



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **COUNCIL STRATEGY COMMITTEE OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, FEBRUARY 7, 2017 at 3:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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#### **AGENDA**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
  - A. 2017 Municipal Grant Applications (Page 3)

THAT the usual time limits be relaxed to allow the Municipal Grant Presentations up to five minutes per presentation, not including questions from Council; and

THAT the report “2017 Municipal Grant Applications” be received for information purposes.
  - B. Block Watch Presentation: Ruth Simons and Wendy Shard, Community Policing Coordinator, Squamish RCMP.
- 4. Minutes**
  - A. Council Strategy Committee Meeting – January 24, 2017 (Page 49)

THAT the Council Strategy Committee Meeting minutes of January 24, 2017 be approved as circulated.
- 5. Business Arising from the Minutes**
- 6. Unfinished Business**
  - A. 2017 Municipal Grants (Page 53)

THAT the Council Strategy Committee review the attached summary of 2017 Municipal Grant applications and bring forward their recommendations for approval to the February 21, 2017 Regular Council Meeting.
  - B. 2017 Supplemental Budget Requests (Page 57)

THAT the report “2017 Supplemental Budget Requests” be reviewed by the Council Strategy Committee and staff to determine which supplemental budget requests will be considered for inclusion in the 2017 Budget.
- 7. Reports**
  - A. Staff

- i. PW Manager: SCADA Communications Report (Page 71)  
THAT the Information Report "SCADA Communications Re-budget" be received.

B. Mayor

- i. Information Report – Summary Comments re. Metro Area A Draft OCP (Page 75)  
THAT the Information Report "Summary Comments re. Metro Area A Draft OCP" be received.

C. Council

D. Committees

**8. New Business**

**9. Public Questions & Comments**

**10. Adjournment**



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Information Report</b>		
<b>Title</b>	<b>2017 Municipal Grant Applications</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>February 1, 2017</b>	<b>Version</b>	<b>-</b>
<b>Issued for</b>	<b>February 7, 2017 Council Strategy Committee Meeting</b>		

### RECOMMENDATION

THAT the report “2017 Municipal Grant Applications” be received for information purposes.

### ATTACHMENTS

1. 2017 Municipal Grant Applications

### KEY INFORMATION

As part of the 2017 Municipal Grant application process, the attached applications were received. Staff have requested that all applicants with grant requests greater than \$1,000 make a brief presentation to Council at the February 7, 2017 Council Strategy Committee meeting. The order of presentation is as follows:

- 1) Lions Bay Events Committee
- 2) Lions Bay Arts Council
- 3) Seniors Social Circle
- 4) Lions Bay Community Association

The Sea to Sky Invasive Species Council will make their presentation at the February 21, 2017 Council Strategy Committee meeting.

### FOLLOW UP ACTION

It is expected that the Council Strategy Committee will bring forward their recommendations for approval to the February 21, 2017 Regular Council Meeting.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

<b>A. APPLICANT INFORMATION</b>	
<b>Application Date</b>	December 15, 2016
<b>Name of Organization/Group</b>	Lions Bay Events Committee
<b>Contact Person</b>	Kate Pratt
<b>Telephone</b>	
<b>Email</b>	
<b>BC Society Number</b>	N/A
<b>Date of Registration</b>	N/A
<b>Describe your organization’s objectives</b>	
<p>The Events Committee aims to create great moments where the Lions Bay community can enjoy community spirit, foster pride in where we live, and create and support relationships of residents.</p>	
<b>Number of members</b>	We have thirteen volunteer members.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>A. PROJECT INFORMATION</b>	
<b>Amount requested</b> (*see note below)	\$6,000.00
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 453 and Fees & Charges Amendment Bylaw No. 480 for fee schedules)	
<b>Provide details of other services and facilities requested (e.g. hall rental, Public Works time)</b>	
<p>Please refer to the attached spreadsheet of events, which outlines the proposed calendar for the upcoming year. It is indicated where requests to book the hall and use tables and chairs would be required.</p> <p>We rely heavily on time from the Public Works team for the set-up and preparation of some of our events. They prepare the beach area for Easter, and set up tents. They set-up and take down the stage at the Talent Show. They provide night lighting and prepare the bonfire area for Halloween. They set up the tents and sound system at Canada Day, and bring down tables and chairs. Their support is warmly appreciated and well recognized by all our members.</p> <p>Please note that this calendar is subject to change. It is illustrative of what the EC has run previous years. New events may be added; it is unlikely any would be removed.</p>	



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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<b>Project title and Description</b>
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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

This grant request is for our entire calendar of events. The events are outlined in the attached spreadsheet.

As our events have grown in popularity, and attendees, so have the demands for responsible event management, and we need further resources, beyond the unpaid volunteer work force. The Village grant has helped us to maintain the strong reputation of our events and endeavor to create additional ones, as opportunities become available.

Successful community events often have corporate sponsors but with so few businesses in Lions Bay, we are hard pressed to obtain adequate sponsorship. We have three core sponsors who have been supporting us for many years. We are greatly appreciative of their continued support and acknowledge their support at all our events.

Our event management includes compliance with Vancouver Coastal Health, applications for Gaming licenses, Serving It Right and liquor permits, and extensive catering.

A brief description of some events:

**Halloween Kids Party** - this event is usually held in the Village Hall for all children.

**Halloween Beach Fireworks** - this is a hugely popular event which involves commitment and assistance from many in the community: LBVFD (for the fireworks display and the bonfire), the Works Team (to prepare the beach with lights and provide the firewood), and the Events Committee (to coordinate and provide hot chocolate).

**Halloween Adult Party** – this has run for two years now, and has been successful and well-received. It is volunteer-labour intensive and expensive to run. The majority of costs were recouped at the event in 2015, but in 2016 ticket sales were lower due to another event held the same night in Lions Bay. We plan to significantly reduce costs next year. Additionally, this year there were some minimal 'initial outlay' costs for decorating, as all of last years decorating was loaned to us for just that one time.

**Polar Bear Swim** - another popular event. Hot drinks and snacks are provided. Firewood is prepared by the Works crew.

**Lions Bay's Got Talent** - this event successfully grew upon previous years Arts Recitals, which had focused on young children, to include a broader age range.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Easter - a popular family event, which changes slightly every year, but always includes an egg hunt and a visit from the Easter Bunny. Food is provided on a very limited budget, and requires volunteer effort to find additional sponsors for the food and chocolate. As this event is popular and well-attended, we used funds from the Village Grant last year to increase the event's budget. This allowed us to book a petting zoo, which proved hugely popular and we hope to repeat it for 2017.

Canada Day - this is an incredibly labour-intensive event. There is music, childrens entertainment, and lunch provided for all who attend.

### **Describe your target population (age, gender, disability etc.)**

We aim to target the entire Village population with our calendar of events. Not every event is of interest to everyone, but we hope that every resident attends at least one event during the year.

Some events, such as Easter and the Halloween Haunted House, are primarily for families with young children, but Canada Day, the Halloween Fireworks, and the Polar Bear Swim are popular community events that appeal to all age groups.

Last year, with the addition of more all-ages events (Lions Bay's Got Talent, Games Night) we strove to reach broaden the target demographics of the calendar.

Everyone is encouraged to attend all of our events and we promote them widely in the community with posters, announcements in the newsletter, and emails.

### **Describe your goals and your success criteria**

The events we organize provide an opportunity to bring the community together and instill a sense of village pride, vibrancy and fun, as well as strengthen relationships. The events also attract visitors (friends of villagers) which stimulates interest in our community, real estate market, and local businesses. We believe village pride is critical to the improvement and development of any community, and that the Lions Bay events do just that. Our goals are to create a high-quality event, that runs smoothly and provides time for the community to be together. Our success criteria is a high turnout and people leaving happy, and feeling proud to live in Lions Bay.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Approximately how many individuals will be served by your project?</b>
Events range from 75 - 500 people.
<b>What community need or issue is your project/event responding to?</b>
Our events respond to the general desire of Lions Bay residents to feel part of a small, familiar community. We believe it is with our (and other groups') community events where Lions Bay comes alive as a village, and where residents leave the event feeling part of the Lions Bay community. We believe our events foster community building and are an integral part of Village life.
<b>Describe any partners or sponsors involved in your project/event.</b>
This year we received sponsorship donations from Super Save Fuels, Howe Sound Marine Ltd, Dave Falconer and Thyra Mckilligan of R emax Realty, and Windsor Meats (Caulfield).  We also secure donations for specific events from S tarbucks, C obbs Bread, S afeway and S ave O n Foods.
<b>A. ACCOUNTABILITY</b>
<b>Describe how you will evaluate the effectiveness of the project/event</b>
The Events Committee meets to review and discuss each event after it takes place. We maintain notes on how to run each event, and after each year's review suggestions are made for improvement.  That being said, each event team is free to run an event how they see fit, which allows for new ideas. The Events Committee is held accountable by the community, who freely give feedback during and after events.  We expect all our events to run to budget, which they do. And we expect each event to run smoothly and be well attended.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>A. FINANCIAL INFORMATION</b>
<input type="checkbox"/> Attach your most recent financial statement
<input type="checkbox"/> Provide current fiscal year project budget for your organization
<input type="checkbox"/> Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of “in kind” contributions.

### TERMS & CONDITIONS

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

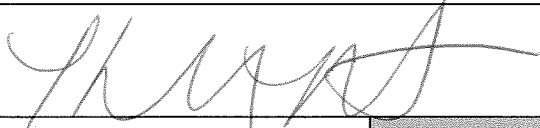
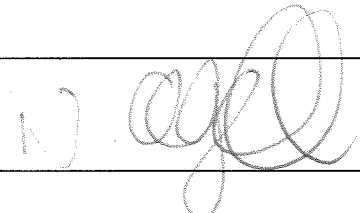
1. If there are any changes in the funding of the project/event from that contemplated in the application, the municipality will be notified of such changes immediately.
2. The applicant will make, or continue to make attempts to secure funding from other sources indicated in its application.
3. The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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

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

<b>Signed</b>					
<b>Name</b>	Kate Pratt	<b>Title</b>		<b>Date</b>	
<b>Signed</b>					
<b>Name</b>	NICOLE ALAGICH	<b>Title</b>		<b>Date</b>	

**Proposed Budget 2017**

**Costs 2016**

Events Committee,  
Lions Bay

**COSTS**

Event	Location	Rentals	Works Time	Target Population	Actual 2015	Budget 2016	Actual 2016	Budget 2017
Polar Bear Swim	Beach	1 Table	Firewood	All	61.39	200.00	38.87	100.00
LB's Got Talent	Hall	8 Tables, All Chairs, Stage	Stage set-up	All	252.90	400.00	193.92	250.00
Easter	Beach	Tents, Tables, Chairs	Yes	Families	400.87	800.00	436.74	500.00
Games Night	Hall	Tables, Chairs	No	All	481.21	200.00	504.05	200.00
Canada Day	Beach	Tents, Tables, Chairs	Yes	All	2,677.26	3,000.00	3,105.07	3,500.00
Halloween Kids Party	Hall	Tables	No	Families	285.97	200.00	434.15	300.00
Halloween Dance	Hall	Tables, Stage	Stage set-up	Adults	404.08	500.00	2,515.30	1,000.00
Halloween Fireworks	Beach	None	Firewood, Lights	All	1,021.75	1,025.00	1,027.00	1,025.00
Bank Surcharges					12.50	12.50	12.50	12.50
PA System					486.64		0.00	200.00
Gifts/thank yous					255.48	100.00	0.00	250.00
Various/misc					120.00	120.00	225.00	150.00
Email communication					72.00	72.00	72.00	72.00
					6,532.05	6,629.50	8,564.60	7,559.50

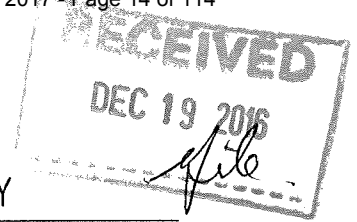
**Income 2016**

2016 Sponsorship

Super Save Fuels	\$ 900.00
Howe Sound Marine Ltd	\$ 1,200.00
Remax Realty	\$ 900.00
<i>Sponsorship subtotal</i>	\$ 3,000.00
Lions Bay Village Grant	\$ 6,000.00
Canada Day Grant	\$ 850.00
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Total Income	\$ 9,850.00



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



### MUNICIPAL GRANT APPLICATION

For Specific Projects/Services/Events/Programs

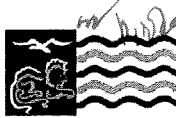
Only applications that are completed legibly and in full will be accepted.

The deadline for submitting grant applications is December 16, 2016.

Please provide a copy of your organization's financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).

#### A. APPLICANT INFORMATION

<b>Application Date</b>	December 16, 2016
<b>Name of Organization/Group</b>	Lions Bay Arts Council
<b>Contact Person</b>	Ute Philips
<b>Telephone</b>	
<b>Email</b>	
<b>BC Society Number</b>	S - 0057600
<b>Date of Registration</b>	Dec 10, 2011
<b>Describe your organization's objectives</b>	
<p>To represent and coordinate the work and programs of cultural groups in Lions Bay and to maintain an active sharing of information and support for other communities, groups and programs. • To encourage the development of cultural projects and activities • To help enlist public interest and promote public understanding. • To foster and promote an awareness of the cultural needs of the Lions Bay community with the appropriate authorities. • To stimulate interest, participation and cultivation of the arts and artists of Lions Bay. • To raise funds to support activities related to the arts. • To gather and preserve objects of art and cultural v</p>	
<b>Number of members</b>	234 and growing - 10 new members in 2016



*Handwritten:* Hall - Nov 19 - Christmas Fair

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION</b>	
<b>Amount requested</b> (*see note below)	\$5,000.00
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 453 and Fees & Charges Amendment Bylaw No. 480 for fee schedules)	
<b>Provide details of other services and facilities requested (e.g. hall rental, Public Works time)</b>	
4 days of hall rental with 1 time set up of sound system $4 \times 25 = 100$ $1 \times 100 = 100$	
<b>Project title and Description</b>	
We support a variety of events throughout the year. We will again be organizing and presenting the Lions Bay Arts and Garden Festival, our annual Christmas Fair which is now drawing 20+ artists and artisans and about 200 visitors, Public Art and Design projects in conjunction with the Village. We have been trying to start our Children's Art Program as well as working with the Social Circle to offer workshops and we hope that this will be the year in which we will e able to do that.	
<b>Describe your target population (age, gender, disability etc.)</b>	
We are targeting all residents of Lions Bay as well as artists and residents in the Sea to Sky Corridor. We are part of the Sea to Sky Arts Councils Alliance, <a href="http://www.seatoskyarts.ca">www.seatoskyarts.ca</a> and were part of the collaboration of Arts Councils from Pemberton, Whistler, Squamish, Bowen Island and Lions Bay in presenting "My Sea to Sky" Arts Exhibit which debuted on Bowen Island in July and then moved to Whistler and from Whistler to Squamish. We hope to present this exhibit on a yearly basis with changing themes connected to the Sea to Sky Corridor as well as other collaborations.	
<b>Describe your goals and your success criteria</b>	
Our goals are to involve as many artists and residents of Lions Bay in the continuing development of arts and culture in our community. In addition, we are also working to bring attention to arts and culture in the Sea to Sky Corridor. Our measure of success is our continuing growth of our membership and enthusiastic and growing attendance at our sponsored events. We want to ensure that Lions Bay continues to enjoy arts and culture within our local community and that our artists and artisans are recognized for their creativity and artistry.	



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### Approximately how many individuals will be served by your project?

We regularly have between 150 to 200 local and visiting people attending our events.

### What community need or issue is your project/event responding to?

We are providing opportunities for the enjoyment and education of arts and culture in Lions Bay and associated communities in the Sea to Sky Corridor. We know that it is important for a community to have arts and culture as part of its fiber. We are a non-political organization that offers residents and guests a chance to come together and enjoy each others company while appreciating the work of visual artists, performers and artisans that live in and are connected to Lions Bay.

### Describe any partners or sponsors involved in your project/event.

We are still seeking partners and sponsors for our events. We will continue to pursue this in the coming year.

## C. ACCOUNTABILITY

### Describe how you will evaluate the effectiveness of the project/event

We will evaluate the effectiveness of our work through our continuing growth of our membership particularly in connecting with new residents to Lions Bay. Growing attendance at our events, including both artists, performers and artisans as well as residents and guests would indicate that our events are on everyone's calendar and that people look forward to participating and attending. We noted that our Christmas Fair was a particular success this year with many people commenting afterwards about how much they had enjoyed the Christmas atmosphere with local musicians, and a great diversity of artists and artisans.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### D. FINANCIAL INFORMATION

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

### TERMS & CONDITIONS

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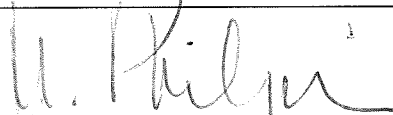
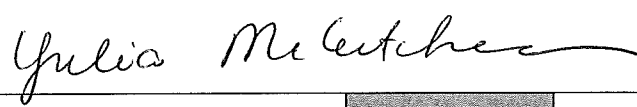
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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

Signed					
Name	<b>Ute Philips</b>	Title	<b>President</b>	Date	Dec 16, 2016
Signed					
Name	<b>Yulia McCutcheon</b>	Title	<b>Treasurer</b>	Date	Dec 16, 2016

## Reconciliation of Grant Monies 2016

## Lions Bay Arts Council

Revenue	2016 Profit and Loss	2016 Grant Reconciliation	2017 Grant Request
Membership	\$ 275.00		
Donations	\$ 476.00		
Event sales	\$ 405.00		
Sponsorship	\$ -		
Deffered Income from Village for storage	\$ 2,500.00		
Village Grant	\$ 7,800.00	\$ 7,800.00	\$ 5,500.00
Interest income	\$ 5.73		
Total revenue	<u>\$ 11,461.73</u>	<u>\$ 7,800.00</u>	<u>\$ 5,500.00</u>
<b>Expenses</b>			
Arts Council Events	\$ 3,027.22	\$ 3,000.00	\$ 3,500.00
Performers Fees	\$ 705.00		
Donation	\$ 310.00		
Re-usable Christmas wreaths	\$ 671.84		
Arts Council Admin costs	\$ 1,213.33		
Sea to Sky Arts Councils	\$ 300.00	\$ 300.00	\$ 300.00
Two year rental of storage unit	\$ 2,500.00		
Community Events Signage	\$ -	\$ 1,000.00	\$ (1,000.00)
Public Art & Design	\$ -	\$ 1,000.00	\$ -
2015 Banners*	\$ 2,007.81	\$ 2,500.00	\$ 2,200.00
Total Expenses	<u>\$ 10,735.20</u>	<u>\$ 7,800.00</u>	<u>\$ 5,000.00</u>
			See Note Below
Net Revenue	\$ 726.53	\$ -	

**Please note the following for 2017:** We are no longer requesting monies for community event signage as we have had no requests this year. It would appear that events community groups are re-using our previous signage or are producing signage from their own budgets. We are therefore providing a credit of \$1,000 to this year's request as we did not spend this money last year. In addition, we did not have a public art and design project last year and are therefore not requesting a grant for this work as we will use 1st year's grant for this year's project. Our focus as requested by Council is to find a solution for the old water tank. We have some ideas that have now been generated and will be presenting our thoughts to Council in the New Year. We have also asked that Council consider our proposal for the old Library space and if we receive a positive response, we will be providing a more detailed proposal.



## Lions Bay Arts Council

### Financial Statements

#### Statement of Profit and Loss January 1 – December 31, 2016

##### Revenue

Membership	\$	275.00
Donations		476.00
Event sales		405.00
Sponsorship		0.00
Village Grant		7,800.00
Deferred Income for storage		2,500.00
Interest income		<u>5.73</u>
Total revenue		<u>\$11,461.73</u>

##### Expenses

Arts Council Events	\$	3,027.22
Performers Fees		705.00
Donation to Food Bank		310.00
Re-usable Christmas Wreaths		671.84
Arts Council Admin costs		1,213.33
Sea to Sky Arts Councils		300.00
Storage – 2 year rental		2,500.00
Village Banners		<u>2,007.81</u>
Total Expenses		<u>\$10,735.20</u>

Net Revenue in excess of expenses                      \$    726.53

**Balance Sheet at December 31, 2016**

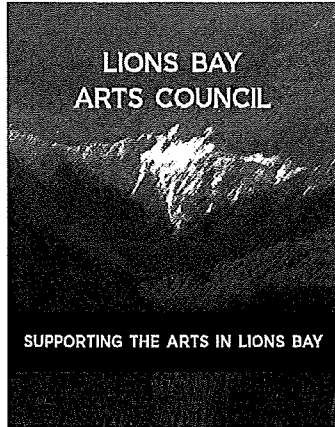
## Assets

Cash in bank	\$ 4,756.37
Accounts Receivable	634.32
Equipment	556.50
Investments	<u>5.00</u>
Total Assets	<u>\$ 5,952.59</u>

## Liabilities

## Equity

Opening equity	\$ 5,213.41
Net Income	<u>726.53</u>
Liabilities and Equity	<u>\$ 5,952.59</u>



October 26, 2016

**Proposal for an Arts and Culture Centre to be established in the previous Library Space**

Lions Bay Arts Council would like to propose the creation of an Arts and Culture Centre in the old Library Space.

Lions Bay Arts Council has expressed for some time now the need for a physical location that anchors the Arts and Cultural activities of our community. While the closure of the Library will certainly be a loss for many Lions Bay residents, we hope that the establishment of an arts and culture centre might be able to retain some of the library programming that was popular with residents while at the same time introducing a number of new opportunities.

We would envision the following activities for this Arts and Culture Centre.

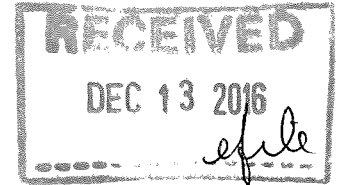
1. A permanent gallery for visual art – paintings, sculpture, photography etc.
2. An space for introducing new artists in the community and surrounding communities i.e. artists reception, opening of new shows
3. A permanent space for the historical society to display their photos and literature, videos etc.
4. A regular children's reading program
5. Workshops for the arts – painting, photography, music etc.
6. A lending/exchange library for residents outside the Centre entrance

We would anticipate that workshops would be self-funding. Also, sale of artists work would involve a commission back to the Arts and Culture Centre.

The challenges we would face would be finding volunteers to preside over the gallery during open hours (likely only on weekends between April 1 and October 31), finding trained artists to provide workshops and finding volunteers to develop programs for the space.

We suggest forming a standing sub-committee of the Arts Council to oversee and manage the Arts and Culture Centre. We would also consider a survey of residents to determine other activities and uses that they may wish to see established.

We appreciate Council's consideration of this proposal in principle and should we receive a positive response, we would wish to engage in further more detailed discussions as to how this plan could be implemented.



## 2017 MUNICIPAL GRANT APPLICATION [SSC]

### A. APPLICANT INFORMATION

Application Date: 12 December 2016  
 Name of Organization/Group: Seniors Social Circle (SSC)  
 Contact Persons: Louis Peterson John Phillips  
 Telephone:  
 Email:  
 BC Society Number: N/A  
 Date of Registration: N/A

#### Describe your organization's objectives:

- 1 To build upon the initiatives made possible and begun in 2015 under a UBCM Age Friendly Grant and continued in 2016 in support of an inclusive "Seniors Social Circle" (SSC).
- 2 To promote activities and events of interest to a broad spectrum of residents of all ages within the inclusive concept of a "Community Social Circle".
- 3 To engage seniors and others in activities that promote social interaction and also cater to requests for a program or programs with a focus on health and fitness. To allow for "aging in place" in Lions Bay.
- 4 To choose activities that are complementary to those organized by other community groups and avoid duplicating their efforts. Such activities are "investments in community".

Number of members: Note that 60-70 residents are listed on the current SSC list. One objective is to increase this number.

### B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION

Amount requested: \$4,100 (Cash); \$1,500 (in kind, see details, Financial Information and Appendices I-III).

Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees and Charges Bylaw N0. 453 and Fees and Charges Amendment Bylaw no. 483 for fee schedules).

#### Provide details of other services and facilities requested (e.g. hall rental, Public Works time):

- 1 Hall and/or Library rental: 12 months.  $\$40 \times 12 = 480$
- 2 Occasional additional conference room rental.  $\$20 \times 5 = \$100$
- 3 Office Staff assistance: e.g., printing flyers, brochures, advertising in "Village Update", other publicity.

#### Project title and description:

- 1 "Seniors Social Circle"
- 2 Depending on funding and volunteer interest and resources, it is intended for the project to include activities addressing: (a) Health and Fitness; (b) Trips & Outings; (c) Special Events; (d) a consolidated Lions Bay Resources Directory; (e) other Social Events.
- 3 Some aspects of the Project will consist of activities requiring qualified instructors, while other aspects will operate on a "pay as you go" basis requiring no or little Project funding

**Describe your target population (age, gender, disability, etc):**

While the emphasis of most activities and events will be for choices that are likely to be of interest to and accessible by adults and seniors, the scope is of sufficient breadth to allow for the inclusion of all residents in the Village, irrespective of age, gender or ability. Self-selection will determine the level of participation in the distinct parts of the program.

**Describe your goals and success criteria:**

- 1 To provide opportunities for social interaction for seniors, adults, their colleagues, and others within the community.
- 2 To provide regular physical activities of different types, in collaboration with existing groups.
- 3 To provide opportunities for a diversity of social and fitness activities, otherwise minimal or lacking in the community, to complement existing offerings. Examples inclusive of seniors and others are: instructor led exercises such as Tai Chi and "Chairobics", outings, drama, and talks/discussion Speaker Program sessions, mostly relevant to Howe Sound.
- 4 To collaborate with existing groups. (see Appendices I, II, and III).

**Approximately how many individuals will be served by your project?**

The intent of the project is to serve all seniors in Lions Bay [and its environs] and others who wish to participate in the community events that are offered, with a consequent variability in attendances. One overall estimate is that 100+ people will have an opportunity to participate.

**What community need or issue is your project/event responding to?**

- 1 There are needs to help seniors to keep fit, active and healthy through exercise, social interaction and nutrition, to feel connected to their community and not feel isolated, and to be aware of services within the community.
- 3 There is a need to enhance provision of activities to be available to residents in the community.
- 3 There is potential benefit to be had from fostering collaboration among all local volunteer groups that address the various aspirations to be found within a community (a "Linking of Circles").

**Describe any partners or sponsors involved in your project:**

Municipality of Lions Bay  
"Healthy Communities"  
Interested Lions Bay Community Groups  
Other local services

**C. ACCOUNTABILITY**

**Describe how you will evaluate the effectiveness of the project/event:**

- 1 Planning, advertising and execution of events and activities.
- 2 Potential establishment of new ongoing programs within the Village.
- 3 Reporting to Council that funds are used as planned.

**D. FINANCIAL INFORMATION**

**Attach your most recent financial statement: (Appendix #4)**

**Provide current fiscal year project budget for your organization: (see Appendix #5)**

**If your group received a municipal grant in 2016, provide a breakdown of how the money was spent: (see Appendix #5)**

**Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions: (see Budget Request below and Appendices I, II and III for related information):**

### Budget Request (Financial Estimate, April 2017-March 2018)

Budget item	Estimated Expense	Estimated Revenue	Budget Request
Adult Tai Chi*	\$6,000	\$3,600	\$2,400
Outings etc(a)	400		400
Speakers etc(b)	200		200
Workshops(c)			
Hospitality(d)	400		400
Publicity etc(e)	400		400
Miscellaneous	300		300
	<u>7700</u>	<u>3600.00</u>	
<b>Total grant request (cash)</b>			<b><u>\$4,100</u></b>

In Kind waiver request

\$1,500 580.00  
(Hall Rental)

\*Instructor fee @ \$150 per week.

(a) e.g., St Paddys; Bowen Island; mini golf; Tea & Trumpets; local events ...

(b) e.g., Honoraria to not-for-profit groups. No honoraria to business speakers.

(c)

(d) e.g., Out-of-pocket allowances for "gourmet kitchens", in-home "pot luck" ...

(e) e.g., flyers, publicity.

## Appendix I

### Lions Bay Community Association (LBCA)

[re Lions Bay Resource Directory]

*Statement of Purpose: "To recognise, support and facilitate where possible the efforts and activities of local societies, clubs and other incidental social groups and individuals who wish to be affiliated with the LBCA and that contribute to the well-being of the community".*

An idea for a Resources Brochure has often been talked about and is now the "brainchild" of the local Seniors Social Circle (SSC). A most welcome Vancouver Foundation Grant of \$400 was awarded for this purpose, to improve publicity and enhance community awareness of local social activities.

The catalytic effect of the Grant is such that the initially proposed project has blossomed into ideas for something much more comprehensive and potentially more valuable, namely, a "Lions Bay Resources Directory", to be produced by the entire community, under a new grassroots umbrella - "The Lions

*Bay Community Association*", rather than by the SSC alone. Anyone participating in the "Association" would be an independent "Affiliate" of the LBCA (see Appendix II).

*Appendix II*  
*Potential Affiliates of a Lions Bay Community Association*

<b>The Municipal Council</b>	<b>"Gourmet Kitchens"</b>
	<b>Book Clubs</b>
<b>Societies:</b>	<b>Cards &amp; Games</b>
<b>Historical Society</b>	
<b>Arts Council Society</b>	<b>School and Education support groups</b>
<b>Native Plant Garden Society</b>	<b>Scholarship Awards groups</b>
	<b>Parent Advisory Committee</b>
<b>Clubs, groups (recreational "circles"):</b>	<b>Elementary School group</b>
<b>Events committee</b>	<b>Pre-school group</b>
<b>Trail blazers/hikers</b>	<b>Playschool Association</b>
<b>Yoga</b>	<b>Daycare</b>
<b>Tai Chi</b>	
<b>Badminton</b>	<b>External Recreation Centres</b>
<b>Tennis</b>	
<b>Volleyball</b>	
<b>Theatre, Music</b>	
<b>Outings, Tours</b>	

*Appendix III*  
*An outline of the Contents of a Resources Directory is shown below:*

*"Lions Bay Resources Directory"*

**Contents**

- 1 Overview of Municipal Matters**
- 2 Updated Telephone Directory**
- 3 Recreational Clubs, Groups, and Societies**
- 4 The School Scene**
- 5 Health related Professional Service Information**
- 6 Other Professional Service Information**
- 7 Local Community Service Information**
- 8 Commercial Advertising**



5  
Appendix 5A

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	2016 Budget Details															
2	Budget items requested	Adjusted budget items		Estimated revenue					"Actual" Revenue to 31 Dec 2016			Estimated expenses to 31 Dec 2016				
3	Tai Chi 40 classes	5,000	4,045	Tai Chi 2400				Tai Chi income (registration fees)	4,208			Tai Chi instructor fees 40 classes @150	6,000			"Unspent Residues" (\$2253) See note line 21
4	Chairiobics 12 classes	900	728	Chairrob 720				Cancelled								
5	Outings etc	800	647									Mini golf	100			547
6	Speakers etc	400	324									SHSS (Donation)	200			124
7	Workshops	400	324									"Gourmet Kitchen" cooking demo	50			294
8	Hospitality	800	647									"Viva Italia", Pizza	400			274
9	Publicity etc	600	485									Proposed Directory	300			185
10	Miscellaneous	400	324									Cards, signs	250			74
11																
12																
13	Grant allocated			5000							5,000					
14	Vancouver Foundation grant, for Directory publicity										400					400
15	Unspent sum															\$1,898
16																
17																
18	Grant requested = \$6,180 (Grant allocated = \$5,000, 81%)															
19	In Kind funding waivers requested = \$4,320 (Granted, \$1,850)															
20																
21	Note: Tai Chi revenue was well above predictions. It is proposed to request a waiver to allow carryover into 2017.															
22																
23																
24	xxx															222

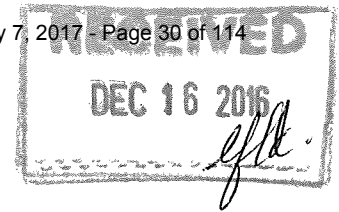


THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

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

Signed	<i>J Phillips</i>				
Name	<i>John Phillips</i>	Title	<i>Treasurer</i>	Date	<i>Dec 6 2016</i>
Signed	<i>Louis K. Peterson</i>				
Name	<i>Louis K PETERSON</i>	Title	<i>CHAIR</i>	Date	<i>Dec 06, 2016</i>



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### MUNICIPAL GRANT APPLICATION

For Specific Projects/Services/Events/Programs

Only applications that are completed legibly and in full will be accepted.

The deadline for submitting grant applications is December 16, 2016.

Please provide a copy of your organization's financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).

#### A. APPLICANT INFORMATION

<b>Application Date</b>	15 December 2016
<b>Name of Organization/Group</b>	The Lions Bay Community Association (LBCA)
<b>Contact Person</b>	Louis K. Peterson (pro tem)
<b>Telephone</b>	
<b>Email</b>	
<b>BC Society Number</b>	n/a
<b>Date of Registration</b>	
<b>Describe your organization's objectives</b>	
<p>The LBCA is a proposal in its "embryo" stage, with an intended Statement of Purpose: "To recognize, support and facilitate where possible the efforts and activities of local societies, clubs and other incidental social groups and individuals who wish to be associated with the LBCA and who contribute to the well-being of the community" (see Appendix I).</p> <p>The first objective is to establish a cohort of local potential societies, clubs and groups who wish to be affiliated with the LBCA (see Appendix II).</p> <p>A second (or concurrent) project that fits the objectives of the LBCA is the production of a new Resources Directory (see Appendix III, Lions Bay Community Association - Resources Directory, including an updated Telephone Directory).</p>	
<b>Number of members</b>	To be established ("affiliates")



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION</b>	
<b>Amount requested</b> (*see note below)	\$2,500 - \$3,000 (see Addendum).
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 453 and Fees & Charges Amendment Bylaw No. 480 for fee schedules)	
<b>Provide details of other services and facilities requested (e.g. hall rental, Public Works time)</b>	
Occasional Hall or Library rental (probably 5-10 during planning, in Library most likely). <div style="text-align: center; margin-top: 10px;"><math>10 \times 20 = 200</math></div>	
<b>Project title and Description</b>	
The Lions Bay Community Association(LBCA): The concept of an "LBCA" is that it can be an umbrella organization that recognizes and supports where possible the objectives and activities of the various social groups ("circles") that contribute in different ways to the well-being of the community (see Appendices I, II, and III). Support may take the form of representing the interests of groups to Council, searching for grant moneys, writing proposals, encouraging assistance in various ways - "investing in community".	
<b>Describe your target population (age, gender, disability etc.)</b>	
The LBCA organization, when completed, is such that it will be a resource for the entire community, irrespective of age or gender. Some activities will be accessible by those with disabilities.	
<b>Describe your goals and your success criteria</b>	
The goal of the LBCA, as given in its Statement of Purpose, is to be an inclusive, representative umbrella organization, namely: "To recognize, support and facilitate where possible the efforts and activities of local societies, clubs and other incidental social groups and individuals who wish to be associated with the LBCA and who contribute to the well-being of the community" - an "Investment in Community". One measure of success may be deduced from the number and interest of "affiliate" groups supporting the LBCA concept.	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Approximately how many individuals will be served by your project?</b>
The "affiliates" of the LBCA cater to the entire community in various ways.
<b>What community need or issue is your project/event responding to?</b>
There is a need for a "Lions Bay Resources Directory", to be a communications link with residents, profiling the nature of living in Lions Bay, to include an updated Telephone Directory and a comprehensive listing of resources of use and interest to established and new residents, of all ages.
<b>Describe any partners or sponsors involved in your project/event.</b>
Affiliated groups may be seen as partners, while organizations that purchase advertising space will greatly support the financial aspects vital to the production of the Directory.
<b>C. ACCOUNTABILITY</b>
<b>Describe how you will evaluate the effectiveness of the project/event</b>
See "B", paragraph 4.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>D. FINANCIAL INFORMATION</b>
<ul style="list-style-type: none"> <li>• Attach your most recent financial statement</li> </ul>
<ul style="list-style-type: none"> <li>• Provide current fiscal year project budget for your organization</li> </ul>
<ul style="list-style-type: none"> <li>• If your group received a municipal grant in 2016, provide a breakdown of how the money was spent</li> </ul>
<ul style="list-style-type: none"> <li>• Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions</li> </ul>

### TERMS & CONDITIONS

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

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

... 6 -

## **Section D: Financial Information**

### **Costs (for 600 directories, 50 pages in B&W, 24 pages in colour):**

#### **A. TRtrades**

- Quantity 600
- Finished size 8.5" x 5.5"
- Binding Plastikoil (spiral binding)
- B&W pages Fifty (50) on 28lb paper
- Colour pages Twenty-four (24) on 28lb paper
- Covers Colour on 100lb card
- Bleed No bleeds
- Total \$4,665 + taxes = \$5224. Per copy = \$8.71

#### **B. Staples**

**An estimate from Staples for 'standard' is \$5976 + taxes = \$6693. Per copy = \$11.16**

**or for 'special discount' is \$4637 + taxes. = 5193. Per copy = \$8.66**

**Notes: (1) It may be possible to reduce costs considerably by reducing the number of pages, especially the number of costly colour pages;**

**(2) Suggestions for an online version of the Directory (in addition to the printed one) have merit. Added cost is not yet estimated.**

**An estimated cost per Directory is in the range \$9:00 - \$12:00.**

**Sources of revenue: (a) A Vancouver Foundation Grant of \$400 (already received).**

**(b) A \$300 transfer from the Seniors Social Circle Publicity grant.**

**(c) A community fundraising event by the LBCA (perhaps \$1,000).**

**(d) Advertising revenue (perhaps \$1,000-\$1,500).**

**(e) A requested Municipal Grant of \$2,500, to be used only to the extent that it is needed (unused portion to be returned to the Village coffers).**

**Total estimated revenue = \$5,200 - \$5,700.**

## **Addendum to the LBCA 2017 Municipal Grant Application**

The Lions Bay Community Association (LBCA) is a new voluntary 'ad hoc' not-for-profit organization. It will provide a broad opportunity for all "circles" within Lions Bay - community groups, clubs, registered societies and socially active individuals, to come together collegially, to do things we enjoy doing, ultimately for the well-being of the community as a whole.

Although it is still very much in its infancy, the LBCA is in the process of planning a new "Lions Bay Resources Directory" with the intention of distributing one free copy to all households in the Village, with extra copies available for purchase. The Resources Directory as a "community endeavour" will contain much useful information of value to all age groups, young, old, and new residents as well as seasoned ones, as shown in the preliminary content list is below.

Preliminary quotations indicate a cost of printing in the range \$4,500 - \$5,500. Suggestions to provide for an on-line version on an LBCA website are being explored.

Possible sources of funding are:

- (a) A \$400 Grant from the Vancouver Foundation to the Seniors Social Circle for publicity awareness;
- (b) An allocation of about \$300 from the SSC publicity account;
- (c) A fund-raising "launching the LBCA" event (possibly \$1,000);
- (d) Advertising revenue (possibly \$1,000 - \$1,500)
- (e) A requested Municipal Grant of \$2,500 - \$3,000, to be used only to the extent that it is needed (unused portion to be returned to the Village coffers).

Louis K. Peterson [REDACTED] pro tem chair of the 'ad hoc' LBCA group (Wendy Conway-Maier, Tony Cox, Rose Dudley, John Dudley, Trudi Luethy, John Phillips, Linda Thomson...)

### **The Lions Bay Resources Directory 2017**

#### **A Project of the Lions Bay Community Association (LBCA)**

"To support and facilitate the efforts and activities of local societies, clubs and other incidental social groups and individuals who wish to be affiliated with the LBCA and who contribute to the well-being of the community".

#### **Preliminary Resources Directory Contents List:**

- 1 Overview of Municipal Matters and function.**
- 2 Updated Telephone Directory**
- 3 Recreational Clubs, Groups, and Societies (*Events*)**
- 4 The School Scene (*PAC, Playschool, School Daycare, Scholarships/Awards ...*)**
- 5a Professional Service Information (*e.g., Emergencies, Health related, Legal advice, Advocacy ...*)**
- 5b Professional Service Information (*e.g., Real Estate Agents, Contractors ...*)**
- 6 Local Service Information (*public transport, volunteer drivers, grocery/ food delivery, babysitting, home care, dog walking ...*)**
- 7a Advertising (*Commercial, business ...*)**
- 7b Advertising (*not-for-profit organization, ...*)**

## *APPENDIX I*

### *LIONS BAY COMMUNITY ASSOCIATION (LBCA)*

*[RE LIONS BAY SOCIAL RESOURCE BROCHURE]*

*Statement of Purpose: "To recognise, support and facilitate where possible the efforts and activities of local societies, clubs and other incidental social groups and individuals who wish to be affiliated with the LBCA and who contribute to the well-being of the community".*

An idea for a Resources Brochure has often been talked about and was adopted as the "brainchild" of the local Seniors Social Circle (SSC). A most welcome Vancouver Foundation Grant of \$400 was awarded for this purpose, to improve publicity and enhance community awareness of local social activities.

The catalytic effect of the Grant is such that the initially proposed project has blossomed into ideas for something much more comprehensive and potentially more valuable, namely, a "*Lions Bay Resources Directory*", to be produced by the entire community, under a new grassroots umbrella - "*The Lions Bay Community Association*", rather than by the SSC alone. Anyone participating in the "Association" would be an independent "Affiliate" of the LBCA (see Appendix II). The "Association" may come to represent one aspect of "Investing in Community".

## *Appendix II*

### *Potential Affiliates of a Lions Bay Community Association*

#### **The Municipal Council**

#### **Societies:**

**Historical Society**  
**Arts Council Society**  
**Native Plant Garden Society**

#### **Clubs, groups (recreational "circles"):**

**Events committee**  
**Trail blazers/hikers**  
**Yoga**  
**Tai Chi**  
**Badminton**  
**Tennis**  
**Volleyball**  
**Theatre, Music**  
**Outings, Tours**  
**"Gourmet Kitchens"**  
**Book Clubs**  
**Cards & Games**

#### **School and Education support groups**

**Scholarship Awards groups**  
**Parent Advisory Committee**  
**Elementary School group**  
**Pre-school group**  
**Playschool Association**  
**Daycare**

#### **External Recreation Centres**

*Appendix III*

*An outline of the Contents of a Resources Directory is shown below:*

*"Lions Bay Resources Directory"*

**Contents**

- 1 Overview of Municipal Matters**
- 2 Updated Telephone Directory**
- 3 Recreational Clubs, Groups, and Societies**
- 4 The School Scene**
- 5 Health related Professional Service Information**
- 6 Other Professional Service Information**
- 7 Local Community Service Information**
- 8 Commercial Advertising**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

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

Signed	<i>Louis K. Peterson</i>				
Name	LOUIS K. PETERSON	Title	CHAIR (PRO TEM)	Date	15/DEC/2016
Signed	<i>K. Jeffery</i>				
Name	KAREN JEFFERY	Title	Director	Date	Dec. 16, 2016



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### MUNICIPAL GRANT APPLICATION

For Specific Projects/Services/Events/Programs

Only applications that are completed legibly and in full will be accepted.

The deadline for submitting grant applications is December 16, 2016.

Please provide a copy of your organization's financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).

A. APPLICANT INFORMATION	
Application Date	30th December 2015 <i>15th Dec 2016</i>
Name of Organization/Group	Sea To Sky Invasive Species Council
Contact Person	Clare Greenberg
Telephone	
Email	
BC Society Number	S-0055391
Date of Registration	July 13th, 2009
<b>Describe your organization's objectives</b>	
<p>Our mission is to minimise the threat of invasive species that impact on the environment, the economy and human health in the Sea to Sky corridor. Our Goals are to: 1. Raise awareness about invasive species, their impacts, and management strategies. 2. Facilitate the flow of external information &amp; provide a source of expertise. 3. Improve stakeholder communication, collaboration, coordination &amp; information sharing. 4. Prevent new invasive species from arriving &amp; follow the early detection and rapid response (EDRR) protocol to prevent their establishment if and when they do arrive. 5. Minimise the spread of existing invasive species through coordinated, integrated invasive species management efforts.</p>	
Number of members	504



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>B. PROJECT/SERVICES/EVENTS/PROGRAM INFORMATION</b>	
<b>Amount requested</b> (*see note below)	1500
*Please include requests of a non-monetary nature such as fee waivers and staff assistance (refer to Fees & Charges Bylaw No. 462, as amended, for fee schedules)	
<b>Provide details of other services and facilities requested (e.g. hall rental, Public Works time)</b>	
n/a	
<b>Project title and Description</b>	
Participation in our Local Government Partnership Program (see details in attached document)	
<b>Describe your target population (age, gender, disability etc.)</b>	
Seniors, Adults, Youth, Children, Able and disable bodied, male, female and all members of the community.	
<b>Describe your goals and your success criteria</b>	
Our goals for this program are primarily to: 1. Raise awareness about invasive species, their impacts and how to best manage them. 2. Deliver outreach, education, training and coordination services. 3. Improve communication & collaboration between partners/stakeholders. 4. Act as a conduit for information between partners & provide a source of expertise. Success will be measured by tracking the number of people reached by our program (see more detail in section c). We would consider our program to be successful if all our goals and objectives are met.	



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### Approximately how many individuals will be served by your project?

In 2016, we reached 785 people in the region. We aim to reach at least 800 in 2017

### What community need or issue is your project/event responding to?

Invasive plants profoundly limit biodiversity, threatening the ecological integrity of coastal ecosystems. These species negatively affect the habitat of wild animals, they can increase fire hazard and accelerate erosion. They can cause human & animal health problems, can impact buildings & infrastructure, & can cause losses for agriculture. In Lions Bay, species like Giant Hogweed are a serious health hazard to residents, and Knotweed is threatening infrastructure & property values. Because of the cost to our environment, economy, and health, prevention of new invaders, and active management of existing invasive species is key. Choosing to act now and support programs that raise awareness about new invaders like fire ants, and preventing the further spread of species that are already here will save communities money in the long run.

### Describe any partners or sponsors involved in your project/event.

Resort Municipality of Whistler, Squamish Lillooet Regional District, Village of Pemberton, District of Squamish

## C. ACCOUNTABILITY

### Describe how you will evaluate the effectiveness of the project/event

The program's effectiveness is measured by the number of people reached during outreach events, the number of resources distributed, the number of public sightings responded to, the number of people trained in invasive species identification and management, and the number of interactions with Village of Lions Bay community members and staff.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>D. FINANCIAL INFORMATION</b>
<ul style="list-style-type: none"> <li>• Attach your most recent financial statement</li> </ul>
<ul style="list-style-type: none"> <li>• Provide current fiscal year project budget for your organization</li> </ul>
<ul style="list-style-type: none"> <li>• If your group received a municipal grant in 2016, provide a breakdown of how the money was spent</li> </ul>
<ul style="list-style-type: none"> <li>• Provide a detailed budget, including financial contributions and applications from sources other than the Village, for the project/event. Indicate the type and value of "in kind" contributions</li> </ul>

### TERMS & CONDITIONS

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


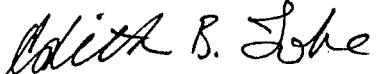
1. If there are any changes in the funding of the project/event from that contemplated in the application, the municipality will be notified of such changes immediately.
2. The applicant will make, or continue to make attempts to secure funding from other sources indicated in its application.
3. The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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

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

<b>Signed</b>					
<b>Name</b>	Clare Greenberg	<b>Title</b>	Executive Director	<b>Date</b>	2016-12-15
<b>Signed</b>					
<b>Name</b>	Edith Tobe	<b>Title</b>	Vice-Chair	<b>Date</b>	2016-12-15

**SSISC 2017 DRAFT Budget**

<b>REVENUE</b>		
<b>FUNDER CATEGORY</b>	<b>FUNDING SOURCE</b>	<b>2017 Budget</b>
<b>Deferred from previous year</b>	Various	15,000
<b>Federal Government</b>	CRA (GST refund)	1,500
	Canada Summer Jobs	16,857
	EcoAction	4,792
<b>Provincial Government</b>	MOTI - education, outreach, QA, strategic planning & office activities	10,000
	MOTI - treatment, control, inventory, monitoring & IAPP reporting	35,000
	MOTI - early season spring works	10,000
	MOTI - Site Restoration	300
	MFLNRO - Coordination & Awareness	16,000
	MFLNRO - Operational	45,000
	MFLNRO - Mines	5,000
	BC Parks	3,000
<b>Local / Regional Government</b>	BC Gaming Grant	5,000
	Resort Municipality of Whistler (Enviro Stewardship Dept) - Partnership Program	3,300
	Resort Municipality of Whistler (CEP) - Control	5,000
	Resort Municipality of Whistler (Parks) - Control & Mapping	850
	Resort Municipality of Whistler (Enviro Stewardship Dept) - Yellow Flag Iris Control	4,050
	Squamish Nation - Operational	14,000
	District of Squamish - Partnership Program (Education & Outreach)	4,400
	District of Squamish - Engineering	6,000
	District of Squamish - Operational	25,000
	Village of Lions Bay - Partnership Program	1,500
	SLRD - Partnership Program (Education & Outreach)	3,000
	SLRD - Operational	18,000
	Village of Pemberton - Partnership Program (Education & Outreach)	1,500
<b>Industry</b>	BC Hydro (Control)	7,500
	Innergex (Control)	15,000
	FortisBC (Control)	3,000
<b>Grants</b>	Community Foundation of Whistler - Education, Outreach & Training	13,000
	Community Foundation of Whistler - Inventory & Control	12,000
	Other Grants	2,000
<b>Earned Revenue</b>	Certification & Training Programs	1,600
	Private Landholder Program	5,000
<b>Donations</b>	General donations / Sponsorships	100
<b>TOTAL REVENUE</b>		<b>313,249</b>

<b>EXPENSES</b>		
<b>EXPENSE TYPE</b>	<b>EXPENSE CATEGORY</b>	<b>2017 Budget Amount</b>
<b>Admin</b>	Accounting & Legal	2,000
	Insurance	3,000
	Interest & Bank Charges	350
	Licences, Fees & Permits	300
	Office Supplies	900
	Office Furniture, Equipment	1,400
	Postage, courier, mail box rental	450



Revenue	2017 Budget
Village of Lions Bay	\$1,500



Expenses	2017 Budget
HR (Executive Director Wages)	\$750
HR (Outreach Coordinator Wages)	\$230
Mileage	\$186
Outreach Materials	\$198
Admin	\$136
<b>TOTAL</b>	<b>\$1,500</b>

Comments
Staff cost of delivery of services (e.g. communication, coordination, consultation, training, outreach event etc.)
Mileage to training / outreach event
Contribution to development and purchasing of region-specific outreach materials
10%

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**COUNCIL STRATEGY COMMITTEE  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, JANUARY 24, 2017 at 3:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

**MINUTES**

In Attendance:

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

Regrets: Councillor Jim Hughes

Staff: Chief Administrative Officer Peter DeJong  
Chief Financial Officer Pamela Rooke  
Public Works Manager Nai Jaffer  
Office Coordinator Shawna Gilroy (Recorder)

Public: 0

**1. Call to Order**  
Mayor Buhr called the meeting to order at 3:00 p.m.

**2. Approval of Agenda**  
Moved/Seconded

THAT the agenda be approved as submitted.

**CARRIED**

**3. Public Participation**  
None

**4. Minutes**  
A. Council Strategy Committee Meeting – January 12, 2017  
Moved/Seconded

THAT the Council Strategy Committee Meeting Minutes of January 12, 2017 be approved as circulated.

**CARRIED**

**5. Business Arising from the Minutes**

None

**6. Unfinished Business**

**A. CFO Reports**

**i. 2017 Draft Water, Sewer and Solid Waste Budgets**

CFO Rooke discussed the water budget and responded to Council's queries.

Moved/Seconded

THAT the report "2017 Draft Water, Sewer and Solid Waste Budgets" be received for information purposes.

**CARRIED**

*Audio: 00:10*

**ii. 2017 Preliminary Budget**

Council reviewed the 2017 Preliminary Budget and discussed the on-table "Supplemental Requests" report.

Moved/Seconded

THAT the report "2017 Preliminary Budget" be received for information purposes; and

THAT it be recommended to Council that a 6% increase in water utility fees, a 0% increase in sewer utility fees, and a 6% decrease in solid waste utility fees.

**CARRIED**

**7. Reports**

None

**8. New Business**

None

**9. Public Questions & Comments**

None

**10. 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*:

**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

**CARRIED**

*The meeting was closed to the public at 5:26 p.m.*

*The meeting was re-opened to the public at 5:41 p.m.*

- 11. Reporting Out from Closed Portion of Meeting**  
None

- 12. Adjournment**  
Moved/Seconded

THAT the meeting be adjourned.

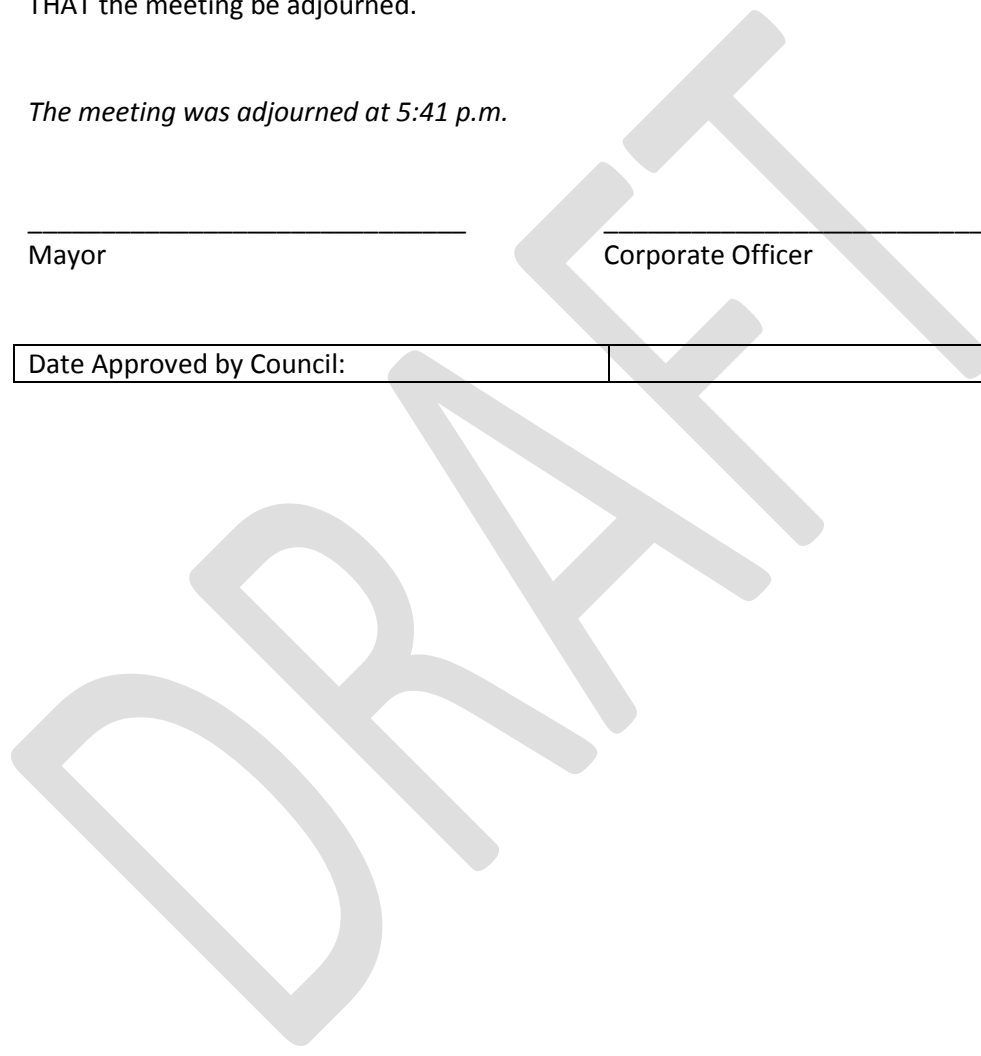
**CARRIED**

*The meeting was adjourned at 5:41 p.m.*

\_\_\_\_\_  
Mayor

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

Date Approved by Council:	
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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Information Report</b>		
<b>Title</b>	<b>2017 Municipal Grants</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>February 1, 2017</b>	<b>Version</b>	<b>-</b>
<b>Issued for</b>	<b>February 7, 2017 Council Strategy Committee Meeting</b>		

### RECOMMENDATION

THAT the Council Strategy Committee review the attached summary of 2017 Municipal Grant applications and bring forward their recommendations for approval to the February 21, 2017 Regular Council Meeting.

### ATTACHMENTS

1. Summary of 2017 Municipal Grant Applications

### KEY INFORMATION

The Village of Lions Bay (VOLB) provides municipal grants to non-profit community groups that demonstrate a need for funding to provide services or programs that benefit the VOLB community as a whole. The Finance department tabulates and summarizes the applications for Council's review. All applicants with grant requests greater than \$1,000 have been asked to make a brief presentation to council at the February 7, 2017 Council Strategy Committee meeting. Council approves the grants in whole or in part by resolution and the approved funds are then allocated in the 2017 budget.

The 2017 requests total \$22,480 from eleven different applicants – this amount is included in the current version of the preliminary budget.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **FOLLOW UP ACTION**

It is expected that the Council Strategy Committee will bring forward their recommendations for approval to the February 21, 2017 Regular Council Meeting.

### **COMMUNICATION PLAN**

The community groups for whom grants are approved are notified by the Finance department and the funds are disbursed after the adoption of the Five Year Financial Plan Bylaw.

**2017 Municipal Grant Applications**

Group		2013 Grant	2014 Grant	2015 Grant	2016 Grant	2017 Grant Requested	
		Awarded Actual \$	Awarded Actual \$	Awarded Actual \$	Awarded Actual \$	Actual \$	In-Kind
Lions Bay Events Committee	10-2-0602-003	500.00	1,000.00	6,000.00	6,000.00	6,000.00	1,210.00
Lions Bay Arts Council	10-2-0602-005	7,500.00	7,800.00	8,800.00	7,800.00	5,000.00	200.00
Seniors Social Circle	10-2-0601-311	-	-	-	5,000.00	4,100.00	580.00
Lions Bay Community Association (New)		n/a	n/a	n/a	n/a	3,000.00	200.00
Sea to Sky Invasive Species Council	10-2-0400-591	321.00	323.00		323.00	1,500.00	-
Lions Bay Trail Blazers	10-2-0703-023	200.00	1,000.00	900.00	1,000.00	1,000.00	200.00
Lions Bay Historical Society	10-2-0602-002	750.00	750.00	1,120.00	980.00	900.00	180.00
LB Native Plants Garden Association	10-2-0702-025	200.00	780.00	800.00	1,500.00	600.00	40.00
Lions Bay Community Garden	10-2-0703-018	400.00	400.00	500.00	500.00	250.00	150.00
Lions Bay Caroling Team	10-2-0602-008	-	-	235.00	130.00	130.00	25.00
LB Community Scholarship Foundation (LBCSF)	10-2-0602-009	-	-	-	-	-	375.00
Lions Bay Playschool Association	10-2-0602-006	-	-	2,400.00	2,000.00	-	-
Lions Bay Reading Centre	10-2-0602-001	2,000.00	2,000.00	2,500.00	1,500.00	-	-
<b>Total Requested</b>		<b>11,871.00</b>	<b>14,053.00</b>	<b>23,255.00</b>	<b>26,733.00</b>	<b>22,480.00</b>	<b>3,160.00</b>

Currently Budgeted

22,480.00

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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<b>Type</b>	<b>Report to Council</b>		
<b>Title</b>	<b>2017 Supplemental Budget Requests</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>February 2, 2017</b>	<b>Version</b>	
<b>Issued for</b>	<b>February 7, 2017 Council Strategy Committee Meeting</b>		

### **RECOMMENDATION**

THAT the report “2017 Supplemental Budget Requests” be reviewed by the Council Strategy Committee and staff to determine which supplemental budget requests will be considered for inclusion in the 2017 Budget.

### **ATTACHMENTS**

1. 2017 Supplemental Budget Requests

### **KEY INFORMATION**

The attached report summarizes the updated supplemental capital and operating budget requests received from staff and Council. The report was updated to reflect the changes discussed at the January 24, 2017 Council Strategy Committee Meeting and includes additional information about the supplemental requests.

### **FOLLOW UP ACTION**

The Council Strategy Committee and staff will continue to review the supplemental requests at the February 21, 2017 Council Strategy Committee meeting.

## Supplemental Requests

Summary
---------

Department	Amount
Fire Department	50,838
General Government	306,247
	<hr/> <b>357,085</b> <hr/>
Water	58,593
Sewer	-
	<hr/> <b>58,593</b> <hr/>

**Village of Lions Bay  
2017 Budget  
Supplemental Requests**

<b>Fire Department</b>
------------------------

<b>Project</b>	<b>Amount</b>	<b>Notes</b>
Fire Capital - Hose & Fittings	2,000	
Fire Capital - Turn-Out Gear	18,000	
Ropes	1,500	
SCBA	1,000	
Fire Medical - 1,000 AED	3,500	
Fire Medical - Lifepack AED	1,600	
<b>Total Fire Department Capital Maintenance</b>	<b>27,600</b>	
Tent (to cover small fire truck)	2,500	
Industrial Laundry for Hall (WCB)	3,800	
Security Lighting for Pit	2,500	
Security Camera for Pit (including installation)	4,000	
Portable Interface Fire Pump	5,438	
Rope Training	5,000	
<b>Additional Fire Requests</b>	<b>23,238</b>	
<b>Total Fire Department Requests</b>	<b>50,838</b>	

**Village of Lions Bay  
2017 Budget  
Supplemental Requests**

<b>General Government</b>
---------------------------

<b>Project</b>	<b>Amount</b>	<b>Notes</b>	<b>Backup Attached</b>
Detailed Bridge Inspections (Destructive/Non-Destructive) for all bridges	25,700	after \$14,300 re-budget	x
LB Beach Park - hand dryers, lighting	-	re-budget \$4,803	x
LB Beach Park - staircase, removal of existing wood structures	23,732	after \$7,573 re-budget	x
Emergency Generator for Village Office / Broughton Hall	30,000		Feb. 21 CSC
Air Compressor for Works Yard Shop	2,000		
Backhoe (5 year lease to own)	21,600	Year 1 \$21,600; Year 2-5 \$43,200 annually	x
Stairs below STP - Kelvin Grove Beach Park	-	Staff recommend removing the stairs	x
Forklift Replacement	13,000		x
Jumping Jack (compactor)	2,500		
Emergency Lighting at Works Yard	2,500		
AV Suite for Council Chambers (60" TV Screen)	3,000		
Updates to mapping - Lidar Map	400		
Drop down 180" projector screen for Hall, like <a href="http://a.co/33LfnTO">http://a.co/33LfnTO</a>	700		
24 additional hall chairs	840		
Broughton Hall Floor Repair	3,500		
Broughton & Klatt landscaping plan execution, coloured uplighting	2,500	after MOTI grant of \$20,000	
Parking Plan - Signage	25,000		
Planning Consultant	60,000		
Emergency Management Co-ordinator	20,000		
Heat Pump for Ambulance Station in Klatt Building	5,275		
Target Solutions for Fire Department (RMS)	4,000	annual charge	Feb. 21 CSC
Fire Review	-	re-budget \$5,000, defer full review to 2018	
Emergency Communications System	2,000		Feb. 7 Council
Housing Needs Assessment	15,000		
Records Management	5,000	after \$15,000 re-budget.	Feb. 21 CSC
Land Surveying	8,000		
Asset Management Plan	20,000	2017 portion - to be completed over two years	Feb. 21 CSC
Structural & Detailed Building Inspections on all facilities			
Inventory of all assets with replacement value / input into MAIS			
GIS System			
Bi-Election	10,000		
	<b>306,247</b>		

**Village of Lions Bay  
2017 Budget  
Supplemental Requests**

**Water**

<b>Project</b>	<b>Amount</b>	<b>Notes</b>
SCADA	6,500	after \$18,500 re-budget. Report attached.
Cellular Communications	5,000	
Chlorine Analysers / Turbidity Meter (2)	23,000	Can be purchased over 2-3 years
Automated Blow Off's (5)	18,975	Can be purchased over 2-3 years
Water Sampling Stations (2)	3,118	
Camera System for Intakes (2)	tbd	Quote to follow
Cash support for UBC MOU	2,000	Hydrology Study
	<b>58,593</b>	
	45,000	Budgeted



# THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

## BUDGET SUPPLEMENTAL DETAIL

Department: Public Works Budget Year: 2017  
 Asset Category: RDS Type: Expanded

### PROJECT DESCRIPTION

Detailed Bridge Inspections

### JUSTIFICATION DETAIL

During the IMP, AECOM conducted a cursory visual inspection on the Village's 8 bridges. In order to move forward with a full bridge maintenance and rehabilitation program designed to extend the lifespan of these critical assets, detailed inspections are required. Inspections will include suspending bridge technicians underneath the superstructure of each bridge to inspect for corrosion, spalling and other issues. Rope access is also required in order to properly inspect the bridge footings. Each bridge will be load tested and compared to as-new structural load ratings.

### CONSEQUENCES OF NOT FUNDING

Unknown deterioration on the underside or non-visible components of the bridge structure could lead to significant deterioration of these structures – ultimately, ongoing deterioration without maintenance will lead to structural collapse.

### FUTURE BUDGET IMPACT

Remedial measures for most of the structural repairs will require an ongoing budget component. The extent of these repairs is unknown as a full and detailed bridge inspection has not been conducted.

### BACKGROUND

Specifications Provided By:	Asnee Prochart, Ph.D., P.Eng.	Date of Estimate:	Jan. 23, 2017
Source of Cost Estimate:	Senior Bridges and Structural Engineer – AECOM		

### FINANCIAL DATA

COST BREAKDOWN		OFFSETS	
Contract:	\$40,000	Total:	\$40,000
Materials:	–	Re-Budget:	\$14,300
Labour:	–	Trade-In:	–
Total	\$40,000	Net Cost	\$25,700
ANNUAL OPERATING COST IMPACT		TIMING OF PROJECT	
Equipment:	–	Start : <a href="#">Click here to</a>	End: <a href="#">Click here to</a>
Materials:	–	Describe risk or potential for re-budget:	
Labour:	–	Intense workload could lead to delays in tendering. Staff are committed to seeing this project through – risk is minimal.	
Total	–		



# THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

## BUDGET SUPPLEMENTAL DETAIL

Department: Parks & Recreation Budget Year: 2017  
 Asset Category: LAN Type: Expanded

### PROJECT DESCRIPTION

Lions Bay Beach Park Retaining Walls and Stairs

### JUSTIFICATION DETAIL

Each of the two playgrounds' retaining walls are rapidly deteriorating to the point of no repair. Landscape ties are rotting and spikes continually have to be pounded in to keep them from becoming a hazard. The stairs between the two playgrounds are also severely deteriorated; the treads are rapidly disintegrating. Staff propose the replacement of these structures with a structural block wall for longevity and ease of maintenance.

### CONSEQUENCES OF NOT FUNDING

As the structures deteriorate staff will continue to repair and refurbish resulting in increased overall maintenance hours. Inspection frequency will need to increase to watch for potential hazards, particularly during the summer high use periods. Eventually, these structures will need to be completely replaced.

### FUTURE BUDGET IMPACT

Replacement with a more permanent material like structural blocks (e.g. Allen Blocks) will result in a more durable, long lasting structure.

### BACKGROUND

Specifications Provided By:	Staff	Date of Estimate:	January 23, 2017
Source of Cost Estimate:	Fontaine Construction, North Vancouver.		

### FINANCIAL DATA

COST BREAKDOWN		OFFSETS	
Contract:	\$31,304.70	Total:	\$31,304.70
Materials:	-	Re-budget:	7,573.00
Labour:	-	Trade-In:	-
<b>Total</b>	<b>\$31,304.70</b>	<b>Net Cost</b>	<b>\$23,731.70</b>
ANNUAL OPERATING COST IMPACT		TIMING OF PROJECT	
Equipment:	-	Start :	May 2017 End: June 2017
Materials:	-	Describe risk or potential for re-budget:	
Labour:	-	Requires tendering, dependent upon availability project may be delayed or come in higher than budgeted.	
<b>Total</b>	<b>-</b>		

Lions Bay Beach Park Retaining Walls





Playground retaining walls have deteriorated beyond repair and require replacement, as do the stairs leading down to the lower swings and grassy berm. The playgrounds are prominent features within the park and the replacement of these retaining structures with decorative structural blocks will result in a large visual improvement to the park.

Staff have discussed the opportunity to rework the walls to be curved and have included a paving stone walkway between the structures leading to the stairs.



Replacement of the existing wooden staircase consists of the construction of a concrete staircase complete with metal railing, recessed low voltage lighting tied into the steps of the new structure. Lights will be set on a timer linked to the existing photo cell at the washroom facility.

The use of structural concrete and blocks for the replacement of these decaying wooden structures will provide increased longevity with reduced maintenance and inspection requirements.



# THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

## BUDGET SUPPLEMENTAL DETAIL

Department: Public Works                      Budget Year                      2017  
 Asset Category: EQU                              Type:                              New

### PROJECT DESCRIPTION

Rubber tire four wheel drive backhoe

### JUSTIFICATION DETAIL

The current skid-steer loader and mini-excavator are smaller construction equipment incapable of meeting the demands of larger, more involved construction works. Due to their limited power and size, they tend to be exposed to significant wear and tear. Both existing pieces of equipment are advancing in age and will soon require extensive refurbishment. Backhoe loaders can outperform our smaller equipment not only in trenching, lifting, excavating and loading jobs, but they can also travel at high speeds and be used in a wide variety of applications including snow removal.

### CONSEQUENCES OF NOT FUNDING

Staff will continue to use the skid-steer and mini-excavator. Due to their advancing age and the wear and tear, it is anticipated that both will soon require extensive repair and refurbishment. Concern exists with respect to potential failure during critical projects or works resulting in delay and potential risk of damage to infrastructure or property. Higher down time and loss of productivity.

### FUTURE BUDGET IMPACT

Annual financial impact can be spread over 6 years as opposed to outright purchase. A used backhoe may be sourced – the potential risk of a defective unit is high owing to the wear and tear this class of equipment experiences. A potential option would be to source a backhoe through another municipality thereby achieving some assurances with respect to its treatment and maintenance.

### BACKGROUND

Specifications Provided By:	Staff	Date of Estimate:	Jan. 25, 2017
Source of Cost Estimate:	Superintendent of Fleet, District of West Vancouver		

### FINANCIAL DATA

COST BREAKDOWN		OFFSETS	
Equipment:	\$190,000	Total:	\$190,000
Materials:	<a href="#">Click here to enter text.</a>	Grant/Donation:	<a href="#">Click here to enter text.</a>
Labour:	<a href="#">Click here to enter text.</a>	Trade-In:	<a href="#">Click here to enter text.</a>
Total	\$190,000	Net Cost	\$190,000
ANNUAL OPERATING COST IMPACT		TIMING OF PROJECT	
Year 1:	\$21,600	Start : <a href="#">Click here to</a>	End: <a href="#">Click here to</a>
Year 2 -5:	\$43,200	Describe risk or potential for re-budget: Potential delays in obtaining due to limited stock – risk is minimal	
Year 6:	\$21,600		
Total	\$190,000		



# THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

## BUDGET SUPPLEMENTAL DETAIL

Department: Parks & Recreation      Budget Year: 2017  
 Asset Category: LAN      Type: Expanded

### PROJECT DESCRIPTION

Kelvin Grove Beach Park – secondary stairs

### JUSTIFICATION DETAIL

The stairs leading to the cove just south of the wastewater treatment plant have deteriorated and are no longer safe for public use – Public Works has blocked them off. Wave action has eroded the beach creating a 5 foot drop at the base of the stairs. Replacement with concrete steps concrete will provide for a reliable product that will last longer than wood. That said, continued erosion due to wave action and damage due to logs and other debris will always be an issue at this location. Staff recommend discontinuing this access altogether as this cove can still be accessed via the main beach route.

### CONSEQUENCES OF NOT FUNDING

Staff will permanently remove the existing wooden stairs and cordon off the access preventing its use by the public.

### FUTURE BUDGET IMPACT

Concrete stairs will continually require inspection and monitoring, particularly at the base where material is constantly being eroded.

### BACKGROUND

Specifications Provided By:	Staff	Date of Estimate:	Jan. 23, 2017
Source of Cost Estimate:	Fontaine Construction, North Vancouver		

### FINANCIAL DATA

COST BREAKDOWN		OFFSETS	
Contract:	\$15,020.00	Total:	<b>\$15,020.00</b>
Materials:	-	Grant/Donation:	-
Labour:	-	Trade-In:	-
<b>Total</b>	<b>\$15,020.00</b>	<b>Net Cost</b>	<b>\$15,020.00</b>
ANNUAL OPERATING COST IMPACT		TIMING OF PROJECT	
Equipment:	-	Start :	-      End:      -
Materials:	-	Describe risk or potential for re-budget: Recommend abandoning stairs and closing off access via this route.	
Labour:	-		
<b>Total</b>	<b>-</b>		

Kelvin Grove Beach Park Stairs



handrail posts split and decaying

Treads worn and deflect under light loads.



Erosion due to wave action at the base of the stairs has created an approximate drop of 5'. New stairs could be fabricated to the base of this drop; however, continual wave action and debris will eventually take its toll on the structure.



# THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

## BUDGET SUPPLEMENTAL DETAIL

Department: Public Works                      Budget Year                      2017  
 Asset Category: EQU                              Type:                              New

### PROJECT DESCRIPTION

Forklift Replacement

### JUSTIFICATION DETAIL

The existing diesel forklift at the Works Yard was purchased 'used' via Richie Brothers Auction House. This late 80's unit's engine is burning significant amounts of oil and requires rebuilding. The two-stage mast does not have adequate height and staff have difficulty reaching the top shelves. This has resulted in permanent damage to the shelving unit and on one occasion nearly resulted in a load being dropped onto the operator. The capacity is 3,300 lbs and is inadequate for lifting water parts, chlorine totes, and ESS supplies. A minimum 5,000 lb unit is required for optimal efficiency.

### CONSEQUENCES OF NOT FUNDING

The engine will fail resulting in significant repair costs, increased down time, and safety issues for staff. Unless replaced, there will be no forklift in case of emergency to access ESS supplies.

### FUTURE BUDGET IMPACT

Servicing and fuel costs are included within operating budgets.

### BACKGROUND

Specifications Provided By:	Staff	Date of Estimate:	Jan. 27, 2017
Source of Cost Estimate:	Dan's Forklift		

### FINANCIAL DATA

COST BREAKDOWN		OFFSETS	
Equipment:	\$15,000	Total:	\$15,000
Materials:	-	Grant/Donation:	-
Labour:	-	Trade-In:	\$2,000
Total	-	Net Cost	\$13,000
ANNUAL OPERATING COST IMPACT		TIMING OF PROJECT	
Equipment:	-	Start :	May 2017      End:      June 2017
Materials:	-	Describe risk or potential for re-budget:	
Labour:	-	Timing may be delayed due to availability of used equipment. Currently one unit is in stock.	
Total	-		

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Information Report</b>		
<b>Title</b>	<b>SCADA Communications Re-budget</b>		
<b>Author</b>	<b>Naizam Jaffer</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>January 30, 2017</b>	<b>Version</b>	
<b>Issued for</b>	<b>February 7, 2017 Council Meeting</b>		

### Recommendation:

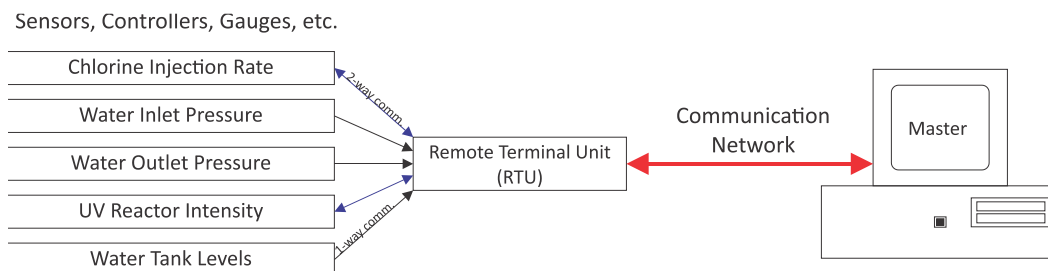
THAT the Information Report, "SCADA Communications Re-budget" be received.

### Attachments:

(1) N/A

### Key Information:

Supervisory control and data acquisition (SCADA) systems enable the real-time gathering of process data from remote locations in order to control equipment and conditions and to warn when conditions become hazardous by sounding alarms. The basic architecture of a SCADA system consists of a master station (master) and a number of geographically dispersed remote terminal units (RTUs) which receive and transmit information to and from individual sensors, gauges, controllers, and other equipment. RTUs are interconnected to the master via a communications network.



The premise behind any SCADA system is dependent upon the communications network to provide a conduit for the flow of data and commands. Without a properly designed and capable communication network, a SCADA system cannot exist.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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The two broad categories of communications systems are hardwire and wireless:

1. Hardwire – a physical line or cable connecting the RTU’s to the master. Options for hardwire communications systems include:
  - a. Telephone Line – prevalent throughout the Village, mature technology, typically slow with limited data transmission.
  - b. Ethernet – range limited to 1000 feet (linear distance) and highly prone to lightning damage.
  - c. Fibre Optic – large bandwidth, significant monthly costs, very high capital cost, and high repair costs.
  - d. Coaxial Cable – high bandwidth, mature technology, moderate monthly charges, prevalent throughout the municipality.
2. Wireless – does not require a physical link between the RTU and master. Options for wireless communications systems include:
  - a. UHF and VHF Voice Radio – low maintenance, FCC licence required (difficult to obtain), requires significant capital investment in towers and antennae.
  - b. 900Mhz spread spectrum and 2.4 Ghz Data Radio – no FCC licence, high data transfer rate, requires line of sight to communicate, significant capital investment in towers and antennae.
  - c. Cellular – packet-based billing limits the amount of data that can be economically transferred, limited coverage within the Village.

Hardwire and wireless communication technologies are not mutually exclusive and can be combined to provide a robust communications network.

### **Summary**

The Village’s current SCADA system consists primarily of data gathering from each of the plants with minimal remote control operation capabilities. The communications network behind this rudimentary SCADA system consists of telephone lines strung through the forest to each of the two water treatment plants. Prone to windstorms and other adverse weather conditions, these lines have experienced numerous failures and resulted in significant expenditures of time and resources.

In the broader context of the Village’s operations functions, Public Works sees advantages in expanding our SCADA telemetry to include pressure reducing valve stations, water storage facilities, the wastewater treatment plant, zone meters, security video surveillance, and other similar functions. Determining the most suitable communications network to allow for future expansion of our SCADA and for ensuring reliability are essential as we



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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move forward with Infrastructure renewal and replacement such as the two Clean Water and Wastewater Fund grant opportunities before us.

Therefore, it is the intent of the Public Works Department to obtain proposals for the evaluation of communication options that will provide the most effective and sustainable communications system for the Village's present and future SCADA requirements. It is staffs anticipation that the expected costs for this study will be approximately \$25,000.

### **Cellular Communications**

It is understood that cellular communications throughout the Village are sporadic and that options to improve upon the cellular network are of interest to the Village. Staff believes a mutually beneficial solution to both the SCADA and cellular communication issues may be achieved; however, this is not within the scope of the current budget request.

Should Council direct staff to review both options, it is recommended that budget estimate above be augmented by \$5,000.00.

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Information Report</b>		
<b>Title</b>	<b>Summary Comments re. Metro Area A Draft OCP</b>		
<b>Author</b>	<b>Mayor Buhr</b>	<b>Reviewed By:</b>	<b>CAO DeJong</b>
<b>Date</b>	<b>January 31, 2017</b>	<b>Version</b>	
<b>Issued for</b>	<b>February 7, 2017 Council Strategy Committee Meeting</b>		

### Recommendation:

THAT the Information Report, "Summary Comments re. Metro Area A Draft OCP" be received.

### Attachments:

Metro Vancouver Electoral Area A Official Community Plan (Draft, November, 2016)

### Key Information:

- Designation of subdivided lots in the EA to the south of Lions Bay as a "Large Lot Rural" land use is problematic as discussed below
- Designation of subdivided lots in the EA to the north of Lions Bay as a "Small Lot Rural" land use may conflict with the uses already there, and is problematic as discussed below
- 3.1 Howe Sound section, would suggest CAPITALISED text changes : "Residents ARE NOT protected against threats from fire, highway traffic and rail movement. New development OPPORTUNITIES ARE NOT NECESSARILY limited (IF servicing and access constraints ARE ADDRESSED)." Does EA-A Howe Sound fall beyond the urban containment boundary? Lions Bay is classed General Urban. This sentence needs wordsmithing (or deletion): "Any activity causing disturbance to the natural environment considers the local waterfront / mountainside character and impacts on drinking water and highway access."
- In 4.0, we do not support the Natural Resource designation, as far as forestry (which can and does occur in Howe Sound despite the exclusionary text in the OCP) and mineral extraction, but note that these uses are proscribed in later sections of the OCP too, as shown below.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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- In 5.1.10, we support the intent of "...protect local water quality, forests and wildlife habitat by not supporting land clearing and disturbances from resource extraction efforts (e.g. logging, mining, gravel extraction)" but does that statement not conflict with 4.0?
- In 5.2.10, we are particularly opposed to the policy that "subdivision of land for the purposes of future development in the Howe Sound corridor will not be supported." We would like subdivision of land to BE supported. This difference would negate 5.2.12, which we are opposed to in its entirety.

Everything else appears to be good and consistent with Lions Bay's OCP and strategic planning.

**Follow Up Action:** Subject to any changes, the foregoing and any additional Council and staff feedback to be consolidated by staff in a letter back to the appropriate Metro staff in charge of this project as soon as possible after consideration of the subject matter in the pending Strategic Plan Review session.

**Communication Plan:** Follow up with Metro on any discussion points arising out of the foregoing.



# Metro Vancouver Electoral Area A Official Community Plan

**Metro Vancouver  
Electoral Area A  
Official Community Plan (DRAFT)**

Covering the Northern Wilderness,  
Howe Sound, Indian Arm, Boulder  
Island, Carraholly Point, West Side  
of Pitt Lake, and Barnston Island.



Prepared by:



**November 7, 2016**

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## 1.0 INTRODUCTION

### 1.1 ELECTORAL AREA A

The Electoral Area is home to the University of British Columbia (UBC), University Endowment Lands (UEL), Barnston Island, Howe Sound communities (including Passage and Bowyer Islands), Indian Arm (including Boulder Island and Carraholly Point), and the west side of Pitt Lake (see Figure 1).

Services provided to the Electoral Area vary by community. Metro Vancouver does not provide planning, land-use management or building bylaw services for UBC or the UEL. Similarly, Metro Vancouver does not provide land-use planning for Passage Island and Bowyer Island as these communities are within the jurisdiction of the Islands Trust. The Indian Reserves within the area are also outside Metro Vancouver jurisdiction.

**This Official Community Plan (OCP) covers only the following sub-areas within Electoral Area A (see Figure 1): Howe Sound communities (excluding Passage and Bowyer Islands), Indian Arm (including Boulder Island and Carraholly Point), Pitt Lake (west side), Barnston Island, and Northern 'Wilderness' areas. References to 'the OCP Area' throughout this document refer to these sub-areas in whole.**

The OCP Area is characterized by: dispersed populations, large geographical areas, natural hazards, rural characteristics, limited services, and lower property taxes compared to incorporated municipalities.

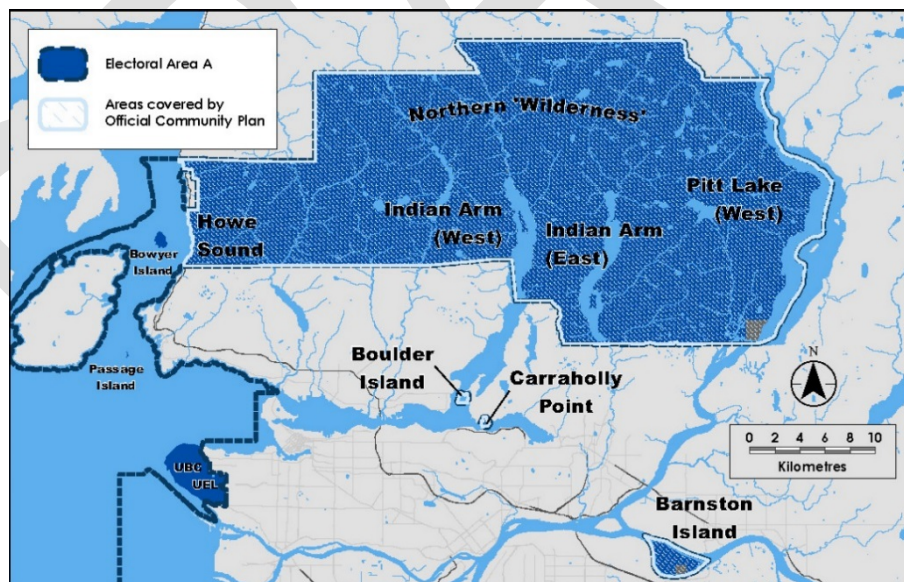


Figure 1: Electoral Area A, showing the area covered by this OCP

Zoning was first enacted in 1972 on Pitt Lake and Indian Arm, and on Barnston Island in 2005. Building inspection services began on Barnston Island in 1990, on Indian Arm in 1992, and on the

west side of Pitt Lake in 1995. The Howe Sound area has had zoning and building inspections dating back to the 1970s.

Per the 2011 Census, the population of the area covered by this OCP is approximately 258.

## 1.2 WHAT AN OCP IS

In British Columbia, the *Local Government Act* states the requirements for an OCP. It describes the contents of OCPs and a process for their approval. Once adopted by bylaw, the OCP becomes a regulatory document.

The OCP is the tool for a municipality or regional district to plan the nature and location of future land use, development, and services. The OCP is a guide for the collective decision making of a community - for its Board, residents, businesses, and servicing agencies. Its vision, policies, and recommended actions should guide the future of the community.

The OCP reflects community views, established through a consultative process, on land use, development, and servicing in the OCP area.

It can help to protect existing conditions and sensitively manage change through other processes such as capital expenditures, servicing, or zoning.

As illustrated below, this OCP is the missing link between the Regional Growth Strategy entitled “Metro Vancouver 2040: Shaping our Future” adopted in 2011 and the current Zoning Bylaw no. 1144 first enacted in 2011.



Metro Vancouver regulates land use including zoning and building inspections but has done so in the past without the policy guidance of an OCP. Metro Vancouver’s 2040 Regional Growth Strategy provides long-term policy direction for the area on regional matters; however, no long-term vision or policy framework for the communities exists to address local issues. This OCP will fill in this missing gap.

### 1.3 REGIONAL GROWTH STRATEGY ALIGNMENT

*Metro 2040: Shaping our Future*, the Regional Growth Strategy, represents the collective vision for how the Metro Vancouver region is going to accommodate growth over the next 25 years. It contains strategies to advance five goals related to urban development, the regional economy, the environment and climate change, housing and community amenities, and integrating land use and transportation. *Metro 2040* sets out goals, strategies and policies to guide the future growth of the region and provides the land use framework for transportation, economic, housing, utility (water, liquid waste and solid waste), environmental and climate change planning.

*Metro 2040* has five major goals with specific strategies within each goal. Due to the diversity, isolation and geographical spread of the sub-areas within the OCP Area, not all goals within the Regional Growth Strategy are directly applicable to each sub-area. However, this OCP in general aligns with and supports the five goals of the Regional Growth Strategy. The sub-area policies that support the goals and strategies of the Regional Growth Strategy are identified below.

#### Goal 1: Create a Compact Urban Area

This OCP helps contain urban development within the urban containment boundary (Strategy 1.1) and protects rural areas from urban development (Strategy 1.3) via OCP Policies 5.1 and 5.2. All sub-areas within this OCP fall outside of the urban containment boundary set by the Regional Growth Strategy. This OCP does not promote development that extends the regional sewerage services outside of the urban containment boundary, except in cases where infrastructure is needed to address a public health issue, protect the region's natural assets, or service agriculture or agri-industry (Strategy 1.1.1). In general, this OCP discourages increases in density and new subdivision, while supporting low-impact development on existing lots.

#### Goal 2: Support a Sustainable Economy

This OCP supports protecting the supply of agricultural land and promotes the agricultural viability (Strategy 2.3) of Barnston Island such as via OCP Policy 5.2.43. It supports collaboration of Metro Vancouver with the Provincial Agricultural Land Commission to protect Barnston Island's agricultural land base and with other agencies to further promote the agricultural viability and food production on the Island (Strategy 2.3.4).

#### Goal 3: Protect the Environment and Respond to Climate Change Impacts

This OCP protects conservation and recreation lands and natural features (Strategies 3.1 and 3.2) within the OCP Area, and encourages greater resilience to withstand climate change threats and natural hazard risks (Strategy 3.4) via OCP Policies 5.1 and 5.2.

This OCP supports Metro Vancouver's collaboration with other agencies to buffer, where feasible, park and conservation areas from activities adjacent to Electoral Area A (Strategy 3.1.2), and to protect and enhance ecologically important systems (Strategy 3.2.2), such as Howe Sound, the North Shore mountains and watershed, Indian Arm, Burrard Inlet, Pitt Lake and Barnston Island.

This OCP also encourages Metro Vancouver to work with the appropriate agencies to consider climate change impacts and natural hazards risks in any activity that encourages land use development (Strategy 3.4.2). These impacts and hazards include flooding and erosion on Barnston Island, and landslides, erosion, flooding and interface fires on Howe Sound, Indian Arm and Pitt Lake.

#### Goal 4: Develop Complete Communities

This OCP encourages diverse and affordable housing choices (Strategy 4.1) in the context of the OCP Area. It supports some allowance for secondary dwelling units or accessory sleeping quarters in some sub-areas to increase housing diversity (Strategy 4.1), but only in a manner that respects the other four goals of the Regional Growth Strategy.

#### Goal 5: Support Sustainable Transportation Choices

This OCP promotes coordination of land use and transportation to support safe and efficient movement of vehicles for passengers, goods and services (Strategy 5.2) via OCP Policy 5.5.

This OCP supports coordination with Ministry of Transportation and Infrastructure, Translink and rail operators along the Howe Sound corridor to ensure safe movement of people and goods. It also supports improvement of transportation access for Barnston Island to promote its agricultural viability via the safe and efficient movement of passenger vehicles, and goods and services to and from the Island (Strategy 5.2).

## 1.4 CONFORMANCE WITH LOCAL GOVERNMENT ACT

Section 473 of the *Local Government Act* outlines the content requirements of an OCP. These requirements have been considered and addressed as follow:

(1) An official community plan must include statements and map designations for the area covered by the plan respecting the following:

(a) the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years;

This OCP identifies the location of housing on Schedules B2-5, with accompanying policies in Section 5.2).

(b) the approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses;

This OCP identifies the location of commercial uses on Schedule B-3 and Schedule B-4, with accompanying policies in OCP Section 4.0 and 5.2. Agricultural uses are identified on Schedule B-5, with accompanying policies in Section 5.2. Recreational and public utility lands are identified on Schedules B1-5, with accompanying policies in Section 5.2. No industrial or institutional uses are located in the OCP Area.

(c) the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction;

This OCP identifies Natural Resource areas on Schedules B1-5, where in some instances sand and gravel deposits are allowed, per accompanying policies in Section 5.2.

(d) restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development;

This OCP generally identifies lands subject to hazards from slope and flooding, and stipulates requirements for safe development in Section 5.4.

(e) the approximate location and phasing of any major road, sewer and water systems;

This OCP identifies current road right of ways and future road allowances on Schedules B2-5, with accompanying policies in Section 5.5. Public sewer and water systems are not present or proposed in the OCP Area.

(f) the approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites;

This OCP identifies the location of park lands on Schedules B1-5, with accompanying policies in Section 5.1 and 5.2. Public facilities such as schools, water treatment and disposal sites are not present or proposed in the OCP Area.

(2) An official community plan must include housing policies of the local government respecting affordable housing, rental housing and special needs housing.

This OCP is consistent with the Regional Growth Strategy in directing housing and population growth to within the urban containment boundary. The residential land identified in this OCP is sufficient to accommodate the limited growth expected in the area over the next 5 years. Policies to support affordable housing and rentals are included in Section 5.2.

(3) An official community plan must include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets.

Due to the very small population, limited vehicular movement, and off-grid development that characterise most of the OCP Area, its overall contribution to regional emissions is negligible. This OCP supports the regional greenhouse management effort and target as per Policy 5.1.3.

(4) In developing an official community plan, the local government must consider any applicable guidelines under section 582 [provincial policy guidelines].

Provincial policy guidelines were reviewed and none were considered applicable to this OCP.

## 1.5 PLAN ORGANIZATION

The OCP provides the current context for each of the five sub-areas within the Electoral Area OCP. Each sub-area has a vision statement. Land Use maps for each sub-area describe each land use designation applicable within the area and how they fit within the long-term land use patterns. Following the maps, six core themes for the OCP area are identified, with policies applicable to all sub-areas noted. Where policies differ for sub-areas, each of these is detailed separately. Finally, the implementation of this OCP is discussed.

DRAFT

## 2.0 CONTEXT TO OCP SUB-AREAS

Due to the geographical dispersion of population and the variation in land uses within the Electoral Area, this OCP delves into issues and policy directions for each sub-area in order to respond to the unique circumstances of each of the sub-areas.

### 2.1 NORTHERN WILDERNESS

This sub-area includes the uninhabited areas within Electoral Area A stretching from Howe Sound to the west side of Pitt Lake. Within this are parts of several provincial parks (Cypress, Seymour, Indian Arm, & Pinecone Burke) and Lynn Headwaters Regional Park. There are three protected watersheds of major importance to the region (Capilano, Seymour, & Coquitlam). In addition, there are two areas of general natural resource lands outside of the parks and watersheds. The northern wilderness lands are owned either by the Crown or Metro Vancouver.

### 2.2 HOWE SOUND COMMUNITIES

There are 3 established communities along Howe Sound within Electoral Area A jurisdiction: **Ocean Point**, **Strachan Point**, and **Montizambert Wynd**. There are a few undeveloped lots with existing development rights north of the Village of Lions Bay. South of Lions Bay, there are also several large undeveloped parcels with existing development rights located between Montizambert Wynd and Lions Bay. These communities are surrounded largely by forested land, some of which is within Cypress Provincial Park.

**Ocean Point** is a gated residential community developed with single-detached dwellings, with two parcels developed for townhouses. Ocean Point has direct access from Hwy 99 via Ocean Point Drive. Ocean Point residents have a Strata Corporation through which owners operate a private sewer system and a private drinking water system that draws from Newman Creek.

**Strachan Point** comprises single-detached dwellings with access from Hwy 99 via Strachan Point Road. Strachan Point residents are part of a private company (except 17 Strachan Point Rd) through which owners operate a private water utility drawing from Charles Creek; this provides potable water to each house. Strachan Point homes are on individual septic systems. Strachan Point residents also own and maintain the two bridge crossings over Charles Creek which provides access to the community. The houses at 17 Strachan Point Road are gated and source their water from Strip Creek.

**Montizambert Wynd** comprises single-detached dwellings, with several undeveloped lots east of Hwy 99 that have existing development rights. Homes in Montizambert Wynd have individual septic systems, and drinking water is brought in through individual water lines drawing from Montizambert Creek. Montizambert Wynd has access to Hwy 99 through Lawrence Avenue which is within the jurisdiction of the District of West Vancouver.

Ocean Point, Strachan Point and Montizambert Wynd have a combined population of 68 residents at the 2011 Census.

## 2.3 INDIAN ARM COMMUNITIES

Metro Vancouver's jurisdiction over the lands along Indian Arm begins north of the District of North Vancouver on the west side and north of the Villages of Anmore and Belcarra on the east side. Within Electoral Area A's jurisdiction, there are roughly 120 water-access only lots with varying levels of cottage development, with approximately 80 cabins and houses. Of note, a number of lots (approximately 30) are leasehold properties, meaning residents lease the land from the Province, while the remaining lots are freehold properties. Development is concentrated around several parts of Indian Arm (Buntzen Bay, Johnson Bay, Helga Bay and Bergs Landing) with large forested areas in between. Some cabins and houses are permanently inhabited year-round but the majority are used only seasonally for recreational purposes. As of the 2011 Census, 20 permanent residents were registered to this area. Many seasonal residents of Indian Arm live permanently in nearby municipalities in the Lower Mainland.

Large portions of the north end of Indian Arm, including Croker Island, are within Indian Arm Provincial Park which is collaboratively managed by the Province and the Tsleil-Waututh First Nation. There are also two Tsleil-Waututh First Nation Indian Reserves (Inlailawatash No. 4 and No. 4A) at the mouth of Indian River.

Indian Arm is a very popular recreational area accessible from Burrard Inlet, with several important First Nations heritage and archeological sites along its shores. Wigwam Inn, owned by the Royal Vancouver Yacht Club, is located on the north end of Indian Arm and was built in 1910. Two other yacht clubs, the Burrard Yacht Club and Deep Cove Yacht club, also maintain small outstations in Indian Arm, at Clementine Creek and Iron Bay, respectively.

**Boulder Island** is located in Burrard Inlet/Indian Arm, between Belcarra and Deep Cove. It currently has two dwellings. Boulder Island was a traditional burial site for local First Nation members; in 1897, it was purchased from the Province and turned into seasonal and recreational use. It is now privately held. Access is by water only. Metro Vancouver currently does not provide building inspection services to Boulder Island.

**Carraholly Point** is located south of Belcarra Regional Park, near where Burrard Inlet meets Indian Arm. There are 4 lots with dwellings with permanent water access. In emergencies, land access is available via a rough road under a BC Hydro right-of-way. Metro Vancouver currently does not provide building inspection services to Carraholly Point.

## 2.4 PITT LAKE (WEST SIDE) COMMUNITIES

The area on the west side of Pitt Lake north of the lower Pitt River is within Electoral Area A and has roughly 75 water-access only cabins. Lots in the area are developed with single-detached dwellings, and are surrounding by regional and provincial park lands. Development is clustered along the various harbours, bays and creeks of the lake, with large sections of undeveloped park lands separating the cottage groups. There is also a Katzie First Nation reserve just north of the lower Pitt River. Most lots on the west side of Pitt Lake are used only seasonally for recreational purposes, with 35 permanent residents noted by the 2011 Census; many seasonal residents live permanently

in nearby municipalities. Some residents of Pitt Lake access drinking water from nearby creeks through water licensing agreements with BC Ministry of Forests, Lands and Natural Resource Operations and access permits from BC Parks. Residents of Pitt Lake manage sewage onsite through septic tanks and fields.

## 2.5 BARNSTON ISLAND

Barnston Island is a farming community located in the Fraser River between Surrey and Pitt Meadows. The Island has approximately 137 residents on 622 ha, with lots zoned for agricultural and related uses, as well as the Katzie First Nation Reserve No. 3. The Island is designated as part of BC's Agricultural Land Reserve. Barnston Island is encircled by Dyke Road which helps protect against floodwaters of the Fraser River. A three-member volunteer-run Barnston Island Diking District Commission, established in 1909, has authority under the provincial *Drainage Ditch and Dike Act* to collect an acreage tax and manages maintenance under the *Dike Maintenance Act*. The Province has proposed to repeal the *Drainage Ditch and Dike Act* transfer the dike to Metro Vancouver by the end of 2020.

Access to Barnston Island is available through a free Provincially-funded ferry which runs 7 days a week, but not 24 hours. Residents of Barnston Island access individual wells for drinking water and have individual septic systems on their parcels. The Katzie First Nation Reserve No. 3 has had a drinking water supply agreement with the City of Surrey since 1990.

Several parcels of Barnston Island lie within the flight path of the nearby Pitt Meadows Airport and thus have building height restrictions regulated by the *Federal Aeronautics Act*.

### 3.0 VISION & CORE THEMES

The following vision statements were created based on resident and owner feedback to capture the spirit and values of each of the sub-areas within this OCP's coverage area. These vision statements describe what residents and owners want their community to become in the next decade or two; they paint a picture of each community's aspirations and are the foundation on which this OCP's policies are based.

#### 3.1 VISION STATEMENTS

- **Northern Wilderness**

This, our wilderness  
gives us forest and water—  
gifts to the region.

The Northern Wilderness is a precious resource – not just for local residents, but for all in the BC lower mainland that rely on the pristine drinking water and outdoor recreation opportunities offered. Protection of natural resources is the primary consideration for any future activity in the Northern Wilderness.

- **Howe Sound**

Our oceanside homes  
on a forested mountain—  
sharing sunsets.

Howe Sound is envisioned as a quiet and peaceful area to live and to access marine and mountain recreational opportunities. Residents feel protected against threats from fire, highway traffic and rail movement. New development is limited, as long as this area has servicing and access constraints, and falls beyond the urban containment boundary. Any activity causing disturbance to the natural environment considers the local waterfront / mountainside character and impacts on drinking water and highway access.

- **Indian Arm**

People and nature  
scattered along the shore  
of sparkling waters.

Indian Arm, Boulder Island and Carraholly Point continue to be seasonally inhabited mainly for recreational purposes. Residents feel a deep connection to the Provincial Park, the natural fjord that is Indian Arm, as well as the watersheds that feed into it. Thus, development is limited and any activity causing disturbance to the natural environment prioritizes the rural and low-impact character of the area and minimizes impacts on drinking water supply and marine wildlife habitat.

The pristine natural environment of the fjord is shared with responsible and respectful visitors to the area. Residents feel protected against threats from fire and property crime, and effective emergency response procedures are in place. Residents see more user-friendly access to government services.

- **Pitt Lake**

Here we live and play  
on the edge of the region,  
protecting special places.

Pitt Lake (west) continues to be seasonally inhabited mainly as recreational cabins for residents in the region. Residents feel protected against threats from fire and property crime, and effective emergency response procedures are in place. Development is limited and any activity causing disturbance to the natural environment considers the rural and remote character of the area and minimizes negative impacts on drinking water supply and marine wildlife habitat.

- **Barnston Island**

Farms, parks and a dike—  
a jewel in the Fraser  
shared with neighbours

Barnston Island is envisioned as a thriving agricultural community with reliable ferry access to and from the Island. It is home to a diverse community, comprising retirees, renters, hobby farmers and industry farmers; all continue to be good neighbours to the Katzie First Nation, whose members also reside on the Island. As the Island continues to attract visitors to its regional parks and pastoral natural assets, local residents see benefits like commerce opportunities and infrastructure improvements.

## 3.2 CORE THEMES

The following six core themes help to further define the key directions for the future of the OCP Area.

- **Protect natural assets and resources**

This OCP includes a mountainous setting of natural forests and watersheds, ocean and shorelines, and quality agricultural soils. These lands and waters should be protected as they supply much of the water for Metro Vancouver, provide habitat for wildlife, have potential for producing food, offer great recreational opportunities, and are the natural backdrop for a limited range of development.

- **Manage land development to maintain character**

Outside of the natural areas, there is a variety of land use and a limited amount of existing development in the area: from the suburban-style housing along Howe Sound and the primarily

cottage character of Indian Arm and Pitt Lake, to the primarily agricultural community of Barnston Island. Development occurs strategically, but with limited services and access in the area, there will be no major expansion of development in the area under existing governance.

- **Ensure reliable basic services**

Metro Vancouver provides certain key services such as local land use planning and building inspection service, but providing additional services such as drinking water, sewage disposal and structural fire protection to the area is a challenge because of the large geographical area, isolation and limited access. Services can be improved, but need to be funded by the serviced communities, and there are limitations that arise with only a few hundred people spread over large areas.

- **Ensure safety for residents and property**

Residents in this area desire greater assistance from governing authorities in ensuring personal and property safety, particularly for fire protection and continued access to reliable drinking water. In the remote areas of Indian Arm and Pitt Lake, improved cellular service could significantly reduce safety concerns for residents and visitors alike. Ferry safety for Barnston Island residents is also a key concern.

- **Manage access**

Access to the area is generally limited and the responsibility for providing and maintaining access is divided between different jurisdictions, from the Ministry of Transportation and Infrastructure to Port Metro Vancouver to private ownership. Working to manage conflicts between different jurisdictions will be important for Metro Vancouver to help improve access to the area while preserving the remote and natural character of the area.

- **Meet governance responsibilities**

There are several jurisdictions that have authority in the area. Metro Vancouver is only able to provide a limited range of services. In the long-run, some communities in the OCP Area may benefit from inclusion into the adjacent incorporated municipalities. Finding the right balance between additional services and taxes will be key to those future discussions.

## 4.0 LAND USE DESIGNATIONS

Section 473(1) of the *Local Government Act* requires that the OCP include map designations of the various types of land uses. Accordingly, Land Use Maps in Schedule B1-5 show how the lands covered by the OCP are organized into various areas where the major land uses are defined. However, uses and development will only be permitted in these areas subject to the more detailed provisions of the Zoning Bylaw. The Land Use Maps should be interpreted only in the context of the written policies of this plan. The general intent of the land use designations shown on the Land Use Maps is described as follows:

### ▪ Indian Reserve

While these lands are designated on the Land Use Maps, the OCP does not apply to these lands. These are located on Barnston Island (Katzie First Nation), adjacent to Widgeon Marsh (Katzie First Nation), and near the mouth of Indian River (Tsleil-Waututh First Nation).

### ▪ Watershed

This designation applies to the Capilano, Seymour and Coquitlam watersheds. Development is strictly limited in order to protect the integrity of the Metro Vancouver water supply and uses are restricted to the catchment, containment, treatment, distribution, management and diversion of water required to maintain the watershed.

### ▪ Park

This designation applies to the lands within the OCP Area that are included within Cypress Provincial Park, Seymour Provincial Park, Indian Arm Provincial Park, and Pinecone Burke Provincial Park. While these lands are shown on the Land Use Map, the OCP does not regulate use and development in the provincial parks. Also included in this designation are regional parks and other open space which are regulated by this OCP, including the Lynn Headwaters Regional Park as well as the Robert Point Rest Area and the Mann Point Park on Barnston Island. Supported uses include conservation, low-intensity recreation and uses for essential servicing of the region (water, sewer, electrical, telephone and similar services).

### ▪ Natural Resource

This designation applies to two areas in the northern wilderness: the area along Howe Sound generally between Highway 99 and Cypress Provincial Park, as well as an area along the Indian River Valley. Supported uses include conservation, low-intensity recreation, resource uses such as water pumping, hydro-electric generation, and (except in Howe Sound) forestry, and mineral extraction.

### ▪ Agriculture

This designation applies to Barnston Island. Uses shall be consistent with the Agricultural Land Reserve regulation. Supported uses include farming, accessory agri-tourism and dike servicing uses.

## ▪ Rural

This designation applies along the Howe Sound corridor and along segments of Pitt Lake and Indian Arm. Supported uses include conservation, low-intensity recreation, and large rural residential lots, which may include accessory sleeping quarters, and other accessory uses such as live-work, boarding, bed and breakfast, and uses for essential servicing of the region (water, sewer, electrical, telephone and similar services). For rural lands long the Indian River valley only, forestry and mineral extraction uses are supported.

## ▪ Cottage Residential

This designation applies to a series of dispersed sites along Indian Arm and the West Side of Pitt Lake. Lots within this designation are a minimum of 8ha, unless pre-existing. Supported uses include residential uses which may include accessory uses such as live-work, boarding, bed and breakfast.

## ▪ Suburban Residential

This designation applies to the Ocean Point, Strachan Point, and Montizambert Wynd subdivisions between Highway 99 and Howe Sound. Supported uses include existing residential uses and may include secondary dwelling units and accessory uses such as live-work, boarding, bed and breakfasts, where supported by parking, and sewer and water servicing. Where existing in Ocean Point, townhouses are supported. Development that is primarily occupied or intended to be occupied as living accommodation (not short-term rentals) is supported.

## ▪ Commercial Recreation

This designation applies in the northern part of the Indian Arm where the current Wigwam Inn is located as well as the Burrard Yacht Club Outstation at Clementine Creek and Deep Cove Yacht Club Outstation at Iron Bay. It also applies to an area in Christian Cove on Pitt Lake. Supported uses include high-intensity recreation uses such as marina, campgrounds. Future hotel uses are not supported.

## ▪ Transportation / Utilities

This designation applies to current and future road allowances, railways, ferry landings, hydro right of ways, pump stations and other utility services. Supported uses are those associated with the movement of goods and people, and providing services.

## ▪ Water

This designation applies to water along Indian Arm, Boulder Island, Pitt Lake, Widgeon Marsh and Barnston Island. It does not apply to water along Howe Sound (under the authority of the Island Trust) or Carraholly Point (under the authority of the City of Port Moody). Uses and guidelines shall be consistent, as applicable, with the *Port Metro Vancouver Land Use Plan* or *Provincial Private*

*Moorage Requirements and Best Management Practices*<sup>1</sup>. Supported uses include water recreation, conservation, and log storage. Houseboats and aquaculture are not supported.

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<sup>1</sup> [www2.gov.bc.ca/gov/content/industry/natural-resource-use/land-use/crown-land/crown-land-uses/residential-uses/private-moorage](http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/land-use/crown-land/crown-land-uses/residential-uses/private-moorage)

## 5.0 POLICIES & ACTIONS

This section discusses the general themes that run across all the different sub-areas as well as policies that are specific to certain sub-areas.

### 5.1 PROTECT NATURAL ASSETS AND RESOURCES

The preservation of the natural beauty and the environmental quality of the entire OCP Area is a key priority for sub-areas within this OCP.

#### ■ General Policies & Actions

1. **Environmentally sensitive areas:** Schedules A-1 to A-5 outline lands considered environmentally sensitive, as might be updated from time to time per the *Sensitive Ecosystem Inventory for Metro Vancouver*. These lands provide essential ecological services and impacts in these areas should be minimized, mitigated, and/or compensated.
2. **Environmental assessment:** Require an environmental assessment to be completed by a qualified environmental professional as part of any rezoning, subdivision, or building permit application where the building footprint is altered.
3. **Greenhouse gas management:** Support the regional greenhouse gas management targets and emissions management strategies.
4. **Air quality:** Coordinate with other jurisdictions and agencies in protecting overall regional air quality.
5. **Water quality:** Recognize the importance of water in the area and protect both drinking water quality for residents and visitors as well as creek and marine water quality for wildlife habitat and recreation.
6. **Trees:** Discourage removal of trees along the shoreline and, for the purposes of viewsapes, to maintain the overall forested character of the OCP Area.
7. **Water use:** Schedules A1 to A-5 outline the 'Water' designation which shall be used in accordance with *Port Metro Vancouver's Land Use Plan* where applicable.
8. **Land acquisition:** Explore opportunities to acquire larger private properties that contribute to the preservation of the OCP Area and regional natural assets, as guided by the *Regional Parks Plan* and the *Parks Acquisition Strategy*.

#### ■ Northern Wilderness

9. **Stewardship:** Advocate for the protection of the collective regional Electoral Area A environmental resource against broader pressures.

## ■ Howe Sound

10. **Preservation:** Protect local water quality, forests and wildlife habitat by not supporting land clearing and disturbances from resource extraction efforts (e.g. logging, mining, gravel extraction).
11. **Highway wildlife:** Liaise with MOTI to facilitate safe wildlife passage and reduce traffic hazards from wildlife crossing the highway.

## ■ Indian Arm

12. **Provincial park:** Protect and promote the natural and cultural resources of the Indian Arm Park for conservation and recreational purposes in accordance with the *Indian Arm Park Management Plan*.
13. **Wildlife:** Enhance public knowledge and understanding of the ecological value of marine and terrestrial wildlife habitat in Indian Arm.
14. **Nuisance wildlife:** Liaise with the Province on release of bears and other trapped wildlife to ensure safety for wildlife and residents.
15. **Fisheries:** Work with the federal and provincial agencies to protect fish stock and marine life in Indian Arm.

## ■ Pitt Lake

16. **Marsh:** Continue to protect Widgeon Marsh as a rich, ecologically sensitive intertidal marsh and riparian habitat.

## ■ Barnston Island

17. **Regional park:** Preserve Barnston Island Regional Park and maintain Robert Point as a recreation destination and Mann Point as a conservation park.
18. **Air quality:** Manage negative impacts to air quality from off-Island sources such as wood dust from nearby mill, ferry diesel exhaust, odours from nearby wastewater treatment facility, as well as on-island sources such as agricultural fertilizer and pesticide use.
19. **Trees:** Improve tree management on the Island to limit damage to the dike while preserving the ecological function of trees for the shoreline and marine and terrestrial wildlife habitat.
20. **Wildlife:** Ensure that visitors to the Island are aware that Barnston Island is a natural habitat with potentially dangerous wildlife such as bears.
21. **Dike vegetation:** Retain and establish vegetation along the shore which supports the flood protection function.
22. **Shoreline:** Work with the appropriate agencies to reduce the impact of boat traffic on shoreline erosion.

## 5.2 MANAGE LAND DEVELOPMENT TO MAINTAIN RURAL CHARACTER

The preservation of the rural character of the entire OCP Area is a key priority for sub-areas within this OCP.

### ■ General Policies & Actions

1. **Regional Growth Strategy:** Generally adhere to the Regional Growth Strategy that designates the OCP Area as a) conservation and recreation, b) agricultural, and c) rural uses.
2. **Derelict properties:** Provide enforcement of derelict buildings and properties to reduce the potential hazards associated with fire, pests, human safety, marine safety and aesthetics.
3. **Archeological assessment:** Consistent with provincial legislation, property owners will be advised to engage a professional archaeologist when applying for a building permit, rezoning, or subdivision, where a property overlaps with a recorded protected archaeological site or an area of archaeological potential. Altering a protected archaeological site will require a Provincial site alteration permit prior to any land-altering activities.
4. **Docks:** Support access to private docks that are associated with residential or commercial use on abutting land. Dock designs should minimize impacts on the marine ecosystem and natural characteristics of the shoreline. Work with the various agencies responsible for regulating docks to ensure residents have easy access to regulations and permitting information, as applicable.

### ■ Northern Wilderness

5. **Land use:** Land shall be used in accordance with Schedule B-1.
6. **Watershed:** Protect lands designated as 'Watershed' on Schedule B-1 from development, public access, and disturbance to allow for a secure, reliable water supply for the region.
7. **Parks:** Manage lands designated as 'Park' on Schedule B-1 consistent with Provincial and Regional Park objectives.
8. **Natural resource:** Lands designated as 'Natural Resource' on Schedule B-1 to B-3 provide for conservation, recreation and, where not along the Howe Sound corridor, forestry and mineral extraction.

### ■ Howe Sound

9. **Land use:** Land shall be used in accordance with Schedule B-2.
10. **Subdivision:** Subdivision of land for the purposes of future development in the Howe Sound corridor will not be supported.
11. **Natural resource:** For lands designated as 'Natural Resource' on Schedule B-2, Metro Vancouver discourages, insofar its authority permits, uses such as forestry and mineral extraction that might impact the security and quality of the local water supply and aesthetics of the corridor.

12. **Rural:** For lands designated as 'Rural' on Schedule B-2, provide for one primary dwelling and one secondary dwelling unit, providing the secondary unit meets regulations for health, safety, on-site parking, and adequate septic and water supply. Metro Vancouver does not support residential intensification of these lands until such time that reliable fire and secure water servicing for the area is established.
  13. **Suburban residential:** Lands designated as 'Suburban Residential' on Schedule B-2 provide for one primary dwelling and one secondary dwelling, providing that the units meet regulations for health, safety, on-site parking, and septic and water supply.
  14. **Housing character:** Limit development to small-scale, sensitive typologies that fit with the surrounding natural environment including shorelines and steep site topography.
  15. **Rights-of-way:** Lands designated as 'Transportation / Utilities' on Schedule B-2 provide for hydro, and current and future road and rail transportation along the corridor.
  16. **Views:** Ensure that building heights preserve views of Howe Sound from private property and along the Highway corridor.
  17. **Tourism / rentals:** Development of tourism and short-term vacation rentals are not supported.
  18. **Railway noise:** Work with land owners to mitigate the noise impacts from rail movement in Howe Sound, and consider the Federation of Canadian Municipalities' *Guidelines for New Development in Proximity to Railway Operations*<sup>2</sup>.
- **Indian Arm**
    19. **Land use:** Land shall be used in accordance with Schedule B-3.
    20. **Subdivision:** Subdivision of land designated as 'Cottage Residential' or 'Rural' along the Indian River on Schedule B-3 will not be supported. Subdivision of lands designated as 'Rural' and located along the west side of the Indian Arm is subject to *Policy (5.2.22)*.
    21. **Rural acquisition:** For lands along the west side of Indian Arm designated as 'Rural' on Schedule B-3, explore opportunities with the Province to acquire these lands as part of the Provincial Park.
    22. **Water access lot subdivision:** Where land acquisition for Provincial Park is deemed not suitable under Policy 5.2.21, then subdivision of these lands may be considered under the following conditions:
      - a. Minimum lot size of 8 ha with a minimum water frontage of 100 m; except where the original parcel is larger, new lots can be clustered to no smaller than 1.0 ha with a minimum water frontage of 30m, provided the overall density does not exceed more than one parcel per 8 ha of the original parcel and the remainder is conserved,
      - b. Subject to a rezoning application, including consultation with Indian Arm residents,

<sup>2</sup> [www.proximityissues.ca/asset/image/reference/guidelines/2013\\_05\\_29\\_Guidelines\\_NewDevelopment\\_E.pdf](http://www.proximityissues.ca/asset/image/reference/guidelines/2013_05_29_Guidelines_NewDevelopment_E.pdf)

- c. Suitable water supply and servicing,
  - d. Availability of off-site parking at boat launch facilities,
  - e. Consideration of natural hazardous conditions and environmentally sensitive areas, as assessed by qualified professionals.
23. **Cottage residential:** Lands designated as 'Cottage Residential' on Schedule B-3 provide allowance for one primary residential dwelling and one accessory sleeping quarters, providing the accessory sleeping quarters meet regulations for health, safety, and adequate septic and water supply.
  24. **Rural:** Lands designated as 'Rural' on Schedule B-3 provide allowance for one primary residential dwelling and one accessory sleeping quarter, providing the accessory sleeping quarters meet regulations for health, safety, and adequate septic and water supply.
  25. **Commercial recreation:** Lands designated as 'Commercial Recreation' on Schedule B-3 provide for uses where groups assemble for recreation purposes, such as marinas and campsites. Future hotel uses are not supported.
  26. **Housing size:** Restrict the size of residential homes to maintain the remote, cottage character of the area.
  27. **Housing character:** Encourage development that fits in with the remote character and surrounding natural environment including shorelines and site topography.
  28. **Archeological assessment:** Require an archeological assessment to be completed by a qualified professional as part of any rezoning, subdivision, or building permit application where the building footprint is altered.
  29. **Rentals:** Support rental units only if they are non-commercial; that is occasional rentals and bed-and-breakfasts.
  30. **Tourism/visitors:** Work with other agencies, media and community members to promote responsible and safe uses of the marine recreational opportunities in Indian Arm.
  31. **Water:** Areas designated as 'Water' on Schedule B-3 shall be used in accordance with the *Port Metro Vancouver Land Use Plan*.
- **Pitt Lake**
    32. **Land use:** Land shall be used in accordance with Schedule B-4.
    33. **Subdivision:** Subdivision of land designated as 'Cottage Residential' or 'Rural' on Schedule B-4 will not be supported.
    34. **Rural:** Lands designated as 'Rural' on Schedule B-4 provide allowance for one primary residential dwelling and one accessory sleeping quarters, providing the accessory sleeping quarters meet regulations for health, safety, and adequate septic and water supply.
    35. **Cottage residential:** Lands designated as 'Cottage Residential' on Schedule B-4 provide allowance for one primary residential dwelling and one accessory sleeping quarters,

providing the accessory sleeping quarters meet regulations for health, safety, and adequate septic and water supply.

36. **Commercial recreation:** Lands designated as 'Commercial Recreation' on Schedule B-4 provide for uses where groups assemble for recreation purposes, such as marinas and campsites. Future hotel uses are not supported.
37. **Housing size:** Restrict the size of residential homes to maintain the remote, cottage character of the area.
38. **Housing character:** Support development only if dwellings are small-scale and fit in with the remote character and surrounding natural environment including shorelines and site topography. Resort development is not supported.
39. **Rentals:** Support rental units only if they are non-commercial; that is occasional rentals and bed-and-breakfasts.
40. **Tourism/visitors:** Manage tourism to the area to ensure that the pristine, quiet environment is not negatively impacted by large crowds, noise, and irresponsible uses of the area.
41. **Water:** Areas designated as 'Water' on Schedule B-4 shall be used in accordance with the Provincial regulations.

#### ■ Barnston Island

42. **Land use:** Land shall be used in accordance with Schedule B-5.
43. **Agriculture:** Protect the island as part of the ALR and work with other agencies to improve the agricultural viability and potential.
44. **Subdivision:** Subdivision of agricultural land is not supported in accordance with the *Agricultural Land Commission (ALC) Act* and the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation B.C. Reg. 171/2002 (ALR Regulation)*. However, explore the potential to subdivide hooked lots (i.e. two parcels separated by the dike but with one land title) with owners and the ALC to determine if subdivision would improve the agricultural potential of hooked lots and free up the waterfront lands for marine industrial (e.g. log storage) and park uses. Subdivision of these lots for residential development is not supported.
45. **Agriculture:** Land designated as 'Agriculture' on Schedule B-5 may have one primary dwelling and one secondary dwelling unit, providing the secondary unit meets regulations for health, safety, parking, and septic and water supply.
46. **Waterfront use:** Uses related to marine activities (such as log storage) are supported on waterfront lots outside of the dike.
47. **Flight path:** Properties within the Pitt Meadows airport flight path shall comply with the *Aeronautics Act* height restrictions.

48. **Tourism/visitors:** Consider ways to encourage limited agricultural tourism and ensure that visitors to the Island do not negatively impact the operations of the agricultural community.
49. **School site:** Support the sale or lease of the old school site for agricultural use, or work with the Surrey School Board to define appropriate use of the site within the agricultural context.
50. **Water:** Areas designated as 'Water' on Schedule B-5 shall be used in accordance with the *Port Metro Vancouver Land Use Plan*.

### 5.3 ENSURE RELIABLE BASIC SERVICES

The improvement of basic services in this area, within the jurisdictional and financial constraints of Metro Vancouver, is a key priority for sub-areas within this OCP.

#### ■ General Policies & Actions

1. **Onsite wastewater:** Encourage the planning, installation and maintenance of onsite sewage systems that are consistent with the *Provincial Sewerage System Standard Practice Manual*<sup>3</sup> and the *Manual of Composting Toilet and Greywater Practice*<sup>4</sup>.
2. **Water monitoring:** Encourage the safety of drinking water through Provincial government monitoring of creeks and ground water.
3. **Alternative service providers:** Support residents' efforts to explore and secure reliable service providers.

#### ■ Northern Wilderness

4. **Recreation services:** Support initiatives to provide reliable basic services for recreation users such as kayakers, campers, and hikers.

#### ■ Howe Sound

5. **Drinking water:** Ensure a safe and secure drinking water supply through protection of the local watersheds, managing runoff quality and volumes, and coordinating extraction from streams with other jurisdictions.
6. **Watershed protection:** Explore opportunities with federal and provincial agencies to formally reserve and protect the local watersheds used for drinking water along Howe Sounds.

#### ■ Indian Arm

7. **Drinking water:** Work with BC Parks and other agencies to minimize impacts from recreation activities in the local watershed, to ensure safe and reliable drinking water for residents.

<sup>3</sup> [www2.gov.bc.ca/assets/gov/environment/waste-management/sewage/spmv3-24september2014.pdf](http://www2.gov.bc.ca/assets/gov/environment/waste-management/sewage/spmv3-24september2014.pdf)

<sup>4</sup> [www2.gov.bc.ca/assets/gov/environment/waste-management/sewage/provincial-composting-toilet-manual.pdf](http://www2.gov.bc.ca/assets/gov/environment/waste-management/sewage/provincial-composting-toilet-manual.pdf)

8. **Solid waste:** Work with residents and agencies to facilitate garbage pick-up and clean-up events to reduce garbage dumping on land and into the Arm.
9. **Cellular:** Encourage cellular service providers to provide increased and reliable coverage for remote areas.

- **Pitt Lake**

10. **Solid waste:** Work with residents and agencies to facilitate garbage pick-up and clean-up events to reduce garbage dumping on land and into the Lake.
11. **Cellular:** Encourage cellular service providers to provide increased and reliable coverage for remote areas.

- **Barnston Island**

12. **Sewage:** Ensure provision of adequate toilet facilities for visitors to the Island, and pursue toilet facilities on the Surrey side of the ferry.
13. **Internet:** Work with internet service providers to encourage better service to the Island.

## 5.4 ENSURE SAFETY FOR RESIDENTS AND PROPERTY

Ensuring safety for residents and property, within the jurisdictional and financial constraints of Metro Vancouver, is a key priority for sub-areas within this OCP.

- **General Policies & Actions**

1. **Hazardous lands:** Schedules C1-5 outline lands generally considered hazardous. Upon verification from a qualified professional, any activity, disturbance, and/or development in these areas should be avoided and/or mitigated.
2. **Geotechnical assessment:** Require a geotechnical assessment to be completed by a qualified professional as part of any rezoning, subdivision, or building permit application where the building footprint is altered. Such assessment must follow the Association of Professional Engineers and Geoscientists' *Guidelines for Legislated Landslide Assessments for Residential Development in BC*<sup>5</sup>, as updated from time to time, and thresholds set out by the approving officer.
3. **Fire protection:** Support residents' efforts for self-improvement in fire protection through community-led efforts.
4. **Flooding:** Development and management of lands that are exposed to coastal flood hazards arising from their exposure to the sea and to expected sea level rise due to climate change should consider the Provincial *Guidelines for Management of Coastal Flood Hazard Land Use*<sup>6</sup>.

<sup>5</sup> [www.apeg.bc.ca/getmedia/5d8f3362-7ba7-4cf4-a5b6-e8252b2ed76c/A](http://www.apeg.bc.ca/getmedia/5d8f3362-7ba7-4cf4-a5b6-e8252b2ed76c/A)

<sup>6</sup> [www.env.gov.bc.ca/wsd/public\\_safety/flood/pdfs\\_word/guidelines\\_for\\_mgr\\_coastal\\_flood\\_land\\_use-2012.pdf](http://www.env.gov.bc.ca/wsd/public_safety/flood/pdfs_word/guidelines_for_mgr_coastal_flood_land_use-2012.pdf)

5. **Crime:** Reduce crime by encouraging a more visible RCMP presence and community monitoring.
- **Northern Wilderness**
    6. **Wildfires:** Liaise with federal and provincial authorities on wildfire management and fire breaks around communities.
  - **Howe Sound**
    7. **Fire protection:** Liaise with the neighbouring municipalities to explore fire protection options for properties along the Howe Sound.
    8. **Railway safety:** Liaise with rail operators and land owners to ensure safety for residents along the railway line.
    9. **Highway safety:** Liaise with MOTI to ensure safer highway passage in and out of existing residential areas. Any future development must consider impacts to highway access and safety.
    10. **Transit safety:** Liaise with MOTI and TransLink to review transit stops and safe pedestrian movement along and across the highway.
    11. **Slopes:** Discourage development on slopes of 30% or more.
  - **Indian Arm**
    12. **Emergency plan:** Coordinate with residents and various agencies to establish a clear emergency access plan and protocols, including assigning property addresses to facilitate efficient 911 dispatch service.
    13. **Hazard management:** Work with appropriate agencies to enforce open fire bans on Indian Arm to reduce wildfire hazards.
    14. **Marine safety:** Work with appropriate agencies to establish clear and consistent marine speed limits on Indian Arm.
  - **Pitt Lake**
    15. **Emergency plan:** Coordinate with residents and various agencies to establish a clear emergency access plan and protocols, including assigning property addresses to facilitate efficient 911 dispatch service.
    16. **Widgeon flooding:** Development is not suitable around Widgeon Marsh and its tributaries, as the area is prone to flooding.
    17. **Septic safety:** Encourage routine maintenance of septic systems and registration with the Health Authorities.

## ■ Barnston Island

18. **Emergency plan:** Coordinate with residents and various agencies to establish a clear emergency access plan and protocols, particularly for after ferry hour access.
19. **Dike:** Coordinate with the Diking Commission and the Province to maintain the dike and manage acceptable levels of risk to properties in the context of floods and sea level rise. Stockpile riprap for emergency bank protection and encourage the Province to implement other recommendations from the *2012 Barnston Island Dike Assessment*.
20. **Firearm safety:** Work with the Province to ensure safe use of firearms on the Island for hunting or agricultural purposes.
21. **Ferry safety:** Work with MOTI to improve safety on the island for loading and unloading the ferry, particularly through improving night-time visibility and implementing an “on-off ferry” that does not require vehicles to back on/off.
22. **Flooding:** Establish a flood construction level and adaptive construction approaches to flooding.

## 5.5 MANAGE ACCESS

### ■ Introduction

The management of access for residents and visitors, in the context of the remote and natural character of the area, is a key priority for sub-areas within this OCP.

### ■ General Policies & Actions

1. **Coordination:** Work with the various jurisdictions and agencies that manage access of residents and visitors in the area to limit conflicts between different users’ objectives.

### ■ Northern Wilderness

2. **Public access:** Facilitate public access to permitted public recreation uses in accordance with provincial and regional park management objectives.

### ■ Howe Sound

3. **Rights-of-way:** Lands designated as ‘Transportation / Utilities’ on Schedule B-2 provide for utilities, and the movement of people and goods, both current and in future. Built and unbuilt public road allowances shall not be obstructed by structures, fences or other barriers that inhibit public access to these rights-of-way.
4. **Bridge:** Encourage effective asset management of the provincial Bailey bridge over Montizambert Creek.

### ■ Indian Arm

5. **Land-to-water access:** Work with appropriate agencies to identify options for secure, safe and reliable parking and boat-launching facilities for water access properties.
6. **Trails:** Explore ways to protect existing informal trails connecting various cabins along Indian Arm.

### ■ Pitt Lake

7. **Land-to-water access:** Work with appropriate agencies to identify options for secure, safe and reliable parking and boat-launching facilities and encourage maintenance and management of the road to Grant Narrows Park where many residents launch boats to access Pitt Lake.
8. **Marsh access:** Maintain water-only access to Widgeon Marsh to minimize impacts from increased tourism and potential for property crime.

### ■ Barnston Island

9. **Rights-of-way:** Lands designated as 'Transportation / Utilities' on Schedule B-5 provide for utilities and the movement of people and goods, both current and in future. Built and unbuilt public road allowances shall not be obstructed by structures, fences or other barriers that inhibit public access to these rights of ways.
10. **Dike maintenance access:** Encourage the provincial government to secure rights-of-way on private land for effective dike maintenance and asset management per the Dike Maintenance Act.
11. **Island access:** Work with the Ministry of Transportation and Infrastructure to improve ferry service to the Island, including improving the roads and intersections leading to the ferry dock. Work with CN Rail to minimize rail crossing wait times at the 104 Avenue and 176 Street intersection. Ensure that transportation-related policies are clearly communicated to residents and visitors.
12. **Parking:** Encourage the Ministry of Transportation and Infrastructure to enforce the 'no-parking' on the Island to keep Dyke Road clear for active agricultural uses, particularly around the two regional parks.
13. **Separated modes:** Explore opportunities to widen roadways to facilitate separation between cycling and motorized users (vehicles and farm equipment).

## 5.6 MEET GOVERNANCE RESPONSIBILITIES

Liaison with the numerous agencies involved in the management of the area and representing the residents' interests is a key priority for sub-areas within this OCP.

## ■ General Policies & Actions

1. **Context-sensitive regulation:** Take into account the local, rural and remote context of properties in OCP Area when formulating regulations
2. **Enforcement:** Communicate the process for individuals to report violators and enforce bylaws in an even-handed manner to ensure consistency and fairness.
3. **Communication:** Promote improved community relations by enhancing the website for keeping in contact with residents. Notify residents of new regulations and policies that might affect them.
4. **Residents' associations:** Encourage local residents to form community-based residents' associations that collaborate with Metro Vancouver staff and the Electoral Area A Director.
5. **Multi-agency coordination:** Work closely with other governments and agencies on matters such as land use, servicing, and transportation for the betterment of the overall area. Maintain and improve existing relationships with other governments and agencies.
6. **First Nations:** Work collaboratively with our First Nation partners on the broader management of the OCP Area lands and activities to ensure a coordinated vision for the area.

## ■ Northern Wilderness

7. **Coordination:** Coordinate management of the northern 'wilderness' area with First Nations, provincial and federal agencies.

## ■ Howe Sound

8. **Local governance:** Should restructuring of governance or services for the Howe Sound be considered in the future (such as amalgamating with neighbouring municipalities or sharing services), it should be accompanied by a review of access, sustainable service delivery, and impacts on the Regional Growth Strategy.
9. **Community forum:** Continue participation in the Howe Sound Community Forum

## ■ Indian Arm

10. **Local governance:** Restructuring of governance for Carraholly Point and Boulder Island (i.e. amalgamating with neighbouring municipalities), should be accompanied by a review of access, sustainable service delivery, and impacts on the Regional Growth Strategy.
11. **Building bylaw:** Update the Building Administration Bylaw to include building inspection services for Carraholly Point and Boulder Island.

## ■ Pitt Lake

12. **Widgeon Marsh:** Work with the Province, landowners, and other partner agencies to continue the expansion, protection, and long-term management of Widgeon Marsh.

▪ **Barnston Island**

13. **Event consultation:** Ensure adequate community consultation for tourism-related events that draw visitors to the island.

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## 6.0 IMPLEMENTATION

### 6.1 INTRODUCTION

An OCP should not be viewed as a static document. While the overall vision is expected to remain valid for the foreseeable future, Metro Vancouver will be faced occasionally with unanticipated changes and circumstances, and new ideas might emerge. However, when changes are contemplated they should be considered in a thoughtful manner that includes community consultation.

### 6.2 ACTIONS

The OCP sets out general guidance and several key action items. While not intended to be comprehensive, a set of key action items for Metro Vancouver are identified below:

1. Update the *Zoning Bylaw* to ensure consistency with the OCP. Some of the more significant changes include:
  - a) Aligning the zoning with the land use designations outlined in the OCP. This includes, but is not limited to adding a water zone (Section 4.0).
  - b) Reviewing the allowable uses to be consistent with the envisioned uses in the OCP. This includes, but is not limited to refining the Natural Resource uses to discourage forestry and mineral use in Howe Sound (Policy 5.2.11).
  - c) Identifying properties within the flight path on Barnston Island (Policy 5.2.47)
  - d) Stipulating allowances for secondary dwelling units / accessory sleeping quarters (Policies 5.2.13, 5.2.12, 5.2.23, 5.2.24, 5.2.34, 5.2.35 and 5.2.45)
  - e) Limiting building sizes / floor area ratio for Pitt Lake and Indian Arm to discourage large footprints not consistent with the cottage residential character (Policies 5.2.26 and 5.2.35)
2. Update *the Building Administration Bylaw* to include building inspection services for Carraholly Point and Boulder Island (Policy 5.6.11).
3. Review and update the *Emergency Management Plan* to address emergency response concerns for Indian Arm, Pitt Lake and Barnston Island (Policies 5.4.12, 5.4.15 and 5.4.18).
4. Establish a flood construction level for Barnston Island (Policy 5.4.22).
5. Explore, with the Agricultural Land Commission, the benefits or impacts of subdividing hooked lots on Barnston Island (Policy 5.2.44).
6. Support residents' efforts to secure fire service in the area (Policy 5.4.3 and 5.4.7).
7. Explore, with the Province and other agencies, opportunities to acquire park land (Policies 5.1.8 and 5.2.21).
8. Improve the website as a key communication platform with residents and owners (Policy 5.6.3).

9. Encourage residents to form Residents' Associations (Policy 5.6.4).

### **6.3 MONITORING & AMENDMENT**

While the core themes of this OCP are community-based and are expected to have enduring applicability to these areas of Electoral Area A, changes and unforeseen circumstances may necessitate modifications to either the policies or map schedules. This requires following not only the procedures of the Local Government Act, but also the spirit of Metro Vancouver's commitment to community consultation in planning. Metro Vancouver must consider a professional level analysis of the desirability and impact of any proposed amendment. This analysis should include a statement on the relationship to other plan policies and consistency with the Region Growth Strategy. Community impacts need to be considered.

Metro Vancouver shall continually monitor the plan to ensure that its policies and designations stay relevant. The plan should be subject to a comprehensive review every 5 years.

## MAP SCHEDULES

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## SUMMARY OF THE OCP PLANNING PROCESS

As part of the consultative process to develop this OCP, Metro Vancouver staff, with support from Stantec Consulting Ltd., engaged residents and stakeholders in the OCP area through three rounds of community consultation meetings. At each round, separate meetings were held for each of the following areas in order to consider community-specific issues: Howe Sound communities (includes Ocean Point, Strachan Point and Montizambert Wynd); Indian Arm (includes Boulder Island and Carraholly Point) and Pitt Lake (west); and Barnston Island. Notification for these meetings was sent by mail and email to all residents and owners of these areas who are on Metro Vancouver's mailing lists.

The first round on consultation was completed in June 2016, with the objectives to introduce community members to the OCP process and to solicit resident feedback on the key issues facing each community. In total, 76 community members were reached through this round of meetings, with 8 additional members reached through phone and email dialogues initiated by residents who were unable to attend the meetings.

The second round of consultation was completed in July 2016, with the objectives to review the draft vision for each sub-area, to build on the community input provided through the first consultation round, and to steer the policy directions under the six identified core themes outlined in this OCP. In total, 59 community members were reached through this round of meetings, with 6 additional members reached through phone and email dialogues who wished to provide additional input.

The final round of consultation was held in November 2016, with the objective to allow community members to provide comment on the draft OCP that was built upon previous community input. In total, XX community members were reached through these meetings, with XX additional members reached through phone and email dialogues.

Additionally, as per the staff report dated XXX, several referral agencies/municipalities were provided with the opportunity for feedback

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