



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, MARCH 1, 2016 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
 - A. Municipal Grant Applications (Page 3)

RECOMMENDATION: THAT the usual time limits be relaxed to allow a Municipal Grant Presentation up to five minutes, not including questions from Council;
and

THAT the Information Report “2016 Municipal Grant Applications” be received.
- 4. Delegations**
- 5. Minutes**
 - A. Regular Council Meeting – February 16, 2016 (Page 23)

RECOMMENDATION: THAT the Regular Council Meeting Minutes of February 16, 2016 be approved as circulated.
- 6. Business Arising from the Minutes**
 - A. Action Items Report (Page 29)
- 7. Unfinished Business**
- 8. Reports**
 - A. Staff
 - i. CFO – 2016 Municipal Grants (Page 31)

RECOMMENDATION: THAT Council review the attached summary of 2016 Municipal Grant applications and make their recommendations for approval and inclusion in the 2016 Financial Plan.
 - ii. Public Works Manager – Update on Infrastructure Master Plan (Page 33)

RECOMMENDATION: THAT the “Update on Infrastructure Master Plan” report be received for information.
 - iii. Public Works Manager – Update on Schedule of Village-wide Water Leak Down Test (Page 41)

RECOMMENDATION: THAT the “Update on Schedule of Village-wide Water Leak Down Test” be received for information.

B. Mayor

C. Council

i. Councillor McLaughlin – Lions Bay Beach Rejuvenation (Page 43)

RECOMMENDATION: THAT the Village of Lions Bay Council allocate a notional \$30,000 budget for the work specified below, and return the Lions Bay Beach Rejuvenation project to staff and request that they expediently confirm the work can be accomplished within the notional budget. With current costing in hand the Lions Bay Beach Rejuvenation project is to be brought back to Council for final budget approval and resolution to fast track the execution of the Lions Bay Beach Rejuvenation such that it is completed by May 15th.

D. Committees

i. Infrastructure Committee Meeting Minutes – February 15, 2016 (Page 45)

RECOMMENDATION: THAT the Infrastructure Committee Meeting Minutes of February 15, 2016 be received for information.

E. Emergency Services

9. Resolutions

A. Appointment of FOIPPA Coordinator (Page 49)

RECOMMENDATION: THAT the Village of Lions Bay Office Coordinator be appointed the Freedom of Information and Protection of Privacy Act (FOIPPA) Coordinator, with all the powers exercisable by the Head, subject to the Head’s review and approval in each instance.

10. Bylaws

11. Correspondence

A. List of Correspondence to February 25, 2016 (Page 51)

12. New Business

13. Public Questions & Comments

14. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	2016 Municipal Grant Applications		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	February 25, 2016	Version	-
Issued for	March 1, 2016 Council Meeting		

RECOMMENDATION

THAT the Information Report “2016 Municipal Grant Applications” be received.

ATTACHMENTS

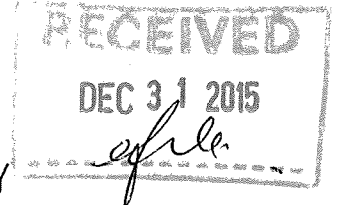
1. 2016 Municipal Grant Application – Lions Bay Arts Council
2. Lions Bay Playschool Association – response to questions

KEY INFORMATION

As part of the 2016 Municipal Grant application process, all applicants with grant requests greater than \$1,000 made a brief presentation to Council at the February 16, 2016 Council Strategy Committee meeting. As the Lions Bay Arts Council was unable to attend the meeting, their presentation has been scheduled for the March 1 Council Meeting. Council also had some additional questions for the Lions Bay Playschool Association. The Playschool’s response to the questions are attached (Attachment 2).

FOLLOW UP ACTION

It is expected that Council will make their recommendations for approval and inclusion in the 2016 Financial Plan at the March 1, 2016 Council Meeting.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MUNICIPAL GRANT APPLICATION

For Specific Projects/Services/Events/Programs

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

The deadline for submitting grant applications is December 31, 2015.

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

A. APPLICANT INFORMATION

Application Date	December 30, 2015	
Name of Organization/Group	Lions Bay Arts Council	
Contact Person	Ute Philips	
Telephone		
Email	.org	
BC Society Number	S - 0057600	
Date of Registration	Dec 10, 2011	
Describe your organization's objectives		
To represent and coordinate the work and programs of cultural groups in Lions Bay and to maintain an active sharing of information and support for other communities, groups and programs. • To encourage the development of cultural projects and activities • To help enlist public interest and promote public understanding. • To foster and promote an awareness of the cultural needs of the Lions Bay community with the appropriate authorities. • To stimulate interest, participation and cultivation of the arts and artists of Lions Bay. • To raise funds to support activities related to the arts. • To gather and preserve objects of art and cultural value associated with the area of Lions Bay.		
Number of members	224 and growing each year - 25 new members in 2015	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION	
Amount requested (*see note below)	\$7,800.00
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 453 and Fees & Charges Amendment Bylaw No. 480 for fee schedules)	
Provide details of other services and facilities requested (e.g. hall rental, Public Works time)	
8 days annually of hall rental; storage of equipment in Village storage facility for the year; some assistance for events, i.e. equipment placed at venue such as tents, chairs or sound equipment.	
Project title and Description	
We support a variety of events throughout the year. Lions Bay Arts and Garden Festival, support of National Culture Days, our annual Christmas Fair, Children's Art Program, Public Art and Design projects in conjunction with the Village. We are adding to programs this year to include several workshops for children and adult residents. We are also planning an Octoberfest fundraiser for this year.	
Describe your target population (age, gender, disability etc.)	
We encourage our Lions Bay residents to have a lifetime membership in the Lions Bay Arts Council as well as to attend all our events presented through out the year. We are continuing to target more young families with children to join the Arts Council through Children's Art Programs that we will be presenting this year.	
Describe your goals and your success criteria	
We believe that the opportunity to experience arts and culture knits a community together. Arts and culture events seem to be one of the best opportunities for residents to socialize and appreciate the richness and diversity of their community. We measure our success by our increasing membership, attendance at our events and the growing success of our local and supported artists with their increased visibility and financial success. As a member of the Sea to Sky Arts Councils, we are increasing access to arts/culture in the Sea to Sky corridor for artists and Lions Bay residents. www.seatoskyarts.ca	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Approximately how many individuals will be served by your project?
224 lifetime members (not including children) and between 150 - 200 people attend our events.
What community need or issue is your project/event responding to?
Firstly, we are providing support to Lions Bay artists - painters, sculptors, musicians, artisans, vocalists, designers and anyone either amateur or professional who is interested in participating in the "arts". Secondly we are supporting and creating events which showcase Lions Bay artists and provide arts and cultural opportunities for residents to enjoy within their own community. Thirdly, we provide events for residents to gather together, socialize and strengthen their relationships within a positive and uplifting environment. Lastly, as members of the Sea to Sky Arts Councils, we provide access and awareness of arts and culture events in Pemberton, Whistler, Squamish, Bowen Island and Lions Bay through our website www.seatoskyarts.ca which will launch early this year. It contains a calendar of arts and culture events along the Sea to Sky corridor.
Describe any partners or sponsors involved in your project/event.
We currently have no partners or sponsors. We did receive a grant from HostEventBC in 2015 for \$1,359.37. This was a grant encouraging volunteerism in the community.
C. ACCOUNTABILITY
Describe how you will evaluate the effectiveness of the project/event
We evaluate our effectiveness through our growing membership and recognition of value in our Lions Bay community and through continued and increased attendance at our events.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

D. FINANCIAL INFORMATION
☒ Attach your most recent financial statement
☒ Provide current fiscal year project budget for your organization
☒ If your group received a municipal grant in 2015 , provide a breakdown of how the money was spent
☒ Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions

TERMS & CONDITIONS

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

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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

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

Signed					
Name	Ute Philips	Title	President	Date	Dec 31, 2015
Signed					
Name	Yulia McCutcheon	Title	Treasurer	Date	Dec 31, 2015



Lions Bay Arts Council

Financial Statements

Statement of Profit and Loss January 1 – December 31, 2014

Revenue

Membership	\$	750.00
Donations		120.00
Event sales		303.00
Sponsorship		750.00
Village Grant		7,777.83
Interest income		<u>2.37</u>
Total revenue		<u>\$9,703.20</u>

Expenses

Printing and promotion	\$	2,460.04
Event materials		1,123.31
Performer fees		798.50
Donation		243.00
Web hosting		261.00
Sea to Sky Arts Councils		300.00
Insurance (2014 + 2015)		850.00
Bank charges		119.61
Photography (Art – KG)		546.00
W/O 25 display panels/dolly		1,545.39*
AGM costs		<u>365.69</u>
Total Expenses		<u>\$ 8,612.54</u>

Net Revenue in excess of expenses \$ 1,090.66

Balance Sheet at December 31, 2014

Cash in bank	\$ 5,220.51
Investments	<u>5.55</u>
Total Assets	<u>\$ 5,226.06</u>
 Total Liabilities	 \$ 0.00
 Equity	
Opening equity	\$ 4,135.40
Net Income	<u>1,090.66</u>
Liabilities and Equity	<u>\$ 5,226.06</u>

Statement of Profit and Loss
January 1 – December 31, 2015

Revenue

Membership	\$ 350.00
Donations	495.00
Event sales	575.00
Sponsorship	0.00
Village Grant	4,800.00
Village Reimbursement	1,500.00
HostEventBC Grant	1,359.37
Interest income	<u>4.70</u>
Total revenue	<u>\$9,084.07</u>

Expenses

Printing and promotion	\$ 2,631.19
Village Banners	1,923.72
Event materials	437.61
Performer fees	665.00
Donation	490.00
Web hosting	134.37
Sea to Sky Arts Councils	127.08
Insurance (2015)	480.00
Bank charges	23.25
Community Events Signage	919.33
Public Art & Design	715.68
AGM costs	<u>524.19</u>
Total Expenses	<u>\$ 9,071.42</u>
 Net Revenue in excess of expenses	 <u>\$ 12.65</u>

Balance Sheet at December 31, 2015

Assets

Cash in bank	\$ 6,989.84
Accounts Receivable	174.72
Equipment	556.50
Investments	<u>5.00</u>
Total Assets	<u>\$ 7,726.06</u>

Liabilities

Deferred Income	<u>\$ 2,500.00</u>
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Equity

Opening equity	\$ 5,213.41
Net Income	<u>12.65</u>
Liabilities and Equity	<u>\$ 7,726.06</u>

Reconciliation of Grant Monies 2015

Lions Bay Arts Council

Revenue		Grant Reconciliation	2016 Grant Request
Membership	\$ 350.00		
Donations	\$ 495.00		
Event sales	\$ 575.00		
Sponsorship	\$ -		
Village Grant	\$ 4,800.00	\$ 4,800.00	\$ 7,800.00
Village Reimbursement of Display Panels	\$ 1,500.00		
HostEventBC Grant	\$ 1,359.37		
Interest income	\$ 4.70		
Total revenue	<u>\$ 9,084.07</u>	<u>\$ 4,800.00</u>	<u>\$ 7,800.00</u>

Expenses

Arts Council Events	\$ 3,733.80	\$ 3,733.80	\$ 3,000.00
Donation	\$ 490.00		
Arts Council Admin costs	\$ 1,161.81		
Sea to Sky Arts Councils	\$ 127.08	\$ 127.08	\$ 300.00
Community Events Signage	\$ 919.33	\$ 919.33	\$ 1,000.00
Public Art & Design	\$ 715.68	\$ 715.68	\$ 1,000.00
2015 Banners*	\$ 1,923.72	\$ -	\$ 2,500.00
Total Expenses	<u>\$ 9,071.42</u>	<u>\$ 5,495.89</u>	<u>\$ 7,800.00</u>

Net Revenue \$ 12.65 \$ (695.89)

* 2015 Banners costs were part of 2014 grant to LBAC as we did not produce banners in 2014.

We would like two more banner stanchions for 2016. We are planning to use the 45th

Anniversary of Lions Bay for our theme for 2016.

Pam Rooke

From: Pam Rooke
Sent: Thursday, February 25, 2016 4:47 PM
To: Pam Rooke
Subject: FW: Playschool Presentation - Additional Questions
Attachments: Village Grant Budgets.pdf

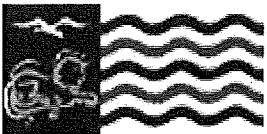
Thank you for your Municipal Grant presentation last Tuesday. Council had some additional questions / points for clarification they have asked me to follow up with the group:

- The Revenue and Expense Summary shows a line called "Reserve Fund" with the amount of \$6,518. What is this for? It appears that this expense is almost the same amount of the projected loss of \$6,538 THE RESERVE FUND IS BASICALLY A CONTINGENCY LINE ITEM (10% OF THE OPERATING BUDGET) FOR ANY UNANTICIPATED EXPENSES THAT THE PLAYCHOOOL ASSOCIATION INCURS. COINCIDENTALLY, THIS IS CLOSE TO THE PROJECTED LOSS.
- How many children attend the Before School Program and how many attend the After School Program (only the number of children attending the Playschool was provided). CURRENTLY, THERE ARE 13 STUDENTS REGISTERED IN THE BEFORE AND AFTER SCHOOL CARE PROGRAM
- Could you break down the revenue and expenses into three categories: a summary for the Before School Program, the After School Program and the Playschool program I HAVE BROKEN DOWN THE BUDGETS/REVENUE INTO BEFORE AND AFTER SCHOOL CARE AND PLAYSCHOOL PER THE ATTACHED. BEFORE AND AFTER SCHOOL CARE ARE REALLY ONE PROGRAM THAT SHARE THE SAME BUDGET/REVENUE SINCE PEOPLE TEND TO USE BOTH BEFORE AND AFTER SCHOOL CARE, BUT THERE ARE DROPINS MORE OFTEN RELATED TO AFTER SCHOOL CARE.

Please let me know if you have any questions.

Pam

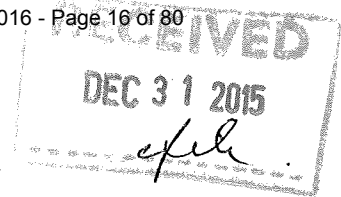
Pamela Rooke CPA, CMA
Chief Financial Officer



The Municipality of the Village of Lions Bay. www.lionsbay.ca
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA
Tel: (604) 921-9333 ext. 102 | Fax: (604) 921-6643

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Revenue and Expense Sur	PS	BEFORE	AFTER	COMB
ITEM	2015-2016 Budget	2015-2017 Budget	2015-2018 Budget	2015-2016 Budget
REVENUE				
CCOF	\$10,341	\$406	\$1,232	\$11,979
Gaming Grant	\$7,000		\$0	\$7,000
Santa's Breakfast Profit	\$500		\$0	\$500
Other Fundraising	\$500		\$0	\$500
Deposits	\$1,900	\$225	\$300	\$2,425
Tuition	\$58,800	\$3,770	\$22,805	\$85,375
Total Revenue	\$79,041	\$4,401	\$24,337	\$107,779
EXPENSES				
AGM Hall Rental	\$50	\$13	\$38	\$100
Emergency Preparadness	\$100	\$63	\$188	\$350
Insurance	\$1,000	\$125	\$375	\$1,500
Payroll*	\$61,301	\$4,003	\$12,008	\$77,312
Worksafe BC	\$150	\$38	\$113	\$300
Rent	\$9,200	\$3,200	\$736	\$13,136
Marketing/Advertising	\$500	\$63	\$188	\$750
Gifts/Miscellaneous	\$1,000	\$63	\$188	\$1,250
Office expenses	\$600	\$63	\$188	\$850
Photobooks	\$500	\$0	\$0	\$500
Reserve Fund	\$3,952	\$642	\$1,925	\$6,518
Books	\$50	\$0	\$0	\$50
Equipment	\$1,500	\$250	\$750	\$2,500
Field Trips	\$1,000	\$0	\$0	\$1,000
Licencing Requirements	\$150	\$1,025	\$3,075	\$4,250
Phone	\$200	\$63	\$188	\$450
Consumable Supplies	\$750	\$125	\$375	\$1,250
Special Events	\$750	\$25	\$75	\$850
Teacher Education	\$600	\$75	\$225	\$900
Improvements	\$500	\$0	\$0	\$500
Total Expenses	\$83,853	\$9,832	\$20,631	\$114,317
NET INCOME (LOSS)	-\$4,813	-\$5,431	\$3,706	-\$6,538



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MUNICIPAL GRANT APPLICATION

For Specific Projects/Services/Events/Programs

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

The deadline for submitting grant applications is December 31, 2015.

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

A. APPLICANT INFORMATION	
Application Date	December 28, 2015
Name of Organization/Group	Lions Bay Playschool Association
Contact Person	ds
Telephone	
Email	
BC Society Number	S-0010406
Date of Registration	JUNE 10 th , 2014
Describe your organization's objectives	
The Lions Bay Play School was started in 1972 and is the oldest running pre-school in B.C. It is run by the parents as a non-profit association. The Lions Bay Play School's objective is to enhance the lives of children, their families and the community by providing a safe, caring and supportive environment for young children to learn and grow. The program has nine core elements: arts, music, science, social studies, group projects, gross motor skills, literacy + field trips.	
Number of members	60 (includes students, parents, teachers).



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION	
Amount requested (*see note below)	\$ 6,538
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 453 and Fees & Charges Amendment Bylaw No. 480 for fee schedules)	
Provide details of other services and facilities requested (e.g. hall rental, Public Works time)	
ALTERNATIVE REQUEST FOR SUBSIDIZED HALL RENTAL FOR AFTER SCHOOL CARE	
Project title and Description	
The grant funds will be used to pay partial salary costs for our Early Childhood Educator (teacher) and teaching assistant, rent, and to purchase consumable supplies for the program. • demand for the playschool in 2015/16 over 2014/15 has resulted in additional staff and approx. 39% increase in payroll. Additionally rent has increased by approximately \$13,000 over 2014/15.	
Describe your target population (age, gender, disability etc.)	
The target population of the Lions Bay Playschool are girls and boys aged 2.5 - 5 years old, in addition, their parents, guardians, etc. who volunteer to keep the playschool operating, and pay enrolment / tuition fees.	
Describe your goals and your success criteria	
The goal of the playschool is to provide a safe, caring and supportive group child care environment for children in our community to learn & grow. The success of the Playschool is determined by the number of students enrolled and the quality of the experience, including learning tools available, physical space & environment, field trips and activities. Parents & guardians recommending the Playschool to other young families is important to determine success, as well as feedback provided. It is important to note that the enrolment has increased significantly in 2015/16. Enrolment is at approximately 72%, excluding drop-ins, and tuition has increased accordingly. Enrolment is also expected to increase in 2016.	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY.

Approximately how many individuals will be served by your project?

60 (immediately impacted), has greater community reach.

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

The Lions Bay Playschool fulfills the community's need for group child care for children aged 30 months to school age. The playschool provides a safe, caring and supportive learning environment and reputable early education experience for children. The playschool is also a valuable asset to the village for young families living in, and interested in moving to, Lions Bay.

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

• The LB Playschool Association has applied for a Planning Grant from the BC Government in the amount of \$7,000. Approval is pending.

C. ACCOUNTABILITY

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

The effectiveness of the Lions Bay Playschool is evaluated on the following:

- The demand for the playschool and # of enrolments.
- demand and enrolments increased significantly in 2015/2016 over 2014/2015, tuition + enrolment has increased by approximately 72%.

- Positive feedback from parents + guardians, continued enrolment and recommending the playschool to other young families.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

D. FINANCIAL INFORMATION	
☐ Attach your most recent financial statement	<i>SEE SHEET 6+7</i>
☐ Provide current fiscal year project budget for your organization	<i>SEE SHEET 6+7</i>
☐ If your group received a municipal grant in 2015, provide a breakdown of how the money was spent	<i>SEE SHEET 6+7</i>
☐ Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions	<i>SEE SHEET 6+7</i>

★ PLEDGE CONTACT JULIEN FRANKÉ AT

TERMS & CONDITIONS

IF ANY FURTHER INFORMATION

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

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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

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

Signed	<i>K. Reynolds</i>				
Name	Kristen Reynolds	Title	Grants Coordinator	Date	DEC 30, 2015
Signed	<i>J. Franke</i>				
Name	JULIEN FRANKE	Title	LBPSD CHAIR	Date	DEC 30, 2015

Revenue and Expense Summary 2015-16

ITEM	2015-2016 Budget
REVENUE	
CCOF	\$11,979
Gaming Grant	\$7,000
Santa's Breakfast Profit	\$500
Other Fundraising	\$500
Deposits	\$2,425
Tuition	\$85,375
Total Revenue	\$107,779
EXPENSES	
AGM Hall Rental	\$100
Emergency Preparadness	\$350
Insurance	\$1,500
Payroll*	\$77,312
Worksafe BC	\$300
Rent	\$13,136
Marketing/Advertising	\$750
Gifts/Miscellaneous	\$1,250
Office expenses	\$850
Photobooks	\$500
Reserve Fund	\$6,518
Books	\$50
Equipment	\$2,500
Field Trips	\$1,000
Licencing Requirements	\$4,250
Phone	\$450
Consumable Supplies	\$1,250
Special Events	\$850
Teacher Education	\$900
Improvements	\$500
Total Expenses	\$114,317
NET INCOME (LOSS)	-\$6,538

* PLEASE CONTACT JULEN FRANK AT

OR

JULEE

IF ANY FURTHER INFORMATION IS

NEEDED FOR PROCESSING. THANK YOU.

ALLEG

2015/2016 Operating Budget

EXPENSES	
AGM Hall Rental	\$100
Emergency Preparedness	\$350
Insurance	\$1,500
Payroll*	\$77,312
Worksafe BC	\$300
Rent	\$13,136
Marketing/Advertising	\$750
Gifts/Miscellaneous	\$1,250
Office expenses	\$850
Photobooks	\$500
Reserve Fund	\$6,518
Books	\$50
Equipment	\$2,500
Field Trips	\$1,000
Licencing Requirements	\$4,250
Phone	\$450
Consumable Supplies	\$1,250
Special Events	\$850
Teacher Education	\$900
Improvements	\$500
Total Expenses	\$114,317

Account Statements	Nov.25, 2015	Comments
Operating	22,880.52	Ongoing Operations of the Playschool
Gaming	518.5	No current Activity
Restricted Funds:	10,000.00	Internally restricted by members vote on Oct. 24, 2013 for capital costs associated with the proposed program expansion to meet needs of families requiring a full day program



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, FEBRUARY 16, 2016 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

In Attendance:

Council: Mayor Karl Buhr
Councillor Fred Bain
Councillor Jim Hughes
Councillor Ron McLaughlin
Councillor Helen Waterson

Staff: Chief Administrative Officer Peter DeJong
Office Coordinator Shawna Gilroy (Recorder)

Public: 2

1. Call to Order
Mayor Buhr called the meeting to order at 7:02 p.m.

2. Approval of Agenda
Moved/Seconded

THAT item 9B "Oceanview Road at Panorama – Road Culvert and Road Remediation" be added from the February 16, 2016 Council Strategy Committee Meeting; and

THAT item 9C "Authorize Budget and Instruct Staff to Run Winter Overnight Water Network Leak Rate Tests" be added from the February 16, 2016 Council Strategy Committee Meeting; and

THAT item 9D "Authorize Budget for, and Delivery of Mapping Data to, Vendor to Produce a Political Map of Lions Bay" be added; and

THAT the agenda be approved.

CARRIED

3. Public Participation
None

4. Delegations

None

5. Minutes

A. Regular Council Meeting – February 2, 2016

Moved/Seconded

THAT the Regular Council Meeting Minutes of February 2, 2016 be approved as circulated.

CARRIED

ACTION: Mayor Buhr to contact The Historical Society to inform them of the decision made regarding the Village Hall Plaque.

ACTION: Staff to produce a report on options and recommendations regarding marijuana dispensaries in Lions Bay.

ACTION: Councillor Waterson to respond to Ms. Schneider regarding the Village Hall fees.

6. Business Arising from the Minutes

A. Action Items Report

Council reviewed the Action Items Report.

7. Unfinished Business

None

8. Reports

A. Staff

i. Public Works Manager Update – February 10, 2016

Moved/Seconded

THAT the Information Report “Public Works Manager Update – February 10, 2016” be received.

CARRIED

ii. Key Performance Indicators – Solid Waste Statistics 2015 vs 2014

Moved/Seconded

THAT the Information Report “Key Performance Indicators – Solid Waste Statistics 2015 vs 2014” be received and published.

CARRIED

ii. Key Performance Indicators – Water Consumption Rates 2015 vs 2014

Moved/Seconded

THAT the Information Report “Key Performance Indicators – water Consumption Rates 2015 vs 2014” be received.

CARRIED

B. Mayor
 None

C. Council

i. Councillor McLaughlin
 Moved/Seconded

THAT Councillor McLaughlin's verbal reports C(i)(a) to (c) be received.

a. Fees and Charges Discussion
 This item was discussed verbally during item 5A.

b. Library
 Councillor McLaughlin discussed a minor financial inquiry regarding the library.

ACTION: CAO DeJong to look into the new website construction.

c. Canada Day Celebration
 Council discussed getting a head start at organizing the Canada Day Celebration.

CARRIED

ACTION: Councillor McLaughlin to begin the process of organizing the Canada Day Celebration.

ii. Councillor Waterson

a. Level of Service Policy
 Moved/Seconded

THAT Council recommend undertaking the development of a Level of Service Policy to ensure that service levels are measured and targets are set and met; and

THAT this policy be put forward by a committee or task force, thereby eliminating any additional strain on staff resources.

TABLED

Moved/Seconded

THAT Councillor Waterson's verbal reports (b) and (c) be received.

b. Financial Sustainability/Viability Report
 Council discussed thoughts on a future financial sustainability report.

c. 2016 Grant Opportunities
 Council discussed which 2016 Grant Opportunities are available.

CARRIED

ACTION: Staff to report on Infrastructure Planning Grant opportunities.

D. Committees

Councillor Bain briefed on the last Infrastructure Committee Meeting.

Moved/Seconded

THAT Councillor Bain's verbal report on the last Infrastructure Committee Meeting be received.

CARRIED

E. Emergency Services

Moved/Seconded

THAT the LBFD and RCMP Monthly Report, items (i) to (ii) be received.

i. LBFD Monthly Report

Council reviewed the LBFD Monthly Report.

ii. RCMP Monthly Report

Council reviewed the RCMP Monthly Report.

CARRIED

9. Resolutions

A. CAO Forum

Moved/Seconded

THAT Council approve the reimbursement of registration, accommodation, food and travel expenses for CAO DeJong to attend the CAO Forum in Kelowna from February 24th to 26th, 2016.

CARRIED

B. Oceanview Road at Panorama – Road Culvert and Road Remediation

Moved/Seconded

THAT Council instruct Staff to utilize the Village's 2016 Capital Projects process to secure authorization and funding for the engineering design and survey portion of this project ONLY, and bring forward the results of that design and survey for inclusion in the 2017 capital budget process (estimated cost for 2016 would be \$15,000; estimated cost for 2017 would be \$139,000 (2015 dollars)); and

THAT Council instruct Staff to utilize operational budget pavement funding to temporarily patch Oceanview Road, with the express understanding that this pavement patching will not fix the underlying cause of the road deterioration, but will allow traffic to resume on both sides of the roadway at Panorama for a limited time until the drainage culvert is replaced (quotations would be sought per the Village's Purchasing Policy, a rough estimated cost is likely to be around \$6 - \$7,000).

CARRIED

C. Authorize Budget and Instruct Staff to Run Winter Overnight Water Network Leak Rate Tests

Moved/Seconded

THAT Council authorize the budget for, and direct staff to, determine a water network leakage rate in the field on or before February 29, 2016, substantially as discussed at the Infrastructure Committee Meeting of February 15, 2016, and further, to do so annually.

CARRIED

D. Authorize Budget for, and Delivery of Mapping Data to, Vendor to Produce a Political Map of Lions Bay

Moved/Seconded

THAT Council authorize the Mayor to expense up to \$1500 toward the cost of a large-scale political map of Lions Bay; and

THAT Council direct staff to deliver by email or other electronic means all mapping data sets in the possession of the municipality to a map supplier selected by the Mayor by noon Friday, February 19, 2016.

CARRIED

10. Bylaws

A. Village of Lions Bay Water Parcel Tax Bylaw No. 130, 1985, Repeal Bylaw No. 498, 2016 - Adoption

Moved/Seconded

THAT Village of Lions Bay Water Parcel Tax Bylaw No. 130, 1985, Repeal Bylaw No. 498, 2016 be adopted.

CARRIED

B. Utility User Rate Amendment Bylaws No. 499, 500 and 501 – Adoption

Moved/Seconded

THAT the following bylaws be adopted:

- (a) Water Rates and Regulations Bylaw No. 2, 1971, Amendment Bylaw No. 499, 2016;
- (b) Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 500, 2016;
- (c) Sewer User Rates Bylaw No. 122, 1984, Amendment Bylaw No. 501, 2016.

CARRIED

11. Correspondence

Moved/Seconded

THAT the correspondence be received.

CARRIED

ACTION: Mayor Buhr to respond to the resident regarding R-1: Hazardous and Unsightly Water Tank.

12. New Business

None

13. Public Questions & Comments

Ms. Lisa Turpin

Ms. Turpin expressed concerns related to a roadway and culvert repair, Village staff and communication issues, and an unsightly water tower.

14. Closed Council Meeting

Moved/Seconded

THAT the meeting be closed to the public under the authority of the Community Charter, section 90(1) (a), (c), (e), (i) and (l); and section 90(2) (b).

CARRIED

The meeting was closed to the public at 8:57 p.m., February 16, 2016

The meeting was re-opened to the public at 1:01 p.m. February 18, 2016

15. Reporting Out From Closed Portion of Meeting

None

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 1:02 p.m., February 18, 2016

Mayor

Corporate Officer

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

Type	Report to Council		
Title	Action Items Report		
Author	S. Gilroy	Reviewed By:	
Date	February 18, 2016	Version	
Issued for	March 1, 2016 Regular Council Meeting		

For Council's review, these are the action items carried over from all previous Council meetings, including the most recent meeting.

#	Meeting Date	Action Item Details
1	September 1, 2015	<i>4B – Delegations – Mr. David Shore</i> (No fixed deadline) Staff to craft a report to evaluate the existing suite of bylaws to see if a loophole exists against residential zoning; Council to then look at changing bylaws to close loopholes.
2	October 6, 2015	<i>8Ai – Reports – CAO</i> Item 9 – Emergency Planning Committee to be struck and the emergency siren to be deferred to that time.
3	November 17, 2015 (ongoing)	<i>8Di – Reports – Trees, Views & Landscapes Committee – Tree Application #63</i> Staff to bring forward the Terms of Reference for the Trees, Views & Landscapes Committee.
4	December 15, 2015 (amended)	<i>8Ci – Reports – Emergency Preparedness & Business Continuity Report</i> Mayor Buhr to speak to CN regarding safety aspects of rail traffic through the village in terms of materials carried.
5	December 15, 2015 (amended)	<i>10A – Bylaws – Fees & Charges Bylaw No. 497 – First and Second Reading</i> CAO DeJong to review the Fees Bylaw No. 497 before it comes to third reading.
6	February 16, 2016	<i>5A – Regular Council Meeting – February 2, 2016</i> Mayor Buhr to contact The Historical Society to inform them of the decision made regarding the Village Hall Plaque.
7	February 16, 2016	<i>5A – Regular Council Meeting – February 2, 2016</i> Staff to produce a report on options and recommendations regarding marijuana dispensaries in Lions Bay.
8	February 16, 2016	<i>5A – Regular Council Meeting – February 2, 2016</i> Councillor Waterson to respond to Ms. Schneider regarding the Village Hall fees.
9	February 16, 2016	<i>8Cib – Reports – Councillor McLaughlin – Library</i> CAO DeJong to look into the new website construction.
10	February 16, 2016	<i>8Cic – Reports – Councillor McLaughlin – Canada Day Celebration</i> Councillor McLaughlin to begin the process of organizing the Canada Day Celebration.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

11	February 16, 2016	<i>8Ciic – Reports – Councillor Waterson – 2016 Grant Opportunities</i> Staff to report on Infrastructure Planning Grant opportunities.
12	February 16, 2016	<i>11 – Correspondence</i> Mayor Buhr to respond to the resident regarding R-1: Hazardous and Unsightly Water Tank.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	2016 Municipal Grants		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	February 26, 2016	Version	-
Issued for	March 1, 2016 Council Meeting		

RECOMMENDATION

THAT Council review the attached summary of 2016 Municipal Grant applications and make their recommendations for approval and inclusion in the 2016 Financial Plan.

ATTACHMENTS

1. Summary of 2016 Municipal Grant Applications

KEY INFORMATION

The Village of Lions Bay (VOLB) provides municipal grants to non-profit community groups that demonstrate a need for funding to provide services or programs that benefit the VOLB community as a whole. The Finance department tabulates and summarizes the applications for Council's review. Council approves the grants in whole or in part by resolution and the approved funds are then allocated in the 2016 budget.

The 2016 requests total \$33,028 from eleven different applicants. The current version of the budget includes \$26,755 for Municipal Grants.

COMMUNICATION PLAN

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

Village of Lions Bay
2016 Municipal Grant Applications

Group	2013 Grant Awarded Actual \$	2014 Grant Awarded Actual \$	2015 Grant Awarded Actual \$	2016 Grant Requested	
				Actual \$	In-Kind
Lions Bay Arts Council	7,500.00	7,800.00	8,800.00	7,800.00	
Lions Bay Playschool Association	-	-	2,400.00	6,538.00	
Seniors Social Circle	-	-	-	6,580.00	1,850.00
Lions Bay Events Committee	500.00	1,000.00	6,000.00	6,000.00	1,400.00
Lions Bay Reading Centre	2,000.00	2,000.00	2,500.00	1,500.00	
LB Native Plants Garden Association	200.00	780.00	800.00	1,500.00	
Lions Bay Trail Blazers	200.00	1,000.00	900.00	1,000.00	
Lions Bay Historical Society	750.00	750.00	1,120.00	980.00	
Bear Smart Program	500.00	500.00	-	500.00	
Lions Bay Community Garden	400.00	400.00	500.00	500.00	
Lions Bay Caroling Team	-	-	235.00	130.00	40.00
LB Community Scholarship Foundation (LBCSF)	-	-	-		80.00
Volunteer Gardeners	935.00	890.00	-		
Kelvin Grove Volunteer Gardeners	-	-	300.00		
Total Requested	12,985.00	15,120.00	23,555.00	33,028.00	3,370.00

Currently Budgeted

26,755.00



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Information Report – Update on Infrastructure Master Plan		
Author	N. Hoglund	Reviewed By:	P. DeJong
Date	February 24, 2016	Version	-
Issued for	March 1, 2016 Regular Council Meeting		

1. RECOMMENDATION

THAT Council receive this report for information purposes.

2. ATTACHMENTS

1. AECOM Minutes of February 11, 2016 Meeting
2. AECOM Plan for Outstanding Report Items – dated February 16, 2016
3. Revised Capital Project List – received February 12, 2016

3. BACKGROUND

On February 2, 2016, Council received an information report at the Council Strategy Committee Meeting from the Manager, Public Works, entitled “Information Report – Update on Infrastructure Master Plan”.

This report is simply to apprise Council of the work done by Staff and AECOM from the date of that report to the present date.

4. DISCUSSION

Staff have been working closely with AECOM during the month of February, via a considerable number of phone calls and emails.

An initial face-to-face meeting with the new Project Manager took place on February 11 (Attachment 1); a revised water model was confirmed as received by AECOM from GeoAdvice on February 17; a gap analysis was undertaken with regard to the requirements outlined in the RFP and services received by AECOM, and an action plan has been undertaken to address the outstanding requirements (Attachment 2); an updated capital project list has been provided to the Village that includes projects that had been missed on the prior draft report (Attachment 3); and a meeting has been scheduled on February 25, 2016 to continue to address concerns raised, and agree upon a date of final completion for the overdue final report.

Staff will provide a further verbal update with regard to information received between the date of this report and the Regular Council meeting on March 1, 2016.

For Council’s consideration.

Minutes of Meeting

Date of Meeting	January 28, 2016	Start Time	Project Number	60437708
Project Name	Village of Lion's Bay Infrastructure Master Plan			
Location	Village office & GeoAdvice by telephone			
Regarding	Draft report initial review			
Attendees	James Brotherson - AECOM, Nikii Hoglund and Will Emo - VoLB, Sean and Werner – GeoAdvice (by phone)			
Distribution	Nikii Hoglund – Village of Lion's Bay			
Minutes Prepared By	Nancy Hill - AECOM			

PLEASE NOTE: If this report does not agree with your records of the meeting, or if there are any omissions, please advise, otherwise we will assume the contents to be correct.

	Action
1. Incorrect PRV \$value – AECOM to update	AECOM
2. Incorrect WWTP upgrade \$ - AECOM to update	AECOM
3. Inconsistent water consumption numbers; some discrepancies found between numbers supplied by VoLB and those noted in GeoAdvice's report. GeoAdvice to provide some further clarity with table notes.	GeoAdvice
4. Inconsistent tank volume numbers discussed and concerns addressed. Geoadvice to breakdown tank capacity upgrades by zone instead of tank.	GeoAdvice
5. Fireflow capacity analysis explained. Upgraded mains included in the analysis.	None
6. Incorrect pressure zones – GeoAdvice to update.	GeoAdvice
7. AECOM/GeoAdvice used 200m ³ /day/capita for flow to WWTP under existing scenario. Recent data indicates that the flow may be closer to 100m ³ /day/capita. However, given that there are no capacity concerns using 200m ³ /day/capita, we will continue to use the more conservative numbers.	None
8. Discussion about the requirements for filtration and where sampling should occur.	None
9. AECOM to include annual renewal investment in replacement cost tables.	AECOM
10. AECOM to reword the statement regarding non-compliance with Federal ww regulations. This is relevant if the system is considered to have an ADD over 200m ³ /day.	AECOM

Memorandum

To	Nikii Hoglund	Page	1
CC			
Subject	Village of Lions Bay Infrastructure Management Plan		
From	Nancy Hill		
Date	February 16, 2016	Project Number	60437708

Nikii,

We understand that you have concerns where the draft Infrastructure Management Plan does not meet the requirements outlined in the original Request for Proposals. I have reviewed these concerns and summarised them in the table below. The table also outlines how we proposed to address these items in our original proposal, and any additional work that I am now proposing to address your concerns and fill in any remaining gaps.

Statement in IMP	RFP Requirement	Original AECOM Proposal	Proposed Plan for Revised IMP
2.7 Condition assessment of the Village's water distribution system was not formally included in the scope of the IMP	9.4 A documented review and condition assessment of the Village's existing water, sanitary, drainage and road infrastructure (note there wasn't anything specific written in the water section, unlike the other sections).	No proposed condition assessment for the water system	Estimate the condition of the watermain based on estimated age, pipe material and any available history of watermain breaks. This may help highlight priority areas for future renewal (ie AC watermain). This is typical methodology for municipalities.
Condition assessment of the Village drainage system included visual inspection and consultation with the operations staff.	10.3.1 Analysis of the existing asset condition of the drainage system, highlighting any deficiencies noted, including an illustrated drawing clearly noting said deficiencies.	Analyse the existing asset condition of the stormwater system (inputs noted included a network map, operations staff knowledge, break history, record drawings).	A lot of the system is ditched. Some of the pipes/culverts are in known poor condition. I would propose to CCTV select pipes/culverts (ie high risk and unknown condition).
There is limited information on the	10.4.1 Analysis of the existing asset condition of the sanitary	Analyse the existing asset condition of the	The pipes are 1970's PVC so they should be

condition of the existing sanitary pipe system. CCTV inspection and materials testing was not included in the scope of work. One of the recommended action items is to do CCTV.	system, highlighting any deficiencies noted, including an illustrated drawing clearly noting said deficiencies.	piped sanitary system, highlighting any deficiencies noted, including an illustrated drawing clearly noting said deficiencies. (inputs noted include a map of network, operations staff knowledge, break history, record drawings)	in good shape but I think it would be good to supplement the existing review with targeted CCTV inspection of select pipes (highway crossing, railway crossing and sampling of additional pipes).
The PCI represents the density of road damage within a sample area, and the accuracy of the rating is dependent on accurate measurements of the sample area. When field inspection data was collated and processed, it became apparent that a reliable PCI was unlikely to be established. This was due to a combination of poor GPS accuracy of the field records, variable road widths, low-resolution aerial imagery and complex road damage that was difficult to delineate. Instead used a 1-5 rating system.	10.5 The consultant shall examine and review the Village's actual roads infrastructure, provide condition assessments of each road based on the PCI methodology, and create a road model to determine future upgrades and rehabilitation projects based on the urgency of deficiencies noted and the timing of other municipal infrastructure replacement projects that will impact the roadway above. The consultant shall undertake both a Ride Comfort Assessment (RCR) and assess road surface distress via a Distress Manifestation Index (DMI) to create an overall Village-wide PCI. Include strategic timing of preventative maintenance and rehabilitation based on condition assessment, and pavement performance modeling to determine the incremental cost/benefit ratio of recommended projects.	Perform an inspection of the Village's paved roads in line with ASTM D6433 Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys with the BC Pavement Surface Condition Rating Manual used a benchmark for assessing individual pavement issues.	We will get a second opinion as to whether a PCI can be established. If it can, we will get the roads reassessed based on the PCI methodology (as per ASTM D6433).

I would be happy to discuss this further with you. Please feel free to contact me at 604.444.6463 or nancy.hill@aecom.com for further discussion.

Kind regards
Nancy



Project No	Schedule	Priority	Predessor(s)	Project Name	Capital Cost	Drivers / Description	Water	Sanitary	Stormwater	Roads Bridges	General
01	2016	05 - Highest		Survey & Design of 280m Galvanised Drain Replacement & Road Repair on Bayview Rd	\$24,000	Existing drain is severely corroded, with water eroding sub-grade below. Has started causing sinkholes. Presents significant safety risk. Adjacent road is poor condition. Concurrent replacement opportunity.					
02	2016	05 - Highest		CCTV, Alignment Confirmation and Condition Assessment of Kelvin Grove culverts.	\$5,000	Condition of 500mm Galvanized Steel Culvert at 275/285 Kelvin Grove Way is unknown. Other similar culverts have deteriorated. Potential consequence of culvert failure is Very High and very important to know condition. Also require CCTV of culvert under toilet block at Kelvin Grove Beach Park.					
03	2016	05 - Highest		WWTP Safety Improvements	\$20,000	Condition assessment and operations staff consultation identified following critical issues: no fall restrain in WWTP, rotten wooden access bridge)					
04	2016	04 - High		Purchase of UAV for Water Intake Inspection.	\$4,000	Current operating procedure for water intakes restricts access after significant rainfall, but ops staff require method of inspection. UAV identified as low-cost, safe option.					
05	2016	04 - High		Digitise, organise and backup all hard copy engineering drawings.	\$1,000	A significant volume of Village infrastructure information is missing, and a large proportion remains in paper format. Many of these plans are deteriorating and the information will be lost if they are not digitized ASAP.					
06	2016	05 - Highest		General Bridge Repairs (Very High Priority)	\$14,300	Findings of bridge condition assessment performed in late 2015. Very High Priority items only, includes 7/8 bridges).					
07	2016	04 - High		Cellular SCADA Feasibility Investigation	\$10,000	SCADA links can often go down in poor weather. Previous designers identified that cellular technology and coverage has improved since project was implemented. May be a way to add redundancy and reliability to system.					
08	2016	05 - Highest		Survey and Engineering of Stormwater, Road, Water (Hydrant) work on Oceanview Rd.	\$36,000	Culvert blocked in Dec 2014 and caused significant road damage. Road in general vicinity is in poor condition. Hydrant is in very poor condition.					
09	2016	03 - Moderate		Subscription to ArcGIS Online (Online GIS for asset data management)	\$2,500	Village asset GIS is antiquated and difficult to use. Online system will enable simplification of data management, and enable viewing through multiple devices, systems (inc. web site, phone)					
10	2016	05 - Highest		Commence Survey of 70 Parcels with Lost Water Connections	\$35,000	Seventy (70) Parcels have missing water connections that need to be located and surveyed. The Village cadastre information also requires update and realignment. Reclamation of public realm from private encroachment has been identified as crucial factor in managing drainage and utilities over the long-term, and this is an important input.					
11	2016	04 - High		Site Investigation and Design for Zone / Branch Water Metering	\$17,500	Village water network is currently unmetered, and there is limited information on the water consumption / leakage. Residential metering is long-term objective, however zone metering is likely to provide more immediate benefits in terms of tracking flows, identifying issues and exhibiting a long-term commitment to water conservation.					
12	2017	04 - High	1	Construction Galvanised Drain Replacement & Road Repair on Bayview Rd (280m)	\$220,100	Refer to Project 01					
13	2017	04 - High	8	Construction of Stormwater, Road, Water (Hydrant) work on Oceanview Rd (200m)	\$140,000	Refer to Project 08					
14	2017	03 - Moderate	11	Construction of Meters for Zone / Branch Water Metering	\$150,000	Refer to Project 11					
15	Unscheduled	03 - Moderate		CCTV of sanitary sewer system	\$22,000	Commence regular CCTV inspections and conditions assessment of sanitary pipe network					
16	2018	04 - High	8	Survey, Planning and Construction of Water Main Replacement on Creekview PI (90m)	\$101,250	See Project 8. 150 CI watermain on Creek PI is in very poor condition and requires replacement. High incidence of leaks.					
17	Unscheduled	03 - Moderate		General Bridge Repairs (Medium Priority)	\$89,500	Findings of bridge condition assessment performed in late 2015. Medium priority items only, includes 7 bridges).					
18	2018	03 - Moderate	17	Survey, Engineering Design and Construction of Water Main Upsize, Road Repairs, New Drain on Bayview PI (300m)	\$137,500	Bayview PI pavement is poor and very poor condition. 150 CI water main is in poor condition and requires upsizing to 200mm to achieve fire flow.					



Project No	Schedule	Priority	Predessor(s)	Project Name	Capital Cost	Drivers / Description	Water	Sanitary	Stormwater	Roads Bridges	General
19	2017	04 - High		Survey and Engineering Design of Upper Bayview Road	\$24,000	The pavement of Upper Bayview Rd is in very poor condition, with large sections likely requiring full pavement repair. The roadside drainage is disconnected, and water typically sheets down roadway. In many locations, roadside drains have been filled in. The road corridor should be surveyed (to establish PLs, driveways, structures) and a holistic engineering design should be prepared. Engineering design should include cost estimating and scoping of construction phases.					
20	Unscheduled	03 - Moderate	19	Construction of Road Repairs and Drainage Works in along Upper Bayview Rd	\$150,000	See Project 19. Staging will be dependent on budget and phase identified in design component.					
21	Unscheduled	04 - High		Survey and Engineering Design of Water Main Upsize & Replacement, Road Repairs, Drainage Works, Stormwater reinstatement on Highview PI & Oceanview Rd	\$30,000	Highview PI road is poor condition, and Oceanview Rd is in very poor condition. 150 CI water main on Highview PI, Oceanview Rd is in poor condition and requires replacement. The 600mm stormwater culvert that formally discharged to Rundle Creek requires reinstatement. It is likely this project will be separated into multiple two separate construction projects.					
22	Unscheduled	03 - Moderate	21	Construction of Water Main Upsize & Replacement, Road Repairs, Drainage Works on Highview PI & Oceanview Rd	\$447,000	See Project 21					
23	Unscheduled	03 - Moderate	21	Construction of Reinstated Stormwater Pipe on Oceanview Rd	\$160,000	See Project 21.					
24	Unscheduled	02 - Low		Desalination Feasibility Study	\$12,500	The frequency of turbidity events, smaller snow levels and water intake shutdowns have resulted in concerns about long term viability of existing water supplies. There may be a business case for transitioning to a desalination plant to improve reliability of supply, and there are likely to be significant improvements in small-scale desalination technology in the short term. A feasibility study should be performed within 5 yrs to categorically determine if this is a suitable solution.					
25	Unscheduled	02 - Low		Survey, Engineering Design and Construction of Drainage Improvements on Brunswick Beach Rd	\$75,000	Drainage between 26, 27 & 29 Brunswick Beach Rd is poor. Area is very low and flat. New drain will likely be required.					
27	Unscheduled	02 - Low		Survey, Engineering Design and Construction of Watermain Upsize and Drainage Improvements on Kelvin Grove Way (Upper) (380m)	\$142,025	Watermain on Kelvin Grove Way (Upper) requires upsizing from 150mm to 200mm to achieve fire flow. Many drains have been filled in, and drainage regime along road should be redesigned and implemented.					
29	Unscheduled	03 - Moderate		Survey, Design and Construction of Watermain Upsize on Stewart Road (250m)	\$281,250	150 DI watermain on Stewart Rd is undersized and requires upsizing to 200mm to meet fire flow requirements. Identified as High Priority replacement.					
30	Unscheduled	02 - Low		Survey, Engineering Design and Construction of Road repairs and Drainage Improvements on Islevue PI (215m)	\$103,125	Road is generally poor condition, and significant drainage issues were identified by operations staff.					
31	Unscheduled	02 - Low		Survey, Engineering Design and Construction of Drainage Improvements on Lions Bay Ave (210m)	\$91,875	Drain on Eastern side of Lions Bay Ave has been infilled and requires reinstatement. Identified by operations staff as issue.					
32	Unscheduled	01 - Lowest		Construction of Road Repairs on Crystal Falls Rd (150m)	\$77,000	Road is in generally poor condition. Lowest priority as the road services very few properties.					
33	2020	04 - High		High Priority Repairs on Eight (8) Bridges	\$99,500	Variety of "High" priority bridge repairs as defined in Bridge Condition assessment.					
34	Unscheduled	02 - Low		Medium Priority Repairs on Bayview Road (Private Driveway) over Alberta Creek	\$62,000	Repairs identified in Bridge Inspection,					
35	Unscheduled	02 - Low		Medium Priority Repairs on Six (6) Bridges	\$27,500	Repairs identified in Bridge Inspection,					
36	Unscheduled	03 - Moderate		Survey, Design and Construct Upsize of 100mm Watermain (to 150mm) on Oceanview PI (116m)	\$130,500	Identified as not meeting fire flow in Hydraulic assessment.					



Project No	Schedule	Priority	Predessor(s)	Project Name	Capital Cost	Drivers / Description	Water	Sanitary	Stormwater	Roads Bridges	General
37	Unscheduled	03 - Moderate		Survey, Design and Construction of Water Main Replacement, Road Repair, Drainage Repair on Centre Rd, (50m)	\$112,750	Water main identified as Poor condition by operations staff. Road is in poor condition. Drainage on north side of road requires clean up.					
39	2018	04 - High		Survey and Engineering Design of Watermain Upsize (x2) on From Highway Tank, under Highway 1 on Oceanview Road, onto Lions Bay Ave (Upgrade 1 GA Report) (273m), and From PRV 3, under Highway 1 on Oceanview Road, up Isleview Place (Upgrade 2) (630m)	\$42,000	Mains Identified in GA Hydraulic as not meeting fire flow. Listed by HA as Very High priority.					
40	2019	04 - High	39	Construction of Watermain Upsize (x2) on From Highway Tank, under Highway 1 on Oceanview Road, onto Lions Bay Ave (Upgrade 1 GA Report) (273m), and From PRV 3, under Highway 1 on Oceanview Road, up Isleview Place (Upgrade 2) (630m)	\$838,300	Refer to Project 39.					
41	2019	04 - High		Survey, Design and Construction of Watermain Upsize on Panorama Pl (100mm to 150mm) (200m)	\$234,000	Upgrade 6 in GA Modelling Report. Not meeting fireflow. List in report as high priority. Road is in good condition.					
42	2018	03 - Moderate		Survey, Design and Construction of Road Repairs, and Drainage Improvements on Kelvin Grove Way (250m)	\$107,500	Road in poor condition. Identified as very poor by operations staff condition assessment.					
43	Unscheduled	03 - Moderate		Survey, Design and Construction of Water Main Replacement, Road Repair on Bayview Rd (340m)	\$417,700	Water main in poor condition. Identified as priority 2 by operations staff. Road in poor condition heading right off Centre Rd.					
44	Unscheduled	03 - Moderate		Survey, Design and Construction of Watermain Upsize on Sunset Dr (300m)	\$337,500	Identified as High Priority upgrade in GA report (No. 11).					
45	Unscheduled	03 - Moderate		Survey, Design and Construction of Watermain Upsize on Timbertop Rd (126m)	\$141,750	Identified as High Priority upgrade in GA report (No. 11).					
46	2018	03 - Moderate		Investigate to identify appropriate stream flow locations	\$10,000	Identified in Water Treatment Investigation. There is very limited stream flow information available.					
47	2019-2020	03 - Moderate	46	Flow monitor stream flows	\$72,000	Install two monitoring stations and collect data for two years to monitor stream flow in Harvey and Magnesia Creek					
48	2016	04 - High		Survey, CCTV and Design to replace corroded concrete culvert on Mountain Dr	\$33,000	Existing concrete pipe has corroded out the bottom and a large sinkhole has formed					
49	2017	04 - High	48	Construction to replace corroded concrete culvert on Mountain Dr and permanent repair of road	\$48,000	Existing concrete pipe has corroded out the bottom and a large sinkhole has formed. Assume it requires replacement of 40 metres of pipe, extent of required replacement to be confirmed with CCTV.					

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Information Report – Update on Schedule of Village-wide Water Leak Down Test		
Author	N. Hoglund	Reviewed By:	P. DeJong
Date	February 25, 2016	Version	-
Issued for	March 1, 2016 Regular Council Meeting		

1. RECOMMENDATION

THAT Council receive this report for information purposes.

2. ATTACHMENTS

None

3. BACKGROUND

On February 16, 2016, Council moved and seconded the following:

THAT Council authorize the budget for, and direct staff to, determine a water network leakage rate in the field on or before February 29, 2016, substantially as discussed at the Infrastructure Committee Meeting of February 15, 2016, and further, to do so annually.

This report is to apprise Council that, due to resource constraints, this activity cannot be undertaken until March 31, 2016.

4. DISCUSSION

A complete overnight leakdown test, similar in nature to the one undertaken on March 31, 2015, requires more resources than currently exist within the regular full and part-time staff compliment of the Village's Public Works Department. As such, availability of volunteer firefighters must be ascertained, in addition to having all full and part-time Village crews available for work.

Due to pre-existing and pre-authorized time-off requests, the earliest date that all Public Works staff can be scheduled is March 31, 2016. As such, this work has been tentatively scheduled for this date, pending resource availability from the Lions Bay Fire Department.

For Council's consideration.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council			
Title	2016 Budget - Central Beach Rejuvenation (CBR)			
Author	Ron McLaughlin	Reviewed By:		
Date	February 11/16		Version	
Issued for	February 16/16 Strategy session			

RECOMMENDATION

THAT the Village of Lions Bay Council allocate a notional \$30,000 budget for the work specified below, and return the CBR project to staff and request that they expediently confirm the work can be accomplished within the notional budget. With current costing in hand the CBR project is to be brought back to Council for final budget approval and resolution to fast track the execution of the CBR such that it is completed by May 15th.

Background

At the Council meeting of February 2nd consolidated costs of the CBR were identified and I was given the opportunity to explore possibilities further before reporting back to Council and staff.

I have recently viewed Central Beach and focused on the following being accomplished under a thrifty, covers basic needs with most bang for buck spent, and a fast track to execution mandate.

- a. Wash room building clean up, internal and external painting, and minor changes if any.
- b. Tree work to be done only pertaining to the CBR. \$8,900 budget ask by PW.
- c. Stair tread repair and guard rail.) From RM Assessment. \$ 13,000 budget ask by PW.
- d. Entrance repair.)

Not covered in the CBR project:

1. Fence repair and kayak structure. To be covered separately in PW's budget requests.
2. Increased operating costs - High season extra garbage removal and cleaning the area, and regular (say 4 times/day) cleanup/servicing of the washrooms. To be addressed by the CAO in future budget discussion. It is considered the work could be contracted out.

Scope of Work

Council confirm that the work group for the CBR to establish the Scope of Work will be the writer, Mayor Buhr, Public Works Manager Hoglund, and potentially a qualified resident. I am of the view the proposed budget will be more than sufficient and potentially allow for increased rejuvenation.

A resident led group is being given the opportunity to approach Council to take over the CBR.

For Council's consideration.

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DRAFT
LIONS BAY INFRASTRUCTURE COMMITTEE MEETING
MONDAY 15 FEB 2016 AT 19:00
IN COUNCIL CHAMBERS, LIONS BAY COMMUNITY CENTER

MINUTES OF THE MEETING

In Attendance:

Fred Bain – Councillor and Committee Chair
Karl Buhr – Mayor
Peter Dejong - CAO
Nikii Hoglund – Public Works Manager
Tony Greville – Resident
Jim Mutrie - Resident

Regrets:

Jim Hughes – Councillor
Brian Ulrich – Resident

1. **Call to Order**

Meeting was called to order at 7:02 pm.

Brief introductions at the table

2. **Appointment of Recorder**

Recorder: Fred Bain

3. **Approval of the Agenda**

The Agenda was approved as is.

4. **Public Participation**

Doug Pollock – Regarding the IMP recommendations, He is concerned about the #6 bridge needing an expensive repair. eg. If the 8X8 wood bearings collapse, the steel I beams would rest on the concrete footings. He does not see that as a safety issue. Suggested instead just jacking up the bridge and replace the 8X8s.
Ed Langford Sr. - Same issue. Suggested that the bridge was designed to take a fire truck. "How much money do we want to spend?" There are four bearing points under two beams. The 8X8s provide "frictionless" pads.

5. **Approval of Minutes**

Minutes from the December 14th meeting were tabled until the next IC meeting.

6. **Business Arising from the Minutes**

- UV specs

ACTION: Brian to review and comment. (As Brian was unable to attend this meeting,, this will be rolled over to the next IC Meeting)

ACTION -James to provide a village map of drainage issues with colour coding and strategy for remediation identified for each. **To be delivered.**

Discussion about Vaults – cross connection involving water and sanitary inside a vault is a problem.

ACTION – Nikii to provide the IC information on infiltration galleries. **To be done.**

ACTION - Nikii to help James prioritize the issues for final report. **Due to Changing circumstances,the delivery of the IMP has taken a turn(s) so Nikki and Peter are working with AECOM for the IMP to be done according to the RFP.**

Discussion on metering – Kamloops found a 15% water saving in volume after metering. It was noted that last year's Lions Bay saving was greater with less cost.

Comments from the gallery:

Desalination is the most expensive water in the world;

It would be better to pump Alberta Creek water to one of our Water Treatment Plants.

7. Unfinished Business

None

8. New Business

a. Infrastructure Master Plan

- a.i. AECOM to complete water modelling
- a.ii. A list of recommendations were provided by AECOM in advance of providing us with the finished IMP.
 - a.ii.1. 46 projects were listed + 1 to come
 - a.ii.1.a. project 17 was missing
- a.iii. Discussion of completeness of the recommendations
- a.iv. Discussion of intakes locations
 - a.iv.1. why they are where they are
- a.v. Consensus: the IMP needs to get to where it needs to be
 - a.v.1. Staff are to continue working with AECOM to achieve this
- a.vi. Recommendations to Council:
 - a.vi.1. Preliminary project sheets 1-3
 - a.vi.1.a. Accept as a draft for Council's consideration
 - a.vi.2. Accept 2016 – 2025 Project Plan for Council's consideration for 2016
 - a.vi.2.a.** Projects must be properly surveyed with ground work and developed to “shovel ready condition”.

b. Leak Testing

- b.i. This is an annual program, right after winter, mid spring, and fall.

- b.ii. We know the usual 24 hour usage (via SCADA), so we can see spikes and investigate. -Nikii
- b.iii. We know the leak- prone areas
 - b.iii.1. 70 locations are still unidentified
- b.iv. We would like to know our present leak rate
- b.v. It has been pushed off due to budget and intake issues at this time

c. Flushing

- c.i. This is done bi-annually
 - c.i.1. usually April and October

d. Data Capture for the 2016 Supply

- d.i.** Demand factor determination
 - d.i.1. **ACTION** –Tony to work with Nikii to produce this

9. Public Questions & Comments

Scott Ando:

Asked about a temporary fix for Oceanview/Panorama

Nikii – Surveying and engineering will come first

Scott Ando:

Could we patch the above and push off the major fix until next year with grant funding?

Nikii – Yes, we can but it is not inexpensive to patch.

Doug Pollock:

What about metering?

Tony – Too little benefit, but we should do zone metering.

Doug Pollock:

Regarding the Village wide sanitary sewer, some homes may need pumping and others may not. This should be taken into consideration of individual costing.

There was survey work done in the 80's. Will that show the 70 or so not located shutoffs?

Scott Ando:

Ideas looked at in the IMP and declared Yea or Nay.

Ed Langford Sr:

The pricing of the recommendations is too high.

10. Adjournment

Meeting was adjourned at 8:52 pm.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	Appointment of FOIPPA Coordinator		
Author	P. DeJong	Reviewed By:	
Date	February 23, 2016	Version	
Issued for	March 1, 2016 Regular Council Meeting		

Recommendation:

THAT the Village of Lions Bay Office Coordinator be appointed the Freedom of Information and Protection of Privacy Act (FOIPPA) Coordinator, with all the powers exercisable by the Head, subject to the Head's review and approval in each instance.

Attachments:

None

Key Information:

In accordance with section 66 of the Freedom of Information and Protection of Privacy Act (FOIPPA), a FOIPPA Coordinator may be delegated to assist the FOIPPA Head. The CAO, as the Head appointed by Council at the regular meeting of January 19, 2016, requests the appointment of the Office Coordinator as the FOIPPA Coordinator, subject to the conditions noted above.

Follow Up Action:

None

Communication Plan:

None

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VILLAGE OF LIONS BAY

Incoming Correspondence - March 1, 2016

General Correspondence:

G-1: LMLGA Call for Resolutions & Nominations for Executive Positions

G-2: Draft Regional Affordable Housing Strategy

G-3: Lower Mainland Tolling & Mobility Pricing

G-4: Email #8; Human Trafficking & Sexual Exploitation in BC

Resident Correspondence:

R-1: Village of Lions Bay Bylaws

From: [Lions Bay Reception](#)
To: [Peter DeJong](#); [Karl Buhr](#); [Council @ Lions Bay](#)
Cc: [Agenda](#)
Subject: FW: LMLGA Call for Resolutions & Nominations for Executive Positions
Date: Thursday, February 18, 2016 11:59:39 AM
Attachments: [LMLGA Call for Nominations.pdf](#)
[LMLGA Call for Resolutions.pdf](#)
Importance: High

From: Joslyn Young [mailto:jyoung@ubcm.ca]
Sent: Thursday, February 18, 2016 11:56 AM
To: Joslyn Young <jyoung@ubcm.ca>
Cc: Corisa Bell <cbell@mapleridge.ca>; Rick Glumac <rglumac@portmoody.ca>; lum@chilliwack.com; Wilson, Chris <CWilson@coquitlam.ca>; Ray Boucher <rboucher@fvrd.bc.ca>; Louie, Raymond <Raymond.Louie@vancouver.ca>; Hayne, Bruce <BruceHayne@surrey.ca>; Robert Vagramov <RVagramov@portmoody.ca>; wvicktor@hope.ca; Chuck Puchmayr <cpuchmayr@newwestcity.ca>
Subject: LMLGA Call for Resolutions & Nominations for Executive Positions
Importance: High

February 18, 2016

ATTN: Mayor/Chair; Council/Board

Administrators – please forward this information.

LMLGA is now accepting **Resolutions** from member local governments for consideration at the upcoming LMLGA Conference taking place in Whistler May 11 – 13. Invitations to attend the event have been distributed. If you require more information about the conference, please visit:

<http://www.lmlga.ca/pages/events.php>

Nominations for LMLGA Executive positions are now being accepted. Lower Mainland elected officials are encouraged to participate!

Both forms are available [online](#) under “Documents” on the Events page and are also attached for your convenience.

The Resolutions Deadline is: March 25, 2016. Please note that March 25 is Good Friday.

Joslyn Young

Executive & Association Services Coordinator
UBCM & LMLGA

60-10551 Shellbridge Way | Richmond BC V6X 2W9
[604.270.8226](tel:604.270.8226) ext 103 | ubcm.ca



TO: Mayor/Chair; Council/Board

FROM: Councillor Chuck Puchmayr, LMLGA Past President

DATE: February 18, 2016 (3 pages total)

RE: 2016 CALL FOR NOMINATIONS

Please include the following information on your next meeting agenda.

This circular is notice of the LMLGA Executive positions open for nomination, the process and the procedures for nomination.

The deadline for receipt of your nomination is **Friday, March 31**. The LMLGA Conference and AGM will be held on May 11 – 13, 2016 in Whistler.

LMLGA is the collective voice for local government on the Lower Mainland, including local governments in the Greater Vancouver Regional District, the Squamish-Lillooet Regional District and the Fraser Valley Regional District. The membership elects directors to the Executive during the Convention, and the Executive is charged with ensuring that policy direction set by the general membership is carried forward. The Executive also provides operational and policy direction to the LMLGA between Conventions.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (4 positions)

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

A candidate must be nominated by two elected officials of an LMLGA local government member. The candidate must be an elected official of an LMLGA member.

Background information regarding the primary responsibilities and commitments of an LMLGA Executive member is available upon request.

A nomination and consent form is attached and should be used for all nominations.

The Chair of the 2016 Nominating Committee is Councillor Chuck Puchmayr, Past President.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 200-word biography will be prepared under the direction of the Nominating Committee and distributed in the LMLGA Convention Newsletter, which is distributed on-site at the conference. It is not the responsibility of LMLGA to edit applicant materials to make them suitable for print. If materials are not provided on time and print ready, LMLGA reserves the right not to include them in the newsletter.

To be included in the Convention Newsletter:
Send your current photo, biography and completed nomination form to
jyoung@ubcm.ca AND cpuchmayr@newwestcity.ca
With subject line: LMLGA Nomination Package – “applicant name”

Deadline: March 31, 2016

4. FINAL COMMENTS

The nomination process does not change the process allowing candidates to be nominated off the floor at the Convention. That process remains in place. The process outlined above provides for those that are interested in seeking office to be directly nominated prior to the Convention.

5. FURTHER INFORMATION

The attached consent form is available online at lmlga.ca.

All other inquiries should be directed to:

Councillor Chuck Puchmayr, Past President
Chair, 2016 Nominating Committee
c/o LMLGA
60-10551 Shellbridge Way
Richmond, BC V6X 2W9
Email: cpuchmayr@newwestcity.ca

NOMINATIONS FOR THE 2016 LMLGA EXECUTIVE

We are qualified under the LMLGA Constitution to nominate¹ a candidate and we nominate:

Name of nominee: _____

Local government position (Mayor/Councillor/Director): _____

Local government represented: _____

LMLGA Executive office nominated for: _____

Printed Name of nominator: _____ Printed Name of nominator: _____

Position: _____ Position: _____

Local Gov't: _____ Local Gov't: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the LMLGA Constitution². I also agree to provide the following information to the Chair, LMLGA Nominating Committee (c/o LMLGA Office) by March 31, 2016.

- 2"x3" Photo (high resolution)
- Biographical information. The maximum length of such information shall be 200 words.

Printed Name: _____

Running for (position): _____

Local Government: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association.

**Return to: Chair, 2015 Nominating Committee
c/o LMLGA, 60-10551 Shellbridge Way, Richmond, BC V6X 2W9**



TO: Mayor/Chair; Council/Board

FROM: Councillor Corisa Bell, LMLGA President

DATE: February 18, 2016 (5 pages total)

RE: 2016 RESOLUTIONS - ANNUAL GENERAL MEETING

Please include the following information on your next meeting agenda.

The LMLGA Conference and AGM will be held on May 11 – 13, 2016 in Whistler and we are **now accepting resolutions from the membership**. The deadline for receipt of your resolutions is **Friday, March 25**.

We encourage LMLGA members to submit their resolutions to the LMLGA for debate, rather than submitting them to UBCM. This is also the process preferred by UBCM. LMLGA-endorsed resolutions on province-wide issues are submitted *automatically* to UBCM for consideration at the UBCM Convention. Resolutions received from the LMLGA, and supported by our membership as a whole, tend to hold more weight than those that are submitted by individual communities.

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the LMLGA office by: **FRIDAY, MARCH 25, 2016**.

SUBMISSION REQUIREMENTS

Resolutions submitted to the LMLGA for consideration shall be submitted as follows:

- one copy of the resolution via email to jyoung@ubcm.ca with subject header "Resolution-
"title of your resolution" or, in the case of multiple resolutions, subject header "Resolution-X
number enclosed";
- include a cover letter as an attachment outlining how many resolutions you have sent and the title of each resolution;
- each resolution should not contain more than two "whereas" clauses;
- background documentation must accompany each resolution submitted, when available, and should be labeled "Background-"Name of Resolution".

<i>You WILL receive an email notification that your resolution has been received within one week of receipt. If you do not receive an email confirmation, please call Joslyn Young at 604-270-8226, Ext. 103.</i>
--

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and must comply with all other submission requirements. Late resolutions must be received by LMLGA no later than 12 noon on Monday, May 9th.
- b. Late resolutions shall be considered for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion LMLGA shall produce sufficient copies for distribution at the Convention.

SUBMIT RESOLUTIONS TO:

LMLGA
60-10551 Shellbridge Way
Richmond, BC V6X 2W9

Phone: (604) 270-8226 ext. 103

Fax: (604) 270-9116

Email: jyoung@ubcm.ca

Email **subject line** must read: LMLGA Resolution – "name of local government"

THE RESOLUTIONS PROCESS

1. Members submit their resolutions to Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions submitted for consideration at the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are conveyed to the appropriate order of government, or relevant organization, for responses.
5. Once the responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise sentence about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two "WHEREAS" clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by LMLGA.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to struggle with complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. *Check legislative references for accuracy.*

Where necessary, identify:

- the correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government)
- the correct legislation, including the name of the Act

6. *Focus on issues that are relevant to all LMLGA members.*

The issue identified in the resolution should be relevant to other local governments in the LMLGA. This will support proper debate on the issue and assist LMLGA or UBCM to represent your concern effectively to the provincial or federal government on behalf of all local governments.

7. *Avoid repeat resolutions.*

In the past, resolutions have come back year after year on the same topic. Elected officials and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the “Resolutions and Policy” tab at the top of the page. It will be possible to locate any resolutions on the same topic that have been considered in the past and what the response has been. Endorsed resolutions are part of the advocacy agenda and duplicates are not required.

8. *Ensure that your own local government’s process for consideration, endorsement, and conveyance of resolutions to LMLGA/UBCM is followed.*

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to the relevant Area Association prior to UBCM Convention.

If you have any questions, please contact Joslyn Young by email at jyoung@ubcm.ca or by calling (604) 270-8226 ext. 103.

MODEL RESOLUTION

SHORT TITLE: _____

Local Government Name _____

WHEREAS _____
_____;

AND WHEREAS _____
_____;

THEREFORE BE IT RESOLVED that _____
_____.

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____
_____.



February 16, 2016
Our File: 10-5040-20/AFFHOU/2016-1
Doc #: 2197642.v1

Chair Greg Moore
Metro Vancouver Regional District
4330 Kingsway
Burnaby, BC V5H 2A5

Dear Chair Moore:

RE: Coquitlam Council Feedback on Draft Regional Affordable Housing Strategy

Thank you for the opportunity to review and comment on the Metro Vancouver Draft Regional Affordable Housing Strategy (draft 'Regional Strategy').

Coquitlam Council and staff have compared the draft Regional Strategy with Coquitlam's Housing Affordability Strategy (HAS), which was endorsed by Council at the December 7, 2015 Regular Council meeting and sent to Metro Vancouver on December 17, 2015.

The attached Council report (with report Attachment 3), was carried unanimously by Council at the February 1, 2016 Regular Council meeting, and contains the findings of this comparison and commentary on the proposed Regional Strategy policies. The report notes there is considerable alignment between the draft Regional Strategy and Coquitlam's HAS, including concentrating density around transit, partnership-based solutions and a variety of tools to encourage new rental housing development.

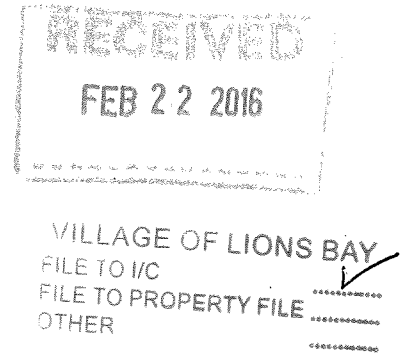
However, the Regional Strategy also contains some actions that are not aligned with Coquitlam's HAS, which recognizes the reality of limited local government resources and the need to balance the City's community service priorities.

Based on this, the report concludes that the draft Regional Strategy should be revised to enable more flexibility in how local governments respond to challenging affordable issues in their respective contexts, and emphasize that senior government funding is necessary to achieve the Regional Strategy's requirements.

In addition to this, during the course of Council discussion on the draft Regional Strategy, the following items were noted by Council Members:



Office of the Mayor | City of Coquitlam
3000 Guildford Way, Coquitlam, BC V3B 7N2
Office: 604.927.3001 | Fax: 604.927.3015
www.coquitlam.ca

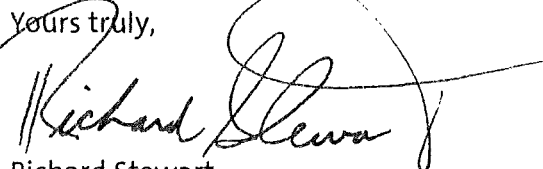


Page 2
February 17, 2016

- contrary to the language included in the draft Regional Strategy, Metro Vancouver does not have the authority to require its member municipalities to take specific action or enact specific policies in relation to affordable housing, and the Regional Strategy should accordingly be amended to include more flexible policy language;
- housing affordability is a regional issue, yet affordable housing policies need to be practical and less regulatory, as municipalities have limited tools to address this challenge on their own, and lack the mandate to do so;
- rather than being a directive document that dictates how municipalities must spend their budgets and tax dollars, such as purchasing land along transit corridors for affordable housing, the draft Regional Strategy should act as a general policy resource and guide that outlines best practices and affordable housing incentives within our mandate as local governments;
- 'affordable living', in terms of accounting for housing and transportation costs together, is an important consideration;
- rental replacement policies should be incentive-based and not requirements for individual land owners, as the development of new affordable housing is something that should be shared among partners; and
- the Regional Strategy should emphasize a broader, incentive-based approach.

If you have any questions or if you would like to discuss this further, please contact me at rstewart@coquitlam.ca or 604-927-3001, or Jim McIntyre, General Manager Planning and Development at jmcintyre@coquitlam.ca or 604-927-3401.

Yours truly,



Richard Stewart
Mayor

c - Council

Pete Steblin, City Manager
John DuMont, Deputy City Manager
Jay Gilbert, City Clerk
Jim McIntyre, General Manager Planning and Development
Carl Johannsen, Manager Community Planning
Heather McNell, Manager Regional Planning
Metro Vancouver Member Municipalities ✓

16.

Coquitlam

For Council

January 27, 2016

Our File: 01-0480-20/HOUS1/2016-1

Doc #: 2178381.v2

To: City Manager

From: General Manager Planning and Development

Subject: **Draft Regional Affordable Housing Strategy**

For: **Council**

Recommendation:

That Council direct staff to send a letter that contains Council feedback on this item and attaches this report, to Metro Vancouver and its member municipalities as Coquitlam's response to the draft Regional Affordable Housing Strategy.

Report Purpose:

This report provides commentary on the Metro Vancouver Regional District ('Metro Vancouver' or 'Metro') Draft Regional Affordable Housing Strategy which has been distributed to member municipalities for review and comment.

Strategic Goal:

Coquitlam's recently-adopted Housing Affordability Strategy (HAS - see www.Coquitlam.ca/housing for the document) supports the 'Achieve Excellence in City Governance' Strategic Goal as it will guide Coquitlam's response, as a local government acting in partnership with others, to local housing affordability challenges.

Providing comments on the draft Regional Affordable Housing Strategy is an opportunity to further demonstrate Coquitlam's approach to addressing housing affordability.

Executive Summary

The Draft Regional Affordable Housing Strategy ('Regional Strategy') has been distributed to Metro Vancouver member municipalities for review and comment. According to Metro, the Regional Strategy seeks to better unify municipal efforts to address the challenge of housing affordability across the region. As drafted, the Strategy also directs municipalities to enact a wide range of policies, programs and actions. Overall there is considerable alignment between Coquitlam's HAS and the draft Regional Strategy. This alignment should help to coordinate inter-municipal actions and demonstrates that Coquitlam is at the leading edge of municipal approaches in addressing housing affordability. However, the draft Regional Strategy does identify some actions that are not aligned to our current approach. Specifically, this includes requirements for member municipalities to purchase sites for affordable housing along transit corridors, use inclusionary zoning, and deliver on specific housing targets in the absence of senior government housing programs.

PWS

Background:

The Regional Strategy has been in development over the past several years, and in Fall 2015 the Metro Board approved the release of the draft Regional Strategy for consultation. Member municipalities are now being asked to comment formally on this Strategy, and Metro will also be holding invited stakeholder workshops to obtain additional feedback in the near future. Metro will also provide a summary of feedback received through the public input process, when adoption of the Regional Strategy is considered by the Metro Board later in 2016.

Staff have compared the Regional Strategy with Coquitlam's HAS, which was endorsed at Council's December 7, 2015 Regular meeting. Based on this analysis, the Regional Strategy exhibits considerable alignment with Coquitlam's HAS, yet in its current state the Regional Strategy does not reflect the balanced approach of the HAS and staff have identified several areas of concern with the Regional draft document. This report outlines these areas of alignment, as well as several areas of concern in the Regional Strategy as it is currently drafted.

Discussion/Analysis:***Areas of Alignment***

Metro's Regional Strategy sets out a coordinated regional response to housing affordability and strongly identifies issues related to transportation costs, the need for appropriate density along transit corridors, and the need to reduce regulatory barriers to rental housing.

Specific policies in the draft Regional Strategy which align closely with the HAS are listed in Attachment 3 of this report, and are summarized below.

High-Priority Actions

The draft Regional Strategy calls for municipalities to deliver numerous initiatives and policies aimed at addressing the challenge of affordable housing in the region. Key actions ask municipalities to:

- establish appropriate density and housing mix along rapid transit lines;
- employ a series of tools to encourage the development of rental units;
- reduce regulatory barriers to rental development;
- establish policies to preserve existing rental stock; and
- utilize both City funds and City land in partnership with others to create new housing solutions

These actions directly align with the ten short-term, high-priority actions that Council approved as the 2016-2017 HAS work program, which are:

1. Consider concentrating higher densities and a broader variety of dwelling types and tenures near transit, through the completion of the Burquitlam Loughheed Neighbourhood Plan (Actions 1.1.1 and 1.1.2, p.20 and 2.1.1, and 2.1.2 p.24);

Discussion/Analysis cont'd/**Areas of Alignment cont'd/****High-Priority Actions cont'd/**

2. Encourage the development of designated market rental units (purpose built and/or strata available for rental) through a suite of incentives as identified in the HAS (Actions 1.2.1, 1.2.2, 1.2.5, 1.2.6, 1.2.7, and 1.2.8, p.20-21);
3. Review Zoning Bylaw density, parking, amenity space, and other requirements to encourage the development of purpose-built rental housing (Action 1.2.3, p.20);
4. Consider the exemption of rental floor space from maximum density allowances in cases where maximum density has been achieved subject to servicing, traffic, parking, and urban design considerations (Action 1.2.4, p.20);
5. Employ a series of regulatory incentives to preserve existing rental and co-op housing (Actions 1.5.1, 1.5.2, 1.5.3, 1.5.4, and 1.5.5, p.22);
6. Contribute a portion of density bonusing contributions into the AHRF based on the City's zoning bylaw for the purpose of fostering housing affordability in accordance with the AHRF guidelines (Action 3.1.4, p.26, and AHRF Guidelines, Attachment 2);
7. Complete the sale of three City-owned sites in Northeast Coquitlam previously identified for affordable housing but now deemed unlikely to develop and less desirably located. Direct one-third of the sale for these three sites to "jump-start" the Affordable Housing Reserve Fund (AHRF) (Action 3.1.3, p.26). Staff note the City has offers of purchase for 2 of the 3 sites; this will provide a major contribution to jump-start the AHRF, as directed by Council;
8. Issue a press release explaining the availability of funds and the criteria for use of the AHRF, and issue a call for submissions for use of the AHRF (Actions 3.2.1 and 3.1.6, p.27);
9. Call for partners to work with Coquitlam in addressing affordability and accessibility needs (Actions 3.2.2, p.27 and 4.1.3, p.29); and
10. Issue a Request for Proposals for an affordable housing project at 1358 Coast Meridian Road (Action 3.2.3, p.27).

Continued Partnerships

The draft Regional Strategy identifies key areas where Metro Vancouver commits to partnerships. Strong alignment to the HAS exists between the Metro Vancouver tasks and the identified work plan set out in the HAS. Specifically, through this draft Metro Vancouver commits to:

- Undertaking public outreach to promote public awareness and understanding of the benefits of growth, increased density and diversity, and best practices for accommodating growth using examples and strategies from the draft Regional Strategy and elsewhere;
- Exploring new ways to monitor rents to determine vacant units through online rental or other tools or data sources;
- Advocating to other levels of government for specific measures to address funding gaps for low-to-moderate income housing (e.g., capital funding, subsidies and tax incentives or other measures);

Discussion/Analysis cont'd/***Areas of Alignment*** cont'd/***Continued Partnerships*** cont'd/

- Working with municipal partners to identify Metro Vancouver Housing Corporation sites for redevelopment at higher density to increase the supply of mixed income non-profit rental housing;
- Working with BC Non-Profit Housing Association, municipalities, the Provincial Government, Federation of Canadian Municipalities and others to address issues related to expiring non-profit and co-operative housing operating agreements, including ongoing affordability of units;
- Exploring making available rental housing from within Metro Vancouver Housing Corporation's existing portfolio of market rental units for relocating tenants of redeveloping non-profit and purpose-built market rental projects;
- Developing or cost-sharing development of an online tool that will provide users with estimates of the combined housing and transportation costs associated with any given location in the region;
- Supporting ways to help make development of new purpose-built market rental housing financially viable (e.g., parking reductions, fee waivers, increased density, and fast-tracking);
- Examining opportunities to modernize and expand current Metro Vancouver housing units, especially on sites located along the Evergreen Line;
- Updating the Metro 2040 housing demand estimates;
- Working with partners to create an accessible and adaptable housing registry to assist persons with disabilities and seniors to find appropriate housing to live independently; and
- Considering making surplus sites in suitable locations owned by Metro Vancouver and affiliated bodies available to Metro Vancouver Housing Corporation to develop additional mixed income housing.

Areas of Non-Alignment and Concern

Specific policies in the draft Regional Strategy which are not aligned with the HAS are listed in Attachment 3 of this report, and are described below.

Authority of Regional Strategy

Staff note that the Regional Strategy as drafted makes specific and seemingly unequivocal requirements of municipalities, i.e., Goal 2 Policy i, p. 25:

"Municipalities **will** through plans, policies and programs **require...**"; Goal 4 Policy h, p.30: "Municipalities **will** through plans, policies and programs purchase..."

Coquitlam believes that in keeping with the non-statutory nature of the draft Regional Strategy, such phrasing should be modified to provide member municipalities with more flexibility for achieving our shared goals. In the cases where the draft uses words such as "will" or "require" wording should be changed to better provide flexibility in approaches. This less prescribed approach would better fit the Strategy's stated intent to accommodate the fact that "local conditions vary from one municipality to another in the region and that the Strategy has to account for this reality" (page 5 of the Regional Strategy).

January 27, 2016

Discussion/Analysis cont'd/***Areas of Non-Alignment and Concerns cont'd/*****Policies Requiring Further Discussion**

Concern is noted over these four specific policies identified in the draft AHS:

Regional Strategy Goal 1: Policy k. (p.23 of Regional Strategy, attached)

The draft Regional Strategy directs that "Municipalities will, through plans, policies and programs... Goal 1: Policy k *"demonstrate how Housing Action plans policies and initiatives are intended to work towards achieving Metro 2040 housing demand estimates"*.

While the City has the ability through land use authority to work towards Coquitlam's overall RGS target of 16,700 dwelling units, setting targets to meet low and moderate income needs is problematic. The development of more than 4,000 subsidized units as called for by the draft Regional Strategy cannot be achieved without significant federal and provincial government involvement. While the Strategy's Sections 2.5 and 2.6 outline provincial and federal government housing programs and the existing funding gap to achieve lower cost and rental housing, this context is not linked to the targets for low and moderate income housing. A clearer link or statement about the current funding context and the challenges that municipalities would then face in meeting these targets would be helpful.

The local demand targets set out in the draft Regional Strategy (which are designed to be updated into the RGS) are impossible to achieve without senior government funding. Our efforts to work better as a region cannot be seen as excusing other needed partners from their role in addressing this crucial issue.

Given the above challenges, the draft Regional Strategy needs to be revised to provide greater clarity on how local demand projections will relate to the RGS and municipal OCPs.

Regional Strategy Goal 2: Policy i. (p.25)

The draft Metro Vancouver AHS requires that "*Municipalities will, through plans, policies and programs... Require one for one replacement policies where existing rental supply is being redeveloped.*"

Coquitlam has chosen to follow an incentive-based approach to encourage the development of new purpose-built rental housing (contained in Actions on pages 20-21 of Coquitlam's HAS) rather than following a specific quantitative replacement requirement approach. Results from a survey of best practices in various jurisdictions indicate that a regulatory driven one-to-one replacement requirement may have unintended negative consequences. Recognizing newly-built units cost more and rent for a higher rate than older units, a one-to-one replacement policy does not directly aid affordability. While replacement policies can extend the life span of older rental housing supply, a rental replacement policy does not on its own provide incentives to increase supply. Rather, policies aimed at increasing supply and equally sharing the obligation across all developers (rather than only targeting those sites with existing purpose-built rental) should be used as a key step in balancing rental supply.

Discussion/Analysis cont'd/***Areas of Non-Alignment and Concerns cont'd/******Policies Requiring Further Discussion cont'd/******Regional Strategy Goal 4: Policy g. (p.30)***

The draft AHS states that *"Municipalities will, through plans, policies and programs... Establish transit-oriented inclusionary housing targets for purpose built rental and for housing affordable to low to moderate income households within 800 metres of new or existing rapid transit stations and 400 metres of frequent bus corridors that are anticipated to accommodate enhanced residential growth."*

Inclusionary zoning can lead to the construction of targeted housing units, however, in other cases studies have indicated that this approach may increase the cost of market units in development projects subjected to inclusionary zoning. Based on this, caution should be exercised in requiring all municipalities to use this specific approach. Coquitlam has taken the position that density bonusing requirements provide the greatest flexibility in addressing needs and generating new units. It is important to note that density bonus and inclusionary zoning both draw from the same development pro-forma. In the Coquitlam context, an inclusionary zoning requirement could impact density bonus contributions and would reduce flexibility; and on that basis, it is suggested that the draft Regional Strategy provide inclusionary zoning as an option rather than a directive action.

Regional Strategy Goal 4: Policy h. (p.30)

The draft AHS advocates that *"Municipalities will, through plans, policies and programs... Purchase and hold sites/air space parcels for new non-profit housing to be made available as funding becomes available, focusing on the Frequent Transit Network."*

While the rationale of 'reserving' sites along the FTN for lower-cost housing is recognized, this could be a risky and expensive action for municipalities to undertake. Again, without funding commitments from senior governments, there is no certainty that municipal funds used to acquire such sites will result in new affordable units. Further, tasking the City with purchasing or holding lands along the FTN would be a significant and potentially unrealistic investment of tax dollars, which are otherwise required to deliver municipal core services and other civic facilities.

The Need for a More Flexible, Balanced Approach

Based on the above analysis and findings, the Regional Strategy should be revised to reflect a more balanced approach and increased flexibility in how local governments pursue housing affordability in their respective contexts. The Regional Strategy's proposed requirements also need to recognize that in an overall sense the creation of new affordable units at the local government level requires Provincial and Federal Government support and funding, otherwise the ability of local governments to effectively respond to housing affordability challenges will be limited.

January 27, 2016

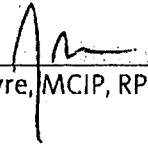
Financial Implications:

The HAS clearly identifies Coquitlam's financial commitment to address housing affordability and represents Council's decision on utilizing the City's limited resources in the context of competing demands and priorities. As the draft Regional Strategy is unclear on enforcement actions and the degree to which policies are required rather than suggested, the financial implications at this time cannot be fully identified. A more complete analysis of financial implications could be possible with the next draft of the Regional Strategy, and will be reported to Council as updates follow.

Conclusion:

Considerable alignment exists between the Metro Vancouver draft Regional Strategy and Coquitlam's new Housing Affordability Strategy. In particular, Coquitlam's HAS supports the efforts to concentrate densities near transit stations, seek partnership-based solutions, use regulatory and other incentives to encourage the development of rental units in all communities and offer tools and incentives to preserve existing rental stock. Coquitlam is well underway with actions that are designed to implement these types of solutions suggested by the draft Regional Strategy.

However, a number of other proposed requirements in the Regional Strategy do not recognize the balanced approach of the HAS, which is underpinned by solid, pragmatic funding mechanisms and the pursuit of partnership-based responses with senior government funding. In addition, Metro's requirements for inclusionary zoning, one-to-one rental replacement, the pre-purchase or holding by municipalities of land along transit corridors, as well as the potential impact of the update projection numbers suggested by the draft Regional Strategy, do not align with the HAS and Council priorities. Based on this, the Regional Strategy should be revised to enable more flexibility in how local governments pursue housing affordability in their respective contexts, and emphasize that senior government funding is required to achieve the Regional Strategy's requirements. Staff recommend that a letter be sent to Metro Vancouver and its member municipalities that includes this report and Council feedback on this item.



J.L. McIntyre, MCIP, RPP

Attachments:

1. Letter dated November 23, 2015 from Metro Vancouver entitled Draft Regional Affordable Housing Strategy (Doc# 2177455)
2. Draft Regional Affordable Housing Strategy Update August 2015 (Doc# 2177449)
3. Coquitlam's Housing Affordability Strategy and the Draft Metro Vancouver Regional Affordable Housing Strategy (Doc# 2179737)

This report was prepared by Cathy van Poorten, Social Planner and Bruce Irvine, Planning Projects Manager and reviewed by Andrew Merrill, Major Project Planner and Carl Johannsen, Manager Community Planning.

ATTACHMENT 3

Coquitlam's Housing Affordability Strategy and the Draft Metro Vancouver Regional Affordable Housing Strategy

There is alignment in part between the draft Metro Vancouver Housing Affordability Strategy (Regional Strategy) and the Coquitlam Housing Affordability Strategy (HAS). There are also areas of disconnect between the two Strategies, as well as items of concern with the Regional Strategy that are noted and discussed in the accompanying staff report.

Areas of Alignment:

Specific policies (as listed under their respective Regional Strategy Goals) suggested by the draft Regional Strategy, that have already been enacted by the Coquitlam HAS and are being implemented, include:

GOAL 1 - EXPAND THE SUPPLY AND DIVERSITY OF HOUSING TO MEET A VARIETY OF NEEDS (p.22 of Regional Strategy)

- l) The Use of zoning and regulatory measures to expand the variety of types, tenure and built form of ground-oriented ownership and rental housing (i.e. coach houses/laneway houses, semi-detached and duplexes, micro units, townhouses including freehold townhouses, secondary rental market housing options such as accessory dwelling units in duplexes and townhouses, and other forms of infill and intensification).
- m) Encouraging a diversity of housing forms in proximity to the Frequent Transit Network including medium density ground oriented options in station shoulder areas.

GOAL 2 - PRESERVE AND EXPAND THE RENTAL HOUSING SUPPLY (p.24)

- f) Incentives designed to help make development of new purpose built market rental housing financially viable (i.e., parking reductions, fee waivers, increased density, and fast-tracking).
- g) Offering tools and incentives to preserve and sustain existing purpose built market rental housing (i.e., reduced parking, increased density for infill development, and transfer of density).
- h) Facilitating non-profit housing organizations to purchase existing rental buildings for conversion to non-profit operation.
- j) Enacting standards of maintenance bylaws to preserve the stock in good condition and prevent further erosion of existing rental stock.
- m) Providing clear expectations and mechanisms for increasing and retaining the purpose built market rental housing supply.
- n) Require tenant relocation plans as a condition of approving the redevelopment of existing rental housing (as originally established by Coquitlam's 2012 Transit-oriented Development Strategy or TDS).
- o) Ensure that developers notify tenants impacted by redevelopment of their rights under the *Residential Tenancy Act*.

Areas of Alignment cont'd/**GOAL 3 - MEET HOUSING DEMAND ESTIMATES FOR LOW TO MODERATE INCOME EARNERS (p.26)**

- l) Offering incentives for proposed new mixed income housing (i.e., parking reductions, fee waivers, increased density, and fast-tracking) to assist in making these housing options financially viable.
- n) Ensuring a portion of amenity contributions or payments-in-lieu are allocated for housing affordable to low and moderate income households.
- o) Allocating housing reserve fund monies to affordable housing projects based on clearly articulated and communicated policies.
- p) Working with non-profit and cooperative housing providers to address issues related to expiring operating agreements.

GOAL 4 - INCREASE THE RENTAL HOUSING SUPPLY ALONG THE FREQUENT TRANSIT NETWORK (p.29)

- j) Providing incentives for new purpose built rental housing and mixed income housing located in transit-oriented locations to enable them to achieve economic viability

GOAL 5 - END HOMELESSNESS IN THE REGION (p.31)

- h) Ensuring that housing action plans and/or homelessness plans include specific actions to be taken to facilitate partnerships to address homelessness. (Coquitlam has advanced this issue through *Coquitlam's approved Housing Affordability Strategy and the 2007 Affordable Housing Strategy and the direct Coquitlam actions related to 3030 Gordon and Como Lake Gardens projects*).
- a. Work with non-profit housing providers and private landlords to facilitate suitable housing options for persons who are homeless.
- j) Supporting agencies that serve the needs of the homeless population in the community.

Areas of Non-Alignment and Concern:

Specific policies (as listed under their respective Regional Strategy Goals) suggested by the draft Regional Strategy, that are of concern and are not aligned with the Coquitlam HAS, include:

GOAL 1 - EXPAND THE SUPPLY AND DIVERSITY OF HOUSING TO MEET A VARIETY OF NEEDS (p.22)

Municipalities will, through plans, policies and programs:

- k) Demonstrate how Housing Action plans policies and initiatives are intended to work towards achieving Metro 2040 housing demand estimates.

GOAL 2 - PRESERVE AND EXPAND THE RENTAL HOUSING SUPPLY (p.24)

Municipalities will, through plans, policies and programs:

- i) Require one for one replacement policies where existing rental supply is being redeveloped.

Areas of Non-Alignment and Concern cont'd/

GOAL 4 - INCREASE THE RENTAL HOUSING SUPPLY ALONG THE FREQUENT TRANSIT NETWORK (p.29)

Municipalities will, through plans, policies and programs:

- g) Establish transit-oriented inclusionary housing targets for purpose built rental and for housing affordable to low to moderate income households within 800 metres of new or existing rapid transit stations and 400 metres of frequent bus corridors that are anticipated to accommodate enhanced residential growth.
- h) Purchase and hold sites/air space parcels for new non-profit housing to be made available as funding becomes available, focusing on the Frequent Transit Network.

Your way ahead



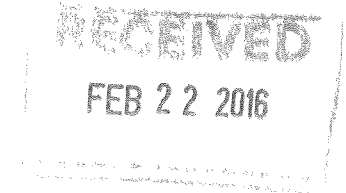
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February 19, 2016

Mayor Buhr and Council
 Village of Lions Bay
 PO Box 141
 400 Centre Road
 Lions Bay, BC V0N 2E0

Re: Lower Mainland Tolling & Mobility Pricing



VILLAGE OF LIONS BAY ✓
 FILE TO I/C
 FILE TO PROPERTY FILE
 OTHER

Dear Mayor Buhr and Council:

Costs related to Metro Vancouver's transportation system, and most recently the George Massey Tunnel Replacement Project, are of growing concern for businesses and residents who rely on an efficient, cost-effective network of roads and bridges to support both work and leisure activities. As the situation stands, tolling will be required to fund the construction of a replacement bridge for the tunnel and will likely also be required for a new Pattullo Bridge.

Since an efficient road network is also vital to our industry, the BC Trucking Association has developed a policy position on funding not just a replacement bridge for the tunnel but for transportation infrastructure needs in the Lower Mainland as well. This policy includes mobility pricing and recognizes that some road users have modal choice and may need incentives to choose options other than single-occupant vehicle travel.

In summary, our position states that the provincial, regional and municipal governments, agencies affecting transportation, stakeholders, and the public need to collectively:

- Develop a regional Transportation Plan (integrated with land-use planning and based on a common set of priorities for current and projected road system and public transit needs), minimum throughput standards for traffic or passenger volumes on high-priority road and transit corridors, and actions to be taken when those standards aren't met.
- Make more productive use of the existing road system.
- Develop an appropriate annual budget for operations and maintenance of the major infrastructure network, based on a public and transparent accounting of regional road user taxes and fees.
- Integrate revenue from these sources to invest in road infrastructure and public transit when there is an appreciable benefit to users and incorporate some form of mobility pricing, to ensure everyone contributes to supporting the transportation system.
- Maintain a convenient, accessible and safe public transit system, delivered and managed in a financially sustainable manner.

Key to this position is a robust and effective mobility pricing strategy. That said, we recognize such a strategy cannot be easily or quickly introduced. As an interim measure, therefore, we recommend that tolls be implemented on all crossings in the Lower Mainland, recognizing that all of these crossings will, at some point, need to be replaced, upgraded or otherwise improved.

There are three reasons for implementing tolls on all crossings:

- It will cause all drivers to use the most direct route to their destination because the incentive to avoid tolls will be eliminated. The Pattullo Bridge has clearly borne the brunt of toll avoidance by drivers choosing not to cross the Port Mann or Golden Ears Bridges. In the future, without a change in policy, the only non-tolled structure crossing the south arm of the Fraser River will be the Alex Fraser Bridge, which will become the bridge of choice for toll avoiders.
- It is an interim measure that would begin to acclimatize Lower Mainland road users to the concept of directly paying for access to the road system and encouraging those with options to use alternate modes of travel.
- It eliminates the perception that those living and working south and east of the Fraser River are being unfairly called on to pay a higher share for new infrastructure than other road users located elsewhere in the Lower Mainland.

BCTA recognizes that this is a complex issue and that careful consideration of implementation details is required to ensure an effective tolling system and, eventually, a mobility pricing system. We believe, however, that the public will understand, appreciate, and accept both the concept and the timing for introducing a policy such as the one we have proposed.

I would be pleased to discuss our policy and how we might begin to address our transportation and infrastructure funding needs with you or appropriate municipal staff. You can reach me at 604-888-5319.

Sincerely,



Louise Yako
President & CEO

From: [Cathy Peters](#)
To: [Council @ Lions Bay](#); [Shawna Gilroy](#)
Subject: RE: Email #8; Human Trafficking and Sexual Exploitation in BC
Date: Sunday, February 14, 2016 7:09:59 AM

Dear Mayors and Councillors,

Please open the below links: Friday's Globe and Mail on sex trafficking, and last week's CBC article and video on "what trafficking looks like today" by Covenant House.

<http://www.theglobeandmail.com/news/national/the-trafficked-how-sex-trafficking-works-in-canada/article28700689/>

Important article by CBC: <http://www.cbc.ca/news/canada/toronto/covenant-house-trafficking-1.3411253>
New awareness campaign by Covenant House.

This is Email #8 of a series of information emails I have been sending for the past year to raise awareness on Human Trafficking and Sexual Exploitation in BC and locally. Your responses have been tremendous, and we are particularly grateful for the 2 UBCM Resolutions that were passed last September. However, these Resolutions need to be **implemented and FUNDED, by the Provincial government**. I recently met with the Premier, who told me she wants to stop Human Trafficking in BC, and the Minister of Justice, who is also very concerned about this growing and unchecked problem in BC. Please contact the Premier, the Minister of Justice, the Solicitor General and your local MLA's to let them know you want these **Resolutions implemented and funded**.

Police are working collaboratively in Ontario and Quebec to break up huge pimping and pedophile rings. BC is seriously lagging behind with only 1 Human Trafficking conviction. BC is the best place in Canada to traffick human beings...perhaps even North America.

<http://montreal.ctvnews.ca/police-in-quebec-and-ontario-arrest-a-dozen-suspected-pedophiles-1.2753836>

Also, we have an epidemic in Canada: porn addiction amongst our youth. Whenever I speak to groups, I am overwhelmed by the disclosures I receive, especially from parents with porn addicted boys and girls. Their children then "act out" and the girls become sexually exploited victims and the boys become sexually exploitive predators. We have a serious problem. Please refer to the below link from the State of Utah, who recently passed a Resolution addressing Porn Addiction in their state.

Every one of you, as civic leaders has an important role to play. You can make the difference.

We hope to hear from you,

Most Sincerely, Cathy and Allan Peters

<http://le.utah.gov/~2016/bills/static/SCR009.html>

From: Cathy Peters [mailto:ca.peters@telus.net]
Sent: January-17-16 12:22 PM
To: 'council@lionsbay.ca'; 'office@lionsbay.ca'
Subject: Email #7; Human Trafficking and Sexual Exploitation in BC

Dear Mayor and Councillors,

Happy New Year!

As we begin 2016, we want to continue to raise awareness on the issue of Human Trafficking and Sexual Exploitation in BC and locally.

I was asked to compile all of my information on Human Trafficking by a national NGO.
I have included the attachment, and please use any of the information.
Also, I have included the 2 Resolutions that passed in September at the UBCM.

Please NOTE: with the focus on a National Inquiry on Murdered and Missing Indigenous Women; the key is their **vulnerability**. They are the most vulnerable group in this country to be controlled, used, abused, trafficked, prostituted and ultimately murdered. IF prostitution was EVER decriminalized or legalized, the First Nations girls and women would be hit like a TIDAL WAVE...making the Residential School situation look insignificant.

You have a very important role as civic leaders! Thank you for all that you do to serve your communities! You are the men and women who make this country vibrant, healthy, working and safe. THANK YOU.
It is a pleasure to hear from you, and let us know if we can provide more information.
Most Sincerely, Cathy and Allan Peters

From: Cathy Peters [<mailto:ca.peters@telus.net>]
Sent: November-01-15 7:28 AM
To: council@lionsbay.ca; office@lionsbay.ca
Subject: Email #6; Human Trafficking and Sexual Exploitation in BC

Dear Mayor and Councillors,

The United Nations Trafficking in Persons Protocol has established the most widely accepted international definition of human trafficking and a **4 pillar approach** to combat human trafficking. (Their link: <http://www.unodc.org/undoc/en/treaties/CTOC/index.html>)

The 4-P's are:

1. **Prevention** of human trafficking
2. **Protection** of victims
3. **Prosecution** of offenders
4. **Partnerships** with others

We would encourage your Council to evaluate specifically what you are doing in each of these areas.

Prevention involves raising awareness; which is what we are trying to do throughout BC with our information emails. Reaching out to the schools in your communities will be a key. Our youth are very vulnerable. **We believe education is our greatest weapon.**

Protection of victims and **Prosecution** of offenders is the intent of Bill C-36 (a form of the Nordic Model of Law) "The Protection of Communities and Exploited Persons Act". We believe police forces and judges need to be mandated to enforce this Federal Law. Until they do, trafficking will continue unabated in BC, because Human Trafficking is very lucrative and traffickers will have no incentive to curb their activities and criminality.

Partnerships are crucial to stopping Human Trafficking. We are grateful for the passing of the Resolution B53 (and B80) at the recent UBCM Convention, but would now encourage cities and municipalities **to implement** these Resolutions, and to **prepare a Resolution for the National FCM**.

The 2 reports with complete and specific Action Plans (referred to in the UBCM Resolution B53) are below:

<http://www.pssg.gov.bc.ca/octip/docs/action-plan.pdf>

<http://canadianwomen.org/sites/canadianwomen.org/files/NO%20MORE.%20Task%20Force%20Report.pdf>

Also, in your individual Government Associations around the Province of BC, we encourage you, as

Councils to put together a delegation to speak to the issue of Human Trafficking at your Annual Conventions. Share your stories, your issues, your solutions. **Collaboration is key.** OCTIP (Office to Combat Trafficking in Persons) in Vancouver is an excellent resource, as is the BC/Yukon RCMP Coordinator for Human Trafficking, Jassy Bindra (jassy.bindra@rcmp-grc.gc.ca). Both will put on presentations and workshops.

Please watch an exited prostitution survivor speak; Trish Baptie for NGO "Exploited Voices Now Educating" at her SFU TED talk:

<https://www.youtube.com/watch?v=wzC7BU6m7gg>

An excellent resource for men is from Dr. Jackson Katz in the USA. Please watch his timely TED talk on "Men, Violence and Silence":

<https://www.youtube.com/watch?v=KTvSfeCRxe8>

And lastly, I (Cathy) presented to the Nanaimo City Council last Monday evening.

Here is the link, FYI.

<http://www.nanaimo.ca/meetings/VideoPlayer/Index/COW151026V?time=190139>

We hope to hear from you.

We do not want to be complicit, complacent or silent.

We are asking for your help.

Most sincerely, Cathy and Allan Peters

#302-150 W. 15th St., North Vancouver, BC V7M 0C4

From: [dave smithers](#)
To: [Shawna Gilroy](#)
Subject: Village of Lions Bay Bylaws
Date: Sunday, February 21, 2016 9:53:53 PM

Hello,

Once again, I am forced to start documenting the bylaw infraction of long term parking of a car and trailer and stacked tires on the side of the road on Bayview Place as there has been no action and or follow up from the village after multiple communication with the office staff over the past month.

Please forward this message to council and cc me for resolution and at least some follow up and advise in writing regarding the process to get some assistance with enforcing parking by laws and getting reasonable responses from the office .

Thank you
Dave Smithers

Intentionally Blank