



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COUNCIL STRATEGY COMMITTEE OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, MARCH 22, 2016 at 3:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Minutes**
 - A. Council Strategy Committee Meeting – March 3, 2016 (Page 3)
- 5. Business Arising from the Minutes**
 - A. Action Items Report (Page 7)
- 6. Unfinished Business**
 - A. 2015 Reserve Balances (Page 9)
RECOMMENDATION: THAT the Information Report “2015 Reserve Balances” be received for information.
 - B. 2016 Preliminary Budget (Page 11)
RECOMMENDATION: THAT the Information Report “2016 Preliminary Budget” be received for information.
 - C. 2016 Municipal Grants (Page 25)
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.
 - D. 2016 Supplemental Budget Requests (Page 27)
RECOMMENDATION: THAT the report “2016 Supplemental Budget Requests” be reviewed by staff and Council to determine which supplemental budget requests will be considered for inclusion in the 2016 Budget.
- 7. Reports**
 - A. Staff
 - B. Mayor
 - C. Council
 - D. Committees

8. New Business

9. Public Questions & Comments

10. Closed Council Meeting

THAT the meeting be closed to the public under the authority of the Community Charter, section 90(1) (c) and (g)

11. Reporting Out from Closed Portion of Meeting

12. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COUNCIL STRATEGY COMMITTEE

OF THE VILLAGE OF LIONS BAY

HELD ON THURSDAY, MARCH 3, 2016 at 3:00 PM

COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

In Attendance:

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

Regrets: Councillor Helen Waterson

Staff: Chief Administrative Officer Peter DeJong
Chief Financial Officer Pamela Rooke
Office Coordinator Shawna Gilroy (Recorder)
Municipal Accountant Hayley Cook

Public: 1 Member of the Public

1. Call to Order

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

2. Approval of Agenda

Moved/Seconded

THAT item 6A – 2016 Municipal Grants be added; and

THAT item 6B – Info Report – Lions Bay Beach Rejuvenation be added; and

THAT item 7A(v) – Info Report – Infrastructure Related Funding Available at This Time be added; and

THAT item 8A – Value of Council Strategy Committee Meetings Discussion be added; and

THAT item 8B – Content of Minutes Discussion be added; and

THAT section 90(1)(g) and (l) of the Community Charter be added as reasons for the meeting to be closed to the public under item 10; and

THAT the agenda be approved as amended.

CARRIED

3. Public Participation

None

4. Minutes

A. Council Strategy Committee Meeting – February 16, 2016

Moved/Seconded

THAT the Council Strategy Committee Meeting Minutes of February 16, 2016 be approved as circulated.

CARRIED

5. Business Arising from the Minutes

A. Action Items Report

The Committee reviewed the Action Items Report and struck all remaining items from the list.

6. Unfinished Business

A. 2016 Municipal Grants

The Committee reviewed the list of proposed grants and will discuss further at the next Council Strategy Committee Meeting.

Moved/Seconded

THAT the Committee refer the attached summary of 2016 Municipal Grant applications to, and make their recommendations for approval and inclusion in the 2016 Financial Plan by, the March 15, 2016 Council Strategy Committee Meeting.

CARRIED

ACTION: Each Committee member to consider what they feel will be a suitable cash award and an in-kind number to reach to, and bring forward to the March 15, 2016 Council Strategy Committee Meeting.

B. Info Report – Lions Bay Beach Rejuvenation (Councillor McLaughlin)

The Committee discussed that many of the budget-requests for Lions Bay Beach are already allocated to the draft budget for the Public Works work plan and suggested an additional \$5000 be allocated in the 2016 Supplemental Budget Requests (Item 7Aiv) in order to fulfill the remaining items.

7. Reports

A. Staff

i. CFO – Fourth Quarter Preliminary Financial Report

Moved/Seconded

THAT the information report “Fourth Quarter Preliminary Financial Report” be received for information.

CARRIED

ii. CFO – 2015 Reserves Balances

Moved/Seconded

THAT the information report “2015 Preliminary Budget” be received for information.

CARRIED

iii. CFO – 2016 Preliminary Budget

Moved/Seconded

THAT the information report “2016 Preliminary Budget” be received for information.

CARRIED

ACTION: **Staff to review the resolution passed regarding Fire Department Banking and reinvestigate the intent in order to bring forward to Council before the audit.**

iv. CFO – 2016 Supplemental Budget Requests

Moved/Seconded

THAT the report “2016 Supplemental Budget Requests” be reviewed by staff and Council to determine which supplemental budget requests will be considered for inclusion in the 2016 Budget.

CARRIED

v. Infrastructure Related Funding Available at This Time

Moved/Seconded

THAT the information report “Infrastructure Related Funding Available at This Time” be received.

CARRIED

B. Mayor

None

C. Council

None

D. Committees

None

8. New Business

A. Value of Council Strategy Committee Meeting

Moved/Seconded

THAT Council defer the Value of Council Strategy Committee Meetings discussion.

CARRIED

B. Minutes Discussion

ACTION: Staff to review the idea of having more detail in the Council meeting minutes, or possibly insert time stamps in the minutes in correlation with the recording of the meetings.

9. Public Questions & Comments

None

10. Closed Council Meeting

Moved/Seconded

THAT the meeting be closed to the public under the authority of the *Community Charter*, section 90(1) (c), (g) and (l).

CARRIED

The meeting was closed to the public at 5:49 p.m.

The meeting was re-opened to the public at 7:04 p.m.

11. Reporting Out from Closed Portion of Meeting

None

12. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:05 p.m.

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	March 17, 2016		Version	
Issued for	March 22, 2016 Council Strategy Committee 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	March 3, 2016	<i>Item 6A – 2016 Municipal Grants</i> Each Committee member to consider what they feel will be a suitable cash award and an in-kind number to reach to, and bring forward to the March 15, 2016 Council Strategy Committee Meeting.
2	March 3, 2016	<i>Item 7Aiii – CFO – 2016 Preliminary Budget</i> Staff to review the resolution passed regarding Fire Department Banking and reinvestigate the intent in order to bring forward to Council before the audit.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	2015 Reserve Balances		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	March 15, 2016	Version	
Issued for	March 22, 2016 Council Strategy Committee Meeting		

RECOMMENDATION

THAT the Information Report “2015 Reserve Balances” be received for information purposes.

ATTACHMENTS

- 2015 Estimated Reserve Balances

KEY INFORMATION

The attached schedule summarizes the estimated yearend 2015 reserve balances based on the audited 2014 reserve balances and the preliminary 2015 actual results reduced by the amount required to fund the 2015 expenses re-budgeted in 2016. This estimated closing 2015 reserve balance is compared to the budgeted 2015 yearend reserve balance. The difference between the two balances results in the amount available to fund capital and operating supplemental budget requests without reducing the reserve balances beyond the 2015 budgeted amount.

FOLLOW UP ACTION

The Council Strategy Committee will use the information in the attached report regarding the estimated 2015 reserve balances to determine the amount available for capital expenditures and supplementary operating expenditures in the 2016 Budget.

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

Restricted Reserve Funds				Unrestricted Surplus			Total
Capital	Gas Tax	Curly Stewart	Total	General	Water	Sewer	
595,374	54,616	7,837	657,827	490,916	(20,111)	187,459	1,316,091
-	54,616	-	54,616	177,776	(27,460)	15,835	220,767
-	-	-	-	53,179	152,671	2,055	207,905
595,374	109,232	7,837	712,443	615,513	(200,242)	201,239	1,328,953
595,374	109,232	7,837	712,443	483,929	(241,670)	181,686	1,136,388
-	-	-	-	131,584	41,428	19,553	192,565

*

Closing Reserve Balances per 2014 Audited Financial Statements

2015 transfer to (from) reserves per Preliminary Actual Results

Less: Amount required to fund 2016 Preliminary Budget - 2015 Re-budgets

Estimated Closing 2015 Reserve Balances (after 2015 Re-budgets)

Budgeted 2015 Yearend Reserve Balances (see below)

Difference: Amount Available without reducing 2015 Budgeted Balances

Closing Reserve Balances per 2014 Audited Financial Statements	595,374	54,616	7,837	657,827	490,916	(20,111)	187,459	658,264	1,316,091
Budgeted 2015 transfer to (from) reserves per 2015 Budget	-	54,616	-	54,616	(6,987)	(221,559)	(5,773)	(234,319)	(179,703)
Budgeted 2015 Yearend Reserve Balances	595,374	109,232	7,837	712,443	483,929	(241,670)	181,686	423,945	1,136,388

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	2016 Preliminary Budget		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	March 15, 2016	Version	
Issued for	March 22, 2016 Council Strategy Committee Meeting		

RECOMMENDATION

THAT the Information Report “2016 Preliminary Budget” be received for information purposes.

ATTACHMENTS

- 2016 Preliminary Budget

KEY INFORMATION

The attached 2016 budget is a preliminary draft which has been prepared using the 2016 labour model and includes increases to operating expenses and revenues based on 2015 actual YTD results with nominal increases based on inflation. It includes the capital expenditures for Water and Sewer, but does not include capital expenditures and supplementary operational expenditures requested by staff and Mayor and Council. The purpose of this draft is to determine the cash surplus available for capital expenditures, supplementary operating expenditures and transfers to reserves to guide staff and Council in setting priorities and determining the additional items to be included in the 2016 budget.

FOLLOW UP ACTION

The Council Strategy Committee will continue to review the 2016 Preliminary Budget at the March 22 CSC meeting with the objective of making a recommendation to Council at the April 5 Council Meeting regarding the 2016 supplementals and tax rate.

DRAFT

The Village of Lions Bay
Consolidated Operating Budget 2016
(Draft)

	2015 Budget	2016 Budget	Change	%
Revenues				
Taxation	1,521,604	1,325,238	(196,366)	-12.9%
Utility Fees and Rates	672,545	1,013,845	341,300	50.7%
Fees, Licenses, Permits and Fines	121,550	114,335	(7,215)	-5.9%
Small Community Grant	310,738	285,000	(25,738)	-8.3%
Other Grants	343,366	267,165	(76,201)	-22.2%
Other Revenue	447,101	191,184	(255,917)	-57.2%
	3,416,904	3,196,767	(220,137)	-6.4%
Expenditures				
Administrative Services	851,069	883,888	32,819	3.9%
Council	61,193	61,970	777	1.3%
Fire	230,605	265,177	34,572	15.0%
Bylaw	19,311	22,775	3,464	17.9%
EOC	34,450	15,700	(18,750)	-54.4%
Parks, Recreation and Culture	179,896	159,224	(20,672)	-11.5%
Planning and Development	26,737	27,299	562	2.1%
Public Works	448,653	410,933	(37,720)	-8.4%
Water Fund	1,230,664	946,840	(283,824)	-23.1%
Sewer Fund	92,686	91,844	(842)	-0.9%
Solid Waste	190,205	194,125	3,920	2.1%
	3,365,469	3,079,775	(285,693)	-8.5%
Surplus / (Deficit)	51,435	116,991		
Non-cash items included in Surplus/(Deficit)				
Add back amortization	504,202	504,202		
MFA Actuarial Gain on Debt	(14,701)	(17,506)		
Cash Surplus	540,936	603,688		
Cash items NOT included in Surplus/(Deficit)				
Repayment of Debt Principal	(94,927)	(96,102)		
	446,009	507,586		
To be used for:				
Capital Expenditures:	(625,712)			
Build Canada Re-budget		(330,723)		
Other Capital Re-budgets		(24,741)		
Other Water Capital		(41,370)		
Other Sewer Capital		(35,000)		
Supplemental Requests (Operating/Capital)		TBD		
Transfer from (to) Reserves	179,703	TBD		
Financial Plan Balance	(0)	75,752		
2015 Re-budgets included in 2016 Budget				
Seniors Age Friendly Grant		(1,500)		
Build Canada Grant		(207,715)		
Build Canada Capital Expenditures		330,723		
Other Capital Expenditures		24,741		
Infrastructure Master Plan		61,656		
		207,905		

**Village of Lions Bay
2016 Draft Budget**

Revenues

Taxation

	2015 Budget	2016 Budget	Change	%
General Municipal Property Tax	987,331	1,036,698	49,367	5.0%
Fire Levy - from Municipal Taxation	206,878	217,222	10,344	5.0%
Parcel Taxes	291,227	35,931	(255,295)	-87.7%
Grants in Lieu	33,268	32,587	(681)	-2.0%
Admin Fees - Schools Taxes	2,900	2,800	(100)	-3.4%
	1,521,604	1,325,238	(196,366)	-12.9%

Utility Fees and Rates

Water User Rates	441,376	776,398	335,022	75.9%
Sewer User Rates	41,164	43,522	2,358	5.7%
Solid Waste User Rates	190,005	193,925	3,920	2.1%
	672,545	1,013,845	341,300	50.7%

Fees, Licenses, Permits and Fines

Building Permits	18,000	12,000	(6,000)	-33.3%
Board Of Variance Application Fee	3,500	3,000	(500)	-14.3%
Secondary Suite Surcharge Fees	12,000	16,500	4,500	37.5%
Dumpster Bin Permit Fees	2,000	200	(1,800)	-90.0%
Fire Training Programs	5,000	1,500	(3,500)	-70.0%
Recreation Programs	13,000	4,500	(8,500)	-65.4%
Hall Rental	4,000	6,000	2,000	50.0%
Boat Space Rentals	4,500	4,500	-	0.0%
Tax Penalties and Interest	19,200	20,500	1,300	6.8%
Rental Agree - BC Ambulance	21,900	25,113	3,213	14.7%
Parking Fines	4,000	5,000	1,000	25.0%
Parking Passes - Annual	1,300	1,500	200	15.4%
Parking Passes - Temporary	4,150	4,800	650	15.7%
Dog Licences	3,300	3,350	50	1.5%
Filming Revenue	1,500	1,500	-	0.0%
Tree Cutting Applications	500	508	8	1.5%
Tax Information Charges	1,800	1,800	-	0.0%
Miscellaneous	1,900	2,065	165	8.7%
	121,550	114,335	(7,215)	-5.9%

Grants

Small Community Grant	310,738	285,000	(25,738)	-8.3%
Grant - New Build Canada	246,016	207,715	(38,301)	-15.6%
Gas Tax Funding	53,000	54,600	1,600	3.0%
Other Grants	44,350	4,850	(39,500)	-89.1%
	654,104	552,165	(101,939)	-15.6%

Other Revenue

Fire Department Callouts Highway	20,000	20,000	-	0.0%
Donations to LB Fire Department	7,000	20,000	13,000	185.7%
MFA Actuarial Interest	14,701	17,506	2,805	19.1%
Bank Return on Investment	4,400	7,000	2,600	59.1%
Miscellaneous	1,000	1,000	-	0.0%
Disaster Financial Assistance (EMBC)	400,000	125,678	(274,322)	-68.6%
	447,101	191,184	(255,917)	-57.2%

Total Revenues

	3,416,904	3,196,767	(220,137)	-6.4%
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**Village of Lions Bay
2016 Draft Budget**

General Fund - Administration

	2015 Budget	2016 Budget	Change	%	Notes
Expenditures					
Amortization	324,859	324,859	-	0.0%	
Communications	50,300	52,439	2,139	4.3%	
Fiscal Charges	3,350	3,750	400	11.9%	1
Insurance	32,000	32,640	640	2.0%	
Internal Allocations	(53,500)	(53,500)	-	0.0%	
Maintenance	7,000	7,105	105	1.5%	
Material, Supplies and Equipment	9,360	10,418	1,058	11.3%	
Professional Fees / Contract Services	70,500	65,568	(4,933)	-7.0%	
Salaries and Benefits	390,120	423,017	32,897	8.4%	2
Sundry	2,650	2,921	271	10.2%	
Training / Professional Development	11,900	12,079	179	1.5%	
Utilities	2,530	2,593	63	2.5%	
	851,069	883,888	32,819	3.9%	

Notes:

- 1 Represents an increase in bank charges to reflect actual expenses.
- 2 Based on labour model, including salary for new CAO.

**Village of Lions Bay
2016 Draft Budget**

General Fund - Council

	2015 Budget	2016 Budget	Change	%
Expenditures				
Council Communication	1,250	1,300	50	4.0%
Council Publications & Postage	200	203	3	
Council - Office Supplies	200	203	3	1.5%
Salaries and Benefits	41,843	41,994	151	0.4%
Committee Expenses	400	406	6	
Council - Ceremonies/ Misc.	3,500	3,553	53	
Volunteer Recognition	800	812	12	
Election	3,500	4,000	500	
Conferences & Conventions	5,500	5,500	-	
Travel	4,000	4,000	-	0.0%
	61,193	61,970	777	1.3%

**Village of Lions Bay
2016 Draft Budget**

General Fund - Fire Department

	2015 Budget	2016 Budget	Change	%	Notes
Expenditures					
Communications	36,550	41,502	4,952	13.5%	1
Fiscal Charges	-	200	200	n/a	
Insurance	10,800	10,800	-	0.0%	
Maintenance	32,000	37,950	5,950	18.6%	2
Material, Supplies and Equipment	28,600	46,780	18,180	63.6%	3
Salaries and Benefits	78,705	84,245	5,540	7.0%	
Training / Professional Development	41,050	40,800	(250)	-0.6%	
Utilities	2,900	2,900	-	0.0%	
	230,605	265,177	34,572	15.0%	

Notes:

- 1 Reflects an increase in dispatch service expenses.
- 2 An increase in vehicle servicing and maintenance to reflect actual costs.
- 3 An increase in uniform costs and \$15k of expenses to be funded by Firefighter Day donations. Both the revenue and expenses have been budgeted in 2016.

**Village of Lions Bay
2016 Draft Budget**

General Fund - Bylaw Services

	2015 Budget	2016 Budget	Change	%
Expenditures				
Communications	770	750	(20)	-2.6%
Material, Supplies and Equipment	4,000	4,508	508	12.7%
Professional Fees / Contract Services	1,700	2,000	300	17.6%
Salaries and Benefits	11,841	14,502	2,661	22.5%
Training / Professional Development	1,000	1,015	15	1.5%
	19,311	22,775	3,464	17.9%

The Bylaw budget assumes that the Bylaw Officer will work 15 hours per week for 24 weeks.

**Village of Lions Bay
2016 Draft Budget**

General Fund - EOC Services

	2015 Budget	2016 Budget	Change	%	Notes
Expenditures					
Communications	1,600	1,600	-	0.0%	
Grants	5,600	5,600	-	0.0%	
Maintenance	6,000	6,000	-	0.0%	
Material, Supplies and Equipment	500	500	-	0.0%	
Training / Professional Development	20,750	2,000	(18,750)	-90.4%	1
Utilities	-	-	-	n/a	
	34,450	15,700	219.4%	0.0%	

Notes:

- 1 The 2015 budget included \$20k for an emergency plan.

**Village of Lions Bay
2016 Draft Budget**

General Fund - Parks and Recreation

	2015 Budget	2016 Budget	Change	%	Notes
Expenditures					
Grants	40,674	29,104	(11,570)	-28.4%	1
Insurance	2,639	2,692	53	2.0%	
Maintenance	27,143	29,802	2,660	9.8%	
Material, Supplies and Equipment	1,167	1,185	18	1.5%	
Professional Fees / Contract Services	10,000	4,110	(5,890)	-58.9%	2
Programs:					
Dance Program	3,200	725	(2,475)	-77.3%	
Drama/ Culture Program	1,600	3,300	1,700	106.3%	
Swim Program	3,800	-	(3,800)	-100.0%	
Fitness Programs	2,400	-	(2,400)	-100.0%	
Salaries and Benefits	80,623	81,495	872	1.1%	
Sundry	500	508	8	1.5%	
Utilities	6,150	6,304	154	2.5%	
	179,896	159,224	(20,672)	-11.5%	

2015 Re-budgets included in 2016 Budget:

Seniors Age Friendly Grant	(1,500)
Infrastructure Master Plan	4,110
	2,610

Notes:

- 1 The municipal grants were reduced for the 2015 one-time requests.
- 2 2015 budget included \$10k for the Infrastructure Master Plan. \$4,110 has been re-budgeted for the portion of work to be completed in 2016.

**Village of Lions Bay
2016 Draft Budget**

General Fund - Planning and Development

	2015 Budget	2016 Budget	Change	%
Expenditures				
Communications	1,000	1,015	15	1.5%
Professional Fees / Contract Services	6,500	6,500	-	0.0%
Salaries and Benefits	17,037	17,551	514	3.0%
Sundry	750	761	11	1.5%
Training / Professional Development	1,450	1,472	22	1.5%
	26,737	27,299	562	2.1%

**Village of Lions Bay
2016 Draft Budget**

General Fund - Public Works

	2015 Budget	2016 Budget	Change	%	Notes
Expenditures					
Communications	15,500	15,553	53	0.3%	
Interest Payments	16,048	15,016	(1,032)	-6.4%	1
Insurance	10,000	10,200	200	2.0%	
Internal Allocations	(15,000)	(15,000)	-	0.0%	
Maintenance	115,252	117,159	1,907	1.7%	
Material, Supplies and Equipment	38,000	38,570	570	1.5%	
Professional Fees / Contract Services	102,000	59,358	(42,642)	-41.8%	2
Salaries and Benefits	161,903	165,054	3,151	1.9%	
Sundry	250	254	4	1.5%	
Training / Professional Development	4,700	4,771	71	1.5%	
Total Expenditures	448,653	410,933	(37,720)	-8.4%	

2015 Re-budgets included in 2016 Budget:

Infrastructure Master Plan	30,828
	30,828

Notes:

- 1 Reflects actual interest costs for MFA debt and vehicle leases.
- 2 2015 budget included \$75k for the Infrastructure Master Plan. \$30,828 has been re-budgeted for the portion of work to be completed in 2016.

**Village of Lions Bay
2016 Draft Water Budget**

Description	2015 Budget	2016 Budget	Change	%	Notes
Parcel Tax Lions Bay	256,502	-	(256,502)	-100.0%	1
Parcel Tax Brunswick Beach	10,585	10,585	-	0.0%	
Water User Rates	436,376	788,283	351,907	80.6%	1
Prompt Payment Discounts	(10,000)	(13,085)	(3,085)	30.9%	
Connection Fees	15,000	1,200	(13,800)	-92.0%	
Grants	256,016	207,715	(48,301)	-18.9%	2
Disaster Financial Assistance (EMBC)	400,000	125,678	(274,322)	-68.6%	3
Other	12,474	14,853	2,379	19.1%	
Total Revenues	1,376,953	1,135,229	(241,724)	-17.6%	
Amortization	157,733	157,733	-	0.0%	
Communications	2,500	2,538	38	1.5%	
Interest Payments	75,513	75,225	(288)	-0.4%	
Emergency Repairs	400,000	125,678	(274,322)	-68.6%	3
Insurance	7,105	23,077	15,972	224.8%	4
Maintenance	35,120	35,647	527	1.5%	
Material, Supplies and Equipment	14,700	14,921	221	1.5%	
Professional Fees / Contract Services	162,600	130,627	(31,973)	-19.7%	5
Salaries and Benefits	298,143	303,676	5,533	1.9%	
Sundry	3,750	3,806	56	1.5%	
Training / Professional Development	5,000	5,075	75	1.5%	
Utilities	13,500	13,838	338	2.5%	
Internal Allocations	55,000	55,000	-	0.0%	
Total Expenditures	1,230,664	946,840	(283,824)	-23.1%	
Surplus / (Deficit)	146,289	188,390			
Amortization	157,733	157,733			
MFA Actuarial Gain on Debt	(12,474)	(14,853)			
Cash Surplus	291,548	333,649			
Capital Expenditures:					
Build Canada Re-budget	(369,024)	(330,723)			2
Water Contingency Re-budget		(5,000)			
Other Capital	(91,500)	(41,370)			
Repayment of Debt Principal	(52,584)	(52,726)			
Transfer (from) to General Fund	(221,560)	(96,171)			

2015 Re-budgets included in 2016 Budget:

Build Canada grant	(207,715)
Build Canada capital expenditures	330,723
Infrastructure Master Plan	24,663
	147,671

Notes:

- 1 The revenue includes an 11.4% increase in user rates. The Lions Bay Parcel Tax has been eliminated and all revenue comes from user rates.
- 2 2015 budget included \$256k for the Build Canada grant. \$207.7k of the grant revenue and \$330.7k of the capital expenses has been re-budgeted in 2016 for the work to be completed in 2016.
- 3 Relates to revenue and costs related to the PEP claim for the Harvey Creek water intake debris slide (expenditures have been authorized by PEP).
- 4 Reflects the actual 2016 property insurance cost. The increase is a result of increases to replacement values.

Village of Lions Bay

2016 Draft Sewer Budget

Description	2015 Budget	2016 Budget	Change	%	Notes
Taxation (Parcel Tax)	24,140	25,346	1,207	5.0%	
Utility Fees and Rates	41,164	44,822	3,658	8.9%	1
Prompt Payment Discounts	-	(1,300)	(1,300)	n/a	2
Total Revenues	65,304	68,868	3,565	5.5%	
Amortization	21,610	21,610	-	0.0%	
Insurance	1,240	2,230	990	79.8%	
Maintenance	30,000	30,450	450	1.5%	
Material, Supplies and Equipment	1,000	1,015	15	1.5%	
Professional Fees / Contract Services	11,750	8,981	(2,769)	-23.6%	3
Salaries and Benefits	19,969	20,374	405	2.0%	
Sundry	317	322	5	1.5%	
Training / Professional Development	750	761	11	1.5%	
Utilities	2,050	2,101	51	2.5%	
Internal Allocations	4,000	4,000	-	0.0%	
Total Expenditures	92,686	91,844	51	0.1%	
Surplus / (Deficit)	(27,382)	(22,976)			
Amortization	21,610	21,610			
Cash Surplus / (Deficit)	(5,772)	(1,366)			
Capital Expenditures		(35,000)			
Transfer (from) to Sewer Surplus	(5,772)	(36,366)			

2015 Re-budgets included in 2016 Budget:

Infrastructure Master Plan	2,055
	2,055

Notes:

- 1 The revenue includes a 5% increase in user rates as well as an increase in the number of properties receiving sewer service from 81 to 84.
- 2 The sewer user rates will be billed in February with the water and solid waste user rates. In prior years, the sewer user rates were billed on the property tax bills in July. As a result of this change, the 2016 budget includes a discount for prompt payment (like water and solid waste).
- 3 2015 budget included \$5k for the Infrastructure Master Plan. \$2,055 has been re-budgeted for the portion of work to be completed in 2016.

Village of Lions Bay

2016 Draft Solid Waste Budget

Description	2015 Budget	2016 Budget	Change	%
Garbage User Fees	196,005	199,925	3,920	2.0%
Prompt Payment Discounts	(6,000)	(6,000)	-	0.0%
Miscellaneous Revenue	200	200	-	0.0%
Total Revenues	190,205	194,125	3,920	2.1%
Supplies and Education	2,800	2,500	(300)	-10.7%
Collection Contract	110,500	97,075	(13,425)	-12.1%
Recycle Removal Contract	31,000	29,050	(1,950)	-6.3%
Green Waste Contract	36,405	56,000	19,595	53.8%
Internal Allocations	9,500	9,500	-	0.0%
Total Expenditures	190,205	194,125	3,920	2.1%
Surplus / (Deficit)	-	0		

The revenue includes a 2% increase in user rates.

Contract fees based upon actual 2015 costs plus estimated increase in tipping fees (per Smithrite).
The current Solid Waste contract ends in April.

The above expenses do not include additional collection in the summer months.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	2016 Municipal Grants		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	March 15, 2016	Version	-
Issued for	March 22, 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	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	4,170.00

Currently Budgeted

26,755.00



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	2016 Supplemental Budget Requests		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	March 15, 2016	Version	
Issued for	March 22, 2016 Council Strategy Committee Meeting		

RECOMMENDATION

THAT the report “2016 Supplemental Budget Requests” be reviewed by staff and Council to determine which supplemental budget requests will be considered for inclusion in the 2016 Budget.

ATTACHMENTS

- 2016 Supplemental Budget Requests

KEY INFORMATION

The attached report summarizes the updated supplemental capital and operating budget requests received from staff and Council. The report was updated to reflect the changes discussed at the March 3 Council Strategy Committee Meeting.

FOLLOW UP ACTION

The Council Strategy Committee will continue to review the supplementary requests at the March 22 CSC meeting with the objective of making a recommendation to Council at the April 5 Council Meeting.

Village of Lions Bay
2016 Budget
Supplemental Requests

Summary

Department	Amount
Fire Department	72,987
General Government	77,770
Council	91,500
Public Works	120,200
	362,457
Water	41,370
Sewer	35,000
	76,370

Village of Lions Bay

2016 Budget

Supplemental Requests

Fire Department		
	Project	Notes
2015 Budget		
3,600	Fire Capital - Hose & Fittings	4,859
5,000	Fire Capital - Turn-Out Gear	11,000
-	Ropes	2,750
-	SCBA	4,500
1,950	Fire Capital - Interface Firefighting	1,950
2,000	Fire Capital - Generator Lighting	2,000
6,800	Fire Capital - Radio Equipment	4,000
3,500	Fire Capital - Training Lot	-
6,000	Fire Capital - Computer Equipment for Trucks	-
28,850	Total Fire Department Capital Maintenance	31,059
	Laptop for Fire Chief	1,750 Required to use Purchase Orders
	Additional operating costs/software for laptop	1,020
	Engine 63 Truck Carport	5,000 Only required if fire hall expansion not approved
	Scene Lights	2,000 WCB requirement
	Hall Exhaust System	4,500 WCB requirement
	Cubbies for Gear	2,000
	Gas Meter & Cylinder	1,450
	Increase in Shift Payments	24,208 Business Case Requested
	Total Fire Department Requests	72,987
	Requests removed after review	
	Burn Building - FD	25,000
	Fire Hall Expansion	43,400 Includes budget for second BC Ambulance egress and fire hall expansion for truck
	Fire Capital - Training Lot	31,000 To pave training lot
	Additional Courses and Training	5,000

**Village of Lions Bay
2016 Budget
Supplemental Requests**

General Government

Project	Amount	Notes
Laptop for Building Inspector (requires new computer)	1,750	
Additional operating costs/software for laptop	1,020	
Fire Services Strategic Review (structure/governance)	20,000	
Facilitated strategic planning session for Council and management staff	5,000	
Approving Officers course - CAO	3,000	
Emergency supplies for Village Office	750	
Office Assistant - 4 days per week	45,000	office staff reduced by .8 FTE in late 2014
Office Assistant - Vacancy Adjustment (hired June 1)	(18,750)	
Office staff job re-evaluations / CRA Audit Results	20,000	
	77,770	
Requests removed after review		
Second egress for BC Ambulance	10,000	
Tablets for Council Agendas (6)	3,000	
Generator for Village Office and Hall	15,000	
Asset appraisal/valuation (1st step of asset management plan)	17,000	
Fire Services Strategic Review (structure/governance)	10,000	reduced request (from \$30k to \$20k)
Change light ballasts in Village Office and Council Chambers	3,500	can be covered by Community Centre re-budget

**Village of Lions Bay
2016 Budget
Supplemental Requests**

Council		
Project	Amount	Notes
Poster printer and cartridges	2,000	
Renovate or replace all Village notice boards, sandwich boards	3,000	
Install fixed geo-spatial (not reference marker) survey markers on creep-prone slopes	2,000	
PW radio equipment	2,000	
Omni-directional podium mike	500	
Community Center sound system	2,000	
Central Beach washroom rebuild (lipstick on a pig format)	5,000	
New sign/signage as a result of the Parking Committee recommendations	40,000	(final number to come from final recommendations)
Planner (Consultant)	30,000	
Emergency Planning/EOC training and exercises	5,000	
	91,500	
Transfer to Roads and Drainage Fund	53,000	
Requests removed after review		
Lions Bay Beach remediation, other than washrooms	10,000	* in PW Budget
Inspection drone for intakes	4,000	* in Water Budget
Arbourist to review public drought-stressed trees	2,500	* in PW Budget
June 8/15 tree cut recommendations at Central Beach	5,000	* in PW Budget
Communication improvement - update website, alternative to Municipal Update (replace Lions Bay.net)	10,000	
Emergency Plan Implementation	10,000	will use templates
Communication Policy and staff training	5,000	
Volunteer Appreciation Event or program	2,000	
Long Term Community Service Awards (New)	500	
Potential increased professional fees - ongoing legal	15,000	
Community Coordinator	40,000	
Install thermostat in Council Chambers	250	can be covered by Community Centre re-budget
Central Beach washroom rebuild (lipstick on a pig format)	15,000	reduced request (from \$20k to \$5k)
OCP, incorporating landscape architect's report, land use report	65,000	replaced by a planning consultant

**Village of Lions Bay
2016 Budget
Supplemental Requests**

PUBLIC WORKS

ASSET CLASS	AMOUNT	DESCRIPTION	NOTES	5 YP IMPLICATIONS
BRIDGES	9,500	VARIOUS BRIDGE REPAIRS - regrade sidewalks associated with bridges to mitigate trip hazards	reduction of hazards could be placed in operating/maintenance instead; add LOS	
BRIDGES	300	VILLAGE-OWNED PRIVATE DRIVEWAY BRIDGE REPAIRS -repair missing plank @ end of LBA		
BRIDGES	4,500	VILLAGE-OWNED PRIVATE DRIVEWAY BRIDGE REPAIRS -repair pavement hole; install mirror and warning sign - must be done even if decision is made for alternate access	safety risks need to be addressed regardless of feasibility study noted below	
TREES	8,900	TREE REMOVAL AND/OR PRUNING - trees noted in tree report commissioned in 2015 as having significant consequences should failure occur - 1 removal, 4 pruning	estimate received	
PARK/WY	15,000	FENCE REPLACEMENT - chainlink fence replacement for PW and 1 location at LBBP	placeholder - need actual estimate based on final product determined (estimate based on chainlink at some locations and cost sharing opportunities with the Marina)	
DRAINAGE/ROADS	36,000	SURVEY, ENGINEERING, AND DESIGN FOR CULVERT REPLACEMENT (AND CONCURRENT ROAD AND FIRE HYDRANT REPLACEMENT) 200M ON OCEANVIEW ROAD (Oceanview and Panorama) Originally budgeted at \$15,000; AECOM revised to \$36,000	see below. If actual project is not allocated funding for 2016, the design must still take place in order for the work to be tendered in future years	
DRAINAGE/ROADS	24,000	SURVEY, ENGINEERING, AND DESIGN FOR CULVERT REPLACEMENT (AND CONCURRENT ROAD REPAIR) 280M BAYVIEW ROAD Originally budgeted at \$15,000; AECOM revised to \$24,000	ACTUAL WORK TO BE SCHEDULED FOR 2017 DUE TO COST (COULD BE COMBINED WITH LINE ITEM 9)	ACTUAL WORK ESTIMATE 2017 5YP \$224K
PARK	13,000	LIONS BAY BEACH PARK - BOAT SPACE REFURBISHMENT, REMOVAL OF WOOD ENTRANCE AND WOOD BENCH, STAIR REPLACEMENT, GUARD RAILS - various items located at LBBP	placeholder - requires detailed cost estimate for options chosen. Does not include replacement of wooden entrance/bench or playground equipment	Will have to upgrade playground equipment in future years to meet current standards
ROOF	9,000	REPAIR ROOF AT WORKS YARD	QUOTE RECEIVED	

Village of Lions Bay
2016 Budget
Supplemental Requests

PUBLIC WORKS

ASSET CLASS	AMOUNT	DESCRIPTION	NOTES	5 YP IMPLICATIONS
TOTAL PW	120,200			

Requests removed after review

STAFFING	30,000	Additional PW hours for part-time staff		
BRIDGES	5,000	FEASIBILITY STUDY - Alternate access feasibility study for Village-owned private driveway bridges. Estimate is for feasibility, not design	To best determine long-range strategy for these bridges prior to placholding future budget for required upgrades	
DRAINAGE/ROADS	139,000	ACTUAL WORKS ASSOCIATED WITH THE ABOVE CULVERT, HYDRANT AND ROAD SECTION REPLACEMENT (NOT INCL ENG OVERSIGHT)	project given highest priority due to critical hydrant replacement work and road impacts	\$139K impact on 2017 capital budget if not allocated in 2016
PARK/WY	20,000	Original request \$35,000 - reduced to \$15,000: REPLACEMENT - chainlink fence replacement for PW and 1 location at LBBP FENCE	placeholder - need actual estimate based on final product determined (estimate based on chainlink at some locations and cost sharing opportunities with the Marina)	

**Village of Lions Bay
2016 Budget
Supplemental Requests**

WATER

ASSET CLASS	AMOUNT	DESCRIPTION	NOTES	5 YP IMPLICATIONS
WATER CAPITAL MAINTENANCE	9,000 10,000	Hydrants PRV Screens and Filters		
SAFETY	3,870	ANCHOR POINTS FOR SAFETY HARNESS - all water tank roofs	actual anchors, installation, and rental equipment required for install. Engineering requirements for VCH signoff will be covered by existing budget	
SCADA	18,500	SCADA - DESIGN/BUILD RADIO COMMUNICATION BACKBONE (\$200/yr ongoing licence fees) - to provide a more robust primary communications platform for SCADA. The current hardwired modem system will be retained for redundancy as a secondary)	will impact ongoing operating budget by \$200	

TOTAL WATER **41,370**

Requests removed after review

WATER	4,000	DRONE - to enable staff to assess intakes when unable to access due to safe working procedures or inaccessibility. Will also require goPro or similar (incl in estimate). Does not include staff training time allocation	ALSO NOTED IN MAYOR REQUEST	
VILLAGE	35,000	SURVEY TO ESTABLISH PUBLIC VS PRIVATE REALM - step one in recovering the public realm to enable better asset installation and protection, beginning with parcels that the Village cannot locate water shut off valves at (70 locations)	FULL VILLAGE SURVEY EST. \$250,000	remainder of village to be surveyed in stages
WATER	17,500	ZONE METERING INVESTIGATION AND DESIGN (including whether we could install them in existing PRV stations - works feels if feasible, this would be lowest cost option) (to be funded from existing water operating budget)	ACTUAL METERS TO BE INSTALLED IN 2017	ACTUAL INSTALLATION 2017 5YP \$155k

Village of Lions Bay
2016 Budget
Supplemental Requests

SEWER

ASSET CLASS	AMOUNT	DESCRIPTION	NOTES	5 YP IMPLICATIONS
SAFETY	21,000	WWTP - safety upgrades, including regulatory inspection, installation of grating to replace rotted wooden planking, and handrails		
SMALL EQUIPMENT	14,000	PURCHASE PIPE CAMERA (and train staff on proper use) - to enable crews to accurately inspect the sanitary system and drainage culverts. Will reduce costs associated with provisioning a contractor to perform this work, and enable staff to design and implement a sanitary and drainage system inspection program in-house.	if camera is not purchased, this will have to change to \$5k for condition assessment by contractor for 275/285 KG Way, and for abandoned culvert under KG beach park washrooms	could reduce operating budget by approx 7k in sanitary that we are going to need to allocate a contractor for in 2016

TOTAL SEWER

35,000

Included in Sewer Budget

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