



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, JANUARY 24, 2017 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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#### **AGENDA**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Delegations**
- 5. Minutes**
  - A. Regular Council Meeting – January 10, 2017 (Page 3)  
THAT the Regular Council Meeting minutes of January 10, 2017 be approved as circulated.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
  - A. Information and Resource Requests (IRRs) (Page 9)  
THAT the IRRs be updated in accordance with the following:
- 8. Reports**
  - A. Staff
    - i. CAO: Request for Decision (Page 31)  
THAT Council approve Correspondence Policy No. 1405 and the amendments to Electronic Communications Policy No. 1401
  - B. Mayor
  - C. Council
  - D. Committees
  - E. Emergency Services
    - i. RCMP Monthly Report (Page 39)
- 9. Resolutions**
- 10. Bylaws**
  - A. Repeal of Village of Lions Bay Sewer Parcel Tax By-law No. 108,1982 (Page 41)  
THAT the Village of Lions Bay Sewer Parcel Tax By-law No. 108, 1982, Repeal Bylaw No. 512, 2017 be introduced and read a first, second and third time.

B. Secondary Suite Surcharge Bylaw No. 513, 2017 (Page 47)

THAT Secondary Suite Surcharge Bylaw No. 513, 2017 be introduced and read a first, second and third time.

**11. Correspondence**

A. List of Correspondence to Thursday, January 19, 2017 (Page 51)

THAT the following actions be taken with respect to the correspondence:

**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.

**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**



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, JANUARY 10, 2017 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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#### **MINUTES**

In Attendance:

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

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

Delegations: 1

Public: 5

**1. Call to Order**

Mayor Buhr called the meeting to order at 7:01 p.m.

**2. Approval of Agenda**

Moved/Seconded

THAT item 8Bi – Parking Plan; and

THAT item 8Ci – Feasibility of a Shared Emergency Coordinator be added; and

THAT item 8Di – Lions Bay Zoning Bylaw Public Information Meeting

THAT the agenda be approved.

**CARRIED**

**3. Public Participation**

A. Mr. Tony Cox

Mr. Cox explained that before the Village Hall renovation, the Historical Society's photographs used to be affixed to the wall in Council Chambers, however the walls became crowded with so

many, therefore presenting a photo album which the Historical Society put together to keep at the Village Office for viewing purposes.

**B. Ms. Ruth Simons**

With respect to her correspondence included in the Agenda package, Ms. Simons explained what the host community for the Howe Sound Community Forum does, noted that Metro, Area A, would like to share hosting with us, estimated costs, and requested a list from Council to outline what they would like to see on the Agenda for the forum on April 28, 2017 in Broughton Hall, if approved.

*Audio: 00:12*

**4. Delegations**

**A. Mr. Louis Peterson**

Mr. Peterson proposed a Lions Bay Resource Directory on behalf of a new volunteer group called the Lions Bay Community Association (LBCA). He outlined several items such as: the identification of need, content, possible affiliates, organizing an umbrella committee, creating a logo, the costs and benefits, the responsibilities of the volunteers (i.e. organizing the telephone directory, finances, advertising, social themes and services from the LBCA), and finally the design, theme, production, printing and distribution of such directory. The LBCA asked for Council's support in principle with the Resource Directory and have applied for a Municipal Grant. It was suggested that Councillor Wilke add this to her Community Portfolio and work with Mr. Peterson on coordination of his efforts.

*Audio: 00:29*

**5. Minutes**

**A. Regular Council Meeting – December 20, 2016**

The following items were amended:

- Item 12A – add the word “annual” after “Councillor Wilke updated Council on the”, remove “noting that it is a year round award” and replace with “noting a deadline of January 20, 2017”.

Moved/Seconded

THAT the Regular Council Meeting Minutes of December 20, 2016 be approved as amended.

**CARRIED**

**6. Business Arising from the Minutes**

**A. 10A – Fees Bylaw No. 497, 2016**

While not part of the minutes, it was noted that CAO DeJong is to report back to Council regarding false alarm fees.

*Audio: 00:34*

**7. Unfinished Business**

**A. Information and Resource Requests (IRRs)**

Moved/Seconded

THAT the IRRs be updated in accordance with the following:

- ID: 114 Drones – Defer to next meeting
- ID 115 Communication Study – Defer to next meeting
- ID 117 Signage – Defer to next meeting
- ID 118 To Do Lists – THAT staff create a Follow-Up Action List (FUAL) which will be emailed to Council after each Council meeting.
- ID 119 Correspondence – Move to Pre-Empted list
- ID 120 IPGs – Defer to next meeting
- ID 121 Website – THAT the unspent remainder of the 2016 \$10,000 new website budget be re-budgeted for 2017 to enable staff to complete the project as soon as possible.
- ID 122 Area A OCP – THAT the Mayor bring a report to the next meeting regarding the Area 'A' OCP.

**CARRIED**

*Audio: 00:50*

## 8. Reports

### A. Staff

#### i. CFO: Repeal of Sewer Parcel Tax By-Law #108

CFO Rooke explained why the Sewer Parcel Tax Bylaw should be repealed.

Moved/Seconded

THAT Council direct staff to prepare a bylaw to repeal Sewer Parcel Tax By-Law #108; and

THAT the Chief Financial Officer ensure the necessary revenue adjustments are included in the 2017 – 2021 Five Year Financial Plan of the Village of Lions Bay.

**CARRIED**

*Audio: 01:06*

### B. Mayor

#### i. Parking Plan

Mayor Buhr updated Council on discussions regarding the Parking Plan and advised that he would continue to work with staff on bringing the matter forward soon.

### C. Council

#### i. Councillor Bain: Feasibility of a Shared Emergency Coordinator

Councillor Bain suggested that the feasibility of sharing an Emergency Coordinator with another community be explored. Ideas were discussed around the table, and it was suggested that the matter be referred to the closed portion of the meeting under s.90(1)(c) [labour relations or other employee relations] as well as at the Emergency Planning Sub-Committee.

*CFO Rooke left the meeting at 8:15 p.m.*

D. Committees

i. Council Strategy Committee: Lions Bay Zoning Bylaw Public Information Meeting

This item was referred to Council from the earlier Council Strategy Committee (CSC) Meeting. Planning Consultant, Steven Olmstead, attended the CSC meeting to discuss the draft Zoning Bylaw.

Moved/Seconded

THAT a public information meeting to discuss the draft zoning bylaw be scheduled for 7:00 pm Thursday, January 19, 2017 at the Broughton Community Hall, Lions Bay.

**CARRIED**

E. Emergency Services

None

*Audio: 01:18*

**9. Resolutions**

A. Request to the Greater Vancouver Water District

Moved/Seconded

WHEREAS the annual cost of supplying potable water from Lions Bay's surface water sources is significantly higher than the cost of potable water for the average Metro Vancouver resident; and

WHEREAS Lions Bay's surface water supply is prone to debris slides, and subject to year-to-year weather variations and the long-term impacts of climate change, which results in a long-term uncertainty in supply; and

WHEREAS current average consumption in Lions Bay is on the order of 250,000 USG a day in winter and 400,000 USG in summer.

NOW THEREFORE Lions Bay requests the Greater Vancouver Water District (GVWD) conduct a cost and feasibility study of supplying GVWD water via a pipeline to the Village of Lions Bay treatment plants, with pipeline alignments along Highway 99, the CN/BC Rail alignment, undersea along the foreshore, or other alignment or combination of alignments, and that the cost of this study be funded from GVWD sources.

**CARRIED**

**10. Bylaws**

None

*Audio: 01:21*

**11. Correspondence**

R-1: Hosting Howe Sound Community Forum:

Moved/Seconded

THAT Council host the Howe Sound Community Forum on April 28, 2017, with Metro, Area A as co-host; and

THAT up to \$1000 be budgeted for the event, plus in-kind donation of Public Works time and hall rental fees.

**CARRIED**

Moved/Seconded

THAT the following actions be taken with respect to the correspondence:

- G-4: Woodfibre LNG Meeting – staff to advise meeting organizers that Mayor Buhr and Councillor Wilke will attend on behalf of Lions Bay.
- G-3: Provincial Property Taxes and Home Owner Grants – no response
- G-2: Input Needed for CCMARD and Update on Habitat III – no response
- G-1: Metro Vancouver 2040 – no response

**CARRIED**

**12. New Business**

None

**13. Public Questions & Comments**

None

**14. Closed Council Meeting**

Moved/Seconded

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

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**CARRIED**

*The meeting was closed to the public at 8:32 p.m.*

*The meeting was re-opened to the public at 9:41 p.m.*

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

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

**16. Adjournment**

Moved/Seconded

THAT the meeting be adjourned.

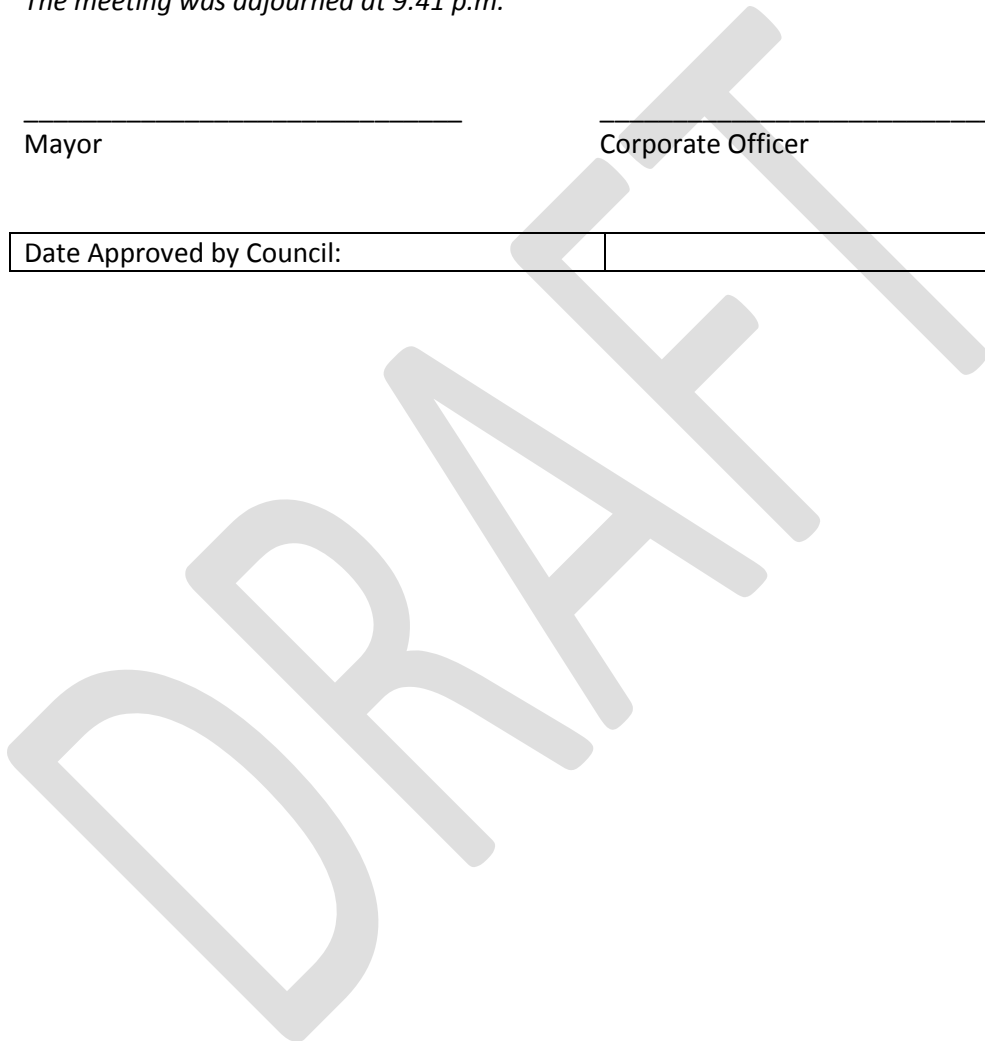
**CARRIED**

*The meeting was adjourned at 9:41 p.m.*

\_\_\_\_\_  
Mayor

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

Date Approved by Council:	
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**REQUESTS FOR COUNCIL**

<u>Request ID</u>	<u>Date of Request</u>	<u>Requester</u>	<u>Subject</u>	<u>Issue and Information/Resources Requested</u>	<u>Requester's Priority 1 (lo) - 5 (hi)</u>	<u>Rationale</u>	<u>Personnel and/or Financial</u>	<u>Admin Owner</u>	<u>Preliminary Administration Response</u>	<u>Committee Recommendation and/or Council Disposition</u>
114	20/Dec/16	Buhr	Drones	Please report on taking up the resident's drone offer.				PWM	Staff will make contact and do some investigation.	
117	10/Jan/17	Buhr	Signage	Mayor's request for signage changes around Village per email of Jan./16				PWM	Staff has the email and some of these things have been addressed. They will continue to be addressed slowly as time permits. We are consulting with Metro and other LM munis re. some of their signage standards and wording and will work toward a consistent standard.	
119	10/Jan/17	Buhr	Correspondence	Include all agreed outgoing correspondence in agenda package.				CAO	Treatment of all Correspondence to be covered in Correspondence Policy, to come to next meeting.	
120	10/Jan/17	Buhr	IPGs	Please report why no Infrastructure Planning Grants have been applied for				PWM	Staff will speak to this at the meeting.	
123	24/Jan/17	Buhr	Mapping	Approve spend to produce a high resolution slope-coloured perspective printout of Lions Bay's topography using existing LIDAR data, per attached examples	2.5	Upcoming development	\$400	CAO	Budget notes received regarding this subject indicate \$1200. Staff would prefer these funds be dedicated to the GIS system request that staff if putting together as part of our requirements for Asset Mngt. Plan.	
124	24/Jan/17	Buhr	Remembrance Day Quilt	Need a recommendation on where to hang it.				CAO	Perhaps above fireplace in hall? Or somewhere else in hall?	
125	24/Jan/17	Buhr	Leaving Metro Boundary	Request Metro to install signage at its northern boundary indicating "Leaving/Entering Metro" etc.		Please provide rationale for Lions Bay.		CAO		

## RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority	Rationale	Personnel and/or Financial	Admin Own	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
22	1/Jan/16	Buhr	SOFI changes	Can changes to wording of the SOFI report be accommodated?	2	Council priority (communication)		CFO	Please advise what changes are being requested. Legislation is very prescriptive.	THAT, if permitted, staff to add description of who are the payees on the list of contractors.
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.
63	15/Feb/16	Buhr	2016 water shortage plan	Please provide staff's recommendations for 2016 water contingency plans, and comments on 2015 Water Plan	4	Water supply	Staff time	PWM & CAO	Require confirmation whether this is in reference to an operational water contingency plan, or Village-wide. PWM can work with CAO to ensure that operational plans are referenced within the strategic plan for water contingency and conservation; and that the strategic plan is congruent with EMBC's plans	THAT the "2016 Water Shortage Plan" be referred to the Emergency Plan Steering Committee.
83	15/Feb/16	Buhr	Clean air 1	Learn to Burn campaign	2	Public health		CAO	Metro may have some materials. Once we have data from MAMU, we should discuss appropriate communication plan, resources, etc.	THAT "Clean Air Learn to Burn Campaign" be kept on the IRR sheet but tabled until Fall.
87	16/Feb/16	Buhr	Move Bear Smart sign	Can we move the Bear Smart Community sign to a more highly visible location?	3	Council priority (communication)		CAO	Requires investigation and consultation.	THAT staff consult with the Bear Smart Committee regarding the preferred location of the Bear Smart sign.
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.

## RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority	Rationale	Personnel and/or Financial	Admin Own	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
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.
104	27/Oct/16	Buhr	Chambers Monitor & Whiteboard	60" TV or Monitor and 4'x4' Whiteboard for Chambers			This requires some further investigation, if necessary.	CAO and CFO	Logistics may not be feasible. What to do with flags? No wall space for whiteboard. When would a whiteboard even be used? Projector and screen work fine for anyone who wants/needs to use it.	defer to 2017 budget process
105	27/Oct/16	Buhr	Correspondence	Staff to bring draft Correspondence Policy to next meeting			Staff time to review current draft vs. other munis	CAO	I will try to elevate matter to get it done shortly.	correspondence policy to come to next meeting

## RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority	Rationale	Personnel and/or Financial	Admin Own	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
106	27/Oct/16	Buhr	Emergency Notification System	Need a system that residents can subscribe to that will enable us to send out emergency notifications when necessary - eg: Harvey Water Offline: Conserve Water; or Power Outage: Check on Neighbours in Need			Staff speaking with providers and testing products	CAO and PWM	Hope to have a recommended solution shortly with reasonable price point.	Emergency Notification System continue to be researched
108	27/Oct/16	Buhr	Property Tax	Please report on the Softtrak/ Smart Consulting Group Inc. tax bill preparation opportunity, which they are prepared to offer free.			Staff time	CFO	Awaiting staff preliminary response.	CFO to review Mayor's suggestion of using property tax software from Softtrak/Smart Consulting Group Inc. and report back to Council
109	27/Oct/16	Buhr	Hydrology Grants	Can we seek Metro funding for the Watershed Hydrology Study (WHYS?) under their Climate Change Impacts & Adaption Strategy work? Green Municipal Fund: can it be used for the WHYS			Staff time	PWM		staff to review potential grants from Metro and FCM regarding hydrology study with UBC
110	9/Nov/16	Buhr	BC Assessment Data	Please provide street address and PID data. 1. What are the rolls that have positive land + building assessments in earlier years and then go to 0? 2. Are the 8 lowest-value rolls, which have assessments ranging from just \$165 to 95,000, valid properties? 3. To be able to do the rest of the work I wanted (a heat map of property values, for example), I'm going to need the public addresses and PID data too, please, as Council expected. Is there data breaking down land and buildings, so that I can tell which lots have houses?			Significant staff time required to create the information in our MAIS accounting software before we can output it in a spreadsheet format. CFO will speak to this at meeting.	CFO	Questions 1 and 2 already answered. Request 3 being worked on by finance department.	Staff to continue working with Mayor to provide available information
113	6/Dec/16	Buhr	Festive Lights	Pending Council's OK and my landing a sponsor, please ask MOTI whether they would be OK with us lighting the tall conical fir at the Lions Bay Ave. exit, and if they would allow a licensed electrician to tap power.			\$\$\$???	PWM		Refer to 2017 budget process

## RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority	Rationale	Personnel and/or Financial	Admin Own	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
116	20/Dec/16	Buhr	Signage	Please find and mount the "Harvey Creek" trestle sign, which was seen in Chambers after the reno and prior to the other signs being mounted.				PWM		Staff to find sign and report back.
121	10/Jan/17	Buhr	Website	Please report on website progress, including demo				CAO	We are still plugging away on preparing our existing documentation for transfer to the new website (OCRing of documents, content proofing, copywriting, etc.) Will need to get assistance with labour intensive task of uploading and ask that Council approve re-budget of remaining allocation from \$10,000 budget (about \$1600). Once we have content on the site, there will be additional tweaking of formats and functionality by contractor. Not currently ready for any demos.	THAT the unspent remainder of the 2016 \$10,000 new website budget be re-budgeted for 2017 to enable staff to complete the project as soon as possible.
122	10/Jan/17	Buhr	Area A OCP	Can we have a recommendation on input to the Area A OCP				CAO	I have not yet had time to thoroughly review this document. Council must also read it if they are to provide input to Metro, regardless of any thoughts staff may have.	THAT the Mayor bring a report to the next meeting regarding the Area 'A' OCP.

## 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
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	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
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? <i>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.</i>	4	Showing pride in our Village	Contractor	PWM	Most garbage is from weekends when PW staff unavailable - can get estimate re. garbage contract. <i>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.</i>	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	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

## 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
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
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.	Done
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
30	4/Jan/16	Buhr	Schedule of resolutions	I would like to see a a rolling schedule of Council resolutions and their disposition, from 2 Dec. 2014.	3	Council priority (communication)	Staff time	CAO	This will be created soon for January 1, 2016 going forward.	THAT staff create a resolutions index for all resolutions passed since December 2, 2014.	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 recommendation s 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

## 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
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.	DONE
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.	More 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	<del>11/Feb/16</del>	<del>Buhr*</del>	<del>Municipal land</del>	<del>Remove medium tree stump fallen in the last 24 hours onto Centennial Trail 150 m south of Harrison Steps</del>	4	<del>Safety</del>	<del>Contractor</del>			<del>Done already by unknown party</del>	<del>DONE</del>
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
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.	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

## 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
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
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.	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
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
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
118	10/Jan/17	Buhr	To Do Lists	Can we resume using the To Do List for Business Arising from the Minutes				CAO	All To Dos are encompassed in Resolutions. However, the Resolutions Index is too big to publish with each Agenda, but will be available on the website in due course.	THAT staff create a Follow-Up Action List (FUAL) which will be emailed to Council after each Council meeting.	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.	In progress
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

## 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
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)	In progress
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.
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
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.	More descriptive minutes being 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
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	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 address our requirements?	5		Staff report	PWM	Discussed by CAO at Mar.2nd meeting	Not required.
49	11/Feb/16	Buhr	Municipal land	Please inspect large douglas fir 350 m south of Harrison Steps on municipal land that has started leaning off vertical, and from which bark has spalled in the last 24 hours (see video at <a href="https://www.dropbox.com/sh/rugfm1hp0rp88lh/AABTrNYAjJBBAiGCDXoSPdOoa?dl=0">https://www.dropbox.com/sh/rugfm1hp0rp88lh/AABTrNYAjJBBAiGCDXoSPdOoa?dl=0</a> )	3	Safety	Contractor	CAO	Operational matter - no Council resolution required. Thank you for the information. It is being or has been addressed.	Not required.
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.

## PRE-EMPTED REQUESTS

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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.

## PRE-EMPTED REQUESTS

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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.
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. Maybe, 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

## PRE-EMPTED REQUESTS

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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.
107	27/Oct/16	Buhr	Canada Post Mailbox Area	Can staff take the lead with all stakeholders on getting it refurbished under a 2017 budget allowance or even with volunteer labour and materials?			Staff time to embark on matters not under our jurisdiction	CAO	Insufficient staff resources.	remove Canada Post Mailbox Area from the IRR
111	6/Dec/16	Buhr	Hall Sound Speakers	Please remove, or better yet repurpose the three large speakers in the hall (permanent leads from a mid-hall location to the amp location, for both of the two stage configurations?)				PWM/CAO	The speakers work, are hooked up and are used.	Move to Pre-Empted section.
112	6/Dec/16	Buhr	Salmon Fishing Anyone?	Please report on the DFO salmon-bearing stream sign on Harvey Creek at Lions Bay Ave. Does DFO attention and fish signage obligate us to do anything with creeks?				PWM	The salmon &/or fish at work sign, is a very common sign to see around creeks. A few years ago; we received reports of some pink salmon in Lions Bay creeks; I think towards Brunswick Bay; &, from time to time, adult coho salmon in the lower reaches of some creeks. There are definitely cutthroat trout in the lower reaches of some Lions Bay creeks. However, the salmon are not seen every year; or necessarily, often at all. I think Assunta saw them; John may have photographed some too; as pinks were also seen in Britannia around that time too I recall. As far as the sign goes, I'm guessing it might be Assunta; or another LB resident who is also a WVS. It's not really a formal sign; other than that, I don't really have any information. But there was one year not too long ago, where quite a number of pinks were seen in lower LB creeks - Rob Bell-Irving, DFO Community Advisor	Pre-empted

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Correspondence Policy No. 1405 &amp; Electronic Communications Policy No. 1401</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>January 19, 2017</b>	<b>Version</b>	
<b>Issued for</b>	<b>January 24, 2017 Council Meeting</b>		

### **Recommendation:**

THAT Council approve Correspondence Policy No. 1405 and the amendments to Electronic Communications Policy No. 1401.

### **Attachments:**

Draft Correspondence Policy No. 1405 and draft amendments to Electronic Communications Policy No. 1401.

### **Key Information:**

The policies attached are in keeping with standard practices and updates as requested by Council.

### **Options:**

- (1) Approve the policies above;
- (2) Amend either or both the policies and then approve them;
- (3) Refer the either or both policies back to staff for further information and/or work.

### **Preferred Option:**

Approve the policies above.

### **Follow Up Action:**

Updating of policies manual.

### **Communication Plan:**

The policies will be posted on the new website in due course.

PDJ



# THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type:</b>	<b>POLICY</b>	<b>Policy No.:</b>	<b>POL-1405</b>
<b>Title:</b>	<b>Correspondence Policy</b>		
<b>Author:</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	
<b>Date:</b>	<b>January 24, 2017</b>	<b>Version:</b>	<b>2</b>

### PURPOSE

To establish a protocol for receipt of and response to Village correspondence and to ensure such correspondence will be handled in a consistent manner.

### CORRESPONDENCE DEFINED

Correspondence includes any request for information, request for clarification, conveyance of information or a complaint pertaining to corporate service delivery, received by the Village via any one or more of mail, electronic mail, facsimile, or hand delivered letter, and may include responses thereto.

The following types of correspondence are excluded from the definition of correspondence in this policy with respect to inclusion on Council Agendas:

- a) routine service requests directed to individual departments;
- b) service repairs and disruptions requiring emergency action;
- c) all matters handled by Human Resources and Payroll Services;
- d) all matters pertaining to litigation or potential litigation or bylaw enforcement;
- e) all matters protected under the *Freedom of Information and Protection of Privacy Act* (FOIPPA); and
- f) all matters related to the grounds for closing a Council or Committee meeting to the public;
- g) correspondence that is deemed by the Mayor and Council or the CAO, or his/her delegate, to be or to include parts that are or may be defamatory, threatening, deliberately repetitious, vexatious or grossly inappropriate.

### POLICY

#### 1.0 Incoming Correspondence

##### 1.1 Submissions to Village Office and/or Village Staff

Incoming correspondence received by staff from external sources will be compiled in accordance with the terms of this policy. Where appropriate, the terms of other related policies and/or bylaws will also be followed.

## 1.2 Submissions to Members of Council

Incoming correspondence received by a majority of Council from external sources will be forwarded to staff for appropriate handling as noted in section 2.0 of this policy.

## **2.0 Processing of Incoming Correspondence**

Incoming Correspondence will:

- be acknowledged by staff to confirm receipt;
- be date stamped on the date received or, in the case of information received outside of business hours, on the next business day;
- be filed in the general filing system; and
- be referred for further action as follows:
  - when addressed to Council: be circulated to Council be referred to Council as soon as possible and a copy forwarded for inclusion in the next Council Agenda package, subject to the terms of this Policy
  - when operational in nature: be referred to appropriate staff members to review and respond accordingly.

## **3.0 Council Agenda Package**

Correspondence to be included in a Council Agenda package must:

- Contain the name and, preferably, the civic address of the correspondent;
- Be addressed to Mayor and Council, or a majority of Council;
- Pertain to matters that are within the purview of Village of Lions Bay Council;
- Be received prior to the deadline established by the Council Procedure Bylaw.

*All personal information, other than telephone numbers and email addresses, will be published with correspondence submissions unless the author requests in writing for their personal information to be severed under section 22 of the Freedom of Information and Protection of Privacy Act.*

## **4.0 Outgoing Correspondence**

### 4.1 Correspondence from Council

Correspondence sent with direction from Council shall be sent by the person designated and may be included in the regular Council Agenda package subject to CAO approval.

In the interests of providing residents with timely responses, emails addressed to a majority of Council may be responded to by the Mayor prior to the next Council meeting. Such email responses must be copied to all of Council and the CAO, shall not contradict current Council policies, and must note they are subject to Council approval, correction, clarification or further comment. Such responses will be attached to the incoming correspondence on the next Agenda, subject to Agenda cut-off dates and considerations of confidentiality or other aspects of this policy.

4.2 Correspondence from Staff

Correspondence sent in response to operational requests shall have responses signed by the CAO or the appropriate staff member. Responses to incoming correspondence may be included in the regular Council Agenda package subject to CAO approval.

4.3 Public Notifications by ePost (Village Update)

Information to be circulated by ePost or Village Update will be compiled and sent by Village staff once per week on Fridays, or Thursday where the Friday falls on a holiday. In cases where information relates specifically to health and safety matters, legislative requirements or where time constraints exist, ePosts may be sent more than once per week. No commercial advertising is permitted in the Village Update, the content of which is intended to reflect the following:

- Mayor’s message
- Council and Committee Info
- Lions Bay Volunteer Committees
- Grants
- Coastal Fire Centre Newsletters
- Emergency Information
- Public Works Notices
- Lions Bay Fire Rescue Information
- Village Office Notices
- Village Hall Programs/Info
- Similar types of information to be disseminated to the community at large

**SEE ALSO:**

- POL-1401: Electronic Communications Policy
- Council Procedures Bylaw

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Corporate Officer

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Mayor or Delegate

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

Type	POLICY		Policy No	POL-1401 (formerly 049)
Title	Electronic Communication Policy			
Author	M. Koonts	Reviewed By:	G. McRadu, Interim CAO	
Date	January 2, 2014		Version	<u>P. DeJong</u>
Issued for	Regular Council Meeting – January <del>12</del> <u>4</u> , 2014 <u>7</u>			

This policy applies to all members of Village of Lions Bay Council, staff, volunteers and contractors who have been assigned a Village of Lions Bay email account.

For the purpose of this policy “electronic communication” shall be defined as: “any communication via electronic means that involves a text or printable message.”

1. All Village of Lions Bay business-related e-mail correspondence is the property of the Village of Lions Bay, is subject to the *Freedom of Information and Protection of Privacy Act* and will not be deleted.
2. All emails addressed to and received by a majority of Council must be forwarded by the Mayor to the CAO and to agenda@lionsbay.ca for inclusion in the next regular Agenda package, subject to Correspondence Policy No. 1405. If the email was not received by the Mayor, the Councillors who received it must forward it as aforesaid.
3. In the interests of providing residents with timely responses, emails addressed to a majority of Council may be responded to by the Mayor prior to the next Council meeting. Such email responses must be copied to all of Council and the CAO, shall not contradict current Council policies, and must note they are subject to Council approval, correction, clarification or further comment. Such responses will be attached to the incoming correspondence on the next Agenda, subject to Agenda cut-off dates and considerations of confidentiality or other aspects of this policy.
- ~~2.4.~~ All Village of Lions Bay business-related e-mail correspondence is to be sent using the unique Village of Lions Bay email address assigned to the user.
- ~~3.5.~~ In cases where access to the Village of Lions Bay email address is not available, due to technical or other logistical difficulty, an alternate (personal) email address may be used only if:
  - i. The matter is urgent and cannot wait until the technical or other logistical difficulty has been resolved; and
  - ii. The user’s Village of Lions Bay email address has been included in either the Courtesy Copy (cc) or Blind Courtesy Copy (bcc) field.

4.6. Unless necessary for reasons cited in Section 3.4 above, users will not use their personal email addresses to conduct Village of Lions Bay business.

5.7. Electronic correspondence ~~signed sent~~ by a Councillor of the Village of Lions Bay shall be copied to all of Council as well as the CAO and/or their delegate.

6.8. All electronic communication~~s~~ of an informational nature, from one Council member to another, are to be ~~cc'd copied~~ to all of Council and do not need to be shared with Administration unless agreed upon either by the sender or by the majority of Council.

7.9. Electronic communication from any member of Council to staff is to be ~~cc'd copied~~ to all of Council as well as to the CAO or their delegate.

8.10. \_\_\_\_\_ Electronic communication from any member of staff to any member of Council is to be ~~cc'd copied~~ to the CAO or their delegate.

9.11. \_\_\_\_\_ Electronic communication to current or potential Village consultant(s) or contractor(s) is to be sent by, or at the direction of, the CAO or a manager.

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

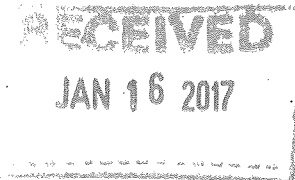
\_\_\_\_\_  
Mayor or Delegate

Adopted by Council:	January 14, 2014
Updated:	<u>January 24, 2017</u>

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Royal Canadian Mounted Police Gendarmerie royale du Canada



Security Classification/Designation Classification/désignation sécuritaire

Protected A

Inspector Kara TRIANCE
OIC Sea to Sky RCMP
1000 Finch Drive
Squamish, BC
V8B 0M5

Your File Votre référence

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

Our File Notre référence

2017-01-09

To Whom it May Concern,

Village of Lions Bay False Alarm Report: November and December 2016

To assist with enforcement of Village of Lions Bay Bylaw No. 272, the following is a list of False Alarms that were attended by the RCMP and confirmed to be false:

Table with 3 columns: DATE, FILE #, ADDRESS. Rows include dates 2016-11-07, 2016-11-18, 2016-12-10 and addresses like 17 Strachan Point, 90 Isleview Place.

TOTAL = 3

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

Kind regards,

Handwritten signature: KTR

K. (Kara) TRIANCE, Inspector
OIC Sea to Sky RCMP
Royal Canadian Mounted Police
1000 Finch Drive
Squamish, B.C.

/hm



Royal Canadian Mounted Police Gendarmerie royale du Canada

RECEIVED JAN 16 2017

Security Classification/Designation Classification/désignation sécuritaire

Unclassified

Insp. Kara TRIANCE
OIC Sea to Sky RCMP
1000 Finch Drive
Squamish, BC
V8B 0M5

Your File Votre référence

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

Our File Notre référence

2017-01-09

To whom it may concern,

Lions Bay Activity Report
Report period: November and December 2016

The following is a list describing Calls for Service to the RCMP from in and around the area of Lions Bay.

HWY 99 (within jurisdiction of Lions Bay):

- Traffic - Moving/Non-Moving Violations x 25
Impaired Driving Investigations x 2
Collision - Damage Over/Under \$1000 x 13
Collision - Non-fatal x 2
Collision - Fatal x 0
Other x 5

47 Calls for Service

Lions Bay Village:

- Cause Disturbance/Breach of Peace x 0
911 - False/Abandoned x 5
False Alarms x 5
Suspicious Circumstances x 3
Theft x 0
Theft from Motor Vehicle x 0
Theft of Vehicle x 0
Break and Enter Residence/Business x 1
Mischief x 0
Bylaw x 1
Other x 4

19 Calls for Service

Total = 66

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

Regards,

[Handwritten signature]

K. (Kara) TRIANCE, Inspector
OIC Sea to Sky RCMP

/hm



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Report to Council</b>		
<b>Title</b>	<b>Village of Lions Bay Sewer Parcel Tax By-law #108, 1982, Repeal Bylaw No. 512, 2017</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>January 18, 2017</b>	<b>Version</b>	
<b>Issued for</b>	<b>January 24, 2017 Regular Council Meeting</b>		

### RECOMMENDATION

THAT the Village of Lions Bay Sewer Parcel Tax By-law #108, 1982, Repeal Bylaw No. 512, 2017 be introduced and read a first, second and third time.

### ATTACHMENTS

1. Village of Lions Bay Sewer Parcel Tax By-law #108, 1982, Repeal Bylaw No. 512, 2017

### KEY INFORMATION

A resolution was passed at the January 10, 2017 Regular Council Meeting directing staff to prepare a bylaw to repeal Sewer Parcel Tax By-law #108, 1982. The By-law was adopted 34 years ago on November 15, 1982. It was adopted to enable the Village to collect sewer revenue from the 95 vacant parcels in Kelvin Grove. When Kelvin Grove came into existence in 1982, the Village's only means of collecting revenue was in the form of a parcel tax as the parcels were vacant. The purpose of the parcel tax was to "meet the costs of maintenance or works and services".

Per Part 7, Division 4, Section 200(2)b of the Community Charter, a parcel tax is required to "state the years for which the tax is imposed". As Sewer Parcel Tax By-law #108 pre-dates the Community Charter, the parcel tax is not in contravention of the Charter; however the parcel tax does not meet the intent of the Community Charter to have an end date and it has been collected for 34 years, longer than the length of most parcel taxes.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Currently, there are 84 parcels that pay both the sewer user rates and the parcel tax. There are an additional 11 vacant parcels that only pay the parcel tax. Two of the parcels have been amalgamated into one and a house is being constructed on the combined properties. And two of the lots have recently been sold and are expected to be developed soon. If Sewer Parcel Tax By-law #108 was repealed, the remaining 7 vacant lots would no longer pay a parcel tax and would not be charged the sewer user rates. However, as the lots are vacant, they are not using the sewer service for which the parcel tax is charged and have paid a parcel tax for 34 years.

Repealing the Sewer Parcel Tax will have no impact on the amount of sewer revenue collected; only the method in which the revenue is collected will change. All sewer revenue will be collected through the sewer user rates billed in February. This will reduce the amount that Kelvin Grove property owners can defer (\$266.80 in 2016). However, only 6 Kelvin Grove property owners deferred their taxes in 2016.

### **COMMUNICATION PLAN**

A letter will be sent to Kelvin Grove property owners with the 2017 Utility Notice explaining the changes made to the sewer revenue and the impact on their property tax and utility notices.

### **FOLLOW UP ACTION**

The sewer revenue adjustments will be incorporated into the 2017 – 2021 Five Year Financial Plan.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



## **Village of Lions Bay Sewer Parcel Tax By-law #108, 1982, Repeal Bylaw No. 512, 2017**

**Adopted:**

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

Phone: 604-921-9333 Fax: 604-921-6643

Email: [office@lionsbay.ca](mailto:office@lionsbay.ca) Web: [www.lionsbay.ca](http://www.lionsbay.ca)

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## **Bylaw No. 512, 2017**

### **Village of Lions Bay Sewer Parcel Tax Bylaw Repeal**

#### **A bylaw to repeal Village of Lions Bay Sewer Parcel Tax By-law #108, 1982**

WHEREAS the Village of Lions Bay wishes to consolidate its sewer cost recoveries under the Sewer User Rates Bylaw;

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

1. This bylaw may be cited for all purposes as “Village of Lions Bay Sewer Parcel Tax By-law #108, 1982, Repeal Bylaw No. 512, 2017.”
2. Village of Lions Bay Sewer Parcel Tax By-law #108, 1982, as amended, is hereby repealed.
3. For clarity, the following amending bylaws are also hereby repealed:
  - (a) Sewer Parcel Tax By-law #108, 1982, Amendment Bylaw No. 504, 2016;
  - (b) Sewer Parcel Tax By-law #108, 1982, Amendment Bylaw No. 487, 2015;
  - (c) Sewer Parcel Tax By-law #108, 1982, Amendment Bylaw No. 470, 2014;
  - (d) Sewer Parcel Tax By-law #108, 1982, Amendment Bylaw No. 459, 2013;
  - (e) Sewer Parcel Tax By-law #108, 1982, Amendment Bylaw No. 436, 2011;
  - (f) Sewer Parcel Tax By-law #108, 1982, Amendment By-law No. 294, 1999;
  - (g) Sewer Parcel Tax By-law #108, 1982, Amendment By-law No. 274, 1998;
  - (h) Sewer Parcel Tax By-law #108, 1982, Amendment By-law No. 265, 1997;
  - (i) Sewer Parcel Tax By-law #108, 1982, Amendment By-law No. 250, 1996;
  - (j) Sewer Parcel Tax By-law #108, 1982, Amendment By-law No. 239, 1995;
  - (k) Sewer Parcel Tax By-law #108, 1982, Amendment By-law No. 221, 1994;
  - (l) Sewer Parcel Tax By-law #108, 1982, Amendment By-law No. 214, 1993;
  - (m) Sewer Parcel Tax By-law #108, 1982, Amendment By-law No. 201, 1992;
  - (n) Sewer Parcel Tax By-law #108, 1982, Amendment By-law No. 163, 1988;

**READ A FIRST TIME**

**THIS 24<sup>TH</sup> DAY OF JANUARY, 2017**

**READ A SECOND TIME**

**THIS 24<sup>TH</sup> DAY OF JANUARY, 2017**

**READ A THIRD TIME**

**THIS 24<sup>TH</sup> DAY OF JANUARY, 2017**

**ADOPTED**

**THIS \_\_\_ DAY OF \_\_\_\_\_, 2017**

\_\_\_\_\_  
**Mayor**

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

**Certified a true copy of  
Village of Lions Bay Sewer  
Parcel Tax By-law #108, 1982,  
Repeal Bylaw No. 512, 2017 as adopted.**

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

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Secondary Suite Surcharge Bylaw No. 513, 2017</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>January 18, 2017</b>	<b>Version</b>	
<b>Issued for</b>	<b>January 24, 2017 Council Meeting</b>		

### **Recommendation:**

THAT Secondary Suite Surcharge Bylaw No. 513, 2017 be introduced and read a first, second and third time.

### **Attachments:**

Draft Secondary Suite Surcharge Bylaw No. 513, 2017;

### **Key Information:**

This bylaw is basically a clean-up of the old Secondary Suite Surcharge Bylaw No. 442, 2012. Paragraphs were re-ordered, definitions condensed and the description of what the charge applied to clarified. The surcharge is still set at 40% of the utility billing for properties with a secondary suite that is occupied by persons other than immediate family members.

### **Options:**

- (1) Approve the recommendation above and give the bylaw 3 readings;
- (2) Amend the bylaw and then give it 3 readings;
- (3) Refer the bylaw back to staff for further information.

### **Follow Up Action:**

Assuming 3 readings are given, bring the bylaw back to the next meeting for adoption. This will meet the deadline for staff to mail out the utility billings.

### **Communication Plan:**

The new bylaw will be posted on the website in place of the old one, once adopted.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



### **Secondary Suite Surcharge Bylaw No. 513, 2017**

**Adopted:**

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

# Secondary Suite Surcharge Bylaw No. 513, 2017

## A bylaw to provide for Secondary Suite utilities surcharges

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

### Citation

1. This bylaw may be cited for all purposes as "Secondary Suite Surcharge Bylaw No. 513, 2017".

### Repeal

2. Secondary Suite Surcharge Bylaw No. 442 is hereby repealed.

### Definitions

3. In this bylaw:
  - (a) *immediate family members* means parents, brothers, sisters, children (including adopted and step children), father-in-law, mother-in-law, sister-in-law and brother-in-law, and in addition, other relatives in the case that they are being supported financially by the property owner;
  - (b) *occupied* means as occupied at any time during the calendar year.
4. If any section or other part of this bylaw is held invalid by a court, the invalid portion shall be severed and the remainder of this bylaw is deemed to have been adopted without the severed portion.
5. If a property contains a secondary suite, the property owner must pay a secondary suite surcharge. The property owner will be exempted from the surcharge if the secondary suite is not *occupied*, or if the suite is accommodating the property owner's *immediate family members*.
6. The secondary suite surcharge for an applicable property shall be based on and added to the property's annual municipal charges for utilities, before prompt payment discount. The rate of the surcharge shall be 40% of the property's utility billing for garbage and recycling collection, water and, where applicable, sewer.
7. When remitting annual Village utility charges, all property owners must certify:

- (a) whether the property contains a secondary suite;
- (b) if so, whether the secondary suite is occupied; and
- (c) if so, whether the secondary suite is accommodating the homeowner's *immediate family members*.

8. Every person who:

- (a) makes a false report under Section 7 of this bylaw, or
- (b) neglects to report under Section 7 and is later found to have a secondary suite on the property,

shall be deemed to have committed an offence and, upon a summary conviction, is liable to a minimum fine of \$2,000 and a maximum fine of \$10,000.

9. Despite section 8, this bylaw is designated under section 264(1)(a) of the *Community Charter* as a bylaw that may be enforced by means of a municipal ticket information under the *Community Charter*, and is also designated under section 4 of the *Local Government Bylaw Notice Enforcement Act* as a bylaw that may be enforced by means of a bylaw notice, in which case contravention of this bylaw shall not constitute the commission of an offence.

**READ A FIRST TIME**  
**READ A SECOND TIME**  
**READ A THIRD TIME**  
**ADOPTED**

**January 24<sup>th</sup>, 2017**  
**January 24<sup>th</sup>, 2017**  
**January 24<sup>th</sup>, 2017**  
**February \_\_, 2017**

\_\_\_\_\_  
**Mayor**

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

Certified a true copy of Secondary Suite Surcharge Bylaw No. 513, 2017

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

## VILLAGE OF LIONS BAY

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### Incoming Correspondence - January 24, 2017

*General Correspondence:*

G-1: North Shore Neighbourhood Speed Reduction Forum (Page 1)

G-2: Leadership Forum (Page 2)

G-3: SBA Communications Canada (Page 4)

*Resident Correspondence:*

R-1: Mark Fleming (Page 8)

R-2: Jan Schneider (Page 9)

R-3: Residents at Brunswick Beach (Page 18)

**From:** [Tom Walker](#)  
**To:** [Council @ Lions Bay](#); [Shawna Gilroy](#)  
**Subject:** SLOW DOWN NORTH SHORE Neighbourhood Speed Reduction Forum, Thursday, January 26, 7.00pm NV District Municipal Hall  
**Date:** Monday, January 09, 2017 1:17:00 PM

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Dear Mayor and Council,

Please plan to attend a public forum to address the growing problem of excessive motor vehicle speed on our neighbourhood streets.

- Thursday, January 26, 2017, North Vancouver District Municipal Hall, 355 West Queens Road
- 6:30 pm Doors open with displays and information from ICBC, RCMP, HASTe BC, and more
- 7:00-9:00 pm Forum presentations followed by panel discussion and questions

Registration is free: go to <https://slowdownnorthshore.eventbrite.com>

*Motor vehicle speed one of the biggest factors in collisions with pedestrians and cyclists. It's also one of the reasons that people are afraid to walk and ride their bikes. The result? More parents driving their kids to school, needlessly increased traffic congestion, increased accident and injury risk for everyone, and poorer overall public health. We all need to JUST SLOW DOWN, especially on neighbourhood streets. Come to learn more, and be part of the solution!*

Presentations will include:

- Iona Bonamis, City of North Vancouver Transportation Planner
- Sgt. Bryce Petersen, North Vancouver RCMP

Keynote:

Dr. Mark Lysyshyn, Medical Health Officer for Vancouver Coastal Health

**Register Online Now!** <https://slowdownnorthshore.eventbrite.com>

Thank you,

Tom Walker  
Board Member  
North Shore Safety Council  
[www.northshoresafetycouncil.ca](http://www.northshoresafetycouncil.ca)  
Find us on Facebook and Twitter!

**From:** [Lions Bay Reception](#)  
**To:** [Council @ Lions Bay](#)  
**Cc:** [Peter DeJong](#); [Agenda](#)  
**Subject:** FW: 2017 Leadership Forum hosted by Local Gov't Leadership Academy  
**Date:** Monday, January 09, 2017 3:53:47 PM  
**Attachments:** [LGLA Forum 2017 - Final Registration Notice.pdf](#)

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Council & Peter

I am sending this correspondence to all now, as this Forum is to be held February 1-3. It will be included as Incoming Correspondence for the Jan 24 Council Meeting.

Thank you

**Susan Loutet**

*Administrative Assistant*

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

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

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

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

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**From:** Joslyn Young [mailto:jyoung@ubcm.ca]  
**Sent:** Monday, January 09, 2017 3:14 PM  
**To:** Jamee Justason <jjustason@ubcm.ca>  
**Subject:** 2017 Leadership Forum hosted by Local Gov't Leadership Academy

For Distribution to:  
Mayor and Council  
Chair and Board  
Local Government Staff

Greetings from the Local Government Leadership Academy,

Time is running out to register for the LGLA's **2017 Leadership Forum**, to be held **February 1-3** in Richmond. This is one of very few opportunities for elected officials from all over the province to come together and learn from subject experts and colleagues about current issues and topics in local governance. The theme for 2017 is **Communication: Listening, Connecting, Leading** and we have sessions on everything from public speaking to aboriginal awareness to bullying and harassment, to local government ethics, communication styles, public engagement and more. For a registration fee of \$310 you will take in 3 days of sessions and networking events, two hot breakfasts, one full lunch, refreshment breaks and the hospitality of the Radisson Hotel in downtown Richmond - 15 minutes from downtown Vancouver by Skytrain.

Don't miss this once-a-year opportunity to connect with your peers and devote some time to improving your leadership and governance capabilities.

See the attached notice for an important keynote announcement. Visit the IglA website (<http://IglA.ca/events/2017-leadership-forum-2/>) for all forum details - agenda, program, etc. And REGISTER HERE: <https://www.civicinfo.bc.ca/event/2017/LGLA-LeadershipForum> by **January 18th!**

Thank you very much!

Errin Morrison  
Program Manager  
Local Government Leadership Academy  
778-800-9952 (ext. 101) | IglA.ca

**This message was sent on behalf of the *Lower Mainland LGA* for your information.**

**2017 LGLA Leadership Forum**  
**“Communication: Listening,  
Connecting, Leading”**

February 1-3, 2017  
Radisson Hotel, Richmond, BC

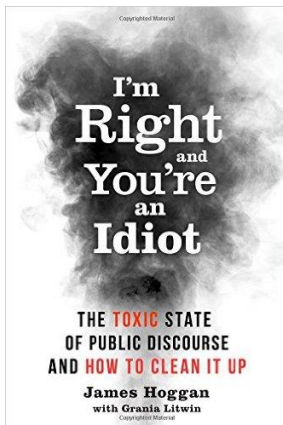


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Join us this February 1-3 for the Annual LGLA Leadership Forum – one of very few opportunities to gather with elected officials and senior staff from all over the province to discuss issues and learn about timely topics of importance in local governance. This year our theme is:

***Communication: Listening, Connecting, Leading***

We have speakers with expertise in public speaking, communication styles, Aboriginal awareness, bullying and bad behaviour, governance ethics, local government communication tools, engaging diverse audiences, graphic recording, and more...



We are also very excited to introduce our **new keynote speaker, JAMES HOGGAN**, President of Hoggan & Associates, the award-winning corporate communications and public affairs agency and best selling author of *I'm Right and You're an Idiot: The Toxic State of Public Discourse and How to Clean it Up* (May 2016).

Although we were sorry to learn that Richard Wagamese will be unable to join us to present on *The Power of Storytelling*, we know you will want to hear Jim's well-timed message that the most pressing environmental problem we face today is not climate change. It is pollution in the public square.

In *I'm Right and You're an Idiot*, Hoggan grapples with this critical issue, conducting interviews with outstanding thinkers from the Himalayas to the House of Lords. Drawing on the wisdom of such notables as Thich Nhat Hanh, Noam Chomsky, and the Dalai Lama, his comprehensive analysis explores:

- How trust is undermined and misinformation thrives in today's public dialogue;
- Why facts alone fail – the manipulation of language and the silencing of dissent;
- The importance of reframing our arguments with empathy and values to create compelling narratives and spur action.

Remember, both elected officials (mayors, chairs, chiefs, councillors, directors) and senior staff from local governments and First Nations are welcome to attend the forum. We will have delegates from small towns, big cities, rural areas and from all regions of the province. This is a key opportunity to meet your colleagues and peers, learn from one another, share your

experiences, and return home refreshed, recharged, and ready to tackle all of the challenges that accompany local governance.

**The registration deadline is January 18!** Cost is \$310, which includes all forum sessions, two hot breakfasts, lunch on day two, and refreshment breaks throughout. We have a range of exciting presentations and lots of networking opportunities. We will be joined by the Minister of Community, Sport & Cultural Development as well as the Opposition Spokesperson for Local Government. Don't miss this opportunity to join your colleagues from around British Columbia for this exciting event!

Register here: <https://www.civicinfo.bc.ca/event/2017/LGLA-LeadershipForum>

And visit our event page online at <http://lgla.ca/events/2017-leadership-forum-2/> for all the details.

**We hope to see you there...**

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Please contact [emorrison@lgla.ca](mailto:emorrison@lgla.ca) with your questions.

**From:** [Karl Buhr](#)  
**To:** [Darren Hird](#); [Naizam Jaffer](#)  
**Cc:** [Council @ Lions Bay](#); [Shawna Gilroy](#); [Peter DeJong](#)  
**Subject:** RE: Improved wireless services in Lions Bay  
**Date:** Wednesday, January 11, 2017 12:02:15 PM

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Darren, thanks for making contact. Upgrading Lions Bay's communications infrastructure is a current project, so your note is timely. In particular, we are looking to improve cellular communications, both for cellular modems for our SCADA network, and to improve voice and data for our residents. By copy I'm putting you in touch with our Public Works Manager, Nai Jaffer, who is managing the project, to determine if you can contribute. Please keep me in the loop on policy issues.

Regards,  
Karl Buhr

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**From:** Darren Hird [<mailto:DHird@sbsite.com>]  
**Sent:** Wednesday, January 11, 2017 10:36 AM  
**To:** Council @ Lions Bay; Shawna Gilroy  
**Subject:** Improved wireless services in Lions Bay  
**Importance:** High

Dear Mayor and Council,

My name is Darren Hird, Territory Director for SBA Communications Canada. In my previous roles with Bell, TELUS and Rogers as a Real Estate and Government Relations Manager I am very familiar with the challenged service for your community. My current role with SBA presents some opportunities for Lions Bay to solve this problem and at the same time reduce the proliferation of towers. SBA works with all the major wireless providers in Canada as well as smaller ISP's and government services. We are a neutral 3<sup>rd</sup> party tower builder, owner and operator. We would work with you and your planning staff to select the most responsible solution for a tower. Ideally this would be on Municipal land so the revenue flows back to you. We would then go through required consultation process and secure concurrence to build the tower. Lions Bay and SBA would direct all interested Telcos to collocate on the approved tower location and all revenues would be shared with Lions Bay. Please let me know if you would like to discuss this and or have questions. I would gladly share more information. I have attached an information package for your review and consideration. I look forward to hearing from you.

Sincerely,

**Darren Hird**

*Territory Director-West*



**SBA CANADA**

468, rue Saint-Jean, bureau 100  
Montreal (Quebec)  
H2Y 2S1 Canada

***Alternate Address:***

4073 Brockton Cr.  
North Vancouver, V7G 1E5

604.318.3553 + **C**  
[dhird@sbsite.com](mailto:dhird@sbsite.com)

***Your Signal Starts Here.***

**From:** [Ron McLaughlin](#)  
**To:** [REDACTED]; [Council @ Lions Bay](#)  
**Cc:** [Peter DeJong](#); [Shawna Gilroy](#)  
**Subject:** Re: Green waste pickup  
**Date:** Saturday, January 07, 2017 9:03:44 AM

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Dear Shawna & Peter: FYI and please place in to correspondence. Thanks and regards.....Ron

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**From:** MARK FLEMING [REDACTED]  
**Sent:** Saturday, January 7, 2017 7:55 AM  
**To:** Council @ Lions Bay  
**Subject:** Green waste pickup

Morning:

Smithrite is able to pick up recycling but not green waste. This is the third time this has happened in recent weeks.

To state they are not able due to weather conditions is bunk.

I would expect council dictate when our green waste will be picked up, not Smithrite.

They should be here today, Saturday. Not a week from now.

Regards

Mark Fleming

Sent from my iPhone

**From:** [REDACTED]  
**To:** [Karl Buhr](#)  
**Cc:** [Council @ Lions Bay](#); [Agenda](#); [Peter DeJong](#); [Naizam Jaffer](#)  
**Subject:** RE: Snow still not removed...  
**Date:** Monday, January 09, 2017 11:53:38 AM

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Thank you for your response.

In my email I was trying to find an explanation for the pictures of our road area under 2 or 3 inches snow at 10am on a Friday. Other pictures indicate the roads were not cleared after it stopped snowing 12 hours prior and left to turn to slush then to dangerous slippery ice as it night cleared. That picture was in the morning after as the night was too dark for a slippery ice picture.

I am glad you can make attachments to the plows, but now it simply means we have the plows and they obviously were not being used as otherwise this snowy road picture would not have been possible... I ask why? I was surmising you did not have enough plows which is the reasoning behind my emails plowless lease vehicle slant... now you tell me it was a decision by your operational subject matter experts who should or ought to have known to plow a slushy road before an icy night...

I know I am not a operational subject matter expert but mere common sense tells me that a final sweep should or ought to be done before a forecasted icy cold clear night... and not let the slush melt and refreeze causing icy conditions... hence the Saturday morning next day slushy road picture...

In Europe many of the streets have stonework so as to allow water to flow out between the cracks and into the ground. Pooling water causes dangerous ice whereas cobblestone or brick roads allow the water to filter into the ground between the cracks. Yes some of those brick masonry roads buckle but they dont have our unplowed snow issues. My point is not to replace to roads with stone masonry but to point out that some cracks in the road allow the water to drain before it turns to ice and that it could be beneficial though unsightly... and to point out this is a problem beyond buckling roads...

It is a problem of budgetary opportunity costs and allocations... every decision has consequences... excess spending in one area (new lease vehicles, pay raises, etc) can lead to the diminishment of snow removal budgets during years without snow so that when the snow comes there is no more budget... I think that is what happened to Lions Bay.. as the Village's overall budget during Frank Smiths time was a lot smaller than it is today, there was none of these opportunity cost reallocation pressures aka budgetary siphoning to other areas such as administrative overhead than then there is today... Yes he did a better job... probably because there was less budgetary siphoning going on from the snow budgets over the years.. perhaps other village workers could help with snow clearing even if it is not part of their job description or to put it in all job descriptions. Frank Smith worked before the age of village unionized job descriptions.

I am not a subject matter expert on snow... but I would think it is common sense to plow and melt the snow before a clear icy night. I know this was not done Friday night.

I am just getting angry at the whole situation... roads are bad so I take the bus... so the bus drivers are taking a short day due to snow up the sea to sky due to safety concerns associated

with lack of snow tires and chain for buses due to alleged budgetary siphoning so as to approve a bus driver's wage hike. This forces me to take a \$33 taxi home from Horseshoe Bay with the response that translink is not required to provide transit services...

Thank You,

Jan Schneider

Sent from my Samsung device

----- Original message -----

From: Karl Buhr <mayor.buhr@lionsbay.ca>

Date: 2017-01-08 09:09 (GMT-08:00)

To: Jan Erik Schneider [REDACTED]

Cc: "Council @ Lions Bay" <council@lionsbay.ca>, Agenda <agenda@lionsbay.ca>, Peter DeJong <cao@lionsbay.ca>, Naizam Jaffer <njaffer@lionsbay.ca>

Subject: RE: Snow still not removed...

Mr. Schneider,

Leaving aside aspects of your email that Council can do nothing about, I will note that if the recent by-election is anything to go by, two non-resident property elector votes of the 411 total votes cast is hardly a swing vote. I offer the following further. Since our trucks CAN in fact attach snowplows, your concern over how they are attached is moot. As to the standard the roads are being cleared to, Council will leave that to our operational experts, but from Council policy standpoint, I do know there is no budget directive to save money by doing a poor job. Indeed, I am not looking forward to learning what snow removal will cost us this season, given the salt, grit, and time-and-a-half and double-overtime hours it has required. That said, since snowplows haven't gotten worse since the old days, it may be that previously the roads were less buckled and could be shaved closer, so I look forward to seeing what happens with the stretch of Bayview between Mountain and Stewart that Council hopes to fund for renovation this year, since it will be cambered with snow removal in mind.

Since your email was addressed to Council as a whole, it and this response will form part of the next Council meeting agenda and hence the permanent record.

Karl Buhr

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**Karl Buhr**

*Mayor of Lions Bay*



<!--[if !vml]--><!--[endif]-->**The Village of Lions Bay** [www.lionsbay.ca](http://www.lionsbay.ca)

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

Mobile +1(604) 562-8997, Village offices +1(604) 921-9333, Municipal fax  
+1(604) 921-6643

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**From:** Jan Erik Schneider [REDACTED]  
**Sent:** Saturday, January 7, 2017 12:41 PM  
**To:** Karl Buhr  
**Cc:** Council @ Lions Bay  
**Subject:** Snow still not removed...

Hello,

I have receive lots of emails regarding Lions Bay snow removal but when it actually comes to getting the job done, the village forgets it is a mountainous community as opposed to a beach community living along Lions Bay Avenue.

We have been living 45 years in Lions Bay and we long for the years when Frank and Blair Smith were responsible for snow removal. The just put on a plow attachment to the old village owned vehicle as opposed to todays fancy new vehicles with lease agreements (making the plow screw attachments temporary - cant drill holes to new lease vehicles) and went at it. - What is the use of a new village vehicle if you cannot make attachments as it may violate the lease agreements...

And we are now told more than ever to take the bus... bus systems which hire bus drivers who have no snow driving experience and call it a snow day... I have been left dumped by a Lions Bay destined scheduled bus in Horseshoe Bay with a with a suggestion to hire a taxi... Yes... I have a \$33 taxi bill just because the inexperienced bus drivers calling for safety issues on roads which the taxi drivers considered safe... I have been told translink stopped issuing snow tires and chains to buses so as to balance the budget so as to accomodate bus driver wage demands. Now the same bus drivers cite snow driving safety issues... yes I have a \$33 taxi bill because Lions Bay chose not to adequately plow higher elevations forcing me to take the bus and then the bus company choosing not to deliver on their promised services citing "translink is legally not obligated to provide transit services". I have that email in writing.

Back to snow clearing... Look at the attached pictures... they were around 220 Oceanview Road... the clean unplowed snow picture was taken at 10:00am yesterday... the dirty road snow was taken 24 hours later 10:00 am Sunday... this would never have happened before... back in the age of old village owned trucks before the age of new leased village trucks...

In the video this morning I make a comment what is the point of shoveling and cleaning ones driveway if the village road conditions are far worse than the driveway... The point of the 10:00am Sunday morning picture was that it stopped snowing 18 hours prior and last night the road was full of ice. Those responsible for the plowing neglected to clear the slush before it froze to ice at night.

I feel with the villages snow removing emails are directed at Lions Bays Absentee owners who perceive the job is being done. It is not being done adequately. I know one can save lots of gas and time money driving a plow raised one inch above the pavement as opposed to the plow actually touching the pavement. This also leads to perception issues related to whether or not the snow is being cleared. Running a village is much more than playing with the absentee residents swing vote perceptions through mass email dissemination (brainwashing), it is about getting the job done the way Frank and Blair Smith got it done.

Thank you,

Jan Schneider



Sent from my Samsung device

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

From: Jan Erik Schneider <[REDACTED]>  
To: growlands <[growlands@westvancouver.ca](mailto:growlands@westvancouver.ca)>

Sent: Mon, Dec 12, 2016 01:15 AM

Subject: Re: Unannounced Bus Cancellation in Snowstorm Yields RIDER STRANDED and a TAXI-FARE CLAIM

Dear Gareth,

There is a difference between canceling a bus run in the midst of a schedule and the final bus run. In essence the dispatcher told everyone to go home early at my expense - namely that of a \$30.00 taxi-fare. That is a nice top up on a compass card, simply swiped away. No bus driver would give me a free ride, so why should I give the bus company a free ride, or 13 free rides so to speak? Image apologizing to the bus driver that I have no change 13 times... That is what you, Gareth, are telling me to do in reverse? I would like you to set an example and pay up.

As for the South Coast British Columbia Transportation Authority Act, I take issue with the "or not at all" section which in essence implies people can be left stranded on snow days (like myself). I must dig deeper whether that Act is legal on a Federal Level with respect to transportation carriers (local governments seem to make laws at odds with federal or higher level governments for various reasons) or whether Translink has a right to tax or seek public funding when it is as you say, not legally obligated to provide a service to the public, especially when bus drivers take snow days off work. Snow days are one of the main reasons I take the bus and like the bus system, but if bus drivers take snow days themselves as you suggest in the "or not at all" legislation, I don't see why our politicians need to fund our bus system. Your decision.

I would have had no problem if say 1 bus run was a half an hour late and they canceled that run which would have replaced with a bus run that would have merged with the cancelled run. In that case NO PASSENGER WOULD HAVE BEEN LEFT STRANDED.

In my case the dispatcher unilaterally without personally checking the road conditions cancelled all subsequent bus runs, thereby leaving me and other passengers stranded. The dispatcher in essence told everyone to go home early and I was stuck with the bill, a taxi bill.

What happened on Friday was preferable. In that case the bus runs were cancelled, so the supervisor chose to drive everyone to Lions Bay in his own Supervisor vehicle. It must also be said that on Friday the Taxi cabs refused to service bus passengers, so if the Supervisor refused to drive people to Lions Bay, then there would have been no option but for us to stay in a hotel only because the dispatcher told the bus drivers to not drive to Lions Bay and to go home early at the passengers personal expense.

In all of my 40 years with blue bus, this has never happened before. It appears the new hires do not know how to drive in the snow. You seem to hire people who take snow days on previous jobs. This never used to be so. Those that have since retired never used to have issues driving in the snow. Today some drivers to Lions Bay do not even know where Lions Bay is, making a wrong turn without the advice of passengers. What is happening to our bus system?

Again, it is your decision how you wish me to pursue the legitimacy of public funding an organization, such as yours, which is, as you say, not obligated to provide any services.

Thank You,

Jan Schneider  
Lions Bay

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

From: Gareth Rowlands <[growlands@westvancouver.ca](mailto:growlands@westvancouver.ca)>

To: [REDACTED]

Sent: Wed, Dec 7, 2016 1:50 pm

Subject: RE: Unannounced Bus Cancellation in Snowstorm Yields RIDER STRANDED and a TAXI-FARE CLAIM

Dear Jan,

Your email was passed on to me for comment. In regards to your request for reimbursement, West Vancouver Transit operates under the South Coast British Columbia Transportation Authority Act and associated Transit Tariff, a section of which states, "Transit services operated by or on or behalf of TransLink are under continuous review and subject to change. While efforts are made to advise the public of service revisions and schedule adjustments, TransLink does not undertake or guarantee that any transit service will be operated in accordance with published timetables and notices, or at all. ...TransLink, its subsidiaries, and their Boards of Directors and employees, are not responsible for any loss, damage or inconvenience caused by any operating failure, transit service disruption or any lack of or delay in transit service." Based upon this mandate, we must decline your request for compensation, however, I would like to offer our apologies for the inconvenience and frustration you experienced on Monday.

Regards,

Gareth

**Gareth Rowlands**

Transit Manager | District of West Vancouver

Blue Bus

o:604-985-3500 | f:604-985-8691 | [westvancouver.ca](http://westvancouver.ca)

Please consider the environment before printing this email.

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**From:** Jan Erik Schneider [REDACTED]

**Sent:** Monday, December 05, 2016 10:48 PM

**To:** Claims\_General

**Subject:** Unannounced Bus Cancellation in Snowstorm Yields RIDER STRANDED and a TAXI-FARE CLAIM

Dear Claims Department,

On or about 17:15, December 5th, 2016 I entered bus #250 from downtown Vancouver and paid my bus fare

to Lions Bay with the full expectation that the buses would not be subsequently cancelled. The bus driver accepted my payment and in doing so completed the sale of the aforementioned advertised product of a transportation good by bus to Lions Bay.

I was shocked to learn through my discussion with bus driver #259 and subsequently with bus driver #C12 that I had not missed both buses, but rather the driver's refused to drive me to Lions Bay on the grounds that dispatch has canceled all bus services to Lions Bay after 18:00 hours due to snow. Both bus drivers cited snow and safety due to snow as the reason behind cancellation of services.

I advised both bus drivers that as I had purchased a bus ticket to Lions Bay, they are responsible for my safety to Lions Bay even if they leave me stranded in the middle of a snowstorm right in front of the Horseshoe Bay Ferry Terminal. Luckily I had a credit card and hired a TAXI CAB to complete the transportation good that I purchased at bus #250 in downtown Vancouver. I wish reimbursement for that taxicab ride as somehow I feel a TAXI CAB ride is less safe than a bus.

I wish to add that if I were a penniless teenager who had no money to pay TAXICAB fare, I would have no option but to walk home to Lions Bay in the midst of a snowstorm. I am afraid of the implications with respect to safety if this were to happen, in light of the fact that the Transportation Carrier Translink had advertised and sold tickets to travel home at the point of sale.

A ticket sale by a transportation carrier such as an airline or a bus company is a contract to a destination with the guarantee of not being left stranded out in the cold to fight for oneself in a snowstorm. Airlines pay for alternative arrangements should a flight be canceled, and bus companies like yours have the same legal obligations.

As such I hereby request reimbursement of \$30.50 TAXI CAB FARE between the point whereby the bus driver left me stranded in Horseshoe Bay and Lions Bay. A copy of the advertised transportation product along with a superimposed image of a taxicab receipt is attached. To prevent further escalation, it is important to promptly send a cheque in the amount of \$30.50 to:

Jan Erik Schneider

[REDACTED]

[REDACTED]

Thank You,

Jan Schneider

**Advertised Transportation Good at the Point of Sale (Purchased Bus ticket to Lions Bay)**

**C12 Community Shuttle  
NorthBound Horseshoe Bay and Brunswick**

Northbound routing from Caulfeild Village Terminus (Safeway) via Upper Levels Highway direct to Horseshoe Bay Ferry Terminal on Keith Rd at Bay St. Then servicing all regular stops in Horseshoe Bay via Bay St, Nelson, Marine Drive to highway junction, then via Sea-to-Sky Highway to Brunswick Terminus (Highway Underpass).

MONDAY TO FRIDAY			
Caulfeild Village	Horseshoe Bay Ferry Terminal	Lions Bay Municipal Hall	Brunswick
Conv	8.38	x8.53	
7.18	7.25	7.40	7.42
8.18	8.25	8.40	8.42
9.18	9.25	9.40	9.42
10.18	10.25	10.40	10.42
11.18	11.25	11.40	11.42
12.18	12.25	12.40	12.42
1.13	1.20	1.35	1.37
2.13	2.20	2.35	2.37
3.13	3.20	3.35	3.37
4.13	4.20	4.35	4.37
5.08	5.15		
Conv	5.18	x5.53	
5.43	5.50	6.05	6.07
Conv	6.17	x6.32	
6.48	6.55	7.10	7.12
*7.48	*7.55	*8.10	*8.12
*8.48	*8.55	*9.10	*9.12
*9.48	*9.55	*10.10	*10.12
*10.48	*10.55	*11.10	*11.12

\* Friday service only Notes: Conv - Operates as #257/#259  
X Terminates at Lions Bay Underpass

SATURDAY			
Caulfeild Village	Horseshoe Bay Ferry Terminal	Lions Bay Municipal Hall	Brunswick
9.18	9.25	9.40	9.42
10.18	10.25	10.40	10.42
11.18	11.25	11.40	11.42
12.18	12.25	12.40	12.42
1.13	1.20	1.35	1.37
2.13	2.20	2.35	2.37
3.13	3.20	3.35	3.37
4.13	4.20	4.35	4.37
5.13	5.20	5.35	5.37
6.13	6.20		
6.48	6.55	7.10	7.12
7.48	7.55	8.10	8.12
8.48	8.55	9.10	9.12
9.48	9.55	10.10	10.12
10.48	10.55	11.10	11.12

AM hours - light face type PM hours - bold face type

**C12 Community Shuttle  
SouthBound Horseshoe Bay and Caulfeild**

Southbound routing from Brunswick Terminus via Sea-to-Sky Highway to Exit 1 entrance to Horseshoe Bay, then all regular stops via Marine, Nelson, Chatham, Royal, Bruce, to Horseshoe Bay Ferry Terminal on Keith at Bay. Then regular stops via Bay, Nelson, Marine to Highway Junction, then southbound on Highway to Caulfeild Village Terminus (Safeway).

SUNDAY		
Brunswick Underpass	Horseshoe Bay Ferry Terminal	Caulfeild Village
10.43	11.00	11.07
11.43	12.00	12.07
12.43	1.00	1.07
1.38	1.55	2.00
2.38	2.55	3.00
3.38	3.55	4.00

Cash Receipt  
**SUNSHINE CABS LTD.**  
Of Northshore  
280 Riverside Drive  
North Vancouver, B.C V7H 2M2

Date: 5/12/16 20

\$ 30.50

GST INCLUDED #R105077580

From: FPHB

To: Lions Bay

Driver: 855 Cab No: 11

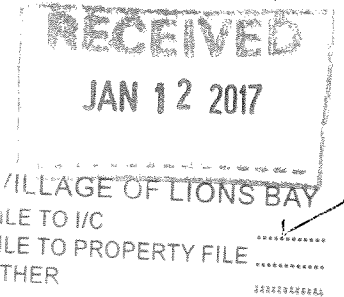
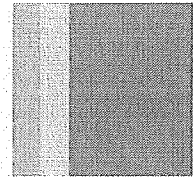
604-988-8888

1-877-SUNTAXI(786-8294)

Thank You for Thinking Sunshine

Above is Receipt for Taxi Services Purchased due to Blue Bus cancelling without notice (or Blue Bus failing to disclose cancellation at the time of ticket purchase) all C12 and 259 bus services between Horseshoe Bay and Lions Bay subsequent to 18:00 Pacific Standard Time hours Monday December 5th, 2016. As the definition of Fraud is to fail to deliver the advertised product at the time of purchase, I hereby offer you the opportunity to reverse wrongs by reimbursing me the \$30.50 taxicab fare to Lions Bay so that Blue Bus can honestly say it met the advertised schedule by way of reimbursement. Legally speaking the cancellation of a bus schedule is the same as the cancellation of an airline flight. The transport carrier in both instances must not leave anybody stranded.

Brunswick Beach Residents  
Lions Bay



December 30, 2016

Mayor, Council and Manager, Public Works Department  
The Municipality of the Village of Lions Bay  
P.O. Box 141, 400 Centre Road, Lions Bay, B.C .V0N 2E0

Dear Mayor, Council and Manager, Public Works Department,

Re: Brunswick Beach storm drainage.

Most of the homes in Brunswick Beach are in what effectively is a large bowl with #25 Brunswick Beach Rd. located at the bottom of the bowl. This property collects the run-off from all the homes in the neighbourhood and there is no outlet for the water. The large black cistern placed on the property to help with flooding consistently overflows with huge amounts of water. We understand that the owner of #25 offered to help with the cost of creating a drain to the nearby public access lot but was denied. This overflowing water floods the road and now freezes on the road creating treacherous conditions for residents. This creates a liability for the Village of Lions Bay. This water also compromises neighbouring septic fields and drainage fields and creates additional drainage issues.

Please create a drain from #25 Brunswick Beach Rd. across the street through the public beach access to the ocean.

Thank you for your attention to this matter.

Yours truly,

*Ben & Ingrid Gauer* Ben & Ingrid Gauer, #22 Brunswick Beach Rd. [REDACTED]

*Larry & Christine Silzer* Larry & Christine Silzer, #14 Brunswick Beach Rd.

*Anton & Paula Vendargon* Anton & Paula Vendargon, #24 Brunswick Beach Rd.

*P. Vendargon* \_\_\_\_\_

R. [Signature] - BRUNSWICK + ROSS COLLEMAN - 8 BRUNSWICK

Marcus van Kromp - 4 Brunswick Beach Rd [Redacted]

Andrea & Matthew Klas 18 Brunswick Rd [Redacted]

Nick Hulscher 25 Brunswick [Redacted]

Ted Wilson 27 Brunswick

Tina Taylor Tina Taylor 27 Brunswick

Hilda Mayo Hilda Mayo 26 Brunswick

Anton & Paula Vendarcon 24 Brunswick

Joe + Jessica Weiss Jenica Weiss deNeis 10 Brunswick

R. Innes R. INNES 23 Brunswick