connected in accordance with the provision of the Building and Plumbing By-Laws.
- (5) Every premises shall have a properly place stop and waste cock.
- (6) When the owner's service pipe plans and waster connection application have been approved he may proceed with the installation of the service pipes. When the service pipes have been installed, but before the excavation is backfilled, the Clerk shall be notified that such works is ready for inspection and shall make such inspection within two days thereafter, excluding Sunday's and holidays.
- (7) The backfilling of the service pipe shall not be commenced until the Clerk has signified in writing that he is satisfied that the materials and workmanship employed are to his satisfaction and that the pertinent sections of this and other by-laws have been adhered to.
- (8) The Clerk or any other officer or employees of the municipality shall refuse to turn on water to any premises not complying with this section.
- (9) (a) In the event of leakage, freezing or other condition which
causes the interruption of supply in the service pipe, repairs shall be the responsibility of the consumer. If the consumer feels that such conditions are present in the municipality's connection pipe and not in the consumer's service pipe, he shall deposit with the

BY LAW NO. 2

Sheet 8

municipality a sum of money equal to the Clerk's estimate of the cost of excavation and backfilling required.

(b) In the event the municipality's connection pipe is faulty and is the cause of the consumer's complaint, the municipality shall repair such faults and return the deposit to the consumer. If there is no fault found in the municipality's connection pipe, the consumer shall forfeit that portion of the deposit in the amount equal to the actual cost of the work, any surplus being returned to the consumer. The consumer shall have the right to inspect the site of the excavation by the municipality and satisfy himself as to the condition of the connection pipe.

(10) Every consumer shall provide for each service to his premises a pressure reducing valve and pressure relief valve in the event water pressure in the main serving his premises shall be ore become so great as may cause damage.

6. RATES

(1) There is hereby imposed and levied a water user rate upon all users of the water supplied by the municipal water utility.

(2) The Clerk shall classify each consumer in accordance with categories set out in Schedule "A", attached to and forming part of this by-law and the consumer is liable for the appropriate rate covering the annual period January 1st to December 31st.

Formatted: Superscript

(a) Rates shall be due and payable to the Village of Lions Bay on or before December 31st each year. A prompt payment

Formatted: Superscript

Sheet 9

BY LAW NO. ~~12~~

discount shall be allowed, as set out in Schedule "A" if payment is made on or before the 31st of March of each year.
~~The period the rates cover is from January 1st - December 31st.~~

[amended by Bylaw No. 119]

- (b) Further to the above mentioned fees and charges there shall be payable to the Village of Lions Bay a charge of twenty dollars (\$20.00) when the owner or occupier requests to be furnished with water after the water supply to the premises has been shut off by the order of Council.
- (c) Any rate remaining unpaid on the thirty first of December shall be deemed to be taxes in arrear in respect of the property in respect of which the consumer dwells and shall forthwith be entered on the real property tax roll by the Collector of taxes in arrears.
- (d) (a) No contractor, builder or other person shall use for building purposes of any kind any water from any pipe or main of the waterworks or from any other consumer without written approval of the Clerk.
(b) Application for such service shall be made in the manner prescribed in section 3 of this by-law and the user shall agree to pay the rates applicable, the connection fee if one is required and to properly protect the supply pipe, meter and other facilities of the waterworks.
- (e) (a) No person, except an employee of the municipality in the

BY LAW NO. 2

Sheet 10

Course of his employment, or a member of the municipal fire department on duty, shall without the written authority of the Clerk, open any hydrant, standpipe or valve or use any water therefrom. Such authority shall reserve to the municipality the right to stop such use at any time for any reason without liability for damages resulting therefrom in any manner whatsoever.

- (b) Every person who receives such authority shall deposit with the Clerk a cash bond of Fifty dollars (\$50.00) and the municipality may deduct from such bond whatever charges shall be payable to the municipality in its reasonable discretion for the use of the water and for damages to the main, hydrant, standpipe or valve.
- (c) Every person who uses water from any hydrant or standpipe shall pay to the municipality on demand a charge of Five dollars (\$5.00) or the sum of Two dollars (\$2.00) per day for such use or any part thereof, whichever sum shall be the greater.

7. REGULATIONS

- (1) No person shall destroy, injure or tamper with any hydrant, or other fixture of the waterworks, and no person shall in any manner interfere or meddle with the water connection or works in any street, or make any additions or alterations to the water system or any connection, or turn on or off any corporation stop-cock, service valve or gate-valve without express approval of the Clerk.
- (2) No person shall sell or dispose of water from the municipal water system, or give it away to any person or persons whatsoever, or permit it to be taken away or carried away by

Sheet 11

BY LAW NO. 14

- any person or persons, whomsoever, or to use or supply it to the use or benefit of others.
- (3) No connection or cross connection between the municipal water system and any other water system or source of water supply shall be permitted.
 - (4) No person shall use water for irrigation purposes.
 - (5) No person shall obstruct at any time or in any manner the access to any hydrant, valve, stop-cock or other fixture connected with the works, and should any person obstruct such access the Clerk or any other employee or servant of the municipality may, by his order, remove such obstruction and the expense of such removal shall be charged to and paid by the person so offending, and on non-payment thereof, on demand, the municipality may recover said expense in a Court of competent jurisdiction.
 - (6) No person shall obstruct or prevent the Clerk or any person authorized by him from carrying out any or all of the provisions of this by-law, nor shall any person refuse to grant the Clerk or any person authorized by him, permission to inspect any water service work at any reasonable time.

8. ADMINISTRATION

- (1) The Clerk is hereby authorized and directed to have a general supervision over the municipal waterworks and to see that the provisions of this by-law are carried out.
- (2) The Clerk shall have the power, subject to the consent of the Council, to appoint assistants and inspectors for the purpose of ~~effectually~~effectively carrying out the provisions of this by-law, and wherever the Clerk is

BY LAW NO. 2

Sheet 12

- authorized or directed to perform any act or duty under this by-law, such act or duty may be performed by an inspector of employee authorized by the Clerk to perform such act or duty.
- (3) Nothing contained in this by-law shall be construed to impose any liability on the municipality to service any person or premises or to give a continuous supply of water to any person or premises.
 - (4) The municipality shall not be liable for the failure of the water supply in consequence of accident or damage to the works, or to the excessive pressure or lack of pressure, or any temporary stoppage thereof on account of alterations or repairs, whether such failure arises from negligence of any person in the employ of the municipality or other person whomsoever, or through natural deterioration or obsolescence of the municipality's system or otherwise, howsoever; but in the event of such failure or stoppage continuing for more than fifteen consecutive days, an equitable reduction shall be made on all rates or services affected thereby.
 - (5) The municipality may, without notice, disconnect the water service to any premises for any of the following reasons, and the municipality shall not be liable for damage by reason of discontinuing water service for such reasons:
 - (a) Unnecessary or wasteful use of water, or violation of regulations concerning watering or sprinkling;
 - (b) Non-payment of rates;
 - (c) Failure to replace or repair defective pipes, fittings, valves, tanks or appliances which are leaking or are otherwise not in a good state of repair and which are or may become a cause of waste of water;

Sheet 13

BY LAW NO. 2

- (d) For repairs;
 - (e) For want of supplies;
 - (f) For employing any pump, booster or other ~~device~~ device for the purposes of, or having the effect of, increasing water pressure in service lines without obtaining approval of Council;
 - (g) For violation of any of the ~~provisions~~ provisions of this by-law.
- (6) The Council may, in its discretion, whenever the public interest so requires, suspend or limit the consumption of water from the municipal water system, or may regulate the hours of use, or may further prescribe the manner in which such water may be used.

9. OFFENCES

Any person who violates any provision of this by-law shall be deemed to have committed an offence and is punishable in accordance with the Summary Convictions Act; and each day on which the violation occurs shall be considered a separate offence.

10. CITATION

This by-law may be cited as the "Water Rates and Regulations By-law No. 2".

BY LAW NO. 2

Sheet 14

READ a first time this *24* day of *JANUARY* 1971
 READ a second time this *24* day of *JANUARY* 1971
 READ a third time this *18* day of *FEBRUARY* 1971

APPROVED by the Lieutenant-Governor in Council on the *9th*
 day of *MARCH* 1971.

A RESOLUTION PASSED BY THE COUNCIL ON THE *9th* DAY OF *APRIL*
 RECONSIDERED and ADOPTED on the *24th* ~~5th~~ day of ~~MARCH~~ 1971

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Village of *Stouffville* this *9th* day of *APRIL* 1971.

W. Stewart
 Mayor

C. B. D. Patten
 Village Clerk

Certified a true copy of
 By-law #2.

C. B. D. Patten
 Village Clerk.

SCHEDULE "A"

**Attached to and forming
part of Bylaw No. 2, 1971, as amended**

WATER USER RATES		Prompt Payment Discount
1. Single Family Residence	\$1,658.16 per year <u>\$1,579.20 per year</u>	2.0%
2. Townhouses/Condominiums	\$1,658.16 per year <u>\$1,579.20 per year</u>	2.0%
3. Businesses – Store/Café	\$4,343.85 per year <u>\$4,137.00 per year</u>	2.0%
4. Businesses – Marina	\$4,343.85 per year <u>\$4,137.00 per year</u>	2.0%
5. Businesses – Other	\$1,141.09 per year <u>\$1,086.75 per year</u>	2.0%
6. Schools	\$4,343.85 per year <u>\$4,137.00 per year</u>	2.0%

[Amended by Bylaw No. 55768]

SCHEDULE "B"

Attached to and forming part
of By law No. 2

APPLICATION FOR WATER CONNECTION TO THE VILLAGE OF LIONS BAY

I/We _____ owner/agent of owner,
hereby make application for water connection to

(description)

I herewith tender the sum of \$_____ to cover the cost of
such connection, and further agree to pay the amount assessed
against the aforesaid property from time to time in respect to the
said water pursuant to the provision of the By-laws of the Village
of Lions Bay.

Date: _____

Signature of owner or agent.

SCHEDULE "C"

Attached to and forming part
of By law No. 2

APPLICATION FOR THE SUPPLY OF WATER FROM THE VILLAGE OF LIONS BAY

I/We _____ owner/agent of owner,
hereby make application for water connection to

(description)

And agree to abide by the terms and conditions as established by
By-law No. 2 and amendments thereto, regulating the supply and use
of the water utility of the municipality.

Date: _____

Signature of owner or agent.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Sewer User Rates Bylaw No. 122, 1984, Amendment Bylaw No. 569, 2020		
Author	Peter DeJong	Reviewed By:	Pamela Rooke
Date	January 30, 2020	Version	
Issued for	February 4, 2020 Regular Council Meeting		

Recommendation:

THAT Sewer User Rates Bylaw No. 122, 1984, Amendment Bylaw No. 569, 2020 be introduced and read three times.

Attachments:

- (1) Draft Sewer User Rates Bylaw No. 122, 1984, Amendment Bylaw No. 569, 2020;
- (2) Sewer User Rates Bylaw No. 122, 1984 Consolidation.

Key Information:

With no increase to the sewer utility rates this year, there is no need to update the Schedule A rates to the bylaw. However, the due date for payment does need to be corrected to say "December 31st" instead of "March 31st" of each year, as the latter is simply the due date for receipt of the applicable discount for early payment.

Options:

- (1) Approve the recommendation;
- (2) Amend the bylaw further before giving it 3 readings;
- (3) Refer the bylaw back to staff with alternative directions.

Preferred Option: Option 1.

Legal Considerations: The correction to the due date is an important consideration for enforcement and when unpaid amount roll over to taxes in arrears.

Follow Up Action and Communication Plan: Post the updated consolidation of the bylaw on the Municipality's website. Additional communications will be part of the utility bill mailouts at the end of February.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Sewer User Rates Bylaw No. 122, 1984, Amendment Bylaw No. 569, 2020

Adopted: February __, 2019

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Phone: 604-921-9333 Fax: 604-921-6643
Email: office@lionsbay.ca Web: www.lionsbay.ca

Sewer User Rates Amendment Bylaw No. 569, 2020

A bylaw to amend Sewer User Rates By-law No. 122, 1984

The Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. This Bylaw is cited for all purposes as “Sewer User Rates Bylaw No. 122, 1984, Amendment Bylaw No. 569, 2020”.
2. Sewer User Rates Bylaw No. 122, 1984, as amended, is hereby amended as follows:

Section 2(a) is deleted and the following substituted in its place:

“Rates shall be due and payable to the Village of Lions Bay on or before December 31st each year.”

3. This bylaw shall take effect upon adoption.

READ A FIRST TIME
READ A SECOND TIME
READ A THIRD TIME

February 4, 2019
February 4, 2019
February 4, 2019

ADOPTED

February 18, 2019

Mayor

Corporate Officer

**Certified a true copy of
Sewer User Rates Bylaw No. 122, 1984,
Amendment Bylaw No. 569, 2020, as adopted.**

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Sewer User Rates By-law No. 122, 1984

Office Consolidation

This document is an office consolidation of Sewer User Rates By-law No. 122, 1984 with subsequent amendments adopted by the Village of Lions Bay.

All persons making use of this consolidation are reminded that it has no Council sanction, that amendments have been incorporated only for convenience of reference, and that for all purposes of interpretation and application, the original bylaws should be consulted. The Village of Lions Bay will, in no event, be liable or responsible for damages of any kind arising out of the use of this consolidation.

This is not the official version of Sewer User Rates By-law No. 122, 1984, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: admin@lionsbay.ca

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
162	Sch. A	Replaces Schedule A	January 4, 1988
202	Sch. A	Replaces Schedule A	May 4, 1992
222	Sch. A	Replaces Schedule A	unknown
240	Sch. A	Replaces Schedule A	February 6, 1995
251	Sch. A	Replaces Schedule A	February 5, 1996
264	Sch. A	Replaces Schedule A	January 6, 1997
275	Sch. A	Replaces Schedule A	January 5, 1998
295	Sch. A	Replaces Schedule A	May 11, 1999
371	Sch. A	Replaces Schedule A	May 2, 2005
382	Sch. A	Replaces Schedule A	April 18, 2006
389	Sch. A	Replaces Schedule A	February 19, 2007
400	Sch. A	Replaces Schedule A	February 18, 2008
406	Sch. A	Replaces Schedule A	February 2, 2009
418	Sch. A	Replaces Schedule A	February 3, 2010
456	Sch. A	Replaces Schedule A	May 9, 2013
469	Sch. A	Replaces Schedule A	April 15, 2014
486	Sch. A	Replaces Schedule A	May 12, 2015

501	2abc, Sch. A	Section 2 text amended, replaces Schedule A	February 16, 2016
515	Sch. A	Replaces Schedule A	February 21, 2017
539	Sched A	Replaces Schedule A	February 20, 2018
558	2	Replaces Schedule A	February 19, 2019
<u>569</u>	<u>2</u>	<u>Amends s.2a re.</u> <u>due date for payment to Dec.31st</u>	

THE MUNICIPALITY OF THE VILLAGE OF
LIONS BAY

By-law # 122 - Sewer Use Rate

A by-law to provide for the imposition of a charge against the owner or occupier of real property for the use of the sewer system of the municipality.

The Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. There is hereby imposed and levied a sewer user charge against owner or occupier of land or real property whose property is connected to the sewer system and the clerk shall classify each consumer in accordance with the categories set out in Schedule "A", attached to and forming part of this By-law.

2. (a) ~~Rates shall be due and payable to the Village of Lions Bay on or before December 31st each year. The rates shall be due and payable at the office of the Collector, Municipal Office by the 31st day of March of each year.~~

[Amended by Bylaw No. 501]

(b) The period the rates cover is from January 1st to December 31st of each year.

[Amended by Bylaw No. 501]

(c) A prompt payment discount shall be allowed, as set out in Schedule "A", if payment is made on or before the 31st day of March of each year.

[Amended by Bylaw No. 501]

3. Any rate remainng unpaid on the thirty-first of December shall be deemed to be taxes in arrear on the property concerned and shall be forthwith entered on the real property tax roll by the Collector as taxes in arrear.

4. This by-law may be cited as the "Sewer User Rates By-law No. 122, 1984".

READ a first time this 11th day of May, 1984.

READ a second time this 11th day of May, 1984.

READ a third time this 11th day of May, 1984.

RECEIVED the APPROVAL of the MINISTER OF MUNICIPAL AFFAIRS
this 12th day of June 1984.

RECONSIDERED and FINALLY PASSED AND ADOPTED
this 9th day of July 1984.

Mayor

Clerk

Certified a true copy of By-law No. 122 at third reading.

Clerk

SCHEDULE "A"

**Attached to and forming
part of Bylaw No. 122, 1984, as amended**

SEWER USER RATES

Prompt Payment Discount

1. Single Family Residence	\$840.42 per year	2.5%
----------------------------	-------------------	------

[Amended by Bylaw No. 558]

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 570, 2020		
Author	Peter DeJong	Reviewed By:	Pamela Rooke
Date	January 30, 2020	Version	
Issued for	February 4, 2020 Regular Council Meeting		

Recommendation:

THAT Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 570, 2020 be introduced and read three times.

Attachments:

- (1) Draft Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 570, 2020;
- (2) Garbage and Recycling Collection Bylaw No. 455, 2013 Consolidation.

Key Information:

The due date for payment needs to be corrected to say "December 31st" instead of "March 31st" of each year, as the latter is simply the due date for receipt of the applicable discount for early payment. In accordance with the Solid Waste utility budget for this year, the Schedule A rates to the bylaw have been updated.

Options:

- (1) Approve the recommendation;
- (2) Amend the bylaw further before giving it 3 readings;
- (3) Refer the bylaw back to staff with alternative directions.

Preferred Option: Option 1.

Legal Considerations: The correction to the due date is an important consideration for enforcement and when unpaid amount roll over to taxes in arrears.

Follow Up Action and Communication Plan: Post the updated consolidation of the bylaw on the Municipality's website. Additional communications will be part of the utility bill mailouts at the end of February.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 570, 2020

Adopted: February __, 2019

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Phone: 604-921-9333 Fax: 604-921-6643
Email: office@lionsbay.ca Web: www.lionsbay.ca

Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 570, 2020

A bylaw to amend Garbage and Recycling Collection Bylaw No. 455, 2013

The Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as “Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 570, 2020”.
2. Garbage and Recycling Collection Bylaw No. 455, as amended, is hereby amended as follows:
 - a. Section 14 is amended by striking the word “March” and substituting the word “December”;
 - b. Schedule “A” attached to Garbage and Recycling Collection Bylaw No. 455, 2013, as amended, is hereby deleted and the attached Schedule “A” is substituted therefore.
3. This bylaw shall take effect upon adoption.

READ A FIRST TIME
READ A SECOND TIME
READ A THIRD TIME

February 4, 2020
February 4, 2020
February 4, 2020

ADOPTED

February 18, 2020

Mayor

Corporate Officer

**Certified a true copy of
Garbage and Recycling Collection
Bylaw No. 455, 2013, Amendment
Bylaw No. 570, 2020, as adopted.**

Corporate Officer

SCHEDULE "A"

**Attached to and forming
part of Bylaw No. 455, 2013, as amended**

	Garbage, Recycling and Green Waste		Annual Charge	Prompt Payment Discount
1	Single Family Residences	Garbage, Recycling and Organics	\$354.00	3.5%
2	Townhouses (Crosscreek Road)	Garbage, Recycling and Organics	\$354.00	3.5%
3	Condominiums (Centre Road)	Recycling Only	\$159.00	3.5%
4	Businesses – Store/Café	Recycling Only	\$1,435.00	3.5%
4	Businesses - Other	Recycling Only	\$159.00	3.5%



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Garbage and Recycling Collection Bylaw No. 455, 2013

Office Consolidation

This document is an office consolidation of Garbage and Recycling Collection Bylaw No. 455, 2013 with subsequent amendments adopted by the Village of Lions Bay.

All persons making use of this consolidation are reminded that it has no Council sanction, that amendments have been incorporated only for convenience of reference, and that for all purposes of interpretation and application, the original bylaws should be consulted. The Village of Lions Bay will, in no event, be liable or responsible for damages of any kind arising out of the use of this consolidation.

This is not the official version of Garbage and Recycling Collection Bylaw No. 455, 2013, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: admin@lionsbay.ca

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
468	Sch. A	Schedule A replaced	February 18, 2014
483	Sch. A	Schedule A replaced	February 17, 2015
500	Sch. A	Schedule A replaced	February 16, 2016
516	3, 14, 16, SchA	Various amendments to text, Schedule A replaced	February 21, 2017

Village of Lions Bay
 Garbage and Recycling Collection Bylaw No. 455, 2013

540	Sched. A	Replaces Schedule A	February 20, 2018
559	Sched A	Replaces Schedule A	February 19, 2019
<u>570</u>	<u>2(a)&(b)</u>	<u>Amends payment due date in s.14 to Dec.31 and amends amount payable in Schedule A</u>	

Garbage and Recycling Collection Bylaw No. 455, 2013

WHEREAS Council deems it advisable to adopt a Bylaw to regulate the terms and conditions for the collection and disposal of solid waste, recycling, and green yard waste, and the rates payable for these services; and

NOW THEREFORE the Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

TITLE

1. This Bylaw may be cited as "Garbage and Recycling Collection Bylaw No. 455, 2013".

PAST BYLAWS REPEALED

2. Waste Collection Bylaw No. 440 is hereby repealed.

DEFINITIONS

3. In this Bylaw:

“dangerous wildlife” means wildlife such as a bear, cougar, raccoon, or wolf;

“green waste” means organic compostable waste, including garden waste and food waste;

[Amended by Bylaw No. 516, 2017]

“wildlife resistant container” means a secure fully enclosed container with a lid and latching device, of sufficient design and strength to deter access by dangerous wildlife;

“wildlife resistant enclosure” means a structure which has four enclosed sides, a roof, doors, and a latching device, of sufficient design and strength to deter access by dangerous wildlife;

SYSTEM ESTABLISHMENT

4. The Village hereby establishes and continues the equipping, maintenance and operation of a system of solid waste, recycling, and green yard waste collection.

OBLIGATION OF RESIDENTS

5. Every owner or resident shall provide and maintain in good order and repair, garbage receptacles, with tight waterproof covers. The amount of garbage shall not exceed 154 litres in total and no receptacle shall contain more than 121 litres. 2 receptacles are allowed per household; tags for additional receptacles may be purchased at the Village Office.
6. The receptacles required under this by-law shall at all times be securely housed to ensure that the contents do not attract wildlife.

The receptacles can shall at no time be kept on or encroach upon or project over any street or lane.

7. Recycling is to be placed in the blue recycling boxes, and in blue or yellow bags, as established by Village waste guidelines. Additional cardboard may be placed roadside, in flattened, neatly tied bundles, to a maximum bundle size of 3 feet by 3 feet (3' x 3').
8. Green waste collection is to be placed in brown kraft green waste bags, biodegradable plastic bags, or in containers that have been clearly marked 'Yard Trimmings'. Branches should not be more than 3" (3 inches) in diameter, and bundles of branches no greater than 3' (3 feet) long.
9. No liquids or free water shall be put or placed in or allowed to run into or accumulate in any garbage receptacle, and all such receptacles shall at all times be covered with a watertight cover.
10. All garbage and recycling receptacles shall be placed by the householder within 10 feet of the road boundary in front of the householder's premises not earlier than 5:00 a.m. on the day the garbage is scheduled for removal.
11. All waste material which is not garbage, rubbish, kitchen waste, recycling, or green waste shall be placed in a safe place convenient for handling and the owner or occupier shall make the necessary arrangements with the garbage contractor for the disposal of such waste material and shall be responsible for all costs in connection with same.
12. Every owner or occupier of land is hereby compelled to make use of the garbage, recycling, and green waste disposal system established and continued hereunder and shall pay for the collection of garbage, rubbish, waste, recycling, and green waste from premises as herein provided.

SERVICE PROVIDED BY VILLAGE

13. Garbage, rubbish, solid waste, recycling, and green waste shall be picked up by the disposal service of the Village regularly each week and the regular pick up schedule may be altered by resolution of Council provided that ten days' notice of the change is given to the householder or business proprietor.

COLLECTION RATES

14. Rates for the collection of garbage, recycling and green waste as per Schedule "A" attached hereto and forming part of this By-law are hereby imposed on the owners of land or occupiers of premises and are due and payable by the 31st day of ~~March~~ December of each year.
[Amended by Bylaw No. 516, 2017]
[Amended by Bylaw No. 570, 2020]
15. A prompt payment discount shall be allowed, as set out in Schedule "A" if payment is made by the 31st of March of each year. The period the rates cover is from January 1 to December 31 of each year.
16. The rate chargeable under this section in the calendar year in which the collection of garbage, recycling and green waste commences shall be one-twelfth (1/12) of the full rate as set out in Schedule "A" multiplied by the number of full months remaining in the calendar year of service commencement.
[Amended by Bylaw No. 516, 2017]
17. Any rate remaining unpaid on the 31st day of December shall be deemed to be taxes in arrears in respect of the property in respect of which the consumer dwells and shall forthwith be entered on the real property tax roll by the Collector as taxes in arrears.
18. The rates established hereunder shall commence effective January 1 of each year.

WILDLIFE RESISTANT CONTAINERS AND ENCLOSURES

19. Every outdoor container or receptacle used for depositing or storing food waste or other edible waste that could attract dangerous wildlife shall be a wildlife resistant container, or stored in a place that cannot be accessed by dangerous wildlife.

This section does not apply to composting or on garbage days.
20. Every commercial, industrial, institutional and tourist accommodation building, and every multiple family residential development having three or more dwelling units, shall be provided with a garbage storage site located inside a building or within a wildlife resistant enclosure.
21. Garbage and recycling containers required for temporary special events, such as weekend sports tournaments, weddings, Fire Department Picnic, Halloween and Canada Day are exempt from this requirement if emptied before 10:00 p.m.
22. Wildlife resistant containers and wildlife resistant enclosures must be kept closed and secure when waste is not being deposited and if damaged, must be repaired in a timely fashion.

DANGEROUS WILDLIFE – SMART PRACTICES

23. If dangerous wildlife are attracted by any of the following, then these smart practices shall apply:

- (a) Feeding dangerous wildlife and depositing or storing any domestic garbage, pet food, food waste, or other edible waste that could attract dangerous wildlife is prohibited.
- (b) Bird feeders must be suspended on a cable or other device so that they are inaccessible by dangerous wildlife.
- (c) Bee hives must be protected by an electric fence or otherwise be made inaccessible to dangerous wildlife.
- (d) Outdoor fridges or freezers must be inaccessible to dangerous wildlife.
- (e) No meat by-products or waste shall be put in compost piles.

OFFENCE AND PENALTY

- 24. Every person who contravenes any provision of this Bylaw commits an offence and upon summary conviction is liable to a fine not exceeding \$1000.00 and the cost of prosecution.

SEVERABILITY

- 25. If any section or lesser portion of this Bylaw is held to be invalid by a Court, the invalid portion shall be severed without affecting the validity of the remaining portions of this Bylaw.

READ A FIRST TIME	February 5, 2013
READ A SECOND TIME	February 5, 2013
READ A THIRD TIME	February 19, 2013
ADOPTED	February 21, 2013

Mayor

Secretary-Treasurer

**Certified a true copy of
Bylaw No. 455, 2013 as adopted.**

Corporate Officer

SCHEDULE "A"

**Attached to and forming
part of Bylaw No. 455, 2013, as amended**

	Garbage, Recycling and Green Waste		Annual Charge	Prompt Payment Discount
1	Single Family Residences	Garbage, Recycling and Organics	\$340.00 <u>354.00</u>	3.5%
2	Strata Condominiums <u>Townhouses</u> (Crosscreek Road)	Garbage, Recycling and Organics	\$340.00 <u>354.00</u>	3.5%
3	Strata Apartments <u>Condominiums</u> (350 -Centre Road)	Recycling Only	\$153.00 <u>159.00</u>	3.5%
4	Businesses – Store/Café	Recycling Only	\$1,380.00 <u>1,435.00</u>	3.5%
4	Businesses - Other	Recycling Only	\$153.00 <u>159.00</u>	3.5%

[Amended by Bylaw No. ~~559~~70]

Intentionally Blank

VILLAGE OF LIONS BAY

Incoming Correspondence - February 4, 2020

General Correspondence:

- G1: Resolution - Canadian Union of Postal Workers (Page 1)
- G2: MP Patrick Weiler - Environmental Funding Programs (Page 2)
- G3: Signed Letter Modernizing Emergency Management Act (Page 3)
- G4: Strait of Georgia and Howe Sound Glass Sponge Reef Conservation Initiative (Page 5)
- G5: Council of Councils - February 22, 2020 (Page 11)
- G6: Sunshine Coast Bear Alliance Request (Page 15)

Resident Correspondence:

- R1: Tony Iannetti - Power Outage Scheduled (Response) (Page 16)
- R2: Coridon Henshaw - Scheduled Power Outage (Page 19)
- R3: Ruth Simons - Cell Tower Final Comments (Page 21)
- R4: Charlie Bradbury - Appeal to Tree Cutting Application #98: 385 Oceanview Road (Page 22)
- R5: Don Shaw - Train Whistle Cessation (Response) (Page 27)



January 22, 2020

Canadian Union of Postal Workers
377 Bank Street,
Ottawa, ON
K2P 1Y3

To whom it may concern:

At the Regular Council Meeting held January 13, 2020, Council for the Village of Canal Flats adopted the following resolution:

2020-9161 Moved by Councillor Lake seconded by Councillor Swerdfeger

WHEREAS there is an urgent need for this service because thousands of rural towns and villages do not have a bank and nearly two million Canadians desperately need alternatives to payday lenders;

WHEREAS postal banking has the support of over 900 municipalities and close to two-thirds of Canadians (Stratcom poll, 2013); WHEREAS the federal government is mandating Canada Post to invest in innovation and service initiatives;

BE IT RESOLVED that the Village of Canal Flats support the addition of postal banking at Canada Post, with a mandate for financial inclusion.

BE IT ALSO RESOLVED that Council direct staff to forward this motion to other local governments in Canada for whom contact information is readily available.

CARRIED.

If you have any questions or concerns, please contact our office.

Yours truly,

A handwritten signature in blue ink, appearing to read "S. Hoobanoff".

Sylvie Hoobanoff
Corporate Officer



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

Member of Parliament

West Vancouver-Sunshine Coast-Sea to Sky Country

Dear Friends & Neighbours,

Across the country, Canadians are leading grassroots action to protect our environment, tackle plastic pollution, conserve nature, and protect our waterways. Our Government is committed to working in partnership with Canadians to advance these efforts. That is why I am proud to inform you of two great opportunities for funding from the Government of Canada to support local environmental initiatives.

This week, the Minister of Environment and Climate Change, the Honourable Jonathan Wilkinson, **launched our annual call for applications for eight funding programs to support community-based, environmental projects.** These eight programs aim to support Indigenous communities, environmental groups, schools, other levels of government and businesses in taking environmental action. Relevant to BC are the following programs:

- [Aboriginal Fund for Species at Risk](#)
- [Habitat Stewardship Program for Species at Risk](#)
- [EcoAction Community Funding Program](#)
- [Environmental Damages Fund](#)
- [Zero Plastic Waste Initiative](#)

Projects part of this funding program will be protecting the environment in a myriad of ways. For example, potential projects funded this year could help contribute directly to the recovery of species at risk, address plastic pollution and climate change, restore and protect water quality, and improve long-term sustainability of ecosystems. Canadians across the country—Indigenous communities, landowners, non-governmental organizations, schools, other levels of government and businesses—are invited to apply. **For more information on eligibility criteria and how to apply for funding, please visit: <https://bit.ly/38r2a38>.**

I would also like to inform you of a joint funding program from the Government of Canada and the Province of British Columbia, which is now accepting applications for their second intake. The **Green Infrastructure Environmental Quality Program** aims to allocate \$150 million to support cost-sharing of green infrastructure projects in communities across the province. **To learn more about the program and to apply, please visit: <https://bit.ly/36oqCAS>.** Please feel free to share these programs with your networks.

Sincerely,

A handwritten signature in blue ink, appearing to be 'P. Weiler'.

Patrick Weiler, MP

West Vancouver-Sunshine Coast-Sea to Sky Country

January 24, 2020

File Ref: 7130-02

Attn: Citizen Engagement
PO Box 9484 Stn Prov Govt
Victoria, BC V8W 9W6

Lori Halls
Deputy Minister, Emergency Management BC
PO BOX 9850 Stn Prov Govt
Victoria, BC V8W 9T5

Thank you for the opportunity to provide feedback to the proposed modernization of emergency management legislation. The City understands the Province's desire to shift emergency management from response to mitigation and better preparedness, and also the ultimate cost effectiveness of such an approach. Minimizing risk is cost effective in the long run.

Local authorities will require significant resources, support and time to shift the approach. Moving forward, mandating greater consideration of current and future risk when considering development in hazardous areas does not pose a significant issue. Stronger legislation to enable local authorities to say "no" would be helpful in this regard, as there is a real cost to mitigating against potential risks.

Proposed legislated and regulatory requirements of local authorities include the need to identify and assess hazards, risks and vulnerabilities, establish associated mitigation plans, develop response and recovery plans, develop business continuity plans, and undertake training and exercises and a review cycle. While much of this work is being undertaken for priority risks in our communities, there are no dedicated staff for this and funding comes from very tight municipal budgets over time. Additional staff resources and funding are required in order to move this issue forward in a timely fashion.

Recovery to reduce future risk and enhance resilience is everybody's goal, but local authorities have faced significant challenges with this in practice. The Province's desire to see "building back faster and better" is admirable, but a lofty goal from the perspective of local authorities. With minimal staff complements and bare bones budgets, many communities have neither the capacity nor funding to "build back faster and better" on a schedule dictated by disasters. Significant provincial support is required to realize this objective, including revisiting funding restrictions to restoration only to pre-disaster conditions and the eighty percent ceiling for approved recovery costs.

Additionally, it is concerning to read that the Province is considering requiring post-disaster needs assessments and post-disaster recovery plans as a condition of receiving provincial recovery funds and the renewal of recovery powers. Considerable time is going to be required for local authorities to build this capacity in their organizations. Provincial funding and training to help create and enable this function is desirable. As is a transition time to the implementation of the new legislation. If it comes into effect in 2021 as has been indicated, will post-disaster needs assessments and recovery plans be required to access recovery funding if there is significant flooding in the spring?

Page 2

The proposed requirements to consult with local First Nations and expansion of the definition of “emergency” to include actions to protect community well-being and indigenous cultural sites requires additional information in order for us to fully understand the implications.

The vast majority of our community is already constructed and wasn’t built recently. It will take a long time to adapt development designed for a different climate to address rapidly changing local conditions. Local authorities’ capacity to affect adaptation of privately held developed lands is limited. Finger pointing at local authorities with blame for enabling the development challenges of our times isn’t the answer. Nor is it necessarily correct, given the evolution of local development authority in BC.

A comprehensive and sustained provincial public awareness campaign would greatly assist the transition to an “all of society approach” to emergency management.

Yours truly,



Will Pearce, CAO

Cc: Mayor and Council
UBCM Members

From: [Ron McLaughlin](#)
To: [Municipal](#); [Shawna Driscoll](#); [Peter DeJong](#)
Subject: Fw: Update: Strait of Georgia and Howe Sound Glass Sponge Reef Conservation Initiative
Date: Monday, January 27, 2020 6:51:07 PM
Attachments: [2019_DFO_GlassSpongeReef_Poster_ENG.pdf](#)

Hi Shawna. This is an interesting item. Please add it to our next correspondence section. Thank you.

Regards,

Ron McLaughlin

Mayor

The Village of Lions Bay

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0, Canada

Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you'd notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the property of the Municipality and may not be reproduced or further disseminated in whole or part without the Municipality's consent. It 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 consent of the Municipality.

From: Finn, Deirdre <Deirdre.Finn@dfo-mpo.gc.ca>
Sent: Monday, January 27, 2020 5:13 PM
Cc: Mar, Amy <Amy.Mar@dfo-mpo.gc.ca>
Subject: Update: Strait of Georgia and Howe Sound Glass Sponge Reef Conservation Initiative

Dear Stakeholder,

The purpose of this email is to provide an update on recent activities of the Strait of Georgia and Howe Sound Glass Sponge Reef Conservation Initiative (the Initiative) and to share new educational materials created to help inform the public about these glass sponge reefs.

As you know, eight marine refuges totalling 3.5 km² were recently established in Howe Sound to protect nine newly discovered glass sponge reefs. These new fishing closures are part of a second phase of the Initiative, which implements measures to protect and conserve glass sponge reefs on British Columbia's south coast. Effective April 1, 2019, all commercial, recreational, and First Nations food, social and ceremonial (FSC) bottom-contact fishing for prawn, shrimp, crab and groundfish, as well as the use of downrigger gear in recreational salmon troll were prohibited within portions of Subareas 28-2 and 28-4 to protect glass sponge reefs from long-term damaged caused by fishing gear. A total of 17 areas in the Strait of Georgia and Howe Sound are now closed by Variation Order under the *Fisheries Act*.

Science Survey

In May 2019, Fisheries and Oceans Canada (DFO), along with First Nations and local stakeholder observers, obtained data on the remaining nine unprotected sponge sites (Attachment 1) in Howe Sound to assess their ecological significance. Seven of the nine areas were surveyed by Remotely Operated Vehicle (ROV) (red in Attachment 1). Observational data from citizen scientists will be used for the other two nearshore areas to assess their ecological significance (black in Attachment 1). A report summarizing these findings is expected by DFO Science in Spring 2020. Following DFO Science advice, additional management measures may be considered as well as engagement with Indigenous groups and stakeholders on these sponge sites if found to be ecologically significant.

New Research - Hecate Strait/Queen Charlotte Sound Glass Sponge Reefs

A recently published paper in the journal Marine Ecology Progress Series assessed the impact of suspended sediment created from trawl gear on the pumping rate of three species of glass sponges in the Hecate Strait/Queen Charlotte Sound Glass Sponge Reefs Marine Protected Area. The research suggests that a larger adaptive management zone (or “buffer zone”) prohibiting bottom trawl fishing activities in some instances would better protect these glass sponge reefs from the impacts of sedimentation. While this new research was completed in a different geographical area and considers a gear type that is not typically deployed near the Howe Sound and Strait of Georgia marine refuges, discussions with DFO Science are currently underway to better understand the implications of these new findings to this initiative.

Education & Awareness

DFO is working jointly with Transport Canada to educate the public to avoid fishing and anchoring in these areas. A co-developed educational poster (Attachment 2) that summarizes current fishing restrictions and voluntary avoidance of anchoring for all 17 marine refuges is being distributed to local marinas, bait shops, DFO offices and other distribution locations. A printable version is available on the Initiative’s webpage (Canada.ca/glass-sponge-closures) and a limited number of printed posters are available upon request. Your assistance with distribution of this poster within your communities would be greatly appreciated.

Additionally, in response to stakeholder requests, 17 new marine charts were developed that clearly map the new closure areas and coordinates. These are also available on the Initiative’s webpage.

Enforcement

To ensure these new closures in Howe Sound are enforced, Conservation and Protection (C&P) have increased water and land-based patrols from Squamish and Steveston area offices, and Aerial Surveillance Program (ASP) monitoring is ongoing.

Any suspected fishing violations should be reported immediately to DFO’s 24-hour Observe, Record, Report (ORR) hotline: 1-800-465-4336, or by email to DFO.ORR-ONS.MPO@dfo-mpo.gc.ca.

If you have any questions or would like further information on the Strait of Georgia and Howe Sound Glass Sponge Reef Conservation Initiative, please visit Canada.ca/glass-sponge-closures or contact Deirdre Finn at Deirdre.Finn@dfo-mpo.gc.ca.

Sincerely,
Deirdre Finn

Attachments:

1. Remaining areas in Howe Sound surveyed by DFO in May 2019

2. Educational poster: No Fishing in Glass Sponge Reef Marine Refuges.

Deirdre Finn

Fisheries Management Officer, Sustainable Fisheries Framework
Fisheries and Oceans / Government of Canada

Deirdre.Finn@dfo-mpo.gc.ca / Tel: 604-666-2606

Agente de gestion des Pêches, Cadre pour la pêche durable
Pêches et Océans Canada/ Gouvernement du Canada

Deirdre.Finn@dfo-mpo.gc.ca / Tel: 604-666-2606

NO FISHING

STRAIT OF GEORGIA & HOWE SOUND GLASS SPONGE REEF MARINE REFUGES

British Columbia's glass sponge reefs are globally unique ecosystems that **provide important habitat** for marine life.

Glass sponge reefs are very fragile! To protect and conserve these reefs, **do not fish and avoid anchoring** in closed areas.



- **NO BOTTOM-CONTACT FISHING**
(TRAP, TRAWL & GROUND FISH HOOK-AND-LINE)
- **NO USE OF DOWNRIGGER GEAR**
(IN SOME REEFS)
- **AVOID ANCHORING**
(WHENEVER POSSIBLE)



For more information, visit Canada.ca/glass-sponge-closures to view detailed maps online.



Report a fisheries violation. Observe, Record and Report.
24 hour hotline: 1-800-465-4336 Email: DFO.ORR-ONS.MPO@dfo-mpo.gc.ca

GLASS SPONGE REEF MARINE REFUGES

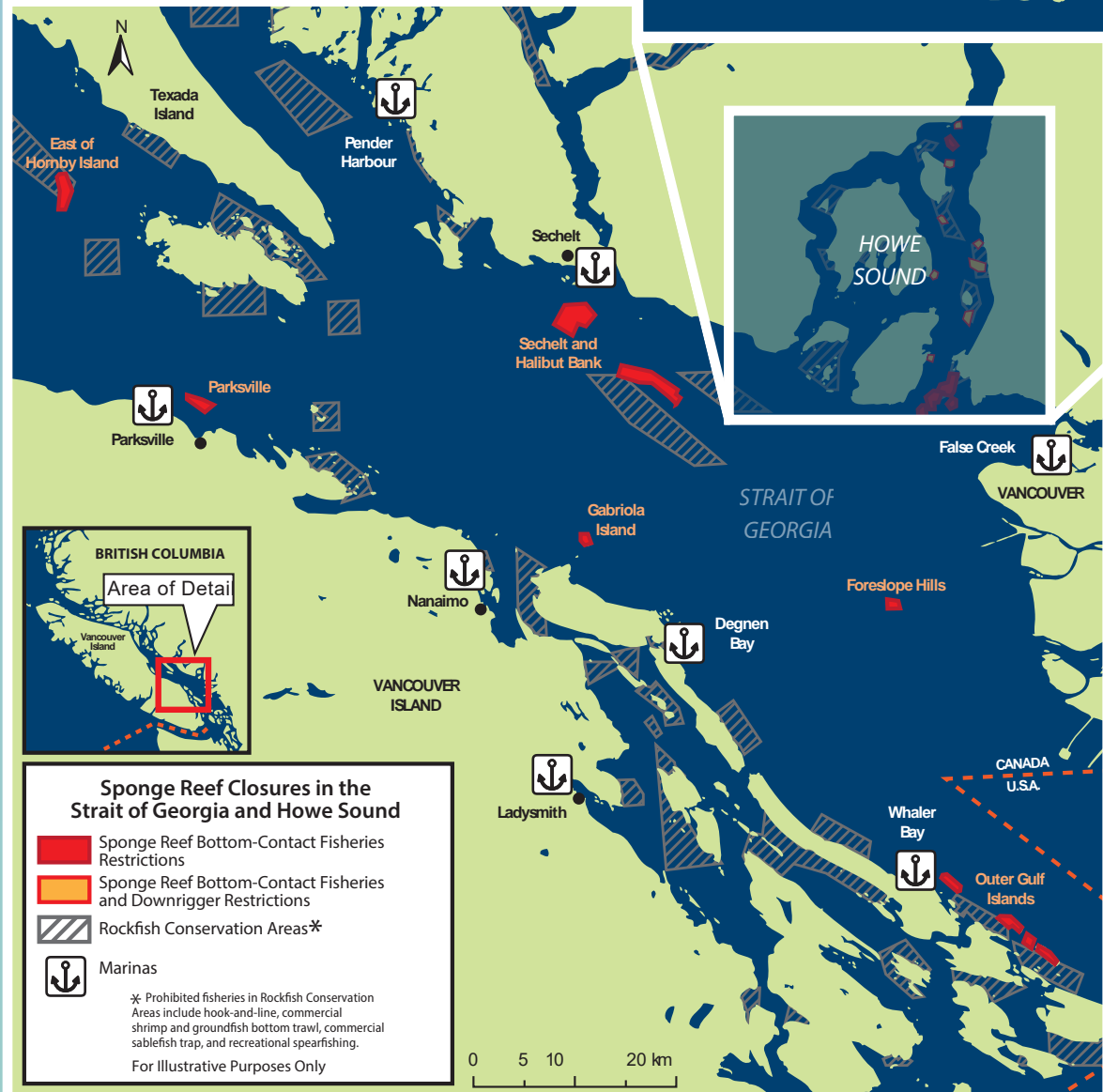
Report a fisheries violation.
Observe, Record and Report.

24 hour hotline: 1-800-465-4336
Email: DFO.ORR-ONS.MPO@dfo-mpo.gc.ca

Visit Canada.ca/glass-sponge-closures
to view detailed maps online.



Regular Council Meeting - February 4, 2020 - Page 176
**IT IS ILLEGAL TO FISH FOR
ROCKFISH AND LINGCOD
IN AREA 28 (HOWE SOUND)
AND PORTIONS OF AREA 29
(STRAIT OF GEORGIA)**

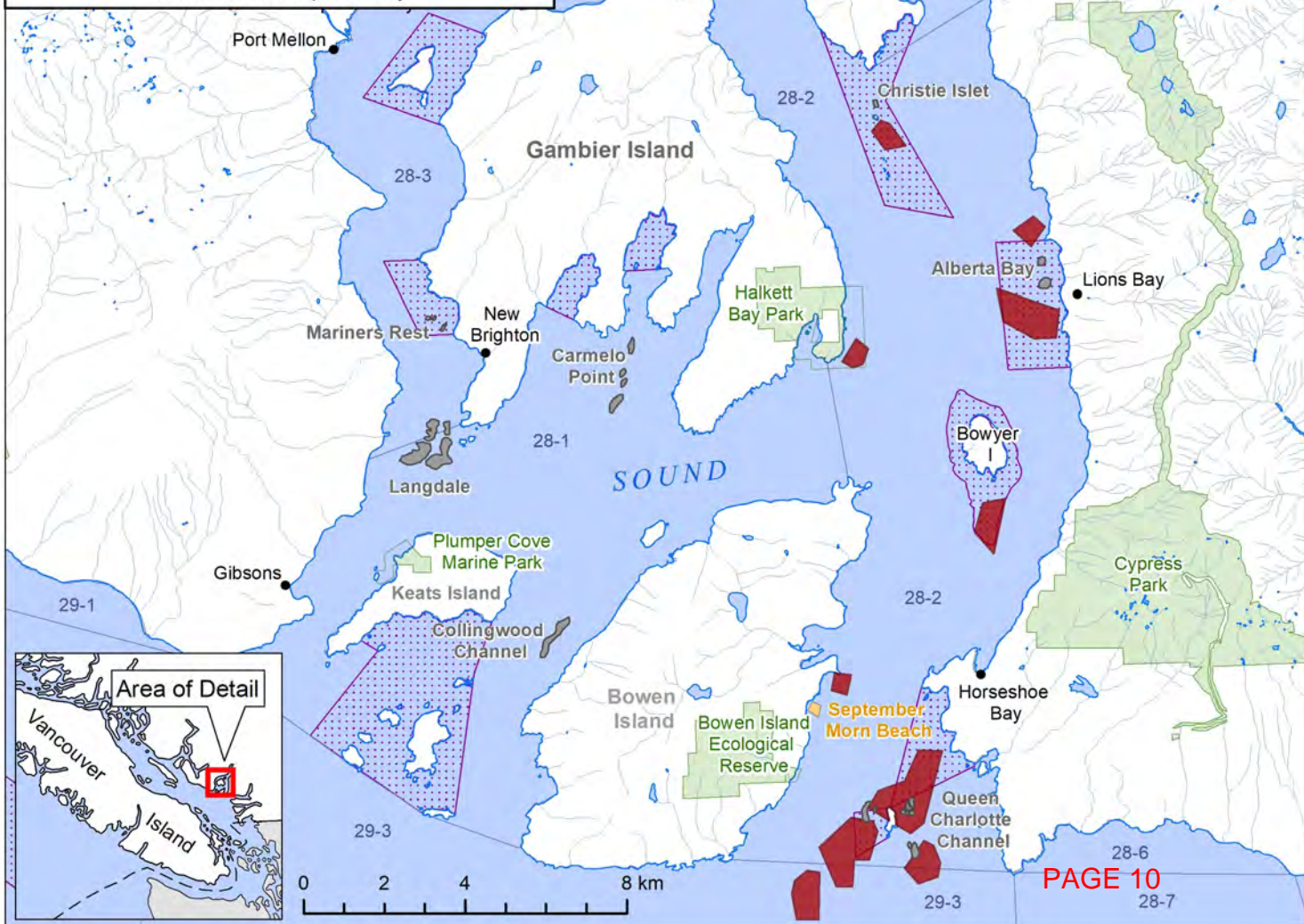


Sponge Reef Closures in Howe Sound

- Existing Sponge Reef Closures
- Suspected Sponge Reef Areas Assessed with Observational Data
- Suspected Sponge Reef Areas Surveyed by Remotely Operated Vehicle (ROV)
- Rockfish Conservation Areas*

* Prohibited fisheries in Rockfish Conservation Areas include hook-and-line, commercial shrimp and groundfish bottom trawl, commercial sablefish trap, and recreational spearfishing.

For Illustrative Purposes Only



From: [Lions Bay Reception](#)
To: [Lions Bay Reception](#)
Subject: FW: Council of Councils – February 22, 2020
Date: Tuesday, January 28, 2020 2:38:54 PM
Attachments: [1f220c23-e08f-4629-a882-30af64f9fb7f.png](#)
[image001.png](#)

From: Sue Mah <Sue.Mah@metrovancover.org>
Sent: Tuesday, January 28, 2020 10:02 AM
To: Sue Mah <Sue.Mah@metrovancover.org>
Cc: Pilar Dean <Pilar.Dean@metrovancover.org>
Subject: FW: Council of Councils – February 22, 2020

Dear Municipal Clerks and Assistants to Metro Vancouver Mayors and Councils,

For your information, personalized invitations to the February 22, 2020 Metro Vancouver Council of Councils meeting were sent out yesterday. Please see a copy below.

Please feel free to contact me if you have any questions or require additional information.

Kindest regards,

Sue Mah

Office Supervisor

External Relations Department

t. 604-432-6205

c. 778-389-3206



From: Metro Vancouver Chair [<mailto:chair@metrovancover.org>]
Sent: Monday, January 27, 2020 7:46 PM
To: Sue Mah <Sue.Mah@metrovancover.org>
Subject: Council of Councils – February 22, 2020

metrovancover



Dear Ms. Mah,

Metro Vancouver Council of Councils, February 22, 2020

Council of Councils are intended to provide all municipally elected officials within the greater Vancouver area – regardless of whether they sit on the Metro Vancouver Board of Directors or on any of its Standing Committees – with updates on projects and initiatives of interest to local authorities throughout the region. In 2020, Metro Vancouver will host three Council of Councils. Early details with respect to dates and agenda items can be found below.

February 22, 2020

Agenda Items

- 1) Iona Wastewater Treatment Plant Project - Update
- 2) Regional Industrial Lands Strategy
- 3) Metro Vancouver Housing Ten-Year Plan
- 4) Metro 2050 - Update to Metro 2040 Regional Growth Strategy
- 5) Intergovernment Update - Metro Vancouver Networking Event

May 23, 2020

Proposed Agenda Items

- 1) Solid Waste Management Plan - Update
- 2) Liquid Waste Management Plan - Update

- 3) Early discussion re 2021 Budget
- 4) Climate 2050 – Update
- 5) Long Range Plan

October 24, 2020

Proposed Agenda Items

- 1) 2021 Budget
- 2) Regional Economic Prosperity Service - Update
- 3) Other Project Updates as appropriate

On behalf of the Metro Vancouver Board of Directors, we are pleased to advise that the first Council of Councils of 2020 will take place on Saturday, February 22, 2020 at the Anvil Centre in New Westminister. We certainly hope that you can join us for this important dialogue.

Details for the meeting are as follows:

- Saturday, February 22, 2020 ([copy to my calendar](#))
- 9:00 a.m. - 12:30 p.m. (a full breakfast will be served from 8:00 - 9:00 a.m.)
- Anvil Centre, Ballroom East & West
777 Columbia Street
New Westminister, V3M 1B6
Google maps link: [Anvil Centre, New West](#)

To view the agenda, please [click here](#).

Please note that attendees will be compensated for their Council of Councils attendance in accordance with Metro Vancouver’s standard Board and Committee remuneration schedule, which is available on our website at Board Remuneration.

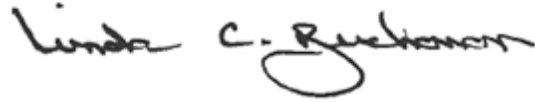
Please RSVP for the October Council of Councils session by contacting Sue Mah at sue.mah@metrovancover.org or by phone at 604.432.6205.

Thank you, and we look forward to seeing you on February 22nd.

Sincerely,



Sav Dhaliwal
Chair, Metro Vancouver
Board



Linda Buchanan
Vice-Chair, Metro Vancouver Board

From: Diane Henley
To: tracy.mcguire@hotmail.com
Subject: Sunshine Coast Bear Alliance Request
Date: Wednesday, January 15, 2020 4:40:10 PM

Hello,

I hope this finds you well. I am sending you this communication to ask you to consider signing on to this important document.

As a brief introduction our group, Sunshine Coast Bear Alliance only started in November 2019 so we are quite new to this realm. At our first meeting we met with three Conservation Officers including the Regional Inspector and Mr. Kelly Ready who is from 'Against Animal Brutality.' Mr. Ready has been lobbying for animal rights for many years and has a wealth of experience and passion for bears and other wildlife. It is Mr. Ready's aim to unite all bear and wildlife advocacy groups and form a consensus for change within the COS. He is going to be meeting with government contacts January 22nd. and is hoping to have groups sign on to the following letter which will be hand delivered to the Minister's listed and to the Head of the Conservation Service. If you are amenable to adding your name to the letter you can simply reply to me at: wychu18@gmail.com and I will relay your response so your name can be added.

Thank you for considering this request and thank you for what you have been doing for bears and other wildlife of our province
Most appreciatively, Diane Henley (Founding Member Sunshine Coast Bear Alliance)

To be addressed to:
Minister of Environment and Climate Change
Minister of Forests, Lands, Natural Resource Operations
Assistant Deputy Minister Jim Standen
Chief Conservation Officer Doug Forsdick

2019 saw an unprecedented amount of media coverage on the unnecessary killings of black bears in the Lower Mainland by the BC Conservation Officer Service (COS). On Jan 8, 2020 the COS refused to take an orphaned underweight cub to a wildlife rehabilitation centre, and was prepared to release it back into the forest where it would have died.

At present, the COS is structured and funded to kill wild animals instead of prioritizing prevention, rehabilitation, education, and accountability. We, the residents of British Columbia, are saying ENOUGH IS ENOUGH. Too many wildlife will continue to die at the hands of the COS, in addition to facing increased survival stress with climate change, land development, and habitat loss from oil, gas and mining industries. We do not accept killing as the solution to human-wildlife conflict. We demand that the BC government take immediate action to develop new policy to protect and conserve the beautiful bears that have called BC home since time immemorial. This petition demands:

1. PREVENTION and REHABILITATION VS. KILLING: that the COS prioritizes preventive measures, educational tools and equipment, and rehabilitation prior to lethal measures
2. INDEPENDENT OVERSIGHT: that the COS be placed under independent oversight to review and advise the actions of armed law enforcement agents
3. FUNDING SUPPORT: that funding be made available to any municipality to increase by-law enforcement activities, specifically related to wildlife feeding and attractants
4. CITIZEN ACCOUNTABILITY: that the COS hand out fines and press charges to individuals / organizations providing wildlife attractants
5. TRAINING and BEST PRACTICES: that all members of the COS from Conservation Officers to Management take mandatory training in animal sentience and behaviour to better understand the animals they work with and to act accordingly, and that Best Practices be established and followed for working with the public
6. ANONYMOUS WILDLIFE REPORTING: that both the RAPP (Report All Poachers and Polluters) line and municipal by-law enforcement departments begin accepting anonymous information regarding by-law or provincial infractions that put wildlife and people at risk. Currently callers must provide their contact information, and many people hesitate to call in fear of officers coming out and killing wildlife

 Reply  Forward

From: [REDACTED]
To: [Ron McLaughlin](#)
Cc: [Municipal](#); [Peter DeJong](#)
Subject: RE: Power outage scheduled
Date: Friday, January 24, 2020 6:14:42 AM

Thanks for your reply Ron. I could better understand if this was a one off but it seems to be a regular occurrence in Lions Bay. For hydro to disrupt service to prevent service disruption seems self-defeating. I don't believe we have the voice to change hydro's attitude towards us. I encourage you to work with the MLA and/or Ministry to better accommodate the community during these matters.

Best regards



Tony Iannetti, BComm, CIM, FICB
Mortgage Consultant & Realtor



From: Ron McLaughlin [REDACTED]
Sent: Thursday, January 23, 2020 5:16 PM
To: Tony Iannetti
Cc: Municipal; Peter DeJong; Ron McLaughlin
Subject: Re: Power outage scheduled

Hi Tony. I was made aware of this outage last week and contacted Hydro. They considered the request to delay the work, but deemed the work important and high priority enough that it not be delayed until warmer weather. It will be the lead item in my article in the Village Update tomorrow. I hope to attract enough people to the situation that they are prepared.

I don't think anyone is capable of assessing the time necessary for the work to be completed other than Hydro, and hopefully it is much shorter than the conservative time that they have provided.

Given that the work is necessary, been planned, advanced warning has been provided, and we are reminding everyone to be aware of the outage, I don't see that your other suggestions are applicable.

Regards,

Ron

Sent from my iPad

On Jan 23, 2020, at 12:36 PM, Tony Iannetti [REDACTED] wrote:

Ron, can you help me understand why residents in LB have to tolerate this level of service disruption? Has anyone here contacted BC Hydro and enforce them to take measures to accommodate our community with temporary solutions, such as mobile generator(s). Has anyone contact the Ministry or our MLA? Or even Global News for that matter. I'm not aware of any other municipality in Greater Vancouver that gets treated as such? One or two hours can be understandable...but for most of the day seems excessive.

Can you or someone let me know?

Thanks



[Scheduled power outage](#)

[Read this email online](#)



Hi JILL K,

Sorry for the inconvenience. We've scheduled a power outage in your area and your electricity will be switched off temporarily.

The work we're doing is necessary to provide the most reliable service possible and we'll restore your power as soon as we can.

Scheduled power outage details (W01354552-06)

Location: 230 OCEANVIEW RD, LIONS BAY

From: Saturday, January 25, 2020 09:00 AM

To: Saturday, January 25, 2020 03:00 PM

Reason: Equipment Maintenance

Unplug your electrical devices

Protect electrical devices from damage. Turn off items such as lights, heaters and major appliances and unplug all

electrical equipment during this time.

Don't forget that elevators and garage doors may not work during the outage.

Be prepared and stay safe

To ensure you and our work crews are kept safe while we work in your area, we need to switch off power during the times noted above. Please be aware that the start and end times are estimated.

Also note this scheduled power outage may be cancelled without notice due to adverse weather conditions or availability of crews during an emergency.

[Get the latest information](#) on the status of your [scheduled outage online](#) or give us a call at [1 800 BCHYDRO \(1 800 224 9376\)](tel:1800BCHYDRO).

Thank you.

BC Hydro Customer Service

[Log in to MyHydro](#)

[Accounts](#)

[Contact Us](#)

[Outages & Safety](#)

[Energy Savings](#)

You've received this email at [REDACTED] because it is the address associated with your MyHydro Profile.

© BC Hydro, 333 Dunsmuir Street, Vancouver, B.C. V6B 5R3 | [Privacy Statement](#)

From: [REDACTED]
To: [Council: Municipal](#)
Subject: Electrical reliability in the village: too many BC Hydro blackouts
Date: Thursday, January 23, 2020 7:53:19 PM

Dear Mayor and Council:

Does the village have any tools to hold BC Hydro accountable for the number of unnecessary power outages in Lions Bay?

With the exception of Kelvin Grove, Lions Bay almost certainly has the least reliable electrical supply in Metro Vancouver. We are in all likelihood the only area where a power outage happens every time winds are forecast to gust to 60km/h from the south east. We are certainly the only area in Metro Vancouver where the same 500 households are plunged into darkness for days every year, often during the coldest part of the winter, for dubiously-timed "maintenance" that has not improved service for the impacted residents.

For the past several years I have observed that multi-hour power outages in the central village are nearly inevitable every time the University of Washington's localized weather forecasting model predicts 60km/h south-east wind gusts in Lions Bay. Given that gusts of this speed happen multiple times a year, it is far from unreasonable to expect that BC Hydro's infrastructure be able to cope with them. At present, however, Hydro's infrastructure is not able to cope with even moderate winds and it is now common to have 4-6 power outages a year.

Power outages this frequent are not merely an inconvenience; they are hazardous, expensive, impact quality of life, and impact property values.

Every time the power fails after dark, every resident urgently needs to find an emergency source of light. Walking in a pitch-black house to find a flashlight is dangerous. Tripping hazards, such as staircases, carpets or even pets, are not visible in pitch darkness. Those who are outside at the time of a blackout are exposed to even greater risks to find their way safely indoors when outages turn off residential outdoor lights and the village's streetlighting. It is only a matter of time until the odds of suffering a serious injury catch up with someone.

The frequency of prolonged power outages also depletes residents' emergency supplies and leaves residents with fewer supplies in the event a *genuine emergency* (such as an earthquake) occurred shortly after an *unnecessary* power outage. Emergency supplies are for emergencies; it should not be necessary to use them on a routine basis due to underbuilt infrastructure.

For residents, mitigating the risks caused by BC Hydro unreliability is expensive. Whole-house generators can cost \$50,000 or more. Reliable battery-backed lighting capable of providing enough short-term light to find flashlights (etc) safely costs thousands of dollars per house. Hydro-independent heating can easily cost in the tens of thousands of dollars. Floods from frozen piping caused by a power outage cost many tens of thousands to repair.

The greatest impact from lack of reliable electrical service is on quality of life. The vulnerability of the power supply to BC Hydro "maintenance," equipment failure, and minor southerly winds mean that life is dictated by the availability of power far more than is acceptable in a first-world country. When I see a forecast for 60km/h southeast winds, I

shouldn't have to worry about whether I'll be able to get a hot meal for dinner, or be forced to plan showers, dishwashing, and virtually all other household activities, around the time of day when power is least likely to fail. Those who work from home shouldn't have to plan their work around power availability, or have their income put at risk due to their inability to provide reliable work product to their clients/employers. This is to say nothing of the consequences for people who need power for assistive or medical devices. I shouldn't expect to be defacto evicted from my residence for multiple days every year so BC Hydro can do "maintenance." BC Hydro can, and should, do a far better job of providing an essential utility to the community.

Ultimately, the consequences of unreliable power equate to lower property values and fewer residents. Property prices are, in part, a function of demand. Reliable power is an essential for many (if not most) people and the fact that the village does not have it reduces the potential market for properties in the village. Those who need reliable power to work from home, or for assistive/medical devices, will be unwilling to move here with good reason. The village is already facing negative population growth; every infrastructure failure that makes living here less attractive only increases the pressure for net out-migration.

While I appreciate that the village has very limited legal tools with which to pressure BC Hydro, the status quo of Hydro service is unacceptable and it is time for the village to agitate for improvements.

Regards,
Coridon Henshaw

From: [Lions Bay Reception](#)
To: [Lions Bay Reception](#)
Subject: FW: Lions Bay Cell Tower - final comments
Date: Tuesday, January 28, 2020 2:28:50 PM

From: [REDACTED]
Sent: Thursday, January 23, 2020 6:55 PM
To: Council <council@lionsbay.ca>
Subject: Fwd: Lions Bay Cell Tower - final comments

----- Forwarded message -----

From: [REDACTED]
Date: Thu, Jan 23, 2020 at 6:55 PM
Subject: Lions Bay Cell Tower - final comments
To: <TanyaElchuk@synergyland.ca>

Dear Ms. Elchuk and Village Council,

Thank you for clarifying answers to my questions. Here are my final thoughts:

Expressions of interest from Rogers, Telus and Freedom is not a confirmation of improved cellular service for Villagers. The lack of a feasibility study from any of the providers or the Federal Government means I have little confidence the location of this tower will result in the expected outcome of improved service.

A towering structure has different environment impacts compared to the footprint of the tower being used as storage space. There can be impacts to birds and possibly other wildlife that should be studied.

Due to above issues of concern I remain opposed to the tower.

Thank you,
Ruth Simons,
[REDACTED]
Lions Bay, B.C.
VON 2EO

-

Charlie Bradbury
Box [REDACTED]
Lions Bay, BC
V0N 2E0

Tuesday 28th January, 2020

Village of Lions Bay
400 Centre Road,
Lions Bay, BC
V0N 2E0

Attn: Mayor McLaughlin
Councillor Abbott
Councillor Bain
Councillor Barmeier
Councillor Cunliffe
Peter DeJong
cc. The Lions Bay Tree Committee

Re: Tree Cutting Application #98

This is an APPEAL on the decision made during the regular council meeting dated 14th January, 2020. The decision to permit 12" removal of the existing foliage will not achieve the desired result to restore the view to the 2006 state.

Inaccuracies

Having listened to the audio, I feel there were assumptions made that guided the final decision, and for the sake of objectivity, should be corrected. In no particular order:

Much reference was drawn to the 'success' of the pruning done by BC Hydro to the trees relating to this application. To be clear, the work carried out by BC Hydro was very much biased to wire clearances and not view improvement, as such, the application I made back in Sept 2019 was still necessary. BC Hydro's cutting was angled so the trees on the house side were practically untouched matching their state back in Sept. I would like therefore to point out to the gentleman who – in the audio - referred to me as '*greedy*' because there was apparently "*nothing left to cut*" that this could not be further from the truth. I believe the Tree Committee - in the January 2020 on-site assessment - cited about 2-3 feet off the new level to take it to the height requested in the Sept. 2019 application. Please see the images overleaf.



View from patio Sept. 2019.



View from patio Jan. 2020.
Brown line = Dudley roof line.
Red line = proposed cut line.

NOTE: The gap you see is mostly due to the dogwood cutting/dieback.

The new 'deck' and seating area referred to is not a deck, it is a 4'x8'x18" raised vegetable bed currently growing winter cabbages that has **never** dictated the desired height of the trees pre or post BC Hydro's cut. The size and position of our front patio has not changed during our ownership.

It was said that the removal of 6-8 feet of leader growth will make me "1000% better off", how can I be 1000% better off when I have already **lost** both of my views? (I formerly had two views, one relating to this application and another that has long since been swallowed up by distant firs). There is **no gain** to be made here, mere restoration of a pre-existing state. If, to quote the audio, "*View is Everything*", why is it proving so problematic to get mine back?

It was also thought that we have views from every room of the house so why should we require further cutting? The only good view is from the uppermost bedroom and as the windows are raised 4.5ft from the floor, it is only visible when stood next to them. The roof on the opposite side of the house is angled in such a way that a direct view out is impossible, with all the remaining upper rooms looking out to the rear of the property. All I have asked for, like many other residents, is the ability to sit on my patio and for the first time in 10 years, take in the view. Something my children have never actually been able to do.

NOTE:

Clarification on cut lines: My intention has only ever been to restore the view to the original 2006 cut line by removing the leaders, not the trunk (topping), but it is difficult to give exact measurements so physical identifiers have been used, i.e. the use of the wires as a common reference (per the request from Ms. McKelvey on the 2015 application).

Fairness

In his objection Mr. Kennedy's primary concern was his loss of privacy.

- This property's entire façade is fully illuminated every night until the early hours.
- This property has a transparent glass front door allowing unhindered viewing into the house day and night. To clarify, this door is not at the top of a driveway or hidden from view, this door and the home interior is easily visible from the road.

I am somewhat confused by Mr. Kennedy's objections because these do not seem the obvious choices of a person yearning for privacy and solitude...

But wait! What about **my** loss of privacy? I don't expect things to stay the same forever, but...

When we bought this house in 2006, at 370 there was a West Coast post and beam gem, with a single sloping roof that covered a carport at the rear. All windows were on the ocean side of the house. In fact, the layout of the whole neighbourhood at the top of Oceanview felt like it had been master planned in that no part of our home was visible through the windows of another property, and visa versa.

When 370 was sold to a developer, I asked them about the layout of the new property and was told that the rear of the property was a 4 car garage with a few bedrooms above, but no real daily living space. Our opinions were never sought so we had no input but this at least sounded considerate regarding privacy.

Then recently Mr. Kennedy changed one of his garages into a living room.

Boom, our privacy, now entirely gone.

So, despite Mr. Kennedy's concerns over his loss of privacy, it is actually **ours** that has been slowly eroded. Mr. Kennedy chose to make the modifications to his home creating a sight line between the two properties. We have had to live with the effects of this decision, and now, as we try to make changes of our own, he is objecting due to issues created by his own renovation.

Does Council think it is fair that when a person makes a recent modification to their home that that person is then allowed to dictate the dynamic thereafter, even when it is in contradiction to an historical standing?

If it were pertinent to this application and we view it from a property developer's standpoint, as with additional rooms a good view adds property value.

Does Council think it is fair that when a person makes a recent improvement to add value to their home they can deny the rest of the neighbourhood to try to do the same?

Summary

About 5 years ago I submitted this very same application to restore the view we purchased in 2006. Even though the Tree Committee approved my request, their decision was overruled in favour of a complete removal of all trees within the application.

This we simply could not do.

Apart from the trees being a valuable habitat, I had **promised** John and Rose Dudley that whatever cut line we ultimately went to, it would not in any way affect their privacy. A complete removal of all the trees would render them exposed and would not be adherent to my promise.

In Sept 2019 I made this application (albeit relating to taller leaders now), which again had the Tree Committee's favourable decision overruled.

I am bewildered by these outcomes, and by Council.

The Tree Committee did their due diligence and thoroughly reviewed the application with the concerned parties, on site, even going to Mr. Kennedy's driveway and standing outside his new living room. They then deliberated and made a recommendation based on all the facts.

Council however, even when offered the opportunity to go to the site and review the situation in person to become fully appraised of all the details, overturned the tree committee's recommendation based on the opinion of one individual, and in so doing set a dangerous precedent.... That it is acceptable to dismiss the researched and investigated findings of a group of respected individuals based on inaccuracies and assumptions.

There is a lot to process here, so here is a summary:

Our application to carry out minor pruning and take trees back to their historical height in order to restore our only remaining view is being denied because Council incorrectly understood the work had been completed by a third party. And, during late fall/winter*, Mr. Kennedy doesn't want a room visible from Ms. McKelvey's window 90ft away, in a situation created by Mr. Kennedy's own recent renovation choices.

*Note: Ms. McKelvey has two flowering cherry trees which outside of winter are in either full bloom or full leaf and create a very effective screen between the two homes.



Yellow = The disputed sightline.

Red = Cherry trees.

This distance is approximately 90ft.

I kindly request that Council review this decision and if necessary make a site visit to become fully acquainted with all the details.

Yours faithfully,

[Redacted signature]

Charlie Bradbury

From: [Lions Bay Reception](#)
To: [Lions Bay Reception](#)
Subject: FW: Fw: Email to Mayor Darryl Walker | City of White Rock | Train Whistle Cessation
Date: Friday, January 31, 2020 11:26:53 AM

From: DS Shaw <[REDACTED]>
Sent: Thursday, January 30, 2020 9:26 AM
To: Ron McLaughlin <mayor.mclaughlin@lionsbay.ca>
Subject: Re: Fw: Email to Mayor Darryl Walker | City of White Rock | Train Whistle Cessation

Hi Ron

Thanks for acknowledging receipt of the horn cessation from White Rock.

I completely understand our village disadvantage in this situation, however the problem will continue until our council has the willingness to open discussions with CN, in the meantime more and more municipalities will confront this and Lions Bay will likely win in the end by default when CN agrees to across the board cessation.

Regards,

Don Shaw

On Thu, Jan 30, 2020 at 8:49 AM Ron McLaughlin <mayor.mclaughlin@lionsbay.ca> wrote:

Good morning Don. Thank you for the information on White Rock's whistle cessation success.

The issue was discussed at Council on Tuesday evening. Our stance remains unchanged from that previously communicated to you. At this time we are not prepared to devote any staff or financial resources to the issue.

Regards,

Ron McLaughlin

Mayor

The Village of Lions Bay

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0, Canada
Tel: (604) 921-9333 | Cell: (604) 353-7138 | www.lionsbay.ca

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you'd notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the property of the Municipality and may not be reproduced or further disseminated in whole or part without the Municipality's consent. It 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 consent of the Municipality.

From: DS Shaw [REDACTED]
Sent: Monday, January 20, 2020 4:55 PM
To: Council <council@lionsbay.ca>; Municipal <agenda@lionsbay.ca>
Subject: Fwd: Email to Mayor Darryl Walker | City of White Rock | Train Whistle Cessation

Hi, I wanted to forward the information I received from White Rock mayor and council in consideration for applying for horn cessation in Lions Bay.
Let me know your thoughts after reviewing the information.

Thanks

Don Shaw
70 Sweetwater Place Lions Bay
[REDACTED]

----- Forwarded message -----

From: Chris Magnus <CMagnus@whiterockcity.ca>
Date: Mon, Jan 20, 2020 at 4:47 PM
Subject: Email to Mayor Darryl Walker | City of White Rock | Train Whistle Cessation
To: DS Shaw [REDACTED]

Good afternoon Don. On behalf of Mayor Walker, we acknowledge your email inquiry regarding the City of White Rock's recent achievement in attaining train whistle cessation.

We have attached a copy of the City of White Rock's Corporate Report dated September 9, 2019 to Council that will provide you with a greater understanding of the steps undertaken by the City to achieve this through Transport Canada.

In addition, we are providing you with a link to the City of White Rock's website regarding whistle cessation: <https://www.whiterockcity.ca/CivicAlerts.aspx?AID=1619>

We trust that this is of assistance to you.

CHRIS MAGNUS
Executive Assistant to Mayor and CAO, City of White Rock
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6
Tel: 604.541.2124 | www.whiterockcity.ca



The information transmitted, including attachments, is intended only for the individual(s) or entity(ies) to which it is addressed and

may contain information that is confidential and/or privileged or exempt from disclosure under applicable law. Any copying, review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by individual(s) or entities other than the intended recipient is strictly prohibited. If you have received this information in error, please notify the City of White Rock and destroy any copies of this information. Thank you.

From: DS Shaw [REDACTED]
Sent: January 18, 2020 6:18 PM
To: Darryl Walker <DWalker@whiterockcity.ca>
Subject: Train horn cessation

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor:

I am a resident of Lions Bay BC and have been trying to end the train horn for years. We noticed that on the local news you have achieved this.

Kindly advise us how you achieved this goal and give details on how we could proceed here. I appreciate your assistance in this matter.

Sincerely Yours,

Don Shaw
70 Sweetwater Place
Lions Bay BC
V0N 2E0

[REDACTED]
email [REDACTED]

ON-TABLE ITEMS



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Kelvin Grove WWTP RBC Design Build RFP.19.03		
Author	Naizam Jaffer	Reviewed By:	Peter DeJong
Date	February 3, 2020	Version	1.0
Issued for	February 4, 2020 Regular Council Meeting		

Recommendation:

- (1) THAT Council award the Kelvin Grove WWTP RBC Design Build RFP.19.03 to Industra Construction Corporation in the amount of \$1,018,876.65; and
- (2) THAT Council authorize the Mayor and Corporate Officer to execute contract documents in accordance with the scope of work required.

Attachments:

- (1) EHD Award Recommendation Letter (Available On Table in Closed Meeting)

Key Information:

On December 18, 2020, staff issued a design build request for proposal (RFP) on BC Bid's public sector marketplace. The objective of this RFP was to select a qualified and experienced firm to decommission and dispose of the existing rotating biological contactor (RBC) plant in the Kelvin Grove (KG) neighbourhood of Lions Bay and to design, supply, install, and commission a new prepackaged secondary treatment system consisting of a RBC plant and secondary clarifier to fit within the existing confines of the current plant site. The RFP also included a provision to provide for a temporary secondary treatment system to be in place for the duration of the works, as required by the Ministry of Environment and Climate (MEC).

The tender closed on Monday, January 3, 2020, at 4:00 PM, with a total of 2 proponents submitting their proposals with the following bid results:

Proponent	Initial Bid Price
1. Industra Construction Corp. (Industra)	\$1,018,876.65
2. TriTech Water Infrastructure Solutions (TriTech)	\$1,583,224.46



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

EHD Engineering, the Municipality's engineering consultant on this project has reviewed each of the proposals and recommends award to Industra based upon an evaluation of both bids.

Options:

- (1) Award the Kelvin Grove WWTP RBC Design Build RFP.19.03 to Industra Construction Corporation in the amount of \$1,018,876.65.
- (2) Reject both proposals and explore alternative treatment methodologies in an expandable plant design.
- (3) Direct staff in a manner other than as suggested above.

Preferred Option:

Option (1) is being recommended by staff as the preferred option.

Legal Considerations:

Contractual provisions to be finalized with lead proponent.

Follow Up Action:

Staff to engage with lead proponent to finalize the contract.

Communication Plan:

Village Update once agreement finalized.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Schedule "A"

Tree Cutting Application Form



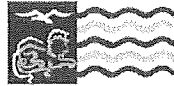
All fields must be completed

Applicant's Full Name: CHARLIE BRADBURY	
Address: 385 OCEANVIEW ROAD	
Phone: [REDACTED]	Email: [REDACTED]
Arborist/Contractor Name: SILVERBACK TREEWORKS	
Phone: 604 312 7399	Email: INFO@SILVERBACKTREEWORKS.COM

Office Use Only	Tree Application Number: #98
Received by: <i>Shawna Driscoll</i>	Date: <i>Oct 3, 2019</i>
Amount Paid: <i>475-</i>	Cash or Cheque: <i>CHK #415</i>
Application Complete? (Y/N) <i>NO</i>	If no, reason: <i>Can't assess trees to 370, 395 + 375 Oceanview Rd 5 Oct 9/19</i>
Date referred to Public Works: <i>CSR NN 12/19</i>	Date returned by Public Works: <i>DEC 10/19</i> (See attached comments)
Date Application to Tree Cttee:	Meeting Date:
Agenda forwarded to Tree Cttee:	Minutes received from Tree Cttee:
Council Agenda Date:	Council Decision:
Parties Notified:	
Date of Letter Notifying Applicant of Decision: (March 1-July 31: Arborist Certification Required)	Received Damage Deposit: Name of Arborist/Contractor: Proof of WorkSafe Certificate: Proof of Insurance (\$5 mil/VoLB Add'l Insured):
Permit Issued:	Post-work check by Public Works:
Damage Deposit Returned:	If not, reason:

CAO
DEC 10/19
REC - Dec 20/19
NO COMMENTS

NOV 20/19
email Charlie



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<p>Species/Description of Tree(s): 4 X FIRS APPROX. 35FT IN HEIGHT 1 X DOGWOOD APPROX. 30FT IN HEIGHT</p>
<p>Location of Tree(s): AT 385 OCEANVIEW ROAD, AT THE VERY BOTTOM OF THE DRIVEWAY ON THE RIGHT HAND SIDE WHEN VIEWED FROM THE ROAD.</p>

**Trees must be clearly marked with marking tape in time for the Trees, Views and Landscapes Committee's site visit.*

<p>Reason for Removal:</p> <ul style="list-style-type: none"><input type="checkbox"/> Too close to property (foundation, garage, fence, etc.)<input checked="" type="checkbox"/> Dead, dying or diseased<input type="checkbox"/> Unattractive<input type="checkbox"/> Blocking sunlight<input type="checkbox"/> Attracting wildlife	<ul style="list-style-type: none"><input type="checkbox"/> Interfering with infrastructure (roads, sidewalks, etc.)<input type="checkbox"/> Leaves causing problems<input type="checkbox"/> Blocking site access<input type="checkbox"/> Affecting house value<input checked="" type="checkbox"/> Hazardous<input checked="" type="checkbox"/> Interfering with view
<p>Please provide additional comments which may be useful:</p> <p>1) The Firs. We wish to prune/top to restore the view whilst maintaining the privacy of the neighbours diagonally opposite, John and Rose Dudley, and it is for this reason that we do not want them removed entirely. They will still offer privacy and wildlife habitat, and any new planting will take many years to reach this level of maturity, and (in my experience) introduced nursery trees need plenty of root space which is difficult to achieve in this rocky terrain, with plenty of nurturing and steady levels of moisture during the summer. The amount to be removed should be about 8-10ft to the red line on the attached image.</p>	
<p>Replanting Plan, if any (please include anticipated timeframe for completion):</p> <p>2) The Dogwood. This tree seems distressed, it's full of holes with growths at many branch junctions. During heavy snowfalls the crowns have fallen so there are many forming which represent a hazard. This tree doesn't appear to be a fair example of the species and feel it offers little in the way of aesthetic, wildlife habitat or privacy for neighbours or I. I would therefore like this tree removed with no plans for replacement for two reasons:-</p> <ul style="list-style-type: none">a) Few plants would thrive in this location due to the lack of sunlight.b) New planting will hinder visibility whilst exiting the driveway.	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

B+W

B+W

(I DON'T HAVE A COLOUR PRINTER - SORRY)

I have attached a colour photograph or colour photocopy of the subject tree(s) with descriptive notes or markings if applicable.

I have verified the information contained within this application is correct. No cutting of Significant Trees, as defined by Schedule "C" to Village of Lions Bay Tree Bylaw No. 393, 2007, as amended, is contemplated by this application or, if it is, this fact is clearly and explicitly set out in the application along with supporting rationale.

I acknowledge that responsibility for bylaw compliance rests with me as the applicant. I will indemnify and save harmless the Village of Lions Bay, its officials, employees and agents against claims, liabilities and expenses of every kind, in respect of anything done or not done pursuant to this application or ensuing permit, if issued, including negligence and/or failure to observe all bylaws, conditions, acts or regulations.

I understand that, should this application be approved, all work performed must comply with any and all conditions of approval incorporated in the Council resolution, and that failure to comply with such conditions may result in fines, penalties and/or legal action.

CHARLIE BRADBURY

[REDACTED SIGNATURE]

20-SEPT-2019

Name of Applicant (Please Print)

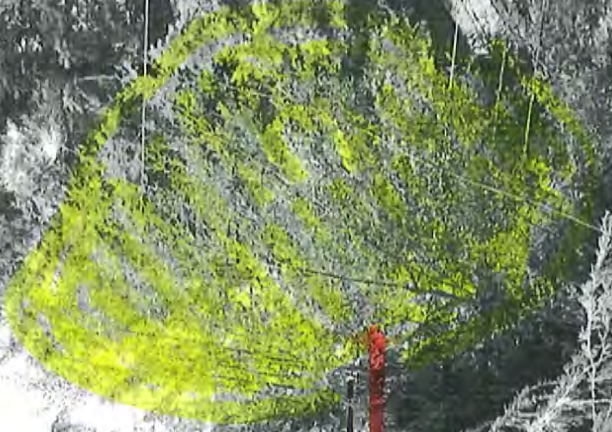
Signature

Date Signed

TREE TO BE REMOVED

- - - J+R DUDLEY ROOFLINE -

— PROPOSED CUT LINE





THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Form letter for canvassing Affected Property Owners (print as many copies as may be necessary)

Date: 20-SEPT-2019

Affected Property Owner's Name: CHARLIE BRADBURY

Address: 385 OCEANVIEW ROAD

Email Address: [REDACTED]

Phone Number(s): [REDACTED]

Dear HOME OWNER:

Re: Tree Cutting Application

I intend to make an application for a permit to remove trees on municipal property and, as part of the application process, I am required to notify Affected Property Owners. The specifics of the application are as follows:

Location:	AT 385 OCEANVIEW ROAD, AT THE VERY BOTTOM OF THE DRIVEWAY ON THE RIGHT HAND SIDE WHEN VIEWED FROM THE ROAD.
Type(s) of Tree(s):	4 X FIRS APPROX. 35FT IN HEIGHT 1 X DOGWOOD APPROX. 30FT IN HEIGHT
Description of Work:	1) The Firs. We wish to prune/top to restore the view whilst maintaining the privacy of the neighbours diagonally opposite, and it is for this reason that we do not want them removed entirely. They will still offer privacy and wildlife habitat, and any new planting will take years to reach this level of maturity, and (in my experience) introduced nursery trees need plenty of root space which is difficult to achieve in this rocky terrain and steady levels of moisture during the summer. The amount to be removed should be about 8-10ft to the red line on the attached image.
Replanting Plan:	2) The Dogwood. This tree seems distressed, it's full of holes with growths at many branch junctions. During heavy snowfalls the crowns have fallen so there are many forming which represent a hazard. This tree doesn't appear to be a fair example of the species and feel it offers little in the way of aesthetic, wildlife habitat or privacy for neighbours or I. I would therefore like this tree removed with no plans for replacement for 2 reasons: a) Few plants would thrive in this location due to the lack of sunlight. b) New planting will hinder visibility whilst exiting the driveway



Public Works Tree Cutting Referral Comments

Tree Cutting Application Number: # 98
Name of Applicant: CHARLIE BRADBURY
Address of Applicant: 385 OCEANVIEW RD.
Location of Tree(s): BETWEEN THE STREET AND PROPERTYLINE
Clearly on Municipal Land: (Y/N) YES (If no, survey required at applicant's cost)
Location in Relation to Municipal Infrastructure (Present & Future):
Location in Relation to Others' Infrastructure (Telus / Hydro Lines, etc.):
Slope Stability Considerations: NO
Replanting Required (Y/N and recommendations, if any): NO
Other Considerations / Comments: *REMOVE THE DECIDUOUS TREE *EITHER REMOVE THE CONIFER TREES SOUTH OF YOUR DRIVEWAY / OR REMOVE SOME OF THEM. *WE NO LONGER ALLOW TREE TOPPING, IT CAUSES STRESS AND DISEASE TO TREES,
Attachments (Y/N and Description):

Good evening, I'm ISRAEL KENNEDY AND LIVE DIRECTLY ACROSS THE STREET FROM CHARLY BRADBURY WHO HAS PUT AN APPLICATION TO TOP ~~ABOUT~~ A NUMBER OF TREES (APPLICATION # 90) THAT WERE RECENTLY ALREADY TOPPED & TRIMMED BY B.C. HYDRO & I AM THE "AFFECTED NEIGHBOUR" ~~THE~~ THAT WOULD BRING THE NEIGHBOUR NEXT DOOR'S LIVING ROOM, BALCONY & BEDROOM INTO OUR DIRECT VIEW IF APPROVED & RUIN OUR PRIVACY. ~~BLANKETS & BED SHEETS~~ FOR ~~BLANKETS & BED~~ DRAPES

- THE APPLICANT ALREADY HAS A ^{FULL} OCEAN VIEW & OBVIOUSLY JUST WANTS A "BETTER VIEW" AT OUR EXPENSE & LOSS OF PRIVACY FROM OUR BRAND NEW LIVING ROOM & UPPER BEDROOMS (PICTURES)
- IT WOULD AFFECT OUR HOME VALUE & INCREASE THEIRS!
- THEY GET A BETTER OCEAN VIEW & I GET A RUN DOWN OLD CABIN HOME'S LIVING ROOM, BALCONY WITH BLANKETS & SHEETS FOR DRAPES!
- THE PICTURES I PROVIDED SHOW WHAT WE WILL BE EXPOSED TO: LOOKING AT
- NO ONE WANTS TO LOSE THEIR PRIVACY!
- I ALSO SPENT \$2200 IN JAN/2019 (PICTURES INCLUDED) TAKING DOWN A 150 FOOT TREE IMPROVING THEIR VIEW!!

- OUR NEW LIVING ROOM HAS 4 LARGE WINDOWS LOOKING UP THE MOUNTAIN & WOULD OBVIOUSLY BE DEVASTATING TO HAVE CHERRY'S HOME FULLY IN OUR NOW NICE PRIVATE VIEW!

- THEY ARE ALSO ~~NOT~~ NOT VERY TALL AS THEY HAVE ALREADY BEEN TOPPED & PRUNED!

- NO ONE WALKED UP ONTO CHERRY'S PROPERTY TO ASSESS WHAT'S GUARANTEED GOING TO HAPPEN IF THESE "SHRUB LIKE TREES" ARE TOPPED AGAIN FOR A SECOND TIME!

- MY WIFE HEATHER DID THE LIVING ROOM PROJECT & TO RUIN THE VIEW WOULD BE DEVASTATING!

- THE CONVERSATION WAS 95% WITH CHARLY & HER HUSBAND & BARELY 5% WITH ME AT THE VERY END & IT'S UNBELIEVABLE AS I AM THE AFFECTED HOME & NEIGHBOUR!

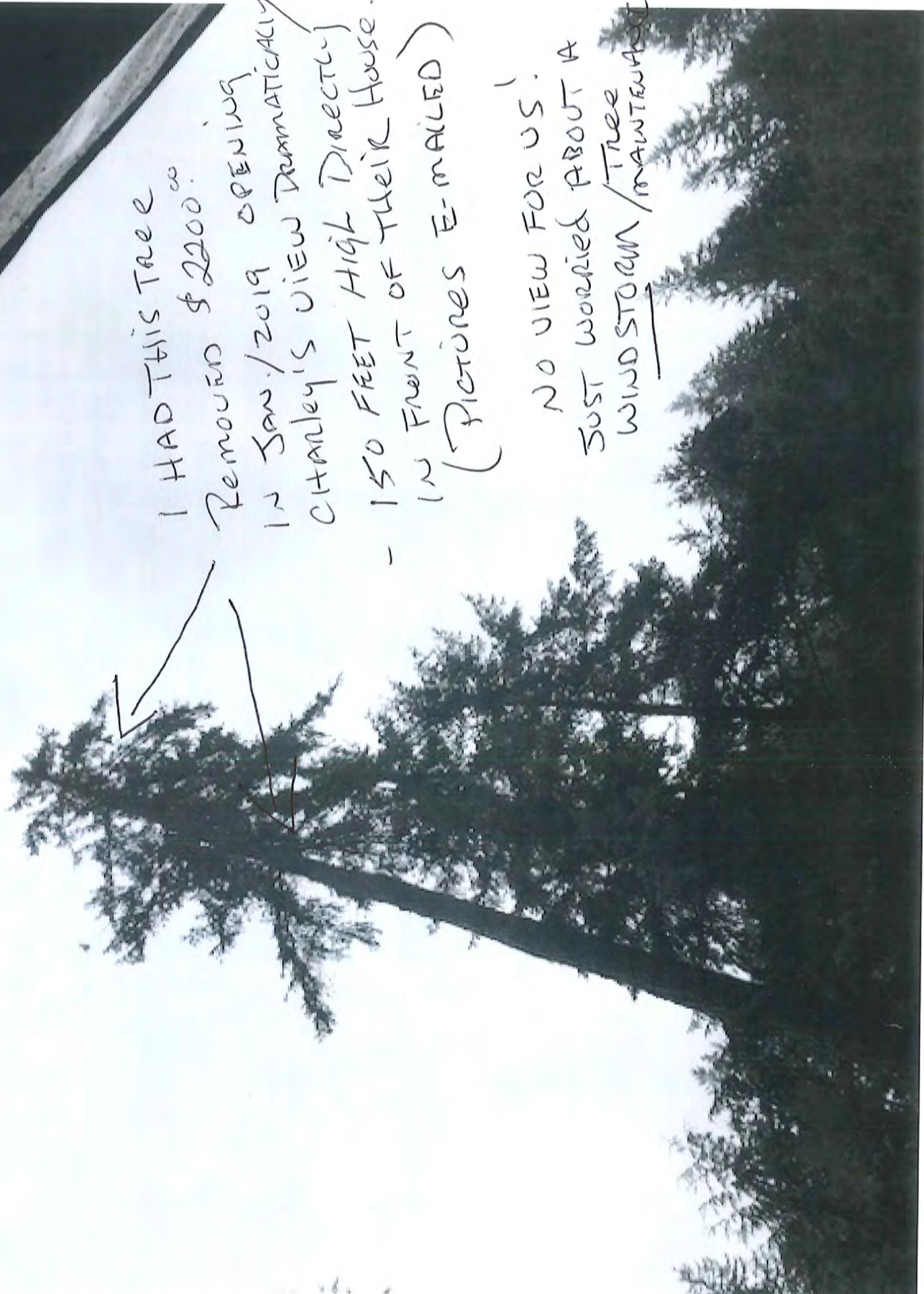
I HAD THIS TREE

REMOVED \$2200.⁰⁰

IN JAN / 2019 OPENING
CHARLEY'S VIEW DRAMATICALLY
- 150 FEET HIGH DIRECTLY
IN FRONT OF THEIR HOUSE.
(PICTURES E-MAILED)

NO VIEW FOR US!

JUST WORRIED ABOUT A
WINDSTORM / TREE



[REDACTED]

From: "BRUCE KENNEDY" [REDACTED]
Date: January-11-20 11:39 AM
To: "BRUCE KENNEDY" [REDACTED]
Subject: Tree Topping Exposure to me...370 Oceanview Bruce and Heather



THEY WANT IT TOPPED 6-8 FEET
FULLY EXPOSING CHRYL'S
LIVING ROOM, BALCONY, ? BEDROOM
TO US!



BC Hydro Recently
Topped & Pruned it!
Enough!







Sent from my iPhone

Minutes of the Tree Committee meeting

January 9th, 2020

On-site @ 385 Oceanview Road - #98

In attendance; Chair, Simon Waterson, Mike Jury and Jay Barber

1. The meeting was called to order at 09:37 am.
2. Simon Waterson was appointed Recorder for the meeting.
3. The Agenda was approved unanimously.
4. Public Participation – Charlie Bradbury, Simon Hardy and Bruce Kennedy.
5. The minutes from the previous meeting on October 30th, 2019 were approved unanimously.
6. Old Business; None.
7. New Business

Tree Application #98 – 385 Oceanview Road - moved by Simon Waterson; Seconded by Jay Barber, that:

- a) *As requested, the applicant is permitted to trim and level off the four (4) Firs mentioned in the application. The trim line should be no further than the second wire down, the top wire being number one. The applicant must clean up and remove all associated debris.*
- b) *The dogwood mentioned in the application should be removed. Topping is not permitted. The applicant must clean up and remove all associated debris.*

The general feeling was that all parties present, were uncomfortable with the trees being removed because of privacy. Bruce Kennedy who was in attendance, was against any further trimming or cutting, as was Cheryl McKelvie, who was not in attendance. The Dudleys and the McLaughlins, who were not in attendance, had no objection.

Therefore, to satisfy the applicant's desire to preserve some of the view that existed when she purchased the property, the above was seen by the tree committee as a fair compromise.

Because the Fir trimming is viewed as maintenance, the applicant should be allowed to trim, no lower than the second line, at any time, providing that they notify the Lions Bay village office in advance.

8. Adjournment; - The meeting adjourned at 10:12 am.

Simon Waterson

Recorder



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, JANUARY 14, 2020 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
Councillor Jaime Cunliffe

Staff: Chief Administrative Officer Peter DeJong
Chief Financial Officer Pamela Rooke
Public Works Manager Nai Jaffer
Recording Secretary Carol Lee

Delegations: 0

Public: 1

1. Call to Order

Mayor McLaughlin, called the meeting to order at 7:05 p.m.

2. Adoption of Agenda

Moved/Seconded

THAT:

- (1) The agenda be varied to consider Item 8Di following Item 3;
- (2) Item 5C – Curly Stewart Memorial Trust Fund Award (CSMTFA) Committee Meeting – January 7, 2020 be added;
- (3) Item 7B – Location of Electric Vehicle (EV) Charging Stations be added and the subsequent item be renumbered;
- (4) Item 8Bi – Composition of Infrastructure Committee (IC) for 2020 be added;
- (5) Item 8Bii – Plaque for Piano Donation be added;
- (6) Item 8Biii – January 14, 2020 TransLink Events be added;
- (7) Item 8Dii – Curly Stewart Memorial Trust Fund Award (CSMTFA) Committee be added; and

(8) The agenda be adopted, as amended.

CARRIED

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

A. Bruce Kennedy

CAO DeJong distributed the handout provided by Mr. Kennedy.

Mr. Kennedy advised that he is the “affected neighbour” as defined in the tree guidelines. Mr. Kennedy expressed opposition to the application to top a tree on municipal property due to the potential negative impact on the privacy of his residence.

Audio: 00:09

Agenda Varied

In accordance with Item 2, the agenda was varied to consider Item 8Di at this time.

8. Reports

Change in Chair

Mayor McLaughlin declared that he is also an “affected neighbour” in respect of the next item on the Agenda and relinquished the Chair but, in earlier consultation with the CAO, determined he was not in a conflict of interest. Councillor Bain assumed the Chair.

D. Committees

i. Trees, Views and Landscape Committee – Tree App #98: 385 Oceanview Road

Discussion ensued on:

- The applicant requested that the trees be trimmed further following BC Hydro’s initial trimming
- Whether the trimming performed by BC Hydro brings the height of the trees to the proposed cut line in the application
- Suggestion that the decision on the application be deferred until the next Council meeting to allow the Trees, Views and Landscapes Committee to revisit the site to take photographs from the properties of the affected neighbours
- The opinion of the affected neighbours deserves the same consideration as the applicant given that the tree is on municipal property
- Mr. Kennedy advised that he is willing to accept the trimming of the trees by an additional one foot to limit the impact to the privacy of his property.

Moved/Seconded

THAT

- (1) the applicant for tree application #98: 385 Oceanview Road is permitted to trim and level off the four (4) firs mentioned in the application by an additional 12 inches from the BC Hydro cut line. The applicant must clean up and remove all associated debris; and
- (2) the dogwood mentioned in the application is to be removed; topping is not permitted. The applicant must clean up and remove all associated debris.

CARRIED

OPPOSED: CLR. ABBOTT

Audio: 00:32

Change in Chair

Mayor McLaughlin reassumed the Chair.

Agenda Varied

The order of the agenda was resumed.

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

None

5. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – December 17, 2019

The 3rd discussion bullet in item 8Ai – 2020 Council Meeting Schedule was amended to read: “A request to maintain the current schedule of holding Council meetings on the first and third Tuesdays of each month, as residents expect Council meetings to be held on these days, and to hold Special Council meetings, as required.”

Moved/Seconded

THAT the Regular Council Meeting Minutes of December 17, 2019 be approved as amended.

CARRIED

B. Council Strategy Committee Meeting – November 25 and 26, 2019

Moved/Seconded

THAT the Council Strategy Committee Meeting draft Minutes of November 25 and 26, 2019 be received for information with the following suggested amendments:

- Spell out A/C watermains as “Asbestos/Cement watermains” on page 16 of 106.

From: [Ron McLaughlin](#)
To: [Municipal](#); [Shawna Driscoll](#); [Peter DeJong](#)
Subject: Fwd: Tree Cutting Permit #98
Date: Saturday, February 1, 2020 9:05:21 AM

FYI

From: Rose Dudley
Sent: Friday, January 31, 7:46 PM
Subject: Tree Cutting Permit #98
To: Council

Dear Mayor and Council,

I have been informed, in a letter from Susan Loutet, that Tree Cutting Permit #98 will be a topic at the February 4th council meeting.

I will be out of the country at that time, and I don't know exactly how the terms of the tree permit may have changed since we were last asked for our input.

I would just like to say that we support Mrs. Bradbury's request and would like to point out that what she proposes will not negatively affect anyone.

Had she gone ahead with the proposed work without seeking permission, a practice in which my neighbour across the street has been involved for many years, no one would have even noticed.

Yours sincerely,
Rose Dudley

Charlie Bradbury
Box [REDACTED]
Lions Bay, BC
V0N 2E0

Tuesday 28th January, 2020

Village of Lions Bay
400 Centre Road,
Lions Bay, BC
V0N 2E0

Attn: Mayor McLaughlin
Councillor Abbott
Councillor Bain
Councillor Barmeier
Councillor Cunliffe
Peter DeJong
cc. The Lions Bay Tree Committee

Re: Tree Cutting Application #98

This is an APPEAL on the decision made during the regular council meeting dated 14th January, 2020. The decision to permit 12" removal of the existing foliage will not achieve the desired result to restore the view to the 2006 state.

Inaccuracies

Having listened to the audio, I feel there were assumptions made that guided the final decision, and for the sake of objectivity, should be corrected. In no particular order:

Much reference was drawn to the 'success' of the pruning done by BC Hydro to the trees relating to this application. To be clear, the work carried out by BC Hydro was very much biased to wire clearances and not view improvement, as such, the application I made back in Sept 2019 was still necessary. BC Hydro's cutting was angled so the trees on the house side were practically untouched matching their state back in Sept. I would like therefore to point out to the gentleman who – in the audio - referred to me as '*greedy*' because there was apparently "*nothing left to cut*" that this could not be further from the truth. I believe the Tree Committee - in the January 2020 on-site assessment - cited about 2-3 feet off the new level to take it to the height requested in the Sept. 2019 application. Please see the images overleaf.



View from patio Sept. 2019.



View from patio Jan. 2020.
Brown line = Dudley roof line.
Red line = proposed cut line.

NOTE: The gap you see is mostly due to the dogwood cutting/dieback.

The new 'deck' and seating area referred to is not a deck, it is a 4'x8'x18" raised vegetable bed currently growing winter cabbages that has **never** dictated the desired height of the trees pre or post BC Hydro's cut. The size and position of our front patio has not changed during our ownership.

It was said that the removal of 6-8 feet of leader growth will make me "1000% better off", how can I be 1000% better off when I have already **lost** both of my views? (I formerly had two views, one relating to this application and another that has long since been swallowed up by distant firs). There is **no gain** to be made here, mere restoration of a pre-existing state. If, to quote the audio, "*View is Everything*", why is it proving so problematic to get mine back?

It was also thought that we have views from every room of the house so why should we require further cutting? The only good view is from the uppermost bedroom and as the windows are raised 4.5ft from the floor, it is only visible when stood next to them. The roof on the opposite side of the house is angled in such a way that a direct view out is impossible, with all the remaining upper rooms looking out to the rear of the property. All I have asked for, like many other residents, is the ability to sit on my patio and for the first time in 10 years, take in the view. Something my children have never actually been able to do.

NOTE:

Clarification on cut lines: My intention has only ever been to restore the view to the original 2006 cut line by removing the leaders, not the trunk (topping), but it is difficult to give exact measurements so physical identifiers have been used, i.e. the use of the wires as a common reference (per the request from Ms. McKelvey on the 2015 application).

Fairness

In his objection Mr. Kennedy's primary concern was his loss of privacy.

- This property's entire façade is fully illuminated every night until the early hours.
- This property has a transparent glass front door allowing unhindered viewing into the house day and night. To clarify, this door is not at the top of a driveway or hidden from view, this door and the home interior is easily visible from the road.

I am somewhat confused by Mr. Kennedy's objections because these do not seem the obvious choices of a person yearning for privacy and solitude...

But wait! What about **my** loss of privacy? I don't expect things to stay the same forever, but...

When we bought this house in 2006, at 370 there was a West Coast post and beam gem, with a single sloping roof that covered a carport at the rear. All windows were on the ocean side of the house. In fact, the layout of the whole neighbourhood at the top of Oceanview felt like it had been master planned in that no part of our home was visible through the windows of another property, and visa versa.

When 370 was sold to a developer, I asked them about the layout of the new property and was told that the rear of the property was a 4 car garage with a few bedrooms above, but no real daily living space. Our opinions were never sought so we had no input but this at least sounded considerate regarding privacy.

Then recently Mr. Kennedy changed one of his garages into a living room.

Boom, our privacy, now entirely gone.

So, despite Mr. Kennedy's concerns over his loss of privacy, it is actually **ours** that has been slowly eroded. Mr. Kennedy chose to make the modifications to his home creating a sight line between the two properties. We have had to live with the effects of this decision, and now, as we try to make changes of our own, he is objecting due to issues created by his own renovation.

Does Council think it is fair that when a person makes a recent modification to their home that that person is then allowed to dictate the dynamic thereafter, even when it is in contradiction to an historical standing?

If it were pertinent to this application and we view it from a property developer's standpoint, as with additional rooms a good view adds property value.

Does Council think it is fair that when a person makes a recent improvement to add value to their home they can deny the rest of the neighbourhood to try to do the same?

Summary

About 5 years ago I submitted this very same application to restore the view we purchased in 2006. Even though the Tree Committee approved my request, their decision was overruled in favour of a complete removal of all trees within the application.

This we simply could not do.

Apart from the trees being a valuable habitat, I had **promised** John and Rose Dudley that whatever cut line we ultimately went to, it would not in any way affect their privacy. A complete removal of all the trees would render them exposed and would not be adherent to my promise.

In Sept 2019 I made this application (albeit relating to taller leaders now), which again had the Tree Committee's favourable decision overruled.

I am bewildered by these outcomes, and by Council.

The Tree Committee did their due diligence and thoroughly reviewed the application with the concerned parties, on site, even going to Mr. Kennedy's driveway and standing outside his new living room. They then deliberated and made a recommendation based on all the facts.

Council however, even when offered the opportunity to go to the site and review the situation in person to become fully appraised of all the details, overturned the tree committee's recommendation based on the opinion of one individual, and in so doing set a dangerous precedent.... That it is acceptable to dismiss the researched and investigated findings of a group of respected individuals based on inaccuracies and assumptions.

There is a lot to process here, so here is a summary:

Our application to carry out minor pruning and take trees back to their historical height in order to restore our only remaining view is being denied because Council incorrectly understood the work had been completed by a third party. And, during late fall/winter*, Mr. Kennedy doesn't want a room visible from Ms. McKelvey's window 90ft away, in a situation created by Mr. Kennedy's own recent renovation choices.

*Note: Ms. McKelvey has two flowering cherry trees which outside of winter are in either full bloom or full leaf and create a very effective screen between the two homes.



Yellow = The disputed sightline.

Red = Cherry trees.

This distance is approximately 90ft.

I kindly request that Council review this decision and if necessary make a site visit to become fully acquainted with all the details.

Yours faithfully,

[Redacted signature]

Charlie Bradbury

Village of Lions Bay

2020 Budget - Proposed Capital and Supplemental Requests - Mayor McLaughlin

\$6,000 1 extra 8 hour dayday of bylaw enforcement during the summer. This would be for random chosen days so there wasn't a gap from Monday -Thursday.
PDJ: I think we addressed this with PW deputization?

\$5,000 \$5,000 budget for Volunteer Week.

\$5,000 Lions Bay 50th Anniversary celebration
PDJ: this is in 2021...

\$1,000 Budget discussion for some chairs for the beach park and the fake doggie if Nai thinks it would be effective to keep the geese of of the grass. Also maybe add some summer game tye stuff in this as well. I saw this at Bowen where there was great harmony, peace, and no geese.

\$2,000 Invite graffiti and chalkboard for bus station. To make the bus stop area a living chalk art show. It might eliminate the wrong kind of grafitti.

Budget discussion for selling advertising space.

\$3,000 A pad and purchase of a piano for the beach park.
PDJ: I thought the idea was to put the current one in the hall at the beach? (or one of the other offered ones?)

\$10,000 Electronic "Your Speed Is" Sign - I was thinking of this on our property at the entrance to the central part of the Village.

Noise abatement

\$500 Vegetable garden at school

\$1,500 An additional "plant" garden

\$5,000 Bike park

PDJ: Where? \$5k won't go very far and what about maintenance, upkeep, etc. Big liability risk if we're not on top of maintenance...

\$? Electronic sign at post office notice board

PDJ: You mean like a neon sign?

\$5,000 Log removal at Kelvin Grove Beach

PDJ: You'd need to accept that this is going to be an annual cost rather than relying on Mother Nature...

\$2,500 Golf Tournament

PDJ: There is already an annual golf tournament that is marketed to the community?

\$20,000 Pre-funding an OCP - split into \$20K / year bites for the next 4 years.

Fire protection for Electoral Area A (costs/revenue)

PDJ: Work in progress...

Village of Lions Bay Proposed Fire Hall Expansion

From Chief Andrew Oliver

Fire department is outgrowing the Fire Hall with trucks and level of the fire department
Put in a concrete pad and footing nearly 10 years ago with extension to follow

Build single story building to extend fire hall to allow for the following:

Relocate SCBA room and building room to current code as well as allowing room around engine 61
which at the moment is approx 6 inches from the current SCBA room.

Relocate where members change into gear so they are not tight against trucks this is quite
dangerous as well as guys are changing by exhaust of engine.

Add two means of egress from back of hall.

Allowing better storage behind engine 62 so we can have work bench as well as racking for
equipment and area to work on equipment.

Proposed Budget: \$125,000.00

Could be reduced if some of the work was done in-house (currently have carpenters, plumbers
and an electrician in department).