



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COUNCIL STRATEGY COMMITTEE OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, SEPTEMBER 15, 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. May 5, 2015 – Council Strategy Committee (COTW) Meeting (Page 3)
- 5. Business Arising from the Minutes**
- 6. Unfinished Business**
 - A. Council Priority List (Page 5)
- 7. New Business**
 - A. Discussion of Council Remuneration Bylaw No. 477 (Page 7)
 - B. Council Expense Remuneration (Page 11)
 - C. Staff Requests from Council (Page 13)
 - D. Parking Plan Select Committee Recommendation (Page 15)
 - E. MFA Loan Application Recommendation (Page 17)
 - F. Financial Reports Recommendation (Page 19)
 - G. Board of Variance Recommendation (Page 21)
 - H. Land Use Plans Recommendation (Page 23)
- 8. Public Questions & Comments**
- 9. Resolution to Close Meeting**

BE IT RESOLVED THAT the Village of Lions Bay Council does close the September 15, 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:

 - 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;
 - c) labour relations or other employee relations

10. Reporting Out from Closed Session

11. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COUNCIL STRATEGY COMMITTEE (COTW)

OF THE VILLAGE OF LIONS BAY

HELD ON TUESDAY, MAY 5, 2015 at 3:00 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 Giesbrecht
Chief Financial Officer Pamela Rooke
Office Coordinator Shawna Gilroy (Recorder)
Bill Cox, BDO Canada Ltd.

Attendees in Gallery: 1

1. Call to Order

Mayor Buhr called the meeting to order at 3:02 p.m.

2. Approval of Agenda

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council approves the Agenda of the May 5, 2015 Council Strategy Committee (COTW) meeting, as submitted.

CARRIED

3. Public Participation

4. Adoption of Minutes

The action items were reviewed. Outstanding items were carried over and will appear on the Action Items Report at the next meeting.

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adopts the Minutes of the April 21, 2015 Council Strategy Committee (COTW) meeting, as submitted.

CARRIED

5. Business Arising from the Minutes

A. Action Items Report – April 7, 2015

The action items report was reviewed. All items were completed from April 7, 2015.

6. Unfinished Business

7. New Business

A. Audit Report – Bill Cox, BDO Canada Ltd.
Mr. Cox presented the audit report to Council.

8. Public Questions & Comments

9. In Camera Resolution

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council does close the May 5, 2015 Council Strategy Committee (COTW) meeting to the public at 3:47 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;

l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

CARRIED

10. Reporting Out From Closed Session

There was nothing to report out from the closed session.

The meeting was reverted back to item 7A.

7. New Business

A. Audit Report – Bill Cox, BDO Canada Ltd.
Mr. Cox presented the audited financial statements to Council.

The order of the agenda was resumed.

11. Adjournment

Moved/Seconded

BE IT RESOLVED THAT the Village of Lions Bay Council adjourns the May 5, 2015 Council Strategy Committee (COTW) meeting at 4:32 p.m.

CARRIED

Mayor

CAO

Date Adopted by Council:	
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COUNCIL PRIORITIES 2015-2016

DRAFT

EFFECTIVE COMMUNICATIONS

Lions Bay will ensure that all communications are well co-ordinated, effectively managed and responsive to the diverse information needs of its residents.

HIGH LIVABILITY

Lions Bay will offer a high level of livability by fostering a resident-focused approach to service delivery.

SUSTAINABLE COMMUNITY

Lions Bay will strive to be a leader in creating a sustainable community by a continued commitment to minimizing environmental impacts of its policies and operations as well as maximizing the efficient use of natural resources and services.

VALUED VOLUNTEER

Lions Bay will value and support its volunteers for the essential role that they play in serving the community. We are committed to creating a welcoming environment where staff and resources support meaningful volunteer opportunities.

GOOD GOVERNMENT

Lions Bay's government will be transparent, responsive, equitable, inclusive, effective and accountable.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Information Report: Council Remuneration Bylaw		
Author	Pamela Rooke	Reviewed By:	
Date	September 11, 2015	Version	-
Issued for	September 15 Council Strategy Committee Meeting		

1. RECOMMENDATION

THAT Council receive this report for information purposes.

2. ATTACHMENTS

- Council Remuneration Bylaw No. 477, 2015

3. BACKGROUND

On January 6, 2015, Council passed 1st, 2nd and 3rd reading of the Council Remuneration Bylaw No. 477, 2015. On May 5, 2015, Council rescinded the 3rd reading of the Bylaw as it was noted there were potential complications of using the CPI as a calculation tool.

4. DISCUSSION

The Council Remuneration Bylaw has been amended – the changes are tracked on the attachment.

For Council's consideration.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Council Remuneration Bylaw Bylaw No. 477, 2015

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

Council Remuneration Bylaw No. 477, 2015

VILLAGE OF LIONS BAY

A bylaw to provide for the payment of a remuneration to the Mayor and Councillors of the Village of Lions Bay.

WHEREAS pursuant to Sections 8 and 168 of the *Community Charter*, the Municipal Council may, by bylaw, provide for the payment from annual general revenue, a remuneration to the Mayor and to each Councillor and provide that a portion thereof be paid as an allowance for expenses incidental to the discharge of the duties of office;

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

1. The Village of Lions Bay Council Remuneration Bylaw No. 379, 2006 is hereby repealed.
2. This bylaw may be cited for all purposes as the "Village of Lions Bay Council Remuneration Bylaw No. 477, 2015".
3. The Mayor ~~was shall be~~ paid the annual sum of \$13,578.24 in 2014 of which said amount one third shall be paid as an allowance for expenses incidental to the discharge of office.
4. Each Councillor ~~shall be was~~ paid the annual sum of \$6,789.12 in 2014 of which said amount, one third shall be paid as an allowance for expenses incidental to the discharge of office.
5. Council remuneration increases shall be made annually ~~on effective~~ January 1 and shall be based on the percentage the BC parallel in terms of percentage the Canada Consumer Price Index (CPI) increased over the previous calendar year. In years where there is a negative CPI change, Council remuneration would stay the same.
6. In the event of any member of Council being absent from three consecutive regular Council meetings, the remuneration that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.
7. This bylaw shall continue in force and effect until amended, replaced or repealed by the Municipal Council of the Village of Lions Bay.

8. This bylaw comes into effect upon adoption.

READ A FIRST TIME this 6th day of January, 2015

READ A SECOND TIME this 6th day of January, 2015

READ A THIRD TIME this 6th day of January, 2015

THIRD READING RESCINDED 5th day of May, 2015

RE-READ A THIRD TIME this _____ day of _____

ADOPTED this _____ day of _____

Mayor

Corporate Officer

Corporate Officer

Certified a true copy of
Bylaw No. 477 as
adopted.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Policy Statement

Regarding: **Travel Reimbursement**
Approved by Council: **(introduced December 19, 2005)**

Travel

The Village will pay all reasonable (pre-approved) expenses incurred by an employee when required to travel on Village business. Cash advances may be made to the employee for business expenses but must be fully accounted for and all unused funds returned. Receipts must be retained for all expenses. Expenses will not be paid if a receipt is not submitted. Expense account “cheating” will be considered theft and constitute grounds for dismissal.

Business Expenses

Legitimate business expenses will be paid or reimbursed by the Village. Any liquor purchase is not acceptable and will not be reimbursed. Employees are expected to use discretion and moderation and all such expenses must be aimed at advancing the interests of the Village in a tangible way.

Vehicle Expense

Certain Village positions are required to use a vehicle in performance of their duties and responsibilities. These transportation needs will be met by the following methods:

- a) Vehicles provided by the Village,
- b) Use of employee personal vehicles for which either a vehicle allowance or kilometreage reimbursement will be paid.

The rates will be as follows:

1. Vehicle Allowance for regular business drivers (Building Inspector):

Average per month (km)	Allowances
150-299	\$200
300-499	\$318
500-799	\$508
800-1100+	\$700

In order to qualify for this allowance proof of \$2 million third party liability insurance must be provided.

CRA deems the vehicle allowance to be fully taxable. However a recipient of this allowance can complete and submit form T2200 to obtain a deduction for actual expenses. This involves the employee tracking his actual driving expenses for the year and calculating the average actual cost for kilometres driven.

2. Kilometrage Reimbursement – Casual drivers

Reimbursement rate to be equivalent to CRA non-taxable upper limit, plus where appropriate business insurance premium in accordance with the following criteria.

Casual drivers will submit a claim for kilometrage on the attached form.

The kilometrage reimbursement allowance will be paid on the basis of the rate allowed by CRA (\$0.45 per kilometre at the time of writing this policy), which will be paid as a tax exempt allowance. The rate will be reviewed and adjusted on an annual basis after approval by Council.

Casual drivers who are required to have a car available for Village purposes for travel to meetings, bank, etc. may be reimbursed for the business premium (02/03 to 07) paid for the number of months this availability is required.

3. Definition of Kilometrage

- Those kilometres driven on Village business excluding travel to and from work, and
- Any travel directly between home and another work site.

4. Council Travel

Council members may be reimbursed for casual kilometrage when required to travel on business beyond the boundaries of the GVRD.

Council Requests to Staff – For Discussion:

1. Strike a Parking Plan select committee, and nominate X, Y and Z to it.
2. Instruct staff to apply for MFA borrowing of ____ [75?]% of the allowed cap by the Fall application deadline
3. Shall Council request a report on progress to publication of previously-resolved KPIs
4. Shall Council request a report on prior Council's referral of the Land Use Plan
5. 2016 Budget – Council to:
 - a. Review the budgeting process and confirm timeline
 - b. Confirm members of the Finance Committee
 - c. Provide wish list
 - d. Monthly/quarterly financial reports with a comparison of budgets to actual results
6. Finance – Council to consider a request for the reports below, in order to have a more thorough understanding of the Village's finances:
 - a. Net Financial Assets or Net Debt as a % of Own Purpose Taxation Plus User Fees
 - b. Total Reserves and Discretionary Reserve Funds as a % of Operating Expenses
 - c. Debt Servicing Cost as a % of Total Operating Revenue
 - d. Total Taxes Receivable less Allowance for Uncollectables as a % of Total Taxes Levied
 - e. Total Cash and Temporary Investments as a % of Operating Expenses
 - f. Net Working Capital as a % of Total Municipal Operating Expenses
 - g. Net Book Value of Capital Assets as a % of Cost of Capital Assets
7. Village Master Plans – Council to prioritize which plan we would like to complete in 2016:
 - a. Infrastructure
 - b. Sign/Signage
 - c. Parking
 - d. Emergency
 - e. Communication/Resident Engagement
 - f. Beach Remediation
 - g. Asset Management

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Recommendation to Council*			
Title	Parking Plan select committee			
Author	KB	Reviewed By:	-	
Date	Sep. 10, 15		Version	1 of 1
Issued for	150922 Lions Bay Council Strategy Meeting			

RECOMMENDATION

THAT the Village of Lions Bay Council establish a Parking Plan select committee.

1. DRIVERS

- Current lack of holistic parking plan, with many aspect and moving parts to be considered
- Need to fairly treat residents, guests and visitors
- Revenue opportunity
- Opportunity for engagement and improvement of quality of life

2. HOW

Chaired by Mayor, members to be nominated by Council.

*For Council's consideration under Mayor's special statutory responsibility to, *inter alia*, "provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the municipality...."

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Recommendation to Council*			
Title	MFA application			
Author	KB	Reviewed By:	-	
Date	Sep. 10, 15		Version	1 of 1
Issued for	150922 Lions Bay Council Strategy Meeting			

RECOMMENDATION

THAT the Village of Lions Bay Council instruct staff to apply for MFA borrowing of a to-be-discussed percentage of the municipal borrowing cap by the Fall 2015 application deadline.

DRIVERS

- 6 month lead time
- Infrastructure Master Plan will have been delivered in 1Q16
- Political will to commence capex
- No need to fund entire loan if not needed.

*For Council's consideration under Mayor's special statutory responsibility to, *inter alia*, "provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the municipality...."

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Mayor’s Recommendation to Council*			
Title	Financial reports			
Author	KB	Reviewed By:	-	
Date	Sep. 10, 15		Version	1 of 1
Issued for	150922 Lions Bay Council Strategy Meeting, 3			

RECOMMENDATION

THAT the Village of Lions Bay Council receive certain staff financial reports.

1. DRIVERS

- The last financial period reported was at 31 Dec. 2014. Council has been flying blind for 9+ months.
- These are conventional municipal financial metrics and many are presumably being tracked by staff already, or are easily obtainable by reports from MAIS or the BCA tool.

2. REQUESTED REPORTS

- BvA Statement of Operations and Statement of Financial Position through July 31 (plus quarterly thereafter, within 6 weeks of quarter-end, to be issued immediately to Council and the public independent of Council meeting schedule).
- The additional % of comp paid in benefits, broken down by for exempt and non-exempt staff, for 2014, to tighten up on the "15-20%" rule-of-thumb currently in use
- A comparison of Lions Bay staff costs as a % of total taxpayer payments compared to similar municipalities, broken down by class (general municipal, water, roads, fire, etc.)
- Accrued vacation liability (non-expiring and expiring by expiration date)
- Report on the 2015 assessment, including but not limited to:
 - number of properties and median/max/min in each class
 - trends year-to-year
 - property tax: median, average, max, min, count for each class.
 - Full schedule of assessments by civic address, flagging mis-valued props and state the plan for bringing them in line
 - Specifics on the 2015 assessment: how did the Utility parcels could drop in value 56% in one year? All business premises in the Village are worth only 898k, another significant drop in value from last year?
- Trends in Lions Bay's spending over say 10 years (essentially a line graph of each year's pie chart), in order to illustrate the changing allocation of revenues
- Number of financial transactions and backlog per month, past year, and then as a regular item in the CFO's report to Council.
- Financial calendar, starting with budget wishlist and ending with archiving of Annual Report, with a goal of the Annual Report being issued ONE MONTH before the mandated deadline.

- i. To the extent the following are not explicitly reported on the SOFP itself, including as notes to the SOFP:
 - i. Reserve balances broken down by funds (plus, going forward, as a regular item in each CFO's report to Council)
 - ii. Net Financial Assets or Net Debt as a % of Own Purpose Taxation Plus User Fees
 - iii. Total Reserves and Discretionary Reserve Funds as a % of Operating Expenses
 - iv. Debt Servicing Cost as a % of Total Operating Revenue (including projected)
 - v. Total Taxes Receivable less Allowance for Uncollectables as a % of Total Taxes Levied
 - vi. Total Cash and Temporary Investments as a % of Operating Expenses
 - vii. Net Working Capital as a % of Total Municipal Operating Expenses
 - viii. Net Book Value of Capital Assets as a % of Cost of Capital Assets

*For Council's consideration under Mayor's special statutory responsibility to, *inter alia*, "provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the municipality...."



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Mayor's Recommendation to Council*		
Title	Board of Variance		
Author	KB	Reviewed By:	-
Date	Sep. 10, 15	Version	1 of 1
Issued for	150922 Lions Bay Council Strategy Meeting		

RECOMMENDATION

THAT the Village of Lions Bay Council receive a staff report on the Lions Bay Board of Variance's members and their terms, and the Board's decisions since 1/1/2013.

1. DRIVERS

- Some confusion has existed as to the makeup and authority of Lions Bay's Board of Variance (BOV), and Council had been expecting a report on the matter from staff this meeting
- A cursory read of the CC shows that in Lions Bay's case a 3-member BOV is appointed by Council, to a three-year term, and that an appointment can be rescinded at any time.
- Although a BOV's decisions are not subject to appeal (other than at the Supreme Court of BC), it is the municipality that is ultimately accountable and liable for its actions.
- It has been suggested by residents and some members of Council that this BOV's actions and decisions might benefit from scrutiny.

2. REQUESTED REPORTS

Per recommendation above, as a prelude to Council's further action.

*For Council's consideration under Mayor's special statutory responsibility to, *inter alia*, "provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the municipality...."

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Mayor's Recommendation to Council*			
Title	Land use plan			
Author	KB	Reviewed By:	-	
Date	Sep. 10, 15		Version	1 of 1
Issued for	150922 Lions Bay Council Strategy Meeting			

RECOMMENDATION

THAT the Village of Lions Bay Council receive a staff report on the current status of any Lions Bay land use plans.

1. DRIVERS

- The 2011-2014 Council reportedly tabled the a Land Use plan for consideration by the incoming 2014-2018 Council. There may be a stated or de-jure deadline on such a referral.
- A 2016 OCP is in consideration, of which a land use plan would be an integral part. It is high time that Council considered its options.

2. REQUESTED REPORTS

Per recommendation above. Two members of current Council were part of the referral, and will presumably be in a position to apprise staff of most of the information required to produce the report.

*For Council's consideration under Mayor's special statutory responsibility to, *inter alia*, "provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the municipality...."

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