



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COUNCIL STRATEGY COMMITTEE OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, APRIL 19, 2016 at 3:00 PM VILLAGE HALL, 400 CENTRE ROAD, LIONS BAY

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Minutes**
 - A. Council Strategy Committee Meeting – April 5, 2016 (Page 3)
RECOMMENDATION: THAT the Council Strategy Committee Meeting Minutes of April 5, 2016 be approved as circulated.
- 5. Business Arising from the Minutes**
 - A. Action Items Report (Page 7)
- 6. Unfinished Business**
 - A. Lions Bay Historical Society – Community Hall Plaque (Page 9)
- 7. Reports**
 - A. Staff
 - B. Mayor
 - C. Council
 - D. Committees
- 8. New Business**
 - A. Review of Five Year Financial Plan – On Table
 - B. Information and Resource Requests (Page 11)
- 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) (b), (c), and (l)
- 11. Reporting Out from Closed Portion of Meeting**
- 12. Adjournment**

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COUNCIL STRATEGY COMMITTEE OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, APRIL 5, 2016 at 3:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES

In Attendance:

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

Regrets: Councillor Jim Hughes

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

Public: 2

1. Call to Order

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

2. Approval of Agenda

Moved/Seconded

THAT item 6A – “2015 Reserve Balances” and 6C – “2016 Supplemental Budget Requests” be removed, and the remaining item 6B become 6A; and

THAT item 10 “Closed Council Meeting”, and item 11 “Reporting Out” be added; and

THAT the agenda be approved.

CARRIED

3. Public Participation

A. Mr. Scott Ando

Mr. Ando queried what the Public Works Manager’s salary amount was budgeted for, as it is soon to be a vacated position and that it should be public knowledge; referencing the previous Public Works Manager’s salary found in the 2011 SOFI (a copy of referenced material attached to the minutes as Addendum “A”).

ACTION: Staff to respond to Mr. Ando's request for information regarding the budgeted Public Works Manager remuneration.

4. Minutes

A. Council Strategy Committee Meeting – March 3, 2016

Moved/Seconded

THAT the Council Strategy Committee Meeting Minutes of March 3, 2016 be approved as circulated.

CARRIED

B. Council Strategy Committee Meeting – March 22, 2016

Item 6A – Financial Commentary to read “Commentary provided by Councillor McLaughlin.”

Moved/Seconded

THAT the Council Strategy Committee Meeting Minutes of March 22, 2016 be approved as amended.

CARRIED

5. Business Arising from the Minutes

A. Action Items Report

Council reviewed the Action Items Report.

6. Unfinished Business

A. 2016 Preliminary Budget – On Table

Moved/Seconded

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

CARRIED

7. Reports

A. Staff

i. Public Works Manager – Levels of Service Report – On Table

Moved/Seconded

THAT the Levels of Service Report be received for information.

CARRIED

ACTION: Staff to include a “Public Works Staff Allocation of Time” pie graph to the Annual Report.

B. Mayor

None

C. Council

Councillor McLaughlin provided a brief update on community events (Arts Council AGM, Canada Day Event, Native Plant Garden).

D. Committees

None

8. New Business

None

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) (n).

CARRIED

The meeting was closed to the public at 3:54 p.m.

The meeting was re-opened to the public at 4:29 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 4:29 p.m.

Mayor

Corporate Officer

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

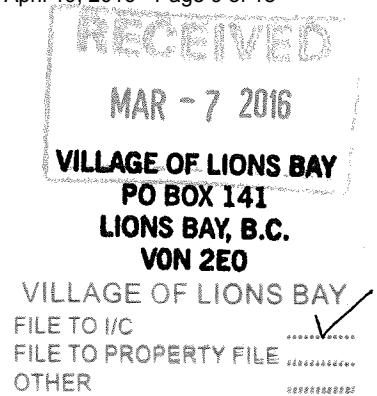
Type	Report to Council			
Title	Action Items Report			
Author	S. Gilroy	Reviewed By:		
Date	April 5, 2016		Version	
Issued for	April 19, 2016 Council Strategy Committee Meeting			

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 7Aiii – CFO – 2016 Preliminary Budget</i> Staff to investigate (with input from the auditors) setting the Fire Department up as a separate fund like Water and Sewer.
2	March 3, 2016	<i>Item 8B – New Business – Minutes Discussion</i> 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.
3	April 5, 2016	<i>Item 3A – Public Participation – Mr. Scott Ando</i> Staff to respond to Mr. Ando's request for information regarding the budgeted Public Works Manager remuneration.
4	April 5, 2016	<i>Item 7Ai – Public Works Manager – Levels of Service Report</i> Staff to include a "Public Works Staff Allocation of Time" pie graph to the Annual Report.

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To: Mayor and Council
From: Lions Bay Historical Society
Date: March 3 2016



Thank you Karl for advising the Council's thoughts and the Councillors desire not to be included in the suggested Plaque honoring the previous Council's work on the new Community Hall.

As I previously mentioned the LBHS attempts to recall all major events that have occurred in Lions Bay since its inception in 1971.

There can be gaps in historical events, such as the one I pointed out on Feb 2nd regarding the amount of time and effort spent by previous Councils on the Community Hall that have not been officially recognised.

To bring us to this point the LBHS would like to suggest to Council the wording for a suggested small plaque for this purpose, should include the attached wording.

It is not our intention in any way to encroach in the realm of anything political, but merely to enlighten residents accurately by the Lions Bay Historical Society of the history of their Community Hall.

Respectfully yours

Tony Cox

On behalf of the Lions Bay Historical Society

THIS RENOVATED COMMUNITY CENTRE IS
THE RESULT OF THE VISIONARY DEDICATION OF
MAYOR BRENDA BROUGHTON
AND COUNCILLORS

2008 – 2011 and 2011 – 2014

PRESENTED BY
THE LIONS BAY HISTORICAL SOCIETY

REQUESTS FOR COUNCIL										
Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requester's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
2	1/Jan/15	Buhr	Illuminate flagpoles	Can we spotlight the flags, utilising either one of the existing soffit light sockets for a spotlight fixture, or from the base of the poles?	2	Showing pride in our Village	Staff, \$250	PWM	PWM can obtain quotations from electrical companies for wiring and installation of spotlights.	
6	1/Aug/15	Buhr	Hi-user water metering	Can staff look into feasibility of installing water meters at school and Marina?	3	Water supply	Contractor, \$4000	CAO	IMP noted that each meter would likely cost \$3,500 plus labour; must be integrated with strategic planning prior to execution; would require amendments to Bylaw No. 2, 1971 - entire bylaw should be re-written by new Public Works Manager.	
9	15/Dec/15	Buhr	Zoning Bylaw quick fix?	Is there a decimal point error in the zoning bylaw and if so, is there a quick fix for that? (i.e. 2.0 acre min. lot size vs. 0.2 acres) Can staff review the zoning bylaw(s) and advise next steps?	3	Future development	Staff report	CAO	We should undertake a zoning bylaw review in conjunction with subdivision servicing, building bylaw, development permits and ltd. OCP review. Need planning consultant to provide recommendations for public hearing(s). We'll want to bring Brunswick Beach Zoning under a single VolB Zoning Bylaw. Secondary Suites are also covered under Zoning Bylaw so we'll want to consider if any changes required.	
12	18/Dec/15	Buhr	Outdoor Water Use Signs for 2016	Please arrange for 2 more Outdoor Water Use signs for Brunswick Beach and Kelvin Grove for installation by the end of April and take down end of September	4	Council priority (communication)	Staff time and cost of signs (\$800?)	PWM	PWM can seek quote for 2 more signs to be made and installed or rely on the fact that all residents need to go past the current sign to get mail at PO Box.	
16	18/Dec/15	Buhr	Street Sweeping Service Level	Can we vaccuum up needles etc. rather than sweep the roads?	2	Showing pride in our Village		PWM	We already sweep the streets; PWM can solicit quotes from contractors to do the same work with a different machine.	
17	18/Dec/15	McLaughlin	Beach Trash and Washroom at Lions Bay Beach	Can we do twice daily trash pick-up at beaches in summer? Add: Regular, daily week end/holiday clean up and maintenance of the washroom is requested from May long weekend to the September Fireman's event.	4	Showing pride in our Village	Contractor	PWM	Most garbage is from weekends when PW staff unavailable - can get estimate re. garbage contract. See also: Request ID #101. I think we also need to consider what trash and recycling facilities are available and whether they are adequate. Perhaps more facilities will result in manageable containment until Mondays.	THAT staff obtain quotes from Smithrite for additional garbage pick-up on the weekends at the Lions Bay Beach Park from June to August.
18	18/Dec/15	Buhr	Festive Lighting	Can we consider permanent festive lighting in one designated Village tree (similar to Whistler but smaller scale).	4	Showing pride in our Village	Contractor, \$1500	CAO	Would lights be on throughout the year? Options for power source? Solar? Elec. backup? A tree in mind? Neighbour impacts? Consultation?	
20	1/Jan/16	Buhr	Temp. PRV	Please report on the LT plan for the temporary PRV near the school. Can it be vinyl wrapped with a woodland pattern?	2	Showing pride in our Village	Contractor, \$500	PWM	The long term plan is to insulate the kiosk and maintain this PRV full-time. The PWM can check to see if DWV sign shop or CNV sign shop can vinyl wrap the kiosk (most cost effective solution)	
21	1/Jan/16	Buhr	PW service levels	Please report budget impact of changes to PW service levels per email to PW Manager	2		Staff report	PWM	No impact unless change in staffing levels. Otherwise, it's simply a question of priorities and having time to get done or not. Suggest bringin a report on Regulatory vs. Non-regulatory service levels in Q2.	
22	1/Jan/16	Buhr	SOFI changes	Can changes to wording of the SOFI report be accomodated?	2	Council priority (communication)		CFO	Please advise what changes are being requested. Legislation is very prescriptive.	
24	4/Jan/16	Buhr	Development bylaws suite	Please review Building Bylaw, Development Charges Bylaw, Subdivision Bylaw, POL-0401, and more. See items 9 and Mayor's suggestions for Building Bylaw changes.	3	See item 9		CAO	We should undertake a zoning bylaw review in conjunction with subdivision servicing, building bylaw, development permits and ltd. OCP review. Need planning consultant to provide recommendations for public hearing(s)	

REQUESTS FOR COUNCIL

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requester's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
25	4/Jan/16	Buhr	Secondary Suites bylaw	Please report on how many people have filed for inspection of their Secondary Suite and how many have been done?	3	Council priority (communication)	Staff time	CAO	Reviewing with BI.	
26	4/Jan/16	Buhr	Community Centre Renewal	Please advise if we have enough information to produce a final Community Centre Renewal project report?	2	Council priority (communication)	Staff report	CFO	We presented the final report last Fall with an estimate of the Fire Alarm costs which came in under budget. We have re-budgeted \$6k for light ballasts in the Village Hall.	
29	4/Jan/16	Buhr	Consent agendas	Can we change Council Procedures Bylaw to allow consent agendas?	2	Efficiency	Staff time	CAO	Will review and bring recommendations in due course, if desired by Council, along with other potential changes to the Procedures Bylaw	
30	4/Jan/16	Buhr	Schedule of resolutions	I would like to see a a rolling schedule of Council resolutions and their disposition, from 2 Dec. 2014.	3	Council priority (communication)	Staff time	CAO	This will be created soon for January 1, 2016 going forward.	
34	5/Jan/16	Buhr	Bylaws	Can we get a staff report and recommendations regarding regulation of marijuana facilities in Lions Bay?	3	Council priority (communication)	Staff report	CAO	This is a complicated issue requiring careful research and legal advice. I'll see what I can find out from colleagues at CAO Forum in Kelowna.	
35	5/Jan/16	Buhr	Municipal land	Can we please get a report summarizing BCAA's 2016 assessments for Lions Bay (eg: medians, averages, Lions Bay v. Province, long term changes, etc.)	1	Council priority (communication)	Staff report	CFO	Staff can complete a report after final roll is received (and after completion of budget and yearend audit).	
38	8/Jan/16	Buhr	Tax bill	Can we effect any changes to the tax bill layout and wording?	2	Council priority (communication)	Staff time	CFO	Minimal changes only can be made in MAIS.	
46	4/Feb/16	Buhr	Business licenses	Can staff look into feasibility of business licences for the Village of Lions Bay?	3		Staff report	CAO	Staff can bring a report in due course, depending upon Council's priority.	
55	15/Feb/16	Buhr	Rainfall data	Can we make public the rainfall data PW gathers?	2	Council priority (communication)	Staff time	CAO	Reviewing how much time is involved with adding this to website and in what format.	
58	15/Feb/16	Buhr	Communications	Refurbish notice boards at all Village gathering points	3	Council priority (communication)	Staff time	PWM	Clarification and resources required through budget process and/or review of Levels of Service report in Q2	
60	15/Feb/16	Buhr	Anti-encroachment marketing	Can we undertake an Anti-Encroachment campaign?	2		Staff time	CAO	Let's discuss what this should look like, resources to be devoted to it, timing, communication plan, etc.	
61	15/Feb/16	Buhr	Deadfall fire hazard	Can we get a tracked chipper or other means to deal with deadfall and trimmings building up between the highway and the Centennial Trail over years of volunteer trail maintenance, not only on municipally-owned land, but on the school parcel to the south, and the MOTI lands to the north, which pose an imminent threat in the summer months?	3	Safety	Staff time and there should be grant funding for interface wildfire risk mitigation.	PWM	Perhaps a Firesmart Community Cleanup Day would be a good start. And maybe Trail Blazers could organize cutting up larger things to be dragged to roadside for disposal. Staff can look into funding for Interface Wildfire Risk Mitigation. Current grant funding appears to be limited to helping to fund Community Wildfire Protection Plans.	
63	15/Feb/16	Buhr	2016 water shortage plan	Please provide staff's recommendations for 2016 water contingency plans, and comments on 2015 Water Plan	4	Water supply	Staff time	PWM & CAO	Require confirmation whether this is in reference to an operational water contingency plan, or Village-wide. PWM can work with CAO to ensure that operational plans are referenced within the strategic plan for water contingency and conservation; and that the strategic plan is congruent with EMBC's plans	
70	15/Feb/16	Buhr	Communications	Place large information signage at capital projects (to Communications Policy standard). For example, highway tank roof removal, Oceanview open culvert, mid-Bayview PRV installation	3	Council priority (communication)	Staff time, \$45 per project	CAO	We do not yet have a Communications Policy or standard for this, but can likely look to sign standards in other communities. Should be part of discussion around a larger Communications Strategy	
76	15/Feb/16	Buhr	Fire	Preliminary fire services Review, utilising in-house skills and existing reports	4	Fire	Staff report	CAO	Pending budget allocation	

REQUESTS FOR COUNCIL

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requester's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
83	15/Feb/16	Buhr	Clean air 1	Learn to Burn campaign	2	Public health		CAO	Metro may have some materials. Once we have data from MAMU, we should discuss appropriate communication plan, resources, etc.	
85	16/Feb/16	Buhr	Official noticeboard location change	Can we place the official noticeboard in the triangle formed by the ramp handrails, spotlit and rain sheltered	4	Council priority (communication)		CAO	I see some bulbs in the dirt there - would the gardeners be upset? Public consultation? Would have to assess electrical and possible interference with handrail	
88	16/Feb/16	Buhr	AV suite	Do we want to televise Council meetings? If yes, can we work w. Telus, Shaw and/or Bell to sponsor an AV suite and provide a local cable channel to televise Council meetings.	3	Council priority (communication)		CAO	Need to consider logistics of filming in small space and personnel required to film and edit/upload to website. Would likely also require technical upgrade of website.	
89	29/02/16	Buhr	Meeting Minute Enhancements	Can we please place approximate timestamps in the Minutes so that the pertinent section can be found on the audio?	4	Governance	Staff Time	CAO	Will review with staff for discussion with Council. See also ID 29	
94	17/Feb/16	Buhr	Searchable minutes	Please report on what's involved in making all Council proceedings (agendas and Minutes) searchable on the website.	2	Council priority (communication)		CAO	A new website would take into account the desirability of having searchable materials.	
96	13/Apr/16	Buhr	Procedure Bylaw	Procedure Bylaw should be amended to allow Delegations to present to Council re. matters not on the Agenda.		Governance	Staff time	CAO	Agreed. Will review and bring recommendations in due course, if desired by Council, along with other potential changes to the Procedures Bylaw (see also #29 and 39)	
97	13/Apr/16	Buhr	Procedure Bylaw	Procedure Bylaw should be amended to allow Delegations to present to Council re. matters not on the Agenda; and remove 18(1)(d) so Mayor doesn't have to certify minutes.		Governance	Staff time	CAO	Mayor doesn't certify minutes - only CO does that. Mayor or Councillor presiding signs only after adoption of minutes by Council.	
98	14/Apr/16	Waterson	Office Hours	I would like to request a review of the hours that the office is open to the residents.				CAO	Will review with staff for discussion with Council.	
99	14/Apr/16	Waterson	Village Website	I would like a report regarding the status of the new website and amount budgeted/remaining.				CAO	Been trying to get to this. Will bring a report to next CSC.	
101	14/Apr/16	McLoughlin	Lions Bay Beach	Request that painting the washroom be undertaken before the May long weekend and that insect eradication is undertaken monthly.				CAO	Checking PW schedule. See also: Request ID #17	

RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
1	1/Jan/15	Buhr	Oceanview creep	Can we install millimeter-accuracy survey markers on mid-Oceanview?	4	Infrastructure	Contractor, \$2000	PWM	PWM can obtain quotations; further road condition testing will be undertaken by AECOM as part of the IMP in April	THAT staff obtain quotes for installing millimeter-accuracy markers on mid-Oceanview Rd; and THAT staff bring the quotes back to Council if the cost is over the \$2000 allocated in the draft 2016 budget.
7	1/Aug/15	Buhr	Plaque screws	Can we replace the #12 Robertson screws in our \$1600 plaque with the manufacturer's recommendation, or at least decorative heads?	1	Showing pride in our Village		CAO		THAT Mayor Buhr discuss with Tony Cox
12	18/Dec/15	Buhr	Rain Barrels and OWU Signs	Intention was to put up in late spring and take down in fall. IC's intent was that signs would go up "a few weeks" before Level 1 kicked in (in order to be able to show Level 0), and come down after the "main rain" started. The demo rain barrel never received its signage, so was of limited use last year. It can be disposed of. Three new OWU signs are expected for this season.	4	Council priority (communication)	Staff time	PWM	Can remove rain barrels, but thought signs were permanent?	Direct staff to change barrels and signage seasonally
17	18/Dec/15	McLaughlin	Beach Trash	Can we do twice daily trash pick-up at beaches in summer?	4	Showing pride in our Village	Contractor	PWM	Most garbage is from weekends when PW staff unavailable - can get estimate re. garbage contract	THAT staff obtain quotes from Smithrite for additional garbage pick-up on the weekends at the Lions Bay Beach Park from June to August.
23	2/Jan/16	Buhr	Municipal land	Please report on Vestergaard land use application situation	2		Staff report	CAO	Investigating	THAT staff report back on the status of the Vestergaard Land Use Application by the April 19, 2016 Regular Council Meeting.
39	8/Jan/16	Buhr	Agendas, Minutes	Please advise on Minutes to reflect all the issues considered in reaching an action item or resolution	3	Council priority (communication)	Staff time	CAO	Per Mar.1st meeting, CAO will review along with Consent Agendas and other potential changes to Procedure Bylaw.	That CAO review potential changes.
44	25/Jan/16	Buhr	Highway Water Tank	Please develop a plan to run a "Decorate the Tank" competition thru the Arts Council mural?	2	Showing pride in our Village	Staff report	CAO	Staff can prepare a report with options for Council to consider.	THAT staff be directed to prepare report and liaise with Arts Council
87	16/Feb/16	Buhr	Move Bear Smart sign	Can we move the Bear Smart Community sign to a more highly visible location?	3	Council priority (communication)		CAO	Requires investigation and consultation.	THAT staff consult with the Bear Smart Committee regarding the preferred location of the Bear Smart sign.

COMPLETED RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition	Requestor satisfied and OKs archiving
4	31/Jul/15	Buhr	Web stats	Track (and disseminate) web traffic and weekly ePost stats to influence development of the new website	3	Council's top priority, communication	Staff report	CAO		Staff report	DUPLICATE
5	1/Aug/15	Buhr	KPIs	Please report disposition of Council's resolution to publish certain KPIs by the end of 2015	2	Council priority (communication)	Staff report	CFO	Done - additional report on further KPIs to come in Q2-3.	Passed resolution	
14	18/Dec/15	Buhr	Lions Bay Field	Aerate Lions Bay field twice per year. Current SL is apparently once a year (but we didn't do even that). A field maintained to League standards can be offered to WVSC and WVLL, both to share in costs, and to add to the completeness of the Village by having League games	2		Staff time	PWM	Joint Use Agreement with SD45 provides for aeration 1x per year. Cost is not shared with SD45		PART OF 2016 BUDGET DISCUSSION
19	31/Dec/15	Waterson	Village News	Can we re-rename Municipal Update back to Weekly Village News? Will supply further input when requested	3	Council priority (communication)	Staff	CAO	Council has my suggestion and rationale in my email of February 22, 2016, to rename it the Village Update. Please review and vote at next opportunity.	THAT the ePost be renamed the Village Update	DONE
43	25/Jan/16	McLaughlin	Financial Calendar	Please provide a calendar of financial due dates for 2016	2	Finance	Staff report	CFO		Receive information	DONE
47	10/Feb/16	Buhr	Leak Rate Test	Is a leak rate test (to IC spec) in the workplan and budget or does PW need a resolution for budget add?	4		Staff time			Council res.	DONE
48	11/Feb/16	Buhr*	Municipal Land	Remove medium tree stump fallen in the last 24-hours onto Centennial Trail 150 m south of Harrison Steps	4	Safety	Contractor			Done already by unknown party	DONE
62	15/Feb/16	Buhr*	Temp. PRV	Report on the LT plan for the temporary PRV near the school.			Staff time				DUPLICATE
68	15/Feb/16	Buhr	Communications	1909 subdivision map for Chambers?	1	Taking pride in our Village			Size? Colour? Framed? Discussion?	Staff time, \$200	DON'T NEED MORE DECORATION

PRE-EMPTED REQUESTS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
3	1/Jun/15	Buhr	Annual report	My goal for the Annual Report, which is Council's report to the community, is that it is the document of record of the the year. To be frameworked by Council (Mayor), with KPIs supplied by staff	2	Mandatory. Buhr will do most of the work.	Staff time to fill in stats	CAO		Not required.
8	1/Oct/15	Buhr	Speakerphone	Can we make the conference phone work?	1	Council priority (communication)		CAO	I believe we have a new, working speakerphone.	Not required.
10	15/Dec/15	Buhr	Encroachments	Request report on Council's denial of encroachments at 555 Upper Bayview. Have the encroachments been removed? Also, one on Lions Bay Ave?	3	Council resolution	Staff report	PWM	555 Bayview is no longer encroaching. Unsure of other reference re. Lions Bay Ave.	Not required.
11	15/Dec/15	Buhr	FD Fund	What is disposition of Council's passed resolution to handle FD accounting in a separate fund?Will supply further input when requested	4	Council resolution	Staff report	CFO	Need to clarify what is desired and how best to accomplish it. CFO will review with auditor and bring report.	Passed resolution - this may have come from a CLOSED meeting
13	18/Dec/15	Buhr	Air Quality	Can we clean Metro Visual camera lens monthly?	1	Having reliable VAQ images allows Lions Bay to address its OCP and RGS carbon targets, and improves quality of life in the Village and Howe Sound	Staff time	PWM	Metro should be responsible for upkeep of their own infrastructure	Not required.
15	18/Dec/15	Buhr	Park Irrigation	Please report why the grass at Main Beach died last year, even though OWU guidelines allow it to be irrigated as much as necessary?	5	Showing pride in our Village	Staff time	PWM	CAO will send PWM's answer to Mayor upon receipt.	Not required.
21	1/Jan/16	Buhr	PW service levels	Please report budget impact of changes to PW service levels per email to PW Manager	2		Staff report	PWM	No impact unless change in staffing levels. Otherwise, it's simply a question of priorities and having time to get done or not. Suggest bringin a report on Regulatory vs. Non-regulatory service levels in Q2.	Done - report brought to April 5, 2016 CSC meeting
28	4/Jan/16	Buhr	Intake access	Please report on appropriateness of safety protocols at the intakes	4	Water supply	Staff report	PWM	Operational matter which has been asked and answered.	Not required.
32	4/Jan/16	Buhr	Smell	From the front counter, the Village office always smells like stew. Can we consider an extraction fan?	2	Showing pride in our Village	Contractor	CAO	An extraction fan would be expensive and noisy and staff do not have issues with smells in office.	Not required.
33	4/Jan/16	Buhr	Staff only in office	Please review, and then publish, the policy that dictates members of Council may not enter the office, etc. Review of policy is what' I'm looking for. Maybe when it goes away of its own accord will be the day that we have fixed our organisation	1	Council priority (communication)	Staff time	CAO	Mayor and Council are welcome to come through the front entry to meet with me in my office.	Not required.
36	8/Jan/16	Buhr	Budget presentation	Please report which, if any, of the requests in my "My further asks for 2016 budget presentation" email can be done in time. Not a multi-request. Just want to know which will happen and which won't	4	Council priority (communication)	Staff report		Pam will review email to see if anything still relevant - if so, will give them new, unique Request IDs.	Not required.
37	8/Jan/16	Buhr	Utility bill	Can we affect the changes to the utility bill layout and wording I have requested?	2	Council priority (communication)	Staff time	CFO	Moot	Not required.
39	8/Jan/16	Buhr	Agendas, Minutes	Please advise on Minutes to reflect all the issues considered in reaching an action item or resolution	3	Council priority (communication)	Staff time	CAO	Needs review and consideration along with Consent Agendas and other potential changes to Procedure Bylaw. See also: #29 in Requests.	

PRE-EMPTED REQUESTS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
40	11/Jan/16	Buhr	Building bylaw	As we commence work, please consider Incorporate the laundry list of items I provided, along with updates to accommodate the new Code and other legislation	3	Future of the Village	Staff time	CAO	Incorporated into ID 24. Please provide laundry list.	Not required.
41	11/Jan/16	Buhr	Tour	Let's have that backstage tour of the Village with all members of Staff, Council and ICYes, Council, IC AND inside staff. About 2 hours	4	Team building, awareness	Staff time	CAO	Asked and answered re. Council and IC - those that wanted to already did. Inside staff have various levels of interest and some already have seen what they wanted to see.	Not required.
42	12/Jan/16	Buhr	Approve agendas	Please have Mayor as Chair approve meeting agendas	2	Efficiency	Staff time	CAO	Yes, admin procedure needs to be ironed out to ensure it happens in a timely way	Not required.
43	25/Jan/16	McLaughlin	Financial Calendar	Please provide a calendar of financial due dates for 2016	2	Finance	Staff report	CFO	Done	Receive information
45	1/Feb/16	Buhr	IMP	Please report: honest assessment of the AECOM IMP. At what point do we draw a line? Why are we allowing AECOM to continually correct deficiencies? If they have not met the RFP, we need to move on, since the entire substance of the report will not adress our requirements?	5		Staff report	PWM	Discussed by CAO at Mar.2nd meeting	Not required.
49	11/Feb/16	Buhr	Municipal land	Please inspect large douglas fir 350 m south of Harrison Steps on municipal land that has started leaning off vertical, and from which bark has spalled in the last 24 hours (see video at https://www.dropbox.com/sh/rugfm1hp0rp88lh/AABTrNYA)JB BAIGCDXoSPdOoa?dl=0)	3	Safety	Contractor	CAO	Operational matter - no Council resolution required. Thank you for the information. It is being or has been addressed.	Not required.
50	15/Feb/16	Buhr	Klatt Building National Flag	Can Klatt Building National Flag be fixed or removed?	3	Showing pride in our Village	Staff time	CAO	Will discuss with Fire Chief and others.	Not required.
51	15/Feb/16	Buhr	Remove RCMP sign from Klatt	<--Hasn't been an RCMP station for years	2	Showing pride in our Village	Staff time	CAO	Will discuss with FC	Not required.
52	15/Feb/16	Buhr	Sign removals	Can we implement my sign removal requests (email of Jan 18)	4	Council priority (communication)	Staff time	CAO	See Request ID 12	Not required.
53	15/Feb/16	Buhr	Municipal land	When does the Crystal Fall residents meeting happen?	3	Council's top priority, communication		CAO	Staff time	Not required.
56	15/Feb/16	Buhr	Communications	Community communication re. Lower-Oceanview. I'm talking about putting up a sign, and mailing all affected residents.	3	Council priority (communication)	Staff time	PWM	Communications is part of operational aspect of road work. Once actual work has been scheduled, appropriate signage and other communications will be implemented.	Temp paving project completed
57	15/Feb/16	Buhr	Communications	Plan location and training for wide-bed poster printer likely to come from 2016 budget; standard template for posters, and protocol for what information is posterised and where displayed.	3	Council priority (communication)	Staff time	CAO	Staff strongly recommend vs purchasing for a few reasons including lack of space and more suitable inexpensive alternatives	Superfluous to information in budget process
59	15/Feb/16	Buhr	Parking BB interchange	Data from Miller-Cap on cars towed at BB	2		Staff time	CAO	Not sure if they'll have this but we can inquire, although Mayor has just done so.	Not required.

PRE-EMPTED REQUESTS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
65	15/Feb/16	Buhr	Bayview driveway bridge	Report on disposition of driveway bridge over Alberta. Salient issues: was it built to the design? If the design specified lumber bearing pads, that would be substandard. Whether MOTI ceded it de facto (it wasn't dejure) to us or the homeowner is irrelevant: we can't maintain a private bridge. They should have expropriated the property when they redesigned the channel.	2	infrastructure	Staff time	CAO	While the bridge may lead to private property, it leads from public property and for the most part spans public property. What the Province should have done doesn't help us much now, so we will need to look for options to deal with the issue. This will require staff time and ultimately, funding. In the interim, we need to consider the risks of doing nothing.	Already removed from 2016 budget process, other than minor risk mitigation
67	15/Feb/16	Buhr	Centennial users	Can Metro provide us some of the measuring units they use to measure traffic on hiking trails, for Centennial Trail? Staff time to make the ask, Metro for the units, volunteers to retrieve data	2	Community amenity (I saw 20 non-Lions Bay hiking parties on Family Day)		CAO	I'll send them an email to inquire.	Not required.
69	15/Feb/16	Buhr	Derelict cars	Can MOTI be asked to remove cars from their ROW at 10 Southview?	3	Showing pride in our Village	Staff time	CAO	Will review and send an email to MOTI - also will determine options for consideration.	Not required.
71	15/Feb/16	Buhr	Planning	Recommendation on securing a permanent, non-consultant planner. Staff? Shared with Anmore, Belcarra?	2		Staff time	CAO	Will review for potential discussion re. options, pros/cons, budget, etc.	Not required.
72	15/Feb/16	Buhr	NBCF funding impact	Please report on impact on NBCF funding, if any, of delay in start of project	4	Finance	Staff time	PWM	None	Not required.
73	15/Feb/16	Buhr	IPG/IMP	Please report why we did not apply for even the single IPG in the 2015 budget (the original plan for the IMP was to break it up into undable projects)	4	Finance	Staff time	PWM	Not available at the time.	Not required.
74	15/Feb/16	Buhr	Revenue	Please report on Marina assessments per my email	2	Finance	Staff report	CFO	Email reply pending	Not required.
77	15/Feb/16	Buhr	Signage	Replace the handmade "Office" sign tacked to the outside wall and replace with fingerpost for Office/Hall/Chambers/Library	4	Showing pride in our Village	Staff time	CAO	What is a "fingerpost"? Details?	Not required.
78	15/Feb/16	Buhr	Signage	Replace the handmade office hours sign pinned to the door with something that looks a little more professional	3	Showing pride in our Village	Staff time	CAO	Replacement of front door signage already in progress	Not required.
79	15/Feb/16	Buhr	Generator location	Move the generator away from the front door: gives the wrong impression	2	Showing pride in our Village	Staff time	CAO	Where would we move it to? I think the idea is to have it close by in the event it's needed.	Not required.
80	15/Feb/16	Buhr	Leftover building material	Remove the pile of bricks outside Chambers: gives the wrong impression	1	Showing pride in our Village	Staff time	CAO	6-7 bricks being removed per CSR	Done - Not required.
81	15/Feb/16	Buhr	Mailroom	Work with strata to spruce up mailroom. May be, but neither is doing anything. Since it's a municipal amenity, and used by the municipality as an official notice area, can the municipality request it?	3	Showing pride in our Village	Volunteers	CAO	May be a matter between commercial landlord and Canada Post tenant, but I will ask. Concern they may start charging us for use if we are too demanding.	Not required.
84	16/Feb/16	Buhr	Harvey sign	Hang the mounted Harvey Creek sign in the office, Chambers or Hall	2	Council priority (communication)		CAO	??? Not sure what this sign is?	Not required.
86	16/Feb/16	Buhr	Move bus stop	Can we work with Translink to move the bus stop at the Hall 30 meters south in preparation for the Parking Plan recommendation, and to install a bus shelter	3	Parking plan		CAO	Too soon. We don't know what the PP recommendation will be or the logistics/rationale. Current location is close to stop sign. Suggested location may interfere with parking. Shelters cost about \$15,000.	No shelter in 2016 budget
92	17/Feb/16	Buhr	Parking plan	Please plan for implementation of initial phases of parking plan in time for summer	5	Council priority		CAO	Hard to plan for implementation without seeing a plan	Part of budget process
95	18/Feb/16	Buhr	ePost users	Please report how the 500+ ePost users reported in early 2015 has dropped to "300" reported today	4	Council priority (communication)		CAO	In January 2016, about 575 updates were sent each week but only about 375 opened each week	Not required.