



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, MAY 3, 2016 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
 - A. Scott Ando (Page 3)
- 5. Minutes**
 - A. Regular Council Meeting – April 19, 2016 (Page 23)
RECOMMENDATION: THAT the Regular Council Meeting Minutes of April 19, 2016 be approved as circulated.
- 6. Business Arising from the Minutes**
 - A. Action Items Report (Page 33)
- 7. Unfinished Business**
 - A. Information and Resource Requests (Page 35)
- 8. Reports**
 - A. Staff
 - i. CFO – 2016-2020 Five Year Financial Plan Bylaw Report (Page 43)
RECOMMENDATION: THAT the “2016-2020 Five Year Financial Plan Bylaw” be received.
 - B. Mayor
 - C. Council
 - D. Committees
 - E. Emergency Services
 - i. RCMP Report (Page 49)
- 9. Resolutions**
- 10. Bylaws**
 - A. 2016-2020 Five Year Financial Plan Bylaw No. 503, 2016 – Third Reading (Page 51)
RECOMMENDATION: THAT the 2016-2020 Five Year Financial Plan Bylaw No. 503, 2016 pass third reading.

Agenda – Regular Meeting of Council – May 3, 2016

Village of Lions Bay

Page 2 of 2

- B. Sewer Parcel Tax By-Law #108, 1982, Amendment Bylaw No. 504, 2016 – Third Reading (Page 59)

RECOMMENDATION: THAT the Sewer Parcel Tax By-Law #108, 1982, Amendment Bylaw No. 503, 2016 pass third reading.

- C. Tax Rates Bylaw No. 505, 2016 – Third Reading (Page 61)

RECOMMENDATION: THAT the Tax Rates Bylaw No. 505, 2016 pass third reading.

11. Correspondence

- A. List of Correspondence to April 28, 2016 (Page 65)

12. New Business

- A. Parking Plan Committee Presentation – On Table

13. Public Questions & Comments

14. Closed Council Meeting

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

15. Reporting Out From Closed Portion of Meeting

16. Adjournment



APR 27 2016

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

DELEGATION REQUEST FORM

**Please forward your Delegation Request Form to the Village Office
by 4:00 pm, the Wednesday prior to the regular Council meeting.
Delegations may speak for a maximum of 10 minutes total.**

Today's Date: April 27, 2016 Council Meeting Date: May 3, 2016

SUBJECT OF DELEGATION I wish to speak before the Council regarding:
Infrastructure Master Plan

SUPPORTING MATERIAL I will provide additional information in advance of the Council meeting:
(by 4:00 pm the Wednesday prior to the Council meeting so that the material can be included in Council package.)
Please include the attachment which will be sent by e-mail.

ACTION. The specific action I would like Council to take is:

- Ensure that the Infrastructure Master Plan includes "creative
and sustainable strategic options for the water system due to
the instability of, and risk associated with, its supply."
- ensure that the Village is reimbursed for the time spent for
internal review.

NAME AND ADDRESS OF SPEAKER FOR THE DELEGATION:

Name: Scott Ando
Signature: [REDACTED]
Organization (if any): _____
Address: [REDACTED], Lions Bay,
Phone: _____ Fax: _____
Email: [REDACTED]

Note: A telephone number (where a message can be left with a person or voicemail), fax number or email address is required so that we can contact you in a timely manner.

Click to submit

From: Public Works
To: "[Brotherson, James](#)"
Subject: heads up
Date: Friday, January 22, 2016 8:24:00 AM
Attachments: [image001.jpg](#)

Hey James –

Just giving you a heads up – not sure if you have noted the avalanche of comments on the pdf version of the report (on dropbox) for the first few pages of the IMP in section 2, but in the first few pages that I've been able to have a look at it really appears that (a) this report was rushed; and (b) editing or proofreading did not take place. Furthermore, little oversight or vetting of the information given to AECOM from its contactor GeoAdvice appears at face value to have taken place, because many of their numbers appear to not be in keeping with the numbers provided by the Village.

In essence, I can't accept the report. Per Section 20.1 I'm going to have to officially indicate default of performance; which will need to be remedied. Due to the extent of the aforementioned items, significant Village internal costs will be incurred to go through the report and note all the inaccuracies. Per Section 20.1.3, those costs will have to be reimbursed by AECOM.

Give me a call and we can chat. My official response will follow.

Kind regards, Nikii

Nikii Hoglund
Public Works Manager

The Municipality of the Village of Lions Bay. www.lionsbay.ca
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA
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From: Public Works [<mailto:works@lionsbay.ca>]

Sent: Friday, January 22, 2016 11:53 AM

To: Brotherson, James; Main, David

Cc: Peter DeJong

Subject: Notification of Default in Performance Requiring Correction

Good morning,

Per Section 13.1.6 of the Consultant Agreement for the Provision of an Infrastructure Master Plan between AECOM and the Village of Lions Bay, please be advised that the Village cannot accept AECOM's report due to significant deficiencies and/or defects in the finished product.

Attached, please find the Village's official Notification of Default in Performance for your prompt attention and action to remedy.

Regards, Nikii

Nikii Hoglund

Public Works Manager

The Municipality of the Village of Lions Bay. www.lionsbay.ca

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

DEFAULT IN PERFORMANCE REQUIRING CORRECTION

To: James Brotherson, Project Manager, AECOM
David Main, Senior Manager, AECOM

From: Nikii Hoglund, Public Works Manager, Village of Lions Bay

Date: January 22, 2015

James and David,

Per Section 13.1.6 of the Consultant Agreement for the Provision of an Infrastructure Master Plan (IMP), please be advised that the Village cannot accept AECOM's report due to significant deficiencies and/or defects in the finished product.

It should also be noted that this report was received on January 21, 2016, four days after it was due. It should be further noted that the report was originally due on November 12, 2015; and two extensions of time have been granted to AECOM on this project.

Upon receipt of the report, I started to read Section 2 – Water. Deficiencies and/or defects noted within a cursory first glance of the first 5 pages include (but are not limited to) the following:

- Incorrect (and inconsistently noted) numbers for service connections (pages 1 and 3)
- Incorrect number of water tanks in the treatment and distribution system (page 1)
- Misleading or incorrect information about water treatment plants being "frequently disabled" by high turbidity (page 1)
- Due to incorrect or inconsistent numbers for service connections, capital cost estimates cannot be accurate (page 3)
- Annual average consumption rates are not consistent with information given (page 3)
- Bullet point contained within table is not complete, and therefore does not make sense (page 4)
- Incorrect installation date for the UV plants (page 5)
- Incorrect and misleading information re: Vancouver Coastal health (it was EarthTech's report commissioned by the Village in 2008 that stated that filtration was not required) (page 5)
- Incorrect and misleading information about creek NTU "commonly" exceeding treatment plant capabilities (page 5)
- Bullet point not complete, therefore not making sense (page 5)
- Several grammatical and "cut and paste" errors (throughout, very notable on page 1)



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Understandably perturbed by this introduction to the report, I turned my attention to Section 3 – Sanitary. I started on page 5 of this section. I stopped reading when the report indicated that “effluent flows from the secondary clarifier are measured before being disinfected with chlorine”. The Village does not disinfect the effluent flows with chlorine. The next paragraph indicated far higher ADWF and PWWF flows than have been recorded and supplied. This in turn, led me to GeoAdvice’s Draft Technical Memorandum, which indicates the flows were “based on treatment plant data supplied by the Village”. The Excel spreadsheet values referenced as the data do not reflect the ADWF or PWWF supplied in the report.

The Village can only assume that the list of deficiencies with the report provided will only increase with the number of pages read.

Per Section 20.1 of our Agreement, AECOM is in default of performance, which must be remedied to the Village’s satisfaction. This satisfaction hinges upon the prompt replacement of the report provided with an Infrastructure Master Plan that is accurate, reflects the standard of quality control reasonably expected of an Engineering firm that introduced itself as offering “an unparalleled level of technical expertise”, and will not require an inordinate amount of Village Staff’s time to act as an internal reviewer to AECOM.

Per the aforementioned Section 20.1, please deliver by Friday, January 29, 2016, a replacement report; or ensure that reasonable steps have been taken (and can be verified by the Village) to correct the innumerable deficiencies within the original report supplied.

Should AECOM fail to so provide, per Section 20.1.3 of our Agreement, the Village will purchase and/or replace the Services in question on the open market; and AECOM shall reimburse the Village for all extra costs and expenses incurred to purchase and/or replace such Services, the Village’s internal costs, and any delay costs.

Regards,



Nikii Hoglund
Manager, Public Works
Village of Lions Bay

cc: Chief Administrative Officer
Village of Lions Bay Council

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From: Public Works
To: "Brotherson, James"
Cc: Main, David
Subject: RE: Notification of Default in Performance Requiring Correction
Date: Wednesday, January 27, 2016 11:12:00 AM
Attachments: [image001.jpg](#)

Thanks for the update – it is sincerely appreciated.

Kind regards, Nikii

From: Brotherson, James [mailto:James.Brotherson@aecom.com]
Sent: January 27, 2016 10:53 AM
To: Public Works <works@lionsbay.ca>
Cc: Main, David <David.Main@aecom.com>
Subject: RE: Notification of Default in Performance Requiring Correction

Hi Nikii,

I understand you contacted Dave today seeking clarification on our response to your letter below. I'm sorry about the misunderstanding - when I discussed coming up to the Village, it was prior to receipt of your letter and discussion with Dave. I was under the impression that your letter had clarified your requirements and the conversation with Dave had clarified our intended response.

To further clarify our response and action: we are absolutely resolving the issues the identified with the report and will have you a revised draft IMP for your review on Friday.

So far, we have performed the following:

- resolved discrepancies between GeoAdvice's reports and the statements in the main document
- provided further background on origin of sanitary and water modelling assumptions
- resolved editing grammatical and spelling issues
- created improved links between the recommended projects and investigation findings
- confirmed quantities of assets against GIS information available and information provided by Ops staff
- provided further in-text detail about capital project cost estimates and assumptions
- re-worded statements regarding history of water treatment plant approval
- moved important maps into body of document rather than the Appendices
- provided additional information regarding condition of drainage and pavements

I am continuing to make additional improvements, and I am confident that the revised report will be in-line with your expectations.

Regards,

James Brotherson
Project Manager, Water
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james.brotherson@aecom.com

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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 with VoLB numbers. 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

From: [Will Emo](#)
To: sean@geoadvice.com
Cc: [Brotherson, James](#); [Public Works](#)
Subject: VOLB Pressure Zones and Tank Volumes
Date: Thursday, February 04, 2016 12:01:55 PM
Attachments: [VOLB Pressure Zones.jpg](#)
[Village tank volumes measured Feb 4, 2016.xlsx](#)

Hi Sean,

Thanks for taking the time yesterday to go through our concerns with the IMP, it has really helped clear things up.

As requested, we have measured the three tanks that we don't have plans for in order to get volumes. We have also updated the Appendix B - Pressure Zone Table to reflect the reality of how the system is working.

James: I don't have the email yet for Nancy, if you could please forward this on.

Thank You

Will Emo

Public Works Operator
wemo@lionsbay.ca

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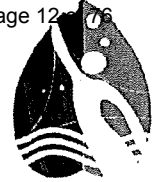
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Village of Lions Bay Water Tank Volumes

	Water Depth	Inside Radius	Volume m ³	Volume USG
Harvey Tank	8.8	7.89	1721.0	454646
Magnesia Tank	4.4	5.64	439.7	116157
Highway Tank	3.35	2.74	79.0	20877
Phase 4 Tank	2.44	3.17	77.0	20349
Phase 5 Tank	3.15	3.19	100.7	26602

Magnesia Tank is 10mx10m square - Radius for calc only



Appendix B Pressure Zones

Table B.1 lists each pressure zone along with its corresponding HGL, primary imports, primary exports and primary storage.

Table B.1: Village of Lions Bay Pressure Zones

Pressure Zone	HGL (m)	Primary Imports	Primary Exports	Primary Storage
PZ 66 m	66	PRV-11	N/A	N/A
PZ 75 m	75	TNK-HIGHWAY	N/A	TNK-HIGHWAY
PZ 86 m	86	PRV-7	N/A	N/A
PZ 107 m	107	PRV-3	Hwy Tank	N/A
PZ 124 m	124	PRV-10	PRV-11	N/A
PZ 170 m	170	PRV-4 PRV-SCHOOL (N/C)	N/A	N/A
PZ 178 m	178	PRV-2	PRV-7 PRV 3	N/A
PZ 182 m	182	PRV-9	PRV-10	N/A
PZ 185 m	185	PRV-6	N/A	
PZ 202 m	202	PRV-5	N/A	N/A
PZ 222 m	222	PRV-8	PRV-9	N/A
PZ 229 m	229	PRV-1	PRV-2 PRV-6	N/A
PZ 236 m	236	TNK-PHASE_4/PZ 279	PRV-4	TNK-PHASE_4
PZ 271 m	271	TNK-PHASE_5/PZ 279	N/A	TNK-PHASE_5
PZ 278 m	278	TNK-MAGNESIA	PRV-8 PRV-5	TNK-MAGNESIA
PZ 279 m	279	TNK-HARVEY	TNK-PHASE_4 TNK-PHASE_5 PRV-1	TNK-HARVEY
PZ Harvey Supply	318	RES-HARVEY_CREEK	TNK-HARVEY	N/A
PZ Magnesia Supply	441	RES-MAGNESIA_CREEK	TNK-MAGNESIA	N/A

The PRV at the school is only used in extreme circumstances. Normally it is a normally-closed Valve and PZ 202 and PZ 170 are separate.

Fed from Mag Tank Fed from Harvey Tank

Review of AECOM IMP for VOLB

1. PRV \$ Value?
2. Table 3.2 – Value of WWTP upgrade (4M or 2M)
3. Water consumption numbers are inconsistent:
 - a. 2.1.4 ADD is 1343m³/d > 1019L/d/cap pop of 1318
 - b. 2.6 of Appx A bases numbers on MDD from same data > 1475L/d/cap
 - i. This is then used to determine ADD using MMCD factors (1/2 MDD>ADD)
 - c. Table 4.2 of Appx A
 - d. ADD and MDD in Village water report states 1019 and 1948L/d/cap respectively
4. Tank Volumes inconsistent with our values – Our data is incorrect
 - a. From Plans compared to 2016 report:
 - i. Harvey 1.72ML – correct
 - ii. Mag 440000L – correct
 - b. Where are numbers from Ph4/5 and Hwy from?
5. How is data for required tank capacity calculated?
6. Why isn't upstream capacity included in FF capacity (Harvey has 1.5ML over capacity!)
 - a. Hwy tank from Harvey
 - b. Ph 4/5 tanks from Harvey
7. Explanation needed for FF capacity of system
 - a. Several mains have been upgraded since 2005 – is that included?
8. Appx B P29 – Pressure zones wrong (this applies to #6)
 - a. PZ 170 (PRV4/school) does not supply PZ 75 (Hwy tank)
 - b. PZ 75 (Hwy tank) supplied from PRV
 - c. PRV at school not normally in operation – normally closed
9. Appx D – PRV capacity results thrown off because of #7 (PRV 5 and 3)

10. Numbers from future Sewer scenario make sense:

- a. $ADD \times pop > \text{daily flow}$ ($738 \times 257 > 190m^3$)
- b. Flows recorded rarely go over 68-80m³
 - i. Either population used very little water
 - ii. Effluent is being lost from the pipe/STP
- c. I&I seems high (effluent usually flows btw 1-3L/s)

11. What are requirements for filtration?

- a. At what point in the system should sample be taken
- b. At what flow rate should it be? (higher flow, higher NTU)
- c. Sample is taken when plant is running, so obviously not above 5 NTU
- d. If sample taken in creek, NTU would be exceeded after every rain event.

12.

From: Public Works
To: "Brotherson, James"
Cc: Hill, Nancy; pdejong@lionsbay.ca
Subject: RE: Infrastructure Master Plan - Project Handover - Nancy Hill
Date: Tuesday, February 09, 2016 9:33:00 AM
Importance: High

James – safe travels back to Australia – and yes, please do keep in touch.

Nancy, can we possibly meet up either tomorrow or Thursday of this week and go over the edits we've noted, in addition to those that were dealt with at James' and our meeting last week? I can hand you over a complete marked up copy at that time as well.

Cheers, Nikii

From: Brotherson, James [mailto:James.Brotherson@aecom.com]
Sent: February 6, 2016 1:19 AM
To: Public Works <works@lionsbay.ca>
Cc: Hill, Nancy <Nancy.Hill@aecom.com>
Subject: Infrastructure Master Plan - Project Handover - Nancy Hill

Nikii,

As you're aware, I will be returning to Australia on Monday 8th February.

Nancy Hill (cc'd) will now be responsible for day-to-day project management of the Infrastructure Master Plan project. Nancy is an absolute guru when it comes to asset management and she also had some involvement in the previous IMP. Nancy and I have had a handover, and she will contact will you next week to discuss the path forward.

It has been an absolute pleasure working with you and the other operations guys. I'll touch base when I get back to Australia to see how you're all travelling.

Regards,

James Brotherson
Project Manager, Water
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Minutes of Meeting

Date of Meeting	February 11, 2016	Start Time	1 pm	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	Nancy Hill - AECOM, Nikii Hoglund - VoLB, (note VoLB CAO attended for first few minutes)				
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. Nikii H expressed concern over the quality and timeliness of the draft report. She also provided specific examples on changes she would like to see in the report. AECOM to do the following: • make agreed upon report changes in a timely manner; and • review gaps between RFP and report and develop a plan for VoLB's review by Tuesday Feb 16th.	AECOM
2. Nikii requested minutes from the Jan 28 th meeting with Geoadvice.	AECOM (completed)
3. Nikii requested an update on Geoadvice's changes.	AECOM (completed)
4. The report should provide Village of Lion's Bay with a foundation from which they can do their future infrastructure planning.	
5. Provide an updated capital list table by Friday Feb 12 th and ensure that it includes all projects such as the Mountain drainage project.	AECOM (completed)

From: [Hill, Nancy](#)
To: [Public Works](#)
Subject: Project List
Date: Friday, February 12, 2016 5:49:09 PM
Attachments: [image002.jpg](#)
[2016_02_12 IMP Projects.pdf](#)
[2016_02_12 Projects.xlsx](#)

Nikii

Here is the revised Capital Project List. I have provided it in Excel as well as in Adobe (pdf).

A couple of things to note:

- I've increased the cost estimates as I think the previous cost estimates were "best case scenario" (ie contractors hungry for work, projects go smoothly etc). I have revised them based on what we typically saw in the marketplace last year.
- I added a few projects (Mountain Dr, CCTV sanitary system, actual flow monitoring, medium bridge repairs)
- The list doesn't include the project to update the WTP with filtration, as it is a "maybe". However, I would be happy to add it in.
- The list doesn't include procedural changes such as cross connections, preventing encroachment, or recording water treatment data in time series style recording sheet, adding a sign to Bridge #6 and figuring out long term access for this property
- The list doesn't include a microhydro investigation as the Village would need to first decide whether it wants to go down that path
- I believe all costs are in CAD \$2015. Inflation should be added for future projects (can assume 2.5% for now). If you would like me to add inflation, we can discuss how to do this (ie how to handle unscheduled projects)

Next week, I will:

- Prepare and distribute the minutes from the last meeting with James/Werner (I have James' notes)
- Prepare and send you a game plan for how I propose we move forward to address your concerns about not meeting the requirements of the RFP
- Continue to make changes/corrections as discussed yesterday

If at any time you require further information or have any questions or concerns, please don't hesitate to contact me.

Kind regards
Nancy

Nancy Hill, P.Eng, PMP
D 604-444-6463
M [REDACTED]
nancy.hill@aecom.com

AECOM

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From: Public Works [mailto:works@lionsbay.ca]
Sent: February-12-16 2:31 PM
To: Hill, Nancy
Subject: timbertop pump

Hi Nancy –

Per my action item from our meeting re: pumps at Timbertop

We've got a usual concrete vault (roughly 5x3x4) with 2 Grundfos 10c-30 pumps in them.

Kind regards, Nikii

Nikii Hoglund

Public Works Manager

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From: [Hill, Nancy](#)
To: [Public Works](#)
Subject: Meeting minutes
Date: Tuesday, February 16, 2016 12:29:51 PM
Attachments: [2016-01-28 AECOM Minutes of Meeting.pdf](#)
[2016-02-11 AECOM Minutes of Meeting.pdf](#)

Nikii

Please find attached meeting minutes from the previous two meetings (Jan 28th and Feb 11th). I kept them short to focus on the main points and action items. If you would prefer a more descriptive style that captures all the discussion, please let me know.

I have spoken to Geoadvice and they will provide me with an updated report for review later this afternoon. I will review it and use it to update the IMP report. If you would like to receive the revised Geoadvice report in advance of the revised IMP, please let me know.

I will now develop an action plan to address your concerns about gaps between the report and the RFP. I will aim to get that to you before I leave for the day.

If you have any further concerns, questions or comments, please don't hesitate to contact me.

Kind regards

Nancy

Nancy Hill, P.Eng, PMP
D 604-444-6463
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nancy.hill@aecom.com

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From: [Hill, Nancy](#)
To: [Public Works](#)
Subject: RE: minor edit on previous minutes as attached
Date: Wednesday, February 17, 2016 5:44:50 AM
Attachments: [2016-01-28 AECOM Minutes of Meeting.pdf](#)
[AECOM Plan for Outstanding Report Items.pdf](#)

Nikii

Please find attached the revised minutes. I am also sending our proposed plan to address gaps in the current draft of the IMP where we did not meet the terms in the RFP. I would be happy to discuss this further; particularly:

- Have I outlined all the major gaps, or have I missed any?
- Is my proposal for moving forward acceptable?

My intention of this document is to be a starting point for discussion, rather than a fait accompli so please feel free to call me to discuss further.

Kind regards
Nancy

Nancy Hill, P.Eng, PMP
D 604-444-6463
M [REDACTED]
nancy.hill@aecom.com

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From: Public Works [<mailto:works@lionsbay.ca>]
Sent: February-16-16 2:09 PM
To: Hill, Nancy
Subject: minor edit on previous minutes as attached

Good afternoon Nancy –

Attached, please find a minor edit on the 2016-01-28 minutes. All else looks good; please continue with the “high level” – I’ve confirmed this acceptance with Peter DeJong.

Kind regards, Nikii



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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 watermains based on estimated age, pipe material and any available history of watermain breaks. This may help highlight priority areas for future renewal (ie AC watermains). 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.

pipeds 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 as 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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, APRIL 19, 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
Chief Financial Officer Pamela Rooke
Office Coordinator Shawna Gilroy (Recorder)

Public: 3

1. Call to Order

Mayor Buhr called the meeting to order at 7:06 p.m.

2. Approval of Agenda

Moved/Seconded

THAT item 8Bi – “Acting Mayor Schedule Amendment” be added; and

THAT item 8Bii – “Change of Metro and Mayor’s Council Alternates” be added; and

THAT item 9B – “Information and Resource Requests Recommendation” be added; and

THAT item 11B – “Library Invitation” be added; and

THAT the agenda be approved.

CARRIED

3. Public Participation

None

4. Delegations

A. Ms. Ingrid Wray

Ms. Wray did not attend the meeting, therefore the delegation request was not discussed.

5. Minutes

A. Regular Council Meeting – April 5, 2016

Moved/Seconded

THAT the Regular Council Meeting Minutes of April 5, 2016 be approved as circulated.

CARRIED

6. Business Arising from the Minutes

A. Action Items Report

Council reviewed the Action Items Report.

Audio: (10:00)

7. Unfinished Business

A. Encroachment Application at 15 Southview Place

Moved/Seconded

THAT the application of Vlad Catalin for encroachments at 15 Southview Place be approved subject to and in accordance with the following terms:

(a) the exposed face of the lowest rock retaining wall shall be no closer than 3 feet, to the finished surface of the roadway of Southview Place, subject to minor variations of 3 inches or less;

(b) the exposed face of the lowest rock retaining wall at the corner of Southview Place and Lions Bay Avenue shall be no closer to the wooden hydro pole than 4 feet;

(c) the exposed face of the lowest rock retaining wall, from the corner of Southview Place and Lions Bay Avenue to the west side of the Native Plant Garden's kiosk shall be no further from the exposed face of the middle rock retaining wall than 6 feet;

(d) the applicant shall be responsible for planting and maintenance of vegetation between the lower and upper retaining walls on Southview Place and on Lions Bay Avenue, from the corner of Southview Place to the Monkey Tree, including an angle of approximately 45 degrees to the northeast from the Monkey Tree to the top of the lower retaining wall – the Native Plant Garden will be responsible for planting and maintenance of vegetation to the east of this divide.

(e) the applicant shall sign a covenant as prepared by the Village of Lions Bay in substantially the form of Attachment (e) and shall consent to the registration against the applicant's property of the said covenant in the Land Title Office;

(f) payment of the sum of \$400 in accordance with Schedule 2 of Fees and Charges Bylaw No. 462, 2014, as amended.

CARRIED

B. Lions Bay Fire Rescue Controlled Burn and Demolition Exercise at 240 Oceanview Road

Moved/Seconded

THAT, in addition to the conditional permission given to the Lions Bay Fire Rescue department (LBFR) by Council on March 22, 2016 for a controlled burn exercise at 240 Oceanview Drive, the LBFR is also hereby given the following conditional permission:

- (a) THAT, with the owner's express consent, the Lions Bay Fire Rescue department be permitted to burn the structure at 240 Oceanview Road to the ground, provided that the Fire Chief first approves a demolition safety plan to be submitted to him by owner's contractor detailing the methodology for:
 - (i) pushing down the exterior walls of the structure into the center of the foundation;
 - (ii) preventing the deck structure from falling down the bank;
 - (iii) positioning his equipment so he can get around all parts of the building; and
 - (iv) any other fire safety requirement the Fire Chief determines is necessary including, but not limited to, requiring the owner's contractor to utilize his equipment under the direction of the Fire Chief.
- (b) THAT the unanimous consent of the three immediately adjacent neighbours be obtained by the fire department in advance of the exercise;
- (c) THAT the air quality index be within the allowable limits for open burning to take place for both the controlled burn exercise and the structural burn exercise; and
- (d) THAT LBFR post appropriate personnel to maintain a fire watch on the structure from start to finish until it is completely extinguished.

Moved/Seconded

THAT the original motion be amended to include the following:

- (e) THAT at the owner's expense, a hazardous materials survey be performed to the satisfaction of the Fire Chief and any hazardous materials, including but not limited to, asbestos and lead paint, be removed prior to any burning taking place; and
- (f) THAT at the owner's expense, the owner be responsible for removal of all material, burned or otherwise, from the site, down to clean dirt – no material shall be buried on site.

Amendment

CARRIED

Main Motion as Amended

CARRIED

(Mayor Buhr Opposed)

8. Reports

A. Staff

i. CFO – Accounts Payable Cheque Listing

Moved/Seconded

THAT the Information Report “Accounts Payable Cheque Listing” be received.

CARRIED

Audio: (44:00)

ii. Public Works Manager – Overnight Water Leak-Down Test Results
Moved/Seconded

THAT Council receive the “Overnight Water Leak-Down Test Results” report for information.

CARRIED

B. Mayor

i. Acting Mayor Schedule Amendment

In light of some Mayor and Council absences approaching, the Acting Mayor Schedule was amended.

Moved/Seconded

THAT Council amend the Acting Mayor Schedule to appoint Ron McLaughlin from April 19, 2016 to June 30, 2016, in place of Jim Hughes.

CARRIED

ii. Change of Metro and Mayor’s Council Alternates

In light of the upcoming Mayor’s absence, the alternates for GVRD and TranksLink were amended.

Moved/Seconded

THAT Council appoint Councillor McLaughlin as the Village’s alternate director to the board of the Greater Vancouver Regional District effective April 29, 2016, and Councillor Waterson as the alternate director to the board of the Greater Vancouver Regional District effective April 30, 2016; and

THAT Council appoint Councillor McLaughlin as the Village’s alternate member of the TransLink Mayors’ Council effective April 29, 2016, and Councillor Hughes as the alternate member effective April 30, 2016.

CARRIED

C. Council

A summary of the last Infrastructure Committee meeting was provided by Councillor Bain.

D. Committees

i. Tree Committee – Draft Minutes of April 12, 2016

Moved/Seconded

THAT the Tree Committee Draft Minutes of April 12, 2016 be received for information.

CARRIED

ii. Tree Committee – Application #65
Moved/Seconded

THAT the subject trees regarding application #65 be thinned or felled, no trees are to be topped, and all debris removed after confirmation by the contractor of no active bird nests.

CARRIED

iii. Tree Committee – Application #67
Moved/Seconded

THAT the subject trees regarding application #67 be removed in their entirety and debris removed from the site; and

THAT caution is advised in regard to the existing road infrastructure of the Village's administration to ensure there is no infrastructure damage; and

THAT there be confirmation by the contractor of no active bird nests.

CARRIED

E. Emergency Services

i. Lions Bay Fire Rescue Monthly Report
Council reviewed the Lions Bay Fire Rescue report.

Audio: (01:08:47)

9. Resolutions

A. Acting Public Works Manager Resolution
Moved/Seconded

THAT Council appoint the Chief Administrative Officer to the role of Acting Public Works Manager during any Public Works Manager's vacancies, vacation or sick time.

CARRIED

B. Information and Resource Requests Recommendation

The following recommendation was brought forward from the April 19, 2016 Council Strategy Committee Meeting.

Moved/Seconded

THAT the following items on the Information and Resource Request sheet be approved for staff to proceed with:

- ID 2: staff to investigate the cost of spotlights for the flags outside Village Hall, and if the cost is \$500 or less, to proceed.
- ID 6: staff to proceed to investigate the cost and feasibility of installing water meters at the school and marina, and report back to Council.

- ID 12: staff to provide Council with quotes, final design options, and location options for the Outdoor Water Use signs.
- ID 16: staff to pursue a quote for vacuuming the debris off the side of the roads within the Village.
- ID 18: staff to take no action.
- ID 17: staff to hire an exterminator once a year to remove an infestation of ants in the Lions Bay Beach washrooms.
- ID 17: staff to explore all options to deal with summer garbage issues, including additional garbage/recycle bins at the Lions Bay Beach Park, and bring a report back to Council with recommendations.
- ID 20: staff to explore the cost and available designs for the vinyl wrap on the PRV and barrier protection near the school, and report back to Council.
- ID 22: if permitted, staff to add description of who are the payees on the list of contractors.
- ID 98: staff to bring a report to Council by the first week of June regarding office hours of operation.
- ID 99: staff to bring a report regarding the status of the new website to the May 17, 2016 Council Strategy Committee Meeting.
- ID 101: staff to undertake having the Lions Bay Beach Park washrooms painted before the May long weekend and to notify Councillor McLaughlin beforehand for input regarding paint color and other details.

CARRIED

10. Bylaws

A. 2016-2020 Five Year Financial Plan Bylaw No. 503, 2016 – On Table

The Five Year Financial Plan was discussed at the April 19, 2016 Council Strategy Committee Meeting where a recommendation to Council was made to accept the schedules as presented.

Moved/Seconded

THAT the 2016-2020 Five Year Financial Plan Bylaw No. 503, 2016 pass first and second reading.

CARRIED

B. Sewer Parcel Tax By-law #108, 1982, Amendment Bylaw No. 504, 2016

Moved/Seconded

THAT the Sewer Parcel Tax By-law #108, 1982, Amendment Bylaw No. 504, 2016 pass first and second reading.

CARRIED

C. Tax Rates Bylaw No. 505, 2016

Moved/Seconded

THAT the Tax Rates Bylaw No. 505, 2016 pass first and second reading.

CARRIED

11. Correspondence

A. List of Correspondence to April 14, 2016

The following actions came from the correspondence listing:

ACTION: G-3: CAO to bring a recommendation to Council regarding Public Works Week options.

ACTION: G-5: Councillor Waterson to notify residents of Seniors Social Circle funding

ACTION: R-1: Staff to respond to Mr. and Mrs. Minish thanking them for their input which will be considered in staff's review of the encroachment application process.

ACTION: R-2: Staff to respond to Mr. Peterson regarding the daffodils along the side of the highway.

B. Library Invitation

Council noted the invitation from the Lions Bay Library regarding their 35th Year Anniversary.

12. New Business

A. Encroachment Application at 240 Oceanview Road

Moved/Seconded

THAT the application for encroachments at 240 Oceanview Road be approved subject to and in accordance with the following terms:

(a) the realignment of the existing encroaching driveway shall be in accordance with engineered plans submitted by the property owner's agent, Thomas Day, supported by a letter from Mr. Day explicitly confirming that the engineered retaining wall shown on the said plans will support the bank of the Oceanview roadway, notwithstanding the removal of existing trees between the retaining wall and the roadway, assuming the supplementary tree cutting permit is also granted by Council;

(b) any additional rock or retaining wall construction as may be or may become necessary, in the professional opinion of Mr. Day, in the course of fulfilling the works described above, will be constructed by the applicant or his agents to properly ensure adequate support for the bed of Oceanview Road in accordance with MMCD guidelines;

(c) a drainage plan stamped by a geotechnical engineer will be created for the driveway realignment plan, which may be part of a drainage plan for the building site and the construction of a new dwelling on the lot;

(d) prior to construction of the driveway realignment and the retaining walls, the applicant shall, through the Public Works department and Village purchasing policies, be responsible for replacement of the existing ¾" pipes supplying water from the Village's water main to the dwelling to be constructed at 240 Oceanview Road, including all connection valves and other water pipes and parts, with 1 ½" pipes, in accordance with Fire Bylaw No. 428, 2011, and Water Rates and Regulations Bylaw No.2, 1971, as amended.

(e) the applicant will further consult with the Public Works department and comply with all directions and requirements of the Public Works department with respect to paragraph (d) above and the protection of all water infrastructure related thereto;

(f) the applicant shall sign a standard covenant with respect to the encroachment in substantially the form of Attachment (f) as prepared by the Village of Lions Bay indemnifying the Village from any and all liability and costs related to the driveway encroachment, and shall consent to the registration against the property at 240 Oceanview Road of the said covenant in the Land Title Office;

(g) the applicant shall pay the sum of \$400 in accordance with Schedule 2 of Fees and Charges Bylaw No. 462, 2014, as amended, in respect of the encroachment application. Fees with respect to the Tree Cutting Permit Application and any fees or charges applicable for water connection or other site works shall be in addition and in accordance with all Village of Lions Bay bylaws.

CARRIED

Audio: (01:48:00)

13. Public Questions & Comments

Mr. Doug Pollock

Mr. Pollock stated the following comments and concerns:

- The challenge of absentee owners who do not maintain the exterior of their property and how to communicate it to them, such as through the Village Update or via mail;
- A bond or deposit should be in place with regards to the proposed burn and demolition exercise at 240 Oceanview Road in the event that the debris is not removed;
- That a protocol should be in place for Council to initiate variances requested by residents firsthand and that the process is backwards as of now;
- The structure surrounding the highway water tank is broken and needs to be addressed.

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), (g), and (l).

CARRIED

The meeting was closed to the public at 9:04 p.m.

The meeting was re-opened to the public at 10:07 p.m.

15. Reporting Out From Closed Portion of Meeting

Council received an update on the Public Works Manager recruitment process from the CAO.

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 10:08 p.m.

Mayor

Corporate Officer

Date Adopted by Council:	
--------------------------	--

DRAFT

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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 22, 2016	Version	
Issued for	May 3, 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 (no deadline)	<i>4B – Delegations – Mr. David Shore</i> 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.
3	December 15, 2015 (amended) to come in June	<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.
4	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.
5	February 16, 2016	<i>5A – Regular Council Meeting – February 2, 2016</i> Councillor Waterson to respond to Ms. Schneider regarding the Village Hall fees.
6	February 16, 2016 For May 17th	<i>8Cib – Reports – Councillor McLaughlin – Library</i> CAO DeJong to report back regarding status of the new website.
7	February 16, 2016	<i>8Ciic – Reports – Councillor Waterson – 2016 Grant Opportunities</i> Amended to staff pursuing Infrastructure Planning Grant opportunities for eligible projects.
8	March 22, 2016	<i>11 – Correspondence</i> Mayor Buhr to bring a recommendation to Council regarding G9: Request for Support from District of Lillooet re Passenger Rail Service, with information on the Budd Car opportunity.
8	March 22, 2016	<i>11 Correspondence</i> Mayor Buhr to respond to R2: Correspondence – Sheila Bromiley.
9	April 5, 2016	<i>11 Correspondence</i> Councillor Hughes to respond to R1: Bree Stoddart.
10	April 19, 2016	<i>11 Correspondence</i> G-3: CAO to bring a recommendation to Council regarding Public Works Week options.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

11	April 19, 2016	<i>11 Correspondence</i> G-5: Councillor Waterson to write something for the Mayor's Message in the Village Update regarding Seniors Social Circle funding receipt.
12	April 19, 2016	<i>11 Correspondence</i> Staff to respond to Mr. and Mrs. Minish thanking them for their input which will be considered in staff's review of the encroachment application process.
13	April 19, 2016	<i>11 Correspondence</i> Staff to respond to Mr. Peterson regarding the daffodils along the side of the highway.

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
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.	
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)	
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.	

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
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	
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.	

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.
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.	THAT staff investigate the cost of spotlights for the flags outside Village Hall, and if the cost is \$500 or less, to proceed.
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 <u>each</u> 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.	THAT staff proceed to investigate the cost and feasibility of installing water meters at the school and marina, and report back to Council.
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	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.	THAT staff provide Council with quotes, final design options, and location options for the Outdoor Water Use signs.
16	18/Dec/15	Buhr	Street Sweeping Service Level	Can we vacuum 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.	THAT staff pursue a quote for vacuuming the debris off the side of the roads within the Village.

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
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; and THAT staff deal with the ants at the LB Beach washroom; and THAT staff explore all options to deal with summer garbage issues, including additional garbage/recycling bins at the LB Beach Park, and bring a report with recommendations.
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?	THAT staff take no action.
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)	THAT staff explore the cost and available designs for the vinyl wrap on the PRV and barrier protection near the school, and report back to Council.
22	1/Jan/16	Buhr	SOFI changes	Can changes to wording of the SOFI report be accommodated?	2	Council priority (communication)		CFO	Please advise what changes are being requested. Legislation is very prescriptive.	THAT, if permitted, staff to add description of who are the payees on the list of contractors.
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 seen 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.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	2016–2020 Five Year Financial Plan Bylaw		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	April 29, 2016	Version	
Issued for	May 3, 2016 Regular Council Meeting		

RECOMMENDATION

THAT the Information Report “2016–2020 Five Year Financial Plan Bylaw” be received.

ATTACHMENTS

- Schedule A of the 2016-2020 Five Year Financial Plan Bylaw No. 503, 2016

KEY INFORMATION

The Village of Lions Bay 2016–2020 Five Year Financial Plan Bylaw No. 503, 2016 received 1st and 2nd reading on April 19, 2016. Prior to 3rd reading, staff have made some minor changes to the financial groupings. These changes have been highlighted on the attachment. The purpose of the changes is to align the 5 Year Financial Plan groupings with the audited financial statement groupings to improve comparability.

FOLLOW UP ACTION

THAT Council give third reading to the 2016-2020 Five Year Financial Plan Bylaw No. 503, 2016 at the May 3, 2016 Council Meeting with the recommended changes.

Schedule A**Consolidated Financial Plan 2016 - 2020**

	2016	2017	2018	2019	2020
Revenues					
Fees, Licenses and Permits	93,835	94,605	95,386	96,179	98,325
Small Community Grant	285,000	285,000	285,000	285,000	285,000
Other Grants	422,613	57,950	57,950	57,950	57,950
Other	87,206	90,122	93,156	96,310	99,591
Taxation	1,410,612	1,516,594	1,632,938	1,758,551	1,894,173
Utility Fees and Rates	1,033,030	1,097,437	1,166,930	1,241,913	1,322,823
Grand Total	3,332,295	3,141,709	3,331,360	3,535,904	3,757,862
Expenditures					
Amortization	553,787	566,287	578,787	591,287	603,787
General Government	665,549	651,698	663,577	674,783	687,090
Protection Services	325,872	320,784	324,054	327,331	330,706
Public Works	408,818	369,920	376,026	382,108	388,516
Planning and Development	60,319	40,703	31,135	31,533	31,980
Parks, Recreation and Facilities	160,899	156,839	158,915	160,974	163,178
Solid Waste	200,125	200,125	200,125	200,125	200,125
Sewer Fund	71,534	70,446	71,532	72,623	73,759
Water Fund	744,856	584,910	594,735	604,541	615,028
Interest Payments	90,241	88,882	89,657	91,239	90,047
Grand Total	3,282,000	3,050,596	3,088,543	3,136,543	3,184,216
Surplus/(Deficit)	50,295	91,113	242,818	399,361	573,646
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	553,787	566,287	578,787	591,287	603,787
MFA Actuarial Gain on Debt	(17,506)	(20,422)	(23,456)	(26,610)	(29,891)
Cash Surplus	586,576	636,978	798,149	964,038	1,147,542
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(96,102)	(97,311)	(93,674)	(93,532)	(95,674)
Capital Expenditures	(569,313)	(70,000)	(70,000)	(70,000)	(70,000)
Transfer from (to) Reserves	78,838	(469,666)	(634,474)	(800,506)	(981,868)
Financial Plan Balance	-	-	-	-	-

To move Disaster Financial Assistance (EMBC) from Other Revenue to Other Grants - \$143,568

To move prompt payment discounts from revenue to expense

General Fund Financial Plan 2016 - 2020

	2016	2017	2018	2019	2020
Revenues					
Fees, Licenses and Permits	93,835	94,605	95,386	96,179	98,325
Small Community Grant	285,000	285,000	285,000	285,000	285,000
Other Grants	59,450	57,950	57,950	57,950	57,950
Other	71,152	71,594	72,054	72,532	73,029
Taxation	1,374,680	1,479,902	1,595,463	1,720,270	1,855,060
Utility Fees and Rates	199,925	199,925	199,925	199,925	199,925
Grand Total	2,084,043	2,188,976	2,305,779	2,431,856	2,569,289
Expenditures					
Amortization	354,561	362,061	369,561	377,061	384,561
Communications	123,401	118,252	120,026	121,826	123,654
Interest Payments	15,016	13,952	15,030	16,921	16,048
Fiscal Charges	3,950	3,950	3,950	3,950	3,950
Grants	29,879	29,469	29,469	29,469	29,469
Insurance	56,332	57,458	58,608	59,780	60,975
Internal Allocations	(59,000)	(59,000)	(59,000)	(59,000)	(59,000)
Maintenance	207,916	201,078	204,037	207,040	210,088
Materials, supplies, and equipment	90,913	90,989	92,317	93,664	95,031
Professional Fees / Contract Services	370,686	304,085	295,569	297,075	298,604
Salaries and benefits	888,858	889,589	903,123	915,756	929,943
Sundry	19,214	19,352	19,492	19,635	19,779
Training / Professional Development	77,636	72,755	73,847	74,954	76,079
Utilities	11,797	12,092	12,394	12,704	13,022
Grand Total	2,191,158	2,116,083	2,138,422	2,170,836	2,202,204
Surplus/(Deficit)	(107,116)	72,894	167,356	261,020	367,086
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	354,561	362,061	369,561	377,061	384,561
MFA Actuarial Gain on Debt	(2,652)	(3,094)	(3,554)	(4,032)	(4,529)
Cash Surplus	244,793	431,860	533,364	634,049	747,118
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(43,375)	(44,439)	(40,653)	(40,357)	(42,342)
Capital expenditures	(158,550)	(45,000)	(45,000)	(45,000)	(45,000)
Transfer from (to) Water Fund	(85,340)	125,418	183,854	247,761	316,877
Transfer from (to) Sewer Fund	(36,366)	1,827	2,910	4,052	5,216
Transfer from (to) Reserves	78,838	(469,666)	(634,474)	(800,506)	(981,868)
Financial Plan Balance	-	-	-	-	-

To move prompt payment discount from revenue to expense - \$6,000

Water Fund Financial Plan 2016 - 2020

	2016	2017	2018	2019	2020
Revenues					
Parcel Tax	10,585	10,585	10,585	10,585	10,585
Utility Fees and Rates	788,283	851,346	919,453	993,010	1,072,450
Grants	219,595	-	-	-	-
Disaster Financial Assistance (EMBC)	143,568	-	-	-	-
Other	16,053	18,528	21,102	23,778	26,562
Grand Total	1,178,084	880,459	951,140	1,027,373	1,109,597
Expenditures					
Amortization	161,167	166,167	171,167	176,167	181,167
Communications	2,538	2,576	2,614	2,653	2,693
Interest Payments	75,225	74,930	74,628	74,318	73,999
Emergency Repairs	143,568	-	-	-	-
Insurance	23,077	23,539	24,009	24,489	24,979
Internal Allocations	55,000	55,000	55,000	55,000	55,000
Maintenance	35,647	36,182	36,724	37,275	37,834
Materials, Supplies, and Equipment	14,921	15,144	15,371	15,602	15,836
Professional Fees / Contract Services	130,627	106,640	108,239	109,863	111,511
Salaries and Benefits	303,676	308,501	313,826	318,986	324,672
Sundry	16,891	17,995	19,184	20,463	21,842
Training / Professional Development	5,075	5,151	5,228	5,307	5,386
Utilities	13,838	14,183	14,538	14,901	15,274
Grand Total	981,249	826,008	840,530	855,026	870,194
Surplus/(Deficit)	196,836	54,451	110,610	172,347	239,403
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	161,167	166,167	171,167	176,167	181,167
MFA Actuarial Gain on Debt	(14,853)	(17,328)	(19,902)	(22,578)	(25,362)
Cash Surplus	343,149	203,290	261,875	325,936	395,208
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(52,726)	(52,872)	(53,021)	(53,174)	(53,332)
Capital Expenditures	(375,763)	(25,000)	(25,000)	(25,000)	(25,000)
Transfer from (to) general fund	85,340	(125,418)	(183,854)	(247,761)	(316,877)
Financial Plan Balance	-	-	-	-	-

To move prompt payment discount from revenue to expense - \$13,085

Sewer Fund Financial Plan 2016 - 2020

	2016	2017	2018	2019	2020
Revenues					
Taxation	25,346	26,107	26,890	27,697	28,528
Utility Fees and Rates	44,822	46,167	47,552	48,978	50,448
Grand Total	70,168	72,274	74,442	76,675	78,975
Expenditures					
Amortization	38,059	38,059	38,059	38,059	38,059
Insurance	2,230	2,275	2,320	2,366	2,414
Internal Allocations	4,000	4,000	4,000	4,000	4,000
Maintenance	30,450	30,907	31,370	31,841	32,319
Materials, Supplies, and Equipment	1,015	1,030	1,046	1,061	1,077
Professional Fees / Contract Services	8,981	6,954	7,058	7,164	7,272
Salaries and Benefits	20,374	20,689	21,035	21,374	21,746
Sundry	1,622	1,666	1,711	1,757	1,805
Training / Professional Development	761	773	784	796	808
Utilities	2,101	2,154	2,208	2,263	2,319
Grand Total	109,593	108,505	109,591	110,682	111,818
Deficit	(39,425)	(36,232)	(35,149)	(34,007)	(32,843)
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization of tangible capital assets	38,059	38,059	38,059	38,059	38,059
Cash Surplus (Deficit)	(1,366)	1,827	2,910	4,052	5,216
Cash items NOT included in Annual Surplus (Deficit)					
Capital Expenditures	(35,000)	-	-	-	-
Transfer from (to) general fund	36,366	(1,827)	(2,910)	(4,052)	(5,216)
Financial Plan Balance	-	-	-	-	-

To move prompt payment discount from revenue to expense - \$1,300

Intentionally Blank



Royal Gendarmerie
Canadian royale
Mounted du
Police Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Insp. Neil CROSS
OIC Sea to Sky RCMP
1000 Finch Drive
Squamish BC
V8B 0M5

Your File Votre référence

n/a

Administrator - Village of Lions Bay
400 Centre Road
Lions Bay BC
V0N 2E0

Our File Notre référence

n/a

2016-04-14

To whom it may concern,

Lions Bay Activity Report - March 2016

The following is a list describing individual calls for service from the RCMP in and around the area of Lions Bay.

HWY 99 (within limits of Lions Bay)

Traffic - Moving x 13
Collision - Damage Over \$1000 x 3
Collision - Non-fatal Injury x 1
Traffic - Insurance Violation x 1
Animal Calls x 2
Suspicious Person/Vehicle/Occurrence x 2
Possession - Cannabis 30g & Under x 1
Impaired Operation of Motor Vehicle x 1

24 calls for service

LIONS BAY VILLAGE

Theft Under \$5000 x 1
Theft from Motor Vehicle x 2
Coroners Act x 1
Breach of Peace x 1
Possession - Other Schedule III Drugs x 1
Possession - Cannabis 30g & Under x 1
911 - False/Abandoned x 1

8 calls for service

Total = 32

Should you have any questions, please do not hesitate to contact the Squamish RCMP Detachment at (604)892-6100.

Regards,

N.M. (Neil) Cross, Inspector
OIC Sea to Sky RCMP
Royal Canadian Mounted Police
1000 Finch Drive Squamish B.C.
PH 604 932-3044

SGT. JOLAIN PERCHAL

APR 18 2016

REG. #45934

/kh



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Insp. Neil Cross
OIC Sea to Sky RCMP
1000 Finch Drive
Squamish BC V8B 0M5

Your File Votre référence

N/A

Administrator - Village of Lions Bay
400 Centre Road
Lions Bay BC
V0N 2E0

Our File Notre référence

2016-04-14

To Whom it May Concern:

LIONS BAY FALSE ALARM REPORT - March 2016

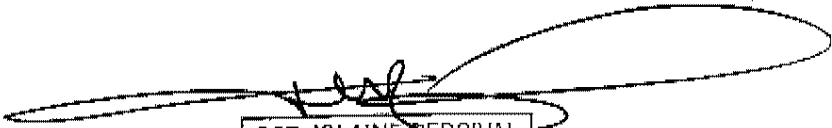
The following is a list of calls for service from the RCMP in response to alarms:

DATE	FILE #	ADDRESS	POLICE ATTENDANCE	HISTORY 2014/15
------	--------	---------	-------------------	-----------------

TOTAL = 0

Should you have any questions, please do not hesitate to contact the Squamish Detachment at (604)892-6100.

Regards


SGT. JOLAINE PERCIVAL

APR 18 2016

REG. #45934

N.M. (Neil) Cross, Inspector
OIC Sea to Sky RCMP
Royal Canadian Mounted Police
1000 Finch Drive Squamish B.C.
Cell: 604-902-2925

:/kh



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Village of Lions Bay 2016-2020 Five Year Financial Plan Bylaw No. 503, 2016

Adopted:

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Phone: 604-921-9333 Fax: 604-921-6643
Email: office@lionsbay.ca Web: www.lionsbay.ca

**VILLAGE OF LIONS BAY 2016 – 2020 FIVE YEAR FINANCIAL PLAN
BYLAW NO. 503, 2016**

A bylaw to approve the Five Year Financial Plan for the years 2016 – 2020 inclusive

Pursuant to the provisions of Section 165 (1) of the *Community Charter*, the Municipal Council caused to be prepared a Five Year Financial Plan for the period 2016 to 2020 inclusive and the Municipal Council of the Village of Lions Bay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as the "**Village of Lions Bay 2016 – 2020 Five Year Financial Plan Bylaw No. 503, 2016**".
2. The 2015-2019 Five Year Financial Plan Bylaw No. 485, 2015 (adopted on May 12, 2015) is hereby repealed.
3. The Council does hereby adopt the Five Year Financial Plan for the years 2016-2020 inclusive, for each year of the plan, as set out in Schedules A, B and C, attached to this Bylaw and forming a part thereof, as follows:

Schedule A: Consolidated Financial Plan
General Fund Financial Plan
Water Fund Financial Plan
Sewer Fund Financial Plan
Schedule B: Schedule of Debt Repayments
Schedule C: Revenue Disclosure Statement

READ A FIRST TIME **April 19, 2016**

READ A SECOND TIME **April 19, 2016**

READ A THIRD TIME **xx**

ADOPTED **xx**

Mayor

Corporate Officer

**Certified a true copy of
2016 – 2020 Five Year Financial Plan
Bylaw No. 503, 2016 as adopted.**

Corporate Officer

Schedule A**Consolidated Financial Plan 2016 - 2020**

	2016	2017	2018	2019	2020
Revenues					
Fees, Licenses and Permits	93,835	94,605	95,386	96,179	98,325
Small Community Grant	285,000	285,000	285,000	285,000	285,000
Other Grants	422,613	57,950	57,950	57,950	57,950
Other	87,206	90,122	93,156	96,310	99,591
Taxation	1,410,612	1,516,594	1,632,938	1,758,551	1,894,173
Utility Fees and Rates	1,033,030	1,097,437	1,166,930	1,241,913	1,322,823
Grand Total	3,332,295	3,141,709	3,331,360	3,535,904	3,757,862
Expenditures					
Amortization	553,787	566,287	578,787	591,287	603,787
General Government	665,549	651,698	663,577	674,783	687,090
Protection Services	325,872	320,784	324,054	327,331	330,706
Public Works	408,818	369,920	376,026	382,108	388,516
Planning and Development	60,319	40,703	31,135	31,533	31,980
Parks, Recreation and Facilities	160,899	156,839	158,915	160,974	163,178
Solid Waste	200,125	200,125	200,125	200,125	200,125
Sewer Fund	71,534	70,446	71,532	72,623	73,759
Water Fund	744,856	584,910	594,735	604,541	615,028
Interest Payments	90,241	88,882	89,657	91,239	90,047
Grand Total	3,282,000	3,050,596	3,088,543	3,136,543	3,184,216
Surplus/(Deficit)	50,295	91,113	242,818	399,361	573,646
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	553,787	566,287	578,787	591,287	603,787
MFA Actuarial Gain on Debt	(17,506)	(20,422)	(23,456)	(26,610)	(29,891)
Cash Surplus	586,576	636,978	798,149	964,038	1,147,542
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(96,102)	(97,311)	(93,674)	(93,532)	(95,674)
Capital Expenditures	(569,313)	(70,000)	(70,000)	(70,000)	(70,000)
Transfer from (to) Reserves	78,838	(469,666)	(634,474)	(800,506)	(981,868)
Financial Plan Balance	-	-	-	-	-

General Fund Financial Plan 2016 - 2020

	2016	2017	2018	2019	2020
Revenues					
Fees, Licenses and Permits	93,835	94,605	95,386	96,179	98,325
Small Community Grant	285,000	285,000	285,000	285,000	285,000
Other Grants	59,450	57,950	57,950	57,950	57,950
Other	71,152	71,594	72,054	72,532	73,029
Taxation	1,374,680	1,479,902	1,595,463	1,720,270	1,855,060
Utility Fees and Rates	199,925	199,925	199,925	199,925	199,925
Grand Total	2,084,043	2,188,976	2,305,779	2,431,856	2,569,289
Expenditures					
Amortization	354,561	362,061	369,561	377,061	384,561
Communications	123,401	118,252	120,026	121,826	123,654
Interest Payments	15,016	13,952	15,030	16,921	16,048
Fiscal Charges	3,950	3,950	3,950	3,950	3,950
Grants	29,879	29,469	29,469	29,469	29,469
Insurance	56,332	57,458	58,608	59,780	60,975
Internal Allocations	(59,000)	(59,000)	(59,000)	(59,000)	(59,000)
Maintenance	207,916	201,078	204,037	207,040	210,088
Materials, supplies, and equipment	90,913	90,989	92,317	93,664	95,031
Professional Fees / Contract Services	370,686	304,085	295,569	297,075	298,604
Salaries and benefits	888,858	889,589	903,123	915,756	929,943
Sundry	19,214	19,352	19,492	19,635	19,779
Training / Professional Development	77,636	72,755	73,847	74,954	76,079
Utilities	11,797	12,092	12,394	12,704	13,022
Grand Total	2,191,158	2,116,083	2,138,422	2,170,836	2,202,204
Surplus/(Deficit)	(107,116)	72,894	167,356	261,020	367,086
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	354,561	362,061	369,561	377,061	384,561
MFA Actuarial Gain on Debt	(2,652)	(3,094)	(3,554)	(4,032)	(4,529)
Cash Surplus	244,793	431,860	533,364	634,049	747,118
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(43,375)	(44,439)	(40,653)	(40,357)	(42,342)
Capital expenditures	(158,550)	(45,000)	(45,000)	(45,000)	(45,000)
Transfer from (to) Water Fund	(85,340)	125,418	183,854	247,761	316,877
Transfer from (to) Sewer Fund	(36,366)	1,827	2,910	4,052	5,216
Transfer from (to) Reserves	78,838	(469,666)	(634,474)	(800,506)	(981,868)
Financial Plan Balance	-	-	-	-	-

Water Fund Financial Plan 2016 - 2020

	2016	2017	2018	2019	2020
Revenues					
Parcel Tax	10,585	10,585	10,585	10,585	10,585
Utility Fees and Rates	788,283	851,346	919,453	993,010	1,072,450
Grants	219,595	-	-	-	-
Disaster Financial Assistance (EMBC)	143,568	-	-	-	-
Other	16,053	18,528	21,102	23,778	26,562
Grand Total	1,178,084	880,459	951,140	1,027,373	1,109,597
Expenditures					
Amortization	161,167	166,167	171,167	176,167	181,167
Communications	2,538	2,576	2,614	2,653	2,693
Interest Payments	75,225	74,930	74,628	74,318	73,999
Emergency Repairs	143,568	-	-	-	-
Insurance	23,077	23,539	24,009	24,489	24,979
Internal Allocations	55,000	55,000	55,000	55,000	55,000
Maintenance	35,647	36,182	36,724	37,275	37,834
Materials, Supplies, and Equipment	14,921	15,144	15,371	15,602	15,836
Professional Fees / Contract Services	130,627	106,640	108,239	109,863	111,511
Salaries and Benefits	303,676	308,501	313,826	318,986	324,672
Sundry	16,891	17,995	19,184	20,463	21,842
Training / Professional Development	5,075	5,151	5,228	5,307	5,386
Utilities	13,838	14,183	14,538	14,901	15,274
Grand Total	981,249	826,008	840,530	855,026	870,194
Surplus/(Deficit)	196,836	54,451	110,610	172,347	239,403
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	161,167	166,167	171,167	176,167	181,167
MFA Actuarial Gain on Debt	(14,853)	(17,328)	(19,902)	(22,578)	(25,362)
Cash Surplus	343,149	203,290	261,875	325,936	395,208
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(52,726)	(52,872)	(53,021)	(53,174)	(53,332)
Capital Expenditures	(375,763)	(25,000)	(25,000)	(25,000)	(25,000)
Transfer from (to) general fund	85,340	(125,418)	(183,854)	(247,761)	(316,877)
Financial Plan Balance	-	-	-	-	-

Sewer Fund Financial Plan 2016 - 2020

	2016	2017	2018	2019	2020
Revenues					
Taxation	25,346	26,107	26,890	27,697	28,528
Utility Fees and Rates	44,822	46,167	47,552	48,978	50,448
Grand Total	70,168	72,274	74,442	76,675	78,975
Expenditures					
Amortization	38,059	38,059	38,059	38,059	38,059
Insurance	2,230	2,275	2,320	2,366	2,414
Internal Allocations	4,000	4,000	4,000	4,000	4,000
Maintenance	30,450	30,907	31,370	31,841	32,319
Materials, Supplies, and Equipment	1,015	1,030	1,046	1,061	1,077
Professional Fees / Contract Services	8,981	6,954	7,058	7,164	7,272
Salaries and Benefits	20,374	20,689	21,035	21,374	21,746
Sundry	1,622	1,666	1,711	1,757	1,805
Training / Professional Development	761	773	784	796	808
Utilities	2,101	2,154	2,208	2,263	2,319
Grand Total	109,593	108,505	109,591	110,682	111,818
Deficit	(39,425)	(36,232)	(35,149)	(34,007)	(32,843)
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization of tangible capital assets	38,059	38,059	38,059	38,059	38,059
Cash Surplus (Deficit)	(1,366)	1,827	2,910	4,052	5,216
Cash items NOT included in Annual Surplus (Deficit)					
Capital Expenditures	(35,000)	-	-	-	-
Transfer from (to) general fund	36,366	(1,827)	(2,910)	(4,052)	(5,216)
Financial Plan Balance	-	-	-	-	-

Schedule B**2016 - 2020 Schedule of Debt Repayments**

	2016	2017	2018	2019	2020
Interest Payments	90,241	88,882	89,657	91,239	90,047
Principal Payments	96,102	97,311	93,674	93,532	95,674
Total Annual Repayments	186,343	186,193	183,332	184,771	185,721

SCHEDULE C

2016 REVENUE DISCLOSURE STATEMENT

Proportion of Revenue from Each Funding Source

REVENUE SOURCE	% TOTAL REVENUE
Property and Parcel Taxes	42.6%
Utility Fees and Rates	30.6%
Grants	17.0%
Fees, Licences, Permits and Fines	2.8%
Other Revenues	7.0%
TOTAL	100.0%

Property Tax Distribution

The distribution of property tax revenue among the property classes is shown in the table below.

The objective of Council is to set tax rates based on the principle of equity and responsiveness to economic goals.

PROPERTY CLASS	% PROPERTY VALUE TAX	
	2015	2016
Residential (1)	99.76%	99.78%
Utilities (2)	0.05%	0.05%
Business (6)	0.16%	0.14%
Recreation (8)	0.03%	0.03%
TOTAL	100.00%	100.00%

Permissive Tax Exemptions

The Village of Lions Bay has no permissive tax exemptions in effect at this time as there are no qualifying organizations.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Village of Lions Bay Sewer Parcel Tax By-law #108, 1982, Amendment Bylaw No. 504, 2016

Adopted:

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Phone: 604-921-9333 Fax: 604-921-6643
Email: office@lionsbay.ca Web: www.lionsbay.ca

**Village of Lions Bay Sewer Parcel Tax By-law #108, 1982,
Amendment Bylaw No. 504, 2016**

A bylaw to provide for the amendment of Village of Lions Bay Sewer Parcel Tax By-law #108, 1982.

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

Citation

1. This bylaw may be cited for all purposes as "Village of Lions Bay Sewer Parcel Tax By-law #108, 1982, Amendment Bylaw No. 504, 2016".

Amendments

2. Section 3 of Village of Lions Bay Sewer Parcel Tax By-law #108, 1982, as amended, is hereby deleted and the following substituted therefore:

The annual tax shall be in the amount of \$266.80 per parcel.

READ A FIRST TIME **April 19, 2016**

READ A SECOND TIME **April 19, 2016**

READ A THIRD TIME **xx**

ADOPTED **xx**

Mayor

Corporate Officer

Certified a true copy of
Village of Lions Bay Sewer Parcel Tax By-law #108, 1982,
Amendment Bylaw No. 504, 2016 as adopted

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Village of Lions Bay Tax Rates Bylaw No. 505, 2016

Adopted:

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0
Phone: 604-921-9333 Fax: 604-921-6643
Email: office@lionsbay.ca Web: www.lionsbay.ca

VILLAGE OF LIONS BAY TAX RATES BYLAW NO. 505, 2016**A bylaw for the levying of rates for
Municipal and Regional District purposes for the year 2016.**

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

1. The following rates are hereby imposed and levied for the year 2016 on the taxable land and improvements as set out in the assessment roll:
 - a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
 - b) For all lawful fire operational purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
 - c) For purposes of the Greater Vancouver Regional District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in Column "C" of Schedule "A" attached hereto and forming a part hereof.
2. This Bylaw may be cited as "Village of Lions Bay Tax Rates Bylaw No. 505, 2016"

READ A FIRST TIME **April 19, 2016**

READ A SECOND TIME **April 19, 2016**

READ A THIRD TIME **xx**

ADOPTED **xx**

Mayor

Corporate Officer

**Certified a true copy of
Village of Lions Bay Tax Rates Bylaw No. 505, 2016 as adopted.**

Corporate Officer

SCHEDULE "A"**Forming part of Village of Lions Bay Tax Rates Bylaw No. 505, 2016****TAX RATES****(Dollars of tax per \$1,000.00 taxable value)**

Property Class	A General Municipal	B Fire Protection	C Greater Vancouver Regional District
1. Residential	1.6114	0.3376	0.0617
2. Utilities	33.0704	6.9296	0.2160
3. Supportive Housing	1.6114	0.3376	0.0617
4. Major Industry	4.9548	1.0382	0.2098
5. Light Industry	4.9548	1.0382	0.2098
6. Business and Other	4.9548	1.0382	0.1512
7. Managed Forest Land	4.9548	1.0382	0.1851
8. Recreation Property / Non-Profit Organization	8.1257	1.7027	0.0617
9. Farm	1.6114	0.3376	0.0617

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VILLAGE OF LIONS BAY

Incoming Correspondence - May 3, 2016

General Correspondence:

G-1: Letter from Honourable Shirley Bond - [Page 1](#)

G-2: E-Comm Board of Directors Designate - [Page 7](#)

G-3: Invitation - NS Congress for May 31, 2016 - [Page 8](#)

G-4: Graduated Licensing Program for Motorcycles April 2016 - [Page 9](#)



APR 26 2016

Ref: 112526

Dear Mayor:

As you know, approximately 18 million overnight visitors vacation in British Columbia (BC) each year, contributing over \$14 billion in revenue annually to the provincial economy. Tourism touches every part of our province and has become one of BC's leading business sectors.

The BC visitor economy comprises more than 19,200 tourism-related businesses that employ more than 127,000 people. To celebrate Tourism Week and acknowledge the operators, employees, suppliers, destination marketing organizations and other stakeholders who contribute to the industry, we are inviting mayors from every community to become official tourism ambassadors for a day on Monday, May 30, 2016.

This initiative is part of a concerted effort to showcase local tourism products and experiences, and demonstrate that tourism matters to residents in communities across the province.

We encourage you to select a local visitor centre, major attraction, resort, gift shop, transit hub or another high-profile location to work alongside staff and volunteers to meet with and service visitors to your community for one hour that day. You may also want to consider a promotion for visitors and locals that includes prizes such as attraction tickets or giveaways such as pins, coffee or items that represent your region.

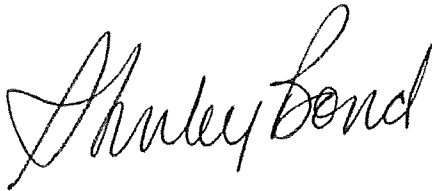
To engage local media as part of the initiative, the Tourism Industry Association of BC has developed a template with key messaging on the BC visitor economy. You will need to augment the release with information about your community's tourism services, attractions, amenities, development plans, key performance indicators and other news on the benefits your local visitor economy generates for citizens.

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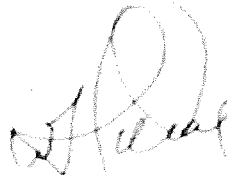
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We sincerely hope that you will be a part of this unique and exciting endeavour. Thank you for helping to build tourism into one of BC's leading and sustainable industries, and for supporting Tourism Week, May 29 to June 4, 2016.

Sincerely,

A handwritten signature in black ink, reading "Shirley Bond". The signature is written in a cursive style with a large, looped 'S' and a clear 'Bond' at the end.

Shirley Bond
Minister of Jobs, Tourism and Skills Training
and Minister Responsible for Labour

A handwritten signature in black ink, reading "Walt Judas". The signature is written in a cursive style with a large, looped 'W' and a clear 'Judas' at the end.

Walt Judas
Chief Executive Officer
Tourism Industry Association of BC

Attachments



NATIONAL TOURISM WEEK – MAY 29 TO JUNE 4, 2016

Tourism – By the Numbers

- Globally, tourism accounts for 1 out of every 11 jobs and generates US\$1.5 trillion in exports.
- In Canada, tourism generated \$88.5 billion in economic activity and fostered 628,000 jobs in 2013.
- Tourism in BC contributed \$7.1 billion in GDP in 2014 to the provincial economy, a 4.5% increase over 2013. Tourism GDP grew more rapidly than that of the whole B.C. economy, which grew 2.8% in 2014.
- In 2014, the BC tourism industry generated \$14.6 billion in revenue, a 5.1% increase over 2013, and a 37.7% increase from 2004.
- In 2014, tourism contributed more to GDP than the forestry, agriculture and fish primary resource industries.
- In 2014, 127,500 people were employed in BC tourism-related businesses, a 2.2% increase over 2013 and an 18.4% increase since 2004. BC is home to over 19,000 tourism businesses.
- A total of 4.9 million international visitors came to B.C. in 2015 – 359,750 more people compared to 2014, up 7.9% over 2014.
- British Columbia experienced increases in visitation from all markets in 2015.

More provincial statistics on tourism industry performance can be found at:
www.destinationbc.ca/Research/Industry-Performance.aspx

Key Points

- Tourism is a key economic driver in BC
- Tourism is a growing industry - there has been an increase in visitors, in number of businesses and number of people employed in tourism.
- Tourism has the ability to connect different parts of a community, relying on the cooperation of local government, entrepreneurs, non-profit organizations and private citizens alike. Working together to offer a positive experience to visitors usually includes steps to beautify a community and often leads to increased community pride.
- Tourism and economic development go hand in hand. Tourism depends upon and grows the same essential ingredients that make our communities desirable. Things like quality of life and extended infrastructure. Tourism talks the same talk with economic development efforts to attract investment, stimulate jobs, draw new residents and showcase our region to others. Tourism links directly to sectors and industries such as agriculture, construction and transportation.
- Size/importance/economic value of tourism to <Community Name>.
- #BCTourismMatters (*please share this hashtag to help us build interest in our online conversations*)

Follow TIABC on social media ([Instagram](#), [Facebook](#), [LinkedIn](#) and [Twitter](#)) and share Tourism Week stories.

Visit the TIABC website – www.TIABC.ca - for more information on the tourism industry, our advocacy efforts and our communications.

The Tourism Industry Association of BC (TIABC) advocates for the interests of British Columbia's \$14 billion+ visitor economy. As a not-for-profit trade association, TIABC works collaboratively with its members – private sector tourism businesses, industry associations and destination marketing organizations – to ensure the best working environment for a competitive tourism industry.

Please see the following page for a sample News Release for your community to use to promote National Tourism Week.

NEWS RELEASE

For Immediate Release

May 27, 2016

<Community Name> Celebrates Tourism Week

<Community, BC:> <Community Name> is joining dozens of communities, cities and regions around British Columbia to recognize National Tourism Week- May 29 to June 4.

BC's visitor economy has been one of the province's top performing business sectors over the past two years, expanding faster than the economy at large and outpacing traditional sectors such as agriculture and fishing.

Mayor <Name> will recognize the achievements of tourism operators, employees, destination marketing organizations and other stakeholders by personally welcoming guests to {visitor venue} on Monday, May 30'h from {time}. The mayor will also give away a {community visitor prize package} to a lucky visitor at the conclusion of {his/her} shift as a visitor counsellor.

In 2015, {community} generated some (xxx) visitors who experienced everything from (activity to activity). The economic impact to (community) is estimated to be \$_____

Sample Community Mayor quote: *"Our community has enjoyed another banner year. Tourism represents \$_ to the region; We welcome over x number of visitors each year; Our community is home to over x tourism businesses that offer authentic/remarkable experiences. Tourism is an important piece/critical piece of our economy that requires professional marketing expertise managed by our local Destination Marketing Organization Tourism <Name>."*

While the BC tourism industry experienced both summer and winter seasons of record setting numbers last year, the trend is continuing as businesses and destinations across BC have already enjoyed a busy first quarter and are anticipating more record results this summer. Operators and communities around BC are sharing their Tourism Week celebrations on social media using the hashtag #BCTourismMatters.

Walt Judas, TIABC CEO

"The Tourism Industry Association of BC (TIABC) is excited to be celebrating National Tourism Week with our member partners across this province. While TIABC continues to advocate for the interests of BC's \$14.6 billion industry, we also take the opportunity to celebrate the tremendous success and importance of the visitor economy to our province. Wishing all of British Columbia a fantastic National Tourism Week because #BCTourismMatters."

Shirley Bond, Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour-
"British Columbia is experiencing incredible growth in tourism. We saw a 7.9% increase in international tourists as 4.9 million international visitors came to our province in 2015. With a strong U.S. dollar, many British Columbians are also opting to experience B.C.'s world-class

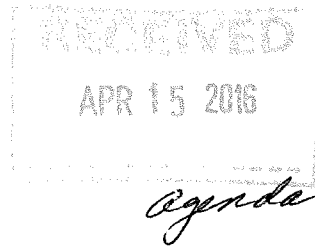
tourism through a staycation and exploring BC. It is indeed a time to celebrate Tourism Week in Canada and such an important industry that's helping B.C. be an economic leader in Canada."

355 West Queens Road
North Vancouver BC
V7N 4N5

www.dnv.org



James A. Gordon CMC
Municipal Clerk
Phone: 604 990 2207
Fax: 604 984 9637
gordonj@dnv.org



April 12, 2016
File: 14.7150.20/000.000

Ms. Jody Robertson
Corporate Secretary
E-Comm 9-1-1
3301 East Pender Street
Vancouver, BC V5K 5J3

Dear Ms. Robertson:

Re: E-Comm Board of Directors Designate - 2016/2017 Term

I wish to advise that, after consultation with the City of North Vancouver, the District of West Vancouver and the Village of Lions Bay, the District of North Vancouver hereby nominates Mayor Richard Walton to the E-Comm Board of Directors for the 2016-2017 term.

Regards,

Linda Brick
Deputy Municipal Clerk

cc: Mayor Darrell Mussatto and Council – City of North Vancouver
Mayor Michael Smith and Council – District of West Vancouver
Mayor Karl Buhr and Council – Village of Lions Bay



CITY OF NORTH VANCOUVER



DISTRICT OF NORTH VANCOUVER



DISTRICT OF WEST VANCOUVER

April 26, 2016

Dear Colleague,

As Mayors of the three North Shore municipalities, we are pleased to invite you to the following meeting:

North Shore Congress
Tuesday May 31, 2016
Meeting 5:00 pm - 8:00 pm
Location: Capilano University
Rooms BR321 and BR322 in the Birch Building
2055 Purcell Way, North Vancouver, B.C. V7J 3H5

Light dinner will be served from 5:00 to 6:00 pm
Meeting commences promptly at 6:00 pm

Due to unforeseen circumstances, the date has been changed from Wednesday May 25th to **Tuesday May 31st**.

The agenda will include an interactive session facilitated by Mr. Charles Holmes about enhancing social connectedness on the North Shore. There will also be art from local students on display.

As a reminder, the purpose of the Congress is to bring together key North Shore decision-makers from each of the jurisdictions (Mayors, Councillors, School Trustees, MPs, MLAs, First Nations Chiefs and Councils, and Vancouver Coastal Health) to discuss issues of significance in the areas of health, social well-being, vitality and the sustainability of our North Shore community. These issues are not specific to any one jurisdiction and so their solution demands broad understanding and collaborative action of decision-makers at all levels.

Please confirm your attendance by RSVP to **Roya Dolling at roya.dolling@vch.ca or by phone at 604-983-6701 by May 12, 2016**. Please provide any dietary restrictions.

Sincerely,

Darrell Mussatto
Mayor
City of North Vancouver

Richard Walton
Mayor
District of North Vancouver

Michael Smith
Mayor
District of West Vancouver

File: 1.1.2.0

April 15, 2016

The Honourable Christy Clark
Premier of British Columbia
PO Box 9041, Stn, Prov. Govt.
Victoria, B.C.
V8V 1X4

Dear Premier Clark:

Re: C.O.R.E.Y. Motorcycle Safety GLP-M

We are writing this letter in support of the implementation of the Graduated Licensing Program for Motorcyclists with Training and Power Restrictions.

On March 3, 2005, a motorcycle accident occurred that would forever change the life of Ms. Denise Lodge. Her 21 year old son Corey bought his first motorcycle, a high speed 1000cc racing sport bike. He wrote his Learners License on the same day. In less than 24 hours he was involved in a fatal accident on the Malahat Highway.

Ms. Lodge, a Kitimat resident, has been one of the catalysts for the changes that have already occurred, including increased fines for dangerous behaviour while riding, mandatory approved helmet laws and new seating requirements. Most recently Ms. Lodge worked with a representative from Road Safety BC to develop a presentation which is an introduction to motorcycle safety with a target audience of Grade 9 – 12 High School Students. The presentation has already been made to High School Students in Kitimat, Terrace and Prince Rupert. Ms. Lodge was accompanied on her presentations by Mr. Bowness of Road Safety BC and RCMP Officers from the three communities.

The final implementation of the Graduated Licensing Program for Motorcyclists with Training and Power Restrictions was set for implementation in spring 2013. We understand that it was delayed as it requires modifications to the existing technology and business processes.

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We have provided a grant to Ms. Lodge so that she can continue to share her story and connect with youth throughout BC, to show them first-hand, the reality of how a motorcycle accident impacts the lives of everyone connected to the rider, and how important safety, training and skills are for a safe ride.

The District of Kitimat supports the implementation of the Graduated Licensing Program for Motorcycles with Training and Power Restrictions and respectfully asks that it be set as a high priority. In addition, we hope that the government can continue to support Ms. Lodge's presentations to youth.

Yours truly,



Philip Germuth
Mayor

cc: Minister of Justice and Attorney General
Minister of Transportation and Infrastructure
Mr. Robin Austin, MLA – Skeena
Mr. Nathan Cullen – MP – Skeena Bulkley Valley
ICBC
BC School Trustees
UBCM Member Communities
Ms . Denise Lodge

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