



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

---

### **REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, OCTOBER 18, 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**
- 5. Minutes**
  - A. October 4, 2016 – Regular Council Meeting (Page 3)  
RECOMMENDATION: THAT the Regular Council Meeting minutes of October 4, 2016 be approved as circulated.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
  - A. Information and Resource Requests (IRR) (Page 9)  
RECOMMENDATION: THAT the staff update on IRR Resolutions be received.
- 8. Reports**
  - A. Staff
    - i. CFO – Council Remuneration (Page 23)  
RECOMMENDATION: THAT the Information Report “Council Remuneration” be received for information purposes.
  - B. Mayor
  - C. Council
  - D. Committees
  - E. Emergency Services
    - i. Lions Bay Fire Rescue Monthly Report (Page 27)
- 9. Resolutions**
- 10. Bylaws**
- 11. Correspondence**
  - A. List of Correspondence to October 13, 2016 (Page 29)

**12. New Business**

**13. Public Questions & Comments**

**14. Closed Council Meeting**

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter*:

**90 (1)** A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**15. Reporting Out From Closed Portion of Meeting**

**16. Adjournment**




---

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

---

**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, OCTOBER 4, 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

Regrets: Councillor Ron McLaughlin

Staff: Chief Administrative Officer Peter DeJong  
Public Works Manager Naizam Jaffer  
Office Coordinator Shawna Gilroy (Recorder)

Delegations: 0

Public: 3

**1. Call to Order**

Mayor Buhr called the meeting to order at 7:00 p.m.

**2. Approval of Agenda**

Moved/Seconded

THAT section 90(1) (i) be added as a basis for closing the meeting, and the agenda be approved.

**CARRIED**

**3. Public Participation**

A. Tony Cox

Mr. Cox noted that Seniors waiting for the bus at Cross Creek and Centre Roads could really use a bench. The Mayor noted that he'll be meeting with the CEO of Translink on October 14<sup>th</sup> and will raise the matter then.

**4. Delegations**

None

**5. Minutes**

A. Regular Council Meeting – September 6, 2016

Item 8Ai: change CAO Rooke to CFO Rooke.

Moved/Seconded

THAT the Regular Council Meeting Minutes of September 6, 2016 be approved as amended.

**CARRIED**

**6. Business Arising from the Minutes**

**A. Loan Authorization Bylaw**

CAO DeJong informed Council that the Loan Authorization Bylaw was approved by the Inspector of Municipalities, clearing the way for the bylaw to proceed to referendum.

**7. Unfinished Business**

None

*Audio: 00:10*

**8. Reports**

**A. Staff**

**i. Public Works Manager – Award of Contract for Bayview Road and Drainage Design**

Public Works Manager Jaffer explained the Award of Contract for Bayview Road and Drainage Design report and Council queried background information on ISL Engineering and Land Services.

Moved/Seconded

THAT ISL Engineering and Land Services (ISL) be awarded the engineering design work for Bayview Road and Drainage; and

THAT the Mayor and Corporate Officer be authorized to execute contract documents in accordance with the ISL proposal.

**CARRIED**

**ii. Office Coordinator – End of Season Bylaw Enforcement Report**

Council reviewed the End of Season Bylaw Report that encapsulated the reports from the Village's two Bylaw Enforcement Officers for the 2016 summer season.

Moved/Seconded

THAT the Information Report "End of Season Bylaw Enforcement Report" be received.

**CARRIED**

*Audio: 00:25*

**iii. CFO – Accounts Payable Cheque Listing**

Moved/Seconded

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

**CARRIED**

iv. CAO – Verbal Update re:

a) Town Hall Meeting on October 13, 2016 at 7:00pm

CAO DeJong provided an update with respect to the Town Hall Meeting on October 13, 2016. An informational booklet will be mailed out to all residents at the end of the week. Council and staff discussed potential options for informational posters.

b) Outdoor Water Use Signs

Council and staff discussed the idea of keeping the Outdoor Water Use signs up during the winter, or storing them for the winter and putting them back up in the summer so that residents are alerted each summer.

c) Howe Sound Community Forum – October 14<sup>th</sup> at Gleneagles Community Centre

Mayor Buhr encouraged Council to attend the Howe Sound Community Forum meeting from 9:30am-3:00pm at Gleneagles. The MLA and MP will also be in attendance.

B. Mayor

i. Verbal Update re: UBCM

Mayor Buhr provided Council with an update from the UBCM convention in Victoria last week, highlighted by the meeting of the Mayors of Lions Bay, Anmore, Belcarra and Bowen Island with the Minister of Community, Sport and Cultural Development regarding the challenges faced by the small municipalities within Metro. The Mayor will provide a written report in due course.

C. Council

None

*Audio: 01:00*

D. Committees

The Infrastructure Committee meeting has been postponed from October 10 to 24 due to the Thanksgiving statutory holiday.

Council discussed plans for the Emergency Plan Steering Sub-Committee to meet soon. CAO DeJong will send out potential dates.

E. Emergency Services

i. Lions Bay Fire Rescue Monthly Report

Council reviewed the Lions Bay Fire Rescue monthly report.

ii. RCMP Monthly Report

Council reviewed the RCMP monthly report.

Moved/Seconded

THAT the Emergency Services Reports be received.

**CARRIED**

*Audio: 01:04*

**9. Resolutions**

A. Appointment of Infrastructure Committee Member

Moved/Seconded

THAT Council appoint Jim Mutrie to the Infrastructure Committee in place of former member Greig Garland.

**CARRIED**

**10. Bylaws**

None

**11. Correspondence**

G-1: Canada 150 Community Leaders – Councillor Bain to contact Kate Pratt of the Events Committee to see if she will be a community leader for this program.

G8: BC Hydro Community Relations Annual Report – staff will check re: grant amounts listed in report.

R2: Correspondence from Rod Baker - Mayor Buhr will respond.

Moved/Seconded

THAT the Correspondence be received with the actions to be taken above.

**CARRIED**

*Audio: 01:39*

**12. New Business**

A. 2017 Council Meeting Schedule

Moved/Seconded

THAT Council postpone the January 3<sup>rd</sup>, January 10<sup>th</sup> and July 18<sup>th</sup> regular meetings by 1 week and adopt the amended draft Council Meeting Schedule shown at the end of this report.

**Amended Motion:**

Moved/Seconded

THAT the motion be amended to read:

THAT Council postpone the January 3<sup>rd</sup>, January 17<sup>th</sup> and July 18<sup>th</sup> regular meetings by 1 week and adopt the amended draft Council Meeting Schedule shown at the end of the Request for Decision report from S. Gilroy dated September 27, 2016, as follows:

January 10	January 24
------------	------------

February 7	February 21
March 7	March 21
April 4	April 18
May 2	May 16
June 6	June 20
July 4	July 25
AUGUST BREAK	
September 5	September 19
October 3	October 17
November 7	November 21
December 5	December 19

**CARRIED**

**13. Public Questions & Comments**

None

**14. Closed Council Meeting**

Moved/Seconded

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

**CARRIED**

*The meeting was closed to the public at 8:45 p.m.  
 The meeting was re-opened to the public at 10:23 p.m.*

**15. Reporting Out From Closed Portion of Meeting**

THAT a Community Planner has been retained to review our zoning and associated bylaws with a view to consolidating and updated our current bylaws. Initial public engagement is anticipated for early December.

**16. Adjournment**

Moved/Seconded

THAT the meeting be adjourned.

**CARRIED**

*The meeting was adjourned at 10:23 p.m.*

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Corporate Officer

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

Intentionally Blank



## RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
1	1/Jan/15	Buhr	Oceanview creep	Can we install millimeter-accuracy survey markers on mid-Oceanview?	4	Infrastructure	Contractor, \$2000	PWM	PWM can obtain quotations; further road condition testing will be undertaken by AECOM as part of the IMP in April	THAT staff obtain quotes for installing millimeter-accuracy markers on mid-Oceanview Rd; and THAT staff bring the quotes back to Council if the cost is over the \$2000 allocated in the draft 2016 budget.
7	1/Aug/15	Buhr	Plaque screws	Can we replace the #12 Robertson screws in our \$1600 plaque with the manufacturer's recommendation, or at least decorative heads? Can changes to wording of the SOFI report be accommodated?	1	Showing pride in our Village		CAO		THAT Mayor Buhr discuss with Tony Cox
22	1/Jan/16	Buhr	SOFI changes		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.
30	4/Jan/16	Buhr	Schedule of resolutions	I would like to see 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.	THAT staff create a resolutions index for all resolutions passed since December 2, 2014.
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 year-end audit).	THAT staff produce a report summarizing BCAA's 2016 assessments for Lions Bay to be added to the Supplementals section of the Annual Report
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
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.	THAT "anti-encroachment marketing" be dealt with in the larger context of a comprehensive anti-encroachment policy.

## 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
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.	THAT "Deadfall Fire Hazard" be dealt with through discussions with MOTI and SD45.
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	THAT the "2016 Water Shortage Plan" be referred to the Emergency Plan Steering Committee.
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.	THAT "Clean Air Learn to Burn Campaign" be kept on the IRR sheet but tabled until Fall.
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.
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. Procedure Bylaw should be amended to allow Delegations to present to Council re. matters not on the Agenda.	2	Council priority (communication)		CAO	A new website would take into account the desirability of having searchable materials. This factor is included in discussions with web designers.	THAT staff look into the options for making all Council proceedings searchable on the new website.
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.	THAT staff amend the Council Procedures Bylaw for delegations, as time permits.
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.	THAT staff amend Procedure Bylaw to allow Delegations to present to Council regarding matters not on the agenda.
98	14/Apr/16	Waterson	Office Hours	I would like to request a review of the hours that the office is open to the residents.				CAO	Will review with staff for discussion with Council.	THAT staff to bring a report to Council by the first week of June regarding office hours of operation.

## 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
102	25/Apr/16	Waterson	Volunteer Recognition	Request that a policy be drafted regarding Volunteer recognition. Willing to do the initial research to see what other municipalities do and consult with Volunteer organizations. Will report back to Council with a first draft for discussion.	?	Council Priority (Volunteers)	Time to check research and tweak/format draft policy. Consider if there should be any budget allocation.	CAO	Normally, staff would take direction from Council and report back with a draft, but I agree that this is important and support Councillor Waterson's proposed methodology, given my workload. If Council approves, please provide her with input at the outset regarding your thoughts so she can incorporate them early in the process.	THAT Councillor Waterson research Volunteer Recognition policies, obtain Council input and create a first draft for discussion.
103	12/May/16	Waterson	Communications Policy/Plan	Request that a policy/plan be drafted regarding communications.		Communications	Staff time required to properly draft a Communications Policy and Plan	CAO	Agreed that one is required, but this will take some time to pull together amidst all the other matters requiring my attention.	THAT the CAO work on a Communication Policy framework as time permits.

## 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
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.	Cost prohibitive (\$1500)
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	
6	1/Aug/15	Buhr	Hi-user water metering	Can staff look into feasibility of installing water meters at school and Marina?	3	Water supply	Contractor, \$4000	CAO	IMP noted that each meter would likely cost \$3,500 plus labour; must be integrated with strategic planning prior to execution; would require amendments to Bylaw No. 2, 1971 - entire bylaw should be re-written by new Public Works Manager.	THAT staff proceed to investigate the cost and feasibility of installing water meters at the school and marina, and report back to Council.	PWM provided report to Council - cost prohibitive
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.	DONE
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
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.	THAT staff continue to perform the street sweeping work in-house using Lions Bay equipment and crews by removing sweepings

## 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
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.	DONE
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.	DONE
19	31/Dec/15	Waterson	Village News	Can we re-name 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
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.	PWM briefed on the PRV which is to be installed into the ground via grant funding, rather than doing a vinyl wrap
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.	THAT staff report on how many people have filed for inspection of their Secondary Suite and how many have been done.	DONE

## 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
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.	THAT staff provide a final wrap up reporting on the Community Centre Renewal project for the 2015 Annual Report.	DONE
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	THAT no action be taken.	DONE
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.	THAT staff report back to Council with recommendations for regulating marijuana facilities in Lions Bay.	Bylaw and Policy Cttee recommend Council wait to see what the new federal laws will look like before attempting to regulate businesses operating in this field
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.	THAT "changes to tax bill" be removed from the IRR sheet.	
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.	Descriptive Minutes are now being 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
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.	THAT staff look into the feasibility of implementing business licenses for the Village Council res.	DONE - Bylaw & Policy Cttee recommended no action at this time
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				DONE
48	11/Feb/16	Buhr	Municipal land	Remove medium tree stump fallen in the last 24-hours onto Centennial Trail 150m south of Harrison Steps	4	Safety	Contractor			Done already by unknown party	DONE
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.	THAT staff add the rainfall data to the weekly water graph notes	DONE

## 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
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	THAT staff refurbish Village notice boards, as previously budgeted for	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
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	THAT staff incorporate information signage at capital projects as standard operating procedure.	DONE
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	THAT "Fire Review" be removed from IRR sheet.	DONE
85	16/Feb/16	Buhr	Official noticeboard location change	Can we place the official noticeboard in the triangle formed by the ramp handrails, spotlight 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	THAT staff examine the options for design, location, and lighting of the Village Office's official noticeboard	DONE
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 desirability of televising meetings, logistics of filming in small space and personnel required to film and edit/upload to website. Would likely also require technical upgrade of website.	THAT staff forego further investigation of "AV Suite" item.	DONE
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		DONE
99	14/Apr/16	Waterson	Village Website	I would like a report regarding the status of the new website and amount budgeted/remaining.				CAO	Been trying to get to this. Will bring a report to next CSC.	THAT staff bring a report regarding the status of the new website to the May 17, 2016 Council Strategy Committee Meeting.	DONE

**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
101	14/Apr/16	McLaughlin	Lions Bay Beach	Request that painting the washroom be undertaken before the May long weekend and that insect eradication is undertaken monthly.				CAO	Checking PW schedule. See also: Request ID #17	THAT staff 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.	DONE

## 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/Jan/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 year. To be frameworked by Council (Mayor), with KPIs supplied by staff Can we make the conference phone work?	2	Mandatory. Buhr will do most of the work.	Staff time to fill in stats	CAO		Not required.
8	1/Oct/15	Buhr	Speakerphone		1	Council priority (communication)		CAO	I believe we have a new, working speakerphone.	Not required.
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.	
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? Please report budget impact of changes to PW service levels per email to PW Manager	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		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
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)	
28	4/Jan/16	Buhr	Intake access	Please report on appropriateness of safety protocols at the intakes From the front counter, the Village office always smells like stew. Can we consider an extraction fan?	4	Water supply	Staff report	PWM	Operational matter which has been asked and answered.	Not required.
32	4/Jan/16	Buhr	Smell		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.

## 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
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.	
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	We need to see how some of the other municipalities deal with the changes to the Building Code and the new Building Act. There are potential labour relations issues regarding "qualification" of Building Officials and the removal of our ability to rely upon a registered engineering professional (i.e. architect or structural engineer). This will have insurance implications which have not yet been worked out with MIA.	Not required.
41	11/Jan/16	Buhr	Tour	Let's have that backstage tour of the Village with all members of Staff, Council and IC/Yes, Council, IC AND inside staff. About 2 hours	4	Team building, awareness	Staff time	CAO	Asked and answered re. Council and IC - those that wanted to already did. Inside staff have various levels of interest and some already have seen what they wanted to see.	Not required.
42	12/Jan/16	Buhr	Approve agendas	Please have Mayor as Chair approve meeting agendas	2	Efficiency	Staff time	CAO	Yes, admin procedure needs to be ironed out to ensure it happens in a timely way	Not required.
43	25/Jan/16	McLaughlin	Financial Calendar	Please provide a calendar of financial due dates for 2016	2	Finance	Staff report	CFO	Done	Receive information
45	1/Feb/16	Buhr	IMP	Please report: honest assessment of the AECOM IMP. At what point do we draw a line? Why are we allowing AECOM to continually correct deficiencies? If they have not met the RFP, we need to move on, since the entire substance of the report will not address 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 <a href="https://www.dropbox.com/sh/rugfm1hp0rp88lh/AABTrNYAJBBAIGCDXoSPdOoa?dl=0">https://www.dropbox.com/sh/rugfm1hp0rp88lh/AABTrNYAJBBAIGCDXoSPdOoa?dl=0</a> )	3	Safety	Contractor	CAO	Operational matter - no Council resolution required. Thank you for the information. It is being or has been addressed.	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
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.
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 de jure) 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 fundable 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.

## 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
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.

Intentionally Blank



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Report to Council</b>		
<b>Title</b>	<b>Council Remuneration</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter De Jong</b>
<b>Date</b>	<b>October 14, 2016</b>	<b>Version</b>	<b>-</b>
<b>Issued for</b>	<b>October 18, 2016 Regular Council Meeting</b>		

### RECOMMENDATION

**THAT the Information Report “Council Remuneration” be received for information purposes.**

### ATTACHMENTS

- Council Remuneration Bylaw No. 477, 2015

### KEY INFORMATION

On October 20, 2015, Council adopted the Council Remuneration Bylaw No. 477, 2015. The bylaw states that “Council remuneration increases shall be made annually effective January 1 and shall be based on the percentage the BC Consumer Price Index (CPI) increased over the previous calendar year”. In November 2015, Council received a 0.77% remuneration increase retroactive to January 1, 2015. Based upon the 2015 BC CPI index, Council should receive a 1.09% remuneration increase retroactive to January 1, 2016.

### FINANCIAL IMPLICATIONS

The Mayor is currently paid \$13,682.79 annually. The 2016 annual salary would be \$13,831.93, an increase of \$149.14.

The Councillors are currently paid \$6,841.40 annually. The 2016 annual salary would be \$6,915.97, an increase of \$74.57.

### FOLLOW UP ACTION

Staff will implement the remuneration increase retroactive to January 1, 2016 to be paid on the October 28, 2016 pay. Future increases will be paid on the first pay period in March.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



## **Council Remuneration Bylaw Bylaw No. 477, 2015**

**Adopted: October 20, 2015**

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

---

**Council Remuneration Bylaw No. 477, 2015**  
**VILLAGE OF LIONS BAY**

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

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

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

1. The Village of Lions Bay Council Remuneration Bylaw No. 379, 2006 is hereby repealed.
2. This bylaw may be cited for all purposes as the "Village of Lions Bay Council Remuneration Bylaw No. 477, 2015".
3. Effective January 1, 2015, the Mayor shall be paid the annual sum of \$13,682.79 of which said amount, one third shall be paid as an allowance for expenses incidental to the discharge of office.
4. Effective January 1, 2015, each Councillor shall be paid the annual sum of \$6,841.40 of which said amount, one third shall be paid as an allowance for expenses incidental to the discharge of office.
5. Council remuneration increases shall be made annually effective January 1 and shall be based on the percentage the BC Consumer Price Index (CPI) increased over the previous calendar year. In years where there is a negative CPI change, Council remuneration would stay the same.
6. In the event of any member of Council being absent from three consecutive regular Council meetings, the remuneration that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.

- 
7. This bylaw shall continue in force and effect until amended, replaced or repealed by the Municipal Council of the Village of Lions Bay.
  8. This bylaw comes into effect upon adoption.

READ A FIRST TIME this 6<sup>th</sup> day of January, 2015

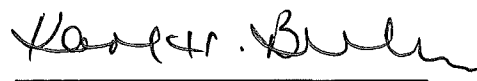
READ A SECOND TIME this 6<sup>th</sup> day of January, 2015

READ A THIRD TIME this 6<sup>th</sup> day of January, 2015

THIRD READING RESCINDED 5<sup>th</sup> day of May, 2015

RE-READ A THIRD TIME this 6<sup>th</sup> day of October, 2015

ADOPTED this 20<sup>th</sup> day of October, 2015

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Corporate Officer

---

Corporate Officer

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

**LBFD Monthly Report – September 30<sup>th</sup> 2016****September 1<sup>st</sup> – September 30<sup>th</sup> call outs = 17**

Breakdown of call outs:

8 x MVA – Rescue Required, 1 x Vehicle-Bus Fire, 2 x Assist, 1 x MESA B, 1 x MESA D, 2 x MESA C, 1 x MESA, 1 x Brush/Grass Fire (below School)

**Incidents on the Highway**

09/25/2016 11:56:38	HWY 99	MVA - RESCUE REQUIRED
09/18/2016 20:21:09	HWY 99	MVA - RESCUE REQUIRED
09/18/2016 18:42:09	HWY 99	VEHICLE FIRE-BUS
09/17/2016 12:54:38	HWY 99	MVA - RESCUE REQUIRED
09/15/2016 18:51:21	HWY 99	MVA - RESCUE REQUIRED
09/14/2016 11:27:34	HWY 99	MVA - RESCUE REQUIRED
09/06/2016 06:45:59	HWY 99	MVA - RESCUE REQUIRED
09/05/2016 22:09:07	HWY 99	MVA - RESCUE REQUIRED
09/03/2016 09:40:10	HWY 99	MVA - RESCUE REQUIRED

**Incidents in the Village**

09/04/2016 12:59:18	BAYVIEW	ASSIST CALL
09/03/2016 16:45:22	LIONS BAY	MESA-B
09/16/2016 19:02:10	CENTRE	BRUSH/GRASS FIRE
09/18/2016 12:40:09	HWY 99	MESA
09/24/2016 18:31:56	CROSSCREEK	ASSIST CALL
09/23/2016 08:59:26	SWEETWATER	MESA-D
09/25/2016 06:02:46	LIONS BAY	MESA-D
09/28/2016 10:53:50	BAYVIEW	MESA-C

**Fundraising:**

- The Ambleside Tiddlycove Lions Club donated \$5,000 in recognition of the volunteer work the Firefighters performed at their annual Christmas Tree sale in Ambleside. See us there this year!!
- 2016 Firefighters day was a massive success, raising more money than ever before

**Miscellaneous:**

- From the LBFR's fundraising efforts, we are proudly donating \$5,000 to the BC Children's Hospital
- The department has currently 31 members (including those undergoing pre-response training)
- As a result of a major recruitment drive, three new homeowners have joined – Mike Jury, Catalin Vlad and Rik van Duinen and two pre-recruits – Matt Merz and Alex Pickering
- There are three more homeowners and three more pre-recruits undergoing pre-response training
- **2016 – approx. total claimed from sources OUTSIDE the village = \$24,602**

- *MESA is an acronym for Medical Emergency Service Assist. The letter denotes the seriousness of the incident. A is minor and E is serious.*
- *Pre-Recruits are members who are volunteering for LBFR while endeavoring to get hired by career departments*
- *Pre-Response training is required before new recruits respond to calls*

## VILLAGE OF LIONS BAY

---

### Incoming Correspondence - October 18, 2016

*General Correspondence:*

G-1: Foster Family Month (Page 1)

G-2: Canada Post Review (Page 3)

G-3: LGMA 2015 Annual Report (Page 6)

G-4: BC Hydro and Power Authority & Fortis BC Inc. (Page 7)

*Resident Correspondence:*

R-1: Brenda Broughton (Page 9)

R-2: Trudi and Rudy Luethy (Page 13)

R-3: Helen Waterson (Page 15)

R-4: Myron Loutet (Page 17)

**From:** [Lions Bay Reception](#)  
**To:** [Agenda](#)  
**Subject:** FW: Letter from the Honourable Stephanie Cadieux  
**Date:** Friday, September 30, 2016 10:00:21 AM

---

For Incoming Correspondence

**Susan Loutet**

*Administrative Assistant*

**The Municipality of the Village of Lions Bay.** [www.lionsbay.ca](http://www.lionsbay.ca)

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA

Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you'd notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the property of the Municipality and may not be reproduced or further disseminated in whole or part without the Municipality's consent. It may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality.

---

**From:** MCF Info MCF:EX [mailto:MCF.Info@gov.bc.ca]  
**Sent:** Friday, September 30, 2016 9:57 AM  
**To:** Lions Bay Reception <reception@lionsbay.ca>  
**Subject:** Letter from the Honourable Stephanie Cadieux

Ref: 229383

His Worship Mayor Karl Buhr and Council  
Village of Lions Bay  
E-mail: [reception@lionsbay.ca](mailto:reception@lionsbay.ca)

Dear Mayor Buhr and Council:

As Minister of Children and Family Development, I am delighted to once again proclaim October as Foster Family Month. This is the 26<sup>th</sup> Anniversary of Foster Family Month in British Columbia - a time to recognize and celebrate foster families for their tremendous contributions and commitment to the children, youth and families in our communities.

The Ministry of Children and Family Development and Delegated Aboriginal Agencies provide supports and services to children and families in your community. With approximately 7,200 children- and youth-in care-across British Columbia, government relies on caregivers to open their hearts and homes and provide a safe and nurturing environment for our province's most vulnerable.

Foster Family Month is an opportunity to show our appreciation and thank caregivers for their incredible kindness and generosity, as well to recognize and celebrate the day-to-day support, comfort and compassion they provide to the children and youth in their care, each and every day.

The Fostering Connections Web site has materials, including printable posters and videos, to help raise awareness of fostering in your community. To access this information, please open the following link at: <http://fosteringconnections.ca/>.

I encourage you to recognize Foster Family Month wherever possible. Your personal acknowledgement and recognition of caregivers in your community will help show these remarkable families that their hard work and efforts are valued, appreciated and greatly needed.

On behalf of the Government of British Columbia and its citizens, thank you for your recognition and continued support of caregivers in your community.

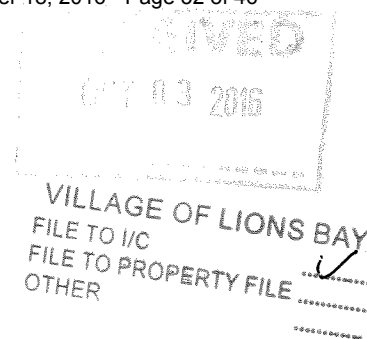
Sincerely,

**ORIGINAL SIGNED BY**

Stephanie Cadieux  
Minister of Children and Family Development



377, rue Bank Street,  
Ottawa, Ontario K2P 1Y3  
tel./tél. 613 236 7238 fax/télé. 613 563 7861



September 7, 2016

Karl Buhr, Mayor  
Village of Lions Bay  
PO Box 141 400 Centre Rd  
Lions Bay, BC V0N 2E0

Dear Karl Buhr,

**Re: Another Opportunity to Have Your Say in Canada Post Review**

I am following up on our June 6<sup>th</sup> correspondence about the Canada Post Review to provide you with additional information on phase 2 of the review.

This fall, a parliamentary committee will be consulting with Canadians on postal service and the options identified by a task force in phase 1. The committee will make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017.

You may be interested to know that the options identified by the task force include major changes to the moratorium on post office closures in rural and small towns. The task force suggests "updating" or "refreshing" the moratorium. It outlines the cost savings that could be achieved by converting to franchises or closing all corporate outlets, or only the 800 highest yielding offices. You can see the full task force discussion paper at <http://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/consult-eng.html>

CUPW would like to ensure that the views of municipalities are considered during each stage of the Canada Post Review. Therefore, we are urging you to fill out the parliamentary committee's online survey from September 26 to October 21 at [parl.gc.ca/OGGO-e](http://parl.gc.ca/OGGO-e) and encourage residents to do likewise. During this time, paper surveys will be available upon request. The committee will also hold public consultations across the country.

The union has attached information on how to provide input in phase 2, as well as a new resolution for your consideration. You can learn more about the review by going to [CUPW.ca/canadapostreview](http://CUPW.ca/canadapostreview) and [Canada.ca/canadapostreview](http://Canada.ca/canadapostreview)

Thank you for taking the time to read this letter and anything you can do to help us convince the parliamentary committee to recommend against further cuts at Canada Post in favour of building a 21<sup>st</sup> century post office that expands services, generates revenues and meets the needs of Canadians.

In solidarity,

Mike Palecek  
National President

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists, Campaign Coordinators, Negotiators

/bk cope 225



### **Public review on future of Canada Post**

**Whereas** Canada Post announced drastic cutbacks to our public postal service in December 2013, including plans to end home mail delivery in our country.

**Whereas** there was a huge public outcry in response to the cutbacks and stiff opposition from most federal parties, including the Liberal Party, which promised to halt the delivery cuts and conduct a review of Canada Post, if elected.

**Whereas** the delivery cuts were halted and our Liberal government is currently conducting a Canada Post Review, which started earlier this year with an independent task force to identify options for the future of postal service in this country.

**Whereas** a parliamentary committee will hold e-consultations and meetings in various locations across the country on postal service and the options that have been identified by the task force and then make recommendations to the government on the future of Canada Post.

**Whereas** it will be crucial for the parliamentary committee to hear our views on key issues, including the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, adding postal banking, greening Canada Post, keeping decent post office jobs in our communities, preserving daily delivery, restoring home mail delivery, developing services that help older Canadians remain in their homes and providing services that assist people with disabilities,

**Therefore be it resolved** that (name of municipality) 1) Fill out the parliamentary committee's on line survey about Canada Post from September 26 to October 21 at [parl.gc.ca/OGGO-e](http://parl.gc.ca/OGGO-e) and encourage residents to do likewise 2) Attend the public consultations being held across the country

/bk cope 225

### Have your say!

1) Fill out the parliamentary committee's on line survey from September 26 to October 21 at: [parl.gc.ca/OGGO-e](http://parl.gc.ca/OGGO-e). During this time, you can also request a paper version of the survey by phoning 613-995-9469 or writing to Standing Committee on Government Operations and Estimates, Sixth Floor, 131 Queen Street, House of Commons, Ottawa, Ontario, K1A 0A6 Canada.

2) Attend one of the public consultations being held across the country. For more information, go to:

<http://www.parl.gc.ca/HousePublications/Publication.aspx?Language=e&Mode=1&Parl=0&Ses=0&DocId=8391013> (Note: Information on western and northern locations to come)

[You can get information on the process and key issues in the weeks to come at CUPW.ca/canadapostreview.](http://CUPW.ca/canadapostreview)

### What to say

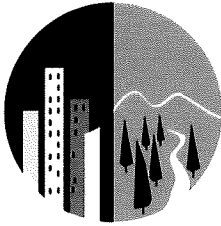
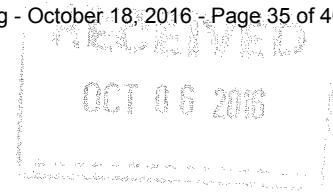
Let the committee know what your key issues are:

- Getting your home mail delivery back?
- Keeping your public post office?
- Greening the post office?
- Creating services that support seniors and people with disabilities?
- Bringing back our postal bank for more inclusive, accessible financial services for everyone?

List of locations to be visited by the parliamentary committee:

Corner Brook and St. John's, Newfoundland  
Sydney and Halifax, Nova Scotia  
Charlottetown, Prince Edward Island  
Bathurst, New Brunswick  
Levis, Quebec City, Blainville and Montreal, Quebec  
Toronto, Kitchener, Windsor, Dryden, and Sandy Lake First Nation, Ontario  
(Following locations to be confirmed)  
Surrey, British Columbia  
Edmonton and Calgary, Alberta  
Yellowknife, Northwest Territories  
Regina and Moose Jaw, Saskatchewan  
Winnipeg, Manitoba

Please share your input with us at [Feedback@cupw-sttp.org](mailto:Feedback@cupw-sttp.org) or mail to Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3



September 27, 2016

Village of Lions Bay  
400 Centre Road  
Lions Bay, BC V0N 2E0

Dear Mayor Buhr and Council,

On behalf of the Board of Directors of the Local Government Management Association, I am pleased to share the 2015 Annual Report with you. As a non-profit professional development and training organization created by the Union of BC Municipalities in 1919, we deeply appreciate the support and confidence elected officials place in our Association to ensure your staff have the skills, expertise and competencies to effectively serve your organization and community.

I encourage you take some time to review this Annual Report, which highlights the work the Association has undertaken over the past year, its accomplishments and the services provided to local government professionals across British Columbia. The Annual Report summarizes the key goals and strategies of the Association's Strategic Plan and tracks the performance metrics set by the Board of Directors to reflect accountability to our members and those who attend our programs and training workshops

We are also committed to making sure that a new generation of professionals will be ready to take on their roles with a range of educational and professional development offerings in leadership and management skills. The LGMA aspires to be a national and international leader in Local Government Excellence through the provision of outstanding service to the local government profession.

You may also view the Annual Report online at  
<http://www.lgma.ca/EN/main/resources/annual-report.html>

I welcome and appreciate any comments or feedback you may have. Thank you again for your ongoing support.

Sincerely,

A handwritten signature in black ink that reads "Paul Murray".

Paul Murray  
President, Board of Directors, LGMA

LOCAL GOVERNMENT MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

7th Floor, Central Building 620 View St Victoria, BC V8W 1J6 Canada  
Telephone: (250) 383-7032 Fax: (250) 383-4879 General E-mail: [office@lgma.ca](mailto:office@lgma.ca)



**VIA EMAIL**

office@lionsbay.ca

October 11, 2016

Municipality of the Village of Lions Bay  
PO Box 141  
400 Centre Road  
Lions Bay, BC V0N 2E0

Dear Sir or Madam:

Re: British Columbia Hydro and Power Authority and FortisBC Inc.  
Residential Inclining Block Rate Report to the Government of British Columbia

---

Most residents in BC pay for electricity on a two-tier rate (known as a residential inclining block rate or a residential conservation rate). Under the two-tier rates, customers pay a lower price for electricity consumed up to a threshold and a higher price for electricity consumed above the threshold.

The BC Minister of Energy and Mines has asked the British Columbia Utilities Commission to report to the government on the impact of these two-tier rates. As part of the Commission's review, BC Hydro and FortisBC have provided reports containing data on the impacts of these rates on their customers.

We have or will be posting the attached public notice in major and community newspapers throughout the province seeking public comments on BC Hydro and FortisBC's reports. **We are also asking for your support in communicating the contents of the enclosed public notice to residents within Lions Bay.** Possible ways for you to distribute the public notice to residents in your municipality include:

- post on your website;
- discuss at any public meetings, as appropriate; and/or
- post in public spaces such as the library, city hall or recreation centre.

If possible, we would appreciate you responding to the Commission indicating what measures your municipality pursued to distribute the public notice.

More information about the process is available on the Commission's website at:  
<http://www.bcuc.com/ApplicationView.aspx?ApplicationId=506>.

If you require further information, please contact Alison Thorson, Director – Policy, Planning and Customer Relations at 1-800-663-1385 or Commission.Secretary@bcuc.com. Thank you in advance for your participation in this public consultation process.

Yours truly,

Laurel Ross

AT/pw  
Enclosure



## Request for Comments

### Residential two-tier electricity rates

Most residents in BC pay for electricity on a two-tier rate (known as a residential inclining block rate or a residential conservation rate). Under the two-tier rates, customers pay a lower price for electricity consumed up to a threshold and a higher price for electricity consumed above the threshold.

The BC Minister of Energy and Mines has asked the British Columbia Utilities Commission to report to the government on the impact of these two-tier rates.

### Request for your comments

As part of the Commission's review, BC Hydro and FortisBC have filed reports on the impacts these rates have had on their customers. The Commission is seeking comments on BC Hydro and FortisBC's reports.

These reports, titled BC Hydro Utility Report and FortisBC Utility Report, can be found on the Commission's website at [www.bcuc.com](http://www.bcuc.com) under Current Proceedings > BCUC RIB Rate Report > Hearing and Other Documents or <http://www.bcuc.com/ApplicationView.aspx?ApplicationId=506>.

Please provide your comments using the Commission's Letter of Comment Form found online at <http://www.bcuc.com/Register-Letter-of-Comment.aspx>. All comments must be received in writing.

Please send your written comments by email or mail to the Commission Secretary on or before **Thursday, November 24, 2016** at:

**Email:** [Commission.Secretary@bcuc.com](mailto:Commission.Secretary@bcuc.com)

**Mail:** Ms. Laurel Ross  
Acting Commission Secretary  
BC Utilities Commission  
Sixth Floor, 900 Howe Street  
Vancouver, BC V6Z 2N3

For more information please contact the Commission using the contact information above or by phone at 1-800-663-1385.

**From:** [Lions Bay Reception](#)  
**To:** [Agenda](#)  
**Subject:** FW: Thank you for the honouring with Broughton Hall  
**Date:** Friday, September 30, 2016 9:19:58 AM  
**Attachments:** [Broughton Hall Dedication – Brenda Broughton Speech, September 29th, 2016 .docx](#)

---

For Incoming Correspondence

**Susan Loutet**

*Administrative Assistant*

**The Municipality of the Village of Lions Bay.** [www.lionsbay.ca](http://www.lionsbay.ca)

PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA

Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you'd notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay ("Municipality") until contracted. This email is the property of the Municipality and may not be reproduced or further disseminated in whole or part without the Municipality's consent. It may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality.

---

**From:** Brenda Broughton [REDACTED]  
**Sent:** Friday, September 30, 2016 8:41 AM  
**To:** Karl Buhr <mayor.buhr@lionsbay.ca>; Council @ Lions Bay <council@lionsbay.ca>; Peter DeJong <cao@lionsbay.ca>  
**Cc:** Lions Bay Reception <reception@lionsbay.ca>  
**Subject:** Thank you for the honouring with Broughton Hall

Dear Mayor Buhr and Village of Lions Bay Council,

Thank you so deeply for bestowing on me, the honour of the dedication of 'Broughton Hall' at last evening's Dedication Ceremony.

I am profoundly honoured and humbled.

The plaque signifies the dignity and welcoming that 'Broughton Hall' has and will always provide to people of all ages.

I have included my speech, as it attests to my deep gratitude to the Village of Lions Bay Council in conferring this honour.

Many thanks also, to Staff of the Village of Lions Bay for their assistance in making this Ceremony such a success.

Best wishes to everyone !

Sincerely,

Brenda

Brenda Broughton, MA, RCC



## Dedication

Thursday, September 29<sup>th</sup>, 2016

Brenda Broughton ~ Speaking Notes

Thank you Tony, for your lovely words.

In thanking Tony Cox the long term Chair, I wish to thank and acknowledge the Lions Bay Historical Society, for their involvement, with a special thanks to Trudi Leuthy, whose commitment to the community is both wonderfully enriching and ever present !

Now turning to the Village of Lions Bay Council...I owe an enormous depth of gratitude to Mayor Karl Buhr and the Lions Bay Village Council members, Councillor Fred Bain, Councillor Jim Hughes, Councillor Ron McLaughlin, who is very sorry to be away, and former Councillor Helen Waterson...thank you to the Village of Lions Bay Council for conferring this great honour upon me. Thank you also to Councillor Fred Bain, the Historical Society and to the Village of Lions Bay staff for helping in creating this evening's celebration ! Many thanks to those who have been involved.

I am honoured to my core and very humbled by the dedication of 'Broughton Hall' ~ thank you so very much as this honour is so significant...when I close my eyes I am humbled, so surprised and in wonder ... and simply love the name 'Broughton Hall' !

I have just returned from a Maritime and Ottawa adventure with many of my sisters. We had an amazing time. I am from a family of 6 girls, now women. We each are individuals with differing opinions and styles, yet we are united in our commitment to, and love and respect of, one another.

This aspect is one of the many things that I simply love about Lions Bay, and indentures Lions Bay and its citizens as family in my heart...we, the citizens, are individuals with ideas and styles of our own, and yet willing to be united in our respect of one another, our love of our natural environment, and our commitment to enhancing the welfare of our neighbours when we perceive a need ... or simply as a gift.

It is such a profound honour to have the Village Hall, named 'Broughton Hall' ...this Hall is where my journey of community involvement in Lions Bay began in May, 1975 when speaking up and speaking out for a school in Lions Bay. What I have discovered again and again in this very hall was our resident's ability and willingness to express opinions, be they the same or different and to maintain our respect, including amidst heartfelt passion.

Over the years this Hall, has been offering exercise programs, the Library Reading Room, volleyball, dance, singing, the Arts Recitals and Exhibitions, soccer, tai kwon do, Guiding and Scouting, green initiatives, Garage Sales, feasting and laughing with community members at Potluck's, celebrating special holidays such as Santa's Breakfast, and occasions including Weddings and Celebrations of Life; Emergency Services seminars, ESS exercises, Council meetings, Village information and input meetings, visiting with people of all ages, and with offerings for all ages from birth onward. I thank you the Village

of Lions Bay residents, for coming this evening to join in this official dedication along with those outside of Lions Bay.

Broughton Hall, I know, will continue to offer diversity of programming that evolves along with the community needs, wants and desires. We are so very lucky that our forebearers envisioned and built the original hall. Thank you to each and every one involved, as the Hall has supported the community coming together for over 4 ½ decades, since 1970.

The process that the Village of Lions Bay community went thru regarding the Hall Renewal is emblematic of Village dialogue, including disagreement, agreement and moving forward. I am so very proud of this community, always feeling that the people are the Village 'gold', nestled amidst a spectacular and irreplaceable green environment ~ from the top of the magnificent Lions Mountains to our ocean jewel Howe Sound.

Lastly, and very importantly, I wish to thank my family...Michael, I love you so deeply and so dearly...we are a team ~ partners...Michael himself served on the Lions Bay Village Council for 2 – 2 year terms between 1976 to 1980. Michael and I, along with our eldest daughter Gillian moved to Lions Bay July 1<sup>st</sup>, 1974. Two of our daughters, Tegan and Bronwen were born in Lions Bay and both are here this evening, Gillian, also with a deep passion for Lions Bay, is in Ottawa, although able to join us next week. I wish to thank each of our daughters, sons-in-law and grandchildren for your support and for your deep love of Lions Bay.

Michael and I have both had the privilege over and over to be involved in serving the community as committed volunteers. This is the 'Spirit of Lions Bay', each of us who have lived in Lions Bay, have experienced this privilege, and each have honoured the community with the gift of your time, creativity, talent, love and laughter.

To be a Village ... it takes a Village of people with ideas to share, and a willingness to make them a reality...Broughton Hall will continue to be a place where freedom of expression, motion and action are possible for people of all ages.

No one accomplishes anything alone. The people in this Village over the lifetime of our history, are magnificently committed to coming together, rolling up your sleeves in working to get things done, laughing in friendship together ~ this is the 'gold' that Lions Bay is enriched by !

~ Thank you, once again, to Tony Cox for your beautiful words and a very special thank you to Mayor Karl Buhr and the Village of Lions Bay Council for your thought and kindness in bestowing this great honour !



*It is a reminder of where we the people in our village come from.  
How we can move and work together.*

*Rudy and I are proud Lions Bay Citizens.  
As Karl mentioned last night we are an unique village.  
It's people and their passion make it so.*

*With Gratitude!*

*Trudi and Rudy Luethy*

**From:** [Peter DeJong](#)  
**To:** [REDACTED]; [Council @ Lions Bay](#)  
**Cc:** [Lions Bay Reception](#); [Agenda](#)  
**Subject:** RE: Lions Bay Strategic Plan  
**Date:** Tuesday, October 11, 2016 5:11:39 PM

---

Thank you for your correspondence Helen. It will be placed on the next Council Agenda.

Peter DeJong, BA, LLB, CRM  
Chief Administrative Officer

The Municipality of the Village of Lions Bay [www.lionsbay.ca](http://www.lionsbay.ca)  
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 , Canada  
Village Office (604) 921-9333 | Fax (604) 921-6643

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay until contracted. Be aware that this email is the property of the Municipality and may not be disseminated in whole or part without consent. This email may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality. Conversely, be aware that any response to the sender may be subject to disclosure under a freedom of information request.

-----Original Message-----

**From:** [REDACTED]  
**Sent:** Tuesday, October 11, 2016 4:58 PM  
**To:** Council @ Lions Bay <[council@lionsbay.ca](mailto:council@lionsbay.ca)>  
**Cc:** Lions Bay Reception <[reception@lionsbay.ca](mailto:reception@lionsbay.ca)>; Peter DeJong <[cao@lionsbay.ca](mailto:cao@lionsbay.ca)>  
**Subject:** Lions Bay Strategic Plan

Dear Mayor and Council,

I was pleased to see that Council has put together a Strategic Plan for our Village, however I would also like to see the tactical plan or implementation plan for each of the priorities. What steps are being taken to ensure that your goals are being met, on time and on budget?

Speaking of budget, during our first planning session, I was told that unless resources are put against each priority, we will not be able to achieve our goals, so, what resources have you assigned to each of the priorities?

For example:

1) Under "Financially Viable", you have stated that you will "Prepare and plan for development of commercial and residential lands".

- When do you plan to do this? Who is doing this?

The same for:

2) "Informed and Engaged Public"

- Who is developing the strategic framework for communications and when will we see this?

- When will the new website be up and running?

3) Supported Community Planning

- Who and how is Council advocating and developing policies to support the retention of the Lions Bay School?  
When will we see these policies?

4) Strong Village Organizations

- How are you ensuring that staffing and resources are adequate to accomplish all core work?

In general I'll like to know who, when and how much to each of the priorities that you've listed.

I look forward to a timely response to this email.

Kind regards,

Helen (Waterson)

**From:** [Peter DeJong](#)  
**To:** [Agenda](#)  
**Subject:** FW: Infrastructure planning  
**Date:** Wednesday, October 12, 2016 5:44:12 PM

---

Correspondence please.

Peter DeJong, BA, LLB, CRM  
Chief Administrative Officer

The Municipality of the Village of Lions Bay [www.lionsbay.ca](http://www.lionsbay.ca)  
PO Box 141, 400 Centre Road, Lions Bay, BC V0N 2E0 , Canada  
Village Office (604) 921-9333 | Fax (604) 921-6643

This email is intended only for the persons addressed and may contain confidential or privileged information. If you received this email in error, it'd be appreciated if you notify the sender and delete it. Statements and opinions herein are made by their authors in a personal capacity, and are not binding on the Municipality of the Village of Lions Bay until contracted. Be aware that this email is the property of the Municipality and may not be disseminated in whole or part without consent. This email may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the consent of the Municipality. Conversely, be aware that any response to the sender may be subject to disclosure under a freedom of information request.

-----Original Message-----

From: Myron [REDACTED]  
Sent: Wednesday, October 12, 2016 5:38 PM  
To: Peter DeJong <[cao@lionsbay.ca](mailto:cao@lionsbay.ca)>  
Subject: Infrastructure planning

Mayor and Council ,

I have read the information package recently mailed to LionsBay households. I commend Mayor and Council for their commitment to the program that they were elected to complete. The infrastructure of our village needs addressing with clear ,concise , and financially viable planning. This you have done in a professional manner. I am in full support and let village residents know at every chance I get.

Well done.

Regards

Myron Loutet

Sent from my iPhone