



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**COUNCIL STRATEGY COMMITTEE (COTW)
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, APRIL 7, 2015 at 3:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Adoption of Minutes**
 - A. March 3, 2015 Council Strategy Committee (COTW) Minutes (Page 3)
 - B. March 24, 2015 Council Strategy Committee (COTW) Minutes (Page 7)
- 5. Business Arising from the Minutes**
- 6. Unfinished Business**
- 7. New Business**
 - A. Five Year Budget Plan (Page 9)
 - B. Subsidised or Facilitated Rain Barrel Program
 - C. Nomination of Some Basic Metrics and KPI Reporting
 - D. Bear Smart Committee (Page 17)
 - E. Council Priority List (Page 27)
 - F. "I Love Lions Bay Day" and other Community Building Initiatives (Page 31)
 - G. Storage at the Hall
 - H. Seniors Guild
 - I. Lions Bay Youth Group
 - J. Communication Plan
- 8. Public Questions & Comments**
- 9. Adjournment**

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COUNCIL STRATEGY COMMITTEE (COTW)

OF THE VILLAGE OF LIONS BAY

HELD ON TUESDAY, MARCH 3, 2015 at 3:00 PM

VILLAGE HALL, 400 CENTRE ROAD, LIONS BAY

MINUTES

In Attendance: Mayor Karl Buhr
Councillor Fred Bain
Councillor Jim Hughes
Councillor Ron McLaughlin
Councillor Helen Waterson
Chief Administrative Officer Mandy Koonts
Chief Financial Officer Pam Rooke
Office Coordinator Shawna Gilroy (Recorder)

Attendees in Gallery: 2

1. Call to Order

Mayor Buhr called the meeting to order at 3:01 p.m.

2. Approval of Agenda

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the March 3, 2015 Council Strategy Committee meeting, as submitted

CARRIED

3. Public Participation

4. Adoption of Minutes

- Item 3 – change the last sentence to read “Ms. Wilke was advised that this would be investigated.”
- Item 5, 4th bullet down – change sentence to read “... will be working on the Bylaw and Policy Committee but has not had a chance to follow up with this yet.”
- Item 7C – change Lions Bay School to read “Lions Bay Early Years Care”
- Item 7D – change sentence to read “Mayor Buhr will send an email to Council on strategic planning and ask where they stand.”
- Item 7E – The action item should be moved to the bottom of item 7D.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the February 17, 2015 Council Strategy Committee meeting, as amended.

CARRIED

5. Business Arising from the Minutes

- Item 7B - CAO Koonts has not heard back yet from John Weston's office regarding the New Build Canada Grant application.
- Item 7C – Mayor Buhr updated Council on the current status of the Early Years Grant.

6. Unfinished Business

A. Library

Councillor McLaughlin updated Council on the status of the work in the Library, and that the grand opening has not yet been arranged.

7. New Business

A. Strategic Planning

Mayor Buhr handed out a document titled "Lions Bay Council's 2015 Priorities" and discussed the content of it for consensus. He asked Council to send to him, via email, their conclusions of these priorities by next weekend so that a proper report can be put together and brought forward at the next Council Strategy Committee meeting.

B. Preliminary Budget

CFO Rooke briefed on the Preliminary Budget; Council discussed the budget at length. Council will attend the next Finance Committee Meeting on March 5, 2015 for a more in depth discussion.

C. Village Hall Renovation

i. Walkway Report

CAO Koonts explained the changes between the drawing in this Council package, compared to the drawing that was given out at the Special Meeting in January, and that the new walkway will bring the Village to code with its 60% compliance with the BC Building Code.

ii. Deficiencies

CAO Koonts discussed the deficiencies that are still left to be completed with the Village Hall renovation.

D. Portfolio Committees

i. Member of Appointments

Councillor Waterson briefed on the three members recommended for appointment to the Community Committee. This will be brought forward for resolution at the Regular Council Meeting.

ii. Terms of Reference

CAO Koonts advised that Terms of Reference are established by each committee, usually at the first meeting and then referred to Council for approval.

8. Public Questions & Comments

9. In Camera Resolution

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council does close the March 3, 2015 Council Strategy Committee Meeting (COTW) to the public at 4:25 p.m. on the basis of matters to be considered under the following section 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
- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

CARRIED

10. Adjournment

Mayor Buhr adjourned the March 3, 2015 Council Strategy Committee meeting at 4:26 p.m.

CARRIED

Mayor

CAO

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

COUNCIL STRATEGY COMMITTEE (COTW) MEETING

OF THE VILLAGE OF LIONS BAY

HELD ON TUESDAY, MARCH 24, 2015 at 6:00 PM

COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

In Attendance:

- Mayor Karl Buhr
- Councillor Fred Bain
- Councillor Jim Hughes
- Councillor Ron McLaughlin
- Councillor Helen Waterson
- Chief Administrative Officer Mandy Koonts
- Public Works Manager Nikii Hoglund
- Chief Financial Officer Pamela Rooke
- Accounting Clerk Hayley Cook
- Office Coordinator Shawna Gilroy (Recorder)

Attendees in Gallery: 3

1. Call to Order

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

2. Approval of Agenda

- Closed Resolution was added to the agenda becoming item 6, therefore renumbering Reporting Out as item 7, and Adjournment as item 8.
- "2015 Levels of Service – FTE and Expenditure" was added on-table under item 4B – New Business.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the March 24, 2015 Council Strategy Committee (COTW) Meeting, as amended.

CARRIED

3. Public Participation

A. Ms. Eileen Wilke

Ms. Wilke read aloud a letter she wrote to Council expressing her concerns of the surplus figures and asked several relating questions. She asked Council to consider looking into the attachment to her letter, which she handed out, with regards to the way the budget used to be. Mayor Buhr advised Ms. Wilke that her letter deserved a more complete response, and due to the quantity of figures, that this would take some time, but would be responded to.

4. New Business

A. Budget Discussion & Recommendations

CFO Rooke briefed on the 2015 Preliminary Budget Report. Council discussed this at length and will consider changes to the budget in time for the Special Council Meeting on Thursday, March 26, 2015.

B. 2015 Levels of Service – FTE and Expenditure (on-table)

Public Works Manager Nikii Hoglund briefed on the 2015 Levels of Service report. Council discussed this at length. Mayor Buhr expressed that he had no further questions after much discussion, and that it was an excellent report.

5. Public Questions & Comments

6. Closed Resolution

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council does close the March 24, 2015 Council Strategy Committee (COTW) Meeting to the public at 8:09 p.m. on the basis of matters to be considered under the following section 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

CARRIED

7. Reporting Out

Council reviewed and discussed the detailed staffing model and benefits breakdown as a portion of the budget discussion.

8. Adjournment

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adjourns the March 24, 2015 Council Strategy Committee (COTW) Meeting at 9:08 p.m.

CARRIED

Mayor

CAO

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

Type	Report to Council		
Title	Information Report: Draft 2015-2019 Five Year Financial Plan		
Author	Pamela Rooke	Reviewed By:	Mandy Koonts
Date	April 2, 2015	Version	-
Issued for	April 7, 2015 Council Strategy Committee (COTW) Meeting		

1. RECOMMENDATION

THAT Council receive this report for information purposes.

2. ATTACHMENTS

1. Draft 2015-2019 Five Year Financial Plan

3. BACKGROUND

At the March 26, 2015 Special Council Meeting, staff were directed to prepare the 2015 budget with an 8% tax rate; to reduce the SCADA Computers/Software expenditure from \$50,000 to \$12,500; and to re-direct the Wiring to Intakes expenditure to a Water Contingency Program with a \$20,000 increase to the budget.

These changes are reflected in the attached draft 2015-2019 Five Year Financial Plan. The attachments include a summary of the preliminary assumptions that have been made regarding revenue and expense increases. These assumptions can be reviewed and discussed during the meeting.

4. DISCUSSION

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

For Council's consideration.

Schedule A**Consolidated Financial Plan 2015 - 2019**

	2015	2016	2017	2018	2019
Revenues					
Fees, Licenses, Permits and Fines	121,550	121,986	123,459	124,954	126,471
Small Community Grant	295,000	295,000	295,000	295,000	295,000
Other grants	345,016	53,000	53,000	53,000	53,000
Other	45,451	48,255	51,172	54,206	57,360
Taxation	1,521,604	1,594,756	1,672,186	1,753,487	1,838,853
Utility Fees and Rates	672,545	690,922	715,468	741,241	768,303
Emergency Management Funding	400,000	-	-	-	-
Grand Total	3,401,166	2,803,919	2,910,285	3,021,888	3,138,987
Expenditures					
Amortization	472,117	477,117	482,117	487,117	492,117
General Government	587,403	599,011	610,147	620,558	632,085
Protection Services	284,366	270,573	273,497	276,436	279,455
Public Works	432,605	364,434	370,489	376,408	382,762
Planning and Development	26,736	63,099	27,508	27,884	28,308
Parks, Recreation and Facilities	177,497	167,130	169,298	171,395	173,691
Solid Waste	190,205	190,205	190,205	190,205	190,205
Sewer Fund	71,077	67,114	68,122	69,119	70,173
Water Fund	997,417	545,903	554,106	561,986	570,639
Interest Payments	91,561	90,241	88,882	87,634	87,193
Grand Total	3,330,984	2,834,827	2,834,370	2,868,742	2,906,627
Surplus/(Deficit)	70,182	(30,908)	75,914	153,146	232,361
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on tangible capital assets	472,117	477,117	482,117	487,117	492,117
MFA Actuarial Gain on Debt	(14,701)	(17,506)	(20,422)	(23,456)	(26,610)
Cash surplus	527,598	428,703	537,609	616,807	697,867
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(94,927)	(96,102)	(97,311)	(77,693)	(61,570)
Capital Expenditures	(614,712)	(80,000)	(70,000)	(70,000)	(70,000)
Transfer from (to) unrestricted reserve	182,041	(252,602)	(370,298)	(469,114)	(566,297)
Financial Plan Balance	-	-	-	-	-

General Fund Financial Plan 2015 - 2019

	2015	2016	2017	2018	2019
Revenues					
Fees, Licenses, Permits and Fines	121,550	121,986	123,459	124,954	126,471
Government Transfers Capital	-				
Small Community Grant	295,000	295,000	295,000	295,000	295,000
Other grants	89,000	53,000	53,000	53,000	53,000
Other	32,977	33,402	33,844	34,304	34,782
Taxation	1,230,377	1,289,497	1,352,193	1,418,024	1,487,147
Utility Fees and Rates	190,005	190,005	190,005	190,005	190,005
Grand Total	1,958,909	1,982,891	2,047,501	2,115,287	2,186,405
Expenditures					
Amortization	301,623	301,623	301,623	301,623	301,623
Communications	107,170	108,778	110,409	112,065	113,746
Interest Payments	16,048	15,016	13,952	13,007	12,875
Fiscal Charges	3,350	3,350	3,350	3,350	3,350
Grants	31,874	29,124	29,124	29,124	29,124
Insurance	55,439	56,548	57,679	58,832	60,009
Internal Allocations	(59,000)	(59,000)	(59,000)	(59,000)	(59,000)
Maintenance	187,395	190,555	193,408	196,304	199,244
Materials, supplies, and equipment	84,627	85,855	87,100	88,365	89,648
Professional Fees / Contract Services	391,605	345,421	311,153	312,912	314,697
Salaries and benefits	782,072	796,347	808,924	820,390	833,571
Sundry	12,350	12,983	13,117	13,254	13,393
Training / Professional Development	90,350	72,623	73,712	74,818	75,941
Utilities	11,580	11,870	12,166	12,470	12,782
Grand Total	2,016,483	1,971,091	1,956,719	1,977,516	2,001,003
Surplus/(Deficit)	(57,574)	11,800	90,783	137,771	185,401
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on tangible capital assets	301,623	301,623	301,623	301,623	301,623
MFA Actuarial Gain on Debt	(2,227)	(2,652)	(3,094)	(3,554)	(4,032)
Cash surplus	241,821	310,771	389,312	435,840	482,993
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(42,343)	(43,375)	(44,439)	(24,672)	(8,395)
Capital expenditures	(154,188)	(55,000)	(45,000)	(45,000)	(45,000)
Transfer from (to) Water Fund	(221,559)	38,752	66,550	96,467	127,496
Transfer from (to) Sewer Fund	(5,773)	1,455	3,876	6,479	9,204
Transfer from/(to) reserves	182,041	(252,602)	(370,298)	(469,114)	(566,297)
Financial Plan Balance	-	-	-	-	-

Water Fund Financial Plan 2015 - 2019

	2015	2016	2017	2018	2019
Revenues					
Parcel Tax	267,087	279,912	293,378	307,518	322,365
Utility Fees and Rates	441,376	457,695	480,080	503,584	528,263
Grants	256,016	-	-	-	-
Emergency Management Funding	400,000	-	-	-	-
Other	12,474	14,853	17,328	19,902	22,578
Transfer from Restricted Reserve	-	-	-	-	-
Grand Total	1,376,953	752,460	790,786	831,004	873,205
Expenditures					
Amortization	148,884	153,884	158,884	163,884	168,884
Communications	2,500	2,538	2,576	2,614	2,653
Interest Payments	75,513	75,225	74,930	74,628	74,318
Emergency Repairs	400,000	-	-	-	-
Insurance	7,105	7,247	7,392	7,540	7,691
Internal Allocations	55,000	55,000	55,000	55,000	55,000
Maintenance	35,120	35,647	36,182	36,724	37,275
Materials, supplies, and equipment	14,700	14,921	15,144	15,371	15,602
Professional Fees / Contract Services	162,600	105,039	106,615	108,214	109,837
Salaries and benefits	298,142	302,793	308,000	312,834	318,392
Sundry	3,750	3,806	3,863	3,921	3,980
Training / Professional Development	5,000	5,075	5,151	5,228	5,307
Utilities	13,500	13,838	14,183	14,538	14,901
Grand Total	1,221,814	775,012	787,920	800,498	813,841
Surplus/(Deficit)	155,139	(22,552)	2,866	30,506	59,365
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on tangible capital assets	148,884	153,884	158,884	163,884	168,884
MFA Actuarial Gain on Debt	(12,474)	(14,853)	(17,328)	(19,902)	(22,578)
Cash Surplus	291,549	116,478	144,422	174,488	205,671
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(52,584)	(52,726)	(52,872)	(53,021)	(53,174)
Capital Expenditures	(460,524)	(25,000)	(25,000)	(25,000)	(25,000)
Transfer from (to) general fund	221,559	(38,752)	(66,550)	(96,467)	(127,496)
Financial Plan Balance	-	-	-	-	-

Sewer Fund Financial Plan 2015 - 2019

	2015	2016	2017	2018	2019
Revenues					
Taxation	24,140	25,346	26,614	27,944	29,342
Utility Fees and Rates	41,164	43,222	45,384	47,653	50,035
Grand Total	65,304	68,569	71,997	75,597	79,377
Expenditures					
Amortization	21,610	21,610	21,610	21,610	21,610
Insurance	1,240	1,265	1,290	1,316	1,342
Internal Allocations	4,000	4,000	4,000	4,000	4,000
Maintenance	30,000	30,450	30,907	31,370	31,841
Materials, supplies, and equipment	1,000	1,015	1,030	1,046	1,061
Professional Fees / Contract Services	11,750	6,926	7,030	7,136	7,243
Salaries and benefits	19,970	20,274	20,611	20,928	21,290
Sundry	317	322	327	331	336
Training / Professional Development	750	761	773	784	796
Utilities	2,050	2,101	2,154	2,208	2,263
Grand Total	92,687	88,724	89,732	90,729	91,783
Deficit	(27,383)	(20,155)	(17,734)	(15,131)	(12,406)

Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements**Non-cash items included in Annual Surplus (Deficit)**

Amortization of tangible capital assets	21,610	21,610	21,610	21,610	21,610
Cash Surplus (Deficit)	(5,773)	1,455	3,876	6,479	9,204

Cash items NOT included in Annual Surplus (Deficit)

Capital Expenditures	-	-	-	-	-
Transfer from (to) general fund	5,773	(1,455)	(3,876)	(6,479)	(9,204)

Financial Plan Balance	-	-	-	-	-
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Schedule B**2015 - 2019 Schedule of Debt Repayments**

	2015	2016	2017	2018	2019
Interest Payments	91,561	90,241	88,882	87,634	87,193
Principal Payments	94,927	96,102	97,311	77,693	61,570
Total Annual Repayments	186,488	186,343	186,193	165,328	148,763

Schedule C**2015 - 2019 Schedule of Capital Expenditures**

	2015	2016	2017	2018	2019	
Building	103,436	10,000	-	-	-	Emergency Building Safety Upgrade
Equipment	46,058	45,000	45,000	45,000	45,000	Fire Capital Maintenance / Backhoe Lease
Roads	4,694	-	-	-	-	
Water Infrastructure	460,524	25,000	25,000	25,000	25,000	General Capital Maintenance
Sewer	-	-	-	-	-	

Total Capital Expenditures	614,712	80,000	70,000	70,000	70,000	
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Build Canada Grant	369,024
PRV and Bypass for Mag Reservoir	
Harvey Intake Road Safety Improvements	
Mag Intake Safety Improvements	
Mag Intake Safety Improvements	
SCADA Computers/Software	12,500
Oceanview Road Paving	4,694
Community Centre Renewal	88,436
Water Contingency Programs	60,000
Water Capital Maintenance	
Hydrants	9,000
PRV Screens and Filters	10,000
Fire Department Capital Maintenance	28,850
Swim Float - Lions Bay Beach Park	6,000
MAIS Work Order Module (PW)	4,800
MAIS eHOG Module (Admin)	2,408
Laptop Replacements (PW)	4,000
Highway Tank Roof Removal	15,000

614,712

The Village of Lions Bay

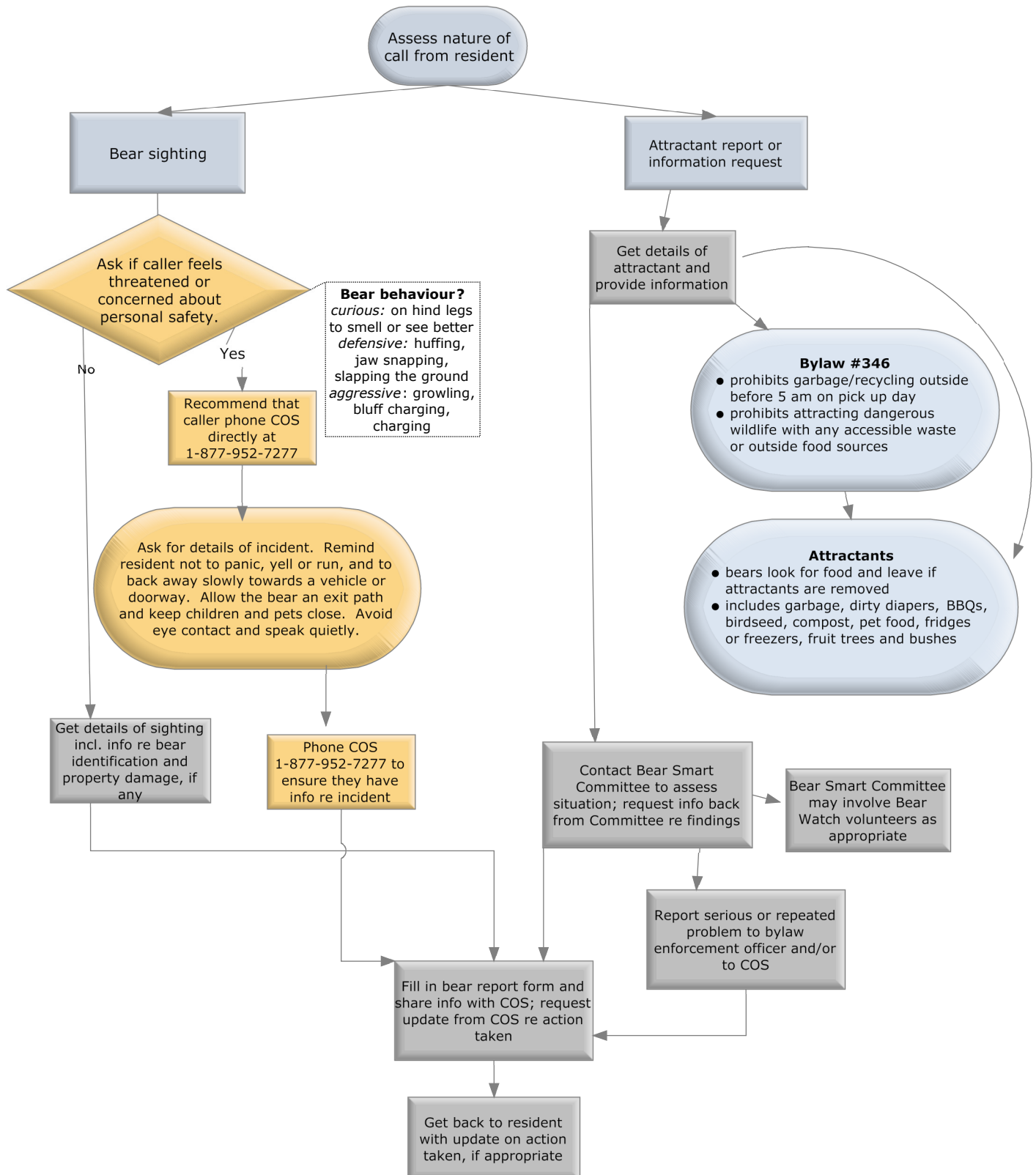
2015-2019 Five Year Financial Plan

Assumptions

	2015	2016	2017	2018	2019
Sewer Taxation Increase	10%	5%	5%	5%	5%
Sewer Utility Fees and Rates Increase	10%	5%	5%	5%	5%
Water Parcel Tax Increase	16%	5%	5%	5%	5%
Water Fee Increase	16%	5%	5%	5%	5%
Property Tax Increase	8%	5%	5%	5%	5%
Fees, Licenses and Permits	1.5%	1.5%	1.5%	1.5%	1.5%
Salaries and Benefits Increase	Used Labour Model				
Expenses Increase	1.5%	1.5%	1.5%	1.5%	1.5%
Utilities	2.5%	2.5%	2.5%	2.5%	2.5%
Insurance	2.0%	2.0%	2.0%	2.0%	2.0%
Council Remuneration	1.5%	1.5%	1.5%	1.5%	1.5%
Solid Waste Fees	0.0%	0.0%	0.0%	0.0%	0.0%
Solid Waste Contract	0.0%	0.0%	0.0%	0.0%	0.0%
Solid Waste Expenses	0.0%	0.0%	0.0%	0.0%	0.0%
Water Amortization - increase by:		5,000	5,000	5,000	5,000
Sewer Amortization - increase by:		0	0	0	0
General Fund Amortization - increase by:		0	0	0	0

Lions Bay Bear Smart Call Procedure

(last revised Aug/09)



April 28, 2014

To: Village Administration and Council

From: Lions Bay Bear Smart Committee

Re: **Bear Smart procedures and Village responsibilities**

References: Bear Smart Community Program Background Report
Bear Smart Committee Terms of Reference
Lions Bay Human-Bear Conflict Management Plan

Background

The Bear Smart Committee has been a Select Committee since 2007, with core members appointed by Council. As a Select Committee, membership includes a Village staff member and Counsellor. Membership also includes knowledgeable volunteers and a local Conservation Officer. Council approved a Bear Management Plan in 2010 that outlines the various roles Council and staff contribute to the Bear Smart initiative. After the submission of a Village plan to the Provincial Government, Lions Bay achieved Bear Smart Community Status in 2011. The Bear Smart Committee continued with a mandate of monitoring adherence to Bear Smart principles and education to residents and students about bear behaviour, safe interaction and bear safe waste management. Council passed a resolution June 18, 2013 approving the Terms of Reference for the Lions Bay Bear Smart Committee, after the committee again defined their current focus and mandate.

Action Requested by Lions Bay Bear Smart Committee

That Administration and Council incorporate the Bear Smart procedures and principles listed below on an ongoing basis since they have already been accepted and adopted multiple times, so that job descriptions, hiring requirements, new staff/Council training and procedural guides include the outlined Bear Smart items.

Village Responsibilities

Education about Bear Smart procedures to new Councils and staff members is an important component of the ongoing Bear Smart Committee (BSC) mandate. As a Bear Smart community there are many responsibilities that staff and Council have committed to undertaking.

Councillor, Bear Smart Committee member

- Liaise between committee and Council
- Understand Bear Smart principles to educate Council and residents
- Promote Bear Smart principles and procedures
- Liaise with other Bear Smart communities and groups

Office Manager

- Facilitate staff members supporting committee
- Understand Bear Smart principles to mitigate safety hazards from human-bear conflict

Commented [MK1]: We do not have an office manager, need to clarify if this should be CAO?

Office Coordinator, Bear Smart Committee member

- Liaise between committee, staff and Council
- Report to BSC on bear activity, financial, waste management and waste bylaw issues
- Determine Village e-post communications concerning bear activity
- Add bear advisories to Village communications
- Maintain Bear Smart portion of Village website, especially emergency wildlife reporting
- Issue waste management infraction letters including Bear Smart principles

Commented [MK2]: These are currently in place; there have been no bear sightings but we do include periodic information in ePost (most recently February 20th weekly ePost). Wildlife page is still active on Village website, updated as necessary.

Office Assistants

- Respond to bear reports based on the Call Procedure Flow Chart
- Record bear/wildlife calls from residents on Bear Activity Report
- Distribute wildlife reports to BSC and COS monthly
- Report bear related concerns from residents to Office Coordinator
- Communicate bear activity to waste haulers on pick up day to adjust route if needed
- Provide documentation and copying services to committee

Commented [MK3]: Procedures are in place. No sightings were reported last year.

Works

- Post "Bears Active" and "Bear Warning" signs based on the sign posting procedures
- Carry bear spray when working in the forest during bear season
- Understand bear behaviour and habitat

Commented [MK4]: Currently in their procedures.

Bylaw Officer

- Understand the garbage collection portion of bylaws that prohibits attracting wildlife
- Monitor adherence and issue tickets for waste/recycling violations

Commented [MK5]: This is communicated by staff to the Bylaw Officer when the seasonal appointment begins in April.

Excerpt from Lions Bay Human-Bear Conflict Management Plan

"7. SUMMARY OF BEAR MANAGEMENT PLAN

7.1 Bear Smart Responsibilities

Village of Lions Bay

Waste Management

1. Provide a central bear-proof dumpster for residents with storage problems
2. Maintain / purchase bear-proof garbage containers for all public areas
3. Facilitate resident bear bin purchase

Commented [MK6]: Despite the dumpster being removed last spring, there were still zero bear sightings reported.

Bylaws / Enforcement

- 4. Provide communication to the public about waste bylaws*
- 5. Identify and penalize repeat waste management offenders*
- 6. Maintain bylaw violation statistics to monitor compliance*

Bear Reports / Education

- 7. Continue to include bear safety brochures with Village mail-outs*
- 8. Communicate information about bear activity with BSC*
- 9. Remove blackberry bushes from problem areas when able*
- 10. Compile and distribute bear activity reports from bear calls*
- 11. Monitor bear reports to determine bear safety sign placement*
- 12. Works to post bear safety signs as needed*

Lions Bay Bear Smart Committee

Bear Education

- 13. Continue annual summary reports of committee activity and education*
- 14. Continue to research bear information and bear-human conflict reduction*
- 15. Continue to write bear articles and distribute bear information*
- 16. Continue to update pages for Lions Bay, Get Bear Smart websites*
- 17. Continue to expand school education program*
- 18. Continue to develop resident education program*
- 19. Continue to attend community events with the Bear Smart message*
- 20. Continue to expand Bear Watch*
- 21. Continue to archive BSC articles, minutes, reports, summaries so that if present members are not available others can continue the BSC*
- 22. Continue to act as resource in bear related matters to Council and other Village groups*

7.2 Bear Smart Goals 2010 – 2015

Village of Lions Bay

Waste Management

- 1. Zero tolerance towards Garbage Bylaw violations*
- 2. Encourage residents to buy bear-resistant bins or bear-proof lockers*

Additions to Bylaw no.

- 3. (a) add "dirty barbeques" to garbage, pet food, food waste or other waste*
- 4. (d) add "soiled diaper containers" to outdoor fridges and freezers*

Lions Bay Bear Smart Committee

Bear Education

- 5. Create more bear safety signage as the needs arise*
- 6. Research bear brochures/information to include with Village mail outs*
- 7. Research more bear books to contribute to Libraries*

8. Write new bear articles to reflect the changing bear situations in the Village
9. Attend all related community events to raise Bear Smart profile
10. Monitor the school environment, dumpster and nearby blackberries
11. Develop more bear education programs for school
12. Ensure LBCS students are bear-educated every second year
13. Ensure more students at Gleneagles school get bear education
14. Produce Bear Smart Rap song by children (already written and staged)
15. Promote bear-resistant bins and bear-proof lockers to residents
16. Create reports that detail BSC activities, meetings, initiatives, spending
17. Expand Bear Watch and increase bear education for members
18. Add knowledgeable Bear Watch members to BSC
19. Increase participation with NSBBN to connect with other communities
20. Update BSC progress with Get Bear Smart

7.3 Bear Smart Financing Strategies

Since 2004, Lions Bay has received \$17,000 in Bear Smart funding, primarily spent on the Bear Hazard Assessment, the Bear Management Plan, replacing public garbage bins with bear-proof containers, developing bear safety signage and creating educational materials. Since Bear Smart funding is not available in 2010 or the near future, the education program will now focus more on volunteer time and sourcing free materials. The Village will continue to contribute labour from Works to post signs and clear blackberries/dense cover on trails and parks where practical. Also the Village Office will continue to supply administrative support to the BSC. “

Conclusion

Lions Bay Administration and Council have historically embraced Bear Smart procedures and principles to ensure the safety of residents and wandering wildlife. Due to the frequent staff turnover and changing Council, Bear Smart job descriptions for staff and Council, as well as procedural guides for training, need to be included in permanent records.

Thank you,

Lions Bay Bear Smart Committee

Report to Lions Bay Council

January 12, 2015

To: Lions Bay Council

From: Norma Rodgers
Chair, Lions Bay Bear Smart Committee

Re: Resignation, Norma Rodgers as Chair

Background of Lions Bay Bear Management

From 1999 to 2001, at least six black bears were destroyed in Lions Bay. Black bears were eating garbage, aggressively confronting residents and breaking into homes. Concerned volunteers educated residents about wildlife attractants to keep bears from accessing human food within the village. The lack of coordination between volunteers, staff and the Conservation Officers Service resulted in ineffective bear management and confused communications. Finally in 2004 Council enacted a waste bylaw to reduce wildlife attractants, and staff and volunteers began cooperating. As a result of this collaboration, Lions Bay applied to the Province for funding to become a Bear Smart community.

From 2004 to 2009 Lions Bay received \$17,000 in Provincial Bear Smart grants that funded;

- signage about bear behaviour and activity,
- public bear proof bins,
- bear proof dumpster fees,
- educational programs and materials for residents and school students,
- a Bear Hazard Assessment prepared by a biologist, specifying what actions the Village had to undertake to become Bear Smart and,
- a Bear Management Plan written by Norma Rodgers, the last step towards Bear Smart status.

In 2011 the Ministry of the Environment awarded Bear Smart Community status to Lions Bay as the 3rd eligible community, with a metal bear statue to commemorate the achievement.

Lions Bay Bear Smart Committee (BSC)

Based on Provincial Bear Smart Community Program criteria, Council ordained a Select Committee in 2007 to work towards Bear Smart status. This Provincially mandated committee included a Council appointed volunteer Chair (Norma Rodgers), a designated Councillor and senior staff member. Village representatives on the committee ensured Municipal support for the program.

The significant accomplishments of the BSC have been possible due to collaborative efforts. The BSC educated students annually and provided bear information to residents at events, in articles and with mail outs. Council updated the community plan in 2008 to include habitat provisions that respect

wildlife. Council and staff supported waste management practices that reduced food attractants. Over the years staff has sent out bear activity reports and bear safety information, provided bear-proof public bins and participated in BSC meetings and events. Works has posted bear signage throughout the village and notified about bear activity.

The Bear Smart Committee initially focussed on activities that would facilitate Lions Bay achieving Bear Smart Community status. Once that was achieved the BSC's mandate switched to ensuring that Lions Bay adheres to the Bear Smart program and Bear Management Plan.

Lions Bay Bear Smart Committee - Resignation of Chair

Effective immediately, Norma Rodgers is resigning as Chair of the Lions Bay Bear Smart Committee for the reasons outlined below.

Lack of Support from Administration

A Bear Smart Community requires ongoing collaboration between Administration, the Bear Smart Committee and the Conservation Officer Service. Since the Village has not entrenched the Bear Management Plan or Bear Smart principles into administrative procedures, the BSC is required to continually lobby for the attention and cooperation of Administration as staff changes. After 15 years of bear advocacy and working to achieve Bear Smart status as a volunteer, this chair is unwilling to continually justify the importance of Bear Smart principles. Examples of BSC recent frustrations include:

- Frequent staff turnover has resulted in the need to introduce Bear Smart practices and procedures numerous times. There have been a dozen different people staffing the top 3 Village positions since the Bear Smart process began in 2004. While some staff turnover is inevitable, the BSC has had to undertake almost constant lobbying about the importance of Bear Smart principles rather than having new staff begin with an automatic adherence to those principles and an acceptance of the items clearly outlined in the Bear Management Plan.
- The bear proof dumpster at the Fire Hall was part of the village's Bear Management Plan as a means to provide residents with storage challenges a bear proof way to dispose of garbage. After issues arose surrounding the dumpster, it was removed early spring with little notice and despite notification from the BSC about the pivotal role of the dumpster in bear management.
- A BSC request to include bear safety fridge magnets in 2014 spring village mail out to residents was refused despite an offer to cover costs from Bear Smart funds for additional weight.
- Despite repeated attempts to accommodate the schedules of all members for BSC meeting times, current staff has been reluctant to attend meetings.
- There is an increase in bureaucracy without accompanying cooperation. Examples include the requirement to complete redundant new forms even though BSC has annually reported to Council. Also the requirement that BSC apply each year for money despite the village having diverted from \$2-3,000 in Bear Smart funding to general revenue prior to 2009.

Lack of Interest from the Community to join the Committee

This chair has repeatedly and unsuccessfully asked Bear Watchers and readers of community news to join with articles and invitations. Other BSC members were also unable to attract new members.

Conclusion

Black bears have not been an issue in Lions Bay for several years since residents have embraced Bear Smart principles. Garbage and other human food attractants have mostly been contained. Bears have excellent memories and return to where they had previously found high calorie food, like garbage. New bears follow the scent of these lucrative pathways and a pattern of bears wandering through residential neighbourhoods in search of food ensues. Now that garbage has been safely and consistently managed within the Village, bears have stopped wandering through neighbourhoods to check for food and stay in the surrounding forest.

With the change to a food scraps collection program there may be an increased potential for unsecured waste to attract bears while residents get used to new routines and bins.

Since bears have not been problematic in the village recently Bear Smart principles appear to have become low priority with Administration, Council and residents. Without co-ordinated stewardship, Bear Smart practices may lapse and bear conflicts could risk the safety of Lions Bay residents and bears.

I believe that Council needs to officially determine whether they support the Bear Smart program and the Bear Management Plan. In this Chair's opinion, in order for Bear Smart in Lions Bay to be sustainable long term, Council needs to formalize Bear Smart inclusions in administrative procedures, either adhering to the existing Bear Management Plan or another provincially approved version.

If Council wishes to activate a Select Committee to continue adherence to the Bear Smart Community Program, the new committee members should include a Councillor, senior staff member and knowledgeable volunteers. A local Conservation Officer will also want to participate. The BSC can provide an archive of meetings, communications and procedures as a resource for future operation. The archive is detailed for the active periods and reduced to agendas and minutes for the last few years.

Norma Rodgers will advise Mike Badry of the Ministry of Environment, Inspector Chris Doyle of the Conservation Officers Service, the North Shore Black Bear Network and Get Bear Smart Society about changes to Lions Bay's Bear Smart Committee and Management Plan.

Norma Rodgers will continue as Bear Watch coordinator, a network with 90 participants who report bear activity and receive local bear information. She will also continue to coordinate bear education sessions at the community school, and participate with the North Shore Black Bear Society and Network.

A BSC funding summary will follow with an unspent reimbursement. The spring education program at the school was successful but the fall education/art project plans were disrupted due to the teachers' strike. Since the present BSC will not be applying for 2015 funding, the remaining money is slated for resident education. A Bear Smart information package using existing stock of fridge magnets and safety brochures will be compiled for distribution to unaddressed residents in spring 2015, with the remaining packages given to the office for new resident or future event attendees.

Hi Helen,

I wanted to summarize our discussions and my position relating to the Bear Smart committee, as well as thank you for taking the time to learn about the issue and listen to my concerns.

You contacted me at the end of January to express regret that I resigned as Chair, try to convince me carry on with the committee and discuss volunteer support since this is your portfolio. I had to postpone our meeting for a few weeks.

During our meeting in mid-February I confirmed that I would not change my mind about resigning. I repeated my opinion that without volunteer stewardship administration may allow some practices to lapse since the removal of bear-proof dumpster, refusal to distribute bear safety information and lack of participation with the Bear Smart committee indicated lack of respect for the requirements. I don't believe Bear Smart is sustainable unless Council reaffirms support of the Bear Management Plan and institutes Bear Smart practices in office procedures. Volunteers, Councils and staff change so Bear Smart needs to be entrenched into village mandates. I told you that I needed to advise the Ministry of Environment and Conservation Officers Service that the committee was disbanded but I would wait until I heard Council's plans concerning Bear Smart.

Since you were unable to bring the matter to Council until April 2nd and there have been questions about the status of Bear Smart in Lions Bay, I advised the government and COS March 22nd that the committee had disbanded in January and Council will soon be determining some future plans for Bear Smart. I have not had a response yet.

I am willing to create a report to Council with my specific recommendations about maintaining the integrity of the Bear Smart program post Bear Smart Committee. I will also determine whether lack of a committee affects Bear Smart status and our relationship with the COS in any way. I will continue to coordinate Bear Watch and the school education program.

I have some thoughts concerning your volunteer portfolio. Lions Bay has had a village mentality where neighbours interact and contribute. Long-time volunteers expect to be appreciated, cooperated with and encouraged for their service from both Council and staff at all levels. If the spirit of volunteerism is eroded, LB will be a changed place.

Thank you for communicating Council's appreciation of this volunteer's contribution.

Norma

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DRAFT – DATED 4 MARCH 2015

Lions Bay Council 2015 Priorities

1. Effective Communications

“Lions Bay will practice open and transparent communication and promote community engagement, while upholding a unified, positive, and consistent image.”

2. High Livability & Quality of Life

“Lions Bay strives to be a community of choice by fostering a resident focused approach to identifying service delivery, while placing the highest importance in maintaining and fostering a high quality of life.”

3. Ensuring Sustainability: Financial and Infrastructure

“Lions Bay strives to be a leader in creating a sustainable community for now and into the future.”

4. Valuing Volunteers

“Lions Bay will be a volunteer friendly community with the value and belief that Volunteers are integral to the very fibre of what makes Lions Bay such a special place to live.”

5. Practicing Good Governance

“We will be transparent, responsive, equitable and inclusive, effective and efficient, participatory and accountable.”

Lions Bay Council's 2015 Priorities

By statute and practice, Council's role is to establish policy by majority vote on resolutions and bylaws. Policy is executed by staff, directed by Council's direct report, the CAO. Council established Select Committees, and the Mayor establishes Standing Committees. , to cover the range of work and make recommendations. and setting their terms of reference; in Lions Bay this process occurs by consensus discussion.

PRIORITY	ISSUE	DELIVERABLES
1	Community engagement: <i>consistent, unified and positive communications</i>	➤ Enhance and update village website, newsletters and social media presence to reach <i>all</i> residents. New media training in the Library ➤ Develop a Communications Policy, a Resident Engagement Policy and a Style Guide ➤ Village-wide signage and messaging
2	High livability: <i>resident-focused services, amenities and facilities, with attention to safety, vibrancy and diversity.</i>	➤ Install Community Coordinator ➤ Produce a new Trees, Views & Landscapes Bylaw ➤ Spruce up Main Beach, including paid non-resident parking ➤ Review Public Works service levels ➤ Implement some Infrastructure Committee preliminary recommendations, and identify Village maintenance and beautification opportunities ➤ Enhance recreation opportunities including trails and parks ➤ Identify changing community needs through a Resident Poll and Survey.
3	Financial and infrastructural sustainability: <i>create a sustainable community for now and the future.</i>	➤ Present an accessible, transparent and resident-driven budget ➤ Support schooling (Lions Bay Elementary, Before & After Care, Preschool, Childcare) ➤ Fund and deliver the Infrastructure Master Plan and prepare "shovel-ready" RFPs to be ready for the next intake of New Building Canada funding applications ➤ Review land use and zoning strategy with a view to encouraging development opportunities acceptable to the wider community, focusing on Brunswick Hill and Crystal Falls.
4	Valuing Volunteers: <i>acknowledge a core value that volunteers are integral to the community. that Lions Bay must exploit its assets, put into practice the</i>	➤ Review current Volunteer groups: task definition, ad-hoc signup ➤ Planning of annual projects, with Public Works integration e.g. spring cleanup, trailside chipping, controlled burns, maintenance, sign scrubbing, creek channel cleanup

		➤ Support community events: Firefighter Day, Canada Day, Fall Shrimp Jazz ➤ Research Volunteer Tax Credit for implementation in 2016 ➤ Launch annual project (Lions Bay Field? Colour uplighting? Village Winter Season tree?)
5	Good Governance: <i>transparent, responsive, equitable, inclusive, effective, efficient, participatory and accountable.</i>	➤ Review, merge, consolidate and obsolete policies and bylaws ➤ Set measurable accountabilities for staff and Council (on-budget performance, KPIs, service delivery)

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council			
Title	Committee Appointments			
Author	H. Waterson	Reviewed By:		
Date	April 2, 2015		Version	
Issued for	April 7 , 2015- CSM			

Recommendation:

That Council endorses "I LOVE LIONS BAY" photo competition.

Background:

In our continued efforts to engage the residents of our Village, particularly among the younger residents, I propose an I LOVE LIONS BAY photo competition.

Minimum Village resources, if any, is required to run this competition. I will seek sponsorship support from local residents to fund the prize money as well as costs associated with the final exhibition. I will also seek assistance from a local photographer to provide professional guidance.

An added benefit would be for the Village to have full usage rights to the photos.

Preliminary details:

Launch date: 20th April, 2015

Competition Closes: 18th May 2015, which I'm hoping to coincide with the Arts Council, Garden show

Theme: "I LOVE LIONS BAY"

Promotion: Social media, posters, mail drop, word of mouth, Village News

Contestants: Open to all residents of Lions Bay

Three age groups – Kids (under 12) Teens (12-17) Adults (18+)

Funding: Five sponsors @ \$200 each, with a total of \$1,000

From: [Helen & Simon Waterson](#)
To: [Shawna Gilroy](#)
Cc: [Mandy Koonts](#)
Subject: "I Love Lions Bay" Photo Competition
Date: Thursday, April 02, 2015 11:34:00 AM
Attachments: [PastedGraphic-7.tiff](#)

Please include this email in the agenda package.

Hi Lions Bay business owners,

We are in the midst of planning the First Annual I Love Lions Bay Photographic Competition and was wondering if you would like to be one of our inaugural sponsors. We are looking for 5 sponsors @ \$200/sponsor. We haven't worked out the final details, and is just at the early planning stage, but the sponsor's names will be on all the marketing material as well as displayed during the exhibition/day of judging. The sponsors will also be on our judging panel. We hope to have the judging and exhibition down at the Hall at the end of May, and maybe even coincide with the big Art Council Garden Show. The Garden Show is always well attended by it's 300 strong members. If I receive a good sponsorship response on this, I'll approach the Arts Committee about a possible joint promotion...which will give the sponsors even more exposure!

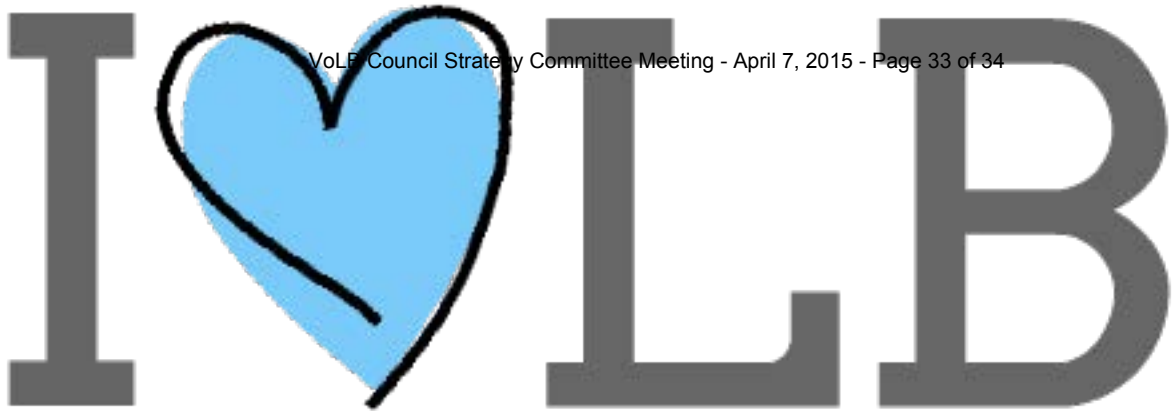
If you would like to be a sponsor but \$200 is too much, or maybe you want to sponsor more money, please do not hesitate to suggest something that you are comfortable with. As I mentioned we're at the early planning stage and we're very flexible.

Thanks so much for considering this.

Cheers,

Helen
Competition Organiser

Marketing Poster will look something like this...but with sponsor logos.



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