



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, APRIL 7, 2020 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND ELECTRONICALLY VIA ZOOM**

To access the meeting by Computer, Tablet, or Mobile Device, click the following link: <https://us04web.zoom.us/j/925160308>. When prompted, please download Zoom to your device prior to the meeting if you don't already have the program.

You can also phone in from your landline phone or mobile phone by dialing 1-778-907-2071 and entering the Conference ID: 925-160-308.

AGENDA

1. **Call to Order**
2. **Adoption of Agenda**
3. **Public Participation (2 minutes per person totalling 10 minutes maximum)**
4. **Review & Approval of Minutes of Prior Meetings**
 - A. Regular Council Meeting – March 26, 2020 (Page 5)
THAT the Regular Council Meeting Minutes of March 26, 2020 be approved as circulated.
5. **Business Arising from the Minutes**
6. **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 Squamish Mayor & RCMP.	Mayor McLaughlin in contact with Province of BC – maintain contact
115	March 3, 2020	R2: Andrea & Matthew Klas – Village lots	Mayor McLaughlin to reply
116	March 26, 2020	R1: Stephanie Beattie - bike park	Mayor McLaughlin to reply
117	March 26, 2020	R2: Myron Loutet - Municipal Infrastructure Focus	Mayor McLaughlin to reply

118	March 26, 2020	R5: Mandy Clark - Cell Tower – Mayor McLaughlin to reply	(staff to ensure part of cell tower correspondence materials when that matter comes forward)
119	March 26, 2020	R1: Kelly Taylor – Signage	PWM Jaffer to reply
120	March 26, 2020	R3: Tibor Zombori – Beach Parties	Mayor McLaughlin to reply
121	March 26, 2020	R4: Penny Nelson – Request for Signage to be Removed	Councillor Abbott to reply

7. Reports

A. Staff

- i. Chief Financial Officer (CFO): Draft 2020-2024 Five Year Financial Plan (Page 15)
 THAT the report “Draft 2020-2024 Five year Financial Plan” be received for information purposes.
- ii. Deputy Emergency Planning Coordinator: RFD – Community Wildfire Protection Plan Contract Award (Page 39)
 (1) THAT the proposal by Diamond Head Consulting to complete a Community Wildfire Protection Plan (CWPP) for Lions Bay be approved; and
 (2) THAT the CAO be authorized to execute an agreement with Diamond Head Consulting accordingly.
- iii. Public Works Manager - Verbal Update re. Capital Projects

B. Mayor

- i. Village Update

C. Council

D. Committees

- i. Trees, Views and Landscapes Committee – Tree Application #97 – 420 Bayview Road (Page 47)

THAT the Trees, Views and Landscapes Committee recommends to Council THAT all the trees in the application are flagged with green tape (with the exception of the Hemlock, which was noted in the application as a Fir), and they can be removed completely. They are not to be topped. The applicant must clean up and remove all associated debris.

ii. Trees, Views and Landscapes Committee – Tree Application #101 – 435
 Timbertop Drive (Page 61)

THAT the Trees, Views and Landscapes Committee recommends to Council THAT:

- a) The Maple should be topped at a height of at least 8" below the original topping level. Photo attached. The applicant must clean up and remove all associated debris.
- b) The Cedars to be topped to the height of the top power/electrical line, photo attached. The applicant must clean up and remove all associated debris.
- c) The Cedars to the west of the Cedars (b), may also be topped to a similar level. Photo attached. The applicant must clean up and remove all associated debris.
- d) This work must be carried out within 30 days, provided, the arborist confirms there are no nests in any of the trees.
- e) The Tree Committee recommends that a repeated trimming / topping plan be in place, as laid out in the VoLB guideline.

E. Emergency Services

8. Resolutions

- A. Village of Lions Bay Liaison for the Sea to Sky Invasive Species Council (Page 75)
 THAT Joanne Ronsley be confirmed as the Village of Lions Bay liaison/director for the Sea to Sky Invasive Species Council.

9. Bylaws

- A. 2020-2024 Five Year Financial Plan Bylaw No. 574, 2020 (Page 83)
 THAT the 2020-2024 Five Year Financial Plan Bylaw No. 574, 2020 be read a first and second time.

10. Correspondence

- A. List of Correspondence to April 2, 2020 (Page 89)
 THAT the following actions be taken with respect to the correspondence:

11. New Business

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

13. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Quotations for capital projects

B. Regional issues

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;
- 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);

90 (2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

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):

14. Reporting Out from Closed Portion of Meeting

15. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

SPECIAL MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, MARCH 26, 2020 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

In Attendance:

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

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

Delegations: 0

Public: 0

1. Call to Order

Mayor McLaughlin called the meeting to order at 7:13 p.m.

2. Adoption of Agenda

Moved/Seconded

THAT:

- (1) The agenda be varied to consider 10A – Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 575, 2020 following Item 2;
- (2) Item 8Aii - Status of Parks and Trails Locally, Provincially and Nationally be added
- (3) Item 8Bii - Mayor's Report: Canadian National Railway Enforcement be added
- (4) Item 8Biii - Mayor's Report: Village Update Statistics be added
- (5) Item 12A - AirBNB be added
- (6) THAT the agenda be adopted, as amended.

CARRIED

Agenda Varied

In accordance with Item 2, the agenda was varied to consider – Item 10A

10. Bylaws

- A. Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 575, 2020 (Page 49)

CAO DeJong responded to questions regarding the Provincial Ministerial Order on electronic meetings issued on March 26, 2020 noting that it is only valid until the end of the Provincial State of Emergency regarding the COVID-19 pandemic but the amended bylaw provisions allowing up to 4 members of Council to participate electronically may be useful in the future, and that staff are looking into options for public participation using technology.

Council discussed public participation and technology.

Moved/Seconded

THAT Council Procedures Bylaw No. 476, 2015, Amendment Bylaw No. 575, 2020 be adopted.

CARRIED

Agenda Varied

The order of the agenda was resumed.

3. A. **Public Participation – None**
- B. **Opportunity for persons who consider they are affected by**
 i. **Inter-municipal TNS Business Licence Agreement Bylaw No. 572, 2020 and**
 ii. **Inter-municipal TNS Business Licence Bylaw No. 573, 2020**
to make representations to Council
 None

4. **Delegations - None**

5. Minutes

- A. Regular Council Meeting – March 3, 2020

Moved/Seconded

THAT the Regular Council Meeting Minutes of March 3, 2020 be approved, as circulated.

CARRIED

- B. Regular Council Meeting – March 17, 2020

Moved/Seconded

THAT the Regular Council Meeting Minutes of March 17, 2020 be approved, as circulated.

CARRIED

C. Special Council Meeting – March 24, 2020

The following amendments to the draft minutes of the March 24, 2020 Special Council meeting were identified:

Page 3 – add “Lions Bay Beach Park” to the motion under section 5A.

Moved/Seconded

THAT the Special Council Meeting Minutes of March 24, 2020 be approved, as amended.

CARRIED

6. **Business Arising from the Minutes**

A. March 3, 2020 Regular Meeting Minutes

Councillor Abbott requested an update regarding volunteer week and Metro Vancouver Residential Wood Burning.

7. **Unfinished Business**

A. Follow-Up Action Items from Previous Meetings

Council discussed the noise reducing pavement maintenance and contract.

#	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 following up with Squamish Mayor & RCMP.	Mayor McLaughlin in contact with Province of BC – maintain contact
114	March 3, 2020	R1: Karl Buhr – Wood Burning Appliances	Complete
115	March 3, 2020	R2: Andrea & Matthew Klas – Village lots	Mayor Mclaughlin to reply

8. **Reports**

A. Staff

i) CFO: Information Report - 2020 Preliminary Budget

CFO Rooke presented the 2020 Preliminary Budget

Discussion ensued on:

- Parking meter revenue
- Bylaw enforcement officer contract and enforcement roles
- Emergency management
- Lions Bay Beach Bike Park Upgrades
- Asset Management
- Generator
- Geohazard mitigation of Alberta Creek debris flow risk to Timbertop and Mountain Roads
- Taxation

Moved/Seconded

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

CARRIED

ii) Status of Parks and Trails Locally, Provincially and Nationally

CAO DeJong provided a summary of the report, noting:

- different actions taken by different jurisdictions regarding park and trail closures
- discussions with Recreation Sites and Trails BC and MOTI regarding multi-jurisdictional issues for trails in and around Lions Bay

Council discussed trail closures and media communication.

Moved/Seconded

THAT Council reconsider the following resolution from the March 24, 2020 Special Meeting:

THAT Council directs staff to close the following community parks and facilities, to maintain community health and safety through the COVID-19 pandemic, until further notice:

Lions Bay Beach Park;
Lions Bay Beach Parking Lot;
Kelvin Grove Beach Park;
Kelvin Grove Beach Parking Lot;
Sunset North Parking Lot;
Centennial Trail and all other trails within Village of Lions Bay boundaries;
Brunswick Beach Park;
Lands at 63 Brunswick Beach; and
Lions Bay Tennis Courts;

AND THAT communication of the closures be released by March 25, 2020 through a media release to the general public and through the Village Update.

VOTE TO RECONSIDER CARRIED

Moved/Seconded

THAT Council directs staff to close the following community parks and facilities, to maintain community health and safety through the COVID-19 pandemic, until further notice:

Lions Bay Beach Park;
Lions Bay Beach Parking Lot;
Kelvin Grove Beach Park;
Kelvin Grove Beach Parking Lot;
Sunset North Parking Lot;
Lands at 63 Brunswick Beach; and
Lions Bay Tennis Courts;

AND FURTHER THAT communication of the updated closure list be published in the Village Update.

CARRIED

B. Mayor

i) Metro Climate Action Committee (CAC) - Verbal Update

Mayor McLaughlin advised that the wood-burning bylaw amended to provide Lions Bay with an extra 7 years to reach full compliance was recommended to the Metro Board by the Metro CAC.

ii) Canadian National (CN) Railway Enforcement

Mayor McLaughlin noted that CN is prepared to provide additional resources for enforcement.

iii) Village Update Stats

Mayor McLaughlin noted that:

- he had not received any press responses to the Media Release that was issued on March 25, 2020 regarding community parks and facilities closures.
- Village Update publication has a 72%-74% open rate and provided statistics on individual link hits

C. Council

None

D. Committees

None

E. Emergency Services

i) RCMP Monthly Report

Moved/Seconded

THAT the Royal Canadian Mounted Police (RCMP) report dated March 5, 2020 be received for information.

CARRIED

9. **Resolutions**

A. Essential Services

Moved/Seconded

THAT Council considers functioning critical infrastructure as imperative during the response to the COVID-19 emergency for both public health and safety as well as community well-being; and

THAT Council confirms the wastewater collection and treatment system in Kelvin Grove is an essential service and that all services and materials required to ensure its functionality, including the wastewater treatment plant replacement project, are deemed to be essential services upon which the Municipality is strongly relying; and

THAT Council confirms the Magnesia Creek and Harvey Creek water treatment and distribution system is an essential service and that all services and materials required to ensure their functionality are deemed to be essential services upon which the Municipality is strongly relying.

CARRIED

10. **Bylaws**

B. Inter-municipal TNS Business Licence Agreement Bylaw No.572, 2020 and Inter-municipal TNS Business Licence Bylaw No. 573, 2020 (Page 83)

Moved/Seconded

THAT Inter-municipal TNS Business Licence Agreement Bylaw No.572, 2020 be adopted

CARRIED

Moved/Seconded

THAT Inter-municipal TNS Business Licence Bylaw No.573, 2020 be adopted.

CARRIED

C. Parks Regulations Bylaw No. 448, 2012, Amendment Bylaw No. 576, 2020 (Page 119)

Moved/Seconded

THAT Parks Regulations Bylaw No. 448, 2012, Amendment Bylaw No. 576, 2020 be adopted.

CARRIED

D. Bylaw Notice Enforcement Bylaw No. 385, 2006, Amendment Bylaw No. 577, 2020 (Page 131)

Moved/Seconded

THAT Bylaw Notice Enforcement Bylaw No. 385, 2006, Amendment Bylaw No. 577, 2020 be adopted.

CARRIED

11. Correspondence

A. List of Correspondence to March 17, 2020

Moved/Seconded

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

- G1: UBCM resolutions process – received
- G2: Forest Enhancement Society of BC Accomplishments – received
- G3: Dennis Dugas - Provincial Funding for Emergency and Fire Equipment - received
- G4: RCBC - 46th Conference on Circular Economy - received
- G5: City of New Westminster - Requesting support for a National Pharmacare Program – received
- R1: Stephanie Beattie - bike park – Mayor McLaughlin to reply
- R2: Myron Loutet - Municipal Infrastructure Focus – Mayor McLaughlin to reply
- R3: Karl Buhr - Wood Burning Stoves – received and replied
- R4: Meighan Jury - Oceanview/Highview Road End – received and replied
- R5: Mandy Clark - Cell Tower – Mayor McLaughlin to reply (staff to ensure part of cell tower correspondence materials when that matter comes forward)
- R6: Craig Doherty - Delivery Services – received and replied

CARRIED

B. List of Correspondence to March 24, 2020

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

- R1: Kelly Taylor – Signage – PWM Jaffer to reply
- R2: Heather Hood – Uplifting Activity Suggestion – received
- R3: Tibor Zombori – Beach Parties – Mayor McLaughlin to reply
- R4: Penny Nelson – Request for Signage to be Removed – Councillor Abbott to reply
- R5: Emilie Montgomery - Request for Tennis Court to be Open – received
- R6: Rhonda Chevrette - Front Line Care Providers – received
- R7: Helen Waterson - Lions Bay Neighbours – received
- R8: Hans Brandvold - Sunset Dr. Hikers – received

CARRIED

Moved/Seconded

THAT Council extends the March 26, 2020 Special Council meeting until 10:45 pm

CARRIED

12. New Business

A. Correspondence regarding trail closures (On Table)

Moved/Seconded

THAT Council receives the correspondence regarding trail closures.

CARRIED

B. AirBNB/VBRO

Mayor McLaughlin raised the issue of AirBNBs in the Village. CAO DeJong noted there is only one licensed premises under the Temporary Use Permits with two more applications in the pipe. Other applicants are at various stages or terminated. Files will be followed up on in due course.

13. Public Questions & Comments

None

14. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

A. 2020 Budget Supplementals

Moved/Seconded

THAT the Council considers that disclosure could reasonably be expected to harm the interests of the municipality if discussion regarding the acquisition, disposition or expropriation of land or improvements is held in open meeting.

CARRIED

B. Citizen of the year and Citizen of Distinction Awards

C. Human Resources/Labour Relations

Moved/Seconded

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter*:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

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

- 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;
- f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

CARRIED

The meeting was closed to the public at 10:11 p.m.

The meeting was re-opened to the public at 10:54 p.m.

15. Reporting Out From Closed Portion of Meeting

Council selected the recipients for the Citizen of the Year and Citizen of Distinction Awards that will be issued at a later date.

16. Adjournment

Moved/Seconded
THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 10:55 p.m.

Mayor

Corporate Officer

Date Approved by Council:	
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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Draft 2020–2024 Five Year Financial Plan		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	April 2, 2020	Version	
Issued for	April 7, 2020 Regular Council Meeting		

RECOMMENDATION

THAT the report “Draft 2020-2024 Five Year Financial Plan” be received for information purposes.

ATTACHMENTS

- 2020 Consolidated Operating Budget
- 2020 Capital Requests
- 2020-2024 Summary of Capital Expenditures
- Consolidated Financial Plan 2020-2024

KEY INFORMATION

The draft 2020–2024 Five Year Financial Plan (the Plan) of the Village of Lions Bay projects revenues and expenditures for the five year period from 2020 to 2024. The Plan draws from the 2020 provisional budget and extrapolates revenues and expenses for the five year period based on certain assumptions as stated below.

Assumptions:

- Property tax increase – 3%
- Infrastructure levy – 10%
- Water user rate increase – 3%
- Sewer user rate increase – 3%
- Labour expense increase – 2.0 to 2.5%
- Non-labour expense increase – 2.0% to 3.0%



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Capital expenditures include projects outlined in the Loan Authorization Bylaw, the Infrastructure Master Plan as well as additional projects discussed by staff and Council. The Plan assumes that we will borrow the full \$3.0M per the Loan Authorization Bylaw and will receive grant revenue for three projects (including the Bayview Road Drainage and Water Improvement Project for which an application has been submitted).

FOLLOW UP ACTION

The 2020-2024 Five Year Financial Plan Bylaw will be brought to the April 7, 2020 Council Meeting for first and second reading.

The Village of Lions Bay
Preliminary Consolidated Operating Budget 2020

	2019 Budget	2020 Budget	Change	%
Revenues				
Taxation	1,550,775	1,593,541	42,766	2.8%
Infrastructure Levy	144,658	153,464	8,806	6.1%
Utility Fees and Rates	1,138,127	1,191,782	53,655	4.7%
Fees, Licenses and Permits	177,723	163,629	(14,094)	-7.9%
Grants	2,413,179	859,809	(1,553,370)	-64.4%
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	5,176,756	(3,099,996)	-37.5%
Expenditures				
Administrative Services	1,230,426	1,245,581	15,155	1.2%
Council	66,726	69,629	2,903	4.4%
Emergency Management	53,476	90,971	37,495	70.1%
Fire	326,705	343,214	16,509	5.1%
Bylaw	38,974	44,865	5,891	15.1%
Parks and Recreation	240,370	243,890	3,520	1.5%
Planning and Development	95,973	109,462	13,489	14.1%
Public Works	518,257	547,912	29,655	5.7%
Water Fund	957,180	979,395	22,215	2.3%
Sewer Fund	176,063	159,828	(16,235)	-9.2%
Solid Waste	190,258	195,594	5,336	2.8%
	3,894,408	4,030,340	135,932	3.5%
Surplus / (Deficit)	4,382,344	1,146,416		
Non-cash items included in Surplus/(Deficit)				
Add back amortization	736,618	639,183		
MFA Actuarial Gain on Debt	(26,901)	(30,481)		
	5,092,061	1,755,118		
Cash items NOT included in Surplus/(Deficit)				
Repayment of Debt Principal	(178,273)	(189,295)		
	4,913,788	1,565,823		
Capital Expenditures - Water		(1,006,070)		
Capital Expenditures - Sewer		(1,150,000)		
Capital Expenditures - General		(859,454)		
Transfer from (to) Reserves:				
Gas Tax Funding		(59,117)		
Transfer from General Surplus		523,058		
Transfer from Reserves		65,000		
Transfer from Surplus - Loan		62,232		
Transfer from Surplus - Re-budgets		454,170		
Transfer from Surplus - WTPP		200,000		
Transfer to Reserves - Net Land Sales		(500,000)		
Transfer to Reserves - Infrastructure Levy		(153,464)		
Transfer from Reserves - WWTP		950,000		
Water Surplus		(81,209)		
Sewer Deficit		(7,709)		
Solid Waste Surplus		(3,261)		
Cash Surplus		(0)		

**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	1,534,636	44,664	3.0%	1
Infrastructure Levy	-	144,658	144,658	153,464	8,806	6.1%	2
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	1,747,005	51,572	3.0%	
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%	
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	10,000	-	0.0%	
Parking Passes - Other	1,760	1,320	1,400	2,650	1,250	89.3%	
Parking Meters	22,350	45,745	20,900	-	(20,900)	-100.0%	3
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%	
Tree Cutting Applications	600	675	500	500	-	0.0%	

**Village of Lions Bay
2020 Draft Budget**

Revenues

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
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	163,629	(14,094)	-7.9%	
Grants							
Small Community Grant	296,118	296,642	295,000	295,000	-	0.0%	
CWWF Grant	75,532	2,989,378	1,961,229	303,838	(1,657,391)	-84.5%	4
Translink Grant	-	-	-	40,000	40,000	n/a	
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	161,854	123,285	319.6%	5
	573,392	3,419,856	2,413,179	859,809	(1,553,370)	-64.4%	
Other Revenue							
External Borrowing	-	-	380,000	600,000	220,000	57.9%	6
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	9,855	12,000	12,000	-	0.0%	
Donations to LB Fire Department	1,650	11,161	8,000	2,000	(6,000)	-75.0%	
Fire Fighter Day Revenue	15,324	20,091	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	62,379	25,300	25,300	-	0.0%	
Miscellaneous	13,178	40,217	500	500	-	0.0%	
Water/Sewer Connection Fees	1,200	13,891	-	-	-	n/a	
	177,240	2,020,443	2,852,290	1,214,531	(1,637,759)	-57.4%	
Total Revenues	3,531,363	8,533,523	8,276,752	5,176,756	(3,099,996)	-37.5%	

**Village of Lions Bay
2020 Draft Budget**

Revenues

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

Notes:

- 1 The revenue includes a 3% increase in the tax rate.
- 2 The infrastructure levy is calculated as 10% of the current year's taxation.
- 3 The parking meters will not be installed this season as the parking lots will be closed as directed by Council.
- 4 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.

5 Budget is comprised of:

UBCM - Asset Mngt Phase 2 (re-budget)	11,250	awarded
FCM - Asset Management Phase 3	48,000	
Canada Day	650	awarded
CARIP - carbon tax refund	1,000	awarded
UBCM - Community Wildfire Protection Plan	20,000	awarded
UBCM - Volunteer Fire Dept Equipment	25,000	awarded
UBCM - Emergency Support Services	11,758	submitted
UBCM - Emergency Operations Centre	19,196	submitted
UBCM - Evacuation Route Planning	25,000	
	<u>161,854</u>	

- 6 Further to the December 3, 2019 Council resolution, the Village submitted an application for the 2020 MFA Spring borrowing for water infrastructure (PRV's) which has been approved and will be funded in April.

**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	342,739	452,031	358,960	(93,071)	-20.6%	
Communications	51,787	56,317	56,250	61,500	5,250	9.3%	1
Fiscal Charges	5,657	11,408	6,250	9,150	2,900	46.4%	2
Insurance	34,755	37,258	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	193,100	55,300	40.1%	4
Salaries and Benefits	524,670	472,143	541,788	585,713	43,925	8.1%	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	967,189	1,230,426	1,245,581	15,155	1.2%	

Notes:

- 1 Budget includes increases in the fees for our accounting software (MAIS).
- 2 Budget includes Moneris 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	10,000	
General Contract Services	4,000	
Asset Management - Phase 2 (re-budget)	26,500	Offset by 50% grant
Asset Management - Phase 3	60,000	Offset by 80% grant
Records Management (re-budget)	15,600	
	<u>193,100</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	50,328	50,876	51,679	803	1.6%	
Council Funded Events	4,072	3,141	5,750	8,500	2,750	47.8%	2
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%	3
Travel	2,050	743	1,500	1,500	-	0.0%	
	64,770	59,118	66,726	69,629	2,903	4.4%	

Notes:

- 1 Budget includes software licenses fees.
- 2 Budget includes an increase in funds for volunteer recognition as directed by Council.
- 3 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	1,979	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	4,188	6,800	7,850	1,050	15.4%	
Material, Supplies and Equipment	-	2,114	7,500	7,500	-	0.0%	3
Professional Fees / Contract Services	-	-	-	25,000	25,000	n/a	4
Salaries and Benefits	-	19,095	25,871	36,896	11,025	42.6%	5
Training / Professional Development	50	675	1,000	2,275	1,275	127.5%	6
Utilities	1,013	951	1,500	1,500	-	0.0%	
	19,355	33,421	53,476	90,971	37,495	70.1%	

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 Evacuation route planning to be offset by a UBCM grant (application to be submitted in April).
- 5 Budget is for a part-time Emergency Planning Co-ordinator (2 days per week) which commenced in August 2019 and will end in July 2021.
- 6 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	47,863	53,700	51,250	(2,450)	-4.6%	
Fiscal Charges	96	148	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	49,876	50,450	51,500	1,050	2.1%	
Material, Supplies and Equipment	106,599	61,158	52,500	38,500	(14,000)	-26.7%	2
Professional Fees / Contract Services	350	-	-	20,000	20,000	n/a	3
Salaries and Benefits	93,737	110,790	103,925	118,014	14,089	13.6%	4
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%	
	347,159	321,866	326,705	343,214	16,509	5.1%	

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 Community wildfire protection plan to be offset by a UBCM grant which was awarded in March.
- 4 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	27,011	29,774	38,065	8,291	27.8%	2
Training / Professional Development	-	-	2,500	-	(2,500)	-100.0%	
	33,609	32,888	38,974	44,865	5,891	15.1%	

Notes:

- 1 Includes fees for collection agency and bylaw enforcement contract.
- 2 Budgeted for 3 days per week from May 8 to September 20 - 8 hours Friday, 14 hours Saturday, Sunday and stats as well as an additional 28 hours per week for the period March 28 to May 3.

**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	17,212	(1,082)	-5.9%	1
Insurance	290	20	500	250	(250)	-50.0%	
Maintenance	53,821	53,809	47,000	51,750	4,750	10.1%	2
Material, Supplies and Equipment	7,756	6,501	7,500	8,500	1,000	13.3%	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	130,430	147,776	147,878	102	0.1%	
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	222,338	240,370	243,890	3,520	1.5%	

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.
- 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	52,862	12,889	32.2%	2
Sundry	144	933	1,000	1,000	-	0.0%	
Training / Professional Development	2,301	1,027	2,500	3,600	1,100	44.0%	
	50,282	38,466	95,973	109,462	13,489	14.1%	

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	
	<u>48,000</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	161,107	195,334	222,470	27,136	13.9%	1
Material, Supplies and Equipment	42,473	48,892	44,368	46,500	2,132	4.8%	
Professional Fees / Contract Services	25,780	17,818	23,500	17,500	(6,000)	-25.5%	2
Salaries and Benefits	190,536	188,071	200,668	206,825	6,157	3.1%	
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	462,063	518,257	547,912	29,655	5.7%	

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 funds for the second BB railway grade crossing. Staff have received updated budgets for the work (\$117,950) and have budgeted \$50,205 in 2020 to complete the three crossings (which must be upgraded by 2021).
- 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 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	2,989,378	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	3,937,056	2,897,783	1,885,501	(1,012,282)	-34.9%	
Amortization	161,786	156,892	263,626	201,912	(61,714)	-23.4%	
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	55,741	45,500	107,665	62,165	136.6%	5
Material, Supplies and Equipment	45,059	51,269	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	305,265	362,376	365,015	2,639	0.7%	
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	797,518	957,180	979,395	22,215	2.3%	
Surplus / (Deficit)	181,047	3,139,538	1,940,603	906,106			

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

	2018 Actual	YTD Actual 2019	2019 Budget	2020 Budget	Change	%	Notes
Amortization	161,786	156,892	263,626	201,912			
MFA Actuarial Gain on Debt	(17,328)	(22,869)	(22,869)	(25,952)			
Cash Surplus	325,505	3,273,561	2,181,360	1,082,066			
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	1,564,126	122,832	81,209			

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			

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
Parcel Taxes	-	-	-	-	-	n/a	
Secondary Suite Fees	2,561	2,017	2,689	2,350	(339)	-12.6%	2
Total Revenues	70,595	74,293	74,965	74,626	(339)	-0.5%	
Amortization	14,407	57,415	20,961	78,311	57,350	273.6%	
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	15,644	75,000	9,000	(66,000)	-88.0%	5
Salaries and Benefits	12,895	18,014	13,979	17,985	4,006	28.7%	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	140,013	176,063	159,828	(16,235)	-9.2%	
Surplus / (Deficit)	(3,094)	(65,720)	(101,098)	(85,202)			
Amortization	14,407	57,415	20,961	78,311			
Cash Surplus / (Deficit)	11,313	(8,305)	(80,137)	(6,891)			
Capital Expenditures	-	-	(95,000)	(1,150,000)			8
Transfer from Surplus - Re-Budgets	-	5,000	7,100	14,600			9
Transfer from Surplus - WWTP				200,000			8
Transfer from (to) Reserves - WWTP				950,000			8
Transfer (from) to Sewer Surplus	11,313	(3,305)	(168,037)	7,709			

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 includes the replacement of the Wastewater Treatment Plant. It will initially be funded in 2020 by a draw from sewer surplus and reserves with the reserve draw repaid by a parcel tax commencing in 2021.

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.

**Village of Lions Bay
2020 Budget
Capital Requests**

Description	Amount	2019 Capital Re-Budgets	Draw from Reserves	Grant
General Fund				
Upper Bayview - Survey and design of watermain, roads and drainage	90,000			
Creekview Place - construction of watermain replacement	65,000			
Phase IV Tank - Survey, design and construction to upsize watermain on on inlet/outlet (constructed by staff)	20,000			
High priority bridge repairs on eight bridges	99,500			
Kelvin Grove stairs to beach	25,000		25,000	
Lions Bay Avenue stairs to bus stop (50% Translink grant)	80,000	40,000		40,000
LBBP Kayak Rack	20,000	20,000		
LBBP Playground	40,000		40,000	
Bike Park - intitial plans	5,000			
Emergency generator for Municipal/Village Office	65,000	30,000		
Septic Field - Klatt Building	45,000			
Laptop for Office	2,000			
Public Works - various road paving	125,000	88,000		
Culvert replacements - minor	25,000			
Burn Building - completion	20,000	20,000		
Fire Capital - various equipment	52,000	22,500		25,000
Fire Hall Expansion - drawings, building permit, tender, strat process	50,000			
EOC equipment	19,196			19,196
ESS equipment	11,758			11,758
	859,454	220,500	65,000	95,954

**Village of Lions Bay
2020 - 2024 Schedule of Capital Expenditures**

	2020	2021	2022	2023	2024
General Fund	859,454	100,000	100,000	100,000	100,000
New PW Building			1,200,000		
Road Paving - Various Locations		100,000	100,000		
Water Infrastructure	1,006,070	40,000	40,000	40,000	40,000
Sewer Infrastructure	1,150,000	-	-	-	-
	3,015,524	240,000	1,440,000	140,000	140,000
2021-2024 Capital Projects					
Water		1,391,342	1,860,000	2,040,000	40,000
Roads		1,439,842	999,600	432,700	237,400
	-	2,831,184	2,859,600	2,472,700	277,400
Total Capital Expenditures	3,015,524	3,071,184	4,299,600	2,612,700	417,400

Schedule A

Consolidated Financial Plan 2020 - 2024

	2020	2021	2022	2023	2024
Revenues					
Taxation	1,582,956	1,628,005	1,675,425	1,724,268	1,774,576
Parcel Taxes	10,585	200,585	200,585	200,585	200,585
Infrastructure Levy	153,464	158,068	162,810	167,694	172,725
Utility Fees and Rates	1,191,782	1,227,535	1,258,355	1,290,099	1,328,802
Fees, Licenses and Permits	163,629	174,630	175,320	176,031	176,894
Grants	859,809	2,074,993	1,208,048	1,678,643	361,879
Proceeds from Borrowing	600,000	603,458	840,030	480,060	-
Net Proceeds from Land Sales	500,000	1,400,000	4,700,000	-	-
Other	114,531	118,251	118,295	119,342	126,067
Grand Total	5,176,756	7,585,525	10,338,868	5,836,723	4,141,528
Expenditures					
Amortization	639,183	674,564	782,754	843,705	859,773
General Government	1,047,220	937,531	941,623	964,217	975,817
Fire Services	340,932	339,640	344,911	350,284	355,485
Bylaw Services	44,865	39,227	40,171	41,138	42,114
Public Works	529,397	446,259	456,121	465,946	475,618
Planning and Development	109,462	86,437	81,941	83,044	84,154
Parks, Recreation and Facilities	243,890	249,976	255,540	261,029	266,539
Solid Waste	195,594	201,177	201,177	201,177	205,018
Sewer Fund	81,517	71,168	72,689	74,220	79,961
Water Fund	712,755	725,420	740,960	756,440	771,717
Interest Payments	85,525	98,285	115,754	131,748	136,398
Grand Total	4,030,340	3,869,684	4,033,642	4,172,948	4,252,595
Surplus/(Deficit)	1,146,416	3,715,841	6,305,226	1,663,775	(111,066)
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	639,183	674,564	782,754	843,705	859,773
MFA Actuarial Gain on Debt	(30,481)	(34,201)	(39,245)	(45,292)	(52,017)
Cash Surplus	1,755,118	4,356,203	7,048,735	2,462,187	696,690
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(189,295)	(240,183)	(275,704)	(268,854)	(200,714)
Capital Expenditures	(3,015,524)	(3,071,184)	(4,299,600)	(2,612,700)	(417,400)
Transfer from Reserves	1,212,282	762,348	2,641,431	839,113	349,377
Transfer to Reserves - Gas Tax Fund	(59,117)	(59,117)	(62,053)	(62,053)	(65,229)
Transfer to Reserves - Infrastructure Levy	(153,464)	(158,068)	(162,810)	(167,694)	(172,725)
Transfer to Reserves - WWTP	950,000	(190,000)	(190,000)	(190,000)	(190,000)
Transfer to Reserves - Land Sales	(500,000)	(1,400,000)	(4,700,000)	-	-
Financial Plan Balance	-	-	-	-	-

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Community Wildfire Protection Plan Contract Award		
Author	Robert Whitney	Reviewed By:	Peter DeJong
Date	April 2, 2020	Version	
Issued for	April 7, 2020 Regular Council Meeting		

Recommendation:

- (1) THAT the proposal by Diamond Head Consulting to complete a Community Wildfire Protection Plan (CWPP) for Lions Bay be approved; and
- (2) THAT the CAO be authorized to execute an agreement with Diamond Head Consulting accordingly.

Attachments:

- (1) 2020 CRI Post-approval meeting 222 Lions Bay.pdf

Key Information:

The Village of Lions Bay Emergency Program has received three quotes from consultant foresters in response to an informal request for proposal for a team to prepare a new community wildfire protection plan for Lions Bay.

The current Community Wildfire Protection Plan (CWPP) is from 2007. The CWPP should be reviewed annually and updated when appropriate. Under the new Community Resiliency Investment (CRI) program, a new CWPP is required in order to apply for priority fuel management activities on provincial Crown land. To facilitate the creation of a new CWPP for the Village, the Emergency Program has applied for, and received, a UBCM grant of \$20,000 through the Community Resiliency Investment funding stream. The requirements for the grant are outlined in the "CRI Post-approval meeting 222 Lions Bay" document attached.

- Upon receipt of notification that we had been approved for our grant request, staff sent out a request for quotes from a few licensed consultant foresters in the region.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

The recommendation from staff is to award the work to Diamond Head Consulting in an amount covered by the grant. The three proposals can be viewed in detail in the Closed Meeting materials.

Options:

- (1) Accept the Diamond Head Consulting quote. Diamond Head Consulting provided a very thorough proposal for the project, which gives a clear understanding of how they are going to go about creating a new CWPP for Lions Bay. Their proposal includes facilitating the application for a prescribed burn license as a part of the CWPP.
- (2) Accept one of the other quotes.
- (3) Direct staff otherwise.

Preferred Option: Option 1, accepting the Diamond Head proposal. This proposal appears to be more in depth and will presumably provide a CWPP that is more customized to the community of Lions Bay. The previous CWPP was part of a large group of CWPPs that was done throughout the region and appears to have taken a more “one size fits all” approach. The Diamond Head proposal also indicates that there are options that can be added to the project that would improve the plan from a public relations perspective (i.e. a brochure and open house hosted by the consulting team to increase and improve public awareness about wildfire risk and mitigation methods).

Financial Considerations:

- The Diamond Head quote is covered by the amount of the 100% grant received. There is no requirement for Municipal funding, but consideration should be given to potential add-ons, such as a public facing brochure and town hall presentation.
- Disbursement of the grant funding will occur once the work is completed.

Follow Up Action: Upon decision, staff will contact the consultant selected and begin the process of drawing up a contract to complete the work. Once the contract is signed the project preliminary meetings will begin with the consultant. When the consultant has advanced the project enough a presentation to Council will be arranged, either in person or virtually using the Zoom platform.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Communication Plan: The completed CWPP will be available to the general public on the Village of Lions Bay website. In addition, an information piece would be written in the Village Update about the grant, the CWPP and the consultant that completed the work.

<ul style="list-style-type: none"> • 2018 CWPP template is mandatory • Best practice: have WPO review draft Local Planning • FireSmart Forms are mandatory 	FireSmart Home Assessment and Wildfire Hazard Assessment forms	application
<input type="checkbox"/> Development Considerations	FireSmart Home Owner Manual FireSmart Canada Guide to Landscaping	
<input type="checkbox"/> Interagency Cooperation	Regional FireSmart Committee Guidance document	
<input type="checkbox"/> Emergency Planning	Refer to BCWS/OFC for info on SPU program	
<input type="checkbox"/> Cross Training <ul style="list-style-type: none"> • Only courses approved in application 	Refer to FireSmart BC website for FireSmart 101 & LFR courses	
<input type="checkbox"/> FireSmart Demo Projects <ul style="list-style-type: none"> • Assessment was required to be completed before application • If doing assessments now, can apply for demo projects in next intake 	FireSmart Canada Guide to Landscaping	
<input type="checkbox"/> FireSmart Activities for Residential Areas <ul style="list-style-type: none"> • Rebate program: Refer to Appendix 2 	FireSmart Home Assessment and Wildfire Hazard Assessment forms	
<input type="checkbox"/> Fuel and Vegetation Management <i>Prescriptions</i> <ul style="list-style-type: none"> • Fuel Management Prescriptions must be consistent with minimum requirements - BCWS Fuel Management Guidance Documents <i>Burns Plans</i> <ul style="list-style-type: none"> • Burn Plan Template is mandatory • Ensure applicant understands timelines for approvals <i>Treatments</i> <ul style="list-style-type: none"> • Review FM bullets in Section 4 of program guide with applicant • RESULTS 	Tools for Fuel Management Website Prescription Guidance & Prescription Specimen Planning a Prescribed Burn	
<i>Phased Projects (Prescriptions and Operational Treatment of same units)</i> Completed Prescriptions must be reviewed and supported by a BCWS		

WPO or FNESS FML/S, and the interim reporting requirements identified in Appendix 3 of the program guide must be met, prior to initiation of the treatment.		
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SECTION 4: APPLICANT RESPONSIBILITIES		
Checklist Items	Refer to:	Comments
<input checked="" type="checkbox"/> Changes to Funded Projects <ul style="list-style-type: none"> Review 'Changes to Approved Projects' in Section 9 of program guide 	<ul style="list-style-type: none"> CRI program guide Application/approval agreement Terms & Conditions UBCM Program Officer 	
<input checked="" type="checkbox"/> Extension Requests <ul style="list-style-type: none"> Review 'Extensions to Project End Date' in Section 9 of program guide 		
<input checked="" type="checkbox"/> Consultants and Contractors <ul style="list-style-type: none"> Contracting options Contractor qualifications Contract requirements Payments to contractors Authorizations on Private Land WCB Coverage 		Consultants tbd
Notes:		

SECTION 5: REPORTING REQUIREMENTS		
Checklist Items	Refer to:	Comments
<input checked="" type="checkbox"/> Final Report <ul style="list-style-type: none"> Required signatures Refer to Section 10 in program guide Refer to Appendix 3 & 4 for final report requirements for fuel management Administrative, technical and spatial data reviews Aim for 90-day review time (from date of complete final report) <input checked="" type="checkbox"/> Revenue Generation <ul style="list-style-type: none"> All revenue must be declared May reduce eligible grant amount <input checked="" type="checkbox"/> Other Grant Funding <ul style="list-style-type: none"> Eligible portions of all other grant funding must be declared May reduce eligible grant amount 	<ul style="list-style-type: none"> CRI program guide Application/approval agreement Terms & Conditions UBCM Program Officer 	Final Report due by March 2, 2021

Notes:

SECTION 6: ADDITIONAL COMMENTS

-Tony to submit gis data request - all specific GIS questions to go to BCWILDFIREGEO@gov.bc.ca
 -Robert and Tony to connect for CRI 2021 applications - more info to follow on UBCM website
 - once contractors are established to contact Tony if they have any questions
 Tony Botica
 Wildfire Prevention Officer, Coastal Fire Centre
 BC Wildfire Service | Forests, Lands, Natural Resource Operations & Rural Development
 Phone (250) 951-4262 | Cell (250) 927-3311
 Report Wildfires 1-800-663-5555 or cell *5555

SECTION 7: SIGNATURES	
Approving Signature (BCWS/ FNESS)	Approving Signature (Local Government / First Nations Representative)
Tony Botica	Robert Whitney
Print Name	Print Name
Tony Botica <small>Digitally signed by Tony Botica Date: 2020.03.05 10:29:25 -0800'</small>	
Sign Name	Sign Name
March 5, 2020	March 5, 2020
Date	Date

Please sign and scan/email or mail the completed checklist to UBCM

E-mail: cri-swpi@ubcm.ca

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

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From: [J Ronsley](#)
To: [Ron McLaughlin](#)
Cc: [Peter DeJong](#); [Municipal](#); [Public Works](#)
Subject: Re: AGM next week
Date: Thursday, April 2, 2020 1:47:59 PM

Thanks very much for the kind words, Ron. I will be pleased to continue representing the Village.

All of you be sure to stay well.

Sincerely,

Joanne

From: "Ron McLaughlin" <mayor.mclaughlin@lionsbay.ca>
To: "Joe and Joanne Ronsley" <jronsley@telus.net>
Cc: "Peter DeJong" <cao@lionsbay.ca>, "Municipal" <agenda@lionsbay.ca>
Sent: Thursday, 2 April, 2020 12:49:05
Subject: Fw: AGM next week

Hi Joanne. Thank you for your generous offer. Peter pointed out you need an answer sooner. The great work you have done for a long time is greatly appreciated. We are very pleased to have you represent us into the future.

Regards and keep well,

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

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From: J Ronsley <jronsley@telus.net>
Sent: Thursday, April 2, 2020 12:20 PM
To: Public Works <works@lionsbay.ca>; Council <council@lionsbay.ca>
Subject: Fwd: AGM next week

To the Lions Bay Mayor and Council, and Nai Jaffer:

I have just received the message, below, from Clare Greenberg, Executive Director of the Sea to Sky Invasive Species Council. As you can see, she indicates that my current two-year term representing Lions Bay on the Council is up, and I must indicate whether or not I will continue in this position.

I have been representing the Village on the Board of this organization since its inception. We are the southernmost community in the District, having chosen to go in this direction rather than south because our geophysical situation is more similar to the communities north of us than to those to the south. I believe our membership has been of considerable value to the Village, as it has to the LB School, but Nai would probably be a better judge of this than I am.

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As you can see, I am asked for a reply next week at our Electronic Meeting of the AGM.

Yours respectfully,

Joanne Ronsley

From: "Clare Greenberg" <clare@ssisc.ca>
To: "Leslie Anthony" <docleslie@me.com>, "Caroline Ashekian" <cashekian@squamish.ca>, "Paul Beswetherick" <PBeswetherick@whistler.ca>, "Edith B. Tobe" <tobe@shaw.ca>, crosetaylor@cerg.ca, "Karlene Loudon" <kloudon@squamish.ca>, "Joe and Joanne Ronsley" <jronsley@telus.net>
Sent: Wednesday, 1 April, 2020 16:50:47
Subject: AGM next week

Hi everyone,

Hope you're all doing well and adjusting to this new normal ☺

We've been busy preparing for next week's AGM, and wanted to send a few things your way in advance of the meeting.

Please take a look at the following documents and let me know if you have any questions.

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- . 2019 EOY financial statements:
<https://www.dropbox.com/sh/2iy0cgp6lkg85pm/AAC6v3STbbSXU1jBM9OyawW-a?dl=0>
- . Treasurer's report: <https://www.dropbox.com/s/ueae5irfwrnm9di/2020%20AGM%20-%202019%20Financial%20Summary%20Notes%20for%20Caroline.docx?dl=0>
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Leslie – I will give you a call tomorrow to go over the chairing responsibilities for the meeting – I'll try you around 1.30pm if that work for you?

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Also, can everyone **please call in to the AGM at 9.50am** so that we can make sure everyone can hear each other and see the slides, and we can iron out any kinks before others join the call.

Thanks, stay safe, and talk to you all soon!

Clare

Clare Greenberg

Executive Director

Sea to Sky Invasive Species Council

604-698-8334

www.ssisc.ca



.....
Note: My work days are Tuesday - Friday

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Minutes of the Tree Committee meeting

March 31st, 2020

On-site @ 420 Bayview Road - #97

In attendance; Chair, Simon Waterson, Ron McLaughlin and Mike Jury

1. The meeting was called to order at 09:46 am.
2. Simon Waterson was appointed Recorder for the meeting.
3. The Agenda was approved unanimously.
4. Public Participation – Mrs. Nancy McKenzie
5. Old Business; None.
6. New Business.

Tree Application #97 – 420 Bayview Road – moved by Simon Waterson; Seconded by Mike Jury, that:

- a) *All the trees in the application are flagged with green tape (with the exception of the Hemlock, which was noted in the application as a Fir), and they can be removed completely. They are not to be topped. The applicant must clean up and remove all associated debris.*
7. Adjournment; - The meeting adjourned at 10:06 am.

Simon Waterson

Recorder



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Schedule "A"

Tree Cutting Application Form

*Nov 29/19 -
Per Growth.
Nancy not cutting trees
till Spring 2020*

All fields must be completed

Applicant's Full Name: Nancy McKenzie	
Address: 420 Bayview Road	
Phone: [REDACTED]	Email: [REDACTED]
Arborist/Contractor Name: Burley Boys	
Phone: 604-904-6914	Email: office@burleyboys.com

Office Use Only	Tree Application Number: # 97
Received by: Susan Lontet	Date: Oct 1/19
Amount Paid: \$75 ⁰⁰	Cash or Cheque: chq # 606
Application Complete? (Y/N) No	If no, reason: I contact neighbour at 430 Bayview - for approval
Date referred to Public Works: <i>Nov 12 resub</i>	Date returned by Public Works: <i>Nov 29 p partially checked</i>
<i>DATE TO ← CAO Feb. 28</i> Date Application to Tree Ctte: Mar 11/20	(See attached comments) Feb 19/20. Meeting Date:
Agenda forwarded to Tree Ctte:	Minutes received from Tree Ctte:
Council Agenda Date:	Council Decision:
Parties Notified:	Received Damage Deposit: Name of Arborist/Contractor:
Date of Letter Notifying Applicant of Decision: (March 1-July 31: Arborist Certification Required)	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:



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<p>Species/Description of Tree(s):</p> <p>1) remove maple suckers from previously "removed" tree(s), 2) re-top douglas fir(s) previously topped, 3) remove alder, 4) remove cedar 5) remove fir</p>
<p>Location of Tree(s):</p> <p>Between 420 Bayview road and LB Fire hall and Marjorie Meadow / right of way - refer to pictures</p>

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

NOT MARKED
UNABLE
TO GET
TO THEM
- Contact
Nancy
by telephone
or email
for
viewing
the
trees.
ml.

<p>Reason for Removal:</p> <p><input type="checkbox"/> Too close to property (foundation, garage, fence, etc.)</p> <p><input type="checkbox"/> Dead, dying or diseased</p> <p><input checked="" type="checkbox"/> Unattractive</p> <p><input type="checkbox"/> Blocking sunlight</p> <p><input type="checkbox"/> Attracting wildlife</p>	<p><input type="checkbox"/> Interfering with infrastructure (roads, sidewalks, etc.)</p> <p><input checked="" type="checkbox"/> Leaves causing problems</p> <p><input type="checkbox"/> Blocking site access</p> <p><input type="checkbox"/> Affecting house value</p> <p><input type="checkbox"/> Hazardous</p> <p><input checked="" type="checkbox"/> Interfering with view</p>
<p>Please provide additional comments which may be useful:</p> <p>Trees along Marjorie Meadow have been topped for many years to maintain views of 420, 430 and 440 Bayview (possibly others). The douglas fir (#2) has been topped previously and sustained significant damage in the 2006 windstorm. As the positioning of the douglas fir (#2) is unclear without a survey (village property or ours), we are seeking consent of the VOLB through the permitting process. The other trees under this request are clearly on VOLB property and have grown up over the years such that they now are impacting our view. The maple trees have been removed in the past and now have significant suckers regrowing. These drop leaves and debris in the fall and are messy and unattractive.</p>	
<p>Replanting Plan, if any (please include anticipated timeframe for completion):</p> <p>no replanting plan - new smaller trees are already regrowing in this area</p>	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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.

<u>Nancy McKenzie</u>		<u>Oct 1/19</u>
Name of Applicant (Please Print)	Signature	Date Signed



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Form letter for canvassing Affected Property Owners (print as many copies

Date: August 19/19

Affected Property Owner's Name: Mohammad Dadashzadeh

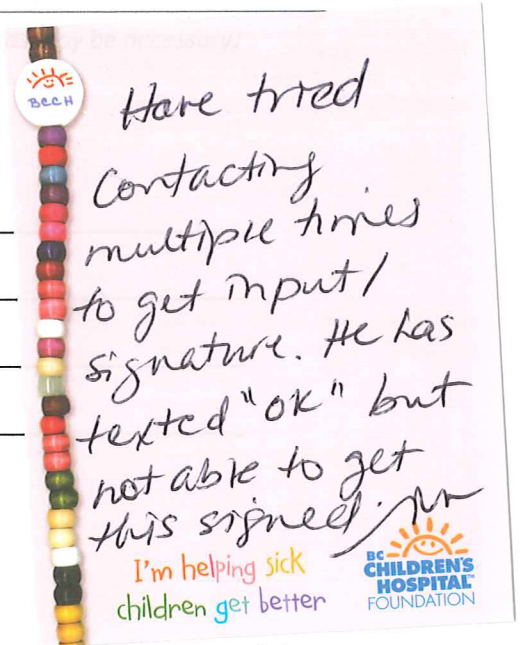
Address: 430 Bayview Road

Email Address: _____

Phone Number(s): [REDACTED]

Dear Mohammad:

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:	Between 420 Bayview and Lions Bay Firehall
Type(s) of Tree(s):	Douglas fir, cedar, alder, maple
Description of Work:	1) remove maple suckers from previously "removed" tree(s), 2) re-top douglas fir previously topped, 3) remove alder, 4) remove cedar 5) remove fir
Replanting Plan:	none



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Rationale for Application:	Open up view due to tree growth
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As you may be an Affected Property Owner, please accept this letter as notification of my application. I would appreciate if you would provide me with your written response as soon as possible, noting your support or any concerns regarding this work, so that I may forward your comments with my application package.

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

Thank you,

Nancy McKenzie



Applicant Name

Email

Phone

Affected Property Owner:

With respect to the above Tree Cutting Application, I Mohammad Dadashzadeh am
(Name)

Supportive Opposed

Comments (if any):
Oct 1/19
I contacted Mohammad by phone and received his approval of this application. Mohammad does not live at 430 Bayview Rd.

Name: Rosan Loutch Date: Oct 1 2019.

Generally...

- Tree topping is never a justifiable pruning practice; it increases tree health problems and is aesthetically unappealing
- A topped tree will require constant maintenance and has an increased potential to become hazardous
- Hazardous trees are a liability and ultimately the property owner (ie: the municipality) may be liable for any damage that hazard trees cause
- Certified arborists and other legitimate landscape professionals do not practice tree topping
- If problems caused by a tree cannot be solved through acceptable management practices, the tree should be removed and replaced with plant material more appropriate for the site

IMG_9/00.jpg

VIEW FROM 430 BAYVIEW



8/27/2019

VIEW FROM 420 BAYVIEW





Public Works Tree Cutting Referral Comments

Tree Cutting Application Number: # 97
Name of Applicant: NANCY MCKENZIE
Address of Applicant: 420 BAYVIEW
Location of Tree(s): HER PROPERTY / VILLAGE LAND 410 CENTRE RD.
Clearly on Municipal Land: (Y/N) (If no, survey required at applicant's cost) YES
Location in Relation to Municipal Infrastructure (Present & Future): NO
Location in Relation to Others' Infrastructure (Telus / Hydro Lines, etc.): NO
Slope Stability Considerations: NO
Replanting Required (Y/N and recommendations, if any): NO
Other Considerations / Comments: TREE GROUPING # 3 # 4 # 5 ARE BEHIND THE KLATT BLDG. THE REST APPEAR TO BE ON HER LAND G.T.B. FEB 18 2020
Attachments (Y/N and Description):

CAO Comments

- Frustrating application because applicant was unable to mark the trees that were subject to her application. This was complicated by questions surrounding land ownership/jurisdiction.
- Application appears to be asking for removal of all but one tree, a previously topped fir. I would ask that the tree committee strongly consider recommending removal as a preferable option to re-topping.

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Minutes of the Tree Committee meeting

March 31st, 2020

On-site @ 435 Timbertop Drive - #101

In attendance; Chair, Simon Waterson, Ron McLaughlin and Mike Jury

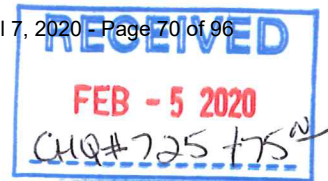
1. The meeting was called to order at 09:16 am.
2. Simon Waterson was appointed Recorder for the meeting.
3. The Agenda was approved unanimously.
4. Public Participation – Mr. Guillermo Schwartz Juste
5. The minutes from the previous meeting on February 12th, 2020 were approved unanimously.
6. Old Business; None.
7. New Business.

Tree Application #101 – 435 Timbertop Drive – moved by Simon Waterson; Seconded by Mike Jury, that:

- a) *The Maple should be topped at a height of at least 8” below the original topping level. Photo attached. The applicant must clean up and remove all associated debris.*
 - b) *The Cedars to be topped to the height of the top power/electrical line, photo attached. The applicant must clean up and remove all associated debris.*
 - c) *The Cedars to the west of the Cedars (b), may also be topped to a similar level. Photo attached. The applicant must clean up and remove all associated debris.*
 - d) *This work must be carried out within 30 days, provided, the arborist confirms there are no nests in any of the trees.*
 - e) *The Tree Committee recommends that a repeated trimming / topping plan be in place, as laid out in the VoLB guideline.*
8. Adjournment; - The meeting adjourned at 09:38 am.

Simon Waterson

Recorder



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Schedule "A"

Tree Cutting Application Form

All fields must be completed

Applicant's Full Name: Guillermo Schwartz Juste	
Address: 435 Timbertop Dr	
Phone: [REDACTED]	Email: [REDACTED]
Arborist/Contractor Name: Silverback treeworks	
Phone: 604.312.7399	Email: info@silverbacktreeworks.com

Office Use Only	Tree Application Number: 101
Received by: <i>Susan Loutet</i>	Date: <i>Feb 5, 2020</i>
Amount Paid: <i>75⁰⁰</i>	Cash or Cheque: <i>CHQ # 725</i>
Application Complete? (Y/N) <i>NO</i>	If no, reason: <i>NO REPLIES RECEIVED FROM NEIGHBOURS YET. ? TREE TAGGED - YES</i>
Date referred to Public Works: <i>Feb 24/20 as directed by PNM</i>	Date returned by Public Works: <i>Feb 25/20</i>
Date Application to Tree Ctte:	Meeting Date:
Agenda forwarded to Tree Ctte:	Minutes received from Tree Ctte:
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:

Feb 28 - AU REC

Mar 2 to CAO ←





THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Species/Description of Tree(s): 2 CEDAR TREES 1 MAPLE TREE
Location of Tree(s): On a hill side close to the road

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

Reason for Removal: <input type="checkbox"/> Too close to property (foundation, garage, fence, etc.) <input type="checkbox"/> Dead, dying or diseased <input type="checkbox"/> Unattractive <input type="checkbox"/> Blocking sunlight <input type="checkbox"/> Attracting wildlife	<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 type="checkbox"/> Hazardous <input checked="" type="checkbox"/> Interfering with view
--	---

Please provide additional comments which may be useful:

We have been taking care of the tree for the last 10 years and are planning on continuing to take care of it. We would like to prune it and keep it at the same level that we have been keeping it.

Replanting Plan, if any (please include anticipated timeframe for completion):



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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.

Guillermo Schwartz

4-Feb-2020

Name of Applicant (Please Print)

Date Signed





THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

Date: 28 January 2020

Neighbour's Name: Guillermo Schwartz Juste

Address: 435 Timbertop Drive

Phone/Email: [REDACTED]

Dear _____:

Re: Tree Pruning 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:	The tree is on a hill side close to the road. Please see picture attached to the letter.
Type(s) of Tree(s):	2 CEDAR 1 MAPLE
Description of Work:	We want to prune the tree to the level we have been pruning it before. Please see attached photo
Rationale for Application:	We want to trim the tree to unimpede the view from the affected houses.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

As an Affected Property Owner, please accept this letter as notification of my application. I would appreciate if you would provide me with your written response noting any concerns of this work within thirty (30) days of the date of this letter, so that I may forward your comments with my application package.

I have attached a (sketch / photograph) of the subject tree(s).

Thank you,

Applicant Name

Email/Phone

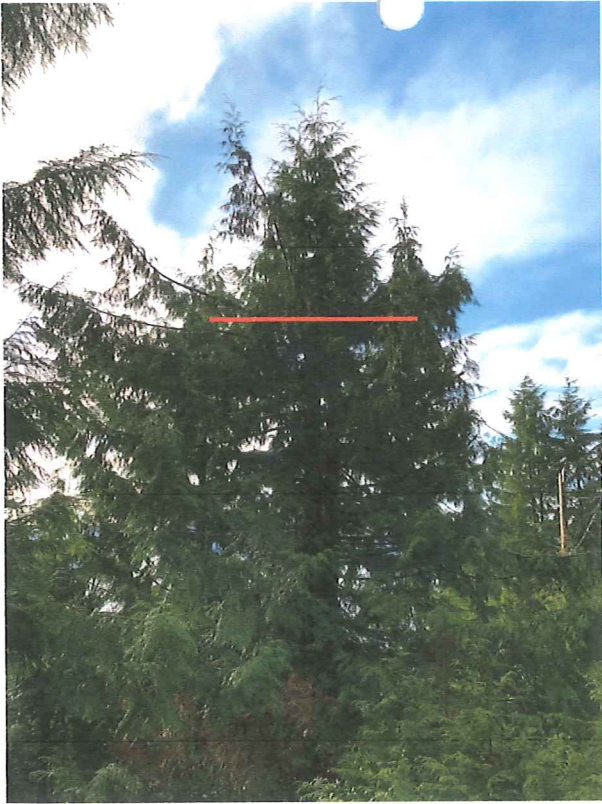
Office use only:

- Confirm Affected Property Owner received notice of application
- Confirm Affected Property Owner's position on application details
Supportive Opposed

Name of Affected Property Owner spoken to by staff: _____

Date verified by office staff: _____

Staff member name: _____











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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	2020-2024 Five Year Financial Plan Bylaw No. 574, 2020		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	April 2, 2020	Version	
Issued for	April 7, 2020 Regular Council Meeting		

RECOMMENDATION

THAT the 2020-2024 Five Year Financial Plan Bylaw No. 574, 2020 be read a first and second time.

ATTACHMENTS

2020-2024 Five Year Financial Plan Bylaw No. 574, 2020

KEY INFORMATION

Staff presented the draft 2020-2024 Five Year Financial Plan to Council at the April 7, 2020 regular Council meeting for review and discussion.

OPTIONS

1. Approve the recommendation above and give the bylaw two readings;
2. Amend the bylaw and then give it two readings;
3. Refer the bylaw back to staff for revisions.

FOLLOW UP ACTION

Assuming two readings are given, the bylaw will be brought back to the next regular Council meeting on April 21, 2020 for third reading.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



2020-2024 Five Year Financial Plan Bylaw No. 574, 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

**2020 – 2024 FIVE YEAR FINANCIAL PLAN
BYLAW NO. 574, 2020**

A bylaw to approve the Five Year Financial Plan for the years 2020 – 2024 inclusive

Pursuant to the provisions of section 165 (1) of the *Community Charter*, the Municipal Council caused to be prepared a Five Year Financial Plan for the period 2020 to 2024 inclusive and the Municipal Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "**2020 – 2024 Five Year Financial Plan Bylaw No. 574, 2020**".
2. The 2019-2023 Five Year Financial Plan Bylaw No. 560, 2019 (adopted on May 7, 2019) is hereby repealed.
3. The Council does hereby adopt the Five Year Financial Plan for the years 2020-2024 inclusive, for each year of the plan, as set out in Schedules A and B, attached to this Bylaw and forming a part thereof, as follows:

- Schedule A: Consolidated Financial Plan
- Schedule B: Statement of Objectives and Policies

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

ADOPTED

Mayor

Corporate Officer

**Certified a true copy of
2020 – 2024 Five Year Financial Plan
Bylaw No. 574, 2020 as adopted.**

Corporate Officer

Schedule A

Consolidated Financial Plan 2020 - 2024

	2020	2021	2022	2023	2024
Revenues					
Taxation	1,582,956	1,628,005	1,675,425	1,724,268	1,774,576
Parcel Taxes	10,585	200,585	200,585	200,585	200,585
Infrastructure Levy	153,464	158,068	162,810	167,694	172,725
Utility Fees and Rates	1,191,782	1,227,535	1,258,355	1,290,099	1,328,802
Fees, Licenses and Permits	163,629	174,630	175,320	176,031	176,894
Grants	859,809	2,074,993	1,208,048	1,678,643	361,879
Proceeds from Borrowing	600,000	603,458	840,030	480,060	-
Net Proceeds from Land Sales	500,000	1,400,000	4,700,000	-	-
Other	114,531	118,251	118,295	119,342	126,067
Grand Total	5,176,756	7,585,525	10,338,868	5,836,723	4,141,528
Expenditures					
Amortization	639,183	674,564	782,754	843,705	859,773
General Government	1,047,220	937,531	941,623	964,217	975,817
Fire Services	340,932	339,640	344,911	350,284	355,485
Bylaw Services	44,865	39,227	40,171	41,138	42,114
Public Works	529,397	446,259	456,121	465,946	475,618
Planning and Development	109,462	86,437	81,941	83,044	84,154
Parks, Recreation and Facilities	243,890	249,976	255,540	261,029	266,539
Solid Waste	195,594	201,177	201,177	201,177	205,018
Sewer Fund	81,517	71,168	72,689	74,220	79,961
Water Fund	712,755	725,420	740,960	756,440	771,717
Interest Payments	85,525	98,285	115,754	131,748	136,398
Grand Total	4,030,340	3,869,684	4,033,642	4,172,948	4,252,595
Surplus/(Deficit)	1,146,416	3,715,841	6,305,226	1,663,775	(111,066)
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	639,183	674,564	782,754	843,705	859,773
MFA Actuarial Gain on Debt	(30,481)	(34,201)	(39,245)	(45,292)	(52,017)
Cash Surplus	1,755,118	4,356,203	7,048,735	2,462,187	696,690
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(189,295)	(240,183)	(275,704)	(268,854)	(200,714)
Capital Expenditures	(3,015,524)	(3,071,184)	(4,299,600)	(2,612,700)	(417,400)
Transfer from Reserves	1,212,282	762,348	2,641,431	839,113	349,377
Transfer to Reserves - Gas Tax Fund	(59,117)	(59,117)	(62,053)	(62,053)	(65,229)
Transfer to Reserves - Infrastructure Levy	(153,464)	(158,068)	(162,810)	(167,694)	(172,725)
Transfer to Reserves - WWTP	950,000	(190,000)	(190,000)	(190,000)	(190,000)
Transfer to Reserves - Land Sales	(500,000)	(1,400,000)	(4,700,000)	-	-
Financial Plan Balance	-	-	-	-	-

SCHEDULE B

Statement of Objectives and Policies

Funding Sources

Table 1 shows the proportion of total revenue that is proposed to come from each funding source as described in Section 165(7) of the *Community Charter*.

In 2020, property taxation is the municipality's largest portion of revenues. Property Taxes include \$153,464 of revenue from a 10% infrastructure levy that was approved by Council in 2019. A Loan Authorization Bylaw was adopted in December 2016 authorizing the municipality to borrow up to \$3,000,000 over a five year period to help fund capital projects. To date, the municipality has borrowed \$1,060,900 including 2020 borrowing of \$600,000 for the purchase of three pressure reducing valve stations. The 2020 Other Revenue includes \$500,0000 of net proceeds from the sale of municipal owned property.

Objective

- The municipality will continue to look for opportunities to reduce the percentage of revenue that comes from property taxation by pursuing alternate revenue sources.

Policies

- Annual user rates for water, sewer and solid waste utilities are established to cover all operating and capital costs of the utility, excluding amortization.
- Where feasible, the municipality charges user fees for services and reviews these fees annually.
- Apply for grant opportunities to cover the cost of infrastructure replacement.

Revenue Source	% of Total Revenue	Dollar Value
Property Taxes	33.5%	1,736,420
Utility Fees and Rates	23.0%	1,191,782
Grants	16.6%	859,809
Other Revenue	11.9%	614,531
Proceeds from Borrowing	11.6%	600,000
Fees, Licenses and Permits	3.2%	163,629
Parcel Taxes	0.2%	10,585
TOTAL	100.0%	5,176,756

Property Tax Distribution

Table 2 outlines the distribution of property tax revenue among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate because the residential property class forms the largest portion of the assessment base and consumes the majority of the municipality's services.

Objective

- To set tax rates based on the principle of equity and responsiveness to economic goals.

Policies

- The municipality will review and compare their distribution of property tax rates to other municipalities with similar property class compositions.
- The municipality sets the class multiple for recreation equal to residential and sets the class multiple for utilities to the maximum allowed by the Province.

Property Class	% of Total Property Taxation	
	2020	2019
Residential (1)	99.60%	99.63%
Utilities (2)	0.06%	0.05%
Business (6)	0.12%	0.11%
Recreation (8)	0.22%	0.21%
TOTAL	100.00%	100.00%

Permissive Tax Exemptions

The Village of Lions Bay has no permissive tax exemptions in effect at this time as there are no qualifying organizations.

VILLAGE OF LIONS BAY

Incoming Correspondence - April 7, 2020

General Correspondence:

G1: City of Prince George - UBCM Resolution (Page 1)

Resident Correspondence:

R1: Michelle Osry - trails (Page 4)

R2: Penny Nelson - trails (Page 5)

R3: Brigitta Shore - trails (Page 6)

R4: Gary Brown - request for traffic calming (Page 7)

From: [Municipal](#)
To: [Lions Bay Office](#)
Subject: FW: UBCM Resolution for Support: "Sharing Payments from Opioid Class Action Lawsuit"
Date: Wednesday, April 1, 2020 12:04:20 PM
Attachments: [image001.png](#)
[Correspondence Prince George UBCM Resolution.pdf](#)

From: MayorAdmin@princegeorge.ca <MayorAdmin@princegeorge.ca>
Sent: Thursday, March 26, 2020 2:45 PM
To: MayorAdmin@princegeorge.ca
Subject: UBCM Resolution for Support: "Sharing Payments from Opioid Class Action Lawsuit"

Good afternoon,

Please find attached sent on behalf of Mayor Lyn Hall, City of Prince George for your Mayor and Council's consideration.

Best Regards,



DYRA PRIDHAM

Senior Executive Assistant

Mayor and City Manager's Office

dyra.pridham@princegeorge.ca

1100 Patricia Blvd, Prince George, BC, Canada V2L 3V9

P: 250.561-7691



OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

March 24, 2020

Via email

Dear Mayor and Council:

At the City of Prince George regular Council meeting held March 9, 2020, Council endorsed the following resolution titled **Sharing Payments from Opioid Class Action Lawsuit** for submission to the Union of BC Municipalities (UBCM) for consideration at their annual convention this year.

Sharing Payments from Opioid Class Action Lawsuit

WHEREAS under the Opioid Damages and Health Care Costs Recovery Act (the "Act") the provincial government may sue a manufacturer or wholesaler of an opioid product to recover the costs of health care benefits on an aggregate basis, for a population of persons who have suffered damage caused or contributed to by the use of or exposure to an opioid product;

AND WHEREAS pursuant to the Act and other legislation, the provincial government has launched a class action lawsuit on behalf of all federal, provincial and territorial governments to recover the costs of health care benefits from manufacturers and wholesalers of opioid products, whose marketing practices have had devastating impacts on the lives of thousands of British Columbians;

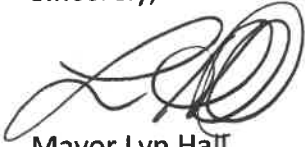
AND WHEREAS the definition of "health care benefits" under the Act includes "other expenditures by the government, made directly or through one or more agents or other intermediate bodies, for programs, services, benefits or similar matters associated with disease, injury or illness" and local governments have faced substantial "health care benefits" costs due to the opioid crisis;

THEREFORE BE IT RESOLVED that UBCM advocate to the provincial government to share any recovery of damages from the class action lawsuit with local governments, to further enable local governments to continue offering services and support programs that aim to reduce harm and stigma, address the root causes of the opioid crisis, and support people struggling with mental health and addiction.

On behalf of Prince George Council, I am requesting your favourable consideration and support for this resolution should it be accepted for debate at the 2020 Annual Convention of UBCM.

If you have any questions or would like more information please feel free to contact my office at Mayoradmin@princegeorge.ca or 250-561-7609.

Sincerely,



Mayor Lyn Hall

c.
North Central Local Government Association (NCLGA)
The Union of British Columbia Municipalities (UBCM) Annual Convention
British Columbia Municipalities and Regional Districts
Shirley Bond, MLA
Mike Morris, MLA

From: [Ron McLaughlin](#)
To: [Peter DeJong](#); [Municipal](#)
Subject: Fwd: Village Update March 27, 2020
Date: Monday, March 30, 2020 7:30:47 AM

From: [REDACTED]
Sent: Sunday, March 29, 2020 9:43:13 PM
To: Council <council@lionsbay.ca>
Cc: [REDACTED]
Subject: FW: Village Update March 27, 2020

Dear Mayor Ron and Lions Bay Council,

A short note to thank you for keeping our village trails open, at least for now.

I am especially thankful to live in Lions Bay at this time of crisis in the world.

Best wishes,

Michelle Osry

From: The Village of Lions Bay <epost@lionsbay.ca>
Sent: March 27, 2020 6:27 PM
To: [REDACTED]
Subject: Village Update March 27, 2020



March 27, 2020

From: [Municipal](#)
To: [Lions Bay Office](#)
Subject: FW: Trails
Date: Wednesday, April 1, 2020 11:56:34 AM

From: Penny Nelson [REDACTED]
Sent: Friday, March 27, 2020 7:16 PM
To: Council
Subject: Trails

Council,

Just saw the Village Update.

Question: are the trails open or not?

Penny

Sent from my iPad

From: [Ron McLaughlin](#)
To: [REDACTED]
Cc: [Peter DeJong](#); [Municipal](#)
Subject: Re: Closure of trails - very disappointing
Date: Friday, March 27, 2020 10:46:40 AM

Good morning Brigitta. Thank you for your note. Several others have written in as well. You have been heard and there will be an announcement later today.

Regards and keep well,

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

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From: Brigitta S [REDACTED]
Sent: Friday, March 27, 2020 10:37 AM
To: Council <council@lionsbay.ca>; Lions Bay Office <office@lionsbay.ca>
Subject: Closure of trails - very disappointing

Hi Village Office and Council

I can appreciate that you are in a bit of a "damned if you do, damned if you don't" situation over this closure of what feels essentially like our ability to go outdoors. While I was not in the village at the time of this enormous influx of visitors over last weekend, I do feel it is not acceptable to tell people they can not walk on the trails (of which many of us built and donated picnic and resting spots). This is a very challenging time for us all, and walking in the forests is a huge mental health relief.

Perhaps you can consider enforcing permit parking or "policing" on the weekend or on days that it actually is an issue, and turning a blind eye during the week or when there is no issue. People who hike mountains are probably the least likely to be doing it while sick, and as a general observation hikers are good citizens who care about their environment which includes fellow hikers.

Thanks for considering and I hope you and your families stay well.

Best, Brigitta Shore

On Mar 25, 2020, at 2:21 PM, The Village of Lions Bay <epost@lionsbay.ca> wrote:

[REDACTED]

From: [REDACTED]
To: [Council; Municipal](#)
Subject: Traffic Calming needed on Lions Bay Ave result of COVID19
Date: Thursday, April 2, 2020 4:17:19 PM

Good afternoon,

My name is Gary Brown, our family lives in 42 Lions Bay Ave.

I am writing to advise you of the situation unfolding in our neighborhood as a result of COVID 19.

Since our purchase in Lions bay in 2013 I have worked remotely from my home office directly overlooking the street from 42 Lions Bay Ave. 2 homes up from the CN tracks just above Rob&Ruth Simons. I watch the street from my desk most of the days Monday through Friday and of course we are living here on the weekends.

There is lots going on here in front of 42 Lions Bay Ave, the automobile and pedestrian traffic has EXPLODED. Our little Avenue has been flooded with auto traffic in the forms of COVID19 city escapee's , non-stop Marina traffic, locals traffic, delivery couriers, now add in pedestrians, cyclists, scooters, skateboards - locals trying to stay sane, dog walkers, etc. It's a non-stop mix all getting together and squeezing down this steep, narrow, blind corner and blind convex piece of Lions Bay Ave in and around the CN rail crossing.

There is an accident waiting to unfold here. Believe me, as I'm writing this a young boy is rollerblading down the Avenue with a hockey stick and just landed himself on his ass in front of my driveway, a vehicle had to stop.

I believe it may be prudent to take some immediate action in the form of TRAFFIC CALMING. Vehicles need to move through here with EXTREME CAUTION. Maybe signage coming down Lions Bay Ave and going up in and around the CN crossing. SLOW DOWN / USE EXTREME CAUTION / PEDESTRIANS

Sincerely,
Gary Brown