



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **COUNCIL STRATEGY COMMITTEE (COTW) OF THE VILLAGE OF LIONS BAY HELD ON MARCH 3, 2015 at 3:00 PM VILLAGE HALL, 400 CENTRE ROAD, LIONS BAY**

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#### **AGENDA**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Adoption of Minutes**
  - A. February 17, 2015 Council Strategy Minutes (Page 3)
- 5. Business Arising from the Minutes**
- 6. Unfinished Business**
- 7. New Business**
  - A. Strategic Planning
  - B. Preliminary Budget (Page 7)
  - C. Village Hall Renovation
    - i. Walkway Report (Page 11)
    - ii. Deficiencies
  - D. Portfolio Committees
    - i. Member Appointments (Page 13)
    - ii. Terms of Reference
    - iii. First Meetings
- 8. Public Questions & Comments**
- 9. Resolution to Close Meeting**

BE IT RESOLVED THAT the Village of Lions Bay Council does close the March 3, 2015 Council Strategy Committee Meeting to the public on the basis of matters to be considered under the following section(s) of the *Community Charter*:

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

  - c) labour relations or other employee relations
- 9. Reporting Out from Closed Session**
- 10. Adjournment**

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### **COUNCIL STRATEGY MEETING (COTW) OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, FEBRUARY 17, 2015 at 3:00 PM IN COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

## **MINUTES**

In Attendance: Mayor Karl Buhr  
Councillor Fred Bain  
Councillor Ron McLaughlin  
Councillor Helen Waterson  
Chief Executive Officer Mandy Koonts  
Office Coordinator Shawna Gilroy (Recorder)

Regrets: Councillor Jim Hughes

Attendees in Gallery: 3

#### **1. Call to Order**

Mayor Buhr called the meeting to order at 3:00 p.m.

#### **2. Approval of Agenda**

To add the following to Item 7 New Business:

- 7B: Letter to John Weston
- 7C: Early Years Grant
- 7D: Strategic Planning
- 7E: Corporate Sponsorships

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the February 17, 2015 Committee of the Whole Council meeting, as amended.

**CARRIED**

#### **3. Public Participation**

A. Eileen Wilke

Ms. Wilke queried the parcel tax on the water bill and questioned whether the \$600,000 and \$800,000 borrowed for the Water Treatment Plant upgrades were to be taxed in full under parcel tax, or whether one-million dollars of that total should stand under general taxes. Ms. Wilke hopes this can be investigated in the future.

#### **4. Adoption of Minutes**

Item 5: Business arising from the Minutes – in the last paragraph, change the word “suggested” to “reported”.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the February 3, 2015 Committee of the Whole Council meeting, as amended.

**CARRIED**

**5. Business Arising from the Minutes**

- CAO Koonts spoke with Legal Counsel with regards to whether alternates can be appointed to standing committee and updated Council on this.
- CAO Koonts advised Council that there is no issue in changing the name of "Committee of the Whole" as long as the Procedure Bylaw is updated.
- CAO Koonts spoke with the North Shore Substance Abuse Group to ask if a member of the community can be appointed. Normally they would not accept a non-elected person to participate, however they would be pleased to make an exception for Mrs. Ronsley. A formal resolution must be prepared and brought forward.
- CAO Koonts informed Council that she has been unable to touch on the Bylaw and Policy Committee yet.
- Councillor Waterson followed up with questions regarding Mayor Buhr and CAO Koonts' meeting with MoT last week; no decisions were made and no reports are to come of it other than what was already given to Council.

**6. Unfinished Business**

**7. New Business**

A. Submission to BCEAO

Ruth Simons joined the table and discussed her report on the Submission to BCEAO and responded to questions from Council. It was mentioned that Council can attend the upcoming Bowen Island meeting, but that it is not mandatory.

B. Letter to John Weston

The letter states that John Weston is very supportive of Lions Bay's water issues. CAO Koonts is to follow up with John Weston's office.

C. Early Years Grant

Council discussed the upgrades to be made to the Lions Bay School.

D. Strategic Planning

Mayor Buhr sent an email to Council on strategic planning and questioned where they stand between now and in the next year.

E. Corporate Sponsorships

Councillor McLaughlin discussed corporate sponsorship and will come forward with information at the next meeting. He would also like to revisit this topic in a more formal way in the next couple of months.

**ACTION:**        **Add strategic planning to the agenda for the next Council Strategy Meeting.**

**8.     Public Questions & Comments**

**9.     Adjournment**

Mayor Buhr adjourned the Council Strategy Meeting at 3:58 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

|                          |  |
|--------------------------|--|
| Date Adopted by Council: |  |
|--------------------------|--|

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                                         |              |              |
|------------|---------------------------------------------------------|--------------|--------------|
| Type       | Report to Council                                       |              |              |
| Title      | 2015 Preliminary Budget                                 |              |              |
| Author     | Pamela Rooke                                            | Reviewed By: | Mandy Koonts |
| Date       | February 27, 2015                                       | Version      | -            |
| Issued for | March 3, 2015 Council Strategy Committee (COTW) Meeting |              |              |

### 1. RECOMMENDATION

**THAT Council receive this report for information and discussion purposes.**

### 2. ATTACHMENTS

- 2015 Preliminary Budget

### 3. BACKGROUND

The attached 2015 Preliminary Budget was presented to the Finance Advisory Committee at their February 26 meeting for review and discussion. The Finance Advisory Committee will meet again on Thursday, March 5 to further review the budget and refine their recommendations.

### 4. DISCUSSION

I would be pleased to discuss the information or provide clarification on the information contained herein.

For Council's consideration.

DRAFT

**The Village of Lions Bay**  
**Consolidated Operating Budget 2015**  
**(Draft)**

|                                      | 2014             | 2015             |                                                        |
|--------------------------------------|------------------|------------------|--------------------------------------------------------|
| <b>Revenues</b>                      |                  |                  |                                                        |
| Taxation                             | 1,400,154        | 1,479,505        | 4% Tax increase                                        |
| Utility Fees and Rates               | 591,576          | 672,545          | 16% Water/0% Solid Waste/10% Sewer                     |
| Fees, Licenses, Permits and Fines    | 103,115          | 121,550          |                                                        |
| Build Canada Grant                   | -                | 246,016          | grant awarded in October 2015                          |
| BC Gas Tax Rebate                    | -                | 53,000           | to be used for 2015 capital                            |
| Whistler Fire Grant                  | 15,000           | 11,000           | use for capital only if grant awarded (see below)      |
| WEDC Grant                           | 49,000           | -                | for Community Centre                                   |
| Provincial Grant                     | 440,000          | -                | for Community Centre                                   |
| Lions Club Donation                  | -                | 5,000            | for Fire Department                                    |
| Small Community Grant                | 196,742          | 295,000          |                                                        |
| Senior Age Friendly Grant            | -                | 20,000           |                                                        |
| Grant for Infrastructure Master Plan | -                | 10,000           |                                                        |
| Other Revenue                        | 29,350           | 38,750           |                                                        |
| Transfer from Reserves               | 155,000          | -                |                                                        |
|                                      | <b>2,979,938</b> | <b>2,952,367</b> |                                                        |
| <b>Expenditures</b>                  |                  |                  |                                                        |
| Administrative Services              | 895,348          | 827,832          |                                                        |
| Bylaw                                | 17,942           | 19,311           |                                                        |
| Council                              | 70,994           | 61,193           | Community newspaper dissolved                          |
| EOC                                  | 14,250           | 34,450           | \$20k Emergency Plan                                   |
| Fire                                 | 211,350          | 230,605          |                                                        |
| Parks, Beaches and Other             | 101,860          | 99,294           |                                                        |
| Planning and Development             | 59,986           | 62,736           |                                                        |
| Recreation Programs and Facilities   | 35,339           | 48,529           | includes \$10k for Infrastructure Master Plan (IMP)    |
| Transportation                       | 379,032          | 444,268          | includes \$75k for IMP                                 |
| Sewer Fund                           | 84,194           | 92,687           | includes \$5k for IMP                                  |
| Solid Waste                          | 186,705          | 190,205          |                                                        |
| Water Fund                           | 688,723          | 821,814          | includes \$60k for IMP                                 |
| Municipal Grants                     | 17,089           | 17,339           |                                                        |
| Repayment of debt principle          | 92,618           | 93,584           |                                                        |
|                                      | <b>2,855,429</b> | <b>3,043,848</b> |                                                        |
| <b>Surplus / (Deficit)</b>           | <b>124,508</b>   | <b>(91,481)</b>  |                                                        |
| Add back amortization                | 467,117          | 472,117          |                                                        |
| <b>Cash Surplus</b>                  | <b>591,625</b>   | <b>380,636</b>   |                                                        |
| Capital from 2014                    | 1,510,800        | 393,436 (1)      |                                                        |
| Capital from 2015 (approved in 2014) |                  | 173,024 (2)      |                                                        |
|                                      |                  | 11,000           | Fire Capital - dependant on grant money included above |
| <b>Transfer from reserves</b>        | <b>919,175</b>   | <b>196,824</b>   |                                                        |

**2014 Budgeted Capital to be completed in 2015**

Included in Build Canada Grant

|                                  |                |         |
|----------------------------------|----------------|---------|
| SCADA Computers/Software         | 50,000         |         |
| PRV and Bypass for Mag reservoir | 60,000         | 60,000  |
| Harvey Intake Road               | 150,000        | 150,000 |
| Mag Intake Rock Wall             | 45,000 (1)     | 45,000  |
| Community Centre Renewal         | 88,436         |         |
|                                  | <u>393,436</u> |         |

**Capital Budgeted for 2015 in Five Year Financial Plan**

|                               |                    |                                          |
|-------------------------------|--------------------|------------------------------------------|
| SCADA Wiring to intakes       | 40,000             |                                          |
| Mag intake rock wall          | 65,000             | 65,000                                   |
| Hydrants                      | 9,000              |                                          |
| PRV Screens and Filters       | 10,000             |                                          |
| Additional Build Canada Grant | 49,024             |                                          |
|                               | <u>173,024 (2)</u> | <u>320,000</u> Initial Estimate          |
|                               |                    | <u>369,024</u> Actual amount per grant   |
|                               |                    | 49,024 Increase to be included in budget |

**The Village of Lions Bay**  
**Estimated 2015 Reserve Balances**  
**(Draft)**

**DRAFT**

|                                                                                                                    | <b>Restricted<br/>Reserve Funds</b> | <b>Unrestricted<br/>Surplus</b> | <b>Total</b>     |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------|------------------|
| <b>Closing Reserve Balances per 2013 Audited Financial Statements</b>                                              | <b>595,340</b>                      | <b>907,442</b>                  | <b>1,502,782</b> |
| Estimated 2014 transfer from reserves for capital expenditures                                                     | (250,000)                           | (60,000)                        | (310,000)        |
| <b>Estimated Closing 2014 Reserve Balances</b>                                                                     | <b>345,340</b>                      | <b>847,442</b>                  | <b>1,192,782</b> |
| Amount required to fund 2015 Preliminary Budget<br>(includes only previously committed capital - no supplementals) | -                                   | (196,824)                       | (196,824)        |
| Operating Contingency                                                                                              | -                                   | (100,000)                       | (100,000)        |
| Estimated Sewer Accumulated Surplus                                                                                | -                                   | (150,000)                       | (150,000)        |
| <b>Estimated Reserve Balance Available for 2015</b>                                                                | <b>345,340</b>                      | <b>400,618</b>                  | <b>745,958</b>   |

**Note:** Restricted reserve funds can only be used for capital expenditures

**The Village of Lions Bay****Supplemental Requests**

(not included in Consolidated Operating Budget)

| <b>Supplemental Operating Requests</b>       |                                                    |                | <b>Staff<br/>Recommendations</b>                            |
|----------------------------------------------|----------------------------------------------------|----------------|-------------------------------------------------------------|
| Fire Dept:                                   | Increase shift to 8hrs                             | 30,040         |                                                             |
|                                              | Maintenance                                        | 2,500          |                                                             |
| Admin:                                       | Municipal Grants (increase over 2014)              | 9,440          | 5,000                                                       |
|                                              | Arts Council request for storage                   | 2,500          |                                                             |
| Public Works                                 | One additional FTE                                 | 77,500         |                                                             |
|                                              | IT support/software for new laptops (in capital)   | 2,000          | 2,000                                                       |
| Mayor:                                       | Community Coordinator                              | 30,000         |                                                             |
|                                              | Landscape Architect/Arborist Consultation          | 10,000         |                                                             |
|                                              | Geotech Hazard Review                              | 10,000         |                                                             |
|                                              | Land Use legal and planning advice                 | 20,000         |                                                             |
| <b>Total Supplemental Operating Requests</b> |                                                    | <b>193,980</b> |                                                             |
| <b>Supplemental Capital Requests</b>         |                                                    |                |                                                             |
| Fire Dept:                                   | Burn Building                                      | 60,000         |                                                             |
|                                              | Firehall expansion                                 | 45,000         |                                                             |
|                                              | Reserve for Fire Truck                             | 25,000         |                                                             |
|                                              | Fire Hoses and Fittings                            | 3,600          | 3,600                                                       |
|                                              | Computer Equipment for Trucks                      | 6,000          | 6,000                                                       |
|                                              | SCBA Rapid intervention team bag                   | 4,000          |                                                             |
|                                              | Pagers and Headsets                                | 6,800          | 6,800                                                       |
|                                              | Rope Rescue Equipment                              | 3,500          |                                                             |
|                                              | Training lot                                       | 3,500          | 3,500                                                       |
|                                              | Turn out gear                                      | 5,000          | 5,000                                                       |
|                                              | Interface Fire Fighting                            | 1,950          | 1,950                                                       |
|                                              | Generator lighting                                 | 2,000          | 2,000                                                       |
| PW:                                          | Backhoe                                            | 75,000         |                                                             |
|                                              | Swim Float - Lions Bay Beach Park                  | 6,000          | 6,000                                                       |
|                                              | Mountain Drive Slope Containment                   | 21,000         |                                                             |
|                                              | Isleview Regrading                                 | 50,000         |                                                             |
|                                              | MAIS work order module                             | 4,800          | 4,800                                                       |
|                                              | Highway Tank roof removal                          | 15,000         | 15,000                                                      |
|                                              | Outdated laptop replacements                       | 4,000          | 4,000                                                       |
| Admin:                                       | MAIS module - eHOG                                 | 2,408          | 2,408                                                       |
| Mayor:                                       | AV Suite for Council Chambers                      | 5,000          |                                                             |
|                                              | Carousel / four computers / printer for library    | 5,000          |                                                             |
|                                              | Beach improvements (shower, handrails)             | 4,000          |                                                             |
|                                              | CN Rail parking lot upgrade                        | 19,000         |                                                             |
|                                              | Legal review for Policy and Bylaw Review Committee | 20,000         |                                                             |
|                                              | Main Beach remediation                             | 18,000         |                                                             |
|                                              | Accelerated water leakage remediation program      | 20,000         |                                                             |
| <b>Total Supplemental Capital Requests</b>   |                                                    | <b>435,558</b> |                                                             |
| <b>Total Supplemental Requests</b>           |                                                    | <b>629,538</b> | <b>68,058</b> represents an additional<br>6.2% tax increase |

**From:** [Mandy Koonts](#)  
**To:** [Shawna Gilroy](#)  
**Subject:** FW: Revised walkway drawings  
**Date:** Wednesday, February 25, 2015 8:53:37 AM  
**Attachments:** [20150203150233876.pdf](#)

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Please put this email and attachment into the walkway discussion for CSC (COTW).

Mandy Koonts

Chief Administrative Officer

(604) 921-9333 ext. 101

[www.lionsbay.ca](http://www.lionsbay.ca)

-----Original Message-----

From: Mandy Koonts  
Sent: Tuesday, February 03, 2015 5:53 PM  
To: Council @ Lions Bay  
Subject: FW: Revised walkway drawings

Council,

This is the updated walkway drawings per Dave Butler and the Project Manager who I spoke with today to confirm.  
This is the design the latest cost was based on.

In any case, just to provide complete clarity on the design and what specifically was quoted. The reason for this design is that the elevation drop on the earlier design was too great and the increased costs would have been associated to addressing that.

Mandy Koonts

Chief Administrative Officer

(604) 921-9333 ext. 101

[www.lionsbay.ca](http://www.lionsbay.ca)

-----Original Message-----

From: [volbscans@lionsbay.ca](mailto:volbscans@lionsbay.ca) [<mailto:volbscans@lionsbay.ca>]  
Sent: Tuesday, February 03, 2015 3:03 PM  
To: Mandy Koonts  
Subject: Revised walkway drawings

This E-mail was sent from "RNP0026731E27A4" (Aficio MP C5501).

Scan Date: 02.03.2015 15:02:33 (-0800)

Queries to: [volbscans@lionsbay.ca](mailto:volbscans@lionsbay.ca)





## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

|            |                                       |              |         |  |
|------------|---------------------------------------|--------------|---------|--|
| Type       | Report to Council                     |              |         |  |
| Title      | Committee Appointments                |              |         |  |
| Author     | H. Waterson                           | Reviewed By: |         |  |
| Date       |                                       |              | Version |  |
| Issued for | March 3, 2015 Regular Council Meeting |              |         |  |

### Resolution:

THAT the Village of Lions Bay Council appoints Meighan Jury, Ruth Simons and Oliver Ganske to the Community Committee, a standing committee of Council.

### Background:

**Meighan Jury** – is a 9 year resident of Lions Bay. She has 18 years of management experience both locally and abroad in both the corporate and not-for-profit sector. She has served 3 years on the Lions Bay Playschool Association board in the roles of secretary and treasurer and has played an integral role in the creation of the Lions Bay Daycare and Lions Bay Before and After School program. She has also been a Lions Bay School DPAC representative as well as being a 4 year member of the Lions Bay Events Committee.

**Ruth Simons** - is a 26 year resident of Lions Bay. She was a Village of Lions Bay Council member 2008-2011 and awarded the Lions Bay Citizen of Distinction 2013 for advocacy work on Howe Sound. Her current volunteer work with the Village are: VP Lions Bay Arts Council, Block Watch Coordinator, Bear Smart Committee member, Historical Society member, Community Garden member. Formerly: Chair Climate Action Task Force, Lions Bay trails committee member. Ruth is also the Executive Director of the Future of Howe Sound Society.

**Oliver Ganske** - has resided on and off in Lions Bay since 1982 and have extensive familiarity with village issues. Over the years he has taken an active role in contributing to the alternative housing debate, participated in the 2007 OCP as a Group 2 member "Community Development"; was a member of the group that spearheaded the launching of [Lionsbay.net](http://Lionsbay.net); co-drafted the Lions Bay Tree Bylaw; participated in the recent Community Centre Renewal Project; the Land Use master Plan and the creation of our Native Plants Garden and helped initiate the Kid's Bike Park Project currently underway at Lions Bay Elementary School. His professional background is in Architecture and Graphic Design.

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