



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, NOVEMBER 15, 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. Mr. Connor Trembley regarding promotion of his websites (Page 3)
- 5. Minutes**
 - A. November 1, 2016 – Regular Council Meeting (Page 5)
THAT the Regular Council Meeting minutes of November 1, 2016 be approved as circulated.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
 - A. Information and Resource Requests (IRRs) (Page 13)
THAT the IRRs be updated in accordance with the following:
- 8. Reports**
 - A. Staff
 - i. CFO – Municipal Grant Report (Page 25)
THAT the Information Report “2017 Municipal Grant Processes and Timelines” be received for information purposes.
 - ii. CFO – 2017 Finance Schedule (Page 33)
THAT the Information Report “2017 Finance Work Plan” be received for information purposes.
 - iii. CFO – Third Quarter Financial Review (Page 39)
THAT the Information Report “Third Quarter Financial Review” be received for information purposes.
 - B. Mayor
 - C. Council
 - D. Committees
 - i. Infrastructure Committee – Terms of Reference (Page 59)

THAT Council approve the amended Infrastructure Committee Terms of Reference.

- E. Emergency Services (Page 61)
 - i. Lions Bay Fire Rescue Monthly Report

9. Resolutions

- A. Approval of Grant Application – On Table
- B. Acting Mayor Schedule Amendment
 - THAT Councillor Bain be appointed Acting Mayor effective November 15, 2016.

10. Bylaws

- A. Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016 – On Table

11. Correspondence

- A. List of Correspondence to November 9, 2016 (Page 63)

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:

- c) labour relations or other employee relations;
- 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.

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

- b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

15. Reporting Out From Closed Portion of Meeting

16. Adjournment



RECEIVED
OCT 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: October 26th, 2016 Council Meeting Date: November 15, 2016

SUBJECT OF DELEGATION

I wish to speak before the Council regarding:

A new - alternative website designed for the Village.

SUPPORTING MATERIAL

I will provide additional information in advance of the Council meeting:

(by 12:00 pm the Thursday prior to the Council meeting so that the material can be included in Council package.)

- Website (lionsbayandfriends.com) and lionsbayhistoricalsociety.ca.

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

Make people more aware of the website, how to utilize the website better.

(if possible, present at later time at 7:45-8 pm since I have evening classes at Capilano University.)

NAME AND ADDRESS OF SPEAKER FOR THE DELEGATION:

Name: Connor Trembley

Signature: [Signature]

Organization (if any): _____

Address: 350 Oceanview road

Phone: 778-554-1442 Fax: _____

Email: connortrembley@mail.com

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.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, NOVEMBER 1, 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

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

Delegations: 0

Public: 2

1. Call to Order

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

2. Approval of Agenda

Moved/Seconded

THAT 8A3 "Public Works Manager's Response to Scott Ando's Questions" be added; and

THAT item 8Bv "Administration to Provide Assessment Roll to Mayor for Analysis" be added; and

THAT item 8Di "Infrastructure Committee Update" be added; and

That item 12B "Immunization Clinic" be added; and

THAT the agenda be approved.

CARRIED

3. Public Participation

A. Mr. Louis Peterson

Mr. Peterson was concerned that residents may not understand what work needs to be done in the next five years with regards to the Infrastructure Master Plan and that perhaps a write up in

the Village Update regarding the reason for borrowing is a good idea to help educate residents further.

4. Delegations

None

5. Minutes

A. Regular Council Meeting – October 18, 2016

Moved/Seconded

THAT the Regular Council Meeting Minutes of October 18, 2016 be approved as circulated.

CARRIED

6. Business Arising from the Minutes

The following items are incomplete from the October 18, 2016 Regular Council Meeting:

- 11A – R-3: CAO DeJong to respond to Helen Waterson (with input from CFO Rooke)
- 11A – R-4: Mayor Buhr to respond to Myron Loutet

Time: 00:12

7. Unfinished Business

A. Information and Resource Requests (IRRs)

Moved/Seconded

THAT the IRRs be updated in accordance with the following:

- ID 104: defer to 2017 budget process
- ID 105: correspondence policy to come to next meeting
- ID 106: Emergency Notification System continue to be researched
- ID 107: remove Canada Post Mailbox Area from the IRR
- ID 108: CFO to review Mayor's suggestion of using property tax software from Softtrak/Smart Consulting Group Inc. and report back to Council
- ID 109: staff to review potential grants from Metro and FCM regarding hydrology study with UBC.

CARRIED

Time: 00:36

8. Reports

A. Staff

i. CAO – Municipal Grant Report from CFO

Moved/Seconded

THAT the Information Report “2017 Municipal Grant Processes and Timelines” be received for information purposes.

CARRIED

Since CFO Rooke was not present to answer questions from Council regarding the December 16th deadline, the report is to go back to staff and come to the next Regular Council Meeting.

Moved/Seconded

THAT the report be referred back to staff and to come back to the next meeting.

CARRIED

ii. CAO – Communications – Website Verbal Update

CAO DeJong updated Council on the upcoming website which is being built now and the next stage on November 16th is staff training.

Moved/Seconded

THAT Council receive the Website Verbal Update report for information.

CARRIED

Audio: 00:51

iii. Public Works Manager – Response to Scott Ando’s Questions

Public Works Manager Jaffer discussed the questions from Mr. Ando which were responded to in the response report.

Moved/Seconded

THAT the Response to Scott Ando’s Questions by Public Works Manager Jaffer be received for information.

CARRIED

Audio: 01:00

B. Mayor

i. MOTI Hwy 99 Right of Way Wildfire Assessment

Council discussed MOTI’s wildfire assessment on the highway through Lions Bay, and that the Village is responsible for the Wildfire Management Plan. Councillor Bain offered to review the 2007 Community Wildfire Protection Plan for further insights.

ii. TransLink Developments

Discussions with TransLink regarding use Lions Bay as a testing area for what is called “Divertible Fixed Route” which can drop or pick up people at their driveways via real-time online tools. Discussions were also held regarding funding of bus shelters at the designated stops in the Village.

iii. Follow-Up with MLA re. UBCM Requests

This item was deleted from the Agenda as there was nothing to discuss at this point.

iv. Tour of Lions Bay Infrastructure with MP

Mayor Buhr updated Council on the tour of Lions Bay's water intakes and highlighted the magnitude of our issues.

Audio: 01:12

v. Administration to Provide Assessment Roll to Mayor for Analysis

Moved/Seconded

THAT Council direct the Administration to provide the Mayor by November 7, 2016

1. A spreadsheet containing all individual property assessment data supplied by BCAA (except owner names, addresses and other such personal information), for the years 2012-2016 inclusive.
2. A contact at BCA able to speak at sufficiently senior a level on scenarios for Lions Bay's 2017 assessments, which are of course already known at BCA.

CARRIED

C. Council

Councillor McLaughlin updated Council on upcoming events regarding the following:

- Remembrance Day Ceremony
- Arts Club
- Phone Directory
- Events Committee

Audio: 01:27

D. Committees

i. Infrastructure Committee Update

Councillor Bain discussed the latest Infrastructure Committee meeting.

E. Emergency Services

None

9. Resolutions

A. TransLink Alternate

Moved/Seconded

THAT Council appoint Councillor Hughes as the Village's alternate member and Councillor McLaughlin as the second alternate of the TransLink Mayor's Council effective November 1, 2016.

CARRIED

B. Greater Vancouver Regional District Alternate

Moved/Seconded

THAT Council appoint Councillor McLaughlin as the Village's alternate director to the board of the Greater Vancouver Regional District (Metro) effective November 1, 2016.

CARRIED

10. Bylaws
 None

Audio: 01:33

11. Correspondence

- Item G-3: 2016 Chief Elected Officials Forum
 Moved/Seconded

THAT Mayor Buhr attend the 2016 Chief Elected Officials Forum on December 6-7, 2016.

CARRIED

- Item R1-R3: Bromiley/Folkersen/Douglas – CAO DeJong to respond to the residents queries.
- Item R-4 (previously R-3): Scott Ando
 Moved/Seconded

THAT Council adopt the Public Works Manager's response to Scott Ando.

CARRIED

- Item G-5: Support for Biosphere Region Initiative
 The draft resolution in the correspondence was re-drafted by Mayor Buhr and circulated at the meeting. The re-drafted resolution was debated and ultimately voted upon, Councillor Bain abstaining (and duly acknowledging he would be deemed to have voted in the affirmative).

Moved/Seconded

WHEREAS the Village of Lions Bay is a signatory to the Howe Sound Community Forum's *Principles for Cooperation*, which discuss the following values:

- a) Sustainability: maintaining and managing the balance between development and protection of Howe Sound
- b) Cooperation: governments, First Nations and organizations working together.
- c) Stewardship: actions of individuals and organizations to achieve results.
- d) Jurisdiction: encouraging communities to work together beyond boundaries on the map for the greater good.
- e) Diversity: acknowledgement Forum members' differing interests, but a shared interest in the future of Howe Sound;

AND WHEREAS in Council's judgement the Howe Sound Community Forum's *Principles for Cooperation* align with the objectives of United Nations Educational Scientific Cultural Organization (UNESCO) Biosphere Regions, which provide an effective tool for furthering United Nations conventions, including its Declaration on the Rights of Indigenous Peoples, to provide for conservation of landscapes, ecosystems, species and genetic variation; fostering economic and human development that is socially, culturally and ecologically sustainable; and providing support for research, monitoring, education

and information exchange related to local, national and global issues of conservation and development;

NOW THEREFORE, Council supports nomination of Howe Sound as a UNESCO Biosphere Region.

CARRIED

12. New Business

A. Council Strategy Committee Meeting November 15, 2016 at 3pm – Progress Report from Planner, Steven Olmstead

Moved/Seconded

THAT Council agrees to have a Council Strategy Committee meeting on November 15, 2016 at 3:00pm.

CARRIED

B. Immunization Clinic

CAO DeJong briefed Council on the offer which was received to have an immunization clinic for free in Lions Bay on November 11th from 12-2pm.

13. Public Questions & Comments

Ms. Deirdre Bain

Mrs. Bain queried who cleans the flooring and empties the bins in the post office.

14. Closed Council Meeting

Moved/Seconded

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- c) labour relations or other employee relations;
- 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.

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

- b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both and a third party.

CARRIED

The meeting was closed to the public at 9:00 p.m.

The meeting was re-opened to the public at 10:09 p.m.

Minutes – Regular Council Meeting – November 1, 2016

Village of Lions Bay

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15. Reporting Out From Closed Portion of Meeting

Matters were discussed pertaining to the reasons for closing the meeting.

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 10:09 p.m.

Mayor

Corporate Officer

Date Adopted by Council:	
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RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
1	1/Jan/15	Buhr	Oceanview creep	Can we install millimeter-accuracy survey markers on mid-Oceanview?	4	Infrastructure	Contractor, \$2000	PWM	PWM can obtain quotations; further road condition testing will be undertaken by AECOM as part of the IMP in April	THAT staff obtain quotes for installing millimeter-accuracy markers on mid-Oceanview Rd; and THAT staff bring the quotes back to Council if the cost is over the \$2000 allocated in the draft 2016 budget.
7	1/Aug/15	Buhr	Plaque screws	Can we replace the #12 Robertson screws in our \$1600 plaque with the manufacturer's recommendation, or at least decorative heads?	1	Showing pride in our Village		CAO		THAT Mayor Buhr discuss with Tony Cox
22	1/Jan/16	Buhr	SOFI changes	Can changes to wording of the SOFI report be accomodated?	2	Council priority (communication)		CFO	Please advise what changes are being requested. Legislation is very prescriptive.	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 yearend 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.
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.

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
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.	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.
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 <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.	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-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
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 Ctte 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	DONE - Bylaw & Policy Ctte 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			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
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/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.
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?	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
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	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.

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 ICYes, Council, IC AND inside staff. About 2 hours	4	Team building, awareness	Staff time	CAO	Asked and answered re. Council and IC - those that wanted to already did. Inside staff have various levels of interest and some already have seen what they wanted to see.	Not required.
42	12/Jan/16	Buhr	Approve agendas	Please have Mayor as Chair approve meeting agendas	2	Efficiency	Staff time	CAO	Yes, admin procedure needs to be ironed out to ensure it happens in a timely way	Not required.
43	25/Jan/16	McLaughlin	Financial Calendar	Please provide a calendar of financial due dates for 2016	2	Finance	Staff report	CFO	Done	Receive information
45	1/Feb/16	Buhr	IMP	Please report: honest assessment of the AECOM IMP. At what point do we draw a line? Why are we allowing AECOM to continually correct deficiencies? If they have not met the RFP, we need to move on, since the entire substance of the report will not adress our requirements?	5		Staff report	PWM	Discussed by CAO at Mar.2nd meeting	Not required.
49	11/Feb/16	Buhr	Municipal land	Please inspect large douglas fir 350 m south of Harrison Steps on municipal land that has started leaning off vertical, and from which bark has spalled in the last 24 hours (see video at https://www.dropbox.com/sh/rugfm1hp0rp88lh/AABTrNYAJJBBAiGCDXoSPdOoa?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.

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.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	2017 Municipal Grant Processes and Timelines		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	October 28, 2016	Version	-
Issued for	November 1, 2016 Regular Council Meeting		

RECOMMENDATION

THAT the Information Report “2017 Municipal Grant Processes and Timelines” be received for information purposes.

ATTACHMENTS

- 2017 Municipal Grant Application

KEY INFORMATION

The Village of Lions Bay (VOLB) provides municipal grants to non-profit community groups that demonstrate a need for funding to provide services or programs that benefit the VOLB community as a whole. The 2016 budget allocation for municipal grants was \$26,910 excluding in-kind services.

The processes and timelines outlined below will be followed in order to efficiently manage the process of providing these grants.

- The Finance department made an announcement in the Village Update and on the Village website regarding the availability of application forms at the Village Office and on the website on October 21, 2016.
- The deadline to submit fully completed applications with all the necessary documents is December 16, 2016.
- It is essential that all information requested in the application form be completed and all necessary documents included for an application to be considered for grant approval.
- All in-kind service requests such as public works time and waiving of rental fees must be itemized with estimated costs in the application form. Value of in-kind services will form part of the grant request.
- The Finance department will tabulate and summarize all completed applications and distribute them to Council.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

- Groups requesting funding for \$1,000 or greater will be required to make a brief presentation to Council at a Council Strategy meeting in January 2017 to allow Council the opportunity to ask questions about their application. Council will review the applications and make their recommendations.
- The approved funds will be allocated in the 2017 budget.
- The community groups for whom grants are approved will be notified by the Finance department. Funds will be distributed after the adoption of the 2017-2021 Five Year Financial Plan Bylaw.

For Council's consideration.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<h2 style="margin: 0;">MUNICIPAL GRANT APPLICATION</h2> <p style="margin: 0;">For Specific Projects/Services/Events/Programs</p>
<p>Only applications that are completed legibly and in full will be accepted.</p> <p>The deadline for submitting grant applications is December 16, 2016.</p> <p>Please provide a copy of your organization’s financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).</p>

A. APPLICANT INFORMATION	
Application Date	
Name of Organization/Group	
Contact Person	
Telephone	
Email	
BC Society Number	
Date of Registration	
Describe your organization’s objectives	
Number of members	



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B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION	
Amount requested (*see note below)	
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 462. as amended, for fee schedules)	
Provide details of other services and facilities requested (e.g. hall rental, Public Works time)	
Project title and Description	
Describe your target population (age, gender, disability etc.)	
Describe your goals and your success criteria	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Approximately how many individuals will be served by your project?
What community need or issue is your project/event responding to?
Describe any partners or sponsors involved in your project/event.
C. ACCOUNTABILITY
Describe how you will evaluate the effectiveness of the project/event



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D. FINANCIAL INFORMATION
<input type="checkbox"/> Attach your most recent financial statement
<input type="checkbox"/> Provide current fiscal year project budget for your organization
<input type="checkbox"/> If your group received a municipal grant in 2016, provide a breakdown of how the money was spent
<input type="checkbox"/> Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of “in kind” contributions

TERMS & CONDITIONS

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

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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

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

Signed					
Name		Title		Date	
Signed					
Name		Title		Date	

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Information Report		
Title	2017 Finance Workplan		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	November 9, 2016	Version	-
Issued for	November 15, 2016 Regular Council Meeting		

RECOMMENDATION

THAT the Information Report “2017 Finance Workplan” be received for information purposes.

ATTACHMENTS

- 2017 Finance Workplan – by date
- 2017 Finance Workplan – by task

KEY INFORMATION

The attached workplan is a high-level overview of key tasks (with deadlines) that must be completed by the Finance department. The workplan has been sorted by date and by task.

For Council’s consideration.

The Village of Lions Bay Finance Workplan 2017

Deliverable	Item	Due
Fees Bylaw	Fees Bylaw - Review of Proposed Changes	Tuesday, November 15, 2016
Fees Bylaw	Fees Bylaw - 3rd Reading	Tuesday, December 06, 2016
Five Year Financial Plan 2017-2021	Budget Schedule to Council	Tuesday, December 06, 2016
Year-end Preparations	BDO Interim Audit (3 days)	Monday, December 12, 2016
Fees Bylaw	Fees Bylaw - Adoption	Tuesday, December 20, 2016
Five Year Financial Plan 2017-2021	Preliminary Budget to Council	Tuesday, January 10, 2017
Five Year Financial Plan 2017-2021	Budget Presentations to Council (CSC)	Tuesday, January 24, 2017
Water, Sewer and Solid Waste	Preliminary Water, Sewer and Solid Waste budget to Council	Tuesday, January 24, 2017
Five Year Financial Plan 2017-2021	Budget Presentations to Council (CSC)	Tuesday, February 07, 2017
Water, Sewer and Solid Waste	Final Water, Sewer and Solid Waste budget to Council	Tuesday, February 07, 2017
Water, Sewer and Solid Waste	Water, Sewer and Solid Waste Rate Bylaw: 1st, 2nd and 3rd reading	Tuesday, February 07, 2017
Water, Sewer and Solid Waste	Utility brochure finalized	Monday, February 20, 2017
Five Year Financial Plan 2017-2021	Budget Presentations to Council (CSC)	Tuesday, February 21, 2017
Water, Sewer and Solid Waste	Water, Sewer and Solid Waste Rate Bylaw: Adoption	Tuesday, February 21, 2017
Water, Sewer and Solid Waste	Utility bills mailed to residents	Friday, February 24, 2017
Five Year Financial Plan 2017-2021	Budget Presentations to Council (CSC)	Tuesday, March 07, 2017
Five Year Financial Plan 2017-2021	Start work on 5 Year Financial Plan	Wednesday, March 08, 2017
Five Year Financial Plan 2017-2021	5 Year Financial Plan review (CSC)	Tuesday, April 04, 2017
Five Year Financial Plan 2017-2021	5 Year Financial Plan Bylaw: First and second reading	Tuesday, April 04, 2017
Parcel Taxes	Sewer and Water Parcel Tax Bylaws: First and second reading	Tuesday, April 04, 2017
Property Taxes	Property Tax Rate Bylaw: First and second reading	Tuesday, April 04, 2017
Five Year Financial Plan 2017-2021	Public Presentation	Wednesday, April 12, 2017
Year-end Preparations	Draft financial statements complete for BDO audit	Wednesday, April 12, 2017
Year-end Preparations	Audit package complete for BDO audit	Wednesday, April 12, 2017
Year-end Preparations	Good Friday (office closed)	Friday, April 14, 2017
Year-end Preparations	Easter Monday (office closed)	Monday, April 17, 2017
Year-end Preparations	BDO commence audit (one week)	Monday, April 17, 2017
Five Year Financial Plan 2017-2021	5 Year Financial Plan Bylaw: Third reading	Tuesday, April 18, 2017
Parcel Taxes	Sewer and Water Parcel Tax Bylaws: Third reading	Tuesday, April 18, 2017
Property Taxes	Property Tax Rate Bylaw: Third reading	Tuesday, April 18, 2017
Year-end Preparations	Draft audited financial statements	Wednesday, April 26, 2017
Five Year Financial Plan 2017-2021	5 Year Financial Plan Bylaw: Adoption	Tuesday, May 02, 2017
Parcel Taxes	Sewer and Water Parcel Tax Bylaws: Adoption	Tuesday, May 02, 2017
Property Taxes	Property Tax Rate Bylaw: Adoption	Tuesday, May 02, 2017
Year-end Preparations	BDO presentation of the draft audited financial statements (CSC)	Tuesday, May 02, 2017
Year-end Preparations	Council approval of the financial statements	Tuesday, May 9, 2017
Five Year Financial Plan 2017-2021	Submission of 5 Year Financial Plan to Ministry	Monday, May 15, 2017

(Special Council Meeting)

The Village of Lions Bay Finance Workplan 2017

Deliverable	Item	Due
Reporting	LGDE submission to Ministry	Monday, May 15, 2017
Quarterly Reviews	First Quarter Review to Council	Tuesday, May 16, 2017
Property Taxes	Property tax brochure finalized	Monday, May 22, 2017
Property Taxes	Property tax bills mailed to residents	Friday, May 26, 2017
Reporting	Statement of Financial Information (SOFI) report to Ministry	Friday, June 30, 2017
Reporting	Annual Report submission to Ministry	Friday, June 30, 2017
Quarterly Reviews	Second Quarter Review to Council	Tuesday, September 05, 2017
Quarterly Reviews	Third Quarter Review to Council	Tuesday, November 21, 2017

The Village of Lions Bay Finance Workplan 2017

Deliverable	Item	Due
Fees Bylaw	Fees Bylaw - Review of Proposed Changes	Tuesday, November 15, 2016
Fees Bylaw	Fees Bylaw - 3rd Reading	Tuesday, December 06, 2016
Fees Bylaw	Fees Bylaw - Adoption	Tuesday, December 20, 2016
Five Year Financial Plan 2017-2021	Budget Schedule to Council	Tuesday, December 06, 2016
Five Year Financial Plan 2017-2021	Preliminary Budget to Council	Tuesday, January 10, 2017
Five Year Financial Plan 2017-2021	Budget Presentations to Council (CSC)	Tuesday, January 24, 2017
Five Year Financial Plan 2017-2021	Budget Presentations to Council (CSC)	Tuesday, February 07, 2017
Five Year Financial Plan 2017-2021	Budget Presentations to Council (CSC)	Tuesday, February 21, 2017
Five Year Financial Plan 2017-2021	Budget Presentations to Council (CSC)	Tuesday, March 07, 2017
Five Year Financial Plan 2017-2021	Start work on 5 Year Financial Plan	Wednesday, March 08, 2017
Five Year Financial Plan 2017-2021	5 Year Financial Plan review (CSC)	Tuesday, April 04, 2017
Five Year Financial Plan 2017-2021	5 Year Financial Plan Bylaw: First and second reading	Tuesday, April 04, 2017
Five Year Financial Plan 2017-2021	Public Presentation	Wednesday, April 12, 2017
Five Year Financial Plan 2017-2021	5 Year Financial Plan Bylaw: Third reading	Tuesday, April 18, 2017
Five Year Financial Plan 2017-2021	5 Year Financial Plan Bylaw: Adoption	Tuesday, May 02, 2017
Five Year Financial Plan 2017-2021	Submission of 5 Year Financial Plan to Ministry	Monday, May 15, 2017
Parcel Taxes	Sewer and Water Parcel Tax Bylaws: First and second reading	Tuesday, April 04, 2017
Parcel Taxes	Sewer and Water Parcel Tax Bylaws: Third reading	Tuesday, April 18, 2017
Parcel Taxes	Sewer and Water Parcel Tax Bylaws: Adoption	Tuesday, May 02, 2017
Property Taxes	Property Tax Rate Bylaw: First and second reading	Tuesday, April 04, 2017
Property Taxes	Property Tax Rate Bylaw: Third reading	Tuesday, April 18, 2017
Property Taxes	Property Tax Rate Bylaw: Adoption	Tuesday, May 02, 2017
Property Taxes	Property tax brochure finalized	Monday, May 22, 2017
Property Taxes	Property tax bills mailed to residents	Friday, May 26, 2017
Quarterly Reviews	First Quarter Review to Council	Tuesday, May 16, 2017
Quarterly Reviews	Second Quarter Review to Council	Tuesday, September 05, 2017
Quarterly Reviews	Third Quarter Review to Council	Tuesday, November 21, 2017
Reporting	LGDE submission to Ministry	Monday, May 15, 2017
Reporting	Statement of Financial Information (SOFI) report to Ministry	Friday, June 30, 2017
Reporting	Annual Report submission to Ministry	Friday, June 30, 2017
Water, Sewer and Solid Waste	Preliminary Water, Sewer and Solid Waste budget to Council	Tuesday, January 24, 2017

The Village of Lions Bay Finance Workplan 2017

Deliverable	Item	Due	
Water, Sewer and Solid Waste	Final Water, Sewer and Solid Waste budget to Council	Tuesday, February 07, 2017	
Water, Sewer and Solid Waste	Water, Sewer and Solid Waste Rate Bylaw: 1st, 2nd and 3rd reading	Tuesday, February 07, 2017	
Water, Sewer and Solid Waste	Water, Sewer and Solid Waste Rate Bylaw: Adoption	Tuesday, February 21, 2017	
Water, Sewer and Solid Waste	Utility brochure finalized	Monday, February 20, 2017	
Water, Sewer and Solid Waste	Utility bills mailed to residents	Friday, February 24, 2017	
Year-end Preparations	BDO Interim Audit (3 days)	Monday, December 12, 2016	
Year-end Preparations	Draft financial statements complete for BDO audit	Wednesday, April 12, 2017	
Year-end Preparations	Audit package complete for BDO audit	Wednesday, April 12, 2017	
Year-end Preparations	Good Friday (office closed)	Friday, April 14, 2017	
Year-end Preparations	Easter Monday (office closed)	Monday, April 17, 2017	
Year-end Preparations	BDO commence audit (one week)	Monday, April 17, 2017	
Year-end Preparations	Draft audited financial statements	Wednesday, April 26, 2017	
Year-end Preparations	BDO presentation of the draft audited financial statements (CSC)	Tuesday, May 02, 2017	
Year-end Preparations	Council approval of the financial statements	Tuesday, May 9, 2017	(Special Council Meeting)

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	Third Quarter Financial Review		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	November 10, 2016	Version	-
Issued for	November 15, 2016 Regular Council Meeting		

RECOMMENDATION

THAT the Information Report “Third Quarter Financial Review” be received for information purposes.

ATTACHMENTS

- Third Quarter Financial Review

KEY INFORMATION

The attached third quarter financial review includes:

1. Consolidated Financial Results
2. General, Water and Sewer Fund Financial Results
3. Capital Expenditures

The General Fund has been further broken down by department:

- a) General Government (Administration and Council)
- b) Protective Services (Fire, Bylaw Services and EOC)
- c) Public Works
- d) Planning and Development
- e) Parks, Recreation and Facilities
- f) Solid Waste

The reports compare the actual results at September 30, 2016 to the 2016-2020 Five Year Financial Plan Bylaw which was adopted May 10, 2016.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

FOLLOW UP ACTION

Staff will be available to respond to any questions at the November 15, 2016 Council meeting.

Village of Lions Bay
For the third quarter ended September 30, 2016

Consolidated Financial Results				
	2016			2015
	YTD Actual	Budget	%	YTD Actual
Revenues				
Fees, Licenses, Permits and Fines	81,685	93,836	87.1%	70,882
Small Community Grant	296,372	285,000	104.0%	310,738
Other grants	196,565	422,613	46.5%	110,189
Other	90,561	87,205	103.8%	95,878
Taxation	1,410,660	1,410,611	100.0%	1,521,494
Utility Fees and Rates	1,030,874	1,033,030	99.8%	676,322
	3,106,716	3,332,295	93.2%	2,785,502
Expenditures				
Amortization	415,340	553,787	75.0%	385,419
General Government	488,829	665,549	73.4%	405,735
Protective Services	195,750	325,872	60.1%	181,306
Public Works	189,585	408,818	46.4%	228,830
Planning and Development	18,910	60,319	31.4%	19,018
Parks, Recreation and Facilities	146,238	160,899	90.9%	151,972
Solid Waste	150,573	200,125	75.2%	150,125
Sewer Fund	50,496	71,534	70.6%	44,523
Water Fund	462,530	744,857	62.1%	508,301
Interest Payments	47,317	90,241	52.4%	46,741
	2,165,569	3,282,001	66.0%	2,121,968
Surplus/(Deficit)	941,147	50,294		663,534

Village of Lions Bay
For the third quarter ended September 30, 2016

General Fund Financial Results (including Solid Waste)

	2016			2015
	YTD Actual	Budget	%	YTD Actual
Revenues				
Fees, Licenses, Permits and Fines	82,285	93,836	87.7%	71,082
Small Community Grant	296,372	285,000	104.0%	310,738
Other grants	32,752	59,450	55.1%	57,392
Other	79,327	71,152	111.5%	84,993
Taxation	1,374,729	1,374,680	100.0%	1,230,267
Utility Fees and Rates	199,187	199,925	99.6%	196,802
	2,064,652	2,084,043	99.1%	1,951,274
Expenditures				
Amortization	265,921	354,561	75.0%	251,837
Communications	85,933	123,401	69.6%	65,584
Interest Payments	8,141	15,016	54.2%	8,913
Fiscal Charges	2,869	3,950	72.6%	2,896
Grants	33,099	34,829	95.0%	28,409
Insurance	51,018	56,332	90.6%	56,457
Internal Allocations	(44,250)	(59,000)	75.0%	(44,250)
Maintenance	84,047	204,416	41.1%	103,411
Materials, supplies, and equipment	47,756	90,913	52.5%	60,069
Professional Fees / Contract Services	202,917	365,686	55.5%	208,858
Salaries and benefits	662,639	888,856	74.5%	586,937
Sundry	15,451	19,264	80.2%	13,072
Training / Professional Development	39,312	77,636	50.6%	45,673
Utilities	9,095	15,297	59.5%	9,870
	1,463,948	2,191,157	66.8%	1,397,736
Surplus/(Deficit)	600,704	(107,114)		

Village of Lions Bay
For the third quarter ended September 30, 2016

Water Fund Financial Results					
	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
Revenues					
Parcel Tax Brunswick Beach	10,585	10,585	100.0%	10,585	
Parcel Tax Lions Bay	-	-	n/a	256,502	
Water User Rates	786,865	788,283	99.8%	438,356	
Grants	64,700	219,595	29.5%	-	1
Disaster Financial Assistance (EMBC)	99,113	143,568	69.0%	52,797	2
Other	10,634	16,053	66.2%	10,885	
	971,896	1,178,084	82.5%	769,124	
Expenditures					
Amortization	120,875	161,167	75.0%	112,283	
Communications	2,074	2,538	81.7%	1,918	
Interest Payments	39,175	75,225	52.1%	37,828	
Emergency Repairs	99,113	143,568	69.0%	174,065	
Insurance	23,077	23,077	100.0%	7,105	
Maintenance	24,923	35,648	69.9%	9,982	
Material, Supplies and Equipment	9,561	14,921	64.1%	2,329	
Professional Fees / Contract Services	25,669	130,627	19.7%	22,528	3
Salaries and Benefits	212,188	303,676	69.9%	225,466	
Sundry	14,581	16,891	86.3%	14,464	
Training / Professional Development	3,168	5,075	62.4%	103	
Utilities	6,926	13,838	50.1%	9,090	
Internal Allocations	41,250	55,000	75.0%	41,250	
	622,581	981,251	63.4%	658,411	
Surplus / (Deficit)	349,315	196,833			

Notes:

- 1 Revenue represents 2/3 of actual expenditures (amount covered by the grant). A portion of the grant may be re-purposed - see capital expenditure report.
- 2 Actual costs were lower than budgeted. 100% of costs were reimbursed by EMBC.
- 3 Professional fees are tracking very favourable partially due to Infrastructure Master Plan result of savings of \$10,154. Account will be reviewed during the 2017 budget process.

Village of Lions Bay
For the third quarter ended September 30, 2016

Sewer Fund Financial Results					
	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
Revenues					
Taxation (Parcel Tax)	25,346	25,346	100.0%	24,140	
Utility Fees and Rates	44,822	44,822	100.0%	41,164	
	70,168	70,168	100.0%	65,305	
Expenditures					
Amortization	28,544	38,059	75.0%	21,299	
Insurance	2,230	2,230	100.0%	1,240	
Maintenance	27,662	30,450	90.8%	25,692	
Material, Supplies and Equipment	60	1,015	5.9%	622	
Professional Fees / Contract Services	2,254	8,981	25.1%	-	1
Salaries and Benefits	12,590	20,374	61.8%	12,696	
Sundry	1,354	1,622	83.5%	-	
Training / Professional Development	-	761	0.0%	-	
Utilities	1,346	2,101	64.0%	1,273	
Internal Allocations	3,000	4,000	75.0%	3,000	
	79,040	109,593	72.1%	65,822	
Surplus / (Deficit)	(8,872)	(39,425)			

Notes:

- 1 Favourable in part due to Infrastructure Master Plan savings of \$846. Account will be reviewed during the 2017 budget process.

Village of Lions Bay
For the third quarter ended September 30, 2016

Revenue Summary					
	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
Taxation					
General Municipal Property Tax	1,105,803	1,105,811	100.0%	987,338	
Fire Levy - from Municipal Taxation	231,703	231,703	100.0%	206,878	
Parcel Taxes	35,931	35,931	100.0%	291,227	
Grants in Lieu	34,367	34,366	100.0%	33,267	
Admin Fees - Schools Taxes	2,856	2,800	102.0%	2,783	
	1,410,660	1,410,611	100.0%	1,521,494	
Utility Fees and Rates					
Water User Rates	786,865	788,283	99.8%	438,356	
Sewer User Rates	44,822	44,822	100.0%	41,164	
Solid Waste User Rates	199,187	199,925	99.6%	196,802	
	1,030,874	1,033,030	99.8%	676,322	
Fees, Licenses and Permits					
Building Permits	11,299	12,000	94.2%	6,436	
Board Of Variance Application Fee	500	3,000	16.7%	2,500	
Secondary Suite Surcharge Fees	15,673	16,500	95.0%	8,732	
Dumpster Bin Permit Fees	1,400	200	700.0%	245	
Fire Training Programs	300	1,500	20.0%	1,450	
Recreation Programs	2,755	4,500	61.2%	3,720	
Hall Rental	6,410	6,000	106.8%	4,777	
Boat Space Rentals	5,600	4,500	124.4%	4,100	
Rental Agree - BC Ambulance	18,835	25,113	75.0%	16,956	
Parking Fines	5,796	5,000	115.9%	9,648	
Parking Passes - Annual	1,160	1,500	77.3%	1,960	
Parking Passes - Temporary	1,258	4,800	26.2%	1,040	
Dog Licences / Animal Control Fines	5,205	3,350	155.4%	3,570	
Filming Revenue	2,200	1,500	146.7%	2,580	
Tree Cutting Applications	280	508	55.1%	240	
Tax Information Charges	1,950	1,800	108.3%	1,420	
FOIPA Fees	407	-	n/a	97	
Miscellaneous	657	2,065	31.8%	1,410	
	81,685	93,836	87.1%	70,882	
Grants					
Small Community Grant	296,372	285,000	104.0%	310,738	
Grant - New Build Canada	64,700	219,595	29.5%	-	1
Gas Tax Funding	28,225	54,600	51.7%	27,308	2
Disaster Financial Assistance (EMBC)	99,113	143,568	69.0%	52,797	3
Other Grants	4,527	4,850	93.3%	30,084	
	492,937	707,613	69.7%	420,927	
Other Revenue					
Fire Department Callouts Highway	12,286	20,000	61.4%	3,568	
Donations to LB Fire Department	4,118	20,000	20.6%	34,631	4
Fire Fighter Day Revenue	24,132	-	n/a	-	
Fire Miscellaneous Revenue/Recoveries	-	-	n/a	11,183	
Tax Penalties and Interest	24,164	20,500	117.9%	22,783	
MFA Actuarial Interest	13,129	17,505	75.0%	11,026	
Bank Return on Investment	8,522	7,000	121.7%	8,217	
In-Kind Revenue	3,850	-	n/a	-	5
Miscellaneous	266	1,000	26.6%	2,942	
Water Connection Fees	94	1,200	7.8%	1,529	
	90,561	87,205	103.8%	95,878	
Total Revenues	3,106,716	3,332,295	93.2%	2,785,502	

Notes:

- Revenue represents 2/3 of actual expenditures (amount covered by the grant). A portion of the grant may be re-purposed - see capital expenditure report.
- Gas tax funding is paid in two installments in August and December.
- Actual costs were lower than budgeted. 100% of costs were reimbursed by EMBC.
- Donations budget included Fire Fighter Day revenue, which is now recorded separately.
- In-kind revenue offsets the in-kind expenses that are part of the municipal grants.

Village of Lions Bay
For the third quarter ended September 30, 2016

General Fund - Administration					
	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
Expenditures					
Amortization	265,921	354,561	75.0%	251,837	
Communications	35,939	57,439	62.6%	30,338	
Fiscal Charges	2,703	3,750	72.1%	2,739	
Insurance	26,341	32,640	80.7%	31,032	
Internal Allocations	(40,125)	(53,500)	75.0%	(40,125)	
Maintenance	3,308	7,105	46.6%	2,147	
Material, Supplies and Equipment	7,577	11,168	67.8%	8,277	
Professional Fees / Contract Services	36,867	65,568	56.2%	43,564	
Salaries and Benefits	355,515	453,817	78.3%	271,680	
Sundry	2,987	2,921	102.3%	1,792	
Training / Professional Development	14,053	15,079	93.2%	10,429	
Utilities	1,534	2,593	59.2%	1,448	
	712,620	953,141	74.8%	615,156	

Village of Lions Bay
For the third quarter ended September 30, 2016

General Fund - Council					
	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
Expenditures					
Communications	83	1,503	5.6%	128	1
Material, Supplies and Equipment	-	203	0.0%	212	
Professional Fees / Contract Services	4,358	5,000	87.2%	-	2
Salaries and Benefits	29,208	41,994	69.6%	30,909	
Sundry	6,194	8,821	70.2%	5,167	
Training / Professional Development	2,286	9,500	24.1%	6,000	
	42,129	67,021	62.9%	42,416	

Notes:

- 1 Actual costs will be over-budget. \$1,983 spent on referendum mailout in October.
- 2 Budget includes \$5,000 for Strategic Planning.

Village of Lions Bay
For the third quarter ended September 30, 2016

General Fund - Fire Department					
	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
Expenditures					
Communications	37,877	42,522	89.1%	26,633	
Fiscal Charges	166	200	83.0%	157	
Insurance	11,318	10,800	104.8%	10,417	
Maintenance	27,151	37,950	71.5%	11,871	
Material, Supplies and Equipment	16,381	31,780	51.5%	21,336	
Professional Fees / Contract Services	-	5,000	0.0%	-	1
Salaries and Benefits	49,734	106,445	46.7%	52,167	2
Training / Professional Development	18,383	40,800	45.1%	15,797	
Utilities	890	2,900	30.7%	1,412	
	161,899	278,397	58.2%	139,789	

Notes:

- 1 Budget includes \$5,000 for a Fire Strategic Plan which will not be spent in 2016.
- 2 Volunteer firefighters are paid in July and December.

Village of Lions Bay
For the third quarter ended September 30, 2016

General Fund - Bylaw Services					
	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
Expenditures					
Communications	589	750	78.5%	514	
Material, Supplies and Equipment	1,661	4,508	36.8%	3,272	
Professional Fees / Contract Services	1,321	2,000	66.1%	1,090	
Salaries and Benefits	20,319	20,502	99.1%	15,703	1
Training / Professional Development	1,242	1,015	122.4%	-	
	25,132	28,775	87.3%	20,578	

Notes:

- 1 Bylaw officers finished work in September.

Village of Lions Bay
For the third quarter ended September 30, 2016

General Fund - EOC					
	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
Expenditures					
Communications	1,275	1,600	79.7%	1,135	
Grants	489	5,600	8.7%	1,238	1
Maintenance	2,765	2,500	110.6%	2,473	2
Material, Supplies and Equipment	-	500	0.0%	-	
Training / Professional Development	17	5,000	0.3%	12,500	3
Utilities	4,172	3,500	119.2%	3,593	
	8,719	18,700	46.6%	20,938	

Notes:

- 1 The Village reimburses the EOC when expenses are submitted up to a maximum of \$5,000.
- 2 Includes all maintenance costs for the Klatt Building - allocated at year-end.
- 3 Budget includes \$3,000 for additional EOC training and exercises. Staff recommends using a portion of the budget for emergency kits for committee members.

Village of Lions Bay
For the third quarter ended September 30, 2016

General Fund - Public Works					
	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
Expenditures					
Communications	9,495	17,553	54.1%	6,098	
Interest Payments	8,141	15,016	54.2%	8,913	1
Insurance	10,959	10,200	107.4%	12,408	
Internal Allocations	(11,250)	(15,000)	75.0%	(11,250)	
Maintenance	35,224	126,061	27.9%	64,796	
Material, Supplies and Equipment	19,362	38,570	50.2%	26,420	
Professional Fees / Contract Services	19,338	61,358	31.5%	21,705	2
Salaries and Benefits	104,088	165,054	63.1%	108,609	3
Sundry	32	254	12.6%	44	
Training / Professional Development	2,337	4,771	49.0%	-	
Total Expenditures	197,726	423,837	46.7%	237,743	

Notes:

- 1 MFA debt payments are made twice a year in April and October.
- 2 Favourable due to Infrastructure Master Plan savings of \$12,690. Account will be reviewed during the 2017 budget process.
- 3 Staff have spent more time on Parks and Rec duties than was allocated in the budget. In total, all Public Works salaries (Water, Sewer, Public Works and Parks and Rec) are tracking at 73.0% of budget.

Village of Lions Bay
For the third quarter ended September 30, 2016

General Fund - Planning and Development					
	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
Expenditures					
Communications	675	2,035	33.2%	738	
Professional Fees / Contract Services	782	36,500	2.1%	2,262	1
Salaries and Benefits	16,245	19,552	83.1%	14,639	
Sundry	213	761	28.1%	430	
Training / Professional Development	995	1,472	67.6%	948	
	18,910	60,320	31.4%	19,018	

Notes:

- 1 Budget includes \$30,000 for a planning consultant whose contract commenced in October.

Village of Lions Bay
For the third quarter ended September 30, 2016

General Fund - Parks and Recreation					
	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
Expenditures					
Grants	32,610	29,229	111.6%	27,171	1
Insurance	2,400	2,692	89.2%	2,600	
Maintenance	15,598	30,803	50.6%	22,124	
Material, Supplies and Equipment	1,525	1,685	90.5%	233	
Professional Fees / Contract Services	2,418	4,110	58.8%	-	2
Programs:					
Dance Program	-	725	0.0%	723	
Drama/ Culture Program	1,188	3,300	36.0%	2,456	
Salaries and Benefits	87,529	81,494	107.4%	93,231	3
Sundry	471	508	92.7%	17	
Utilities	2,499	6,304	39.6%	3,418	
	146,238	160,850	90.9%	151,972	

Notes:

- 1 Municipal grants are paid in April after adoption of the budget. Expenses include the in-kind charges that were not budgeted but are offset by in-kind revenue.
- 2 Favourable due to Infrastructure Master Plan savings of \$1,692.
- 3 Staff have spent more time on Parks and Rec duties than was allocated in the budget. In total, all Public Works salaries (Water, Sewer, Public Works and Parks and Rec) are tracking at 73.0% of budget.

Village of Lions Bay
For the third quarter ended September 30, 2016

General Fund - Solid Waste					
	2016			2015	Notes
	YTD Actual	Budget	%	YTD Actual	
Expenditures					
Supplies and Education	1,250	2,500	50.0%	320	
Collection Contract	72,331	97,075	74.5%	71,742	
Recycle Removal Contract	22,929	29,050	78.9%	22,373	
Green Waste Contract	41,385	56,000	73.9%	42,944	
Sundry	5,554	6,000	92.6%	5,622	1
Internal Allocations	7,125	9,500	75.0%	7,125	
	150,573	200,125	75.2%	150,125	

Notes:

- 1 Prompt payment discounts for solid waste user fees paid by March 31 were lower than budgeted.

Village of Lions Bay
2016 Capital Expenditures
as at November 9, 2016

CAT	Project	YTD Actual	Budget	Status / Notes
Fac	CCR Renewal - Light Ballasts for Village Office (re-budget)	\$6,057	\$6,057	Completed.
Water	Highway Tank Roof Removal (re-budget)	\$13,111	\$13,111	Completed.
Fire	Computer Equipment for Fire Trucks (re-budget)	\$573	\$573	Completed.
Water	Water Contingency (re-budget)	\$5,650	\$5,000	Completed - Water conservation signs, two pressure sensors.
Water	Mag Intake Safety Improvements (re-budget)	\$41,258	\$91,072	Infiltration gallery on hold pending IC / Staff agreement on methodology for cleaning.
Water	PRV and Bypass for Mag Reservoir (re-budget)	\$69,192	\$69,192	Deficiency remaining on PRV station drainage - North intends to remediate upon Infiltration Gallery work.
Water	Harvey Intake Road Safety Improvements (re-budget)	\$0	\$169,129	Creus recommends re-purposing funds as road works will not provide any added safety. PW Manager discussing possible options with Thurber (re: 450m of dangerous roadway).
Sewer	WWTP Safety - gratings, handrails, planking, and bridge	\$19,216	\$21,000	Electrical work outstanding - received \$1,400 quote.
Sewer	Sewer Sea Snake - pipe inspection camera	\$13,655	\$14,000	Completed.
Water	Water Capital - Hydrants	\$0	\$9,000	Council approved reallocation of budget to additional PRV work that is required (see below).
Water	Water Maintenance - PRV Screens & Filters	\$0	\$10,000	Air relief valves, stainless steel tubing, strainers and 4" PRV for Harvey fill station received and initial works completed. There is a project delay due to Magnesia Creek being down. The remaining works will be completed in early December.

CAT	Project	YTD Actual	Budget	Status / Notes
Water	Water Safety - anchor points for safety harnesses on all tanks	\$0	\$3,870	Project cannot be completed - engineering sign off on roof anchor attachment points is not available. Staff will be looking for alternative measures.
Water	SCADA - Install robust primary communications	\$0	\$18,500	Shaw Cable has visited the site and conducted an analysis.
Fac	Fence replacement and repair @ yard and LBBP	\$0	\$15,000	Contractors will be secured (3 estimates) later this month with work taking place in early December.
Fac	Works Yard roof repairs	\$8,493	\$9,000	Completed.
Roads	Survey, Eng., and Design for culvert replacement and road repair 280 m Bayview from Mountain to Stewart.	\$0	\$24,000	Project initiation meeting has occurred. Scheduled completion is late January 2017.
Roads	Bridges - regrade sidewalks to mitigate trip hazards	\$0	\$9,500	Engineering review and repair methodology framework to be completed in December.
Roads	Bridges - Repair missing plank @ end of LBA	\$300	\$300	Completed.
Roads	Bridges - Village owned private bridge repair pavement hole; install mirror and warning sign	\$0	\$4,500	Work to be completed by PW Staff this year.
Parks	Lions Bay Beach Park - boat space refurbishment, removal of wood entrance and wood bench, stair replacement, guard rails	\$624	\$13,000	Contractors have been secured and have been given the go ahead to perform the electrical works. Staff will be bringing forward a revised capital request during the 2017 budget process.
Gen'l	Laptops for Building Inspector and Fire Chief	\$3,373	\$3,500	Completed.
Fire	Fire Capital Maintenance	\$6,082	\$30,009	Fire Chief anticipates all purchases to be complete by the end of the year.
Fire	Completion of FD Burn Building	\$0	\$30,000	Fire Chief working with CAO to complete steps to remove Stop Work order and obtain FLNRO approval. Work to be completed in 2017.

CAT	Project	YTD Actual	Budget	Status / Notes
<hr/>		\$187,585	\$569,313	

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

INFRASTRUCTURE COMMITTEE

TERMS OF REFERENCE

Purpose

To advise Council on the establishment of policies, bylaws and matters related to infrastructure planning, development and maintenance in the Village.

Establishment and Authority

Section 141 of the Community Charter provides the Mayor with the authority to establish Standing Committees. The Infrastructure Committee (the "Committee") was amended from a Select Committee to a Standing Committee by a resolution of Council on January 6, 2015.

The Committee's role is advisory; it has no authority to approve or implement decisions. The Committee shall report directly to Council through its Chair.

Composition

The Committee shall be comprised of three members of Council, and three members of the public as appointed by the Mayor, ~~the Manager of Public Works and the Chief Administrative Officer.~~

Committee Role and Responsibility

The Committee's role is to provide guidance and recommendations to Council with respect to Infrastructure as follows:

1. ~~Prepare and draft~~Suggest for Council's consideration revisions and/or updates to Village policies and bylaws with respect to infrastructure planning, development and maintenance.
2. Prepare and prioritize, for Council's consideration, a list of items to be included in the Village's budget for infrastructure planning, development and maintenance and recommend funding sources wherever possible.
3. Other items as may be assigned, by Council, to the Committee related to infrastructure planning, development, and maintenance and funding.
4. Defer to Village staff for the day-to-day operations of the Village; Committee input will be at a strategic level ~~with independent oversight on projects from time to time.~~

Staff Role and Responsibility

1. Assists the Committee ~~in the preparation of policies, bylaws and budgets~~with information related to Village infrastructure planning, development and maintenance activities.
2. Bring forward Committee recommendations to Regular Council Meetings for consideration.
3. Manage the operation and contracts of activities related to infrastructure planning, development and maintenance for the Village.

Policies and Procedures

Committee procedures are in accordance with Division 3 of the BC Community Charter as well as the current version of the Village’s Council Procedures Bylaw to the extent applicable.

The Committee is established as a non-voting structure, and its recommendations shall be formulated by consensus of those present at its meetings. In the event of procedural conflict, Roberts Rules of Order shall apply.

The Committee will appoint its own Chair and take descriptive minutes. Committee meetings shall not be recorded.

The Committee will meet on the 4th Monday of each month, subject to the Chair’s ability to move meeting dates as necessary, in consultation with Committee members.

<u>Last Updated:</u>	<u>February 5, 2015</u>
<u>Endorsed by Committee:</u>	<u>February 12, 2015</u>
Adopted by Council:	February 17, 2015
<u>Amended:</u>	<u>October 18, 2016</u>

LBFD Monthly Report – October 31st 2016**October 1st – October 31st call outs = 20**

Breakdown of call outs:

14 x MVA – Rescue Required, 1 x MVA, 1 x Assist, 2 x MESA D, 1 x MESA C, 1 x Hydro Pol Fire

Incidents on the Highway

10/28/2016 07:32:19	HWY 99	MVA - RESCUE REQUIRED
10/23/2016 12:16:14	HWY 99	MVA - RESCUE REQUIRED
10/21/2016 15:46:57	HWY 99	MVA - RESCUE REQUIRED
10/18/2016 16:34:02	HWY 99	MVA - RESCUE REQUIRED
10/18/2016 15:28:36	HWY 99	MVA - RESCUE REQUIRED
10/17/2016 22:16:08	HWY 99	MVA - RESCUE REQUIRED
10/16/2016 18:06:38	HWY 99	MVA - RESCUE REQUIRED
10/15/2016 14:00:12	HWY 99	MVA
10/14/2016 14:31:18	HWY 99	MVA - RESCUE REQUIRED
10/13/2016 19:14:52	HWY 99	MVA - RESCUE REQUIRED
10/08/2016 20:02:37	HWY 99	MVA - RESCUE REQUIRED
10/08/2016 17:44:07	HWY 99	MVA - RESCUE REQUIRED
10/06/2016 22:00:15	HWY 99	MVA - RESCUE REQUIRED
10/05/2016 04:30:39	HWY 99	MVA - RESCUE REQUIRED

Incidents in the Village

10/30/2016 19:48:40	OCEANVIEW	MVA - RESCUE REQUIRED
10/31/2016 04:18:08	BRUNSWICK BEACH	LIFT ASSIST
10/29/2016 13:34:57	CROSSCREEK	MESA-D
10/24/2016 11:05:42	SUNSET	MESA-C
10/14/2016 12:14:30	ISLEVIEW	MESA-D
10/05/2016 08:08:52	TIMBERTOP	HYDRO POLE FIRE

Fundraising:

- On-going

Miscellaneous:

- The department has currently 33 members (including those undergoing pre-response training)
- **2016 – approx. total claimed from sources OUTSIDE the village = \$30,129**
- *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*

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VILLAGE OF LIONS BAY

Incoming Correspondence - November 15, 2016

General Correspondence:

- G-1: Abandoned and Derelict Vessels Update (Page 1)
- G-2: Woodfibre LNG (Page 2)
- G-3: LMFMS Phase 2 Request (Page 6)
- G-4: Letter from the Honourable Stephanie Cadieux (Page 12)
- G-5: Human Trafficking & Sexual Exploitation (Page 14)

Resident Correspondence:

- R-1: Louis Peterson (Page 16)
- R-2: Arash Iranshahi (Page 18)
- R-3: Helen Waterson (Page 20)
- R-4: Helen Waterson (Page 22)
- R-5: Coridon Henshaw (Page 25)
- R-6: Anne-Marie Halliday (Page 27)

From: Pam.Goldsmith-Jones@parl.gc.ca
To: Pam.Goldsmith-Jones@parl.gc.ca
Subject: Abandoned and Derelict Vessels Update
Date: Tuesday, November 01, 2016 8:50:46 AM

Dear Community,

I am emailing to let you know that MP Bernadette Jordan's private members Motion-40: Abandoned Vessels, passed unanimously last week in the House of Commons. This motion tasks the government with taking meaningful steps within the next six months to work with provincial, territorial, Indigenous and local partners to address the issue of abandoned and derelict vessels. Importantly, Motion-40 proposes an approach that prevents vessels from being abandoned in the future.

Thank you for expressing interest in this issue and for all your hard work in helping to find solutions. There is still much work to be done. Minister of Transport, Marc Garneau, is taking the lead on this policy development. Please reply to this message if you would like to be kept up to date on progress or if you are interested in attending future community meetings as we continue to contribute!

The text of the motion, government amendments and full transcripts of the debate can be found [here](#). You can watch my speech in the House of Commons [here](#).

Sincerely,
Pam



Pamela Goldsmith-Jones

Member of Parliament

West Vancouver-Sunshine Coast-Sea to Sky Country
Parliamentary Secretary to the Minister of Foreign Affairs

6367 Bruce Street West
West Vancouver, British Columbia, V7W 2B8
Tel. 604.913.2660
Facebook: Pamela Goldsmith-Jones
Twitter: @pgoldsmithjones
Website: <http://pgoldsmithjones.ca/>

From: [Anton van Walraven](#)
To: [Council @ Lions Bay](#)
Cc: [Shawna Gilroy](#)
Subject: Woodfibre LNG- Impact of decision to change the cooling system
Date: Wednesday, November 02, 2016 11:31:32 AM
Attachments: [CCB-MS2S-BCEAO-WLNG-CoolingSysChange-EAI.pdf](#)

Dear Mayor and Council,

Please find the letter from My Sea to Sky and Concerned Citizens Bowen to Mr. Shepard (BC EAO) regarding the Woodfibre LNG project in Atl'kitsem / Howe Sound attached to this email.

Kind regards,

Anton van Walraven

--

Concerned
Citizens
Bowen.ca

[for the Protection of Atl'kitsem / Howe Sound](#)

351 Eagles Nest Rd
Nexwle'lexm / Bowen island BC V0N 1G1



Mr. Michael Shepard
Project Manager, BC Environmental Assessment Office
836 Yates St
Victoria BC V8W 1L8

Delivered by email and mail

Re: Woodfibre LNG- Impact of decision to change the cooling system

Dear Mr. Shepard:

On behalf of our respective organizations, we are following up on our call to you in regard to the recent decision by Woodfibre LNG Limited to change the design of the cooling system proposed for its LNG facility in Howe Sound, BC. We have grounds for believing this change to be material to the granting of an EA certificate to the project. We therefore wish to be informed of the impact of this change on the status of the Environmental Assessment (EA) certificate awarded to the project and the steps the EA process will take from here.

Background

On November 27, 2013, the BC Environmental Assessment Office (EAO) issued an Order under Section 10(1)(c) of the Act stating that an Environmental Assessment Certificate was required for the Project and that the Proponent could not proceed with the Project in the absence of an assessment. (*Woodfibre LNG Project ENVIRONMENTAL ASSESSMENT CERTIFICATE # E15-02*)

The BC Minister of Environment and the Minister of Natural Gas Development issued the Environmental Assessment Certificate # E15-02 to the Proponent, Woodfibre LNG Limited, for the Project as described in Schedule A. (*Woodfibre LNG Project ENVIRONMENTAL ASSESSMENT CERTIFICATE # E15-02*)

Schedule A of the certificate, section 2.0, specifies the project to include:

'The seawater cooling system, including an intake and diffuser with a maximum diversion rate of 17,000 m³/h is located within the Certified Project Area (Figure 1). (Woodfibre LNG Project ENVIRONMENTAL ASSESSMENT CERTIFICATE # E15-02 – Schedule A)

Woodfibre LNG Limited has confirmed last week that it will **not** be building the seawater cooling system it proposed, and will **instead** seek to build its plant with an air-cooling system. (*Squamish Nation announces decision on Woodfibre LNG plant cooling technology, Woodfibre Press release. <http://www.woodfibrelng.ca/squamish-nation-announces-decision-on-woodfibre-lng-plant-cooling-technology/>*)

The air-cooling system is not described in Schedule A.

According to the BC Environmental Assessment Act 2002, Woodfibre LNG cannot carry out a project that is not in accordance with the issued certificate, its terms and conditions.

In Woodfibre LNG's application, several alternatives were presented as alternative cooling methods for the proposed plant. These included air cooling, once-through seawater cooling from Howe Sound and two other methods. (*Woodfibre LNG Assessment of alternative cooling methods – Response to EAO Supplemental information Request April 2015*). They were presented as such, since a different type of cooling system would substantially change the design of the facility. During the EA process, representatives of Woodfibre LNG stated that a change in cooling method would mean substantial re-design of the plant. This was reflected in the following interaction:

-District of Squamish: *Is Woodfibre [LNG] looking at any alternative to seawater cooling?*

-Woodfibre [LNG]: *No. We would have to redesign the main components of the LNG facility (EAO Woodfibre LNG Working group meeting minutes March 5 2015).* [LNG] added.

Impact on Environmental Certificate, EA process

The above public exchange suggests that the change Woodfibre LNG is pursuing is substantial, and will, apart from the environmental impacts of air-cooling, bring about significant changes to the facility's lay-out and infrastructure. We understand that the change will materially impact several key value components that were evaluated in the EA process for a different cooling system, including terrestrial and marine noise, water quality, air emissions and GHGs - the latter because it is our understanding that most, if not all, air-cooled LNG plants worldwide use gas (not electric) -powered compressors and cooling fans.

It is our understanding that under these circumstances, the company can only move ahead through an amendment to the EA certificate. We are unclear as to how that will proceed. The proponent has not specified, nor have the affected public and First Nations had the opportunity to review and comment on, these changes.

Under the B.C. Environmental Assessment Act 2002, Section 19, a holder of an EA Certificate may apply to amend the certificate. However, Section 19 does not clearly define or specify what changes in a project warrant what kind or type of Environmental Assessment process, and leaves it to the discretion of the Executive Director of the Environmental Assessment Office. However, there is a precedent for this - Blue Earth Renewables Ltd. proposed changes for its Narrows Inlet Hydro Project. (EA Certificate #13-04) and underwent additional steps in its EA process:
https://a100.gov.bc.ca/appsdata/epic/documents/p313/1466725103935_RTHnXswpwn2JGCcWgLv1kpTpMWQGcXfSgjxYGbQpt8P352Lcyvpl!2145704504!1466724574673.pdf

As a consequence of this material change to the project, we would expect the Executive Director to require that Woodfibre LNG revisit portions of the EA process. We will be watching this case closely, and request that you inform us about the process the Executive Director will propose.

Awaiting your early reply, we remain

Sincerely,



Anton van Walraven
351 Eagles Nest Rd
Bowen Island BC V0N 1G1
anton@ccbowen.ca
Concerned Citizens Bowen www.ccbowen.ca



Eoin Finn
3424 West 2nd Avenue
Vancouver, BC V6R 1J2
efinn@shaw.ca
My Sea to Sky www.myseatosky.org

CCs via email to:

Canadian Environmental Assessment Agency; The Honourable Ms. McKenna, Minister of Environment and Climate Change; The Honourable Ms. Polak, BC Minister of Environment; Chief Campbell, Squamish Nation; Chief Williams, Squamish Nation; Ms. Goldsmith-Jones, MP West Vancouver-Sea to Sky Country-Sunshine Coast; Mr. Sturdy, MLA-West Vancouver – Sea to Sky; Mayor and Council - District of Squamish; Mayor and Council - West Vancouver; Mayor and Council -Lions Bay; Mayor and Council -Bowen Island; Mr. Rafael - Sunshine Coast Regional District.

From: [Peter DeJong](#)
To: [Shawna Gilroy](#)
Cc: [Hayley Cook](#); [Pam Rooke](#)
Subject: FW: LMFMS Phase 2 Request
Date: Wednesday, November 02, 2016 12:48:01 PM
Attachments: [LMFMS-Briefing-Oct19-2016.pdf](#)
[Flood Strategy Letter Phase 2-Oct24 2016 LionsBay.pdf](#)
[#23915 LMFMS P2 LionsBay.pdf](#)

Hi Shawna, please add these attachments to next meeting agenda correspondence per my last email. Thanks.

Peter DeJong, BA, LLB, CRM
Chief Administrative Officer

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

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From: Amy Greenwood [mailto:agreenwood@fraserbasin.bc.ca]
Sent: Tuesday, October 25, 2016 11:28 AM
To: Peter DeJong <cao@lionsbay.ca>
Subject: LMFMS Phase 2 Request

Dear Mr Dejong,

Please find attached a letter from David Marshall, Executive Director of the Fraser Basin Council requesting your continued support and financial contribution towards Phase 2 of the Lower Mainland Flood Management Strategy.

Please contact myself or Steve Litke (slitke@fraserbasin.bc.ca) if you require any additional information.

Yours sincerely,

Amy Greenwood
Program Manager
Watersheds and Water Resources
Fraser Basin Council
p: 604 488 5367
c: 604 720 7147

Lower Mainland Flood Management Strategy
October 19, 2016 – Briefing Note

Desired Outcome of Phase 2: an Action Agenda that outlines regional priorities where enhanced flood mitigation is needed; recommended management options; and a recommended funding and governance model to implement the Action Agenda (informed by rigorous technical analysis and consultation and advice from diverse partner perspectives).

Summary of Phase 2 Work Plan and Budget

Major Projects and Initiatives	Deliverables
Collaborative Process / Oversight – to develop the Regional Strategy, including a Leadership Committee, Joint Program Committee and Advisory Committees (e.g. Technical, First Nations, Environmental, Communications)	Broad-based process to facilitate input, advice and consensus on the regional Action Agenda
Overall Framework / Vision – to guide phase 2 (including principles, goals, objectives, targets, criteria and indicators/performance measures)	A common vision to inform improvements to flood mitigation in the Lower Mainland
Decision Support Tools – to review and evaluate different decision support tools and approaches to assist in identifying regional priorities and evaluating flood mitigation options (based on the overall framework developed above)	An agreed upon framework to evaluate and recommend flood mitigation options for regional priorities and diverse local circumstances
Funding and Governance Models – to undertake research on different funding and governance models, analysis of applicability to BC, and recommendations for implementation of the Strategy	An agreed upon model for cost-sharing and decision-making in the implementation of the Action Agenda
Dynamic, Multi-Purpose Flood Analysis Tools – to undertake detailed flood scenario modeling and mapping to better understand the extent and depth of flooding in floodplain areas including diverse local conditions, to support identification of priorities, and evaluate the effects of different mitigation options	Detailed information about the extent and depth of flooding from diverse flood scenarios and the effectiveness of diverse flood mitigation options in local floodplain areas
Additional Technical Analysis – to help identify potential “early wins”; evaluate diking systems and policies, sediment management practices, and land use planning policies	Completed analysis to address additional issues as needed (including diking, sediment management, land use planning, and other)
First Nations Engagement – to integrate advice from First Nations perspectives into the Strategy (including community and advisory meetings, sharing and improving information, and convening workshops)	Detailed information about the interests and advice from First Nations about flood vulnerability and flood mitigation options
Flood Management and the Environment – to integrate advice from environmental perspectives into the Strategy (including mapping and data analysis, advisory committee, regulatory process, best practices, and workshops)	Detailed information about how to protect and conserve environmental values through future flood mitigation decisions
Communications – to raise awareness and understanding about flood issues and how the Strategy is working toward implementing solutions	Numerous communications materials and events to raise awareness and build support for action
BC Storm Surge Forecast System – to support operation for the 2016-17 and 2017-18 storm seasons; explore value-added functions for the forecast system to support Strategy development	A seasonal almanac for potential storm surges and specific storm surge forecasts as needed.
Total Budget	\$2,500,000

Proposed Cost-Sharing for Phase 2

Funding Partner	Confirmed or Proposed Contribution
Emergency Management BC	\$1,000,000 (confirmed)
Public Safety Canada	\$500,000 (proposed through NDMP)
Indigenous and Northern Affairs Canada	\$400,000 (proposed through FN Adapt program and other programs)
Local Governments	\$300,000 (proposed to phase 1 partners through Joint Program Committee)
Other Regional Entities (including infrastructure and the private sector)	\$200,000 (proposed to phase 1 partners through Joint Program Committee)
Real Estate Foundation of BC	\$120,000 (proposed through REFBC Grant program)
New Partners	TBD
Total	\$2,520,000



October 24, 2016

Attn: Peter Dejong
CAO
Village of Lions Bay
Box 141,
Lions Bay, BC V0N 2E0

RE: Financial Support for Phase 2 – Lower Mainland Flood Management Strategy

Dear Peter Dejong,

I am writing to thank the Village of Lions Bay for previously supporting Phase 1 of the Lower Mainland Flood Management Strategy (LMFMS) and to confirm renewed financial support and participation to complete Phase 2. Phase 2 focuses on developing an Action Agenda with priorities, recommended flood mitigation options, and a recommended funding and decision-making model to implement the Action Agenda.

The Fraser Basin Council (FBC) serves as the facilitator and coordinator of the development of the LMFMS. As a non-government organization with four orders of government, the private sector and civil society represented on the FBC Board of Directors, we are well positioned to serve as the impartial body to facilitate dialogue and consensus through this initiative. Decision-making for implementation remains with existing jurisdictions.

FBC has undertaken significant work over the past 18 years to strengthen an integrated approach to flood hazard management in BC with a focus in the Lower Mainland. This work has been advanced primarily through the Joint Program Committee for Flood Hazard Management (JPC). The JPC was established in 1998 and now includes more than fifty agencies and organizations with flood management roles and responsibilities.

Since 2014, the FBC has coordinated Phase 1 of the LMFMS to strengthen flood mitigation in British Columbia's Lower Mainland to protect communities, critical infrastructure and the economy. Forty-three public and private sector partners generously provided financial support for Phase 1, which is now complete.

In collaboration with, and on behalf of, all partners and the wider Lower Mainland region, FBC is now finalizing plans and securing the necessary funds to complete Phase 2 – the development of an Action Agenda with priorities, recommended flood mitigation options, and a recommended funding and decision-making model for implementation. As you can appreciate from the attached work plan for Phase 2, we expect a considerable amount of

work to be done over the next 2-21/2 years to develop and 'flesh out' the Action Agenda as well as reach 'regional' consensus on the extent and nature of the Action Agenda. As such, it is understood that this work will require financial contributions from all potentially affected interests in the Lower Mainland to protect the dozens of communities, millions of residents and billions of dollars of infrastructure that could be impacted from river and coastal flooding.

Thus, we are now ready to continue and enhance the collaborative, cost-shared approach that proved to be so successful in Phase 1 to now complete Phase 2. We also look forward to broadening the partnership as we engage with additional funding partners. On behalf of all of the LMFMS partners and the communities and sectors you represent, the Fraser Basin Council respectfully requests a contribution of \$1,000 from the Village of Lions Bay to support completion of Phase 2 over the next two years. We have attached an invoice for year one of your contribution, however, if you would prefer to make the full contribution in year one, please contact us and we will send you a revised invoice.

Additional information is attached for your reference including the Phase 1 Summary Report, which includes an overview of key steps for the Phase 2 Action Agenda, as well as a summary of proposed actions, deliverables and cost-sharing in Phase 2.

Your continued support and collaboration will help solidify and leverage the participation of other key funding partners in the LMFMS. This is vital to complete a comprehensive regional action plan and to recommend a dedicated funding program for effective flood mitigation measures that serve our shared national, provincial, regional and local interests.

If you have any questions or would like further details about the Lower Mainland Flood Management Strategy, please contact Steve Litke, Senior Program Manager (604-488-5358). See also www.floodstrategy.ca.

Yours truly,



David Marshall
Executive Director
Fraser Basin Council

Cc:



Fraser Basin Council

*Social well-being supported by a vibrant
economy and sustained by a healthy environment*

Bill To

Village of Lions Bay
PO Box 141 - 400 Centre Road
Lions Bay BC V0N 2E0
Attn: Peter Dejong

Invoice

Date	Invoice #
10/24/2016	23915

P.O. No./Project	Terms	Due Date
	Due on Receipt	10/24/2016

Description	Rate	Qty	Amount
FOR: Implementation of Phase 2 of the Lower Mainland Flood Management Strategy (Year 1)	500.00		500.00

Please make payments to: Fraser Basin Council Society

GST # 886289438 RT0001

Total	\$500.00
Payments/Credits	\$0.00
Balance Due	\$500.00

*Basin-Wide Office and
Greater Vancouver Sea to Sky Regional Office*

1st Floor, 470 Granville St, Vancouver, BC V6C 1V5
t 604 488-5350 f 604 488-5351 info@fraserbasin.bc.ca

FRASERBASIN.BC.CA

*Offices in – Greater Vancouver Sea to Sky
Fraser Valley – Thompson – Cariboo-Chilcotin – Upper Fraser*

From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: Letter from the Honourable Stephanie Cadieux
Date: Thursday, November 03, 2016 9:26:13 AM

Incoming Correspondence please

Susan Loutet

Administrative Assistant

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

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

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

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From: MCF Info MCF:EX [mailto:MCF.Info@gov.bc.ca]
Sent: Wednesday, November 02, 2016 11:14 AM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: Letter from the Honourable Stephanie Cadieux

VIA E-MAIL

Ref: 229940

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

Dear Mayor Buhr and Council:

November is Adoption Awareness Month, and British Columbia is making history as the first province in Canada to design and launch an online tool that will streamline the adoptions process for waiting families and help ensure kids find the loving homes that they deserve, sooner.

Created with input from the Adoptive Families Association of British Columbia (AFABC), 'Adopt BC Kids' provides a personalized and user-friendly platform for adoptive families to view their application process, track what documents have been received and better understand next steps. A built-in matching service ensures that matching criteria between a prospective parent and adoptee is automatically flagged, connecting waiting children and teens with forever homes, faster. Anyone interested in becoming an adoptive parent can begin their journey online at: www.gov.bc.ca/adoptbckids.

In your community and across the province, there are young people right now hoping for a family to call their own. Over the past 10 years, an annual average of approximately 270 children have been adopted in British Columbia, but there are still approximately 1,000 children and youth in government care who are waiting for a forever home. Some are part of a sibling group, some have special needs, and some are teens. Regardless of personal circumstances, each and every child deserves a family to belong to, a place to grow up, help with preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

Together with the AFABC, we are working to find those 1,000 families. The 1000familiesbc campaign is our joint effort to connect waiting children with caring families. Please help us raise awareness on Facebook and Twitter by using the hashtag #1000familiesbc or by directing members of your community to 1000familiesbc.com.

There are many other ways you can celebrate adoptive families and help raise awareness of adoption, for example by creating an adoption display in your office or helping to promote the celebration events for adoptive families in your community throughout the month of November.

The AFABC's representative for your area can provide you with more information on these events, or about adoption in general. Their contact information, as well as contact information for the four licensed adoption agencies in British Columbia, can be accessed at: <http://gov.bc.ca/howtoadopt>.

On behalf of the Ministry of Children and Family Development, thank you for helping us raise awareness about adoption and find loving homes for British Columbia's waiting children and youth.

Sincerely,

ORIGINAL SIGNED BY

Stephanie Cadieux
Minister of Children and Family Development

*Mayor David Baker,
Lions Bay City Council,*

NOV 7 2016

Dear Mayors, Councillors, Regional District Directors, November 1, 2016.

This is a follow-up letter to our letter of September 14, 2016 regarding the issue of **Human trafficking/sexual exploitation, youth and child exploitation, youth porn use/addiction in BC.**

We have included 5 strategies for Police to accompany the 10 strategies for City Councils that we sent previously.

We have also included a poster from the Vancouver "Buying Sex is a Crime" billboard and poster campaign. The Archdiocese of BC has sponsored this campaign, and they have also set up an excellent new website on trafficking locally: thetraffickedhuman.org.

We would like to see the 2 E's: **Enforcement and Education**. 1. **Enforcement of the law** (Protection of Communities and Exploited Persons Act): Local police need basic training to the issue of Human trafficking/sexual exploitation, youth and child exploitation, youth porn use and addiction. 2. **Education**: Our youth need education about the seriousness of this issue. For example, "sexting" has become "cool", but it is child pornography and illegal under the criminal Code even between consenting minors. In the same way we have stringent rules for children learning to drive cars (age restrictions, training requirements, L and N levels of competency) we need to start comprehensive "**cyberspace safety training**" to encourage "**good humane digital citizens**" so that youth understand the serious irretrievable consequences of online presence (it is permanent and enduring becoming their "life brand").

We would like to hear what proactive steps your community is taking to address this issue of Human trafficking/sexual exploitation.

If you need more materials or would like a presentation to any stakeholder/community/advisory group, please let me know.

Key: It is not acceptable that women and children can be bought and sold in a modern equal society.

Cathy Peters

Most sincerely, Mrs. Cathy Peters

#302-150 W. 15th St., North Vancouver, BC V7M 0C4 ca.peters@telus.net

5 Strategies for Police:

1. **AWARENESS:** All Police need to be aware of the issue. Take HT training courses (Police Knowledge Network, OCTIP; Office to Combat Training In Persons). Read "Invisible Chains" by UBC law professor, Benjamin Perrin. Incorporate the United Nations 4 Pillars: Prevention, Protection, Prosecution, Partnerships
2. **ADDRESS DEMAND:** Until there is a deterrent for demand, this crime will flourish exponentially. Johns and the buyers of sex need to be targeted and charged; this is the law (Protection of Communities and Exploited Persons Act).
3. **SCHOOL LIASONS:** Develop positive and strong liasons with elementary and high school students. Young people are vulnerable and are being targeted. "Education is our greatest weapon".
4. **INVENTORY SCAN:** Assess your community. Look for sex ads (Backpage, Craigslist, the newspaper, Georgia Strait); these will lead you to the buyers and sellers. List the businesses that are endemic to HT: escort services, modelling agencies, casinos, adult entertainment centers, tattoo parlours, holistic health centers, nail spas, day spas, massage parlours, strip clubs, cheap hotels. Be aware of their services/clientele. List all your community resources to support victims.
5. **COLLABORATION AND BEST PRACTICES:** Share information with other agencies, RCMP, FBI, Interpol. Where are the best practices in the country? In the world? Halifax police addresses the North Preston and Preston "Finest" gang, RCMP operated "Northern Spotlight Operations", London Ontario has veteran frontline worker and police educator Megan Walker (1-519-432-2204) from the London Women's Abuse Center, Montreal vice unit, Peel Region Police in Hamilton in collaboration with survivor Tamea Nagy, Edmonton vice unit, Winnipeg police and the Tracia Trust in Manitoba, York police in Toronto with survivor Casandra Diamond of Bridge North, Ottawa police (made recent massage parlour sweep). Washington State with former Congresswoman Linda Smith and NGO "Shared Hope"; Seattle using Nordic Model. Sweden has successfully implemented and funded the Nordic Model of Law for the past 17 years: contact Detective Inspector Simon Haggstrom head of the Stockholm Police Prostitution Unit (his work is to charge johns).

To: All Residents of Lions Bay.

04 November 2016

From: Louis Peterson [REDACTED]

The Infrastructure Master Plan, IMP - The Referendum

Why I will vote In Favour of the Borrowing Bylaw #508 2016 - "Yes"

The IMP is likely to be one of the most important exercises that the Village of Lions Bay has encountered in its short existence.

Summary: The Village has fewer options than most Municipalities available to fund the 9.2M major renovation and upgrade work identified in the IMP (e.g., property taxes, parcel taxes, user fees, grants, related to residential, not commercial or industrial properties). As shown below, option C (loan authorization) is by far the most preferable financial option, costing a fraction of options such as A and B.

A "best scenario" option C would entail only 17% internal tax funding, and 83% external funding support.

Options to consider might include:

option A: "go it alone" from internal taxation (\$9.2M), no borrowing;

option B: levy an immediate 3M tax against the Municipal assessment tax base to create a dedicated fund in the hope of securing an external Federal/Provincial grant of 6.2M;

option C: by Bylaw passed by the electorate, borrow 3M from the Municipal Financing Authority (MFA) under highly attractive repayment conditions, to provide convincing support for a 6.2M grant request.

With our Municipal tax base being only 676M, options A and B would require approximately 14 mil or 4.4 mil increments (round figures) to the current residential mil rate (2.0), giving residential mil rates of 16 mil and 6.4 mil respectively (800% and 320% increases, respectively). Option C imposes a \$267 additional tax levy on "an average home", an approximately 11% tax increase for debt repayment amortised over 30 years.

A substantial volume of material has been gathered together to inform this exercise. It is material contained in recent and as well as earlier Reports and in the knowledge of expert Infrastructure Planning Committee members. The accumulated cost of all the man-hours spent addressing the issues is considerable. Useful critiques have been most helpful.

The time consuming analysis of this complex interconnected web of data - the fodder of technocrats, the bane of the common man - is now synthesised into a comprehensive Infrastructure Master Plan. The Plan contains a consolidated 30-year strategy and a compartmentalised five-year Focus on near term priority Projects. Much work still remains to be done. Current estimated costs and subsequent related costs should of course be critiqued and considered, beyond the near-focus and manageable five year horizon. The tendering and bidding processes may bring different realities to the actual realisable costs.

The IMP lists six "Critical Infrastructure Needs", compartmentalised into three sections in the five year Focus analysis. Each compartmentalised section has an associated complement of Risk Assessments. The compartmentalised sections are:

- Water Mains, Fire Hydrants, PRV Stations. 6 major risks. Project cost: \$6.229M
- Water Storage Tanks. 5 major risks. Project cost: \$2.710M
- Roads & Bridges. 4 major risks. Project cost: \$287,308.
- **Total Estimated Project cost: \$9.226M**

The concluding objective of the 5-year Infrastructure Master Plan is to eliminate or minimise potential Risks by undertaking the identified priority Projects to the extent that financing allows. The financing in turn will be based upon the success of applications at the Federal and Provincial levels for grants and loans, bolstered by Municipal tax funding. A Referendum and a Borrowing Bylaw are required to validate the Plan.

Given that the value of an approved Federal grant is unknown at this time, the Council is offering to provide a bolstering commitment of up to \$3.2M (approx.), based on an assumption that an application for a combination of external grants + loans = \$6.226M (approx) may be successfully approved. This external sum would provide 83% of the \$9.2M estimate for the entire 5-year IMP budget. The Village would contribute only 17% internal tax funds to the cost - the "best scenario".

A more likely reality is a combined grant/loan sum less than \$6.2M, requiring the Council of the day to revisit the Plan, likely to delay projects, to allocate higher percentages of tax dollars, and to re-think the allocation of funds in the most beneficial way. Much thought has already been invested in the Infrastructure Master Plan, for both the short (5-year) and long (30-year) terms. Problems have been identified, some solutions have been identified while futuristic postulated solutions (e.g., to the intake systems) require much further discussion and analysis.

To enable this and future Councils to move forward to deal with the hurdles of tenders and bid evaluations, and to save the Municipality from the likelihood of far greater future emergency expenses, I will vote "Yes" to the Referendum Question on November 19th.

Addendum, acknowledgement of sources of data and information: There is much useful information relating to the 165 BC Municipalities, including the 45 Villages, to be found on the Ministry website, about assessments, tax rates, property classes, etc (see www.cscd.gov.bc.ca). In addition, our Village website gives essential details pertaining to our Infrastructure Master Plan and Referendum (go to www.lionsbay.ca > notices > village update, scroll to Election and Referendum. A section on "FAQs" is particularly informative).

Louis.

From: [Karl Buhr](#)
To: [REDACTED]
Cc: [Agenda: Peter DeJong](#); [REDACTED] [Council @ Lions Bay](#)
Subject: RE: Request for development of a View Bylaw
Date: Monday, October 31, 2016 8:50:37 AM
Attachments: [Santa-Barbara-ordinance.pdf](#)
[Trees and Views.pdf](#)

Hello Arash, and thank you for your email, which is fine as a request to Council. Your letter and this response will be entered into the Correspondence section of the next Council meeting agenda.

Welcome to Lions Bay! I'm pleased to report that views are very much on Council's radar, and that we recently renamed the applicable bylaw to the "Trees, Views and Landscapes Bylaw," to reflect our intentions.

I was aware of Santa Barbara's view preservation efforts, but I'm glad you've done the work in seeking out the applicable ordinance (bylaw in Canada) and brochures. I'm copying it here to Simon Waterson, the Chair of Lions Bay's Trees, Views and Landscapes Committee for consideration as the Committee works toward recommendations for new bylaw provisions. For now though, disposition of trees on private property--other than heritage trees as defined in the current bylaw--are a matter of discussion between neighbours.

Regards,
Karl

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

From: Perfectal [mailto:[REDACTED]]
Sent: Sunday, October 30, 2016 6:26 PM
To: Council @ Lions Bay; Shawna Gilroy
Subject: Request for development of a View Bylaw

The Honorable Council Members,

My name is Arash Iranshahi. I recently purchased the house located at 130 Ocean-view Place. Prior to my purchase, the house was vacant for around 13 years which in turn resulted in over growing trees in the back yard as well as that of next door neighboring proprieties at the rare side. These overgrown trees are currently blocking the scenic ocean view of my house.

As I started to negotiate with my neighbors in order to get permission to trim their trees, I realized Lions Bay does not have any bylaw for protecting home owners right to scenic view.

I researched some other North Americas's west coast cities which similar to Lions Bay overlooking the ocean or other desirable vistas.

These cities have adopted view ordinances. These laws protect a property owner from having her/his view obstructed by growing trees. I attached the city of Santa Barbara's view ordinance and guideline as reference.

Per my discussion with some of other Lions Bay's residents, this often pose a challenge to property owners as their right to view will be at the mercy of the neighbors without any law protecting them. As such, I would like to make a formal request to the Honorable Council Members to develop a view bylaw in order to:

- 1) Protect the property owner right to scenic view
- 2) Establish a dispute resolution process
- 3) Establish evaluation procedures for the dispute resolution
- 4) To protect trees by discourage ill-considered damage to trees

Since I am new to Lions Bay, I am not sure if this email constitute a formal request to the Council. If not, I would appreciate if you could inform me of the formal channel for submitting my request.

Thanks for your time and consideration.

Arash Iranshahi



From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: Lions Bay Strategic Plan
Date: Monday, October 31, 2016 10:56:08 AM
Attachments: [image003.png](#)

Incoming Correspondence

Susan Loutet

Administrative Assistant

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

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

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

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From: Helen [REDACTED] Waterson [REDACTED]
Sent: Monday, October 31, 2016 9:26 AM
To: Karl Buhr <mayor.buhr@lionsbay.ca>
Cc: Council @ Lions Bay <council@lionsbay.ca>; Peter DeJong <cao@lionsbay.ca>; Lions Bay Reception <reception@lionsbay.ca>
Subject: Lions Bay Strategic Plan

Dear Karl,

It has been three weeks since my email regarding the Lions Bay Strategic Plan and to date the only response that I have received is an email from Peter saying that "it will be included in the Council package".

Your Strategic Plan speaks directly to improving communications. It would seem to me that a very simple, cost effective way to get closer to this, would be to respond to a resident's email in a timely manner.

Going back to the Strategic Plan, my primary concern is that you have set forward many goals, with an extensive list of "priorities". I fear that instead of a tool that helps the Village achieve a clarity of focus, **that drives action**, it becomes a list of "things we'll get to when we have the time and money". Which is when? I'm hoping that it's doesn't go the way of the Council Priority List.

Also, can you please let me know where I can find the following:

1. The vision?
2. The implementation/Execution Plan? (budget, timeline, evaluation, measurability)

One final question, and for me, the most important, who will be responsible and accountable for this plan? Is it Council or administration? Where does the buck stop?

Warm regards,

Helen

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

From: [REDACTED]
Sent: Tuesday, October 11, 2016 4:58 PM
To: Council @ Lions Bay <council@lionsbay.ca>
Cc: Lions Bay Reception <reception@lionsbay.ca>; Peter DeJong <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

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- 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)

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From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: Lions Bay Strategic Plan
Date: Monday, November 07, 2016 10:47:34 AM

For Incoming Correspondence

Susan Loutet

Administrative Assistant

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

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

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

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From: Helen [REDACTED] Waterson [REDACTED]
Sent: Monday, November 07, 2016 8:59 AM
To: Karl Buhr <mayor.buhr@lionsbay.ca>; Council @ Lions Bay <council@lionsbay.ca>
Cc: Peter DeJong <cao@lionsbay.ca>; Lions Bay Reception <reception@lionsbay.ca>
Subject: Lions Bay Strategic Plan

Good morning Karl,

It has now been a month since my original email re. the Strategic Plan. To date, I have received absolutely NO response from yourself or any other member of Council. I find this rude and unprofessional. "Informed and Engaged Public"...really?

I think it's misleading that with limited time, limited resources, and the gargantuan task of fixing our infrastructure, that you and Council are calling it a "Village of Lions Bay Strategic Plan 2016-2018." If in deed it s a strategic plan, then there should be a clear road map to achieving the goals.

- 1) Financially Viable Goals
- 2) Informed and Engaged Public Goals
- 3) Infrastructure Goals
- 4) Supported Community Planning Goals
- 5) Strong Village Organizational Goals

That's a lot of goals!

Even to accomplish one single goal requires establishing and achieving several specific objectives, which must:

- Be clear, concise and attainable.
- Be measurable.
- Have a target date for completion.
- Include responsibility for taking action.
- Be arranged according to priority.

Anyway, I look forward to reviewing the list of accomplishments at the end of your term and to be pleasantly surprised.

Best regards,

Helen

P.S. To take this off my plate, please consider this my last communication to Council re. the "Strategic Plan." As Ron says..it's time to "delete."

On 31 Oct, 2016, at 9:26 am, Helen & Simon Waterson
<[REDACTED]> wrote:

Dear Karl,

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Your Strategic Plan speaks directly to improving communications. It would seem to me that a very simple, cost effective way to get closer to this, would be to respond to a resident's email in a timely manner.

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Also, can you please let me know where I can find the following:

1. The vision?
2. The implementation/Execution Plan? (budget, timeline, evaluation, measurability)

One final question, and for me, the most important, who will be responsible and accountable for this plan? Is it Council or administration?

Where does the buck stop?

Warm regards,

Helen

From: Coridon Henshaw
Sent: Tuesday, November 1, 2016 2:00 PM
To: Karl Buhr
Subject: Sea-to-sky transit

Hello,

I'm not sure if you're already aware of this or not, but BC Transit and the province are doing some planning to decide on future transit service in the Sea to Sky corridor[1], including a Squamish to Metro Vancouver bus service. Unfortunately, they have involved every governmental entity in the Sea to Sky region--extending from the Village of Pemberton to Translink--except for Lions Bay. Is this process something the village could get involved with at this point?

Given that Translink's ten year plan disappointingly offers us no service improvements for the next decade I feel it's important to look all options available to improve our transit connectivity

One of the points of the province's future plan for Sea to Sky transit is an interregional bus service to connect Squamish to Metro Vancouver. I expect this to take the form of an express bus service from Squamish to Park Royal or downtown Vancouver. As I am sure you can appreciate, it would be a great boon for the village's connectivity if such a service stopped here. Conversely, it would be a tremendous missed opportunity for the village to have yet another express bus service[2] passing through our boundaries without stopping. Without any encouragement from the village, however, I fear the future Sea to Sky interregional service may not serve us.

I won't excessively belabor the point about why I feel improved transit service is important to the village, but to reiterate in brief, I feel transit service is important to attract and keep families with children who are not old enough to drive Hwy99, and **essential** to facilitate aging in place for seniors who are able to live independently but are no longer able to drive. Both of these demographic categories have been identified in the OCP and other village plans as necessary for the village's future.

I hope this is something you (and the village more broadly) can take a look at.

Regards,

Coridon Henshaw.

[1] <https://bctransit.com/seatosky>

[2] Greyhound's service from Vancouver to Whistler passes through the village but does not stop here.

Hello Coridon, and thanks for getting in touch. Your correspondence and this response will be entered into the record, as being important for the public to also know.

In short, you and I are very much on the same page as to the value of transit for Lions Bay. More specifically, I'm pleased to be able to say that as a member of the Mayors' Council on Regional Transportation I am in frequent discussion with TransLink, up to and including the CEO, on our transit needs. I am very much involved in discussion of inter-agency services up the Sea-to-Sky corridor, as well as service delivery model changes such as divertable fixed-routes with voice/text/web requesting/ordering and GPS-based pickup-auto-alerting.

That the current 10-Year Vision doesn't show service increases at Lions Bay is not to say that we don't enjoy increased service elsewhere in the service area. I don't need to tell you that Lions Bayers use TransLink well outside our boundaries—indeed that's its main purpose for us—and there's also the substitution effect, where road users use transit and clear the roads for those with less transit choice. At a recent joint Tranlink Board-Mayors' Council meeting I pointed out that Lions Bay (which isn't yet properly located on the map, despite me getting quite shirty about it) needs to be on the map, even if it's only for innovations such as the model enhancements above, or things as basic as proper shelters, or future inter-region service such as express bus and even commuter rail. Work on the next plan starts next year, and I am angling to get onto appropriate committees. TransLink needs more Lions Bay!

Regards,
Karl

From: [Naizam Jaffer](#)
To: [Shawna Gilroy](#); [Peter DeJong](#); [Pam Rooke](#)
Subject: Fwd: Sunset Drive Street Frontage
Date: Thursday, November 10, 2016 10:38:27 AM

Nai Jaffer

Public Works Manager
The Village of Lions Bay

Begin forwarded message:

From: Anne-Marie [REDACTED]
Date: November 10, 2016 at 10:18:05 AM PST
To: Lions Bay Council <council@lionsbay.ca>
Cc: [REDACTED]
Subject: Sunset Drive Street Frontage

Good Day Council Members:

Subsequent to some correspondence which I have exchanged with Mr Nai Jaffer, I am bringing my concerns before Council. This regards the unruly state of the sidewalks along the east side of Sunset Drive.

It has become more and more evident that the Works Yard staff are averse to, or even refusing to tackle the task of clearing the drainage/creek along the eastern street side of Sunset Drive, which has become very overgrown and unsightly. This is clearly Municipal property and as such, falls within the jurisdiction of the Works Yard who do their best to keep the rest of the Village in the best shape possible.

Whilst I strongly believe that the onus is on each property owner to maintain their own street frontage, unfortunately many others do not share my opinion.

As you are no doubt aware, that side of Sunset Drive is the entrance to the very popular Trudi's hiking trail, which is very well used by villagers and visitors alike. Several people have remarked on the very overgrown state of the entrance.

Finding parking along this stretch of the road can also be challenging.

I would appreciate hearing from Council if we can anticipate some action being taken in this regard in the future?

Best regards.

Anne-Marie Halliday
115 Sunset Drive
[REDACTED]

Sent from my iPad